



City of  
**Washington**  
NORTH CAROLINA  
Council Agenda  
FEBRUARY 9, 2015  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from January 26 & February 2, 2015 **(page 3)**

Approval/Amendments to Agenda

I. Consent Agenda:

A. Declare Surplus/Authorize – Declare Surplus and **Authorize** the sale of a vehicle through electronic auction using GovDeals **(page 33)**

B. Adopt – Grant Project Ordinance Amendments for the EDA Water & Sewer grant projects **(page 34)**

II. Comments from the Public:

III. Public Hearing – Zoning:

A. Accept/Adopt - Recommendation of the Planning Board and **Adopt** Resolution to consider zoning change consisting of 2.12 acres of vacant property located on Hudnell Street **(page 36)**

IV. Public Hearing - Other:

A. Adopt – Annexation Ordinance to extend the City of Washington corporate limits for the non-contiguous annexation of DCD Enterprises, Inc. located on US Hwy 264 West and containing 5.00 acres **(page 52)**

V. Scheduled Public Appearances:

A. Amy Brewer & Lori Leggett- Hospice & DSS Outreach Program **(page 61)**

B. Deep Fried Creative – Wayfinding Presentation (Dustin Dixon)

VI. Correspondence and Special Reports: None

VII. Reports from Boards, Commissions and Committees:

A. Human Relations Council **(page 62)**

VIII. Appointments:

A. Appointment – Recreation Advisory Committee **(page 64)**



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- IX. Old Business:
- A. Approve - Stormwater Technical and Financial Services Proposal from Martin-McGill in the amount of \$64,500 (**page 67**)
  - B. Discussion – Charter Amendments (Franz Holscher, City Attorney)
- X. New Business: None
- 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 23, 2015 at 5:30 pm, in the Council Chambers.

The Washington City Council met in a regular session on Monday, January 26, 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 Mayor Pro tem Roberson delivered the invocation.

**APPROVAL OF MINUTES:**

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council approved the minutes of January 12, 2015 as presented.

**APPROVAL/AMENDMENTS TO AGENDA:**

- Delete Old Business Item 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 (request pulled by applicant)
- Add as a future discussion item: Current phone system & Strategic Planning Session

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

**CONSENT AGENDA:**

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

- A. Adopt – Budget Ordinance Amendment for Water and Sewer Adjustments  
**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.

**ATTEST:**

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

**s/Mac Hodges**  
Mayor

**COMMENTS FROM THE PUBLIC: NONE**

**PUBLIC HEARING – OTHER: NONE**

**PUBLIC HEARING – ZONING: NONE**

**SCHEDULED PUBLIC APPEARANCES:**

**BOOTH & ASSOCIATES, LLC – LOAD MANAGEMENT STUDY**

Stephanie Beauregard from Booth & Associates delivered the following presentation to Council regarding Load Management.

### 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

## City of Washington Electric Utilities (WEU)

Load Management Study  
January 26, 2015

Booth & Associates, LLC



Booth & Associates, LLC

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### 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	\$50,000
Total	\$177,902
#Switches	1,000
\$/Switch	\$178

Commercial accounts are not included in this analysis.



### AC Savings (Oct13 – Sept14)

Air Conditioning	AC0	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
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Commercial accounts are not included in this analysis.

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### Heating Savings (Oct13 – Sept14)

Heating	HS <800	HS >800	BB <800	BB >800
Switches (avg)	513	807	57	261
Avg kWh per Switch		1,545		1,887
Credits Given	\$0	\$40,734	\$0	\$35,679
Power Cost Savings	\$15,541	\$51,963	\$4,184	\$46,973
Net Savings	\$15,541	\$11,229	\$4,184	\$11,294
Per Switch	\$30.31	\$13.91	\$73.89	\$43.21
Payback (years)	5.87	12.79	2.41	4.12

Rate	no credit	\$0.00847 per kWh >800	no credit	\$0.01570 per kWh >800
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Commercial accounts are not included in this analysis.

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### 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

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### 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

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### 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

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### 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

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Staff was directed to create a separate budget line item for generators that are not included in the load management program.

**CORRESPONDENCE AND SPECIAL REPORTS:**  
**DISCUSSION – GRANT UPDATES**

**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	Facade Grant Program	07/01/13	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				0		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				0		Bid awarded Nov. 24th
72	People's Pier Public Access Grant				135,000	-	135,000	-				0		Completed, reimbursement to be requested
75	Firefighter's Assistance- Exhaust	08/08/14	08/07/15		50,000	-	50,000	-				0		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		Construction bid awarded, complete by June 30th
77	EDA Sewer Grants	09/11/13	03/11/17	02/28/17	1,423,894	703,974	1,423,894	153,112				0		Equipment ordered
	CDBG Keysville Rd.	2005	6/4/2013	06/30/16	320,000	320,000	320,000	320,000				0	09/30/14	Bid awarded January 2015
32	TAG- Sanitary sewer study	05/12/14	08/07/14	09/09/14	35,000	-	35,000	30,625				0		Paid \$75k, closed lot 1, lot 2 complete, lot 3 end of January.
37	Airport Approach Survey	07/01/14	07/01/16		11,213	-	11,213	-				0		Completed, reimbursement to be requested
	IdX Building Reuse	12/15/14			504,000	-	504,000	-				0		Survey completed
10	NC Cardinal	07/01/14		06/30/15	22,345	-	22,345	-				0		Award notification received, Mid-East administering
10	Historic Preservation Grant	07/01/14	08/21/15		15,000	-	15,000	-				0		Grant awarded, complete by 6/30/15
10	EZTechnology Library Grant	11/03/14	12/12/14	04/15/15	4,963	5,223	10,086	-				0		RFP requested to update National Registry Inventory

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

**DISCUSSION – PROJECT UPDATES**

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 FY, TDA phone move Ch	1
		Redundant fire	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 #965	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>387,853</b>	<b>195,248</b>	<b>65,486</b>	<b>127,118</b>		
<b>Sewer:</b>								
Wastewater Treatment	32-90-8220-7000	Blas & paint clarifiers 1&2	14,600	14,600	0	0	Complete	1
	32-90-8220-7400	Vehicle #548	25,000	25,911	0	89	Complete	
	32-90-8220-7400	Effluent control panel	24,000	7,884	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>4,962</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		
		Total Electric Director	8,962	8,176	786	0				
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			
		Total Electric Meter Svc.	71,740	1,740	14,505	55,495				
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			
		Total Substation	452,512	82,729	138,476	231,307				
		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 Engine	71,538				Complete	2		
		High School Feeder relocation	114,332				Complete	1,2		
		Grimesland Feeder Engineeri	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			
		Total Power Line Construct	1,316,395	179,669	406,613	730,113				
		<b>Total Electric Fund</b>			<b>1,919,609</b>	<b>272,314</b>	<b>625,980</b>	<b>1,021,315</b>		
		Solid Waste Collection:	38-90-4710-7400	Two leaf machines	60,000	51,042	0	8,958	Complete	
Total Solid Waste	60,000			51,042	0	8,958				
Cemetery: Cemetery Fund	39-90-4740-5600 39-90-4740-7400	Storm drain repairs	7,223	7,223	0	0	Complete	2		
		Two equipment sheds	30,000	3,000	27,000	0	On order, complete Feb. 1			
		Total Cemetery	37,223	10,223	27,000	0				
<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

## REPORT – CITY OF WASHINGTON ACCIDENT STATISTICS

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).						

**REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE**

**APPOINTMENTS: NONE**

**OLD BUSINESS:**

**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** (request pulled by applicant)

**ADOPT – RESOLUTION TO ACCEPT A GRANT IN THE AMOUNT OF \$89,109 FROM NCDOT TO HELP FUND THE RUNWAY 5-23 LIGHTING REHAB PROJECT**

The 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.

By motion of Councilman Pitt, seconded by Councilman Mercer, Council adopted a resolution to accept a grant in the amount of \$89,109 from NCDOT to help fund the Runway 5-23 Lighting Rehab Project.

**RESOLUTION TO ACCEPT A GRANT IN THE AMOUNT OF \$89,109 FROM NCDOT TO HELP FUND THE RUNWAY 5-23 LIGHTING REHAB PROJECT**

WHEREAS, a Grant in the amount of \$89,109 has been approved by the Department based on total estimated cost of \$88,010; 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 IT RESOLVED THAT THE City Manager 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.

**ATTEST:**

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

**s/Mac Hodges  
Mayor**

**ADOPT – HAVENS GARDENS MASTER PLAN**

(summary) 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 recommended 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.

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

Susan Suggs delivered a presentation to Council that depicted the elements of the Havens Gardens Master Plan. After reviewing the presentation with Council, a motion was made to adopt the Master Plan for Havens Gardens.

## Havens Gardens Park Master Plan

CITY OF WASHINGTON



### Master Plan Goals

- ▶ 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.**

### Master Plan Goals

- ▶ 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 facilities for **new recreation activities including a splash park, beach volley ball and bocce.**

### Master Plan Goals

- ▶ Provide **shelters** for caregivers watching children play, picnics and gatherings.
- ▶ Provide **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.**

### Description of Havens Gardens Park - Setting

- ▶ Waterfront
- ▶ Lovely views
- ▶ Residential neighborhoods nearby
- ▶ Connection to other parks, neighborhoods & downtown waterfront
- ▶ Railroad track

### Description of Havens Gardens Park - Facilities

- ▶ 2 shelters
- ▶ Fishing pier
- ▶ Parking area
- ▶ Restrooms
- ▶ Play equipment
- ▶ Bulkhead
- ▶ Wheel



### Description of Havens Gardens Park – Current Use

- ▶ Fishing
- ▶ Viewing river
- ▶ Picnics, gatherings
- ▶ Children play
- ▶ Popular park



### Description of Havens Gardens Park - Condition

- ▶ Not accessible for pedestrians (ADA)
- ▶ Play equipment not accessible (ADA)
- ▶ Needs an update
- ▶ Shelters need repair
- ▶ Pier is narrow & needs repair
- ▶ "Loved to death"

### Environmental Parameters

- ▶ Flood plain location
- ▶ Water Quality buffers 30 foot and 50 foot
- ▶ Stormwater Permit required if greater than 24% impervious
- ▶ CAMA 75 foot Area of Environmental Concern

### Public Input

- ▶ City of Washington Parks & Recreation Master Plan – 3/2014
  - ▶ Popular activities: walking jogging, group gathering, picnics, biking
  - ▶ Desired: spray park, new playground equipment, sand volleyball
  - ▶ Specific to Havens Gardens Park: picnic, fitness circuit, sand volleyball, park update
  - ▶ Overall: improve maintenance, more youth activities

### Public Input

- ▶ Smoke on Water Festival – 10/18/2015
  - ▶ 59 surveys at Festival
  - ▶ 35 after festival



### Public Input Survey results – High ratings

Walking circuit	Trees
Splash play	Play structures
Picnics	Tot play
Viewing scenery	Climbing play
Youth play	Kayaking
Benches	Beach volleyball
Pier fishing	Safe play structure
Swings	





- Master Plan
- ▶ Accessible walkways
  - ▶ Accessible play equipment
  - ▶ Accessible parking
  - ▶ Resilient play surface
  - ▶ Repair shelters
  - ▶ Replace pier
  - ▶ New activities of beach volley ball, bocce, splash park, walking trail, pedestrian pier
  - ▶ Meets environmental criteria



Questions & Comments

Mayor Pro tem Roberson inquired about public access and about a fishing pier/pedestrian pier. He reminded Ms. Suggs to discuss the pier when the plan is submitted to CAMA for permitting. Ms. Suggs explained that a new pedestrian pier will be installed and the current fishing pier will be replaced with a new fishing pier.

By motion of Councilman Brooks, seconded by Councilman Beeman, Council adopted the Havens Gardens Master Plan as presented.

**NEW BUSINESS:**

**DISCUSSION: STRATEGIC PLANNING SESSION**

City Manager, Brian Alligood explained the process for tonight’s strategic planning session. He stated that the purpose of the planning session is for the Department Heads to:

1. Talk about where they are currently in this fiscal year.
2. Where they anticipate being at the end of the current fiscal year.
3. What challenges and projects do they face next fiscal year.

Staff is looking at broad direction from Council tonight as we move forward in the next budget cycle.

**ALLEN LEWIS, PUBLIC WORKS DEPT.**

## Current FY.

Budget revenues and expenditures are in-line with where they should be in all Public Works enterprise funds with the exception of the dumpster rental portion of the solid waste fund.

All major projects/capital expenditures in Public Works general fund divisions have been completed.

The EDA grant water/sewer project design and bidding is complete. Construction is set to begin in February 2015. This project includes a new 16" water transmission main from the WTP to US 264, liquid chlorine feed system at WTP, upgrade pump station at Cherry Run, generator at WWTP and replace the pump station at Water and Bonner. Project is scheduled to be completed by February of 2016.

The Summit Avenue water line replacement project is complete and was done so well under the budgeted amount. Most of the other major water fund projects/capital this FY are complete with the exception of a few that will be completed by mid-to-late April:

Airport terminal construction is nearing completion. Contract completion date is March 31, 2015, but substantial completion should take place sometime in February. Runway 5-23 lighting rehabilitation project should be completed around the end of the fiscal year. Approach clearing will hopefully take place in the next few months allowing runway 17-35 to be put back in service shortly thereafter. 50% plans for a new private hangar have been received and reviewed with comments returned to the owner.

The shelter replacement at the cemetery is underway and should be completed within the next several weeks.

## Upcoming FY.

Replace two ton dump truck in the street department (\$80K).

No projects/capital expenditures in the buildings and grounds budget that are above CIP threshold.

Replace two (2) vehicles in the water fund and various other smaller projects/capital expenditures in the water and sewer funds under the CIP threshold. Install video security system at the WWTP (\$25K). Continue large water meter replacement program (\$100K). Mr. Lewis noted that all of the 1" water meters have been replaced and the majority of the 2" water meters will be replaced next fiscal year (approx. 80 meters).

Continue manhole rehab program to reduce I/I (\$100K). Continue construction of EDA water/sewer project. Total costs, including engineering, construction, legal, admin and, contingency ~ \$2.8 million.

Proposed drainage improvements at various locations around town (\$300K).

Considering the possibility of improvements to the corporate hangar to make it more appealing to future tenants.

No projects/capital expenditures in the solid waste budget that are above CIP threshold. Possibly looking at eliminating a position with the pending retirement of a solid waste employee in August.

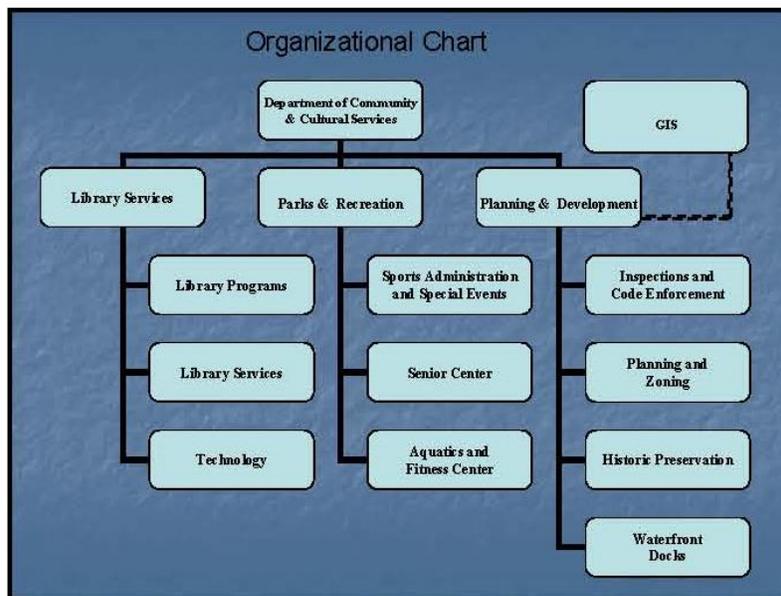
No projects/capital expenditures in the cemetery budget that are above CIP threshold.

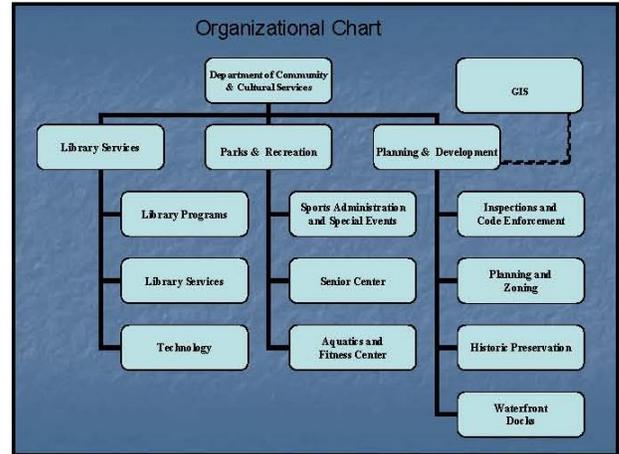
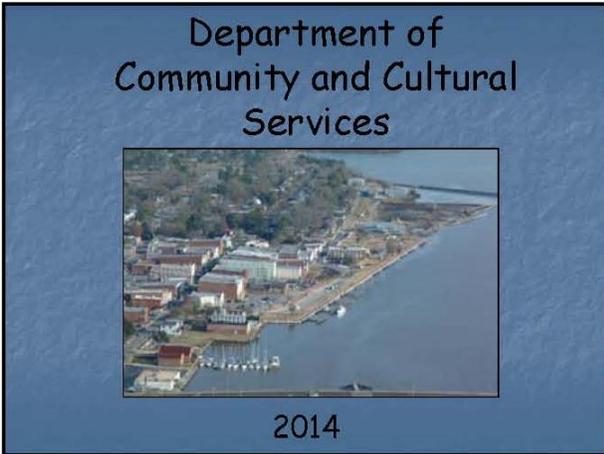
Mr. Alligood explained staff is currently reviewing the Stormwater program and plans to present the revised program to Council on February 9<sup>th</sup>. Council discussed the maintenance as well as the enhancement/improvements of the McConnell Sports Complex. Mr. Alligood noted that the current budget and as well as next fiscal year we need to concentrate on the maintenance of the current properties that we own instead of adding additional items. We need to spend a little more money and time on our current infrastructure before we add new items. Mr. Alligood challenged Council to look at all the items associated with the Stormwater Fees/Program and not just focus on capital. Mr. Alligood discussed the street resurfacing program with Council – this will be addressed in a long-term Capital Improvement Plan. Mr. Lewis noted that the roof on all of the press boxes at the McConnell complex will need to be replaced.

Councilman Brooks liked the fact that a maintenance plan is being created to take care of property and facilities that we own. Councilman Mercer asked if it was practical to install AMR meters on the larger meters and Mr. Alligood noted the larger AMR meters would be cost prohibitive.

**JOHN RODMAN, COMMUNITY & CULTURAL SERVICES**

The People’s Pier project is slated to begin in February and completed by June 30<sup>th</sup>. Councilman Mercer asked Mr. Rodman about future capital projects, the information will be provided to Council at a later date. Councilman Pitt noted that additional attention and funding needs to be provided for dilapidated structures.





### Planning and Development

- Code Enforcement and Inspection
- Planning and Zoning
- Historic Preservation
- Floodplain Management
- Waterfront Docks

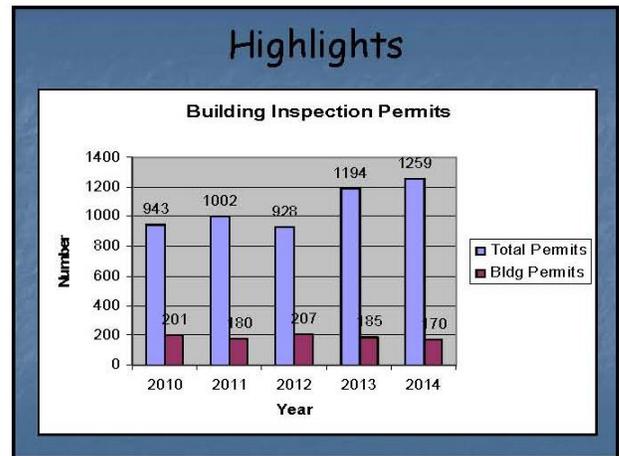


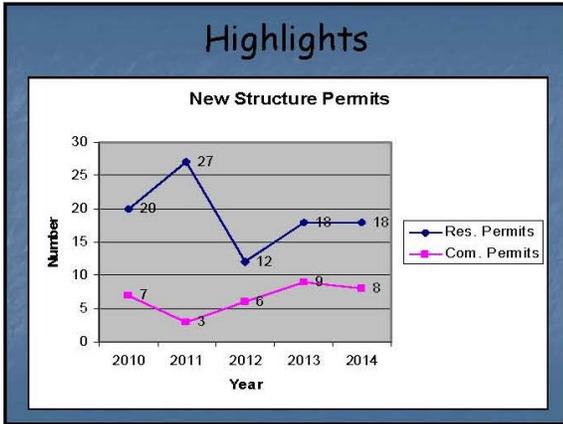
### Overview/Projects (Planning & Development)

- Completed an update of the Historic Preservation Guidelines
- Continue both Historic Preservation and a Building Inspection Newsletter
- Retained our Certified Local Government status
- Participated in the NFIP Community Rating System (CRS) program - recognizes activities that exceed minimum flood insurance standards
- Received grant for Historic Structure Inventory
- Began Wayfinding Signage program
- Had organizational meeting for Downtown Streetscape Master Plan
- Completed review of Inspection and Planning & Development fees

### Staff Certifications

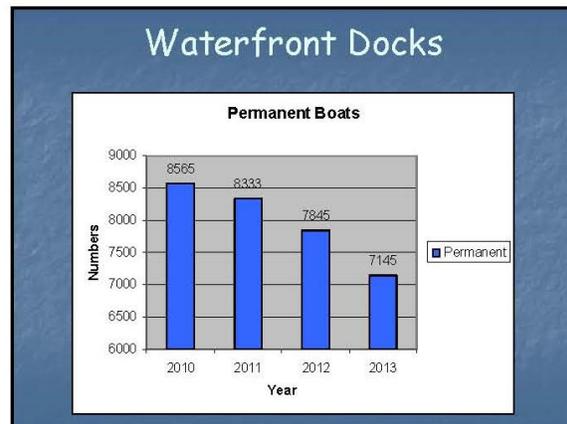
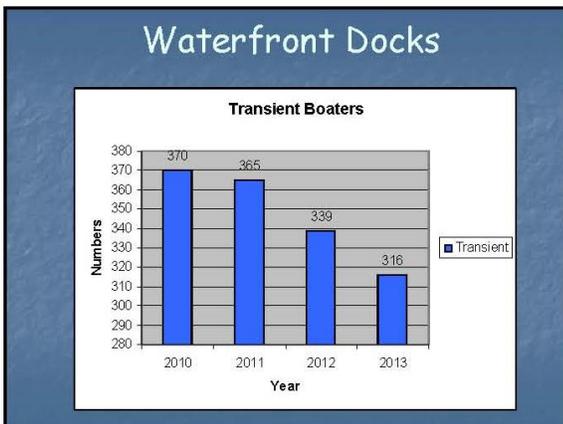
- Certified Zoning Official
- Certified Housing Code Official
- Certified LEEDS Official
- Certified Floodplain Manager
- Building Officials retained Level III certifications in all 5 trades
- American Institute of Certified Planners
- Completed Grant Administration and Public Management Certification



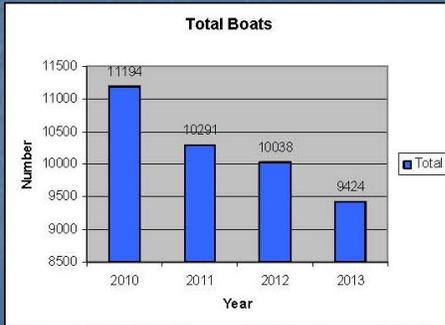


- ### Goals and Challenges - 2015 (Planning & Development)
- Complete the process of revising and consolidating the Zoning Ordinance, Subdivision Ordinance, Sign Ordinance, and other departmental regulations into a **Unified Development Ordinance**
  - Complete the Non-Residential Maintenance Code for sub-standard commercial structures
  - Complete the Wayfinding sign Program - Begin the review for a comprehensive corridor and entranceway study to improve the major gateways into the community
  - Better utilize and enhance our Demolition By Neglect Ordinance for the Historic District
  - Continue the process for a Downtown Master Plan (Streetscapes)
  - Develop an ordinance to incorporate Load Management into New Construction
  - Continue to improve the Department and the City's use of GIS and document management technology
  - Approve a fair and equitable fee schedule for Inspections and Planning

- ### Overview/Projects (Waterfront Docks)
- Completed reorganization for the Waterfront Docks management
  - Hired a part-time dockmaster
  - Completed construction of Lighthouse Restrooms and Boaters Facility
  - Appointed Waterfront Dock Committee
  - Received grant funding for the construction of a municipal pier
  - Completed review and implementation of waterfront docks fee schedule



### Waterfront Docks



### Goals and Challenges - 2015 (Waterfront Docks)

- Continue maintenance on docks as needed
- Positive change over of waterfront docks - occupying new facility
- A procedure & budget for emergency removal of derelict boats
- Receive funding and complete the construction of the public pier
- Increase occupancy of the slips to warrant possible expansion in the future
- Investigate new policy for the use commercial activity on the waterfront
- Begin planning for completion of Maritime Quarter - storage building & Farmers Market
- Investigate the location of a fuel source

### Parks and Recreation

- Administration
- Sports/Events
- Seniors
- Aquatic and Fitness Center



### Overview/Projects (Administration)

- Completed the relocation of Parks and Recreation Administration offices
- Completed the Comprehensive Recreation Master Plan
- Completed the Comprehensive Bicycle Plan
- Updating the Pedestrian Plan
- Applied for CAMA Public Access Grant for walkway at Runyon Creek
- Completed review of youth sports and event fees

### Goals and Challenges - 2015 (Administration)

- Implement the Havens Gardens Master Plan
- Apply for 2015 PARTF grant for upgrades at Havens Gardens.
- Find suitable location for of tennis courts.
- Review the process for the updating of McConnell Sports Complex
- Determine the viability of a disc golf course
- Providing a safe kayak launch at Havens Gardens Boat Launch
- Determine the feasibility of additional part-time facility attendants
- Kate B. Reynolds Foundation - project in conjunction with BC Schools, Beaufort Co. & Boys and Girls Club

### Goals and Challenges - 2015 (Sports and Events)

- Additional gym space & repairs at Bobby Andrews Recreation Center
- Lack of enough parking and condition of parking area at McConnell complex
- Expanding parking to property on Springs Road
- Length of time Complex is open to activities
- Repairs needed Oakdale Bldg (15<sup>th</sup> St)
- Developing a fair & equitable fee schedule for youth sports events

### Overview/Projects (Senior Center)

- Remained SCOPE Senior Center of Excellence
- Grace Martin Harwell Senior Center - is a Non-Profit
- Receives funding from United Way and has 3-5 fund raisers through the non-profit.
- Served 200+ Medicare D clients, saved them \$77,000 in medical expenses
- Completed upgrades to the Peterson Building
- Partnered with BC Emergency Services and American Cancer Center for services
- Fitness room served 80-95 participants monthly

### Goals and Challenges - 2015 (Senior Center)

- Lack of parking space for seniors - in competition with Civic Center
- Complete updates to the Peterson Building
- Need additional tech support in computer lab
- Additional part-time help for front desk
- Determining space needs for the Senior Center
- Determining the highest and best use of the Peterson Building

### Overview/Projects (Aquatics Center)

- Hired new Supervisor - July 2015
- Working on new programs and data.
- Updating pool documents and standards.
- Worked on increasing membership
- Began investigation to replace dehumidifier
- Repaired the crack in the joint and replastered the pool.
- Completed review of fees and charges

### Goals and Challenges - 2015 (Aquatics Center)

- Loss of dehumidifier caused excess moisture in the facility
- Possible replacement of dehumidifier.
- Repair and replace roof
- Installation of a monitored fire system
- New marketing approach - develop web page for Aquatics Center
- Research opportunity for a salt chlorine generation system

### Library Services

- Library Programs
- Library Services
- Library Technology



### Overview/Projects (Library)

- Received a \$4,863 EX Online Edge Technology grant for computers
- Received \$23,345 LSTA grant to migrate to the NC Cardinal
- Children's and Young Adults Summer Reading program is growing and funded by the Friends of the Library
- Increased reader circulation by 25%
- Added numerous improvements to the Children's Room
- Saved \$11,900 on the purchased of books by a certain vendor by using a 45% discount

- Goals and Challenges - 2015  
(Library)**
- Complete computer virtualization
  - Prepare for NC Cardinal conversion
  - Complete Evergreen Implementation schedule
  - Add 2 additional educational literacy computers to the children's room
  - Keep Brown Library collection current and relevant to our patrons
  - Lack of space in the library patron study area
  - Uncertainty on the future of the library

**STACY DRAKEFORD, POLICE & FIRE SERVICES**

POLICE AND FIRE  
SERVICES

**FD Program Measures**

	2013	2014	Difference
Engine Response	651	578	-73
EMS Response	2,443	2,626	183
Public Education	(students) 3,903	(students) 2,846	-57
Training Hours	1,820	2,112	292

**PD Program Measures**

	2013	2014	Difference
Calls for Service	24,995	28,488	3,493
Citations	2,603	2,622	19
Arrests	1,059	1,477	418
Training Hours	3,413	3,618	205

**PD Program Measures**

	2013	2014	Difference
Accidents	609	693	84
Warnings	706	837	31
City Citations	111	431	302
Foot Patrols	1,331	1,967	636

	2013	2014	Difference
Pawn Tickets	7,325	10,091	2,766
Evidence	1,199	1,016	-183
Animal Control	764	891	127
Vehicle Unlocks	NA	2,588	2,588

	2012	2013	Difference
Murder	1	0	-1
Rape	3	2	-1
Robbery	25	21	-4
Agg. Assault	57	52	-5

Director Drakeford noted that staff in the Communications Center not only answers the phone, but they also take care of the Domestic Violence Protection Orders, Pawn Tickets (10,000+) as well as other administrative duties. As a measure of “good will” the Police Department began unlocking vehicles for our citizens.

	2012	2013	Difference
Burglary	152	148	-4
Larceny	552	478	-74
Motor Vehicle Theft	7	8	1

- GOALS 2014
- Increase Community Involvement
  - High Angle Certification
  - Confine Space Certification
  - Heavy Rescue
  - Crisis Intervention Training
  - Cross Training Opportunities
  - Emergency Response Training
  - Management and Leadership Training
  - Paramedic Training
  - Reduce Crime Rate

- Challenges
- Increasing community participation
  - Continuing to upgrade equipment

- Goals 2015
- Maintain current energy level
  - Continued investment in the Community
  - Continued investment in the employees

Washington is one of three “heavy rescue departments” in Eastern North Carolina. There are currently two Police Officers that just completed their Fire Fighter II Certification – when the cross training program is complete there will be eight Police Officers cross trained to be able to respond to fire calls. We are trying to give our employees the best training possible. Eight employees completed the Paramedic Training Program and passed the State Certification. Director Drakeford noted that Christmas 2014 his staff participated in the “Shop with a Cop” program, with contributions from Wal-Mart as well as private donations and they were able to take 14 children on a shopping trip. Director Drakeford reviewed the National Night Out event was a huge success. He continued by thanking

Kimberly Grimes for her efforts in the community outreach programs. Director Drakeford stated this is the best group of people that he has ever worked with and we will continue to invest in our employees.

Councilman Mercer noted that Director Drakeford has approximately \$60,000 worth of vehicles in the CIP and expressed concern that he is not getting enough new vehicles. Director Drakeford explained that he doesn't want to buy five cars at one time then only be able to buy one during a future budget year, this would allow the vehicles to get on a rotation cycle. Mr. Alligood explained that staff will be developing a vehicle replacement program/fund and this will come before Council at a future meeting.

## KEITH HARDT, ELECTRIC UTILITIES

Electric Department Projects  
FY 2014-2015 and FY 2015-2016

- Rebuild 2<sup>nd</sup> and 5<sup>th</sup> Street Overhead Feeders
  - Construction from the area in and around Main Substation on West 2<sup>nd</sup> Street to Hackney Avenue.
  - Will upgrade aging facilities and eliminate the lack of access for the existing feeder location
  - Engineering Complete
  - All materials have been ordered and awaiting delivery
  - Labor and Equipment Contract almost completed
- Rebuild NC Highway 32 Overhead Feeder
  - Construction from Douglas Crossroads to Five Points
  - Will allow tie points between Forest Hills Substation and Slatestone Substation for both distribution and transmission
  - All materials have been ordered and awaiting delivery
  - Construction should be completed before the end of the fiscal year
- Highway 17 North Underground Conversion
  - Construction of a 1200' underground feeder to eliminate access restrictions to the existing overhead feeder due to the Highway 17 construction
  - Eliminates working in 404 wetlands in the event of a pole or conductor failure
- Main Substation Exits Feeders
  - Will upgrade aging facilities
  - FY 2014-2015 Budget
    - Replace all duct bank system for all six (6) 15 kV underground feeder exits
    - Replace the conductor for the following feeders:
      - 2<sup>nd</sup> Street
      - 5<sup>th</sup> Street
      - Clarks Neck
      - Highway 17
  - FY 2015-2016 Budget
    - Replace the conductor for the following feeders:
      - 15th Street
      - Market Street
  - Engineering Complete
  - All materials have been ordered and awaiting delivery
  - Labor and Equipment Contract almost completed
- Forest Hills - High School Feeder Exit Relocation
  - Construction from the area in and around Forest Hills Substation and Sherwood Forest subdivision along US 264 East
  - Will upgrade aging facilities and eliminate the lack of access for the existing feeder location

- This project was budgeted in FY 2013-2014 and was completed July of 2014
- Grimesland Bridge Road Feeder
  - Construction from Wharton Substation to Clarks Neck Road – 2.0 miles
    - Includes 1,000' Tranter's Creek overhead crossing
  - Engineering Phase I of the of the project was completed in the FY 2013-2014 budget
  - FY 2015-2016 Budget Phase II includes:
    - Engineering of the Tranter's Creek Crossing
    - R/W acquisition and permitting
    - Major material acquisition – long lead times
- Slatestone / White Post Tie Feeder
  - Construction of transmission and distribution from White Post Substation to Slatestone Substation – 6.3 miles
  - Will allow tie points between White Substation and Slatestone Substation for both distribution and transmission
  - FY 2014-2015 Budget – Engineering and R/W acquisition for the proposed feeder route.
- Main Substation B3 Bus Breaker Replacement
- Residential Load Management
  - Most recent campaign began in October 2010
  - Installed over 3,170 switches
  - Added or upgraded over 2,279 residential accounts
  - Increased annual wholesale savings by over \$432,000
- NCEMPA Asset Sale
  - Projected to be completed this calendar year
  - The wholesale rate structure is changing.
  - An update of the Electric Fund's cost of service study is to be included in the FY 2015-16 budget request.
- Chocowinity Substation Relay and Breaker Repairs
  - Relay Repairs
    - Engineering Complete
    - Material Acquisition Complete
    - Repairs to be completed within 4 weeks
  - Breaker Bushing Replacement
    - Originally estimated at \$120,000
    - While performing work prior to the bushing replacement it was determined that the bushings could be refurbished instead of replaced.
    - Cost will be lower, but total not known at this time.

Current saturation on residential load management is approximately 60%. Discussion was held regarding the Grimesland Bridge Road feeder project.

**MATT RAUSCHENBACH, FINANCE/ADMINISTRATION**

Administrative Services 2015  
1/26/15

**Finance**

- GFOA Certificate of Achievement in Financial Reporting
- Grant and project management
- Marketing- consistent format/information/education
- Customer Service- foot traffic/demographics, chronic disconnect list
- System software replacement, \$100k

**Human Resources**

- Health care cost/wellness initiative
- Pay & classification study
- HR Director retirement

**Purchasing/Warehouse**

- Building & grounds maintenance

**Information Systems**

- FY 14/15 Projects
  - o EOC configuration in Mayor's conference room
  - o Library virtual desktop for patrons
  - o System backup in house vs. outsource
  - o UPS battery backup upgrade
  - o GIS implementation
  - o City hall customer service virtual desktops
  - o Telephone system emergency operations and failover configuration
  - o NC Cardinal library cataloging implementation
- FY 15/16 Projects, \$150k
  - o City hall virtual desktops
  - o Fiber to Jacks Creek
  - o Security Assessment implementation
  - o Switch upgrades

**2015/2016 General Fund Budget Gap**

Estimate FY 14/15	Gap FY 15/16	Category
<b>Revenue:</b>		
	(120,000)	Privilege License Tax
250,000	200,000	Sales Taxes
-	-	Property Taxes
<b>80,000</b>		<b>Total Revenue</b>
<b>Expenditures:</b>		
<b>Fund Balance Appropriated:</b>		
Initial appropriation:		
352,095	352,095	Capital
17,624	-	PEG Channel
22,064	-	Powell Bill
<b>391,783</b>	<b>352,095</b>	<b>Total Fund Balance Appropriated</b>
<b>Grant Clawbacks:</b>		
75,000	25,000	CDBG Keysville Rd.
	74,287	CDBG WHA (4)
	(24,000)	Escrow offset (4)
	<b>75,287</b>	<b>Total Grant Clawbacks</b>
<b>Salary &amp; Benefits:</b>		
202,992		COLA (3%)
27,720		Merit
(34,000)		\$250 Bonus
0		Health Care Cost (0%)
(27,066)		Retirement (0.4%)
<b>169,646</b>		<b>Total Salary &amp; Benefits</b>
<b>Other:</b>		
8,056		Property, casualty, liab. Ins. (5%)
40,000		Electric Fund Transfer Reduction
		Facility Maintenance
35,000		Pay & classification study
100,000		Financial Software
25,000		Warehouse parking lot
<b>208,056</b>		<b>Total Other</b>
<b>805,085</b>		<b>Total Expenditures</b>
<b>725,085</b>		<b>Grand Total Budget Gap</b>

**Electric Transfer to General Fund**

**Allowed Return on Electric System Investment Transfer**

**GS 159B-39:** Return on electric system investment transferred to other funds of the municipality as a rate of return on the investment shall not exceed:

1) Electric sales	36,031,597
5%	1,801,580
2) Gross capital assets	60,308,954
3%	1,809,269

**Transfer history**

Year	Transfer	Change	Cummulative
2010	1,173,150		
2011	973,150	(200,000)	(200,000)
2012	973,150	-	(200,000)
2013	846,121	(127,029)	(327,029)
2014	470,000	(376,121)	(703,150)
2015	470,000	-	(703,150)
2016	430,000	(40,000)	(743,150)

**Transfers utilized for:**

- return on investment to shareholders (City residents), allowed by general statute
- County resident contribution for use of City services funded by property taxes (recreation facilities, senior center, library, cemetery)
- PILOT on non-City portion of assets

**Inside City/ Outside City Residential Electric Sales**

	Inside	Outside	Rate Differential	Total Sales
Sales \$	6,432,468	12,203,020	429,987	36,031,597
kWh	47,993,050	87,839,346		
\$/kWh	0.1340	0.1389	0.0049	
Customers	4,607	6,495		

**PILOT**

	Gross Assets	PILOT City	PILOT O/S City	PILOT Total
2015	60,308,954	135,695	165,850	301,545
2016	62,394,636	140,388	171,585	311,973

**Fund Balance**

**Available Fund Balance**

6,644,822 6/30/2014

**City Minimum Balance Resolution**

1,992,077	16% of operating expenditures
2,000,000	Emergency reserve
<b>3,992,077</b>	<b>Minimum balance</b>
	32%

2,652,745 Available

**Possible designations for excess availability:**

1,000,000	Police Station
500,000	Havens Garden PARTF match
500,000	Facility Maintenance
300,000	Vehicle replacement fund
<b>2,300,000</b>	<b>Total</b>

Discussion was held regarding Utility Franchise Tax, Sales Tax, Property Tax and Privilege License Fees. Councilman Mercer inquired what the cost would be to replace the Logics Financial Software program and Mr. Rauschenbach explained approximately \$100,000. The cost several years ago to replace the program was approximately \$400,000 and was cost prohibitive. The software package would not be the same system that Beaufort County uses. The vendors we have looked at were recommended by other Finance Directors from across NC.

**BRIAN ALLIGOOD, CITY MANAGER**

Mr. Alligood reminded Council that last year there was conversation about changing Council’s term limits from two year terms to four year staggered terms. Some members were interested in this and others were not. If there is still interest in making that change then we need to start having those conversations with our local delegation. Mr. Alligood asked for direction from Council. Councilman Mercer and Councilman Pitt expressed interest in leaving the term at two years. Councilman Beeman, Councilman Brooks, Mayor Pro tem Roberson and Mayor Hodges expressed interest in pursuing four year staggered terms. Councilman Mercer suggested holding a public hearing on the matter and letting the citizens weigh in on the issue. This topic will come back to Council on February 9<sup>th</sup> for more detailed discussion as well as the steps that would need to be taken to make the Charter change occur.

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

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:  
NONE**

**CLOSED SESSION: NONE**

**ADJOURN:**

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council adjourned the meeting at 8:15 pm until Monday, February 2, 2015 at 5:30 pm, in the Council Chambers.

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

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

The Washington City Council met in a continued session on Monday, February 2, 2015 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; and Cynthia S. Bennett, City Clerk.

Also present were: Matt Rauschenbach, Administrative Services Director/C.F.O.; Allen Lewis, Public Works Director; David Carraway, Network Administrator; and Mike Voss, Washington Daily News.

Mayor Pro tem Roberson called the meeting to order and Councilman Mercer delivered the invocation.

Mayor Hodges was absent due to the death of his mother.

**ANNOUNCEMENTS:**

Mayor Pro tem Roberson made the following announcements:

- The passing of Mayor Hodges mother, Mrs. Ruth Gee Gay Hodges –funeral will be held on Tuesday February 3, at Oakdale Cemetery ~ 11:00 am in Washington.
- The passing of Councilman Pitt’s mother-in-law, Mrs. Mary Elizabeth Davis Canady – funeral will be held on Tuesday, February 3, at Weeping Mary Church of Christ ~ noon in Belhaven.

**APPROVAL/AMENDMENTS TO AGENDA:**

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

Mayor Pro tem Roberson voiced the format/process for tonight’s meeting and stated that all outside agencies will be allocated 10 minutes to present their request for funding. He requested each agency introduced themselves, state the agency you are representing, the purpose of the funds requested, and the amount requested.

**DISCUSSION: FY 2015-2016 AGENCY FUNDING REQUESTS**

**ARTS COUNCIL – REQUESTED AMOUNT \$50,000**

Executive Director of Arts Council, Joey Toler, presented the request of funding for the Beaufort County Arts Council. Highlights from Mr. Toler’s presentation:

- January 2015 marks BCAC’s one-year anniversary in its new home at the historic Turnage Theatre properties
- In its first year, BCAC has presented more than 50 events at the venue
- Turnage brought more than 50,000 visitors to the City of Washington
- In addition, presented eight (8) exhibits
- Offered five (5) weeks of youth performing art camps
- Several art classes for adults

**New location changes from BCAC in doing business:**

- More of a presenting organization
- Become a rental facility for special events and corporate functions
- Expanded hours of operation

- Doubled staff
- Programming across a three-county region

**Current:**

- Major Gift Campaign to raise funds to see the organization through its first three years
- Steps taken to build donor capacity and revenue streams
- Received pledges totaling more than \$466,000

**Highlights for the Future:**

- Sustainability
- Regional Reach
- Inclusiveness
- Essential to Downtown Economic Development

The following individuals spoke on behalf of the Arts Council:

- Scott Campbell, Realtor with Century 21
- Rebecca Clark, Co-owner of Little Shoppes on Main Street
- Roger Meyland owner of properties downtown and Beaufort County
- Chris Furlough, President of WHDA.

**BOYS & GIRLS CLUB – REQUESTED AMOUNT \$20,000**

Executive Director, Mal Collins, and Vice President of Operations with the Coastal Plains Boys & Girls Club, Donelle Jones, presented the request of funding for the Boys & Girls Club. Highlights from Ms. Collins & Mr. Jones presentation:

- Mission of the Boys & Girls Club is to enable all young people especially those who needs us most to reach their full potential as productive, caring, and responsible citizens
- Three areas of priority outcome: Academic success, healthy lifestyles, and character & citizenship
- Successful collaboration has the opportunity to partner with PAL Programs, the Pamlico Tar-River Foundation, and participated in the KABOOM playground build & Food Master Program with East Carolina University

**Five (5) Key Elements in the Program**

- Safe environment
- Supportive relationships
- Consistency
- Opportunities and Expectations
- Recognition & Fun

Mr. Jones mentioned the renovation of the Washington Gym and noted this will be a great opportunity for the Community as a whole.

Councilman Mercer inquired if the request was for both the Washington and Belhaven center and Mr. Jones stated just for the Washington location.

Ms. Collins advised that the majority of their request would cover approximately 80% of their monthly utilities. It is estimated the utilities are \$1,200 per month, which equals to \$14,400 for the year with the remaining \$5600 used for facility care, maintenance, and upgrades.

**ZION SHELTER – REQUESTED AMOUNT \$8,500**

Treasurer, Harlan Mackendrick, presented the request of funding for the Zion Shelter.

Highlights from Mr. Mackendrick’s presentation:

- How the shelter was started by local churches in the community
- In operation for thirty (30) years
- Safe shelter on the average of 11 homeless men every night
- The majority of the Zion Shelter’s request is to cover their utility bill

**THE BLIND CENTER – REQUESTED AMOUNT \$1,500**

Executive Director, Blair Bergevin, presented the request of funding for The Blind Center.

Highlights from Ms. Bergevin’s presentation:

- The Blind Center originated in the late 1970’s by Nancy Boyd
- The Blind Center was incorporated in 1981
- Mission of The Blind Center is to educate blind and visually impaired citizens by providing opportunities that will assist them in reaching their personal physical, mental and social goals to live a healthy and independent lifestyle
- Typically has approximately fifteen (15) clients per day
- Clients come to the facility four (4) days a week from 9:00 am – 12:30 pm
- Well balanced lunch provided two (2) days per week
- Each client is provided with transportation, recreational activities, socialization and confidence building skills
- Most of the clients have diabetes, high blood pressure or other serious conditions
- Diabetes being the most leading cause of blindness
- Goal of The Blind Center is to promote a healthy lifestyle to the clients by offering a well balanced lunch, as well as education them on the importance of making healthy food choice

Mr. Thorton Gorham voiced that The Blind Center was built for visually impaired. The building was built for use by surrounding counties.

**EAGLE’S WINGS – REQUESTED AMOUNT \$1,000**

Executive Director, Ann-Marie Montague, presented the request for funding for Eagle’s Wings.

Highlights from Mr. Montague’s presentation:

- Entire mission is to alleviate hunger in our county
- Over 63% of their clients come from 27889 zip code with a portion being outside the City
- Neighbors suffering from food insecurity
- Request is for further expansion of our Homebound Program
- Reaching clients who are terminally ill and unable to obtain food in person at the Third Street facility
- Clients receive delivered groceries once a month
- Serving 80 clients with homebound delivery with 30 in the City of Washington
- Eagle’s Wings works with DSS Meals on Wheels, home healthcare workers, and other clients

- \$1,000 will allow Eagle’s Wings to purchase over 5000lbs of food through the Food Bank of the Albemarle

### **WRIGHT FLIGHT – REQUESTED AMOUNT \$5,000**

Ms. Lydie Jennings presented the request for funding for Wright Flight of Beaufort County.

Highlights from Ms. Jennings presentation:

- Appropriation will specifically fund the opportunity for 50 5<sup>th</sup> graders at John Small School to participate in the Wright Flight Program which costs approximately \$100/student to fund. \$100 broken down as follows:
  - Wright Flight Study Manual Notebook \$20
  - Wright Flight T-Shirt, pin and certificate \$15
  - Fly Day Flight & Reward Celebration \$65
- The program uses the inherent motivational power of aviation as a stimulus for students to set and achieve higher goals in their educational and personal development
- Students realize that the attitude that ensures success is transferable to other subjects and life endeavors
- Program designed to keep children engaged and enrolled in school

### **Requirement of each student**

- Sign a contract to raise a grade point in one of their weaker subjects
- Education goals through the BOLDFACE segment of the program which instills positive values in the participants
- Student must pass the test on history of flight with an 85% or better
- Set a goal for themselves to improve a subject grade by one letter grade
- Commit to being drug and alcohol free

### **Meeting the goals**

- Student earns the “right to flight” ... which means the student and an adult of their choice can fly in a small aircraft with a pilot on FLY DAY

Ms. Jennings voiced that their goal is to eventually fund themselves. They are requesting funding this year from the City but they hope to be self sufficient in two (2) years. The City’s contributions helped start the program & allowed us to grow & prosper. Over 2000 students at John Small Scholl have reaped great rewards from Wright Flight.

### **PURPOSE OF GOD ANNEX – REQUESTED AMOUNT \$20,000**

Chief Executive Officer, Bishop Samuel Jones, and Chief Administrative Officer, Mother Regina Jones presented the request for Purpose of God Annex. Highlights from Bishop and Mother Jones presentation:

### **Programs**

- Youth program
- Summer program for at risk youth (ages 6-15)
- Stem program
- Musical programs
- Behavior modifications
- Last year served 118 families
- This year the proposal is to serve approximately 125 families

**Adult program:**

- Project New Hope
- This year they have placed 18 individuals in the City of Washing in jobs
- Teaching
  - computer classes
  - communication classes
  - mock interviews
  - How to dress and how to conduct themselves
- Fell from staffing 13 individuals to approximately 5
- Monitor the clients every month by visiting workplaces to make sure the clients behavior is in tact

Bishop Jones voiced that over the last three years he has not received any compensation and over the last two years Mother Jones has not received any compensation.

**Funding of one staff person:**

- Staff Salary (Case Manager)
- Staff Fringe Benefits
- Other participant Services (ID cards, copies of transcripts, work tools/clothing/shoes)

Bishop Jones voiced due to the financial downfall of the Country, Purpose of God Annex lost a lot of their grant funding.

**CORNERSTONE WORSHIP CENTER – REQUESTED AMOUNT \$16,000**

Executive Director, Bishop James S. McIntyre, Sr. presented the request for funding for Cornerstone Worship Center. Highlights from Bishop McIntyre's presentation:

- Program provides nurturing skills for families in Beaufort County
- Program is designed to provide parental and sibling interaction with a nationally recognized evidenced based parenting curriculum
- Designed to help parents and children recognize destructive pattern,
- Designed to help break these habits and replace them with positive, rewarding nurturing family relationships
- Families being served from birth to 16
- Program serves 10-20 families per session averaging from 2-7 members with a total average of 65 individuals participating
- This year they have served about 52 families in total with a 90% completion rate
- The program can help break the cycle of abuse, building self-esteem, parental & child respect, and empowering family members to build positive patterns of communication
- Each class lasts between two and one-half hours generally running from 6:00 to 8:30 pm.
- Classes are twice a year, usually in April-June and August-November
- The total cost of the program is \$16,000 for one 15-week session of classes

**NC ESTUARIUM – REQUESTED AMOUNT \$25,000**

President and Chief Executive Officer, Jackie Woolard presented the request for funding for NC Estuarium. Highlights from Ms. Woolard's presentation:

- Seventeen (17) years of continued operations

- Serve the City and its citizens through the operation of the Estuarium
- Serving as an anchor for tourism and downtown activity
- Provider of science education
- Number one tourism attraction in Beaufort County
- Popular destination for school groups in the State
- Recognized by large corporate donors
- Creditable asset to our community
- Recognized by the General Assembly as a creditable asset for STEM education in this region
- Direct economic impact in Washington and Beaufort County
- Increases the profile of Washington across the State and Country

#### **Future Aspect**

- Ongoing operation of the Estuarium
- Local jobs
- Increases the profile of Washington across the State and Country
- Ongoing impact to Washington
- Contribution the Estuarium makes to the future of our community

#### **Funding request will be used towards:**

- Building maintenance
- Utilities systems

#### **WHDA – REQUESTED AMOUNT \$62,000**

Executive Director, Beth Byrd presented the request for funding for WHDA. Highlights from Ms. Byrd's presentation:

- Sixteen plus events that WHDA produces throughout the year gain the most notoriety, WHDA's steadfast core work plan is to facilitate the build-out of the 2009 Washington Visualization and Reinvestment Strategy
- The Washington Harbor District Alliance is a comprehensive, preservation-based economic development Main Street organization
- This help propel the central business district to its full potential
- WHDA is a non-profit, grassroots-based revitalization program which uses the proven Main Street Four-Point Approach:
  - Promotion
  - Organization
  - Design
  - Economic Restructuring

#### **Projects:**

- Wayfinding,
- New Streetscape Initiative
- Transformation of the City docks
- Promote Harbor District through their successful Shop, Dine, and Play program
- WHDA featured a three month TV campaign broadcasted on WITN and WNCT
- Facilitate group advertising opportunities that reach the surrounding communities
- Unique catalyst that helps create consensus and the momentum to advance the Harbor District

**Funding request**

- \$48,500 director's salary
- \$13,500 used to fund promotional advertising for the Harbor District within 50 miles radius

**NC HIGHWAY 17 ASSOCIATION – REQUESTED AMOUNT \$7,500**

Executive Director, Mr. Marc Finlayson presented the request for funding for NC Highway 17 Association. Highlights from Mr. Finlayson's presentation:

- Association continues to advocate for the completion of a fully improved four-lane US 17 from Virginia to South Carolina
- Program has shifted tens of millions of dollars from rural eastern North Carolina to the more populated Piedmont region
- Prioritized projects
- Several of the US17 projects have been dropped from the ten-year draft State Transportation Improvement Program (STIP) including R-2511 (Washington to Williamston), R-2513 (Vanceboro to Chocowinity and R-3300 (Hampstead Bypass)
- Working closely with the NC Chamber of Commerce to persuade the General Assembly to pass long-term, sustainable funding for transportation

**Highway 17 Association Legislative Issues****Federal:**

- Reauthorize Federal Surface Transportation Act (MAP 21) and seek long-term, sustainable federal funding for transportation
- Hold North Carolina harmless in Federal Highway Trust Funds distribution

**State:**

- Restore equitable funding for Divisions 1, 2 and 3 through the Strategic Mobility Formula
- Restore all US 17 projects to the current STIP
- Participate in Project Prioritization processes at state and regional levels
- Preserve current transportation revenue streams until alternatives can be agreed upon and determine sustainable, long-term revenue streams for transportation
- Seek ways to streamline planning and permitting processes
- Support economic growth in eastern North Carolina through infrastructure investment, including: industrial development; tourism; military expansion; military business development; ports expansion

**ADJOURN:**

By motion of Councilman Mercer, seconded by Councilman Beeman, Council adjourned the meeting at 7:15 pm until Monday, February 9, 2015 at 5:30 pm, in the Council Chambers.

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

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



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Michael Whaley, Purchasing Agent  
**Date:** January 22, 2015  
**Subject:** Declare Surplus/Authorize Electronic Auction of Vehicles through GovDeals

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

**RECOMMENDATION:**

I move that City Council declare surplus and authorize the sale of the following vehicle through electronic auction using GovDeals.

**BACKGROUND AND FINDINGS:**

The purpose of this Council Action is to declare surplus the following vehicle and authorize the sale of this vehicle through electronic auction using GovDeals.

<u>Vehicle Number</u>	<u>Make/Model</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
548	1999 Dodge Ram 2500 w/utility body	3B6KC26Z1XM540289	100,050

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** February 2, 2015  
**Subject:** EDA Grant Project Amendment  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council adopt grant project ordinance amendments for the EDA Water & Sewer grant projects.

**BACKGROUND AND FINDINGS:**

Grant project ordinance amendments are necessary to re-allocate funding among line items of the EDA water and sewer grant projects in line with the construction bid that was awarded.

**PREVIOUS LEGISLATIVE ACTION**

Construction bid award

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Grant Project Ordinance Amendment

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCES FOR  
THE EDA WATER & SEWER PROJECTS  
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 following accounts in the EDA Water & Sewer Project grants be increased or decreased by the following amounts to reflect the construction bid award:

76-90-8221-4500	Construction- Water Line	(122,582)
76-90-8221-4505	Construction - Liquid Chlorine	213,365
76-90-8221-9900	Contingency - Water Line	(60,228)
76-90-8221-9901	Contingency- Liquid Chlorine	<u>(30,555)</u>
	Total	0
77-90-8221-4500	Construction- Cherry Run	21,776
77-90-8221-4505	Construction- WWTP Generator	95,026
77-90-8221-4506	Construction- Water & Bonner	(140,158)
77-90-8221-9900	Contingency - Cherry Run	(10,652)
77-90-8221-9901	Contingency- WWTP Generator	(50,458)
77-90-8221-9902	Contingency- Water & Bonner	<u>84,466</u>
	Total	0

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

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

Adopted this the 9th day of February, 2015.

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

**ATTEST:**

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



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** John Rodman, Community & Cultural Services  
**Date:** February 2, 2015  
**Subject:** Adopt resolution to consider a zoning change consisting of 2.12 acres of vacant property located on Hudnell Street.  
**Applicant Presentation:** Robert M. Leggett & City of Washington  
**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 Hudnell Street containing 2.12 acres, from R6-S (Residential) to B-2 (General Business).

### BACKGROUND AND FINDINGS:

A request has been made by Robert & Belinda Leggett and the City of Washington to rezone 2.12 acres of property located on Hudnell Street adjacent to Eastern Elementary School and the Washington Housing Authority. The property is currently zoned R6-S (Residential) and the request is to rezone the property to B-2 (General Business). The Planning determined that the rezoning was consistent with the Comprehensive Plan and any plans that the City may have for that area. The Planning Board voted unanimously to recommend to City Council to approve the rezoning.

### PREVIOUS LEGISLATIVE ACTION

Planning Board meeting – January 27, 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

<p><b>City of Washington</b>  <b>Department of Planning and Development</b>  <b>Rezoning Request Application</b>                  Page 1: Ownership, Property and Zoning Request Information</p>	
Date: <u>1/14/15</u>	Fee: <u>\$125.00</u>
<b>OWNERSHIP INFORMATION</b>	
Applicant Name: <u>ROBERT M. LECLET &amp; BELINDA G. LECLET FOR REGENERATED PRISES OF NC, LLC</u>	
Address: <u>2525 JAY CIRCLE</u>	
Phone No.: <u>252-347-3560</u>	
Applicant's Legal Interest in the Property:	
Owner: <u>William R. Waters</u>	
Address: <u>316 Smau Road Washington</u>	
Phone No.: <u>946-6911</u>	
Date Property Acquired: <u>2012</u>	Deed Reference: <u>1789/546</u>
<b>PROPERTY INFORMATION</b>	
Tax Map: <u>568506</u>	Parcel Number: <u>568549-0320/5685-39-3486</u>
Area (square feet or acres): <u>172 / 1.27 = 1.99</u>	
Current Land Use: <u>R6</u>	
Location of Property: <u>HUDNELL ST, WASHINGTON, NC</u>	
<b>ZONING REQUEST INFORMATION</b>	
Existing Zone: <u>R6</u>	Requested Zone: <u>B2</u>
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.	
<u>CHILD CARE CENTER CONSTRUCTION</u>	
<p><u>Continue to Page 2 of the Rezoning Request Application</u>                  Return to: [<a href="#">Home</a>] [<a href="#">Planning &amp; Development</a>] [<a href="#">Zoning Applications &amp; Forms</a>]</p>	

**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:

*PARCEL 1 AND PARCEL 2 WILLIAM R. AND KATHY P. WATERS*

Location:

*HUDNELL ST. WASHINGTON, NC 27889*

**OWNER/AGENT STATEMENT**

I, William R. Waters, being the Owner or Agent acting on behalf of the owner request that the attached rezoning request of ROBERT M. & BELINDA G. LEGGETT be placed on the agenda of the Planning Board meeting scheduled for 1 / 27 / 15.

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: *William R. Waters*

Date: *1-20-15*

**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.**

Return to: [[Home](#)] [[Planning & Development](#)] [[Zoning Applications & Forms](#)]





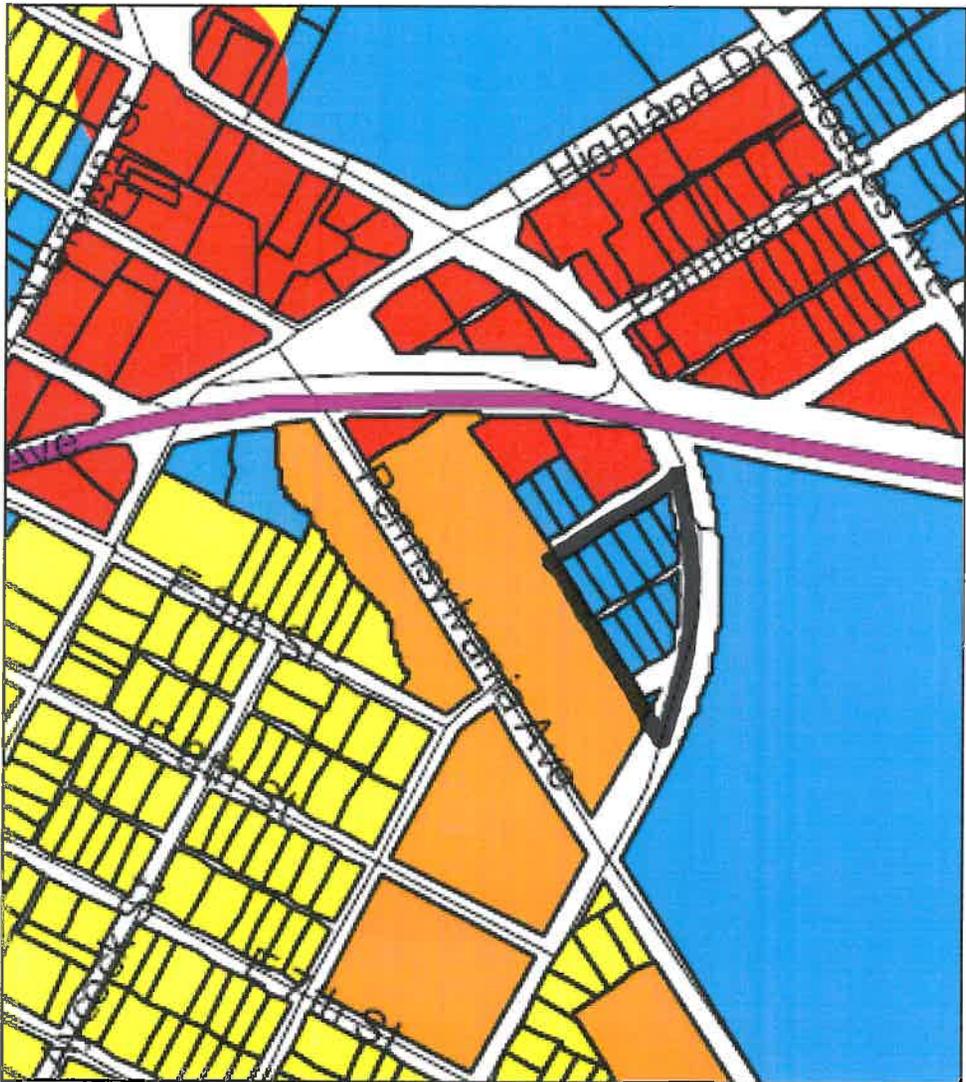


## Zoning Map

### Rezoning Request – Hudnell Street, Robert Leggett

# City of Washington Comprehensive Plan

## Future Land Use Downtown Area



**Legend**

Railroads	<b>Future Land Use</b>
Bridges	Commercial
Roads	Office and Institutional
Major Roads	Light Industrial
Washington Park Planning Area	Mixed Use
Historic District	High Density Residential
City Limits	Medium Density Residential
Least Suitable Overlay	Low Density Residential
Hydrology	Conservation



Proposed  
Zoning

<b>B2</b>		
<b>Permitted Uses</b>	<b>Developmental Standards</b>	<b>Special Use Permits</b>
ABC Stores	Athletic Fields	Auto Repair Services, Major
Accessory Uses and Structures	Elementary or Secondary Schools	Bars
Account, Audit or Bookkeeping	Government Offices	Billiard Parlors
Ad Agencies or Representatives	Kennels or Pet Grooming Facilities	<b>Boat Storage, Dry Stack</b>
Admin or Management Services	Libraries	Care Taker Dwellings
Ambulance Services	Manufactured Home Sales	Clubs or Lodges
Antique Stores	Public Parks	Equip. Rental & Lease (outside)
Apparel, Piecegoods & Notions	Public Recreation Facilities	Equipment Repairs, Heavy
Appliance Stores	Satellite Dishes/T.V. & Radio Ant.	Flea Markets, Outdoor
Arts and Crafts	Swimming Pools	Fortune Tellers, Astrologers
Auditor, Coliseums, or Stadiums	Temporary Events	Marinas
Auto Park Lots, Grade Level		Recycling Collection Points
Auto Parking (commercial)		Refrigerator or Large Appli. Repairs
Auto Parking, Commercial		Stitching & Embroidery Shops
Auto Rental or Leasing		Telecommunication Towers
Auto Repair Services, Minor		Warehouses (self storage)
Auto Services (spray on bodies)		
Auto Supply Sales		
Auto Towing & Storage		
Bakeries		
Banks, Savings or Credit Unions		
Barber Shops		
Batting Cages		
Beauty Shops		
Bingo Games		
Bldg Supply Sales(no stor yard)		
Boat Repairs		
Boat Sales		
Books, Period, & Newspapers		
Bookstores		
Bowling Centers		
Building Maintenance Services		
Bus Terminals		
Cake Decorating Supply Stores		
Camera Stores		
Candle Shops		
Candy Stores		
Car Washes		
Churches		
Civic, Trade, or Business Org.		
Clothing Alterations or Repair		
Clothing, Shoe and Acc. Stores		
Coin Operated Amusements		
Coin, Stamp or Collectable Shop		
College or University		
Comm or Broadcasting Facilities		
Computer Maintenance & Repair		
Computer Sales		
Computer Services		

B2 GENERAL BUSINESS DISTRICT

	<b>B2</b>		
<b>Permitted Uses</b>	<b>Permitted Uses</b>	<b>Permitted Uses</b>	<b>Permitted Uses</b>
Contactors, General Building	Insurance Agencies (on site)	Skating Rinks	
Contractors (no outside storage)	Internal Service Facilities	Sport & Rec. Goods & Supplies	
Convenience Stores (gas pumps)	Jewelry Stores	Sporting Goods Store	
Convenience Stores (no gas)	Jewelry, Watches, & Stones	Sports & Rec Clubs, Indoor	
Cosmetic Shops	Landscape & Horti. Services	Sports Instructional Schools	
Country Clubs, Golf Courses	Laundromats, Coin Operated	Stationery Store	
Courier Service Substations	Laundry or Dry Cleaning Plants	Stock, Sec, or Comm Brokers	
Dairy Products Stores	Laundry or Dry Cleaning Subst	Tanning Salons	
Dance Schools	Law Offices	Taxi Terminals	
Day Care Centers, Adult (5 or <)	Luggage or Leather Goods	Taxidermists	
Day Care Centers, Adult (6 or >)	Market Showrooms (furniture)	Television or Radio Studios	
Day Care Centers, Child (5 or <)	Martial Arts Instruction Schools	Theaters, Indoor	
Day Care Centers, Child (6 or >)	Medical or Dental Labs	Tire Sales	
Depmnt, Variety, or Gen. Merc.	Medical, Dental, or Related Off	Tobacco Store	
Drugs and Sundries	Miscellaneous Retail Sales	Toys & Hobby Goods & Supp.	
Drugstores	Motion Picture Productions	Travel Agencies	
Durable Goods, Sundries	Motor Vehi. Sales, New & Used	Truck & Semi Rental, Heavy	
Econ, Soci, Educ. Research	Motorcycle Sales	Truck & Trailer Rental, Light	
Electrical Goods	Museums or Art Galleries	Truck Driving School	
Employment Agencies	Musical Instrument Sales	Truck Stops	
Engineer, Architect, or Survey	Newsstands	TV, Radio, or Electronic Repairs	
Equipment Repairs, Light	Noncommercial Research Org.	TV, Radio, or Electronic Sales	
Fabric or Piece Goods Stores	Office Machine Sales	Utility Company Offices	
Farm Implement Sales	Office Uses Not Classified	Utility Lines and Appurtenances	
Farmers Market	Optical Goods Sales	Utility Service Faci. (no outside)	
Finance or Loan Offices	Paint and Wallpaper Sales	Utility Substations	
Fire Stations	Paper & Paper Products	Veterinary Services	
Fish Market	Pawnshops or Used Mer Stores	Video Tape Rental & Sales	
Flea Markets, Indoors	Pest or Termite Control Services	Voca, Busi, or Secre. Schools	
Floor Cov, Drap, or Upholstery	Pet Stores	Wallpaper & Pain Brushes	
Florists	Photo Finishing Laboratories	Warehouses, (gen. stor outside)	
Flowers, Nurs.& Florist Supplies	Photocopying & Dupl Services	Watch or Jewelry Repair Shops	
Food Stores	Photography Studios		
Funeral Homes or Crematoriums	Physical Fitness Centers		
Furniture & Home Furnishings	Police Stations		
Furniture Sales	Post Offices		
Garden Centers or Retail Nurs.	Printing and Publishing		
Gardens	Pro. & Comm. Equip & Supplies		
Gift or Card Shops	Pump Stations		
Go-cart Raceways	Real Estate Offices		
Golf Courses	Record, Tape, and CD Stores		
Golf Courses, Miniature	Recreational Vehicle Sales		
Golf Driving Ranges	Rehab. Or Counseling Services		
Groceries & Related Products	Restaurants, Conventional		
Hardware	Restaurants, Fast Food		
Hardware Stores	Retreat Centers		
Hobby Shops	School Admin. Facilities		
Home Furnishings, Misc.	Security Services		
Hotels or Motels	Service Stations, Gasoline		
Ice	Shelter, Emergency		
Insurance Agencies (no on site)	Shoe Repair & Shoeshine Shops		



## **Planning and Development**

Rezoning Request  
Hudnell Street

Robert M. Leggett  
City of Washington

**Property Address:** Vacant Property – Hudnell Street

**Acreage:** 2.12 Acres

**Parcel Information:** 5685-49-0320, 5685-39-3486  
Deed Book 1789, Page 546

**Existing Zoning:** R-6S (Residential)

**Proposed Zoning:** B-2 (General Business)

Petitioner's rezoning application, property map, zoning map and supporting documents are attached.

### **Planning Board recommendation and action requested:**

Planning Board recommended that City Council approve the request for rezoning after staff presentation, applicant presentation and Board Discussion. Recommendation for approval was unanimous.

**WORKSHEET FOR REZONING REQUESTS**

Applicant: Robert M. Leggett  
 Property Location: Hudnell Street  
 Parcel ID: 5685-49-0320 & 5685-39-3486  
 Lot Size: 2.0 acres  
 Existing Zoning Designation: R6-S (Residential)  
 Proposed Zoning Designation: B-2 (General Business)  
 Meeting Date: January 27, 2015

**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

**X 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.

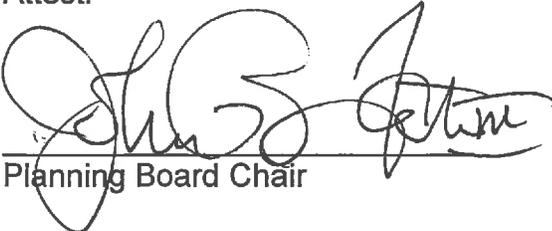
       **Approval with conditions** – the application is not fully consistent with all the objectives and policies for growth and development of the City of Washington Land Use Plan and Comprehensive Plan, so the following conditions are recommended in order to make it fully consistent:

       **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   27th   day of   January  , 2015.

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 R6-S (Residential) to B-2 (General Business) specifically identified as Beaufort County Parcel Identification Numbers 5685-49-0320 & 5685-39-3486 (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 February 9, 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 CAMA Land Use Plan;

**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 9<sup>th</sup> day of February 2015.

---

Jay MacDonald Hodges, Mayor

ATTEST:

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Cynthia S. Bennett, City Clerk

**Adjoining Property Owners – Rezoning – Robert & Belinda Leggett  
City of Washington**

Robin R. Moore  
PO Box 1627  
Washington, NC 27889

Washington Housing Authority  
PO Box 1046  
Washington, NC 27889

Eastern Elementary School  
C/o Beaufort County Schools  
321 Smaw Road  
Washington, NC 27889

**Mayor**  
Mac Hodges

**City Manager**  
Brian M. Alligood



**Washington City Council**

Richard Brooks  
Doug Mercer  
Larry Beeman  
William Pitt  
Bobby Roberson

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January 25, 2015

**Subject:** Rezoning request – Robert & Belinda Leggett – City of Washington

Dear Adjoining Property Owner:

The Department of Planning and Development has received a request from Robert & Belinda Leggett and the City of Washington to rezone approximately 2.12 acres of property located on Hudnell Street adjacent to Eastern Elementary School and the Washington Housing Authority. The property is currently zoned R6-S (Residential) and the request is to rezone the property to B-2 (General Business).

The Washington City Council will hold the public hearing on the rezoning request at the following date and time:

**Date:** Monday, February 9, 2015

**Place:** City Council Chambers - City Hall - Municipal Building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor.

**Time:** 6:00 P.M.

The public is welcome to attend this public hearing and present evidence either in support of or in opposition to the request.

During the meantime, should you have any questions, please feel free to call the Department of Planning and Development at 975-9317 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

*John Rodman*

John Rodman, Director  
Community and Cultural Services



**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Hodges & Members of the City Council  
**From:** Glen Moore, Planning Administrator  
**Date:** February 2, 2015  
**Subject:** Hold public hearing: Adopt annexation ordinance to extend City of Washington Corporate limits for a non-contiguous annexation  
**Applicant Presentation:** N/A  
**Staff Presentation:** John Rodman Planning and Development

**RECOMMENDATION:**

I move City Council adopt the annexation ordinance to extend the City of Washington corporate limits for the non-contiguous annexation of DCD Enterprises Inc. located on US Hwy 264 West and containing 5.00 acres.

**BACKGROUND AND FINDINGS:**

At the January 12, 2015 City Council meeting, Council adopted a resolution calling for a public hearing on the request for an annexation of the subject property located US Hwy 264 West and containing 5.00 acres.

After the Public Hearing if Council desires to proceed with the annexation the attached ordinance needs to be adopted that will place the property inside the city limits effective January 13, 2014.

**PREVIOUS LEGISLATIVE ACTION**

Investigated Petition – December 8, 2014  
Certified Petition & Set Public Hearing – January 12, 2015

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

- Attached petition
- Ordinance
- Map
- Cost/Benefit Analysis

PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

Date: 12/3/14

To the City Council of the City of Washington:

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the City of Washington.

2. The area to be annexed is non-contiguous to the City of Washington and the boundaries of such territory are as follows:

(Insert Maps and Bound Description of Boundaries)

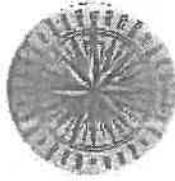
3. A Map is attached showing the area proposed for annexation in relation to the primary corporate limits of the City.

4. We acknowledge that any zoning vested rights acquired pursuant to G.S. 180A-305.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

<u>Name</u>	<u>Address</u>	<u>Do you declare vested rights?</u> (Indicate yes or no.)	<u>Signature</u>
DC # FIREARMS club	N/A	YES	
1. 202 Washington Capital Ridge			
2. 1200 20th			
3.			



COASTAL CAROLINA SURVEYORS, PLLC

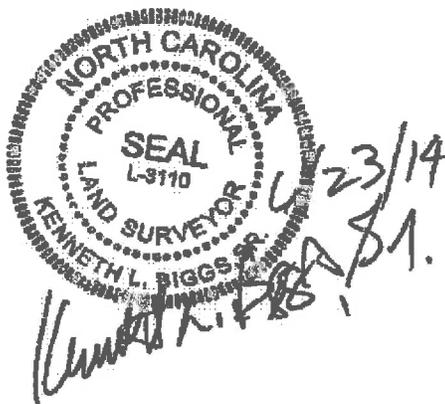


Legal Description: Hudson Brothers 5 Acres

This certain tract or parcel of land situated, lying and being in the Washington Township, Beaufort County, North Carolina and being more particularly described as follows:

Beginning at a new iron pipe in the western right of way of Highway 264, and being further located from NCGSM "Wimco", N= 674,024.52 and E= 2,565588.63 - N 35 56 26 W - 1244.39 feet to a new iron pipe, the point of beginning so located; thence S 58 19 53 W - 422.03 feet to a new iron pipe; thence N 31 40 07 W - 539.02 feet to a new iron pipe; thence N 59 52 35 E - 59.30 feet to an existing iron pipe; thence N 59 55 42 E - 338.10 feet to an existing iron pipe in the western right of way of Highway 264; thence S 31 40 07 E - 295.14 feet to a new iron pipe; thence N 58 19 53 E - 24.79 feet to a new iron pipe; thence S 31 40 07 E 232.86 feet to the place and point of beginning containing 5.00 acres approximately, being a tract of the land described in Deed Book 589, Page 358 in the Beaufort County Registry.

(Revised Legal Description 6/23/14)



DCD Enterprises Inc.  
US Hwy 264 West  
Estimated General Fund Revenues/Costs (2015)

<i>Annexation Name:</i>	DCD Enterprises Inc
<i>Number of Parcels:</i>	1
<i>Acreage:</i>	5.00 acres
<i>General Location:</i>	US Hwy 264 West
<i>Population:</i>	0 persons
<i>Public Streets:</i>	US Hwy 264 – State maintained
<i>Current Total Assessed Tax Value:</i>	\$200,000
<i>Current Zoning:</i>	I-1 (Heavy Industrial)
<i>Notes:</i>	Located in ETJ

<b>Estimated General Fund Revenues</b>			<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>
Real Property Tax	1 <sup>st</sup> Year \$225,000	2 <sup>nd</sup> Year \$3,000,000	\$1,238	\$16,500
Personal Property			\$206	\$206
Sales Tax			\$0	\$0
Vehicle Tax			\$0	\$0
Utilities Franchise Tax			\$0	\$0
Powell Bill Funds			\$0	\$0
Storm Water Assessment			\$648	\$648
Sanitation Fee			\$0	\$0
Cable TV			\$0	\$0
Beer and Wine Tax			\$300	\$300
<b>Total Estimated Revenues</b>			<b>\$2,186</b>	<b>\$17,448</b>

<b>Estimated General Fund Costs</b>		<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>
Administrative Services		\$500	\$500
Added Fire Protection		\$50	\$50
Added Police protection		\$100	\$100
Street Maintenance		\$0	\$0
Street Lighting		\$0	\$0
Solid Waste		\$0	\$0
Public Works		\$800	\$500
Recreation		\$0	\$0
Start Up Costs		\$500	\$0
<b>Total Estimated Costs</b>		<b>\$1,950</b>	<b>\$1,150</b>
<b>Estimated Costs of Property Owner</b>			
Water/Sewer Tap Fees*		\$3,000	\$0
Water/Sewer Impact Fees*		\$6,130	\$0
Environmental Fee*		\$1000	\$0
Fire Hydrant		\$0	\$0
<b>*To be paid by property owner</b>		<b>\$10,130</b>	<b>\$0</b>
<b>**Only in City Limits</b>			

DCD Enterprises Inc.  
 US Hwy 264 West  
 Estimated General Fund Revenues/Costs (2015)

<b>Water/Sewer Rates</b>	<b>1.5" Meter</b>	<b>1.5" Meter</b>
Inside City Limits	Avg. Monthly Use	Avg. Monthly Use
	Water	Sewer
	\$36.85 x 12 = \$442/yr	\$48.25 x 12 = \$579/yr
Outside City Limits	Avg. Monthly Use	Avg. Monthly Use
	Water	Sewer
	\$156.36 x 12 = \$1,876/yr	\$203.24 x 12 = \$2,436/yr
City Loss	<b>(-\$1,434)</b>	<b>(-\$1,857)</b>
<b>Total</b>	<b>(-\$3,291)</b>	

<b>Cost/Benefit</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>
Estimated Revenues	\$12,316	\$17,448
Estimated Costs	-\$1,950	-\$1,150
<b>Sub-Total</b>	<b>+\$10,366</b>	<b>+\$16,298</b>
Inside/Outside rates	(-\$3,291)	(-\$3,291)
<b>Total Revenue</b>	<b>+\$7,075</b>	<b>+\$13,007</b>

**NOTICE OF PUBLIC HEARING ON REQUEST  
FOR NON-CONTIGUOUS ANNEXATION**

The public will take notice that the City Council of the City of Washington has called a public hearing at 6:00 p.m. on Monday, February 9, 2015 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 on the question of annexing the following described non-contiguous territory, requested by petition filed pursuant to G.S. 160A-58.1:

Being all of that tract of land noted on that survey "East Carolina Auto" by Coastal Carolina Surveyors dated June 6, 2014 and being located in Washington Township, Beaufort County North Carolina and being more particularly described as follows; Beginning at a new iron pipe in the western right of way of Highway 264, and being further located from NCGSM "Wimco", N=674,024.52 and E=2,565,588.63 - N 35 56 26 W - 1244.39 feet to a new iron pipe, the point of beginning so located; thence S 58 19 53 W - 422.03 feet to a new iron pipe; thence N 31 40 07 W - 539.02 feet to a new iron pipe; thence N 59 52 35 E - 59.30 feet to an existing iron pipe; thence N 59 55 42 E - 338.10 feet to an existing pipe in the western right of way of Highway 264; thence S 31 40 07 E - 295.14 feet to a new iron pipe; thence N 58 19 53 E - 24.79 feet to a new iron pipe; thence S 31 40 07 E - 232.86 feet to the place and point of beginning containing 5.00 acres approximately, being a tract of land described in Deed Book 589, Page 358 in the Beaufort County Registry. Together with and subject to covenants, easements, and restrictions of record. Said property contains 5.00 acres more or less.

*Cynthia S. Bennett*

Cynthia S. Bennett, City Clerk

PUBLISHERS AFFIDAVIT  
CITY OF WASHINGTON  
PLANNING DEPARTMENT

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE  
CITY OF WASHINGTON, NORTH CAROLINA**

WHEREAS, the Washington City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

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

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was 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 2015, after due notice by the Washington Daily News;

WHEREAS, the Washington City Council finds that the area described herein meets the standards of G.S. 160A-31;

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

Section 1. By the virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the City of Washington as of February 9, 2015:

Being all of that tract of land noted on that survey "East Carolina Auto" by Coastal Carolina Surveyors dated June 6, 2014 and being located in Washington Township, Beaufort County North Carolina and being more particularly described as follows;

Beginning at a new iron pipe in the western right of way of Highway 264, and being further located from NCGSM "Wimco", N=674,024.52 and E=2,565588.63 - N 35 56 26 W - 1244.39 feet to a new iron pipe, the point of beginning so located; thence S 58 19 53 W – 422.03 feet to a new iron pipe; thence N 31 40 07 W – 539.02 feet to a new iron pipe; thence N 59 52 35 E – 59.30 feet to an existing iron pipe; thence N 59 55 42 E – 338.10 feet to an existing pipe in the western right of way of Highway 264; thence S 31 40 07 E – 295.14 feet to a new iron pipe; thence N 58 19 53 E – 24.79 feet to a new iron pipe; thence S 31 40 07 E – 232.86 feet to the place and point of beginning containing 5.00 acres approximately, being a tract of land described in Deed Book 589, Page 358 in the Beaufort County Registry.

Together with and subject to covenants, easements, and restrictions of record.

Said property contains 5.00 acres more or less.

Section 2. Upon and after February 9, 2015, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Washington and shall be entitled to the same

privileges and benefits as other parts of the City of Washington. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Washington shall cause to be recorded in the office of the Register of Deeds of Beaufort County, and in the office of the Secretary of the State in Raleigh, North Carolina, an accurate map of the annexed property, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Adopted this 9th day of February 2015.

Jay MacDonald Hodges, Mayor

ATTEST:

APPROVED AS TO FORM:

Cynthia Bennett, Clerk

City Attorney

Annexation #14-A-02  
DCD Enterprises, Inc.

Amy Brewer, Hospice Care Coordinator with Community Hospice, and Lori Leggett, Director of the Adult and Aging Unit at Beaufort County DSS, are here tonight to update the City Council on an outreach program they are doing in partnership with the City. The program will hang scarves for one week in Festival Park and Havens Gardens Park in an effort to draw attention to the needs in the community and the resources available through their organizations.





## HUMAN RELATIONS COUNCIL

*102 East 2nd Street*

*Washington, NC 27589*

*Phone: 252-975-1280*

*Fax: 252-974-6461*

### **Human Relations Council (HRC) Report for the month of January Monday, February 9, 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:**

##### **Ms. Kimberly Grimes, Criminal Justice Outreach Manager:**

Ms. Grimes provided the following updates on Police & Fire services:

- “Shop with an Officer” ~ Police & Fire Services adopted kids from the Excel program – on December 22<sup>nd</sup>, (the program served 14 kids and was two (2) hours in length)
- Zaxby’s agreed to serve the children free lunch along with family members
- Allen Pittman, Director of the Excel program voiced he had received positive feedback from the community
- Police & Fire Services plan to bring “Adopt a Senior Program” in 2015. This program will offer those who live alone and have no family members living near with a safety check once a week provided by Police & Fire Services
- Annual events planned for 2015 inclusive of NFL Weekend and “National Night Out”

##### **Mr. Al Powell – Police Activity League (PAL)**

- Mr. Powell shared the Chairman of the Police Activity League Board – Mr. Marc Recko
- Partnered with the Boys & Girls Club
- PAL program has been existence for 70 years and explained PAL objectives
- Local mission deviated a little from the National mission
- Expose kids to education and this year coordinated 13 programs
- Wrote and obtained a contract on first Aviation Science Robotic Program
- Enrolled in a one month summer program
- Life skills with different diversities (kayaking, swimming, exposure to military service, etc.)
- Aviation Day program at the airport (with thirty-five (3) State & Local agencies participating)

- Partnered with the Military and the Department of Defense for the use the Osprey (approximately 2,000 citizens attended and was successful in terms of population but unsuccessful )
- Beaufort Coty Community Day program – this event hosted 320 seventh graders and is similar to Career Day
- Received \$160,000 grant from Burroughs Wellcome Foundation
- Improved on the Aviation program
- Advance Technology Vehicles
- Voice of America project
- Investing in their own hangar at the Airport

**OLD BUSINESS:**

**Discussion – Ed Peed Commemoration Service:** Sub-committee chair, Emma Howard, provided updates on the Ed Peed Commemoration Service planned for Saturday, February 21, 2015. The sub-committee met on Wednesday, December 10, 2014 and agreed on recommendation to present to the Board. Also, sub-committee chair, Howard requested monetary contributions this year as all food items will be purchased and not prepared by Board members.

Board members were in agreement with the draft program and the proposed food menu. Former Board member Florence Lodge will be presented a certificate in recognition of her ongoing efforts and support for this project.

**Discussion – Ed Peed Commemoration Service:** Board member Marc Recko provided the following updates regarding the Spring Symposium:

- Contacted Beaufort County Community College and they are on board with using Building 10 to host the Spring Symposium
- Tentative date have been suggested but have not been confirmed
- In the planning stages and implementation with East Carolina Behavior Health Housing
- Beaufort County Coalition will meet at Eagle’s Wings on January 28 at noon and Board members are invited to attend. Mr. Recko will provide updates at the March 10, 2015 meeting
- Chairman Hughes noted this event is an expansion of Fair Housing
- Seed money ~ with Chairman Hughes voicing the Human Relations Council has money budgeted and will be able to help with funding
- Hope BCCC will donate the expense of Building 10

**NEW BUSINESS:**

**Approve – 2015 Proclamations:** Chairman Hughes reviewed the proclamations for 2015 and requested all members meet at City Hall on Monday, February 9, 2015 for a photo op with Mayor Hodges.



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk  
**Date:** February 2, 2015  
**Subject:** Appointment to Recreation Advisory Committee  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that the City Council appoint \_\_\_\_\_ to the Recreation Advisory Committee (outside), in order to fill the unexpired term of Russell Morgan, term to expire June 30, 2015.

**BACKGROUND AND FINDINGS:**

Copies of all applications received were distributed to the department manager in order to allow her time to meet with the Council liaison (Richard Brooks). Nominations will be made by the Council liaison at the February 9, 2015 Council meeting.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Board Application

Requested Board Recreation Advisory

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

NAME Katelyn Kozuch

ADDRESS 596 Pirate Cove Rd

PHONE (WORK) (252) 414-6241 (HOME) \_\_\_\_\_

E-MAIL ADDRESS kcrookdesign@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? >1 YEARS

YEARS OF EDUCATION Undergraduate & Graduate degree earned

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

IF YES, PLEASE INDICATE N/A

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

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

Please see attached qualifications.

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

1/13/15

Date

Katelyn L. Kozuch

Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: 7/13/15  
February 9, 2015  
Page 65 of 77

**Qualifications:**

I am interested in a volunteer position with the Recreation Advisory Committee. As a young professional and new resident of Washington I am looking for ways to become involved within my community. As a BCS teacher and a young person I believe I could bring a fresh perspective and new energy to the board. I believe that the City of Washington has huge untapped potential. I would love the opportunity to contribute my ideas and inspirations for the 20-40 demographic in Washington such as adult recreation leagues, revitalized waterfront opportunities, and events to inspire residents and tourists to get out and become active within the community.

**My experience includes:**

**BFA Graphic Design** East Carolina University

**MAT Elementary Education** East Carolina University

**Beaufort County Schools Teacher** - 2 years

**Running Club** - Helped create an after-school club for 6th grade athletes

**Fellowship of Christian Athletes Volunteer** - 2 years

**Figure Skating Instructor** - 10 years

**Emerge Gallery & Arts Center** - 1 year Internship & Curriculum hours through ECU where I was part of grant writing processes for a 501 C-3

**Frederick Festival of the Arts** - 1 year internship **Frederick Festival of the Arts** is a juried, three-day fine arts festival held in Frederick, MD



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Brian Alligood, City Manager  
**Date:** February 9, 2015  
**Subject:** Approve Stormwater Technical and Financial Proposal  
**Applicant Presentation:** N/A  
**Staff Presentation:** Brian Alligood, City Manager

**RECOMMENDATION:**

I move that the City Council approve the attached Stormwater Technical and Financial Services proposal from Martin-McGill in the amount of \$64,500.00.

**BACKGROUND AND FINDINGS:**

As discussed at previous meetings, the City’s stormwater utility program needs to be reviewed and updated. The attached proposal from Martin-McGill will provide technical services to determine a value for average impervious cover for residential properties and define an equivalent residential unit (ERU). It will also digitize impervious surfaces for all non-single family residential properties within the City limits and develop a rate structure based on the ERU method. This information will be cataloged using GIS shapefiles. The financial services part of the proposal will develop a stormwater rate assessment model, a 10-year financial analysis model of the utility, a Capital Improvements Plan (CIP) based on existing engineering studies, and a capital financing plan to implement the CIP. Funding for this project will come from the Stormwater Utility fund balance.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

Currently Budgeted (Account )  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

Stormwater Technical and Financial Services proposal



RECEIVED FEB 02 2015

January 26, 2015

Mr. Brian Alligood  
City Manager  
City of Washington  
102 East Second Street  
PO Box 1988  
Washington, NC 27889

SUBJECT: **Stormwater Technical and Financial Services.**

Dear Mr. Alligood:

In response to our continuing conversation regarding the subject project, Martin-McGill has prepared the following proposal for your consideration. The proposed scope has been divided into two principal elements:

- A GIS services component, prepared by McGill Associates' Environmental Services group.
- A Financial Services component, prepared by Martin-McGill.

The proposed scope of services may be contracted together as a single project or as two separate projects, according to your preference.

**Proposed GIS Services Objectives**

- Perform various tasks necessary to determine a value for "average impervious cover" for residential properties in the City of Washington, NC. This value is to be used to define an Equivalent Residential Unit (ERU) and will serve as the basis for rate assessments for the City's Stormwater Utility program.
- Perform additional tasks necessary to create a current database for the purpose of cataloging and tracking the total amount of impervious cover for all non-single family residential property within the corporate boundary of Washington.
- Provide the City with GIS and database digital files in the prescribed format.
- Attend meetings, coordinate with staff and prepare a summary of findings to present to Client.

**Proposed Scope of GIS Services**

***Preliminary Tasks:***

1. Coordinate with Martin-McGill and Client to establish specific project objectives and identify all existing relevant data needed to perform analysis.
2. Establish a client point of contact through which to discuss and resolve technical issues related to the analysis.
3. Acquire all relevant existing data from the City of Washington and Beaufort County GIS.
4. Define project protocol and methodologies:
  - a. Definition of impervious surface, including consideration of outbuildings, gravel vs. pavement, decks, swimming pools.
  - b. Property line vs. ROW boundaries.

- c. Land use categories.
  - d. Data format needs for finished product.
5. Attend a meeting in Washington to present project outline and timeframe, collect information, establish client relationship

***GIS Analysis:***

1. Analysis to determine appropriate ERU value:
  - a. Establish definition for Single Family Residential (SFR) properties within corporate boundary; determine the total number and identity of all SFR properties within the study area.
  - b. Select a representative sample (approximately 5%) of SFR properties from total; and evaluate each property for total impervious area by manually digitizing over aerial photographs.
  - c. Stored Data and analytical results in GIS shapefiles.
2. Evaluate all non-residential properties for actual impervious cover:
  - a. Classify non-residential by land use categories to be determined.
  - b. Determine exempt categories, if any.
  - c. Manually digitize impervious surfaces on all non-SFR properties within the corporate boundary.
  - d. Distinguish between paved and non-paved drives and parking areas to the extent practicable given the available data resolution, time constraints and budget.
  - e. Stored Data and analytical results in GIS shapefiles.

***Database Creation and Validation***

1. Create database from shapefiles and existing tax parcel data.
2. Perform statistical analysis of results, characterize distribution of sample, and determine ERU value.
3. Determine total ERU's within the corporate boundary.
4. Develop protocols to update database using building permits or other available records to bring database up to current.
5. Perform a data gap analysis to determine areas within the study that have missing or inaccurate data.
6. Resolve data gaps and bring database up to current using available records and developed protocols.
7. Attend a meeting with Client to present findings and answer questions.

**GIS Related Deliverables**

1. GIS shapefiles created or modified during the project that contain land use and impervious surface cover.
2. Database merging existing tax parcel data with land use and impervious cover data developed during the analysis.
3. Project summary report including unresolved data gap and estimated error analysis.
4. Metadata report.
5. Attendance at two meetings in Washington, NC, as described above.

**GIS Related Assumptions**

1. The Stormwater Utility rate structure will be based on the ERU method, with all single family residential parcels valued at 1.0 ERU.

2. The GIS analysis will be performed using base data obtained from the City of Washington, Beaufort County or outside sources, any costs associated with obtaining needed data will be charged as reimbursable expenses.
3. The GIS analysis will not include roads or areas within rights-of-way
4. The building footprint shapefile from the Beaufort County GIS will be available for our use and that we will use this data to the extent it appears accurate, we will expand the coverage of this shapefile to include newer structures and to correct identified errors.
5. Assessments of land use and impervious surfaces will be based on visual analysis of aerial imagery with one-foot resolution and verified to the extent practicable, using available online imagery and limited ground verification. There will be some errors in the analysis but these will be minimized through use of a standard procedure and defined methods. On site verification, as necessary, will be performed by the City.
6. All clearly defined drives and parking areas, regardless of surface cover, will be considered impervious surfaces
7. We will rely upon the accuracy of the parcel boundaries as depicted on the Beaufort County GIS or alternate parcel boundary shapefile available from the City or County.
8. Structures located on a parcel but that overlap the digital parcel boundary line provided will be considered entirely within the parcel.
9. Impervious surfaces such as sidewalks and portions of driveways that occur outside of a parcel boundary and within the right-of-way will not be included in the impervious total for the parcel.

### **Scope of Financial Services**

- Collect and review historic financial data regarding the Stormwater fund revenues, expenditures, debt, and other factors having the potential to influence financial trends for the fund.
- Develop key financial assumptions to be reviewed with the City.
- Convene a working session with the City Manager and staff to review data, information, and assumptions and review stormwater program objectives.
- Assist the City to develop a Stormwater Capital Improvements Plan (CIP). This work element does not include the development of capital cost estimates, which are to be provided by the City.
- Address assumptions regarding capital outlay, debt funded capital projects, and projections of associated new operational costs.
- Develop a Capital Financing Strategy for implementing the CIP.
- Develop a 10-year Financial Analysis Model for the City Stormwater Enterprise Fund.
- Develop a Stormwater rate model for the City's existing rate structure and calibrate the model to current revenues.
- Review viable and defensible alternative rate structures based upon collected EDU data for consistency with project objectives.
- Propose future Stormwater rates for the City and develop a plan to implement them so as to accomplish the revenue forecasts established in the financial analysis. This proposed scope does not include the design of rebates, cost share programs, or ordinances, which may be provided outside of the scope of services provided for herein.
- Compare proposed Stormwater rates and charges to those of other programs in the region.
- Convene a working session with the City Manager and staff to review the draft financial elements and revised said draft in accordance with feedback derived from this working session.

- Prepare a final report of findings and conclusions to be presented to the City Manager.

**GIS Related Deliverables**

- Stormwater Capital Improvements plan, compiled jointly by Martin-McGill and City staff.
- Financial Analysis spreadsheet(s) compiled in Excel.
- Stormwater Rate Model compiled in Excel.
- Project Memorandum, summarizing principal findings and conclusions.
- Attendance at two meetings in Washington, NC, as described above.
- PowerPoint presentation to City Council (optional)

**Project Related Assumptions**

- Data and information provided by the City is to be conveyed to Martin-McGill in a timely fashion.
- Martin-McGill will serve as facilitator and coordinate the GIS and technical services outlined above.
- Working sessions in Washington will be conducted as follows:
  - Two working sessions with the City Manager and staff for the GIS services component of the project. These sessions would be led by John Vilas, Director of McGill Associates' Environmental Services Group.
  - Two sessions with the City Manager and staff for the financial services component of the project. These sessions would be led by Dennie Martin or Jessica Lane, representing Martin-McGill.
- Financial Analyses and rate modeling will be based on the impervious surfaces calculations provided by the GIS services components outlined above.

**Proposed Project Schedule**

Client Notification to proceed	February
GIS Analysis/database	May
Completion of GIS Project Component	May
Financial data collection	February
Financial Analysis Modeling (after GIS completion)	April
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Review of draft report	June
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**Estimated Project Cost**

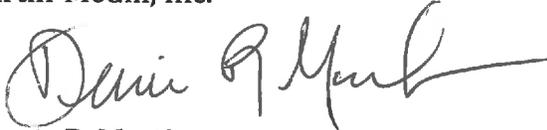
The following is a summary of the estimated project cost:

GIS Services component	\$37,000
Financial Services component	\$24,000
Total estimated cost	\$61,000

*\*Optional PowerPoint Council Presentation      \$ 3,500*

We are pleased for the opportunity to assist the City of Washington with this important project. We greatly value our past association with you and we look forward to working with you again. Your signature in the space provided below will verify the City's acceptance of the terms and scope provided for in this proposal and serve as the City's notification to proceed.

Respectfully,  
Martin-McGill, Inc.



Dennie R. Martin

The terms and conditions outlined in this Martin-McGill proposal are accepted by the City of Washington and you are hereby authorized to proceed:

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Brian Alligood  
City Manager

---

Date



January 26, 2015

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City Manager  
City of Washington  
102 East Second Street  
PO Box 1988  
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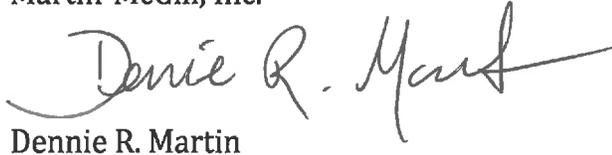
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Martin-McGill, Inc.



Dennie R. Martin

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Brian Alligood  
City Manager

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Date