



City of
Washington
NORTH CAROLINA
Council Agenda
MARCH 23, 2015
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from March 9, 2015 **(page 3)**

Approval/Amendments to Agenda

I. Consent Agenda:

A. Approve – Part-time Position Classification Request **(page 18)**

B. Approve – Purchase Orders >\$20,000 **(page 20)**

II. Comments from the Public:

III. Public Hearing – Zoning:

A. None -

IV. Public Hearing - Other:

A. None –

V. Scheduled Public Appearances:

A. None-

VI. Correspondence and Special Reports:

A. Discussion – Grant Updates **(page 22)**

B. Discussion – Project Updates **(page 23)**

C. Discussion – Accident Statistics Report **(page 25)**

D. Memo – Budget Transfer ~ General Fund **(page 26)**

VII. Reports from Boards, Commissions and Committees:

A. None –

VIII. Appointments:

A. Appointment – Human Relations Council, to fill the un-expired term of Barbara Gaskins, term to expire June 30, 2017 **(page 28)**



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- IX. Old Business:
- A. Adopt – Resolution of Intent to consider closing and abandoning a portion of Queen Street and an alley right-of-way **(page 30)**
 - B. Adopt – Resolution Authorizing Advertisement of Offer to Purchase Certain Surplus Real Property **(page 35)**
 - C. Adopt – Ordinance to amend the City Code, including but not limited to Chapter 2, Administration, Article XXII, Warren Field Airport and Chapter 40, Article IX, Airport Zoning **(page 38)**
- X. New Business:
- A. Adopt – Resolution regarding a Clean Water State Revolving Fund Program **(page 40)**
 - B. Discussion – NCDOT 5th Street Resurfacing Project
- 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, April 13, 2015 at 5:30 pm, in the Council Chambers

**CITY COUNCIL MINUTES
WASHINGTON, NORTH CAROLINA**

March 9, 2015

The Washington City Council met in a regular session on Monday, March 9, 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.; Robbie Rose, Fire Chief; Allen Lewis, Public Works 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; Mike Voss, Washington Daily News and Blake Beresheim, Boy Scout Troop 99.

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

APPROVAL OF MINUTES:

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the minutes of February 23, 2015 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- Add under Other Business from Mayor and Members of Council: NCLM Update and Airport Name Change

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. Approve – Purchase Orders >\$20,000

- Requisition # 15751, \$28,065.94, to HD Supply Power Solutions to purchase material for the 2nd/5th Street feeders rebuild project, account 35-90-8370-7400. HD Supply was the low bid.

COMMENTS FROM THE PUBLIC: NONE

SCHEDULED PUBLIC APPEARANCES: NONE

PUBLIC HEARING - ZONING: NONE

PUBLIC HEARING - OTHER: NONE

CORRESPONDENCE AND SPECIAL REPORTS: NONE

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:*(summation accepted as presented) HUMAN RELATIONS COUNCIL***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*

ED PEED COMMEMORATION SERVICE:

Speaker: Supreme Court of NC, Justice Cheri Beasley was an excellent speaker and kept the audience motivated. Many calls were received regarding the fantastic performance by solo artist “Mr. William Faust”.

Special thanks to Zaxby’s of Washington and Acre Station for their contribution to this event. Zaxby’s donated 100 pieces of boneless wings and chicken fingerz, cookies, homemade potato chips, celery & ranch dipping sauce and Acre Station donated 2 quarts of chicken salad.

THANK YOU LETTER MAILED:

- *Cheri Beasley, North Carolina Supreme Court Justice*
- *Jonathan Rose, Zaxby’s Store Manager of Washington*
- *Ronnie Huettmann, Owner of Acre Station Meat Farm*
- *Eric T. Griffin, Chief of Greenville Fire/Rescue*
- *James B. Peele, Chief of Williamston Fire/Rescue/EMS*
- *David Lewis, Chief of Bunyan Volunteer Fire Department*
- *Bryan Dixon, Chief of Clarks Neck Volunteer Fire Department*
- *Bill Branch, Chief of Pactolus Fire Department*
- *Vail Rumley, Washington Daily News*

APPOINTMENTS: NONE**OLD BUSINESS:****AUTHORIZE/ADOPT – MAYOR TO EXECUTE idX/IMPRESSIONS BUILDING REUSE GRANT DOCUMENTS AND ADOPT A GRANT PROJECT ORDINANCE**

City Manager, Brian Alligood explained that idX/Impressions is planning to expand their operations over the next couple of years hiring 50 new positions from a baseline employment of 109. An office area in the facility that has been vacant for 15 years will be renovated and utilized for the expansion. The project cost estimate is \$1,139,802, the grant requested is \$500,000 (50 jobs @ \$10,000), and requires a 5% local match. Mid-East Commission will be administering the grant.

Councilman Mercer inquired if the jobs created prior to signing the enclosed document will count towards the required 50 jobs for grant. City Manager, Brian Alligood explained that any jobs created prior to the documents being signed are not counted. Councilman Mercer inquired about the clawback and wanted to verify that staff was confident that the document was strong enough to get the clawback back from the owner if the specifications of the grant were not met. Mr. Alligood felt confident that the document (LBC & Promissory Note) will hold that entity to that requirement. Franz

Holscher, City Attorney explained that the owner of the property, (234 Springs Road, LLC) has a contractual obligation to pay back any amount that would need to be paid back to the Department of Commerce. There is a very remote possibility that the City would be responsible for the clawback.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council authorized the Mayor to execute the grant and related documents for idX/Impressions Building Reuse Program Grant and adopted a Grant Project Ordinance.

A GRANT PROJECT ORDINANCE FOR idX IMPRESSIONS BUILDING REUSE GRANT #2015-014-3201-2538 CITY OF WASHINGTON, N.C. FOR FISCAL YEAR 2014-2015

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

Section 1. That project authorized is for the NC Rural Infrastructure Authority building reuse grant for the idX Impressions expansion.

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

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

| | | |
|-----------------|----------------------|----------------|
| 59-60-4930-0400 | Grant Administration | \$ 12,500 |
| 59-60-4930-4500 | Building Reuse | <u>500,000</u> |
| | Total | \$512,500 |

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

| | | |
|-----------------|----------------------|--------------|
| 59-60-3480-3300 | Building Reuse Grant | \$500,000 |
| 59-60-3970-0000 | Company Contribution | 8,500 |
| 59-60-3480-0000 | ElectriCities Grant | <u>4,000</u> |
| | Total | \$512,500 |

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.

Section 6. Funds may be advanced by the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grant agencies in an orderly and timely manner.

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

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

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

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

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

Adopted this the 9th day of March, 2015.

ATTEST:

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

**s/Mac Hodges
Mayor**

APPROVE – CIP 2016-2020

Mr. Alligood explained this item was on a previous agenda and Council asked for this to be pulled and discussed at a special meeting. Mr. Alligood noted that once we saw the agenda for tonight was very light, we opted to include the CIP discussion on tonight’s agenda. Staff is sensitive to the fact the Council members attend a lot of meetings and we try to limit the number of additional meetings for Council if possible. The CIP is set in five year increments and staff will bring back a separate vehicle replacement fund which will incorporate the vehicles listed in the CIP. The vehicle replacement fund will equalize the revenue side so to not have spikes in funding.

Mr. Alligood asked for direction for reviewing the CIP and noted there have been two ways this has been done in the past. At times the CIP was brought forward and it was approved, then as Council went into the budget work sessions the individual items were reviewed and approved/disapproved. The other way was to take on the CIP first and approve/disapprove the individual items so going into budget we would know what we were working with (Mr. Alligood understood this was Council’s preference). Mayor Hodges inquired about the number of vehicles on the CIP and if all vehicles would be included in the vehicle replacement plan. Mr. Alligood explained that all vehicles would be included.

Mayor Pro tem Roberson suggested moving this item to the end of the agenda. Council agreed by consensus.

NEW BUSINESS:

ADOPT – RECREATIONAL SPORT PROGRAM AGREEMENT

During the January 12, 2014 Council Meeting, a motion was made by Councilman Beeman and seconded by Councilman Brooks for the City to impose a \$30.00 flat fee per participant per league starting today. City Manager, Brian Alligood suggested that the fees be implemented July 1, 2015, because there are currently agreements in place. The fees will be in place for the fiscal year beginning July 1, 2015 and ending June 30, 2016. A motion was made by Mayor Pro tem Roberson and seconded by Councilman Beeman to amend the motion to reflect the imposition of a \$30.00 per participant fee beginning July 1, 2015. Motion carried 4-1 with Councilman Mercer opposing.

Attached is the Recreational Sport Program Agreement template for all sport programs that begin their seasons after July 1, 2015. The agreements have been revised to terminate at the conclusion of the then current season. The template has been revised to require each sport program to pay to the City a fee in the amount of \$30.00 per participant regardless of residence. The template has also been revised to allow each sport program to charge any fee in their discretion without financial penalty.

The Recreation Sport Program Agreement was presented at the February 16, 2015 Recreation Advisory Committee to make them aware of the changes.

Councilman Mercer expressed concern with some wording in Exhibit B, Paragraph 3 noting that he preferred the wording to be changed from “should” to “shall”.

In the event it is brought to the attention of any Sport Program official that any Sport Program official, coach, team mom/dad, or participant has subsequently been charged with a criminal offense other than minor offenses or traffic infractions, the Sport Program should take what steps are necessary to confirm such charge and, if confirmed, should consider whether suspension of such person from their position until such time as the charge is resolved without a conviction is warranted.

Mr. Alligood explained that Exhibit B is actually recommendations for best practices that the City would ask the League to do. Franz Holscher explained that the League isn’t obligated to follow the “recommendations” and noted this is the same language that has been in the agreement for years, he would not have a problem with changing the suggested language. Discussion continued regarding the suggested wording.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council approved the adopted the new Recreational Sport Agreement with the amendments to Exhibit B, Paragraph 3 changing “should” to “shall”. Motion carried 4-1 with Councilman Mercer opposing.

In the event it is brought to the attention of any Sport Program official that any Sport Program official, coach, team mom/dad, or participant has subsequently been charged with a criminal offense other than minor offenses or traffic infractions, the Sport Program ~~should~~ take what steps are necessary to confirm such charge and, if confirmed, ~~should~~ ~~shall~~ consider whether suspension of such person from their position until such time as the charge is resolved without a conviction is warranted.

ADOPT/AWARD – AN ORDINANCE TO CONDEMN AS UNSAFE THE STRUCTURE LOCATED AT 309 WEST 5TH STREET AND AWARD THE DEMOLITION CONTRACT

The City may adopt and enforce ordinances relating to residential buildings or structures that fail to meet minimum standards of maintenance, sanitation, and safety. If after a notice and hearing the Code Official determines that the property has not been properly maintained and failed to meet minimum standards an order is issued to require the owner to demolish and remove the building or structure.

Franz Holscher noted that the demolition ordinance had been revised and presented to Council noting the proper property owners. John Rodman, Community & Cultural Services Director explained this is a structure that partially burned and has been vacant for some time. Staff followed the proper

procedures and notified the property owners. Councilman Brooks asked if anyone had come forward to talk to Mr. Rodman regarding interest in repairing the structure in the last 60 days and Mr. Rodman responded “no”. Mayor Pro tem Roberson asked if there is a 30 day window after Council approves the request that the property owner could come in and pull a building permit to make repairs. Mr. Holscher explained there is not an additional time period.

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council adopted the ordinance condemning the structure located at 309 West 5th Street as unsafe and demolish and remove the structure.

AN ORDINANCE FINDING THAT THE BUILDING DESCRIBED HEREIN IN THE CITY OF WASHINGTON IS CONDEMNED AS UNSAFE AND DIRECTING THAT IT BE DEMOLISHED

WHEREAS, The City Council of the City of Washington finds that the structure having an address of 309 West 5th Street, Washington, North Carolina and being owned by Ellen Wilson Zanders in condemned as, among other things, unsafe pursuant to North Carolina General Statutes § 160A-426 and all applicable statutory provisions have been complied with as a condition of the adoption of this Ordinance.

WHEREAS, the structure located on said property should be demolished and removed as directed by the Senior Building Official for, among other things, the reasons stated by the Senior Building Official in his December 19, 2014 Order to Remedy Defective Condition and Findings of Fact that was served on the property owner(s).

WHEREAS, the owner(s) of the structure have been given a reasonable opportunity to bring the structure into compliance with the applicable standards of the City Code as well as State statute in accordance with North Carolina General Statute § 160A-426 as well as pursuant to the Order issued by the Senior Building Official in said Notice of Decision.

WHEREAS, said owner(s) have failed to comply with said Order.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Washington as follows.

Section 1. The Senior Building Official is hereby authorized and directed to proceed to demolish and remove the above described structure located at 309 West 5th Street in accordance with applicable provisions of the City Code and North Carolina General Statute § 160A-426 *et seq.*

Section 2. The cost of the demolition and removal of the structure shall constitute a lien against the real property upon which the cost was incurred as provided in North Carolina General Statute § 160A-432.

Section 3. This Ordinance shall be recorded in the Office of the Register of Deeds of Beaufort County, North Carolina.

This Ordinance shall become effective on this date of adoption March 9, 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

By motion of Councilman Pitt, seconded by Councilman Beeman, Council awarded the demolition contract to the lowest responsible bidder, Dudley Landscaping in the amount of five thousand two hundred dollars (\$5,200).

Bids Submitted:

| | | |
|--------------------------|------------------------------------|---------|
| Dudley Landscaping | five thousand two hundred dollars | \$5,200 |
| St. Clair Trucking, Inc. | six thousand dollars | \$6,000 |
| Tyler Williams | seven thousand two hundred dollars | \$7,200 |

If the structure is removed or demolished by the City, the City shall sell the usable materials of the building. The amounts incurred by the City in connection with the demolition shall be a lien against the real property upon which the cost was incurred.

APPROVE – EMS CONTRACT FOR OLD FORD AND THE CLARK’S NECK FIRE DISTRICTS

City Manager, Brian Alligood explained that the City of Washington currently has a contract with Beaufort county to provide EMS services in the Old Ford and Clark’s Neck fire districts. The existing contract has a 2-year term and ends on June 30, 2015. The Beaufort County Commissioners approved the contract during their planning session on Friday.

Based on the City’s recent increase to the EMT-P provider level, a 10% increase in the base payment has been negotiated with the County for the new contract. All other terms and conditions from the existing contract remain the same in the new contract.

By motion of Councilman Pitt, seconded by Councilman Beeman, Council approved the contract with Beaufort County for provision of EMS services in the Old Ford and Clark’s Neck fire districts.

DISCUSSION – REQUEST FOR STREET CLOSINGS AND SALE OF CITY PROPERTY

John Tate explained that Mr. Leggett has signed a contract from Mr. Waters to purchase property located on Hudnell Street across from Eastern Elementary School. This property is located on Hudnell, but there is an alley and a small portion of Queen Street that they are requesting to be closed. They would like a portion of Chestnut Street closed as well, but that is not necessary at this time. Discussion was held regarding Chestnut Street and if it was not necessary for their building project, staff would like to hold off on Chestnut Street. Mr. Alligood is requesting Council to authorize staff to move forward with starting the process to closing the portion of Queen Street and the alley as well as starting the process for selling the triangular shaped portion of property owned by the City between Queen and Hudnell Streets.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council authorized staff to move forward with the process as requested.

**R & G Enterprises, LLC
2525 Jay Circle
Greenville, NC 27858**

- Re: (1) Purchase of City Property between Queen and Hudnell Streets
- (2) Request to close streets (portions of Chestnut, an alley and Queen Street)

Dear Mr. Alligood,

I am the Managing Member of R & G Enterprises, LLC, the company that has contracted to purchase property along Hudnell Street currently owned by William and Kathy Waters and shown in Plat Cabinet H, Slide 90-5 (Tax Parcel ##15027863 and 15027864). A copy of the recorded plat is enclosed for your convenience.

- (1) There is a tiny triangle of property, owned by the City of Washington, formed by the intersection of Queen Street, Hudnell Street and the Washington Housing Authority parcel. R & G Enterprises, LLC hereby offers the sum of \$2,000 to purchase this small parcel pursuant to NCGS §160A-269. I understand that the City may wish to retain easements for drainage and utilities, and I am willing to accept the property subject to them. This offer is contingent upon our closing upon the Waters property (and the Waters closings is contingent upon closing the 15' Alley and Queen Street).
- (2) In addition, please initiate procedures under §160A-299 to close those portions of Chestnut Street, the 15' Undeveloped Alley and Queen Street shown on the plat, which run through and beside the subject property between the Washington Housing Authority property and Hudnell Street. This request is not contingent upon anything, as the Waters would like to have these streets closed and have requested to have them closed in the past.

Please contact me and my attorney, John Tate, if there is anything you need from me or from the Waters regarding these items. Our due diligence period to purchase the property from Waters expires on April 15, and the street closure resolution needs to be published 4 times, once per week. Accordingly, your help in getting these items on the agenda for the March 9 council meeting would be most appreciated (the hearing and vote on street closure would then occur on April 13).

Sincerely,

R & G Enterprises, LLC
s/Robert Leggett
Member/Manager

s/William R. Waters
Request the street closures described above

ANY OTHER ITEMS FROM CITY MANAGER: DISCUSS – OUTSIDE AGENCY FUNDING

City Manager, Brian Alligood explained the continuation budget process and requested direction from City Council regarding how to move forward with the Outside Agency funding request. Councilman Mercer noted that the majority of agencies said a major part of the funding they receive from the City is used for their utility bills, we need to go ahead and make the decision on who and how much to fund them. Discussion was held regarding the requested funding and how to possibly use that for their utility bills – instead of cash contributions, General Fund money would be used to pay their utility bill. Mayor Pro tem Roberson explained that the Human Relations Council should be removed from the outside agency funding request and treated like all of our other boards.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council voted to consider the outside agency funding under the normal budget process (put funding in as part of the continuation budget).

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

NCLM

Councilman Pitt reminded everyone of the NCLM Visioning of NC workshop that will be held in Greenville on April 21st (7:30am-10:30am).

AIRPORT NAME CHANGE

Councilman Mercer reminded staff that with the recently approved airport name change, the City Code will need to be updated to reflect the change from Warren Field to Washington-Warren Airport.

OTHER COMMENTS

Mayor Pro tem Roberson congratulated staff on the reduction in health insurance rates and contributed this to the Wellness in the Workplace program.

RECESS

RECOGNITION OF SCOUT

Councilman Mercer recognized Blake Beresheim as being in attendance. Blake is member of Boy Scout Troop 99.

APPROVE – CIP 2016-2020

PUBLIC WORKS

Councilman Mercer expressed concerns about prior year Capital Improvement Plans and the current CIP. Councilman Beeman inquired as to why there is not a separate line item for street repairs. Mr. Alligood explained that street repairs are listed under maintenance in the regular budget and we are currently working on a long-term plan to address street maintenance. Councilman Brooks commented that we can't change how things have been done in the past, that we need to figure out how to accomplish the tasks at hand.

Discussion was held regarding the Stormwater projects and the probability of having to increase the Stormwater fees to cover these repairs. Mr. Alligood said we know what the infrastructure needs are, but we have to figure out how to fund it. Martin-McGill will be making a presentation at the next Council meeting regarding Stormwater Technical and Financial Services. Mr. Alligood suggested that in regards to Stormwater in the CIP, Council should focus on FY2015-2016 due to the fact a 10 year technical and financial plan will be presented within the next few months that will address future projects. Mayor Pro tem Roberson requested that the equipment numbers be included in the CIP.

Public Works
CIP 2015-2020

3/4/2015

| Fund | Department | Project Name | Rank | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | Total | Description |
|------------|------------|----------------------------------|------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| 10-20-4510 | Street | Vehicle replacement | 1 | 80,000 | | | | | 80,000 | 2001 2 tn Dumphtruck #455 |
| 10-20-4510 | | Vehicle replacement | 2 | | | 120,000 | | | 120,000 | 1995 Tandem Dumphtruck #465 |
| 10-20-4511 | | Vehicle replacement | 3 | | | | 275,000 | | 275,000 | 2012 Street Sweeper #462 |
| 10-20-4510 | | New equipment | 4 | | 130,000 | | | | 130,000 | 120 hp Tractor for mowing R/Ws and airport |
| | Street | Total | | 80,000 | 130,000 | 120,000 | 275,000 | - | 605,000 | |
| 34-90-5710 | Stormwater | Equipment replacement | 1 | | 115,000 | | | | 115,000 | 2004 Backhoe #460 |
| 34-90-5710 | | Drainage Improvements | 2 | | 200,000 | | | | 200,000 | Ditch work and pipe repairs in various locations |
| 34-90-5710 | | Replace CMP along Simmons St. | 3 | 1,200,000 | | | | | 1,200,000 | Replace degraded CMP under Simmons Street |
| 34-90-5710 | | Upstream imp. Jacks Creek basin | 4 | | 5,500,000 | | | | 5,500,000 | Phase 2 of Stormwater improvements Jacks Ck Basin |
| 34-90-5710 | | Trash removal Jacks Creek | 5 | | | 1,800,000 | | | 1,800,000 | Automatic bar screens Jacks Creek pump station |
| | Stormwater | Total | | 1,200,000 | 5,815,000 | 1,800,000 | - | - | 8,815,000 | |
| 38-90-4710 | Sanitation | Vehicle replacement | 1 | | 150,000 | | | | 150,000 | 2006 Rear Loading Garbage Tk.# 482 |
| 38-90-4710 | | Vehicle replacement | 2 | | | 80,000 | | | 80,000 | 2001 Flatbed Leaf Tk. #481 |
| | Sanitation | Total | | - | 150,000 | 80,000 | - | - | 230,000 | |
| 30-90-8180 | Water | Waterline Replacement | 1 | | 175,000 | | | | 175,000 | Loop water line in Spring Rd. trailer park |
| 30-90-8140 | | Replace City owned BFP | 2 | | 30,000 | | | | 30,000 | Replace aging backflow prevention devices per state regs |
| 30-90-8180 | | Waterline Replacement | 3 | | | 160,000 | | | 160,000 | Replace 2" galvanized waterline on Tarboro St. |
| 30-90-8100 | | Replace backwash pump | 4 | | | 60,000 | | | 60,000 | |
| 30-90-8140 | | Sandblast & Repaint Hydrants | 5 | | | | 80,000 | | 80,000 | Sand blast approx. 700 hydrants |
| 30-90-8100 | | Replace filter feed pumps 1-3 | 6 | | | | 75,000 | | 75,000 | |
| 30-90-8140 | | Vehicle replacement | 7 | | | | | 40,000 | 40,000 | Replace 2010 3/4 tn Service truck |
| 30-90-8100 | | Well upfit (1,2,5&6) | 8 | | | | 521,500 | | 521,500 | Increase capacity to 1,000 gpm at 4 locations |
| 30-90-8100 | | In-plant SCADA | 9 | | | | | 200,000 | 200,000 | |
| 30-90-8100 | | Additional wells (4) | 10 | | | | | 3,300,000 | 3,300,000 | Add 4 new raw water wells as demand increases |
| | Water | Total | | - | 205,000 | 220,000 | 676,500 | 3,540,000 | 4,641,500 | |
| 32-90-8210 | Sewer | Collection System Rehab. | 1 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 | Replace, line and repair sewer lines |
| 32-90-8210 | | M.H. Rehab. | 2 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 | Line MH'S to prevent I & I |
| 32-90-8210 | | Replace G' M.H. 5TH & RESPESS | 3 | 280,000 | | | | | 280,000 | Replace of Rehab M.H. H2S Gas Damage |
| 32-90-8230 | | Replace panel @ Spring Rd A | 4 | 20,000 | | | | | 20,000 | Replace control panel at Spring Rd. "A" lift station |
| 32-90-8230 | | Replace panel @ Spring Rd B | 5 | 20,000 | | | | | 20,000 | Replace control panel at Spring Rd. "B" lift station |
| 32-90-8220 | | Security Video system | 6 | 25,000 | | | | | 25,000 | |
| 32-90-8200 | | Vehicle replacement | 7 | | 320,000 | | | | 320,000 | Replace 2009 sewer vac truck - cleans sewer daily |
| 32-90-8230 | | Spare Pump for 5th & Respass | 8 | | 85,000 | | | | 85,000 | |
| 32-90-8220 | | Spare recirculation pump | 9 | | | 40,000 | | | 40,000 | |
| 32-90-8220 | | Convert to fine screens | 10 | | | 300,000 | | | 300,000 | convert from barscreens to fine screens |
| 32-90-8230 | | Upfit Cherry Run Lift Station | 11 | | | 50,000 | | | 50,000 | Upgrade pumps, motors and controls |
| 32-90-8230 | | Parallel force main Cherry Run | 12 | | | 150,000 | | | 150,000 | Additional parallel force main - based on demand |
| 32-90-8230 | | Upfit 7th & Harvey Lift Station | 13 | | | | 75,000 | | 75,000 | Upgrade pumps, motors and controls |
| 32-90-8230 | | 4th pump at 5th & Respass | 14 | | | | 250,000 | | 250,000 | Additional pump - based on demand |
| 32-90-8220 | | Convert aeration basin to BNR | 15 | | | | 500,000 | | 500,000 | Convert from chemical to biological nutrient reduction |
| 32-90-8220 | | Paint entire plant | 16 | | | | 150,000 | | 150,000 | |
| 32-90-8230 | | Force main from 5th & Respass | 17 | | | | 1,000,000 | | 1,000,000 | Additional parallel force main - based on demand |
| 32-90-8230 | | Upfit 4th & Hudnell Lift Station | 18 | | | | | 75,000 | 75,000 | Upgrade pumps, motors and controls |

| Fund | Department | Project Name | Rank | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | Total | Description |
|------------|--------------|----------------------------------|------|-----------|-----------|-----------|-----------|-----------|------------|--|
| 32-90-8220 | | Upfit in-plant SCADA | 19 | | | | | 500,000 | 500,000 | |
| 32-90-8220 | | Convert oxidation ditch 1 to BNR | 20 | | | | | 1,500,000 | 1,500,000 | Convert from chemical to biological nutrient reduction |
| | Sewer | Total | | 545,000 | 605,000 | 740,000 | 2,175,000 | 2,275,000 | 6,340,000 | |
| | Public Works | Grand Total | | 1,825,000 | 6,905,000 | 2,960,000 | 3,126,500 | 5,815,000 | 20,691,500 | |

*No comments were made on the following divisions: Street, Sanitation, Water and Sewer.

ELECTRIC

Mayor Pro tem Roberson asked about the projected completed date for the Whitepost to Slatestone project (Transmission Division) and Councilman Mercer noted that Council keeps pushing it back.

Discussion was held regarding Load Management. Mr. Allgood explained the majority of this is the ongoing maintenance of this project. Councilman Mercer inquired if the Load Management program was costing us money or making us money. He continued by stating the Council needs to determine if we are going to stay in the Load Management Program or get out of it completely.

Discussion was held regarding Downtown Electrical Improvements. Councilman Mercer inquired if this would be setup as a project ordinance, potentially placing \$300,000 per year in a fund and we should also be looking at water and sewer as well. Mr. Allgood said a plan would need to be developed for this project.

Electric Fund
CIP 2016-2020

2

| Fund | Department | Project Name | Rank | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | Total |
|----------|----------------------------------|---|------|---------|---------|---------|---------|---------|-------|
| Electric | Distribution | 2nd Street / 5th Street Feeders Rebuild <i>(in progress)</i> ** | | | | | | | 0 |
| | | Grimesland Road Feeder Rebuild <i>(in progress)</i> | D2 | 90 | 310 | 310 | | | 710 |
| | | River Road Feeder Rebuild | | | | | | 100 | 100 |
| | | Midway Feeder Rebuild | | | | | 50 | 3.50 | 400 |
| | | NC 32 North Feeder Rebuild <i>(in progress)</i> | D1 | 32.5 | | | | | 32.5 |
| | | Free Union Feeder Rebuild | | | | | 25 | 110 | 135 |
| | | 15th Street Feeder Rebuild <i>(Bonner to Washington)</i> | | | | | 120 | | 120 |
| | | Downtown Feeder Rebuild | | | | | | 2.50 | 250 |
| | | Cherry Road Feeder Rebuild | D3 | 65 | 650 | | | | 715 |
| | | Avenue Road feeder Rebuild | | | 50 | 500 | | | 550 |
| | Transmission | Highland Drive 34 kV Feeder Rebuild | | | 50 | 700 | | | 750 |
| | | Forest Hills 34 kV Feeder Rebuild | | | | | 50 | 700 | 750 |
| | | White Post to Slatestone 34kV Tie <i>(in progress)</i> | T1 | 100 | 600 | 600 | | | 1,300 |
| | | White Post to Slatestone 12kV Tie | | | | 100 | 400 | 400 | 900 |
| | Substation | New Main Substation 34 kV Feeder | | | 400 | | | | 400 |
| | | Main Substation 12 kV Circuit Exits ** | | | | | | | 0 |
| | | 2nd Street / 5th Street | | | | | | | 120 |
| | | Market Street / 15th Street | S1 | 120 | | | | | 50 |
| | | Substation 34 kV Breaker Replacement | | | | 50 | | | 50 |
| | | Main B3 Breaker Replacement | S2 | 50 | | | | | 50 |
| | | Main B4 Breaker Replacement | | | 50 | | | | 50 |
| | | Substation Redosers | S3 | 50 | 50 | 50 | 50 | 50 | 250 |
| | | Substation 34 kV Regulators | | | | 100 | | | 100 |
| | Future Substation Construction & | Industrial Park Substation | | | | 200 | 1,800 | | 2,000 |
| | | Industrial Park Substation 34 kV Feeder | | | | 75 | 250 | | 325 |
| | | Slatestone Substation Upgrade | | | 200 | 1,800 | | | 2,000 |
| | | Main Substation 11.5 kV Upgrade | | | | | 200 | 1,600 | 1,800 |
| | Miscellaneous | Load Management Switches | M1 | 150 | 150 | 150 | 150 | 150 | 750 |
| | | Warehouse parking lot (2/3) | | 50 | | | | | 50 |
| | | Electric Meter Test Board Replacement | | | 100 | | | | 100 |
| | | Peak Shaving Generator Overhaul/Replacement | | | | 600 | | 600 | 1,200 |
| | | Dept of Energy Reg'd Street/Area Light Replacement | | | | | 150 | 150 | 300 |
| | | Downtown Electrical Improvements | M2 | 300 | 300 | 300 | 300 | 300 | 1,500 |
| | Administration Vehicles | Vehicle #624 - SUV | | | 35 | | | | 35 |
| | Meter Shop Vehicles | Vehicle #620 - 1/4 Ton Pickup | | | | | | 30 | 30 |
| | | Vehicle #653 - 1/4 Ton Pickup | | | | | 30 | | 30 |
| | | Vehicle #655 - 1/4 Ton Van | | 25 | | | | | 25 |
| | | Vehicle #656 - 1/4 Ton Pickup | | | | | 30 | | 30 |
| | | Vehicle #659 - 1/4 Ton Pickup | | | | | 30 | | 30 |

| Fund | Department | Project Name | Rank | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | Total |
|------|--------------------------|---|------|--------------|--------------|--------------|--------------|--------------|---------------|
| | Substation / LM Vehicles | Vehicle #657 - 1/2 Ton Pickup | | | 30 | | | | 30 |
| | | Vehicle #680 - SUV | | | | | 35 | | 35 |
| | | Vehicle #681 - 1/2 Ton Pickup | | | | 40 | | | 40 |
| | T&D Vehicles | Vehicle #614 - SUV | | 35 | | | | | 35 |
| | | Vehicle #609 - 2 Ton Truck | | | | | 65 | | 65 |
| | | Vehicle #601 - 2 Ton Truck - Construction Body <i>(upgrade)</i> | | | | | 55 | | 55 |
| | | Vehicle #613 - 2 Ton Truck - Construction Body | | | | | | | 0 |
| | | Vehicle #615 - 2 Ton Truck - Construction Body | | | | | | 55 | 55 |
| | T&D Equipment | Vehicle #602 - Line Truck | | | | | | 260 | 260 |
| | | Vehicle #603 - Line Truck | | | | 260 | | | 260 |
| | | Vehicle #617 - Line Truck | | | | | | | 0 |
| | | Vehicle #607 - Bucket Truck | | | | | 260 | | 260 |
| | | Vehicle #618 - Bucket Truck | | | 260 | | | | 260 |
| | | Vehicle #682 - Bucket Truck | | | | | 260 | | 260 |
| | | Vehicle #608 - Dump Body | | | 55 | | | | 55 |
| | | Vehicle #610 - Trencher | | 85 | | | | | 85 |
| | | Vehicle #612 - Tractor | | | | 100 | | | 100 |
| | | Vehicle #623 - Tractor | | | | | 55 | | 55 |
| | | Wire Tensioner | | | 70 | | | | 70 |
| | | Total | | 1,445 | 3,360 | 5,935 | 4,365 | 5,105 | 20,210 |

20,210

GENERAL FUND

*Police Department – General Discussion regarding vehicle replacement

*Fire Department – SCBA air packs & cylinders: Robbie Rose, Fire Chief explained that the bottles have a 15 year life so all the pieces will be replaced.

*Planning Department – Discussion was held regarding the Maritime Market and why is it in the CIP now and it hasn't been included before. Questions were asked about potential funding for the Maritime Market. Mr. Alligood noted that part of the funding would be to put the plan together, we are also looking for grant funding for this as well.

Discussion was held regarding the Caboose Rehab project. Mayor Pro tem Roberson noted he didn't want to spend any money on this. Mr. Alligood explained that we either need to spend money on this and make it look nice or spend money and get rid of it. Mayor Pro tem Roberson and Councilman Mercer suggested that we get rid of the caboose. Mr. Alligood explained that this is a conversation that Council needs to have. Mr. Alligood said there may be an opportunity with some of our downtown groups that might want to take this up as a project.

*IT Department - Discussion was held regarding Downtown Wi-Fi and Councilman Mercer noted Council distinctly said no to this project last year. Mr. Alligood explained that this was a recommendation from the Dock Advisory Committee and they felt very strongly about implementing this to help draw boaters to the docks. Councilman Pitt commented that Wi-Fi is a vital component of the community and this is probably the third component of economic development. Councilman Pitt further explained that there is help from AT&T for funding for underserved communities. Councilman Mercer commented that if we can't find \$30,000 in grant funding to fund this project then remove it from the CIP.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council voted to remove the Wi-Fi project from the FY2015-2016 and place it in the FY2016-2017 CIP. Motion carried 4-1 with Councilman Pitt opposing.

Councilman Mercer noted that the majority of the IT projects actually fall under the regular operating budget and not capital improvement projects. Mr. Alligood noted that the total for the Security Assessments Improvements Project makes it fall under the CIP. It was suggested that instead of breaking down the project into individual pieces, to group it under "Security Assessment Improvements".

Discussion was held regarding GIS and Mr. Rauschenbach explained we are currently waiting on additional information for the Electric Department portion of this project.

General Fund
CIP 2016-2020

2/16/

| Fund | Department | Project Name | Rank | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | Total | Description |
|---------|------------|---------------------------------------|------|----------------|----------------|----------------|----------------|----------------|------------------|--|
| General | Police | Patrol Vehicles | 1 | 136,000 | | | | | 136,000 | Replacement of Vehicles |
| | | Patrol Vehicles | 1 | | 111,000 | | | | 111,000 | Replacement of Vehicles |
| | | Air Conditioners | 2 | | 33,000 | | | | 33,000 | Replacement of AC unit in dispatch |
| | | Patrol Vehicles | 1 | | | 143,000 | | | 143,000 | Replacement of Vehicles |
| | | Patrol Vehicles | 1 | | | | 148,000 | | 148,000 | Replacement of Vehicles |
| | | Patrol Vehicles | 1 | | | | | 152,000 | 152,000 | Replacement of Vehicles |
| | Police | Total | | 136,000 | 144,000 | 143,000 | 148,000 | 152,000 | 723,000 | |
| | Fire/EMS | Cardiac Defibrillator | 1 | 30,000 | | | | | 30,000 | Cardiac monitor & defibrillator for paramedic level |
| | | Ambulance | 2 | 160,000 | | | | | 160,000 | Replacement for 2008 EMS unit # 430 |
| | | Fire Engine # 3 | 3 | | 450,000 | | | | 450,000 | Replacement for 1988 Fire Engine #236 |
| | | Utility Vehicle/ Pick up Truck | 4 | | 30,000 | | | | 30,000 | Replacement for 2005 Pick up Truck # 238 |
| | | Ambulance | 5 | | | 150,000 | | | 150,000 | Replacement for 2011 EMS unit #432 |
| | | Fire Engine # 2 | 6 | | | 450,000 | | | 450,000 | Replacement for 1996 Fire Engine #239 |
| | | SCBA Air Packs & Cylinders | 7 | 75,000 | 75,000 | 75,000 | 75,000 | | 300,000 | Replacement for 30 2008 SCBA & air cylinders |
| | | Cardiac Defibrillator # 112 | 8 | | | | | 30,000 | 30,000 | Replacement for 2012 Cardiac Defibrillator #112 |
| | | Fire Engine # 1 | 9 | | | | | 450,000 | 450,000 | Replacement for 2000 Fire Engine # 291 |
| | Fire/EMS | Total | | 265,000 | 555,000 | 675,000 | 75,000 | 480,000 | 2,050,000 | |
| | Planning | Code Enforcement Vehicle | | 25,000 | | | | | 25,000 | Replacement of vehicle #121 |
| | | Way finding Phase II | | 50,000 | | | | | 50,000 | Complete way finding project |
| | | Streetscape Improvements | | | 225,000 | | | | 225,000 | streetscape work |
| | | Maritime/Farmer's Market Improvements | | 40,000 | 210,000 | | | | 250,000 | Continue waterfront improvements |
| | | Caboose Improvements | | | 20,000 | 130,000 | | | 150,000 | Caboose rehab |
| | | Wi-Fi - Waterfront Area | | 30,000 | | | | | 30,000 | Wi-Fi on the waterfront |
| | Planning | Total | | 145,000 | 455,000 | 130,000 | 0 | 0 | 790,000 | |
| | IT | City Hall virtual thin clients | | 37,800 | 48,000 | | | | 85,800 | 30 units |
| | | Jack's Creek fiber run | | 31,079 | | | | | 31,079 | Replace remaining canopy |
| | | Maintenance yard fiber | | | 5,000 | | | | 5,000 | Maintenance yard to garage, Public Works |
| | | Security assessment improvements: | | | | | | | | |
| | | Two ASA firewalls with IPS | | 18,513 | | | | | 18,513 | |
| | | Syslog server Solar winds | | 17,295 | | | | | 17,295 | |
| | | IP network migration | | 13,400 | | | | | 13,400 | |
| | | Internal vulnerability scan | | 700 | | | | | 700 | |
| | | External IP vulnerability scan | | 3,800 | | | | | 3,800 | |
| | | Switch upgrades | | 49,224 | | | | | 49,224 | |
| | | Upgrade AP controller | | 9,518 | | | | | 9,518 | |
| | | GIS Project - City Wide | | 24,200 | 50,000 | | | | 74,200 | Planning/inspections yr. 1, PW yr. 2. electric yr. 3 |
| | IT | Total | | 205,529 | 103,000 | 0 | 0 | 0 | 308,529 | |
| | Finance | Financial software | | 50,000 | | | | | 50,000 | |
| | | Utility software | | 100,000 | | | | | 100,000 | |
| | Finance | Total | | 150,000 | 0 | 0 | 0 | 0 | 150,000 | |

(308,529)

*Finance Department - Discussion was held regarding Logics Software. Mr. Rauschenbach explained there are different components that can be purchased (Financial and Utility).

*Warehouse - Discussion was held regarding the lighting project at the warehouse. Mr. Rauschenbach explained this project is to replace the lighting in the storage portion of the warehouse. Councilman Mercer discussed a possible LED replacement program. Mr. Alligood explained this is a project we can do “in house” and we will not need to have an outside vendor perform the replacements.

*Municipal Building Maintenance - Discussion was held regarding Municipal Building Maintenance. Mayor Pro tem Roberson inquired about replacing the heating system with a zone system. Mr. Alligood noted there are some issues that we need to deal with regarding windows and general maintenance. Councilman Mercer discussed the potential of solar panels on the roof. Mr. Alligood explained that staff will look into this possibility.

General Fund
CIP 2016-2020

2/1

| Fund | Department | Project Name | Rank | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | Total | Description |
|------|-----------------|--|------|-----------|-----------|-----------|-----------|-----------|-----------|---|
| | Warehouse | Roof | | | | | 63,000 | | 63,000 | |
| | | Parking lot (1/3) | | 25,000 | | | | | 25,000 | |
| | | Lighting | | 32,530 | | | | | 32,530 | |
| | Warehouse | Total | | 57,530 | 0 | 0 | 63,000 | 0 | 120,530 | |
| | Municipal Bldg. | Rehab maintenance | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 | |
| | Library | RFID tags | | | 37,500 | | | | 37,500 | |
| | | Exterior security cameras | | | | 25,000 | | | 25,000 | |
| | | Expand parking lot | | | | | 25,000 | | 25,000 | |
| | | Replace carpet & furniture | | | | | | 30,000 | 30,000 | Reading room, multi-purpose room, & lounge |
| | Library | Total | | 0 | 37,500 | 25,000 | 25,000 | 30,000 | 117,500 | |
| | Recreation | Havens Gardens Upgrade | 1 | 500,000 | 300,000 | 200,000 | | | 1,000,000 | Complete walkway under Hwy 32 bridge, replace playground equipment, add a splash park, replace fishing pier, replace bulkhead, repair/upgrade shelters and bathrooms. |
| | | A/F Dehumidifier Replacement | 2 | 240,850 | | | | | 240,850 | Replace dehumidification equipment and add Evacuator System. |
| | | A/F Roof Repair | 3 | 40,000 | | | | | 40,000 | Roof system is deteriorating. |
| | | Bobby Andrews Ctr. Roof Repl. | 4 | 54,579 | | | | | 54,579 | Replace roof at gym |
| | | Beebe Park Super Block | 5 | | | | | | - | Restrooms, playground equipment, tennis courts, parking. |
| | | A/F Interior Painting | 6 | | 30,000 | | | | 30,000 | Repaint interior after dehumidification system is replaced. |
| | | Soccer Complex | 7 | | | 150,000 | 800,000 | | 950,000 | Acquire land and build new lighted soccer fields. Including concession stand, bathrooms, storage shelter, and picnic shelters. |
| | | Jacks Creek Greenway Phase II | 8 | | | | 80,000 | | 80,000 | Build Phase II of the Jack's Creek Greenway (boardwalk) along Jack's Creek from Bonner Street to connect to Havens Gardens. |
| | | Expansion of McConnell Baseball and Softball Complex | 9 | | | | | 500,000 | 500,000 | Expansion of 3 additional baseball and softball fields; including fencing and lighting. Upgrade bathroom facilities. |
| | Recreation | Total | | 835,429 | 330,000 | 350,000 | 880,000 | 500,000 | 2,895,429 | |
| | Grand Total | | | 1,844,488 | 1,674,500 | 1,373,000 | 1,241,000 | 1,212,000 | 7,344,988 | |

*Library - Discussion was held regarding RFID tags on books. Mr. Alligood explained that the tags assist in check in/check out and theft reduction and improves efficiency.

*Recreation – Discussion was held regarding Havens Gardens Upgrade. Mr. Alligood explained the amount for the PARTF match should be \$250,000 and the total for this project should be less than \$1,000,000. Staff will make the corrections.

Discussion was held regarding the dehumidifier replacement at the Aquatics & Fitness Center, this item was originally in the FY20-21 budget and the roof repairs were originally in the FY18-19 budget. Mr. Alligood explained that both of these items have been moved to the FY15-16 budget. The dehumidifier is near the end of its useful life. We want to do a scheduled shutdown of this facility and be ready to replace the equipment. Our concern is if we continue to put this item off, the equipment will die and we would have an extended lead time on acquiring the equipment, thus extending the time the facility could be closed. Councilman Mercer noted that this equipment has not worked correctly since it was originally installed. Mr. Alligood explained that if the dehumidifier is not replaced the entire structure will be compromised. Councilman Brooks added that equipment made today would be better than what was made in years past.

Discussion was held regarding roof repairs. Mr. Alligood explained that the humidity level is creating problems with the roof at the Aquatics and Fitness Center.

Discussion was held regarding the roof at the Bobby Andrews Center. Mr. Alligood explained that we are focusing on maintenance of the existing facilities.

Discussion was held regarding Beebe Park Super Block. Mr. Alligood noted that we have submitted a grant in which we partner with the school systems and the Boys & Girls Club. There is an opportunity to go in and provide some additional infrastructure there. The project fits all of the desires that the Kate B. Reynolds Foundation looks for; it focuses on health and wellness in the community. We can apply for \$150,000 for each grant cycle, with the probability of being funded 100%. The grant is a multi-year grant (4-5 years).

Discussion was held regarding the Soccer Complex. Mayor Pro tem Roberson inquired about the potential for a site selection process for acquiring the land. Mr. Alligood explained that will be part of the long range plan for this project.

Mayor Pro tem Roberson inquired about the status of Bug House Park. Kristi Roberson explained that this is on the Parks and Recreation Advisory boards priority list, just not on the top 10 list. We are looking at adding tennis courts at Beebe Park. Councilman Beeman asked if there is still the possibility of adding tennis courts at the complex? Kristi Roberson noted this is being looked at as a possibility.

CLOSED SESSION: NONE

ADJOURN:

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 7:35 pm until Monday, March 23, 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: Brian Allgood, City Manager
Date: March 23, 2015
Subject: Part-time Position Classification Request
Applicant Presentation:
Staff Presentation:

RECOMMENDATION:

I move that the City Council approve the establishment of a new classification of part-time Event Coordinator (Grade 10), effective March 23, 2015.

BACKGROUND AND FINDINGS:

The WTDA adopted a strategic plan last year that called for a realignment of the organization to more effectively meet organization objectives. With the announcement of Laura Smithwick’s retirement effective May 1, 2015, the Tourism Development Director, with support of the WTDA, decided this was an opportune time to expedite a new staffing structure. Rather than filling the position with a full-time employee, the Tourism Development Director has proposed to split the full-time Civic Center Coordinator position, vacated by Ms. Smithwick, into two part-time positions of 25 hours each. One of the positions will perform administrative support functions and will be allocated to the part-time Administrative Support Assistant classification (Pay Grade 8) on the part-time salary schedule. The second position would require a new part-time classification, Event Coordinator (Pay Grade 10).

Duties and responsibilities of the Event Coordinator will include:

Responding to inquiries, initiating sales and meeting with potential renters and businesses regarding use of the Civic Center; advising on equipment rental, florists, caterers and other service providers for events; advising on needed permits such as ABC permits and assuring permits are in place before events; conducting facility tours; scheduling events and securing contracts for facility use; maintaining online availability calendar; supervising and scheduling part-time staff according to event needs.

This new organizational structure will result in a reduction in personnel cost as the positions are a lower pay grade than the current full-time position and there will be no benefits, with the exception of retirement which is required based on the hours of work. It will also provide more flexibility with staff schedules which will be more efficient with the diverse programming of the facility.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT:

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

SUPPORTING DOCUMENTS: Assignments of Classes to Grades & Ranges / Part-time FY 14/15

CITY OF WASHINGTON
 ASSIGNMENTS OF CLASSES TO GRADES AND RANGES
 PART-TIME / HOURLY
 FY 14-15

| GRADE | CLASSIFICATION | HIRING | MINIMUM | JOB RATE | MAXIMUM |
|-------|--|---------|---------|----------|---------|
| 2 | Aquatics Front Desk Attendant Custodian Laborer Library Desk Clerk Program Assistant | \$7.27 | \$7.63 | \$8.66 | \$10.76 |
| 3 | | \$7.63 | \$8.01 | \$9.09 | \$11.29 |
| 4 | | \$8.01 | \$8.41 | \$9.54 | \$11.85 |
| 5 | | \$8.41 | \$8.83 | \$10.02 | \$12.44 |
| 6 | Lifeguard | \$8.83 | \$9.27 | \$10.52 | \$13.07 |
| 7 | Aquatics/Fitness Instructor Communications Assistant Facility Attendant (Docks, Airport, Recreation, Civic Center) Library Desk Assistant | \$9.27 | \$9.73 | \$11.05 | \$13.72 |
| 8 | Administrative Support Assistant Head Lifeguard Lead Facility Attendant | \$9.73 | \$10.22 | \$11.60 | \$14.40 |
| 9 | | \$10.22 | \$10.73 | \$12.18 | \$15.12 |
| 10 | Dock Master <i>Event Coordinator</i> Recreation Maintenance Worker* | \$10.73 | \$11.27 | \$12.79 | \$15.88 |
| 11 | | \$11.27 | \$11.83 | \$13.43 | \$16.68 |
| 12 | Customer Services Representative* Field Services Representative* | \$11.83 | \$12.42 | \$14.10 | \$17.51 |
| 13 | | \$12.42 | \$13.04 | \$14.81 | \$18.38 |
| 14 | Utilities Communication Technician* Telecommunicator* | \$13.04 | \$13.69 | \$15.55 | \$19.30 |
| 15 | | \$13.69 | \$14.38 | \$16.32 | \$20.27 |
| 16 | Electric Meter Technician* | \$14.38 | \$15.10 | \$17.14 | \$21.28 |
| 17 | Police Officer* | \$15.10 | \$15.85 | \$18.00 | \$22.35 |

*Denotes a classification for which there is also a full-time position.

Revised 3/23/2015



City of Washington
NORTH CAROLINA

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: March 23, 2015
Subject: Purchase Orders > \$20,000 Approval
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council approve the attached requisition.

BACKGROUND AND FINDINGS:

Requisition # 15821, \$28,800, to Cutler's Landscaping for large tree removal, account 35-90-8390-4500. Cutler's was the only vendor to bid of the three qualified and capable requested.

PREVIOUS LEGISLATIVE ACTION

2014-2015 adopted budget and amended budget.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Requisition

City Manager Review: lmt Concur _____ Recommend Denial _____ No Recommendation
3/17/15 Date

Requisition Form

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

Requisition #:15821
PO #: Not Assigned
User Name: Beverly Clark

Date: 03/12/2015
Approved By:
Approved Code: Awaiting Final Approval
Total Amount: \$28,800.00

CUTLER'S LANDSCAPING
501 HWY 92 EAST
WASHINGTON, NC 27889

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

Vendor Instructions: ANTHONY POLLARD 252-975-9315 OR 252-402-2738

| Quantity | Description | Job Number | Unit Price | Extended |
|----------|--|------------|-------------|-------------|
| 1 | CONTRACTED TO REMOVE 36 EXTREMELY LARGE TREES ON HWY 264 WEST NEAR WHARTON STATION. TREES POSE AN IMMINENT THREAT TO THE TRANSMISSION AND DISTRIBUTION SYSTEM. A NUMBER OF TREES ARE WITHIN 5 FEET OF LINES. EXTREME CAUTION SHOULD BE USED TO CLOSE PROXIMITY TO POWER LINES AND HIGHWAY TRAFFIC. LOGS TO BE LEFT ON SITE FOR OWNER DISPOSAL. HE HAS REQUESTED 14' LENGTHS. | | \$28,800.00 | \$28,800.00 |

| | |
|--------------|--------------------|
| Sub Total | \$28,800.00 |
| Total Tax | \$0.00 |
| Total | \$28,800.00 |

| Account Number | Account Description | Amount |
|-----------------|---------------------|--------------------|
| 35-90-8390-4500 | CONTRACT SERVICES | \$28,800.00 |
| | Total | \$28,800.00 |

Approval List

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

Grant Executive Summary
as of 2/28/2015

| Active | | Dates | | | Financials | | | | Deliverable | | | | Notes |
|--------|-----------------------------------|----------|------------|------------|------------|---------|-----------|---------|-----------------|-------|----------|------|---|
| | | Award | Expiration | Completion | Revenue | | Expense | | Metric | Total | Achieved | Bal. | |
| Fund | Grant Description | | | | Budget | Actual | Budget | Actual | | | | | |
| 50 | CDBG Affordable Housing | 04/09/10 | 10/31/14 | 09/30/15 | 227,700 | 185,719 | 227,700 | 185,719 | LMI homes | 10 | 6 | 4 | 6 completed, performance extension granted, guaranty being revised |
| 52 | Comprehensive Bicycle Plan | 05/26/11 | 12/31/13 | 06/30/14 | 35,000 | 30,490 | 35,000 | 33,713 | | | | 0 | Council approved plan in December, pending DOT approval |
| 55 | idX/Impressions NC One Grant | 09/30/13 | 09/30/16 | | 300,000 | - | 300,000 | - | Jobs/Investment | 160 | 0 | 160 | 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 | Reforming committee, meet in April |
| 65 | Econ. Development- Spinrite | 01/07/12 | 01/07/15 | 01/07/15 | 90,000 | 90,447 | 90,000 | 90,000 | Jobs | 90 | 81 | 9 | Final match paid in February |
| 66 | Airport Terminal Grant | 04/04/13 | 07/01/15 | 03/31/15 | 1,254,488 | 980,453 | 1,254,488 | 781,671 | | | | 0 | Construction begun, complete April 15 |
| 67 | Façade Grant Program | 07/01/13 | 06/30/14 | 06/30/14 | 20,000 | 20,025 | 20,000 | 10,912 | | | | 0 | In progress, 6 reimbursed, 2 pending |
| 69 | Way Finding | | | 04/01/15 | 150,000 | 150,280 | 150,000 | 12,163 | | | | | Reviewing w/ DOT, cost estimate & recommendation in April |
| 71 | Airport Lighting Rehab | | | 12/31/14 | 460,121 | 66,379 | 460,121 | 40,378 | | | | | Contract signed, construction summer 2015 |
| 72 | Municipal Pier Access Grant | 07/01/14 | 11/30/15 | | 135,000 | 15,000 | 135,000 | - | | | | | Contract signed, complete by June 30th |
| 75 | Firefighter's Assistance- Exhaust | 08/08/14 | 08/07/15 | | 50,000 | 2,500 | 50,000 | - | | | | | Equipment ordered, permits issued for work to begin |
| 76 | EDA Water Projects | 09/11/13 | 03/11/17 | 02/28/17 | 1,428,262 | 706,133 | 1,428,262 | 38,064 | | | | 0 | Bid awarded January 2015, notice to proceed Feb. 23 |
| 77 | EDA Sewer Grants | 09/11/13 | 03/11/17 | 02/28/17 | 1,423,894 | 703,974 | 1,423,894 | 161,977 | | | | 0 | Bid awarded January 2015, notice to proceed Feb. 23 |
| | CDBG Keysville Rd. | 2005 | 6/4/2013 | 06/30/16 | 320,000 | 320,000 | 320,000 | 320,000 | | | | 0 | Lot 1 does not qualify for LMI. Construction on lot 2 & 3 near compl. |
| 59 | idX Building Reuse | 12/15/14 | | | 512,500 | - | 512,500 | - | Jobs/Investment | 50 | | 50 | Grant agreements received, Mid-East administering |
| 32 | TAG- Sanitary sewer study | 05/12/14 | | 09/09/14 | 35,000 | - | 35,000 | 30,625 | | | | | Completed, reimbursement to be requested |
| 37 | Airport Approach Survey | 07/01/14 | 07/01/16 | | 16,986 | 4,859 | 18,873 | 15,734 | | | | | Survey completed |
| 10 | NC Cardinal | 07/01/14 | | 06/30/15 | 22,345 | 9,252 | 31,597 | - | | | | | Grant awarded, complete by 6/30/15 |
| 10 | Historic Preservation Grant | 07/01/14 | 08/21/15 | | 11,000 | - | 15,000 | 1,000 | | | | | PO issued to update National Registry Inventory |
| 10 | EZ Technology Library Grant | 11/03/14 | 12/12/14 | 04/15/15 | 4,863 | - | 4,863 | 4,557 | | | | | Equipment received, reimbursement being requested in February |

| Fund/Department | Account | Description | Budget \$ | Spent | Open PO | Balance | Status | Notes |
|---------------------------|-----------------|-------------------------------|----------------|----------------|---------------|----------------|--|-------|
| General Fund: | | | | | | | | |
| IT | 10-00-4132-7400 | Wireless Bridge- sewer plant | 1,204 | (1,632) | 0 | 2,836 | Completed PY, TDA phone move CR | 1 |
| | | Redundant PRI | 6,917 | 6,709 | 0 | 208 | Complete | 1 |
| | | Redundant Cisco phone svr. | 19,063 | 18,617 | 0 | 446 | Complete | 1 |
| | | IP addressing | 1,520 | 1,520 | 0 | 0 | Complete | 1 |
| | | Total IT | 28,704 | 25,214 | 0 | 3,490 | | |
| Police | 10-10-4310-7400 | Vehicles | 134,000 | 108,515 | 19,219 | 6,266 | 4 received, equipment on order | |
| Fire | 10-10-4340-7400 | Thermal imaging camera | 8,105 | 8,094 | 0 | 11 | Complete | 1 |
| | | Support vehicle 1 | 29,914 | 30,161 | 0 | (247) | Complete | |
| | | Total Fire | 38,019 | 38,255 | 0 | (236) | | |
| Planning | 10-10-4910-7400 | Streetscape | 25,000 | 0 | 0 | 25,000 | Committee meeting March 12 | |
| | 10-10-4910-0400 | Havens Garden Master Plan | 7,200 | 3,137 | 4,063 | 0 | Completed, balance to be paid | |
| Powell Bill | 10-20-4511-4500 | Street Paving | 279,208 | 212,803 | 43,199 | 23,206 | 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 | Complete | |
| 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 | 65,213 | 0 | (1,430) | Complete | |
| | | Total Rec. Maintenance | 123,403 | 124,833 | 0 | (1,430) | | |
| Total General Fund | | | 721,154 | 592,989 | 67,226 | 60,938 | | |
| Water: | | | | | | | | |
| Water Meter Svc. | 30-90-7250-7000 | AMR meters | 110,000 | 73,225 | 1,836 | 34,939 | Complete end of April | 1 |
| Water Treatment | 30-90-8100-7400 | Van #562 & pickup #565 | 40,000 | 39,241 | 0 | 759 | Complete | |
| Water Maintenance | 30-90-8140-7400 | Truck #414 body | 7,393 | 8,399 | 0 | (1,006) | Complete | 1 |
| Water Construction | 30-90-8180-0400 | 16" WL engineering | 61,653 | 1,695 | 59,958 | 0 | Design compl., construction inspection rem | 1 |
| | 30-90-8180-7400 | Summit Ave. water line | 168,806 | 75,035 | 0 | 93,771 | Complete | 1,2 |
| | | Total Water Fund | 387,852 | 197,595 | 61,794 | 128,463 | | |
| Sewer: | | | | | | | | |
| Wastewater Treatment | 32-90-8220-7000 | Blast & paint clarifiers 1&2 | 14,600 | 14,600 | 0 | 0 | Complete | 1 |
| | 32-90-8220-7400 | Vehicle #548 | 25,000 | 24,911 | 0 | 89 | Complete | |
| | 32-90-8220-7400 | Effluent control panel | 24,000 | 8,744 | 11,766 | 3,490 | Complete by April 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 June 1 | |
| | 32-90-8230-7400 | Fountain L.S. generator | 8,663 | 913 | 4,396 | 3,354 | Complete | 1 |
| | | Total Sewer Fund | 129,263 | 76,915 | 44,002 | 8,346 | | |

| Fund/Department | Account | Description | Budget \$ | Spent | Open PO | Balance | Status | Notes |
|------------------------------------|-----------------------|----------------------------------|------------------|------------------|----------------|------------------|-------------------------------|-------|
| Electric: | | | | | | | | |
| Electric Director | 35-90-7220-0400 | Peak Shaving Rate Study | 8,962 | 8,176 | 786 | 0 | Complete | 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 | 14,525 | 0 | 55,475 | In progress | |
| | | Total Electric Meter Svc. | 71,740 | 16,265 | 0 | 55,475 | | |
| 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 | |
| | | 2nd/5th Feeder | 100,000 | | | | Acquiring materials | |
| | | Main substation rebuild | 250,000 | 0 | 0 | 0 | Acquiring materials | |
| | | Total Substation | 552,512 | 119,211 | 172,987 | 260,314 | | |
| Load Management | 35-90-8375-7400 | Load management switches | 70,000 | 65,835 | 0 | 4,165 | Complete | |
| Power Line Construction | 35-90-8390-7400 | 2nd St./5th St Rebuild Engineer | 71,538 | | | | Complete | 2 |
| | | High School Feeder relocation | 114,332 | | | | Complete | 1,2 |
| | | Grimesland Feeder Engineerin | 73,226 | | | | Complete | 1,2 |
| | | NC 32 Feeder Engineering | 32,299 | | | | Complete | 1,2 |
| | | White Post/Slatestone Feeder | 0 | | | | 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 Constructi | 1,216,395 | 258,793 | 370,863 | 586,739 | | | | |
| Total Electric Fund | | | 1,919,609 | 468,280 | 544,636 | 906,693 | | |
| Solid Waste Collection: | 38-90-4710-7400 | Two leaf machines | 56,500 | 51,042 | 0 | 5,458 | Complete | |
| | | Total Solid Waste | 56,500 | 51,042 | 0 | 5,458 | | |
| Cemetery: | | | | | | | | |
| Cemetery Fund | 39-90-4740-5600 | Storm drain repairs | 7,223 | 7,223 | 0 | 0 | Complete | 2 |
| | 39-90-4740-7400 | Two equipment sheds | 30,000 | 3,000 | 27,000 | 0 | Complete April | |
| | Total Cemetery | 37,223 | 10,223 | 27,000 | 0 | | | |
| Grand Total | | | 3,251,600 | 1,397,044 | 744,658 | 1,109,898 | | |

Notes:

- 1 PO carryforward
- 2 Project carryforward

| City of Washington Accident Statistics Report | | | | | 1st Quarter 2015 | |
|---|--------------------|-------------|-------|--------------------------|------------------|-------|
| | | | | | 3/10/2015 | |
| | | | | 2015 Calendar Year Total | | |
| Department | January | February | March | #OSHA Recordable | Non Recordable | Total |
| Public Works | | *1 sore arm | | 1 | 0 | 1 |
| Electric | *1 - Strain/sprain | | | 1 | 0 | 1 |
| Fire | | | | 0 | 0 | 0 |
| Police | | | | 0 | 0 | 0 |
| Administrative Services | | | | 0 | 0 | 0 |
| Comm & Cultural Svcs. | | | | 0 | 0 | 0 |
| | | | | 2 | 0 | 2 |
| *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). | | | | | | |

Mayor
Mac Hodges

City Manager
Brian M. Alligood



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

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: March 23, 2015
Subject: Budget Transfer- General Fund

The Budget Officer transferred \$4,000 of funds between the Miscellaneous and Aquatic Center departments of the General Fund appropriations budget to convert the pool heater to natural gas.

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

Request for Transfer of Funds

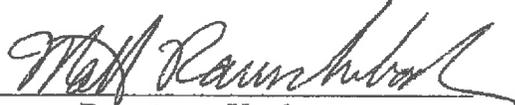
Date: 3/3/2015

TO: City Manager or Finance Director
 FROM: Matt Rauschenbach
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

| | Department | Account Number | Object Classification | Amount |
|-------|------------|----------------|-----------------------|--------|
| FROM: | 10-00-4400 | 5701 | Miscellaneous | 4,000 |
| TO: | 10-40-6126 | 1600 | Equip. Maint. | 4000 |

For the purpose of: Conversion of Aquatic Center pool heater to natural gas

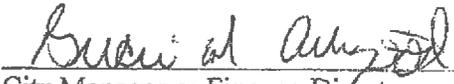
| | |
|------------|---|
| Supervisor |  Department Head |
|------------|---|

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved: Disapproved:

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

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


 City Manager or Finance Director
 3/3/15



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: March 16, 2015
Subject: Appointment to Human Relations Council
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council appoint _____ to the Human Relations Council, to fill the un-expired term of **Barbara Gaskins**, term to expire June 30, 2017.

BACKGROUND AND FINDINGS:

Advertisements were published for vacancies for expiring terms on various boards, commissions, and committees. Copies of all applications received were distributed to the Council liaison (William Pitt – Human Relations Council). Nominations will be made by the Council liaison at the March 23, 2015 Council meeting.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Application

City of Washington Human Relations Council Application Form

Please submit your completed form to the office of the City Clerk, PO Box 1988,
Washington, NC 27889 or by email cbennett@washingtonnc.gov

Name Stephani Jones Wilson

Address 108 Iron Mine Way

Phone Numbers 252-362-1610 (Business) 252-975-1896 (home, cell or both)

Email Address StephanieWilson510@gmail.com

Do you live within the corporate limits of Washington? yes () no

Have you ever served, or do you currently serve, on a board or commission for the City of Washington? () yes () no

If yes, please indicate the board or commission on which you serve(d).

Do you anticipate a conflict of interest by serving as a member of the Human Relations Council? () yes () no

If yes, please explain. _____

Please state the reasons why you feel qualified for this appointment.

I feel qualified because I want to be able to help and give back to the community. There is a lot of community base needs here that needs addressed and I feel I can help with that

Please note that this information will be used by the City Council in making their appointments to the Human Relations Council. If you are appointed, this information may be used in a news release. It will remain on file for one year after its submission.

Stephani J Wilson
(Signature)

3/4/2015
(Date)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: John Rodman, Community & Cultural Services
Date: March 16, 2015
Subject: Adopt the Resolution of Intent to consider closing and abandoning a portion of Queen Street and an alley right-of-way
Applicant Presentation: N/A
Staff Presentation: John Rodman, Community and Cultural Services

RECOMMENDATION:

I move that the City Council adopt the Resolution of Intent to close and abandon a portion of Queen Street and an alley right-of-way that intersects Hudnell Street as shown on the attached survey map and schedule a public hearing to consider a resolution ordering the closing and abandoning of said portion of Queen Street and said alley way.

BACKGROUND AND FINDINGS:

The City of Washington is considering a resolution to close a portion of Queen Street and an alley right-of-way that is adjacent to Eastern Elementary School and intersects with Hudnell Street. A map has been prepared by Hugh A. Sorrell Land Surveying and is attached. If the City adopts the Resolution of Intent to close the street a public hearing shall be scheduled. The Resolution is required to be published four consecutive weeks in the local newspaper. In addition adjoining property owners have to be notified and the Resolution posted at each end of the right-of-way.

PREVIOUS LEGISLATIVE ACTION

Planning Board meeting

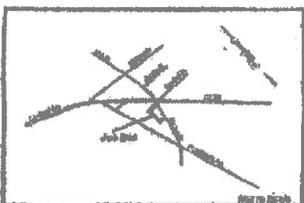
FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Resolution of Intent, Map

City Manager Review: 3/17/15 Date Concur SW Recommend Denial _____
 No Recommendation



Vicinity Map

Notes on Bounds of East Side of Chestnut Street

| Lot No. | Area (sq ft) | Area (sq ft) | Area (sq ft) |
|---------|--------------|--------------|--------------|
| 1 | 1,529.71 | 42,264.82 | 1,652.52 |
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Notes on Bounds of Parcel 1

| Lot No. | Area (sq ft) | Area (sq ft) | Area (sq ft) |
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Notes on Bounds of Alley

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Notes on Bounds of Parcel 2

| Lot No. | Area (sq ft) | Area (sq ft) | Area (sq ft) |
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| 1 | 1,529.71 | 42,264.82 | 1,652.52 |
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Notes on Bounds of West Side of Queen Street

| Lot No. | Area (sq ft) | Area (sq ft) | Area (sq ft) |
|---------|--------------|--------------|--------------|
| 1 | 1,529.71 | 42,264.82 | 1,652.52 |
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**A RESOLUTION DECLARING
THE INTENT OF THE CITY OF WASHINGTON TO CONSIDER
CLOSING AND ABANDONING PORTIONS OF QUEEN STREET AND AN ALLEY
OFF HUDNELL STREET
(RESOLUTION OF INTENT)**

WHEREAS, the City Council (Council) for the City of Washington (City) exercises general authority and control over all public streets, sidewalks, alleys, bridges, and other ways of public passage within its corporate limits pursuant to North Carolina General Statute § 160A-296 *et seq.*

WHEREAS, North Carolina General Statute § 160A-299 authorizes cities to close public streets and alleys and proscribes procedures for carrying out said authority.

WHEREAS, the City finds it to be advisable and in the public's best interest to conduct a public hearing for the purpose of giving consideration to the closing and abandoning of portions of Queen Street and an alley off Hudnell Street, said portions consisting of all of those areas labeled "15' Undeveloped Alley" and "Queen Street" (east and west sides) as shown on that plat entitled "A Survey of Property Standing in the Name of William R. & Kathy P. Waters" by Hugh A. Sorrell Land Surveying dated July 30, 2012 and recorded in Plat Cabinet H, Slide 90-5, Beaufort County Registry, to which plat reference is herein made for a more complete and accurate description.

WHEREAS, the City intends to reserve its right, title and interest, if any, in and to any and all utility improvements or easements within those areas of Queen Street and said alley more particularly described herein.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Washington, North Carolina as follows.

1) Pursuant to North Carolina General Statute § 160A-299, a public hearing will be held at 6:00 p.m. on the 27th day of April, 2015 in the City Council Chambers, Room 214, of the Municipal Building to consider a resolution that would order the closing and abandoning of portions of Queen Street and an alley off Hudnell Street, said portions being more particularly described as follows.

ALL of those areas labeled "15' Undeveloped Alley" and "Queen Street" (east and west sides) as shown on that plat entitled "A Survey of Property Standing in the Name of William R. & Kathy P. Waters" by Hugh A. Sorrell Land Surveying dated July 30, 2012 and recorded in Plat Cabinet H, Slide 90-5, Beaufort County Registry, to which plat reference is herein made for a more complete and accurate description.

2) The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in the Washington Daily News, or other newspapers of general circulation in the area.

3) The City Clerk is further directed to transmit by registered or certified mail a copy of this Resolution of Intent to each property owner abutting upon those portions of said Queen Street and an alley off Hudnell Street under consideration to be closed and abandoned.

4) The City Clerk is further directed to prominently post this Resolution of Intent in at least two places along the portions of Queen Street and an alley off Hudnell Street that are under consideration to be closed and abandoned as notice of said public hearing and the consideration being given to close as well as abandon those portions of Queen Street and an alley off Hudnell Street.

This the 23rd day of March, 2015.

ATTEST:

Jay MacDonald Hodges
Mayor

Cynthia S. Bennett,
City Clerk



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Brian M. Alligood, City Manager
Date: March 16, 2015
Subject: Adopt Resolution Authorizing Advertisement of Offer to Purchase Certain Surplus Real Property
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt the Resolution authorizing the advertisement of an offer to purchase certain surplus real property generally located off Hudnell Street, Washington, North Carolina for the sum of \$2,000.

BACKGROUND AND FINDINGS:

The attached resolution begins the process for accepting R & G Enterprises, LLC's March 2nd offer of \$2,000 to purchase the triangle of property owned by the City and formed by the intersection of Queen Street, Hudnell Street and the Washington Housing Authority parcel.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Resolution to advertise offer to purchase surplus real property

**RESOLUTION AUTHORIZING THE ADVERTISEMENT OF AN OFFER TO
PURCHASE CERTAIN SURPLUS REAL PROPERTY**

WHEREAS, the City Council of the City of Washington ("City") desires to dispose of certain surplus real property of the City by upset bid pursuant to North Carolina General Statute § 160A-269.

NOW, THEREFORE, BE IT RESOLVED by the City Council as follows.

1. The following described real property, located generally off Hudnell Street (SR 1552), is hereby declared to be surplus to the needs of the City:

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

IT BEING all of that lot or parcel bounded on the West by Queen Street, on the East by Hudnell Street (SR 1552) and on the South by the property now or formerly owned by the Washington Housing Authority as shown on that plat entitled "A Survey of Property Standing in the Name of William R. & Kathy P. Waters" prepared by Hugh A. Sorrell Land Surveying dated July 30, 2012 and recorded in Plat Cabinet H, Slide 90-5 of the Beaufort County Registry. Reference is herein made to said plat for a more complete and accurate description.

2. The City has received an offer to purchase the property described above for the sum of two thousand dollars (\$2,000.00). Said offer is available for public inspection in the office of the City Clerk. The Offeror has waived, through Counsel, the contingencies recited in said offer.
3. The City proposes to accept said offer, as amended and subject to the conditions stated herein, unless the City receives a qualifying upset bid.
4. The City Clerk shall cause a notice of such offer, subject to the conditions stated herein, to be published in accordance with North Carolina General Statute § 160A-269.
5. Any person desiring to submit an upset bid shall submit an upset bid within ten (10) days of the date the notice provided for herein is published. Any such upset bid shall raise the offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000.00) and five percent (5%) of the remainder of said offer or any subsequent upset bid. Any person making an upset bid and any subsequent upset bid must deposit with the City Clerk a sum equal to five percent (5%) of the upset bid or any subsequent upset bid. If the City receives a qualifying upset bid, the qualifying upset bid will become the new offer.

6. If a qualifying upset bid is received by the City, the City Clerk is directed to re-advertise the new offer at the increased upset bid amount and to continue this process until a ten (10) day period passes without the City receiving a subsequent qualifying upset bid.
7. If no qualifying upset bid is received by the City after the initial public notice, the offer set forth above, as amended and subject to the conditions stated herein, is hereby accepted. The appropriate City officials are authorized to execute instruments necessary to convey the property to the Offeror consistent herewith.
8. Any subsequent conveyance of the property described above shall be subject to the following.
 - a. Reservation of the City's right, title, and interest, if any, in and to any and all utility improvements or easements upon the above described property.
 - b. The purchaser shall be responsible for payment of any taxes due or coming due against the property.
 - c. Any conveyance shall be by special warranty deed.
9. Notwithstanding anything herein to the contrary, the City, in its discretion and without recourse from any individual or entity making an offer or any subsequent qualifying upset bid, reserves the right to reject any and all offers as well as upset bids and/or to cancel this upset bid process at any time.

Adopted this 23rd day of March, 2015.

ATTEST:

Cynthia S. Bennett,
City Clerk

Jay MacDonald Hodges
Mayor



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Brian M. Alligood, City Manager
Date: March 16, 2015
Subject: Ordinance to amend the City Code, including but not limited to Chapter 2, Administration, Article XXII, Warren Field Airport and Chapter 40, Article IX, Airport Zoning

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

RECOMMENDATION:

I move that the City Council adopt an ordinance to amend the City Code, including but not limited to Chapter 2, Administration, Article XXII, Warren Field Airport and Chapter 40, Article IX, Airport Zoning.

BACKGROUND AND FINDINGS:

At the February 23, 2015 City Council meeting, Council voted to change the name of the airport from Warren Field to Washington-Warren Airport. At the March 9, 2015 Council meeting, staff was directed to prepare an ordinance to amend the City Code to reflect the recently changed airport name to Washington-Warren Airport.

PREVIOUS LEGISLATIVE ACTION

February 23, 2015 – Airport name changed

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Ordinance

City Manager Review: 3/17/15 Date Concur BAW Recommend Denial No recommendation

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF WASHINGTON
NORTH CAROLINA**

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

SECTION 1. Amend the Washington City Code, in its entirety but excluding the Charter, by replacing "Warren Field Airport", "Warren Airport", any combination of the foregoing or similar words with other words like "Advisory Board" or "Commission", and any other designation of, or reference to, the airport owned and operated by the City of Washington with "Washington-Warren Airport", including but not limited to the specific amendments contained hereinbelow.

SECTION 2. Amend Chapter 2, Administration, Article XXII, Warren Field Airport, of the Washington City Code, by replacing "Warren Field Airport" with "Washington-Warren Airport".

SECTION 3. Amend Chapter 2, Administration, Article XXII, Warren Field Airport, Section 2-586, by replacing "Warren Field Airport Advisory Board" with "Washington-Warren Airport Advisory Board".

SECTION 4. Amend Chapter 40, Article IX, Airport Zoning, Section 40-227, by replacing "Warren Airport" with "Washington-Warren Airport".

SECTION 5. Amend Chapter 40, Article IX, Airport Zoning, Section 40-233, by replacing "Warren Field Airport Commission" with "Washington-Warren Airport Advisory Board".

SECTION 6. This Ordinance shall become effective upon adoption.

SECTION 7. All Ordinances or parts in conflict herewith are repealed.

Adopted this the 23rd day of March, 2015.

ATTEST:

Cynthia S. Bennett,
City Clerk

Jay MacDonald Hodges,
Mayor



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Allen Lewis, Public Works Director *Allen Lewis*
Date: 03-17-13
Subject: Adopt a Resolution Regarding a Clean Water State Revolving Fund Program (CWSRF).
Applicant Presentation: N/A
Staff Presentation: Allen Lewis

RECOMMENDATION:

I move that Council adopt the attached resolution regarding a CWSRF Loan for sewer system rehabilitation work.

BACKGROUND AND FINDINGS:

This Council action is necessary in order to meet the requirements of the application for a CWSRF loan for sewer rehabilitation work as discussed last month. As noted at that time, these funds can be used for water and wastewater projects, including the possibility of 0% interest rate loans for rehabilitation type projects. At least \$65 million will be available for the March 31, 2015 deadline. Staff feels like we could be successful in applying for work to reduce inflow and infiltration (I/I) in some of our older gravity sewer lines. With your permission, we would like to apply for an amount not to exceed \$2 million worth of work. At 0% interest, this will mean a \$100,000 annual payment over 20 years. Even if we did not qualify for a 0% interest rate loan, the maximum percentage rate should be in the 1.7% range which would mean an annual payment of approximately \$115,000. The areas being considered are more-or-less within four (4) sewer lift station basins that cover a vast majority of the City, including areas from Water Street to Oak Drive and Hackney Avenue to Runyon Creek. The attached map highlights the sections that are being considered for rehab work. Naturally the sections of the system that will receive the work are those in the worst shape and contribute to I/I the most.

PREVIOUS LEGISLATIVE ACTION

02-23-15 discussed applying for CWSRF loan for sewer rehab work.

FISCAL IMPACT

Currently Budgeted (Account 37-90-4530-4521) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

City Attorney Review: _____ Date By: _____ (if applicable)
 Finance Dept Review: _____ Date By: _____ (if applicable)
 City Manager Review: *Luok* Concur 3/17/15 Date _____ No Recommendation _____ Date _____
March 23, 2015 Denial _____

RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater collection systems, and
- WHEREAS, The City of Washington has need for and intends to construct improvements to the existing wastewater collection system described as Sanitary Sewer System Rehabilitation 2015, and
- WHEREAS, The City of Washington intends to request state loan assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF WASHINGTON:

That City of Washington, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Washington to make scheduled repayment of the loan, to withhold from the City of Washington any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Mac Hodges, Mayor, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 23rd day of March, 2015 at Washington, North Carolina.

(Signature of Chief Executive Officer)

(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the City of Washington does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Washington City Council duly held on the 23rd day of March, 2015; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2015.

(Signature of Recording Officer)

(Title of Recording Officer)

