



City of
Washington
NORTH CAROLINA
Council Agenda
FEBRUARY 8, 2016
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from January 25, 2016 **(page 4)**

Presentation: Captain Jonathan Hardin – Associate Degree in Fire Protection

Approval/Amendments to Agenda:

I. Consent Agenda:

- A. Adopt – Budget Ordinance Amendment – Library Memorial **(page 20)**
- B. Adopt – Budget Ordinance Amendment – Vision 100 Grant 36237.38.11.1 **(page 22)**
- C. Adopt – Budget Ordinance Amendment – Aquatic Center Dectron Dehumidification System **(page 24)**
- D. Accept – Beaufort County Health Department Physical Activity Promotion Contract Agreement for the Grace Martin Harwell Senior Center **(page 26)**
- E. Accept – Beaufort County Health Department Physical Activity Promotion Contract Agreement for the Recreation Department - safe kayak launch **(page 29)**
- F. Adopt – Budget Ordinance Amendment – resurface Bug House Tennis Courts **(page 32)**

II. Comments from the Public:

III. Public Hearing 6:00PM– Zoning: None

IV. Public Hearing 6:00PM - Other: None

V. Scheduled Public Appearances: None

VI. Correspondence and Special Reports:

- A. Memo – July 4th 2016 **(page 35)**



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- B. Memo – Budget Transfer – General Fund (**page 40**)
 - C. Memo – Budget Transfer – Electric Fund (**page 45**)
- VII. Reports from Boards, Commissions and Committees:
- A. Human Relations Council (**page 47**)
- VIII. Appointments:
- A. Appointment – Board of Adjustment (**page 49**)
 - B. Appointment – Electric Utilities Advisory Board (**page 52**)
 - C. Appointment – Board of Commissioners of the North Carolina Eastern Municipal Power Agency (**page 54**)
- IX. Old Business:
- A. Accept – GameTime c/o Cunningham Recreation proposal at Havens Gardens (**page 56**)
 - B. Accept/Amend – recommendation of the Historic Preservation Commission to Amend the Historic Preservation Design Guidelines to include revised guidelines on the use of fences and walls in the local historic district (**page 61**)
 - C. Accept – Audit Services Agreement Extension (**page 80**)
 - D. Award – Labor and Equipment Contract for Electric Distribution System Improvements in the area of the Main Electric Substation & Approve Budget Ordinance Amendment (**page 84**)
- X. New Business:
- A. Authorize/Approve – City Manager to Approve Classification and Pay Grade Change (**page 102**)
 - B. Presentation: – FY 2016-2017 Agency Funding Request
 - Arts Council
 - Boys & Girls Club
 - Zion Shelter
 - Wright Flight
 - The Blind Center
 - Eagle Wings

- Purpose of God Annex
- Cornerstone Worship Center
- NC Estuarium
- WHDA
- NC Hwy 17 Association
- Kiwanis Club of Washington

XI. Any other items from City Manager:

- A. Discussion – Stormwater Report
- B. Discussion – PKF Report
- C. Discussion – ADA Report (**page 109**)

XII. Any other business from the Mayor or other Members of Council: None

XIII. Closed Session: None

XIV. Adjourn – Until Monday, February 22, 2016 at 5:30 pm, in the Council Chambers

The Washington City Council met in a regular session on Monday, January 25, 2016 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; William Pitt, Councilmember; Richard Brooks, Councilmember; and Larry Beeman, Councilmember. Also present: Bobby Roberson, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Mayor Hodges called the meeting to order and Councilmember Mercer delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the minutes of January 11, 2016 as presented.

RECOGNITION:

Kevin Andrews began his swimming career when he was six years old and fell in love with the sport. With the support of his family and coaches, he has spent countless hours training in the pool over the years, perfecting his strokes and building his endurance and speed. He entered high school in 2013 and immediately made an impact on the Washington High school swim team, qualifying for the state championship in his individual events as well as earning a spot on two relay teams. He continued his success into his sophomore season, taking 6th in the state in the 200 yd. individual medley and was the state runner up in the 100 yd. back stroke. He is now in his junior year and his success has continued as he is stronger and faster. He has not lost an event yet this year as he continues his quest to the State Championships. Kevin will get another chance to qualify for the State Championship at the Eastern Regional Championships in Cary on February 5.



Mayor Hodges and Spencer Pake pose for a photo with Kevin Andrews – WITN Player of the Week

APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- Add under Closed Session : NCGS § 143-318.11(A)(3) Attorney/Client Privilege; (A)(6) Personnel (A)(5) Potential Land Acquisition {(a)(5) added later in the meeting}

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the agenda as amended.

CONSENT AGENDA:

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the Consent Agenda as presented.

A. Declare Surplus/Authorize – Electronic Auction of Vehicle through GovDeals

Vehicle #	Make/Model	Department	Serial Number	Odometer
551	2001 Dodge Ram 1500	Public Works	IB7HCI6YOIS248395	97,235

COMMENTS FROM THE PUBLIC:

Dee Congleton, explained that the Washington Historic Foundation approves the amended fence guidelines. The fence committee also studied types of shrubbery that could be used as an alternative to fences. They also made sure that samples of fences were included in the guidelines.

Jerry Creech, 527 W. 2nd Street is asking Council to approve the guidelines as presented by the fence committee.

Johanna Huber, previous owner of a Bed and Breakfast in Historic District, is in favor of approving the amended fence guidelines.

SCHEDULED PUBLIC APPEARANCES:**RAY MIDGETT –**

**Background and Findings: The Historic Port of Washington Project committee would like to address the Council on January 25 to offer our assistance in researching the history of the saw mill steam engine fly wheel located at Havens Garden Park. In addition, we would like to work with the city in placing interpretive signage at the wheel describing its history and the story of its placement at the park.*

The Haven's Garden Park Playground Wheel

A Report by Mr. Ray Midgett and Dr. Michael E. McClure, Ph.D.

Historic Port of Washington Project, 132 South Market Street, Washington, NC

[01/24/2016 (*) = Documented Reference]

Introduction: The Steam Engine Fly Wheel that resides currently in the Havens Garden Playground site was donated by the Mason Lumber Company (Mr. Marvin Mason, Owner) at a point in time prior to 1969 (*). Mr. Mason's intent was to provide the children of Washington "a great thing to climb on" at the playground (*). This has been a purpose fulfilled with glee by generations of our children here in Washington, who not only played on it, but wondered what it was and what it used to do. It has been a photo opportunity for many in this regard, including, from a recent report, the Washington High School Class of 1969 (1). The Fly Wheel is, however, much more than just a structure for children's play. It is a historical symbol of the period of the Industrial Revolution era that transformed Washington industry from hand production methods to machine production factory systems. It was an age powered by the advent of steam engine machinery. On a tourist walking tour of Washington, the steam engine fly wheel is the only immediately visible waterfront vestige of this historically important transformation. With its favorable Port of Washington outlet for commerce, the adoption of steam engine power for factory manufacturing (textiles, lumber, woodworks, naval stores, agricultural product mills) and transport (steam-powered railways, boats and ships) occurred rapidly here. It has been documented that, along the Washington waterfront, resided 17 (*) lumber companies that provided substantial commercial enterprises in terms of employment, value of output and capital invested. The first lumber company steam powered saw mill (*) in Washington was operating in 1830 and its steamboat, commissioned in 1835 (*), was one of the first steamboats built here to tow log rafts. Steamboats on the Tar provided an economical means of transporting raw materials, freight, and people (excursions). It has been documented (*) that nearly 100 steamboats served the Port of Washington from 1830 to 1920. At least 7 were home-ported here. Steam boats were also built here as a commercial enterprise. The steam engine fly wheel currently at the Havens Garden site was of a favored type used in the saw mills of our southern lumber and steamboat transportation industries. The Washington Fly Wheel is a historical monument memorializing the contribution of the business owners and employees of those industries that built the City of Washington in the Industrial Age period of its history. It is worthy of being preserved for posterity at an appropriate waterfront site where it can serve as a touchstone to revisit and learn about that important historical era of the City of Washington.

1. History of the Hardie-Tynes Manufacturing Co. Heavy Duty Corliss Steam Engine (*)

The Corliss Steam Engine (*) revolutionized steam engine powered factory and marine transport systems with its wide-spread introduction into both American and British manufacturing industries. Patented by George Corliss (March 10, 1849), it possessed a uniquely engineered Corliss Valve Gear box that increased steam engine efficiency by greater than 30%. The high quality standards of manufacturing also provided greater safety in its operation. The largest model ever made was the 2500 horsepower 1876 Centennial Corliss which was the star centerpiece of the Philadelphia World's Fair of 1876. The Fair was opened by President Grant and Emperor Don Pedro each pulling a lever to send it silently into motion. With the expiration of the patents in 1870, other companies began manufacturing Corliss steam

engines. Corliss steam engines also were exhibited in the Chicago World's Fair of 1893. Only a few of the Corliss Steam Engine manufactures in the U.S. survived into the 1900's.

2: History of the Mason Lumber Co. Hardie-Tynes Manufacturing Co. Stem Engine.

Hardie-Tynes Manufacturing Company was founded in 1895 and produced four models of the Corliss Steam Engine. These were widely advertised in the trade and engineering journals of the period (*). Two horizontal models (light and heavy duty) were deemed particularly suitable for saw mills and marine transport industry applications. The January 1, 1913 advertisement in *The Lumber Trade Journal* (pg. 64) states "Many of the saw mills of the South are driven by Hardie-Tynes engines." A review of numerous illustrations (*) from 1908 to 1916 of the models offered and the physical dimensions of the fly wheel and reported rpm yield for the Mason Lumber Co. Corliss Engine suggests the Washington Fly Wheel was a component of a Hardie-Tynes Heavy Duty Corliss Imperial, Frame Belted Type Steam Engine.

There are 39 "Industrial age" mill steam engines currently listed as operational (*). These are all in museums or historical site exhibitions. The one portable model in the U.S. is insured for \$500,000. Only 5 are from 1894-1895 and these are not Hardie-Tynes Manufacturing Co. products. There are 34 listed for 1900 to 1920 issue dates. The Washington Fly Wheel was most likely produced between 1900 and 1920. A copy of the *Hardie-Tynes Manufacturing Company, Heavy Duty Corliss Engines Imperial Frame-Belted Type, Bulletin 101, January, 1912* is owned by Dr. McClure. The company is further researching the model year for the Fly Wheel. Other images have been obtained from the University of Alabama Library Historical collection, the Library of Congress Digital History Collection, and numerous trade journals of the era.

A 1907 Hardie-Tynes Manufacturing Co. Corliss steam engine of the type identified above as the most likely type-source of the Washington Fly Wheel currently exists as a part of a restored saw mill exhibition here in North Carolina. It was featured in a PBS special presentation (*) of the Woodwright's Shop (Roy Underhill and Geoffrey Wright in July 2015. It is a most worthwhile viewing experience at: <http://www.youtube.com/watch?v=81sqWKVlms>

SUMMARY:

We believe the Fly Wheel is a Monument worthy of display in an appropriate location on the waterfront where industry and the Trade built the City of Washington. It deserves a historical marker plaque that explains what it symbolizes. The NC Department of Natural and Cultural Resources has offered assistance for this goal. What we are asking of the Council is approval for the Port of Washington Project to participate in and assist with meeting this goal. The Fly Wheel Monument, appropriately placed, would be a valuable addition as a way-point for the Historic Walking Tour and provide tourist and local citizens a touchstone for learning, and a photographic opportunity for recording, memories of Historic Washington—a City with "Pride in the Past and Faith in the Future."



Councilmember Mercer asked Mr. Midgett if he was saying Havens Gardens was an inappropriate location for the wheel and Mr. Midgett replied “yes”.

CONTINUED COMMENTS FROM THE PUBLIC

Derik Davis asked why do we have to choose between the wheel and the new park. The people were happy with the vote taken by Council on January 11th about moving the wheel to another location. He understands the liability issue, but what about the pier and anything else that could be presented as a liability. He requested that Council do whatever needs to be done to keep the wheel in the park.

Don Stroud -127 E. 2nd Street - President of Washington Area Historic Foundation. Mr. Stroud stated that WAHF has been following very closely the work of the fence committee. WAHF is asking that Council adopt the recommendations/revisions of HPC guidelines as presented. He noted there was some concern that the current recommendations address the inability to install a stockade fence that would impeded the water view, but those guidelines have been in effect since 2009.

Cherie Barber – explained that Randy Woolard has CAD software and has offered to create a design (free of charge) that would keep the wheel in the current location. The design could possibly make the wheel into a large sandbox for the children to play in.

Lindsey Knox – 98 Cypress Shores Road, said it is important to hear from the younger generation because the wheel is the first thing the children run to when they go to the park.

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – Havens Gardens Wheel Location

City Manager, Bobby Roberson said the wheel has to be moved to work with the current approved design of the playground. Trillium will not incorporate the wheel in the design as it is not a piece of playground equipment nor ADA compliant. Councilmember Beeman said his motion at the January 11th meeting did not include the installation of a fence. Mr. Roberson noted that we have been advised by our insurance company that it would be in the City’s best interest to install a fence with a warning to not climb on the wheel.

Kristi Roberson reiterated that Trillium will not incorporate the wheel into the design as it is not ADA accessible and it is not a piece of playground equipment. Ms. Roberson is in full support of maintaining the history of the wheel and keeping it at Havens Gardens. We have been told that the wheel is a liability because of the spokes in the wheel, height (12’) as well as the bolts not being flush with the wheel.

Councilmember Beeman noted that he didn't understand why this item is coming up again as Council voted and approved an alternate location for the wheel during the January 11th meeting and the motion did not include the installation of a fence. Mayor Hodges noted that the only thing that has changed is the cost and the installation of a fence. Mayor Pro tem Finnerty said the wheel will be moved out of the playground area and will have a plaque noting it is a historical monument. Councilmember Mercer said the wheel has been there for close to 50 years and we can reduce the liability to the City by installing a fence.

A motion was made by Councilmember Mercer, seconded by Councilmember Brooks to install a fence around the wheel. Mr. Roberson noted the fence will be ascetically pleasing to the public. Councilmember Beeman said he was opposed to the fence because it is still preventing people from getting on wheel. After continued discussion, the following vote was taken: voting for the motion: Mercer & Brooks; Against: Beeman, Pitt & Finnerty. Motion to install a fence around the wheel failed.

Ray Midgett offered his assistance with the signage and history of the wheel.

Councilmember Beeman inquired if a motion was needed to approve the additional funding to move the wheel. Mr. Roberson said a motion was not needed. Councilmember Pitt asked if this amount included the RFQ's for additional contractors and Mr. Roberson said that was included as well.

MEMO – BUDGET TRANSFER – GENERAL FUND (accepted as presented)

The Budget Officer transferred \$14,860 of funds between the Recreation Administration, Senior Programs, Aquatic Center, and Events & Facilities departments of the General Fund appropriations budget to provide funds for the removal of mold at the Bobby Andrews Recreation Center.

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE

APPOINTMENTS: NONE

OLD BUSINESS:

APPROVE –IDX- BUILDING REUSE GRANT- EXTENSION REQUEST

Kevin Richards, Mid-East Commission explained the City was awarded a \$500,000 Building Reuse Grant on December 18, 2014. The grant was for renovations of the idX Impressions building. idX Impressions has created 39 of the 50 required jobs and anticipate having the additional 11 jobs within the next 30 to 60 days. They will notify the State when the company has created their 50 jobs. Although the jobs are nearly all created, the renovation of the idX facility has been delayed. The lengthy delay is the result of idX Corporate taking away the design portion of the project from the local industry. idX Corporate is in the process of reworking the design with the possibility of reorganizing the company and moving portions of the Baltimore, Maryland operation to the Washington, NC facility. This may result in additional jobs at the Washington, NC facility. As a result of this delay, the City of Washington is requesting a one year extension to be able to complete construction.

By motion of Mayor Pro tem Finnerty, seconded by Councilmember Beeman, Council authorized the Mayor to accept the idX Building Reuse grant extension request letter and documentation.

ACCEPT/AMEND – ADDENDUM TO THE TRILLIUM HEALTH RESOURCES – PLAY TOGETHER CONSTRUCTION GRANT FOR ACCESSIBLE PLAYGROUNDS AND AMEND THE GRANT PROJECT ORDINANCE

BACKGROUND AND FINDINGS: The original contract awarded was in the amount of \$225,000. The contract has been amended by \$55,556 for a total of \$280,556. In addition, the City has received a private donation in the amount of \$3,600.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council accepted the addendum to the Trillium Health Resources – Play Together Construction Grant for Accessible Playgrounds and approved the amendment to the grant project ordinance to increase the total amount of the grant and local contribution.

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCE FOR THE TRILLIUM HEALTH RESOURCES- PLAY TOGETHER GRANT
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

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

Section 1. That the following appropriation accounts in the Trillium Health Resources Play Together Construction Grant be increased by the following amounts to reflect a grant award amendment based on equipment bids and local contributions:

51-60-4930-5601	Playground Equipment	55,556
51-60-4930-4500	Construction	<u>3,600</u>
	Total	59,156

Section 2. That the following revenue accounts in the Trillium Health Resources Play Together Construction Grant be increased by the following amounts:

51-60-3480-0000	Trillium Health Grant	55,556
51-60-3480-2000	Donations	<u>3,600</u>
	Total	59,156

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 25th day of January, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

NEW BUSINESS:

ACCEPT/APPROVE – RECOMMENDATION OF THE HISTORIC PRESERVATION COMMISSION AND APPROVE AN ORDINANCE TO AMEND THE HISTORIC PRESERVATION DESIGN GUIDELINES TO INCLUDE REVISED GUIDELINES - FENCES AND WALLS

BACKGROUND AND FINDINGS: The Historic Preservation Commission met and appointed a sub-committee to consider the use of fences and walls in the historic district. The sub-committee met numerous times and drafted revised guidelines on fences and walls. In September 2015 a workshop was held with the Historic Commission to discuss and finalize the amended guidelines. A recommendation to forward the amended guidelines to City Council was approved during the November HPC meeting. Council made additional comments that were addressed by the HPC & Committee.

Mayor Pro tem Finnerty explained that Mr. Stroud said the guidelines have been in place since 2009. Mr. Stroud said he was referring to an amendment that was made in 2009 that essentially treats the river as a street and doesn't allow for the installation of stockpiles that would block the water view.

Several members of Council noted that it was extremely difficult to understand what’s being proposed when several different versions of the document exist. Mayor Pro tem Finnerty said the guidelines available online are different from the ones that were included in the agenda. John Rodman, Community and Cultural Services acknowledged the information on the website is outdated and noted the information would be updated this week. Council members said they need to fully understand how the fence committee and Historic Preservation Commission developed the proposed changes before they make a decision. Councilmember Mercer said he has other concerns about the proposed changes and those concerns were not addressed. Mr. Rodman explained that the committee reviewed all the concerns that were addressed by Council during the November meeting and he was unaware of other concerns.

Councilmember Beeman said it’s not fair to the public to vote on something that is incorrect on the website and suggested tabling the item until there is a clear understanding of the proposed changes.

By motion of Councilmember Beeman, seconded by Councilmember Mercer, Council tabled this issue until there is a clear understanding of the changes made to the HPC fence guidelines. {Document currently in Mr. Rodman’s office (official guidelines being distributed to citizens) vs. the proposed changes presented tonight (relating to the fence section only).}

ADOPT – BUDGET ORDINANCE AMENDMENT FOR SPECIAL REVENUE, RESERVE, AND INTERNAL SERVICE FUNDS

BACKGROUND AND FINDINGS: Past practice for these funds has been to adopt a budget when there were planned expenditures, not for revenue only. Revised interpretation of NC G.S. 159-13 (a) suggests the adoption of a budget when there is only estimated revenue and no planned expenditure. As such, budgets are being established for these funds with the appropriation of reserve for future expenditures utilized to offset the expected revenue and balance the funds.

Councilmember Mercer asked if this action satisfies the auditors concerns. Matt Rauschenbach explained that the auditors, as well as the LGC are ok with this process as it essentially creates a pseudo account to balance budget, with no fiscal impact.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council adopted a budget ordinance amendment for Special Revenue, Reserve, and Internal Service Funds.

AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, N.C. FOR THE FISCAL YEAR 2015-2016

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

Section 1. That the Estimated Revenues in the Water Capital Reserve Fund be increased in the following accounts and amounts for water impact fees:

31-90-3350-5301	Water Impact Fees	5,000
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Section 2. That the following accounts and amounts be increased in the Water Capital Reserve Fund appropriations budget:

31-90-4950-4504	Reserve for Future Capital Exp.	5,000
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Section 3. That the Estimated Revenues in the Sewer Capital Reserve Fund be increased in the following accounts and amounts for sewer impact fees:

33-90-3350-5301	Sewer Impact Fees	10,000
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Section 4. That the following accounts and amounts be increased in the Sewer Capital Reserve Fund appropriations budget:

33-90-4950-4504	Reserve for Future Capital Exp.	10,000
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Section 5. That the Estimated Revenues in the CDBG Program Income Fund be increased in the following accounts and amounts for CDBG program income:

60-60-3350-8001	New Horizons Pgm. Income	1,880
60-60-3350-8110	CDBG Program Income	4,077

Section 6. That the following accounts and amounts be increased in the CDBG Program Income Fund appropriations budget:

60-60-4950-4504	Reserve for Future Pgm. Inc. Exp.	5,957
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Section 7. That the Estimated Revenues in the Facility Maintenance Fund be increased in the following accounts and amounts for interest income:

87-60-3831-0000	Interest Earned	500
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Section 8. That the following accounts and amounts be increased in the Facility Maintenance Fund appropriations budget:

87-60-4950-4504	Reserve for Future Facility Maint. Exp.	500
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Section 9. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 10. This ordinance shall become effective upon its adoption.

Adopted this the 25th day of January, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

APPROVE – HWY 32N PROJECT PURCHASE ORDERS

BACKGROUND AND FINDINGS: Council appropriated \$330,000 to complete sections 3-5 of the Hwy 32 North reconductoring project on 11/16/15. These purchase orders are for the poles and wire of this project.

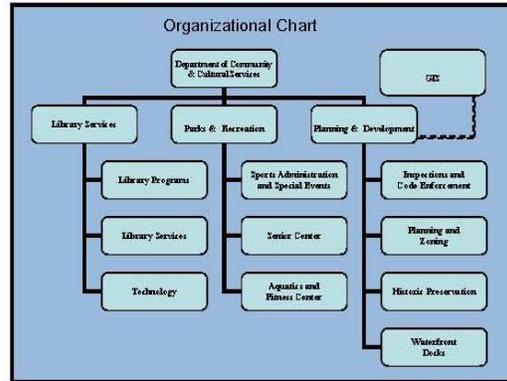
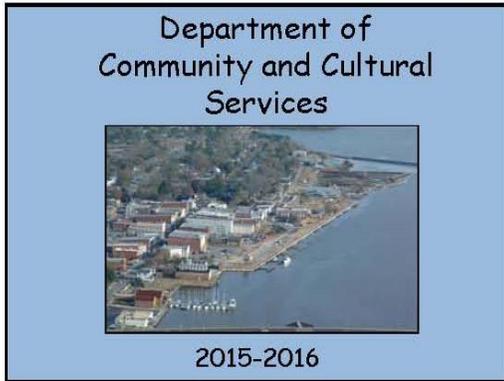
Councilmember Mercer expressed his appreciation to staff for putting this purchase order together as they saved the City \$75k. Mr. Roberson introduced Jeff Clark, Interim Electric Director and thanked him for his money saving efforts. Councilmember Beeman noted the presentation Mr. Clark and his staff made at the Electric Advisory Board meeting was outstanding and very informative. Mayor Hodges agreed that the presentation was very informative and said the general public would benefit from this presentation.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council approved purchase orders in the amount of \$54,378.76 to McFarland Cascade Holdings and \$71,877.22 to Westinghouse Electric to purchase materials for the Hwy 32 N reconductoring project.

DISCUSSION: STRATEGIC PLANNING SESSION

Bobby Roberson explained the strategic planning session is the first step in the budget preparation process.

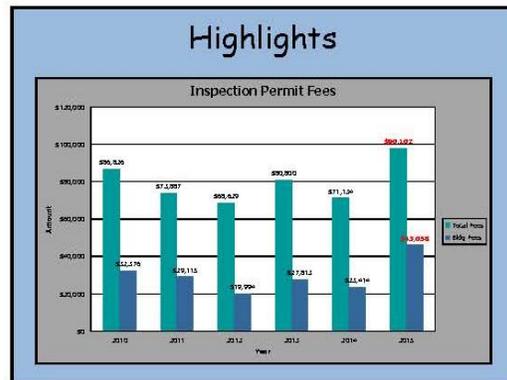
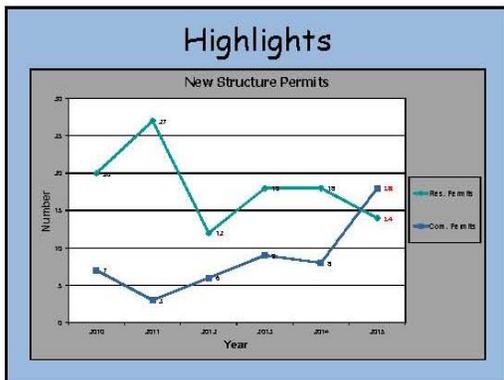
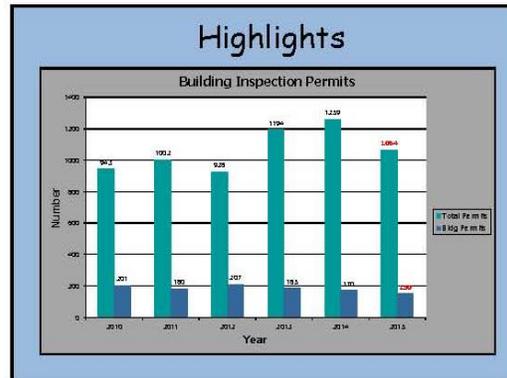
JOHN RODMAN, COMMUNITY & CULTURAL SERVICES



Planning and Development

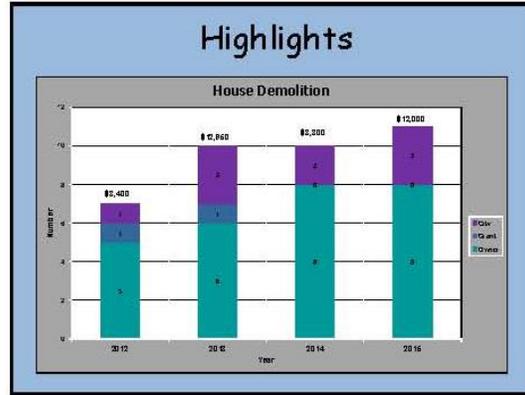
- Code Enforcement and Building Inspection
- Planning and Zoning
- Historic Preservation
- Floodplain Management
- Waterfront Docks

Full Time Employees - 7



Goals and Challenges - 2015 (Planning & Development)

- Ease the burden of Sub-standard Housing
- Completing review of the Zoning Ordinance and creating a Unified Development Ordinance

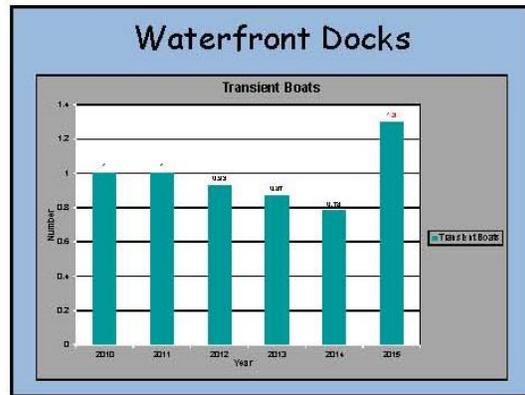
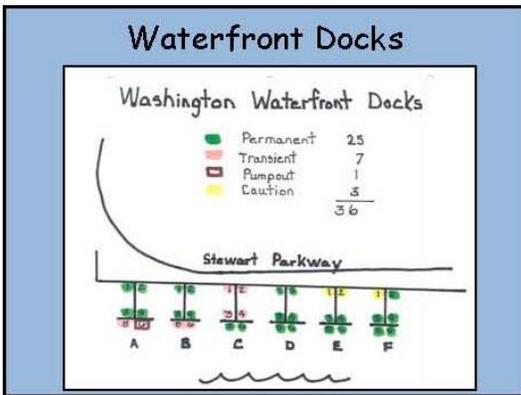


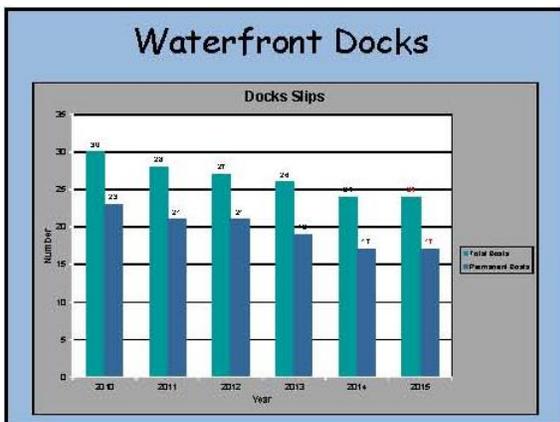

Waterfront Docks

- Waterfront Dockmaster
- 5-9 part-time staff
- Maintenance is in cooperation with Public Works

Overview/Projects (Waterfront Docks)

- Hired a part-time dockmaster
- Appointed Waterfront Dock Committee
- Received grant funding for the construction of a municipal pier – (now completed)
- Completed review and implementation of waterfront docks fee schedule



- ### Goals and Challenges - 2016 (Waterfront Docks)
- Continue maintenance on docks as needed
 - A procedure & budget for emergency removal of derelict boats
 - Increase occupancy and revenue of the existing slips
 - Investigate new policy for the use commercial activity on the waterfront
 - Investigate the location of a fuel source

Parks and Recreation

- Administration
- Sports/Special Events
- Senior Center
- Aquatic and Fitness Center

Full Time employees - 5
Part Time employees - 25

11 Parks, 3 Athletic Sites
1 Gym, Pool, Senior Center

- ### Overview/Projects (Administration & Sports)
- Partnering with Sound Rivers for Kayak Launch
 - Completed review of youth sports and event fees
 - Received Trillium grant for inclusive playground
 - Around 1600+ kids participate in youth sports
 - 60% outside residents/40% inside residents

Goals and Challenges - 2016 (Administration & Special Events)

- Continued maintenance on recreation facilities
- Implement the Havens Gardens Master Plan
- Funding for upgrades at Havens Gardens
- Find suitable location for tennis courts
- Review the process for the updating of McConnell Sports Complex - Soccer fields
- Additional gym space & repairs at Bobby Andrews Recreation Center

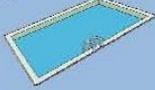
- ### Overview/Projects (Senior Center)
- Served 225+ Medicare D clients, saved them \$127,304 in medical costs
 - AARP Tax Assistance Program - served 350+ seniors, saving an estimated \$15,000
 - Fitness room served 100+ participants monthly
 - Housed more than 20 special programs and had 25 scheduled hours of programs weekly
 - 130 Seniors use the facility daily
-

**Goals and Challenges - 2016
(Senior Center)**

- Lack of parking space for seniors - in competition with Civic Center - 20 spaces to serve 130 folks daily
- Determining space needs for the Senior Center

**Overview/Projects
(Aquatics Center)**

- Hired new Supervisor - July 2015
- Purchased new fitness equipment
- Aquatics Center Study Committee is active
- Over 175 children were taught swim lessons this summer
- Daily average participation is 80
- 307 Packages - 682 members
60% / 40%



**Goals and Challenges - 2016
(Aquatics Center)**

- Possible replacement of dehumidifier.
- Repair and replace roof
- New marketing approach
- Increasing memberships and revenues

Brown Library

- Library Programs
- Library Services
- Library Technology



Full Time Employees - 4	15,000 Patrons
Part Time Employees - 7	65%/35% County/City
Volunteers	300 Av D Att. +Summer

**Overview/Projects
(Library)**

- NC Cardinal eliminated need for TLC licensing and LSTA grant for staff development
- 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 \$21,831 with the implementation of new programs

**Goals and Challenges - 2016
(Library)**

- Hired new Library Director
- Complete NC Cardinal conversion
- Keep Brown Library collection current and relevant to our patrons
- Lack of space in the library patron study area
- New outlook and path for the Library

Mr. Rodman noted that he needed to break out the City/County usage for the Senior Center as well. Mayor Hodges asked if staff was going to apply for a PARTF Grant for Havens Gardens. Mr. Rodman said that a PARTF grant is not available, but a Public Access grant may be available for the pier, bulkhead and bathroom, as well as a Rails to Trails grant for Havens Gardens.

Councilmember Pitt inquired if staff would be applying for the Reynolds grant for Beebe Park. Kristi Roberson explained that staff will be applying for a grant in the amount of \$150,000 for playground equipment and other items and the application is due Feb. 9th. Councilmember Pitt inquired if off-street parking was included and Ms. Roberson said off-street parking available.

Councilmember Mercer inquired when the NC Cardinal conversion would be completed and noted we need cost estimates for budget preparation. John Rodman said Cardinal expenses are currently paid for by State, but we will probably have to pay for that in future.

STACY DRAKEFORD, POLICE & FIRE SERVICES

Community involvement:

- 13 communities in neighborhood watch programs
- “I live alone” project – 30 participants in this project
- This year was the biggest national night out events and most diverse we’ve had in years.
- Increased Shop with a Public Safety Official – 40 special needs children
- Installed car seats

Employee development:

- Between two departments – nearly 6000 hours of training (growing our people internally)
- Career development programs for both Police and Fire
- Crisis intervention training – mental illness, etc.
- Instructor training
- Two have completed BS degree at Mt. Olive
- Six have completed Associates Degrees

Equipment upgrades:

- 4 police vehicles – saved \$5000 by using a tablet instead of a Toughbook
- Upgraded lethal force and non-lethal force weapons – more scenario based training
- 8 hour block of active shooter training through National Guard
- Purchased new vests
- New EMS truck
- New fire engine
- Applying for Firefighter Assistance Grant to upgrade communications system at Fire Dept.
- Applying for crime grant for PD communications
- Received body cameras and will implement in February

Director Drakeford said that we have good qualified people in both departments and this is by far the best group (as a whole) that he has worked with.

- Crime statistics are down - 24,000+ calls for service in both departments

Challenges:

- Need more community involvement
- Employee retention
- Facilities – we’ve outgrown police department most specifically for evidence
- Station 1 has some issues as well.

FRANKIE BUCK, PUBLIC WORKS DEPT.

Current FY 2015-16

- Budget revenues and expenditures are in-line with where they should be in all Public Works enterprise funds with the exception of the tipping fee portion of the solid waste fund. This is due to an increase in the tipping fee for recycling at ECVC.
- All major projects/capital expenditures in Public Works general fund divisions have been completed for fiscal year.

- The EDA grant water/sewer project is near completion. This project includes a new 16” water transmission main from the Water Treatment Plant 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. The project is scheduled for final completion March 2016.
- The Stormwater Division Project for improvements along Jacks Creek at Willow Street and E 7th Street to E 9th Street, as well as, improvements between Alderson Road and Reed Drive in Smallwood is in the design phase with plans to be ready for review and public comments by March 2016.
- The sanitary sewer rehabilitation project design phase is underway. This 2 million dollar project is currently in Phase II of the work. The problem areas have been identified, cleaned and CCTV work is complete. The engineering firm is evaluating video to determine areas of pipelining versus point repairs. This project should be ready for bid by August.
- The pump station panels at Spring Road are being constructed and should be completed and installed by April. Installation of video security system at the WWTP should be complete by March 1, 2016.

Upcoming FY 2016-17

- Entertain proposals for the possibility of improvements to the corporate hangar to make it more appealing to future tenants at the Washington-Warren Airport (\$60,000).
- Replace HVAC/Blower System in the Municipal Building and add filtration system to collect debris in 100 year old piping to prevent damage to new chillers replaced FY 12-13 (\$40,000).
- Propose a small resurfacing project (\$100,000).
- Replace a rear-loading garbage truck (\$150,000).
- Propose storm drainage improvements and ditch work in various locations (\$200,000).
- Replace and loop waterline in Spring Road Mobile Estates (\$250,000).
- Continue large water meter replacement program (\$100,000) and replace aging backflow prevention devices per State regulations that belong to the City’s facilities (\$30,000).
- Continue Manhole Rehab Program to reduce I/I (\$100,000).
- Propose replacement of 6’ diameter manhole at 5th & Respass due to H₂S gas damage (\$280,000). Purchase spare pump for 5th & Respass Pump Station (\$85,000). Consider replacement of 2009 Sewer Vac Truck (\$320,000) and begin sewer rehabilitation work.
- No projects/capital expenditures in the cemetery budget that are above CIP threshold.

Councilmember Mercer inquired about the purchase order Council approved in February 2015 for a stormwater study by Martin McGill and wanted to know if the study was complete and/or available. Mr. Buck noted that he had received email from Martin McGill last week stating the plan was prepared and ready to send to Public Works for review - but he hasn’t received it yet.

Councilmember Pitt inquired about increasing tipping fees and electronics recycling. Mr. Buck explained that electronics recycling is a county function. ECVC was charging us \$0 then started charging \$28 per ton November 9th and effective Feb. 1st would be increased to \$47 per ton. ECVC is the only recycling center for electronics.

JEFF CLARK, ELECTRIC UTILITIES

Interim Electric Utilities Director, Jeff Clark updated Council on the following activities in the Electric Department.

- Substation breakers being replaced at Forest Hills/Eastern - we can no longer buy these breakers or parts for them.

- Sweetbriar subdivision rebuild has had all of wire and most of transformers replaced. Wire in pipes now, was nearly 30 years old. Replaced service at new pump station. New line truck just received in December and put in service last week.
- Hwy 17N underground conversion has been put in near 171.
- Engineering complete for Grimesland Bridge feeder project. Hope to have right-of-way cleared in this budget.
- January 27th bid opening for 2nd/5th street rebuild and main substation exit feeders. All materials ready. Bring to council for bid approval on Feb. 8th. Completion date by June 17th. Penalty clause included - \$2k per day for every day over time frame.

New projects:

- Finish Grimesland Bridge feeder and Clark’s Neck Road, across Belvue Farms etc.
- Cherry Road feeder between Slatestone Road and Market Street Extension. 3 miles
- Slatestone – White Post feeder 6.3 miles of transmission and distribution

Councilmember Mercer said we need to evaluate the economics of the looping projects. Jeff Clark acknowledged that staff will look at cost effectiveness first.

Mr. Clark said that County Manager said they are 2-3 weeks from finishing the Page Road extension and that will free up \$100k to build that line. This amount will pay for materials and city labor will build line. Labor cost will be zero because we will use our own labor – but he can provide the actual cost for city labor.

MATT RAUSCHENBACH, FINANCE/ADMINISTRATION

2016/2017 General Fund Budget Gap

1/25/2016

Estimate FY 15/16	Gap FY 16/17	Category
Revenue:		
217,000	95,000	Sales Taxes
-	(40,000)	Property Taxes
(100,000)	(100,000)	County Library Contribution
125,000	125,000	Utility Franchise Tax
242,000	80,000	Total Revenue
Expenditures:		
Fund Balance Appropriated:		
Initial appropriation:		
358,292	358,292	Capital PEG Channel Powell Bill
358,292	358,292	Total Fund Balance Appropriated
Salary & Benefits:		
	70,000	COLA (1%)
	55,245	Health Care Cost (5%)
	35,000	Retirement (.5%)
	160,245	Total Salary & Benefits
Other:		
75,000	25,000	CDBG Keysville Rd.
	95,766	Vehicle Replacement Fund
	75,000	Cemetery Transfer
	100,000	Airport Transfer
	7,105	Property, casualty, liab. Ins. (5%)
		Capital in addition to FB approp.
	302,871	Total Other
	821,408	Total Expenditures
	741,408	Grand Total Budget Gap

Overview of Administrative Services:

Finance is experiencing major reorganizations: Tammy Swindell promoted to Assistant Finance Director
Stephanie Edwards promoted to Accountant
GFOA – 19 years
Grant and project management
Customer service promoting load management and lobby traffic,

Human Resources:

Development and recommend streamline recruiting
Salary compression in pay scale – working on a plan to alleviate
Redesign less confusing evaluations system
Health care cost, benefits etc.
Create employee satisfaction survey
Develop exit strategy for Risk Manager

IT:

City Hall server room – HVAC enhanced
Communications Center server room enhanced – backup for City Hall server
GIS implementation –completed phase 1 in Planning and Zoning
Phase two in Public Works
Phone system upgrades – network switches
Implement manage print solutions

Next year:

City Hall virtual desktops
Expanding network storage area
Develop backup for fiber network
Upgrade to 10g network in key locations

Councilmember Mercer inquired about the new software program. Mr. Rauschenbach explained that staff is close to selecting vendor, but has tabled this item until staff is in place after the reorganization in Finance.

Councilmember Mercer discussed sales taxes/property taxes and cost of living, noting we should increase fees each year by a small percentage

Councilmember Pitt asked if staff was looking at a replacement for privilege license. Mr. Rauschenbach noted there is nothing from the State to replace this.

BOBBY ROBERSON, CITY MANAGER

Bobby Roberson, City Manager discussed the implementation of the “pay as you go process”. We are proposing increasing fees to offset operation and maintenance. He is concerned about the pool as we need \$12,000 to fix/repair dectron as well as \$340,000 to repair and replace unit at pool in next budget year. He is focusing on improving the entryway to Washington off of Hwy 17. Tree trimming is an ongoing process to help reduce power outages. Recommending paving a portion of the parking lot at the sports complex for ADA compliance.

Councilmember Mercer commented about electric utilities, saying that the energy charge might not go up, but operation and maintenance charges from Electricities will go up.

ANY OTHER ITEMS FROM CITY MANAGER:

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

CLOSED SESSION: UNDER NCGS § 143-318.11 (A) (6) PERSONNEL, (A) (3) ATTORNEY/CLIENT PRIVILEGE, (A) (5) ACQUISITION OF PROPERTY – LOCATED ON WEST 2ND STREET OWNED BY THOMAS ELLIS

By motion of Councilmember Pitt, seconded by Councilmember Mercer, Council agreed to go into closed session under NCGS 143-318.11 (a)(6) Personnel and (a)(3) Attorney/Client Privilege, (a)(5) acquisition of property located on West 2nd Street, owned by Thomas Ellis and adjoining Brown Library for a joint venture with the Friends of Brown Library at 7:55pm.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council agreed to come out of closed session at 9:10pm.

Councilmember Mercer asked Mr. Roberson to forward the report from PKF.

ADJOURN:

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council adjourned the meeting at 9:15pm until Monday, February 8, 2016 at 5:30 pm, in the Council Chambers.

(subject to approval of City Council)

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



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Sandra Silvey, Library Director
Date: February 8, 2016
Subject: Library Memorial Budget Ordinance Amendment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to reflect the library memorial contributions that have been received that exceed the amount originally budgeted for expenditure.

BACKGROUND AND FINDINGS:

\$2,245 in library memorial contributions have been received and are in excess of the \$1,500 budgeted for expense.

PREVIOUS LEGISLATIVE ACTION

2015-2016 adopted budget and amended budget.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment

City Manager Review: ASB Concur Recommend Denial No Recommendation
2/2 Date

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$745 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers in the Library department of the General Fund appropriations budget be increased in the amounts indicated for the purchase of material provided for by memorial contributions:

10-40-6110-5601	Memorial reimbursables	\$ 745
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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 8th day of February, 2016.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/CFO
Date: February 8, 2016
Subject: Vision 100 Grant 36237.38.11.1 BOA
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to reflect the Vision 100 Grant 36237.38.11.1 amendment for additional tree removal.

BACKGROUND AND FINDINGS:

The NC DOA has approved the submission of a grant modification for an additional \$5,600 of tree removal in runway 5's approach. The grant modification is for \$5,040 or 90% and requires a 10% match of \$560.

PREVIOUS LEGISLATIVE ACTION

2015-2016 adopted budget and amended budget.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment

City Manager Review: MR Concur Recommend Denial No Recommendation
2/2 Date

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

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

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

37-90-3490-0010	Vision 100 Grant 36237.38.11.1	\$ 5,040
37-90-3991-9910	Fund Balance Appropriated	<u>560</u>
	Total	\$ 5,600

Section 2. That the following account number in the Washington- Warren Airport departments of the Airport Fund appropriations budget be increased in the amount indicated to reflect the grant amendment for additional tree removal:

37-90-4530-4523	Vision 100 Grant 36237.38.11.1	\$ 5,600
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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 8th day of February, 2016.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: February 8, 2016
Subject: Aquatic Center Dectron Dehumidification System Budget Ordinance Amendment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move City Council adopt a budget ordinance amendment to appropriate funds to repair the Dectron Dehumidification System at the Moore Aquatic & Fitness Center in the amount of \$7,718.00.

BACKGROUND AND FINDINGS:

The drier core shell has a leak at the bottom of the housing and is leaking refrigerant.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment.

City Manager Review: mt Concur Recommend Denial No Recommendation
2/2 Date

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$7,718 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers in the Aquatic Center department of the General Fund appropriations budget be increased in the amounts indicated for the repair of the Dectron dehumidifier unit at the Aquatic Center:

10-40-6126-1502	Maint./repair HVAC	\$ 7,718
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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 8th day of February, 2016.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: February 8, 2016
Subject: Accept the Beaufort County Health Department Physical Activity Promotion Contract Agreement for the Grace Martin Harwell Senior Center

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

RECOMMENDATION:

I move City Council accept the Beaufort County Health Department Physical Activity Promotion Contract Agreement in the amount of \$1,500.00 to be used for outdoor shuffleboard courts or an improved outdoor environment to increase physical activity.

BACKGROUND AND FINDINGS:

A budget ordinance amendment is not required. Spending will take place in the 2016-2017 budget.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Contract Agreement.

City Manager Review 1/20 Concur ___ Recommend Denial ___ No Recommendation
2/2 Date



January 14, 2016

CONTRACT AGREEMENT

This agreement between the Beaufort County Health Department, hereinafter referred to as BCHD and Grace Martin Harwell Senior Center is entered into for the purpose of providing opportunities for physical activity, healthy eating, and/or tobacco free efforts.

Whereas both the BCHD and Grace Martin Harwell Senior Center mutually agree that the purpose is to address healthier lifestyles for the citizens of Beaufort County.

Whereas both the BCHD and Grace Martin Harwell Senior Center mutually agree that early interventions are necessary towards the goal of adulthood wellness and thus a healthier community.

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the BCHD and Grace Martin Harwell Senior Center agree as follows:

The BCHD agrees:

1. To provide funds of \$1,500.00 to Grace Martin Harwell Senior Center for the purpose of supporting:
 - Physical activity and a healthy lifestyle through the addition of outdoor shuffleboard courts to increase physical activity opportunities for seniors.
 - Other programs/activities which encourage senior citizens to maintain a healthy lifestyle through physical activity and healthy eating.

Furthermore, Grace Martin Harwell Senior Center agrees:

1. To utilize the \$1,500 approved by BCHD solely for the purpose of purchasing items needed to successfully create an improved outdoor environment to increase physical activity (i.e. - outdoor shuffleboard courts).
2. To document all expenditures related to this funding as a show of good faith and stewardships of the finances.
3. To maintain for a period of three years records such as receipts, invoices and other proof of purchases documenting use of the funds.

This agreement is subject to the laws and regulations of the state of North Carolina.

Signed:

(Signature)

BCHD Health Director

(Signature)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Asst. County Manager/Finance Officer

(Date)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: February 8, 2016
Subject: Accept the Beaufort County Health Department Physical Activity Promotion Contract Agreement for the Recreation Department
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move City Council accept the Beaufort County Health Department Physical Activity Promotion Contract Agreement in the amount of \$1,500.00 to be used for the safe kayak launch.

BACKGROUND AND FINDINGS:

A budget ordinance amendment will accompany the Sound Rivers grant contract when it is approved.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Contract Agreement.

City Manager Review Concur Recommend Denial No Recommendation
 2/2 Date



January 14, 2016

CONTRACT AGREEMENT

This agreement between the Beaufort County Health Department, hereinafter referred to as BCHD and Washington Parks and Recreation is entered into for the purpose of providing opportunities for physical activity, healthy eating, and/or tobacco free efforts.

Whereas both the BCHD and Washington Parks and Recreation mutually agree that the purpose is to address healthier lifestyles for the citizens of Beaufort County.

Whereas both the BCHD and Washington Parks and Recreation mutually agree that early interventions are necessary towards the goal of adulthood wellness and thus a healthier community.

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the BCHD and Washington Parks and Recreation agree as follows:

The BCHD agrees:

1. To provide funds of \$1,500.00 to Washington Parks and Recreation for the purpose of supporting:
 - Physical activity and a healthy lifestyle through the creation of a safe launch and assessable kayak ramp.
 - Havens Gardens Park, in which expansion and additional resources are needed to create a safe and fun playground to encourage physical activity and a healthy lifestyle.
 - Other programs/activities which encourage individuals to maintain a healthy lifestyle through physical activity and healthy eating.

Furthermore, Washington Parks and Recreation agrees:

1. To utilize the \$1,500 approved by BCHD solely for the purpose of purchasing items needed to create a safe kayak launch ramp or improve Havens Gardens Park in order to increase and promote physical activity and a healthy lifestyle.
2. To document all expenditures related to this funding as a show of good faith and stewardships of the finances.
3. To maintain for a period of three years records such as receipts, invoices and other proof of purchases documenting use of the funds.

This agreement is subject to the laws and regulations of the state of North Carolina.

Signed:

(Signature)

BCHD Health Director

(Signature)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Asst. County Manager/Finance Officer

(Date)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: February 8, 2016
Subject: Bug House Park Tennis Courts Budget Ordinance Amendment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move City Council adopt a budget ordinance amendment to appropriate funds to resurface the Bug House Tennis Courts in the amount of \$11,000.00.

BACKGROUND AND FINDINGS:

PREVIOUS LEGISLATIVE ACTION

November 9, 2015 – Council unanimously authorized spending approximately \$11,000.00 to resurface the existing Bug House Tennis Courts.

December 21, 2015 – Recreation Advisory Committee requested a core sample of the courts foundation. Terracon completed the core sample and returned results on January 11, 2016.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Proposal.
Budget Ordinance Amendment.

City Manager Review *[Signature]* Concur _____ Recommend Denial _____ No Recommendation
2/2 Date

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$11,000 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers in the Building and Grounds department of the General Fund appropriations budget be increased in the amounts indicated for the resurfacing of the tennis courts at Bug House Park:

10-40-6130-1502	Maintenance/repair Parks	\$ 11,000
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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 8th day of February, 2016.

MAYOR

ATTEST:

CITY CLERK

Outer Banks Tennis Contractors LLC.
P.O. Box 363
Enfield, North Carolina 27823

April 2, 2015

(This proposal is still valid, so long as the work is completed in conjunction with a scheduled project at Pamlico Plantation. Scheduled for Spring 2016)

City of Washington
Bug house Park
112 N. Charlotte Street
Washington, N.C.
C/O Ms. Kristi Roberson

Outer Banks Tennis Contractors LLC., has inspected the above referenced site. It is the opinion of the contractor, that future plans to enhance these tennis courts, is not recommended.

RESURFACING

- a) These courts are prone to periodic flooding. Finances spent to resurface the courts would not repair the courts in a manner to KEEP them safe and playable. \$ 11,000.00 *

OVERLAY;

- a) An asphalt overlay is also not recommended being the the existing surface and base has major structural cracking. A new surface is only as good as what is under it. \$30,100.00 *

REMOVE;

- a) It is in the city's best interest to remove all existing fencing, lighting, and court Surface, and place elsewhere. \$ 6,500.00 *

RELOCATE;

- a) At the above mentioned site, It is in the city's best interest to relocate the existing battery of two tennis courts to an higher elevation at Bug house Park, or another favorable location. \$ 58,000.00 * (includes All Black vinyl Fencing)

*denotes ballpark prices

Outer Banks Tennis Contractors LLC., would be happy to assist the City, and provide a formal bid for any future projects.

John J. McCann Jr.
North Carolina General Contractors License # 67990



Memo:

DATE: February 8, 2016
TO: Mayor and City Council
FROM: Kristi Roberson, Recreation Manager
RE: July 4th 2016

In March of 2012 City Council authorized the City Manager to sign the Release, Hold Harmless and Indemnification agreement with Bridge Harbor, LLC. City Council also authorized the City Manager to sign the Agreement with East Coast Pyrotechnics, INC. The Manager was authorized to sign these agreements for future years as long as the release or agreement did not change.

The Release, Hold Harmless and Indemnification Agreement from the City to Bridge Harbor, LLC for the use of Bridge Harbor, LLC's property during the July 4, 2016 has been executed. The Agreement with East Coast Pyrotechnics has also been executed.

The City will, again, partner with the Washington Harbor District Alliance for the July 4th festivities.

*OK
KRW
2/8/16*

EAST COAST PYROTECHNICS, INC.

AGREEMENT

THIS AGREEMENT entered in this 27th day of JAN., 2016 by and between EAST COAST PYROTECHNICS, INC., of Catawba, South Carolina, and the Parks & Recreation Department of the City of Washington, North Carolina (CUSTOMER).

WITNESSETH: EAST COAST PYROTECHNICS, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER one (1) Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display, said display to be given on the evening of July 4, 2016 CUSTOMER Initial AWC weather permitting. It being understood that, should inclement weather prevent the giving of this display on the date mentioned herein, the parties shall agree to a mutually convenient alternate date within six (6) months of the original display date. CUSTOMER shall remit to the first party an additional 15% of the total contract price for additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of EAST COAST PYROTECHNICS, INC. In the event the CUSTOMER does not choose to reschedule another date or cannot agree to a mutually convenient date, EAST COAST PYROTECHNICS, INC. shall be entitled to 40% of the contract price for costs, damages and expenses. If the fireworks exhibition is cancelled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay EAST COAST PYROTECHNICS, INC., on demand, all EAST COAST PYROTECHNICS, INC.'s documented out of pocket expenses incurred in preparation for the show including but not limited to, material purchases, preparation and design costs, deposits, licenses, and employee charges.

EAST COAST PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. EAST COAST PYROTECHNICS, INC. enters this Agreement contingent upon its ability to secure delivery of product for the display.

EAST COAST PYROTECHNICS, INC. further agrees following the fireworks display to leave the display and fallout areas free of all trash, including any partly combusted materials, and any and all other items, materials and equipment introduced to said display and fallout area as a result of said fireworks display and show.

It is further agreed and understood that the CUSTOMER is to pay EAST COAST PYROTECHNICS, INC. the sum of \$10,000.00 (50% deposit due April 1, 2016). A service fee of 1½% per month shall be added if account is not paid within 30 (thirty) days of the show date.

EAST COAST PYROTECHNICS, INC. will obtain Workers Compensation insurance as may be required by law and Commercial General Liability as well as Property Damage insurance. Said Commercial General Liability and Property Damage insurance shall afford coverage at a minimum of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate. Coverage shall be written on an occurrence basis. Said policy shall list the CUSTOMER as additional insured and provide that it is not subject to cancellation or reduction in coverage except after thirty (30) days following notice to the CUSTOMER. EAST COAST PYROTECHNICS, INC. shall deliver to the CUSTOMER certificates of insurance for all insurance policies required hereunder. EAST COAST PYROTECHNICS, INC. releases and relieves the CUSTOMER and waives EAST COAST PYROTECHNICS, INC.'s entire rights of recovery against the CUSTOMER for loss or damage arising out of or incident to any matter insured against under this Agreement. EAST COAST PYROTECHNICS, INC. shall give notice to its insurance carriers that this waiver of subrogation is contained in this Agreement and cause the carriers to accept this waiver of subrogation, to the extent permissible by law.

CUSTOMER will provide the following items.

- (a) Sufficient area for the display, including a minimum spectator set back of 350 feet at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following 8:30 nighttime display.

It is further agreed and mutually understood that nothing in this Agreement shall be construed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations, and neither party shall be responsible for any agreements not stipulated in this Agreement. CUSTOMER agrees to pay any and all collections costs, including reasonable attorney's fees and court costs incurred by EAST COAST PYROTECHNICS, INC. in the collection or attempted collections of any amount due under this Agreement and invoice.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this Agreement, these articles to be binding upon the parties, themselves, their heirs, executors, and administrators, successors and assigns.

In consideration of this Agreement, which consideration is acknowledged to be sufficient and legally binding, EAST COAST PYROTECHNICS, INC. does for itself, its agents, successors and assigns, hereby unconditionally agree to protect, release, hold harmless, and will indemnify, defend, acquit and forever discharge the CUSTOMER, its respective present and former employees and elected officials, in both their individual and official capacities, agents, representatives, attorneys, insureds, successors and assigns, and each of them, respectively, of and from all and any manner of action or actions, cause and causes of actions, claims, demands, costs, expenses, losses, penalties, fines, attorney's fees and consequential, general, special, and punitive damages or liabilities, of every kind, known or unknown, on account of, arising from or in any way related to or growing out of this Agreement, including but not limited to the provision of said Fireworks Display. EAST COAST PYROTECHNICS, INC. further agrees to investigate, handle, respond to, provide defenses for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto. EAST COAST PYROTECHNICS, INC. warrants that it will provide said services, including but not limited to the provision of said Fireworks Display, in accordance with all pertinent federal, state, and local laws, rules and regulations, including all applicable rules and regulations of any regulatory agency.

PRE-AUDIT CERTIFICATE

This Agreement has been pre-audited pursuant to North Carolina General Statute §159-28 in the manner required by the Local Government Budget and Fiscal Control Act.

CITY OF WASHINGTON
Matt Rauschenbach (SEAL)
Matt Rauschenbach,
Chief Financial Officer

EAST COAST PYROTECHNICS, INC.
By *Joel Matthews*

Date Signed: 1/27/16

Joel Matthews
P.O. Box 209
Catawba, SC 29704
P803-789-5733
F803-789-6440
joel@eastcoastpyro.com

CUSTOMER

By *Bobby Roberson*
Its duly authorized agent, who represents he/she has authority to bind
CUSTOMER.

Date Signed: 1/27/2016
(Please type or print)

Name: Bobby Roberson
Address: 102 East 2nd Street
Washington, NC 27889
Phone: 252-975-9319
Email: broberon@washingtonnc.gov
Billing email: thamilton@washingtonnc.gov



**NORTH CAROLINA
BEAUFORT COUNTY**

RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Washington (“City”) has contracted with East Coast Pyrotechnics, Inc. to provide a fireworks show for the public on July 4, 2016.

WHEREAS, the City has requested Bridge Harbor, LLC to allow its property to be used in conjunction with the above.

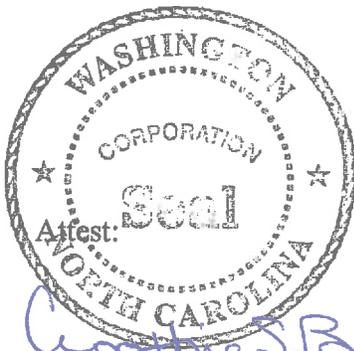
WHEREAS, Bridge Harbor, LLC desires to permit its property to be used in conjunction with the above upon the condition that the City furnish it with this Release, Hold Harmless and Indemnification Agreement (“Release”).

NOW THEREFORE, know all persons by these presents, upon execution of this Release and in consideration of the foregoing, which consideration is acknowledged to be sufficient and legally binding, the City does hereby agree to unconditionally release, hold harmless, indemnify, acquit and forever discharge Bridge Harbor, LLC, and its respective agents, representatives, insurers, successors, and assigns, and each of them, respectively, of and from all and any manner of action or actions, cause and causes of actions, claims, demands, costs, expenses, attorney’s fees, and consequential, general, special, and punitive damages or liabilities, known or unknown, on account of, or in any way related to or growing out of the use of Bridge Harbor, LLC’s property to produce a firework show for the public on July 4, 2016 as more particularly described hereinabove.

IN WITNESS WHEREOF, the City has caused this instrument to be executed in its name by its City Manager, attested by its City Clerk, and its corporate seal to be hereunto affixed, all by proper corporate authority duly given.

This the 27th day of January, 2016.

CITY OF WASHINGTON



Cynthia S. Bennett
Cynthia S. Bennett, City Clerk

Bobby Roberson (Seal)
Bobby Roberson, City Manager

STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

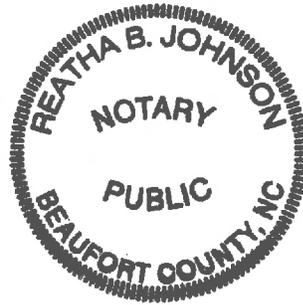
I, Reatha B. Johnson, a Notary Public of the State and County aforesaid, do hereby certify that CYNTHIA S. BENNETT personally appeared before me this day and acknowledged that she is the City Clerk CITY OF WASHINGTON, a body politic and corporate, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its City Manager, sealed with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and Notarial seal, this the 27 day of January, 2016.

Reatha B. Johnson

NOTARY PUBLIC

My Commission expires: 12/14/2019.



Mayor
Mac Hodges

City Manager
Bobby Roberson



Washington City Council
Richard Brooks
Virginia Finnerty
Doug Mercer
Larry Beeman
William Pitt

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: February 8, 2016
Subject: Budget Transfer- General Fund

The Budget Officer transferred \$8,000 of funds between the Recreation Administration, Senior Programs, Aquatic Center, Events & Facilities, and Building & Grounds departments of the General Fund appropriations budget to provide funds for the relocation of the wheel at Havens Gardens.

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

Request for Transfer of Funds

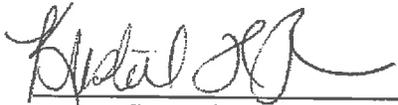
Date: 1-26-16

TO: City Manager or Finance Director
 FROM: Kristi Roberson, Recreation Manager
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

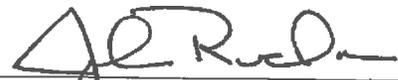
I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Object Classification	Amount
FROM:	Recreation	10-40-6120	1400	\$1000.00
			1500	\$1000.00
			1601	\$1500.00
			1300	\$500.00
TO:	Buildings & Grounds	10-40-6130	1502	\$4000.00

To relocate the Wheel at Havens Gardens.



 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

1/22/16

 Date

Request for Transfer of Funds

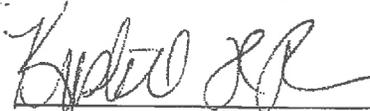
Date: 1-26-16

TO: City Manager or Finance Director
 FROM: Kristi Roberson, Recreation Manager
 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:	Recreation	10-40-6121	1400 3301	\$500.00 \$1000.00
TO:	Buildings & Grounds	10-40-6130	1502	\$1500.00

To relocate the Wheel at Havens Gardens.



 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

1/27/16

 Date

Request for Transfer of Funds

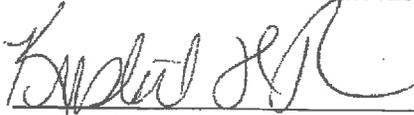
Date: 1-26-16

TO: City Manager or Finance Director
 FROM: Kristi Roberson, Recreation Manager
 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:	Recreation	10-40-6123	1502	\$1000.00
			1300	\$500.00
TO:	Buildings & Grounds	10-40-6130	1502	\$1500.00

To relocate the Wheel at Havens Gardens.



 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

1/27/16

 Date

Request for Transfer of Funds

Date: 1-26-16

TO: City Manager or Finance Director
 FROM: Kristi Roberson, Recreation Manager
 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:	Recreation	10-40-6126	1400	\$500.00
			3302	\$500.00
TO:	Buildings & Grounds	10-40-6130	1502	\$1000.00

To relocate the Wheel at Havens Gardens.



 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

1/27/2016

 Date

Mayor
Mac Hodges

City Manager
Bobby Roberson



Washington City Council
Richard Brooks
Virginia Finnerty
Doug Mercer
Larry Beeman
William Pitt

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: February 8, 2016
Subject: Budget Transfer- Electric Fund

The Budget Officer transferred \$85,000 of funds between the Power Line Construction and Power Line Maintenance divisions of the Electric Fund appropriations budget to provide funds for a second tree trimming crew beyond the 16 weeks budgeted through the remainder of the fiscal year.

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

Request for Transfer of Funds

Date: 1/19/2016

TO: City Manager or Finance Director
 FROM: Jeff Clark
 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:	Electric T&D	35-90-8390-4500	Contract Services	85,000.00
TO:	Electric T&D	35-90-8380-4501	Contract Tree Trimming Service	85,000.00

For the purpose of: see attachment

 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

1/19/2016

 Date



HUMAN RELATIONS COUNCIL

Human Relations Council (HRC) report for the month of January
Monday, February 8, 2016 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

ACKNOWLEDGED: MAYOR PRO TEM FINNERTY

SCHEDULED PUBLIC APPEARANCES: None

OLD BUSINESS:

Updates – Kimberly Grimes, Police & Fire Services: Ms. Grimes reviewed the updates for the month of November and December. Ms. Grimes stated that on November 11, 2015 Police & Fire Services delivered approximately 23 boxes to the elderly participating in the “I Live Alone” project. On Monday, December 21, 2015 Police and Fire Services sponsored the event “Shop with a Safety Officer” and forty (40) kids in attendance. \$150 was presented to each child (special needs) to shop with and a grant was provided to help with cost.

NEW BUSINESS:

Approve – 2016 Proclamations: Chairman St. Clair requested approval on the following proclamations for 2016:

- Human Relations Council Month
- Edward Peed Day
- Brotherhood/Sisterhood Week
- ASALH/Black History Month

By motion of Board member Lawrence, seconded by Board member Hawn, the Board approved the above proclamations as presented for 2016. Board members are to meet in the Council Chambers on Monday, February 8, 2016 for proclamations signage.

Discussion – Ed Peed Commemoration Service: Chairman St. Clair suggested forming a sub-committee for this event and findings will come back to the Board at the Tuesday, February 9th meeting (inclusive of menu items).

Sub-committee:

- Chairman St. Clair
- Vice-chair Wright
- Board member Hammonds
- Board member Lawrence
- Secretary, Johnson

OTHER BUSINESS:

FYI – All FYI items and reminders were discussed inclusive of the November 10, 2015 report submitted to City Council and financial report.

Handwritten signature

OPEN DISCUSSION:

Chairman St. Clair encouraged Board members to spread the word regarding the vacancies on the HRC Board and to seek qualified applicants voicing we would like to operate with a full board. Also, discussion was held in regards to requiring a speaker for the Ed Peed Commemoration Service.

Mayor Pro tem Finnerty invited all to attend "Union Bound" being presented in Theaters on February 12th, 2016 and noted the premiere will be on February 6th @ 7:30 pm at the Turnage Theater with a \$10 admission fee before its national release on the 12th.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: February 1, 2016
Subject: Appointment to Board of Adjustment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council appoint _____ to the Board of Adjustment, in order to fill the unexpired term of Susan Murrell, term to expire June 30, 2017.

BACKGROUND AND FINDINGS:

Nominations will be made by the Council liaison (Richard Brooks) at the February 8, 2016 Council meeting.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Applications

City Manager Review: 2/2 Date Concur AW Recommend Denial _____ No recommendation _____

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

NAME Andy Olsen

ADDRESS 245 E. 2nd St Washington, NC 27889

PHONE (WORK) 252-943-4203 (HOME) 252-943-4203

E-MAIL ADDRESS aolsen74@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 22 YEARS

YEARS OF EDUCATION 12+

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

IF YES, PLEASE INDICATE _____

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? no IF YES, EXPLAIN _____

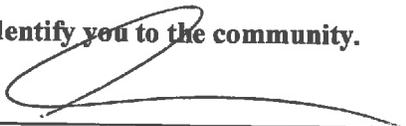
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I would like to assist my community by serving on the board of adjustment.

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.

1/29/16

Date


Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: February 2016

Primary Board Board of Adjustments Other Boards _____

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

NAME Rev. Paula Jean (McCullough) Nelson

ADDRESS 514 Gladden Street, Washington NC 27889

PHONE (WORK) 252-946-3995 (HOME) 252-623-7344

E-MAIL ADDRESS paulaj.mc50@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 55 YEARS

YEARS OF EDUCATION 16

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

IF YES, PLEASE INDICATE Utility Commission Board and Board of Adjustments

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

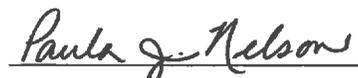
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I have served on this Board before and I'm acquainted with their practices

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.

02/01/2016

Date


Signature

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



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: February 1, 2016
Subject: Appointment to Electric Utilities Advisory Board
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council appoint _____ to the Electric Utilities Advisory Board, to fill a vacant inside position, term to expire June 30, 2019.

BACKGROUND AND FINDINGS:

Nominations will be made by the Council liaison (Larry Beeman) at the February 8, 2016 Council meeting.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Application

City Manager Review: 2/2 Date Concur ML Recommend Denial No recommendation

Requested Board Electric

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

NAME Rudolph (AKA) Rudy Burns

ADDRESS 1214 North Respass street

PHONE ^{Home} ~~(WORK)~~ 252 833-4593 ^{Cell} ~~(HOME)~~ 321 789-8862

E-MAIL ADDRESS rudyburnsna@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 6 YEARS

YEARS OF EDUCATION Psychology Degree

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

IF YES, PLEASE INDICATE _____

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

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

I enjoy being involved in the community I've served on from the boards of Boys and Girls Club, Habitat for Humanity, Brown Library, Guardian of Life Program and a member of DOWN EAST SERVICES.

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.

2-1-16
Date

Rudolph B. Burns
Signature

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



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Bobby E. Roberson, City Manager
Date: February 1, 2016
Subject: Appointment to the Board of Commissioners of the North Carolina Eastern Municipal Power Agency
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council appoint _____ as First Alternate Commissioner to the North Carolina Eastern Municipal Power Agency Board of Commissioners

BACKGROUND AND FINDINGS:

None

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

City Manager Review: MR Concur _____ Recommend Denial _____ No Recommendation 2/2 Date _____

OATH

I, _____, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully and impartially execute and discharge the duties of my office as first alternate commissioner of North Carolina Eastern Municipal Power Agency, and that I will adhere to and abide by the Electricities' Ethical and Professional Code of Conduct, so help me God.

First Alternate Commissioner

Sworn to and subscribed before me,
this _____ day of _____, 2016.

Notary Public

My Commission Expires:

(NOTARY SEAL HERE)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: February 8, 2016
Subject: Accept the GameTime c/o Cunningham Recreation Proposal at Havens Gardens
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move City Council accept the GameTime c/o Cunningham Recreation Proposal in the amount of \$280,555.42 for Havens Gardens Park and approve subsequent purchase orders.

BACKGROUND AND FINDINGS:

GameTime will be constructing the Trillium Health Services – Play Together Accessible Playground at Havens Gardens Park. The original contract with Trillium Health Services has been increased from \$225,000 to \$280,555.42 in order to complete all amenities and walkways for the project.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Proposal.

City Manager Review: 2/8 Concur _____ Recommend Denial _____ No Recommendation
KR Date



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

QUOTE
#107528

12/07/2015

Havens Gardens - Revision #3

Washington Parks & Recreation
 Attn: Kristi Roberson
 310 West Main Street
 Suite #200
 Washington, NC 27889
 Phone: 252-975-9367 Ext. 224
 Fax: 252-946-8433

Project #: P79657
 Ship To Zip: 27889

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - Powerscape Modular Unit (per attached drawings) - *5-12 Year Olds Unit	\$30,760.50	\$30,760.50
1	CUSTOM	GameTime - Custom Entrance Way to 5-12 Unit	\$12,648.00	\$12,648.00
1	RDU	GameTime - Powerscape Modular Unit (Per attached drawings) - *2-5 Year Olds Unit	\$21,204.50	\$21,204.50
3	CUSTOM	PlayWorx GFRC - Custom GFRC Crab Steppers	\$1,200.00	\$3,600.00
1	RDU	GameTime - Freestanding Gadget Panels	\$2,438.00	\$2,438.00
1	6223	GameTime - Merry Musical	\$2,825.25	\$2,825.25
1	5055	GameTime - Merry-Go-All	\$3,504.00	\$3,504.00
4	28009	GameTime - 6' P/S Bench W/Back Inground	\$505.00	\$2,020.00
2	5128	GameTime - Expression Swing 3 1/2" x 8'	\$995.00	\$1,990.00
2	5152	GameTime - PT Solo Add-A-Bay 3 1/2" x 8'	\$603.00	\$1,206.00
1	12584	GameTime - ADA Primetime Swing AAB, 3 1/2" Od	\$640.00	\$640.00
1	8552	GameTime - 3 1/2" Zero-G Chair (5-12)-Galv Chain	\$412.00	\$412.00
1	8555	GameTime - 3 1/2" Zero-G Chair (2-5)-Galv Chain	\$399.00	\$399.00
1	18826	GameTime - PrimeTime Swing 3 1/2" x 8'	\$1,035.00	\$1,035.00
2	18827	GameTime - PrimeTime Swing Add a Bay 3 1/2" x 8'	\$640.00	\$1,280.00
6	8910	GameTime - Belt Seat 3 1/2"Od(8910)	\$210.00	\$1,260.00
1	INSTALL	MISC - Installation of Above Equipment - <i>*Includes installation of Liberty Swing and removal and reinstallation of (2) existing freestanding slides</i>	\$36,550.00	\$36,550.00
3150	PIP	GT-Impax - Poured-In-Place Surfacing, 50% Color-50% Black Mix, 2.5" Thick	\$10.65	\$33,547.50
3150	INSTALL	MISC - Provide & Install 4" Compacted Crushed Stone - <i>*For under PIP area</i>	\$2.00	\$6,300.00



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

QUOTE
 #107528

12/07/2015

Havens Gardens - Revision #3

Quantity	Part #	Description	Unit Price	Amount
4400	EWf	GT-Impax - Engineered Wood Fiber @ 12" Compacted Depth	\$1.10	\$4,840.00
1	INSTALL	MISC - Installation of Above EWf	\$2,690.00	\$2,690.00
9550	INSTALL	MISC - Excavation of Area	\$1.00	\$9,550.00
375	INSTALL	MISC - Provide & Install Concrete Curb	\$25.00	\$9,375.00
3490	INSTALL	MISC - Provide & Install Concrete Sidewalks	\$6.50	\$22,685.00
1	INSTALL	MISC - Sitework: Includes Necessary Dirtwork and Drainage	\$19,950.00	\$19,950.00
1	INSTALL	MISC - Provide & Install 53 LF of Retaining Wall	\$5,900.00	\$5,900.00
165	INSTALL	MISC - Provide & Install 4' High Aluminum Fence - <i>140 LF Around Liberty Swing 25 LF on Top of Retaining Wall</i>	\$33.50	\$5,527.50
1	3008	GT-Shade - 20 X 25 Hip 12'HI 90/10	\$4,954.00	\$4,954.00
1	INSTALL	MISC - Installation of Above Shade	\$3,900.00	\$3,900.00
1	INSP	Playground Guardian - Quarterly 3rd Party Inspections for 2 Years - *Free of Charge		
1	5036	GameTime - Custom Fiberglass Sign 2S	\$2,028.00	\$2,028.00
2	81684	GameTime - Telescope Upright Attachment	\$408.60	\$817.20

*Customer is responsible for providing all landscaping (as shown in top view and renderings).

SubTotal: \$255,836.45
 Freight: \$8,218.97
Total Amount: \$264,055.42

*Quote does not include the purchase of a Liberty Swing, valued at \$16,500, but does include the installation of a Liberty Swing purchased by Washington Parks & Recreation from a third party.



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

QUOTE
#107528

12/07/2015

Havens Gardens - Revision #3

Pricing: Notwithstanding anything herein to the contrary, the Price and Purchase Amount for the Parts, installation and other services listed and described on the quote attached hereto and incorporated herein by reference shall not exceed \$264,055.42. Taxes will be shown as a separate line item if included. Any applicable taxes not shown will be applied to the final invoice.

Lead Time/shipment: Standard orders shipped 4 weeks after receipt of order and acceptance of your purchase order, color selections, and approved submittals (if required) unless otherwise noted. Custom equipment and shades may require a longer lead time. Surfacing lead time is approximately 2 weeks after scheduling request. It is the responsibility of the owner to inventory equipment unless other arrangements have been made. Missing or damaged equipment must be reported within 60 days of acceptance of delivery. Equipment may be sent in multiple shipments based on point of origin.

Payment Terms: Payment in full, Net 60 days. Pre-payment may be required for orders equaling less than \$5,000. A signed P.O. made out to Gametime C/O Cunningham Associates, Inc. or this signed quotation is required for all orders unless otherwise noted. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and may be payable in advance of those services and project completion. Checks should be made payable to Game Time unless otherwise directed.

Returns: Returns are available on shipments delivered within the last 60 days and only if the product is in merchantable condition, has never been installed, and has never been stored in an area of little or no protection. A 25% restocking fee will be applied to all goods. Customer will be charged freight for both the outbound and inbound shipment. Any credit will be based on the condition of the item upon its return. Uprights cannot be returned.

Other: The parties hereto hereby understand and acknowledge that the funding for this agreement is contingent upon the fulfillment by Trillium Health Resources of the Trillium Health Resources Agreement with the City of Washington for Inclusive Playground (Agreement), which Agreement is incorporated herein by reference as if fully set forth. Among other things, Washington Parks & Recreation's financial and legal obligations hereunder are contingent upon performance by, and reimbursement from, Trillium Health Resources pursuant to said Agreement. As such, Washington Parks & Recreation may halt, modify (change the scope of purchases and work), and/or cancel this agreement as may be necessary to conform with the Agreement and Trillium Health Resources performance thereof.

To the fullest extent permitted by law, GameTime and Cunningham Recreation shall indemnify and hold harmless Washington Parks & Recreation, and its officers, directors, members, partners, agents, consultants, and employees from claims, costs, losses, and damages arising out of or relating to their performance hereof, but only to the extent caused by any negligent act or omission of GameTime, Cunningham Recreation, or their respective officers, directors, members, partners, agents, employees, or consultants.

To the fullest extent permitted by law and without waiving any applicable defense of sovereign immunity, Washington Parks & Recreation shall indemnify and hold harmless GameTime, Cunningham Recreation, and their respective officers, directors, members, partners, agents, consultants, and employees from claims, costs, losses, and damages arising out of or relating to its performance hereof, but only to the extent caused by any negligent act or omission of Washington Parks & Recreation or Washington Parks & Recreation's officers, directors, members, partners, agents, employees, or consultants.

Acceptance of this proposal indicates our mutual agreement to the terms and condition stated herein.

Wish to pay by credit card? Please complete the following information:

_____Mastercard _____Visa _____AMEX

Credit Card Number: _____ Exp Date: _____

CSC, Carde Security Code: _____

Name as it appears on card: _____

Amount to be charged to card: _____

Email or Fax credit card receipt to: _____

Site should be clear, level and allow for unrestricted access of trucks and machinery. Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. The customer is responsible for theft or damage of the equipment from the time the equipment is off-loaded until the installation of the equipment is complete, unless other arrangements are made and noted on the quotation. Price includes ONLY what is stated in this quotation.

Acceptance of quotation:

Accepted By (printed): _____ Date: _____

Title: _____ P.O. No: _____

Telephone: _____ Fax: _____

Purchase Amount: **\$264,055.42**



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

QUOTE
#107528

12/07/2015

Notwithstanding anything herein to the contrary, the Price and Purchase Amount for the Parts, installation and other services listed and described on the quote attached hereto and incorporated herein by reference shall not exceed \$264,055.42.

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesman Signature

Customer Signature

Havens Gardens - Revision #3

ORDER INFORMATION:

Bill to: _____ Ship to: _____

Contact: _____ Contact: _____

Address: _____ Address: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Tel: _____ Fax: _____ Tel: _____ Fax: _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: John Rodman, Community & Cultural Services
Date: February 8, 2016
Subject: Ordinance to amend the Historic Preservation Design Guidelines to include revised guidelines on the use of fences and walls in the local historic district.
Applicant Presentation: Emily Rebert, Preservation Planner
Staff Presentation: John Rodman, Community and Cultural Services

RECOMMENDATION:

I move that the City Council accept the recommendation of the Historic Preservation Commission and approve an amendment to the Historic Preservation Design Guidelines to include revised guidelines on the use of fences and walls in the local historic district.

BACKGROUND AND FINDINGS:

The Historic Preservation Commission met and appointed a sub-committee to consider the use of fences and walls in the historic district. The sub-committee met numerous times and drafted revised guidelines on fences and walls. In September 2015 a workshop was held with the Historic Commission to discuss and finalize the amended guidelines. A recommendation to forward the amended guidelines to City Council was approved during the November HPC meeting. Council made additional comments that were addressed by the HPC & Committee.

PREVIOUS LEGISLATIVE ACTION

- Sub-committee meetings
- Commission workshop
- Commission approval

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

- Ordinance
- Amended Guidelines

City Manager Review: 2/2 Date Concur [Signature] Recommend Denial No Recommendation _____

**Ordinance to Amend Chapter 4.0, Streetscape and Site Design,
Section 4.6 Fences and Walls**

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

Section 1. That Chapter 4.0, Streetscape and Site Design, Section 4.6 Fences and Walls of the Historic Preservation Commission Design Guidelines shall be amended to include the following:

Section 4.6. Fences and Walls shall be omitted entirely and replaced with the attached revised guidelines:

Attachment A

Section 2. This Ordinance shall become effective upon its adoption.

Section 3. All Ordinances or parts in conflict herein are repealed.

Adopted this _____ day of _____, 2016.

Jay MacDonald Hodges, Mayor

ATTEST:

Cynthia S. Bennett, City Clerk

Existing Historic District Design Guidelines

Chapter 4.0 Streetscape and Site Design

Section 4.6 Fences and Walls

Same guidelines that were
approved by Council in
2009

4.6 Fences and Walls

Many different types of fencing and walls can be found in the historic district including low masonry walls, wooden picket and privacy fences, and wrought iron fences and gates. In residential areas, fences and walls were used historically to enclose yard areas and define property lines. In commercial areas, fences and walls can be used to screen service areas and parking lots. Fences are prominent landscape features and should be constructed in a manner and design that is sensitive to the character of the historic structure and district. The introduction of new fences and walls should be handled with concern for design, materials, height, details, color and placement. The applicant requesting permission to erect a fence or wall shall submit a site plan locating the fence or wall configuration and a scaled elevation drawing. A photograph from the public right of way is required for any proposed fencing.



Fence and Wall Guidelines

4.6.1 Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc.



4.6.2 Wood, brick, stone, decorative block, iron, and equivalent materials of authentic design are appropriate fencing materials in the Historic District. Welded Wire, vinyl, and chain link fences are not allowed.

4.6.3 Deteriorated fence and wall elements should be repaired rather than replaced. New elements should match the original in material, texture, and design.

4.6.4 Repairs to existing chain link fences may be allowed up to 50% of a fence run (area between right angles). If 50% or greater of any linear feet of chain link fence run is damaged or otherwise requires repair, the entire chain link fence shall be removed and if replaced, shall be with a new fence made of material other than chain link and consistent with these guidelines.

4.6.5 Fences and walls should be properly maintained according to guidelines for masonry, wood, and metal.

4.6.6 New fences and walls should be of a design that is appropriate to the architectural style and period of the historic structure.

4.6.7 Front yard fences, fences erected adjacent to a main street or a side street should be of an open design, such as picket and no greater than four (4) feet in height. It is prohibited to use solid privacy fences in front yards. Split rail, basket weave, lattice and shadowbox are also prohibited.



4.6.8 Privacy fencing shall only be allowed in the rear yard. If a majority of a privacy fence is visible from the public right-of-way, a landscape buffer shall be included. No fence, including a privacy fence, shall exceed six (6) feet in height.



4.6.9 A rear yard privacy fence shall place the framing for the fence to the inside facing the owner's property. The outside of all wooden rear yard privacy fences shall be finished using an opaque stain or paint. If painted, the color shall be compatible with the structure.

4.6.10 All newly constructed wooden fences which are parallel to a main street or side street shall be finished using an opaque stain or painted. If painted, the color shall be compatible with the structure.



4.6.13 Fences and walls should be used to screen service areas, refuse receptacles, and parking lots in the commercial areas.

4.6.14 Masonry walls that were historically unpainted should not be painted. Repainting previously painted masonry walls is permitted.

4.6.11 It is inappropriate to construct walls and fences on the waterfront that obstruct views and vistas from the historic district or from the water. No privacy fence that exceeds four (4') feet in height shall be allowed in the side or rear yards of property located south of Main Street.

4.6.12 The use of plant screenings, in the form of hedgerows and landscaping, is encouraged as an alternative to fences and walls. Any such plantings shall comply with the height and location standards of these guidelines.



4.6.15 Retaining walls, when visible from a public right-of-way, must be constructed of brick or stone. Landscape timbers and railroad ties may be used when they are not visible from the public right-of-way.

Historic District Design Guidelines

Chapter 4.0

Streetscape and Site Design

Section 4.6

Fences and Walls

Guidelines that were presented to
Council on November 23, 2015
with suggested changes by
the HPC



4.6 Fences and Walls

Many different types of fencing and walls can be found in the historic district including low masonry walls, wooden picket and privacy fences, and wrought iron fences and gates. In residential areas, fences and walls were used historically to enclose yard areas and define property lines. In commercial areas, fences and walls can be used to screen service areas and parking lots. Fences are prominent landscape features and should be constructed in a manner and design that is sensitive to the character of the historic structure and district. The introduction of new fences and walls should be handled with concern for design, materials, height, details, color and placement. The applicant requesting permission to erect a fence or wall shall submit a site plan locating the fence or wall configuration and a scaled elevation drawing. **The applicant shall also be present at the HPC meeting so they will be available for questioning by the Commission, neighbors, or members of the audience.** A photograph from the public right of way is required for any proposed fencing. **All fences and walls shall be approved by the Historic Preservation Commission as Major Works.**



Fence and Wall Guidelines

4.6.1 Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc.



4.6.2 Wood, brick, stone, decorative block, **ornamental black aluminum or iron, and**

~~equivalent materials of authentic design~~ are appropriate fencing materials in the Historic District. ~~Welded Wire, Vinyl, and chain link, post and rope or chain~~ fences are not allowed.

4.6.3 Deteriorated fence and wall elements should be repaired rather than replaced. ~~If more than 50% deteriorated or destroyed, fence and wall elements should be replaced according to new guidelines. New elements should match the original in material, texture, and design.~~

4.6.4 Repairs to existing chain link fences may be allowed up to 50% of a fence run (area between right angles). If 50% or greater of any linear feet of chain link fence run is damaged or otherwise requires repair, ~~the entire chain link fence that fence run~~ shall be removed and it replaced, shall be with a new fence made of material other than chain link and consistent with these guidelines.

4.6.5 Fences and walls should be properly maintained according to guidelines for masonry, wood, and metal.

4.6.6 New fences and walls **in the front facade** should be of a design that is appropriate to the architectural style and period of the historic structure. **The new fence should enclose the entire front yard when possible.**

4.6.7 Front yard **wooden and wooden** fences erected adjacent to a main street or a side street should be of an open design, such as picket and no greater than four (4) feet in height **and painted or stained white.** It is prohibited to use solid privacy fences in front yards. Split rail, basket weave, lattice and shadowbox are also prohibited.



4.6.8 Privacy fencing shall only be allowed in the rear yard. If a majority of a privacy fence is visible from the public right-of-way, a landscape buffer shall be included. No fence, including a privacy fence, shall exceed ~~six (6)~~ **five (5)** feet in height. **If a wood privacy fence is selected, it should be of a shadowbox style or any style illustrated in figure 4.1. the spaces between boards should be no less than one (1) inch.**



4.6.9 A rear yard privacy fence shall place the framing for the fence to the inside facing the owner's property. The outside **and inside** of all wooden rear yard privacy fences shall **should** be finished using an opaque stain or paint. If painted, the color shall be compatible with the structure. **painted white or stained white or opaque. No privacy fence can extend beyond the rear corner of the house. (figure 4.2)**

4.6.10 ~~All newly constructed wooden fences which are parallel to a main street or side street shall be finished using an opaque stain or painted. If painted, the color shall be compatible with the structure. must be painted white or stained white. Both sides of the fence will be painted.~~



4.6.11 4.6.10 It is inappropriate to construct walls and fences on the waterfront that obstruct views and vistas from the historic district or from the water. **No privacy fence that exceeds four (4) feet in height shall be allowed in the side or rear yards of property located south of Main Street. Areas south of Main Street, which have water views and vistas from the historic district or from the water, shall not be allowed to block a view by constructing a privacy fence that exceeds four (4) feet in height in the side or rear yard.**

4.6.12 4.6.11 The use of plant screenings, in the form of hedgerows and landscaping, is encouraged as an alternative to fences and walls. Any such plantings shall comply with the height and location standards of these guidelines.



4.6.13 4.6.12 Fences and walls should be used to screen service areas, refuse receptacles, and parking lots in the commercial areas. **Fences should follow the**

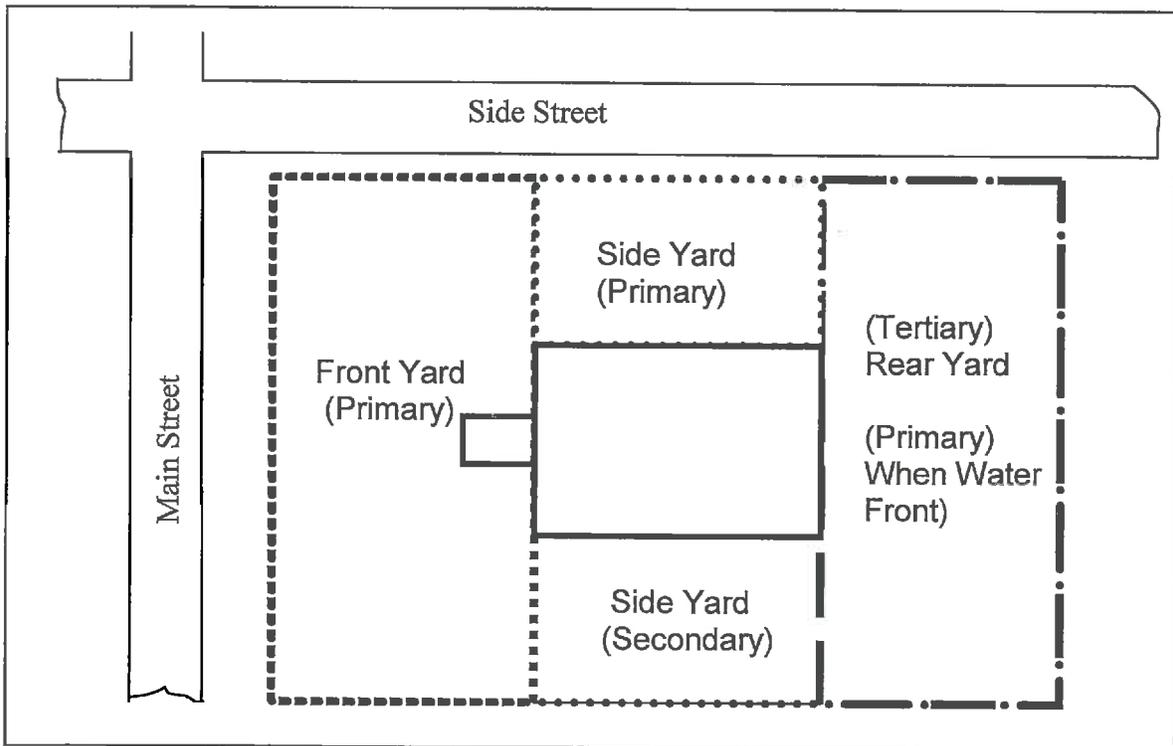
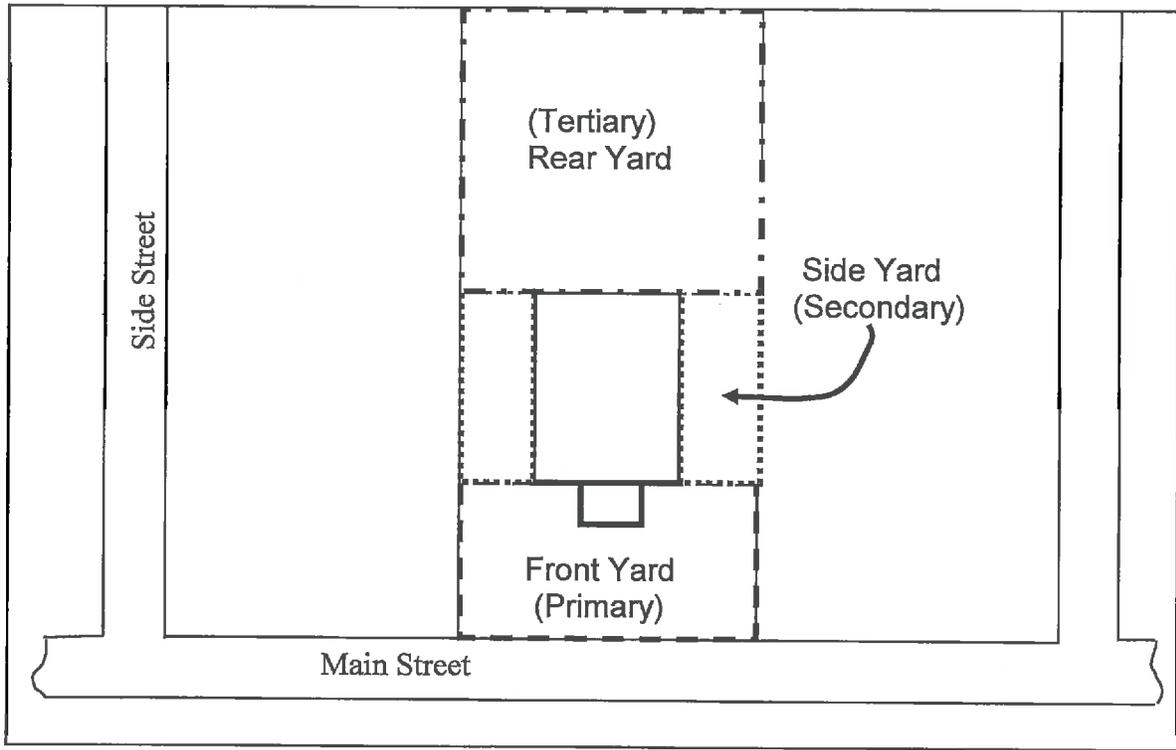
same guidelines as in the residential areas. In the screening of smaller commercial utility areas, refuse receptacles, and such, shadow box fencing and/or brick walls shall be preferred materials, and shall not exceed 3" in height above said utility. In other respects these screenings shall adhere to the same historic guidelines as in residential areas. Parking lot walls shall be of brick, not to exceed 3 feet in height. Large dumpsters shall be surrounded on ALL sides by commercial grade vinyl or wood fencing, dark in color, and shall be no taller than 3" above the dumpsters.

4.6.14 4.6.13 Masonry walls that were historically unpainted should not be painted. Repainting previously painted masonry walls is permitted.

4.6.15 4.6.14 Retaining walls, when visible from a public right-of-way, must be constructed of brick or stone. Landscape timbers and railroad ties may be used when they are not visible from the public right-of-way.

4.6.16 4.6.15 When shielding residential utilities, areas shall follow the existing guidelines for fences and walls, and shall not exceed 3" above the height of the utility.





Typical Yard Layout

February 8, 2016

Historic District Design Guidelines

Chapter 4.0

Streetscape and Site Design

Section 4.6

Fences and Walls

Guidelines that were presented to
Council on January 25, 2016
with suggested changes by
the City Council



4.6 Fences and Walls

Many different types of fencing and walls can be found in the historic district including low masonry walls, wooden picket and privacy fences, and wrought iron fences and gates. In residential areas, fences and walls were used historically to enclose yard areas and define property lines. In commercial areas, fences and walls can be used to screen service areas and parking lots. Fences are prominent landscape features and should be constructed in a manner and design that is sensitive to the character of the historic structure and district. The introduction of new fences and walls should be handled with concern for design, materials, height, details, color and placement. The applicant requesting permission to erect a fence or wall shall submit a site plan locating the fence or wall configuration and a scaled elevation drawing. **The applicant shall also be present at the HPC meeting so they will be available for questioning by the Commission, neighbors, or members of the audience.** A photograph from the public right of way is required for any proposed fencing. **All fences and walls shall be approved by the Historic Preservation Commission as Major Works.**



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4.6.10 All newly constructed wooden fences which are parallel to a main street or side street shall be finished using an opaque stain or painted. If painted, the color shall be compatible with the structure. **must be painted white or stained white. Both sides of the fence will be painted.**



4.6.11 ~~4.6.10~~ It is inappropriate to construct walls and fences on the waterfront that obstruct views and vistas from the historic district or from the water. **No privacy fence that exceeds four (4') feet in height shall be allowed in the side or rear yards of property located south of Main Street. Areas south of Main Street, which have water views and vistas from the historic district or from the water, shall not be allowed to block a view by constructing a privacy fence that exceeds four (4) feet in height in the side or rear yard.**

4.6.12 ~~4.6.11~~ The use of plant screenings, in the form of hedgerows and landscaping, is encouraged as an alternative to fences and walls. Any such plantings shall comply with the height and location standards of these guidelines.



4.6.13 ~~4.6.12~~ Fences and walls should be used to screen service areas, refuse receptacles, and parking lots in the commercial areas. **Fences should follow the**

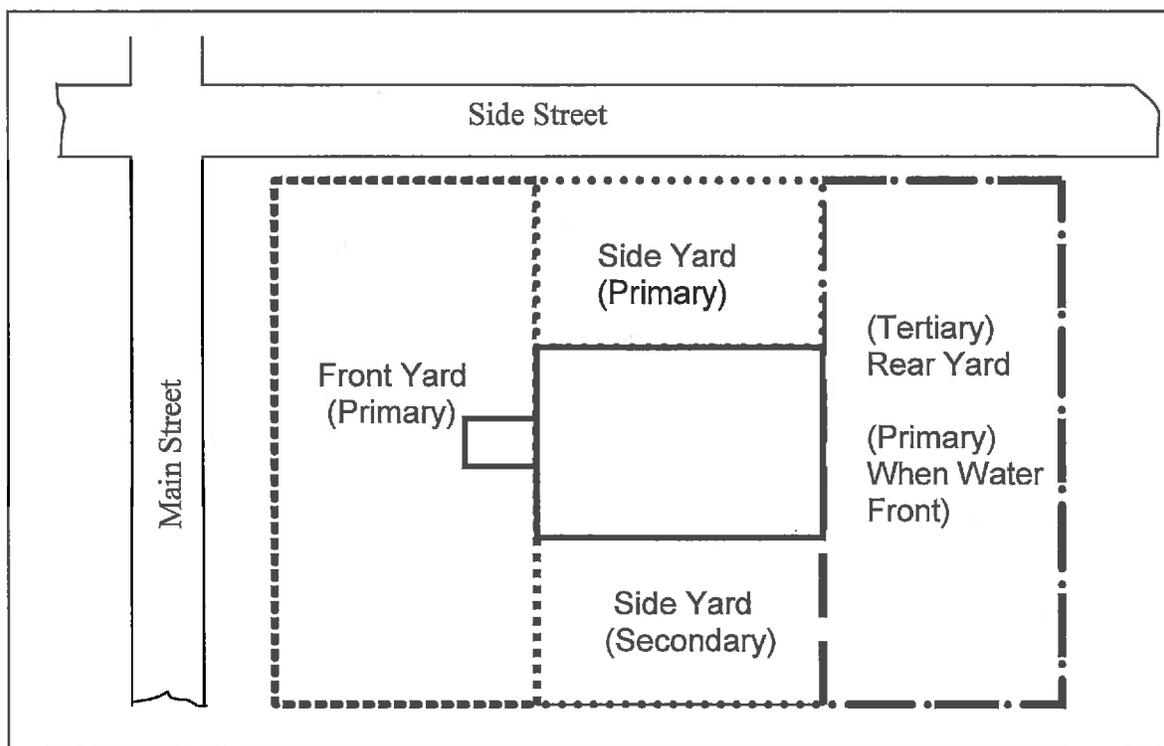
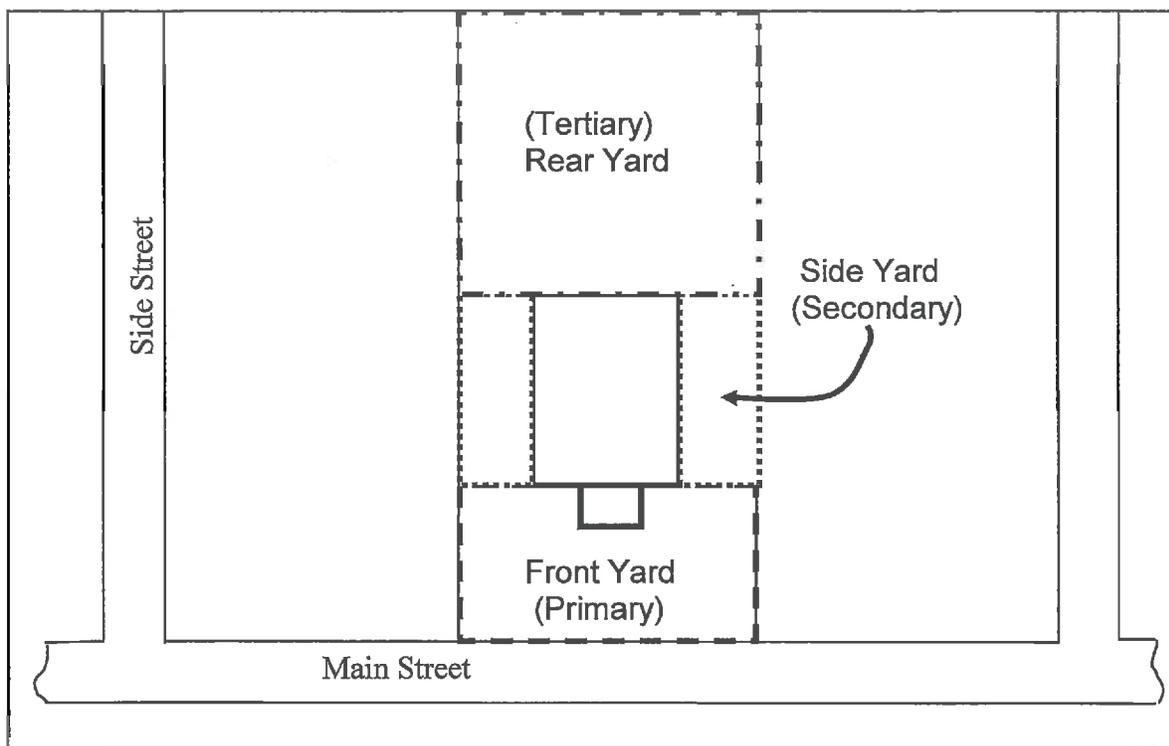
~~same guidelines as in the residential areas. In the screening of smaller commercial utility areas, refuse receptacles, and such, shadow box fencing and/or brick walls shall be preferred materials, and shall not exceed 3" in height above said utility. In other respects these screenings shall adhere to the same historic guidelines as in residential areas. Parking lot walls shall be of brick, not to exceed 3 feet in height. Large dumpsters shall be surrounded on ALL sides by commercial grade vinyl or wood fencing, dark in color, and shall be no taller than 3" above the dumpsters.~~

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4.6.16 **4.6.15** **When shielding residential utilities, areas shall follow the existing guidelines for fences and walls, and shall not exceed 3" above the height of the utility.**





Typical Yard Layout
February 8, 2016
 Page 10 of 104.2)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/CFO
Date: February 8, 2016
Subject: Audit Services Agreement Extension
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council accept the audit services agreement extension from Martin Starnes & Associates.

BACKGROUND AND FINDINGS:

Martin Starnes was awarded the audit contract for five years when it was bid in 2011 through the RFQ process. They were selected as the most qualified and were the lowest bid of the qualified proposals received. They continue to be among the top qualified auditors of governmental entities in NC. The fees for the three year agreement extension are consistent with what the City has paid for the previous two years. Staff recommends the acceptance of this extension.

PREVIOUS LEGISLATIVE ACTION

2015-2016 adopted budget and amended budget.

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact in FY 15/16 budget, will be paid out of FY 16/17 budget.

SUPPORTING DOCUMENTS

Audit Services Agreement Extension
2011 Bid Tab

City Manager Review: MAR Concur _____ Recommend Denial _____ No Recommendation
2/2 Date

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

"A Professional Association of Certified Public Accountants and Management Consultants"

January 25, 2016

City of Washington
Attn: Matt Rauschenbach, CFO
PO Box 1988
Washington, NC 27889

Dear Mr. Rauschenbach,

It has been a pleasure to provide audit services to the City of Washington for the past several years. We are looking forward to a continued relationship with the City that will allow us to become more efficient in our procedures and offer even better management suggestions as a result of our knowledge of the City's operations.

The audit relationship is much more than a commodity product, therefore, the Local Government Commission does not require the services to be re-bid at the end of a service agreement. We are proud of the level of service we offer and believe that to be the reason we have a near 100% renewal rate with our government clients. We would rather negotiate an extension of our agreement rather than subject the relationship to the bidding process. If the City is pleased with the service, then fees are the only variable, and I am certain we can come to terms as it relates to fees.

Recently, much talk has been made about mandatory auditor rotations. According to the Government Finance Officers' Association, "the high level of specialized expertise needed to perform a quality audit of a state or local government often limits competition, which means that a requirement to change audit firms at the end of the audit contract could have the unintended effect of forcing a government to engage the services of a less qualified audit firm. Many of the advantages suggested for auditor rotation (such as obtaining a fresh perspective) often can be achieved by rotating staff within the same firm."

We are required by our auditing standards to maintain our independence, and we can assure the City that Martin Starnes & Associates takes compliance with the independence standard seriously. We rotate our audit teams as a normal course of business due to staff growth. We reinvent the audit process each year during the planning stage to make sure we are addressing the pertinent risk areas of the City's audit. Therefore, a long audit relationship, if managed properly, is a great benefit to the City.

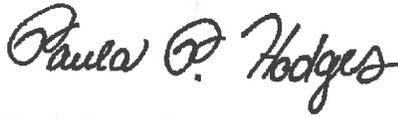
Our fees for the City for fiscal years ending June 30, 2016 - 2018 are proposed as follows:

2016	\$ 34,000
2017	\$ 35,025
2018	\$ 36,075

The fees listed above include the audit (financial and compliance) and drafting of the financial statements and related footnotes.

I am looking forward to your acceptance of our service extension agreement. Feel free to call me with questions or concerns.

Sincerely,



Paula P. Hodges, CPA
Audit Partner

If you agree with the service extension agreement above, please sign the enclosed copy of this letter in the space indicated and return it to our office.

Accepted by: _____

Title: _____ Date: _____

City of Washington
 FY 10/11 Audit Proposals
 April 1, 2011

<u>Audit Firm</u>	<u>FY 10/11 Contract Price</u>	<u>FY 11/12 Est. Cost</u>	<u>FY 12/13 Est. Cost</u>	<u>FY 13/14 Est. Cost</u>	<u>FY 14/15 Est. Cost</u>
Martin Starnes & Associates, CPA, PA	\$ 32,000	\$ 33,000	\$ 33,000	\$ 34,000	\$ 34,000
Pittard, Perry, & Crone, Inc.	\$ 36,500	\$ 37,500	\$ 38,600	\$ 39,750	\$ 41,000
McGladrey, Inc.	\$ 35,600	\$ 37,250	\$ 37,500	\$ 37,750	\$ 38,000
Petway, Mills, & Pearson, PA	*	*	*	*	*
Thompson, Price, Scott, Adams & Co., PA	*	*	*	*	*

* The cost section of the bid proposal was not opened.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Jeff Clark, Interim Electric Director
Date: February 1, 2016
Subject: Labor and Equipment Contract for Electric Distribution System Improvements in the area of the Main Electric Substation & BOA
Applicant Presentation: N/A
Staff Presentation: Jeff Clark

RECOMMENDATION:

I recommend that City Council award the Labor and Equipment Contract for Electric Distribution System Improvements in the area of the Main Electric Substation to T&D Solutions, LLC. in the amount of \$543,243.12, authorize the Mayor to execute the contract subject to the City Attorney’s approval, approve the budget ordinance amendment and subsequent purchase orders.

BACKGROUND AND FINDINGS:

This project was budgeted in FY 2014/2015 but was not completed other than the majority of the materials being purchased. Council elected to not carry forward the unspent appropriation until the labor contract for the project was bid. An additional \$42,000 of materials will be purchased for the project and are included in the budget appropriation. Project completion is expected by June 17, 2016. Bid opening for the Labor and Equipment Contract for Electric Distribution System Improvements in the area of the Main Electric Substation was held January 27, 2016. T&D Solutions, LLC was the lowest bidder and is a proven reliable contractor for the City of Washington. City labor forces are not being used for this project.

Contract	\$ 543,244
Additional material	42,000
Contingency	<u>(2,989)</u>
Total appropriation	\$582,255

PREVIOUS LEGISLATIVE ACTION

2014-2015 adopted budget and amended budget.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

- Project Bid Tabulation
- Project Schedule
- Budget Ordinance Amendment
- Labor Contract & Related Documents

City Manager Review: *[Signature]* Concur Recommend Denial No Recommendation
 Date: 2/2

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

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

Section 1. That the Estimated Revenues in the Electric Fund be increased in the amount of \$582,255 in the account Fund Balance Appropriated, account number 35-90-3991-9910.

Section 2. That the following account numbers in the Substation, Power Line Construction, and Contingency departments of the Electric Fund appropriations budget be increased or decreased in the amounts indicated for the contract and additional material for the main substation circuit exit rebuild project that was deferred from FY 2015:

35-90-8370-7400	Capital Outlay	\$ 262,456
35-90-8390-7400	Capital Outlay	322,788
35-90-9990-9900	Contingency	<u>(2,989)</u>
		\$ 582,255

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 8th day of February, 2016.

MAYOR

ATTEST:

CITY CLERK

**CITY OF WASHINGTON
WASHINGTON, NORTH CAROLINA
SPECIFICATIONS AND BID DOCUMENTS
LABOR CONTRACT
FOR THE
MAIN SUBSTATION CIRCUIT EXITS
AND
2ND & 5TH STREET CIRCUITS REBUILD
BID AND CONSTRUCTION SCHEDULE**

<u>DATE</u>	<u>ITEM</u>
December 22, 2015	Contracts to Bidders
January 5, 2016	Pre-Bid Conference
January 27, 2016	Bid Opening
January 29, 2016	Recommendation to City
February 8, 2016	Council Award of Contract
February 15, 2016	Pre-Construction Conference
February 29, 2016	Start of Construction
June 17, 2016	Completion of Construction

City of Washington
 Labor Contract Bid Tabulation
 MAIN Substation Circuit ExRs
 2nd & 5th Street Circuit Rebuild

Company Name	Company Representative	Bid Package Received	Bid Sealed (Y/N)	Contractor's Proposal Complete & Signed (Y/N)	Proposal Summary			Bid Bond Signed & Attached (Y/N)	FOA Attached (Y/N)	Contractor's License Attached (Y/N)	OSHA Statement Signed (Y/N)	Project Completion Expected per Specifications	Exceptions (Y/N)
					MAIN Substation Subtotal	2nd. & 5th Rebuild Subtotal	Total of Distribution Assembly Units						
C. W. Wright Construction Company, Inc.	Declined to Bid 1/19/2016												
Coastal Power & Electric, Inc.	Declined to Bid 1/26/2016												
Lee Electrical Construction, Inc.	Dale Ray	1/27/2016 @ 12:00 PM	Yes	Yes	\$386,375.15	\$358,201.05	\$674,766.20	Yes	Yes	Yes	Yes	Yes	No
Lee Electrical Construction, Inc.	Jerry B. Lee 2% Authorized deduct from primary bid above.	1/27/2016 @ 12:00 PM	Yes	Yes	\$930,047.65	\$351,223.23	\$661,270.88						
Pike Electric, Inc.	Bid Package not distributed												
Swinter Utilities, Inc.	No Bid												
T & D Solutions, LLC	Hugh Sutton	1/27/2016 @ 8:26 AM	Yes	Yes	\$252,455.87	\$290,787.25	\$543,243.12	Yes	Yes	Yes	Yes	Yes	No

Date January 27, 2016
 Utilities Support Superintendent Edmund Pruden
 Signature 
 Purchasing Agent Mike Whaley
 Signature 

AWARD OF CONTRACT

**COPY OF MINUTES FOR THE CITY OF WASHINGTON
WASHINGTON, NORTH CAROLINA**

LABOR CONTRACT

**FOR THE
MAIN SUBSTATION CIRCUIT EXITS
AND
2ND & 5TH STREET CIRCUITS REBUILD**

At a regular meeting of the City Council of the City of Washington, North Carolina, duly held on the 8th day of February, 2016 in the City Hall, pursuant to due and lawful notice to all City Council Members, Mayor Mac Hodges presiding and Council Members present

_____, Council Members present. Council Member(s) absent _____
_____.

OBJECT OF THE MEETING: The acceptance of Proposals and the award of the Contract on all those parts of the work bid in the Contractor's Proposal, incorporated in "PLANS AND SPECIFICATIONS," "INSTRUCTIONS TO BIDDERS," "CONTRACTOR'S PROPOSAL," etc., "LABOR CONTRACT FOR THE MAIN SUBSTATION CIRCUIT EXITS AND 2ND & 5TH STREET CIRCUITS REBUILD."

The bids on the aforementioned work were received, unsealed, and read in open meeting, and all of same were tabulated, computed, and canvassed; thereupon, after consideration of the several bids by the Council in consultation with the Engineer, it was determined that the acceptance of the Proposal and Bid of T&D Solutions, LLC would be to the best interest of the City of Washington, North Carolina, and consequent upon which the award of the following bid contracts was proposed by _____ and seconded by _____.

WHEREAS, all of the bids duly and regularly made on the parts of the work, specifically referred to in the Contractor's Proposal, above referred to, were duly opened, read, tabulated, and canvassed, and

WHEREAS, after due consideration, it was determined that the acceptance of the Proposal and Bid of T&D Solutions, LLC would best serve the interest of the City of Washington, North Carolina.

NOW, THEREFORE, be it resolved that the City Council does hereby award the Contract for all of said parts of said work to the said T&D Solutions, LLC for the rates and prices set out in said Proposal, said award being subject to all conditions and stipulations set out in the *Notice to Prospective Bidders, Instructions to Bidders, Plans and Specifications, Contractor's Proposal*, and *Contract* above-mentioned and the Mayor is hereby authorized and directed to execute said Contract on behalf of the City of Washington, North Carolina.

The foregoing bid contract was adopted by the City Council,

_____ Council Members voting Aye, and (Mayor does not vote)

_____ Council Members voting No.

Mac Hodges - Mayor

ATTEST: A TRUE COPY:

Cynthia S. Bennett, City Clerk

**CERTIFICATE OF ATTORNEY
FOR THE
CITY OF WASHINGTON
WASHINGTON, NORTH CAROLINA**

This is to certify I have examined the attached Contract Documents, and after such examination, I am of the opinion that such documents conform to the laws of the State of North Carolina, the execution of the Contract is in due and proper form, the representatives of the City have full power and authority to execute such Construction Contract on behalf of the City and the foregoing agreements constitute valid and binding obligations on such parties.

Attorney for the City of Washington
Washington, North Carolina

This the _____ day of _____, 20 16

SPACE FOR ATTACHING INSURANCE CERTIFICATES

**CITY OF WASHINGTON
WASHINGTON, NORTH CAROLINA**

**CONTRACT
FOR**

LABOR CONTRACT

**FOR THE
MAIN SUBSTATION CIRCUIT EXITS
AND
2ND & 5TH STREET CIRCUITS REBUILD**

**This instrument has been preaudited in the manner required by the Local Government
Budget and Fiscal Control Act.**

(Signature of Finance Officer)

CONTRACT

THIS CONTRACT, made this 9th day of February, 2016

Herein after called Contractor, and the City of Washington, North Carolina.

WITNESSETH

THAT WHEREAS, a Contract for:

**LABOR CONTRACT
FOR THE
MAIN SUBSTATION CIRCUIT EXITS
AND
2ND & 5TH STREET CIRCUITS REBUILD**

has recently been awarded to Contractor by the City of Washington, at and for a sum equal to the aggregate cost of the work to be done and labor, (except materials to be furnished by the City of Washington), equipment apparatus, and supplies furnished at the prices and rates respectively named therefore, in the Proposal attached hereto;

AND WHEREAS, it was provided in said award that a formal Contract would be executed by and between Contractor and the City of Washington, evidencing the terms of said award, and that Contractor would commence the work to be performed under this agreement on a date to be specified in a written order of the City of Washington, and would fully complete all work thereunder within (110) calendar days.

NOW, THEREFORE, Contractor doth hereby covenant and agree with the City of Washington that it will well and faithfully perform and execute such work and furnish such labor, materials (except materials to be furnished by the City of Washington), equipment, apparatus, and supplies, in accordance with each and every one of the conditions, covenants, stipulations, terms, and provisions contained in said Specifications and in accordance with the Plans, at and for a sum equal to the aggregate cost of the work done and labor, materials, equipment, apparatus and supplies furnished at the prices and rates respectively named therefore in the Proposal attached hereto, and will well and faithfully comply with and perform each and every obligation imposed upon it by said Plans and Specifications and the terms of said award.

Contractor shall promptly make payments to all laborers and others employed thereon.

Contractor shall be responsible for all damages to the property of the City of Washington that may be consequent upon the normal procedure of its work or that may be caused by or result from the negligence of Contractor, its employees, or agents, during the progress of, or connected with the prosecution of the work, whether within the limits of the work or elsewhere. Contractor must restore all property so injured to a condition as good as it was when Contractor entered upon the work.

Contractor shall furthermore be responsible for and required to make good at its expense any and all damages of whatever nature to persons and property, arising during the period of the Contract, caused by carelessness, neglect, or want of due precaution on the part of Contractor, its agents, employees, or workmen. Contractor shall also indemnify and save harmless the City of Washington and the officers and agents thereof from all claims, suits, and proceedings of every name and description which may be brought against the City of Washington or the officers and agents thereof, for, or on account of, any injuries or damages to persons or property received or sustained by any person or persons, firm or corporation, or by or in consequence of any materials used in said work or by or on account of any improper material or workmanship in its construction or by or on account of any accident, or of any other act or omission of Contractor, its agents, employees, servants, or workmen.

It is agreed and understood that the Advertisement for Bids, the Definitions, Instructions to Bidders, Statement of Work, the General Conditions, Special Conditions, Material Specifications, Installation Specifications, the accepted Proposal, and the enumerated addenda and Drawings are part and parcels of this Contract, to the same extent as if incorporated herein in full.

It is further mutually agreed that if, at any time after the execution of this agreement and the surety bond hereto attached for its faithful performance, the City of Washington shall deem the surety or sureties upon such bond to be unsatisfactory, or if, for any reason, such bond ceases to be adequate to cover the performance of the Work, Contractor shall at its expense, within five (5) days after the receipt of notice from the City of Washington so to do, furnish an additional bond or bonds in such form and amount, and with such surety or sureties as shall be satisfactory to the City of Washington. In such event no further payment to the Contractor shall be deemed to be due under this agreement until such new or additional security for the faithful performance of the work shall be furnished in manner and form satisfactory to the City of Washington.

And the City of Washington doth hereby covenant and agree with Contractor that it will pay to Contractor, when due and payable under the terms of said Specifications and said award, the above-mentioned sum, and that it will well and faithfully comply with and perform each and every obligation imposed upon it by said Specifications and the terms of said award.

Whenever used herein, the singular shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders as the context may require.

IN TESTIMONY WHEREOF, Contractor and the City of Washington have duly signed and sealed this Contract.

FURTHER AGREEMENTS

Contractor shall, upon completion of all work awarded under this Contract, furnish to the City invoices or copies of invoices for all materials and equipment purchased for said work and such invoices shall state the amount of North Carolina Sales Tax paid for said materials and equipment, and Contractor shall also furnish the City an affidavit certifying the total costs of materials and equipment purchased for all work performed under the Contract and the total amount of North Carolina Sales Tax paid for said materials and equipment.

(Imprint corporate seal
below this line)

_____ (SEAL)

By _____ (SEAL)

Title _____
*(Owner, Partner, Corporate President
or Vice President)*

ATTEST:

CITY OF WASHINGTON
WASHINGTON, NORTH CAROLINA

By _____
Mac Hodges, Mayor

ATTEST:

(Imprint City's seal)

_____ *Cynthia S. Bennett, City Clerk*

PERFORMANCE BOND

Date of Execution: _____

Name of Principal: T&D Solutions, LLC _____
(Contractor)

Name of Surety: _____

Name of Contracting Body: CITY OF WASHINGTON _____

WASHINGTON, NORTH CAROLINA _____

Amount of Bond: \$543,243.12 _____

Project: LABOR CONTRACT _____

FOR THE MAIN SUBSTATION CIRCUIT EXITS AND _____

2ND & 5TH STREET CIRCUITS REBUILD _____

KNOW ALL THESE MEN BY THESE PRESENTS, That We, the Principal and Surety above named, are held and firmly bound unto the above named Contracting Body, hereinafter called the Contracting Body, in the penal sum of the amount stated above the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal entered into a certain Contract with the Contracting Body, identified as shown above and hereto attached.

NOW, THEREFORE, if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term of said Contract and any extensions there of that may be granted by the Contracting Body, with or without notice to the Surety, and during the life of any guaranty required under the Contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said Contract that may hereafter be made, notice of which modifications to the Surety being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under the several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Executed in five (5) counterparts.

Witness:

(Proprietorship or Partnership)

ATTEST:

By: _____

Title: _____
(Corporate Secretary or Assistant Secretary, Only)

Witness:

Countersigned:

N.C. Licensed Resident Agent

(Name and Address – Surety Agent)

Surety Company Name and N.C. Regional or Branch Office Address

CONTRACTOR:

(Trade or Corporate Name)

By: _____

Title: _____
(Owner, Partner, or Corporate President or Vice President, Only)

(CORPORATE SEAL)

SURETY COMPANY:

By: _____

Title: _____
(Attorney-in-Fact)

(SURETY SEAL)

***SPACE FOR ATTACHING POWER OF ATTORNEY
(Performance Bond)***

PAYMENT BOND

Date of Execution: _____

Name of Principal: T&D Solutions, LLC _____
(Contractor)

Name of Surety: _____

Name of Contracting Body: CITY OF WASHINGTON

WASHINGTON, NORTH CAROLINA

Amount of Bond: \$543,243.12

Project: LABOR CONTRACT

FOR THE MAIN SUBSTATION CIRCUIT EXITS AND

2ND & 5TH STREET CIRCUITS REBUILD

KNOW ALL MEN BY THESE PRESENTS, That We, the Principal and Surety above named, are held and firmly bound unto the above named Contracting Body, hereinafter called the Contracting Body, in the penal sum of the amount stated above the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal entered into a certain Contract with the Contracting Body, identified as shown above and hereto attached.

NOW, THEREFORE, if the Principal shall promptly make payment to all persons supplying labor or material in the prosecution of the work provided for in said Contract, and any and all duly authorized modifications of said Contract that may hereafter be made, notice of which modifications to the Surety being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under the several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Executed in five (5) counterparts.

Witness:

(Proprietorship or Partnership)

ATTEST:

By: _____

Title: _____
(Corporate Secretary or Assistant Secretary, Only)

Witness:

Countersigned:

N.C. Licensed Resident Agent

(Name and Address – Surety Agent)

Surety Company Name and N.C. Regional or Branch Office Address

CONTRACTOR:

(Trade or Corporate Name)

By: _____

Title: _____
(Owner, Partner, or Corporate President or Vice President, Only)

(CORPORATE SEAL)

SURETY COMPANY:

By: _____

Title: _____
(Attorney-in-Fact)

(SURETY SEAL)

***SPACE FOR ATTACHING POWER OF ATTORNEY
(Payment Bond)***



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Stacey Christini, HR Director
Date: February 11, 2016
Subject: Classification and Pay Grade Change

RECOMMENDED ACTION:

I move that the City Council authorize the City Manager to approve a new job description along with reclassifying the Accounting Technician (Grade 16) to Senior Accounting Technician (Grade 18) in the Finance Department.

BACKGROUND:

The Finance Department requests the Accounting Technician (Grade 16) be reclassified to a Senior Accounting Technician (Grade 18). Reclassification of the Accounting Technician in Accounts Receivable/Payable to Senior Accounting Technician is deemed warranted to acknowledge the substantive change in duties and additional responsibilities over time. Over the years the Accounting Technician duties have increased in complexity and autonomy without a corresponding reclassification. This request recognizes those changes in duties. Since the job description for the Accounting Technician was written in 2009, expectations and duties for the position have increased.

The Accounting Technician is the primary staff assigned to undertake all citywide misc. A/R billing in addition to a number of other ancillary duties. Numerous changes have been made to the Finance Department's structure, and the position of Accounting Technician is also responsible for processing payroll which is an increased level of complexity of tasks now expected of and provided by the position. Payroll is a critical process that requires interchangeable skills between two positions.

Currently the Finance Department includes one full-time Sr. Accounting Technician and one full-time Accounting Technician position. Attached to this request is the proposed job description for the Senior Accounting Technician position in the Finance Department.

The Accounting Technician is currently occupied by Beverly Clark, who will retire at the end of March. The Senior Accounting Technician was previously occupied by Stephanie Edwards, who has recently been promoted to the Accountant position.

The Finance Department along with the Human Resources Director has taken the department's turnover as an opportunity to evaluate operational efficiencies and organizational structure. With these changes, it is also management's responsibility to recognize and address significant changes in duties and responsibilities of positions and adjust pay schedules as needed. It is important that job descriptions accurately reflect the duties being performed by employees and that the job classification reflects the level of duties and responsibilities required of the position. This helps ensure that the city provides a clear understanding to employees of what their duties are, helps to

Handwritten initials and date:
SJC
2/11/16

identify the appropriate level within the organization the position holds and helps supervisors with directing and assessing the performance of employees. It also clarifies any confusion that might arise between the city and employees as to the duties and responsibilities required of a position.

Community Benefit/Public Involvement

Ensuring that job descriptions appropriately reflect the duties being performed protect the city from potential litigation and help ensure that the citizens are receiving the appropriate level services necessary.

FISCAL IMPACT

There is no immediate budget impact with the recommended Classification and Pay Grade Change

Attachments:

- Attachment A: Senior Accounting Technician Job Description
- Attachment B: Finance Department's Organizational Chart (proposed)
- Attachment C: Financial Impact Analysis

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

City Manager Review: Date Concur Recommend Denial No Recommendation _____

Job Description
SENIOR ACCOUNTING TECHNICIAN

Job Title: Senior Accounting Technician
FLSA Status: Non-Exempt
Approved By: Tammy Swindell

Reports To: Asst Finance Director
Salary Level: Grade 18
Approved Date: 2/1/2016

General Statement of Duties

Performs technical and specialized paraprofessional accounting tasks in the payroll, accounts payable, accounts receivable and other accounting functions for the City.

Distinguishing Features of the Class

An employee in this class performs paraprofessional accounting tasks in the finance office with special emphasis on payroll, fuel usage, accounts payable, and miscellaneous accounts receivable billing. Work involves applying established payroll policies, processes, and procedures to the review and processing of payroll, personnel actions, and fringe benefits documents. Work also includes processing of time sheets, payroll actions, fringe benefits, and related personnel documents into the payroll system and compiling information and submitting the required payroll, retirement, and insurance and deductions reports. Independent judgment and initiative are required in the performance of duties. Accounts payable involves matching invoices, purchase orders and receiving paperwork, verifying codes and appropriate ledger balance to cover the invoice; proofing, verifying and processing checks. Work is performed under the supervision of the Assistant Finance Officer and is evaluated through conferences, accuracy and completeness of the payroll and the accompanying reports, and by independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

- Verifies, audits, edits and prepares bi-weekly payroll and maintains payroll records; reviews employee timesheets; identifies and works with appropriate department/s and/or supervisor to resolve timesheet discrepancies; enters data in the payroll system; generates, reviews and reconciles payroll reports to ensure accuracy and completeness of payroll and deductions; transmits direct deposit information; prints and distributes checks and direct deposit check stubs; enters employee transaction information in the payroll system as necessary Prepares payrolls for the City; enters changes and account numbers; adjusts for leave without pay and enters leave taken.
- Reviews, tracks and maintains records of applicable employee benefits; prepares and generates deferred compensation payment reports; prepares, generates and provides payroll reports to PERS; as appropriate, reconciles health and benefits provider and City benefit data; compiles and provides necessary reports and initiates payment to providers; resolves billing errors and discrepancies with providers Completes payroll reports and distributes to a variety of Federal and State agencies and to fringe benefits vendors.
- Reviews, processes, inputs and, as approved, prints and distributes checks for payment of vendor invoices and other accounts payable; contacts vendors with questions and/or responds to vendor inquiries and concerns; distributes vendor invoices for approval; inputs approved invoices; prepares biweekly demand registers; prepares manual checks as approved. Prepares,

-
- reviews and reconciles quarterly and annual federal and state payroll tax reports.
 - Reconciles payroll bank statements.
 - Works with the auditor on questions and documents concerning payroll and accounts payable.
 - Compiles and submits personnel reports, surveys, and legal information.
 - Maintains confidentiality of personnel and payroll information.
 - Maintains and processes all documents for the City's payroll system.
 - Prepares miscellaneous reports from payroll data requiring the selection and compilation of figures.
 - Assists departmental personnel with questions on financial data, payroll, and related matters.
 - Process requisitions for purchases, generates and balances purchase orders.
 - Verifies invoices, matching to required purchase orders, monitor account balances to ensuring appropriated funds are available.
 - Runs proofs and verifies accuracy of all invoices runs checks, and appropriate journal entries made and then files invoice.
 - Monitors fuel consumption, verifies prices charged to agencies, and prepares invoices and monthly reports on consumption by vehicle and by pump, and processes work orders.
 - Monitor credit card usage, verify charges and assign charge codes; reconcile with bank statement monthly.
 - Assists with compiling information for preparation of CAFR and budget.
 - Monitor purchasing card program, issues cards and reconciles statements.
 - Reporting of unclaimed property to the State.
 - Processes and manages miscellaneous accounts receivable billing.
 - Performs other duties and projects as assigned.
 - Serves as backup and fill in within the Finance department as needed and requested.

Desirable Education and Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school with a major in accounting or related field; or six months to one year related experience and/or training; or equivalent combination of education and experience in a payroll operation or similar paraprofessional accounting work; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

Operate a computer using spreadsheet and financial accounting software; operate a calculating machine and other standard office equipment; organize, set priorities and exercise sound judgement within established guidelines; understand, interpret, explain and apply City, state, and federal laws applicable to assigned areas of responsibility; reach sound decisions in accordance with laws, rules, regulations and department procedures; make calculations and tabulations and review accounting and related documents accurately and rapidly; understand and carry out written and oral instructions; communicate clearly and concisely both orally and in writing; prepare clear and accurate financial records, reports and statements;

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms and kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Special Requirements

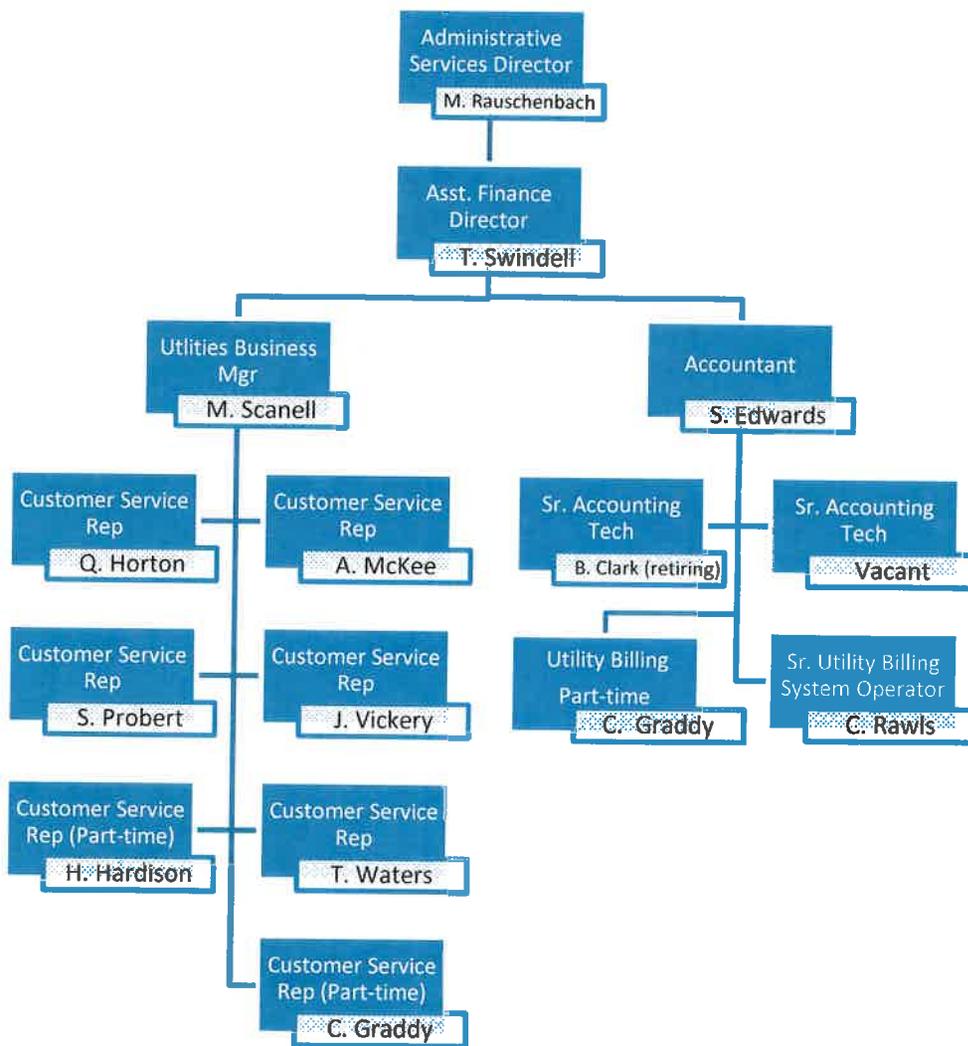
- Valid NC Driver's License is preferred.

Financial Impact Analysis of Reclassification of Accounting Tech to Sr. Accounting Tech

PROPOSED RECLASSIFICATION

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Current Accounting Tech plus 1.3% Cola each yr	44845	45428	46019	46617	47223	47837	48459	49089	49727	50373	51028	51691	52363
Merit Bonus 2.5% each year		1136	1150	1165	1181	1196	1211	1227	1243	1259	1276	1292	1309
Total	44845	46564	47169	47782	48403	49033	49670	50316	50970	51632	52304	52984	53672
Proposed Sr. Accounting Tech plus 1.3% Cola each yr	35077	35533	36895	38309	39777	41301	42884	44528	46234	48006	49846	51757	53740
Merit Increase based on performance 2.5% each year		888	922	958	994	1033	1072	1113	1156	1200	1246	1294	1344
Total	35077	36421	37817	39267	40771	42334	43956	45641	47390	49206	51092	53050	55084
Savings		-10142	-9352	-8516	-7632	-6699	-5714	-4675	-3580	-2426	-1211	67	1411

FINANCE / ACCOUNTING



Public Works Director
Frankie Buck

fbuckjr@washingtonnc.gov



PUBLIC WORKS DEPARTMENT

Cost Estimate
Susiegray McConnell Complex
Parking and Walkway Improvements
January 29, 2016

Material Cost Only, Labor Provided By City Forces

2 – Concrete Parking Pads Approximately 60'L x 20'W x 6"D = 23 cy @ \$135.00 yd =	\$3105.00
Associated Sidewalks 385 LF x 5'W x 4"D = 24.5 cy @ 135.00 =	\$3307.50
Wheel Chair Ramps 3 Each in curb & gutter section = 6 cy @ \$135.00 =	<u>\$ 810.00</u>

Subtotal	=	\$7,222.50
10% Contingency	=	\$722.25
Total	=	\$7,944.75

