



City of
Washington
NORTH CAROLINA
Council Agenda
APRIL 11, 2016
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from March 28, 2016 (**page 3**)

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Adopt – Legal Expense Budget Ordinance Amendment (**page 13**)
- B. Adopt – Police Station Capital Project Fund Budget Ordinance Amendment (**page 16**)
- C. Adopt – Budget Ordinance Amendment for the Downtown Development Project (**page 18**)
- D. Approve – Purchase Order >\$20,000 (**page 20**)

II. Comments from the Public:

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

IV. Public Hearing 6:00PM - Other:

- A. Adopt/Award – Ordinance to condemn as unsafe the structure located at 809 West 9th Street and **Award** the demolition contract (**page 22**)
- B. Adopt/Award – Ordinance to condemn as unsafe the structure located at 811 Van Norden Street and **Award** the demolition contract (**page 29**)

V. Scheduled Public Appearances:

- A. Mickey Cochran – Parking update

VI. Correspondence and Special Reports:

- A. Memo – Havens Gardens – Play Together Construction Grant (**page 37**)
- B. Memo – FY 2017 Budget Questions/Schedule (**page 38**)



City of
Washington
NORTH CAROLINA
Council Agenda
APRIL 11, 2016
5:30 PM

- VII. Reports from Boards, Commissions and Committees:
A. None
- VIII. Appointments:
A. None
- IX. Old Business:
A. Adopt/Amend – Ordinance to amend Chapter 18, Section 123 – Designated Prohibited Parking Areas (**page 40**)
B. Approve – Building Reuse Grant – 418 North Brown Street (**page 43**)
C. Approve – Application for Community Development Block Grant (**page 58**)
- X. New Business:
A. Adopt/Appoint – Resolution on EMS Services and Appoint two City Council members to EMS Oversight Committee (**page 65**)
B. Presentation – City Manager’s Recommended FY 2016-2017 Budget
- XI. Any other items from City Manager: None
- XII. Any other business from the Mayor or other Members of Council: None
- XIII. Closed Session: Under NCGS § 143-318.11(A)(3) Attorney/Client Privilege and (A)(6) Personnel
- XIV. Adjourn – Until Monday, April 25, 2016 at 5:30 pm, in the Council Chambers

The Washington City Council met in a regular session on Monday, March 28, 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 Brooks delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilmember Pitt seconded by Councilmember Mercer, Council approved the minutes of March 14, 2016 as presented.

APPROVAL/AMENDMENTS TO AGENDA

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

RECOGNITION:

**CAPTAIN R.M. FLOWERS – BEAUFORT COUNTY FIREMAN OF THE YEAR
ENGINEER JONATHAN PATTERSON – PAID BEAUFORT COUNTY EMT OF THE YEAR**



Mayor Hodges posed for a photo with Engineer Jonathan Patterson; Captain R.M. Flowers; Fire Chief Robbie Rose and Police and Fire Services Director, Stacy Drakeford

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

| <u>*Vehicle #</u> | <u>Make/Model</u> | <u>Department</u> | <u>Serial #</u> | <u>Odometer Reading</u> |
|-------------------|----------------------|-------------------|-------------------|-------------------------|
| 802 | 2001 Chev. Astro Van | Recreation | 1GNDM19W21B135352 | 88,709 |

B. Adopt – Storm Water Capital Project Ordinance Amendment

**AN ORDINANCE TO AMEND THE CAPITAL PROJECT ORDINANCE FOR THE
RECOVERY ZONE BOND STORM WATER PROJECTS
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 Storm Water Capital Project be increased in the amount of \$12, 039 in the account Interest Earned, account number 58-90-3831-0000.

Section 2. That the following accounts be increased or decreased in the Storm Water Fund appropriations budget:

| | | |
|-----------------|-----------------------|-----------------|
| 58-90-5710-0400 | Professional Services | \$(2,382) |
| 58-90-5710-0405 | Engineering | (1,068) |
| 58-90-5710-4500 | Construction | 111,742 |
| 58-90-5710-9900 | Contingency | <u>(96,253)</u> |
| | Total | \$12,039 |

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 28th day of March, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

C. Approve – Purchase Orders > \$20,000

**Soundside Group for the storage area network component of our disaster recovery systems in the amount of \$34,350*

COMMENTS FROM THE PUBLIC:

Rev. David Moore – Building Reuse Grant

Rev. David Moore and Martyn Johnson (Beaufort County Economic Development) discussed with Council a Building Reuse Grant for the creation of approximately 50 jobs in the former shirt factory located at 418 North Brown Street. The Department of Commerce is offering grants in Tier 1 and Tier 2 communities. The jobs must be full time jobs with health insurance, as well as additional benefits and must be for at least 18 months. Rev. Moore explained that he needs the City’s endorsement (letter of intent) in order to get to the next phase in the grant cycle.

Councilmember Brooks inquired about the need for a claw back agreement if Council chose to support this grant application in order to protect the City. The claw back would be for \$12,500 for each job not created under the grant. Mayor Hodges inquired what business has agreed to go in the building. Rev. Moore explained they are currently looking at a few businesses already in Washington that would like to expand as well as a few start-up businesses.

Councilmember Mercer was under the impression the request tonight was for a CDBG grant for water and sewer needs. Rev. Moore noted he’s applying for two different grants. The \$250k grant is for the 50 bed assisted living facility off of Hodges. The grant being discussed tonight is for \$500k. Rev. Moore is still working on where the match will come from. Martyn Johnson explained that the local match of 5% would be from the City and is usually in the form of a donation. If the grant is approved, the City would have to match \$25k. The pre-application

is due April 26th with the application due May 3rd. Martyn Johnson explained that the City needs to supply a letter of support in order for Rev. Moore to proceed to the next phase of the project. The Department of Commerce announces grant awards on June 26th. The application would be from the City and funds would flow to Rev. Moore. Councilmember Pitt inquired about the maximum number of businesses in the structure on Brown Street. Rev. Moore noted the structure is approximately 76,000 sq. ft. and they are looking at between 8-10 businesses. Councilmember Beeman inquired if the City Attorney has had an opportunity to review the agreement.

Franz Holscher explained the request is for a letter of intent and he has not had an opportunity to review the letter. Mr. Holscher reminded Council that they have a standing policy regarding matters that are not on the agenda and those items require four affirmative votes in order to pass. Councilmember Beeman stated that he is not ready to vote on this item until Mr. Holscher has had time to review the information.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council tabled Rev. Moore's request until the April 11th Council meeting.

Councilmember Beeman noted that with the next meeting being on April 11th, this allows Rev. Moore additional time to meet with the City Attorney. It also allows Rev. Moore time to deliver his information for the agenda package in order for Council to have time to review it properly and be ready to vote on April 11th.

PUBLIC HEARING 6:00PM– ZONING: NONE

PUBLIC HEARING 6:00PM - OTHER: NONE

SCHEDULED PUBLIC APPEARANCES:
MICKY COCHRAN – PARKING UPDATE

Mickey Cochran, 317 E. 10th Street appeared before Council to ask for a no parking zone on East 10th from Nicholson to Telfair Street. Mr. Cochran reviewed that his neighbors are purposely parking their vehicles in front of his home, which prohibits parking for his visitors.

A neighbor (name not given) asked what makes one side of the street more important than the other. She continued by saying not everyone agrees with Mr. Cochran. She does not want parking prohibited in her neighborhood.

Bobby Roberson explained that he will be holding a meeting with members of the neighborhood and will have a recommendation ready for Council on April 11th.

CORRESPONDENCE AND SPECIAL REPORTS:

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:

HUMAN RELATIONS COUNCIL – (accepted as presented)

(copy attached)

APPOINTMENTS:

APPOINTMENT – HISTORIC PRESREVATION COMMISSION

By motion of Mayor Pro tem Finnerty, seconded by Councilmember Brooks, Council appointed Mark Everett to the Historic Preservation Commission to fill the un-expired term of Seth Shoneman, term to expire June 30, 2016.

APPOINTMENT – RECREATION ADVISORY COMMITTEE

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council appointed Will Tyson to the Recreation Advisory Committee to fill the un-expired term of Leah Pyburn (inside), term to expire June 30, 2017.

OLD BUSINESS:

APPROVE – CIVIC CENTER MANAGEMENT CONTRACT

Bobby Roberson explained the request is for the Civic Center management contract between the City of Washington and the Tourism Development Authority. The contract typically has a term for five years along with an annual subsidy from the City. The current subsidy is \$40,000, in years past, City Council agreed to decrease the annual subsidy by \$5,000 until the amount reaches zero. Subsequently, the Tourism Development Authority desires to appoint a committee to negotiate the contract. The committee will include a member of Council and the City Manager along with the Tourism Development Authority. Councilmember Mercer volunteered to serve on the committee.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council appointed Doug Mercer to serve on the committee along with the City Manager and the Tourism Development Authority to prepare the Civic Center Management Contract.

Bobby Roberson noted a recommendation will be presented to Council on April 11th.

APPROVE - FUNDING APPROPRIATION FOR OUTSIDE AGENCIES – FY 2016-2017

Background and Findings: The City Council has requested agencies to complete an application for funding for fiscal year 2016-2017. We have included the list of agencies with their request. Funding of “outside agencies” has been an on-going process for over ten years.

| Agency Funding Requests | 2015/2016 Budget | 2016/2017 Request | 3/11/2016 | |
|-----------------------------------|---------------------|----------------------|---|---|
| | | | Proposed 10% Reduction FY 2016/2017 | Proposed 50% Reduction FY 2016/2017 |
| Outside Agencies | | | | |
| Boys & Girls Club | 14,400 | 20,000 | 12,960 | 7200 |
| Zion Shelter | 7,650 | 10,000 | 6,885 | 3825 |
| Wright Flight | 3,150 | 5,000 | 2,835 | 1575 |
| The Blind Center | 1,125 | 1,500 | 1,013 | 562.5 |
| Eagle's Wings | 900 | 5,000 | 810 | 450 |
| Purpose of God Outreach Center | 18,000 | 18,000 | 16,200 | 9000 |
| Cornerstone Comm. Learning Center | 9,000 | 9,000 | 8,100 | 4500 |
| BHM Library (reciprocal) | 7,800 | 7,800 | 7,020 | 3900 |
| Total Outside Agencies | 62,025 | 76,300 | 55,823 | 31012.5 |
| Economic Development | | | | |
| WHDA | 55,800 | 58,000 | 50,220 | 27900 |
| Hwy 17 Association | 7,500 | 7,500 | 6,750 | 3750 |
| NC Estuarium | 18,000 | 25,000 | 16,200 | 9000 |
| BC Arts Council | 14,400 | 50,000 | 12,960 | 7200 |
| Christmas Parade - Kiwanis | 1,350 | 1,350 | 1,215 | 675 |
| Total Economic Development | 97,050 | 141,850 | 87,345 | 48525 |
| Grand Total | 159,075 | 218,150 | 143,168 | 79,538 |

Mayor Pro tem Finnerty asked if Council would be voting on the funding requests as a group or individually. If as a group, she noted she would need to recuse herself under the Arts of the Pamlico request. Bobby Roberson noted that if the Council chose to determine individual funding amounts for each agency then motion “E” would be appropriate. Mayor Pro tem Finnerty said that she opposes the across-the-board cuts and prefers allocating funding on a case-by-case basis.

Councilmember Pitt reminded Council that in previous meetings they discussed reducing funding by 10% for all of the agencies.

Mayor Pro tem Finnerty said she had a problem with the 10% reduction and this was agreed upon before she was elected to Council. She proceeded to read the following mission statement: *“It is our Mission within the City of Washington to build citizen trust by fostering and practicing open, accountable, inclusive, and responsive government; to provide quality municipal services; to preserve and protect Washington’s unique Southern character and heritage; to plan and manage growth in harmony with its natural surroundings of the river and the estuary; and to promote livability by enhancing and protecting its diverse neighborhoods. Quality of life for residents and visitors shall be the paramount consideration.”*

Mayor Pro tem Finnerty continued by saying, “Given what our mission is, if we vote not to fund, or reduce our support for any of these organizations, we are not being true to our mission and, therefore, not doing our job. Every single organization on this list speaks to our mission.” She said the agencies help provide social services, promote cultural resources and enhance economic-development activities in the City, not providing adequate funding for the agencies goes against the City’s stated mission. She respectfully requested Councilmember to please keep in mind the mission statement and what it direction is when voting on the funding of the agencies.

Councilmember Mercer explained that purpose of the City is to provide services by the City. These organizations are not City agencies, they are run by non-city employees and not subject to City oversight. He further commented that if we fund them (unless we get a budget, a commitment and an annual audit) we have no idea what this money goes for. Councilmember Mercer reminded everyone that it has been the intent of the Council, for several years, to reduce the participation in non-city activities.

Councilmember Mercer noted that Arts of the Pamlico has assets of \$629,000 and The Blind Center has \$529,000 “in the bank.” Arts of the Pamlico is requesting \$50,000. The Blind Center requested \$1,500. He continued by saying, “If they’ve got those kinds of funds in reserve, we ought not to be giving them more money to put in the bank.” He added that we’ve got needs at the city level that we’re not able to fund because we don’t have the funds. If we give the agencies the same funding (\$159,075) in the next fiscal year that they currently receive, it would equate to 2 cents on the City’s property-tax rate.

Mayor Pro tem Finnerty asked how much funds are in the City reserves. She stated that it is good business to have reserves. The Arts Council used to be in a building that had no rent or

mortgage. She explained that City of Goldsboro totally funds their Arts Council and they understand that it is an economic driver for the city.

Councilmember Beeman acknowledged that we need to have an economic driver and the Arts Council (Arts of the Pamlico) is a great agency. However, we are looking at City employees that are looking for assistance with insurance and possible raises. We are also looking at City buildings that need to be taken care of and we need to take care of those items first. We've tried to make sure we didn't raise taxes and he doesn't want to raise taxes in order to fund these agencies. He has no problem with the aforementioned funding decrease that Council had previously discussed (reduction of 10%).

A motion was made by Councilmember Beeman and seconded by Councilmember Brooks to appropriate funding for each agency by reducing the amount of funding by 10% with the exception of the Zion Shelter. (Leaving funding for the Zion Shelter at the same level.) Motion carried 4-1 with Mayor Pro tem Finnerty opposing.

Mayor Hodges voiced his opposition to reducing funding and also discussed the expense associated with the aquatics center.

Discussion was held regarding the process of the Arts Council purchasing the Turnage Theater. Mayor Pro tem Finnerty noted at that time, the City was considering buying the Turnage Theater and Josh Kay (former City Manager) spoke to Joey Toler saying that it was not a good idea for the City to purchase the building. She noted that Mr. Kay also told Mr. Toler for the Arts Council to go ahead and purchase the building and the City will give them the support they would need.

Councilmember Mercer explained that he spoke with former City Manager, Josh Kay and advised Mr. Kay of the statements being made about him encouraging the Arts Council to buy the Turnage and that the City would provide them support. Councilmember Mercer said that Mr. Kay told him that statement was incorrect, that he told the Arts Council that if they purchased the Turnage Theater they could apply for funding (support) from the City just like everyone else, just like they had done in the past. Councilmember Brooks stated that at that time, Council never discussed (in their Council meetings), helping with the purchase of the Turnage. Joey Toler spoke from the audience saying there was never any formal commitment made by the City, but the Arts Council was encouraged to buy the Turnage (by Mr. Kay). Mr. Toler said that Mr. Kay told them the City might be involved in helping them with the Turnage. Mr. Toler said the City's leadership was very involved in the Arts Council's decision to purchase the Turnage.

NEW BUSINESS:

APPOVE – SUMMER HOURS – MOORE AQUATIC & FITNESS CENTER

Background and Findings: The proposed hours change will save the City an estimated \$1998.00. The proposed normal operating hours were based on current usage at slower participant times. The proposed summer schedule will extend normal operating hours and provide a better quality swim experience for members and visitors. Previous Legislative Action:

February 4, 2016 – Unanimously approved by the Pool Committee to accept the proposed hours.

February 15, 2016 – Unanimously approved by the Recreation Advisory Committee to accept the proposed hours.

Proposed Seasonal Hour Change Valuation at the Moore Aquatic & Fitness Center

Current

| Day | Open/Close | Total Hours |
|--------------|------------|-------------|
| Monday | 5:45-7:30 | 13.75 |
| Tuesday | 5:45-7:30 | 13.75 |
| Wednesday | 5:45-7:30 | 13.75 |
| Thursday | 5:45-7:30 | 13.75 |
| Friday | 5:45-7:30 | 13.75 |
| Saturday | 9:45-6 | 8.25 |
| Total | | 77 |

77 hrs X 51 weeks= 3927 total hours

We used 51 weeks to account for City of Washington holidays when we have reduced hours or are closed.

Proposed

Regular (Jan-May & Sept-Dec)

| Day | Open/Close | Total Hours |
|--------------|------------|-------------|
| Monday | 5:45-7:00 | 13.25 |
| Tuesday | 5:45-7:00 | 13.25 |
| Wednesday | 5:45-7:00 | 13.25 |
| Thursday | 5:45-7:00 | 13.25 |
| Friday | 5:45-6 | 12.25 |
| Saturday | 10:45-5 | 6.25 |
| Total | | 71.5 |

71.50 hrs X 37 wks = 2645.5 hrs

Summer (June – August)

| Day | Open/Close | Total Hours |
|--------------|------------|--------------|
| Monday | 5:15-8:30 | 15.25 |
| Tuesday | 5:15-8:30 | 15.25 |
| Wednesday | 5:15-8:30 | 15.25 |
| Thursday | 5:15-8:30 | 15.25 |
| Friday | 5:15-6 | 12.75 |
| Saturday | 9:45-6 | 8.25 |
| Sunday | 11:45-4 | 4.25 |
| Total | | 86.25 |

86.25 hr X 14 wks= 1207.5

Proposed Total Annual Hours=3853

Difference= 3927 (current)-3853 (proposed)=74

74 hrs x 3 employees @ \$9/hr=**\$1,998.00 savings**

Open Swim Hours Changes

Regular Mon. to Thur. 11 am-1 pm and 6-7 pm
Friday 4-6 Saturday 1-3

Summer Mon. to Thur. 2-4 pm and 6-8 pm
Friday 4-6 Saturday 1-3 Sunday 1-3

Adult lap swim suspended during summer or moved to early morning

Councilmember Mercer asked why the hours at the pool would need to increase if the use of the pool is declining. Councilmember Pitt inquired what justifications were used for increasing the hours. Mr. Roberson referenced the background information noting the changes in hours would save approximately \$2,000. Mr. Roberson suggested that Council table the request until April 11th and have the pool committee present the request.

Councilmember Beeman explained that the pool committee and Recreation Advisory Committee has already approved the revised hours. The additional hours will open up avenues to have additional parties on weekends and therefore more revenue.

Councilmember Brooks noted the additional hours will give more people an opportunity to come to the pool that would not have been able to come because the pool was closed during those hours. Mayor Pro Finnerty and Councilman Brooks noted that this will save us money so we should approve the change in operating hours.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council authorized the Moore Aquatic and Fitness Center to reduce their normal operating hours (January – May & September – December) by 5.5 hours and increase summer hours (June – August) by 14.5 hours. Motion carried 3-2. Voting for: Beeman, Brooks and Finnerty. Opposed: Pitt & Mercer.

Discussion was held regarding the Dectron unit and Mr. Roberson explained that he will bring additional information regarding this item on April 11th.

**APPROVE – APPLICATION FOR HISTORICAL MARKER – 1ST FALLEN
FIREFIGHTER – EDWARD PEED**

Background and Findings: On February 8, 1902 in downtown Washington, North Carolina a fire began about 5:25 pm on a Saturday afternoon. The fire occurred from a defective flue at the Atlantic Coastline Freight Warehouse which was located on the local waterfront. The fire spread rapidly, first to the grain elevator building, then to the Hoyt Store, occupied by E. Peterson Company and on to the warehouse at the rear of the H. Susman Furniture Company. Shortly after 9:00 pm Edward Peed, a nozzle man for the Salamander Fire Company, was throwing water on some of the rubbish when without warning, the western wall of the Hoyt Building fell on the fireman and killed him instantly. The Human Relations Council and Fire Chief Robbie Rose are requesting Council's approval to apply for a Historical Marker in honor of Mr. Edward Peed.

Bobby Roberson explained the request is from the Human Relations Council. Chief Robbie Rose provided some background on the project noting that the application committee only meets in April and December of each year. Councilmember Mercer said the State will investigate the application so you need to apply now.

By motion of Councilman Pitt, seconded by Councilmember Brooks, Council approved the application for placement of a Historical Marker for Edward Peed in close proximity to the intersection of West Main & Stewart Parkway.

Ray Midgett presented a brief history of the fire. He also presented a 1901 insurance map which was published about 6 months before the fire as well as a current Google map with the 1901 map overlay, in order to give Council an idea of where the fire occurred.



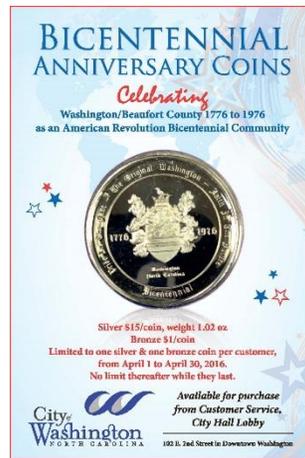
ANY OTHER ITEMS FROM CITY MANAGER:
DISCUSSION – BICENTENNIAL COINS

Matt Rauschenbach explained that the City purchased silver and bronze Bicentennial coins in 1976. We currently have approximately 1100 silver coins and 800 brass coins. The current value of the silver coin is \$16 and the brass coins approximately \$1 or less.

Bobby Roberson suggested selling the silver coins for \$20 and brass for \$1 in the Customer Service lobby area. Councilmember Mercer suggested selling the silver for \$15 instead of \$20. Mr. Roberson also suggested that the coins be offered to City employees first, then to the general public.

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council authorized the City Manager to offer for sale the silver bicentennial coins for \$15 and the bronze bicentennial coins for \$1 with City employees having first opportunity to purchase.

Mayor Pro tem Finnerty asked if there would be a limit on the number of coins an individual would be allowed to purchase. Mr. Roberson explained that an ad would run in the newspaper outlining the specifics of sale of the coins. *Ad below will be published in the newspaper.



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

NONE

CLOSED SESSION: UNDER NCGS § 143-318.11(A)(3) ATTORNEY/CLIENT PRIVILEGE; (A)(6) PERSONNEL; (A)(1) DISCLOSURE OF CONFIDENTIAL INFORMATION; 159B-38 CONFIDENTIALITY OF CONTRACT DISCUSSIONS; 143-318.10(E) PUBLIC RECORDS ACT

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council entered into closed session under NCGS § 143-318.11(A)(3) Attorney/Client Privilege; (A)(6) Personnel; (A)(1) Disclosure of Confidential Information; 159B-38 Confidentiality of Contract Discussions; 143-318.10(E) Public Records Act at 7:05pm.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council agreed to come out of closed session at 8:20pm.

By motion of Councilmember Mercer, seconded by Mayor Pro tem Finnerty, Council instructed the City Manager to deliver a message to the Beaufort County Manager that Beaufort County shall provide all EMS services within the City of Washington effective July 1, 2016.

ADJOURN

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council adjourned the meeting at 8:30pm until April 9, 2016 at 8:30am at Washington-Warren Airport for a retreat.

(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: Bobby E. Roberson, City Manager
Date: April 11, 2016
Subject: Adopt Legal Expense Budget Ordinance Amendment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to increase the legal fee budget by \$62,000 for projected legal fees.

BACKGROUND AND FINDINGS:

Legal expenses are currently at \$131,520 through February’s invoice with an annual budget of \$135,000. The projection for the year at the spending rate to date is \$196,403. An appropriation of fund balance is necessary to provide funding for the remainder of the year. A schedule of legal expense history as well as the Manager’s recommended budget for FY17 can be found in the attached schedule.

PREVIOUS LEGISLATIVE ACTION

FY 2016 Adopted and Amended Budget

FISCAL IMPACT

Currently Budgeted Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Budget Ordinance Amendment
Legal Expense History

City Manager Review: 15/16 Concur Recommend Denial No Recommendation
4/16 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 \$58,900 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers in the City Council and Legal departments of the General Fund appropriations budget be increased or decreased in the amounts indicated for anticipated legal expense:

| | | |
|-----------------|-----------------------|---------------|
| 10-00-4110-1100 | Telephone | \$ (100) |
| 10-00-4110-1400 | Employee Development | (3,000) |
| 10-00-4150-0400 | Professional Services | <u>62,000</u> |
| | Total | \$58,900 |

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 11th day of April, 2016.

MAYOR

ATTEST:

CITY CLERK

Legal Expense

3/18/2016

| Year | Holscher | | +/- | Other Legal | Total Legal |
|------|----------|---------|----------|----------------|----------------|
| | Budget | Actual | | | |
| 2004 | 115,000 | 121,932 | (6,932) | 401 | 122,333 |
| 2005 | 115,000 | 157,328 | (42,328) | 23,431 | 180,759 |
| 2006 | 150,000 | 88,237 | 61,763 | 3,488 | 91,725 |
| 2007 | 125,000 | 206,791 | (81,791) | 41,865 | 248,656 |
| 2008 | 200,000 | 240,574 | (40,574) | 23,925 | 264,499 |
| 2009 | 220,000 | 230,958 | (10,958) | 7,277 | 238,235 |
| 2010 | 221,000 | 250,823 | (29,823) | 4,749 | 255,572 |
| 2011 | 245,000 | 248,039 | (3,039) | 19,239 | 267,278 |
| 2012 | 250,000 | 237,740 | 12,260 | 500 | 238,240 |
| 2013 | 235,000 | 234,715 | 285 | 9,567 | 244,282 |
| 2014 | 235,000 | 238,467 | (3,467) | 37,072 | 275,539 |
| 2015 | 135,000 | 157,511 | (22,511) | 1,982 | 159,493 |
| 2016 | 135,000 | 196,403 | (61,403) | 10,000 | 206,403 |
| 2017 | 140,000 | | | 5,000 | 145,000 |

Note: excludes legal charged directly to projects

Managers Recommended FY 17 Budget:

11,667 FY 17 budget \$/month
130 \$/hour
89.74 hours/month
22 hours/week



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Bobby E. Roberson, City Manager
Date: April 11, 2016
Subject: Adopt a Police Station Capital Project Fund Budget Ordinance Amendment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment for the Police Station Capital Project Fund to appropriate expense equivalent to interest income revenue.

BACKGROUND AND FINDINGS:

Over the life of this capital project fund \$31,466 in interest income has been earned as a result of the funds being invested. This additional source is available for appropriation to the fund and will increase the appropriation available to a total of \$867,892.

PREVIOUS LEGISLATIVE ACTION

FY 2016 Adopted and Amended Budget

FISCAL IMPACT

Currently Budgeted Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Budget Ordinance Amendment

**AN ORDINANCE TO AMEND THE CAPITAL PROJECT ORDINANCE FOR
THE POLICE STATION
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 Police Station Capital Project be increased in the amount of \$35,000 in the account Interest Earned, account number 64-10-3831-0000

Section 2. That the following accounts be increased or decreased in the Police Station Capital Project Fund:

| | | |
|-----------------|-------------|------------------|
| 64-10-4310-7100 | Land | \$480,000 |
| 64-10-4310-9990 | Contingency | <u>(445,000)</u> |
| | Total | 35,000 |

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 11th day of April, 2016.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Bobby E. Roberson, City Manager
Date: April 11, 2016
Subject: Adopt a Budget Ordinance Amendment for the Downtown Development Project
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to provide additional revenue for the Downtown Development Capital Project Fund to offset the funding anticipated from a developer.

BACKGROUND AND FINDINGS:

This project was funded on the anticipation of a suitable developable use being identified and subsequent reimbursement of the City's expenses by the potential developer. Such marketable use was not identified and the project is being closed. \$6,876 of additional funding from the General Fund is necessary to offset the expenditures of the project.

PREVIOUS LEGISLATIVE ACTION

FY 2016 Adopted and Amended Budget

FISCAL IMPACT

Currently Budgeted Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Budget Ordinance Amendment

City Manager Review: 1/1/16 Concur Recommend Denial No Recommendation
4/6 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 \$6,876 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers in the Miscellaneous department of the General Fund appropriations budget be increased in the amounts indicated for the Down Town Development project:

| | | |
|-----------------|----------------------------------|----------|
| 10-00-4400-6200 | Transfer to Capital Project Fund | \$ 6,876 |
|-----------------|----------------------------------|----------|

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 11th day of April, 2016.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: April 11, 2016
Subject: Approval of PO's > \$20,000
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council approve the \$53,400 purchase order to Wayne Woolard for right of way clearing for the Hwy. 32 project

BACKGROUND AND FINDINGS:

Project is for right of way clearing from Five Points to Beaufort County Community College for the HWY 32 project.

PREVIOUS LEGISLATIVE ACTION

FY 2016 adopted and amended budget

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Requisition

City Manager Review: 1366 Concur _____ Recommend Denial _____ No Recommendation
4/16 Date

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

Requisition #: 1578
PO #: Not Assigned
User Name: jclark

Date: 4/4/2016
Approved By:
Approved Code:
Total Amount: \$53,400.00
Ship To: CITY OF WASHINGTON
WAREHOUSE (ELEC)

WAYNE WOOLARD
122 CATNIP POINT
BATH, NC 27808

confirming
Electric T&D
Alston Tankard
975-9315

| Quantity | Item Description | Project Number | Unit Price | Extended |
|----------|--|----------------|-------------|-------------|
| 1 | right of way clearing form five points to BCC for hwy 32 project | | \$53,400.00 | \$53,400.00 |

| | |
|------------------|-------------|
| Sub Total | \$53,400.00 |
| Shipping | \$0.00 |
| Tax | \$0.00 |
| Total | \$53,400.00 |

| <u>Account Number</u> | <u>Account Description</u> | <u>Amount</u> |
|-----------------------|----------------------------|---------------|
| 35-90-8390-7400 | EQUIPMENT PURCHASES | \$53,400.00 |
| Total | | \$53,400.00 |

Requisition Approval History

| Approval Date | Approval Description | Approved by | PO Number |
|---------------|----------------------|-------------|-----------|
|---------------|----------------------|-------------|-----------|



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: John Rodman, Planning & Development
Date: April 4, 2016
Subject: Public Hearing and adopt ordinance to condemn as unsafe the structure located at 809 West 9th Street and award the demolition contract.

Applicant Presentation: N/A
Staff Presentation: John Rodman, Planning and Development
Wayne Harrell, Chief Building Official

RECOMMENDATION:

Motion A:

I move that the City Council adopt the ordinance condemning the structure located at 809 West 9th Street as unsafe and demolish and remove the structure.

Motion B:

I move that the City award the demolition contract to the lowest responsible bidder, St. Clair Trucking Inc., in the amount of four thousand three hundred dollars (\$5,000).

BACKGROUND AND FINDINGS:

The governing body of the City may adopt and enforce ordinances relating to residential buildings or structures that fail to meet minimum standards of maintenance, sanitation, and safety. The minimum standards address conditions that are dangerous and injurious to public health, safety and welfare and identify circumstances under which a public necessity exists for the repair, closing or demolition of such buildings or structures.

If after a notice and hearing the Code Official determines that the property has not been properly maintained and failed to meet minimum standards an order is issued to require the owner to demolish and remove the building or structure.

PREVIOUS LEGISLATIVE ACTION

Notice of Complaint and Hearing – October 8, 2015
Hearing Held – October 23, 2015
Order to Remedy Defective Condition – October 26, 2015
Received Bids – January 11, 2016

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Ordinance
Bids Submitted

City Manager Review: JSC Date Concur 4/6 Recommend Denial _____
No Recommendation _____

Demolition Bids Submitted:

| | |
|----------------------|---------|
| St. Clair Trucking | \$5,000 |
| Tyco Land Developing | \$5,900 |

Notice of Public Hearings Washington City Council

NOTICE IS HEREBY given that the City Council of the City of Washington will conduct two public hearings on the 11th day of April, 2016 at 6:00 p.m., in the City Council Chambers, on the second floor of the municipal building, located at 102 East 2nd Street. The purpose of the public hearings are to adopt ordinances to have the structures located at 809 West 9th Street and 811 Van Norden Street demolished and removed. The City of Washington finds that the structures and properties at the aforementioned addresses are deemed unsafe under the provisions of the City Ordinance and pursuant to G.S. 160A-441 and should be demolished. The public is welcome to attend the public hearings and present evidence either in support of or in opposition to the adoption of the demolition ordinances. Members of the public with disabilities planning to attend the meeting should call 975-9383 to verify building accessibility. Prior to the meeting, questions may be directed to the Planning Office by calling 975-9384 Monday through Friday 8:00 am to 5:00 pm

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

WHEREAS, the City Council of the City of Washington finds that the structure having an address of 809 West 9th Street, Washington, North Carolina and being owned by James Williams and Spouse, Bertha Dudley and Spouse, Roberta Carson and Spouse, James Langley and Spouse, and Barbara Jane Staton and Spouse, is condemned as, among other things, unsafe pursuant to North Carolina General Statute § 160A-426 and that all applicable statutory provisions have been complied with as a condition of the adoption of this Ordinance.

WHEREAS, the structure located on said property should be demolished and removed as directed by the Senior Building Official for, among other things, the reasons stated by the Senior Building Official in his October 26, 2015 Order to Remedy Defective Condition and Findings of Fact that was served on the property owner(s).

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

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

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

Section 1. The Senior Building Official is hereby authorized and directed to proceed to demolish and remove the above described structure located at 809 West 9th Street in accordance with applicable provisions of the City Code and North Carolina General Statute § 160A-426 *et seq.*

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

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

This Ordinance shall become effective on this date of adoption April 11, 2016.

Jay MacDonald Hodges, Mayor

Attest:

Cynthia S. Bennett, City Clerk



- Parcels No Aerial
- Property Land Owners
- Annotation
- Interior Tract Lines
- Centerlines
- County Line
- County Line (Solid)
- State

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REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: John Rodman, Planning & Development
Date: April 4, 2016
Subject: Public Hearing and adopt ordinance to condemn as unsafe the structure located at 811 Van Norden Street and award the demolition contract.

Applicant Presentation: N/A
Staff Presentation: John Rodman, Planning and Development
Wayne Harrell, Chief Building Official

RECOMMENDATION:

Motion A:

I move that the City Council adopt the ordinance condemning the structure located at 811 Van Norden Street as unsafe and demolish and remove the structure.

Motion B:

I move that the City award the demolition contract to the lowest responsible bidder, Taylor's Hauling and Grading, LLC., in the amount of four thousand three hundred dollars (\$3,900).

BACKGROUND AND FINDINGS:

The governing body of the City may adopt and enforce ordinances relating to residential buildings or structures that fail to meet minimum standards of maintenance, sanitation, and safety. The minimum standards address conditions that are dangerous and injurious to public health, safety and welfare and identify circumstances under which a public necessity exists for the repair, closing or demolition of such buildings or structures.

If after a notice and hearing the Code Official determines that the property has not been properly maintained and failed to meet minimum standards an order is issued to require the owner to demolish and remove the building or structure.

PREVIOUS LEGISLATIVE ACTION

Notice of Complaint and Hearing – January 11, 2016
Hearing Held – January 26, 2016
Order to Remedy Defective Condition – January 26, 2016
Received Bids – April 1, 2016

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Ordinance
Bids Submitted

City Manager Review: 4/6 Date Concur BSH Recommend Denial _____
No Recommendation _____

Demolition Bids Submitted:

| | |
|-----------------------------------|---------|
| Taylor's Hauling and Grading, LLC | \$3,900 |
| Dudley's Landscaping | \$3950 |
| Tyco Land Development | \$4,800 |
| St. Clair Trucking, Inc | \$4,900 |
| Armstrong Inc. | \$7,500 |

**Notice of Public Hearings
Washington City Council**

NOTICE IS HEREBY given that the City Council of the City of Washington will conduct two public hearings on the 11th day of April, 2016 at 6:00 p.m., in the City Council Chambers, on the second floor of the municipal building, located at 102 East 2nd Street. The purpose of the public hearings are to adopt ordinances to have the structures located at 809 West 9th Street and 811 Van Norden Street demolished and removed. The City of Washington finds that the structures and properties at the aforementioned addresses are deemed unsafe under the provisions of the City Ordinance and pursuant to G.S. 160A-441 and should be demolished. The public is welcome to attend the public hearings and present evidence either in support of or in opposition to the adoption of the demolition ordinances. Members of the public with disabilities planning to attend the meeting should call 975-9383 to verify building accessibility. Prior to the meeting, questions may be directed to the Planning Office by calling 975-9384 Monday through Friday 8:00 am to 5:00 pm

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

WHEREAS, the City Council of the City of Washington finds that the structure having an address of 811 Van Norden Street, Washington, North Carolina and being owned by the unknown heirs of Bessie Baily Jones Vest, the unknown heirs of Robert Lee Bailey, Roger Bailey and Spouse, Robert B. Wade and Spouse, Robert Lee Bailey II and Spouse, and Carl C. Bailey and Spouse is condemned as, among other things, unsafe pursuant to North Carolina General Statute § 160A-426 and that all applicable statutory provisions have been complied with as a condition of the adoption of this Ordinance.

WHEREAS, the structure located on said property should be demolished and removed as directed by the Senior Building Official for, among other things, the reasons stated by the Senior Building Official in his January 26, 2016 Order to Remedy Defective Condition and Findings of Fact that was served on the property owner(s).

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

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

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

Section 1. The Senior Building Official is hereby authorized and directed to proceed to demolish and remove the above described structure located at 811 Van Norden Street in accordance with applicable provisions of the City Code and North Carolina General Statute § 160A-426 *et seq.*

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

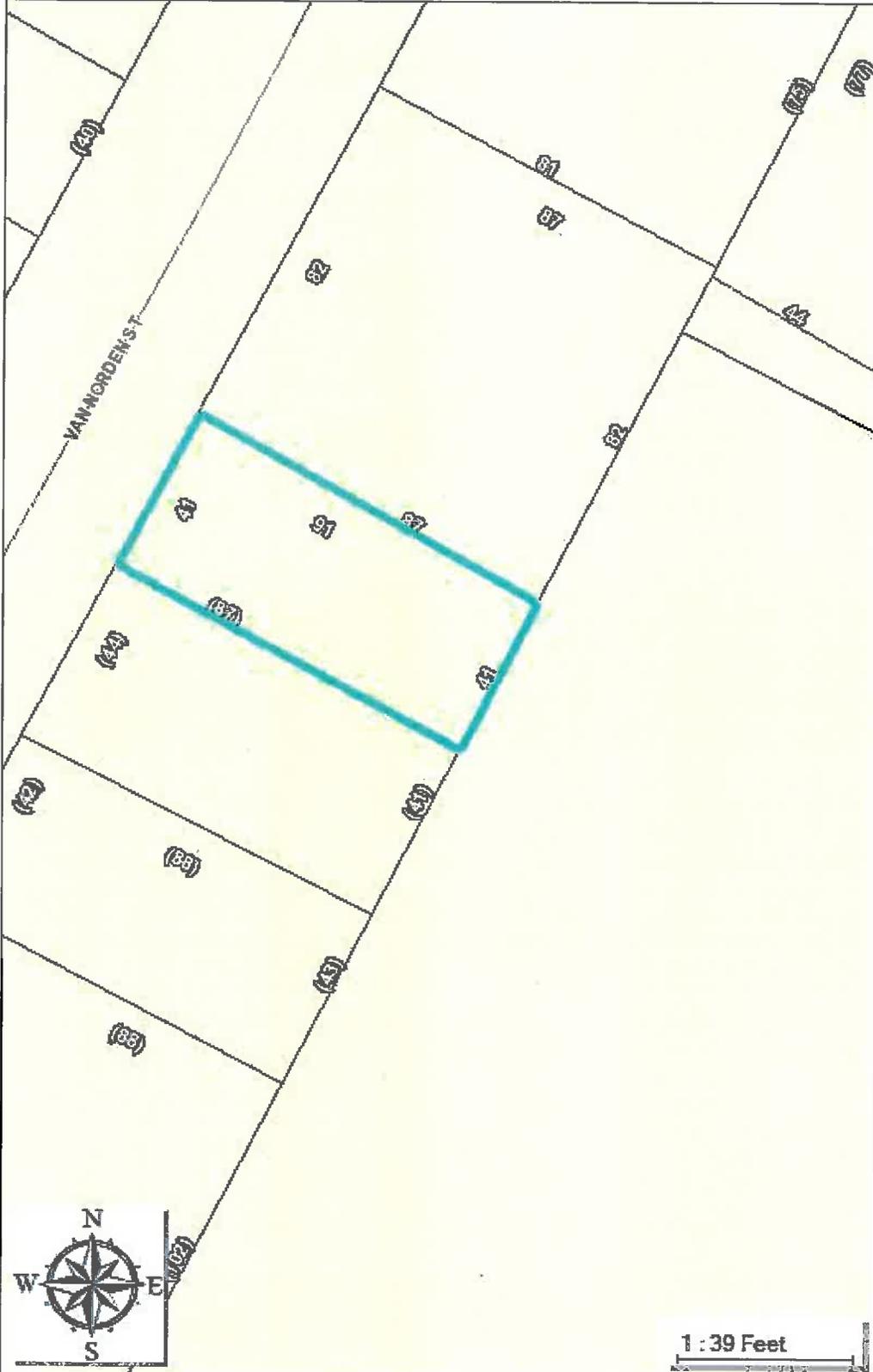
Section 3. This Ordinance shall be recorded in the Office of the Register of Deeds of Beaufort County, North Carolina.

This Ordinance shall become effective on this date of adoption April 11, 2016.

Jay MacDonald Hodges, Mayor

Attest:

Cynthia S. Bennett, City Clerk



- Parcels No Aerial
- Property Land Owners
- Annotation
- Interior Tract Lines
- Centerlines
- County Line
- County Line (Solid)
- State

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Beaufort County Property Photos

PIN: 01004725

Photo: 01004725.jpg



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Memo:

DATE: April 11, 2016
TO: Mayor and City Council
FROM: Kristi Roberson, Recreation Director
RE: Havens Gardens – Play Together Construction Grant

It is with great pleasure I am able to notify you the Havens Gardens Inclusive Playground is scheduled to begin site work soon. The installation and site prep crew is expected to arrive in Washington between April 8 and April 15. There will be two crews working simultaneously between the Washington and Williamston playground projects. I will continue to keep you updated on the progress as dates become more formalized.

Mayor
Mac Hodges

City Manager
Bobby Roberson



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

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: April 5, 2016
Subject: FY 2017 Budget Questions/Schedule

Please provide questions concerning the City Manager's recommended FY 2017 budget to the City Clerk by April 19th. Budget workshops are scheduled the week of April 25th. Advance questions allow staff to address in order to facilitate an efficient review and preparation of the City's budget during the workshop sessions. Budget schedule is attached.

Budget Schedule 2016-2017

| Scheduled Week Of | Status | Budget Task |
|------------------------------|-----------------------|---|
| 11/30/15 | Complete | CIP template distributed to Management Team |
| 01/04/16 | Complete | Budget Packets Distributed to Management Team |
| 01/04/16 | Complete | Outside Agency Budget Requests Distributed |
| 01/11/16 | Complete | CIP worksheets due back to Finance |
| 01/11/16 | Complete | CIP review with Manager |
| 01/25/16 | Complete | Revenue Estimate- Finance |
| 01/25/16 | Complete | Budget Planning session with Council |
| 01/25/16 | Complete | Outside Agency Budget Requests Submitted |
| 02/08/16 | Complete | Outside Agency Presentation to Council |
| 02/15/16 | Complete | Continuation Budgets submitted to Finance |
| 02/15/16 | Complete | Expansion Budgets submitted to Finance |
| 02/22/16 | Complete | CIP review with Council |
| 03/07/16 | Complete | Budget Compiled by Finance |
| 03/07/16 | Complete | Budget Review with Manager- General Fund |
| 03/14/16 | Complete | Budget Review with Manager- Electric Fund |
| 03/14/16 | Complete | Budget Review with Manager- Public Works |
| 04/11/16 | | Manager's Recommended Budget Presented to Council |
| 04/11/16 | | Budget Available for Public Viewing at City Clerk's Office, Library, and Web Site |
| 04/18/16 | | Council Budget Questions/Clarification to City Manager |
| 04/25/16 | Scheduled entire week | Council Budget Workshops |
| 04/25/16 | | Advertise Public Hearing for Budget |
| 05/09/16 | | Public Hearing- Budget |
| 05/23/16 | | Budget Adopted |
| 05/23/16 | | Budget Posted to Web Site |



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Frankie Buck, Public Works Director
Date: 04-5-16
Subject: Amend Chapter 18, Section 123 – Designated Prohibited Parking Areas.
Applicant Presentation: N/A
Staff Presentation: Frankie Buck

RECOMMENDATION:

I move Council adopt an ordinance to amend Chapter 18, Section 123, Designated prohibited parking areas, in reference to no parking beginning at Telfair Street 140 feet west along the south side of East 10th Street, as outlined in the attached ordinance, with an effective date of April 12, 2016.

BACKGROUND AND FINDINGS:

This request is to prohibit parking on the south side of East 10th Street 140 feet west of Telfair Street. There have been concerns expressed to Council about vehicles parking in front of homes near the intersection.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

Currently Budgeted (Account) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Attached ordinance amendment.

City Attorney Review: _____ Date By: _____ (if applicable)
 Finance Dept Review: _____ Date By: _____ (if applicable)
 City Manager Review: FB Concur _____ Recommend _____ Denial _____ No Recommendation 4/6 Date April 11, 2016

**AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE V,
SECTION 18-123: DESIGNATED PROHIBITED PARKING AREAS,
OF THE WASHINGTON CITY CODE**

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

Section 1. That Chapter 18 Section 18-123 – Designated prohibited parking areas, be amended to add the following:

East 10th Street (south side) one hundred and forty (140) feet west of
Telfair Street.

Section 2. All ordinances in conflict with this ordinance are hereby repealed.

Section 3. This ordinance shall become effective April 12, 2016.

This the 11th day of April 2016.

Mayor

ATTEST:

City Clerk



©2013 Google

Google earth

Imagery Date: 6/2013 35°32'58.09" N 77°02'30.59" W elev: 32 ft eyealt: 19 ft

Report a problem
Tour Guide



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Bobby E. Roberson, City Manager
Date: April 6, 2016
Subject: Approve Building Reuse Grant – 418 North Brown Street
Applicant Presentation: Reverend David Moore, Executive Director
Staff Presentation: Bobby E. Roberson, City Manager

RECOMMENDATION:

I move that the City Council approve a building re-use grant for 418 North Brown Street Washington in the amount of \$500,000 from the department of commerce in conjunction with the City of Washington.

BACKGROUND AND FINDINGS:

Metropolitan Housing and Community Development Corporation, Inc., proposes to start a call center that would provide 40 full time jobs complete with employee major medical health insurance. Metropolitan would be responsible through a contract with the call center. We further propose that a section of the building would be renovated to house the call operations center for the purpose herein described. The long range plan would be to create other jobs to enhance utilization. It will be the mission of Metropolitan contract Services to provide clients with top quality call center services 12 hours a day. Our plan will include business to business and business to customer services including both inbound and outbound calls. We will provide a wide range of call center services to include; generating sales leads, set appointments, market research and seminar and conference invitations.

PREVIOUS LEGISLATIVE ACTION

Metropolitan has worked with the City before on a number of projects that have all been successful including one that closed out for approximately \$500,000 in recent years. MHCDC purposes that the City of Washington to match the \$25,000 and we would take care of the \$475,000 match.

FISCAL IMPACT

\$475,000.00

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

SUPPORTING DOCUMENTS:

City Manager Review: BR Concur _____ Recommend Denial _____ No Recommendation
4/7 Date

Metropolis Contract Services

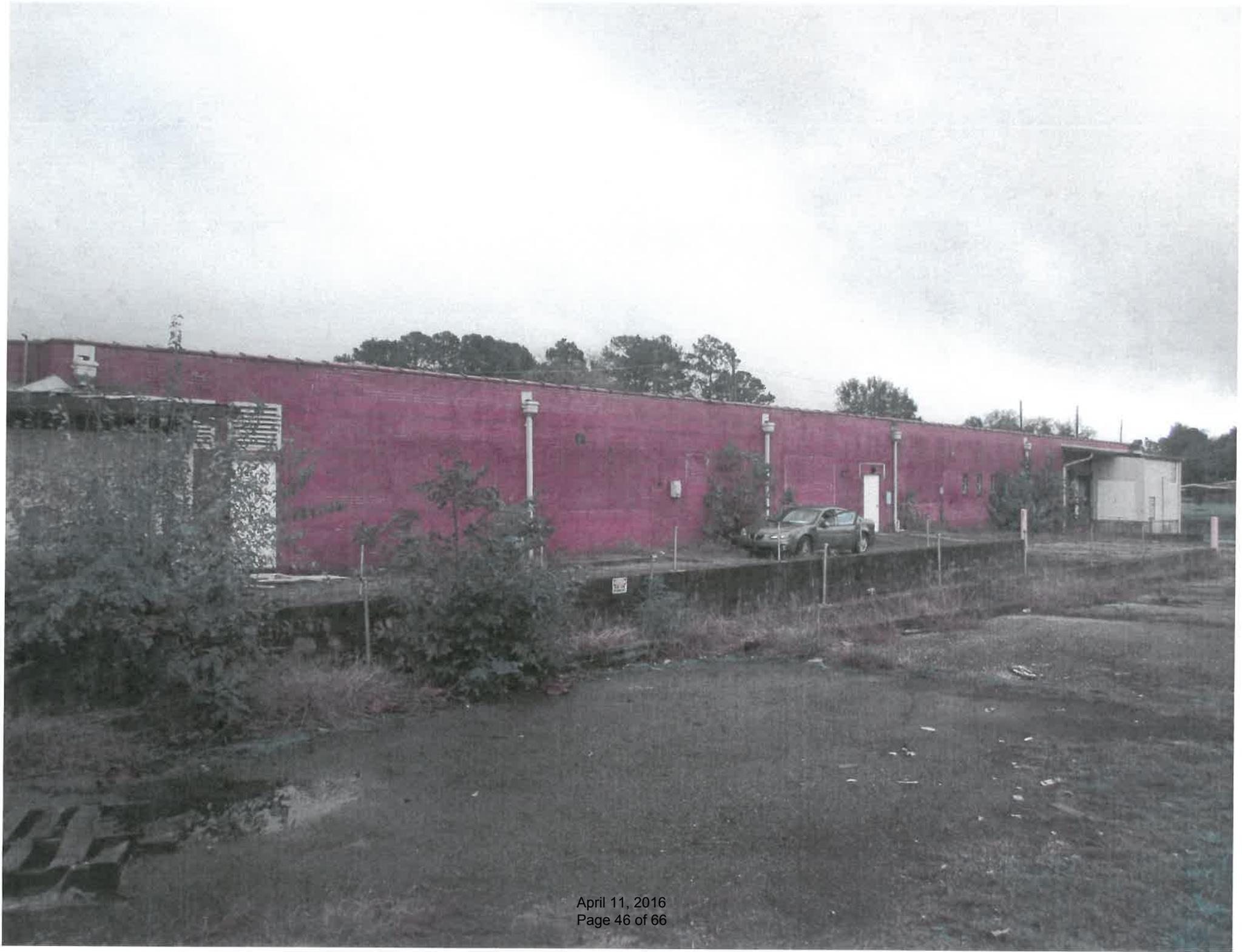
It is the mission of Metropolis Contact Services (MCS) to provide clients with top quality call center services 12 hours a day. We will provide a service that provides our clients with the greatest chance of communicating with their end customers. Our plan entails business-to-business and business-to-customers' services including both inbound and outbound calls. We will have a dedicated and well trained cadre of customer support specialists who are able to consistently provide excellent services delivered in a timely and cost-effective manner.

Whatever a client's customer relations goals are: quantifying sales leads, taking orders, responding to ad inquiries, market research, or general information requests, MCS has the people with the expertise to professionally service those needs.

Metropolis offers a wide range of call center service including both inbound and outbound calls. We will provide bilingual services in both English and Spanish. The most common needs that we can fulfill are:

- Generate sales leads
- Set appointments
- Market research
- Surveys (including statistical analysis and political surveys)
- First level help desk
- Database or mailing list information
- Business development
- Point-of-sale product promotion
- Seminar and conference invitations









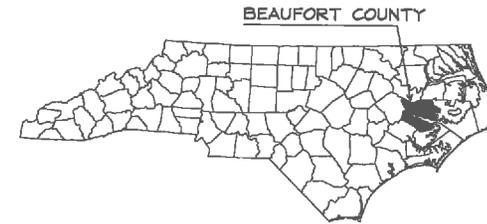
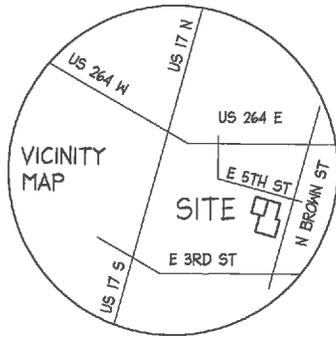




THE BROWN STREET PROJECT

418 BROWN STREET, WASHINGTONN, N. C. 27834

FOR METROPOLITAN HOUSING AND CDC



PRELIMINARY DRAWING
DO NOT USE FOR
CONSTRUCTION

WESLEY H. CABLE, ARCHITECT & PLANNER
11 BRIDGES AVENUE, WASHINGTON, N. C. 27887
TEL: 703-764-7444 FAX: 703-764-7445
WWW.WESLEYH.CABLE.COM
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THE BROWN STREET PROJECT
418 BROWN STREET, WASHINGTONN, N. C. 27834
FOR METROPOLITAN HOUSING AND CDC

PROJECT No. 515

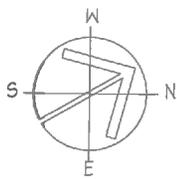
DATE 02 APR 16

REVISIONS:

SHEET TITLE:
COVER SHEET

EC-1

- INDEX TO DRAWINGS:
- EACH CONTRACT
 - EC-1 COVER SHEET
 - EC-2 BUILDING DATA
 - EC-3 LIFE SAFETY PLAN
 - ARCHITECTURAL
 - AR-1 EXISTING PLAN
 - AR-2 EXISTING ROOF PLAN
 - AR-3 EXISTING ELEVATIONS
 - AR-4 PROPOSED PLAN



GPS LOCATION
35.54293N
77.04562W

KEY

- 12' MIN. TO OBSTRUCTION ON PUSH SIDE OF DOOR
- 18' MIN. TO OBSTRUCTION ON PUSH SIDE OF DOOR

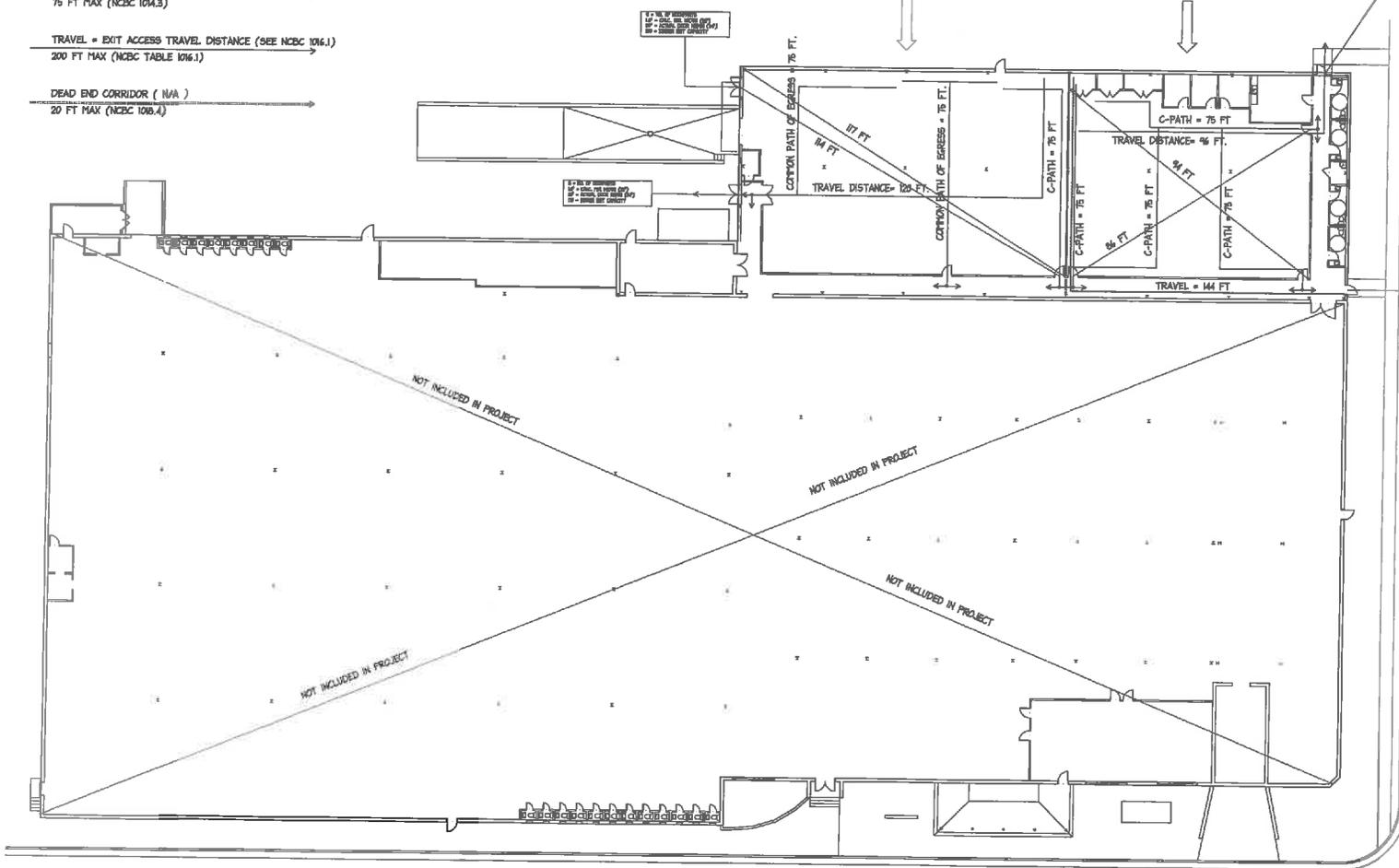
C-PATH = COMMON PATH OF EGRESS (SEE NCBC 1014.3)
75 FT MAX (NCBC 1014.3)

TRAVEL = EXIT ACCESS TRAVEL DISTANCE (SEE NCBC 1016.1)
200 FT MAX (NCBC TABLE 1016.1)

DEAD END CORRIDOR (N/A)
20 FT MAX (NCBC 1016.4)

WAREHOUSE (S-1) OCCUPANCY
6,476 SF = (GROSS)
5 = OCCUPANCY (500 SF/PERSON)
7 = MEN (1 MC + 1 LAV)
7 = WE (1 MC + 1 LAV)
REQUIRED MC = 1/100
REQUIRED LAV = 1/100

BUSINESS (B) OCCUPANCY
4,440 SF = (GROSS)
47 = OCCUPANCY (100 SF/PERSON)
24 = WOMEN (1 MC + 1 LAV)
24 = WE (1 MC + 1 LAV)
REQUIRED MC = 1/25 FOR FIRST 50 AND THEN 1/50
REQUIRED LAV = 1/40 FOR FIRST 50 AND THEN 1/60



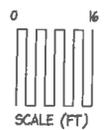
OCCUPANT LOAD AND EXIT WIDTH

| EXIT | AREA | TYPE | NO. OF PERSONS | EXIT WIDTH | EXIT TYPE |
|--------|------|------|----------------|------------|-----------|
| EXIT 1 | ... | ... | ... | ... | ... |
| EXIT 2 | ... | ... | ... | ... | ... |

REVIEW AND ARRANGEMENT OF EXITS

| EXIT | AREA | TYPE | NO. OF PERSONS | EXIT WIDTH | EXIT TYPE |
|--------|------|------|----------------|------------|-----------|
| EXIT 1 | ... | ... | ... | ... | ... |
| EXIT 2 | ... | ... | ... | ... | ... |

A. LIFE SAFETY PLAN



PRELIMINARY DRAWING
DO NOT USE FOR
CONSTRUCTION

HENLEY H. COBLE ARCHITECT & PLANNER
11 BUCKINGHAM SQUARE, BALTIMORE, MD 21201
TEL: 410-528-4000 FAX: 410-528-4001
WWW.HENLEYHCOBLE.COM

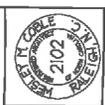
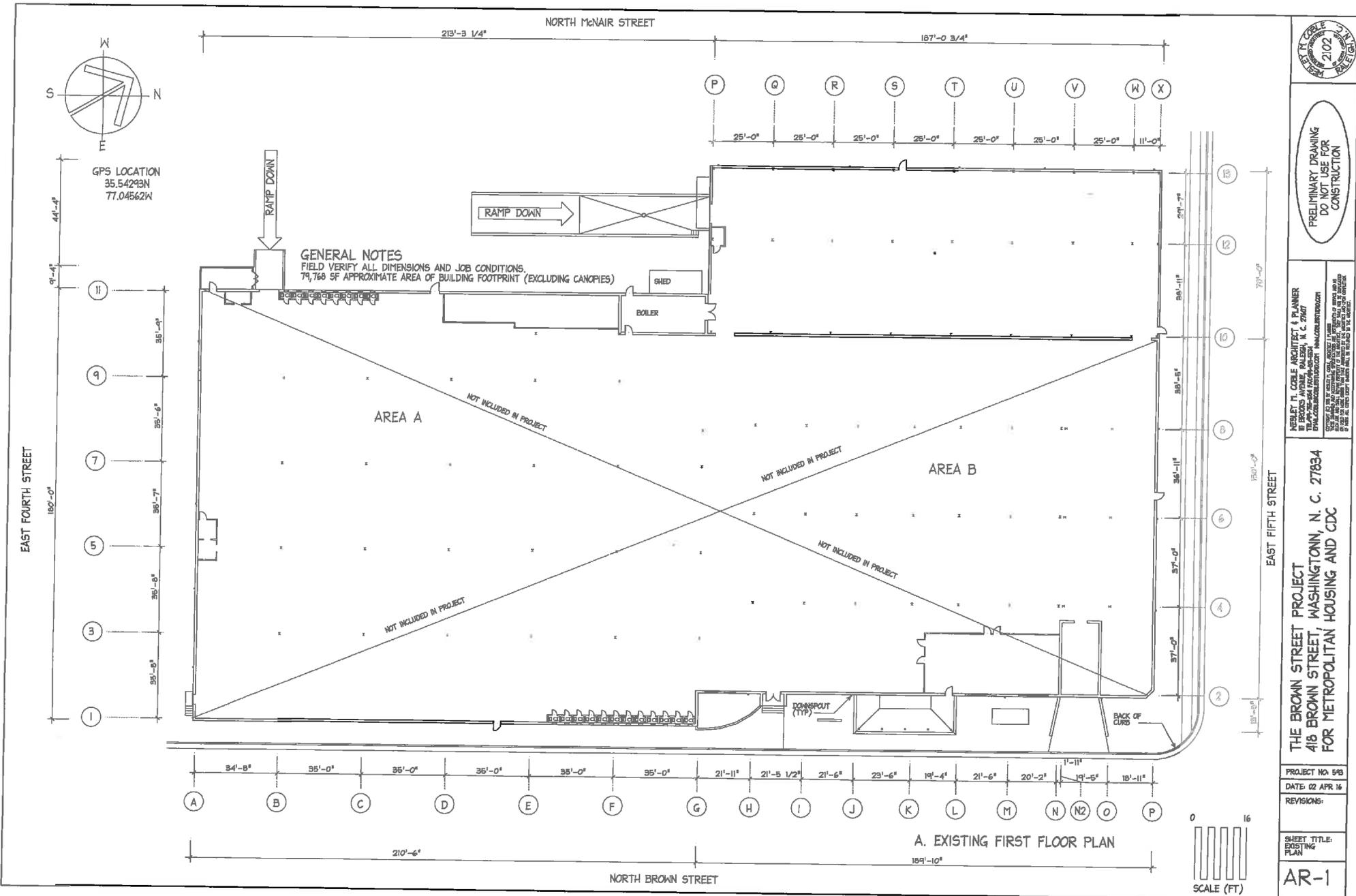
THE BROWN STREET PROJECT
418 BROWN STREET, WASHINGTON, N. C. 27834
FOR METROPOLITAN HOUSING AND CDC

PROJECT No. 578
DATE: 02 APR 16

REVISIONS:

SHEET TITLE:
LIFE SAFETY

EC-3



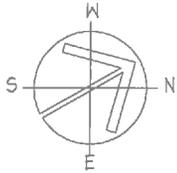
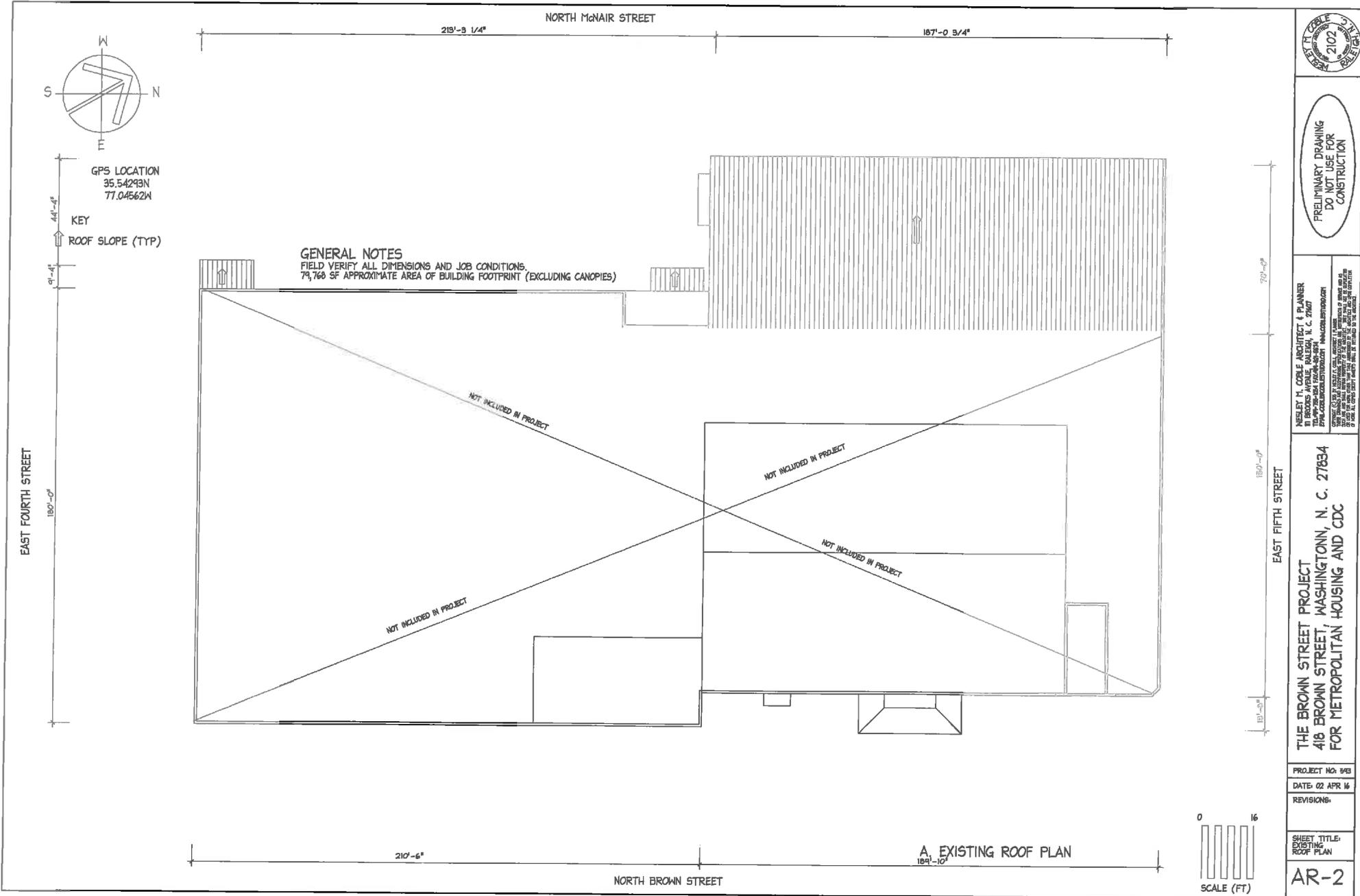
PRELIMINARY DRAWING
DO NOT USE FOR
CONSTRUCTION

ROBERT H. COYLE ARCHITECT & PLANNER
1000 W. BROWN STREET, SUITE 200
WASHINGTON, N. C. 27607
TEL: 703-726-5434 FAX: 703-726-5435
WWW.COYLEARCHITECT.COM WWW.COYLEPLANNER.COM

THE BROWN STREET PROJECT
418 BROWN STREET, WASHINGTON, N. C. 27834
FOR METROPOLITAN HOUSING AND CDC

PROJECT NO: 548
DATE: 02 APR 16
REVISIONS:

SHEET TITLE:
EXISTING
PLAN
AR-1



GPS LOCATION
35.54293N
77.04562W

KEY
↑ ROOF SLOPE (TYP)

GENERAL NOTES
FIELD VERIFY ALL DIMENSIONS AND JOB CONDITIONS.
79,766 SF APPROXIMATE AREA OF BUILDING FOOTPRINT (EXCLUDING CANOPIES)

NOT INCLUDED IN PROJECT

NOT INCLUDED IN PROJECT

NOT INCLUDED IN PROJECT

NOT INCLUDED IN PROJECT



PRELIMINARY DRAWING
DO NOT USE FOR
CONSTRUCTION

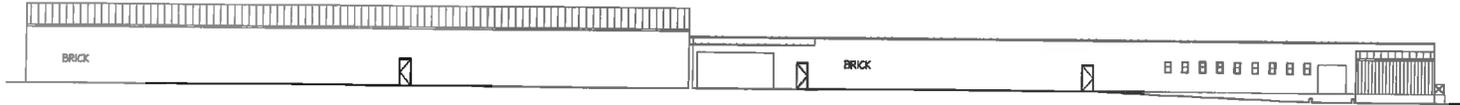
GREGORY H. CAGLE, ARCHITECT & PLANNER
1000 W. GOLF COURSE AVENUE, SUITE 200
RANDOLPH, N. C. 27847
TEL: 919-286-2654 FAX: 919-286-2654
WWW.GHCA-ARCHITECTS.COM
I AM A PROFESSIONAL ARCHITECT AND PLANNER IN THE STATE OF NORTH CAROLINA. I AM LICENSED TO PRACTICE ARCHITECTURE AND PLANNING IN THE STATE OF NORTH CAROLINA. I AM NOT PROVIDING ANY SERVICES IN ANY OTHER STATE. MY LICENSE NO. IS 2102. I AM NOT PROVIDING ANY SERVICES IN ANY OTHER STATE. MY LICENSE NO. IS 2102.

THE BROWN STREET PROJECT
418 BROWN STREET, WASHINGTON, N. C. 27834
FOR METROPOLITAN HOUSING AND CDC

PROJECT NO: 593
DATE: 02 APR 16
REVISIONS:

SHEET TITLE:
EXISTING
ROOF PLAN

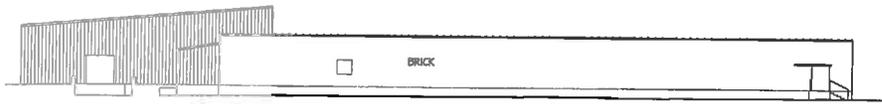
AR-2



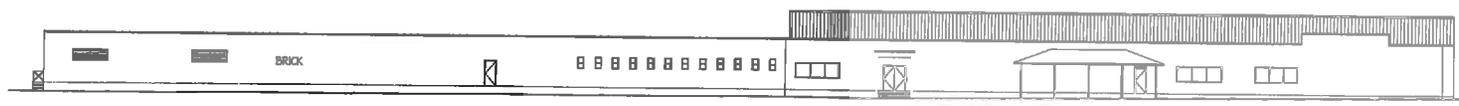
A. WEST ELEVATION



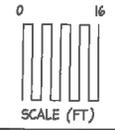
B. NORTH ELEVATION



C. SOUTH ELEVATION



D. EAST ELEVATION



PRELIMINARY DRAWING
DO NOT USE FOR
CONSTRUCTION

NELSEY H. COBLE ARCHITECT & PLANNER
11 BROOKS AVENUE, RALEIGH, N. C. 27607
TEL: 919.973.4000 FAX: 919.973.4001
WWW.NHCOBLE.COM
I HEREBY CERTIFY THAT I AM THE ARCHITECT OF RECORD FOR THE PROJECT SHOWN ON THIS DRAWING AND THAT I AM A LICENSED ARCHITECT IN THE STATE OF NORTH CAROLINA. I AM NOT PROVIDING ANY PROFESSIONAL SERVICES ON THIS PROJECT UNLESS I AM SPECIFICALLY NOTED AS SUCH ON THIS DRAWING.

THE BROWN STREET PROJECT
418 BROWN STREET, WASHINGTON, N. C. 27884
FOR METROPOLITAN HOUSING AND CDC

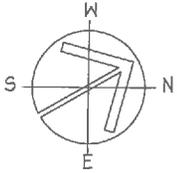
PROJECT NO: 678

DATE: 02 APR 16

REVISIONS:

SHEET TITLE:
EXISTING
ELEVATIONS

AR-3

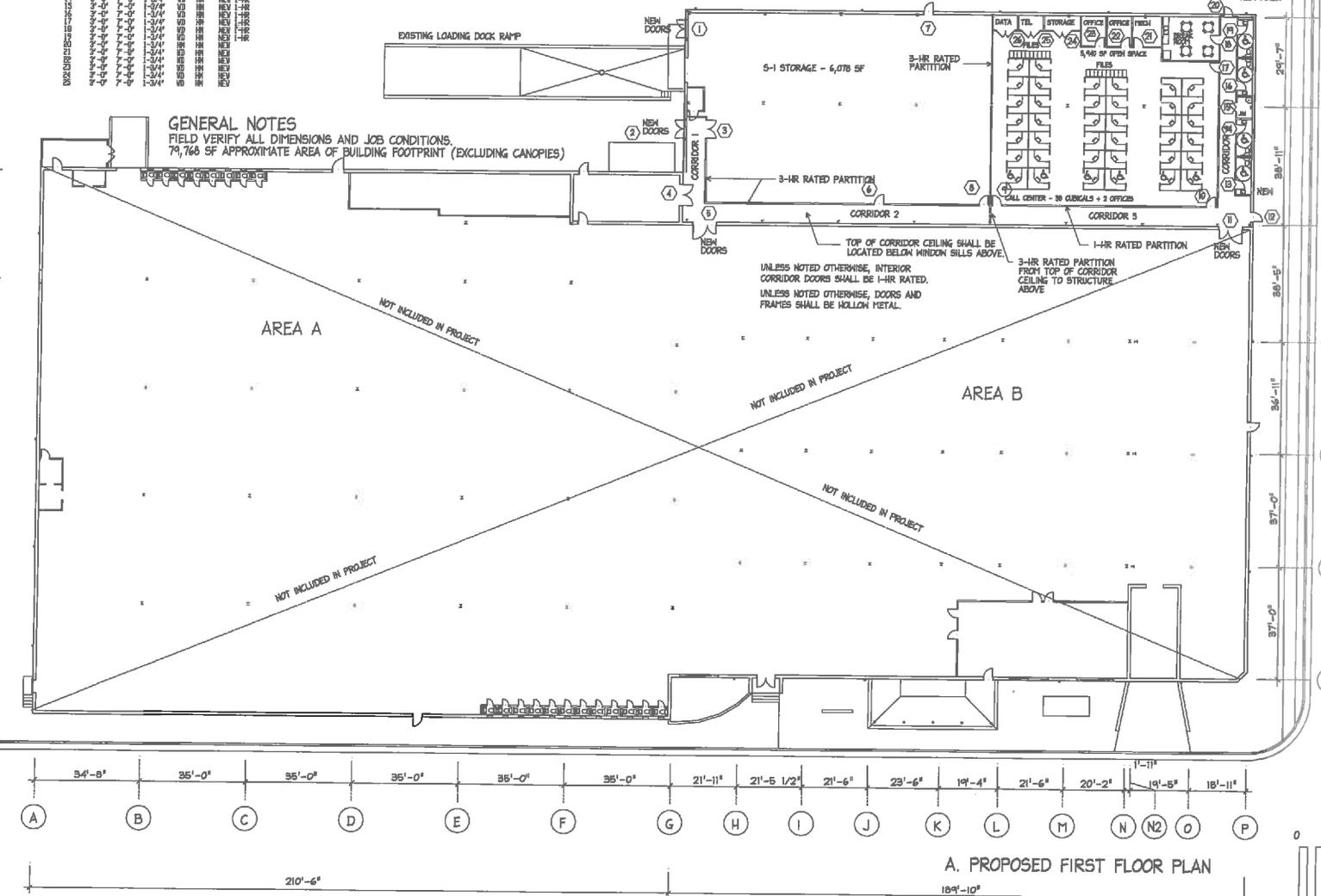


GPS LOCATION
35.54293N
77.04562W

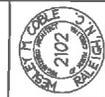
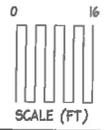
| DOOR SCHEDULE | | | | | | |
|---------------|-------|--------|--------|------------|---------|--|
| NO | WIDE | HEIGHT | THICK | DOOR FRAME | REMARKS | |
| 01 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 02 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 03 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 04 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 05 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 06 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 07 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 08 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 09 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 10 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 11 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 12 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 13 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 14 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 15 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 16 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 17 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 18 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 19 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 20 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 21 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 22 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 23 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 24 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 25 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 26 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 27 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 28 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 29 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 30 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 31 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 32 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 33 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 34 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 35 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 36 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 37 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 38 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 39 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 40 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 41 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 42 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 43 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 44 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 45 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 46 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 47 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 48 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 49 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 50 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 51 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 52 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 53 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 54 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 55 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 56 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 57 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 58 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 59 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 60 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 61 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 62 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 63 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 64 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 65 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 66 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 67 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 68 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 69 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 70 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 71 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 72 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 73 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 74 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 75 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 76 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 77 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 78 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 79 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 80 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 81 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 82 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 83 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 84 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 85 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 86 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 87 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 88 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 89 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 90 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 91 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 92 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 93 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 94 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 95 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 96 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 97 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 98 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 99 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |
| 100 | 3'-0" | 7'-0" | 1-3/4" | HH | NEW | |

| FINISH SCHEDULE | | | | | | |
|-----------------|--------|--------|--------|---------------------|--------------------|--|
| SPACE | FLOOR | BASE | WALLS | CEILING | REMARKS | |
| S-1 STORAGE | CNC | RUBBER | P-07PB | EXPOSED STRUCTURE | | |
| CALL CENTER | CARPET | RUBBER | P-07PB | EXPOSED STRUCTURE | | |
| DATA | VCT | RUBBER | P-07PB | EXPOSED STRUCTURE | | |
| TELEPHONE | VCT | RUBBER | P-07PB | EXPOSED STRUCTURE | | |
| STORAGE | VCT | RUBBER | P-07PB | EXPOSED STRUCTURE | | |
| OFFICES | CARPET | RUBBER | P-07PB | ACoustICAL | | |
| BREAK ROOM | VCT | RUBBER | P-07PB | COSMETIC ACoustICAL | WR 07PB | |
| TOILETS | VCT | RUBBER | P-07PB | COSMETIC ACoustICAL | WR 07PB | |
| CORRIDOR | VCT | RUBBER | P-07PB | P-07PB | 3-HR RATED CEILING | |
| CORRIDOR | VCT | RUBBER | P-07PB | P-07PB | 3-HR RATED CEILING | |
| CORRIDOR | VCT | RUBBER | P-07PB | P-07PB | | |
| CORRIDOR | VCT | RUBBER | P-07PB | P-07PB | | |

GENERAL NOTES
FIELD VERIFY ALL DIMENSIONS AND JOB CONDITIONS.
79,766 SF APPROXIMATE AREA OF BUILDING FOOTPRINT (EXCLUDING CANOPIES)



A. PROPOSED FIRST FLOOR PLAN



PRELIMINARY DRAWING
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CONSTRUCTION

HERBERT H. COBLE ARCHITECT & PLANNER
1100 BROADWAY AVENUE, WASHINGTON, N. C. 27704
TEL: 703-764-7000 FAX: 703-764-7001
WWW.HHCOBLE.COM
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THE BROWN STREET PROJECT
418 BROWN STREET, WASHINGTON, N. C. 27704
FOR METROPOLITAN HOUSING AND CDC

PROJECT NO: 57B
DATE: 02 APR 16
REVISIONS:

SHEET TITLE:
PROPOSED
PLAN

AR-4



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Bobby E. Roberson, City Manager
Date: April 6, 2016
Subject: Apply – Community Development Block Grant for \$250,000
Applicant Presentation: Reverend David Moore, Executive Director
Staff Presentation: Bobby E. Roberson, City Manager

RECOMMENDATION:

I move that the City Council approve the request to allow Metropolitan Housing & Community Development Corporation to apply for a Community Development Block Grant for \$250,000 in support of the Water and Sewer infrastructure Grant to extend the Water and Sewer lines to the property. MHCDC would also like to pave the streets to the property.

BACKGROUND AND FINDINGS:

Previously the City of Washington has allowed the local non-profit the ability to partner with and use the Community Development Block Grant as a way to write down the cost of the land, infrastructure and paving of the total project needs. Metropolitan Housing & Community Development Corporation currently is in procession of the Certificate of Need that is only granted by the State of North Carolina. MHCDC intends to use the facility to support those who receive Medicaid or the poorest of the poor. In order to make this facility cash flow, the non-profit needs to find as much grant money as possible to write the total cost.

PREVIOUS LEGISLATIVE ACTION

The City of Washington has a rich history of working with and partnering with MHCDC to develop many housing facilities in and around the City of Washington. The Community Development Block Grant has allowed both the lower income City residents and the local non-profit to offer affordable housing to its clients. The Division of Commerce has a program that allows for the partnership to be a blessing to both parties.

FISCAL IMPACT

\$250,000.

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

SUPPORTING DOCUMENTS:

City Manager Review: MR Concur _____ Recommend Denial _____ No Recommendation
4/7 Date

A. G. DUNSTON MANOR, INC.
Washington (Beaufort County) North Carolina
50-Bed Assisted Living Facility

ESTIMATED DEVELOPMENT COST

| <u>Cost Classification</u> | <u>Total Allowable Cost</u> |
|--|-----------------------------|
| (1) Administrative and Legal Expenses | |
| Insurance | \$ 41,227.00 |
| Marketing/Advertising | 30,000.00 |
| Licensing/Operation Plan | 30,000.00 |
| Legal Fees | <u>10,000.00</u> |
| Total Administrative & Legal Exp. | \$ 111,227.00 |
| (2) Land, Structures, Rights-of-Way, Appraisals | |
| Land | <u>\$ 250,000.00</u> |
| Total Land, etc. | \$ 250,000.00 |
| (3) Relocation Expenses and Payments <i>(NOT APPLICABLE)</i> | |
| (4) Architectural and Engineering Fees | |
| Architect - Design/Supervision | \$ 175,000.00 |
| Civil Engineering | <u>25,000.00</u> |
| Total A&E Fees | \$ 200,000.00 |
| (5) Other Architectural and Engineering Fees | |
| Surveying | <u>\$ 12,000.00</u> |
| Total Other A&E Fees | \$ 12,000.00 |
| (6) Project Inspection Fees | |
| Independent Inspector <i>(N/A)</i> | \$ 0.00 |
| (7) Site Work | |
| Preparation and Utilities | \$ 300,000.00 |
| (8) Demolition and Removal <i>(N/A)</i> | \$ 0.00 |
| (9) Construction | |
| Structures/Fees and Permits (\$91.00/Sq. Ft.) | \$2,579,549.00 |

| | | |
|--|---------------------------------|------------------------------|
| (10) Equipment/Fixtures | | |
| Furniture and Interior Decor | \$ | 110,372.00 |
| Kitchen | | 88,000.00 |
| Office/Floor/Linens | | 9,450.00 |
| Other | | 47,088.00 |
| | | <u>47,088.00</u> |
| | Total Equipment/Fixtures | \$ 254,910.00 |
| | | |
| (11) Miscellaneous | | |
| Start-Up Cost | \$ | 39,534.00 |
| Market Feasibility Study | | 10,000.00 |
| Certificate of Need Cost | | 50,000.00 |
| Planning Services | | 50,000.00 |
| CPA - Opinion Study | | 5,000.00 |
| Interest - Construction Loan | | 115,602.00 |
| USDA-RD - Debt Service Defer - Interest (2 Years) | | 337,452.00 |
| Lender - Loan Origination Fee (Construction)(0.5%) | | 21,420.00 |
| Initial Operating Deficit | | 287,459.00 |
| | | <u>287,459.00</u> |
| | Total Miscellaneous | \$ 916,467.00 |
| | | |
| (12) | <i>Subtotal</i> | <i>\$4,624,153.00</i> |
| | | |
| (13) | Contingencies | |
| | - Construction (5.0%) | \$ 143,977.00 |
| | | |
| (14) | <i>Subtotal</i> | <i>\$4,768,130.00</i> |
| | | |
| (15) | Project (Program) Income | <u>\$ 0.00</u> |
| | | |
| (16) | TOTAL PROJECT COST | \$4,768,130.00 |

**A. G. DUNSTON MANOR
50-BED ADULT CARE HOME
WASHINGTON, NORTH CAROLINA**

EQUIPMENT AND FURNISHINGS

| | |
|---|----------------------|
| Furniture and Interior Decor | \$ 110,376.00 |
| Kitchen | 88,000.00 |
| Office/Floor/Linens | 9,450.00 |
| Other | <u>47,088.00</u> |
| <i>TOTAL EQUIPMENT/FURNISHINGS</i> | \$ 254,914.00 |

**A. G. DUNSTON MANOR
ESTIMATED START-UP COST
50-BED ASSISTED LIVING FACILITY AND SENIOR CENTER
WASHINGTON (BEAUFORT COUNTY), NORTH CAROLINA**

STAFFING

| | |
|---------------------------------------|----------------------------|
| Management Consultant (2 Months) | \$10,000.00 |
| Administrator (3 Weeks) | 3,462.00 |
| LPN - Care Plan Coordinator (2 Weeks) | 1,450.00 |
| Housekeeper/Maintenance (2 Weeks) | 971.00 |
| Cook - No. 1 (2 Weeks) | 1,092.00 |
| Three (3) Med-Techs (2 Weeks) | <u>3,641.00</u> |
| Salaries and Wages | \$20,616.00 |
| Payroll Taxes & Workers Comp | <u>1,168.00</u> |
| <i>Subtotal Staffing</i> | <i>\$ 21,784.00</i> |

DEPOSITS/SUPPLIES/EQUIPMENT

| | |
|--|---------------------------|
| Workmen's Compensation Deposit | \$10,000.00 |
| Utilities (Deposits) | 5,000.00 |
| Paper Products | 250.00 |
| Food and Food Supplies | 2,000.00 |
| Cleaning Agents/Chemicals | 250.00 |
| Office Supplies | <u>250.00</u> |
| <i>Subtotal Deposits/Supplies/Equipment</i> | <i>\$17,750.00</i> |

TOTAL ESTIMATED START-UP COST **\$39,534.00**

2/7/2014

**A. G. DUNSTON MANOR
50-BED ASSISTED LIVING FACILITY
WASHINGTON (BEAUFORT COUNTY), NORTH CAROLINA**

OTHER EQUIPMENT

| <u><i>Number Needed</i></u> | <u><i>Item Description</i></u> | <u><i>Cost Estimate</i></u> |
|---------------------------------|---|---------------------------------|
| 60 | Waste Baskets (Fire Resistant) | 285.00 |
| 50 | Lamps with Base Switches | 875.00 |
| 2 | File Cabinets | 200.00 |
| 2 | 46" TV (Dining Area) | 1,878.00 |
| 3 | Washer/Dryer Sets (Commercial & Domestic) | 34,000.00 |
| 1 | Time Clock (Lathem - 2100 Model) | 350.00 |
| | Telephone System & Security System | <u>9,500.00</u> |
| | <i>Total Other Equipment</i> | \$ 47,088.00 |

**A. G. DUNSTON MANOR
WASHINGTON (BEAUFORT COUNTY), NORTH CAROLINA
50-BED ADULT CARE HOME**

OFFICE/FLOOR EQUIPMENT/LINENS

| | |
|--------------------------------|--------------------|
| Office Furniture and Equipment | \$ 2,000.00 |
| Computer, Printer and Software | 2,000.00 |
| Floor Cleaning Equipment | 1,950.00 |
| Small Wares/Linens | <u>3,500.00</u> |
| <i>Total Estimated Cost</i> | \$ 9,450.00 |



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Bobby E. Roberson, City Manager
Date: April 6, 2016
Subject: Adopt Resolution on EMS Services and appoint two City Council members to EMS Oversight Committee
Applicant Presentation: Bobby E. Roberson, City Manager
Staff Presentation: Bobby E. Roberson, City Manager

RECOMMENDATION:

I move that City Council adopt a Resolution extending the date until July 01, 2017 to turn over to Beaufort County and other contracts for EMS services to the County. Furthermore, that Council appoint Councilperson _____ and Councilperson _____ to serve on a joint committee to come to an agreeable conclusion on EMS contract services for the city with the county.

BACKGROUND AND FINDINGS:

Certain members of the city staff along with the Mayor were ask to attend a meeting with the EMS Oversight Committee to discuss implications by the city to turn over EMS responsibilities to the county within 90 days, effective July 01, 2016. A discussion was held and it was recommended that a 15 month waiting period be created whereby the city would do nothing with regards to its EMS service delivery. In addition, a committee would be appointed consisting of the city and county managers, the city's mayor, two city councilpersons and two county commissioners to come to a proposed agreeable conclusion on EMS contract services by the City of Washington.

PREVIOUS LEGISLATIVE ACTION:

Passed a motion to turn over EMS services to the county, effective July 01, 2016.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS:

Agency Funding Requests

City Manager Review: BRB Concur _____ Recommend Denial _____ No Recommendation
4/6 Date

RESOLUTION – EMS SERVICES

WHEREAS, the City Council of the City of Washington during its regular scheduled meeting, held on March 28, 2016, instructed the City Manager to inform the County Manager the city would no longer be providing Emergency Management Services (EMS) within their jurisdiction, and;

WHEREAS, the city was engaged in other EMS service contracts with other jurisdiction and would be placing those entities on notice, as well, that henceforth the city would no longer be providing EMS services, and;

WHEREAS, the termination date for EMS services by the city and contract agencies had been set for July 01, 2016 by the City Council of the City of Washington, and;

WHEREAS, the city was requested to be in attendance at an EMS Oversight Committee meeting on Friday, April 01, 2016 to discuss the implications by the city to turn over EMS responsibilities to the county within 90 days effective July 01, 2016, and;

WHEREAS, a discussion was held by the EMS Oversight Committee and a motion was made to allow a 15 month waiting period in which the city would do nothing with its regards to its EMS services, and;

WHEREAS, a committee would be established consisting of the city and county managers, the city’s mayor, two city council members and two county commissioners to come to a proposed agreeable conclusion on EMS contract services by the City of Washington, and;

NOW, THEREFORE BE IT RESOVED that the revised date for the City of Washington to turn over EMS services provided by the city and under contract with the county is July 01, 2017 and two (2) members of City Council are to serve on the committee with the county are as follows: City Councilperson _____ and City Councilperson _____.

ADOPTED this the 11th day of April, 2016

Jay MacDonald Hodges,
Mayor, City of Washington

ATTEST:

Cynthia Bennett,
City Clerk