



JUNE 11, 2012  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from May 7, 8, 14, & 29, 2012 **(page 4)**

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Award – Major Sandy Blizzard his police shield and service weapon upon retirement **(page 57)**
- B. Declare Surplus/Authorize – Electronic Auction of Vehicle through GovDeals **(page 62)**
- C. Approve – Application by Washington Fire Department for the 2012 FEMA Assistance to Firefighters Grant **(page 63)**
- D. Adopt – Budget Ordinance Amendment for Fuel Farm Repairs for the Fueling System at the City Garage **(page 64)**
- E. Adopt – Budget Ordinance for the Vision 100 Airport Grant **(page 66)**
- F. Adopt – Budget Ordinance Amendment for Hurricane Irene-Cemetery Fund **(page 69)**
- G. Approve – Purchase Orders >\$20,000 **(page 71)**

II. Comments from the Public:

III. Public Hearing on Zoning: **6:00 PM**

- A. None –

IV. Public Hearing – Other:

- A. Adopt – Resolution fixing date for public hearing on the non-contiguous annexation of the Eastern Pride, Inc. **(page 74)**
- B. Adopt – Ordinance to Amend Article V, Housing, of the Code of Ordinances to update the Minimum Housing Code **(page 79)**



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- V. Scheduled Public Appearances:  
A. WHDA – 4<sup>th</sup> of July Plans and the Motown concert in September
- VI. Correspondence and Special Reports:  
A. Memo – Contracts for Petroleum Products **(page 106)**
- VII. Reports from Boards, Commissions and Committees:  
A. Human Relations Council **(page 108)**  
B. Load Management Device Installation Reports for April and May **(page 109)**  
C. Financial Reports **(emailed as available)**
- VIII. Appointments:  
A. Appointments – to Various Boards, Commissions, and Committees **(page 111)**
- IX. Old Business:  
A. Adopt – Water Rates for Large Commercial Customers per Chapter 38, Sections 47 – Water Rates and Bills **(page 168)**  
B. Adopt – Electric Rates Schedules **(page 170)**
- X. New Business:  
A. Adopt/Award – Ordinance to condemn as unsafe the structure located at 507 West 2<sup>nd</sup> Street and Award the demolition contract **(page 176)**  
B. Accept – Operational Agreements with the Beaufort County Board of Education to provide School Resource Officers (SRO) for Washington High School and P.S. Jones Middle School for the school year 2012-2013 (\$37,838) **(page 183)**  
C. Approve – Contracts for Water and Wastewater Treatment Chemicals and Approve Purchase Orders for Chemical Purchases **(page 200)**  
D. Adopt – Resolution of Intent to Close Charlotte Street between Park Drive and Willow Street **(page 202)**  
E. Adopt – Budget Ordinance for Fiscal Year 2012-2013, Set Advalorem Tax Rate and User Fee Schedule **(page 204)**



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- XI. Any Other Items From City Manager:
  - A. Discuss – Scheduling of July Council meeting
  
- XII. Any Other Business from the Mayor or Other Members of Council
  - A. None –
  
- XIII. Closed Session – Under § NCGS 143-318.11(a)(4) Economic Development
  
- XIV. Adjourn – Until Monday, July 23, 2012 at 5:30 pm, in the Council Chambers at the Municipal Building.

**INFORMAL PUBLIC BUDGET WORKSHOP**

Four Council members and the Mayor attended, this constituted a quorum and resulted in the need to officially call a council meeting to order.

The Washington City Council met in a continued session on Monday, May 7, 2012 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Doug Mercer, Councilman; Ed Moultrie, Councilman; William Pitt, Councilman; Bobby Roberson, Mayor Pro tem; Josh Kay, City Manager; Cynthia Bennett, City Clerk. Councilman Richard Brooks was absent.

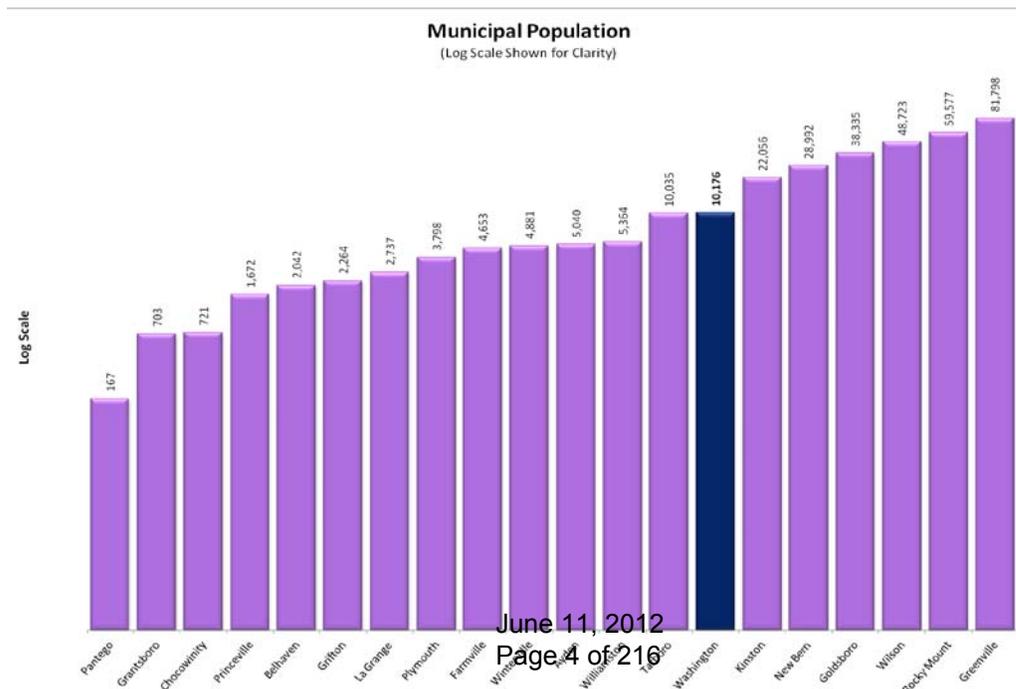
Also present were: Matt Rauschenbach, Chief Financial Officer; Anita Radcliffe, Assistant Finance Officer; Allen Lewis, Public Works Director; Keith Hardt, Electric Director; Susan Hodges, Human Resources Director and David Carraway, IT Dept.

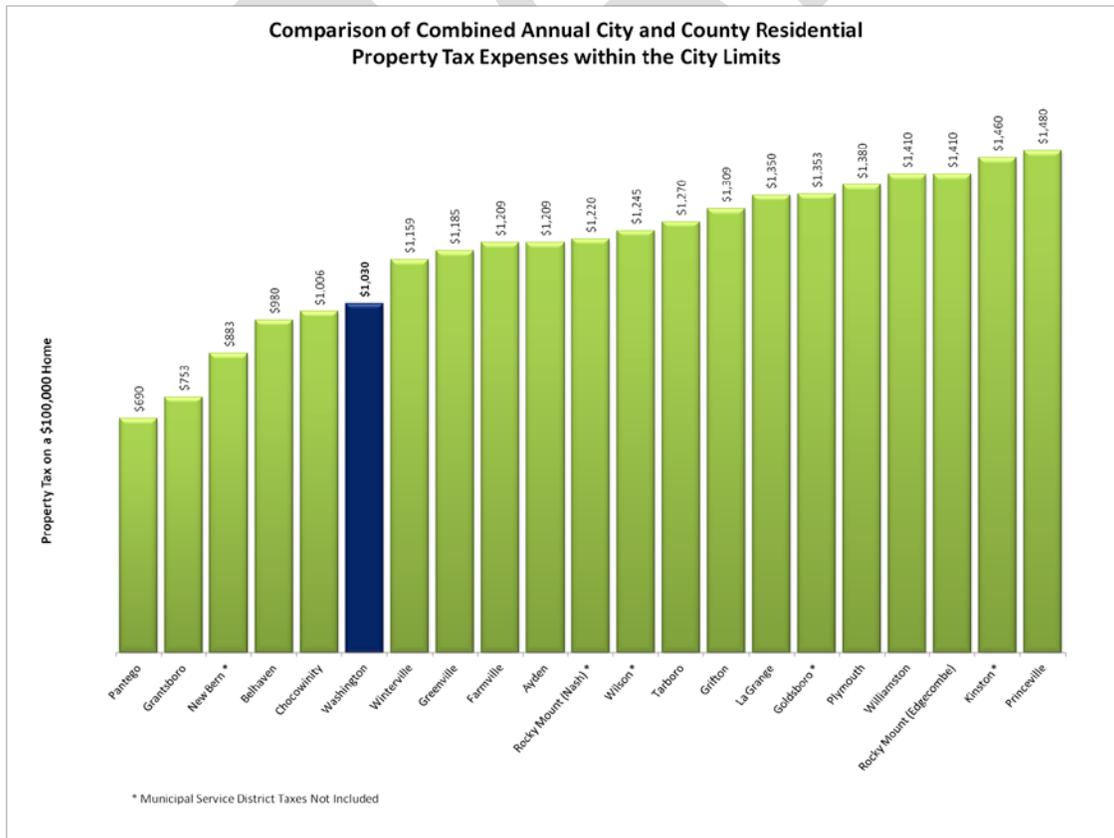
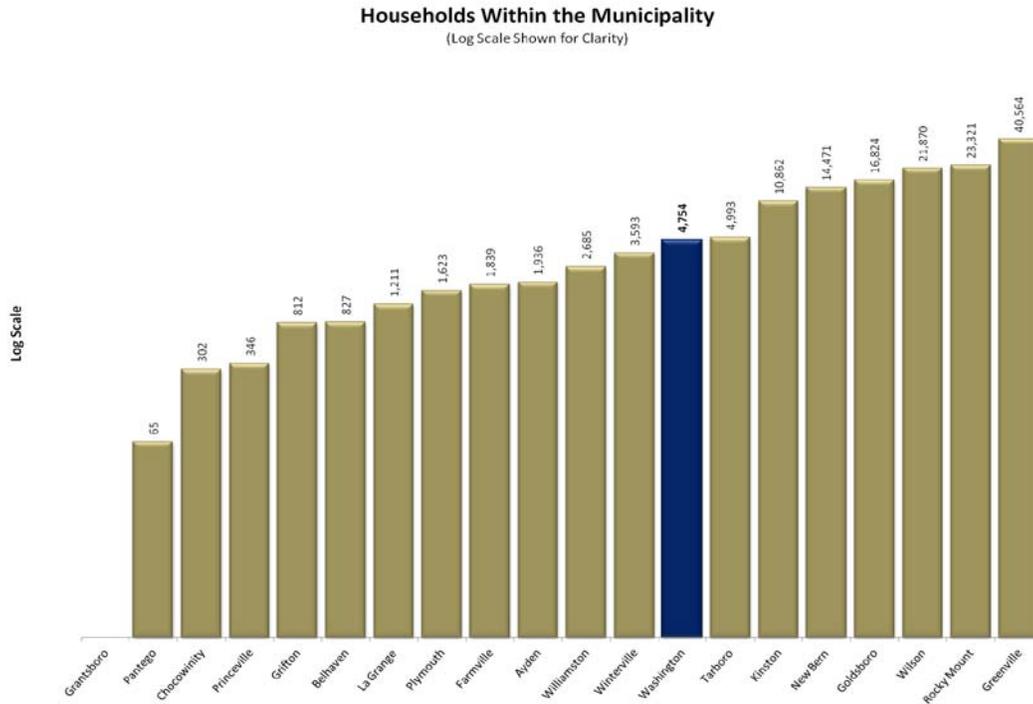
Mayor Pro tem Roberson called the meeting to order.

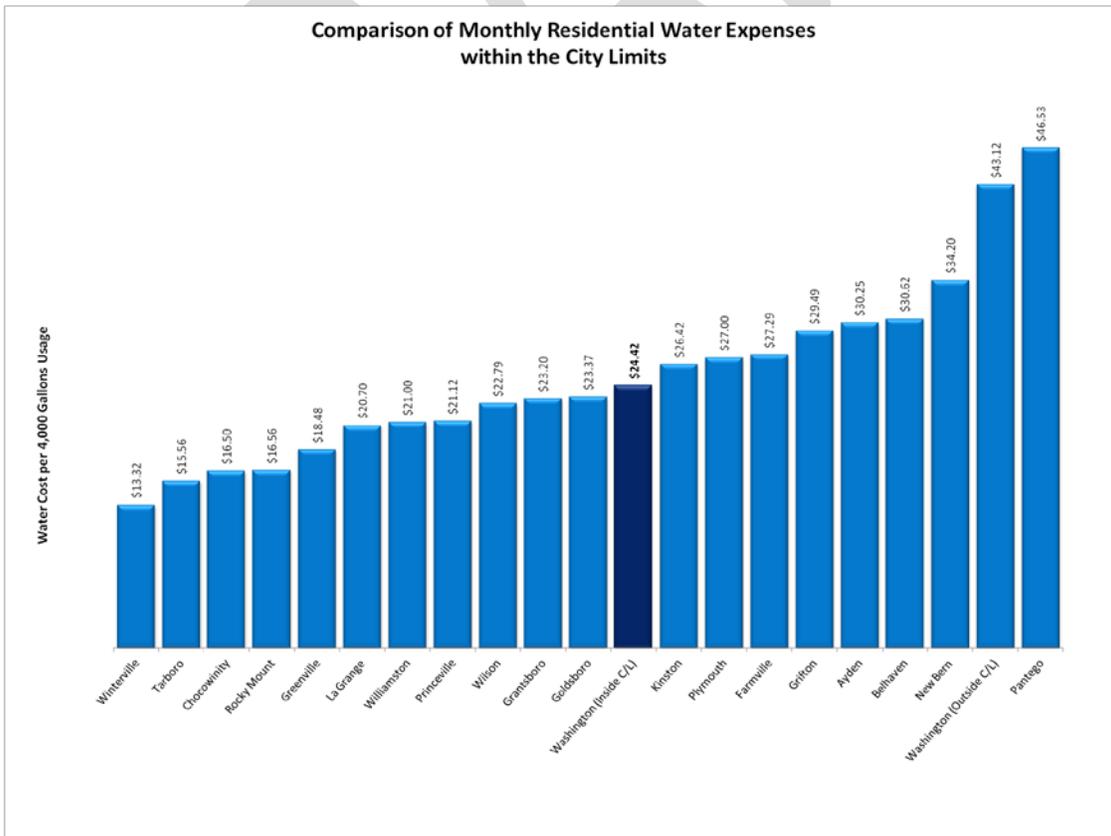
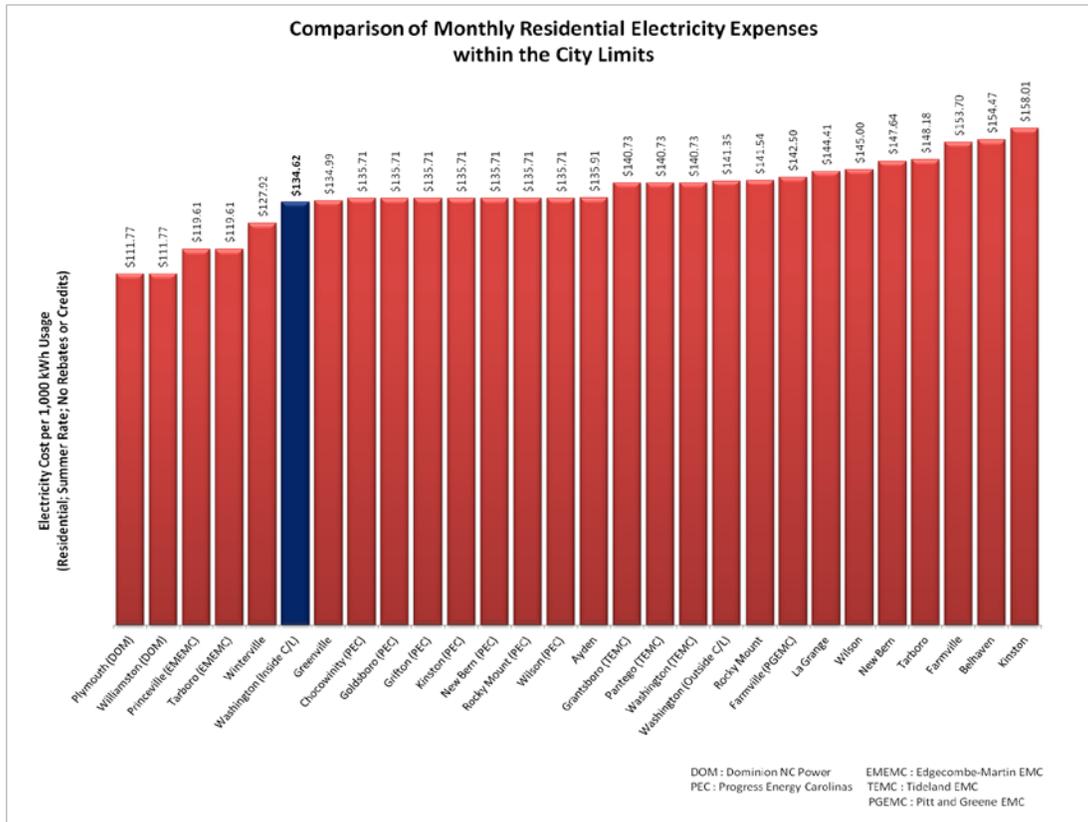
**Competitiveness of Rates**

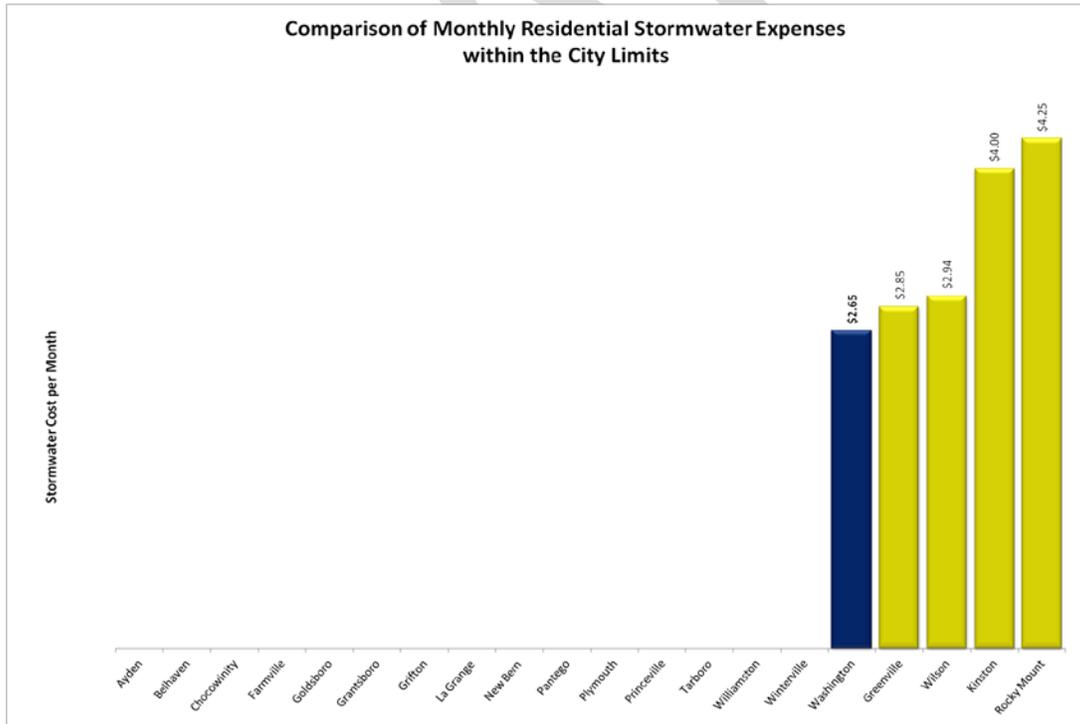
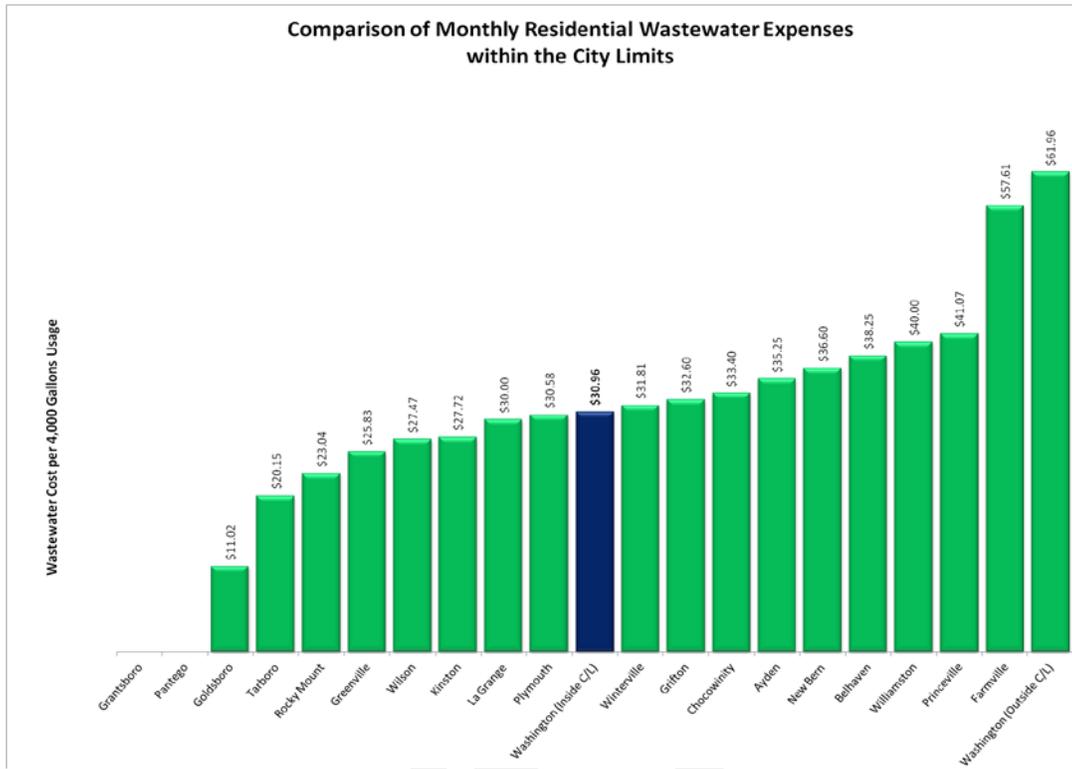
- Analysis By Fund
  - Revenue
    - Proposed
    - Assumptions & Scenarios
  - Expenses
    - Overview of major categories
      - Personnel
      - Operations
      - Capital
      - Debt

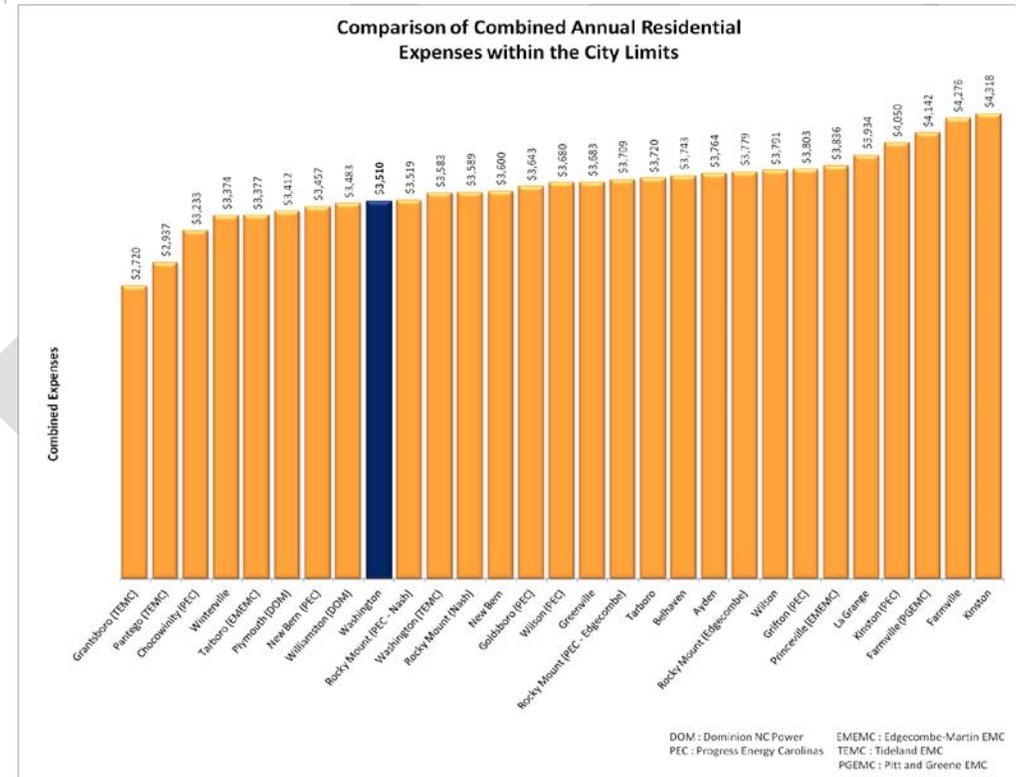
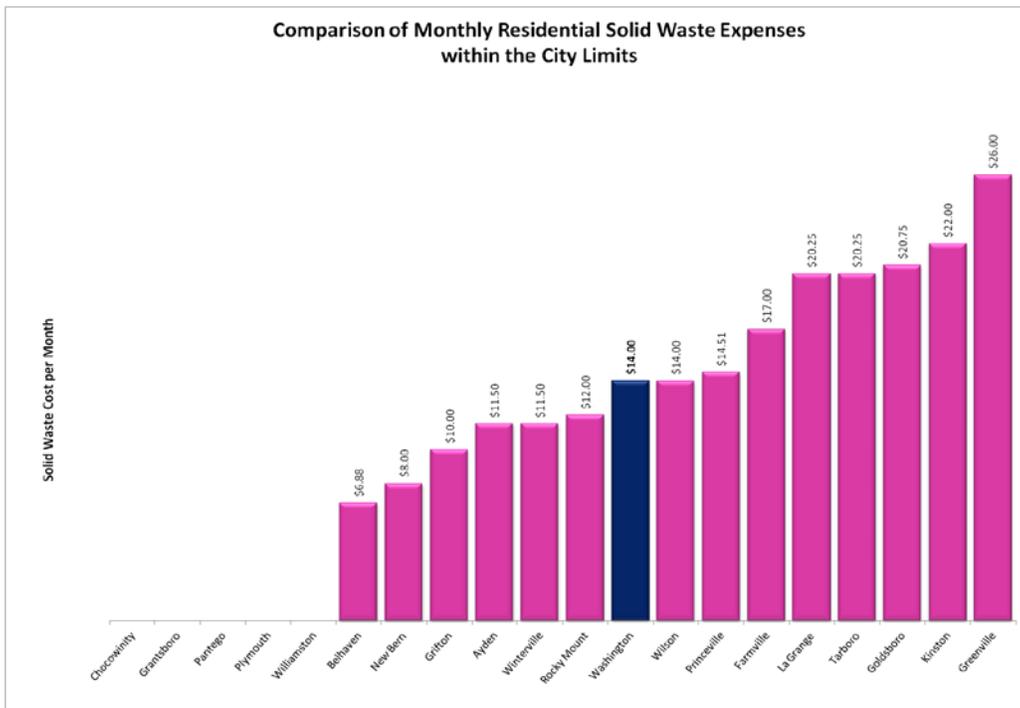
**Competitiveness of City Rates**











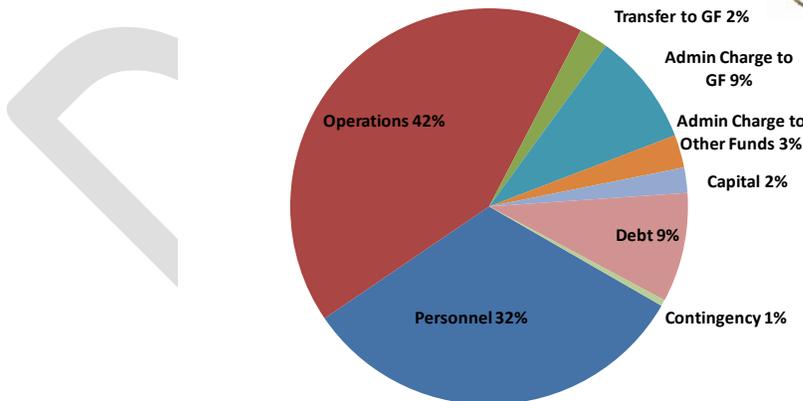
**Water Fund Revenue**

- Revenue
  - Proposed 2012/2013: \$3,051,737
  - 2009/2010 Actual: \$3,050,348
  - 2010/2011 Actual: \$3,141,656
  - 2011/2012 Budget: \$3,165,647 (Projected: \$3,269,007)

- Major Components
  - Transition to flat block rate
    - No impact on customers
  - Sales & Service: \$2,900,000
    - 09/10 Actual: \$2,926,974
    - 10/11 Actual: \$3,013,313
    - 11/12 Budget: \$2,850,000 (Projected: \$2,920,000)
  - Installment Note Proceeds: \$38,000
  - No fund balance appropriated

Mr. Kay stated the City is transitioning to a flat block rate for water usage. This would impact two large water customers (Flander’s Filters and Vidant Beaufort Hospital). It is the recommendation of staff to have a separate rate code for these two water customers and freeze them at their current rate for three years. The grace period will give the two large customers the opportunity to review and learn about the new rate structure which actually serves as a conservation measure. Council reviewed the pros and cons of granting these two large water customers the three year grace period. Council, by consensus agreed to the three year grace period/transition period regarding flat block rates for water. There is no impact on residential customers. The rate doesn’t change until the customer reaches 50,000 cubic feet of water. Council also discussed the need to review all fees charged by the City. The fee schedule will be discussed on May 29<sup>th</sup>.

### Water Fund Expenses



- Proposed: \$3,051,737
- Personnel – \$980,261 (32%)
  - Proposed 2012/2013: 15.5 FTE’s
  - 2010 - 2012: 15.5 FTE’s
- Operations - \$1,286,889 (42%)
  - \$300,000 budgeted for complete AMR installation

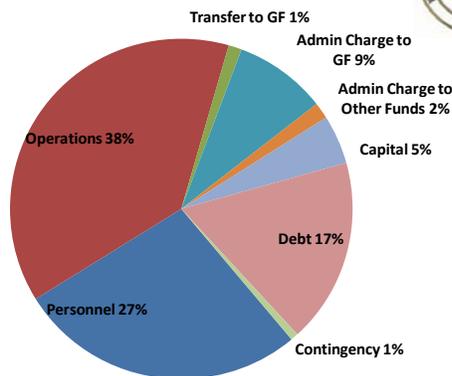
- Debt - \$271,890 (9%)
  - 2002 Refunding P&I: \$269,715 (June 2014 payoff)
  - New 59-month Installment P&I: \$2,175 (3 months only)
- Administrative Charges to the GF: \$280,087 (9%)
- Administrative Charges to Other Funds: \$82,208 (3%)
- Capital - \$63,000 (2%)
  - Replacement of #413: \$38,000
  - Rehab of Tractor (#553): \$10,000
  - Shelter for Tractor: \$15,000
- Transfer to GF: \$71,963 (2%)
  - 2011/2012 Budget: \$143,926
- Contingency: \$15,439 (1%)

Mr. Kay stated \$300,000 is budgeted for AMR installation, this will complete radio read installation. Councilman Mercer asked staff to get him the number of AMR meters in place and the number of AMR meters needed to complete the program. Allen Lewis, Public Works Director noted that even when the program installation is complete, that AMR meters will still be budgeted as replacements will be needed.

**Sewer Fund Revenue**

- Revenue
  - Proposed 2012/2013: \$3,222,139
  - 2009/2010 Actual: \$3,106,929
  - 2010/2011 Actual: \$3,113,026
  - 2011/2012 Budget: \$3,373,156 (Projected: \$3,359,461)
- Major Components
  - No rate changes
  - Sales & Service: \$3,030,000
    - 09/10 Actual: 2,937,486
    - 10/11 Actual: \$3,025,805
    - 11/12 Budget: \$3,020,000 (Projected: \$3,030,000)
  - Fund balance appropriation: \$150,000

**Sewer Fund Expenses**



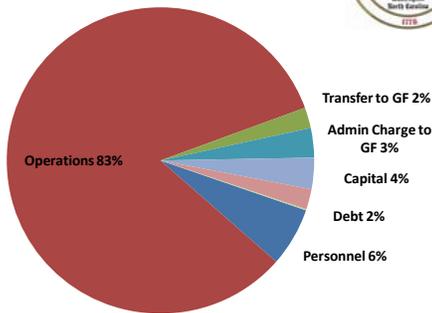
- Proposed: \$3,221,139
- Personnel – \$877,907 (27%)
  - Proposed 2012/2013: 15.5 FTE’s
  - 2010 - 2012: 15.5 FTE’s
- Operations - \$1,235,098 (38%)
  - No major changes in operations
  - \$45,000 for rebuild of #2 degritter
- Debt - \$564,735 (17%)
  - State Revolving Loan P&I: \$213,271 (pay-off May 2025)
    - Includes new debt for Main & Respass Lift Station
  - 2002 Refunding P&I: \$147,091 (pay-off June 2013)
  - 1997 Sewer Bonds P&I: \$173,855 (pay-off June 2013)
  - Installment Purchase P&I: \$30,518 (pay-off January 2013)
- Administrative Charges to the GF: \$281,121 (9%)
  - 2011/2012 Budget: \$280,932
- Capital - \$150,000 (5%)
  - Replacement of sewer flusher: \$90,000
  - Penn & Haven lift station generator: \$60,000
- Administrative Charges to Other Funds: \$49,675 (2%)
- Transfer to GF: \$40,532 (1%)
  - 2011/2012 Budget: \$81,064
- Contingency: \$23,071 (1%)

Allen Lewis, Public Works Director explained that each of the 32 sewer lift stations/pump stations require a backup generator.

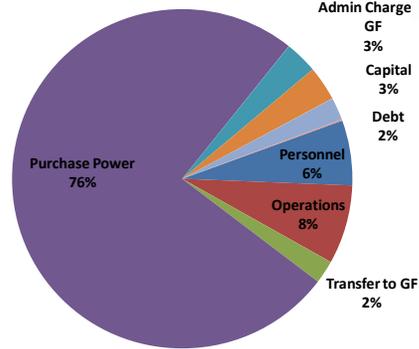
#### **Electric Fund Revenue**

- Proposed: \$38,593,923
  - 2009/2010 Actual: \$39,850,660
  - 2010/2011 Actual: \$40,738,203
  - 2011/2012 Budget: \$39,546,095
    - Estimate: \$39,623,476
    - Hurricane Irene Reimbursement: \$1,050,000
- Major Components
  - Sale of Electricity: \$36,814,840
    - 2009/2010 Actual: \$36,685,361
    - 2010/2011 Actual: \$38,666,148
    - 2011/2012 Budget: \$36,651,859
      - Estimate: \$36,755,305
  - Installment Note Proceeds: \$1,060,000

Electric Fund Expenses



Electric Fund Expenses



**Electric Fund Expenses**

- Proposed: \$38,593,923
- Personnel - \$2,386,457 (6%)
  - 2012/2013 FTE's: 35
  - 2008-2012: 36
  - 2007: 42
- Operations - \$2,905,370 (8%)
  - Continue Load Management Program – bring in-house in fall
- Purchase Power - \$29,105,200 (76%)
  - No wholesale rate increases
  - Assume moderate weather conditions & no load growth
    - 2010 Actual: \$29,091,386
    - 2011 Actual: \$29,529,635
    - 2012 Estimate: \$28,917,590
- Capital - \$1,271,500 (4%)
  - Substation Improvements/Maintenance: \$151,500
  - Generator Improvements (EPA requirements): \$175,000
  - 1,000 Load Management Switches: \$70,000
  - Wire Tensioner: \$40,000
  - Replacement of Truck #619: \$50,000
  - Replacement of Truck #622: \$30,000
  - Design Engineering for 2<sup>nd</sup> & 5<sup>th</sup> St Circuits: \$100,000
  - Design Engineering for Clark's Neck Rd: \$90,000
  - Terra Ceia Phase II: \$325,000
  - Replace Truck #616: \$240,000
- Admin Charge to GF: \$1,202,245 (3%)
  - 2010/2011 Actual: \$1,321,816
  - 2011/2012 Budget: \$1,269,231
- Transfer to GF: \$846,121 (2%)
  - 2010/2011 Actual: \$973,150
  - 2011/2012 Budget: \$973,150

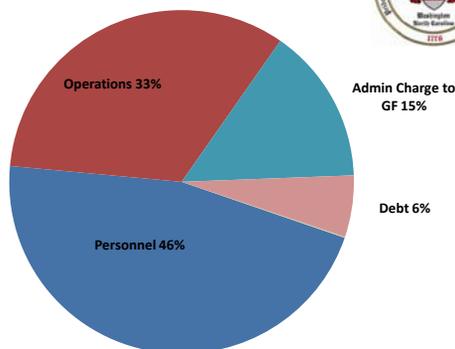
- Debt: \$828,703 (2%)
  - 2002 Refunding P&I: \$27,505
  - Installment Purchase P&I: \$801,198
- Contingency: \$48,327 (0%)

Council discussed load management and inquired about the amount of dollars invested versus the dollars saved. Council also discussed the possibility of an across the board 1% residential electric rate reduction (approximately \$12 per year savings). Staff was directed to review the impact of the potential 1% residential electric rate reduction and report back to Council. Council further discussed the need to educate the public on energy/utility conservation which will in-turn lower the customer’s monthly bill. Staff was directed to present performance measurements/business plan relating to services (SMART – Specific, Measurable, Attainable, Realistic, & Timely). Council members Mercer and Moultrie favored the 1% residential rate reduction, while Council members Pitt, Roberson and Mayor Jennings favored education to help lower the customers “power bill”. Mr. Kay explained staff will develop scenarios/options relating to the suggested 1% residential rate, and also develop a business plan to assist customers in how to lower their “power bill”.

**Solid Waste Fund Revenue**

- Proposed 2012/2013: \$1,219,300
  - 2009/2010 Actual: \$1,304,028
  - 2010/2011 Actual: \$1,537,597
  - 2011/2012 Budget: \$1,663,536 (Estimate: \$1,638,906)
    - Hurricane Irene Reimbursement: \$300,500
- Major Components
  - Residential Services: \$749,000
  - Tipping Fees: \$283,000
  - Dumpster Rental Fees: \$157,000

**Solid Waste Fund Expenses**



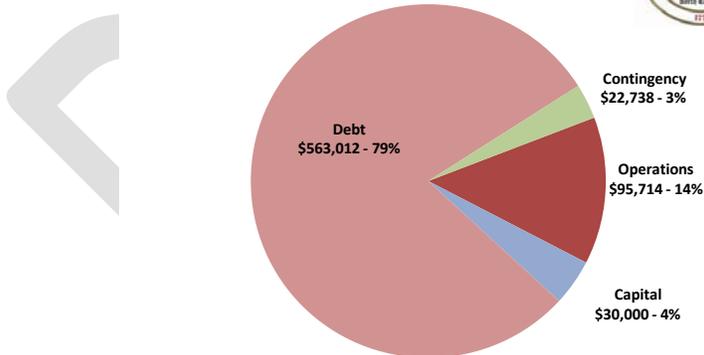
**Solid Waste Expenses**

- Proposed: \$1,219,300
- Personnel – \$563,128 (46%)
  - Proposed 2012/2013: 13 FTE’s
  - 2011 - 2012: 13 FTE’s
- Operations - \$405,231 (33%)
- Admin Charge to GF: \$179,046 (15%)
- Debt - \$70,943 (6%)
  - Installment Purchase P&I: \$70,943
    - BB&T pay-off January 2013
    - BOA pay-off March 2016
- Contingency: \$952

**Storm Water Fund Revenue**

- Revenue
  - Proposed 2012/2013: \$711,464
  - 2011/2012 Budget: \$726,608 (Projected: \$724,464)
- Major Components
  - No rate changes
  - Fees: \$492,000
    - 09/10 Actual: \$509,812
    - 10/11 Actual: \$504,463
    - 11/12 Budget: \$492,000 (Projected: \$492,000)
  - Fund balance appropriation: \$82,573

**Storm Water Fund Expenses**



**Storm Water Fund Expenses**

- Proposed: \$711,464
- Operations - \$95,714 (14%)
- Capital - \$30,000 (4%)
  - Replace Truck #457: \$30,000
- Debt - \$563,012 (79%)
  - Recovery Zone Bond P&I: \$549,771

- Installment Purchase P&I: \$13,241
  - Old debt pay-off January 2013
  - New debt (3 months only)
- Contingency: \$22,738 (3%)

### **Airport Fund Revenue**

- Proposed 2012/2013: \$455,514
  - Fuel Sales: \$155,556
    - 2010/2011 Actual: \$161,051
    - 2011/2012 Estimate: \$175,556
  - Transfer from General Fund: \$83,158
    - 2010/2011 Actual: \$95,633
    - 2011/2012 Estimate: \$86,649

### **Airport Fund Expenses**

- Operations – \$434,958
  - Fuel Purchases: \$120,000
  - Grant Funds: \$166,667
  - FBO Subsidy: \$50,000
  - FBO Rebates: \$20,100
- Administrative Charges to the General Fund: \$20,556

Council directed staff to develop a business plan for Warren Field Airport and the waterfront docks. Councilman Mercer noted that we need to operate all Enterprise Funds as a business. Mayor Pro tem Roberson inquired about “payment in lieu of taxes” from Beaufort County. Matt Rauschenbach, CFO explained last year’s payment was \$10,422. The numbers are being calculated for the amount to be received at the end of the current fiscal year.

### **Cemetery Fund Revenue**

- Proposed 2012/2013: \$317,115
  - Grave Openings: \$92,000
  - Sale of Lots: \$49,000
  - Installment Note Proceeds: \$35,000
  - Transfer From General Fund: \$117,215

### **Cemetery Fund Expenses**

- Personnel - \$225,403 (71%)
- Operations - \$33,459 (10%)
- Capital - \$35,000 (11%)
  - Replacement of Truck #513: \$35,000
- Administrative Charges to GF: \$21,208 (7%)
- Debt: \$2,045 (1%)
  - New 59-month installment debt (3 months only)

Mayor Jennings stated that it is a general perception that theft is occurring at the cemetery, but noted that the loss of items is wind/weather related. Staff was directed to review

the potential thefts that have occurred at the cemetery. The possibility of filming portions of the cemetery was discussed to help elevate these concerns.

Mayor Jennings thanked staff for the many hours of hard work that went into the budget preparation and noted this is the best budget Council has ever received.

**ADJOURN**

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council adjourned the meeting until Tuesday, May 8, 2012 at 5:30pm when the General Fund Budget will be discussed.

(subject to approval of City Council)

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

DRAFT

The Washington City Council met in a continued session on Tuesday, May 8, 2012 at 5:30 pm in the City Council Chambers at the Municipal Building. Present were: Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; Edward Moultrie, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Josh Kay, City Manager; and Reatha B. Johnson, Assistant City Clerk. Mayor Archie Jennings was absent.

Also present were: Matt Rauschenbach, Chief Financial Officer; Anita Radcliffe, Assistant Financial Officer; Stacy Drakeford, Interim Fire & Police Services Director; Allen Lewis, Public Works Director; John Rodman, Planning Director; Philip Mobley, Parks and Recreation Director; Susan Hodges, Human Resource Director; Gloria Moore, Library Director; Lynn Lewis, Tourism Director and David Carraway, IT Department.

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

### **PUBLIC BUDGET WORKSHOP**

City Manager, Josh kay presented and explained the general fund presentation:

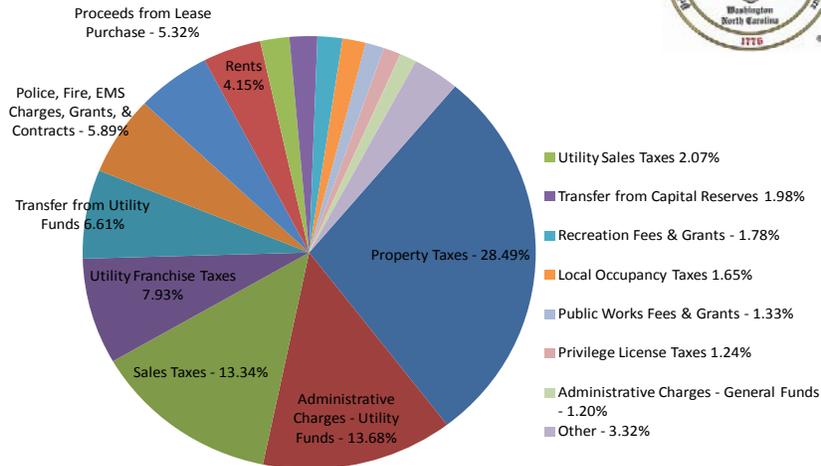
- General Fund Overview
- Analysis by Department
  - Overview of major expense categories
    - Personnel
    - Operations
    - Capital
    - Debt

#### **General Fund Revenue**

- Proposed: \$14,502,346
  - 2009/2010 Actual: \$14,081,603
  - 2010/2011 Actual: \$14,414,191
  - 2011/2012 Budget: \$15,722,584
- Estimate: \$15,797,988
  - Hurricane Irene: \$338,368
  - Brown Street Bridge: \$585,033



## General Fund Revenue



Mayor Pro tem Roberson requested highlighting the Proceeds from Lease Purchases. Mr. Kay explained this is essentially new debt (59 months financing - new capital that is going on in the City) revenue coming in but is directly spent out.

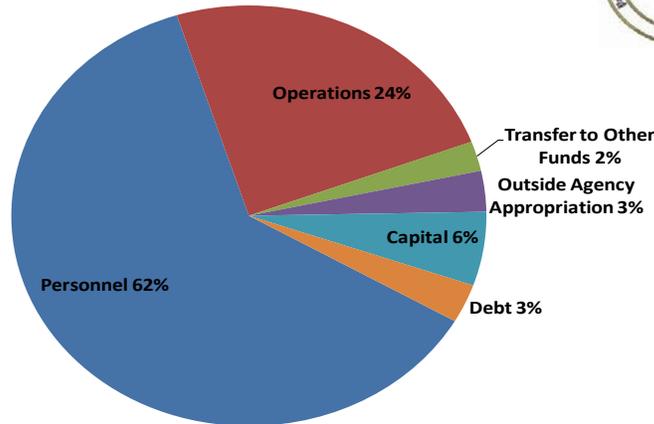
### General Fund Revenue

- Major Components
  - Property Taxes: \$4,131,324 (28.49%)
    - No Tax Rate Increases requested
    - Historical
      - 2010 Actual: \$3,839,047
      - 2011 Actual: \$4,112,050
      - 2012 Budget: \$4,035,260
      - 2012 Estimate: \$4,155,095
  - Administrative Charges from Utility Funds: \$1,984,263 (13.68%)
  - Page 354 in Budget explains formula used
- General Fund Revenue
  - Major Components
  - Sales Taxes: \$1,935,263 (13.34%)
  - Utility Franchise Taxes: \$1,150,422 (7.93%)
  - Transfer from Utility Funds: \$958,616 (6.61%)
    - 2010 Actual: \$1,173,150
    - 2011 Actual: \$973,150
    - 2012 Budget: \$1,198,140
  - Proceeds from Installment Purchases: \$771,368 (5.32%)

Mr. Kay explained that the Proceeds from Installment Purchases of \$771,368 (5.32%) is new capital and new debt. One of the goals directed by Council to staff was to

try to eliminate debt – but we are in a very unfortunate budget year. Mr. Kay voiced reduced revenue and expenditures is increasing cost that is out of our control. Three (3) month financing allows us to hold down our debt service for this fiscal year. Next year we will have twelve (12) months of debt service.

## General Fund Expenses



### General Fund Expenses

- Personnel: \$8,957,932 (62%)
  - 150 FTE's Budgeted
- Operations: \$3,507,811 (24%)
- Capital: \$822,188 (6%)
- Outside Agency Appropriations: \$453,175 (3%)
- Debt: 429,966 (3%)
- Transfer to Other Fund: \$331,274 (2%)

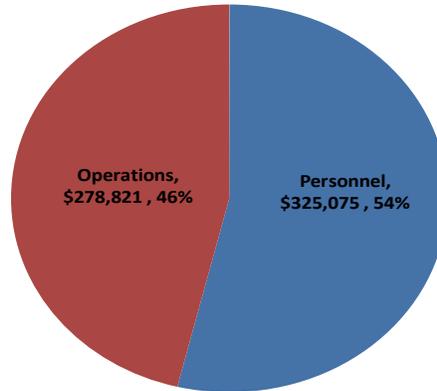
Mr. Kay explained that general fund is very personnel heavy (62%). Councilman Mercer expressed concerns regarding the Outside Agency Appropriations debt of \$453,175 (3%) noting it is now approaching ½ million dollars. Councilman Mercer stated when they arrive at other areas in the presentation he would like to have more conversation about reducing the \$453,175 allocations for Outside Agencies.

### Administration & Governance

- Total: \$603,896
  - City Council: \$53,183 (0.37%)
    - 2011/2012 Budget: \$67,003
  - Mayor: \$12,494 (0.09%)
    - 2011/2012 Budget: \$14,075
  - City Manager: \$298,219 (2.06%)
    - 2011/2012 Budget: \$289,403
  - Legal Services: \$240,000 (1.65%)
    - 2011/2012 Budget: \$260,000

Mayor Pro tem Roberson highlighted legal expenses. Mr. Kay noted that last year staff was charged with reducing legal expenses by 20% and shared we paid out \$260,000 last year. Mr. Rauschenbach verified that the estimate to date is \$236,000. Councilman Mercer suggested exploring the possibility of hiring a full time in house counsel rather than going outside. Also, Mayor Pro tem Roberson highlighted the City Manager’s budget stating that last year’s budget was \$289,403 and this fiscal year it is \$298,219.

### Administration & Governance



### General Fund Expenses

- **Other Departments: \$1,748,565**
  - TDA: \$116,771 (0.81%)
  - Municipal Building: \$244,333 (1.68%)
  - Miscellaneous: \$889,142 (6.13%)
    - Transfer to Airport Fund: \$83,158
    - Transfer to Cemetery Fund: \$117,215
    - Tourism Authority: \$232,800
  - Economic Development: \$166,601 (1.15%)
    - EDC Operations: \$61,780
    - Harbor District Alliance: \$66,000
    - Professional Services: \$30,000
  - Civic Center: \$254,423 (1.75%)

Mr. Kay explained the \$30,000 was a new line item and he recommends using this for retail downtown development or economic development consulting services. Finding outside consultants that will be able to come in and assist the City in retail recruitment.

Discussion continued regarding Outside Agency Funding. Councilman Mercer stated the way the bylaws are written for EDC, they were supposed to present Council with a budget in March and the City did not received a budget; therefore, he requests we cut the funding to \$60,000 and can adjust it at a later date if the need arises. Also, EDC is in sort of a limbo with the hiring of a new director and the salary should not be as much

as the current director. Further, if a budget isn't presented at the appropriate time next year then he would suggest not funding them.

Mayor Pro tem Roberson suggested having conversation with the County during the hiring process of the new director since the City is the second largest contributor. Councilman Mercer recommended rather than having the City and County be the major contributors, have the bylaws based on appropriation by population. Mayor Pro tem Roberson stated we need to review how the City spends its allocation for EDC. Councilman Moultrie inquired if the City had any say so about EDC (do we have a representative) response 'yes' Councilman Mercer is the City's representative. Councilman Pitt suggested holding off any appropriation since EDC is in a state of limbo right now and Councilman Mercer stated they have a leader until the end of June.

Councilman Mercer expressed concern regarding the \$66,000 allocated to Harbor District Alliance. Also, there was \$17,000 requested for the study of a Hotel. If he recalls correctly, Council has not seen the study. Mayor Pro tem Roberson stated the study has been completed and Mr. Kay shared the results of the study – Washington could support a 61 room hotel. Councilman Mercer requested reducing outside agency funding by 1/3 (Council we will pick the ones to address). Council should go down 1/3 each year and the agency will have three years to get there funding in order. Councilman Moultrie had concerns regarding this request and stated we should look into what each agency is doing because there are some agencies that are not self sufficient. Councilman Mercer expressed concern regarding the \$25,000 allocation for Purpose of God as they were only given \$1,600 in the present budget and suggested decreasing funding to \$16,000 and Council members Moultrie and Brooks disagreed. Councilman Brooks suggested Council have a meeting to discuss why we should or should not cut funding for these agencies. Councilman Moultrie inquired if members of Council have we sat down with the organizations and told them eventually funding would be cut in three years and Mayor Pro tem Roberson responded 'no'. Mayor Pro tem Roberson recommended a special meeting to go over the outside agencies funding with each agency providing a one page summary about how the allocation will be spent before adopting the budget. Councilman Pitt suggested becoming eyes for agencies with Council members giving the agency direction. Mayor pro tem Roberson requested each agency provide the City with an invoice for the funding amount before payment. Staff was directed to develop a policy for outside agency funding and Mr. Kay voiced this would be provided at the special meeting.

Councilman Mercer directed Council attention to page 55 regarding the appropriation for the Turnage Theater of \$8,800 and stated this should be deleted from the budget since the Turnage is in foreclosure and Council agreed.

Mayor Pro tem Roberson requested clarification on TDA allocation and Mr. Rauschenbach explained.

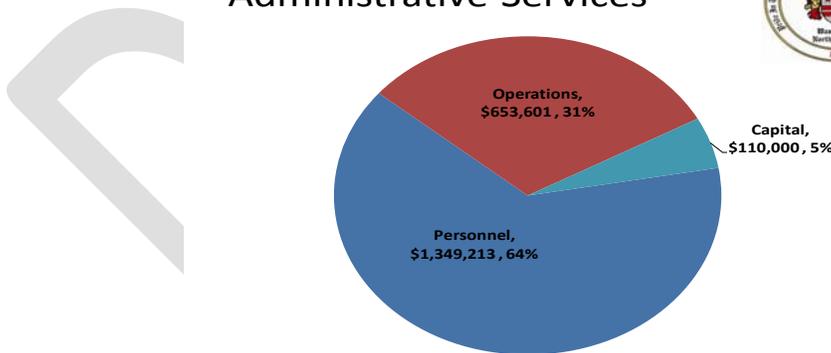
**General Fund Expenses**

- Outside Agencies: \$77,295 (0.53%)
  - Arts Council: \$16,000
  - Boys & Girls Club: \$16,000
  - Zion Shelter: \$5,000
  - Wright Flight: \$3,500
  - East Carolina Wildlife Guild: \$7,045
  - The Blind Center: \$1,000
  - Christmas Parade: \$1,500
  - Eagle’s Wings: \$1,000
  - Human Relations Council: \$1,000
  - Purpose of God: \$25,000
  - Washington Community Care: \$250

**Administrative Services**

- **TOTAL: \$2,112,814**
- Finance: \$508,171 (3.5%)
- Human Resources: \$283,009 (1.95%)
  - Elimination of health screening, but increase in health coaching
- Purchasing & Warehouse: \$128,214 (0.88%)
- Information Services: \$356,230 (2.46%)
  - Replacement of utilities server (\$45,000)
  - Install fiber from City Hall to Communications Center (\$65,000)
- Billing: \$154,922 (1.07%)
- Customer Service: \$682,268 (4.7%)

**Administrative Services**



Mr. Kay stated health insurance was a major increase and that 44% was the lowest possible bid in health coverage for the City this year. In the proposed budget, the City will be picking up 30% of the 44%.

Mayor Pro tem Roberson questioned what could be done to help the employees address health related issues because it appears health screening is not working? Mr. Kay highlighted that we are eliminating health screening (we have had three years of doing the screening and the results haven’t changed). Human Resource Manager, Susan Hodges voiced the City is partnering with Vidant Health this year and have implemented

a health coaching program. Mr. Kay stated all employees with the exception of one is participating in the program. Mayor Pro tem Roberson inquired if health related issues are part of the performance evaluation – response ‘no’ we have to be careful and consider any legal issues (health issues are protected and you can’t discriminate). Councilman Mercer inquired if the pre employment physical does any screening that is job related and Ms. Hodges stated that police and fire is the only department with a pre employment physical and they are medicals.

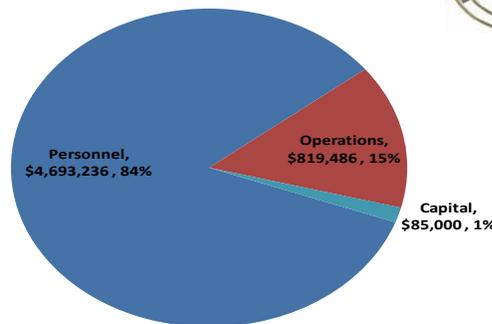
Mayor Pro tem Roberson questioned the installation of fiber from City Hall to Station 2 and Mr. Kay used Hurricane Irene as an example – how we lost optic cable communication at the City of Washington.

Councilman Mercer questioned the five employees in the finance department requiring four computers this year and noted two were requested last year. In the last five years there have been nine computers requested for five employees. Councilman Mercer asked for justification and Mr. Rauschenbach requested time to go back and review. Mr. Kay suggested looking at the entire computer replacement schedule to determine the true need. The computer inventory along with the replacement schedule will be provided to Council.

**Police & Fire Services**

- **TOTAL: \$5,597,722**
- Police: \$2,792,758 (19.26%)
  - 39 FTE’s budgeted (down from 42)
  - Animal Control
  - 2 Police Cars: \$55,000
- E-911 Communications: \$393,774 (2.72%)
  - No Changes
- Fire: \$1,691,243 (11.66%)
  - 26.5 FTE’s budgeted (No change)
- EMS: \$719,947 (4.96%)
  - Power Stretcher: \$12,500

**Police & Fire Services**



Mr. Kay voiced Animal Control will be moving back in house. At the present, we are paying the County \$27,500 (there are some upfront cost for the City).

Councilman Pitt stated the City is paying a County dispatcher \$40,000 for the transfer of answering 911 for the County and suggested looking at a timeframe this allocation should end. Councilman Mercer voiced the combination of service was schedule to take place last year but due to some issues this did not occur. Also, Councilman Pitt requested taking a look at how we can get back some of the money for PSAP as it all goes to the County now (E911 money for the secondary PSAP). It was pointed out by Council members that the City does not qualify for a secondary PSAP and that this will be an issue.

Mayor Pro tem Roberson suggested making a conscientious effort to determine where the new police facility will be located and the strategy for financing. Councilman Brooks stated we need to let the employees know where we are headed and what they will face in this picture. Councilman Pitt suggested considering combination of police and fire to be cost effective. Councilman Mercer voiced when building Station Two we should have looked at building a combination facility which would have only cost a few bucks more.

It was mentioned that it will take 4 million dollars to rehab City Hall; therefore, Council should consider if they wish to rehab City Hall or look for a large enough space to house the administrative offices as well as police.

#### **Community & Cultural Services**

- **TOTAL: \$1,915,730**
- Code Enforcement/Inspections: \$237,200 (1.64%)
  - Contract House Demolition: \$10,000
- Planning & Zoning: \$299,661 (2.07%)
- Brown Library: \$464,774 (3.2%)
  - Replace 1 HVAC unit: \$15,000
  - Replace 2 servers: \$47,568

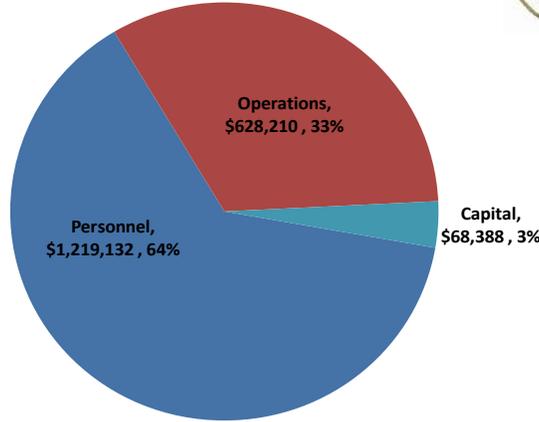
Mayor Pro tem Roberson expressed concern with the Contract for Housing Demolition of \$10,000 and stated this was not enough to get the job done – there is a need to address at least taking out five houses at \$50,000. Mayor Pro tem Roberson explained the issues we are having with housing and we need to be serious.

#### **Community & Cultural Services**

- Recreation Administration: \$107,713 (0.74%)
- Events & Facilities: \$181,443 (1.25%)
  - Replacement of Security System at Bobby Andrews Center: \$8,000
- Senior Programs: \$223,753 (1.54%)
  - Building Maintenance & Upgrades: \$12,820
- Waterfront Docks: \$104,106 (0.72%)
  - Installation of piling caps: \$2,000
- Aquatics Center: \$297,080 (2.05%)

- Replacement of pool heater: \$6,000
- Replacement of security system: \$4,500

### Community & Cultural Services



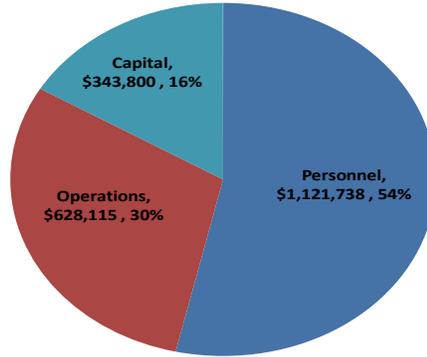
### Public Works

- **Total: \$2,093,653**
- Equipment Services: \$119,453 (0.82%)
- Street Maintenance: \$467,951 (3.23%)
- Powell Bill: \$514,635 (3.55%)
  - Replace Street Sweeper (\$462): \$240,000
- Street Lighting: \$120,000 (0.83%)

### Public Works

- Public Works Director: \$66,490 (0.46%)
- Storm-Water Improvements: \$302,626 (2.09%)
- Parks & Grounds Maintenance: \$502,498 (3.46%)
  - Storage building at Complex: \$9,000
  - 72' deck-mower: \$13,000
  - Grapple Hook: \$2,800
  - 1/5<sup>th</sup> of boardwalk replacement: \$19,000
  - Soccer Field lighting: \$10,000
  - Grant match for west-end restrooms: \$50,000

### Public Works



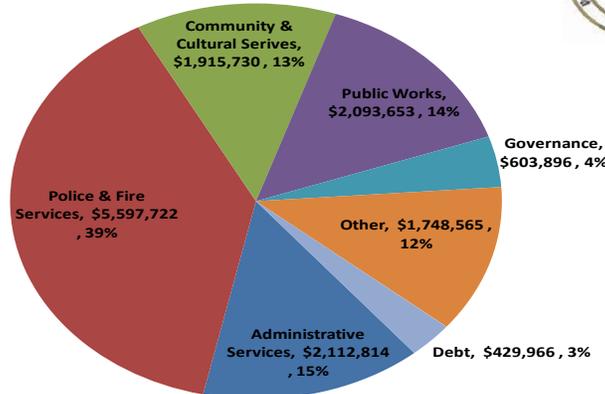
Councilman Mercer expressed concern regarding \$302,626 Storm-Water Improvements line item (page 106). Mr. Kay stated this is primarily where the salary is coming in (storm-water operating cost).

Councilman Brooks asked if the City receives funding for street improvements. Mr. Kay stated we received Powell Bill funding and a portion of those dollars are restricted for street paving and transportation related. Council discussed the argument with the State and instructed Mr. Kay to give them an update on Highway 17 and the \$1.7 million dollars along with any possible next step.

### Debt

- **Total: \$429,966**
  - New Installment Note P&I: \$43,700
  - 3 months of debt service only
  - USDA Loan P&I: \$171,935
  - Bank of America P&I: \$44,385
  - RBC P&I: \$165,569
  - Recovery Bond P&I: \$4,377

### General Fund Expenses



Mr. Kay thanked the Chief Financial Officer and his staff as well as Department Heads and their staff for preparing FY 2012-13 budget.

Members of Council reiterated Mayor Jennings comment on Monday night and thanked Mr. Kay along with staff for a very well prepared and presentation of the budget.

**ADJOURN**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 6:55 pm until Monday, May 14, 2012 at 5:30 am in the Council Chambers at the Municipal.

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

**Reatha B. Johnson**  
**Assistant City Clerk**

DRAFT

The Washington City Council met in a regular session on Monday, May 14, 2012 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Doug Mercer, Councilman; Ed Moultrie, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Bobby Roberson, Mayor Pro tem; Josh Kay, City Manager; Cynthia Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Chief Financial Officer; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Gloria Moore, Library Director; John Rodman, Planning Director; Keith Hardt, Electric Director; Stacy Drakeford, Interim Fire and Police Services Director; Susan Hodges, Human Resources Director and Mike Voss, Washington Daily News.

Mayor Jennings called the meeting to order and Councilman Mercer delivered the invocation.

### **APPROVAL OF MINUTES**

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council approved the minutes of April 9<sup>th</sup> & April 23<sup>rd</sup>, 2012 as presented.

### **APPROVAL/AMENDMENTS TO AGENDA**

Councilman Mercer requested adding an item under Item VIII: Appointments: EDC By-laws Review/Revision Committee.

Councilman Pitt requested the deletion of Item XII.A: Discussion of picnic benches on the waterfront.

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

### **MS. WENDEE BAILEY – DREAM PROVIDER CARE SERVICES INC. (DR. FRED WILSON ACCEPTED)**

Ms. Wendee Bailey, CEO -DREAM Provider Care Services, Inc. for her generosity and supportive efforts in providing Christmas dinner to over 500 families. Ms. Bailey was also instrumental in furnishing many winter coats for those looking for an escape from the cold.



**MS. LYDIE JENNINGS – YOUTH PRAYER BREAKFAST**

Mrs. Lydie Jennings, Program Coordinator for her extraordinary vision in organizing the Washington Youth Prayer Breakfast. The event serves as a weeklong spiritual feast for the body and soul of participating middle and high school students.



**CONSENT AGENDA**

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

- A. Adopt – Resolution directing the City Clerk to investigate a petition for a non-contiguous annexation from Eastern Pride Inc. received under General Statutes 160A-31

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER GS. 160A-31**

WHEREAS, a petition requesting annexation of an area described in said petition was received on April, 5, 2012 by the Washington City Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Washington deems it advisable to proceed in response to this request for annexation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington that: The City Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the City Council the result of her investigation.

**Attest:**

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

**s/N. Archie Jennings, III  
Mayor**

- B. Accept/Adopt – Accept grant funds from the National Football League (NFL) “Summer Youth Football Camp” **and** Adopt a budget ordinance amendment (\$4,000)

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2011-12**

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

Section 1. That account number 10-10-4310-3303, Supplies – Football Grant, Police Department portion of the General Fund appropriations budget be increased in the amount of \$4,000 to provide funds for a summer football camp.

Section 2. That the Estimated Revenues in the General Fund be increased in the amount of \$4,000 in the account Miscellaneous Revenue, account number 10-00-3839-8900.

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 14<sup>th</sup> day of May, 2012.

**Attest:**

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

**s/N. Archie Jennings, III  
Mayor**

- C. Declare Surplus/Authorize – Sale of a piece of equipment through electronic auction using GovDeals (Kubota Mower)

Vehicle Number	Make/Model Description	Serial Number	Odometer Reading
5012	Kubota 54” Zero Turn Mower	ZG227Z	N/A

- D. Adopt – Budget Ordinance Amendment Workers Compensation Reserve Fund  
**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2011-2012**

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

Section 1. That account number 10-00-4400-5402, Worker’s Compensation Insurance, Miscellaneous Non-Departmental portion of the General Fund appropriations budget be increased in the amount of \$104,000 to provide funds for payment to the Worker’s Compensation Internal Service Fund.

Section 2. That the Estimated Revenues in the General Fund be increased in the amount of \$104,000 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 3. That account number 35-90-6610-5402, Worker’s Compensation Insurance, Miscellaneous Non-Departmental portion of the Electric Fund appropriations budget be increased in the amount of \$104,000 to provide funds for payment to the Worker’s Compensation Internal Service Fund.

Section 4. That the Estimated Revenues in the Electric Fund be increased in the amount of \$104,000 in the account Fund Balance Appropriated, account number 35-90-3991-9910.

Section 5. That the Estimated Revenues in the Worker’s Compensation Internal Service Fund be increased in the following accounts by the amounts shown:

85-60-3940-1000	Payments from General Fund	\$ 104,000
85-60-3940-3500	Payments from Electric Fund	<u>104,000</u>
	Total	\$ 208,000

Section 6. That the following account numbers in the Worker’s Compensation Internal Service Fund be increased in the following accounts by the amounts shown:

85-60-4930-1000	WC Claims - General Fund	\$ 104,000
85-60-4930-3500	WC Claims - Electric Fund	<u>104,000</u>
	Total	\$ 208,000

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

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

Adopted this the 14<sup>th</sup> day of May, 2012.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

E. Adopt – Budget Ordinance Amendment for the Harding Square Fence project  
**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
 OF THE CITY OF WASHINGTON, N.C.  
 FOR THE FISCAL YEAR 2011-2012**

**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 \$4,000 in the account Contributions to Recreation, account number 10-40-3612-8402.

Section 2. That account number 10-40-6130-1501, Maint/Repair Grounds, Park Grounds and Maintenance portion of the General Fund appropriations budget be increased in the amount of \$4,000 to provide funds for fencing at Harding Square.

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 14<sup>th</sup> day of May, 2012.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

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

\*Requisition #11129, \$44,000 to Carver Machine Works to rebuild pump 1 at the storm water pump station, account 34-90-5710-1601.

\*Requisition #11130, \$28,000 to Hendrix Barnhill Co. for deep gravity sewer line repair work, account 32-90-8200-4500.

\*Requisition #11132, \$36,000 to Concrete Conservation Inc. for manhole rehab work primarily in Smallwood, account 32-90-8210-4500.

\*Requisition #11134, \$50,000 to Greenville Paving & Contracting Inc. for asphalt for street repairs, account 10-20-4511-4500.

\*Requisition # 11254, \$35,000 to Atlantic Power Systems of NC for repair of 300kW generator located at Piggly Wiggly on River Rd., account 35-90-8370-1600.

**MS. MAE RODGERS - “TOGETHER WE CAN” EVENT**

General Manager Mae Rodgers of The Vine Connection 1320AM, discussed a community event entitled “Together We Can”. The event will be held on June 15-16 promoting unity in our community, based on the foundation motto that “we do it better when we do it together. “Together we are able to positively change our community, our city, state and even our world.

Ms. Rodgers explained that on June 15, 2012 at 3:00pm 1320AM will be hosting a welcome service at Washington Metropolitan A.M.E. Zion Church and the praise will continue that evening at 7pm with concert featuring a brand new southern gospel group Cristal River, the Award Winning Joe Ligon and The Mighty Clouds of Joy!

The following day Saturday June 16th starting at 9am 1320am is having a family and friends fun day to be held on the campus of the station (408 N. Market Street) This event is free to the public.

This is where we need the aid of our city with the following items

\*porta-john’s

\* Handouts about the City of Washington

\* Bottles of water to be passed out

\* Any other types of resources that can be provided

Then on Saturday evening at 6pm we conclude this awesome weekend with a concert from Michael Combs and Tammy Edwards and the Edward Sisters! Mae Rodgers along with The Mr. Sock-Hop himself John Moore will MC this event.

Ms. Rodgers requested assistance from the City with food and funding for the event. Mayor Jennings explained that the City could not contribute funds/food to this program, but will

direct the City Manager and Kristi Hardison, Special Events to assist Ms. Rodgers with coordinating and organizing her needs for the event.

**MR. DAVID GOSSETT – WILDLIFE FESTIVAL**

Mr. David Gossett came forward and explained that he and his wife, Sandra Gossett have been coordinating the Wildlife Festival since its inception in 1996. He explained how the event has evolved over the years and how it now includes the Dock Dogs Competition which is chaired by Neal Woolard. The 2012 event was the last Wildlife Festival that he and Sandra will chair. He thanked the City Council and City of Washington employees for all of their hard work and assistance throughout the years.

Mayor Jennings thanked Mr. Gossett for his endless hours of dedication to this event and charged staff to maintain contact with the Wildfowl Guild to assist in keeping the festival alive.

**MR. ALVIN POWELL – FORMATION OF POLICE ATHLETIC LEAGUE -PAL**

Mr. Alvin Powell addressed the Council concerning exploring a Police Athletic League (PAL). Mr. Powell explained the PAL program, noting that it is a non-profit outreach community program affiliated with Law Enforcement Agencies. This program was formed to help improve the relationship and communication between law enforcement officers within the community and youth by offering sports and classroom programs.

**Highlighted below are some of the criteria/functions offered in the program:**

- Classroom phase
- Sports phase (variety of sports)
- Teaching kids life skills (character development programs)
- Two week summer camp
- Field Trips
- Specific gender training
- Ages 14-18 (kids that have not been in trouble but could get in trouble, without positive influence)
- Law enforcement officers
- Coaches
- Tutors
- Volunteers from the community

Mr. Powell stated this program will not be in conflict with any other programs in the City. The Boys & Girls Club focuses on kids 13 & under and other programs focus on kids who have gotten into trouble. The program has been expanded to reach Aurora, Belhaven, Chocowinity and Washington.

Mr. Powell explained the need for financial support as well as legal counsel from the City to get the program up and running.

Council expressed concern with the following: Requirements, fees (application & program), transportation, liability insurance, grants, funding and dates/time for the program. Mr. Powell addressed all of the above mentioned concerns.

Mayor Jennings explained that the City's legal staff would not be available to assist Mr. Powell in the preparation of the required legal documents for the 501(c)(3) designation. Council commended Mr. Powell for his vision and enthusiasm with this program. Mayor Jennings also explained that the City would be unable to financially support this program as we are currently reducing funding to established programs and can't support any new/start-up programs at this time. Mayor Jennings further explained that the City can't give authority for events to occur at the schools as this would need to be addressed by the Beaufort County Board of Education. He suggested that Mr. Powell continue to work with the Fire and Police chiefs and continue to work on a timeline to develop a quality program that is as good as it can be from the beginning and not rush into the program. Mr. Powell stated the PAL group could possibly bankroll themselves for the startup. Mayor Jennings noted that was a great idea. Mr. Powell asked for consensus from the Council to at least proceed with the filing of the application to be included in the database? Mayor Jennings directed Mr. Powell back to staff/City Manager and directed the City Manager to proceed accordingly and report back to Council from time to time with the progress being made. Mr. Powell explained the total amount needed would be \$1300. Councilman Moultrie suggested that if Council members so desired they could donate individually to this event. Mayor Jennings suggested that the City Manager could assist Mr. Powell in coordinating resources and working with the Chiefs.

#### COMMENTS FROM THE PUBLIC (none)

**ADOPT/APPROVE – RESOLUTION AUTHORIZING THE CITY OF WASHINGTON TO PARTICIPATE IN AN ECONOMIC DEVELOPMENT PROJECT – SPINRITE SERVICES, INC. AND SPINRITE ACQUISITION CORP AND APPROVE A GRANT PROJECT ORDINANCE AND A BUDGET ORDINANCE AMENDMENT AND AUTHORIZE THE CITY MANAGER AND CITY ATTORNEY TO DEVELOP A LIKE AGREEMENT BY AND BETWEEN THE CITY OF WASHINGTON AND BEAUFORT COUNTY TO EFFECUATE THE TRANSFER AND ACCOUNTING OF SAID FUNDS IN SUPPORT OF THE ECONOMIC DEVELOPMENT PROJECT**

Mayor Jennings opened the public hearing. City Manager, Josh Kay explained that Spinrite will be acquiring a portion of National Spinning/Caron Division. NCGS requires a public hearing in order to provide an economic financial incentive to maintain the employment of Spinrite in Washington/Beaufort County. The total grant amount is \$360,000; \$180,000 proposed to originate from the State which requires a dollar for dollar match; \$90,000 from Beaufort County and \$90,000 provided by the City of Washington. Mr. Kay commended the City Attorney for compiling the grant documents.

Councilman Brooks inquired if the parties don't fulfill their obligations? Mr. Kay stated that the City is a secondary party, our funding goes to the County for their match. The City funds will be distributed to the County. An agreement will be developed for the County to request funds from the City as Spinrite meets their employment obligations. The County will request funds from the City and the City will provide a dollar for dollar match along with the County. Councilman Mercer noted that Section 4.0 covers that situation and the City's agreement with the County will mirror the agreement between the State, County and Spinrite.

There being no comments from the public, Mayor Jennings closed the public hearing.

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council adopted a resolution authorizing the City of Washington to participate in an economic development project with, and contribute economic development incentives to, Spinright Services, Inc. and Spinright Acquisition Corp. Council further approved a Grant Project Ordinance and a Budget Ordinance Amendment and authorized the City Manager and City Attorney to develop a like agreement by and between the City of Washington and Beaufort County to effectuate the transfer and accounting of said funds in support of the economic development project.

Councilman Mercer felt we wouldn't have lost the jobs and also felt we shouldn't have paid to try and retain them, even though he strongly supports economic development activities in the County. Councilman Pitt stated he realized this is a small number of jobs, but supported the efforts of the City to retain them. Motion carried 4-1 with Councilman Mercer opposing.

**MEMO – REPORTING OF BAD DEBT WRITE-OFFS**

(begin memo)The following accounts have been written off in accordance with the City of Washington's Policy for Write-off of Uncollectible Accounts Receivable.

<u>Category</u>	<u>Category Description</u>	<u>Criteria for Write-off</u>	<u>Total Write-off</u>
23/24	Retiree Insurance	> 5 years old	\$ 318.47
25	Water Taps	> 5 years old	536.54
27	Miscellaneous G/F	> 5 years old	2,932.00
28	Miscellaneous Sewer Fund	> 5 years old	291.00
29	Miscellaneous Electric Fund	> 5 years old	16,018.22
36	Rents	> 5 years old	59.00
44	Electric Property Damage	> 5 years old	26,166.96
45	Pole Attachments	> 5 years old	160.68
55	Solid Waste Fees	> 5 years old	796.00
57	Miscellaneous Water Fund	> 5 years old	1,738.00
65	Hydrant Usage	> 5 years old	2,852.76
31	Lot Mowing	> 10 years old	16,921.78
33	Building Demolition	> 10 years old	14,590.00
EMS	EMS Charges	> 5 years old	<u>1,670,176.12</u>
	Total		\$1,753,557.53

This is the first significant review and write-off of the City's accounts receivable. The City utilizes late payment notices, liens where applicable, a collection agency, and debt set off to collect delinquent accounts. Once these efforts have been exhausted or the statute of limitations has expired the debt is written off.

Lot mowing and demolition liens that were previously placed against properties remain in place with the hopes that if the property is ever sold, the City will collect proceeds from the sale to satisfy the debt.

The EMS write offs represent fourteen years. In 2010 we began using a third party, EMS Management Consultants, for billing and collection. Our collections have improved from 50% to

72% which is consistent with the industry norm. Medicare and Medicaid pay 96% after contractual allowances, insurance 79%, and patients 12%. Our revenue has increased from \$350,000 to \$525,000/ year. EMS write-offs will continue to be substantial in the future due to contractual allowances and expected collections.

Debt setoff has been a successful collection tool for us. Over \$65,000 has been collected this year and is double what was achieved in the previous year. (end memo)

Matt Rauschenbach, CFO explained the proposed EMS write-offs are from 1994-2007. Council discussed their concerns with the amount of the write-offs. Mr. Rauschenbach explained these are fully reserved and we don't recognize the revenue at the time it is billed. Josh Kay, City Manager explained it has been quite some time since the City has written off uncollectable debt and this will become an annual update to Council. We can expect to write off approximately \$200,000 of EMS billings each year or 28-30% of \$700,000-\$710,000 of EMS charges each year. Staff is aggressive in going after the money we are owed. Councilman Mercer reviewed approximately three years ago, several items were written off such as assessments, lot mowing, etc. Mr. Rauschenbach stated this was the first annual review, we also have three years of EMS billings under the old system. Just because the debt is written off doesn't stop the collectability of the debt. (Council accepted the report as written.)

### **HUMAN RELATIONS COUNCIL**

**Fair Housing Forum** at 6:00 pm - Mr. Brandon Madden, Victims and Citizens Services, representing Attorney General Roy Cooper's office. Mr. Madden addressed informative topics inclusive of:

- Identity Theft
- Frauds and Scams
- Child Internet Safety
- Health Insurance
- Methamphetamine
- Telemarketing Fraud
- Address Confidentiality Program and Internet Scams

### **“Taste of Washington”**

Sponsors:

- Edith Dudley Jenkins \$100
- Washington Housing Authority \$ 50
- Holland Consulting Planners \$ 50
- Human Relations Council \$180
- Restaurants'/Entrepreneur's:
- Nana's & Papa's
- Cakes & Things by Jennette
- Hardee's of Washington
- Foodlion Highway 264 East
- Franks Pizza
- Mazatlan Mexican Restaurant (Council accepted the report as written.)

**WASHINGTON TOURISM DEVELOPMENT AUTHORITY**  
**March-April 2012 Report**

**Meetings**

- Participated in stakeholder meeting to hear the results of the Eye Integrated branding research and logo development. Results are now being presented to the stakeholder groups and paying partners for their support.
- Continue meeting with members of the county's 300<sup>th</sup> anniversary committee. The group will have a presence at Cycle NC to assist with showcasing the area to newcomers and visitors. I coordinated the development of banner stands/trade show display for use throughout the year.
- Attended a meeting of the Highway 264 Corridor marketing committee in Belhaven. The group saw a brochure mock-up and discussed other ways of marketing the corridor. It was decided to have a rack-card developed, but to invest in a website that would be more easily kept up to date. There are still some logistics to be considered, but the group is on the same page.
- The local group of public information officers met with the new publisher of the Washington Daily News to familiarize him with our groups and see what partnerships can be formed.

**Marketing**

- In an effort to keep our partners engaged in our tourism efforts a new e-newsletter was developed. This will serve as a way to communicate valuable information about our programs and trends and opportunities in the hospitality world.
- To ensure that our restaurant partners are prepared for Cycle NC, I visited the restaurants with information about the event and expectations for increased business during the event.
- Continue to use social media to communicate with participants of Cycle NC. This has helped to spread the word about opportunities during the weekend that require reservations.
- The majority of this month has been spent coordinating the final details for the Cycle NC spring ride: meeting with city representatives, caterers, civic groups, vendors, preparing marketing materials and packages for riders, etc.
- I am presently collecting information from various publications and other media to develop our marketing plan for the coming year. It will consist of the development of new ads and collateral material once the branding initiative is complete. An RFP for website redesign/development will also be included in this.
- Worked with Beth Byrd for development of a Civic Center ad for the new Beaufort County wedding guide out in mid-April.

**Management**

- Management work has consisted mainly of developing a budget for next fiscal year, taking into consideration projections for the current budget year.
- The City Council has reviewed capital improvement projects for inclusion in the FY12-13 budget cycle. The civic center decking was one of the top priorities identified for the year. (Council accepted the report as written.)

**WASHINGTON HARBOR DISTRICT ALLIANCE**

**Old City Hall- Main Street Solutions Fund Grant**

The Old City Hall grant agreement and revised Council Action form are before you as presented by Bianca Gentile Shoneman. We ask that the City accept the grant and approve the resolution to support the Old City Hall Main Street Solutions Fund Grant. We ask that the Mayor execute the grant agreement and

that the City manager is authorized to sign the sub-recipient agreement between the City of Washington and Snug Harbor LLC. Environmental Assessments are being completed by NC State.

### **WHDA Changing By-Laws**

The major changes are: Establishes the position of Vice President. VP would stand in for the president in case they needed to step down or could not run a meeting. Specifies that we will have four committee chairs - and names them. The terms will change to 2 years and provide for Co-Chairs for each committee and establish voting rights for the co-chairs in the chair's absence. Eliminates all references to the Merchant's Association (used to have a board position with a person named by the Merchant's Association, which is defunct). Increases total number of board member positions to 11 (from 9). Eliminates all references to "advisors", this was a fig leaf WHDA established five years ago when we reduced the number of board members from 36 to 9.

### **Little Washington Sailing Club**

LWSC has applied to form a separate 501c3. WHDA will continue to support the club until the incorporation is completed.

### **Successful Start of Event Season**

MITS was moved forward one week to accommodate the NC Cycle event in Washington. MITS was well received by those in Washington for the NC Cycle. Many could not believe that MITS was held monthly in Washington. The 2011 Music in the Streets Compilation CD was completed just in time for the first MITS. Fifteen artists from the 2011 season have submitted a wonderful collection of songs. The CD is available at the BC Chamber of Commerce and the Inner Banks Artisans Center for \$10.00. The Annual Washington Marine market was held April 28<sup>th</sup> in conjunction with the BC Arts Council's BOCO Music Festival. Even though it was a cloudy, cold day many hundreds came out to the event. The maritime vendors were happy with the event, as long as they are happy we plan to continue to host this event that highlights the marine industry in Beaufort County.

### **Intern Starting in May**

Jessica Davis is a double major (Animation and Interactive Design and Applied Economics) ECU student who will work up to 20 hours per week. Jessica will be given specific projects to accomplish like a marketing piece to attract hotel developers to Washington or revamping the WHDA website. Ms. Davis will receive a stipend of \$100 a week.

### **Motown Concert Date Set**

WHDA is proud to announce that we will bring ECU Jazz Professor Carroll Dashiell's Motown Review to Washington on September 15, 2012. The concert will take the place of the beach music festival usually held in September. WHDA hopes that this concert will not only be highly entertaining but will also go a long way to involve everyone in the Beaufort County community.

### **Branding Logo Approved by Board**

The board was asked to give its approval of the branding logo and brand position. A motion was made and carried to approve the logo, but ask that the word "friendly" be added to the brand position because that is one of the most important aspects of Washington.

**Ross Hamory Officially Announces Departure from WHDA Board**

Ross Hamory announced that he and his wife Chris intend to move from Washington. Ross announced that Chris Furlough will be taking his place as president of the WHDA board.

**Beaufort County Wedding Guide Complete**

The first BC Wedding Guide produced by WHDA will be distributed the second week in May. It will also be available online. WHDA hope that this piece will promote Washington as a wonderful place to hold a wedding, thereby growing the wedding industry in Washington.

**Board Continues to Meet:**

The WHDA Board meets every third Wednesday of the Month at 8:30AM at the Inner Banks Artisans Center. The meetings are open to the public and any interested person is invited to attend. (Council accepted the report as written.)

**FINANCIAL REPORTS**

There were no comments regarding the Financial Reports at this time.

**APPOINTMENTS: EDC BY-LAWS REVIEW/REVISION COMMITTEE**

By motion of Mayor Pro tem Roberson, seconded by Councilman Pitt, Council appointed Councilman Mercer to serve on the EDC By-laws review committee.

**ADOPT – CAPITAL PROJECT ORDINANCE AMENDMENT FOR THE IMPRESSIONS BUILDING IMPROVEMENT PROJECT**

Josh Kay, City Manager explained the major projects of replacing/repairing the roof; fire protection system, and fire supply line have been completed as well as painting the building, cleaning ductwork, and replacing an HVAC system. These projects were completed within budget. The remaining contingency funds will be utilized for other major maintenance and repair projects that will surface over the remainder of the five year lease of this 50+ year old facility or will be used to reduce the supplemental rent paid for these improvements at the end of the lease.

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council adopted a Capital Project Ordinance amendment for the Impressions Building Improvement Project.

**AN ORDINANCE TO AMEND THE CAPITAL PROJECT ORDINANCE FOR THE IMPRESSIONS BUILDING IMPROVEMENT PROJECT  
CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2011-2012**

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

Section 1. That the following appropriation accounts in the Impressions Building Improvement Capital Project be increased or decreased by the following amounts:

56-60-4930-4500	Construction	\$	66,629
56-60-4930-9900	Contingency		<u>(66,629)</u>
	Total	\$	0

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

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

Adopted this the 14<sup>th</sup> day of May, 2012.

**Attest:**

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

**s/N. Archie Jennings, III**  
**Mayor**

**ADOPT/AUTHORIZE – RECOMMENDATION SUPPORTING THE REDUCTION OF  
THE ETJ AND AUTHORIZE STAFF TO MOVE FORWARD ON THE AREAS OF  
REDUCTION**

Mayor Jennings noted that staff asked Council to provide guidance on how to proceed. Josh Kay, City Manager explained that staff had been directed to investigate the procedure for possible relinquishment of the Extraterritorial Jurisdiction (ETJ) in the Washington area as requested. The areas for the proposed reduction in ETJ limits are indicated on the map. Staff recommends that the ETJ relinquishment be limited to these areas. In researching this, it was determined that there is a procedure that is driven by the North Carolina General Statutes, and that the following schedule is being suggested for Council consideration:

- 1) Present report to City Council
- 2) Planning Board Public Hearing
- 3) City Council Public Hearing/Adopt Resolution
- 4) Establish effective Date for Offer to Relinquish

The North Carolina General Statute essentially provides for a sixty-day period during which the City would maintain zoning jurisdiction over the area or until the regulation of the area is adopted by the County, not to exceed 60 days.

Mr. Kay noted that the Planning Board addressed this topic as discussion only and have not voted to recommend approval from Council. Council members Moultrie, Mercer and Brooks and Pitt, said if it's not a major issue at this time, then we should put this on hold. Mayor Pro tem Roberson objected and felt Council needed to reduce the ETJ and that Beaufort County needs to step forward and address Planning in the County.

Bob Henkle came forward and explained that he lives in the ETJ and has concerns with the possible ETJ reduction and feels it should remain as it is.

Whichards Beach Area  
ETJ Reduction – Costs and Benefits\*

Building Inspections  
January '05 – December '11

<u>Permits Issued</u>	<u>Num</u>	<u>Fees Collected</u>
Building Permits	30	\$3,832
Electrical Permits	12	\$1,315
Plumbing Permits	5	\$1,037
Mechanical Permits	7	\$1,026
Manufactured Home Permits	3	\$ 382
Other permits	1	\$ 44
<b>Total Permits</b>	<b>58</b>	<b>\$7,636</b>
<u>Total Inspections</u>	<u>154</u>	<u>Inspection Costs</u>
Total Inspection Hours	76 x \$30/hr	\$2,280
Total Administrative Hours	15 x \$30/hr	\$ 450
Total Ride Hours	24 x \$30/hr	\$ 720
Fuel	10 miles/insp	\$ 400
<b>Total Costs</b>		<b>\$3,850</b>

<b>Building Inspections January '05 – December '11</b>	
<b>Total Revenue</b>	<b>\$7,636</b>
<b>Total Costs</b>	<b>\$3,850</b>

Planning and Zoning  
January '05 – December '11

<u>Application for Permits</u>	<u>Num</u>	<u>Fees Collected</u>
Special Use Permits	2	\$ 250
Rezoning	5	\$ 750
Variance	4	\$ 600
Admin Hearing	1	\$ 125
<b>Total Permits</b>	<b>12</b>	<b>\$1,725</b>
<u>Total Costs</u>		
Total Administrative Hours	12 x \$30/hr	\$ 360
1 <sup>st</sup> Class Mailings	120 x .40	\$ 48
Advertisement	12 x \$120	\$1,440
<b>Total Costs</b>		<b>\$1,848</b>

<b>Planning and Zoning January '05 – December '11</b>	
<b>Total Revenue</b>	<b>\$1,725</b>
<b>Total Costs</b>	<b>\$1,848</b>

Building Inspections  
January '11 – December '11

<u>Permits Issued</u>	<u>Num</u>	<u>Fees Collected</u>
Building Permits	3	\$ 225
Electrical Permits	0	\$ 0
Plumbing Permits	0	\$ 0
Mechanical Permits	0	\$ 0
Manufactured Home Permits	1	\$ 125
Other permits	0	\$ 0
<b>Total Permits</b>	<b>4</b>	<b>\$ 350</b>
<u>Total Inspections</u>	<u>11</u>	<u>Inspection Costs</u>
Total Inspection Hours	6 x \$30/hr	\$ 180
Total Administrative Hours	1 x \$30/hr	\$ 30
Total Ride Hours	2 x \$30/hr	\$ 60
Fuel	10 miles/insp	\$ 28
<b>Total Costs</b>		<b>\$ 298</b>

<b>Building Inspections January '05 – December '11</b>	
<b>Total Revenue</b>	<b>\$ 350</b>
<b>Total Costs</b>	<b>\$ 298</b>

Planning and Zoning  
January '11 – December '11

<u>Application for Permits</u>	<u>Num</u>	<u>Fees Collected</u>
Special Use Permits	0	\$ 0
Rezoning	0	\$ 0
Variance	0	\$ 0
Admin Hearing	0	\$ 0
Subdivision Review (minor)	2	\$ 0
<b>Total Permits</b>	<b>0</b>	<b>\$ 0</b>
<u>Total Costs</u>		
Total Administrative Hours	2 x \$30/hr	\$ 60
1 <sup>st</sup> Class Mailings	0 x .40	\$ 0
Advertisement	12 x \$120	\$ 0
<b>Total Costs</b>		<b>\$ 60</b>

<b>Planning and Zoning January '11 – December '11</b>	
<b>Total Revenue</b>	<b>\$ 0</b>
<b>Total Costs</b>	<b>\$ 60</b>

\*All costs and benefits are approximate calculations.

The item was tabled at this time and no action was taken, the ETJ remains as is.

**DISCUSS – AIRPORT RFP PROPOSALS**

Josh Kay, City Manager explained that staff advertised for bids for FBO, jump school and airport maintenance. We received two bids back, one bid proposal for jump school and one for FBO. It is staff's recommendation to hold the proposals and staff will compile a business plan for the airport and waterfront docks as directed by Council at the last budget workshop.

**ADOPT – BUDGET ORDINANCE AMENDMENT AND A GRANT PROJECT ORDINANCE FOR THE FEMA FIRE GRANT TO PURCHASE A RESCUE VEHICLE AND EQUIPMENT FOR THE FIRE DEPARTMENT**

City Manager Josh Kay, commended Robbie Rose and his staff for receiving this grant. A \$350,300 FEMA Fire Grant was awarded January 27, 2012 for the purchase of a rescue vehicle and equipment. The federal portion is \$332,785 and the City's share is \$17,515. The Grant Project Ordinance must be adopted in the fiscal year that it is awarded. \$17,500 was included in the FY 2012/2013 budget submitted to Council and will be removed prior to adoption. The remaining funds will be to equip the truck. According to the granting agency, the match will

have to be taken from the current fiscal year’s budget because the grant was awarded in this fiscal year. Mr. Kay explained that he will discuss at the Committee of the Whole to keep this proposed match in the next fiscal year budget to purchase a replacement vehicle for the Planning Department that was in the CIP.

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council adopted a Budget Ordinance Amendment and a Grant Project Ordinance for the FEMA Fire Grant to purchase a rescue vehicle and equipment for the Fire Department.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2011-2012**

**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 \$17,515 in the account Fund Balance Appropriated, account number 10-00-3991-9110.

Section 2. That account number 10-00-4400-9200, Transfer to Federal Grants, Miscellaneous Non-Departmental portion of the General Fund appropriations budget be increased in the amount of \$17,515 to provide funds for a 5% grant match for the construction of a rescue vehicle.

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 14<sup>th</sup> day of May, 2012.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**A GRANT PROJECT ORDINANCE FOR  
ASSISTANCE TO FIREFIGHTERS GRANT AWARD # EMW-2011-FV-00583  
CITY OF WASHINGTON, N.C.  
FOR FISCAL YEAR 2011-2012**

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

Section 1. The project authorized is for the construction of a rescue vehicle, to be financed with 95% grant funds.

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

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

75-10-4341-0400	Administration	\$ 300
75-10-4341-7400	Capital Outlay	<u>350,000</u>

Total	\$350,300
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Section 4. The following revenue is anticipated to be available to complete this project:

75-10-3434-3300	FEMA Grant Funds	\$332,785
75-10-3980-1000	Transfer from General Fund	<u>17,515</u>
	Total	\$350,300

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

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

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

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

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

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

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

This the 14<sup>th</sup> day of May, 2012.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**APPROVE – BID AWARD FOR CONSTRUCTION OF RESCUE/EQUIPMENT TRUCK**

City Manager, Josh Kay explained that a bid process was conducted by the city purchasing agent (Mike Whaley) for the construction of the Rescue/Equipment vehicle being purchased through the FEMA Fire Grant. There were 11 bid packages submitted to potential bidders prior to the sealed bid opening on April 11, 2012. We received three letters of decline to bid, seven no responses, and one bid proposal package from VT Hackney, Inc. Within the bid specifications we included a bid for construction with an International chassis and an alternate bid for a Kenworth chassis to provide pricing options for chassis. With the Kenworth being the

more desired chassis based on our research, and with the pricing difference not significant, we are recommending the use of the Kenworth chassis. We are also recommending taking advantage of the chassis pre-payment option to recognize an additional savings. The excess funds remaining in this grant will be used to purchase rescue power equipment for the truck after purchase.

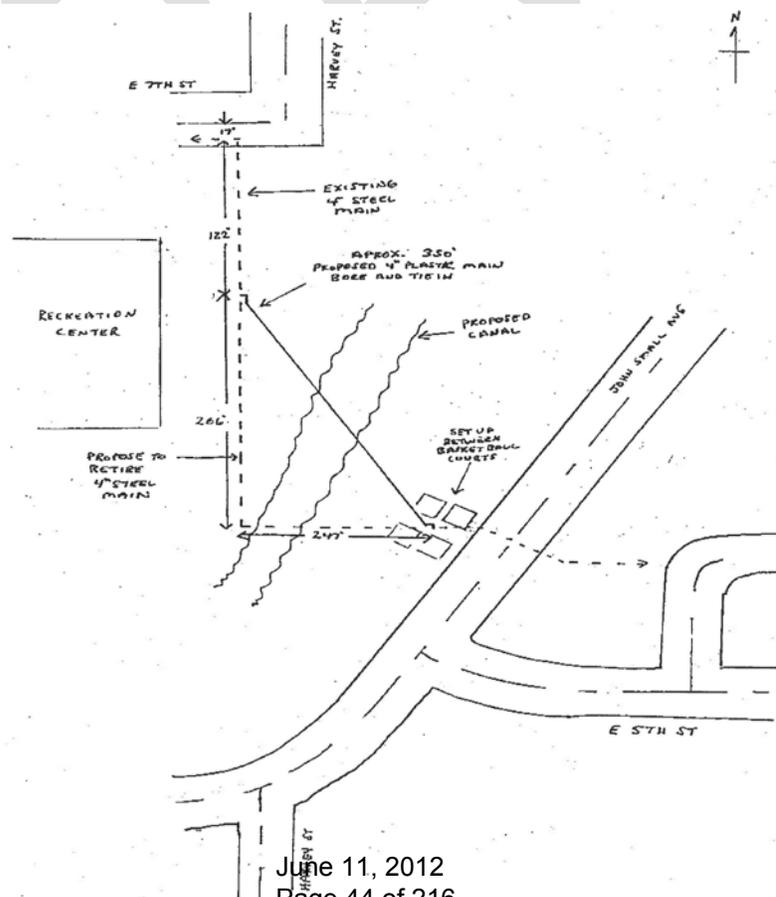
By motion of Councilman Mercer, seconded by Councilman Moultrie, Council approved the bid award for construction of the Rescue/Equipment vehicle to VT Hackney, Inc., using the alternate bid proposal for the 2013 Kenworth T370 chassis in the total amount of \$327,833.00; and also authorized purchase orders for pre-payment of chassis and completed vehicle.

**AUTHORIZE – MAYOR TO SIGN GRANT OF EASEMENT FOR PIEDMONT NATURAL GAS COMPANY, INC.**

City Manager, Josh Kay explained the purpose of this Council Action is to authorize the Mayor to sign a Grant of Easement for the relocation of a 4” gas main across City property in conjunction with the ongoing stormwater project in the Jack’s Creek basin. The attached Grant of Easement provides Piedmont Natural Gas (PNG) a five (5) foot wide easement centered over the proposed relocation of approximately 350lf of 4” gas main that is in conflict with the project near the Bobby Andrews Recreation Center.

By motion of Councilman Mercer, seconded by Councilman Pitt, Council authorized the Mayor to sign the Grant of Easement for the placement of a 4” natural gas main across City-owned property as shown on the attached sketch.

**(copy attached)**



**ADOPT/AUTHORIZE – GRANT PROJECT ORDINANCE AND AUTHORIZE THE MAYOR TO EXECUTE THE GRANT AGREEMENT BETWEEN THE CITY OF WASHINGTON AND THE NC DEPARTMENT OF COMMERCE AND AUTHORIZE THE CITY MANAGER AND CITY ATTORNEY TO FURTHER NEGOTIATE AND REVISE THE AGREEMENT AS NECESSARY TO EXECUTE THE SUB-RECIPIENT AGREEMENT BETWEEN CITY OF WASHINGTON AND CEDAR GROVE PLANTATION, LLC/dba SNUG HARBOR (OLD CITY HALL)**

City Manager, Josh Kay explained that the North Carolina Main Street Solutions Fund is a program designed to provide economic development planning assistance and coordinated grant support to designated micropolitans located in active Main Street communities. The goals of the program are:

1. To provide direct financial benefit to small businesses
2. To retain and create jobs in association with small businesses
3. To spur private investment in association with small businesses

The Main Street Solutions Fund is a reimbursable, matching grant program. This highly competitive process provides up to \$200,000 to local governments. In March, 2012 the City of Washington was awarded the maximum grant award, \$200,000, to redevelop the property located at 126 N. Market Street, also known as “Old City Hall”. The supporting documents, especially Appendix B of the Grant Agreement, describe in detail the specific project job creation, and construction goals. Additionally, please note that the environmental review is currently underway and awaiting comments from the NC State Clearinghouse.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council adopted the grant project ordinance and authorized the Mayor to execute the Grant Agreement between the City of Washington and the NC Department of Commerce and authorized the City Manager and City Attorney to further negotiate and make minor revisions to the Agreement as necessary to execute the Sub-recipient Agreement between the City of Washington and Cedar Grove Plantation, LLC/dba Snug Harbor.

**A GRANT PROJECT ORDINANCE FOR  
MAIN STREET SOLUTIONS GRANT AWARD # MSSF\_ Washington2011  
CITY OF WASHINGTON, N.C.  
FOR FISCAL YEAR 2011-2012**

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

- Section 1. The project authorized is for the rehabilitation of the Old City Hall building through a Sub-recipient Agreement between the City of Washington and Snug Harbor, LLC.
- Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the grant agreements.
- Section 3. The following amounts are appropriated for the project:  
68-60-4930-7300 Building Improvements \$200,000
- Section 4. The following revenue is anticipated to be available to complete this project:

68-60-3480-3400 Grant Funds \$200,000

- Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.
- Section 6. Funds may be advanced by the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grant agencies in an orderly and timely manner.
- Section 7. The Finance Director is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.
- Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this grant project in every budget submission made to the City Council.
- Section 9. Copies of this grant project ordinance shall be furnished to the City Clerk, and to the Budget Officer, and to the Finance Director for direction in carrying out this project.
- Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.
- Section 11. This ordinance shall become effective upon its adoption.

This the 14<sup>th</sup> day of May, 2012.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

(copy attached)

**APPROVE/AUTHORIZE – AGREEMENT WITH THE RURAL DEVELOPMENT CENTER AND THE PERFORMANCE AND LOAN AGREEMENT WITH WEIR VALVE & CONTROLS, USA FOR A BUILDING RETROFIT GRANT AND AUTHORIZE MAYOR TO SIGN NECESSARY DOCUMENTS AND AGREEMENTS**

City Manager, Josh Kay explained that Weir Valves is upgrading their facility in order to retool for a new product line. The total project is estimated to be approximately \$999,977. and will result in 82 new jobs at the Washington plant. The City of Washington, with assistance from the Mid-East Commission, applied for and received a grant through the Rural Development Center, Inc for a grant of \$410,000. Weir Valve will provide the majority of the match through construction costs (\$569,477) and the City of Washington will provide \$20,500 to pay for administrative and management services for the grant. Should Weir Valve not create the jobs, they would be required to pay back the grant (via a performance/loan agreement and promissory note). This project will require a capital project account and an unbudgeted appropriation.

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council approved the Agreement with the Rural Development Center and the Performance and Loan Agreement with Weir Valves & Controls, USA for a building retrofit grant and authorized the Mayor to sign all necessary documents and agreements to complete the agreements as well as approved the corresponding Grant Project Ordinance and Budget Amendment Ordinance for the Weir Valve Building Retrofit Grant.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2011-2012**

**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 \$20,500 in the account Fund Balance Appropriated, account number 10-00-3991-9110.

Section 2. That account number 10-00-4400-9201, Transfer to State Grants, Miscellaneous Non-Departmental portion of the General Fund appropriations budget be increased in the amount of \$20,500 to provide funds for a 5% grant match for administration of the NC Rural Economic Development Center Grant – Weir Valves and Controls.

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 14<sup>th</sup> day of May, 2012.

**Attest:**

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

**s/N. Archie Jennings, III  
Mayor**

**A GRANT PROJECT ORDINANCE FOR  
NORTH CAROLINA RURAL ECONOMIC DEVELOPMENT CENTER GRANT  
GRANT AWARD # 2012-220-60501-118  
CITY OF WASHINGTON, N.C.  
FOR FISCAL YEAR 2011-2012**

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

Section 1. The project authorized is for the rehabilitation of the Weir Valves & Controls building.

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

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

74-60-4930-0400	Administration	\$ 20,500
74-60-4930-7300	Building Improvements	<u>410,000</u>
	Total	\$ 430,500

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

74-60-3480-3400	Grant Funds	\$ 410,000
74-60-3980-1000	Transfer from General Fund	<u>20,500</u>
	Total	\$ 430,500

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

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

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

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

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

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

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

This the 14<sup>th</sup> day of May, 2012.

Attest:  
s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**DISCUSS – PICNIC BENCHES ON THE WATERFRONT** (item removed from agenda)

**BUDGET WORKSHOP REMINDER/COMMITTEE OF THE WHOLE - MAY 29, 2012**

**TOWN HALL DAY REMINDER – JUNE 6, 2012**

**CLOSED SESSION – UNDER § NCGS 143-318.11(A)(6) PERSONNEL**

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council entered into closed session at 7:10pm under § NCGS 143-318.11(A)(6) Personnel.

By motion of Councilman Brooks, seconded by Councilman Pitt, Council agreed to come out of closed session at 7:25pm.

**ADJOURN**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 7:30pm until Tuesday, May 29 2012 at 5:30pm in the Council Chambers located at the Municipal Building

(subject to approval of City Council)

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

DRAFT

**CITY COUNCIL MINUTES  
WASHINGTON, NORTH CAROLINA**

**May 29, 2012**

The Washington City Council met in a continued session on Tuesday, May 29, 2012 at 5:30 pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; Edward Moultrie, Councilman; William Pitt, Councilman; Councilman Richard Brooks, Councilman; Josh Kay, City Manager; and Cynthia S. Bennett, City Clerk.

Also present were: Matt Rauschenbach, Chief Financial Officer; Stacy Drakeford, Interim Fire & Police Services Director; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Keith Hardt, Utilities Director; John Rodman, Planning Director; Philip Mobley, Parks and Recreation Director; Susan Hodges, Human Resource Director; Gloria Moore, Library Director; Lynn Lewis, Tourism Director and David Carraway, IT Department

Mayor Pro tem Roberson called the meeting to order.

**APPROVAL/AMENDMENTS TO AGENDA**

City Manager, Josh Kay requested adding a Closed Session – Under § NCGS 143-318.11 (a)(4) Economic Development.

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

**DISCUSSION: OUTSIDE AGENCY FUNDING**

During the budget workshop session held on 5-08-12, Council directed the City Manager to provide a one page summary report of funding requests for Outside Agencies for FY2012-13. Mr. Kay reviewed the original request from the agency as well as his proposal for funding.

Councilman Moultrie suggested reducing the Purpose of God Annex funding from \$25,000 to \$24,000 and increase Zion Shelter from \$5,000 to \$6,000.

Mayor Jennings voiced this will not change our overall allocated funding for the Outside Agencies Funding.

By a straw poll vote of 5-0, Council agreed to reduce Purpose of God Annex funding by \$1,000 (\$25,000 to \$24,000) and increase Zion Shelter funding by \$1,000 (\$5,000 to \$6,000).

Mayor Pro tem Roberson requested a summarization from the manager concerning the General Statutes for funding outside agencies. Mr. Kay explained that cities and counties can do anything they are statutorily allowed to do and can also contract with any organization (for profit or not for profit) to provide that service. Mayor Pro tem Roberson requested (for accounting principals) that each agency invoice the City

of Washington and state what the money will be used for on the invoice. This will provide accountability for our tax payers. Also, Mayor Pro tem Roberson mentioned again that the City needs to give a time limit on funding. Mr. Kay noted language was included with the updated forms that funding would potentially decrease over time, but the agencies were not given a set time line. The agencies were advised that the Mayor, Council and staff still wished to partner with them by way of finding other funding opportunities.

Mayor Jennings expressed the following:

- 1.) We need to reduce the dependence upon the City for these organizations
- 2.) Miscellaneous funding indicates to him, that we are talking about operational funding and we need to stay away from this area (all organizations need to raise money in the community to pay for operational expense).

Councilman Mercer voiced the need to commit and tell the agencies that we are going to work within the next three-five years, that funding will be reduced each year, and at the end of that time frame, you will be on your own. Councilman Mercer felt there are some agencies (the ones with a very worthy cause) that we need to continue to support because they have to depend on contributions. Councilman Brooks suggested a meeting with the agencies to let them know of the anticipated funding changes. Mayor Jennings agreed that we need to visit with the agencies that are requesting funding, and explain to their entire board exactly what we are proposing.

Council provided guidance to the manager and staff to meet with the agencies over the next few months and see how we can assist them in reducing their funding dependency on the City.

Mayor and Council accepted the recommendation of Outside Agencies Funding as submitted by Mr. Kay.

#### **DISCUSSION: FEES**

Mr. Kay reviewed the proposed balanced budget of \$62,488,740. Mr. Kay reiterated and commended staff for their hard work in preparing the budget. Mayor Jennings echoed this sentiment noting this is the best start we have had and commended everyone (department by department). Mr. Kay reviewed fees and noted staff has provided information related to the actual cost to provide the service and/or comparable fees charged by organizations in our area.

Mayor Jennings stated he wanted to get to the bottom of privilege license fees, noting it seems the only change was an increase in the service establishment maximum fee. Mr. Kay agreed and stated staff is not proposing any other changes. FY 2009-10 Council approved increasing service establishment maximum of \$250 per year for four (4) years to be consistent with the retailing in manufacturing maximum.

Mayor Jennings inquired if we needed privilege license fees? Mayor Pro tem Roberson suggested phasing out business privilege license because it is not required by NCGS. Mayor Pro tem Roberson felt it is just another business tax. Mr. Kay noted privilege license generates \$180,000 annually and Mayor Pro tem Roberson said we will need to find a way to replenish the \$180,000.

Councilman Mercer stated he had asked several weeks ago to have fees reviewed. If we are going to charge fees then they should be realistic and he expressed concerns with fees other than business license (tap, electric conduit, and the inequities of the fees). Mr. Kay voiced he would provide Councilman Mercer with the fees regulated by NCGS.

Mayor Jennings and Council directed Mr. Kay and staff to form a sub-committee working with members of Council to review fees for a revenue neutral solution.

### **6:00 PM - PUBLIC HEARING BUDGET**

Mayor Jennings opened the public hearing and Mr. Reid Brodie of 607 Northwood Road came forward to speak.

Mr. Brodie addressed Council concerning the 1% proposed decrease in electric rates. Mr. Brodie stated he agrees with the philosophy and noted Council is on record as doing what it can to lower electric rates. Mr. Brodie suggested the City should provide incentives to encourage its power customers to reduce their power usage. He suggested ways to reduce power usage, such as weatherizing housing (including having landlords weatherize their rental units), purchasing energy-efficient appliances, and setting thermostats to efficiently heat and/or cool. Also, Mr. Brodie advocated the City's load management program noting that it costs nothing for WEU customers to participate in the program. Mr. Brodie noted the 1% reduction is only \$1.00 average per month and load management savings is \$3.00 per month.

There being no other public comments, Mayor Jennings closed the public hearing at 6:09 pm.

### **DISCUSSION: WATERFRONT DOCKS BUSINESS PLAN AND WARREN FIELD AIRPORT BUSINESS PLAN**

City Manager, Josh Kay reviewed the Washington Waterfront Docks Business Plan with members of Council. Mr. Kay noted that staff has tried to present the current status and operation of each of the facilities as well as the market analysis (including a comparison of services and cost). Also, Mr. Kay noted they tried to determine some goals and objectives that from each Council member concerning the operation of both facilities. The final piece details options on how to operate the Waterfront Docks along with some financial projections. The financial projection is still in the red on both facilities. Mr. Kay stated there is a duality of purpose: 1) Business profit and loss center and 2) The airport and the docks are gateways to our community. Mr. Kay noted this was the first draft of the plan.

Major Jennings thanked Mr. Kay and staff for pulling this information together and noted this is a good starting point. Mayor Jennings encouraged Council to look at the plans as a starting point. The Washington Docks Business Plan should live with the Parks and Recreation Advisory Board along with WHDA team of consultants. The Warren Field Airport Business Plan needs to live at the airport but we need to bring it to life by endorsing the plan as a component of the overall budget.

Councilman Mercer expressed concerns with slip rentals. Mr. Kay explained he took the lowest possible annual rate rather than just a month to month rate (this is a minimum).

Councilman Brooks inquired if Council would be updated periodically on where we stand with the docks and Mr. Kay responded 'yes'. Staff will continue to provide monthly reports and included the possibility of adding an ad-hoc committee.

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council adopted the Waterfront Business Plan as presented by the City Manager (as a starting point).

Councilman Mercer inquired if Council is going to adopt the Plan will there be an Enterprise Fund set up for the docks? Mr. Kay stated he will need to consult with Finance concerning how quickly staff can do this, but it can also be done by internal accounting allowing it to stay in the General Fund.

Continued discussion on the **Warren Field Airport Business Plan** . Mr. Kay directed Council's attention to page 62 and 63 (financial) should not have depreciation and capital expenses, Council should choose one or the other from the general ledger indicating this was his error. Grants and Capital Outlay will excuse these numbers but this plan needs to be refined more so than the Waterfront Business Plan.

Mr. Kay explained that staff has gone out for proposals for Fixed Base Operator, Jump School, Flight School and for Maintenance. We only received one bid for FBO and one bid for Jump School. The current FBO operator did not bid for FBO operation in the future. Mr. Kay requested direction from Council on how they wish us to operate the airport (options provided on page 65 & 66). Options:

- 1.) In house Airport Operations
- 2.) Contract FBO
- 3.) Renegotiate FBO Contract
- 4.) Close Airport

Mayor Jennings stated this is more of a pro forma plan instead of a business plan as it is more challenging. Mayor Jennings would like for the de-annexation feature to be included. Mr. Kay said he also feels there is a marketing issue with the airport. Also, Mayor Jennings stated there is an educational component (what the airport does for the community). Mayor Jennings stated this is a tool we need to use going forward even

though it is a lot of work whether it is a viable business plan. Councilman Mercer expressed the need to put in house mechanical service at the airport and Councilman Brooks agreed. Mayor Pro tem Roberson expressed some of his concerns (one being tax revenue) and stated we need to break even.

Mr. Kay recommended bringing the airport “in house” if Council wishes to continue to operate the airport. Mayor Jennings agreed that we need to bring it “in house” and get the airport in order. Councilman Brooks, Councilman Mercer and Councilman Moultrie agreed to bring the airport “in house”.

By motion of Councilman Brooks, seconded by Councilman Moultrie, Council approved option #1, In house Airport Operations.

### **DISCUSSION: ELECTRIC RATE REDUCTION PLAN**

Mr. Josh Kay stated staff was instructed to devise a plan to have a 1% residential electric rate reduction for FY 2012/13 (inside/outside residential customers). The 1% reduction represents a permanent \$202,550 reduction in revenue. Mr. Kay noted page 72 addresses staffs recommendation to make the corresponding \$202,550 reduction in expenditures. Mr. Kay stated most of the reduction is deferrals and a reduction in contingency that won't be available in future years to offset the recurring rate reduction.

Other notes for consideration:

- 5% City resident reduction of \$415,000 was implemented July 2011.
- The electric fund is projected to experience a loss of \$1.5 million in FY 2011/2012.
- Fund balance at 6/30/11 was \$5.6 million (15%) and is anticipated to be \$3.9 million (11%) at 6/30/12.
- Net revenue on purchased power is down \$2 million in FY 2011/2012 from prior year and is projected to improve \$1.1 million in the FY 2012/13 budget.
- NCEMPA projects rate increases of approximately 2.5% beginning FY 2013/2014.
- Debt service on \$1,060,000 of installment purchases- 3 months or \$60,000 is included in FY 2012/13 budget. A full year of debt service will be included in the FY 2013/14 budget representing an increase of \$179,000.
- Disaster events utilize fund balance pending reimbursement. Hurricane Irene expenses were \$1.3 million.

Mr. Kay emphasized a rate decrease can be accomplished in the FY 2012/13 budget but will be challenging and difficult to sustain in future budgets given the considerations outlined above. The reduction of fund balance is also of concern especially given the volatility of net revenue that is weather dependent.

Mayor Jennings agreed with Mr. Brodie and stated he hopes we will revisit saving opportunities. Also, Mayor Jennings requested discussion/clarification on the 1% reduction.

Mayor Jennings noted rates alone are not enough, but the real impact for savings is the way we do business. Instead of exclusively trying to manage our operational cost we need to find other ways to really help citizens save money on their power bill. Mayor Jennings mentioned several ways 1) creating incentive where necessary to change behavior (2) bringing landlords to the table (3) Councilman Pitt - education. Mr. Kay explained staff is implementing goals and objectives for all funds not just electric but in all departments. This will be presented to Council over the next couple of weeks. Mayor Jennings said he was looking to see more of a change in philosophy.

Mr. Brodie and Mr. Henkel offered comments on energy saving tactics – tools to help the customers lower their utilities bills.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council approved proceeding with the 1% rate decrease.

#### **EXTENSION OF MEETING**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council extended the meeting until 7:40 pm.

#### **DISCUSSION: OTHER CHANGES TO THE BUDGET**

City Manager, Josh Kay explained the proposed changes to the budget. The changes reflect those with a financial impact as well as others that have no budget impact such as justification clarifications.

Mr. Kay stated the schedule also shows the contingency position as a result of these changes. This schedule will be updated with other changes that surface during the Committee of the Whole meeting.

Mr. Kay noted Council will have a complete revision of the budget before the June 11, 2012 regular City Council meeting.

Councilman Mercer addressed several points:

- (1) the allocation formula used for administrative cost is wrong (Mayor Jennings commended the need for more transparency)
- (2) funding from the County to the City of Washington for recreation programs and Brown Library – we need to address the concept (Mayor Jennings reminded Council agreeing to allow the leagues to negotiate the cost to run the leagues).

Mayor Jennings said we have been covered all items on the agenda. Staff is seeking ratification on the document being presented and asked Council for any additional changes. Council agreed that the budget is a good document and staff can continue with the presentation of the budget during the June 11, 2012 meeting.

**REMINDERS & DISCUSSION: TOWN HALL DAY & TROPICAL STORM BERYL**

**CLOSED SESSION – UNDER § NCGS 143-318.11(A)(4) ECONOMIC DEVELOPMENT**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to enter closed session under § NCGS 143-318.11(a)(4) Economic Development at 7:30 PM.

By motion of Councilman Brooks, seconded by Councilman Pitt, Council agreed to come out of Closed Session at 7:40 pm.

**ADJOURN – UNTIL MONDAY, JUNE 11, 2012 AT 5:30 PM IN THE COUNCIL CHAMBERS AT THE MUNICIPAL BUILDING**

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council adjourned the meeting at 7:40 pm until Monday, June 11, 2012 at 5:30 am in the Council Chambers at the Municipal Building.

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

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



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To: Mayor Jennings & Members of the City Council**  
**From: Stacy Drakeford, Director**  
**Date: May 31, 2012**  
**Subject: Award Major Sandy Blizzard his police shield and service weapon upon retirement.**

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

**RECOMMENDATION:**

The purpose of this Council Action is to request that Major Sandy Blizzard be awarded his police shield and service weapon upon retirement on July 1, 2012.

The request is made in accordance with N.C.G.S. 20-187.2(a) and past traditions of the Washington Police Department and other law enforcement agencies,

**BACKGROUND AND FINDINGS:**

Major Blizzard began his employment with the City of Washington Police Department in October of 1983. On July 1, 2012, Major Blizzard will retire from the City of Washington after 28+ years of valuable service to its citizens. I would like to request that the City Council award to Major Blizzard his police shield and declare as surplus his service weapon a Glock Model #21, Serial #DHF625US, to be awarded to him upon his retirement, effective July 1, 2012.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

N.C.G.S. 20-187.2

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** SC Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
6/5/12 Date June 11, 2012  
Page 57 of 216

**§ 20-187.2. Badges and service side arms of deceased or retiring members of State, city and county law-enforcement agencies; weapons of active members.**

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city and county law-enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law-enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon securing a permit as required by G.S. 14-402 et seq. or 14-409.1 et seq., or without such permit provided the weapon shall have been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law-enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law-enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law-enforcement officers, the head of the department.

(b) Active members of North Carolina State law-enforcement agencies, upon change of type of weapons, may purchase the weapon worn or carried by such member at a price which shall be the average yield to the State from the sale of similar weapons during the preceding year. (1971, c. 669; 1973, c. 1424; 1975, c. 44; 1977, c. 548; 1979, c. 882; 1987, c. 122.)

**NORTH CAROLINA  
BEAUFORT COUNTY**

**BILL OF SALE**

**THIS BILL OF SALE** is made and entered into as of the 1st day of July, 2012, from the **CITY OF WASHINGTON**, a North Carolina municipal corporation, (hereinafter referred to as the "City") to **SANDY BLIZZARD**, an individual and Major with the City of Washington Police Department, (hereinafter referred to as "Major Blizzard").

**WITNESSETH**

**WHEREAS**, North Carolina General Statute § 20-187.2(a) authorizes the governing body of a municipal law-enforcement agency, upon request and in its discretion, to award the badge, at no cost, and the service side arm, at a price to be determined by the governing body, of a retiring member of the municipality's law-enforcement agency upon said retiring member securing a permit for said service side arm as may be required by North Carolina General Statute § 14-402 et seq. or North Carolina General Statute § 14-409.1 et seq.

**WHEREAS**, Major Blizzard is retiring from the City of Washington Police Department after more than 28 years of valuable service to its citizens as of July 1, 2012.

**WHEREAS**, Major Blizzard has requested that he be allowed to take ownership of his shield and service weapon, a Glock Model #21, Serial #DHF625US, upon his retirement.

**WHEREAS**, in consideration of the foregoing, including but not limited to Major Blizzard's 28 years of valuable service, the City Council has declared said shield and service weapon surplus property, waived any public notice, and hereby conveys title to said shield and service weapon to Major Blizzard.

**NOW THEREFORE**, the City, in return for valuable consideration, including but not limited to Major Blizzard's 28 years of valuable service as well as Major Blizzard's obtaining any permit required by North Carolina General Statute § 14-402 et seq., North Carolina General Statute § 14-409.1 et seq., and/or any other applicable law, the receipt and legal sufficiency of which consideration is hereby acknowledged by the City, has bargained and sold, and does, by this instrument, bargain, sell, and convey to Major Blizzard, his successors and assigns, said shield and service weapon.

**TO HAVE AND TO HOLD** said shield and service weapon in fee simple subject to Major Blizzard obtaining as well as maintaining any permit required by North Carolina General Statute § 14-402 et seq., North Carolina General Statute § 14-409.1 et seq., and/or any other applicable law, and executing the attached Request For and Acceptance of Transfer of Shield and Service Side Arm Ownership and Release.

The City covenants that it is seized of said shield and service weapon in fee, that it has the right to convey the same pursuant to this Bill of Sale, that the property is free and clear of all liens and encumbrances, and that it will warrant and defend the title to the same against the lawful claims of any person.

**IN WITNESS WHEREOF**, the City has duly executed this Bill of Sale pursuant to proper authority duly given, as of the date and year first above written.

**CITY OF WASHINGTON**

ATTEST:

\_\_\_\_\_  
**CYNTHIA S. BENNETT**, City Clerk

By: \_\_\_\_\_  
**N. ARCHIE JENNINGS, III**, Mayor

COUNTY OF BEAUFORT  
STATE OF NORTH CAROLINA

I, \_\_\_\_\_, a Notary Public of the State and County aforesaid, certify that Cynthia S. Bennett personally appeared before me this day and acknowledged that she is City Clerk of the City Of Washington, a North Carolina municipal corporation, and by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by N. Archie Jennings, III, its Mayor, sealed with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
NOTARY PUBLIC

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

**NORTH CAROLINA  
BEAUFORT COUNTY**

**REQUEST FOR AND ACCEPTANCE OF TRANSFER OF SHIELD  
AND SERVICE SIDE ARM OWNERSHIP AND RELEASE**

Know all persons by these presents, I, the undersigned, do hereby request and accept ownership of my shield and service side arm, Glock Model #21, Serial #DHF625US, heretofore the property of the Washington Police Department and the City of Washington, upon my retirement on July 1, 2012.

I hereby verify that I have/will secure any license or permit required by North Carolina General Statute § 14-402 et seq, § 14-409.1 et seq, and/or any other applicable law.

Upon execution of this document and in consideration of said transfer of ownership, which consideration is acknowledged to be sufficient and legally binding, I do for myself, my heirs, executors, personal agents, personal representatives, administrators, successors and assigns, hereby unconditionally release, hold harmless, indemnify, acquit, and forever discharge the Washington Police Department, the City of Washington, and their 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, attorney's fees, and all 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 said transfer of ownership, my subsequent ownership, and any subsequent action or conduct related thereto.

This the \_\_\_\_\_ day \_\_\_\_\_, 2012.

\_\_\_\_\_  
**SANDY BLIZZARD** (SEAL)

STATE OF NORTH CAROLINA  
COUNTY OF BEAUFORT

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, certify that **SANDY BLIZZARD**, who is personally known by me or has produced satisfactory evidence of identity, appeared before me this day and acknowledged the voluntary execution of the foregoing instrument.

WITNESS my hand and official stamp or seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
June 11, 2012  
Page 61 of 216



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To: Mayor Jennings & Members of the City Council**  
**From: Keith Hardt**  
**Date: June 6, 2012**  
**Subject: Declare Surplus/Authorize Electronic Auction of Vehicle through GovDeals**  
**Applicant Presentation: N/A**  
**Staff Presentation: N/A**

**RECOMMENDATION:**

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

**BACKGROUND AND FINDINGS:**

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

<u>Vehicle Number</u>	<u>Make/Model Description</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
#604	1995 Ford 210HP Model F800	1FDXF80E5SVA02349	135,603
	1995 Altec AA600 Body	1FDXF80E5SVA02349	

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** JHC Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
6/5/12 Date



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Robbie Rose, Fire Chief *RR*  
**Date:** May 31, 2012  
**Subject:** FEMA AFG Grant Application  
**Applicant Presentation:** Robbie Rose, Fire Chief  
**Staff Presentation:**

**RECOMMENDATION:**

I move that the City Council approve and support an application by Washington Fire Department for the 2012 FEMA Assistance to Firefighters Grant.

**BACKGROUND AND FINDINGS:**

If approved; we will apply for a truck exhaust system for station one (\$40,000); replacement for two existing thermal imaging cameras (\$7,000 ea); and washing and drying equipment for our firefighting gear (\$16,000). The total grant request amount will be \$70,000, and if awarded, would provide 95% Federal funding of \$66,500 and our match of 5% - \$3,500. There are currently no budgeted funds in the FY 12/13 budget for this match, however, if awarded funds could be reallocated within the existing budget. This is a very competitive grant process with an application period of only 30 days and is projected to open mid-June.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

\_\_\_ Currently Budgeted (Account \_\_\_\_\_) \_\_\_

[ X ] Requires additional appropriation: Matching funds currently not designated pending award of grant which typically occur in February.

**SUPPORTING DOCUMENTS**

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *RR* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation *6/5/12* Date



City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Allen Lewis, Public Works Director *AL*  
**Date:** 06-04-12  
**Subject:** Adopt Budget Ordinance Amendment for Fuel Farm Repairs for the Fueling System at the City Garage.  
**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

**RECOMMENDATION:**

I move that Council adopt a budget ordinance amendment to allocate funds for the purchase and installation of hardware and software of equipment for the fuel farm at the City garage.

**BACKGROUND AND FINDINGS:**

On two occasions in the last 4-6 weeks, we have had issues with the hardware and software on our plant yard at the garage. Due to the system failing at one point, we had to purchase fuel from a local gas station while temporary repairs were being made. The attached budget ordinance amendment will cover the cost of equipment, installation and software.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

Currently Budgeted (Account )  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

See attached Budget Ordinance Amendment.

City Attorney Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
Finance Dept Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
City Manager Review: *AL* Concur  June 11, 2012 and Denial  No Recommendation *6/5/12* Date  
Page 64 of 216

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2011-2012**

**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 \$10,000 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That account number 10-20-4250-1600, Maint/Repair Equipment, Equipment Services portion of the General Fund appropriations budget be increased in the amount of \$10,000 to provide funds for emergency repairs of the fueling system.

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 11<sup>th</sup> day of June, 2012.

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**MAYOR**

**ATTEST:**

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**CITY CLERK**



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** June 11, 2012  
**Subject:** Budget Ordinance Airport Vision 100 Grant  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council adopt a Budget Ordinance for the Vision 100 Airport Grant amendment.

**BACKGROUND AND FINDINGS:**

The Vision 100 Grant project 36237.38.7.1 was amended on April 20, 2011 to provide additional funds for the runway approach clearing. The additional federal grant amount was \$28,254. The City's match of \$3,139 was not appropriated at that time and needs to be in order to complete the project.

	Original	Amendment	Total
Grant	\$150,000	\$28,254	\$178,254
City	<u>16,667</u>	<u>3,139</u>	<u>19,806</u>
Total	\$166,667	\$31,393	\$198,060

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Grant Amendment

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** MR Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
6/5/12 Date June 11, 2012

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2011-2012**

**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 amount of \$2,823 in the account Vision 100 Grant 3623738.7.1, account number 37-90-3490-0005.

Section 2. That the Estimated Revenues in the Airport Fund be increased in the amount of \$315 in the account Fund Balance Appropriated, account number 37-90-3991-9910.

Section 3. That account number 37-90-4530-4511, Vision 100 Grant 3623738.7.1, portion of the Airport Fund appropriations budget be increased in the amount of \$3,138 to provide funds for completion of project.

Section 4. 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 11<sup>th</sup> day of June, 2012.

---

**MAYOR**

**ATTEST:**

---

**CITY CLERK**



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

EUGENE A. CONTI, JR.  
SECRETARY

April 20, 2011

28,254  
3,137  
31,393

DOT

The Honorable Archie Jennings, Mayor  
City of Washington  
PO Box 1988  
Washington, NC 27889

MODIFIED GRANT

Dear Mayor Jennings:

This is in response to your project application dated March 28, 2011 for Federal Block Grant Funds on *Viston 100* Project 36237.38.7.1.

This letter acts as an amendment for Project # 3623738.7.1 that was executed by the State of North Carolina on January 25, 2008 and modified on June 5, 2009. This amendment authorizes an additional amount of funds be allocated to the project and also identifies a change in the scope. This amendment also recognizes that all other terms and conditions of the Grant Agreement between the parties dated January 25, 2008 and June 5, 2009 shall remain in full force and effect for the duration of the Grant Agreement.

This additional amount is \$28,254. The current maximum obligation is now \$178,254.

The legal scope of the project shall now read:

Federal Share Only?

LAND ACQUISITION; APPROACH CLEARING; SECURITY/PERIMETER FENCING; RUNWAY APPROACH SURVEY & CERTIFICATION

1166,667  
31,393  
198,060

That the time of completion of the Block Grant between the parties dated January 25, 2008 and June 5, 2009, shall be modified from July 1, 2011 to July 1, 2012.

Under the terms of the grant agreement, this document is incorporated into, and constitutes Amendment No. 2 to the above referenced grant agreement

10%  
City Share 19,806  
Committed < 116,667  
Additional City Share \$31,393

SEAL

Sincerely,

*[Signature]*  
ATTEST

*[Signature]*

Jim Westmoreland, P.E.  
Deputy Secretary for Transit

JW/RJW/ns

cc: Richard J. Walls, P.E., Aviation Director

MAILING ADDRESS:  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION OF AVIATION  
1500 MAIL SERVICE CENTER  
RALEIGH NC 27698-1660

TELEPHONE: 919-840-0112  
FAX: 919-840-9267

WEBSITE: WWW.NCDOT.ORG

LOCATION:  
ROU AIRPORT  
1050 MERIDIAN DRIVE  
ROU NC 27823



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** June 11, 2012  
**Subject:** Budget Ordinance Amendment Hurricane Irene- Cemetery Fund  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council adopt a Budget Ordinance Amendment to appropriate funds for expenses related to Hurricane Irene in the Cemetery Fund and the reimbursement from FEMA.

**BACKGROUND AND FINDINGS:**

The Cemetery Fund was not broken out separately when the estimated expenses and FEMA reimbursement were initially adopted. FEMA claims have been approved and this amendment provides for the Cemetery portion of the claims.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Budget Ordinance Amendment

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** EO Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
6/5/12 Date.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2011-2012**

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

Section 1. That the Estimated Revenues in the Cemetery Fund be increased in the amount of \$8,000 in the account FEMA Funds - Irene, account number 39-90-3350-0013.

Section 2. That account number 39-90-4740-5730, Hurricane Irene Expenses, Cemetery Fund portion of the Cemetery Fund appropriations budget be increased in the amount of \$8,000 to cover hurricane expenses.

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 11<sup>th</sup> day of June, 2012.

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

**ATTEST:**

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



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** June 11, 2012  
**Subject:** Purchase Orders > \$20,000 Approval  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council approve the attached purchase orders.

**BACKGROUND AND FINDINGS:**

Requisition #11376, \$20,000 to Rivers & Associates for grant and loan administration of the Main & Respass lift station project, account 73-90-8000-0400.

Requisition #11385, \$24,959 to Clarke Power Services for a lift station generator, account 32-90-8230-7400.

**PREVIOUS LEGISLATIVE ACTION**

2011-2012 adopted budget and amended budget.

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Requisitions

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

6/5/12 Date  
 June 11, 2012  
 Page 71 of 216

# Requisition Form

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

Requisition #:11376  
PO #: Not Assigned  
User Name: Adam Waters

Date: 05/25/2012  
Approved By:  
Approved Code: Awaiting Final Approval  
Total Amount: \$20,000.00

RIVERS & ASSOCIATES INC.  
PO BOX 929  
GREENVILLE, NC 27834

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

Vendor Instructions:PUBLIC WORKS  
WATER RESOURCES  
ADAM WATERS  
252-975-9310

Quantity	Description	Job Number	Unit Price	Extended
1	LOAN ADMINISTRATION FOR MIAN & RESPESS PROJECT		\$20,000.00	\$20,000.00
<b>Sub Total</b>				<b>\$20,000.00</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$20,000.00</b>

Account Number	Account Description	Amount
73-90-8000-0400	GRANT/LOAN ADMINISTRATION	\$20,000.00
<b>Total</b>		<b>\$20,000.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

# Requisition Form

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

Requisition #:11385  
PO #: Not Assigned  
User Name: Adam Waters

Date: 05/29/2012  
Approved By:  
Approved Code: Awaiting Final Approval  
Total Amount: \$24,959.00

CLARKE POWER SERVICES  
PO BOX 18949  
GREENSBORO, NC 27419

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

Vendor Instructions:PUBLIC WORKS  
WATER RESOURCES  
ADAM WATERS  
252-975-9310

Quantity	Description	Job Number	Unit Price	Extended
1	GENERATOR AS BID ON MAY 16, 2012 AND REVISED ON MAY 24, 2012 (REVISED PRICE REDUCED FROM ORIGINAL BID).		\$24,959.00	\$24,959.00
<b>Sub Total</b>				<b>\$24,959.00</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$24,959.00</b>

Account Number	Account Description	Amount
32-90-8230-7400	CAPITAL OUTLAY	\$24,959.00
<b>Total</b>		<b>\$24,959.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_



# City of Washington REQUEST FOR CITY COUNCIL ACTION

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**To:** Mayor Jennings & Members of the City Council  
**From:** Glen Moore, Planning Administrator  
**Date:** June 4, 2012  
**Subject:** Resolution fixing date for public hearing on the non-contiguous annexation of the Eastern Pride, Inc.  
**Applicant Presentation:** N/A  
**Staff Presentation:** John Rodman / Glen Moore, Planning & Development

**RECOMMENDATION:**

Adopt the resolution fixing the date for a public hearing on the non-contiguous annexation of the Eastern Pride, Inc. property located on River Road and containing 1.76 acres.

**BACKGROUND AND FINDINGS:**

When an annexation petition is received, the City Council must direct the Clerk to investigate the sufficiency of the petition. Upon making an investigation, the Clerk shall certify the results to the governing body. Upon receipt of the Clerk's certificate, the City Council shall fix a date for a public hearing on the annexation. Notice of the public hearing must be published once in the newspaper at least ten (10) days before the date of the hearing.

**PREVIOUS LEGISLATIVE ACTION**

On May 15, 2012 City Council adopted a resolution directing the Clerk to investigate the petition presented for a non-contiguous annexation.

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Attached resolution, map & Certificate of Sufficiency

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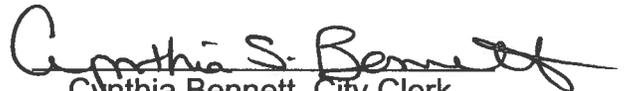
**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** ETC June 4, 2012 Recommend Denial  
Page 2 of 2 Recommendation 6/5/12 Date

**CERTIFICATE OF SUFFICIENCY**

To the City Council of the City of Washington, North Carolina;

I, Cynthia Bennett, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-58.1.

In witness whereof, I hereunto set my hand and affixed the seal of the City of Washington, this 4<sup>th</sup> day of June, 2012.

  
Cynthia Bennett, City Clerk

**PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION**

Date: 4/5/12

To the City Council of the City of Washington:

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

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

See Attached Deed

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

4. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

<u>Name</u>	<u>Address</u>	<u>Do you declare vested rights? (Indicate yes or no.)</u>	<u>Signature</u>
1. Eastern Pride Inc	2405-F Nash Street Wilson, N C 27896	no	<i>CE Bagh</i> for Eastern Pride Inc
2.			
3.			

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

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

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

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

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

Section 1. A public hearing on the question of annexation of the non-contiguous area described herein will be held at the City Council Chambers on the 2<sup>nd</sup> floor of the municipal building located at 102 East 2<sup>nd</sup> Street at 6:00 p.m. on Monday, July 23, 2012.

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

Being 1.76 acres of land located on River Road just east of Brick Kiln Road and being located in Washington Township, Beaufort County North Carolina and being more particularly described as follows;

See Attached Map

Together with and subject to covenants, easements and restrictions of record. Said property to be annexed contains 1.76 acres.

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

\_\_\_\_\_  
N. Archie Jennings III, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Bennett, Clerk

OWNER: EASTERN PRIDE, INC.  
2404 WASH STREET  
WILSON, NC

GENERAL CONTRACTOR - STOKES AND TAYLOR  
CONSTRUCTION, INC  
WASHINGTON, NC

THE PROPERTY IS SHOWN ON FLOOD INSURANCE RATE  
MAP 170200000A DATED MAY 18, 2005 AND A PORTION  
OF THE PROPERTY IS LOCATED IN THE SPECIAL FLOOD  
HAZARD AREA. LOCATED IN FLOOD ZONE A.  
THE REMAINDER OF THE PROPERTY IS IN ZONE X.

**SUMMARY OF SITE:**

**GENERAL BUILDING INFORMATION**  
BUILDING USE: COMMERCIAL - RETAIL  
BUILDING SIZE: 8010 SF  
BUILDING INFO: 7400 SF RETAIL  
500 SF STORAGE

**LOT SIZE: 1.16 AC.**  
**ZONING INFORMATION:**  
ZONING: R2  
SETBACKS: MINIMUM BUILDING SETBACKS (UNLESS NOTED)  
FRONT: 30 FEET  
SIDE: 30 FEET  
REAR: 20 FEET

**UTILITIES:**  
WATER LINE - BEAUFORT CO. WATER DISTRICT  
WASTEWATER - CITY OF WASHINGTON BEAUFORT CO.

**WASTEWATER SERVICE: 2" FORCE MAIN**  
**WATER SERVICE: 1" SERVICE LINE**  
**ELECTRIC SERVICE: CITY OF WASHINGTON**  
**NATURAL GAS - PIEDMONT NATURAL GAS: 1" SERVICE**

ALL NEW SERVICES SHALL MEET ALL  
NC BUILDING CODE REQUIREMENTS

ALL EXISTING UTILITIES ARE SHOWN  
BASED ON FIELD EVIDENCE

PRIOR TO ANY DIGGING NO ONE CALL SHALL  
BE CALLED AND CONFIRM LOCATION AND SIZE  
OF ALL EXISTING UTILITIES.

**LANDSCAPING AND VEGETATION**  
**BUFFER YARDS**  
A - 8' BUFFER YARD ALONG PERIMETER OF SITE  
B - 6' BUFFER YARD ALONG EASTERN MOST PROPERTY LINE  
D - 10' BUFFER YARD WITH 6' WOODEN FENCE ALONG RESIDENTIAL SIDE

**BUFFER YARD A REQUIREMENTS: 164-24 LF**  
20 SHRUBS / 100 LF  
2 EVERGREEN SHRUBS / 100 LF  
3 SMALL TREES / 100 LF

**BUFFER YARD B REQUIREMENTS: 342-16 LF**  
2 EVERGREEN SHRUBS / 100 LF  
3 SMALL TREES / 100 LF

**BUFFER YARD D REQUIREMENTS: 262 LF**  
18 EVERGREEN SHRUBS / 100 LF  
LANDSCAPE MAY BE REDUCED BY 50% IF FENCE IS INSTALLED

**PARKING REQUIREMENTS:**  
PARKING SPACES TO BE TYPICAL (9 FEET X 18 FEET) UNLESS  
OTHERWISE NOTED  
PARKING SPACES REQUIRED: 38  
PARKING BUILDING CODE REQUIREMENTS: (1 SPACE PER 200 SF RETAIL, 1  
PARKING PROVIDED TOTAL - 38  
HANDICAPPED ACCESSIBLE - 2  
HANDICAPPED ACCESSIBLE PARKING TO BE 1/7 EQUAL SPACES)  
PER LOCAL CODE

**PLANTING REQUIREMENTS:**

- 53 SHRUBS BUFFER YARD A
- 10 EVERGREEN SHRUBS
- 10 SMALL TREES BUFFER YARD B
- 8 LARGE TREES
- 13 SMALL TREES
- 42 SHRUBS FOR BUFFER YARD D  
WITH A 6' WOODEN FENCE

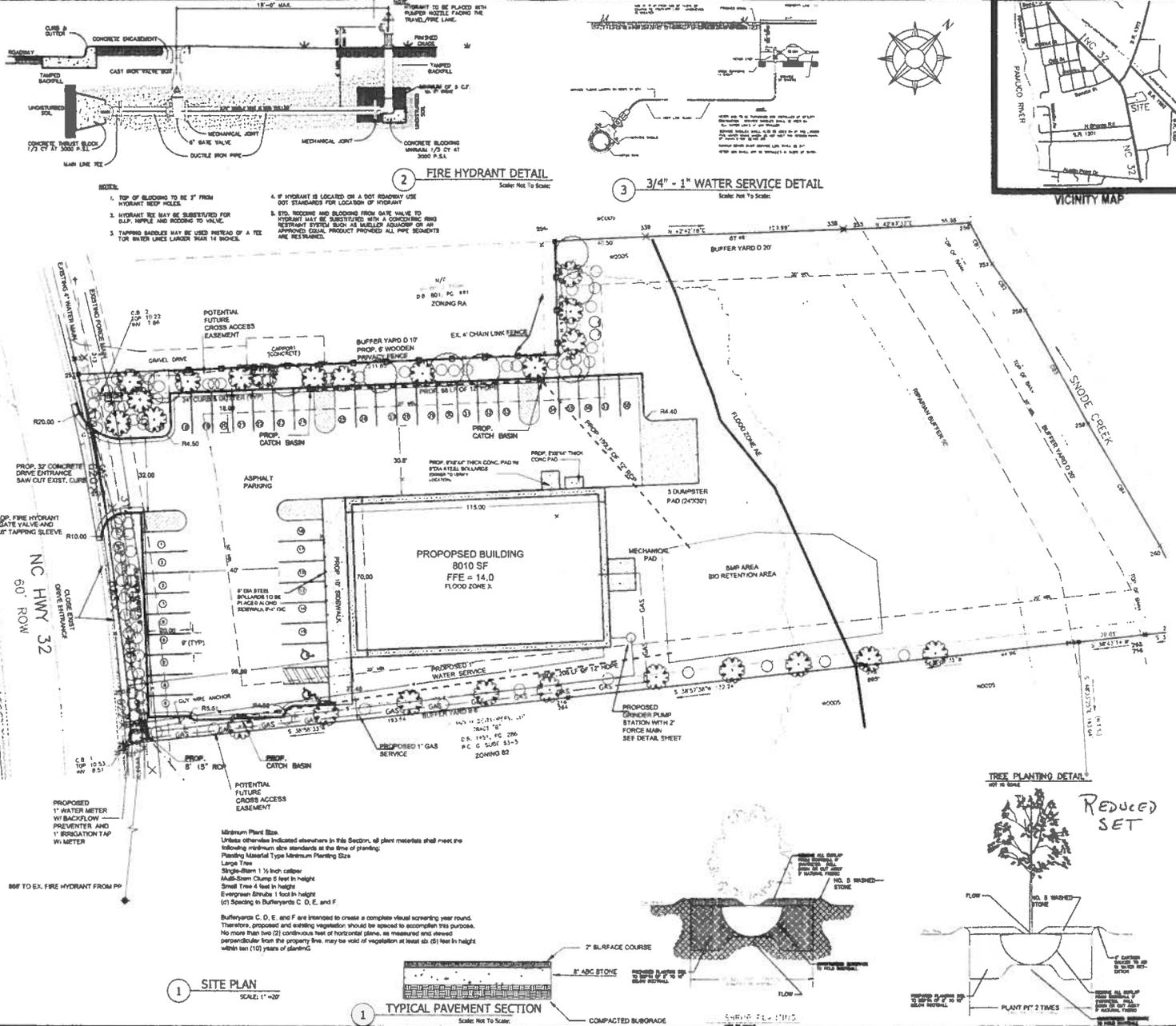
**A. LARGE TREE CATEGORY**  
VERGENE PINE

**B. SMALL TREE CATEGORY**  
CREPE MYRTLE

**C. EVERGREEN SHRUB CATEGORY**  
JAPANESE PRIVETTE

**Existing Fencing:**  
When there is an existing fence which creates a complete visual screen for at least  
five (5) feet in height on an adjoining property owner's yard, and that fence extends  
along a minimum of fifty (50) percent of the abutting yard in question as determined by the  
Director of Planning and Development, then the developer may elect to use one of the  
applicable alternative buffer yards.

(1) Bufferyard D - minimum width - ten (10) feet; required plant materials per one  
hundred (100) feet - two (2) large trees (minimum 70 percent evergreen); three (3) small trees;  
and twenty-five (25) evergreen shrubs;



DESIGNED M.P. [Signature]  
DRAWN M.P. [Signature]  
CHECKED M.P. [Signature]  
APPROVED MARSE U. PEEBLES [Signature]

CITY-STATE: WASHINGTON, NC  
ADDRESS: [Redacted]

PROFESSIONAL SEAL  
NORTH CAROLINA PROFESSIONAL SEAL 2013  
MARSE U. PEEBLES  
REGISTERED PROFESSIONAL ENGINEER  
EXPIRES 12/31/14

PAMICO ENGINEERING SERVICES  
122 Abbey Lane  
Washington, NC 27789  
252-945-2963  
pamiko@embarqmail.com

REVISIONS

11021  
1" = 20'

**C-001**



City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** John Rodman, Planning & Development  
**Date:** May 31, 2012  
**Subject:** Public hearing: Adopt an ordinance to amend Article V, Housing, of the Code of Ordinances to update the Minimum Housing Code.  
**Applicant Presentation:** N/A  
**Staff Presentation:** Dot Moate, Planning Board Chairman  
John Rodman, Planning and Development

**RECOMMENDATION:**

I move that the City Council accept the recommendation of the Planning Board and approve the Ordinance to amend Article V Housing, in order to update the Minimum Housing Code.

**BACKGROUND AND FINDINGS:**

A request has been made by the City of Washington Planning Department for a text amendment to Article V Housing, of the Washington Zoning Code of Ordinances in order to update the Minimum Housing Code. The Planning Board voted 7-0 to recommend to City Council to approve the text amendment.

**PREVIOUS LEGISLATIVE ACTION**

Planning Board Meeting – May 22, 2012

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Minimum Housing Code

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** DR Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
6/5/12 Date

**ORDINANCE AMENDING CHAPTER 6, ARTICLE V, HOUSING, OF THE  
CODE OF ORDINANCES OF THE CITY OF WASHINGTON**

WHEREAS, NCGS 160A-441 authorizes local governments to amend ordinances regulating the existence and occupation of dwellings within their jurisdiction that are unfit for human habitation; and

WHEREAS, the amendment set out below is intended to promote the public health, safety, and welfare by amending the City Code to define and regulate unfit dwellings and to add prescribed conditions for such uses.

BE IT ORDAINED by the City Council of the City of Washington that:

Section 1: Article V of Chapter 6, Housing of the Code of Ordinances be and is hereby repealed in its entirety and a new Article V, inserted as follows:

*See Attached*

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

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

Adopted this \_\_\_\_\_ 11<sup>th</sup> \_\_\_\_\_ day of \_\_\_ June \_\_\_, 2012.

---

N. Archie Jennings, Mayor

ATTEST:

---

Cynthia S. Bennett, City Clerk

**ARTICLE V. HOUSING** ~~CITY OF WASHINGTON~~

**DIVISION 1. GENERAL PROVISIONS**

**Sec. 6-109. General.**

These regulations shall be known as the City of Washington Minimum Housing Code, hereafter referred to as "this Article."

**Sec. 6-110. Finding; Purpose.**

(a) Pursuant to G.S. 160A-441, it is hereby found and declared that there exist in the City of Washington, dwellings which are unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents, ~~and-or~~ other calamities, lack of ventilation, light, ~~and-or~~ sanitary facilities, ~~and-or due to~~ other conditions rendering such dwellings unsafe ~~or~~ unsanitary, ~~and~~ dangerous, ~~and-or~~ detrimental to the health, safety, and morals, ~~and-or~~ otherwise inimical to the welfare of the residents of the City.

(b) In order to protect the health, safety, morals, and welfare of the residents of the City as authorized by G.S. 160A ~~Article~~ 19, Part 6, it is the purpose of this Article to establish minimum standards of fitness for the initial and continued occupancy of all buildings used for human habitation, as expressly authorized by G.S. 160A-444.

(c) The current edition of the North Carolina State Residential Building Code, as amended from time to time, is hereby adopted by reference as ~~if fully as though set forth in this section~~ Article as the ~~housing~~ Housing code of the ~~city~~ City.

**Sec. 6-111. Scope.**

(a) The provisions of this Article shall apply to any existing dwelling or structure and to all dwellings or structures hereafter constructed, altered, or repaired within the City. Portable, mobile or modular buildings or structures, including trailers, when used or intended for use as a dwelling within the City, shall be subject to the applicable provisions of this Article.

(b) The provisions of this Article shall be applicable within the corporate limits of the City and extend ~~s~~ one (1) mile into its extraterritorial planning jurisdiction.

**Sec. 6-112. Definitions.**

The following definitions shall apply in the interpretation and enforcement of this ~~Chapter~~ Article:

*Abandoned Structure.* Any structure, whether designed ~~and-or~~ intended for residential or other uses, which is vacant or not in active use, regardless of purpose or reason, for the ~~past~~ previous one-year period and which is determined by the ~~director~~ Code Official or City Council, ~~as more specifically provided for herein~~, to be unfit for human habitation or occupancy based upon the standards as set forth in this ~~article~~ Article.

*Basement.* A portion of a dwelling which is located partly underground, having direct access to light and air from windows located above the level of the adjoining ground.

*Cellar.* A portion of a dwelling, which is located partly or wholly underground, having ~~an~~ inadequate access to light and air from windows located partly or wholly below the level of the adjoining ground.

*Certificate of Occupancy.* ~~Written certification by the~~ ~~an~~ inspector that a dwelling or dwelling unit complies with the requirements of this ~~Chapter Article~~ and all other applicable provisions of the Washington City Code, and ~~NC North Carolina~~ General Statutes.

*Code Official.* ~~The person duly designated by the City Council to administer and enforce~~ ~~the Housing Code~~ this Article.

*Deteriorated.* A dwelling that is unfit for human habitation and can be repaired, altered or improved to comply with all of the minimum standards established by this ~~chapter~~ Article at a cost not in excess of ~~fifty~~ 50% percent (50%) of its value, as determined by a finding of the ~~Housing Administrator~~ Code Official.

*Dilapidated.* A dwelling that is unfit for human habitation and cannot be repaired, altered or improved to comply with all of the minimum standards established by this ~~chapter~~ Article except at a cost in excess of ~~fifty~~ 50% percent (50%) of its value, as determined by a finding of the ~~Housing Administrator~~ Code Official.

*Dwelling.* Any building, structure, ~~or~~ manufactured, or mobile home or part thereof which is wholly or partly used or intended to be used for living, sleeping or habitation by human occupants, and includes any outhouses and appurtenances belonging thereto or usually enjoyed therewith. Temporary housing, as defined in this section, shall not be regarded as a dwelling. The term shall include within its meaning the terms "rooming house" and "rooming unit", as defined in this section.

*Dwelling Unit.* Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

*Extermination.* The control and elimination of insects, rodents or other pests by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating or trapping; or by any other recognized and legal pest elimination methods approved by the Code Official.

*Family.* ~~An individual living alone,~~ ~~or~~ two (2) or more persons related by blood, adoption, or marriage, living together in a dwelling unit; or a group of not more than four (4) unrelated persons living together as a single housekeeping unit in a shared dwelling unit.

*Garbage.* ~~The waste material resulting from the handling, preparation, cooking and consumption of food or trash.~~

*Habitable Room.* A room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet compartments, laundries, heater rooms, foyers or ~~communicating~~ connecting corridors, closets and storage spaces.

*Habitable Structure.* Any structure used for living, sleeping, cooking or eating purposes for extended periods or on a regular basis or ~~is~~ designed for living, sleeping, cooking or eating purposes for extended periods or on a regular basis.

*Imminent Danger.* A condition which would cause serious or life-threatening injury or death at any time.

*Infestation.* The presence, within or around a dwelling, of any insects, rodents, bats or other pests in such number as to constitute a menace to the health, safety or welfare of the occupants of the dwelling or the public.

*Inspections Division.* –The Inspections Division of the Planning and Development Department of the City of Washington.

*Manufactured or Mobile Home.* A structure, transportable in one or more sections, which in the traveling mode is eight (8) body feet or more in width, or forty (40) body feet or more in length, or, when erected on site, is three hundred twenty (320) or more square feet; and which is built on a permanent chassis and designed to be used as a dwelling, with or without permanent foundation when connected to the required utilities, including the plumbing, heating, air conditioning and electrical systems contained therein. "Manufactured home" includes any structure that meets all of the requirements of this subsection except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of HUD-Housing and Urban Development and complies with the standards established under the AsNational Manufactured Housing Construction and Safety Standards Act of 1974. For manufactured homes built before June 15, 1976, "manufactured home" means a portable manufactured housing unit designed for transportation on its own chassis and placement on a temporary or semi-permanent foundation having a measurement of over thirty-two (32) feet in length and over eight (8) feet in width. "Manufactured home" also means a double-wide manufactured home, which is two (2) or more portable manufactured housing units designed for transportation on their own chassis that connect on site for placement on a temporary or semi-permanent foundation having a measurement of over thirty-two (32) feet in length and over eight (8) feet in width.

*Multiple (Multi-Family) Dwelling.* Any dwelling containing more than two (2) dwelling units.

*Occupant.* Any person over one (1) year of age, living, sleeping, cooking or eating in or having actual possession of a dwelling, dwelling unit or rooming unit.

*Operator.* Any person who has charge, care or control of a building, or part thereof, in which dwelling units or rooming units are let.

*Owner.* Any person who alone, jointly or severally with others:

- (4a) Shall have title to any dwelling, dwelling unit or rooming unit, with or without accompanying actual possession thereof;
- (2b) Shall be a mortgagee of record for any dwelling, dwelling unit or ~~—~~rooming unit;
- ~~or~~
- (3c) Shall have charge, care or control of any dwelling, dwelling unit or rooming unit, as owner or agent of the actual owner, or as executor, executrix, administrator, trustee or guardian of the estate of the actual owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this ~~chapter~~Article, and ~~of-with the~~ rules and regulations adopted pursuant thereto, to the same extent as if he or she were the owner.

*Party or Parties in Interest.* All persons who have interests of record in a dwelling, dwelling unit or rooming unit, and any persons who are in possession thereof.

*Person.* Any individual, corporation, firm, partnership, association, organization or other legal entity.

*Plumbing.* All of the following supplied facilities and equipment: gas pipes, gas-burning equipment, water pipes, mechanical garbage disposal units (mechanical sink grinders), sewage disposal pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basins, drains, vents and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

*Public Authority.* Any housing authority or any officer who is in charge of any department or branch of the government of the ~~city~~City, the county or the ~~state~~State relating to health, fire, building regulations or other activities concerning dwellings in the ~~city~~City.

*Rooming or Boarding House.* Any dwelling, or that part of any dwelling, containing one (1) or more rooming units, in which space is let by the owner or operator to three (3) or more persons who are not husband or wife, son or daughter, mother or father or brother or sister of the owner or operator.

*Rooming Unit.* Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

*Rubbish.* The term shall include paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass and dust.

*Supplied.* Paid for, furnished or provided by or under the control of the owner or operator.

*Temporary Housing.* Any tent, trailer or other structure used for human shelter which is designed to be transportable and which is not attached to the ground, to another structure or to any ~~utilities~~utility system on the same premises for more than ~~thirty~~ (30) consecutive days.

*Unfit for Human Habitation.* Conditions exist~~ing~~ in a dwelling, dwelling unit, rooming house or rooming unit which violate or do not comply with one (1) or more of the

minimum standards of fitness, or one (1) or more of the requirements, established by this ~~chapter~~Article.

**Vacant Dwelling.** Any dwelling that has not been occupied or otherwise inhabited for a period of six (6) months. In the case of rental property, "vacant dwelling" shall also refer to any dwelling unit or rooming unit that is currently unoccupied and not being leased or rented to any person.

**Water Closet.** —A water closet is a room which contains a flush toilet, usually accompanied by a wash bowl or sink.

**Words Having Certain Meaning.** Whenever the words "dwelling," "dwelling unit", "rooming house", "rooming unit", or "premises" are used in this ~~chapter~~Article, they shall be construed as though they were followed by the words "or any part thereof."

## **DIVISION 2. MINIMUM HOUSING STANDARDS**

### **Sec. 6-113. Minimum Standards of Fitness for Dwellings and Dwelling Units.**

Every dwelling and dwelling unit used as a human habitation, or held out for use as a human habitation, shall comply with all the minimum standards of fitness for human habitation and all of the applicable requirements of ~~Section 6-114 through Section 6-126~~ of this Article. No person shall occupy as owner or occupant, or let to another for occupancy or use as a human habitation, any dwelling or dwelling unit which does not comply with all the minimum standards of fitness for human habitation. Only approved building materials for specific purposes may be used in making necessary repairs to a dwelling or dwelling unit.

### **Sec. 6-114. Dwelling Unfit for Human Habitation.**

The Code Official shall determine that a dwelling is unfit for human habitation if he finds that any one of the following conditions exist in such dwelling—

- (a) Interior walls or vertical studs which seriously list, lean or buckle to such an extent as to render the dwelling unsafe.
- (b) Supporting member or members which show thirty-three ~~(33)~~ percent (33%) or more damage or deterioration, or non-supporting, enclosing or outside walls or covering which shows fifty ~~(50)~~ percent (50%) or more of damage or deterioration.
- (c) Floors or roofs which have improperly distributed loads, which are overloaded or which have insufficient strength to be reasonably safe for the purpose used.
- (d) Such damage by fire, wind or other causes as to render the dwelling unsafe.
- (e) Dilapidation, structural defects, decay, unsanitary conditions, uncleanliness, or disrepair which ~~is~~ are dangerous to the health, safety or welfare of the occupants or other people in the ~~city~~City or the City's jurisdiction.
- (f) —Inadequate facilities for egress in case of fire or panic.

- (g) -Defects ~~significantly~~ increasing the hazards of fire, accident or other calamities.
- (h) -Lack of adequate ventilation, light, heating or sanitary facilities to such extent as to endanger the health, safety or general welfare of the occupants or other residents of the ~~city~~City.
- (i) -Lack of proper electrical, heating or plumbing facilities required by this ~~article~~Article which constitutes a health or ~~a definite~~safety hazard.
- (j) -Lack of connection to a potable water supply and/or to the public sewer or other approved sewage disposal system, the lack of either one of which renders a dwelling unfit for human habitation. For the purpose of this standard, a dwelling is not connected to a potable water supply if the water supply has been "cut off" because of non-payment of the water bill or otherwise, or if the system for any reasons is not receiving a flow of potable water to the tap.
- (k) Any other condition that exists in a dwelling or dwelling unit that renders it dangerous or injurious to the health, safety or morals of the occupants of the dwelling, the occupants of neighboring dwellings, or other residents of the City.

**Sec. 6-115. Minimum Standards for Exterior Property Areas.**

- (a) All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.
- (b) All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon. Lots shall also be properly graded to prevent surface water run off from being directed onto adjoining properties.
- (c) All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.
- (d) All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.
- (e) Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.
- (f) All accessory structures, including detached garages, fences and walls, shall be maintained in a structurally sound manner and in good repair.
- (g) No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any

marking, carving or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

**Sec. 6-116. Minimum Standards for Structural Condition.**

**(a) Foundation.**

- (1) A foundation wall system shall support the building at all points and shall be free of holes, cracks, and loose mortar or masonry which would admit rodents, water or dampness to the interior of the building or which lessen the capability of the foundation to support the building.
- (2) Crawl space shall be graded so as to prevent any standing water-~~standing~~.
- (3) Foundation walls and footings shall be free of defects such as cracks, holes and loose mortar.
- (4) Piers shall be sound with no loose mortar or masonry.

**(b) Floors.**

- (1) There shall not be decayed, termite-damaged, fire-damaged, broken, overloaded or sagging sills that adversely affect the structural integrity of the building framing system.
- (2) Joists shall not be decayed or broken so as to adversely affect the structural integrity of the floor framing system.
- (3) Flooring shall be weather-tight without holes or cracks which permit excessive air to penetrate rooms.
- (4) There shall be no loose flooring.
- (5) Bathroom and kitchen flooring surfaces shall be constructed and maintained so as to be reasonably impervious to water and so as to permit such flooring to be easily kept in a clean and sanitary condition.
- (6) All floor coverings shall be constructed and maintained so as not to constitute a trip hazard and kept in a clean and sanitary condition.
- (7) There shall be no use of the ground for floors, or wood floors on the ground.

**(c) Exterior Walls.**

- (1) There shall be no broken, cracked or fire damaged structural members.
- (2) All siding shall be weather-tight, with no holes or excessive cracks or decayed boards which permit excessive air or moisture to penetrate rooms.
- (3) There shall be no loose siding.

(4) Exterior surfaces not inherently resistant to deterioration shall be treated with protective, appropriate siding or painted and maintained in good repair to prevent deterioration.

(d) Interior Walls.

(1) The interior finish shall be free of holes and cracks.

(2) All interior walls shall be treated, painted and maintained so as to be easily kept in a clean and sanitary condition.

(3) No loose plaster, loose boards or other loose wall materials shall be allowed.

(4) There shall be no decayed or termite-damaged studs.

(5) There shall be no broken or cracked studs or other broken or cracked structure members allowed.

(e) Ceilings.

(1) There shall be no joists which are decayed or broken, sagging, or improperly supported.

(2) There shall be no holes or excessive cracks which permit air to penetrate rooms.

(3) There shall be no loose plaster, boards, gypsum wall board, or other ceiling finish.

(4) There shall be no evidence of water damage.

(f) Roof.

(1) There shall be no rafters which are decayed or broken.

(2) No rafters shall be damaged by fire.

(3) Sheathing shall not be loose.

(4) No loose roof covering shall be allowed, nor shall there be any holes or leaks which could cause damage to the structure.

(5) There shall be proper flashing at walls and roof penetrations.

(6) There shall be no chimneys or part thereof which are defective, deteriorated or in danger of falling, or in such condition to constitute a fire hazard.

**Sec. 6-117. Minimum Standards for Basic Equipment and Facilities**

(a) Plumbing system.

- (1) Each dwelling unit shall be connected to a potable water supply and to the public sewer or other approved sewer disposal system.
- (2) Each dwelling unit shall contain not less than a kitchen sink, lavatory, tub or shower, water closet and an adequate supply of both cold ~~water and~~ hot water.
- (3) All plumbing fixtures shall meet the standards of the North Carolina Plumbing Code and shall be maintained in a state of good repair and good working order.
- (4) All required plumbing fixtures shall be located within the dwelling unit and be accessible to the occupants of same. The water closet and tub or shower shall be located in a room or rooms affording privacy to the user.
- (5) Water closets shall be functional and free of leaks.
- (6) Water closets shall not be loose from floor or leaking.
- (7) Tub and shower stall floors and walls shall be watertight.
- (8) Fixtures shall not be cracked or broken and shall function as designed.
- (9) Sewer and water lines shall be properly supported, with no broken or leaking lines.

(b) Heating system.

- (1) Every dwelling and dwelling unit shall provide central heat or other approved permanent source of heating.
- (2) *Central and electric heating system.* Every central or electric heating system shall be of sufficient capacity so as to heat at least one habitable room, excluding the kitchen, in every dwelling unit to which it is connected a minimum temperature of 68 degrees Fahrenheit measured at a point three (3) feet above the floor during ordinary winter conditions.
  - ~~(a)~~a. All ducts, pipes and tubes should be free of leaks and functioning properly.
- (3) *Other heating facilities.* Where a central or electric heating system ~~are is~~ not provided, each dwelling and dwelling unit shall be provided with sufficient fireplaces, chimneys, flues or gas vents whereby heating appliances are connected so as to heat at least one habitable room, excluding the kitchen, with a minimum temperature of sixty-eight (68) degrees Fahrenheit measured at a point three (3) feet above the floor during ordinary winter conditions.
  - ~~(a)~~a. All floor, wall or room heaters must comply with the standards of the North Carolina State Building Code.
  - ~~(b)~~b. Chimneys shall have no loose bricks or mortar and shall have a flue.

~~(c)~~c. Flues shall have no holes.

~~(d)~~d. Open masonry fireplaces shall only be used as supplemental heat and not as a primary source of heating.

~~(e)~~e. No portable kerosene space heater may be used as a primary source of heat.

~~(f)~~f. If the fireplace opening is closed, the closure shall be of noncombustible material and airtight.

~~(g)~~g. No hanging chimneys ~~will~~ shall be allowed.

(c) Electrical System.

(1) Every dwelling and dwelling unit shall be wired for electric lights and convenience receptacles. Every habitable room shall contain at least two (2) floor or wall-type electric convenience receptacles, connected in such manner as determined by the North Carolina Electric Codes. There shall be installed in every bathroom, water closet room, laundry room and furnace room at least one (1) supplied ceiling or wall type electric fixture for lighting. In the event wall or ceiling light fixtures are not provided in any habitable room, then such habitable room shall contain at least three (3) floor or wall type electric convenience receptacles.

(2) Every common hall and stairway in every multiple dwelling shall have adequate lighting by electric lights at all times when natural lighting is not sufficient.

(3) All fixtures, receptacles, equipment and wiring shall be maintained in a state of good repair and installed in accordance with the ~~State-North Carolina Electrical Codes~~ and any new provisions correlating with new provisions of the ~~State-North Carolina Building Code~~.

(4) All receptacles shall have outlet covers installed.

(5) All light switches shall have covers installed.

(6) Each dwelling unit shall have electric service from a separately metered delivery system provided by a licensed utility company. No drop cords, extension cords or similar wiring mechanism may be utilized in any fashion other than in conformance with the purposes ~~in-for~~ which it was designed.

**Sec. 6-118. Minimum Standards for Smoke Detectors.**

~~(a)~~ Every owner of a ~~residential~~ dwelling unit shall have UL approved smoke detectors installed, mounted on or near the ceiling on every level, at a point centrally located in the corridor or area giving access to each group of rooms used for sleeping purposes. Where bedrooms are not centrally located, more than one smoke detector may be required.

**Sec. 6-119. Minimum Standards for Ventilation.**

(a) All habitable rooms shall be provided with aggregate glazing area of not less than eight-percent ~~(8%)~~ (8%) of the total floor area of such rooms. One-half (1/2) of the required area of glazing shall be operable. For the purpose of determining the light and ventilation requirement, any room may be considered as a portion of an adjoining room when one-half (1/2) of the area of the common wall is open and unobstructed and provides an opening of not less than one-tenth (1/10) of the floor area of the interior room or twenty-five (25) sq. ft. square feet, whichever is greater. Exceptions to this standard are as follows:

(1) The glazed areas need not be operable where the opening is not required by Section 310 of Volume VII of the ~~State North Carolina~~ Building Code and an approved mechanical ventilation system is provided capable of producing 0.35 air change per hour in the room or a whole-house mechanical ventilation system is installed capable of supplying outdoor ventilation air of fifteen (15) cubic feet per minute (cfm) (7.08 L/s) per occupant computed on the basis of two (2) occupants for the first bedroom and one (1) occupant for each additional bedroom.

(2) The glazed areas may be omitted in rooms where the opening is not required by Section 310 of Volume VII of the ~~North Carolina State~~ Building Code and an approved mechanical ventilation system is provided capable of producing 0.35 air change per hour in the room or a whole-house mechanical ventilation system is installed capable of supplying outdoor ventilation air of fifteen (15) cubic feet per minute (cfm) (7.08 L/s) per occupant computed on the basis of two occupants for the first bedroom and one occupant for each additional bedroom, and artificial light is provided capable of producing an average illumination of six (6) foot candles (6.46 L/s) over the area of the room at a height of thirty (30) inches above the floor level.

(b) All exterior windows and doors shall be reasonably weather-tight, shall have no broken glass, and shall have adequate operable locks and hardware.

(c) All interior windows and hardware shall be in good repair.

(d) Required glazed openings shall open directly onto a street or public alley, or a yard or court located on the same lot as the building.

(e) Bathrooms, water closet compartments and other similar rooms shall be provided with aggregate glazing area in windows of not less ~~than three~~ (3) square feet, one-half (1/2) of which must be operable. An exception to this standard is as follows:

(1) The glazed areas shall not be required where artificial light and an approved mechanical ventilation system capable of producing a change of air every twelve (12) minutes are provided. Bathroom exhausts shall be vented directly to the outside.

**Sec. 6-120. Minimum Standards for Space, Use and Location.**

(a) Room Size.

- (1) Every dwelling unit shall have at least one (1) habitable room which shall have not less than one hundred fifty (150) square feet of floor area. Other habitable rooms shall have an area of not less than seventy (70) square feet. Every kitchen shall ~~not~~ have not less than fifty (50) square feet of floor area. Habitable rooms, except kitchens, shall ~~not be~~ not less than seven (7) feet in any horizontal dimension.
- (2) In every dwelling unit and in every rooming unit, every room occupied for sleeping purposes by one (1) occupant shall contain at least seventy (70) square feet of floor area, and every room occupied for sleeping purposes by more than one (1) occupant shall contain at least fifty (50) square feet of floor area for each occupant twelve (12) years of age and over and at least thirty-five (35) square feet of floor area for each occupant under twelve (12) years of age.

(b) Ceiling Height.

- (1) Habitable rooms, except kitchens, shall have a ceiling height of not less than seven (7) feet six (6) inches for at least fifty (50) percent of their required areas. Not more than fifty (50) percent of the required area may have a sloped ceiling less than seven (7) feet six (6) inches in height with no portion of required areas less than five (5) feet in height. If any room has a furred ceiling, the prescribed ceiling height is required for at least fifty (50) percent of the area thereof, but in no case shall the height of the furred ceiling be less than seven (7) feet. A portion of a room with a sloping ceiling measuring less than five (5) feet zero (0) inches or a furred ceiling measuring less than seven (7) feet zero (0) inches from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required habitable area for that room. Exceptions to this standard are as follows:
  - ~~(1)~~a. Beams and girders spaced not less than four (4) feet on center may project not more than six (6) inches below the required ceiling height.
  - ~~(2)~~b. All other rooms including kitchens, baths and hallways may have a ceiling height of not less than seven (7) feet measured to the lowest projection from the ceiling.
  - ~~(3)~~c. Ceiling height in basements without habitable spaces may not be less than six (6) feet eight (8) inches clear except for under beams, girders, ducts or other obstructions where the clear height shall be six (6) feet four (4) inches.

(c) Cellar.

- (1) No cellar shall be used for living purposes.

(d) Basements.

(1) No basement shall be used for living purposes unless:

~~(a)~~a. The floor and walls are substantially water-tight;

~~(b)~~b. The total window area, total openable window area, and ceiling height are equal to those required for habitable rooms; and

~~(c)~~c. The required minimum window area of every habitable room is entirely above the grade adjoining such window area, except where the window or windows face a stairwell, window well, or access way.

**Sec. 6-121. Minimum Standards ~~to~~ for Means of Egress.**

(a) Every dwelling shall have safe, unobstructed means of egress with a minimum ceiling height of seven (7) feet leading to a safe and open space at ground level.

(b) Every exterior, cellar ~~or~~ and basement door ~~and~~ or hatchway shall be substantially weather-tight and rodent proof, and shall be kept in sound working condition and good repair.

(c) Every exterior door shall be provided with properly installed hardware that is maintained to ~~insure~~ ensure reasonable ease of operation to open, close and secure as intended by the manufacturer of the door and attached hardware.

(d) Exterior door frames shall be properly maintained and shall be affixed with weather-stripping and thresholds as required to be substantially weather-tight, watertight and rodent and insect resistant when the door is in a closed position.

(e) Exterior door jams, stops, headers and molding shall be securely attached to the structure, maintained in good condition without splitting or deterioration that would minimize the strength and security of the door in a closed position.

(f) All exterior doors shall have manufactured locks specifically designed for use with exterior doors requiring a key to be unlocked from the outside.

(g) Every sleeping room shall have at least one (1) openable window or exterior door approved for emergency egress or rescue. The units must be operable from the inside to a full clear opening without the use of a key or tool. Where windows are provided as a means of egress or rescue they shall have a sill height of not more than forty-four (44) inches above the floor.

(h) All egress or rescue windows from sleeping rooms must have a net clear opening of four (4.0) square feet. The minimum net clear opening height shall be twenty-two (22) inches. The minimum net clear opening width shall be twenty (20) inches. Each egress window from sleeping rooms must have a minimum total glass area of not less than five (5.0) square feet in the case of a second story window.

(i) Bars, grills, screens or other obstructions placed over emergency escape windows shall be releasable or removable from the inside without the use of a key or tool.

**Sec. 6-122. Minimum Standards for Porches or Raised Platforms.**

- (a) Foundation floorings, ceilings and roofings for porches and raised platforms shall be equal to the standards set forth in Section 6-116, except sills and joists need not be level if providing drainage ~~ef for a~~ floor and floors need not be weather-tight.
- (b) Roof posts and attached railings shall be structurally sound.
- (c) Every porch terrace or raised platform located at least thirty (30) inches above the adjacent finished grade shall be equipped with guardrails not less than thirty-six (36) inches high. Open guardrails shall have intermediate rails such that a six (6) inch sphere cannot pass through any opening.

**Sec. 6-123. Minimum Standards for Stairs and Steps.**

- (a) Stairs and steps shall not be decayed and shall be in good repair.
- (b) Every rail shall be firmly fastened and maintained in good condition.
- (c) No flight of stairs more than one (1) inch out of its intended position or pulled away from supporting or adjacent structures shall be allowed.
- (d) Supports shall be structurally sound.
- (e) ~~Where~~ Steps and stairs ~~that must be replaced requiring replacement~~ due to deterioration shall be constructed in compliance, construction must comply with North Carolina State Building Code standards.
- (f) Stairways having four or more risers above a floor or finished ground level shall be equipped with handrails located not less than thirty (30) inches nor more than thirty-eight (38) inches above the leading edge of a tread. An exception from this standard is that handrails that form part of a guardrail may be forty-two (42) inches high.
- (g) Gripping surfaces shall be continuous without interruption.

**Sec. 6-124. Minimum Standards for Control of Insects, Rodents and Infestations.**

- (a) *Screens.* In every dwelling unit for which an air conditioner is not provided, every door opening directly from a dwelling unit to outdoor space shall have supplied and installed screens and a self-closing device for protection against mosquitoes, flies, and other insects. ~~every door opening directly from a dwelling unit to outdoor space shall have supplied and installed screens and a self-closing device, where an air condition is not provided.~~ Every window or other device with openings to outdoor space shall be supplied with screens, where in every dwelling unit for which an air conditioner is not provided.
- (b) *Rodent Control.* Every basement or cellar window used or intended to be used for ventilation and every other opening to a basement which might provide an entry for rodents shall be supplied with screens installed or such other approved device as will effectively prevent their entrance.

- (c) *Infestation*. Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination or removal of any insects, rodents, bats or other pests therein or on the premises, and every occupant of a dwelling unit in a dwelling containing more than one (1) dwelling unit shall be responsible for such extermination or removal whenever his or her dwelling unit is the only one infested. Whenever infestation is caused by failure of the owner to maintain a dwelling in a rodent proof or reasonable insect proof condition, extermination or removal shall be the responsibility of the owner. Whenever infestation exists in two (2) or more of the dwelling units in any structure or in the shared or public parts of any structure containing two (2) or more dwelling units, extermination or removal shall be the responsibility of the owner.
- (d) *Garbage storage and disposal*. Every dwelling unit shall have adequate garbage disposal facilities or garbage storage containers as required by the Washington City Code and the owner, operator or agent in control of such dwelling or dwelling unit shall be responsible for the removal of garbage. At least one (1) ninety-five (95) gallon outside garbage can ~~will~~ shall be required for single family ~~residents~~ residences.

#### **Sec. 6-125. Minimum Standards Applicable to Rooming Houses; Exceptions.**

All of the provisions, ~~of this Chapter, and all of the~~ minimum standards, and requirements of this ~~Chapter~~ Article, shall be applicable to rooming houses, and to every person who operates a rooming house, or who occupies or lets to another for occupancy any rooming unit in any rooming house, except as provided in the following subsections:

- (a) *Water closets, hand ~~lavatory~~ lavatories and bathing facilities*. At least one (1) water closet, lavatory basin, and bathtub or shower, properly connected to an approved water system and sewer system and in good working condition, shall be supplied for each four (4) rooms within a rooming house wherever said facilities are shared. All such facilities shall be located within the residence building served and shall be directly accessible from a common hall or passageway and shall be not more than one (1) story removed from any of the persons sharing such facilities. Every lavatory basin and bathtub or shower shall be supplied with hot and cold water at all times. Such required facilities shall not be located in a cellar.
- (b) *Minimum floor area for sleeping purposes*. Every room occupied for sleeping purposes by one (1) occupant shall contain at least seventy (70) square feet of floor area, and every room occupied for sleeping purposes by more than one (1) occupant shall contain at least fifty (50) square feet of floor area for each occupant twelve (12) years of age or older and at least thirty-five (35) square feet of floor area for each occupant under twelve (12) years of age.
- (c) *Sanitary facilities*. Every water closet, flush urinal, lavatory basin, bathtub, or shower required by subsection (4a) of this section shall be located within the rooming house and within a room or rooms which afford privacy, ~~and~~ are separate from habitable

rooms, ~~which and~~ are accessible from a common hall ~~and~~ without going outside the rooming house or through any other room therein.

- (d) *Sanitary conditions.* The operator of every rooming house shall be responsible for the sanitary maintenance of all walls, floors, and ceilings, ~~and for the sanitary maintenance of~~; every other part of the rooming house; ~~he shall further be responsible for the sanitary maintenance of the entire premises where~~ and the entire premises where the entire structure or building within which the rooming house is contained is leased or occupied by the operator.

#### **Sec. 6-126. Responsibilities of Owners and Occupants.**

- (a) Every owner of a dwelling containing two (2) or more dwelling units shall be responsible for maintaining ~~in a clean and sanitary condition~~, the shared or public areas of the dwelling and the premises thereof in a clean and sanitary condition.
- (b) Every occupant of a dwelling or dwelling unit shall keep ~~in a clean and sanitary condition~~ that part of the dwelling or dwelling unit and the premises thereof which he occupies or controls in a clean and sanitary condition.
- (c) No owner or owner's agent shall lease or rent to any other person any vacant dwelling unit unless it complies with the provisions of ~~the this article~~ Article and is reasonably clean, sanitary and fit for human occupancy.

#### **Sec. 6-127. Special Historic Buildings and Districts.**

All exterior alterations or repairs required by the provisions of this Article to structures that are identified and classified by the City Council as a designated landmark or being within a local historic district must meet the requirements of the City of Washington as administered by the Historic Preservation Commission.

### **DIVISION 3. ADMINISTRATION AND ENFORCEMENT**

#### **Sec. 6-128. Duties of the Code Official.**

The Director of Planning ~~& and~~ Development (or his designee) is hereby designated as the Code Official to administer and enforce the provisions of this Article and to exercise the duties and powers herein prescribed. It shall be the duty of the Code Official:

- (a) To investigate the dwelling conditions, ~~in the City~~ and to inspect dwellings ~~and as well as~~ well as dwelling units, located in the City in order to determine which dwellings and dwelling units are unfit for human habitation; and for the purpose of carrying out the objectives of this ~~article~~ Article with respect to such dwellings and dwelling units;
- (b) To take such action, together with other appropriate departments and agencies, public and private, as may be necessary to effectuate the rehabilitation of housing which is deteriorated;

- (c) To keep a record of the results of inspections made under this ~~article~~ Article and an inventory of those dwellings that do not meet the minimum standards of fitness herein prescribed; and
- (d) To perform such other duties as may be ~~herein~~ prescribed herein.

**Sec. 6-129. Powers of the Code Official.**

The Code Official is authorized to exercise such powers as may be necessary or convenient to carry out and effectuate the purpose and provisions of this Article, including the following powers in addition to others ~~herein~~ granted herein:

- (a) To investigate the dwelling conditions in the City in order to determine which dwellings therein are unfit for human habitation;
- (b) To administer oaths and affirmations, examine witnesses and receive evidence;
- (c) To enter upon premises for the purpose of making examinations and inspections; provided that such entries shall be made in such manner as to cause the least possible inconvenience to the persons in possession; and
- (d) To appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the purposes of this Article.

**Sec. 6-130. Inspections: Right of Entry**

For the purpose of making inspections, the Code Official is hereby authorized to enter, examine and survey at all reasonable times all dwellings, dwelling units, rooming units and premises. The owner or occupant of every dwelling unit, or rooming unit, or the person in charge thereof, shall give the Code Official free access to such dwelling, dwelling unit or rooming unit, and its premises at all reasonable times for the purposes of such inspection, examination and survey. Every occupant of a dwelling or dwelling unit shall give the owner thereof, or his agent or employee, access to any part of such dwelling or dwelling unit, and its premises, at all reasonable times, for the purpose of making such repairs or alterations as are necessary to affect compliance with the provisions of this ~~A~~ article or with any lawful order issued pursuant to the provisions of this ~~article~~ Article.

(Code 1972, § 9-6; Code 1993, § 4-89)

**Sec. 6-131. Housing Appeals Board.**

The Board of Adjustment, provided for under Chapter 40, ~~pertaining to zoning~~, shall serve as the Housing Appeals Board, to which appeals may be taken from any decision or order of the Code Official, as more specifically provided for by Section 40-510. Such Housing Appeals Board shall perform the duties prescribed by Section 40-512, shall have the power to adopt rules of procedure relative to its duties under this ~~article~~ Article and shall keep an accurate record of all its proceedings.

(Code 1972, § 9-12; Code 1993, § 4-90)

**Sec. 6-132. Procedure for Enforcement.**

(a) *Preliminary investigation; notice; hearing.* Whenever a petition is filed with the Code Official by a public authority or by at least five (5) residents of the ~~city~~City charging that any dwelling or dwelling unit is unfit for human habitation, or whenever it appears to the ~~Inspector upon inspection~~Code Official (on his own motion), that any dwelling or dwelling unit is unfit for human habitation, he shall, if his preliminary investigation discloses a basis for such charges, issue and cause to be served upon the owner of and parties in interest in such dwelling or dwelling unit a complaint stating the charges in that respect and containing a notice that a hearing will be held before the Code Official (or his designated agent) at a place within the City, therein fixed, not less than ten (10) days nor more than thirty (30) days after the serving of such complaint. The owner or any party in interest shall have the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint. Notice of such hearing shall also be given to at least one (1) of the persons signing a petition relating to such dwelling. Any person desiring to do so may attend such hearing and give evidence relevant to the matter being heard. The rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the ~~Inspector~~Code Official.

(b) *Procedure after hearing.* If, after such notice and hearing, the Code Official ~~shall state in writing his determination whether such dwelling or dwelling unit is unfit for human habitation, and, if so, whether it is deteriorated or dilapidated.~~ determines that the dwelling or dwelling unit in question is unfit for human habitation, he shall state in writing his findings of fact in support of such determination, including his conclusion as to stating whether the building-dwelling or dwelling unit is deteriorated or dilapidated., and issue and cause to be served upon the owner thereof one of the following orders that includes his findings and conclusion.

(1) *Deteriorated dwelling.* If the Code Official determines that the dwelling or dwelling unit is deteriorated, ~~and if the repair, alteration, or improvement of a deteriorated dwelling can be made at a cost less than 50% of the present value of the dwelling, the order shall require~~he shall issue an order requiring the owner, within ~~a the time specified in the order, period of time, not exceeding 90 days,~~ to repair, alter, or improve such dwelling ~~so as to render it safe~~in order to render it fit for human habitation. The order may also ~~direct and~~require the owner to vacate and close the dwelling or dwelling unit until the repairs, alterations and improvements have been made ~~and/or the unsafe and dangerous character of such dwelling has been corrected~~if continued occupancy during the time allowed for repair, alteration, or improvement will present a significant threat of bodily harm, taking into account the nature of the necessary repairs, alterations, or improvements; the current state of the property; and any additional risks due to the presence and capacity of minors under the age of eighteen (18) or occupants with physical and mental disabilities. The order shall also state that the failure to make timely repairs, alterations or improvements as directed in the order shall make the dwelling subject to the issuance of an unfit order under subsection (d)(1) of this section.

~~he shall state in writing his findings of fact in support of such determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the owner to repair, alter and improve such dwelling or dwelling unit to comply with the minimum standards of fitness established by this article within a~~

~~specified period of time, not to exceed ninety (90) days or to vacate and close the same. Such order may also direct and require the owner to vacate and close such dwelling or dwelling unit until such repairs, alterations and improvements have been made.~~

(2) *Dilapidated dwelling.* ~~If the Code Official determines that the dwelling or dwelling unit is dilapidated, and if the repair, alteration or improvement of a dilapidated dwelling cannot be made at cost of less than 50% of the present value of the dwelling, the order shall require~~ he shall issue an order requiring the owner, within a the time specified in the order, period of time, not to exceed 90 days, to remove or demolish such dwelling. If the dwelling is located in the historic district of the City and the Historic Preservation Commission determines, after a public hearing as provided by the City Code, that the dwelling is of particular significance or value toward maintaining the character of the historic district, and the dwelling has not been condemned as unsafe, the order may require that the dwelling be vacated and closed consistent with G.S. 160A-400.14(a).

~~he shall state in writing his findings of fact to support such determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the owner to vacate and close the dwelling, and to repair, alter and improve such dwelling or dwelling unit to comply with the minimum standards of fitness established by this article, or to remove or demolish the same within a specified period of time not to exceed ninety (90) days.~~

(c) Whenever the Code Official issues an order under this section that a dwelling must be vacated and closed or removed or demolished, notice of the order shall be given by first class mail to any organization involved in providing or restoring dwellings for affordable housing that has filed a written request for such notices. A minimum period of forty-five (45) days from the mailing of such notice shall be given before removal or demolition by action of the Code Official, to allow the opportunity for any organization to negotiate with the owner to make repairs, lease, or purchase the property for the purpose of providing affordable housing. The Code Official or clerk shall certify the mailing of the notices and the certification shall be conclusive in the absence of fraud. Only an organization that has filed a written request for such notices may raise the issue of failure to mail such notices, and the sole remedy shall be an order requiring the Code Official to wait forty-five (45) days before causing removal or demolition.

(ed) —Failure to comply with order. The following remedies are available upon the failure of an owner to comply with any order issued ~~hereunder:~~ this section.

~~(1) If the owner of any deteriorated dwelling or dwelling unit shall fail to comply with an order of the Code Official to repair, alter or improve or vacate and close the same within the time specified therein, or if the owner of a dilapidated dwelling shall fail to comply with an order of the Code Official to vacate and close, and repair, alter and improve such dwelling or dwelling unit to comply with the minimum standards of fitness or remove or demolish the same within the time specified therein. The Code Official shall submit to the City Council at its next regular meeting a resolution directing the City Attorney to petition the Superior Court for an order directing such owner to comply with the order of the Chief, as authorized by G.S. 160A-446(g).~~

Comment [CAWforFFH1]: I assume that you do not want to file a lawsuit as the first step for enforcement of a code official's order.

~~(2) After failure of an If the owner of any deteriorated dwelling or dwelling unit, or of a dilapidated dwelling, shall fail to comply with an order of the Code Official to repair, alter or improve or vacate and close the same within the time specified therein, if injunctive relief has not been sought or has not been granted as provided in subsection (c)(1) of this section, the Code Official shall submit to the City Council an ordinance ordering the owner to cause such dwelling or dwelling unit to be repaired, altered, improved or vacated and closed and removed or demolished, as provided in the original order of the Inspector, and pending such removal or demolition, to placard such dwelling, as provided by G.S. 160A-443(4) and Section 6-134. may cause such dwelling to be repaired, altered or improved or to be vacated and closed. The Code Official may cause to be posted on the main entrance of any dwelling so closed, a placard with the following words: "This dwelling is unfit for human habitation. The use or occupancy of this dwelling for human habitation is prohibited and unlawful".~~

~~(3) If the owner of any dilapidated dwelling or dwelling unit shall fail to comply with an order of the Code Official to remove or demolish the same within the time specified, if injunctive relief has not been sought or has not been granted as provided in subsection (c)(1) of this section, the Code Official may cause such dwelling to be removed or demolished. The Code Official may cause to be posted on the main entrance of any dwelling so closed, a placard with the following words: "This dwelling is unfit for human habitation. The use or occupancy of this dwelling for human habitation is prohibited and unlawful".~~

~~(4) The duties of the Code Official to repair, alter, improve, vacate and close or remove and demolish shall not be exercised until the city council shall have by ordinance ordered the Code Official to proceed to effectuate the purpose of this code with respect to the particular property or properties which the Code Official shall have found to be unfit for human habitation or unsafe and which property or properties shall be described in the ordinance. No such ordinance shall be adopted to require demolition of a dwelling until the owner has first been given a reasonable opportunity to bring it into conformity with this code.~~

~~(5) Each such ordinance shall be recorded in the office of the Register of Deeds in the county wherein the property is located, and shall be indexed in the name of the property owner in the grantor index, as provided by G.S. 160A-443(5).~~

(1) If the owner of any deteriorated dwelling or dwelling unit shall fail to comply with an order of the Code Official to repair, alter or improve or vacate and close the dwelling, the Code Official may submit an ordinance to the City Council, which ordinance, if adopted by City Council, may authorize the Code Official to cause the dwelling to be repaired, altered, or improved or to be vacated and closed, and shall authorize the Code Official to post on the main entrance of any dwelling so closed, a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a Class 1 misdemeanor. Any such ordinance adopted pursuant hereto by City Council shall be recorded in the Office of the Register of Deeds of Beaufort County and shall be indexed in the name of the property owner in the grantor index.

(2) If the owner of any dilapidated dwelling or dwelling unit shall fail to comply with an order of the Code Official to remove or demolish the dwelling, the Code Official may submit an ordinance to the City Council, which ordinance, if adopted by City Council, may authorize the Code Official to cause the dwelling to be removed or demolished, or vacated and closed. Any such ordinance adopted pursuant hereto by City Council shall be recorded in the Office of the Register of Deeds of Beaufort County and shall be indexed in the name of the property owner in the grantor index.

(3) If any occupant fails to comply with an order to vacate a dwelling or dwelling unit, the Code Official may file a civil action in the name of the City to remove such occupant utilizing the procedures prescribed by G.S. 160A-443(7).

*(de) Appeals from orders of the Code Official.* An appeal from any decision or order of the Code Official may be taken by any person aggrieved thereby or by any public officer, board or commission of the ~~city~~City. Any appeal from the Code Official shall be taken within ten (10) days from the rendering of the decision or service of the order, and shall be taken by filing with the Code Official and with the Housing Appeals Board a notice of appeal which shall specify the grounds upon which the appeal is based. Upon the filing of any notice of appeal, the Code Official shall forthwith transmit to the Housing Appeals Board all the papers constituting the record upon which the decision appealed from was made. When an appeal is from a decision of the Code Official refusing to allow the person aggrieved thereby to do any act, his decision shall remain in force until modified or reversed. When any appeal is from a decision of the Code Official requiring the person aggrieved to do any act, the appeal shall have the effect of suspending the requirement until the hearing by the Housing Appeals Board, unless the Code Official certifies to the Housing Appeals Board, after the notice of appeal is filed with him, that by reason of the facts stated in the certificate (a copy of which shall be furnished the appellant), a suspension of ~~his~~the requirement would cause imminent peril to life or property, in which case, the requirement shall not be suspended except by a restraining order, which may be granted for due cause shown upon not less than one (1) day's written notice to the Code Official, by the Housing Appeals Board or by a court of record upon petition made pursuant to G.S. 160A-446(f) and subsection ~~(e)~~f of this section.

(1) The Housing Appeals Board shall fix a reasonable time for the hearing of all appeals, shall give due notice to all the parties, and shall render its decision within a reasonable time. Any party may appear in person~~or~~, by agent or by attorney before the Housing Appeals Board. The Housing Appeals Board may reverse or affirm, wholly or partly, or may modify the decision or order appealed from, and may make any such decision and order ~~as that~~ in its opinion ought to be made in the matter, and to that end it shall have all the powers of the Code Official, but the concurring vote of four (4) members of the Housing Appeals Board shall be necessary to reverse or modify any decision or order of the Code Official. ~~The Housing Appeals Board also shall have power the authority also in passing upon appeals, in any case where there are practical difficulties or unnecessary hardships in the way of when practical difficulties or unnecessary hardships would result from carrying out the strict letter of the ordinance this Article, to adapt the application of the ordinance this Article to the necessities of~~

the case to the end that the spirit of ~~the ordinance~~this Article shall be observed, public safety and welfare secured, and substantial justice done.

(2) Every decision of the Housing Appeals Board shall be subject to review by proceedings in the nature of certiorari instituted within fifteen (15) days of the decision of the Housing Appeals Board, but not otherwise.

~~(ef)-~~ Petition to Superior Court by owner. Any person aggrieved by an order issued by the Code Official or a decision rendered by the Housing Appeals Board ~~shall have the right~~may, within thirty (30) days after issuance of the order or ~~the~~ rendering of the decision, ~~to petition the Superior Court for a temporary~~an injunction restraining the Code Official ~~from carrying out the order or decision and the Court may, upon such petition, issue a temporary injunction restraining the Code Official,~~ pending a final disposition of the cause, as more specifically provided for by G.S. 160A-446(f).

#### **Sec. 6-133. Methods ~~of for~~ Service of Complaints and Orders.**

(a) Complaints or orders issued by the Code Official, pursuant to this Article, shall be served upon persons either personally or by registered or certified mail. When service is made by registered or certified mail, a copy of the complaint or order may also be sent by regular mail. Service shall be deemed sufficient if the registered or certified mail is unclaimed or refused, but the regular mail is not returned by the Post Office within ten (10) days after the mailing. If regular mail is used, a notice of the pending proceedings shall be posted in a conspicuous place on the premises affected.

(b) If the identities of any owners or the whereabouts of persons are unknown and cannot be ascertained by the Code Official in the exercise of reasonable diligence, or, if the owners are known but have refused to accept service by registered or certified mail, and the Code Official makes an affidavit to that effect, then the serving of the complaint or order upon the ~~unknown~~ owners or other persons may be made by publication in a newspaper having general circulation in the City at least once no later than the time at which personal service would be required under the provisions of this ~~article~~Article. When service is made by publication, a notice of the pending proceedings shall be posted in a conspicuous place on the premises thereby affected.

#### **~~Sec. 6-134. Placarding by Inspector.~~**

~~(a) After failure of an owner of a dwelling or dwelling unit to comply with an order of the Code Official issued pursuant to the provisions of this Article, and upon adoption by the City Council of an ordinance authorizing and directing him to do so, as provided by G.S. 160A-443(5) and Section 6-132, the Code Official shall proceed to cause such dwelling or dwelling unit to be repaired, altered or improved to comply with the minimum standards of fitness established by this Article or to be vacated and closed and removed or demolished, as directed by the ordinance of the City Council and shall cause to be posted on the main entrance of such dwelling or dwelling unit a placard with the following words: "This building is unfit for human habitation; the use~~

~~or occupation of this building for human habitation is prohibited and unlawful." The occupation of a building so posted shall constitute a misdemeanor.~~

~~(b) Each such ordinance shall be recorded in the office of the Register of Deeds in the county wherein the property is located, and shall be indexed in the name of the property owner in the grantor index, as provided by G.S. 160A-443(5).~~

#### **Sec. 6-1354. Abandonment of Property**

(a) If the Code Official has issued an order pursuant to Section 6-132(b)(1) of this Article or if the City Council has adopted an ordinance pursuant to Section 6-132(d)(1) or Section 6-132(d)(2) of this Article, ~~for ordering~~ a dwelling or dwelling unit to be repaired, altered, or improved, or vacated and closed, ~~as provided in Section 6-132 of this Article,~~ and if the ~~owner has vacated and closed such dwelling or dwelling unit and kept it~~ has been vacated and closed for a period of one (1) year pursuant to the ~~ordinance or order~~ or ordinance, then if the City Council shall find that:

(1) The owner has abandoned the intent and purpose to repair, alter or improve the dwelling or dwelling unit in order to render it fit for human habitation; and that

~~(2) That~~ The continuation of the dwelling in its vacated and closed state (i) ~~would~~ be inimical to the health, safety, and welfare of the municipality in that the dwelling would continue to deteriorate;

~~(3) That the dwelling;~~ would create a fire and safety hazard;

~~(4) That the dwelling;~~ would be a threat to children and vagrants;

~~(5) That the dwelling;~~ would attract persons intent on criminal activities;

~~(6) That the dwelling;~~ or would cause or contribute to blight and the deterioration of property values in the area; and

~~(7) That the dwelling (ii)~~ would render unavailable property and a dwelling which might ~~have~~ otherwise have been made available ~~for decent and affordable housing in the City to ease the persistent shortage of decent and affordable housing in this State;~~ then in such circumstances, the City Council may, after the expiration of such one year period, enact an ordinance and serve such ordinance on the owner, setting containing forth the following:

~~(a)~~ a. If ~~it is determined that~~ the repair of the dwelling to render it fit for human habitation can be made at a cost of not in excess of fifty percent (50%) or less of the ~~then current~~ its value of the dwelling, ~~the ordinance shall require that an order requiring~~ the owner ~~either to~~ repair or demolish and remove the dwelling with ninety (90) days; or

~~(b)~~ b. If ~~it is determined that~~ the repair of the dwelling to render it fit for human habitation ~~can only~~ cannot be made except at a cost in excess of ~~exceeding~~

fifty percent (50%) of ~~the then current~~its value ~~of the dwelling, the ordinance shall require an order requiring~~ the owner to demolish and remove the dwelling within ninety (90) days.

- (b) ~~The ordinance in subsection (a) of this section. Any such ordinance adopted pursuant to Section 6-134(a) by City Council shall be recorded in the office Office of the Register of Deeds of Beaufort County and shall be indexed in the name of the property owner in the grantor index. If the owner fails to comply with this such an ordinance, the inspector Code Official shall effectuate the purpose of the ordinance.~~

#### **Sec. 6-1365. Liens for Costs of Repairs, Alterations, etc.**

(a) As provided by G.S. 160A-443(6), the amount of the cost of ~~any~~ repairs, alterations or improvements, ~~of vacating and closing, or removal or demolition,~~ caused to be made or done by the Code Official pursuant to ~~Section 6-132~~this Article, shall be a lien against the real property upon which ~~such the~~ cost was incurred. ~~Such, which~~ lien shall be filed, have the same priority, and be ~~enforced and the costs~~ collected as the lien for special assessment provided ~~by in~~ G.S. 160A, Art. 10 (G.S. 160A-216 et seq.).

(b) If the real property upon which the cost was incurred is located in the City, then the amount of the cost is also a lien on any other real property of the owner located within the City limits or within one (1) mile thereof except for the owner's primary residence. The additional lien provided in this subsection is inferior to all prior liens and shall be collected as a money judgment.

(c) If the dwelling is removed or demolished by the Code Official, he shall sell the materials of the dwelling, and any personal property, fixtures or appurtenances found in or attached to the dwelling, and shall credit the proceeds of the sale against the cost of the removal or demolition and any balance remaining shall be deposited in the Superior Court by the Code Official, shall be secured in a manner directed by the Court, and shall be disbursed by the Court to the persons found to be entitled thereto by final order or decree of the Court. Nothing in this Article shall be construed to impair or limit in any way the power of the City to define and declare nuisances and to cause a removal or abatement by summary proceedings, or otherwise.

#### **Sec. 6-1376. Alternative Remedies.**

Neither this Article nor any of its provisions shall be construed to impair or limit in any way the power of the City to define and declare nuisances and to cause their abatement by summary action or otherwise, or to enforce this Article by criminal process as authorized by G.S. 14-4 and Section 6-132, and the enforcement of any remedy provided herein shall not prevent the enforcement of any other remedy provided herein or in other ordinances or laws. Nothing in this Article shall be construed to abrogate or impair the powers of the Courts or of any department of the City to enforce any provisions of its charter or its ordinances or regulations, nor to prevent or punish violations thereof; and the powers conferred by this Article shall be in addition and supplemental to the powers conferred by any other law.

**Sec. 6-1387. —Conflict With Other Provisions.**

In the event any provision, standard or requirement of this Article is found to be in conflict with any provision of any other ordinance or ~~code~~Code of the City, the provision which establishes the higher standard or more stringent requirement for the promotion and protection of the health and safety of the residents of the City shall prevail.

**Sec. 6-~~137~~138. —Penalties and Violations.**

(a) It shall be unlawful for the owner of any dwelling or dwelling unit to fail, neglect or refuse to repair, alter, or improve the same, ~~or to vacate and or~~ close ~~the same; or and~~ remove or demolish the same, upon order of the Code Official or ordinance of the City Council duly made and served as herein provided, within the time specified in such order or ordinance, and each day that any such failure, neglect or refusal to comply with such order or ordinance continues shall constitute a separate and distinct offense. It shall be unlawful for the owner of any dwelling or dwelling unit with respect to which an order or ordinance has been issued, pursuant to ~~Section 6-132, this Article,~~ to occupy or permit the occupancy of the same after the time prescribed in such order or ordinance for its repair, alteration or improvement; ~~or its vacation vacating and or closing; or removal or demolition~~ and each day that such occupancy continues after such prescribed time shall constitute a separate and distinct offense.

(b) The violation of any provision of this ~~article~~Article shall constitute a misdemeanor, as provided by G.S. 14-4.

**Sec. 6-~~140~~39 – 6-150. Reserved.**

**MEMORANDUM**

DATE: 24, May 2012  
 TO: Mayor and City Council  
 FROM: Michael Whaley  
 SUBJ: Information only – Contracts for Petroleum Products

The purpose of this request is to inform Council of contract commitments for petroleum product requirements for the City from July 1, 2012 through June 30, 2013.

Contract awarded as follows:

	<u>Vendor</u>	<u>OPIS</u>	<u>Margin</u>	<u>Cost per Gallon</u>	<u>Estimated Usage</u>
A.	<u>F. Ray Moore</u>				
	Diesel 40 Cetane (Tankwagon)	\$3.1945	\$ .1845	\$3.3790/gal	\$454,475.50
	E10 Gasohol 87 Octane (Tankwagon)	\$2.8687	\$ .2403	\$3.1090/gal	\$ 4,663.50
B.	<u>Pitt Country Mart</u>				
	B5 Bio-Diesel (Transport)	\$3.1797	\$ .0604	\$3.2401/gal	\$259,208.00
	Kerosene 1-K Grade (Tankwagon)	N/A	N/A	\$4.0290/gal	\$ 5,237.70
C.	<u>Petroleum Traders</u>				
	Gasohol, E10 (Transport)	\$2.8687	\$ .0063	\$2.8750/gal.	\$575,000.00
<b>TOTAL</b>					<b>\$1,298,584.70</b>

Price fluctuations will be governed by the bid margin above or below the OPIS Average Rack price for the commodity on the day May 4, 2012 at Selma, NC. The City will pay the Average Rack price for the commodity on the day of delivery plus or minus the margin bid on May 24, 2012.

Supporting Document

Bid Tabulation Sheet

BID TABULATION

Bid for: Petroleum Products  
Opened: 2:00 PM, Tuesday  
May 22, 2012

=====

<u>Item</u>	<u>Petroleum Product</u>	<u>Jemigan</u>	<u>Great Lakes</u>	<u>Pitt Country Mart</u>	<u>Petroleum Traders</u>	<u>Mansfield</u>	<u>F. Ray Moore</u>	<u>Potter Oil &amp; Tire</u>	<u>Red Star</u>
1	Gasohol, E10, (Transport)	\$2.9216	\$2.9191	\$2.9191	<b>\$2.8750</b>	\$2.9237	\$2.9604	\$2.9311	\$2.9888
2	Gasohol 87 Octane (Tankwagon)		\$3.0687	\$3.1687		\$3.1580	<b>\$3.1090</b>		
3	Diesel 40 Cetane (Tankwagon)		\$3.3945	\$3.4245		\$3.4738	<b>\$3.3790</b>	\$3.3945	
4	B5 Bio-Diesel (Transport)		\$3.2401	<b>\$3.2401</b>		\$3.2431	\$3.2990	\$3.2501	\$3.4210
5	Kerosene 1-K Grade (Tankwagon)			<b>\$4.0290</b>					

Recommendation: I recommend we purchase E10 gasohol from Petroleum Traders. Diesel tankwagon and Gasohol tankwagon from F Ray Moore. B5 Bio Diesel and Kerosene from Pitt Country Mart. Great Lakes decided due to the low volume not to accept Gasohol tankwagon.

Signed: Michael Whaley



## HUMAN RELATIONS COUNCIL

*102 East 2nd Street*

*Washington, NC 27589*

*Phone: 252-975-1280*

*Fax: 252-974-6461*

### **Human Relations Council (HRC) Report for the month of May Monday June 11, 2012 City Council Meeting**

#### **MISSION STATEMENT**

- To promote social and economic equality in the community, working with Local Government and other resources
- To appreciate the cultural and ethnic diversity of the citizens of Washington and Beaufort County
- To encourage citizens to live and work together in harmony and mutual respect

**Scheduled Public Appearances:** – Mr. Alvin Powell addressed the Board concerning exploring a Police Athletic League (PAL). Mr. Powell explained the program and voiced he was seeking support from the Human Relations Council and not requesting funding at this time.

By motion of Vice Chairwoman Cherry, seconded by Board member Barr, the Board voted to endorse/support the Police Athletic League (PAL) program.

**Report – Multicultural Festival 2012** – Board member Howard and Cherry met with Mr. Joey Toler and Mr. Toler suggested the Human Relations Council be the presenters this year for the Multicultural Festival. Mr. Toler and former Board member Castro will support the Human Relations Council in their endeavors to sponsor the program. The rental fee for the Civic Center will be \$250 should the Board wish to make a deposit.

Vice chairwoman Cherry suggested we begin seeking financial sponsors. Chairman O'Pharrow directed committee members (Board member Cherry and Howard) to keep the Board updated.

**Discussion – reorganization of Boards, Committees and Commission – frequency of meetings, and annual events** – Vice chairwoman Cherry voiced we have a full agenda every month with Chairman O'Pharrow being in agreement. Chairman O'Pharrow suggested going to a paperless agenda to help defray cost.

By motion of Vice Chairwoman Cherry, seconded by Board member Barr, the Board agreed to continue to meet monthly.

**FYI – items addressed at this time** – inclusive of April report to City Council and contribution received for Washington Housing Authority & Holland Consulting Planners.

## Load Management Device Installation Report

Project Start Date : October 2010

	April 2012	Project to Date
Total Load Management Device Installations	64	1353
Total Accounts Added with Load Management	55	1038
<b>Appliances Control Installations</b>		
Air Conditioner / Heat Pump	59	1092
Auxiliary Heat Strip	38	514
Electric Furnace	7	221
Water Heater	45	826
<b>Total Encumbrances to Date</b>		
Load Management Devices		\$66,550
Contractor Installations		\$150,000
Total Project Encumbrances		\$216,550
<b>Total Expenses to Date</b>		
Load Management Device Purchases		\$66,550
Contractor Installation Expenses	\$13,795	\$143,710
Total Project Expenses		\$210,260
Average Cost per Load Management Device Installed		\$155.40
Average Installed Cost per Controlled Appliance		\$79.25
Load Management Devices Remaining in Stock	147	

## Load Management Device Installation Report

Project Start Date : October 2010

	May 2012	Project to Date
Total Load Management Device Installations	25	1378
Total Accounts Added with Load Management	25	1063
<b>Appliances Control Installations</b>		
Air Conditioner / Heat Pump	25	1117
Auxiliary Heat Strip	25	539
Electric Furnace	0	221
Water Heater	25	851
<b>Total Encumbrances to Date</b>		
Load Management Devices		\$66,550
Contractor Installations		\$150,000
Total Project Encumbrances		\$216,550
<b>Total Expenses to Date</b>		
Load Management Device Purchases		\$66,550
Contractor Installation Expenses	\$4,000	\$147,710
Total Project Expenses		\$214,260
Average Cost per Load Management Device Installed		\$155.49
Average Installed Cost per Controlled Appliance		\$78.54
Load Management Devices Remaining in Stock	122	



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk  
**Date:** May 31, 2012  
**Subject:** Appointments to Various Boards, Commissions, and Committees  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

**See attached recommended motions**

**BACKGROUND AND FINDINGS:**

Advertisements were run in the Washington Daily News and Cable 9 for vacancies for expiring terms on various boards, commissions, and committees, with the application deadline being May 25, 2012 at 5:00 p.m. Copies of all applications received were distributed to department heads to allow them time to meet with their Council liaison and Board Chairman.

Nominations will be made by the Council liaisons at the June 11, 2012 Council meeting.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Board Applications

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** 6/5/12 Date June 11, 2012 Concur  Recommend Denial  No recommendation \_\_\_\_\_

**ACTIONS SUGGESTED:**

**A. Planning Board**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Planning Board, to fill the expiring term of **Steve Moler** term to expire June 30, 2015.

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Planning Board, to fill the expiring term of **John Tate** term to expire June 30, 2015.

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Planning Board, to fill the expiring term of **Dot Moate** term to expire June 30, 2015.

**B. Enlarged Planning Board –**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Enlarged Planning Board, to fill the expiring term of **Marie Freeman Barber** term to expire June 30, 2015.

**C. Board of Adjustment**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Board of Adjustment, to fill the expiring term of **Derik Davis**, term to expire June 30, 2015.

**D. Enlarged Board of Adjustment –**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Enlarged Board of Adjustment, to fill the expiring term of **Tim Cashion**, term to expire June 30, 2015, subject to the concurrence of the Beaufort County Board of Commissioners.

**F. Board of Library Trustees**

I move that the City Council appoint \_\_\_\_\_ to the Board of Library Trustees, to fill the expiring term of **Mima Dixon**, term to expire June 30, 2018.

I move that the City Council appoint \_\_\_\_\_ to the Board of Library Trustees, to fill the expiring term of **Mara Graves**, term to expire June 30, 2018.

**G. Recreation Advisory Committee -**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Recreation Advisory Committee to fill the expiring term of **Deborah Carter(inside)** term to expire June 30, 2015.

I move that the City Council appoint \_\_\_\_\_ to the Recreation Advisory Committee to fill the expiring term of **Erick Green(inside)** term to expire June 30, 2015.

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Recreation Advisory Committee to fill the expiring term of **Russell Morgan(outside)**, term to expire June 30, 2015.

I move that the City Council appoint \_\_\_\_\_ to the Recreation Advisory Committee to fill the un-expired term of **Tim Ware(outside)**, term to expire June 30, 2013.

**I. Historic Preservation Commission -**

I move that the City Council appoint \_\_\_\_\_ to the Historic Preservation Commission to fill the expiring term of **Kasey Stamey** term to expire June 30, 2015.

I move that the City Council appoint \_\_\_\_\_ to the Historic Preservation Commission to fill the expiring term of **Jim Coke**, term to expire June 30, 2015.

**J. Washington Tourism Development Authority -**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Washington Tourism Development Authority, to fill the expiring term of **William Zachman** term to expire June 30, 2015.

**K. Human Relations Council -**

I move that the City Council appoint \_\_\_\_\_ to the Human Relations Council to fill the unexpired term of **Derik Davis**, term to expire June 30, 2013.

I move that the City Council appoint \_\_\_\_\_ to the Human Relations Council to fill the expiring term of **F. Susan Murrell**, term to expire June 30, 2015.

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Human Relations Council to fill the expiring term of **Emma Howard**, term to expire June 30, 2015.

I move that the City Council appoint \_\_\_\_\_ to the Human Relations Council to fill the expiring term of **Wanda Harvey**, term to expire June 30, 2015.

I move that the City Council appoint \_\_\_\_\_ to the Human Relations Council to fill the expiring term of **Melita Davis**, term to expire June 30, 2015.

I move that the City Council appoint \_\_\_\_\_ to the Human Relations Council to fill a vacant position, term to expire June 30, 2015.

I move that the City Council appoint \_\_\_\_\_ to the Human Relations Council to fill a vacant position, term to expire June 30, 2015.

**L. Animal Control Appeal Board – No applications received**

**M. Washington Electric Utilities Advisory Commission –**

I move that the City Council appoint \_\_\_\_\_ to the Washington Electric Utilities Advisory Commission to fill the expiring term of **Benjamin Davis(inside)**, term to expire June 30, 2015.

I move that the City Council appoint \_\_\_\_\_ to the Washington Electric Utilities Advisory Commission to fill the expiring term of **Lloyd May(inside)** term to expire June 30, 2015.

I move that the City Council appoint \_\_\_\_\_ to the Washington Electric Utilities Advisory Commission to fill the vacant position **representing Bath**, term to expire June 30, 2015, in concurrence with the Bath Town Board.

**N. Mayor's Certificate of Appointment to the Washington Housing Authority**

I hereby appoint/reappoint \_\_\_\_\_ as a member of the Washington Housing Authority to fill the expiring term of Donald Sadler, term to expire June 30, 2017.

I hereby appoint/reappoint \_\_\_\_\_ as a member of the Washington Housing Authority to fill the expiring term of Wanda Harvey, term to expire June 30, 2017.

Primary Board Planning Board

Other Boards \_\_\_\_\_

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

NAME: Stephen H. Moler

(Please Print)

ADDRESS: 103 Lee Place

PHONE NO. (BUSINESS) (252) 948-3888

(HOME) (252) 974-0479

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 42 YEARS

YEARS OF EDUCATION 18

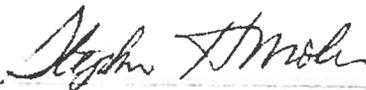
HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Planning Board

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

Have served on the board for two terms and feel qualified to serve

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.

  
\_\_\_\_\_  
Signature

06/04/2012

Date

Primary Board Planning Other Boards \_\_\_\_\_

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

NAME John B. Tate III  
(Please Print)

ADDRESS 719 Short Drive, Washington NC 27889

PHONE NO. (BUSINESS) 252 974 1122 (HOME) 252 946 8310

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 12 YEARS

YEARS OF EDUCATION 19 (20 if you count Kindergarten)

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Planning Board

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 am an attorney who deals with real property issues regularly. I have served on the Planning Board for several years now.

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.

John B. Tate III  
Signature  
5/24/2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Primary Board Planning Board Other Boards Board of Adjustments  
Beaufort Co Economic Dev. Committee

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

NAME Doris W. Moate (Dot)  
(Please Print)

ADDRESS 102 Inda Way, Washington, NC 27889

PHONE NO. (BUSINESS) NA (HOME) 252-833-4542

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 10 YEARS

YEARS OF EDUCATION 16

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Planning Board

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  
Fomer planner, Planning Board Secretary several years attending meetings with other boards prior to being appointed

to the Washington City Planning Board several years ago. I presently serve as Chairman.

It would be a pleasure to continue to serve as a member of the Planning Board

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.

Doris W. Moate  
Signature

April 20, 2017  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Primary Board Planning Other Boards \_\_\_\_\_

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

NAME Allen Hughes  
(Please Print)

ADDRESS 1202 N. Market St. Washington, NC 27889

PHONE NO. (BUSINESS) Retired (HOME) 252-495-3256

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 1+ YEARS  
*\*Have owned house here 6 years but moved here permanently 7-1-2011.*

YEARS OF EDUCATION 18 BSBA (Accounting); Masters, Public Administration

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 have a sincere interest in the current and future stability of operations and services of the city. As a retiree, I should have the time to devote to special projects. (Continued on back)

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.

Allen Hughes  
Signature

5-24-2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

As a retired Army logistics officer and retired executive of a progressive private, non-profit home for displaced children I have extensive community related planning experience.

Primary Board Electric Utilities Board

Other Boards Planning Board

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

NAME James M. Skillen

(Please Print)

ADDRESS 118 West 11th Street

PHONE NO. (BUSINESS) \_\_\_\_\_ (HOME) 252-946-1476

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 College Graduate, UNC-CH 1982 - BS Chemistry

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 \_\_\_\_\_

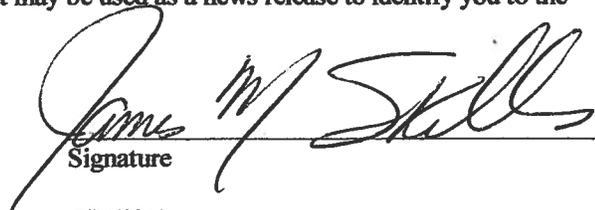
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT(S)

(OPTIONAL): Use back of sheet if additional space is needed

Have experience with all types of federal / state regulation including experience with FERC

*\*SEE ATTACHED RESUME*

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.

  
Signature

5/21/2012

Date

NOTE: Application will remain on file for six (6) months

Expiration Date: \_\_\_\_\_

# JAMES SKILLEN

118 West 11<sup>th</sup> Street ▪ Washington, NC 27889 ▪ Phone: 252-946-1476 ▪ jskillen1@suddenlink.net

## Regulatory Affairs Specialist

28 years of experience facilitating and coordinating a positive / productive relationship with regulators at the state or federal level. Experience with rules / regulations promulgated for every environmental statute.

17 years of experience working for two member driven national trade associations on a variety of regulatory issues with significant impact to our members.

## Professional Experience

### **RISE – WASHINGTON, DC**

2006 to 2012

#### Director of Science & Regulatory Affairs

##### **Key Results:**

- Liaison for the Regulatory Affairs Committee, facilitated industry relationship with the Environmental Protection Agency's (EPA) Office of Pesticide Programs (OPP). Developed and implemented specific strategy for each regulatory action initiated by EPA under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) at the state and federal level.
- Raised >\$400,000 to sponsor turf research at two major universities, organized a Symposium through the American Chemical Society's Division of Agrochemical to present the research and facilitated the publication of "The Fate of Nutrients and Pesticides in the Urban Environment" [ISBN 978-0-8412-74228].
- Liaison for the Aquatic Committee, facilitated industry relationship with EPA's OPP and EPA's Office of Water. Developed and implemented specific strategy for each regulatory action initiated by EPA under FIFRA and the Clean Water Act (CWA) at the state and federal level.

### **RISE – WASHINGTON, DC**

2001 to 2006

#### Manager of Formulator Issues

##### **Key Results:**

- Liaison for the Formulators Committee, facilitated industry relationship with the Environmental Protection Agency's (EPA) Office of Pesticide Programs (OPP). Developed and implemented specific strategy for each regulatory action initiated by EPA under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) at the state and federal level.
- Liaison for the Aquatic Workgroup, facilitated industry relationship with EPA's OPP and EPA's Office of Water. Developed and implemented specific strategy for each regulatory action initiated by EPA under FIFRA and the Clean Water Act (CWA) at the state and federal level.
- Raised >\$500,000 to challenge Ninth Circuit decision in the "Headwaters, Inc. v. Talent Irrigation District" court case.

### **THE FERTILIZER INSTITUTE – WASHINGTON, DC**

1995 to 2001

#### Director of Regulatory Programs

##### **Key Results:**

- Liaison for the Environmental Committee, the Health & Safety Committee and the Energy Committee. Facilitated industry relationship with the EPA, the Occupational Safety and Health Administration (OSHA) and the Federal Energy Regulatory Commission (FERC). Developed and implemented specific strategy for each regulatory action initiated by these agencies.

**TEXASGULF, INC. – AURORA, NC**  
Environmental Scientist

1989 to 1995

***Key Results:***

- Responsible for facility compliance with the Clean Water Act, the Safe Drinking Water Act; the Emergency Planning and Community Right-to-Know Act, and the Resource Conservation and recovery Act. Facilitated site relationship with the EPA and the North Carolina Department of Environment and Natural Resources. Developed and implemented specific strategy for each regulatory action initiated by the state or federal agencies.

**CONSERV INC. – NICHOLS, FL**  
Senior Process & Environmental Chemist

1983 to 1989

***Key Results:***

- Responsible for facility compliance with every environmental statute. Facilitated site relationship with the EPA and the Florida Department of Environment Protection. Developed and implemented specific strategy for each regulatory action initiated by the state or federal agencies.

**Education**

UNIVERSITY OF NORTH CAROLINA – CHAPEL HILL, NC  
Bachelor of Science in Chemistry, 1982

**References:**

Available upon request

Enlarged

Primary Board Planning Bd. Other Boards \_\_\_\_\_

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

NAME Marie L. Freeman-Barber

ADDRESS 1783 John Small Ave. - Washington, NC

PHONE NO. (BUSINESS) 946-3941 (HOME) 975-3962 (945-0653) 2211

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 53 YEARS

YEARS OF EDUCATION teacher

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.

Served for numerous years -  
would like to continue serving

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.

Marie L. Freeman-Barber  
Signature

6/1/2012  
Date

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

Primary Board Board of Adjustment Other Boards \_\_\_\_\_

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

NAME Galen Derik Davis  
(Please Print)

ADDRESS 316 Charlotte Street

PHONE NO. (BUSINESS) 946-4144 (HOME) 944-3965

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 38 YEARS

YEARS OF EDUCATION 17

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Board of Adjustment, Human Relations Council

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

Previous Experience on Board; Continuity of Service,  
Vast Knowledge of Washington and her people. I have  
thoroughly enjoyed my time on the board and would hope that my  
service to the City has been of benefit.

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.

Galen Derik Davis  
Signature

5/22/2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Primary Board Planning Board

Other Boards

Board of Adjustments  
Beaufort Co Economic Dev. Comm.

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

NAME Doris W. Moate (Dot)

(Please Print)

ADDRESS 102 Inda Way, Washington, NC 27889

PHONE NO. (BUSINESS) NA

(HOME) 252-833-4542

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 10 YEARS

YEARS OF EDUCATION 16

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

IF YES, PLEASE INDICATE Planning Board

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

Fomer planner, Planning Board Secretary several years attending meetings with other boards prior to being appointed

to the Washington City Planning Board several years ago. I presently serve as Chairman.

It would be a pleasure to continue to serve as a member of the Planning Board

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.

Doris W. Moate  
Signature

April 20, 2017  
Date

NOTE: Application will remain on file for six (6) months

Expiration Date: \_\_\_\_\_

Primary Board Enlarged Board of Adjustments Other Boards \_\_\_\_\_

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

NAME Tim Cashlon  
(Please Print)

ADDRESS 204 Holly Drive, Washington, NC 27889

PHONE NO. (BUSINESS) 252-946-0874 (HOME) 252-945-6859

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 31 YEARS

YEARS OF EDUCATION 16

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE 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 been a member of this board for a number of years and can bring lots of experience to this board and focus on

the objectives of the board and the city.

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.

Tim Cashlon  
Signature

May 24, 2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Primary Board Board of Library Trustee's

Other Boards Recreational Advisory Board

Washington Tourism

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

NAME Sandra Whittle Hughes

(Please Print)

ADDRESS 1202 North Market Street, Washington, NC 27889

PHONE NO. (BUSINESS) (C) 252-495-4188

(HOME) 252-495-3256

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 BS Special Education, Master Classes

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

*Children's Librarian and teacher interested in reading programs for children and adults. Will serve on any board appointed to other than Animal Control.*

*Have owned a home here for six years; lived part time; full time since July 2011.*

*Lived and/or traveled in the US and abroad. Retiring in June, 2012 have time to commit.*

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.

*Sandra Whittle Hughes*  
Signature

4/13/2012

Date

NOTE: Application will remain on file for six (6) months

Expiration Date: \_\_\_\_\_

Primary Board Library Trustee Other Boards \_\_\_\_\_

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

NAME JAYNE BAKER  
(Please Print)

ADDRESS 115 HILLINGDALE DR. WASHINGTON N.C

PHONE NO. (BUSINESS) retired (HOME) 946-0065 Cell 402-9655

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 59 YEARS

YEARS OF EDUCATION 16

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

Lone Hope and Brown Library. I have worked in a library. I have a business education and work history, so I am very familiar with business

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.

Jayne Baker  
Signature

April 24, 2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

and budgets, etc. I believe I could bring knowledge and willingness to help to the table. Part of my education dealt with organization which has served me well in my work history - managing departments (finance area) at large companies.

Jaye Baker

Primary Board Recreation Advisory Committee Other Boards \_\_\_\_\_

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

NAME William R Sykes  
(Please Print)

ADDRESS 213 N Market St, Ste 201, Washington, NC 27889-4949

PHONE NO. (BUSINESS) 252-833-4637 (HOME) 252-833-4637

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 3 YEARS

YEARS OF EDUCATION 18

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Harbor Committee

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

For the past 6 years have been an active volunteer promoting responsible growth of the Washington Waterfront Docks and Harbor, author of  
the "City of Washington Water Use and Harbor Management Plan", previously active in competitive recreational youth and senior  
swimming programs, successful business career in finance, planning and management, Master in Business Administration

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.

William R Sykes

Digitally signed by William R Sykes  
DN: cn=William R Sykes, o=City of Washington, ou=Public Works, email=wsykes@pubworks.net, c=US  
Date: 2012.05.30 10:39:11 -0400

Signature

May 30, 2012

Date

NOTE: Application will remain on file for six (6) months Expiration Date: November 30, 2012

Primary Board Recreation Advisory Committee Other Boards \_\_\_\_\_

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

NAME Richard M. "Rick" Zablocki  
(Please Print)

ADDRESS 308 Sunnyside Drive, Washington NC 27889

PHONE NO. (BUSINESS) 252-945-4472 cell (HOME) 252-940-0877

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

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

YEARS OF EDUCATION 16, MS Applied Behavioral Science, Johns Hopkins University

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  
Active in city and county recreation programs including; Pamlico Tar River Foundation Paddling Programs, U. S. Coast Guard

Auxiliary boating safety patrols and public education instructor, Boy Scout Leader Paddle Craft Safety Trainer,  
member Washington Yacht Club, Active power, sail, and paddle craft boater. Retired with time available. (over)

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.

Richard M. Zablocki  
Signature

4/13/12  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Richard M. "Rick" Zablocki

Page 2, Recreation Advisory Committee Application April 13, 2012

Qualifications (continued)

I am also an assistant paddle trip leader for the 400 member Trail and River Rovers of Eastern North Carolina adventure group, and a member of the American Canoe Association. I have lived and traveled worldwide and experienced some very well developed and maintained waterborne recreation programs in South Carolina and Florida. Five of my seven grandchildren live in Beaufort County, and I hope to remain here indefinitely.

I am a retired U. S. Navy Chief Warrant Officer, and a retired project manager from the computer services industry. I am deeply committed to helping expand the water sports and waterborne recreation activities in the Washington City and Beaufort County areas. I believe our river and its tributaries are a wonderful, but untapped, intergenerational recreation resource that can enrich the lives of our residents of all ages, and that can also be a very valuable tourism asset. I also believe this enrichment can be accomplished with relatively small investments and eventually become self-supporting through fees and sponsorships. I would like to help achieve this goal. Thank you for your consideration. RMZ



Primary Board Recreation Advisory Other Boards \_\_\_\_\_

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

NAME Michael Beachler  
(Please Print)

ADDRESS 108 Raccoon Run, Washington NC 27889

PHONE NO. (BUSINESS) 336-286-4056 (HOME) 757-705-2488

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 2 YEARS

YEARS OF EDUCATION 18 years - Masters of Public Health degree

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

20+ years experience in grants-related issues  
Have had professional roles in state government (Assistant Deputy Commissioner in Maine Department of Human Services), Health Philanthropy

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.  
Senior Program Officer  
Robert Wood Johnson Foundation

Michael Beachler  
Signature  
4/26/12  
Date  
(over)

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Currently work as a Senior Program Developer  
for Center for Creative Leadership - writing grants  
and <sup>as</sup> health care consultant (e.g. Kate B Reynolds  
Trust). Recently moved to Washington NC  
with my wife Gayle. Have a strong interest  
in "Community-centered health and wellness" issues  
and believe Parks + Recreation Departments  
can play an important role in making  
communities healthy places. Have heard about an  
early vision of Washington to Greenville  
Greenway and am excited about this vision.  
Have met Phil Mobley and staff and think  
there are some intelligent hardworking staff  
in the Department

Michael Beachler

Primary Board Parks+Rec Advis. Other Boards \_\_\_\_\_

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

NAME Monica Ferrari  
(Please Print)

ADDRESS 604 West 2nd Str. Washington, NC

PHONE NO. (BUSINESS) same (HOME) 975-1698

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 4 YEARS

YEARS OF EDUCATION 16 yrs.

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO ( )  
IF YES, PLEASE INDICATE Animal Control/ Appeals Board

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 initiated and am co-Founder of the Washington OFF Leash Dog Park which has become a popular park in the past few years. I am a past member of the Washington Garden Club + Civic Beautification and continue to

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.

Monica Ferrari  
Signature

May 20, 2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

have a strong interest in our city parks and recreation programs.

Primary Board Parks and Recreation Advisory Board Other Boards \_\_\_\_\_

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

NAME Michele Oros  
(Please Print)

ADDRESS 216 Isabella Avenue, Washington Park, NC 27889

PHONE NO. (BUSINESS) 252-414-7000 (cell) (HOME) 252-940-0380

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 13 YEARS

YEARS OF EDUCATION BA-1979 MA-1983 Ed.S.-1990

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

My 3 children and I have made full use of the sports and recreational opportunities available through Washington Parks and Recreation since moving to the community in 1999. As an educator and citizen, I wish to help promote and improve recreational opportunities for all youth, adults and families to improve the quality of life in Washington and Beaufort County.

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.

Michele Oros  
Digitally signed by Michele Oros  
DN: cn=Michele Oros, o=City of Washington, ou=City of Washington, email=micheleoros@cityofwashington.com, c=US  
Date: 2012.05.22 09:04:28 -0400

Signature

May 22, 2012

Date

NOTE: Application will remain on file for six (6) months Expiration Date: November 22, 2012

Primary Board Parks and Recreation Board Other Boards \_\_\_\_\_

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

NAME Russell B. Morgan  
(Please Print)

ADDRESS 528 HOLLIS Dr, Blounts Creek, NC

PHONE NO. (BUSINESS) 252-792-7197 ext. 106 (HOME) 252-947-2077

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 9 YEARS

YEARS OF EDUCATION MANY

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Parks and Recreation Advisory Board

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 been serving on this board for several years now, and have been very proactive in serving the City of Washington. I am currently involved in several projects

and heading up a couple of them, and feel the need to see these project through. There is just so much I want to do to help make

Washington the Crown Jewel of the Inner Banks. So i am requesting another term on the Parks and Recreation Board.

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.

Russell B. Morgan

Signature

05/25/2012

Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Primary Board Parks/Recreation Other Boards \_\_\_\_\_

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

NAME Deborah Carter  
(Please Print)

ADDRESS 134 Water Street, Wash. N.C.

PHONE NO. (BUSINESS) \_\_\_\_\_ (HOME) 833-0115

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 2 YEARS

YEARS OF EDUCATION 14 years

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 am a member of the Washington Garden Club and serve on the Civic Beautification board. I walk in Festival Park and want to help keep it beautiful.

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.

Deborah Carter  
Signature

5-31-2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

I wish to add additional information to my application for membership in the Parks and Recreation Committee.

As a member of the Washington Garden Club's Civic Beautification committee I have "hands on" experience working in Festival Park, Harding Square, and the waterfront areas of the City Parks. This has allowed to participate in the development of the parks and waterfront areas and to see areas that need continued improvements.

My background business experience of owning and successfully operating five hair salons in Eden and Durham gives me insight on money management and maximization of income potential for the boat docks and the waterfront.

I look forward to participating and serving on you committee.

Deborah Carter

Primary Board Enlarged Planning Board or Board of Adjustment Other Boards Recreation Advisory Committee Washington Electric Utilities Advisory Commission

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

NAME Robert H. Doe, Jr.  
(Please Print)

ADDRESS 103 Lakeview Lane, Pamlico Plantation, Washington, NC 27889

PHONE NO. (BUSINESS) 781-718-4764 (HOME) 252-940-0391

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

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

YEARS OF EDUCATION 18

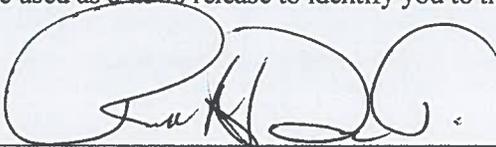
HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE \_\_\_\_\_

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

We moved to our home in Pamlico Plantation permanently this year. I have served in Canton, MA as an appointed official (Conservation Commission) for 12 years. I have long felt that service to the community we live in is one's responsibility. I would like to continue to serve here in Washington.

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.

  
Signature

April 25, 2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

## Robert H. Doe, Jr.

103 Lakeview Lane • Washington, NC 27889 • Phone: (252) 940-0391 • Mobile: (781) 718-4764  
Rodoe6@suddenlink.net

### Professional Profile

Visionary and accomplished corporate entrepreneur with demonstrated record of developing, launching and managing profitable businesses across multiple industries including, hospitality, consumer products, commercial properties and finance. Comprehensive project management experience with expertise in design and construction of retail outlets and distribution centers.

### Qualifications

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Business Development</li> <li>• Research &amp; Analysis</li> <li>• Sales &amp; Marketing</li> <li>• Profit &amp; Loss</li> <li>• Strategic Planning</li> <li>• Facilities/Property Management</li> <li>• Product Development</li> </ul> | <ul style="list-style-type: none"> <li>• Budgets</li> <li>• Project Management</li> <li>• Forecasting</li> <li>• Consulting</li> <li>• Business Administration</li> <li>• Problem Resolution</li> <li>• Customer Service</li> </ul> |
|--|---|

### Accomplishments

- ❑ Consulted with renowned restaurateur executing concepts encompassing plan, design and launch of new location, including menu creation, equipment purchasing and layout of restaurant.
- ❑ Liaison between town officials and trades people to execute opening of 2 restaurants in 30 days, satisfying all legal requirements including, permits, health code regulations and building requirements.
- ❑ Fostered valuable vendor / purveyor relationships facilitating bid procedures, administering standards and specifications of provisions, negotiating contracts and approving payment terms.
- ❑ Developed new products and introduced promotional programs and guest concepts significantly increasing sales volume by 10 percent annually.
- ❑ Reduced corporate catering costs through implementation of promotional programs and enhancing cafeteria environment, increasing on-site client volume.
- ❑ Implemented cost-effective strategies minimizing payroll and accounting expenses.
- ❑ Captured cost reduction through identification of erroneous costing procedures.
- ❑ Selected for only Teamwork Award at MLI, a company of former FedEx employees.
- ❑ Expedited month-end year-end closings with record efficiency saving 25% of tax accounting fees.

### Experience

- Manage one of Boston's largest function facilities and currently it's largest nightclub.
- Managed multiple location, full service chain restaurant with sales in excess of \$12.5 million while simultaneously providing consultative services to independent restaurant.
- Evaluated potential business locations utilizing property management expertise to assess and determine criterion for prospective restaurant locations.
- Directed and managed full range of accounting procedures for \$40 million office furniture retailer.
- Purchased and implemented automated programs capable of performing in-depth Internet research, utilized to compile client profile data, expanding business and services.
- Analyzed and redesigned existing accounting processes of wholly owned subsidiary, capturing cost reductions resulting in improved profit margin.
- Reduced accounting department expenses through streamlining of operations.

**Robert H. Doe, Jr.**

Page 2

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**Experience continued:**

- Fulfilled all human resources functions from composing policies and procedures manuals to producing and delivering productive training programs.
- Developed pro-forma with continuous 5 year growth from \$10 million to \$250 million for presentation to venture capital firms, raising more than \$70 million in start-up capital.
- Reduced end-of-month reporting time by 50%, assisting CFO in expediting review procedures and gathering of informational data for Profit and Loss Statements and ancillary reports.
- Implemented ADP payroll system enabling local and national online processing and services.
- Created and implemented Internet marketing program significantly increasing volume of business and client base.
- Provided consultation to small businesses encompassing budget development, writing business plans and financial planning resulting in successfully recovering lost revenues, investment expense protection and raising essential capital.

**Career History**

<p>Lombardo's Function Facilities and Vincent's Night Club, Randolph, MA <i>General Manager</i></p>	<p>2003-Present</p>
<p>Peabody Office Furniture, Boston, MA <i>Controller</i></p>	<p>2000-2002</p>
<p>Medical Logistics, Inc., Totowa, NJ / Boston, MA <i>Financial Analyst and Director – Property Management</i></p>	<p>1999-2000</p>
<p>Harvest Capital LLC, Wethersfield, CT <i>Registered Representative, Insurance Agent and Consultant</i></p>	<p>1997-Present</p>
<p>Matt Garrett's Restaurants, Brookline, MA <i>Vice President / Operating Partner</i></p>	<p>1984-1997</p>
<p>Service Systems Corporation, Buffalo, NY (acquired by the Marriott Corporation) <i>District manager</i></p>	<p>1978-1984</p>

**Community Activities**

Canton Conservation Commissioner, Past President and Board Member Canton Lions Club

**Professional Activities**

Massachusetts Restaurant Association Advisory Committee member  
Brookline Food & Beverage Association co-founder and spokesperson

**Education**

MBA, Marketing / Finance / Entrepreneurship Babson College, Wellesley, MA 1982  
Bachelor of Science, Business Administration University of New Hampshire, Durham, NH 1972

**Licenses and Certifications**

June 11, 2012

TIPS Certified, Crowd Certified and ServSafe Certified

Primary Board Board of Library Trustee's

Other Boards Recreational Advisory Board

Washington Tourism

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

NAME Sandra Whittle Hughes

(Please Print)

ADDRESS 1202 North Market Street, Washington, NC 27889

PHONE NO. (BUSINESS) (C) 252-495-4188

(HOME) 252-495-3256

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 BS Special Education, Master Classes

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

Children's Librarian and teacher interested in reading programs for children and adults. Will serve on any board appointed to other than Animal Control.

Have owned a home here for six years; lived part time; full time since July 2011.

Lived and/or traveled in the US and abroad. Retiring in June, 2012 have time to commit.

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.

Sandra Whittle Hughes  
Signature

4/13/2012

Date

NOTE: Application will remain on file for six (6) months

Expiration Date: \_\_\_\_\_

HPC

Primary Board Historic Commission Other Boards \_\_\_\_\_

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

NAME Geraldine B. McKinley  
(Please Print)

ADDRESS 405 E. Main St. Washington, NC 27889

PHONE NO. (BUSINESS) 252-975-8010 (HOME) 252-975-0261

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 62 YEARS

YEARS OF EDUCATION 12 yrs.

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  
1 - long time resident of the Historic District (1956)  
2 - I am interested in preserving our Historic homes & buildings  
today

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.

Geraldine B. McKinley  
Signature

5-25-12  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_



Primary Board Board of Library Trustee's

Other Boards Recreational Advisory Board

Washington Tourism

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

NAME Sandra Whittle Hughes

(Please Print)

ADDRESS 1202 North Market Street, Washington, NC 27889

PHONE NO. (BUSINESS) (C) 252-495-4188

(HOME) 252-495-3256

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 BS Special Education, Master Classes

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

Children's Librarian and teacher interested in reading programs for children and adults. Will serve on any board appointed to other than Animal Control.

Have owned a home here for six years; lived part time; full time since July 2011.

Lived and/or traveled in the US and abroad. Retiring in June, 2012 have time to commit.

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.

Sandra Whittle Hughes  
Signature

4/13/2012

Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

**City of Washington Human Relations Council Application**

In the interest of enhancing communication and relationships between all people in the City of Washington, the Washington City Council seeks citizens to serve on the Human Relations Council. Ideal candidates will have a sincere desire to work with all segments of the community to mediate tension and conflict and work to find resourceful solutions to problems.

NAME: Keisha Jennette  
(please print)

ADDRESS: 1233 Calif Branch Rd, Washington, NC 27889

PHONE NUMBER (work) 252-402-1853 (home) 252-946-1874

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

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

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

BCCC Special Events Committee, Eagle's Wings

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

If yes, please explain. \_\_\_\_\_

Please state the reasons why you feel qualified for this appointment. (Use the back of this form if you need additional space.)

For the past six months I have had the opportunity to work with a spectrum of individuals as they strive to better themselves by obtaining their GED as a Basic Skills instructor as well as working with individuals,

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

Wjennette  
(signature)

5.15.2012  
(date)

in partnership with JobLink, who are currently unemployed for various reasons as an HRD instructor for BCCC. As a former HR Director, I understand the importance of building strong human connections in an organization, company or community.

**City of Washington Human Relations Council Application**

In the interest of enhancing communication and relationships between all people in the City of Washington, the Washington City Council seeks citizens to serve on the Human Relations Council. Ideal candidates will have a sincere desire to work with all segments of the community to mediate tension and conflict and work to find resourceful solutions to problems.

NAME: Remanda Faye St. Clair

(please print)

ADDRESS: 120 Hodges Road, Washington, NC 27889

PHONE NUMBER (work) 252-940-4057 (home) 252-945-9281

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

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

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

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

If yes, please explain. \_\_\_\_\_

Please state the reasons why you fell qualified for this appointment. (Use the back of this form if you need additional space.)

I am concerned about the community and how I can help make a difference when resolving issues that may affect the citizens in our community. I worked for Child Support as a Child Support Enforcement Agent within the the Department of Social Services and currently employed with the District Attorney office.

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

Remanda Faye St. Clair  
(signature)

May 22, 2012  
(date)

**City of Washington Human Relations Council Application Form**

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

Name Emma W. Howard

Address 1044 Alderson Rd. Washington, NC 27889

Phone Numbers 975-5795 (Business) 799-7810 (home, cell or both)

Email Address ehowie@suddenlink.net

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

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

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

Human Relations Council

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

If yes, please explain. \_\_\_\_\_

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

I feel qualified to continue serving on the Human Relations Council board because I have several years of experience on the board and I can be a mentor for new members.

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

Emma W. Howard  
(Signature)

5/16/12  
(Date)

**City of Washington Human Relations Council Application Form**  
Please submit your completed form to the office of the City Clerk, PO Box 1988,  
Washington, NC 27889 or by email [cbennett@washingtonnc.gov](mailto:cbennett@washingtonnc.gov)

Name Eltha S. Booth

Address 1122 Van Norden Street

Phone Numbers 252-946-3325 (Business) 252-402-9964 (home, cell or both)

Email Address elthaboath@embarqmail.com

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

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

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

BE Board of Education

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

If yes, please explain. \_\_\_\_\_

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

Think I will be an Assets Asset to the Community, Physicist and Verbal.

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

Eltha Booth  
(Signature)

5-1-12

(Date)

### City of Washington Human Relations Council Application

In the interest of enhancing communication and relationships between all people in the City of Washington, the Washington City Council seeks citizens to serve on the Human Relations Council. Ideal candidates will have a sincere desire to work with all segments of the community to mediate tension and conflict and work to find resourceful solutions to problems.

NAME: Philip F. Ryals  
(please print)

ADDRESS: 108 S. Eden Drive Washington NC 27889

PHONE NUMBER (work) 252-361-8869 (home) 252-946-3799

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

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

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

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

If yes, please explain. \_\_\_\_\_

Please state the reasons why you feel qualified for this appointment. (Use the back of this form if you need additional space.)

I have a passion for positive, diverse human relations & interactions.  
I am an objective and fair perspective coupled with a desire  
to promote social justice. I am able to look at situations and events

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

Philip F Ryals  
(signature)

5-22-2012  
(date)

in a balanced, thoughtful manner and believe in the importance of listening to all sides of an issue. I would be a committed, objective and positive addition to this committee.

**City of Washington Human Relations Council Application**

In the interest of enhancing communication and relationships between all people in the City of Washington, the Washington City Council seeks citizens to serve on the Human Relations Council. Ideal candidates will have a sincere desire to work with all segments of the community to mediate tension and conflict and work to find resourceful solutions to problems.

NAME: Beatrice Gracy Burgess  
(please print)

ADDRESS: 55 Philipe Ct., Chocowinity, N.C. 27817

PHONE NUMBER (work) \_\_\_\_\_ (home) 252-946-9519

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

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

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

\_\_\_\_\_

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

If yes, please explain. \_\_\_\_\_

Please state the reasons why you fell qualified for this appointment. (Use the back of this form if you need additional space.)

I recently graduated with a Bachelor Degree in Health Care Management and of all the courses I've taken one in particular opened my eyes. The subject addressin Social Problems. (over)

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

Beatrice Gracy Burgess  
(signature)

May 9, 2012  
(date)

It made me realize that to make a change I must get involved and not just sit on the sidelines waiting for change but cause the change. My background is nursing so therefore, I think I have a true discernment of human relations.

**City of Washington Human Relations Council Application**

In the interest of enhancing communication and relationships between all people in the City of Washington, the Washington City Council seeks citizens to serve on the Human Relations Council. Ideal candidates will have a sincere desire to work with all segments of the community to mediate tension and conflict and work to find resourceful solutions to problems.

NAME: Allen Hughes  
(please print)

ADDRESS: 1202 N. Market St, Washington, NC 27889

PHONE NUMBER (work) Retired (home) 252-445-3256

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

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

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

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

If yes, please explain. \_\_\_\_\_

Please state the reasons why you fell qualified for this appointment. (Use the back of this form if you need additional space.)

As a retired Army officer, former high school teacher, and executive of home for displaced children I have myriad experience in working with diverse groups in various situations -

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

Allen Hughes  
(signature)

5-24-2012  
(date)

Primary Board Washington Electric Utilities Advisory Other Boards Planning Board

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

NAME John J. O'Neill, Jr.  
(Please Print)

ADDRESS 420 East Main Street, Washington, NC 27889

PHONE NO. (BUSINESS) 919-426-8402 (HOME) 252-833-4396

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 3.5 YEARS

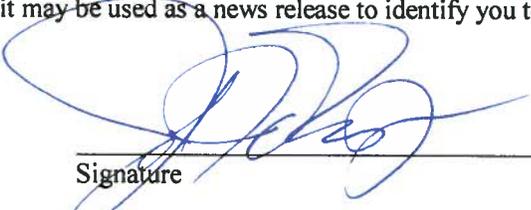
YEARS OF EDUCATION Post-College Graduate Work

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  
Have worked in Electric Utility industry (Florida Power & Light), understand dynamics & economics of energy generation, transmission & distribution

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.

  
Signature

22 APR 2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: 22 October 2012

Primary Board Washington Utility Other Boards \_\_\_\_\_

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

NAME James R. Gaynor  
(Please Print)

ADDRESS 500 Alderwood Road, Washington, NC 27889

PHONE NO. (BUSINESS) (252) 975-1992 (HOME) (252) 945-3075

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 20 YEARS

YEARS OF EDUCATION Bachelor's Degree Occupational Therapy, ECU

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

25 years of business ownership - Owner of two businesses in Washington - OT Plus, Inc. and Washington Therapy Center.

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.

James R. Gaynor  
Signature

5/25/2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Primary Board Electric Utilities Board Other Boards Planning Board

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

NAME James M. Skillen  
(Please Print)

ADDRESS 118 West 11th Street

PHONE NO. (BUSINESS) \_\_\_\_\_ (HOME) 252-946-1476

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 College Graduate, UNC-CH 1982 - BS Chemistry

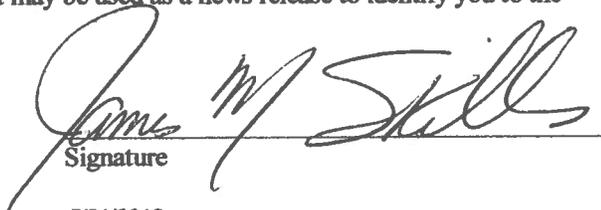
HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE \_\_\_\_\_

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  
Have experience with all types of federal / state regulation including experience with FERC

*\*SEE ATTACHED RESUME*

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.

  
Signature  
5/21/2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

# JAMES SKILLEN

118 West 11<sup>th</sup> Street ▪ Washington, NC 27889 ▪ Phone: 252-946-1476 ▪ jskillen1@suddenlink.net

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## Regulatory Affairs Specialist

28 years of experience facilitating and coordinating a positive / productive relationship with regulators at the state or federal level. Experience with rules / regulations promulgated for every environmental statute.

17 years of experience working for two member driven national trade associations on a variety of regulatory issues with significant impact to our members.

## Professional Experience

### RISE – WASHINGTON, DC

2006 to 2012

Director of Science & Regulatory Affairs

#### *Key Results:*

- Liaison for the Regulatory Affairs Committee, facilitated industry relationship with the Environmental Protection Agency's (EPA) Office of Pesticide Programs (OPP). Developed and implemented specific strategy for each regulatory action initiated by EPA under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) at the state and federal level.
- Raised >\$400,000 to sponsor turf research at two major universities, organized a Symposium through the American Chemical Society's Division of Agrochemical to present the research and facilitated the publication of "The Fate of Nutrients and Pesticides in the Urban Environment" [ISBN 978-0-8412-74228].
- Liaison for the Aquatic Committee, facilitated industry relationship with EPA's OPP and EPA's Office of Water. Developed and implemented specific strategy for each regulatory action initiated by EPA under FIFRA and the Clean Water Act (CWA) at the state and federal level.

### RISE – WASHINGTON, DC

2001 to 2006

Manager of Formulator Issues

#### *Key Results:*

- Liaison for the Formulators Committee, facilitated industry relationship with the Environmental Protection Agency's (EPA) Office of Pesticide Programs (OPP). Developed and implemented specific strategy for each regulatory action initiated by EPA under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) at the state and federal level.
- Liaison for the Aquatic Workgroup, facilitated industry relationship with EPA's OPP and EPA's Office of Water. Developed and implemented specific strategy for each regulatory action initiated by EPA under FIFRA and the Clean Water Act (CWA) at the state and federal level.
- Raised >\$500,000 to challenge Ninth Circuit decision in the "Headwaters, Inc. v. Talent Irrigation District" court case.

### THE FERTILIZER INSTITUTE – WASHINGTON, DC

1995 to 2001

Director of Regulatory Programs

#### *Key Results:*

- Liaison for the Environmental Committee, the Health & Safety Committee and the Energy Committee. Facilitated industry relationship with the EPA, the Occupational Safety and Health Administration (OSHA) and the Federal Energy Regulatory Commission (FERC). Developed and implemented specific strategy for each regulatory action initiated by these agencies.

**TEXASGULF, INC. – AURORA, NC**  
Environmental Scientist

1989 to 1995

***Key Results:***

- Responsible for facility compliance with the Clean Water Act, the Safe Drinking Water Act; the Emergency Planning and Community Right-to-Know Act, and the Resource Conservation and recovery Act. Facilitated site relationship with the EPA and the North Carolina Department of Environment and Natural Resources. Developed and implemented specific strategy for each regulatory action initiated by the state or federal agencies.

**CONSERV INC. – NICHOLS, FL**  
Senior Process & Environmental Chemist

1983 to 1989

***Key Results:***

- Responsible for facility compliance with every environmental statute. Facilitated site relationship with the EPA and the Florida Department of Environment Protection. Developed and implemented specific strategy for each regulatory action initiated by the state or federal agencies.

**Education**

UNIVERSITY OF NORTH CAROLINA – CHAPEL HILL, NC  
Bachelor of Science in Chemistry, 1982

**References:**

Available upon request

Primary Board Electric Utilities Advisory Commission Other Boards \_\_\_\_\_

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

NAME Pearson Chrismon  
(Please Print)

ADDRESS 110 North Main Street, Bath NC

PHONE NO. (BUSINESS) \_\_\_\_\_ (HOME) 252-923-4711

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

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

YEARS OF EDUCATION \_\_\_\_\_

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  
Would like to be a representative on the Electric Advisory Board for the Town of Bath and have the full support of the Town of Bath

Commissioners \_\_\_\_\_

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.

Pearson Chrismon / PC  
Signature

5/25/2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_



# *The Historic Town of Bath*

*P O Drawer 6A, 103 S King Street  
Bath, North Carolina 27808*

May 23, 2012

To Whom It May Concern:

Please be advised that the Town of Bath Commissioners are in full support of Mr. Pearson Chrismon, who resides at 110 N. Main Street, Bath, as representative for the Town of Bath on the Electric Advisory Board.

If you have any questions or need further information, please feel free to call.

Sincerely,

James G. Latham, Mayor  
Town of Bath

Primary Board Washington Housing Authority Other Boards \_\_\_\_\_

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

NAME Wanda Woolard Harvey  
(Please Print)

ADDRESS 1303 Nicholson Street Washington, NC

PHONE NO. (BUSINESS) 252-940-4010 (HOME) 252-946-4188

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 57 YEARS

YEARS OF EDUCATION 15

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Washington Housing Authority & Human Relations Council

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

Have served on several boards within the community and my church. Have served in different capacities of leadership.  
I feel that I would be an access to this Board because of my desire to serve people in the community. I was employed for several  
years with the Housing and know some of the needs of the tenants and can relate to issues that comfort them as a whole as well of the Board.

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.

Wanda M. Harvey  
Signature

5/22/2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_



# WASHINGTON HOUSING AUTHORITY

P.O. Box 1046 • 809 Pennsylvania Avenue • Washington, NC 27889

(252) 946-0061 • Fax (252) 975-1279

www.whamerha.com

June 5, 2012

Mayor Archie Jennings  
City of Washington  
PO Box 1988  
Washington, NC 27889

RE: WHA Board of Commissioners

Dear Mayor Jennings:

Mrs. Wanda Harvey 's term as Commissioner of the Washington Housing Authority will expire on June 30, 2012.

Mrs. Harvey is dedicated to the work of the Washington Housing Authority and her attendance is outstanding. Currently, she is serving as Vice-Chairperson to the Board. She has indicated a willingness to serve again, if reappointed.

Thank you for your consideration.

Sincerely

Marc A. Recko  
Executive Director

cc: Wanda Harvey



Primary Board Washington Housing Authority Other Boards \_\_\_\_\_

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

NAME Donald B. Sadler  
(Please Print)

ADDRESS 145 Atkins Drive; PO Box 2011 Washington, NC 27889

PHONE NO. (BUSINESS) 252-940-4019 (HOME) 975-3208

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 45 YEARS

YEARS OF EDUCATION 14 years

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 am a product of public housing. I have a unique interest in the families and the facilities.

I was raised to believe that a mutual respect must exist between the two. My wife & I devoted our lives to compassionate advocacy for the poor.

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.

Donald B. Sadler  
Signature

5/23/2012  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_



# WASHINGTON HOUSING AUTHORITY

P.O. Box 1046 • 809 Pennsylvania Avenue • Washington, NC 27889

(252) 946-0061 • Fax (252) 975-1279

www.whamerha.com

June 5, 2012

Mayor Archie Jennings  
City of Washington  
PO Box 1988  
Washington, NC 27889

RE: WHA Board of Commissioners

Dear Mayor Jennings:

Mr. Donald Sadler's term as Commissioner of the Washington Housing Authority will expire on June 30, 2012.

Mr. Sadler is new to our Board as he was just appointed in March of this year. He was appointed to fill the unexpired term of John Morgan. Mr. Sadler has been to both of our recent meetings and is very excited about serving on our Board.

He has indicated a willingness to serve again, if reappointed.

Thank you for your consideration.

Sincerely

Marc A. Recko  
Executive Director

cc: Donald Sadler



June 11, 2012  
Page 167 of 216





City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Allen Lewis, Public Works Director
Date: 05-31-12
Subject: Adopt Water Rates for Large Commercial Customers per Chapter 38, Sections 47 - Water Rates and Bills.
Applicant Presentation: N/A
Staff Presentation: Allen Lewis

RECOMMENDATION:

I move Council adopt new water rates for two large commercial customers with an effective date of July 1, 2012.

BACKGROUND AND FINDINGS:

As noted last fall, in completing the form for our water use permit with the Division of Water Resources, we needed to document our water conservation plans which included a conservation-based rate structure. Conservation rate structures do not include a decreasing-block rate which we currently have in place. Under our current rate structure the unit price actually decreases as the volume increases. The flat rate structure proposed will meet the requirements of 15A NCAC 02E.0502 regarding conservation measures.

Per Sections 38-47 of the City Code, water rates shall be reviewed and adjusted by City Council as needed.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

City Attorney Review: \_\_\_ Date By: \_\_\_ (if applicable)
Finance Dept Review: \_\_\_ Date By: \_\_\_ (if applicable)
City Manager Review: [Signature] Concur \_\_\_ Recommend Denial \_\_\_ No Recommendation 6/5/12 Date



**City of Washington**  
PUBLIC WORKS DEPARTMENT

EFFECTIVE 7-1-12  
WATER - 0 DECLINE RATE  
SEWER - NO CHANGE

**WATER SERVICE - INSIDE CITY**

COMMODITY (USAGE) CHARGES 0.03412  
\*2 LARGE COMMERCIAL USERS - 7/1/2012 TO 7/1/2015 **0.03054**

**CUSTOMER CHARGES FOR METER SIZE**

WA	W 10	RESIDENTIAL - ALL	\$6.18
WA	W 11	COMMERCIAL - 3/4" METER	\$6.18
WA	W 1C	CHURCH - 3/4-1" METER	\$6.18
WA	W 12	COMMERCIAL - 1" METER	\$14.71
WA	W 13	COMMERCIAL - 1.5" METER	\$29.41
WA	W 14	COMMERCIAL - 2" METER	\$47.06
WA	W 15	COMMERCIAL - 3" METER	\$94.12
WA	W 16	COMMERCIAL - 4" METER	\$147.07
WA	W 17	COMMERCIAL - 6" METER	\$294.13
WA	W 18	COMMERCIAL - 8" METER	\$470.60
WA	*WL6	COMM. - 4" METER - BC HOSPITAL	<b>\$147.07</b>
		Acct # 2051000.0098 - BECOMES W16 ON 7/1/2015	
WA	*WL7	COMM. - 6" METER - FLANDERS	<b>\$294.13</b>
		Acct #2019500.0098 - BECOMES W17 ON 7/1/2015	

MINIMUM CHARGE FOR 3/4" METER-UP TO 250 CU.FT. \$14.71

**SEWER SERVICE - INSIDE CITY**

COMMODITY (USAGE) CHARGES

FIRST 50,000 CUBIC FEET 0.04342  
OVER 50,000 CUBIC FEET 0.03751

FIRST 50,000 CUBIC FEET 0.04756 \*Industrial Pretreatment  
OVER 50,000 CUBIC FEET 0.04165 \*Industrial Pretreatment

**CUSTOMER CHARGES FOR METER SIZE**

SW	S10	RESIDENTIAL-ALL	\$7.76
SW	S11	COMMERCIAL - 3/4" METER	\$7.76
SW	S1C	CHURCHES-ALL SIZES	\$7.76
SW	S12	COMMERCIAL - 1" METER	\$19.38
SW	S13	COMMERCIAL - 1.5" METER	\$38.78
SW	S14	COMMERCIAL - 2" METER	\$61.98 *
SW	S15	COMMERCIAL - 3" METER	\$123.99 *
SW	S16	COMMERCIAL - 4" METER	\$193.77 *
SW	S17	COMMERCIAL - 6" METER	\$387.47 *
SW	S18	COMMERCIAL - 8" METER	\$619.95 *

MINIMUM CHARGE FOR 3/4" METER-UP TO 250 CU.FT. \$18.60

\*NON-DOMESTIC CUSTOMERS WITH 2" OR GREATER METER SIZE-INDUSTRIAL PRETREATMENT  
ADMINISTRATIVE FEE ADDED TO COMMODITY CHARGE 0.00414



City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Keith Hardt, P.E., Electric Director *WJH*  
**Date:** 5 June 2012  
**Subject:** Adopt Electric Rate Schedules  
**Applicant Presentation:**  
**Staff Presentation:**

**RECOMMENDATION**

I move that the City Council amended the Residential Electric Service Schedule RS1/RS3 and the Residential Electric Service Schedule RT1/RT3 to be effective for electric service billed on or after 1 July 2012.

**BACKGROUND AND FINDINGS**

During the fiscal year 2012-13 budget discussion in May the City Council directed staff to amend the existing Residential Electric Service Schedules to reflect a 1% rate reduction for all service billed on or after 1 July 2012.

The reduction in electric sales revenue of \$202,550 associated with this rate adjustment has been included in the proposed Electric Fund fiscal year budget for 2012-13.

**PREVIOUS LEGISLATIVE ACTION**

None.

**FISCAL IMPACT**

- Currently Budgeted for FY 2012-13 (Account 35-90-3710-5100)
- Requires additional appropriation
- No Fiscal Impact

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City Attorney Review: \_\_\_\_\_ Date By: June 11, 2012 (if applicable)  
Finance Dept Review: \_\_\_\_\_ Date By: Page 170 of 216 (if applicable)  
City Manager Review: *JD* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation 6/5/12 Date

**SUPPORTING DOCUMENTS**

Proposed Amended Residential Electric Service Schedule RS1/RS3  
Proposed Amended Residential Electric Service Schedule RT1/RT3

**WASHINGTON ELECTRIC UTILITIES**  
**Washington, North Carolina**

Residential Service - Inside Corporate Limits  
(Schedule RT1 / RT3)

AVAILABILITY

Service under this Schedule is available for separately metered and billed supply of electricity to single family residences, including residential farms where the farm uses are not taken through a separate meter, and common area residential lighting strictly used for residence owned decorative or security lighting for electric service delivered to premises located within the corporate limits of the City of Washington.

This Schedule is not available for (a) individual motors rated over 15 hp, (b) commercial use as in hotels, schools, institutions, public inns, motels, auto courts, tourist camps, trailer camps, and commercial, roadway, or billboard decorative and security lighting, (c) separately metered accessory buildings or equipment on residential property not suitable for residential use (other than small storage buildings expressly used for lawn and garden supplies and equipment), or (d) bulk barns and other seasonal high use facilities.

TYPE OF SERVICE

Alternating current, 60 hertz, single-phase, two or three wire service or three-phase three wire or four wire service at standard voltages of 240 volts or less are available under this Schedule.

MONTHLY RATE

Customer Charge:

Single Phase	\$ 8.43 per month
Three Phase	\$ 17.59 per month

Energy Charge:

All kWh	\$ 0.124502 per kWh
---------	---------------------

WHOLESALE POWER COST ADJUSTMENT

All kilowatt-hours billed under this Schedule will be subject to Wholesale Power Cost Adjustments, if any, to recover wholesale power costs fully.

SALES TAX

North Carolina State Sales Tax will be added to charges for service.

CONTRACT PERIOD

Open Order.

GENERAL

Service rendered under this Schedule is subject to the provisions of the Service Regulations of the City of Washington contained in the City Code of Ordinances.

Meters may be read in units of 10 kWh and bills rendered accordingly.

WASHINGTON ELECTRIC UTILITIES  
Washington, North Carolina

Residential Service - Outside Corporate Limits  
(Schedule RS1 / RS3)

AVAILABILITY

Service under this Schedule is available for separately metered and billed supply of electricity to single family residences, including residential farms where the farm uses are not taken through a separate meter, and common area residential lighting strictly used for residence owned decorative or security lighting for electric service delivered to premises located outside the corporate limits of the City of Washington.

This Schedule is not available for (a) individual motors rated over 15 hp, (b) commercial use as in hotels, schools, institutions, public inns, motels, auto courts, tourist camps, trailer camps, and commercial, roadway, or billboard decorative and security lighting, (c) separately metered accessory buildings or equipment on residential property not suitable for residential use (other than small storage buildings expressly used for lawn and garden supplies and equipment), or (d) bulk barns and other seasonal high use facilities.

TYPE OF SERVICE

Alternating current, 60 hertz, single-phase, two or three wire service or three-phase three wire or four wire service at standard voltages of 240 volts or less are available under this Schedule.

MONTHLY RATE

Customer Charge:

Single Phase	\$ 8.88 per month
Three Phase	\$ 18.52 per month

Energy Charge:

All kWh	\$ 0.131055 per kWh
---------	---------------------

WHOLESALE POWER COST ADJUSTMENT

All kilowatt-hours billed under this Schedule will be subject to Wholesale Power Cost Adjustments, if any, to recover wholesale power costs fully.

SALES TAX

North Carolina State Sales Tax will be added to charges for service.

CONTRACT PERIOD

Open Order.

GENERAL

Service rendered under this Schedule is subject to the provisions of the Service Regulations of the City of Washington contained in the City Code of Ordinances.

Meters may be read in units of 10 kWh and bills rendered accordingly.



City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** John Rodman, Planning & Development  
**Date:** June 4, 2012  
**Subject:** Ordinance: Adopt an ordinance to condemn as unsafe the structure located at 507 West 2<sup>nd</sup> Street and award the demolition contract

**Applicant Presentation:** N/A  
**Staff Presentation:** John Rodman, Planning and Development  
 Allen Pittman, Senior Building Official

**RECOMMENDATION:**

***Motion A:***

I move that the City Council adopt the ordinance condemning the structure located at 507 West 2<sup>nd</sup> 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, in the amount of twenty three thousand (\$23,000) dollars.

**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**

Offered property for sale – 1<sup>st</sup> Bid offering – bid removed  
2<sup>nd</sup> Bid offering – none received

Historic Preservation Commission – granted COA April 3, 2012

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_ June 11, 2012) requires additional appropriation  
 No Fiscal Impact \_\_\_\_\_ Page 176 of 216

**SUPPORTING DOCUMENTS**

Ordinance  
Bids Submitted

---

<b>City Attorney Review:</b>	_____	Date By: _____	(if applicable)
<b>Finance Dept Review:</b>	_____	Date By: _____	(if applicable)
<b>City Manager Review:</b>	<u>JE</u> Concur _____	Recommend Denial _____	No Recommendation
	<u>6/5/12</u>	Date	

**Bids Submitted:**

Armstrong Incorporated	\$9,400*
St. Clair Trucking	\$23,000

\*Armstrong Incorporated's bid was rejected as an insufficient bid: after bids were opened Armstrong Incorporated claimed that Tipping Fees were not included in their original bid. They claimed an additional \$5,000 + would need to be included in their bid proposal.



07/17/2007



07/17/2007

June 11, 2012  
Page 178 of 216

**AN ORDINANCE FINDING THAT THE STRUCTURE 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 507 West 2<sup>nd</sup> Street, Washington, North Carolina and being owned by the City of Washington is condemned as, among other things, unsafe pursuant to North Carolina General Statute § 160A-441 and that all applicable statutory provisions have been complied with as a condition of the adoption of this Ordinance.

**WHEREAS**, the structure 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 Notice of Decision.

**WHEREAS**, the owner of the structure has 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-441 as well as pursuant to the Order issued by the Senior Building Official in said Notice of Decision.

**WHEREAS**, said structure has been found to be unfit for human habitation.

**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 507 West 2<sup>nd</sup> Street in accordance with applicable provisions of the City Code and North Carolina General Statute § 160A-441 *et seq.*

**Section 2.** 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 June 11, 2012.

\_\_\_\_\_  
N. Archie Jennings, Mayor

Attest:

\_\_\_\_\_  
Cynthia S. Bennett, City Clerk



Bid Sheet

ST. Clair Trucking INC (contractor)

hereby offers to demolish and properly dispose of the structure at 507 West 2<sup>nd</sup> street for the sum of  
\$ 23000.00 (bid). TWENTY THREE THOUSAND,

This bid includes all items listed on the bid specification sheet for this project.

I understand that the City of Washington reserves the right to reject any and all bids.

I also understand that this bid is to be sealed in an envelope. The seal of the envelope is to have the signature of the bidder and the date that the bid was submitted. The bid will not be opened until 2 pm on May 23, 2012. Any unsealed bid will not be accepted.

Date 5-23-12

Signature Mitchell A. St. Clair

Contractor information

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Bid Sheet

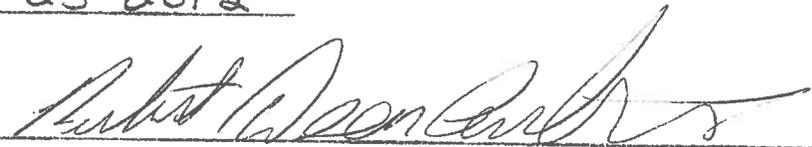
Armstrong Incorporated (contractor)  
hereby offers to demolish and properly dispose of the structure at 507 West 2<sup>nd</sup> street for the sum of  
\$ 9400.00 (bid).

This bid includes all items listed on the bid specification sheet for this project.

I understand that the City of Washington reserves the right to reject any and all bids.

I also understand that this bid is to be sealed in an envelope. The seal of the envelope is to have the signature of the bidder and the date that the bid was submitted. The bid will not be opened until 2 pm on May 23, 2012. Any unsealed bid will not be accepted.

Date 5-23-2012

Signature 

Contractor information

Company Armstrong Incorporated

Address 25852 Hwy 264 E  
PO Box 96 Pantego NC 27860

Phone 252-943-2082

**Notice of Public Hearing  
Washington City Council**

NOTICE IS HEREBY given that the City Council of the City of Washington will conduct a public hearing on the 11<sup>th</sup> day of June, 2012 at 6:00 p.m., in the City Council Chambers, on the second floor of the municipal building, located at 102 East 2<sup>nd</sup> Street. The purpose of the public hearing is to adopt an ordinance to have the structure located at 507 West 2<sup>nd</sup> Street demolished and removed. The City of Washington finds that the structure and property described herein is 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 hearing and present evidence either in support of or in opposition to the ordinance. 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 Building Inspections Office by calling 975-9334 Monday through Friday 8:00 am to 5:00 pm



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Josh Kay, City Manager  
**Date:** June 5, 2012  
**Subject:** To accept Operational Agreements with the Beaufort County Board of Education to provide School Resource Officers (SRO) for Washington High School and P.S. Jones Middle School for the school year 2012-2013

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

**RECOMMENDATION:**

I move that City Council accept the agreements to fund a School Resource Officer (SRO) for Washington High School and P.S. Jones Middle School in the amount \$37,838 for each position.

**BACKGROUND AND FINDINGS:**

An Operational Agreement has been completed since FY 1997-1998

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Operational Agreements 2012-2013

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *JK* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation *JK* Date June 11, 2012

## OPERATIONAL AGREEMENT

This OPERATIONAL AGREEMENT made and entered into for fiscal year July 1, 2012 through June 30, 2013, when it shall terminate, by and between the BEAUFORT COUNTY BOARD OF EDUCATION, hereinafter referred to as "BOARD", and the CITY OF WASHINGTON, a municipal corporation of the State of North Carolina, hereinafter referred to as "LAW ENFORCEMENT AGENCY".

### WITNESSETH:

WHEREAS, the BOARD is concerned about the increasing violence in the community and desires to secure a law enforcement officer for assignment to Washington High School as a designated Resource Officer; and

WHEREAS, it is anticipated that a Resource Officer will be an armed law enforcement officer selected by the LAW ENFORCEMENT AGENCY, through its designated personnel; and

WHEREAS, it is anticipated that any selected Resource Officer will perform his or her duties under the direct supervision of the head of such LAW ENFORCEMENT AGENCY, and with day to day supervision by the Principal of the high school to which the Resource Officer is assigned; and

WHEREAS, the BOARD and LAW ENFORCEMENT AGENCY desire to set forth in writing their agreements with respect to the hiring, training, and supervision of each such Resource Officer.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and covenants set forth herein, BOARD and LAW ENFORCEMENT AGENCY do hereby agree each with the other as follows:

### **1.0 Administration and Control**

- 1.1 The Resource Officer is and shall be an employee of the LAW ENFORCEMENT AGENCY and shall be subject to the administration, supervision, and control of the LAW ENFORCEMENT AGENCY, except to the extent such administration, supervision and control is expressly delegated under the terms and conditions of the Agreement.
- 1.2 The LAW ENFORCEMENT AGENCY shall take the lead in the hiring process with the Principal or his designee serving as a member of the interview team.
- 1.3 A Resource Officer shall be a certified officer.

- 1.4 While working as a Resource Officer with the Beaufort County Schools System, an officer shall have the same jurisdiction, powers, rights, privileges, and immunities (including those relating to the defense of civil actions and payment of judgments) as the Resource Officer normally possesses. While on duty at a school location, the Resource Officer shall respond to the day-to-day supervision by the Principal, but shall remain subject to the lawful operational commands of his superior officers in the LAW ENFORCEMENT AGENCY. Resource Officer shall, for personnel and administrative purposes, remain under control of the LAW ENFORCEMENT AGENCY, including for purposes of pay, benefits, insurance, worker's compensation, liability coverage and all other normal administrative coverages provided by the LAW ENFORCEMENT AGENCY.
- 1.5 LAW ENFORCEMENT AGENCY shall not utilize a Resource Officer during the designated workday for duties other than that set forth herein, except in rare and serious emergencies.
- 1.6 Throughout the term of this Operational Agreement, BOARD shall pay the LAW ENFORCEMENT AGENCY in quarterly payments in the amount of **\$9,459.50** (includes salary, benefits, and uniforms) due and payable on the first day of the month, in the second month of each quarter, for the Resource Officer assigned to work in the Beaufort County Schools.

**2.0 Basic Qualifications of Resource Officer.** To be a Resource Officer, an officer must first meet all the following basic qualifications:

- 2.1 Should have three (3) years of law enforcement experience;
- 2.2 Prefer experience in working with youth;
- 2.3 Shall possess a sufficient knowledge of the applicable Federal and State Laws, including the Juvenile Code of North Carolina, County Ordinances, and Board of Education Policies and Administrative Regulations;
- 2.4 Shall be capable of conducting in-depth criminal investigations;
- 2.5 Shall possess even temperament and set a good example for school students; and
- 2.6 Shall possess communication skills, which would enable the officer to function effectively within the school environment.

**3.0 Duties of Resource Officer**

- 3.1 To provide law enforcement services to the School System at assigned school locations in accordance with the terms of this Agreement;
- 3.2 To counsel school students in special situations, such as when a student is suspected of engaging in criminal misconduct, when requested by the Principal or the Principal's designee or by the parents of that student;
- 3.3 To answer questions that students may have about North Carolina criminal or juvenile law, and to make classroom presentations at the request of teachers as his or her schedule permits, but not to give legal advice;
- 3.4 To assist other law enforcement officers with outside investigations concerning students attending the school to which Resource Officer is assigned;

- 3.5 To work (10 months) on the school calendar schedule of the Beaufort County Schools as duly adopted each year;
- 3.6 To maintain minimum in-service training and certification requirements as are normally applied to all other certified officers, whenever possible during the summer months when regular school is not in session; and
- 3.7 To coordinate traffic and security at all athletic events and social functions on school premises for the school to which the Resource Officer is assigned.
- 3.8 Resource Officer has the right and obligation to decline to participate in an activity/event that would violate LAW ENFORCEMENT AGENCY or state procedures.

#### **4.0 Chain of Command**

- 4.1 Resource Officers who are employees of the LAW ENFORCEMENT AGENCY shall follow the chain of command as set forth in the LAW ENFORCEMENT AGENCY Standard Operating Procedures Manual.

#### **5.0 Duty Hours**

- 5.1 Resource Officer hours shall be set by the BOARD at the direction of the head of the LAW ENFORCEMENT AGENCY and the Principal or the Principal's designee of the school to which the officer is assigned. The maximum number of hours that a Resource Officer shall work in any four (4) week period shall be 171 hours.
- 5.2 Unless modified by the head of the LAW ENFORCEMENT AGENCY or the Principal or Principal's designee, Resource Officer shall be on duty at the assigned school with a schedule worked out jointly with Resource Officer and Principal of the school throughout the year (10 months), or for a minimum of seven and one-half (7 1/2) hours per day on average, or a minimum of forty (40) hours each week on average, in the event the opening or closing of school is delayed or the school schedule is modified. Provided, however, Resource Officer shall also be at school during lunch hours and through the school bus boarding period, but Resource Officer shall be allowed thirty (30) minutes of lunch each day. The remainder of the Officer's workweek shall be assigned to provide afternoon and/or evening security at school events and/or to pursue criminal investigations of school related crimes.

#### **6.0 Training /Briefing**

- 6.1 Resource Officer shall attend training and briefing sessions as required by the LAW ENFORCEMENT AGENCY. Coordination of meetings between school personnel, the Resource Officer and Commanding Officers in the LAW ENFORCEMENT AGENCY may be scheduled as required or needed for the exchange of information and coordination of efforts.
- 6.2 Resource Officer shall be required to maintain minimum in-service training and certification requirements as would normally apply to all other certified officers in the LAW ENFORCEMENT AGENCY. The BOARD may provide training in Board of Education policies, regulations and procedures.

## **7.0 Uniforms, Equipment and Weapons**

- 7.1** Resource Officer shall be required to wear LAW ENFORCEMENT AGENCY issued uniforms, and to use LAW ENFORCEMENT AGENCY equipment and weapons, which shall be the responsibility of the LAW ENFORCEMENT AGENCY to provide.
- 7.2** BOARD shall provide Resource Officer with the following:
- a. Access to an air-conditioned and properly lighted office, which shall contain a telephone, which may be used for general business purposes;
  - b. A location for files and records, which can be properly locked and secured;
  - c. A desk with drawers, a chair, worktable, a filing cabinet and office supplies;
  - d. Reasonable access to a typewriter and/or secretarial assistance; and
  - e. A radio or walkie-talkie (school based) or pager for the Resource Officer as to avoid using the radio frequency of the LAW ENFORCEMENT AGENCY.

## **8.0 Transporting Students**

- 8.1** Resource Officer shall not transport students in their vehicle except when the students are victims of a crime, under arrest, or when other emergency circumstances exist, except that Resource Officer shall transport students being sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety of other students and school personnel.
- 8.2** Resource Officer shall not transport students in their personal vehicles. If the Resource Officer does not have a LAW ENFORCEMENT AGENCY or BOARD vehicle, then a patrol unit shall be dispatched by the LAW ENFORCEMENT AGENCY to assist the officer.
- 8.3** Resource Officer shall notify the school Principal or the Principal's designee before removing a student from campus.

**9.0 Interview and Arrest Procedure.** Resource Officer shall adhere to the procedures set forth in Chapter 7A of the General Statutes of the State of North Carolina when dealing with juveniles.

**10.0 Cooperative Understanding.** The attached Cooperative Understanding between the BOARD and LAW ENFORCEMENT AGENCY is attached hereto and incorporated herein by reference.

**11.0 Evaluation.** It is mutually agreed that the Principal/Resource Officer's supervisor shall evaluate annually the Resource Officer Program and the performance of each Resource Officer on forms developed jointly by the parties. It is further understood that the evaluation of each officer is advisory only and that the LAW ENFORCEMENT AGENCY retains the final authority to evaluate.

**IN WITNESS WHEREOF**, the BOARD has caused this Operational Agreement to be signed by its Superintendent/Secretary and the LAW ENFORCEMENT AGENCY has caused this Operational Agreement to be signed by its Police Chief, by order or other proper authority of the respective governing board duly given as of the day and year first written above.

**PRE-AUDIT CERTIFICATE**

This Agreement has been pre-audited pursuant to N.C.G.S. § 159-28 in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Matt Rauschenbach, Chief Financial Officer  
City of Washington

**PRE-AUDIT CERTIFICATE**

This Agreement has been pre-audited in the manner required by the School Budget and Fiscal Control Act.

\_\_\_\_\_  
Laurie Modlin, School Finance Officer  
Beaufort County Board of Education

**CITY OF WASHINGTON**

By: \_\_\_\_\_ (SEAL)  
Stacey Drakeford  
Interim Police and Fire Services Director

**BEAUFORT COUNTY  
BOARD OF EDUCATION**

By: \_\_\_\_\_ (SEAL)  
Don Phipps  
Superintendent/Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NORTH CAROLINA  
BEAUFORT COUNTY**

The undersigned, a Notary Public of the County and State aforesaid, hereby certifies that Don Phipps personally appeared before me this day, and being duly sworn by me, acknowledged that he is Superintendent/Secretary of the Beaufort County Board of Education, and that by authority duly given and as the act of the Board the foregoing instrument was signed by him.

Witness my hand and notary seal this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Notary Public

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

**NORTH CAROLINA  
BEAUFORT COUNTY**

The undersigned, a Notary Public of the County and State aforesaid, hereby certifies that Stacey Drakeford personally appeared before me this day, and being duly sworn by me acknowledged that he is the Interim Police and Fire Services Director of the City of Washington, and that by authority duly given and as the act of the City the foregoing instrument was signed by him.

Witness my hand and notary seal this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Notary Public

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

## **Cooperative Understanding (Resource Officer)**

### **General Statement of Duties**

Within the lawful jurisdiction of the Washington City Police Department, a sworn Washington City Police Officer must at all times take appropriate action to: protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, and enforce all state, local and federal laws in matters over which the Washington City Police Department has jurisdiction.

### **Distinguishing Features of the Class**

An employee in this class performs a variety of law enforcement duties for the school system. Work is derived from the requirement to protect life and property, to conduct initial investigations of crimes committed at the schools, to patrol in an official vehicle to deter crimes, and to apprehend violators or suspects. Duties may include serving criminal court papers such as warrants and subpoenas; testifying in court; and filing necessary papers with the judicial system. The employee is subject to the usual hazards of law enforcement. Considerable tact, firmness and courtesy are required in serving the public. The employee is expected to exercise alertness and independent judgment in dealing with unusual situations. Work is performed in accordance with established policies and procedures and is supervised by the head of the supervising LAW ENFORCEMENT AGENCY through conference, review of records and reports, and effectiveness of assigned duties.

### **Illustrative examples of work**

- Patrols the school sites to detect and deter crime
- Responds to school personnel calls for law enforcement assistance
- Conducts preliminary investigation of crimes and complaints
- Makes arrests and transports violators
- Testifies in court concerning enforcement and investigative activities
- Maintains records of patrol and investigative activities
- Participates in surveillance and stake-out duties; assists as permitted by law with searches
- Cooperates with other law enforcement officers of other governmental units in conducting investigations and making arrests
- Answers and checks on alarms and security systems
- Performs related duties as required

### **Knowledge, Skills and Abilities**

- Working knowledge of the operations, functions, procedures and legal processes of law enforcement
- Working knowledge of federal, state and county laws relative to civil and criminal processes and Juvenile Code of North Carolina

- Working knowledge of the operation of two-way radio equipment and related FCC regulations
- Working knowledge of the geographical layout of the school sites as to locations of roads, important buildings and other landmarks
- Skill in the use of firearms and other law enforcement equipment
- Ability to exercise sound judgment in emergency and routing situations and to adopt quick, effective and reasonable courses of action

DRAFT

## OPERATIONAL AGREEMENT

This OPERATIONAL AGREEMENT made and entered into for fiscal year July 1, 2012 through June 30, 2013, when it shall terminate, by and between the BEAUFORT COUNTY BOARD OF EDUCATION, hereinafter referred to as "BOARD", and the CITY OF WASHINGTON, a municipal corporation of the State of North Carolina, hereinafter referred to as "LAW ENFORCEMENT AGENCY".

### WITNESSETH:

WHEREAS, the BOARD is concerned about the increasing violence in the community and desires to secure a law enforcement officer for assignment to P.S. Jones Middle School as a designated Resource Officer; and

WHEREAS, it is anticipated that a Resource Officer will be an armed law enforcement officer selected by the LAW ENFORCEMENT AGENCY, through its designated personnel; and

WHEREAS, it is anticipated that any selected Resource Officer will perform his or her duties under the direct supervision of the head of such LAW ENFORCEMENT AGENCY, and with day to day supervision by the Principal of the school to which the Resource Officer is assigned; and

WHEREAS, the BOARD and LAW ENFORCEMENT AGENCY desire to set forth in writing their agreements with respect to the hiring, training, and supervision of each such Resource Officer.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and covenants set forth herein, BOARD and LAW ENFORCEMENT AGENCY do hereby agree each with the other as follows:

### **1.0 Administration and Control**

- 1.1 The Resource Officer is and shall be an employee of the LAW ENFORCEMENT AGENCY and shall be subject to the administration, supervision, and control of the LAW ENFORCEMENT AGENCY, except to the extent such administration, supervision and control is expressly delegated under the terms and conditions of the Agreement.
- 1.2 The LAW ENFORCEMENT AGENCY shall take the lead in the hiring process with the Principal or his designee serving as a member of the interview team.
- 1.3 A Resource Officer shall be a certified officer.

- 1.4 While working as a Resource Officer with the Beaufort County Schools System, an officer shall have the same jurisdiction, powers, rights, privileges, and immunities (including those relating to the defense of civil actions and payment of judgments) as the Resource Officer normally possesses. While on duty at a school location, the Resource Officer shall respond to the day-to-day supervision by the Principal, but shall remain subject to the lawful operational commands of his superior officers in the LAW ENFORCEMENT AGENCY. Resource Officer shall, for personnel and administrative purposes, remain under control of the LAW ENFORCEMENT AGENCY, including for purposes of pay, benefits, insurance, worker's compensation, liability coverage and all other normal administrative coverages provided by the LAW ENFORCEMENT AGENCY.
- 1.5 LAW ENFORCEMENT AGENCY shall not utilize a Resource Officer during the designated workday for duties other than that set forth herein, except in rare and serious emergencies.
- 1.6 Throughout the term of this Operational Agreement, BOARD shall pay the LAW ENFORCEMENT AGENCY in quarterly payments in the amount of **\$9,459.50** (includes salary, benefits, and uniforms) due and payable on the first day of the month, in the second month of each quarter, for the Resource Officer assigned to work in the Beaufort County Schools.

**2.0 Basic Qualifications of Resource Officer.** To be a Resource Officer, an officer must first meet all the following basic qualifications:

- 2.1 Should have three (3) years of law enforcement experience;
- 2.2 Prefer experience in working with youth;
- 2.3 Shall possess a sufficient knowledge of the applicable Federal and State Laws, including the Juvenile Code of North Carolina, County Ordinances, and Board of Education Policies and Administrative Regulations;
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**3.0 Duties of Resource Officer**

- 3.1 To provide law enforcement services to the School System at assigned school locations in accordance with the terms of this Agreement;
- 3.2 To counsel school students in special situations, such as when a student is suspected of engaging in criminal misconduct, when requested by the Principal or the Principal's designee or by the parents of that student;
- 3.3 To answer questions that students may have about North Carolina criminal or juvenile law, and to make classroom presentations at the request of teachers as his or her schedule permits, but not to give legal advice;
- 3.4 To assist other law enforcement officers with outside investigations concerning students attending the school to which Resource Officer is assigned;

- 3.5 To work (10 months) on the school calendar schedule of the Beaufort County Schools as duly adopted each year;
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- 3.7 To coordinate traffic and security at all athletic events and social functions on school premises for the school to which the Resource Officer is assigned.
- 3.8 Resource Officer has the right and obligation to decline to participate in an activity/event that would violate LAW ENFORCEMENT AGENCY or state procedures.

#### **4.0 Chain of Command**

- 4.1 Resource Officers who are employees of the LAW ENFORCEMENT AGENCY shall follow the chain of command as set forth in the LAW ENFORCEMENT AGENCY Standard Operating Procedures Manual.

#### **5.0 Duty Hours**

- 5.1 Resource Officer hours shall be set by the BOARD at the direction of the head of the LAW ENFORCEMENT AGENCY and the Principal or the Principal's designee of the school to which the officer is assigned. The maximum number of hours that a Resource Officer shall work in any four (4) week period shall be 171 hours.
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#### **6.0 Training /Briefing**

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- 7.1** Resource Officer shall be required to wear LAW ENFORCEMENT AGENCY issued uniforms, and to use LAW ENFORCEMENT AGENCY equipment and weapons, which shall be the responsibility of the LAW ENFORCEMENT AGENCY to provide.
- 7.2** BOARD shall provide Resource Officer with the following:
- a. Access to an air-conditioned and properly lighted office, which shall contain a telephone, which may be used for general business purposes;
  - b. A location for files and records, which can be properly locked and secured;
  - c. A desk with drawers, a chair, worktable, a filing cabinet and office supplies;
  - d. Reasonable access to a typewriter and/or secretarial assistance; and
  - e. A radio or walkie-talkie (school based) or pager for the Resource Officer as to avoid using the radio frequency of the LAW ENFORCEMENT AGENCY.

## **8.0 Transporting Students**

- 8.1** Resource Officer shall not transport students in their vehicle except when the students are victims of a crime, under arrest, or when other emergency circumstances exist, except that Resource Officer shall transport students being sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety of other students and school personnel.
- 8.2** Resource Officer shall not transport students in their personal vehicles. If the Resource Officer does not have a LAW ENFORCEMENT AGENCY or BOARD vehicle, then a patrol unit shall be dispatched by the LAW ENFORCEMENT AGENCY to assist the officer.
- 8.3** Resource Officer shall notify the school Principal or the Principal's designee before removing a student from campus.

**9.0 Interview and Arrest Procedure.** Resource Officer shall adhere to the procedures set forth in Chapter 7A of the General Statutes of the State of North Carolina when dealing with juveniles.

**10.0 Cooperative Understanding.** The attached Cooperative Understanding between the BOARD and LAW ENFORCEMENT AGENCY is attached hereto and incorporated herein by reference.

**11.0 Evaluation.** It is mutually agreed that the Principal/Resource Officer's supervisor shall evaluate annually the Resource Officer Program and the performance of each Resource Officer on forms developed jointly by the parties. It is further understood that the evaluation of each officer is advisory only and that the LAW ENFORCEMENT AGENCY retains the final authority to evaluate.

**IN WITNESS WHEREOF**, the BOARD has caused this Operational Agreement to be signed by its Superintendent/Secretary and the LAW ENFORCEMENT AGENCY has caused this Operational Agreement to be signed by its Police Chief, by order or other proper authority of the respective governing board duly given as of the day and year first written above.

**PRE-AUDIT CERTIFICATE**

This Agreement has been pre-audited pursuant to N.C.G.S. § 159-28 in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Matt Rauschenbach, Chief Financial Officer  
City of Washington

**PRE-AUDIT CERTIFICATE**

This Agreement has been pre-audited in the manner required by the School Budget and Fiscal Control Act.

\_\_\_\_\_  
Laurie Modlin, School Finance Officer  
Beaufort County Board of Education

**CITY OF WASHINGTON**

**BEAUFORT COUNTY  
BOARD OF EDUCATION**

By: \_\_\_\_\_ (SEAL)  
Stacey Drakeford  
Interim Police and Fire Services Director

By: \_\_\_\_\_ (SEAL)  
Don Phipps  
Superintendent/Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NORTH CAROLINA  
BEAUFORT COUNTY**

The undersigned, a Notary Public of the County and State aforesaid, hereby certifies that Don Phipps personally appeared before me this day, and being duly sworn by me, acknowledged that he is Superintendent/Secretary of the Beaufort County Board of Education, and that by authority duly given and as the act of the Board the foregoing instrument was signed by him.

Witness my hand and notary seal this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Notary Public

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

**NORTH CAROLINA  
BEAUFORT COUNTY**

The undersigned, a Notary Public of the County and State aforesaid, hereby certifies that Stacey Drakeford personally appeared before me this day, and being duly sworn by me acknowledged that he is the Interim Police and Fire Services Director of the City of Washington, and that by authority duly given and as the act of the City the foregoing instrument was signed by him.

Witness my hand and notary seal this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
Notary Public

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

## **Cooperative Understanding (Resource Officer)**

### **General Statement of Duties**

Within the lawful jurisdiction of the Washington City Police Department, a sworn Washington City Police Officer must at all times take appropriate action to: protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, and enforce all state, local and federal laws in matters over which the Washington City Police Department has jurisdiction.

### **Distinguishing Features of the Class**

An employee in this class performs a variety of law enforcement duties for the school system. Work is derived from the requirement to protect life and property, to conduct initial investigations of crimes committed at the schools, to patrol in an official vehicle to deter crimes, and to apprehend violators or suspects. Duties may include serving criminal court papers such as warrants and subpoenas; testifying in court; and filing necessary papers with the judicial system. The employee is subject to the usual hazards of law enforcement. Considerable tact, firmness and courtesy are required in serving the public. The employee is expected to exercise alertness and independent judgment in dealing with unusual situations. Work is performed in accordance with established policies and procedures and is supervised by the head of the supervising LAW ENFORCEMENT AGENCY through conference, review of records and reports, and effectiveness of assigned duties.

### **Illustrative examples of work**

- Patrols the school sites to detect and deter crime
- Responds to school personnel calls for law enforcement assistance
- Conducts preliminary investigation of crimes and complaints
- Makes arrests and transports violators
- Testifies in court concerning enforcement and investigative activities
- Maintains records of patrol and investigative activities
- Participates in surveillance and stake-out duties; assists as permitted by law with searches
- Cooperates with other law enforcement officers of other governmental units in conducting investigations and making arrests
- Answers and checks on alarms and security systems
- Performs related duties as required

### **Knowledge, Skills and Abilities**

- Working knowledge of the operations, functions, procedures and legal processes of law enforcement
- Working knowledge of federal, state and county laws relative to civil and criminal processes and Juvenile Code of North Carolina

- Working knowledge of the operation of two-way radio equipment and related FCC regulations
- Working knowledge of the geographical layout of the school sites as to locations of roads, important buildings and other landmarks
- Skill in the use of firearms and other law enforcement equipment
- Ability to exercise sound judgment in emergency and routing situations and to adopt quick, effective and reasonable courses of action

DRAFT



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Michael Whaley, Purchasing Agent  
**Date:** May 31, 2012  
**Subject:** Approve Contracts for Water and Wastewater Treatment Chemicals and Approve Purchase Orders for Chemical Purchases.  
**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

**RECOMMENDATION:**

I move that Council approve contracts for water and wastewater treatment chemicals and allow purchase orders to be approved in FY 12-13 for the chemicals listed below.

**BACKGROUND AND FINDINGS:**

The purpose of this item is to inform Council of contract commitments for water and wastewater treatment chemical requirements for the City from July 1, 2012 through June 30, 2013 and to allow for purchase orders to be issued as needed for the purchase of these chemicals.

Contracts awarded as follows:

<u>Vendor</u>	<u>Cost Per Unit</u>	<u>Estimated Total</u>
(A) <u>Amerochem</u>		
Anhydrous Ammonia	\$0.82/lb.	\$ 7,790.00
Liquid Aluminum Sulfate	\$385.00/ton	\$32,725.00
Sodium Bisulfite	\$2.21/gal.	\$35,360.00
Sodium Hypochlorite	\$0.95/gal	\$28,500.00
(B) <u>Cargill Salt</u>		
Sodium Chloride	\$104.40/ton	\$167,040.00
(C) <u>Jones Chemical</u>		
Liquid Chlorine-Ton Cylinders	\$650.00/ton	\$13,000.00
(D) <u>Chem South</u>		
Sodium Hexametaphosphate	\$1.07/lb.	\$19,260.00
(E) <u>Brenntag</u>		
Potassium Permanganate	\$2.25/lb.	\$47,250.00
Hydroflousilicic Acid	\$0.35/lb.	\$12,250.00
	<b>TOTAL</b>	<b>\$363,175.00</b>

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

See attached bid tabulation sheet.

June 11, 2012

City Attorney Review: \_\_\_\_\_ Date By: \_\_\_\_\_ Page (200 of 216)  
 Finance Dept Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
 City Manager Review: TC Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation 6/5/12 Date

**BID TABULATION**

Bid for: Water Treatment Chemicals  
 Opened: 2:00 PM, Wednesday  
 May 16, 2012

<u>Item</u>	<u>Chemical</u>	<u>Cargill Salt</u>	<u>Morton Salt</u>	<u>GEO Chemical</u>	<u>Amerochem</u>	<u>Chem South</u>	<u>USALCO</u>	<u>Sterling Water</u>	<u>General Chemical</u>	<u>Jones Chemical</u>	<u>Tanner</u>	<u>C &amp; S Chemical</u>	<u>DPC Enterprises</u>	<u>Oltrin Solutions</u>	<u>Brenntag</u>
1	Potassium Permanganate				2.30/lb	2.95/lb		no quote					no quote	no quote	2.25/lb
2	Sodium Chloride	104.4/ton	105.45/ton												
3	Liquid Chlorine-Ton Cylinders									650.00/ton					
4	Hydroflousilicic Acid				.3587/lb										.35/lb
5	Anhydrous Ammonia				.82/lb						.82/lb				
6	Liquid Aluminum Sulfate			434.50/ton	385.00/ton		472.83/ton		529.00/ton			445.00/ton			405.00/ton
7	Sodium Hexametaphosphate				2.10/lb	1.07/lb									
8	Sodium Bisulfite				2.21/gal					2.82/lb					
9	Sodium Hypochlorite				.95/gal					2.32/lb					

Recommendation: I recommend that we purchase Item 5,6,8 and 9 from Amerochem. Item 2 to be purchased from Cargill Salt. Item 3 we continue to purchase from Jones Chemical. Item 1 and 4 to be purchased from Brenntag. Item 7 to be purchased from Chem South.

Signed: Mike Whaley



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Allen Lewis, Public Works Director *AL*  
**Date:** 06-04-12  
**Subject:** Resolution of Intent to Close Charlotte Street Between Park Drive and Willow Street.  
**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

**RECOMMENDATION:**

I move Council adopt a resolution of intent setting a date for a public hearing to discuss the closing of Charlotte Street between Park Drive and Willow Street.

**BACKGROUND AND FINDINGS:**

On various occasions since 2010 Council was informed of the intent to remove the undersized culverts under Charlotte Street at Jack's Creek. Part of process in officially closing the portion of Charlotte Street between Park Drive and Willow Street required for this is holding a public hearing stating the intent of of the City of Washington to consider closing and abandoning a portion of Charlotte Street. The attached resolution sets this process in motion.

**PREVIOUS LEGISLATIVE ACTION**

Most recently, March 12, 2012, authorized the demolition of the Charlotte Street "bridge".

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Attached Resolution of Intent

City Attorney Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
 Finance Dept Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
 City Manager Review: *TC* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation *6/5/12* Date

**A RESOLUTION DECLARING  
THE INTENT OF THE CITY OF WASHINGTON TO CONSIDER  
CLOSING AND ABANDONING A PORTION OF CHARLOTTE STREET  
(RESOLUTION OF INTENT)**

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

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

**WHEREAS**, the City finds it advisable and in the public's best interest to conduct a public hearing for the purpose of giving consideration to the closing and abandoning of a portion of Charlotte Street, said portion consisting of all of that area between Willow Street and Park Drive.

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

- 1) Pursuant to North Carolina General Statute § 160A-299, a public hearing will be held at 6:00 p.m. on the 23<sup>rd</sup> day of July, 2012 in Council Chambers, Room 214, of the Municipal Building to consider a resolution that would effect the closing and abandoning of a portion of Charlotte Street, said portion being all of that area between Willow Street and Park Drive.
- 2) The City Clerk (Clerk) is hereby directed to publish this Resolution of Intent once a week for four successive weeks in the Washington Daily News, or other newspapers of general circulation in the area.
- 3) The Clerk is further directed to transmit by registered or certified mail a copy of this Resolution of Intent to all persons who own property that abuts said portion of Charlotte Street under consideration to be closed and abandoned.
- 3) The Clerk is further directed to prominently post this Resolution of Intent in at least two places along the portion of Charlotte Street that is under consideration to be closed and abandoned as notice of said public hearing and the consideration being given to close as well as abandon said portion of Charlotte Street.

This the 11<sup>th</sup> day of June, 2012.

**CITY OF WASHINGTON**

\_\_\_\_\_  
N. Archie Jennings, III  
Mayor

ATTEST:

\_\_\_\_\_  
Cynthia S. Bennett,  
City Clerk



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** June 11, 2012  
**Subject:** Adopt Budget Ordinance for Fiscal Year 2012-2013, Set Advalorem Tax Rate and User Fee Schedule.  
**Applicant Presentation:** N.A.  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council adopt the Budget Ordinance for Fiscal Year 2012-2013, set the 2012 Advalorem Tax rate at \$0.50 per \$100.00 value with \$.0144 designated for the Public Safety Capital Reserve, and set the user fee schedule included in the appendix of the budget.

**BACKGROUND AND FINDINGS:**

Attached is the Budget Ordinance for Fiscal Year 2012-2013, totaling \$62,264,988. This ordinance appropriates the following amounts in the funds listed for operational expenses during the fiscal year:

General Fund	\$14,491,745
Water Fund	3,051,737
Sewer Fund	3,222,139
Storm Water Management Fund	711,464
Electric Fund	38,391,373
Airport Fund	455,514
Solid Waste Fund	1,219,300
Cemetery Fund	317,115
Library Trust Fund	300
Cemetery Trust Fund	1,400
Public Safety Capital Reserve Fund	120,901
Economic Development Capital Reserve Fund	156,000
Facade Fund	10,000
Internal Service Fund	<u>116,000</u>
Grand Total	\$62,264,988

**PREVIOUS LEGISLATIVE ACTION**

Budget workshop discussions

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Annual budget  
Budget Ordinance

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**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** JW Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
6/5/12 Date

**CITY OF WASHINGTON, NORTH CAROLINA  
BUDGET ORDINANCE FOR FISCAL YEAR 2012-2013**

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

**Section 1.** The following amounts are hereby appropriated for the operation of the City of Washington government and its activities for the fiscal year beginning July 1, 2012, and ending June 30, 2013, according to the following schedules:

**Schedule A. General Fund**

**General Government**

City Council	53,183
Mayor	12,494
City Manager	297,803
Legal	240,000
TDA Director	116,603
Human Resources	282,685
Finance	505,088
Purchasing	128,068
Information Systems	356,136
Billing	156,083
Customer Services	682,983
Municipal Building	244,279
Miscellaneous	893,887
Economic Development	156,000
Debt Service	429,966

**Public Safety**

Police	2,788,069
E-911 Communication	399,445
Fire	1,672,211
Emergency Medical Services	719,151
Code Enforcement	254,350
Planning/Zoning	299,276

**Public Works**

Administration	66,467
Equipment Services	119,104
Street Lighting	120,000
Street Maintenance	467,465
Powell Bill	514,523
Stormwater Improvements	302,346

<b>Cultural and Leisure</b>	
Brown Library	465,893
Recreation Administration	106,710
Recreation Events & Facilities	175,965
Athletics and Programs	0
Senior Programs	223,598
Waterfront Docks	104,106
Civic Center	254,386
Aquatic Center	296,992
Parks and Grounds	502,524
Agency Contributions	77,295
<b>Contingency</b>	
Contingency	<u>6,611</u>
<b>Total General Fund Appropriations</b>	<b>\$14,491,745</b>

#### Schedule B. Water Fund

Administration	104,111
Debt Services	271,890
Miscellaneous	520,231
Water Meter Services	497,636
Water Treatment	1,291,742
Water Distribution Maintenance	227,606
Water Distribution Construction	120,806
Contingency	<u>17,715</u>
<b>Total Water Fund Appropriations</b>	<b>3,051,737</b>

#### Schedule C. Sewer Fund

Administration	104,538
Debt Service	564,735
Miscellaneous	462,408
Wastewater Collection Maintenance	326,338
Wastewater Collection Construction	176,963
Wastewater Treatment	1,184,062
Wastewater Stations	370,519
Contingency	<u>32,576</u>
<b>Total Sewer Fund Appropriations</b>	<b>3,222,139</b>

### Schedule D. Storm Water Management Fund

Operations	119,614
Debt Payment	563,012
Nutrient Control	6,100
Contingency	<u>22,738</u>
<b>Total Storm Water Management Fund Appropriations</b>	<b>711,464</b>

### Schedule E. Electric Fund

Administration	387,825
Debt Service	828,703
Miscellaneous	2,524,961
Electric Meter Services	402,692
Utility Communications	256,382
Substation Maintenance	1,142,380
Load Management	244,200
Power Line Maintenance	1,307,159
Power Line Construction	2,178,854
Purchase Power	29,105,200
Contingency	<u>13,017</u>
<b>Total Electric Fund Appropriations</b>	<b>38,391,373</b>

### Schedule F. Airport Fund

Operational Expenses	455,514
Contingency	<u>0</u>
<b>Total Airport Fund Appropriations</b>	<b>455,514</b>

### Schedule G. Solid Waste Fund

Debt Service	70,943
Solid Waste Operations	1,147,293
Contingency	<u>1,064</u>
<b>Total Solid Waste Fund Appropriations</b>	<b>1,219,300</b>

### Schedule H. Cemetery Fund

Debt Service	2,045
Operational Expenses	314,944
Contingency	<u>126</u>
<b>Total Cemetery Fund Appropriations</b>	<b>317,115</b>

### Schedule I. Library Trust Fund

Administration Charges to General Fund for Library Operations	<u>300</u>
<b>Total Library Trust Fund Appropriations</b>	<b>300</b>

### Schedule J. Cemetery Trust Fund

Administration Charges to General Fund for Cemetery Operations	<u>1,400</u>
<b>Total Cemetery Trust Fund Appropriations</b>	<b>1,400</b>

### Schedule K. E-911 Surcharge Fund

Contract Services	0
Contingency	<u>0</u>
<b>Total E-911 Surcharge Fund Appropriations</b>	<b>0</b>

### Schedule L. Public Safety Capital Reserve Fund

Transfer to General Fund	<u>120,901</u>
<b>Total Public Safety Capital Reserve Fund Appropriations</b>	<b>120,901</b>

### Schedule M. Economic Development/Capital Reserve Fund

Transfer to General Fund	<u>156,000</u>
<b>Total Economic Development/Capital Reserve Fund Appropriations</b>	<b>156,000</b>

**Schedule N. Water Capital Reserve Fund**

Transfer to Water Fund	<u>0</u>
<b>Total Water Capital Reserve Fund Appropriations</b>	<b>0</b>

**Schedule O. Sewer Capital Reserve Fund**

Transfer to Sewer Fund	<u>0</u>
<b>Total Sewer Capital Reserve Fund Appropriations</b>	<b>0</b>

**Schedule P. Facade Fund**

Economic Development-Facade Grant	<u>10,000</u>
<b>Total Façade Fund Appropriations</b>	<b>10,000</b>

**Schedule Q. Internal Service Fund**

Worker's Compensation Claim Payments	<u>116,000</u>
<b>Total Internal Service Fund Appropriations</b>	<b>116,000</b>

**Total Appropriations for all Funds** **\$62,264,988**

Section 2. It is estimated that the following revenue will be available during the year beginning July 1, 2012, and ending June 30, 2013, to meet the foregoing appropriations according to the following schedule:

### Schedule A. General Fund

Ad Valorem Taxes	4,176,324
Other Taxes	2,433,263
Restricted Intergovernmental Revenue	1,663,056
Unrestricted Intergovernmental Revenue	542,483
Licenses and Permits	54,350
Rents	601,722
Sales and Services	802,060
Interest Earnings	14,830
Lease Purchase Proceeds	771,368
Private Contributions	13,250
Miscellaneous	25,000
Fund Balance Appropriated	0
Administrative Charges from Other Funds for Services:	
Electric Fund	1,202,245
Water Fund	280,087
Sewer Fund	281,121
Solid Waste Fund	179,046
Storm Water	0
Airport Fund	20,556
Cemetery Fund	21,208
Library Trust Fund	300
Tourism Development Authority	116,771
Civic Center	57,188
Transfers from Other Funds:	
Water	71,963
Sewer	40,532
Electric	846,121
Capital Reserves	<u>276,901</u>
<b>Total General Fund Revenues</b>	<b>14,491,745</b>

### Schedule B. Water Fund

Water Charges	2,900,000
Sales and Services	69,460
Interest Earnings	2,500
Miscellaneous	7,000
Installment Note Proceeds	38,000
Rents	34,777
Transfer from Water Capital Reserve	0
Fund Balance Appropriated	<u>0</u>
<b>Total Water Fund Revenues</b>	<b>3,051,737</b>

### Schedule C. Sewer Fund

Wastewater Charges	3,030,000
Sales and Services	25,500
Interest Earnings	6,000
Assessments	10,639
Loan Proceeds (State Revolving Loan)	0
Transfer from Capital Reserve	<u>150,000</u>
<b>Total Sewer Fund Revenues</b>	<b>3,222,139</b>

### Schedule D. Storm Water Management Fund

Interest Earnings	1,500
Sales & Service	38,000
Storm Water Charges	492,000
Interest Rebates (RZEDB)	97,391
Fund Balance Appropriated	<u>82,573</u>
<b>Total Storm Water Management Fund Revenues</b>	<b>711,464</b>

### Schedule E. Electric Fund

Electric Charges	36,612,290
Sales and Services	512,200
Interest Earnings	10,000
Miscellaneous	65,000
Installment Note Proceeds	1,060,000
Administration Charges From Other Funds:	
Water	82,208
Sewer	<u>49,675</u>
<b>Total Electric Fund Revenues</b>	<b>\$38,391,373</b>

### Schedule F. Airport Fund

Rentals	65,000
Sales & Services	157,356
Grants	150,000

Transfer from Other Funds:	
General Fund	<u>83,158</u>
<b>Total Airport Fund Revenues</b>	<b>455,514</b>

**Schedule G. Solid Waste Fund**

Interest Earnings	800
Solid Waste Tax	7,000
Fees	<u>1,211,500</u>
<b>Total Solid Waste Fund Revenues</b>	<b>1,219,300</b>

**Schedule H. Cemetery Fund**

Interest Earnings	0
Sales & Services	198,500
Transfer from G/F	117,215
Adm. Charges from Cemetery Trust	<u>1,400</u>
<b>Total Cemetery Fund Revenues</b>	<b>317,115</b>

**Schedule I. Library Trust Fund**

Interest Earnings	<u>300</u>
<b>Total Library Trust Fund Revenues</b>	<b>300</b>

**Schedule J. Cemetery Trust Fund**

Interest Earnings	<u>1,400</u>
<b>Total Cemetery Trust Fund Revenues</b>	<b>1,400</b>

**Schedule K. E-911 Surcharge Fund**

Surcharge Collections	0
Interest Earnings	<u>0</u>
<b>Total E-911 Surcharge Fund Revenues</b>	<b>0</b>

**Schedule L. Public Safety Capital Reserve Fund**

Transfer From General Fund	120,901
Fund Balance Appropriated	<u>0</u>
<b>Total Public Safety Capital Reserve Fund Revenues</b>	<b>120,901</b>

**Schedule M. Economic Development /Capital Reserve Fund**

Payments From Other Funds	<u>156,000</u>
<b>Total Economic Development/Capital Reserve Fund Revenues</b>	<b>156,000</b>

**Schedule N. Water Capital Reserve Fund**

Fund Balance Appropriated	<u>0</u>
<b>Total Water Capital Reserve Fund Revenues</b>	<b>0</b>

**Schedule O. Sewer Capital Reserve Fund**

Fund Balance Appropriated	<u>0</u>
<b>Total Sewer Capital Reserve Fund Revenues</b>	<b>0</b>

**Schedule P. Facade Fund**

Transfer from G/F	<u>10,000</u>
<b>Total Facade Fund Revenues</b>	<b>10,000</b>

**Schedule Q. Workers Comp Internal Service Fund**

Payments from Operational Funds	<u>116,000</u>
<b>Total Workers Comp Internal Service Fund Revenues</b>	<b>116,000</b>

**Total Estimated Revenues for all Funds** **62,264,988**

**Section 3.** There is hereby levied the following rate of tax on each one hundred dollars (\$100.00) valuation of estimated taxable property listed for taxes as of January 1, 2012, for the purpose of raising the revenues from property taxes, as set forth in the foregoing estimates, and in order to finance the foregoing appropriations:

General Fund	
Total Rate per \$100 of	
Valuation of Taxable Property	.50

Such rate of tax is based on an estimated total assessed valuation of property tax for the purpose of taxation of \$825,124,421 with an estimated rate of collections of ninety-five percent (95%).

**Section 4.** Some estimates of revenue other than the property tax exceed the amount actually realized in cash from each source in the preceding fiscal year, but the facts warrant the expectations that in each case the estimated amount will actually be realized in cash during the budget year.

**Section 5.** Appropriations are authorized by department totals. The Finance Officer is authorized to reallocate departmental appropriations among various line item objects of expenditures and revenues as necessary during the budget year. The City Manager is authorized to reallocate appropriations among the various departmental totals of expenditures within the General Fund, Water Fund, Sewer Fund, Electric Fund, Storm Water Management Fund, Airport Fund, Solid Waste Fund, and Cemetery Fund as allowed by North Carolina General Statute 159-15. Any such transfers between departments shall be reported to the City Council at its next regular meeting following the transfer and shall be entered into the official minutes of the City of Washington.

**Section 6.** Copies of this ordinance shall be filed with the Finance Director of the City of Washington, to be kept on file by him for his direction in the disbursement of City funds.

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

**Section 8.** This ordinance shall become effective July 1, 2012.

Adopted this the 11th day of June, 2012.

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MAYOR

ATTEST:

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CITY CLERK