

The Washington City Council met in a regular session on Monday, January 11, 2016 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; William Pitt, Councilmember; Richard Brooks, Councilmember; and Larry Beeman, Councilmember. Also present: Bobby Roberson, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Simon Harris was also present representing Boy Scout Troop 99.

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

APPROVAL OF MINUTES:

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the minutes of December 14, 2015 as presented.

RECOGNITION:

Mayor Hodges, Chief Robbie Rose, Police & Fire Services Director, Stacy Drakeford presented the following commendations to:



Letter of Commendation
To: Engineer Jonathan Patterson
From: Director Stacy Drakeford
Subject: 2015 Director's Award
This letter of commendation is to recognize that Jonathan Patterson received the 2015 Director's award for his performance during this past year. Engineer Patterson has stepped up this year and assisted in all aspects of our department moving to the Paramedic level. He has assisted in keeping up with inventory, providing input into the supplies that are purchased. He has shown great strides in moving our department toward being a better agency to our citizens. He volunteered to help in doing these functions and has been an integral part in growing our agency.



Letter of Commendation
To: FF/EMT-I Brent Hamilton
From: Robbie Rose, Fire Chief & Captain Jonathan Hardin
Subject: Exemplary Performance Award
The Exemplary Performance Award is awarded to members or teams who display noteworthy service either during a specific event or an extended period. Firefighter Hamilton has been very proactive around the department this past year both in career development and special projects within the department. During this time period he has obtained his Fire Inspector Level II, Fire Instructor Level I, Fire Officer Level 2, and completed the very challenging week long NC Breathing Equipment School which is centered around firefighter safety and survival. Along with these extra training activities, he has also made progress on his Associate's Degree. Around the station he has undertaken on two significant projects that include the refinishing of the kitchen table at station 2 which included Fire Department Logos, and the renovation of the small boat which included painting and complete overhaul of all components. Firefighter Hamilton is be commended for his dedicated efforts.



Letter of Commendation
To: FF/EMT-I Robbie Cox
From: Robbie Rose, Fire Chief & Captain R.M. Flowers
Subject: Exemplary Performance Award
The Exemplary Performance Award is awarded to members or teams who display noteworthy service either during a specific event or an extended period. Firefighter Robbie Cox took on the task of designing and building a new kitchen table for fire station one. This table is completely handmade of solid wood and inlaid with departmental logos and colors. The table was covered with a polyurethane coating and has gained much attention and praise from personnel within the department as well as others from outside of the department. Firefighter Cox is to be commended for his time and dedicated efforts to this project.



Letter of Commendation
 To: Captain R. M. Flowers
 From: Robbie Rose, Fire Chief
 Subject: Award of Excellence

The Award of Excellence is awarded annually to a member who has consistently displayed an exceptional proficiency to duty and has demonstrated a continual effort toward meeting the department's mission and vision over an extended period. This award is specifically related to Captain Flower's work this past year in the purchasing of a new EMS Ambulance that included overseeing the specification process and delivery of the truck to our department which was recently placed in service. Captain Flowers was also instrumental in the unexpected replacement of a fire engine that we have also recently placed in service. This process included reading over specifications of several trucks that were available and deciding which truck would best fit out immediate needs. Once that process was completed he worked with the vendor in completing the process and preparing the truck for delivery. Captain Flowers is to be commended for his dedicated efforts with these projects, and his continued dedicated efforts to this department.

APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- Add under Closed Session : NCGS § 143-318.11(A)(3) Attorney/Client Privilege
- Add under Manager's report: Off Street parking in central business district

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

CONSENT AGENDA:

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

A. Approve/Support – An application by Washington Fire Department for the 2015 FEMA Assistance to Firefighters Grant

**This grant request is in the amount of \$55,000. This request represents a 95% federal share of \$52,381 and our 5% match of \$2,619. The application will be for 22 hand held radios that are of rugged construction, intrinsically safe, and water submersible at a projected FEMA allowed cost of \$2,500 each. These radios will provide a high level of safety for personnel in the many hazardous environments they encounter. These radios will also be dual band that includes the VIPER communications that will enable interoperability with a wide variety of outside local and state agencies. The application period for this grant is December 7, 2015 through January 15, 2016.*

B. Authorize – Washington Police Department to apply for the North Carolina Crime Commission Grant

**The grant funds will be used to continue upgrades to the department's internal communication system. Currently, the police department communication repeater system is 12 years old. After discussion with several communication vendors, the system has reached its end of life expectancy due to technological advancement. The city communication system will be transferring from an analog system to a digital system. Last budget year, the council provided for the purchase of new digital mobile and portable VHF radios. There is no local match and the grant will not exceed \$25,000.*

C. Award – Patrol Officer Jerry Seighman his police shield and service weapon upon his retirement

**Patrol Officer Jerry Seighman began his employment with the City of Washington Police Department on May 31, 1987. On December 29, 2015, Officer Seighman retired from the City of Washington after 28+ years of service. I would like to request that the City Council award to Officer Seighman his police shield and declare as surplus his service weapon Glock Model #21, Serial # VSE 256, to be awarded to him for 28+ years of service to the City of Washington.*

NORTH CAROLINA
 BEAUFORT COUNTY
BILL OF SALE
 THIS BILL OF SALE is made and entered into as of the 29th day of December, 2015, from the CITY OF WASHINGTON, a North Carolina municipal corporation, (hereinafter, referred to as the "City") to GERALD J. SEIGHMAN, JR. an individual and Senior Police Officer with the City of Washington Police Department, (hereinafter referred to as "Officer Seighman")

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, Officer Seighman is retiring from the City of Washington Police Department after more than 28 years of valuable service to its citizens as of December 29, 2015.

WHEREAS, Officer Seighman has requested that he be allowed to take ownership of his shield and service weapon, a Glock Model #21, Serial # VSE256, upon his retirement.

WHEREAS, in consideration of the foregoing, including but not limited to Officer Seighman'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 Officer Seighman.

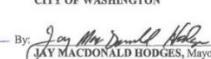
NOW THEREFORE, the City, in return for valuable consideration, including but not limited to Officer Seighman's 28 years of valuable service as well as Officer Seighman obtaining any permit required by North Carolina General Statute § 14-402 et seq., North Carolina General Statute § 14-409.1 et seq., 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 Officer Seighman, his successors and assigns, said shield and service weapon.

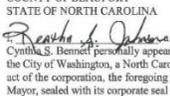
TO HAVE AND TO HOLD said shield and service weapon fee simple subject to Officer Seighman obtaining as well as maintaining any permit required by North Carolina General Statute § 14-402 et seq., North Carolina General Statute § 14-409.1 et seq., and/or any other applicable law, and executing the attached 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.

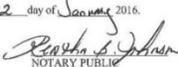
IN WITNESS WHEREOF, The City has duly executed this Bill of Sale pursuant to proper authority duly given, as of the date and year first above written.

ATTEST:  CYNTHIA S. BENNETT, City Clerk

By:  JAY MACDONALD HODGES, Mayor

COUNTY OF BEAUFORT
 STATE OF NORTH CAROLINA
 Doretha B. Owens, 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 Jay MacDonald Hodges, its Mayor, sealed with its corporate seal and attested by herself as its City Clerk:

WITNESS my hand and official seal, this 12 day of January, 2016.

 Doretha B. Owens
 NOTARY PUBLIC

My Commission expires: 12/14/2017



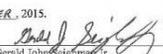
NORTH CAROLINA
 BEAUFORT COUNTY
REQUEST FOR AND ACCEPTANCE OF TRANSFER OF SHIELD AND SERVICE SIDE ARM OWNERSHIP AND RELEASE

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 # VSE 256, heretofore the property of the Washington Police Department and the City of Washington, upon my retirement on December 29, 2015.

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.

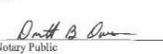
This the 29th day of DECEMBER, 2015.

 Gerald John Seighman Jr.

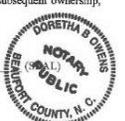
STATE OF NORTH CAROLINA
 COUNTY OF BEAUFORT

I, Doretha B. Owens, a Notary Public of the County and State aforesaid, certify that Gerald John Seighman Jr., 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 29th day of DECEMBER, 2015.

 Doretha B. Owens
 Notary Public

My Commission Expires: July 7, 2020



D. Declare Surplus/Authorize – Electronic Auction of Vehicles through GovDeals

<u>Vehicle #</u>	<u>Make/Model</u>	<u>Department</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
655	2005 Chev. Astro Van	Meter Shop	1GNDM19X95B127246	117,888
480	2011 Chev. Silverado Truck	Public works	1GCEC14X25Z260882	216,695
121	2000 Jeep Cherokee	Inspections	1J4FT48S5YL178618	124,274

COMMENTS FROM THE PUBLIC:

Derik Davis, 316 Charlotte Street spoke in support of the Havens Gardens Project. However, he is opposed to removing the wheel from Havens Gardens as it is part of Washington’s history. It is in many Washington High School yearbooks and is imbedded in everyone’s memory since the donation from the Mason family. Mr. Davis discussed the suggested relocation possibilities that were listed in the agenda and said he is opposed to moving the wheel to the warehouse. He is also opposed to moving the wheel near the NC Wildlife boat ramp as that area always floods. He suggested moving the wheel to some other place on the Havens Gardens property in a place of prominence. Much like the old train engine that was at Havens Gardens years ago, once we lose these things they are gone forever. Mr. Davis referenced the phrase that was previously displayed on City vehicles: “Pride in our past, Faith in our future”. We should find a way to include the wheel in the park design.

Dee Congleton, 210 Water Street representing Washington Area Historic Foundation, stated that ever since the article appeared in the WDN, she has received numerous phone calls regarding saving the wheel at Havens Gardens. The wheel is a landmark in this area and we need to keep the wheel at the Havens Gardens side of the park. Preservation is not just about buildings, it’s also about existing landmarks, such as the wheel.

Ray Midgett, 108 Simmons Street representing the Historic Port of Washington project spoke in support of keeping the wheel at Havens Gardens. Mr. Midgett noted that if this wheel is from a lumber mill in Washington it needs to be placed in a prominent location with some signage that explains the historical significance of the wheel. Mr. Midgett said he is also a member of the Recreation Advisory Committee, at the last meeting of the Committee he asked if anyone knew the historical significance of the wheel and no one did. Mr. Midgett said he volunteered to do some research on the history of the wheel. So far, he has only found one reference that points to the Mason family, but has found two other indications that the wheel came from a West Virginia coal mine along with the old steam engine that was formerly located at Havens Gardens or possibly from the Eureka Lumber Mill. He would like for the wheel to be located somewhere that is accessible to the public.

Cherie Barber, 120 Cypress Shores Road stated that she would like to keep the wheel where it currently is. She is the mother of a special needs child and would like for the wheel to stay where it is and where it has always been. This is the first thing that kids run to because it’s so massive and they are in awe of the wheel. We should have some type of recognition of the background and history of the wheel. There needs to be some way to incorporate the wheel into the new design. What can the community do to preserve the wheel for future generations? The community wants to keep the wheel where it is located for future generations to enjoy it. There were over 390 voices on Facebook that wanted to leave the wheel in its current location.

John Mason came forward and confirmed that his family donated the wheel. He recalled watching the wheel run when he was a child and remembers seeing it lay in the junkyard at the Washington mill until it was donated to the Havens Gardens Park. Clarence Beecham was the VP of Mason Lumber Company for 40 years and he was the last one to run the wheel – he was interviewed years ago by the Washington Daily News. Mr. Mason said there was a gentleman’s agreement that if the wheel was no longer used in the park that it reverted back to the Mason Family. He would like to see a plaque noting its history and even volunteered to pay for the plaque.

ADMINISTRATION OF OATH TO DOUG MERCER

ADMINISTRATION OF OATH – SENIOR RESIDENT SUPERIOR COURT JUDGE FOR THE SECOND JUDICIAL DISTRICT - WAYLAND SERMONS



Wayland Sermons, Senior Resident Superior Court Judge for the Second Judicial District, administered the Oath of Office to Doug Mercer.

*Pictured: Doug & Lois Mercer
Judge Wayland Sermons

SCHEDULED PUBLIC APPEARANCES:
AL POWELL, BEAUFORT COUNTY PAL –
AVIATION, TECHNOLOGY AND FITNESS CENTER

Al Powell, president of the Beaufort County Police Activities League and, PAL Vice President – Jeremy Peang-Meth presented drawings and other information about the aviation, technology and fitness center to be located at Washington-Warren Airport. Mr. Powell announced that \$75,000 has been received to help pay for the project from a Winston-Salem foundation, which includes the construction of a prefabricated structure near the airport’s new terminal building. It is their hope to have the center built and operating by June 7, 2016 in time for BC PAL’s summer programs. The center would allow BC PAL to serve three times as many children as it serves now.

Councilmember Mercer asked Mr. Powell if the front of the facility could have a brick façade so it better compliments the new terminal building at the airport. Mr. Powell said that change could be arranged.

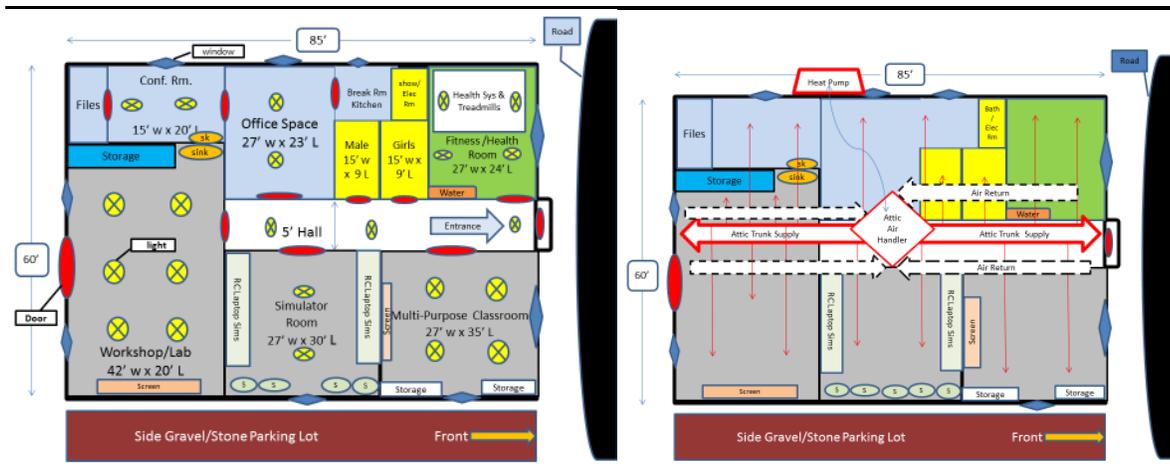
Mayor Hodges asked if they had to get permission from FAA. Mr. Powell said Phil Lanier, a Federal Aviation Administration representative who reviewed the project, has no objections to it because of the center’s location being outside the airport fence and the program’s focus being on aviation-based activities.

Mr. Powell is asking Council for the ok to proceed with the contractor and to place the facility near the terminal building at Washington-Warren Airport.

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council made a motion to lease land to BC PAL for the placement of the structure on the airport property, subject to proper governmental (FAA) approval.



The Building; 60’ W x 85’ L x 10’ H



CAD Programming



3D Airfoil Design

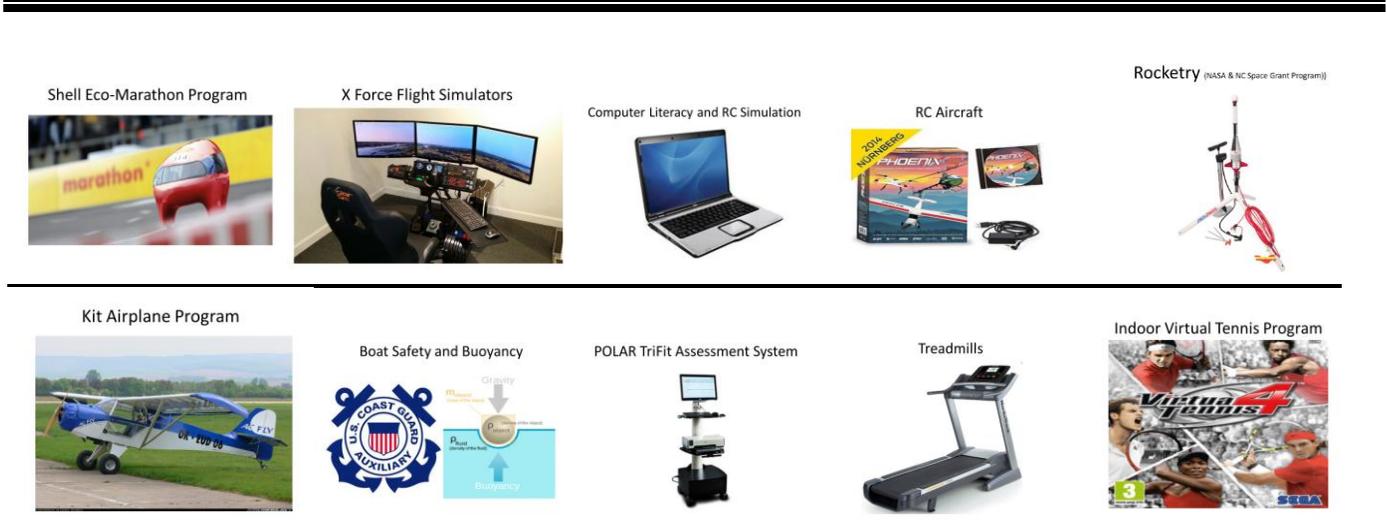


Wind Tunnel



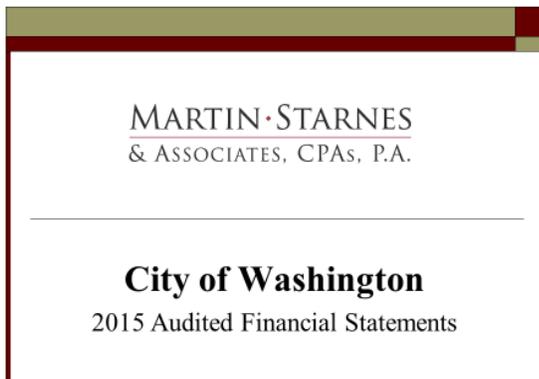
Electric Go Kart Workshop





MARTIN STARNES & ASSOCIATES – AUDIT REVIEW

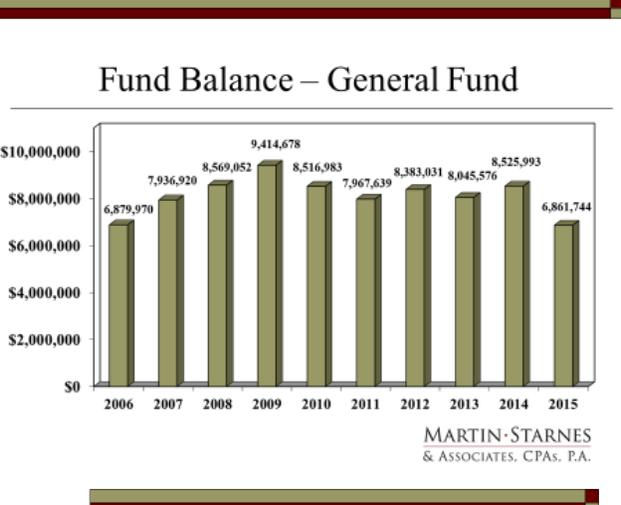
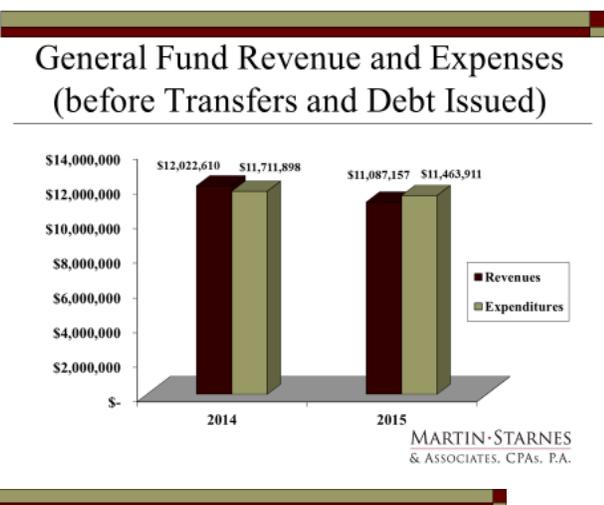
Matt Rauschenbach, CFO introduced Crystal Roberts with Martin, Starnes & Associates and noted she will review the following audit presentation with Council.



Audit Highlights

- Unmodified opinion
- No significant deficiencies or material weaknesses in internal control
- Cooperative staff

MARTIN STARNES & ASSOCIATES, CPAs, P.A.



Available Fund Balance

Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

Total Fund Balance
Less: Non spendable (not in cash form, not available)
Less: Stabilization by State Statute (by state law, not available)
Available Fund Balance

This is the calculation utilized as the basis for comparing you to other units and calculating your fund balance percentages.

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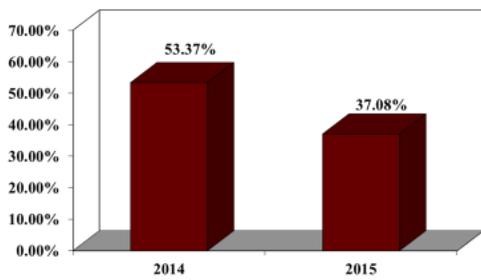
Fund Balance Position-General Fund

<input type="checkbox"/> Total Fund Balance	\$ 6,861,744
Non spendable	- 191,555
Stabilization by State Statute	- 1,604,856
<input type="checkbox"/> Available Fund Balance	\$ 5,065,333

<input type="checkbox"/> Available Fund Balance 2014	\$ 6,644,822
<input type="checkbox"/> Decrease in Available FB	\$ 1,579,489

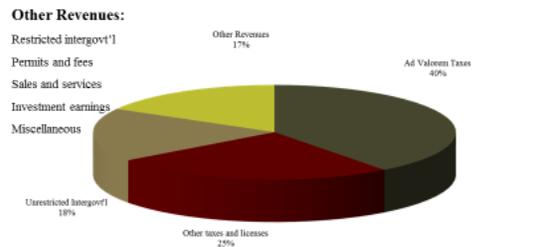
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Available Fund Balance as a Percent of Expenditures – General Fund



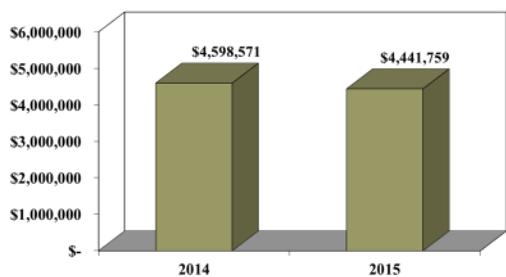
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Top 3 Revenues: General Fund



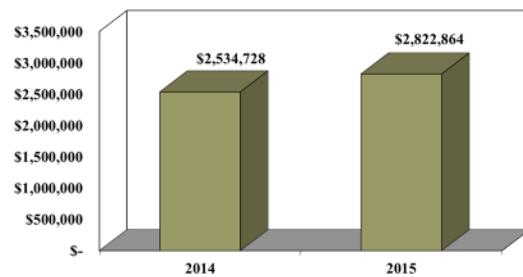
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Ad Valorem Taxes



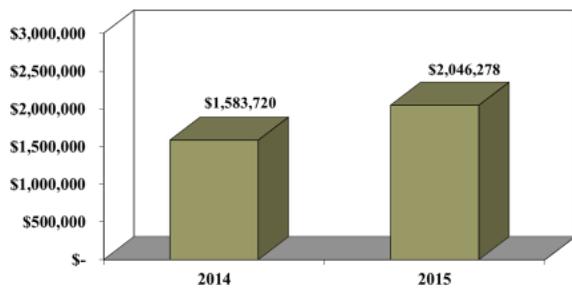
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Other Taxes and Licenses



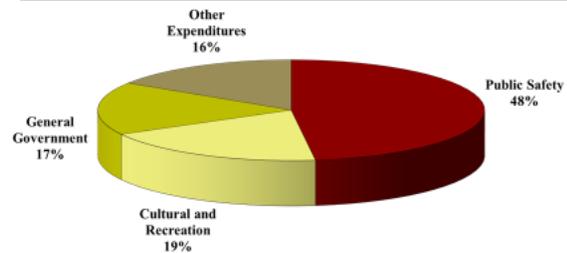
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Unrestricted Intergovernmental



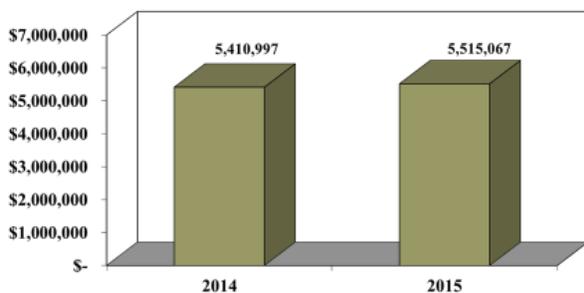
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Top 3 Expenditures: General Fund



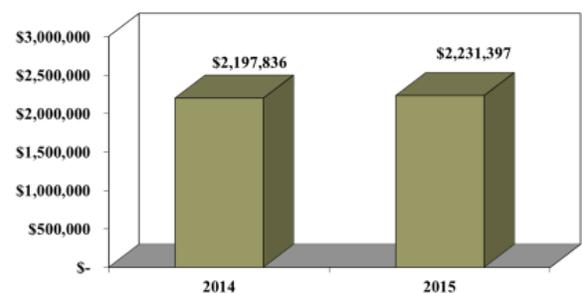
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Public Safety



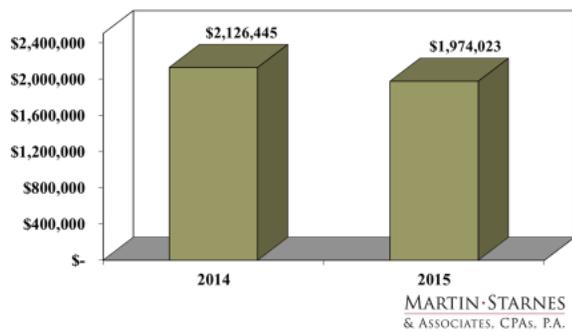
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Cultural and Recreation

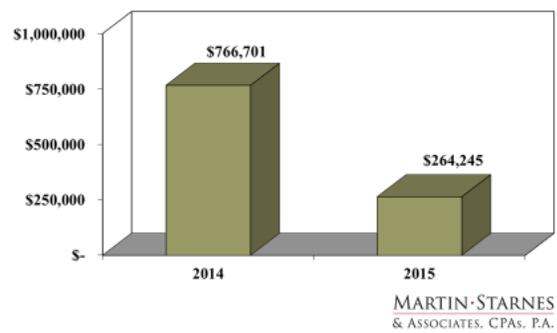


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General Government



Debt Service

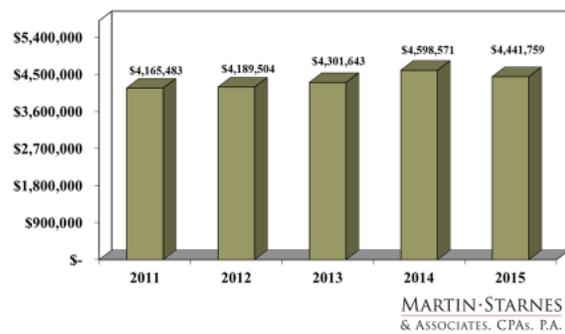


Other Governmental Funds

- ✓ Total Revenues 2015 \$ 162,236
- ✓ Total Expenditures 2015 237,236
- ✓ Other Financing Sources 35,625
- ✓ Net Change in Fund Balance (39,385)
- ✓ Ending Fund Balance 1,089,501

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

Property Tax Trend for Collections in the Fiscal Year of the Levy



Enterprise Funds
Operating Income (Loss)
Modified Accrual

	Water	Sewer	Electric	Stormwater Utility	Non Major
Income/loss	503,600	(128,931)	1,058,547	(34,006)	(219,276)
Transfers out	(255,609)	(69,178)	(568,708)	-	-
Income/loss before incoming transfers	247,991	(198,109)	489,839	(34,006)	(219,276)
Debt issued	-	-	-	-	-
Transfers In	112	112	-	-	256,204
Total Income(Loss)	248,103	(197,997)	489,839	(34,006)	36,928

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

Enterprise Funds
Available Resources for Future Obligations
June 30, 2015

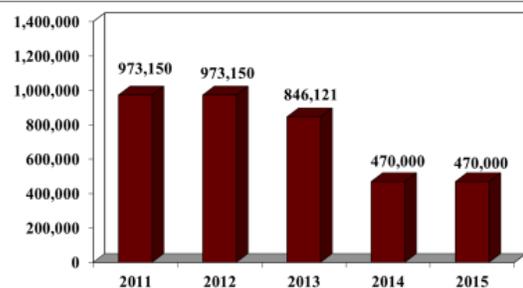
	Water	Sewer	Electric	Stormwater Utility	Nonmajor
Unrestricted Cash and Investments	2,659,066	1,978,919	5,111,030	455,674	762,212
Accounts Receivable/Due from	664,457	589,193	4,312,748	52,773	251,205
Available resources	3,323,523	2,488,112	9,423,798	508,447	1,013,415
Current Liabilities	234,527	385,706	3,874,312	382,639	121,735
Total Available for non-current obligations	\$ 3,088,996	\$ 2,222,406	\$ 5,549,486	\$ 125,808	\$ 891,680
Annual Operating Expenses Cash Basis	\$ 2,670,513	\$ 3,085,247	\$ 35,628,128	\$ 453,899	\$ 1,916,033
2015 Available resources as a % of expenditures	115%	72%	16%	20%	47%
2014 Available resources as a % of expenditures	107%	80%	13%	27%	45%
Total General Fund fund balance as a % of General Fund expenditures is 59.23%					

Councilmember Mercer noted that the “Operating Income (loss)” slide is a good representation of how increasing the fees in the current fiscal year has brought several of these accounts out of the negative and into positive.

Electric Fund
Available Resources for Future Obligations

	2011	2012	2013	2014	2015
Unrestricted Cash and Investments	\$ 4,930,502	\$ 5,185,729	\$5,063,190	\$4,632,596	\$5,111,030
Accounts Receivable/Due from	5,143,357	4,724,608	4,231,786	4,191,675	4,312,768
Available resources	10,073,919	9,910,337	9,294,976	8,824,271	9,423,798
Current Liabilities	4,461,701	4,261,655	4,160,137	4,079,174	3,874,312
Total Available for non-current obligations	\$ 5,592,218	\$ 5,648,682	\$ 5,134,839	\$ 4,745,097	\$ 5,549,486
Annual Operating Expenses Cash Basis	\$ 37,337,751	\$ 36,712,756	\$35,948,140	\$36,400,082	\$35,630,120
Available resources as a % of expenditures	15%	15%	14%	13%	16%

Electric Fund Transfers to General Fund



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

Councilmember Mercer expressed several questions/observations to Ms. Roberts regarding the Comprehensive Annual Financial Report (CAFR).

- Pg. 15 of CAFR – generating assets were for \$1.25billion CAFR book says million.
- Pg. 21 -22 under General Fund – Transfers from other funds. Ms. Roberts said the explanation is in the footnotes on page 40.
- Page 61 - Business type activities and debt service have gone on a continuous decline. We are striving to be a pay as you go organization.
- Page 158 - 9 out of 10 years expenditures have exceeded revenues and we need to get this back on the positive side.
- Page 170 - Kilowatt hours that we have purchased have averaged the same for about the past 10 years.
- Page 177 findings in audit (should be city not county). The findings say we are in violation of the North Carolina General Statutes. Crystal Roberts said they are still waiting on a phone call from the Local Government Commission as there has been some debate as Washington may or may not still have the violation. NCGS state that you must adopt a budget for any fund which we are receiving or disbursing money. Any fund that shows up should have a budget. The specifics funds are: water reserve fund, sewer reserve fund and CDBG program income. The City has never adopted a budget for these funds because the City is not disbursing money. This is the reason a budget was not adopted for those specific funds. The findings may go away. If it doesn't go away then the City will have to adopt budgets for these funds and title them "Reserve for future years expenditures". Two new internal service funds were referenced as well: vehicle replacement fund and building maintenance fund. If the findings go away then a new revised copy of the CAFR will be reprinted with the findings removed.

CORRESPONDENCE AND SPECIAL REPORTS:
MEMO – BEAUFORT COUNTY E911 COMMUNICATIONS

BACKGROUND AND FINDINGS: On January 6, 2016, the Beaufort County E-911 communication implemented protocols for Emergency Medical Dispatch for all EMS services in Beaufort County. Prior to this change, the City of Washington and Beaufort County operated under an agreement date November 21, 2011. This agreement implemented protocols for answering E-911 calls and transferring those calls to Washington PD dispatch center. Beaufort E-911 will continue to transfer police and fire calls to the city.

North Carolina General Statute 143-517. Ambulance support; free enterprise. Each county shall ensure that emergency medical services are provided to its citizens. Nothing in this article affects the power of local governments to finance ambulance operations or to support rescue squads. The general statute places the responsibility of ensuring citizen access to EMS to the Board of County Commissioners for each county. Also, it established a local EMS system with no more than one system per county.

During the past year, Beaufort County E911 telecommunications received Emergency Medical Dispatch certification. This certification allows the telecommunicator to dispatch using the Medical Priority Dispatch System. While receiving the call the telecommunicator will ask questions that will assist the telecommunicator in selecting the appropriate protocol for each call for service. Emergency Medical Dispatch strives to provide a higher level of service, by obtain detail information about the caller condition, accessing symptoms, and provide pre- arrival instructions to the caller. The EMD dispatch system or protocols are based on the triage of the call at the dispatch level. Using the protocols, the dispatcher will set the priority and dispatch the resources to the level of call. The way the priority is set, the highest level or priority will be an ECHO response to the lowest level or priority of an omega response.

Under the priority the following response is set:

1. *ECHO will include a Paramedic response, Fire response, law response, Vol. response (in their district). **All units run HOT. (this is life threatening)***
2. *Delta will include a Paramedic response, (may include fire or law response), Vol. response (in their district). **All units run Hot***
3. *Charlie will include a Paramedic response and Vol. (in their district) **All units run HOT***
4. *Bravo will dispatch a BLS unit VOL. (in their district) or paramedic. **Only the first responding unit will run HOT, all other will run routine***
5. *Alpha will dispatch a BLS unit Vol (in their district) or paramedic. **No units will run HOT all routine response***
6. *Omega will dispatch a BLS unit Vol (in their district) or closest unit. **No units will run HOT all routine response***

9-1-1 PROCEDURAL AGREEMENT BETWEEN THE WASHINGTON POLICE COMMUNICATIONS CENTER AND BEAUFORT COUNTY 9-1-1 CENTER

WHEREAS, the leadership of the City of Washington and Beaufort County, have directed the Washington Police Communications Center and Beaufort County 911 Center to enter into a shared responsibility for the handling of 9-1-1 emergency calls.

WHEREAS, it has been agreed that the Beaufort County 911 Center will receive the initial 9-1-1 calls, and if the emergency is within the city limits of Washington, the Washington Police Communications Center will be ultimately responsible for the handling and dispatching all Police/Fire/Rescue/EMS calls.

WHEREAS, each agency entering into this contract recognizes that many emergencies, including, but not limited to, police, fire, rescue, EMS, haz-mat, natural disaster, terrorist attack, man-made disasters, and,

WHEREAS, the Beaufort County 911 Center agrees to transfer all City of Washington 911 calls to the Washington Police Department, considering that time and the nature of incident allows a transfer,

WHEREAS, the Beaufort County 911 Center will immediately contact the Washington Police Department to provide the detailed information regarding the emergency, considering the call did not allow a transfer to the Washington Police Communications Center. At this point, the Washington Police Communications Center will assume responsibility and handling of the emergency.

WHEREAS, it has been agreed upon between the Beaufort County 911 Center and Washington Police Communications Center, that each agency will obtain all necessary information from the caller(s) and;

WHEREAS, each jurisdiction is responsible for obtaining all necessary information in order to dispatch all necessary resources and provide each resource with as much detail as possible.

WHEREAS, the Beaufort County 911 Center agrees that upon receiving updated and/or additional information related to the emergency at hand, the Washington Police Communications Center will be notified immediately of the information by way of telephone and/or an administrative message through D.C.I.

WHEREAS, the Beaufort County 911 Center, and Washington Police Communications Center understand and agree that the safety of the public, law enforcement, fire/EMS personnel and other responders, etc., takes precedence over non-emergency related situations.

Alphonse M. Flowers Supervisor (Signature) Jan 4, 2011 Date

State of North Carolina

County: Beaufort

Signed and sworn before me this the 4th day of January, 2011 by Velvet H. Blizzard (printed name of Character Witness)



My Commission Expires: 12-21-2011

Debra K. England Asst. Communication Supervisor (Signature) 01-04-2011 Date

State of North Carolina

County: Beaufort

Signed and sworn before me this the 4th day of January, 2011 by Velvet H. Blizzard (printed name of Character Witness)



My Commission Expires: 12-21-2011

Police & Fire Services Director, Stacy Drakeford updated Council on the current status of Emergency Medical Dispatching in Beaufort County. He explained that prior to January 6, 2016 there was an agreement between the City of Washington and the Beaufort County Sheriff's Department – Communications Center that when a 911 call came in, those calls were transferred to the City. The Washington Police & Fire Department was notified that as of January 6, 2016 – Beaufort County would be going to Emergency Medical Dispatching. In that process, Beaufort County would be dispatching all of the emergency (ambulance) systems throughout Beaufort County out of their Communications Center. This is due to Beaufort County receiving Emergency Medical Dispatching Certification. Calls for ambulance and/or emergency service will no longer be transferred and/or dispatched by the City. Beaufort County will dispatch and send the appropriate resources needed as they are able to triage the call before sending any equipment. The City provides Beaufort County approximately \$40,000 for one telecommunicator.

Councilmember Pitt inquired if the \$40,000 that the City pays to Beaufort County provides us with a dedicated telecommunicator for the City? Councilmember Mercer provided history of the 911 discussions from the past several years, noting that the City pays \$40,000 to Beaufort County for one telecommunicator. Overtime, with changes in Police Chief's as well as Councilmembers, the City decided that we did not want to go to 100% dispatch by Beaufort County and we have operated under the 2011 agreement since that time. We have been funding one position since that time and purchased one console that they have in their facility.

Mr. Drakeford explained that according to the 911 Board, Beaufort County Communications is the primary PSAP (Public Safety Answering Port).

MEMO - MUNICIPAL PIER PUBLIC BEACH ACCESS GRANT PROJECT

BACKGROUND AND FINDINGS: The City of Washington received a grant from the NC Division of Coastal Management Public Beach and Waterfront Access Funds "Fast Track" grant program for year 2014 for the construction of a municipal pier located along the promenade at the intersection with Harding Square.

The NC Public Beach and Waterfront Access Program is a matching grant program administered by the Department of Environment and Natural Resources. The City received a grant award in the amount of \$120,000. For construction projects local government match for Tier 2 counties must be at least 20% of the total project costs. At least % of the local contribution (12.5% of the total cost) must be cash; the remainder may be in-kind. The City will contribute \$15,000 in local cash match and \$15,000 in in-kind services.

The public municipal pier is 63 feet long and 1591 square feet in area that allows access on the Pamlico River. The pier contains a gazebo and benches in order to enjoy "being on" the water. The municipal pier grant project has been completed and the City is ready to return the necessary paper work in order to close out the grant. Attached for your review are a grant summary report and a construction budget report.

Contract No: 6037		Project Name: "Peoples" Pier		Project Sponsor: City of Washington	
Project Description: Public municipal pier that is 63 feet long and 1591 square feet in area that allows access on the Pamlico River.					
Project Funding:		Grant Amount	Local Cash Match	Local In-Kind Match	Total Project Cost
		\$120,000	\$15,000.00	\$15,000.00	\$150,000.00
Task/Product/Activity	Grant \$	Local \$ Match	In-Kind Non-Cash Match	TOTALS	Comments
Pier Construction	\$ 61,124.00	\$ 13,500.00		\$ 74,624.00	Sawyers Marine Construction & City of Washington
Gazebo Construction	\$ 7,000.00	\$ 1,500.00		\$ 8,500.00	Sawyers Marine Construction & City of Washington
Polygon Cost (Gazebo)	\$ 25,665.00			\$ 25,665.00	Carolina Park & Play - Purchase of Gazebo
Electrical	\$ 5,315.75			\$ 5,315.75	Advanced Electrical, Destination Lighting, Michael Jarvis
Additional Items	\$ 4,335.30			\$ 4,335.30	Sawyers Marine Construction, DeHoog Metal
Misc. Items	\$ 12,759.95			\$ 12,759.95	Builders 1st Source, Cox Industries, Benches, Signs
Site Preparation	\$ 2,300.00			\$ 2,300.00	Pamlico Turf Management
Engineering/Design	\$ 1,500.00	\$ 5,444.50		\$ 6,944.50	Jarvis Consulting, Mosley Design, Coastal Planning
Existing Pilings			\$ 13,311.00	\$ 13,311.00	Pilings owned by the City of Washington
Associated Costs (Indirect)				\$ -	Lowe's, Tractor Supply, Destination Lighting
CAMA Permit - Modification		\$ 100.00		\$ 100.00	Minor Permit modification
Personnel Support			\$ 3,335.54	\$ 3,335.54	Public Works, Utilities, Building Inspection, Administrative
TOTALS	\$ 120,000.00	\$ 20,544.50	\$ 16,646.54	\$ 157,191.04	
Difference		\$ (5,444.50)	\$ (1,646.54)		
Project Cost	\$ 167,191.04				
Grant % of Cost	76.3%				
Local Match % of Cost	23.7%				
Local Match \$	\$ 37,191.04				
% Cash	13.1%				
% Non-Cash	10.6%				

NC Division of Coastal Management
NC Public Beach and Coastal Water Access Program 2014

City of Washington – "Peoples" Pier Access Project Contract #6037

Construction Budget Report

Construction Costs	Paid Amount	Vendor
Pier Construction (Contract)	\$ 74,624.00	Sawyers Marine
Polygon Construction (Contract)	\$ 8,500.00	Sawyers Marine
Polygon Purchase	\$ 25,665.00	Caroline Perks
*Additional Items	\$ 4,335.30	Sawyers Marine
Sub-total	\$113,124.30	
Misc. Items		
Benches for Pier (3)	\$ 5,075.00	Carolina Parks
Purchase Additional Pilings (10)	\$ 4,485.57	Builders 1 st Source
Late Fee	\$ 73.38	Builders 1 st Source
Signs for Pier Access	\$ 175.00	Hudson Signs
Installation of Signs	\$ 189.00	Advanced Electrical
Existing Pilings Redipped (28)	\$ 2,772.00	Cox Industries
Sub-total	\$ 12,759.95	
Electrical Construction		
Electrical	\$ 5,090.75	Advanced Electrical
Lighting Fixtures	\$ 225.00	Michael Jarvis
Sub-total	\$ 5,315.75	
Engineer/Design – Final	\$ 1,500.00	Jarvis Consulting
Site Preparation – Final	\$ 2,300.00	Pamlico Turf
Total:	\$135,000.00	
*Additional Items: Pier Construction		
Change Bolts & Countersink	\$ 1,800.00	
Change Railing Caps & Paint	\$ 800.00	
Additional Caps	\$ 300.00	
Installed Conduit	\$ 1,200.00	
Additional Metal Roof	\$ 235.30	
Total	\$ 4,335.30	

City of Washington – "Peoples" Pier Access Project

Contract #6037

Cash/In-Kind Budget Report

Cash Match	Amount	Vendor
City of Washington	\$ 15,000.00	
Planning Costs		
Conceptual Plans & Report	\$ 2,944.50	Coastal Planning
Engineered Plans	\$ 2,500.00	Mosley Design
Sub-total	\$ 5,444.50	
CAMA – Permit (Modification)	\$ 100.00	NCDCM
Total	\$ 20544.50	
In-Kind Services		
Existing Dock Pilings (28) (29 @50' x \$459 = \$13,311)	\$ 13,311.00	City of Washington
Personnel Support		
Public Works (Safety)	\$ 618.32	City of Washington
Electric Utilities (Power)	\$ 507.82	City of Washington
Chief Building Inspector (Field Inspections)	\$ 1,146.40	City of Washington
Building Inspections (Permit Fees)	\$ 107.00	City of Washington
Planning Director (Administration)	\$ 956.00	City of Washington
Sub-total	\$ 3,335.54	
Total	\$ 16,646.54	

Councilmember Mercer posed several questions regarding the expenses for the municipal pier. John Rodman explained that these items were purchased as in-kind services through Public Works and should've been included under the in-kind column of the spreadsheet. Mr. Rodman was also asked why there is a \$75 late fee to Builders First Source? Mr. Rodman noted that he was unsure why the late fee was charged.

Councilmember Beeman inquired about the original bid for the project. Mr. Rodman explained the pier construction price was \$74,624 and the gazebo construction was \$8500.

Councilmember Mercer asked why the project was over budget at \$157,191.04. Mr. Rodman explained that the budget for the project was \$150,000. Engineering (\$2,500) and conceptual designs (\$2,944.50) funding was spent in 2014 so the City could apply for the grant and bid the project. Mr. Rodman continued by stating part of the overage was due to in-kind services.

Councilmember Beeman asked why there was an additional charge of \$4335.30 for bolts, caps etc. John Rodman said the bolts were raised up about a 1" – 1 1/2" and was a trip hazard. Contractor was told to countersink and concrete over them to reduce the trip hazard.

Councilmember Mercer inquired about additional metal roofing. John Rodman noted that staff checked off each item when it arrived at the warehouse. When the company started putting the metal roofing on the gazebo, there was one section/panel short and the piece had to be fabricated at a cost of \$235.50.

MEMO – BUDGET TRANSFER – GENERAL FUND

City Manager, Bobby Roberson summarized that the Budget Officer transferred \$2,000 of funds between the City Manager and the Building & Grounds Maintenance departments of the General Fund appropriations budget to provide funds for the cleanup around the tennis courts at Bug House Park. Councilmember Mercer thanked Mr. Roberson for taking the money out of his budget instead of asking Council to take it out of Fund Balance. This is a philosophy that we need to be applying across the board.

From: 10-00-4120-0200	Salaries	\$2,000
To: 10-40-6130-1502	M/R Parks	\$2,000

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE

APPOINTMENTS:

APPOINTMENT – FIREMAN’S RELIEF FUND BOARD

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council reappointed Charles M. Alligood Jr. as the Fire Department designated appointee and reappointed Raymond Williams as the City Council designated appointee to the Local Fireman’s Relief Fund Board for a new term of two years to expire January 2018.

Councilmember Mercer noted that Council should discuss it’s appointee to this board in the future.

OLD BUSINESS:

APPROVE – HOOD RICHARDSON, PA FOR HOTEL PROJECT – NEW AGE PROPERTIES, LLC FOR WATER AND SEWER ENGINEERING SERVICES

BACKGROUND AND FINDINGS: As required by the North Carolina Rural Infrastructure Authority, we recently advertised (RFQ’S) Requests for Qualifications for engineering services. We have to do this, to satisfy the conditions of the grant agreement. We received proposals from a total of three (3) companies. After careful consideration of all proposals, it was decided that Hood Richardson, P.A. be selected as the firm to perform these services. Hood Richardson, P.A. is extremely familiar with our facilities and the needs of New Age Properties Group, LLC.

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council approved Hood Richardson, P.A. for Hotel Project - New Age Properties Group, LLC. for Water & Sewer Engineering Services.

Councilmember Mercer stated that Council is approving Hood Richardson for water and sewer engineering, but there is no monetary limit listed. Shouldn’t we have a contract stating monetary limits? Public Works Director, Frankie Buck said there will be a contract and there is a budget limit already set forth by Rural Infrastructure.

NEW BUSINESS:

ACCEPT – RECOMMENDATION OF THE RECREATION ADVISORY COMMITTEE FOR RELOCATING THE WHEEL CURRENTLY LOCATED AT HAVENS GARDENS PARK

BACKGROUND AND FINDINGS: The wheel must be relocated or removed in order to install the Play Together Accessible Playground at Havens Gardens. The Recreation Advisory Committee made recommendations during the December 2015 meeting. The cost to remove or relocate the wheel will not exceed \$500. The proposal includes 3 hours of work and a trailer rental.

- Relocate the wheel at Havens Gardens Park to the bridge side of the park, next to the Hwy 32 bridge.
- Relocate the wheel at Havens Gardens Park across Hwy 32 adjacent to the NC Wildlife Fishing Ramp.
- Relocate the wheel at Havens Gardens Park to the city warehouse until a suitable location can be found.

Kristi Roberson, Parks and Recreation Manager explained that the recommendations are in agenda. The current plan design that Council previously approved does not incorporate the wheel at its current location.

Councilmember Mercer noted there are additional plans for future improvements at Havens Gardens, wouldn’t we be better off to remove the wheel until all plans for the park are in place. Ms. Roberson noted the plans being referenced are only conceptual at this time. Councilmember Mercer stated we should store the wheel until the remainder of the park has been improved. Mayor Hodges suggested leaving the wheel at the park until the other plans are implemented.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council accepted the recommendation of the Recreation Advisory Committee to relocate the wheel to the Hwy 32 bridge side of Havens Gardens Park (area #1 on map) and further suggested that the Parks and Recreation Department work with the Mason family to have a plaque installed recognizing the donation of the wheel. Motion carried 4-1 with Councilmember Mercer opposing.

ACCEPT – BIDS AND AWARD THE CONTRACT TO REMOVE MOLD AND CLEAN THE INSIDE OF THE BOBBY ANDREWS RECREATION CENTER

BACKGROUND AND FINDINGS: On December 26, 2015 staff found mold growing on the inside of the gymnasium. Two companies were contacted to give bids on removing the mold and cleaning the facility. The facility is currently closed and impacting practices and games for the Washington Youth Basketball League. Both companies referenced the extreme warm temperatures and installation of a new roof as potential sources for the mold issue.

CareMaster	Cleaning/Mold Removal	\$14,858.00
AdvantaClean	Cleaning/Mold Removal	\$16,301.00

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council accepted the bids as presented and awarded the contract to remove the mold and clean the inside of the gymnasium to the lowest responsible bidder, CareMaster, in the amount of \$14,858.00.

ADOPT - BUDGET ORDINANCE AMENDMENT TO FUND THE PURCHASE OF ELECTRIC FUND CAPITAL WITH CASH INSTEAD OF INSTALLMENT FINANCING

BACKGROUND AND FINDINGS: Prior to going out to bid for installment financing Council evaluates the cash position of the respective funds and determines whether to finance or utilize available cash to fund budgeted capital. The fund balance of the Electric Fund increased \$804,389 in fiscal year 2015 and appears adequate to fund this year's purchases of \$527,500.

Electric Fund Installment Purchases

Division	Description	\$	
35-90-8370-7401	Substation Maintenance	Main substation B3 breaker replacement	50,000
35-90-8390-7401	Power Line Construction	Grimesland Rd feeder tie to Wharton station	310,000
		Vehicle #614, SUV	35,000
		Trencher to replace # 610	60,000
		Vehicle # 608, dump truck	<u>72,500</u>
	Total		527,500

**Electric Fund
Available Resources for Future Obligations**

	2010	2011	2012	2013	2014	2015
Unrestricted Cash and Investments	\$ 4,938,316	\$ 4,990,562	\$ 5,185,729	\$5,063,190	\$4,632,506	5,111,030
Accounts Receivable/Due from	4,429,444	5,143,357	4,724,608	4,231,786	4,191,675	4,312,768
Available resources	<u>9,367,760</u>	<u>10,073,919</u>	<u>9,910,337</u>	<u>9,294,976</u>	<u>8,824,271</u>	<u>9,423,798</u>
Current Liabilities	4,673,116	4,481,701	4,261,655	4,160,137	4,079,174	3,874,312
Total Available for non-current obligations	<u>\$ 4,694,644</u>	<u>\$ 5,592,218</u>	<u>\$ 5,648,682</u>	<u>\$ 5,134,839</u>	<u>\$ 4,745,097</u>	<u>5,549,486</u>
Annual Operating Expenses Cash Basis	<u>\$ 38,527,477</u>	<u>\$ 37,337,751</u>	<u>\$ 36,712,756</u>	<u>\$35,945,140</u>	<u>\$36,490,082</u>	<u>35,630,130</u>
Available resources as a % of expenditures	12%	15%	15%	14%	13%	16%

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council adopted a budget ordinance amendment to fund the purchase of Electric Fund capital with cash instead of installment financing as originally adopted.

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

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

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

35-90-3920-9100	Installment Note Proceeds	\$(527,500)
35-90-3991-9910	Fund Balance Appropriated	<u>468,319</u>
	Total	\$ (59,181)

Section 2. That the following accounts and amounts be increased or (decreased) in the Electric Fund appropriations budget for cash capital instead of installment financing:

Account	Description	Amount
35-90-8370-7401	Installment Purchases	\$ (50,000)
35-90-8390-7401	Installment Purchases	(477,500)
35-90-8370-7400	Capital Outlay	50,000
35-90-8390-7400	Capital Outlay	477,500

35-90-4020-8300	Installment Note Principal	(49,038)
35-90-4020-8301	Installment Note Interest	(10,143)
	Total	\$ (59,181)

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 11th day of January, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

ANY OTHER ITEMS FROM CITY MANAGER:

DISCUSSION – MARKET STREET ENTRANCE AT MUNICIPAL BUILDING

City Manager, Bobby Roberson discussed with Council the possibility of making the Market Street door an exit only door, for security reasons. During board meetings we would lock the Customer Service area and hallway door. We would make the Market Street door an entrance /exit only during meetings. At other times, customers would be able to use the front entrance to access the building.

Councilmember Mercer said the side entrance is used extensively as it is the closest entrance to the elevator. Suggestions were made to improve the entrance area on Market Street to continue accessibility to this entrance. Alternatives were suggested such as limiting public access to the hallway near Mr. Rauschenbach's office by closing off the hallway door to the public. Other suggestions were to also install a door at the other end of the corridor to allow entrance only to Planning/Inspections from the rear door. It is understood that security is an issue in the building. Mr. Roberson stated he would try the alternatives suggested by Councilmember Mercer.

OFFSTREET PARKING IN CENTRAL BUSINESS DISTRICT

City Manager, Bobby Roberson discussed off street parking in the Central Business District. He suggested asking the Planning Board to look at other municipalities for their guidelines for off-street parking for multifamily dwellings and hotels in the Central Business District. Lenders will not finance projects unless they are guaranteed parking for their tenants. Councilmember Brooks would like to make sure Council has the opportunity to review any parking plans ahead of time.

By consensus, Council directed the Planning Board to review this topic with other municipalities and forward a recommendation to Council.

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

CLOSED SESSION: UNDER NCGS § 143-318.11 (A) (6) PERSONNEL; (A) (3) ATTORNEY/CLIENT PRIVILEGE

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council agreed to go into closed session under NCGS 143-318.11 (a)(6) Personnel and (a)(3) Attorney/Client Privilege, at 7:00pm.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council agreed to come out of closed session at 8:25pm.

ADJOURN:

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council adjourned the meeting at 8:30pm until Monday, January 25, 2016 at 5:30 pm, in the Council Chambers.

Cynthia S. Bennett, MMC
City Clerk