
The Washington City Council met in a continued session on Monday, May 20, 2013 at 12:00 noon in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Doug Mercer, Councilman; Edward Moultrie, Councilman; Bobby Roberson, Mayor Pro tem; William Pitt, Councilman; Richard Brooks, Councilman; Josh Kay, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Administrative Services Director/CFO; Stacy Drakeford, Fire & Police Services Director; Allen Lewis, Public Works Director; Keith Hardt, Electric Director; John Rodman, Community/Cultural Resources Director; Kristi Roberson, Parks and Recreation Manager; Susan Hodges, Human Resource Director; Gloria Moore, Library Director; Lynn Lewis, Tourism Director; David Carraway, IT Department and Mike Voss, Washington Daily News.

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

APPROVAL/AMENDMENTS TO AGENDA

Mayor Jennings requested adding a closed session under § NCGS 143-318.11(a)(6) Personnel to the agenda.

By motion of Councilman Mercer, seconded by Councilman Pitt, Council approved the agenda as amended.

ADOPT: GRANT PROJECT ORDINANCE FOR THE COMMUNITY TRANSFORMATION GRANT (COMPREHENSIVE PEDESTRIAN PLAN UPDATE)

City Manager, Josh Kay explained CTG had approved the City's application for the Community Transformation Grant to update the 2006 City of Washington Comprehensive Pedestrian Plan. The grant is for \$10,000 and no City match is required.

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council adopted a Grant Project Ordinance for the Community Transformation Grant.

**GRANT PROJECT ORDINANCE FOR NCDENR ADOPT-A-TRAIL GRANT
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2012-2013**

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 ordinance is hereby adopted:

Section 1. The project authorized is to provide funds to develop a Comprehensive Pedestrian Plan.

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

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

61-40-4930-0400	Professional Services	\$ 10,000
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Section 4. The following revenue is anticipated to be available to complete this project:

61-40-3480-0000	Pitt County Grant	\$ 10,000
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Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to satisfy the requirements of the NCDENR grant agreements.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments that are due. Reimbursement requests should be made to the granting agency in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, 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, Budget Officer, and 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.

Adopted this the 20th day of May, 2013.

Attest:

s/Cynthia S. Bennett
City Clerk

s/N. Archie Jennings, III
Mayor

**ADOPT: GRANT PROJECT ORDINANCE FOR THE COMMUNITY
TRANSFORMATION GRANT (PARKS AND RECREATION COMPREHENSIVE
MASTER PLAN UPDATE)**

Councilman Mercer expressed concern on the language used in this action item. Councilman Mercer suggested that the motions are worded identically.

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council adopted a Grant Project Ordinance for the Community Transformation Grant in the amount of \$45,000 and the City of Washington will contribute \$5,000 for the grant.

Mayor Jennings inquired if that distinguished the two grants sufficiently and Councilman Mercer would prefer it having Parks and Recreation Comprehensive Master Plan in the motion and Mayor Pro tem Roberson accepted this amendment.

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council adopted a Grant Project Ordinance for the Community Transformation Grant in the amount of \$45,000 and the City of Washington will contribute \$5,000 for the grant. The motion was amended to include the wording "Parks and Recreation Comprehensive Master Plan" to show distinction between the two grants.

**GRANT PROJECT ORDINANCE FOR NCDENR ADOPT-A-TRAIL GRANT
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2012-2013**

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 ordinance is hereby adopted:

Section 1. The project authorized is to provide funds to develop a Comprehensive Parks and Recreation Master Plan.

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

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

70-40-4930-0400	Professional Services	\$ 50,000
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Section 4. The following revenue is anticipated to be available to complete this project:

70-40-3480-0000	Pitt County Grant	\$ 45,000
70-40-3352-0000	City Match	5,000

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

Section 6. Funds may be advanced from the General Fund for the purpose of making payments that are due. Reimbursement requests should be made to the granting agency in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, 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, Budget Officer, and 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.

Adopted this the 20th day of May, 2013.

Attest:

s/Cynthia S. Bennett
City Clerk

s/N. Archie Jennings, III
Mayor

**ADOPT: BUDGET ORDINANCE FOR FISCAL YEAR 2013-2014, SET
ADVALOREM TAX RATE AND USER FEE SCHEDULE**

Mr. Kay expressed his thanks to City Council, department heads and their staff and also recognized Chief Financial Officer, Matt Rauschenbach and Anita Radcliffe along with their staff for a great job.

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council adopted the Budget Ordinance for Fiscal Year 2013-2014, set the 2013 Advalorem Tax rate at \$0.50 per \$100.00 value with \$.0198 designated for the Public Safety Capital Reserve, and set the user fee schedule included in the appendix of the budget.

**CITY OF WASHINGTON, NORTH CAROLINA
BUDGET ORDINANCE FOR FISCAL YEAR 2013-2014**

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, 2013, and ending June 30, 2014, according to the following schedules:

Schedule A. General Fund

General Government	
City Council	62,676
Mayor	13,800
City Manager	304,519
TDA Director	105,952
Human Resources	295,664
Finance	515,449

Purchasing	135,633
Information Systems	350,694
Billing	154,823
Customer Services	598,658
Planning/Zoning	399,325
Code Enforcement	279,422
Legal	240,000
Economic Development	90,000
Miscellaneous	854,242
Debt Service	450,256
Contingency	36,807
Public Safety	
Police	2,916,927
E-911 Communication	399,483
Fire	743,083
Emergency Medical Services	1,612,914
Public Works	
Administration	70,018
Municipal Building	167,580
Equipment Services	114,512
Street Maintenance	484,532
Powell Bill	354,349
Street Lighting	126,240
Storm Water Improvements	311,946
Parks & Grounds Maintenance	559,209
Cultural and Leisure	
Brown Library	442,848
Recreation Administration	193,785
Recreation Events & Facilities	181,229
Senior Programs	244,346
Waterfront Docks	116,307
Civic Center	151,127
Aquatic Center	308,687
Agency Contributions	<u>162,270</u>
	\$14,549,312

Schedule B. Water Fund

Debt Services	73,093
Miscellaneous	646,530
Administration	111,693
Water Meter Services	267,092
Water Treatment	1,427,837
Water Distribution Maintenance	327,026
Water Distribution Construction	303,796
Contingency	0
Total Water Fund Appropriations	<u>3,157,067</u>

Schedule C. Sewer Fund

Debt Service	455,651
Miscellaneous	574,621
Administration	110,659
Wastewater Collection Maintenance	248,456
Wastewater Collection Construction	211,590
Wastewater Treatment	1,191,556

Wastewater Stations	391,162
Contingency	<u>36,853</u>
Total Sewer Fund Appropriations	3,220,548

Schedule D. Storm Water Management Fund

Debt Service	540,157
Operations	84,814
Nutrient Control	6,100
Contingency	<u>26,205</u>
Total Storm Water Management Fund Appropriations	657,276

Schedule E. Electric Fund

Debt Service	617,835
Miscellaneous	2,137,186
Administration	309,312
Utility Communications	264,600
Electric Meter Services	517,905
Purchase Power	28,160,620
Substation Maintenance	848,910
Load Management	226,475
Power Line Maintenance	1,365,856
Power Line Construction	1,812,575
Contingency	<u>0</u>
Total Electric Fund Appropriations	36,261,274

Schedule F. Airport Fund

Operational Expenses	261,675
Contingency	<u>0</u>
Total Airport Fund Appropriations	261,675

Schedule G. Solid Waste Fund

Debt Service	47,662
Solid Waste Operations	1,358,918
Contingency	<u>0</u>
Total Solid Waste Fund Appropriations	1,406,580

Schedule H. Cemetery Fund

Debt Service	9,363
Operational Expenses	296,813
Contingency	<u>3,580</u>
Total Cemetery Fund Appropriations	309,756

Schedule I. Library Trust Fund

Administration Charges to General Fund for Library Operations	<u>375</u>
Total Library Trust Fund Appropriations	375

Schedule J. Cemetery Trust Fund

Administration Charges to Cemetery Fund for Operations	<u>1,350</u>
Total Cemetery Trust Fund Appropriations	1,350

Schedule K. Public Safety Capital Reserve Fund

Transfer to General Fund	<u>166,985</u>
Total Public Safety Capital Reserve Fund Appropriations	166,985

Schedule L. Economic Development/Capital Reserve Fund

Transfer to General Fund	<u>156,000</u>
Total Economic Development/Capital Reserve Fund Appropriations	156,000

Schedule M. Water Capital Reserve Fund

Transfer to Water Fund	<u>100,000</u>
Total Water Capital Reserve Fund Appropriations	100,000

Schedule N. Sewer Capital Reserve Fund

Transfer to Sewer Fund	<u>120,000</u>
Total Sewer Capital Reserve Fund Appropriations	120,000

Schedule O. Facade Fund

Economic Development-Facade Grant	<u>10,000</u>
Total Facade Fund Appropriations	10,000

Schedule P. Internal Service Fund

Worker's Compensation Claim Payments	<u>129,500</u>
Total Internal Service Fund Appropriations	129,500

Total Appropriations for all Funds \$60,507,698

Section 2. It is estimated that the following revenue will be available during the year beginning July 1, 2013, and ending June 30, 2014, to meet the foregoing appropriations according to the following schedule:

Schedule A. General Fund

Ad Valorem Taxes	4,341,342
Other Taxes	2,485,466
Restricted Intergovernmental Revenue	747,391
Unrestricted Intergovernmental Revenue	1,501,833
Licenses and Permits	67,460
Rents	601,722
Sales and Services	850,171
Interest Earnings	31,130
Lease Purchase Proceeds	383,600
Private Contributions	6,000
Miscellaneous	25,000

Fund Balance Appropriated	214,428
Administrative Charges from Other Funds for Services:	
Electric Fund	1,207,781
Water Fund	374,824
Sewer Fund	386,358
Solid Waste Fund	201,103
Storm Water	0
Airport Fund	12,637
Cemetery Fund	19,932
Library Trust Fund	375
Tourism Development Authority	105,952
Civic Center	79,327
Transfers from Other Funds:	
Water	71,963
Sewer	40,532
Electric	470,000
Capital Reserves	<u>322,985</u>
Total General Fund Revenues	14,549,312

Schedule B. Water Fund

Water Charges	70,460
Sales and Services	2,930,000
Interest Earnings	3,000
Miscellaneous	7,000
Installment Note Proceeds	0
Rents	34,777
Transfer from Water Capital Reserve	100,000
Fund Balance Appropriated	<u>11,830</u>
Total Water Fund Revenues	3,157,067

Schedule C. Sewer Fund

Wastewater Charges	25,000
Sales and Services	3,060,000
Interest Earnings	6,000
Assessments	9,548
Loan Proceeds (State Revolving Loan)	0
Transfer from Capital Reserve	<u>120,000</u>
Total Sewer Fund Revenues	3,220,548

Schedule D. Storm Water Management Fund

Interest Earnings	1,500
Storm Water Charges	492,000
Interest Rebates (RZEDB)	90,038
Other Fees	8,500
Fund Balance Appropriated	<u>65,238</u>
Total Storm Water Management Fund Revenues	657,276

Schedule E. Electric Fund

Electric Charges	34,351,623
Sales and Services	802,943
Interest Earnings	22,000
Miscellaneous	73,000
Installment Note Proceeds	851,000
Administration Charges From Other Funds:	
Water	107,060

Sewer	<u>53,648</u>
Total Electric Fund Revenues	36,261,274

Schedule F. Airport Fund

Rentals	60,000
Sales & Services	130,500
Interest	800
Grants	0
Transfer from Other Funds:	
General Fund	0
Fund Balance Appropriated	<u>70,375</u>
Total Airport Fund Revenues	261,675

Schedule G. Solid Waste Fund

Interest Earnings	800
Solid Waste Tax	6,500
Fees	<u>1,399,280</u>
Total Solid Waste Fund Revenues	1,406,580

Schedule H. Cemetery Fund

Interest Earnings	0
Sales & Services	192,500
Transfer from G/F	115,906
Adm. Charges from Cemetery Trust	<u>1,350</u>
Total Cemetery Fund Revenues	309,756

Schedule I. Library Trust Fund

Interest Earnings	<u>375</u>
Total Library Trust Fund Revenues	375

Schedule J. Cemetery Trust Fund

Interest Earnings	<u>1,350</u>
Total Cemetery Trust Fund Revenues	1,350

Schedule K. Public Safety Capital Reserve Fund

Transfer From General Fund	166,985
Fund Balance Appropriated	<u>0</u>
Total Public Safety Capital Reserve Fund Revenues	166,985

Schedule L. Economic Development /Capital Reserve Fund

Payments From Other Funds	<u>156,000</u>
Total Economic Development/Capital Reserve Fund Revenues	156,000

Schedule M. Water Capital Reserve Fund

Impact Fees	9,000
Interest Earnings	400
Fund Balance Appropriated	<u>90,600</u>
Total Water Capital Reserve Fund Revenues	100,000

Schedule N. Sewer Capital Reserve Fund

Impact Fees	20,000
Interest Earnings	340
Fund Balance Appropriated	<u>99,660</u>
Total Sewer Capital Reserve Fund Revenues	120,000

Schedule O. Façade Fund

Transfer from G/F	<u>10,000</u>
Total Façade Fund Revenues	10,000

Schedule P. Internal Service Fund

Payments from Funds	79,500
Fund Balance Appropriated	<u>50,000</u>
Total Internal Service Fund Revenues	129,500

Total Estimated Revenues for all Funds \$60,507,698

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, 2013, 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 \$857,756,000 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, 2013.

Adopted this the 20th day of May, 2013.

Attest:

s/Cynthia S. Bennett
City Clerk

s/N. Archie Jennings, III
Mayor

WRITE LETTERS TO ALL OUTSIDE AGENCIES

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council authorized Mayor Jennings to write a letter to all outside agencies receiving funding this year, advising them that in future years, funding may be reduced at the discretion of the Council. Motion carried 4-1 with Councilman Moultrie opposing.

Mayor Jennings noted this was a good idea because we have talked about our funding levels and the need to coach and give guidance to our partnership boards.

ACKNOWLEDGEMENT FROM THE MAYOR

Mayor Jennings stated he appreciates the comments coming from the Manager earlier during the meeting and also expressed thanks from Council to staff for this budget process. The process was exactly outstanding and the work submitted and the back and forth was very productive. The process was exactly what we thought it could be with the product showing through as well; this was a very different process with a tremendous improvement over the past years. It was a team effort from all involved.

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

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to enter closed session under § NCGS 143-318.11(a)(6) Personnel.

By motion of Councilman Brooks, seconded by Mayor Bro tem Roberson, Council agreed to come out of Closed Session at 12:15 pm.

REMARKS:

Councilman Pitt requested a moment of reflection in recognition of the City's fallen former (1987-1993) Fire Fighter/ EMT, Joseph Mark Griffin.

PRESENTATION:

Mayor Jennings and members of City Council presented a copy of the painting "The General" as a parting gift to outgoing City Manager, Josh Kay. The Mayor and Council expressed their appreciation for the outstanding work Mr. Kay provided during his short term as City Manager.

Mayor Jennings voiced "we couldn't let it go unsaid just how much you have meant to this organization...We will miss you greatly and I will miss you personally.

Mr. Kay shared "It truly has been an honor to serve as your City Manager. You have a great group of folks (city staff) out here and a great community. There's not another City I would want to be a manager of, and that's said with all sincerity."



**ADJOURN – UNTIL MONDAY, JUNE 10, 2013 AT 5:30 PM IN THE COUNCIL
CHAMBERS AT THE MUNICIPAL BUILDING**

By motion of Councilman Mercer, seconded by Councilman Brooks, Council adjourned the meeting until Monday, June 10, 2013 at 5:30 pm in the Council Chambers at the Municipal Building.

Cynthia S. Bennett, CMC
City Clerk