



City of
Washington
NORTH CAROLINA
Council Agenda
OCTOBER 19, 2015
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from September 28, 2015 (**page 4**)

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Declare Surplus/Authorize – Electronic Auction of Vehicle through GovDeals (**page 22**)
- B. Approve – Purchase Order for a Phillips Cardiac Monitor from Southeastern Emergency Equipment (**page 23**)
- C. Award/Approve – Repair to PAS Generator to Atlantic Power Systems of NC, Inc. and **Approve** Purchase Order (**page 24**)
- D. Award/Approve – Contract to Alcan Management, LLC to apply herbicide within our right of way for the electrical distribution system and **Approve** Purchase Order (**page 27**)
- E. Award/Approve – Contract to The Soundside Group, to replace network switches and **Approve** Purchase Order (**page 29**)

II. Comments from the Public:

III. Public Hearing – Zoning:

- A. None -

IV. Public Hearing - Other:

- A. None –

V. Scheduled Public Appearances:

- A. Barbara Gaskins – Trunk or Treat Event
- B. Patty Peebles – Optimist Club request (**page 31**)
- C. Terry Brege – Booth & Associates – Cost of Service Study



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- VI. Correspondence and Special Reports:
A. None –
- VII. Reports from Boards, Commissions and Committees:
A. Human Relations Council – **(page 32)**
- VIII. Appointments:
A. Washington Housing Authority – **(page 33)**
B. Human Relations Council – **(page 35)**
- IX. Old Business:
A. Approve – Extension of 34.5kV Line to the Washington/Beaufort County Industrial Park **(page 37)**
B. Authorize – the City Manager to execute a Professional Services Consulting Agreement with Withers Ravenel, Inc. ~ Implement Phase 2 of the GIS project **(page 43)**
C. Award/Approve – Bid to Etheridge Roofing Inc. to replace the gymnasium roof at the Bobby Andrews Recreation and **Approve** the accompanying purchase order subject to bid specifications **(page 51)**
D. Authorize – the Mayor to execute an Administrative Services Agreement with Mid East Commission to administer the Rural Economic Infrastructure Grant for the Hotel Project **(page 55)**
E. Adopt – Budget Ordinance Amendment for Outstanding Purchase Orders from FY 2014/2015 **(page 57)**
F. Adopt – Budget Ordinance Amendment for Projects Not Completed FY 2014/2015 **(page 63)**
- X. New Business:
A. Award/Approve – Contract for Clean and CCTV Contract to Envirolink, Inc. of Bailey, NC and **Approve** Corresponding Purchase Order **(page 66)**
- XI. Any other items from City Manager: None
- XII. Any other business from the Mayor or other Members of Council: None



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- XIII. Closed Session: Under NCGS § 143-318.11(a)(3) Attorney/Client Privilege and (a)(6) Personnel
- XIV. Adjourn – Until Monday, November 9, 2015 at 5:30 pm, in the Council Chambers

ADDITIONAL AMENDMENT TO AGENDA:

- **Add:** Under Appointments: Board of Library Trustees Appointment

By motion of Councilman Pitt, seconded by Councilman Brooks, Council approved the additional amendment to the agenda.

CONSENT AGENDA:

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council approved the Consent Agenda as amended.

- A. **Adopt** – Budget Ordinance Amendment in the Solid Waste Fund for loose leaf collections

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

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

Section 1. That the Solid Waste appropriations budget be increased or decreased in the following accounts to provide funds for loose leaf collection:

38-90-4710-0300	Salaries – Part Time	\$6,373
38-90-9990-9900	Contingency	(6,373)

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 28th day of September 28, 2015

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

- B. **Approve** – Police Vehicle Purchase and Approve the attached purchase orders

- *Requisition #778, Capital Ford, \$24,811 to replace vehicle #136 ~ budgeted*
- *Requisition #779, Capital Ford, \$24,811 to replace vehicle #142 ~ budgeted*
- *Requisition #775, Capital Ford \$27,824 to replace vehicle #164 ~ budgeted*
- *Requisition #774, Capital Ford \$27,964.46 to replace vehicle #160 ~ budgeted*

- C. **Award/Approve** – Bid to B.E. Singleton & Sons to pave the parking lot at the City warehouse and **Approve** accompanying purchase order

Bid for: Warehouse Parking Lot
 Opened: August 17, 2015

Item	Description	Gerris Paving	BE Singleton & Sons	Bamhill Contracting	ST Wooten
1	Warehouse Parking Lot Paving	\$75,300.00	\$68,665.00	no bid	no bid
2	Project Completion Time	15 days	30 days	N/A	N/A

- D. *Moved to Old Business Item J:* **Adopt** – Budget Ordinance Amendment to appropriate funds for the ADA Improvement Study at Susiegray McConnell Sports Complex
- E. *Moved to New Business Item A:* **Authorize** – Recreation Manager to apply for the Public Beach & Coastal Waterfront Access Funds 2015-2016 Grant

COMMENTS FROM THE PUBLIC:

Gerald Seighman addressed the vacancy on City Council. Mr. Seighman referred to the City Code regarding the requirements for filling the vacant seat. He expressed that citizens should take note of Council not filling the vacant seat when they vote for candidates on November 3rd.

Susan Zachary discussed the proposed boardwalk under bridge near Havens Gardens and noted potential safety concerns if the boardwalk were to be installed. She continued by discussing the design changes to the Municipal Pier. Inquiries were made regarding the ADA Compliance report for the Susiegray McConnell Complex. Ms. Zachary encouraged Council to fill the vacant Council seat.

PUBLIC HEARING – ZONING: 6:00PM NONE

PUBLIC HEARING: OTHER NONE

SCHEDULED PUBLIC APPEARANCES: NONE

CORRESPONDENCE AND SPECIAL REPORTS:

DISCUSSION: GRANT UPDATES:

Mayor Pro tem Mercer expressed concerns with revenues being low and expenditures higher than 20%.

Chief Finance Officer, Matt Rauschenbach explained the \$300,000 difference in revenue from last year is due to three main items:

1. \$74,000 privilege license
2. State EMS Medicare reimbursement (\$200,000) ~ came in around September 11th.
3. Sales/utility tax

Interim City Manager, Bobby Roberson stated that he encouraged staff to go ahead and spend the funds on their CIP items and not wait until April/May 2016.

Grant Executive Summary
as of 8/31/2015

Active	Dates			Financials				Deliverable			Notes		
	Fund	Grant Description	Award	Expiration	Completion	Budget	Actual	Budget	Actual	Metric		Total	Achieved
50	CDBG Affordable Housing	04/09/10	10/31/14	09/30/15	227,700	185,719	227,700	185,719	LMI homes	10	6	4	5 completed, CO issued on #7, extension expires 9/30
53	Downtown Development				85,500	13,000	85,500	34,500					Options to purchase have been executed, phase II being conducted
55	iDX Impressions NC One Grant	09/30/13	09/30/16		300,000	-	300,000	-	Jobs/Investment	160	0	160	Jobs created but not since award date
59	iDX Building Reuse	12/18/15	12/18/16		512,500	4,000	512,500	2,500	Jobs/Investment	50		50	Grant agreements executed, Mid-East administering
61	Pedestrian Plan Grant	05/20/13	09/30/13	12/31/14	10,000	10,000	10,000	-					Committee formed and meeting monthly
66	Airport Terminal Grant	04/04/13	07/01/15	03/31/15	1,254,488	1,251,207	1,254,488	1,127,901					Final expenditure being disbursed
67	Facade Grant Program	07/01/15	06/30/16	06/30/16	20,000	3	20,000	5,660					Two pending, 3 reimbursed (2 from prior year)
69	Way Finding			04/01/15	150,000	150,495	150,000	20,913					Reviewing w/ DOT, cost estimate & recommendation pending
71	Airport Lighting Rehab				460,121	87,278	460,121	49,475					Construction begun, complete mid October
72	Municipal Pier Access Grant	07/01/14	11/30/15		135,000	15,000	135,000	28,437					Construction begun, complete by Nov 30th
74	Sewer I&I rehab/CWSRF	06/03/15			2,000,000	-	2,000,000	-					Preliminary engineering underway
75	Firefighter's Assistance- Exhaust	08/08/14	08/07/15		50,000	47,165	50,000	47,165					Complete
76	EDA Water Projects	09/11/13	03/11/17	02/28/17	1,428,262	706,133	1,428,262	195,038					Expected completion end of December
77	EDA Sewer Grants	09/11/13	03/11/17	02/28/17	1,423,894	703,974	1,423,894	316,034					Expected completion end of December
	CDBG Keyville Rd.	2005	6/4/2013	06/30/16	320,000	320,000	320,000	320,000					Lot 2 LMI qualifies, closing conducted 9/10/15
10	EZ Technology Library Grant	06/09/15			4,863	-	4,863	-					Grant awarded in July
10	Historic Preservation Grant	07/01/14	08/21/15		11,000	-	15,000	12,500					Survey updated and first draft National Register nomination completed

Applications/Awards	Pre-App	Selected	Final App	Grant	Match	Total	
FEMA AFG Fire Engine/Resc. Tools	11/30/14			353,929	18,571	372,500	Awaiting determination
Havens Garden PART				250,000	250,000	500,000	Application submitted, award notification on October
Recreation Trails Program	7/14/15			19,500	6,500	26,000	Partnered with Sound Rivers
Play Together Playground-Trillium				225,000	0	225,000	Grant awarded in August
Project Hotel- New Age Properties				319,000	105,000	424,000	Awarded August 21st, developer to pay match, Mid East administering

DISCUSSION – PROJECT UPDATES: *Project updates accepted as presented*

Capital Project Status FY 2015/2016

9/18/2015

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
General Fund:								
Finance	10-00-4130-7400	Financial Software	50,000	0	0	50,000	Evaluating vendors, software demos	
Purchasing	10-00-4131-7400	Parking lot 1/3	25,000	0	0	25,000	Award bid in September	
		Lighting	37,530	0	0	37,530	Go out for bid	
Capital Pr	10-00-4132-7400	Network switches	12,306	3,954	2,686	5,666	In progress	9/18/2015
Police	86-60-4930-4310	Vehicles #136,142,160,&164	142,000	0	0	142,000	Place order in September	
Fund/Dep	10-10-4361-7400	Defibrillator 1	30,000	0	0	30,000	Go out for bid	Notes
Fire	86-60-4930-4341	EMS truck 1	150,000	0	348,066	1,934	On order, October delivery	
Storm W	86-60-4930-4350	Vehicle #121	20,000	0	22,508	(2,508)	On order, budget transfer to repl. fund	
Power/Bill	10-20-4511-4500	Street Paving	55,000	1,642	0	53,358		
Street Maintenance	86-60-4930-4510	Dump truck #455	75,000	0	64,706	10,294	On order	
Electric D	10-40-6121-7400	Rec. Administration	54,000	0	0	54,000	Go out for bid	
Senior Center	10-40-6123-7400	HVAC	6,500	0	0	6,500	Bid in October	
Electric M	10-40-6130-7400	Rec. Maintenance	11,000	11,000	0	0	Complete	
		Ballfield rake	13,000	12,983	0	17	Complete	
		Total General Fund	676,336	29,579	297,966	408,791		
Water:								
Miscellaneous	30-90-6610-7400	Network switches	12,306	3,954	2,686	5,666	In progress	
Substation	30-90-6610-7400	GIS 1/2	12,100	0	0	12,100	Planning for project begun	
	30-90-6610-7400	Utility billing software	18,182	0	0	18,182	Begin evaluating vendors	
Treatment	30-90-8100-7400	Vehicle #650	28,000	0	27,963	37	On order	
Maintenance	30-90-8140-7400	Vehicle #416	24,000	0	23,634	366	On order	
		Total Water Fund	94,588	3,954	54,283	36,322		
Sewer:								
Miscellaneous	32-90-6610-7400	Network switches	12,306	3,954	2,686	5,666	In progress	
Power Lin	32-90-6610-7400	GIS 1/2	12,100	0	0	12,100	Planning for project begun	
	32-90-6610-7400	Utility billing software	18,182	0	0	18,182	Evaluating vendors, software demos	
Treatment	32-90-8220-7400	Vehicle #681	27,000	0	26,454	546	On order	
Power Lin	32-90-8220-7400	Video surveillance system	25,000	0	0	25,000	In place February 2016	
Lift Stations	32-90-8230-7400	Spring Rd panel A	20,000	0	0	20,000	In place February 2016	
	32-90-8230-7400	Spring Rd panel B	20,000	0	0	20,000	In place February 2016	
		Total Sewer Fund	134,588	3,954	29,340	301,494		
		Total Power Line Construct	492,500	24,856	26,819	440,825		
		Total Electric Fund	894,202	46,612	135,512	652,078		
Cemetery Fund	39-90-4740-7400	Vehicle #510	20,000	0	18,762	1,238	On order	
		Zero turn mower	6,800	6,500	0	300	Complete	
		Total Cemetery	26,800	6,500	18,762	1,538		
Grand Total		Grand Total	2,066,514	90,659	475,643	1,500,212		

Notes:
1 PO carryforward
2 Project carryforward

MEMO – MUNICIPAL PIER (approved as presented)

John Rodman, Community & Cultural Services Director

Community & Cultural Services Director, John Rodman explained the problem with distance with the end of the free dock and “T” on Pier are safety concerns – the distance was only 21’. The decision to alter the design was made after meeting with CAMA in order to alleviate the safety concerns. This was done with the knowledge that there would be no additional cost. The main purpose of the pier is to maintain public access and the reconfiguration has not changed that, it may actually allow more people on the pier.

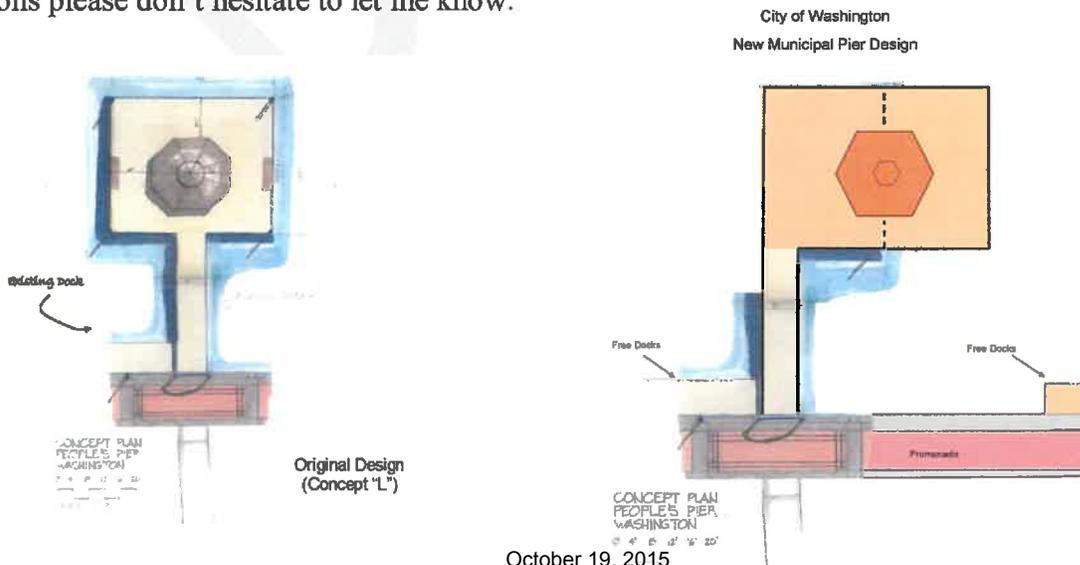
Mayor Hodges mentioned the gazebo is not lined up now and viewable coming down Market Street. Mr. Rodman said the project had already been delayed and didn’t want to delay the project any longer.

Mr. Roberson voiced there had been a series of public hearings regarding the boardwalk. This change now keeps the “view corridor” along the waterfront. Mr. Rodman reiterated the only thing that changed was “T” to “L” – first 30 feet of walkway are same as in the original design. Councilman Beeman stated the pier is perpendicular to bulkhead and not the sidewalk.

MEMO -Municipal Pier

As most of you have probably noticed there is a different configuration of the approved municipal pier. As construction began on the pier we noticed a possible safety hazard in the configuration with one of the existing free docks. The approved diagram shows the layout of the public pier to be a “T” shaped design platform that is to be 42 feet by 35 feet in size or 1470 square feet. The modification has the platform design as “L” shaped. The reason for the change is to allow boaters docked at the free dock to have better maneuverability around the pier in order to leave the dock. We felt the turning radius for docked boats that were trying to leave may not be made safely with the short distance between the dock and the pier. This is the reason for the request for modification of the platform. The new design will be less of a safety hazard to the boaters. The new design will not increase the size of the pier in any way. The distances and the square footage will remain the same. Also, there has been no change in the budget in regards to the modifications. The reason for the change is better illustrated in the attached designs.

All modifications have been approved by the Division of Coastal Management. If you have any questions please don’t hesitate to let me know.



MEMO – REQUEST OF THOMAS P. GRIFFIN (approved as presented)

Allen Lewis, Public Works Director

Mr. Thomas P. Griffin is interested in clearing up an issue with a home with an address of 315 West 2nd Street which appears to barely encroach onto City property of the parking lot for the Civic Center. Currently, the southeast corner of the home appears to encroach onto this piece of City property as shown on the attached copy of a survey done for Mr. Griffin. As such, he would like to acquire a small portion of the City property to prohibit any future problems. City staff has no issue with deeding a small portion of this lot so that he would have a maximum of two (2) feet of clearance at the southeast corner of his home. Assuming that Mr. Griffin would pay for all survey, attorney and recording fees, we would like Council’s direction as to how you would like to move forward with this process.

Mr. Roberson reviewed the memo with Council noting that he has directed staff (Allen Lewis and John Rodman) to meet with the property owner and bring back a suggested solution to the next City Council meeting.

MEMO – BUDGET TRANSFERS (approved as presented)

Matt Rauschenbach, Administrative Services Director/C.F.O.

The Budget Officer transferred \$2,000 of funds between the City Manager and Code Enforcement/Inspections divisions of the General Fund appropriations budget for library property cleanup. \$13,000 of funds were transferred between the Miscellaneous and Power Line Maintenance divisions of the Electric fund to reallocate property insurance premium.

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

MEMO – REPORTING OF BAD DEBT WRITE-OFFS FY 2015 (approved as presented)

Matt Rauschenbach, Administrative Services Director/C.F.O.

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>Criterial for Write-off</u>	<u>Total Write-off</u>
27	Miscellaneous G/F	>5 years old	2,844.23
29	Misc. Electric Fund	>5 years old	1,618.28
44	Electric Property Damage	>5 years old	497.16
Utility	Utilities	>5 years old	84,678.64
EMS	EMS Charges	>5 years old	<u>347,270.07</u>
	TOTAL		436,90.38

Lot mowing, demolition, and assessment 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 are consistent with past performance. Our collections represent 72% and are consistent with the industry norm. Medicare and Medicaid pay 96% after contractual allowances, insurance 79%, and patients 11%. Our revenue has increased from \$350,000 to \$615,000/year since we

began using EMS Management Consultants for our billing and collection in 2010. EMS write-offs will continue to be substantial in the future due to contractual allowances and expected collection rate.

Policy for Write-off of Uncollectible Accounts Receivable was adopted July 18, 2011.

Mayor Pro tem Mercer expressed concern with the write-off amounts.

OLD BUSINESS:

DISCUSSION – DON STROUD – REQUEST FOR MORATORIUM ON SUBDIVIDING SINGLE FAMILY DWELLINGS INTO MULTIFAMILY DWELLINGS IN B1H ZONING DISTRICT

Mr. Don Stroud, resident of 127 East Second Street, presented the information to Council regarding to City Code Section(s) 40-302, 40-387, 40-299 thru 40-302. Mr. Stroud stated the boarding house project should be stopped. He requested Council to vote on issuing a moratorium in order to prevent the subdivision of homes that were constructed as single-family dwellings. He noted that he interprets the Code to cover the restriction of subdividing homes in the B1H zoning district. Mr. Stroud discussed the potential parking problem if this project is allowed.

Mr. Scott Campbell, resident of 213 North Market Street in the B1H zoning district. He is opposed to imposing a moratorium on this project. Mr. Campbell presented Council with a letter citing the following:

- Investor legally purchased property
- Owner has met with Planning Department and discussed plans
- Owner presented plans to Historic Preservation Commission to modify exterior – request was approved
- Previous Owner had permission for apartments(structure was to be used as a Hospice House)
- Owner is working with and under supervision of City Building Inspector and Fire Code Officials
- Entered into and signed contracts to enter into legal & permitted construction on his property
- Hired local laborers, etc.
- Paid City for permits and waiting for them to be issued
- Parking – not a problem downtown area
- 121 East Second Street in compliance
- Deny request for moratorium
- Current project is fully compliant with City Code

Mr. Stroud commented that no permit has been issued yet.

Ms. Mona Penner, owner of 121 East Second Street voiced they pride themselves in restoring historical structures. The siding is in bad shape and they are sealing all cracks on the inside of the structure. She further noted that the property has been vacant for six (6) years. Ms. Penner noted that Mr. Stroud never spoke with them regarding the project. She said the structure has three (3) parking spots in front of the building and Mr. Stroud has seven (7) spots (3 in front and 4 on Bonner), but he's been parking in front of their house for the last week.

Ms. Penner noted that before they purchased the building they meet with the Planning Department and the City building officials assured her and Calvin McLean, the other owner, that their plans to convert the building into 11 apartments is allowed under city zoning and building regulations.

Apartments are the highest and best use of their property. Their project will in turn have less people and less need for parking than the previously approved Hospice House.

Mayor Pro tem Mercer asked when the structure was a single family dwelling. The structure has had apartments for ages so why are we calling it single family? Mr. Rodman voiced it was originally built in 1929 as single family dwelling and since then there has been at least four apartments in the structure. In 2003 the structure was being developed as a Hospice House. Mr. Rodman suggested this issue be sent to the Planning Board for a recommendation on a moratorium as well as possible conflicts in the Zoning Ordinance. Mr. Rodman is not sure if the suggested moratorium would actually impact the current project and referred this matter to Mr. Holscher. Mayor Pro tem Mercer asked the City Attorney if the plans have already been presented to the inspections office, would the moratorium stop this project. Mr. Holscher said he would have to review this further – if the owner has reached certain steps in the project, then he may have a vested right. Council would not be able to act on a moratorium tonight as there are several steps that are required prior to enacting a moratorium. Mr. Holscher reviewed NCGS 160A-381 regarding moratoriums.

Mr. Rodman asked if this discussion stops the owner from proceeding. Mr. Holscher noted there is nothing in place to stop the project at this time. Mayor Pro tem Mercer noted that if the property owner comes to City Hall tomorrow morning requesting a permit and as long as he is in compliance with City Code, then there is nothing restricting the issuance of the permit.

Councilman Brooks said the Planning Board needs to review this and make a recommendation to the Council.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council tabled the discussion pending this item being reviewed by the Planning Board (as their time allows them to work on this) and a recommendation being forwarded back to Council.

Mr. McLean asked if this action means that the project is put on hold. Mr. Holscher noted nothing has been done at this moment to stop the project. Mr. McLean noted that his engineer has submitted plans in order to obtain a building permit.

Linda Bisset of 206 East Second Street came forward and acknowledged that we all bought “dumps” and turned them into something they love. They want single family homes in the neighborhood and the residents don’t like apartments.

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE

APPOINTMENTS:

By motion of Councilman Pitt, seconded by Councilman Beeman, Council appointed Clyde F. Swanner, Jr. to the Board of Library Trustees, to fill a vacant position, term to expire June 30, 2021.

ADOPT – BUDGET ORDINANCE AMENDMENT FOR PURCHASE OF FIRE ENGINE

Fire Chief Robbie Rose explained the request is for a brand new truck. These types of trucks are typically built and taken to tradeshow, but this truck hasn’t left the factory yet. The truck can be here within 60 days and meets all requirements of the department. Four senior staff members have

researched our needs and this vehicle meets our needs and are fully satisfied with this truck. The company is located in Rocky Mount and currently service our entire fleet of trucks.

By motion of Mayor Pro tem Mercer, seconded by Councilman Brooks, Council adopted a budget ordinance amendment to appropriate funds for the purchase of a 2015 Fire Engine for C. W. Williams Company and approved the associated purchase order in the amount of \$450,000

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 account number 86-60-4930-4340, Vehicle Purchases-Fire, of the Vehicle Replacement Fund appropriations budget be increased in the amount of \$450,000 to provide funds for the replacement of Fire Engine 1.
- Section 2. That the Estimated Revenues in the Vehicle Replacement Fund be increased in the amount of \$450,000 in the account Fund Balance Appropriated, account number 86-60-3991-9910.
- Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.
- Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 28th day of September, 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

AMEND – CHAPTER 18, SECTION 123 – DESIGNATED PROHIBITED PARKING AREAS, CHAPTER 18, SECTION 124 – FIFTEEN-MINUTE PARKING AREAS

During the September Airport Advisory Board meeting, the issue of parking around the circle at the end of Airport Road was discussed, specifically, parking in front of the terminal annex building. After investigating the referenced ordinance, it was determined that the ordinance needed to be changed to prohibit parking around the entire circle on either side. At the September 14, 2015 council meeting, it was noted that parking in front of the terminal building will need to be limited for loading and unloading. The Washington-Warren Airport Advisory Board approved the proposed changes.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council approved an ordinance to amend Chapter 18, Section 123, Designated prohibited parking areas, and Chapter 18, Section 124, Fifteen-minute parking areas, in reference to no parking around the circle at the end of Airport Road, as outlined in the attached ordinance, with an effective date of October 1, 2015.

AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE V, SECTION 18-123: DESIGNATED PROHIBITED PARKING AREAS, AND CHAPTER 18, ARTICLE V. SECTION 18-124: FIFTEEN MINUTE PARKING AREAS, OF THE WASHINGTON CITY CODE

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

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

Airport Circle (both sides), excluding fifty (50) feet at the end of the circle next to the Airport Terminal Building

Section 2. That Chapter 18 Section 18-123 – Designated prohibited parking areas, be amended to add the following:

Airport Circle (both sides) excluding thirty (30) feet centered in front of the Airport Terminal Building

Section 3. That Chapter 18 Section 18-124 – Fifteen-minute parking areas, be amended to remove the following:

Airport Circle, the last fifty (50) feet next to the Airport Terminal Building

Section 4. That Chapter 18 Section 18-124 – Fifteen-minute parking areas, be amended to add the following:

Airport Circle, the thirty (30) feet centered in front of the Airport Terminal Building

Section 5. All ordinances in conflict with this ordinance are hereby repealed.

Section 6. This ordinance shall become effective October 1, 2015.

Adopted this the 28th day of September, 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

AUTHORIZE – THE MANAGER TO EXECUTE THE ATTACHED LEASE AND FIXED BASE OPERATIONS (FBO) AGREEMENT WITH SKYDIVE LITTLE WASHINGTON, LLC.

The proposed terminal building annex lease and FBO agreement with Skydive Little Washington, LLC was included in the agenda packet. The lease agreement will allow Skydive Little Washington to continue to operate out of the terminal annex building and provide parachuting operations as well as scenic tours. The Washington-Warren Airport Advisory Board approved the lease/agreement with conditions.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council authorized the manager to execute the lease and Fixed Base Operations (FBO) agreement with Skydive Little Washington, LLC.

(copy attached)

AUTHORIZE – THE MANAGER TO EXECUTE THE ATTACHED OPTION AND GROUND LEASE WITH USCOC OF GREATER NORTH CAROLINA, LLC.

The request is for an option and ground lease with USCOC for the placement of a monopole tower for cellular use on City property next to our water tower off the Linnie Perry Road. This tower is adjacent to the current idX Impressions building, formerly known as the Hamilton Beach property. This project has been ongoing since at least January of 2012 and we have reached terms that appear to be acceptable to both parties. The initial option will generate \$1,200 of revenue for the water fund. The initial option is for six (6) months with an additional option of six (6) months at the tenant’s request for another \$1,200. If the tenant exercises the option for the ground lease, the initial rent will be \$1,200 per month for the first year with the rent increasing by three percent (3%) each year on the anniversary of the commencement date. The term of the initial lease is five (5) years with five (5) subsequent five (5) year term extensions possible. As with the first term, the rent will increase by three percent (3%) each year over the previous year’s rent on the anniversary of the commencement date. There is no liquidated damages clause that will require USCOC to pay the City \$5,000 if they choose to terminate the lease within the first ten (10) years. If USCOC sublet space on this tower, the City must give written consent and will receive an additional \$200 per month for each subtenant or licensee.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council authorized the manager to execute the option and ground lease with USCOC.

(copy attached)

ADOPT – NON-WARRANTY DEED TO THE GREATER WASHINGTON CHAMBER OF COMMERCE, INC.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council adopted the following resolution: that the City authorize, approve, execute and deliver the attached Non-Warranty Deed, and convey the property referenced therein, to the Greater Washington Chamber of Commerce, In. (“Chamber”) pursuant to the State legislative authority contained in a 1983 Session Law (Chapter 941, House Bill 1498) as well as 1993 Session Law (Chapter 133, House Bill 265) and in exchange for the Chamber’s past and future activities upon the property that fulfill public purposes and that the recitals in said deed be incorporated in this resolution by reference as if more fully set forth.

(copy attached)

AMEND – BUDGET ORDINANCE AMENDMENT TO FUND CDBG AFFORDABLE HOUSING PROJECT ~ REIMBURSEMENT TO DEPARTMENT OF COMMERCE

The final extension for this ten home grant expires September 30 with reimbursement for unoccupied LMI homes due at that time. Mr. Roberson reiterated the State will not extend after September 30th. Documentation for the 7th house was submitted September 22 and it is anticipated will be accepted by the Department of Commerce. Based on that acceptance the reimbursement would be \$55,716 offset by \$36,000 being held in trust (release fee of \$6000 per lot). Staff will need to write the Housing Authority a letter advising them of their need to reimburse the City for the funds associated with failing to meet the grant requirements as well as fees for any legal expenses associated with the grant.

By motion of Councilman Pitt, seconded by Mayor Pro tem Mercer, Council adopted a Budget Ordinance Amendment to fund the CDBG 09-C-2050 Affordable Housing project reimbursement to the Department of Commerce.

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

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$55,716 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account number in the Miscellaneous department of the General Fund appropriations budget be increased in the amount indicated to pay the CDBG grant claw back for the 09-C-2050 Affordable Housing project:

10-00-4400-5701 Miscellaneous Expense \$ 55,716

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

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

Adopted this the 28th day of September, 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

AUTHORIZE – RECREATION MANAGER TO ENTER INTO CONTRACT WITH TRILLIUM HEALTH RESOURCES AND ADOPT GRANT PROJECT ORDINANCE TO APPROPRIATE FUNDS FOR THE INCLUSIVE PLAYGROUND AT HAVENS GARDENS

Background information: Parks & Recreation Manager, Kristi Roberson stated the attached contracted was emailed to the Recreation Manager on September 23, 2015. It had not been reviewed by legal yet and Franz will provide any needed feedback during the September 28, 2015 City Council meeting. There is no match associated with this grant.

Mayor Pro tem Mercer noted several areas of concern with the contract as it is submitted, notably the project deadline and potential cost to the City. Kristi Roberson explained that the City has been awarded \$225,000 and we will not go beyond the grant proceeds – the design of the playground is reimbursable with grant funds. The City Attorney agreed that there were some concerns with the contract. We can work on revising the contract language with Trillium. This is a great opportunity and we don't want to lose the funding opportunity with Trillium.

Councilman Beeman inquired if tabling the item would impact the grant. Ms. Roberson stated that Trillium advised that it would impact the grant because the next Council meeting is not until October 19th.

A motion was made by Mayor Pro tem Mercer to table this matter until the City Attorney presents Council with a revised contract. Motion died for lack of a second.

Councilman Brooks asked if we could approved the grant agreement subject to the revisions by the City Attorney and Mr. Roberson said that we could do that.

Councilman Brooks asked if there was a provision in the grant that if the City didn't finish the playground on time that we would be reimbursed for our expenses. Kristi Roberson noted that the terminology covering that situation is included in the agreement.

Kristi Roberson explained that once the contract is in place, a series of public input meetings will be held. She has been advised that once the design has been finalized there is a two week turnaround for the equipment to come in and a two week turnaround for the installation of the equipment.

A motion was made by Councilman Brooks to allow the Parks and Recreation Manager to enter into the contract with Trillium Health Resources subject to the corrections that will be made by the City Attorney. As well as verifying language is included that if the project is not completed by the deadline that the City will be reimbursed for the incurred expenses associated with this project. The motion was seconded by Councilman Beeman. Motion carried 4-1 with Mayor Pro tem Mercer opposing.

*Subsequent motion made later in the meeting for clarification regarding the Grant Project Ordinance: By motion of Councilman Brooks, seconded by Councilman Beeman, Council adopted the Grant Project Ordinance to appropriate funds for the Inclusive Playground at Havens Gardens.

**A GRANT PROJECT ORDINANCE FOR TRILLIUM HEALTH RESOURCES CONTRACT
0049T-000-FY16 CITY OF WASHINGTON, N.C. FOR FISCAL YEAR 2015-2016**

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 Trillium Health Resources Playground Equipment Grant.

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:

51-60-4930-5601	Playground Equipment	\$225,000
-----------------	----------------------	-----------

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

51-60-3480-0000	Trillium Health Grant	\$225,000
-----------------	-----------------------	-----------

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.

Adopted this the 28th day of September, 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

(copy attached)

**DISCUSSION – HARTWELL WRIGHT – NC LEAGUE OF MUNICIPALITIES:
PROCESS FOR RECRUITING CITY MANAGER**

Hartwell Wright explained there are currently 32 City/County Manager positions advertised in Southern City. Mr. Wright explained the three major steps in the process are: (1) advertise (making sure to stay away from words “Must” “Required” and use words such as “Preferred”) (2) Assessment (3) Hire Manager. This process could take up to six months. The average suggested salary for a City Manager for a town the size of Washington would be around \$119,500.

Discussion Paper

Selecting A City Manager
(Outline Format)

- A. Roles
1. League
 - Identify Positive Process to the elected body
 2. City
 - Conduct Process? (Select Staff/Resource Person; Clerical Support will be necessary.)
 - Confidentiality? (When does it become public?)
 - Employee search firm? (determine how much you will do and what you want the search firm to do)
- B. Importance of Process
- The Manager "manages your City", this equates the importance.
 - Possibly the most important decision in your term of office.
- C. Agree on What You Want In Manager
1. Consider:
 - (a) Where the City is administratively
 - Look at needs of City
 - Look at strengths and weaknesses
 - Past successes and failures
 - (b) Manager should mirror the executive and administrative needs of the City
3. Publication of Vacancy
- ICMA Newsletter (bi-weekly newsletter)
 - National League of Cities publication
 - League Letter
 - Southern Cities
 - Local Newspaper
 - Statewide Newspaper(s) with general distribution in community; Raleigh and Charlotte newspapers in particular.
4. Screening Process
- (a) Alternatives
- Use full elected body, with Staff/Resource person.
 - Use committee of elected body, with Staff/Resource person.
 - Let Search Firm screen down to a set number
- Note: Preferably use full elected body, all gets involved in selection of Manager; most municipalities use this process.
- (b) Procedure
- Accept resumes, BUT require each candidate to complete a City application to be considered further.
 - Acknowledge receipt of each application - this is important.
 - Eliminate applicants who do not meet minimum qualifications or complete an application; Staff/Resource person can assist here.
 - Another device to assist with the screening is to ask each applicant to answer one to three supplementary questions using no more than one page to answer each question. Some sample supplementary questions are attached. (See attachment A)
 - Screen down to 5-7 (preferable 7) top candidates; each committee member does this individually; meet and compare notes - you will be surprised how close each of you will come to same consensus on candidates.

(c). Express the above in the form of desirable qualifications
This becomes the guideline for screening of applicants
Examples

Education: MA in Public or Business Administration Preferred/Required

Experience: 3-5 years of Local Government Manager/Asst. Manager experience Required/Preferred

Special Qualifications: (competence, skill, abilities)
Degree?
Finance Experience?
Engineering Experience?
Previous Manager Experience?
Computer Skills?
Budget Experience?
Water/Sewer experience?

D. Agree on Time Frame/Procedure for Selection

1. Timeframe

- Plan on a 6 months time frame; it could be less, however.

• Selection Timetable:

2 months	Application Process
1 month	Screening Down, Interview Process
1 month	Selecting the candidate; the Manager gives notice in present position (4-8 weeks)
2 months	Manager on board

2. Salary Range (Perks)

A competitive starting salary range for this position based upon Washington's size, service delivery, geographic area, and population is roughly \$110,000 to \$130,000. (Car or allowance? life insurance plan? disability insurance? deferred income? cover cost of individuals state retirement contribution? health care for dependents? etc.)

Alternative

- Let Staff/Resource person screen down to 5-7 candidates and each committee member review all and concur (or not).
- Staff/Resource person or other designated person does preliminary background review and investigation. (See Attachment "B")
- After the preliminary review and investigation, you may lose 1-2 candidates - preferably have 5 candidates to interview.
- Recent technology allows for interactive TV interviews, using PCs, with candidates anywhere in the USA. Also 30 minute video tape interviews are available anywhere in the USA. Using one of these methods would allow a personal look at a larger number of candidates for less cost than bringing the candidates on site. It would boost the effectiveness of the screening process. (See Attachment "C")

5. Interview - Process

- Notify each applicant (letter from Mayor) of the City's interest and notice to interview giving all particulars; Staff/Resource person to assist here.
- Send with letter, copy of City Charter, budget and Organizational Chart.
- Send with letter, Personal Agenda of Interview Day Activities (chronology of activities on day of interview); (See Attachment "D")
- Pay travel expenses for the applicant? Spouse? Pay moving expenses?

6. Interview Session with Board

- The interview session should be planned and organized. Prepare questions ahead of time. Some sample questions are attached to get you started. The same interviewer should ask the same question of each candidate to help maintain consistency of treatment of all candidates. (See Attachment "E")

- The applicant should sense that the interview session is being done in a dignified business like manner.
- Complete evaluation form on each candidate as soon as the interview is concluded. (See Attachment “F”)
- **Remember**, the applicant is looking at the City’s elected body as his potential employer and source of livelihood and commitment for the next foreseeable future. **Therefore**, the applicant has as big a “stake” in you as you have in him. You are not just hiring a Manager, you are selecting the leader of your City Government and a community leader.

7. Select (Appoint) Top Candidate

The final step is to make the job offer. This can be done by phone, preferably from a written document outlining all conditions that are part of the job offer. The job offer is then confirmed in writing, including a request for a written acceptance.

Write remaining candidates informing them of the selection.

COMPENSATION STUDY

Hartwell Wright explained that the League of Municipalities has two vendors that are available to perform compensation studies for League members. The positions will be evaluated based on similar positions of towns with the 10k-20k population. Mayor Pro tem Mercer asked that the positions also be compared to Rocky Mount, Kinston and Wilson. Mr. Wright explained that if Council does not have the funding to implement the suggested shortcomings that will arise from the study, then don’t do the study at all.

ADOPT – BUDGET ORDINANCE AMENDMENT TO APPROPRIATE FUNDS FOR THE ADA IMPROVEMENT STUDY AT SUSIEGRAY MCCONNELL SPORTS COMPLEX

Mayor Pro tem Mercer expressed concern with pulling from fund balance to pay for this study and inquired about the funds needed to implement the changes. This study was not included in the budget. Councilman Beeman stated we need to move forward with the project.

By motion of Councilman Beeman, seconded by Councilman Brooks, Council adopted a Budget Ordinance Amendment to appropriate funds for the ADA Improvement Study at the Susiegray McConnell Sports Complex. Voting for the motion: Beeman and Brooks; against: Mercer and Pitt. Mayor Hodges broke the tie and voted in favor of the motion. Motion carried 3-2.

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

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

- Section 1. That account number 10-40-6130-0400, Professional Services, Parks & Grounds Maintenance portion of the General Fund appropriations budget be increased in the amount of \$6,500 to provide funds for an ADA improvement study at the Susiegray McConnell Sports Complex.

Section 2. That the Estimated Revenues in the General Fund be increased in the amount of \$6,500 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

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

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

ADOPTED this the 28th day of September 28, 2015

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

NEW BUSINESS:

AUTHORIZE – RECREATION MANAGER TO APPLY FOR THE PUBLIC BEACH & COASTAL WATERFRONT ACCESS FUNDS 2015-2016 GRANT

The grant application is to construct the Runyon Creek Boardwalk and will be completed in two phases. Phase I will connect Havens Gardens to the existing concrete walkway under the Highway 32 Bridge. Phase II will eventually connect to the Havens Gardens Boat Launch side. The grant requires a 10% match (\$10,000), at least half of the local match must be cash (\$5,000). The remainder may be in-kind non-cash match (\$5,000). The project is on the Recreation Advisory Committee Priority List. The pre-application was approved and the City was invited to apply for the 2015-2016 Funding Cycle.

Mayor Pro tem Mercer expressed concern with safety issues and noted the project is too expensive he would rather build a fishing pier at Havens Gardens. Bobby Roberson stated this project is a priority for the Recreation Advisory Board.

A motion was made by Councilman Brooks and seconded by Councilman Beeman to authorize the Recreation Manager to apply for the Public Beach & Coastal Waterfront Access Funds Grant in the amount of \$100,000. Voting for the motion: Brooks and Beeman; against: Pitt & Mercer. Mayor Hodges broke the tie and voted against the motion. Motion failed 2-3.

ANY OTHER ITEMS FROM CITY MANAGER:

DISCUSSION – LIBRARY FEES FOR NON-PROFIT ORGANIZATIONS

In prior years, non-profit agencies who used the Library, were not charged for using the conference rooms. The new fee schedule for this year requires that non-profit agencies pay for renting the conference room. This item was inadvertently omitted from the new Fee Manual and it is suggested that non-profits continue to use the conference room at no cost.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council authorized staff to modify the Fee Manual to include the language give the Library Director authority to waive the fees for non-profit organizations for use of the multipurpose room.

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

NONE

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

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to enter into closed session under NCGS § 143-318.11(a)(3) Attorney/Client Privilege and (a)(6) Personnel at 8:10 pm.

By motion of Councilman Brooks, seconded by Councilman Beeman, Council agreed to come out of closed session at 8:40pm.

ADJOURN:

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 8:40 pm until Monday, October 19, 2015 at 5:30 pm, in the Council Chambers.

(Subject to the Approval of the City Council)

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



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Mike Whaley, Purchasing Agent
Date: October 9, 2015
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 vehicle and authorize the sale of this vehicle through electronic auction using GovDeals.

<u>Vehicle #</u>	<u>Make/Model</u>	<u>Department</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
231	2000 Ferrara Fire Engine	Fire	4S7CT239XYC032506	65,703

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT:

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

SUPPORTING DOCUMENTS:



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Robbie Rose, Fire Chief
Date: October 12, 2015
Subject: Purchase Order Approval
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION: I move that the City Council approve the purchase and required purchase order in the amount of \$28,303.83 for a Phillips Cardiac Monitor from Southeastern Emergency Equipment.

BACKGROUND AND FINDINGS:

This purchase is in accordance with our replacement schedule for cardiac monitors and also provides us the needed back up for two existing monitors used at the paramedic level of care. We are purchasing the Phillips brand which is consistent with all existing cardiac equipment, supplies and accessories. The budgeted amount in the CIP and departmental FY 15/16 budget is \$30,000.

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT:

XX Budgeted in Account 10-10-4341-7400

Requires additional appropriation

No Fiscal Impact

SUPPORTING DOCUMENTS:

City Manager Review: RSU Concur Recommend Denial No Recommendation
10/14 Date



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: October 19, 2015
Subject: Purchase Order Approval
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council award repair to PAS generator be granted to Atlantic Power Systems of NC, Inc. in the amount of 24,898.51.

BACKGROUND AND FINDINGS:

Unfortunately for us, the PAS generator failed and we are requiring that the leaking radiator be fixed. This process entails draining the radiator, removing the front portion of the enclosure, unbolt and reusing the radiator. In addition, it will be necessary to: disassemble, clean all useable parts, install new CAT cores and then reassembled. This repair is a budgeted amount for this fiscal year.

#54158, Atlantic Power Systems of NC, \$24,898.51 to repair the PAS generator.

PREVIOUS LEGISLATIVE ACTION

FY 2015/16 Budget

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Purchase Orders
Atlantic Power Systems of NC, Inc. Estimate

City Manager Review: 1/4/16 Concur _____ Recommend Denial _____ No Recommendation
10/14 Date



Purchase Order

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

PO Number: 54158
Issued to: 140

ATLANTIC POWER SYSTEMS OF NC,
INC.
3252 SAINT DELIGHT'S CH. RD.
NEW BERN, NC 28560

Issued: 10/5/2015
Required: 10/5/2015
Ship to: CITY OF WASHINGTON WAREHOUSE (ELEC)
203 GRIMES ROAD
WASHINGTON, NC 27889

FOB: None

Terms: Net 30

Special Instructions Electric Dept.
Ed Pruden 252-975-9365
Quote # 201510100

Inventory #	Item Description	Quantity	UOM	Unit Price	Extended
	Labor & Material, Repair Leaking Radiator, PAS Generator	1.0	EA	\$24,898.51	\$24,898.51
Sub Total					\$24,898.51
Total Tax					\$0.00
Shipping					\$0.00
Total					\$24,898.51

Account Number	Account Description	Amount
35-90-8375-1600	MAINTENANCE REPAIR/EQUIPMENT	\$24,898.51

Total \$24,898.51

Finance Officer

Purchasing Agent

Atlantic Power Systems of NC, Inc.

Estimate

3252 Saints Delight Church Rd
 New Bern NC 28560
 Phone: (252)514-2647 Fax: (252)514-2648

October 4, 2015

Customer: City of Washington
 P.O. Box 1988
 Washington NC 27889

Attn: Ed Pruden

201510100

Item	Description	Material	Labor
	Pretti Noma Repair leaking radiator. Drain coolant, removed front portion of enclosure, unbolt and remove radiator. Disassemble, clean all reusable parts, install new CAT cores, reassemble radiator. Reinstall radiator assy and assemble enclosure, install coolant, run and test. Note: price does not include new coolant if needed.	\$13,288.07	\$10,500.00
		Labor	\$10,500.00
		Freight	200.00
		Parts	13,288.07
		Tax	910.44
		Total	\$24,898.51

Questions Concerning This Estimate? Call: David Martin at (252) 617-9580
 Customer Authorize Signature: _____
 PO# _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: October 19, 2015
Subject: Purchase Order Approval
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council award the contract to Alcan Management, LLC to apply herbicide within our right of way for the electrical distribution system in the amount of 28,000.

BACKGROUND AND FINDINGS:

This year our jurisdiction has received an enormous amount of rainfall and thus we are experiencing tremendous growth in our vegetation in and around our power lines. Therefore, the request is to award the contract to spray herbicide to 1/3 of our existing electrical right of way. This cost is on-going throughout our system.

#54157, Alcan Management, LLC, \$28,000 to spray herbicide to 1/3 of system right of ways.

PREVIOUS LEGISLATIVE ACTION

FY 2015/16 Budget

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Purchase Orders

City Manager Review: 1862 Concur _____ Recommend Denial _____ No Recommendation
10/14 Date



Purchase Order

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

PO Number: 54157
Issued to: 15756
ALCAN MANAGEMENT LLC

Issued: 10/6/2015
Required: 10/6/2015
Ship to: CITY OF WASHINGTON WAREHOUSE (ELEC)
203 GRIMES ROAD
WASHINGTON, NC 27889

FOB: None

Terms: Net 30

Special Instructions confirming
Electric T&D
Jeff Clark
975-9315

Inventory #	Item Description	Quantity	UOM	Unit Price	Extended
	Herbicide applied to 1/3 of system right of ways	1.0	EA	\$28,000.00	\$28,000.00
Sub Total					\$28,000.00
Total Tax					\$0.00
Shipping					\$0.00
Total					\$28,000.00

Account Number	Account Description	Amount
35-90-8380-4501	CONTRACT SERVICE-TREE TRIMMING	\$28,000.00
Total		\$28,000.00

9

Finance Officer

Purchasing Agent



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: October 19, 2015
Subject: Purchase Order Approval
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council award the contract to The Soundside Group, to replace network switches in the amount of 20,582.

BACKGROUND AND FINDINGS:

These items are on-going expenses for our network and are included in our budget for fiscal year 2015/2016.

#54164, The Soundside Group, \$20,582 to replace network switches as budgeted.

PREVIOUS LEGISLATIVE ACTION

FY 2015/16 Budget

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Purchase Orders

City Manager Review: 1/3/14 Concur _____ Recommend Denial _____ No Recommendation
10/14 Date



Purchase Order

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

PO Number: 54164

Issued to: 9891

THE SOUND SIDE GROUP INC.

128 CYPRESS ROAD

MERRY HILL, NC 27957

Issued: 10/8/2015

Required: 10/8/2015

Ship to: CITY OF WASHINGTON CITY HALL (FINANCE)

102 EAST SECOND STREET

WASHINGTON, NC 27889

FOB: None

Terms: Net 30

Special Instructions Please give PO to David to scan & email

Cisco Catalyst 3750x-48pf-s switch

10-00-4132-7400 / \$5,145.50 ea

30-90-6610-7400 / \$5,145.50 ea

32-90-6610-7400 / \$5,145.50 ea

35-90-6110-7400 / \$5,145.50 ea

Inventory #	Item Description	Quantity	UOM	Unit Price	Extended
	Cisco Catalyst 3750X-48PF-S Switch - managed - 48x	2.0	EA	\$2,572.75	\$5,145.50
	Cisco Catalyst 3750X-48PF-S Switch - managed - 48x	2.0	EA	\$2,572.75	\$5,145.50
	Cisco Catalyst 3750X-48PF-S Switch - managed - 48x	2.0	EA	\$2,572.75	\$5,145.50
	Cisco Catalyst 3750X-48PF-S Switch - managed - 48x	2.0	EA	\$2,572.75	\$5,145.50

Sub Total	\$20,582.00
Total Tax	\$0.00
Shipping	\$0.00
Total	\$20,582.00

Account Number	Account Description	Amount
10-00-4132-7400	EQUIPMENT PURCHASES	\$5,145.50
30-90-6610-7400	CAPITAL OUTLAY	\$5,145.50
32-90-6610-7400	CAPITAL OUTLAY	\$5,145.50
35-90-6610-7400	CAPITAL OUTLAY	\$5,145.50

Total	\$20,582.00
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Finance Officer

Purchasing Agent

October 12, 2015

Optimist Club of Washington
President – Patty Peebles
PO Box 1174
Washington, NC 27889

City Council
Washington, NC 27889

Dear Council member,

This Optimist Club of Washington respectfully requests that the fees to rent the soccer fields for a tournament on November 14th be waived.

Our tournament is part of the Eastern Athletic Conference for recreational level teams which includes Edenton, Perquimans, Williamston, Currituck and Washington. The minimal fees for team registration and admission are governed by the EAC directors. We are allowed to charge \$90 per team registration and admission of \$3 for adults and \$2 for students and under 5 are free. These are minimum fee amounts unlike travel leagues that charge \$400/\$500 per team to participate and have \$7-8 gate admittance fees.

Once we pay referees, equipment, insurance and trophies there is very little, if any, profit from the tournament. We would probably lose money if we have to pay the city to rent the soccer fields as is the current city policy. There is a potential for about 20 teams to be participating in the Tournament in four divisions. Signups are in process and we won't know the total teams until later this month.

If you need further information, please let me know.

Respectfully submitted for your review.

Regards,

Patty

Patty Peebles
President Optimist Club of Washington
252-927-4806



HUMAN RELATIONS COUNCIL

Human Relations Council (HRC) report for the month of Sept Monday October 12, 2015 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: None

OLD BUSINESS:

Update – ‘National Night Out’ and 2015 Pro’s Week: Lt. Chrismon, Police & Fire Services, provided the update voicing the event was a great success and thanked HRC for their support. Lt. Chrismon shared it appears this event gets larger every year and WPD & Fire Service is grateful for the support from the community.

Update – Housing Symposium: Board member Recko was absent and Lt. Chrismon provided this update. Lt. Chrismon noted there is 1000 properties available in Beaufort County and ‘yes’ there is a waiting list. During the Housing Symposium, Mr. Recko stated they are not receiving applications at this time. It was suggested to look at the timeframe because the majority of the community is working during the hour the event was scheduled this year. The event does not seem to be reaching the intended audience when scheduled during the day.

NEW BUSINESS: None

OTHER BUSINESS:

FYI – All FYI items and reminders were discussed inclusive of the July 14, 2015 report submitted to City Council, financial report.

OPEN DISCUSSION:

Chairman St. Clair thanked Board member Hammons for stepping in for her during the Housing Symposium.

Lt. Chrismon announced the Grant Award received by the City to make Havens Gardens handicapped accessible.



City of Washington
NORTH CAROLINA

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: October 12, 2015
Subject: Appointment to Washington Housing Authority
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

(Mayor Hodges)

As Mayor, I hereby appoint _____ to the Washington Housing Authority to fill the un-expired term of Yvonne Saleem, term to expire June 30, 2018.

BACKGROUND AND FINDINGS:

Pursuant to state law, the Mayor makes appointments to the Washington Housing Authority.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Application

Requested Board Washington Housing Authority

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

NAME Mark C. Everett

ADDRESS 734 W. 2nd Street Washington, NC 27889

PHONE (WORK) (919) 274-8572 (HOME) _____

E-MAIL ADDRESS mceverett22@yahoo.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 5 YEARS

YEARS OF EDUCATION 16

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

IF YES, PLEASE INDICATE N/A

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A
BOARD/COMMISSION? Yes IF YES, EXPLAIN There could be occasions in my

role as a commercial real estate broker, that I may have a conflict, or appearance of such. However,
in those cases, I would recuse myself from discussion and voting on such matters.

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

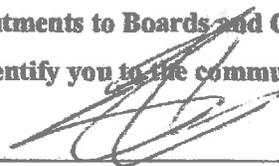
Over 25 years of professional experience in various aspects of real estate, including financing,
valuation, brokerage, development, entitlement and planning issues. I spent 6 years on the city of
Raleigh Planning Commission, serving as chair of various committees and one year as commission
chair.

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.

Date

9/22/15

Signature





REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: October 12, 2015
Subject: Appointment to Human Relations Council
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council appoint _____ to the Human Relations Council, to fill a vacant position, term to expire June 30, 2018.

BACKGROUND AND FINDINGS:

Advertisements were published for vacancies for expiring terms on various boards, commissions, and committees. Nominations will be made by the Council liaison (**William Pitt**) at the October 19, 2015 Council meeting.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Application

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

Name Tammie Lawrence

Address PO Box 462 Washington, NC 27889

Phone Numbers N/A (Business) ⁽⁹⁵⁷⁾ 403-8371 (home or both)

Email Address tlawr01@yahoo.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).

N/A

Do you anticipate a conflict of interest by serving as a member of the Human Relations Council? () yes no

If yes, please explain. N/A

Please state the reasons why you feel qualified for this appointment.

I possess the following qualities: dependable, honest, trustworthy, compassionate, a team player, good advocate, communicator and reliable. I would love to be a voice for the people of Beaufort County.

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.

Tammie Lawrence
(Signature)

10/10/2015
(Date)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Bobby E. Roberson, Interim City Manager
Date: 10/19/15
Subject: Extension of 34.5kV Line to the Washington/Beaufort County Industrial Park
Applicant Presentation: Brian Alligood, County Manager
Staff Presentation: Bobby E. Roberson, Interim City Manager

RECOMMENDATION:

I move that the City Council approve the proposed joint project to extend the 34.5kV electric line to the Industrial Park using County IDF funds remaining in the Page Road Extension project and allowing City forces to construct the extension.

BACKGROUND AND FINDINGS:

The Industrial Park is currently served by a 12.5kV electric line (green line located on attached map) that runs from US 17 down Cherry Run Road to Leggett Road.

PREVIOUS LEGISLATIVE ACTION

Beaufort County received a NC Department of Commerce Industrial Development Fund (IDF) grant to extend Page Road from its current terminus to Leggett Road. This extension will help with traffic flow to and from the Industrial Park and provide for a safer access onto US 264 (map attached). The accepted bid for the construction of the extension was below the engineer's estimate and including contingency. Therefore approximately \$100,000 is available in the project budget funds after the original scope of the project is completed.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS:

- Letter from County Manager, Brian Alligood
- Maps
- Estimate from Electric Director to complete the proposed project
- Bid

City Manager Review: 1300 Concur Recommend Denial No Recommendation
10/14 Date October 19, 2015

BOARD OF COMMISSIONERS

Gary L. Brinn, Chairman
Jerry Langley, Vice Chairman
Frankie Waters
Ronald Buzzeo
Ed Booth
Robert Belcher
Hood Richardson



COUNTY OFFICIALS

Brian M. Alligood, County Manager
Katie Mosher, Clerk to the Board
Mark Newsome, Finance Director
David Francisco, County Attorney

BEAUFORT COUNTY
NORTH CAROLINA

Extension of 34.5 kV Electric Line to the Washington/Beaufort County Industrial Park

Background: Beaufort County received a NC Department of Commerce Industrial Development Fund (IDF) grant to extend Page Road from its current terminus to Leggett Road. This extension will help with traffic flow to and from the Industrial Park and make access to US 264 more safe (see attached map). The accepted bid for the construction of the extension was below the engineer's estimate and including contingency should allow approximately \$100,000 in available project budget funds after the original scope of the project is completed.

Pronamics recently sold its facility in the Park to Flanders Solutions. Flanders Solutions supplies glass media to Flanders Filters for its manufacturing operations. Due to its glass spinning operation, Flanders Solutions production is impacted severely when an electrical outage or blip occurs. It usually causes the entire current production run to be wasted. They are working with a vendor to help provide a solution to this issue internally at the facility, but there is also a proposed utility supply project that will help as well.

The Park is currently served by a 12.5kV electric line (green line on the attached map) that runs from US 17 down Cherry Run Road to Leggett Road. This line is susceptible to outages and blips due to the exposure it has along the route. It is proposed that the existing 34.5kV electric line on Page Road (pink line on map) be extended to the Park (red line on map). This extension will be in existing rights-of-way and can be overbuilt along the 12.5kV section that currently serves the Park. It is my understanding that this extension is already a part of the City's long term electric plan. The 34.5kV extension is off the existing transmission line that serves the Wharton Station substation and the Flanders Filters facility. It is more robust and less susceptible to outages or blips due to the higher voltage level and the reduced exposure along its route.

Attached is an estimate from the City's Electric Director to complete the proposed project. It is the County's intent to use the remaining funds from the IDF grant to help pay for the extension. We have received tentative approval from NC Commerce to modify the existing scope of the project to include the electric line extension. Flanders Solutions is proposing to expand its currently facility by 12,000 SF and 62 employees if the electric issue can be resolved. In order to complete the project with the anticipated funds, the City would need to allow its forces to construct the line as in-kind work. It is anticipated that with the proposed facility expansion the City would see a return of its investment within a year of the expansion going on line.

Request: Approving the proposed joint project to extend the 34.5kV electric line to the Industrial Park using County IDF funds remaining in the Page Road Extension project and using City forces to construct the extension.



Google earth



Mayor
Mac Hodges

Interim City Manager
Bobby Roberson



Washington City Council
Larry Beeman
Richard Brooks
Doug Mercer
William Pitt

2 October 2015

Mr. Brian Alligood, County Manager
Beaufort County, North Carolina
121 West Third Street
Washington, North Carolina 27889

Re: Electric Feeder Extension Estimate

Dear Mr. Alligood:

Please find contained herein the estimate for the extension of the City of Washington's electric distribution feeder north along the extension of Page Road to the Washington-Beaufort County Industrial Park. The estimate is based on outside engineering designing the project and power line contractors constructing the feeder.

Based on our conversations I would like to utilize the City's engineering and construction staff to design and build the feeder extension. This would the project to be completed for approximately \$103,500 instead of the \$217,801 estimate. I ask that the county approach the Washington City Council and make an appropriate request.

Please advise if you have any questions.

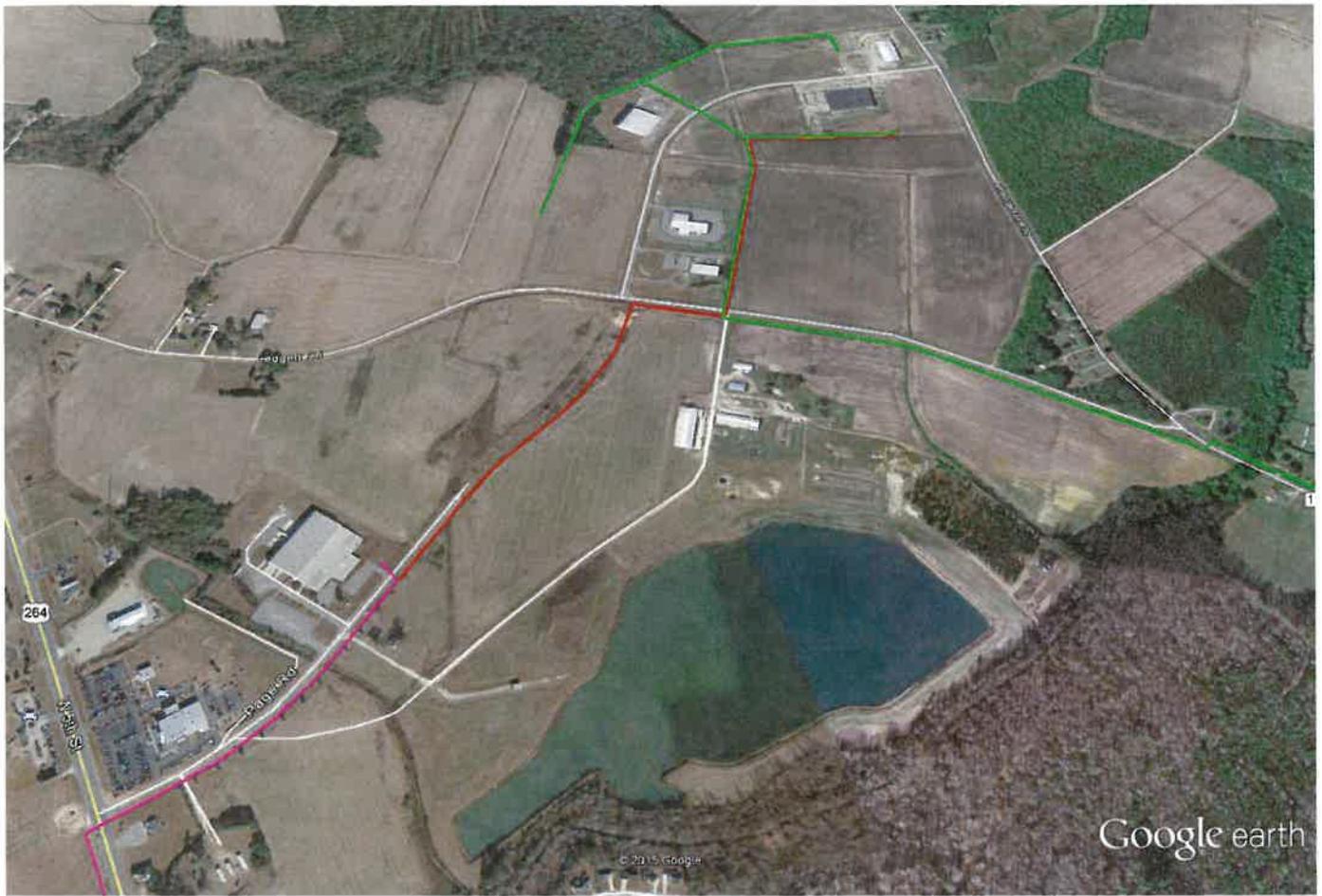
Sincerely,

Keith Hardt, P.E.
Director, Washington Electric Utilities

c: Bobby Roberson, Interim City Manager
Alston Tankard, Electric Engineer

Owner:	City of Washington	Date:	10/2/2015
Facility:		Estimated By:	KAH
Project:	Industrial Park Feeder Extension	Project Number:	
Description	Extend 34.5 kV Feeder along Page Road to the Washington-Beaufort County Industrial Park		

Distribution Upgrades						
Line Item	Item or Construction Unit	Quantity	Unit	Labor & Equipment Cost	Material Cost	Extended Cost
1	New Construction; 3 ϕ 336.4 ACSR; 34.5 kV Transmission	0.94	mi	\$ 81,384	\$ 110,106	\$ 180,001
					Contingencies	\$ 18,000
					Engineering, General and Administrative	\$ 19,800
					Total	\$ 217,801



Google earth





REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: David Carraway, Network Administrator
Date: October 6, 2015
Subject: GIS Project Implementation Agreement
Applicant Presentation: N/A
Staff Presentation: David Carraway

RECOMMENDATION:

I move the City Council authorize the City Manager to execute a Professional Services Consulting Agreement with Withers Ravenel, Inc. to implement Phase 2 of the GIS project and approve the corresponding purchase order.

BACKGROUND AND FINDINGS:

The City's GIS data base was last updated in 2007. The initial phase of the project included connecting with the counties GIS system, providing a mechanism for regular updates, updating the city's GIS data layers, integration with our computer servers, and planning/inspections staff training. Phase 1 (planning & zoning) of this multiple year project was completed this past year. Phase 2 will consist of converting all Public Works data over to a GIS format and begin to maintaining that data in a city-wide GIS. Phase 2 is included in the FY 2015-16 budget and will be funded at a total cost of \$24,200 with \$12,100 – water (30-90-6610-7400) & \$12,100 – sewer (32-90-6610-7400). Phase 3 will include Electric Utilities and will be included in the FY 2016-17 budget proposal.

PREVIOUS LEGISLATIVE ACTION

FY 2015/16 BUDGET

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Agreement

City Manager Review: 1/30 Concur _____ Recommend Denial _____ No Recommendation
10/14 Date

STANDARD FORM OF AGREEMENT BETWEEN THE CITY OF WASHINGTON AND
CONSULTANT FOR PROFESSIONAL CONSULTING SERVICES

This is an agreement between:

CITY OF WASHINGTON

“CITY”

AND

WITHERSRAVENEL, INC. (WR), a North Carolina Corporation

“CONSULTANT”

The CITY and CONSULTANT in consideration of their mutual covenants herein agree in respect of the performance or furnishing of professional consulting services by CONSULTANT and the payment of those services by the CITY as set forth in individually executed Task Orders which are attached and made a part of the Agreement. Execution of this Agreement by CONSULTANT and the CITY constitutes the CITY’S written authorization to CONSULTANT to proceed with the Basic Services described in attached Task Orders. This Agreement will become effective on the date executed by the CITY.

The Standard Terms and Conditions of this Agreement shall be as set forth in EXHIBIT I, which is attached hereto and incorporated into the Agreement by reference.

This Agreement constitutes the entire agreement between the CITY and CONSULTANT and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified or canceled by a duly executed Task Order or other written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date executed by the CITY.

CITY:

CONSULTANT:

Seth E. Swaim, GISP, PLS
WithersRavenel, Inc.

By:

By: 

Date:

Date: 9/18/2015

Title:

Title: Vice President, GIS

Address for giving notices:

Address for giving notices:

115 MacKenan Drive

Cary, North Carolina 27511

September 18, 2015

**TASK ORDER 3
UTILITY DATA CONVERSION AND TRAINING
FOR
THE CITY OF WASHINGTON**

**FURTHER DESCRIPTION OF BASIC CONSULTANTING SERVICES,
AND RELATED MATTERS**

This Task Order dated SEPTEMBER 2015 shall act as a contractual agreement and notice to proceed between the CITY OF WASHINGTON (CITY), and WITHERSRAVENEL, INC (CONSULTANT) for professional consulting services.

1. The Basic Services of the CONSULTANT for this Task Order are as follows:

The CITY now has intentions of continuing to further the GIS program following recommendations in the GIS Master Plan. With the goal of utilizing the GIS data as a planning and future design tool, the next step in that plan is to convert Public Utilities data over to a GIS format and begin maintaining that data in a City-wide GIS. The beginning stages of that task will be to set up a file geodatabase for water and sewer data and then next steps would include conversion, data cleanup where necessary, and staff training.

This Task Order presents the scope of work, schedule and the associated consulting fees for the data updates and training project.

Task 1 Geodatabase Design

- It is recommended to start with the ESRI Local Government Information Model
- Customize the data model to best suit the CITY's current and future needs
- Include one (1) remote database design meeting with relevant staff via GoToMeeting

Task Fee - \$500
Schedule - 1 month

September 18, 2015

Task 2 Conversion of Data

- Standardize CAD Layers and objects to facilitate the conversion of data
- Convert all CAD water, sewer, data features over to GIS format
- Convert all annotation from CAD over to GIS format
- Load all data into the new file geodatabase

Task Fee - \$10,100

Schedule - 2 month

Task 3 GIS Data Cleanup

- Run geometry checks on all data layers in the database
- Snap all pipes to point features and split pipes at all point features
- Run series of analysis to check for topology errors
- Manually review entire systems for errors not caught in automation
- Build Geometric networks on datasets where possible
- Create complete connected water and sewer systems as input data allows

Task Fee - \$8,500

Schedule – 2 month

Task 4 Implementation and Training

- Deliver the final file geodatabase and integrate with City file server
- Provide two (2) days onsite GIS editing and data maintenance training for Public Works staff
- Provide one (1) 1 hour onsite training session for ConnectGIS (while onsite for 2 day training)

Task Fee - \$2000

Items not Included in Tasks or Fees of this Contract

- Upgrade ArcGIS for Desktop from Basic to Standard license for added functionality

(Remainder of this page left blank intentionally)

September 18, 2015

2. The responsibilities of the CITY are as follows:

- Provide full information as to its requirements for the scope of work.
- Assist the CONSULTANT by placing at his disposal all available information pertinent to the scope of work, including previous reports, maps, old drawings, maintenance records and any other data relative to the scope of work.
- Review all project deliverables in a timely manner and forward submittals to CONSULTANT as appropriate.
- Provide facilities for meetings as needed.

3. The method of payment for services rendered by CONSULTANT as additional services is as follows:

The CITY will pay the CONSULTANT for any authorized additional services rendered under this Task Authorization on an hourly basis (or under a subsequent contract addendum) for all personnel assigned to the performance of such services. The hourly rates shall be in accordance with the attached schedule entitled **EXHIBIT II**.

4. Other payment provisions are as follows:

Payment shall become due and payable monthly upon receipt of the CONSULTANT'S itemized invoice. For Basic Services based on a Lump Sum Fee, the monthly invoice shall be based upon the CONSULTANT's estimate of the value of the work completed through the billing period, and shall be accompanied by a detailed breakdown of the labor hours and expenses incurred during the billing period to support the invoice amount.

5. The CITY has established the following special provision and/or other consideration or requirements in respect to this Task Order.

- None

6. The time period for the performance of CONSULTANT's services are as follows:

- 6 months

7. The Terms and conditions of the CONSULTANT are as follows:

- Attachment entitled EXHIBIT I

(Remainder of this page left blank intentionally)

September 18, 2015

8. The method of payment for services rendered by the CONSULTANT shall be set forth as follows:

The CONSULTANT will perform the tasks outlined above for a NOT-TO-EXCEED FEE OF TWENTY FOUR THOUSAND TWO HUNDRED DOLLARS (\$24,200).

Total Tasks 1 - 4.....\$21,100
Project Management.....\$3,100
Total Project Not-To-Exceed Fee of.....\$24,200

IN WITNESS WHEREOF, the parties have executed this Task Order on this _____ day of _____, 2015.

CITY	CONSULTANT
By: _____	By: <u>Seth E. Swaim</u>
Name: _____	Name: <u>Seth E. Swaim, GISP, PLS</u>
Title: _____	Title: <u>Vice President, GIS</u>
Date: _____	Date: <u>September 18, 2015</u>

(Remainder of this page left blank intentionally)

September 18, 2015



EXHIBIT I

Standard Terms and Conditions WithersRavenel, Inc.

1. **CHANGE OF SCOPE:** The scope of Services set forth in the CONTRACT is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by OWNER. For some projects involving conceptual or process development services, the scope may not be fully definable during initial phases. As the Project progresses, facts discovered may indicate that the scope must be redefined. OWNER acknowledges that in such instances, the scope of the project and compensation therefore may need to be amended. Should the parties be unable to agree on the change of scope and/or price, then either party shall have the right to terminate this Agreement without further notice to the other party.
2. **TERMINATION/SUSPENSION:** Either party may terminate this Agreement, with or without cause, upon 30 days written notice to the other party. OWNER shall pay WithersRavenel, Inc. (WithersRavenel) for all Services rendered prior to termination, all reimbursable expenses, plus any expenses of termination.
3. **DEFAULT:** In the event either party defaults in its obligations under the Agreement (including OWNER'S obligation to make the payments required hereunder), written notice shall be given to the defaulting party identifying the default, and granting 7 days to the defaulting party to cure such default completely, or to commence such cure and diligently continue the same. Failure of the defaulting party to cure such default or commence the cure within such time limit, shall entitle the non-defaulting party to terminate this Agreement without further notice. In the event of termination by WithersRavenel as a result of OWNER'S default and failure to cure the same, WithersRavenel shall be entitled to be paid for all services rendered prior to termination, all reimbursable expenses, plus any expenses of termination.
4. **INDEMNIFICATION:** OWNER and WithersRavenel shall mutually indemnify and save each other harmless from and against loss, damage, injury, costs (including attorneys fees and cost of investigation), or liability to the extent arising from the negligent acts or omissions of each other and their respective employees, subcontractors, and agents acting in the course and scope of their employment.
5. **LIMITATIONS OF LIABILITY:** No employee or agent of WithersRavenel shall have individual liability to OWNER. OWNER agrees that, to the fullest extent permitted by law, WithersRavenel' total liability to OWNER for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the services encompassed by this Agreement from any causes including, but not limited to, WithersRavenel negligence, errors, omissions, strict liability, breach of contract, or breach of warranty, and whether claimed directly or by way of contribution shall be limited to \$100,000 under this Agreement.
6. **CONSTRUCTION REVIEW:** If construction administration and review services are requested by the OWNER, OWNER agrees to hold WithersRavenel harmless from any claims resulting from performance of construction- related services by persons other than WithersRavenel, and OWNER acknowledges that such administration, review, or interpretation of construction documents by WithersRavenel shall not relieve the related contractor from liability in regard to his duties and responsibilities for compliance with the engineering standards for the project.
7. **JOB SAFETY:** OWNER acknowledges the services provided by WithersRavenel do not include responsibility for inspection of safety conditions on the job site, and WithersRavenel shall not, as permitted by law, be responsible for inspecting, viewing, or looking for potential job safety violations or notifying CLIENT of the same.
8. **OPINIONS OF CONSTRUCTION COST:** Any opinion of construction costs prepared by WithersRavenel is supplied for the general guidance of the OWNER only, and OWNER recognizes that such opinion is based upon limited information, is intended as an estimate only, and is dependent upon various outside factors. Since WithersRavenel has no control over competitive bidding or market conditions, WithersRavenel cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER, and WithersRavenel shall not be responsible for any difference between WithersRavenel's opinion and estimated or actual construction costs.
9. **HIDDEN CONDITIONS:** WithersRavenel shall not be responsible for the existence of any Hidden or Concealed Conditions, nor any damage to persons or property resulting therefrom, the existence of which was unknown to WithersRavenel and could not easily have become known by reasonable visual observation.
10. **OWNERSHIP OF DOCUMENTS:** All reports, drawings, plans, files, including CADD files, computer generated documents, or any other documents produced by WithersRavenel as part of this Agreement shall remain the property of WithersRavenel and may not be used by OWNER for any other purpose or project without the written consent of WithersRavenel. In the event OWNER uses any WithersRavenel generated documents without written consent of WithersRavenel, then OWNER shall hold WithersRavenel harmless from and against any and all claims, damages, losses and expenses related to or attributed to the unauthorized use of such documents. All reports, drawings, plans, contracts, or other documentation provided by OWNER to WithersRavenel for purposes of this Agreement shall not be provided by WithersRavenel to any other third party without OWNER's consent.
11. **ASSIGNMENT AND SUBCONTRACTING:** This Agreement shall not be assigned by either party without the prior written approval of the other. WithersRavenel may, however, subcontract portions of the services to a qualified subcontractor without prior approval of OWNER.
12. **DISPUTE RESOLUTION:** All claims, disputes, and other matters in question between the parties to this Agreement, arising out of or relating to this Agreement or the breach thereof, shall be decided by binding arbitration in accordance with the then most current rules of the American Arbitration Association, unless the parties mutually agree otherwise.
13. **ATTORNEY FEES:** In the event any action is brought to enforce the terms of this Agreement, the prevailing party shall be entitled to recover as part of its damages its reasonable legal costs, expenses, and attorney fees from the other party.
14. **AMENDMENT:** This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.
15. **NO WAIVER:** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.
16. **SEVERABILITY:** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.
17. **GOVERNING LAW:** This Agreement shall be governed and construed in accordance of the laws of the state of North Carolina.



EXHIBIT II
FEE & EXPENSE SCHEDULE

Labor Code	Description	Hourly Rate
Civil		
PR	Principal	175
TC	Senior Technical Consultant	160
SP	Senior Project Manager	145
PM	Project Manager	130
SR	Senior Project Professional	120
PE	Project Professional	110
EN	Staff Professional	100
SD	Senior Civil Designer	105
DE	Civil Designer	95
CD	CAD Technician	75
CM	Construction Manager	115
IN	Construction Observer	70
RP	Resident Project Representative	85
Planning & Landscape Architecture		
ZE	Zoning Consultant	160
LS	Senior Project Manager	145
PM	Project Manager	130
SR	Senior Project Professional	120
LA	Project Professional	110
LD	Landscape Designer	95
LP	Land Planner	85
PT	Planning Technician	75
Surveying		
PS	Survey Director	150
SM	Survey Project Manager	120
SB	Project Surveyor	100
SS	Survey Staff Professional	85
ST	Survey Technician	75
S3	Survey Crew - 3 Person	165
S2	Survey Crew - 2 Person	130
S1	Survey Crew - 1 Person	115
SV	Survey Crew Supervisor	70
Administrative		
RS	Records Research	60
CL	Clerical	60
OA	Office Administration	50

Labor Code	Description	Hourly Rate
Environmental		
P5	Environmental Project Professional V	140
P4	Environmental Project Professional IV	125
P3	Environmental Project Professional III	115
P2	Environmental Project Professional II	105
P1	Environmental Project Professional I	100
E3	Environmental Staff Professional III	95
E2	Environmental Staff Professional II	85
E1	Environmental Staff Professional I	75
T3	Environmental Technician III	70
T2	Environmental Technician II	65
T1	Environmental Technician I	60
EO	Environmental Clerk II	50
EA	Environmental Clerk I	45
WB	Senior Biologist/Wetlands Scientist	110
BI	Biologist/Wetlands Scientist	85
Geological		
HG	Senior Hydrogeologist	150
G1	Project Geologist	95
GT	Staff Geologist	85
GIS		
GG	GIS Manager	150
GH	GIS Specialist	100
GS	GIS Technician III	85
GC	GIS Technician II	70
GB	GIS Technician I	55
GM	GPS Crew	80
Expenses		
Bond Prints		\$1.50 / Sht
Mylar Prints		\$10.00 / Sht
Mileage		Per IRS
Subcontractor Fees		Cost x 1.10
Expenses (Repro., Permits)		Cost x 1.10
Courier Fees		\$25
Fed-Ex Packages		
Item:	Standard	Overnight
Letter	\$19.50	\$24.50
Tube	\$29.50	\$34.50

Effective August 1, 2015 – Schedule is subject to change



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: October 19, 2015
Subject: 7th Street Gym Roof Replacement
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council award the bid to Etheridge Roofing Inc. in the amount of \$47,575.19 to replace the gymnasium roof at the Bobby Andrews Recreation Center and approve the accompanying purchase order subject to the bid specifications.

BACKGROUND AND FINDINGS:

The gymnasium roof has been coated and recoated multiple times to extend its life and is in need of replacement. \$54,000 is budgeted for this project.

The scope of work is attached.

PREVIOUS LEGISLATIVE ACTION

FY 2015/2016 Budget

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

- Bid Tab
- Scope of Work
- Requisition

City Manager Review: 1900 Concur _____ Recommend Denial _____ No Recommendation
10/14 Date

BID TABULATION

Bid for: 7th Street Recreation Gym Roof
Opened: 2:00 PM, Monday
September 22, 2015

<u>Item</u>	<u>Description</u>	<u>Curtis Roofing</u>	<u>Etheridge Roofing, Inc.</u>	<u>CSI</u>
1	TPO Roofing	\$49,748.15	\$47,575.19	\$51,980.00

Recommendation: The recommended vendor would be Etheridge Roofing, Inc.

Signed: Michael Whaley

ROOF RESTORATION

7th Street Gym Upper Roof

SCOPE OF WORK:

- I. The work shall include the following but not limited to:
1. Provide gymnasium floor protection with 6-mil poly sheet.
 2. Remove all existing built up roof system and components down to the metal decking.
 3. Repair metal decking that is damaged or deteriorated.
 4. Repair or replace any wood nailers.
 5. Provide spotters in the gym to help prevent any fasteners from penetrating the electrical conduit system.
 6. Prepare metal decking for insulation and install 1" ISO board.
 7. Install a 1/8" tapered insulation system to divert water.
 8. Due to the fact that the gym is not heated or cooled with an HVAC system, this will be classified as a Low Energy Use Building.
 9. Attach insulation boards with 3" plates and fasteners.
 10. Mechanically attach new .045 mil TPO membrane over insulation board with 2 - 3/8" seam plates 12" on center.
 11. Membrane to be a minimum 5 1/2" overlap plus hot air weld to seam.
 12. Membrane to be properly secured per manufacturer recommendations.
 13. Flash and seal all curbs, pockets and pipe penetrations.
 14. Fabricate and install the drip edge around the perimeter.
 15. Hot air weld and install sealant to complete job.
 16. Remove all debris and rework the grounds to their existing state.
 17. Inspections will require specifications from the manufacturer on fastener attachment system due to the fact that Washington is a 110 mph wind zone.



Purchase Order

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

PO Number: 54096
Issued to: 15737

Issued: 9/23/2015
Required: 9/23/2015

ETHERIDGE ROOFING INC,
1211 TARBORO STREET SW
WILSON, NC 27893

Ship to: WASHINGTON PARKS & RECREATION
310 W MAIN STREET
WASHINGTON, NC 27889

FOB: None Terms: Net 30

Special Instructions Recreation Dept., Mike Whaley, 252-975-9308.

Inventory #	Item Description	Quantity	UOM	Unit Price	Extended
	Labor and material to remove all the old roofing down to the metal decking, install 1" ISO board and 1/8" tapered insulation, mechanically attach .045 mil TPO membrane roofing. Installation to meet the 120 mph wind for this area. Installer to pay for all permits and fees. Will supply protection to gym floor while roof is being replaced. Will supply dumpster to clean up all old material and clean up each day before leaving site.	1.0	EA	\$47,575.19	\$47,575.19

Sub Total	\$47,575.19
Total Tax	\$0.00
Shipping	\$0.00
Total	\$47,575.19

Account Number	Account Description	Amount
10-40-6121-7400	EQUIPMENT PURCHASES	\$47,575.19

Total	\$47,575.19
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Finance Officer

Purchasing Agent

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT. THIS DOCUMENT IS GOVERNED BY THE PROVISIONS OF NCGS, CHAPTER 25 UNIFORM COMMERCIAL CODE ARTICLES 1-206 ES.

Received By: _____

Date Received: _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director
Date: October 19, 2015
Subject: Mid East Administrative Services Agreement for Rural Economic Infrastructure Grant- Hotel Project
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council authorize the Mayor to execute an Administrative Services Agreement with the Mid East Commission to administer the Rural Economic Infrastructure Grant for the Hotel Project.

BACKGROUND AND FINDINGS:

Award notification was received August 21st and grant contract documents will be issued within 90 days of award. The cost of administering the grant is being split with Beaufort County.

PREVIOUS LEGISLATIVE ACTION

Application approval, pre-application administrative agreement

FISCAL IMPACT

Currently Budgeted Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Administrative Services Agreement

City Manager Review: *Bak* Concur Recommend Denial No Recommendation
10/14 Date

AGREEMENT BETWEEN
CITY OF WASHINGTON AND MID-EAST COMMISSION
FOR
ADMINISTRATIVE SERVICES
NC DOC RURAL ECONOMIC DEVELOPMENT DIVISION
ECONOMIC INFRASTRUCTURE PROGRAM GRANT for "Hotel Project"

THIS AGREEMENT, made the 12th day of October, 2015, by and between the City of Washington, herein after referred to as CITY, and the Mid-East Commission, herein after referred to as the MEC.

WHEREAS, the CITY has received grant funding from the North Carolina Rural Economic Development Division to extend infrastructure to serve the "Hotel Project";

WHEREAS, the CITY has need of administrative assistance to assist the CITY with grant reporting, requisition and financial tracking requirements;

NOW, THEREFORE, the CITY and the MEC in consideration of mutual covenants hereinafter set forth, agree as follows:

SECTION A

The proposed administrative services shall include but not be limited to the following activities:

- General Administration
- Quarterly/ Final Report Preparation
- Prepare documentation, Forms, Paperwork for Reimbursement from Funding Agency
- Maintain Continuous Budget and Funds Expended
- Prepare and Submit Closeout Documentation

SECTION B

The MEC agrees to furnish personnel, equipment, and materials necessary to accomplish project administrative activities as needed and requested by the CITY.

SECTION C

The CITY shall furnish the consultant a copy of all project related invoices. Invoices shall include engineering fees, inspection fees, attorney fees, material cost, advertisement fees, contractor billings, etc. All information shall be provided in a timely manner.

SECTION D

The CITY shall compensate the MEC for administrative services a lump sum total of \$6,000. Four invoices for \$1,500 each will be submitted at 25%, 50%, 75% and 100% of construction completion. Payment shall be made upon presentation of an invoice by the MEC to the CITY.

IN WITNESS THEREOF they have executed this agreement.

City of Washington

Mid-East Commission

Jay MacDonald Hodges, Mayor

Bryant Buck, Executive Director

ATTEST

October 19, 2015 ATTEST
Page 56 of 68



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Mac Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: October 19, 2015
Subject: Adopt a Budget Ordinance Amendment for Outstanding Purchase Orders from FY 14/15
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council adopt a budget ordinance amendment for purchase orders outstanding from fiscal year 2014-2015 that are being brought forward into fiscal year 2015-2016 for payment.

BACKGROUND AND FINDINGS:

At the close of fiscal year 2014-2015 the City had the following amount of outstanding purchase orders, by fund, issued for service contracts and merchandise:

General Fund	\$136,646
Water Fund	47,212
Sewer Fund	1,394
Storm Water Fund	16,096
Electric Fund	296,760
Airport Fund	3,488
Façade Grant Fund	<u>6,000</u>
Total	\$ 507,596

Funding for these outstanding purchase orders is restricted in fund balance at June 30, 2015. Therefore, the funding needs to be appropriated in the current fiscal year for spending.

PREVIOUS LEGISLATIVE ACTION

2014-2015 adopted budget and amended budget.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

- Open Purchase Order Listing
- Budget Ordinance Amendment

City Manager Review: *msw* Concur _____ Recommend Denial _____ No Recommendation _____
10/14 Date

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

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

Section 1. That the following amounts are hereby appropriated for spending in FY 15/16 in order to satisfy existing contracts, grant obligations, and purchase orders at the end of last fiscal year.

Schedule A. General Fund

Information Systems	847
Economic Development	4,000
Police	3,591
Planning/Zoning	37,850
Streets	67,500
Powell Bill	13,432
Rec Centers	3,500
Senior Programs	5,895
Parks & Grounds	<u>31</u>
Total	\$136,646

Schedule B. Water Fund

Water Construction	\$46,031
Water Treatment	<u>1,181</u>
Total	47,212

Schedule C. Sewer Fund

Wastewater Treatment Plant	\$1,394
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Schedule D. Storm Water Fund

Storm Water Drainage Operations	\$16,096
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Schedule E. Electric Fund

Meter Services	19,855
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Substation Maintenance	7,048
Power Line Construction	<u>269,857</u>
Total	\$296,760

Schedule F. Airport Fund

Operations	\$3,488
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Schedule G. Façade Grant Fund

Grants	\$6,000
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Section 2. That the following revenues be increased in the respective amounts to meet the foregoing obligations:

General Fund Balance Appropriated	136,646
Water Fund Balance Appropriated	47,212
Sewer Fund Balance Appropriated	1,394
Storm Water Fund Balance Appropriated	16,096
Electric Fund Balance Appropriated	296,760
Airport Fund Balance Appropriated	662
Vision 100 Grant 36237.38.11.1	2,826
Façade Grant Fund Balance Appropriated	<u>6,000</u>
Total	507,596

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 19th day of October, 2015.

MAYOR

ATTEST:

CITY CLERK

PO #	Status	Date	Vendor Name	Account Number	Account Name	Encumbered	Liquidated	Balance
53475	Open	5/26/2015	THE SOUND SIDE GROUP INC.	10-00-4132-4501	PROGRAM ENHANCEMENTS	54.00	0.00	54.00
53475	Open	5/26/2015	THE SOUND SIDE GROUP INC.	10-00-4132-4501	PROGRAM ENHANCEMENTS	38.00	0.00	38.00
53475	Open	5/26/2015	THE SOUND SIDE GROUP INC.	10-00-4132-4501	PROGRAM ENHANCEMENTS	4.96	0.00	4.96
53475	Open	5/26/2015	THE SOUND SIDE GROUP INC.	10-00-4132-4501	PROGRAM ENHANCEMENTS	75.00	0.00	75.00
53475	Open	5/26/2015	THE SOUND SIDE GROUP INC.	10-00-4132-4501	PROGRAM ENHANCEMENTS	75.00	0.00	75.00
53475	Open	5/26/2015	THE SOUND SIDE GROUP INC.	10-00-4132-4501	PROGRAM ENHANCEMENTS	<u>600.00</u>	<u>0.00</u>	<u>600.00</u>
					Total	846.96	0.00	846.96
53357	Open	5/5/2015	MASLYK AVIATION CONSULTING	10-00-4650-0400	PROFESSIONAL SERVICES	4,000.00	0.00	4,000.00
					Total	4,000.00	0.00	4,000.00
53376	Open	6/20/2015	GT WORLD	10-10-4310-1500	MAINT/REPAIR BUILDINGS	1,240.00	0.00	1,240.00
					Total	1,240.00	0.00	1,240.00
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	34.95	0.00	34.95
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	5.00	0.00	5.00
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	71.90	0.00	71.90
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	142.95	0.00	142.95
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	142.95	0.00	142.95
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	39.95	0.00	39.95
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	39.95	0.00	39.95
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	39.95	0.00	39.95
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	89.95	0.00	89.95
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	69.90	(69.45)	0.45
53064	Open	2/10/2015	AMERICAN UNIFORM SALES	10-10-4310-3600	UNIFORMS	<u>142.95</u>	<u>0.00</u>	<u>142.95</u>
					Total	820.40	(69.45)	750.95
53627	Open	6/20/2015	GT WORLD	10-10-4310-4500	CONTRACT SERVICES	1,600.00	0.00	1,600.00
					Total	1,600.00	0.00	1,600.00
53053	Open	2/9/2015	SYBIL H. ARGINTAR	10-10-4910-0400	PROFESSIONAL SERVICES	11,000.00	(6,750.00)	4,250.00
53140	Open	3/4/2015	SYBIL H. ARGINTAR	10-10-4910-0400	PROFESSIONAL SERVICES	<u>4,000.00</u>	<u>0.00</u>	<u>4,000.00</u>
					Total	15,000.00	(6,750.00)	8,250.00
53386	Open	5/12/2015	LAND DESIGN INC.	10-10-4910-7400	EQUIPMENT PURCHASES	29,600.00	0.00	29,600.00
					Total	29,600.00	0.00	29,600.00
53574	Open	6/9/2015	MARTIN MCGILL INC.	10-20-4510-0400	PROFESSIONAL SERVICES	67,500.00	0.00	67,500.00
					Total	67,500.00	0.00	67,500.00
52538	Open	9/12/2014	S.T. WOOTEN CORPORATION	10-20-4511-4500	STREET PAVING	15,000.00	(8,361.48)	6,638.52
					Total	15,000.00	(8,361.48)	6,638.52
53058	Open	2/10/2015	READY MIX CONCRETE CO.	10-20-4511-5600	MATERIALS	10,000.00	(5,285.42)	4,714.58
53421	Open	5/14/2015	GARRIS GRADING & PAVING	10-20-4511-5600	MATERIALS	<u>6,500.00</u>	<u>(4,422.02)</u>	<u>2,077.98</u>
					Total	16,500.00	(9,707.44)	6,792.56
53367	Open	5/6/2015	HORTON CONTRACTORS INC.	10-40-8121-1500	MAINT/REPAIR BUILDING	3,500.00	0.00	3,500.00
					Total	3,500.00	0.00	3,500.00

PO #	Status	Date	Vendor Name	Account Number	Account Name	Encumbered	Liquidated	Balance
53655	Open	6/25/2015	DELL	10-40-6123-1604	MAINT/REPAIR EQUIPMENT	3,700.00	0.00	3,700.00
					Total	3,700.00	0.00	3,700.00
53655	Open	6/25/2015	DELL	10-40-6123-4504	MID-EAST GRANT OPERATIONS	2,194.90	0.00	2,194.90
					Total	2,194.90	0.00	2,194.90
53594	Open	6/10/2015	D & H EQUIPMENT	10-40-6130-1502	MAINT/REPAIR EQUIPMENT	30.08	0.00	30.08
					Total	30.08	0.00	30.08
52497	Open	9/03/2014	HACH COMPANY	30-90-8100-3303	LABORATORY SUPPLIES	4,907.80	(4,045.46)	862.34
52497	Open	9/03/2014	HACH COMPANY	30-90-8100-3303	LABORATORY SUPPLIES	<u>317.88</u>	<u>0.00</u>	<u>317.88</u>
					Total	5,225.68	(4,045.46)	1,180.22
49121	Open	6/20/2012	RIVERS & ASSOCIATES INC.	30-90-8180-0400	PROFESSIONAL SERVICES	124,964.00	(78,933.97)	46,030.03
					Total	124,964.00	(78,933.97)	46,030.03
53584	Open	6/20/2015	MCNAUGHTON & MCKAY	32-90-8220-1600	MAINT/REPAIR EQUIPMENT	182.34	0.00	182.34
					Total	182.34	0.00	182.34
52497	Open	9/3/2014	HACH COMPANY	32-90-8220-3303	LABORATORY SUPPLIES	5,008.44	(3,797.10)	1,211.34
					Total	5,008.44	(3,797.10)	1,211.34
53163	Open	3/11/2015	MARTIN MCGILL INC.	34-90-5710-0400	PROFESSIONAL SERVICES	61,000.00	(44,904.72)	16,095.28
					Total	61,000.00	(44,904.72)	16,095.28
53261	Open	4/13/2015	WESCO	35-90-7250-7400	EQUIPMENT PURCHASES	561.60	0.00	561.60
53428	Open	5/14/2015	THE SOUND SIDE GROUP	35-90-7250-7400	EQUIPMENT PURCHASES	631.00	0.00	631.00
53429	Open	5/14/2015	THE SOUND SIDE GROUP	35-90-7250-7400	EQUIPMENT PURCHASES	4,312.00	0.00	4,312.00
53431	Open	5/14/2015	THE SOUND SIDE GROUP	35-90-7250-7400	EQUIPMENT PURCHASES	2,089.00	0.00	2,089.00
53430	Open	5/14/2015	THE SOUND SIDE GROUP	35-90-7250-7400	EQUIPMENT PURCHASES	4,361.00	0.00	4,361.00
53426	Open	5/14/2015	THE SOUND SIDE GROUP INC.	35-90-7250-7400	EQUIPMENT PURCHASES	600.00	0.00	600.00
53426	Open	5/14/2015	THE SOUND SIDE GROUP INC.	35-90-7250-7400	EQUIPMENT PURCHASES	6,500.00	0.00	6,500.00
53426	Open	5/14/2015	THE SOUND SIDE GROUP INC.	35-90-7250-7400	EQUIPMENT PURCHASES	<u>800.00</u>	<u>0.00</u>	<u>800.00</u>
					Total	19,854.60	0.00	19,854.60
53433	Open	5/14/2015	THE SOUND SIDE GROUP	35-90-8370-7000	NON-CAPITALIZED PURCHASES	536.00	0.00	536.00
53434	Open	5/14/2015	THE SOUND SIDE GROUP	35-90-8370-7000	NON-CAPITALIZED PURCHASES	1,322.00	0.00	1,322.00
53432	Open	5/14/2015	THE SOUND SIDE GROUP	35-90-8370-7000	NON-CAPITALIZED PURCHASES	90.00	0.00	90.00
53628	Open	6/18/2015	WESCO	35-90-8370-1603	MAINT/REPAIR SUBSTATION	2,685.00	0.00	2,685.00
53628	Open	6/18/2015	WESCO	35-90-8370-1603	MAINT/REPAIR SUBSTATION	<u>2,415.00</u>	<u>0.00</u>	<u>2,415.00</u>
					Total	7,048.00	0.00	7,048.00
53207	Open	3/24/2015	CUTLER'S LANDSCAPING	35-90-8390-4500	CONTRACT SERVICES	28,800.00	(20,075.00)	8,725.00
53622	Open	6/16/2015	EXECUTIVE PERSONNEL GROUP	35-90-8390-4500	CONTRACT SERVICES	<u>1,920.00</u>	<u>(960.00)</u>	<u>960.00</u>
					Total	30,720.00	(21,035.00)	9,685.00
53650	Open	6/23/2015	TRIPLE C, INC.	35-90-8390-5601	MATERIALS UNDERGROUND	126.11	0.00	126.11
					Total	126.11	0.00	126.11
53219	Open	6/20/2015	WESTINGHOUSE	35-90-8390-7400	CAPITAL OUTLAY	18,280.00	0.00	18,280.00

PO #	Status	Date	Vendor Name	Account Number	Account Name	Encumbered	Liquidated	Balance
52951	Open	1/13/2015	ALTEC INDUSTRIES, INC.	35-90-8390-7400	EQUIPMENT PURCHASES	235,188.00	0.00	235,188.00
53223	Open	3/30/2015	UNITED WOOD TREATING CO	35-90-8390-7400	EQUIPMENT PURCHASES	3,981.80	(3,704.32)	277.48
53223	Open	3/30/2015	UNITED WOOD TREATING CO	35-90-8390-7400	EQUIPMENT PURCHASES	<u>7,891.44</u>	<u>(1,592.72)</u>	<u>6,298.72</u>
					Total	265,341.24	(5,297.04)	260,044.20
53651	Open	6/24/2015	PITT COUNTY MART	37-90-4530-1505	MAINT/REPAIR GROUNDS	750.00	(401.28)	348.72
					Total	750.00	(401.28)	348.72
53068	Open	2/11/2015	TALBERT & BRIGHT	37-90-4530-4523	VISION 100 GRANT 36237.38.11.1	6,243.97	(3,105.17)	3,138.80
					Total	6,243.97	(3,105.17)	3,138.80
53396	Open	5/12/2015	WALKER & STACEY LYNCH	67-60-8280-9700	FAÇADE GRANT	2,000.00	0.00	2,000.00
53397	Open	5/12/2015	MICHAEL HODGES	67-60-8280-9700	FAÇADE GRANT	2,000.00	0.00	2,000.00
53460	Open	5/20/2015	JOHN LOGELFO	67-60-8280-9700	FAÇADE GRANT	<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>
					Total	6,000.00	0.00	6,000.00



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: October 19, 2015
Subject: Budget Ordinance 2014-2015 Projects Not Completed
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to appropriate funds for projects that were budgeted in FY 2014-2015 and not completed and donations collected in prior year that need to be appropriated for spending.

BACKGROUND AND FINDINGS:

The projects on the attached schedule were budgeted in FY 2014-2015 but not completed.

PREVIOUS LEGISLATIVE ACTION

Prior year's budget.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment
Project List

City Manager Review: Mr. [Signature] Concur _____ Recommend Denial _____ No Recommendation
10/14 Date

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

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

Section 1. That the following accounts of the General Fund revenue budget be increased or decreased by the respective amounts indicated for donations received in last fiscal year but not spent:

10-00-3991-9910	Fund Balance Appropriated	\$ 980
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Section 2. That the following account of the General Fund appropriations budget be increased or decreased by the respective amounts indicated for spending prior year donations:

10-10-4110-3310	C.A.T. Expenses	\$ 980
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Section 3. That the following accounts of the Electric Fund revenue budget be increased or decreased by the respective amounts indicated for projects budgeted but not completed in 2014-2015:

35-90-3991-9910	Fund Balance Appropriated	\$ 757,948
-----------------	---------------------------	------------

Section 4. That the following accounts of the Electric Fund appropriations budget be increased or decreased by the respective amounts indicated for projects budgeted but not completed in 2014-2015:

35-90-8370-7400	Capital Outlay	\$ 269,616
35-90-8390-7400	Capital Outlay	<u>488,332</u>
	Total	757,948

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. This ordinance shall become effective upon its adoption.

Adopted this the 19th day of October, 2015.

MAYOR

ATTEST:

CITY CLERK

Project Carry Forward 2015

<u>Account</u>	<u>Account Description</u>	<u>Project Description</u>	<u>Amount</u>
10-10-4310-3310	C.A.T. Expense	Spending of Annual Donations	980
35-90-8370-7400	Capital Outlay	2nd & 5th Street Feeder and Main Substation Rebuild Labor	269,616
35-90-8390-7400	Capital Outlay	NC Hwy 32 Feeder Rebuild and 2nd & 5th Street Line Rebuild Labor	<u>488,332</u>
			757,948
		Total	758,928



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Allen Lewis, Public Works Director *Allen Lewis*
Date: 10-08-15
Subject: Award Contract for Clean and CCTV Contract to Envirolink, Inc. of Bailey, NC (\$39,737.50) and Approve Corresponding Purchase Order.

Applicant Presentation: N/A
Staff Presentation: Allen Lewis

RECOMMENDATION:

I move that Council award a contract to Envirolink, Inc. of Bailey, NC for Cleaning and CCTV contract in reference to sewer rehab work and approve the corresponding purchase order.

BACKGROUND AND FINDINGS:

On Thursday, September 17, 2015, informal bids were received for this project which includes the cleaning and videoing of gravity sewer lines around Washington. This work is the precursor for the sewer rehab project that was recently funded with a CWSRF loan. The work provided in this contract will allow us to better determine the exact location of proposed sewer rehab work that will take place in the near future.

PREVIOUS LEGISLATIVE ACTION

Most recently, 08-24-15 – engineering contract with Rivers and Associates, Inc.

FISCAL IMPACT

Currently Budgeted (Account 74-90-4930-4500) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

See attached bid tab, bid evaluation and letter of award recommendation from Rivers and Assoc.

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: _____ Concur _____ ^{October 19, 2015} Recommend _____ Denial _____ No Recommendation _____ Date _____

October 6, 2015

Mr. Frankie Buck
Assistant Public Works Director
102 E. 2nd Street
Washington, North Carolina 27889

SUBJECT: Washington SSES Phase II
Evaluation of Bids – Clean and CCTV Contract
File 2015139 C

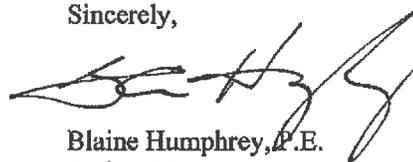
Dear Frankie:

Informal Bids were received for the Washington SSES Phase II Project on September 17, 2015. Three bids were received for the Project. The apparent lowest bidder was P&L Utilities but they officially withdrew their bid on September 28, 2015 due to the company shutting down. The resulting apparent low bidder is Envirolink, Inc. of Bailey, N.C. Envirolink's base bid amount of \$39,737.50, however, is approximately \$23,875 (38% +/-) lower than the second lowest bidder, Tri-State Utilities of Virginia Beach, Virginia. Attached is the Bid Tabulation Sheet for your reference.

Pursuant to Specifications Section 00410 – Bid Form, Article 7 – Attachments To This Bid, Paragraph 7.02, documentation was requested of Envirolink as evidence of their safety qualifications to perform the Work. The requested documentation included information such as OSHA 300 Log results for the past 3 years, OSHA citations for the past 3 years, Worker's Compensation experience modifier for the past 3 years, a written safety program, and a copy of the drug and alcohol misuse prevention program for Envirolink. They provided the requested documentation on October 6th 2015. After review of the bid documents, we are able to recommend that the City of Washington award this particular contract to Envirolink, contingent upon the City's review and approval of Envirolink's safety information.

Please advise if you have any questions, or would like to discuss this matter further.

Sincerely,



Blaine Humphrey, P.E.
Project Manager

Enclosure

cc: Bobby Roberson, City of Washington (w/enclosures)
Allen Lewis, City of Washington (w/o enclosures)
Seth Anderson, Rivers and Associates (w/o enclosures)
File (w/enclosures)

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**RIVERS AND ASSOCIATES, INC.
 BID TABULATION SHEET**

OWNER: City of Washington
 PROJECT: SSES Phase II, Clean/TV
 LOCATION: Rivers & Associates, Inc.
 BIDS OPENED: Thursday, September 17, 2015@3:00 PM

CERTIFICATION
 I CERTIFY THAT THIS IS A TRUE RECORD OF BIDS RECEIVED.

M. Blaine Humphrey



CONTRACTOR ADDRESS		Envirollink, Inc. 12362 Oak Avenue Bailey, NC 27807	Tri-State Utilities Co. 2111 Smith Avenue Chesapeake, VA 23320	P & L Utilities, LLC 2942 Hwy. 49 South, Suite 2 Harrisburg, NC 28075
ITEM NO.	QTY. UNIT DESCRIPTION	UNIT PRICE COST	UNIT PRICE COST	UNIT PRICE COST
1.	1 LS Mobilization (Not to exceed 3% of Total Bid)	— — *	<u>\$1,500.00</u> <u>\$1,500.00</u>	<u>\$844.00</u> <u>\$844.00</u>
2.	13,200 LF Clean & CCTV 8" Gravity Sewer Mains	<u>\$2.75</u> <u>\$36,300.00</u>	<u>\$4.25</u> <u>\$56,100.00</u>	<u>\$1.87</u> <u>\$24,684.00</u>
3.	550 LF Clean & CCTV 8" Gravity Sewer Mains	<u>\$2.75</u> <u>\$1,512.50</u> **	<u>\$4.25</u> <u>\$2,337.50</u>	<u>\$1.87</u> <u>\$1,028.50</u>
4.	700 LF Clean & CCTV 12" Gravity Sewer Mains	<u>\$2.75</u> <u>\$1,925.00</u>	<u>\$5.25</u> <u>\$3,675.00</u>	<u>\$2.75</u> <u>\$1,925.00</u>
TOTAL BID		<u>\$39,737.50</u>	<u>\$63,612.50</u>	<u>\$28,481.50</u>
				Withdrew bid on 9/25/15

* NO AMOUNT ENTERED

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