



City of  
**Washington**  
NORTH CAROLINA  
Council Agenda  
NOVEMBER 9, 2015  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from October 19, 2015 **(page 4)**

Presentation: Commemorating the sale of NCEMPA generating assets and the securing of a long-term, reliable power supply

Presentation: Terrell recipients presented with Awards **(page 21)**

Approval/Amendments to Agenda:

I. Consent Agenda:

A. Adopt – Budget Ordinance Amendment for the purchase of the 415 West Second Street Property **(page 22)**

B. Approve – Purchase Order to purchase a Ford F650 Cab and Chassis from Piedmont Truck Center through State Contract and a dump truck body from Quality Truck Bodies **(page 24)**

II. Comments from the Public:

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

A. None -

IV. Public Hearing - Other: **6:00 PM**

A. Authorize – the Closeout of the 2009 Community Development Block Grant-Housing Development (Northgate Project) and Authorize the Mayor to execute the Closeout Performance Report **(page 28)**

V. Scheduled Public Appearances:

A. None –

VI. Correspondence and Special Reports:

A. Memo – Budget Transfer – General Fund **(page 41)**

VII. Reports from Boards, Commissions and Committees:

A. None –



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VIII. Appointments:

- A. Waterfront Docks Advisory Committee – (page 43)
- B. Historic Preservation Commission – (page 45)
- C. Human Relations Council – (page 47)

IX. Old Business:

- A. Adopt – Cost-of-Service Recommendations and Options – Electric Utility Rates (page 49)
- B. Discussion – Bug House Park Tennis Courts (page 51)
- C. Approve/Authorize – the Proposal of Deep Fried Creative for development of Phase 1 of Wayfinding Signage Program and **Authorize** the City Manager to enter into an agreement for subject work and **Approve** the Corresponding Purchase Order (page 52)
- D. Accept – Pier Construction proposal #1 (6' expansion), proposal #2 (11' expansion), or proposal #4 (leave it in its present configuration) (page 64)
- E. Ratify – Deed of Easement for the New Age Properties Project (page 72)

X. New Business:

- A. Amend – Chapter 22, Section 65(c) - Susiegray McConnell Sports Complex (page 78)
- B. Authorize/Approve – Change Order Number 1 for EDA Water and Sewer Improvements Project, and **Approve** the Corresponding Purchase Order and **Approve** the Budget Ordinance Amendment (page 80)
- C. Accept – Recommendation of the Washington Planning Board and fix the date of a public hearing for the temporary moratorium on the conversion of single family homes to multi-family homes in the B1H Zoning District (page 88)

XI. Any other items from City Manager:

- A. Discussion – Schedule for November and December
- B. Discussion – Residency Requirement Exception – Public Works Director

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, 143-318.11(a)(1) disclosure of confidential information, and 143-318.10(e) the public records act
- XIV. Adjourn – Until Monday, November 23, 2015 at 5:30 pm, in the Council Chambers

The Washington City Council met in a regular session on Monday, October 19, 2015 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Doug Mercer, Mayor Pro tem; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Bobby Roberson, Interim City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

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

**APPROVAL OF MINUTES:**

By motion of Mayor Pro tem Mercer, seconded by Councilman Brooks, Council approved the minutes of September 28, 2015 with the typographical corrections made by the Clerk earlier today.

**APPROVAL/AMENDMENTS TO AGENDA:**

Mayor Hodges reviewed the requested amendments to the agenda:

- **Move:** Consent Agenda – Item C: to New Business Item B: Award/Approve – Repair to PAS Generator to Atlantic Power Systems of NC, Inc. and Approve Purchase Order
- **Move:** Consent Agenda – Item D: to New Business Item C: Award/Approve – Contract to Alcan Management, LLC to apply herbicide within our right of way for the electrical distribution system and Approve Purchase Order

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

**CONSENT AGENDA:**

By motion of Councilman Brooks, seconded by Councilman Beeman, Council approved the Consent Agenda as amended.

- A. **Declare Surplus/Authorize** – Electronic Auction of Vehicle through GovDeals  
*Vehicle Number: 231*  
*Make/Model 2000 Ferrara Fire Engine*  
*Serial Number: 4S7CT239XYC032506*  
*Odometer Reading: 65,703*
- B. **Moved to New Business Item B:** Approve – Purchase Order for a Phillips Cardiac Monitor from Southeastern Emergency Equipment
- C. **Moved to New Business Item C:** Award/Approve – Repair to PAS Generator to Atlantic Power Systems of NC, Inc. and Approve Purchase Order
- 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
- E. **Award/Approve** – Contract to the Soundside Group, to replace network switches and Approve Purchase Order  
*\*Requisition #745, Capital Ford, \$23,614 to replace vehicle #416 ~ budgeted.*

**COMMENTS FROM THE PUBLIC: NONE**

**PUBLIC HEARING – ZONING: 6:00PM NONE**

**PUBLIC HEARING: OTHER NONE**

**SCHEDULED PUBLIC APPEARANCES:**

**VALINDA PINKHAM– OPTIMIST CLUB REQUEST (PATTY PEEBLES)**

*(begin memo) 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. (end memo)*

Valinda Pinkham, representing the Optimist Club came forward and reviewed the request submitted by Patty Peebles to have the fees waived for the rental of the soccer fields for a tournament on November 14, 2015.

Mayor Hodges asked how much are the fees and Ms. Pinkham voiced probably at the most \$400. Mayor Pro tem Mercer stated the charge would be \$50 for the first field and \$25 for each additional field. Ms. Pinkham noted that the request is to include fees for the attendants at each field.

Mayor Pro tem Mercer stated that Council waived fees several months ago and that Council has made contributions for fees in the past. We have opened the door for waiving fees and he will maintain his position and vote against this request and any future request.

Councilman Brooks felt we should waive the fees for this request, but then Council should agree that this would be the last time that the fees are waived for any event. Mayor Hodges voiced this should be the last time to waive any fees for any event and that anyone requesting that fees be waived should be notified that Council will not grant any future request for fee waivers.

By motion of Councilman Brooks, seconded by Councilman Beeman, Council agreed to grant the request made by the Optimist Club to waive fees for the soccer tournament scheduled for November 14, 2015. Motion carried with Councilman Mercer opposing.

A motion was made by Councilman Brooks to discontinue waiving fees from this point forward and send a letter to all of the leagues advising them of this decision. Motion died for lack of second

Councilman Beeman suggested that this should be limited to City leagues due to the upcoming basketball tournament.

Mayor Pro tem Mercer asked if Council can adopt a motion regarding what a future Council may or may not do regarding fees. The City Attorney explained that Council could adopt a motion regarding the discontinuance of waiving fees, that would set a precedent, but the action could be undone at a future meeting by a future Council.

The motion dies for lack of a second.

#### **BARBARA GASKINS – TRUNK OR TREAT EVENT**

Ms. Barbara Gaskins stated this is the fourth year she has planned and implemented a trunk or treat event. Halloween can be a great time for children but it could be a time when children fall prey to potential predators. The event this year has been planned on October 31, 2015 at Beebe Park and is a safe alternative for our children. Ms. Gaskins requested the following assistance from the City, noting this is the same request as prior years:

- lighting
- traffic control/Police involvement
- waive fees
- candy donations

Kristi Roberson, Parks and Recreation Manager explained that the cost for the park rental fee for City residents four (4) hours or less is \$25 and more than four hours the rental fee is \$40. The fee is doubled for non-city residents. Additional fees may include the use of roll-out carts, street closures, amplification, etc.

Mayor Pro tem Mercer noted there would be fees for having Police Officers at the event. Ms. Gaskins stated that typically the patrol officers on shift would frequent the event to interact with the children and distribute candy. Ms. Gaskins explained that in years past, the Police Department furnished lighting for the event.

Councilman Beeman made the motion to waive fees for 2015 Trunk or Treat event at Beebe Park. Motion died for lack of seconded.

Councilmembers contributed personal funds to Ms. Gaskins for the 2015 Trunk or Treat event instead of waiving fees.

#### **TERRY BREGE – BOOTH & ASSOCIATES – COST OF SERVICE STUDY**

Terry Brege, representing Booth & Associates presented the Cost of Service Study to Council. Mayor Pro tem Mercer requested additional information regarding the distribution of operation and maintenance cost. A proposed rate decrease was presented in the study and is projected that the proposed rates would hold until April 1, 2018 when the Power Agency projects a 3% rate increase.

### Cost-of-Service/Rate Design Study Results

Presented to the City Council of the City of Washington

October 19, 2015

### What is a Cost-of-Service Study?

- Assigns the Electric Utility's costs to different classes of customers based on how these costs are incurred
- Determines how the costs should be recovered from consumers in each class of service
- Determines the revenue requirement needed to meet the Electric Utility's financial goals
- Methodology set out in the National Association of Regulatory Utility Commissioners' *Electric Utility Cost Allocation Manual*

### Why Should a Utility Do a Cost-of-Service Study?

- To determine what it actually costs to serve a class of consumers
- If you don't know what it costs, how do you know what to charge?
- Avoid discrimination between classes of consumers
- Assists in designing rates that limit intra-class discrimination

### The Cost-of-Service Study

- Really a combination of three separate studies:
  - The Accounting Study
    - Develop pro forma income statement
    - Based on financial goals develop revenue requirement
  - The Cost-of-Service Study
    - Assigns/allocates revenue and expenses to individual rate classes based on cost & load based allocation factors
    - Determines revenue requirement by class
    - Separates costs by consumer-related, demand related, and energy related
  - The Rate Design Study
    - Uses results of Cost-of-Service Study to design rates to meet financial goals and are cost-based

### The Rate Design Objectives

- Rates should be simple and understandable
- Rates should yield the revenue requirement
- Rates should be fair and avoid undue discrimination both between classes and within individual classes of consumers
- Rates should discourage the wasteful use of energy and facilities

### Actual Test Year Income Statement

Pro Forma Test Year Ending December 31, 2014

	Actual Test Year
Operating Revenues	\$35,266,537
Other Operating Income	<u>\$474,582</u>
<b>Total Operating Revenue</b>	<b>\$35,731,088</b>
Purchased Power Expense	\$28,340,973
O & M Expenses	<u>\$7,076,502</u>
<b>Total Cost-of-Service</b>	<b>\$35,416,475</b>
<b>Net Revenue</b>	<b>\$314,623</b>

### Pro Forma Test Year Income Statement

Pro Forma Test Year Ending December 31, 2014

	Actual Test Year	Adjustments	Pro Forma Test Year
Operating Revenues	\$35,266,637	(\$1,217,347)	\$34,039,190
Other Operating Income	\$474,662	\$0	\$474,662
<b>Total Operating Revenue</b>	<b>\$35,731,098</b>	<b>(\$1,217,347)</b>	<b>\$34,513,752</b>
Purchased Power Expense	\$28,940,979	(\$3,905,355)	\$24,434,584
O & M Expenses	\$7,075,502	\$1,102,130	\$8,177,632
<b>Total Cost-of-Service</b>	<b>\$35,416,475</b>	<b>(\$2,804,325)</b>	<b>\$32,612,216</b>
<b>Net Revenue</b>	<b>\$914,623</b>	<b>\$1,586,912</b>	<b>\$1,901,535</b>

### Major Adjustments

- **Operating Revenue**
  - Weather normalization adjustment (\$ 230,915)
  - End-of-period customer adjustment \$ 131,676
  - Impact of 6% rate reduction (\$ 1,505,480)
- **Purchased Power Expense**
  - Weather normalization adjustment (\$ 162,638)
  - End-of-period customer adjustment (\$ 6,432)
  - Normalization of line loss \$ 38,496
  - Change in purchased power costs<sup>1</sup> (\$ 3,776,049)

<sup>1</sup> Based on projected April 1, 2017 rates

### Recommended Revenue Change

Pro Forma Test Year Ending December 31, 2014

	Pro Forma Test Year	Adjustments	Projected After Change
Operating Revenues	\$34,039,190	(\$1,916,806)	\$32,120,385
Other Operating Income	\$474,662	\$0	\$474,662
<b>Total Operating Revenue</b>	<b>\$34,513,752</b>	<b>(\$1,916,806)</b>	<b>\$32,594,947</b>
Purchased Power Expense	\$24,434,584	\$0	\$24,434,584
O & M Expenses	\$8,177,632	(\$17,278)	\$8,160,352
<b>Total Cost-of-Service</b>	<b>\$32,612,216</b>	<b>(\$17,278)</b>	<b>\$32,594,947</b>
<b>Net Revenue</b>	<b>\$1,901,535</b>	<b>(\$1,901,535)</b>	<b>(\$0)</b>
Proposed Rev. Increase/(Decrease)	(\$1,916,806)		
<b>Percent Change</b>	<b>(8.64%)</b>		

### Cost-of-Service Study Results

Rate Class	Justified Change
Residential Service	(0.98%)
Small General Service	(6.37%)
Medium General Service	(14.80%)
Large General Service	(8.87%)
Industrial Service	(4.95%)
Coincident Peak Demand Service	(22.93%)
Lighting Service	(13.50%)
<b>Total</b>	<b>(5.64%)</b>

### Justifiable Monthly Customer Charge by Rate Class

Rate Class	Customer Related	Total Distribution	Current Charge
Residential Service	\$ 10.05	\$ 28.23	\$ 8.17 <sup>1</sup>
Small General Service	\$ 12.18	\$ 47.92	\$ 17.55 <sup>2</sup>
Medium General Service	\$ 57.23	\$ 406.17	\$ 26.29 <sup>2</sup>
Large General Service	\$ 105.71	\$ 832.56	\$ 104.30 <sup>3</sup>
Industrial Service	\$ 273.73	\$ 5,518.83	None

<sup>1</sup> Weighted between inside the City and outside customers  
<sup>2</sup> Weighted between single-phase and three-phase customers  
<sup>3</sup> With demand minimum taken out

### Reasons to Increase Monthly Customer Charge

- **Revenue Stability** – Fixed revenue not susceptible to swings in weather
- **Price Signal** – More closely reflects the cooperatives fixed monthly costs
- **Distributed Generation** – Reduces the distribution costs offset by customer-owned generator
- **Energy Efficiency** – High energy charges overstate the true benefits of energy conservation
- **Fairness** – Low facilities charges and high energy charges discriminate against the high use consumer

### Recommended Changes by Rate Class

Rate Class	Justified Change	Recommended Change
Residential Service	(0.98%)	(2.62%)
Small General Service	(6.37%)	(6.35%)
Medium General Service	(14.80%)	(14.00%)
Large General Service	(8.87%)	(8.76%)
Industrial Service	(4.95%)	(4.90%)
Coincident Peak Demand Service	(22.93%)	(16.50%)
Lighting Service	<u>(13.50%)</u>	<u>0.00%</u>
Total	(5.64%)	(5.64%)

### Potential Option for Revenue Changes by Rate Class

- Reduce the Residential Service class by the overall system average of 5.64%
- No reduction to the lighting schedules
- Reduce the remaining classes by ~57% of the justifiable decrease

### Comparison of Optional Changes by Rate Class

Rate Class	Justified Change	Option 1 (Recommended)	Option 2
Residential Service	(0.98%)	(2.62%)	(5.64%)
Small General Service	(6.37%)	(6.35%)	(3.65%)
Medium General Service	(14.80%)	(14.00%)	(8.60%)
Large General Service	(8.87%)	(8.75%)	(5.09%)
Industrial Service	(4.95%)	(4.90%)	(2.84%)
Coincident Peak Service	(22.93%)	(16.50%)	(13.16%)
Lighting Service	<u>(13.50%)</u>	<u>0.00%</u>	<u>0.00%</u>
Total	(5.64%)	(5.64%)	(5.64%)

### Customer Charges

- Recommend increasing Customer Charges
  - Residential Service - Inside
    - Increase Customer Charge from \$7.92 to \$10.00
  - Residential Service – Outside
    - Increase Customer Charge from \$8.35 to \$10.55
  - Small General Service
    - Single-Phase - \$15.53 to \$19.60
    - Three-Phase - \$25.05 to \$32.40
  - Medium General Service
    - Single-Phase - \$16.75 to \$25.00
    - Three-Phase - \$27.02 to \$50.00

### Customer Charges (continued)

- Large General Service
  - Increase from \$104.30 to \$125.00
- Industrial Service
  - Add a Customer Charge of \$500.00
- General Coordinated Demand Control Service
  - Increase from \$81.07 to \$150.00
- Industrial Coordinated Demand Control Service
  - Add a Customer Charge of \$550.00

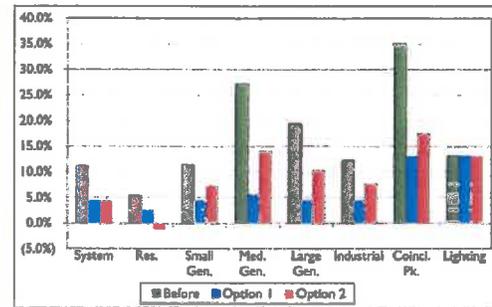
### Residential Service

Description	Current Rate	Rate Option 1		Rate Option 2	
		Proposed Rate	% Increase	Proposed Rate	% Increase
<b>Residential Service - Inside Concrete Layout</b>					
Customer Charge(s)					
Single-Phase	\$7.92	\$10.00	26.26%	\$10.00	26.26%
Three-Phase	\$16.35	\$21.15	29.36%	\$21.15	29.36%
Energy Charge(s):					
All kWhs	\$0.11700	\$0.11081	(5.32%)	\$0.10884	(6.82%)
Number of Customers	4,611				
Average Monthly kWh per Cust	888				
Average Cost per kWh	\$0.12405	\$0.12082	(2.62%)	\$0.11705	(6.84%)

**Residential Service Rate Comparison**

kWh	Current	Proposed	Option 1 Increase / (Decrease)		Option 2 Increase / (Decrease)		
			\$	%	\$	%	
80	\$13.77	\$15.64	\$1.77	12.84%	\$15.35	\$1.68	11.44%
100	\$19.82	\$21.08	\$1.46	7.43%	\$20.89	\$1.07	5.40%
250	\$37.18	\$37.70	\$0.52	1.41%	\$36.74	(\$0.44)	(1.16%)
500	\$65.44	\$65.41	(\$1.03)	(1.55%)	\$63.47	(\$2.97)	(4.48%)
1,000	\$124.95	\$120.81	(\$4.14)	(3.31%)	\$118.94	(\$6.01)	(4.81%)
1,500	\$183.47	\$176.22	(\$7.25)	(3.95%)	\$170.41	(\$13.06)	(7.12%)
2,000	\$241.88	\$231.82	(\$10.06)	(4.20%)	\$223.80	(\$18.08)	(7.48%)
2,500	\$300.50	\$287.03	(\$13.47)	(4.48%)	\$277.35	(\$23.15)	(7.70%)
3,000	\$359.02	\$342.43	(\$16.59)	(4.62%)	\$330.82	(\$28.20)	(7.85%)
4,000	\$476.05	\$453.24	(\$22.81)	(4.79%)	\$437.76	(\$38.29)	(8.04%)

**Rates of Return by Rate Class**



Councilman Brooks discussed the proposed rates as well as the projected 2018 rate increase.

By motion of Mayor Pro tem Mercer, seconded by Councilman Brooks, Council accepted the Cost of Service Study report from Booth and Associates and further agreed to study the report for future action.

**CORRESPONDENCE AND SPECIAL REPORTS: NONE**

**REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:**

**HUMAN RELATIONS COUNCIL** – accepted report as presented  
**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.*

**APPOINTMENTS:****WASHINGTON HOUSING AUTHORITY:**

Mayor Hodges appointed Mark C. Everett to the Washington Housing Authority to fill the unexpired term of Yvonne Saleem, term to expire June 30, 2018.

**HUMAN RELATIONS COUNCIL:**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council appointed Tammie Lawrence to the Human Relations Council, to fill a vacant position, term to expire June 30, 2018.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council appointed Glenwood Horton to the Human Relations Council to fill a vacant position, term to expire June 30, 2018.

**OLD BUSINESS:****APPROVE – EXTENSION OF 34.5kV LINE TO THE WASHINGTON/BEAUFORT COUNTY INDUSTRIAL PARK**

Beaufort County Manager, Brian Allgood explained that 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.

An estimate from the City's Electric Director to complete the proposed project is included in the agenda packet. 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 it 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.

Mr. Alligood is requesting that 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 using City forces to construct the extension. This project is currently in the long-term plan for the City.

Mayor Hodges inquired about the time frame of the project. Mr. Hardt said City staff would be working on line replacement work but this could be pushed out to a later date in order to accomplish the project presented by Mr. Alligood. The proposed project would take approximately 90 - 120 days.

Mayor Pro tem Mercer noted this project could be a "win-win" for the City and County, but he has concerns with delaying work already scheduled for City staff. Mr. Hardt explained that approximate cost per mile for this type of line is \$190,000 - \$200,000.

Councilman Brooks asked if the delayed projects would still be completed in the current budget year if the Council agreed to the request presented by Mr. Alligood and Mr. Hardt said the major projects will be completed.

*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.*



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; 3φ 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
<b>Total</b>						<b>\$ 217,801</b>

Councilman Beeman inquired about cost for City crews to do the project compared to contract crews. Mr. Hardt noted that the quoted labor for contract crews would be approximately \$80,000 while City crews labor (equipment) costs would be \$30,000. Material cost is the same being the City would purchase the materials either way.

By motion of Councilman Pitt and seconded by Councilman Brooks, Council approved 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.

Mayor Pro tem Mercer suggested to amend the motion to include that Beaufort County shall have a proportionate share of no less than \$100,000. The requested amended died for lack of a second. The motion stands as previously stated.

Original motion restated: By motion of Councilman Pitt and seconded by Councilman Brooks, Council approved 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. Motion carried.

**AUTHORIZE – THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES CONSULTING AGREEMENT WITH WITHERS RAVENEL, INC ~ IMPLEMENT PHASE 2 OF GIS PROJECT**

Interim City Manager, Bobby Roberson summarized the background and findings by stating 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.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council authorized the City Manager to execute a Professional Services Consulting Agreement with Withers Ravenel, Inc. to implement Phase 2 of the GIS project and approved the corresponding purchase order.

**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**

(Background) 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.

**BID TABULATION**

Bid for: 7th Street Recreation Gym Roof  
 Opened: 2:00 PM, Monday  
 September 22, 2016

Item	Description	Curtis Roofing	Etheridge Roofing, Inc.	GSI
1	TPO Roofing.	\$48,748.15	\$47,575.19	\$51,980.00

By motion of Councilman Pitt, seconded by Councilman Brooks, Council awarded 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 approved the accompanying purchase order subject to the bid specifications.

**AUTHORIZE – THE MAYOR TO EXECUTE AN ADMINISTRATIVE SERVICES AGREEMENT WITH MID EAST COMMISSION TO ADMINISTER THE RURAL ECONOMIC INFRASTRUCTURE GRANT FOR THE HOTEL PROJECT**

(Background) Award notification was received August 21<sup>st</sup> and grant contract documents will be issued within 90 days of award. The cost of administering the grant is being split with Beaufort County. Mayor Pro tem Mercer clarified this was the hotel project next to Fire Station #2.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council authorized the Mayor to execute an Administrative Services Agreement with the Mid East Commission to administer the Rural Economic Infrastructure Grant for the Hotel Project.

**ADOPT – BUDGET ORDINANCE AMENDMENT FOR OUTSTANDING PURCHASE ORDERS FROM FY 2014/2015**

Mayor Pro tem Mercer commented one purchase order to Rivers and Associates has been open since June 1<sup>st</sup>, 2012. Approximately 8-10 purchase orders were written after June 1<sup>st</sup>.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council adopted 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.

**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
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
--------	---------

**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 19<sup>th</sup> day of October, 2015.

**ATTEST:**

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

**s/Jay MacDonald Hodges**  
**Mayor**

**ADOPT – BUDGET ORDINANCE AMENDMENT FOR PROJECTS NOT COMPLETED FY 2014/2015**

Mayor Pro tem Mercer expressed comments regarding the power line construction projects that have not been completed and are requested to be carried forward.

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
		<b>Total</b>	<b>758,928</b>

By motion of Mayor Pro Mercer, seconded by Councilman Beeman, Council authorized the Finance Department to move forward \$980 for the C.A.T. activities, but retain the \$757,948 in the Electric Fund - Fund Balance and when the projects are ready to move forward and be completed, the Electric Director will request the funds to be transferred and allocated at that time. Discussion.

The Finance Director and Electric Director discussed the projects that were not completed (see table above). Mr. Hardt explained the cost are for contract labor and we can move the funding once the projects are ready to be awarded.

Voting in favor of the motion: Mercer and Beeman; opposing: Brooks and Pitt. With the vote being tied 2-2, Mayor Hodges voted for the motion and the motion carried 3-2.

**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

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

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 19<sup>th</sup> day of October, 2015.

ATTEST:

s/Cynthia S. Bennett  
City Clerk

s/Jay MacDonald Hodges  
Mayor

**NEW BUSINESS:**

**AWARD/APPROVE – CONTRACT FOR CLEAN AND CCTV CONTRACT TO ENVIROLINK, INC. OF BAILEY, NC AND APPROVE CORRESPONDING PURCHASE ORDER**

(Background) 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.

RIVERS AND ASSOCIATES, INC.  
BID TABULATION SHEET

OWNER: City of Washington  
PROJECT: 8866 Phase II, Clean/TV  
LOCATION: Rivers & Associates, Inc.  
BIDDING PERIOD: Thursday, September 17, 2015 @ 3:00 PM

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

*M. S. [Signature]*



CONTRACTOR ADDRESS		Envirolink, Inc. 13282 Oak Avenue Bailey, NC 27007	TJ-State Utilities Co. 2111 South Avenue Charlottesville, VA 22902	P & L Utility, LLC 2848 Hwy. 48 South, Suite 2 Harrisburg, NC 28075			
ITEM NO.	QTY, UNIT DESCRIPTION	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1.	1 LB Mobilization (Not to exceed 5% of Total Bid)	---	---	\$1,600.00	\$1,600.00	\$244.00	\$244.00
2.	19,200 LF Clean & CCTV 8" Gravity Sewer Main	\$2.75	\$52,800.00	\$4.25	\$80,100.00	\$1.87	\$34,896.00
3.	650 LF Clean & CCTV 8" Gravity Sewer Main	\$2.75	\$1,762.50 **	\$4.25	\$2,737.50	\$1.87	\$1,223.25
4.	700 LF Clean & CCTV 12" Gravity Sewer Main	\$2.75	\$1,925.00	\$5.25	\$3,675.00	\$4.75	\$1,925.00
TOTAL BID			\$59,737.50		\$83,612.50		\$38,044.25

File: \\Washington\council\2015\0816\Tab\_06  
\* NO AMOUNT ENTERED \*\* INDICATES CORRECTED FIGURE \*\*\* INDICATES CORRECTED FIGURE

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council awarded 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.

*(item moved from consent agenda:)* **AWARD/APPROVE – REPAIR TO PAS GENERATOR TO ATLANTIC POWER SYSTEMS OF NC, INC. AND APPROVE PURCHASE ORDER**

(Background) The PAS generator failed and we are requesting 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.

Mayor Pro tem Mercer indicated the peak generators are not making the City any money. Booth and Associates has been reviewing the peak generator program to determine the benefit to the City. Councilman Beeman inquired if it makes us money? Mr. Hardt explained that Booth and Associates presented information pertaining to this in April. Mr. Hardt also explained that the City saves about \$14,000 per month (wholesale) with this generator.

Councilman Beeman noted that he would like to continue this service for this company, but he would also like to see further studies that shows what the savings are for each generator. He continued by stating we need to start looking at a plan of action for discontinuing the generator program. Mayor Pro tem Mercer noted we should get out of this program and if the customer relies on this for emergency back-up, maybe we should look at selling the generator to the customer.

By motion of Councilman Beeman, seconded by Councilman Brooks, Council awarded repair of PAS Generator to Atlantic Power Systems of NC, Inc. and approved purchase order. Mayor Pro tem Mercer opposed ~ motion carried by 3-1 vote.

*(item moved from consent agenda:)* **AWARD/APPROVE – CONTRACT TO ALCAN MANAGEMENT, LLC TO APPLY HERBICIDE WITHIN OUR RIGHT OF WAY FOR THE ELECTRICAL DISTRIBUTION SYSTEM AND APPROVE PURCHASE ORDER**

(Background) 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 ongoing throughout our system.

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

Mayor Pro tem Mercer expressed that in the current budget we approved the purchase of a vehicle to apply herbicide. Mr. Hardt noted there are two herbicide programs, one is applied at ground level and the other is vertically applied, the request tonight is for the vertically applied herbicide.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council awarded 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 and approved the purchase order. Motion carried 3-1, with Mayor Pro tem Mercer opposing.

**ANY OTHER BUSINESS FROM CITY MANAGER: NONE**

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

**CLOSED SESSION: UNDER NCGS§143-318.11(a)(3) ATTORNEY/CLIENT PRIVILEGE, (a)(6) PERSONNEL, (a)(7) & (a)(9), CRIMINAL INVESTIGATIONS, AND (a)(5) ACQUISITIONS OF PROPERTY ~ PROPERTY LOCATED AT SPRING ROAD & MARKET STREET EXTENSION, OWNER TOMMY MOORE**

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, (a)(6)Personnel, (a)(7) & (a)(9) Criminal Investigations, and (a)(5) Acquisitions of Property ~ Property located at Spring Road & Market Street Extension, owner Tommy Moore at 7:10pm.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to come out of closed session at 8:05pm.

By motion of Mayor Pro tem Mercer, seconded by Councilman Brooks, Council instructed the City Manager to begin the actions to terminate the lease with the Beaufort County Board of Education for the use of Kugler Field during the time (April – August) period that the City uses the property.

**ADJOURN:**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 8:10pm until Monday, November 9, 2015 at 5:30 pm, in the Council Chambers.

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

# MEMO

**To:** Cynthia Bennett, City Clerk  
**From:** Emily Rebert, Community Development Planner  
**Date:** October 30, 2015  
**Re:** Terrell Recipients Presented with Awards at City Council Meeting

Please include the Terrell Award presentations in the City Council meeting November 9<sup>th</sup>. Scott Campbell of Century 21 will present the pewter cups to each winner. The following is my entry for the agenda:

*The Rena K. Terrell award is a public trust honor designed to celebrate those active in historic preservation. Mrs. Rena K. Terrell, the award's namesake, was one of the area's most active historic preservation promoters. She was a founding member of the Historic Preservation Commission, a member of the Historic Preservation Foundation of North Carolina, the National Trust for Historic Preservation, and the City's official representative on the Board of Directors of the Historic Albemarle Tour. These awards are made in Rena's memory since she was devoted to preserving our historic resources and assets.*

*2015 held three recognizing categories:*

**Commercial Property:** *Mary Anne Nunnally Foy, owner of the Coffee Caboose. Mary Anne restored the Coffee Caboose so that it intertwines with past and present. Her involvement in the community has been an asset to the City of Washington.*

**Good Neighbor:** *Donald Stroud of the Potts-Bragaw House on East Second Street. Don is a longtime advocate of historic preservation, for many years serving as chairman of the Washington Historic Preservation Commission; for the past 12, he's been president of the Washington Area Historic Foundation. It's because of his efforts the City of Washington has named him the recipient of the historic district's "Good Neighbor" award.*

**Residential Property:** *Chuck and Jenna Davis on East Main Street. Chuck and Jenna purchased their home in 2013 and immediately got to work on its restoration. Thanks to Chuck and Jenna, another home in Washington will continue to carry on the city's legacy.*



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director  
**Date:** November 9, 2015  
**Subject:** 415 W. 2<sup>nd</sup> Street Property Budget Ordinance Amendment  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council adopt a budget ordinance amendment for the purchase of the 415 W. 2<sup>nd</sup> Street property.

**BACKGROUND AND FINDINGS:**

The purchase of this property adjacent to the library was appropriated at the June 22, 2015 Council Meeting in the prior fiscal year. The sale closed in the current fiscal year, was not included in the purchase order carry forward or projects not completed, and as such should be appropriated in the current fiscal year.

**PREVIOUS LEGISLATIVE ACTION**

June 22, 2015

**FISCAL IMPACT**

     Currently Budgeted   X   Requires additional appropriation      No Fiscal Impact

**SUPPORTING DOCUMENTS**

Budget Ordinance Amendment

City Manager Review: MR Concur      Recommend Denial      No Recommendation  
11-3 Date November 9, 2015  
Page 22 of 90

**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 for the purchase of 415 W. 2<sup>nd</sup> Street:

10-00-3991-9910	Fund Balance Appropriated	\$72,000
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Section 2. That the General Fund appropriations budget be increased or decreased in the following account:

10-00-4400-7100	Land Acquisition	\$72,000
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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 9th day of November, 2015.

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

**ATTEST:**

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



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Mike Whaley, Purchasing Agent  
**Date:** October 28, 2015  
**Subject:** Ford F650 Cab and Chassis #608 Purchase  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council approve the purchase orders to purchase a Ford F650 Cab and Chassis from Piedmont Truck Center through State Contract and a dump truck body from Quality Truck Bodies.

**BACKGROUND AND FINDINGS:**

This vehicle will replace vehicle #608, a 1988 Ford F700 with 83,184 miles, for the Power Line Construction division of the Electric Department.

<u>Vendor</u>	<u>Cost</u>
Piedmont Truck Center	\$52,377.00
Quality Truck Bodies	<u>11,908.30</u>
Total	\$64,285.30

**PREVIOUS LEGISLATIVE ACTION:**

Adopted FY 2015/2016 budget

**FISCAL IMPACT:**

\$72,500 Currently Budgeted (Account 35-90-8390-7401)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS:**

Bid Tabulation Sheet  
Requisitions

City Manager Review: 1322 Concur  Recommend Denial  No Recommendation

11-3-2015 Date

BID TABULATION

Bid for: 2016 FORD CAB AND CHASSIS  
Opened: October 25, 2015

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<u>Item</u>	<u>VENDOR</u>	<u>Bid</u>
1	Feyer Ford	no bid
2	Joe Pecheles	no bid
3	Piedmont Truck Center	\$52,377.00

Recommendation: The recommendation is to purchase from Piedmont Truck Center.

Signed: Michael Whaley

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

**Requisition #:** 947  
**PO #:** Not Assigned  
**User Name:** mwhaley

**Date:** 10/28/2015  
**Approved By:**  
**Approved Code:**  
**Total Amount:** \$52,377.00  
**Ship To:** CITY OF WASHINGTON  
WAREHOUSE (ELEC)

PIEDMONT TRUCK CENTER  
PO BOX 18109  
412 REGIONAL ROAD SOUTH  
GREENSBORO, NC 27419-8109

**Mike Whaley for Jeff Clark, Electric Dept., 252-975-9308. For vehicle #608. Attn: Spencer Wood**

Quantity	Item Description	Project Number	Unit Price	Extended
1	2016 F650/F6F Cab and Chassis Ford Truck from State Contract #070G, Item #69. Order with bench seats rather than bucket seats. A) Color: White, B) Color interior: blue or gray vinyl, C) Freight included, D) Title to: City of Washington, PO Box 1988, Washington, NC 27889.		\$51,535.00	\$51,535.00
1	PTO provision for the dump body.		\$842.00	\$842.00

<b>Sub Total</b>	\$52,377.00
<b>Shipping</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$52,377.00

Account Number	Account Description	Amount
35-90-8390-7401	INSTALLMENT PURCHASES	\$52,377.00
<b>Total</b>		\$52,377.00

**Requisition Approval History**

Approval Date	Approval Description	Approved by	PO Number
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**Requisition Form  
City Of Washington  
P.O BOX 1988  
WASHINGTON, NC 27889**

**Requisition #:** 948  
**PO #:** Not Assigned  
**User Name:** mwhaley

**Date:** 10/28/2015  
**Approved By:**  
**Approved Code:**  
**Total Amount:** \$11,908.30  
**Ship To:** CITY OF WASHINGTON  
WAREHOUSE (ELEC)

QUALITY TRUCK BODIES  
P.O. BOX 1669  
WILSON, NC 27894

**Mike Whaley for Jeff Clark, Electric Dept., 252-975-9308. For vehicle #608. Attn: Mike Gira**

Quantity	Item Description	Project Number	Unit Price	Extended
1	Dump Truck Body for replacement vehicle #608, 12' long dump body with 20" sides and tailgate per quote #31108 dated 10/16/2015 to be mounted on a 2016 Ford F650 cab and chassis, 84" cab to axle.		\$11,908.30	\$11,908.30

<b>Sub Total</b>	\$11,908.30
<b>Shipping</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$11,908.30

Account Number	Account Description	Amount
35-90-8390-7401	INSTALLMENT PURCHASES	\$11,908.30
<b>Total</b>		\$11,908.30

**Requisition Approval History**

Approval Date	Approval Description	Approved by	PO Number
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# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** November 9, 2015  
**Subject:** Public Hearing: CDBG# 09-C-2050 Closeout  
**Applicant Presentation:** Kevin Richards  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council authorize the closeout of the 2009 Community Development Block Grant-Housing Development Northgate Project and authorize the Mayor to execute the Closeout Performance Report.

**BACKGROUND AND FINDINGS:**

The public hearing for the closeout of this grant was advertised on October 29, 2015. Seven of ten homes were completed and occupied prior to the September 30, 2015 expiration date of the grant. The City of Washington remitted \$55,716 to the Department of Commerce on October 27, 2015 for the non-performance of 3 homes. \$36,000 of property release deposits held in trust from the Washington Housing Authority/Washington Housing Nonprofit, Inc. partially funded the reimbursement and the remaining \$19,716 has been billed to those entities.

**PREVIOUS LEGISLATIVE ACTION**

Adopted budgeted ordinance amendment for reimbursement September 28, 2015.

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

- Public Hearing Ad
- Grant Summary
- Closeout Performance Report

City Manager Review: 1802 Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation

11/2/15 Date November 9, 2015  
Page 28 of 90

**CITY OF WASHINGTON  
NOTICE OF CLOSEOUT PUBLIC HEARING  
COMMUNITY DEVELOPMENT BLOCK GRANT**

Notice is hereby given that the City of Washington City Council will hold a public hearing on Monday, November 9, 2015 at 6:00 pm in the Council Chambers at 102 East Second Street in Washington.

The purpose of this hearing is to receive public comments concerning the closeout of the 2009 Community Development Block Grant- Housing Development- Northgate project (Grant # 09-C-2050) funded by the North Carolina Department of Commerce, Division of Community Assistance. All interested citizens are encouraged to attend this public hearing, and all comments are welcome. Written comments concerning the closeout of this grant should be submitted to Ms. Cynthia Bennett, City Clerk, City of Washington, 102 E. Second St., Washington, NC 27889.

If you plan to attend and require special accommodations because of disability or physical impairment, please contact Cynthia Bennett, City Clerk, at (252) 975-9318 or at 102 E. Second Street, Washington, NC 27889 before the hearing. Hearing impaired persons desiring information or having questions regarding this subject should call the North Carolina Relay Number for the Deaf at 1-800-735-8262.

This information is available in Spanish or any other language upon request. Please contact the Clerk's office at (252) 975-9318 or at 102 E. Second Street, Washington for accommodations for this request at least 48 hours prior to the hearing.

Esta informacion esta disponible en espanol o cualquier otra lengua a peticion. Entre en contacto con por favor la officinal del venedor en (252) 975- 9318 o en 102 E. Second Street, Washington para las comodidades para esta peticion por lo menos 48 horas antes de la audiencia.

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***Please run one time on or before October  
29, 2015***

*Please run as a block ad in the non-legal and non-classified ad section of the paper. The bill should be sent to the City of Washington. Please prepare affidavit also.*

CITY OF WASHINGTON  
 CDBG #09-C-2050- NORTHGATE  
 Grant Amount \$227,700

Application

Award Date:	April 26, 2010
Date Funding Approval Conditions must be released	July 26, 2010
Date Request for Release of Funds must be submitted	July 26, 2010
Release of Funds Granted	December 28, 2010
Funds to be obligated (Original)	October 26, 2012
Activities completed & funds expended (Original)	April 26, 2013
Closeout documents to CA (Original)	July 26, 2013

15 Units (Application)/reduced to 13 in LBC/ reduced to 10 on 4/2/14)

Low/Mod Eligible Homes (Completed 7 of 10) 5- Moderate Income, 2- Low Income

The City purchased 8 lots with the CDBG funds.

<b>FUNDING</b>	<b>Budget</b>	<b>11/9/10 Req. #1</b>	<b>4/5/11 Req.#2</b>	<b>3/1/12 Req. #3</b>	<b>6/11/13 Req. #4</b>	<b>TOTAL</b>
Land Acquisition	\$147,000	\$0	\$120,000.00	\$10,142.55	\$0	\$130,142.55
Housing Counseling	\$ 60,000	\$ 0	\$0	\$25,193.78	\$9,682.29	\$ 34,876.07
Administration	\$ 20,700	\$12,478.28	\$0	\$ 8,221.72	\$0	\$ 20,700.00
<b>TOTAL FUNDING</b>	<b>\$227,700</b>	<b>\$12,478.28</b>	<b>\$120,000.00</b>	<b>\$43,558.05</b>	<b>\$9,682.39</b>	<b>\$185,718.62</b>
<b>Remaining Balance to be de obligated- \$41,981.38</b>						

**Clawback**

The City of Washington remitted \$55,716 to the grant agency on October 27, 2015 for non- performance on three of the ten required units. This represented \$18,572 for each of the three units.

**Extension Requests:**

1)submitted 4/15/13, approved 7/26/13; 2)submitted 3/25/14, approved 4/2/14; 3)submitted 9/4/14, approved 9/10/14; 4) submitted 1/14/15 approved 2/11/15

**Monitoring visit from Dennis Branch occurred on May 13, 2011**

**Monitoring visit from Dennis Branch occurred on March 26, 2012**

**Monitoring visit (closeout) from Dennis Branch occurred on May 29, 2013**

**Site visit by Vanessa Alexander on August 24, 2014**

## CORRESPONDENCE

### DCA Extension Response

September 22, 2015

Email from Rufus Smith stating that the grant needs to be closed out at the end of September.

### DCA Extension Response

February 11, 2015

DCA grants time extension request until September 30, 2015. Non-performance will cost \$18,572 per unit not constructed and occupied by LMI. Letter states that no more extensions will be given.

### Washington Request for Extension

January 14, 2015

Washington requests time extension from January 15, 2015 to September 30, 2015. Six units accomplished. Two individuals approved for financing and plan to close in February 2015 and occupy by April 2015.

### DCA Extension Response

September 10, 2014

Extension granted from October 31, 2014 to January 15, 2015

### Washington Request for Extension

September 4, 2014

Washington requests time extension from October 31, 2014 to January 31, 2015. Five of the ten homes have been accomplished.

### DCA Time Extension & Reduction of Units

April 2, 2014

Letter from Melody Adams grants extension to October 31, 2014. Total units is reduced from 13 to 10. City will have to reimburse DOC \$18,572 per unit not done payable in full by November 30, 2014.

### Washington Request for time and reduction of homes

March 25, 2014

Washington states grant expenditures will not exceed \$185,718.62. The remaining \$41,981.38 will be de-obligated. City is submitting an extension request to allow project to be completed by October 31, 2014. Total units to be constructed will be reduced from 13 to 10. City will reimburse DOC \$18,572 for each unit not constructed or occupied by LMI.

### DCA Closeout Monitoring results

July 12, 2013

Letter from Charlie Thompson stating Dennis Branch conducted closeout monitoring May 29, 2013 and everything appeared to be in compliance.

### Washington Request for Extension

April 15, 2013

Washington requests an 8 month extension from April 26, 2103 to December 26, 2013.

### DCA Monitoring Visit results

April 26, 2012

Letter from Dennis Branch stating the program files appeared to be in compliance with all laws and regulations when monitored on March 26, 2012.

### DCA Monitoring Visit results

June 8, 2011

Letter from Dennis Branch stating the program files appeared to be in compliance with all laws and regulations when monitored on May 13, 2011.

### DCA- Time Extension Response

December 9, 2010

DCA extends time to obtain Release of Funds from July 26, 2010 to December 15, 2010.

### Holland Memo

August 31, 2010

Reed Whitesell states that WHI committed to 15 parcels in the application. However, CDBG-HD requirements will allow dev't of only 13 given the grant amount and the LBC approved by the City requires only 13 parcels.

### DCA- Start up visit

May 21, 2010

DCA letter from Dennis Branch scheduling start up visit for May 26, 2010.

### DCA Award

April 9, 2010

City is awarded \$227,700 in 2009 Housing Development funds

**NORTH CAROLINA DEPARTMENT OF COMMERCE  
DIVISION OF COMMUNITY ASSISTANCE  
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CLOSEOUT PERFORMANCE REPORT  
Cover Sheet**

**Grantee Name:** City of Washington                      **Grant Number:** 09-C-2050

**Grantee Address:** 102 E. Second Street, Washington, NC 27889

1. Citizens' Written Comments. (Attach the following three items unless each item was previously submitted to DCA, in which case they may be incorporated by reference.)

- a. A copy of each written citizen comment, which was received during the reporting period on the grantee's community development performance under this grant;
- b. The grantee's assessment of the comment; and
- c. A description of any action taken or to be taken in response to the comment as required by 4 NCAC 19L .1002.

2. The grantee's authorized official representative must certify the following:

- a. To the best of his/her knowledge and belief, data in this report is true and correct;
- b. The records described in 4 NCAC 19L .0911 are being maintained and will be made available upon request; and
- c. In accordance with Section 101(c)(9) of the Housing and Community Development Act of 1974, the assistance made available under this CDBG grant is not substantially reducing, below the level of support prior to start-up of the CDBG grant reported here, the amount of local financial support for community development activities.

**Jay MacDonald Hodges**

Typed Name of Chief Elected Official/Authorized Representative

**Mayor**

Title

\_\_\_\_\_  
Signature of Chief Elected Official/Authorized Representative

\_\_\_\_\_  
Date

**Preparer Information**

**Name:** Kevin Richards- Mid-East Commission

**Address:** 1385 John Small Ave., Washington, NC 27889

**Telephone Number:** 252-974-1823

**Email Address:** krichards@mid-eastcom.org



# DIVISION OF COMMUNITY ASSISTANCE

## CDBG Closeout Forms

<b>Grantee</b>	City of Washington
<b>Grantee Address</b>	102 E. Second Street, Washington, NC 27889
<b>Grant Number</b>	09-C-2050
<b>Project Name</b>	CDBG- HD NorthGate
<b>1st Project Number</b>	1
<b>2nd Project Number</b>	
<b>3rd Project Number</b>	
<b>Period</b>	April 26, 2010- November 9, 2015
<b>Authorized Representative</b>	
<b>Name</b>	Jay MacDonald Hodges
<b>Title</b>	Mayor
<b>Preparer of Information</b>	
<b>Name</b>	Kevin Richards- Mid-East Commission
<b>Address</b>	1385 John Small Ave., Washington, NC 27889
<b>Telephone Number</b>	252-974-1823
<b>Email Address</b>	krichards@mideastcom.org
<b>Property acquired with CDBG funds?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# PROPERTY DISPOSITION REPORT

Property	(1) Description	(2) Date Acquired	(3) Acquisition Cost	(4) % CDBG Participation	(5) Current Use	(6) Proposed Use/Disposition
I. Real	8 lots	4/7/2011	\$130,142.55	100	LMI Housing	LMI Housing
II. Nonexpendable Personal	None					
III. Expendable Personal	None					

**NORTH CAROLINA DEPARTMENT OF COMMERCE  
CDBG FINAL PERFORMANCE REPORT**

**GRANT NO.** 09-C-2050

**PROJECT NO.** 1 **Period:** April 26, 2010 through November 9, 2015

**USE OF PROGRAM INCOME PAGE**

1 Anticipated Program Income	2 Actual Program Income Received	3 Program Income Expended	4 Expended On Activity Name	5 Expended On Activity Code
\$0	\$0	\$0	\$0	\$0

Will grantee exceed \$25,000 in Program Income during the next 12 months? YES \_\_\_ NO X

What is the approximate date for exceeding \$25,000 in Program Income?

#116-F (4/97)

Grantee	City of Washington	Activity Name	Administration		
Grant Number	09-C-2050	Project:	CDBG- HD NorthGate		
Acct Number	1060		C1		
Activity Code	13		L1		
Budgeted	\$20,700.00	Expended	\$20,700.00		
				<b>Proposed</b>	<b>Actual</b>
Linear Feet					
Properties					
Units, Dwelling				10	7
<b>Households by percentage of HUD Median Family Income Levels</b>					
Above Moderate Income Households > 80%					
Moderate Income Households 51-80%					5
Low Income Households 30-50%					2
Very Low Income Households <30%					
<b>Total Households</b>				<b>10</b>	<b>7</b>
<b>Persons by percentage of HUD Median Family Income Levels</b>					
Above Moderate Income Households > 80%					
Moderate Income Households 51-80%					
Low Income Households 30-50%					
Very Low Income Households <30%					
<b>Total Persons</b>				<b>0</b>	<b>0</b>
Jobs					
Micro Enterprise					
Female Head of Household					5
<b>Hispanic</b>					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
American Indian or Alaska Native & White					
Asian & White					
Black or African American & White					
American Indian or Alaska Native & Black or African American					
Other Multi-Racial					
<b>Non-Hispanic</b>					
American Indian or Alaska native					
Asian					
Black or African American					6
Native Hawaiian or Other Pacific Islander					
White					1
American Indian or Alaska Native & White					
Asian & White					
Black or African American & White					
American Indian or Alaska Native & Black or African American					
Other Multi-Racial					

Grantee	City of Washington	Activity Name	Acquisition	
Grant Number	09-C-2050	Project:	CDBG- HD NorthGate	
Acct Number	1002		C1	
Activity Code	1		L1	
Budgeted	\$ 147,000.00	Expended	\$130,142.55	
				<b>Proposed</b>
				<b>Actual</b>
Linear Feet				
Properties				
Units, Dwelling			10	7
<b>Households by percentage of HUD Median Family Income Levels</b>				
Above Moderate Income Households > 80%				
Moderate Income Households 51-80%				5
Low Income Households 30-50%				2
Very Low Income Households <30%				
<b>Total Households</b>			<b>10</b>	<b>7</b>
<b>Persons by percentage of HUD Median Family Income Levels</b>				
Above Moderate Income Households > 80%				
Moderate Income Households 51-80%				
Low Income Households 30-50%				
Very Low Income Households <30%				
<b>Total Persons</b>			<b>0</b>	<b>0</b>
<b>Jobs</b>				
Micro Enterprise				
Female Head of Household				5
<b>Hispanic</b>				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
American Indian or Alaska Native & White				
Asian & White				
Black or African American & White				
American Indian or Alaska Native & Black or African American				
Other Multi-Racial				
<b>Non-Hispanic</b>				
American Indian or Alaska native				
Asian				
Black or African American				6
Native Hawaiian or Other Pacific Islander				
White				1
American Indian or Alaska Native & White				
Asian & White				
Black or African American & White				
American Indian or Alaska Native & Black or African American				
Other Multi-Racial				

Grantee	City of Washington	Activity Name	Planning	
Grant Number	09-C-2050	Project:	CDBG- HD NorthGate	
Acct Number	1058		C1	
Activity Code	12		L1	
Budgeted	\$60,000.00	Expended	\$34,876.07	
			<b>Proposed</b>	<b>Actual</b>
Linear Feet				
Properties				
Units, Dwelling			10	7
<b>Households by percentage of HUD Median Family Income Levels</b>				
Above Moderate Income Households > 80%				
Moderate Income Households 51-80%				5
Low Income Households 30-50%				2
Very Low Income Households <30%				
<b>Total Households</b>			<b>0</b>	<b>7</b>
<b>Persons by percentage of HUD Median Family Income Levels</b>				
Above Moderate Income Households > 80%				
Moderate Income Households 51-80%				
Low Income Households 30-50%				
Very Low Income Households <30%				
<b>Total Persons</b>			<b>0</b>	<b>0</b>
Jobs				
Micro Enterprise				
Female Head of Household				5
<b>Hispanic</b>				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
American Indian or Alaska Native & White				
Asian & White				
Black or African American & White				
American Indian or Alaska Native & Black or African American				
Other Multi-Racial				
<b>Non-Hispanic</b>				
American Indian or Alaska native				
Asian				
Black or African American				6
Native Hawaiian or Other Pacific Islander				
White				1
American Indian or Alaska Native & White				
Asian & White				
Black or African American & White				
American Indian or Alaska Native & Black or African American				
Other Multi-Racial				

## CERTIFICATE OF COMPLETION

1. Grantee: City of Washington  
 3. Project Name: CDBG- HD NorthGate

2. Grant Number: 09-C-2050  
 4. Project Number: 1

5. Final Statement of Costs				
Program Activity Categories (a)	To Be Completed by Recipient		Total Costs (Col. b + c) (d)	To Be Completed by DOC
	Paid Costs (b)	Unpaid Costs (c)		Approved Total Costs (e)
	a. Acquisition	\$130,142.55		
b. Disposition	\$0.00		\$0.00	
c. Public facilities and improvements				
(1) Senior and handicapped centers	\$0.00		\$0.00	
(2) Parks, playgrounds and recreation facilities	\$0.00		\$0.00	
(3) Neighborhood facilities	\$0.00		\$0.00	
(4) Solid waste disposal facilities	\$0.00		\$0.00	
(5) Fire protection facilities and equipment	\$0.00		\$0.00	
(6) Parking facilities	\$0.00		\$0.00	
(7) Street improvements	\$0.00		\$0.00	
(8) Flood and drainage improvements	\$0.00		\$0.00	
(9) Pedestrian improvements	\$0.00		\$0.00	
(10) Other public facilities	\$0.00		\$0.00	
(11) Sewer improvements	\$0.00		\$0.00	
(12) Water improvements	\$0.00		\$0.00	
d. Clearance activities	\$0.00		\$0.00	
e. Public services	\$0.00		\$0.00	
f. Relocation assistance	\$0.00		\$0.00	
g. Construction, rehab. and preservation activities				
(1) Construction or rehab. of com. & indust. bldgs.	\$0.00		\$0.00	
(2) Rehabilitation of privately owned buildings	\$0.00		\$0.00	
(3) Rehabilitation of publicly owned buildings	\$0.00		\$0.00	
(4) Code enforcement	\$0.00		\$0.00	
(5) Historic preservation	\$0.00		\$0.00	
h. Development financing				
(1) Working capital	\$0.00		\$0.00	
(2) Machinery and equipment	\$0.00		\$0.00	
i. Removal of architectural barriers	\$0.00		\$0.00	
j. Other activities	\$0.00		\$0.00	
k. Subtotal	\$130,142.55		\$130,142.55	
l. Planning	\$34,876.07		\$34,876.07	
m. Administration	\$20,700.00		\$20,700.00	
n. Total	\$185,718.62		\$185,718.62	
o. Less: Program Income Applied to Program Costs			\$0.00	
p. Equal: Grant Amount Applied to Program Costs	\$185,718.62		\$185,718.62	

6. Computation of Grant Balance		
Description (a)	To Be Completed By Recipient	To Be Completed By DOC
	Amount (b)	Approved Amount (c)
(1) Grant Amount Applied To Program Costs (From Line p)	\$185,718.62	
(2) Estimated Amount For Unsettled Third - Party Claims	\$ -	
(3) Subtotal	\$185,718.62	
(4) Grant Amount Per Grant Agreement	\$ 227,700.00	
(5) Unutilized Grant To Be Canceled (Line 4 Minus Line 3)	\$ 41,981.38	
(6) Grant Funds Received	\$ 185,718.62	
(7) Balance of Grant Payable (Line 3 Minus Line 6)*		

\* If Line 6 exceeds Line 3, enter the amount of the excess on Line 7 as a negative amount. This amount shall be repaid to DOC by check, unless DOC has previously approved use of these funds.

**7. Program Income**

- a) Amount of existing program income: \_\_\_\_\_ \$0.00
- b) Amount of anticipated program income: \_\_\_\_\_ \$0.00
- c) If program income exists or is anticipated, describe the proposed application(s):

**8. Unpaid Costs and Unsettled Third Party Claims**

Are there any unpaid costs or unsettled third party claims against the recipient's grant? Type "yes" or "no." \_\_\_\_\_ No

If yes, in the box below describe the circumstances and amounts involved.

**9. Remarks (For DOC Use Only)**

Please note that all financial records, supporting documents and other records pertinent to the community development program must be retained for a minimum of five (5) years from the date of this letter.

This grant is closed pending receipt and approval of your final audit by Division of Community Assistance (CA).

Town

City

County

**10. Certification of Recipient**

It is hereby certified that all activities undertaken by the Recipient with funds provided under the grant agreement identified on page 1 hereof, have, to the best of my knowledge, been carried out in accordance with the grant agreement; that proper provisions have been made by the Recipient for the payment of all unpaid costs and unsettled third party claims identified on page 1 hereof; that the State of North Carolina is under no obligation to make any further payment to the Recipient under the grant agreement in excess of the amount identified on Line 7 hereof; and that every other statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

Date:	Typed Name and Title of Recipient's Authorized Representative  Jay MacDonald Hodges <small>(Name)</small>  Mayor <small>(Title)</small>	Signature of Recipient's Authorized Representative  _____
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**11. DOC Approval**

This Certification of Completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract commitment and related funds reservation and obligation of \$ \_\_\_\_\_, less \$ \_\_\_\_\_ previously authorized for cancellation (from Section 6, line 6, page 1).

Date:	Typed Name and Title of DOC Authorized Representative  Melody Adams Acting Director	Signature of DOC's Authorized Representative  _____
-------	---	--

**Mayor**  
Mac Hodges

**Interim City Manager**  
Bobby Roberson



**Washington City Council**  
Richard Brooks  
Doug Mercer  
Larry Beeman  
William Pitt

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**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** October 22, 2015  
**Subject:** Budget Transfer- General Fund

The Budget Officer transferred \$4,000 of funds between the City Manager, Planning, and Street Maintenance departments of the General Fund appropriations budget for stump grinding of trees removed in the Historic District.

NC GS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes. Transfer request is attached

*322*  
*11/3/15*

## Request for Transfer of Funds

Date: 10/22/2015

TO: City Manager or Finance Director  
 FROM: John Rodman  
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Object Classification	Amount
FROM:	10-00-4120	0200	Salaries	2,000
	10-10-4910	0200	Salaries	2,000
TO:	10-20-4510	4500	Contract Svcs.	4,000

For the purpose of: Stump grinding in the historic district

\_\_\_\_\_  
 Supervisor

*John Rodman*  
 \_\_\_\_\_  
 Department Head

---

### ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

\* Request for Transfer of Funds from Department to Department require City Manager's approval.

*Bobby E. Robinson*  
 \_\_\_\_\_  
 City Manager or Finance Director

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

*10/23/2015*  
 \_\_\_\_\_  
 Date



## REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Hodges & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk  
**Date:** November 2, 2015  
**Subject:** Appointment to Waterfront Docks Advisory Committee  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:** Waterfront Docks Advisory Committee (Mac Hodges –Liaison)

I move that the City Council appoint \_\_\_\_\_ to the Waterfront Docks Advisory Committee to fill a vacant (inside) position, term to expire June 30, 2018.

**BACKGROUND AND FINDINGS:**

Advertisements were published for vacancies for expiring and/or vacant terms on various boards, commissions, and committees. Nominations will be made by the Council liaison (**Mac Hodges**) at the November 9, 2015 Council meeting.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Board Application

---

City Manager Review: 11-3-15 Date Concur [Signature] Recommend Denial  No recommendation

Requested Board WASHINGTON WATERFRONT DOCK COMMITTEE

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

NAME DAVID KEW

ADDRESS 107 SOUTH EDEN DRIVE

PHONE (WORK) 919-741-9724 (HOME) SAME

E-MAIL ADDRESS DAKEW@YAHOO.COM

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 3 1/2 YEARS

YEARS OF EDUCATION BSME

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

IF YES, PLEASE INDICATE \_\_\_\_\_

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? NO IF YES, EXPLAIN \_\_\_\_\_

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

AVID SAILOR OF MY 37 FOOT SAILBOAT  
I FREQUENT THE HARBOR FOR WALKS  
SEE THE HARBOR AS IMPORTANT TO THE CITY

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

OCT. 27, 2015  
Date

David Kew  
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: \_\_\_\_\_



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk  
**Date:** November 2, 2015  
**Subject:** Appointment to Historic Preservation Commission  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:** Historic Preservation Commission – (Larry Beeman –Liaison)

I move that the City Council appoint \_\_\_\_\_ to the Historic Preservation Commission to fill the un-expired term of **Stacey Thalmann**, term to expire June 30, 2016

**BACKGROUND AND FINDINGS:**

Advertisements were published for vacancies for expiring and/or vacant terms on various boards, commissions, and committees. Nominations will be made by the Council liaison (**Larry Beeman**) at the November 9, 2015 Council meeting.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Board Application

**City Manager Review:** 11/3/ Date Concur 11/11/ Recommend Denial  No recommendation

Requested Board Historical Reservation Commission

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

NAME Andreas A. Helmers Olsen

ADDRESS 245 E. 2<sup>nd</sup> Street

PHONE (WORK) 252 943 4203 (HOME) \_\_\_\_\_

E-MAIL ADDRESS ~~astor@~~ aolsen74@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 20 YEARS

YEARS OF EDUCATION 13

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

IF YES, PLEASE INDICATE \_\_\_\_\_

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN \_\_\_\_\_

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

I live in the Historic District, and I want to see it grow and be maintained.

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.

7/10/15  
Date

[Signature]  
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: \_\_\_\_\_



## REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Hodges & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk  
**Date:** November 2, 2015  
**Subject:** Appointment to Human Relations Council  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:** Human Relations Council (William Pitt –Liaison)

I move that the City Council appoint \_\_\_\_\_ to the Human Relations Council to fill the un-expired term of Susan Lundy, term to expire June 30, 2017.

**BACKGROUND AND FINDINGS:**

Advertisements were published for vacancies for expiring and/or vacant terms on various boards, commissions, and committees. Nominations will be made by the Council liaison (**William Pitt**) at the November 9, 2015 Council meeting.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Board Application

---

City Manager Review: 11/3 Date Concur [Signature] Recommend Denial  No recommendation

Requested Board HUMAN RELATIONS COUNCIL

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

NAME Pat Griffin

ADDRESS 414 Lodge Rd, Washington

PHONE (WORK) <sup>cell</sup> 252-946-7700 (HOME) 252-946-6129

E-MAIL ADDRESS patgriffin4@aol.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 37 YEARS

YEARS OF EDUCATION 16

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

IF YES, PLEASE INDICATE Downtown Development Commission

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN \_\_\_\_\_

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

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 11-3-15

Signature Patricia C. Griffin

NOTE Application will remain on file for six (6) months. Expiration Date: \_\_\_\_\_



**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Hodges & Members of the City Council  
**From:** Bobby E. Roberson, Interim City Manager  
**Date:** November 9, 2015  
**Subject:** Cost-of-Service Recommendations and Options  
**Applicant Presentation:** N/A  
**Staff Presentation:** Keith Hardt

**RECOMMENDATION:**

I move that City Council adopt Rate Option 1, prepared by Booth and Associates found on page 19 of their report entitled, "Cost-of-Service/Rate Design, Study Results," dated October 15, 2015, with the effective date to begin \_\_\_\_\_.

**OR**

I move the City Council adopt Rate Option Number 2, prepared by Booth and Associates found on page 19 of their report entitled. "Cost-of-Service/Rate Design. Study Results," dated October 15, 2015, with the effective date to begin \_\_\_\_\_.

**BACKGROUND AND FINDINGS:**

A cost-of-service study recommends that Washington's electric customers should have their over-all electric rates (per kilowatt hour) reduced by 5.64 percent, with residential customers receiving a 2.52 percent reduction.

The study, presented by Terry Berge of Booth and Associates, will be used in determining rate changes, if any, to its customers in the next several years. The study also suggest increasing some fees, including facility charges, related to providing electric service. We have included page 15 of the report for information purposes.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

# Comparison of Optional Changes by Rate Class

<u>Rate Class</u>	<u>Justified Change</u>	<u>Option 1 (Recommended)</u>	<u>Option 2</u>
Residential Service	(0.98%)	(2.52%)	(5.64%)
Small General Service	(6.37%)	(6.35%)	(3.65%)
Medium General Service	(14.80%)	(14.00%)	(8.50%)
Large General Service	(8.87%)	(8.75%)	(5.09%)
Industrial Service	(4.95%)	(4.90%)	(2.84%)
Coincident Peak Service	(22.93%)	(16.50%)	(13.16%)
Lighting Service	<u>(13.50%)</u>	<u>0.00%</u>	<u>0.00%</u>
Total	(5.64%)	(5.64%)	(5.64%)



**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Hodges & Members of the City Council  
**From:** Kristi Roberson, Parks & Recreation Manager  
**Date:** November 9, 2015  
**Subject:** Bug House Park Tennis Courts  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council remove the existing Bug House Park Tennis Courts and rebuild new courts at the current location in an amount not to exceed \$100,000.00.

**OR**

I move that City Council remove the existing Bug House Park Tennis Courts and build new tennis courts at the Susiegray McConnell Sports Complex in an amount not to exceed \$100,000.00.

**OR**

I move that City Council continue to maintain Bug House Park in its current condition.

**OR**

I move City Council direct the Recreation Advisory Committee to develop a short and long range plan for Bug House Park, including a cost estimate to be considered by City Council.

**BACKGROUND AND FINDINGS:**

Per City Council instructions, the Recreation Manager was asked to gather information on restoring the Bug House Park tennis courts.

**PREVIOUS LEGISLATIVE ACTION**

Recreation Manager to seek information on repairing Bug House Park tennis courts.

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**



## **REQUEST FOR CITY COUNCIL ACTION**

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**To:** Mayor Hodges & Members of the City Council  
**From:** John Rodman, Community & Cultural Services  
**Date:** November 2, 2015  
**Subject:** Approve the proposal of Deep Fried Creative for development of Phase 1 of Wayfinding Signage Program and authorize the City Manager to enter into an agreement for subject work  
**Applicant Presentation:** Deep Fried Creative  
**Staff Presentation:** John Rodman, Community and Cultural Services

### **RECOMMENDATION:**

I move that the City Council approve the proposal of Deep Fried Creative for development of Phase 1 of the Wayfinding Signage Program and authorize the City Manager to enter into an agreement for subject work not to exceed \$101,606 and approve the Corresponding Purchase Order in said amount.

### **BACKGROUND AND FINDINGS:**

City Council approved in FY 2013-2014 Operating Budget to include \$150,000 to complete design, fabrication, and installation of a wayfinding system for the City of Washington.

The Project will furnish and install 24 new wayfinding signs at various locations throughout the City. Pursuant to direction given by the City Council in October 2013, the wayfinding signs will feature designs, hardware, and color schemes pursuant to the City's official style and branding guide. The 24 signs will complete Phase 1 of the City's wayfinding program initiative. Additional phases will be considered for implementation at future dates when appropriate.

### **PREVIOUS LEGISLATIVE ACTION**

City Council approval of funds  
Steering Committee approval of Phase 1

### **FISCAL IMPACT**

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

### **SUPPORTING DOCUMENTS**

Proposal  
Final Design of Proposed Signs  
Map of Locations

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**City Manager Review:** 11/3/2015 Date Concur ABH Recommend Denial \_\_\_\_\_  
No Recommendation \_\_\_\_\_



**PROPOSAL**

Client: **City of Washington**  
 Job #: COW1115-01  
 Date: 11/01/15

**Wayfinding Phase One: Part One \*not to exceed** **\$101,606**

**Single Post Parking Sign**  
 14" x 21" parking sign with decorative top, double-sided reflective vinyl graphics applied. Single pole per sign included.  
 Qty: 7 ..... **\$17,039**

**Light Pole Attachment Sign**  
 Double-sided sign, flag-mounted to existing light pole with reflective vinyl graphics.  
 Qty: 7 ..... **\$15,340**

**Single-Post Destination Sign**  
 27 x 32" non-illuminated cabinet with decorative top, double-sided reflective vinyl graphics applied. Single pole per sign included.  
 Qty: 10 ..... **\$36,480**

**Labor / Installation**  
 Labor to install signs based on specified work scope listed:  
 Labor associated with locating, marking and installing the above signs to specifications  
 Installation of anchor bolts for 8 signs, 9 direct burial, 7 pole mounted  
 Qty: 1 ..... **\$16,575**

**Installation Materials**  
 Miscellaneous Materials (as listed below):  
 Concrete, Concrete Forms, Rebar Cages, Equipment, Anchor bolt jigs  
 Qty: 1 ..... **\$13,422**

**Breakaway Materials**  
 All components necessary to meet NCDOT breakaway specifications  
 Qty: 8 Signs, 8 Poles ..... **\$2750**

---

Client Signature (Authorizes initiation of project) Date

Estimate is valid for 30 days after receipt. Projects not included in estimate will be priced separately. Checks may be mailed to 409 W. Main St., Suite 207, Washington NC, 27889.

**Deep Fried Creative, Inc | 409 W. Main St., Suite 207, Washington, NC, 27889 | 252.227.0093**  
**info@deepfriedcreative.com | www.deepfriedcreative.com**

All prices include labor to install signs based on specified work scope listed:

*Labor associated with locating, marking, permitting and installing the above signs to engineer specifications*

All prices include parts and materials as listed:

*Concrete, concrete forms, rebar cages, equipment, anchor bolt jigs, breakaway hardware, and poles where needed*

Prices do not include City of Washington permitting fees:

*The City of Washington will be responsible for the permitting fees associated with each respective sign.*

Prices include Phase One edits and modifications where needed:

*Product manufacture and installation oversight; general quality control; site specific troubleshooting and location/design modification; project management, direction and supervision; updates to and printing for Wayfinding maps, guides, legends and other materials; all further Phase One correspondence with all Washington Wayfinding Phase One entities (e.g. City of Washington, Washington City Council, Washington Wayfinding Committee, NCDOT, sign manufacturer and installer, break-away hardware manufacturer, masonry installer, structural engineer, etc.).*

Prices include 1-year Warranty:

*All materials and labor is guaranteed for 1-year. Any defective work will be replaced or repaired at no additional cost during this time.*

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Client Signature (Authorizes initiation of project)

Date

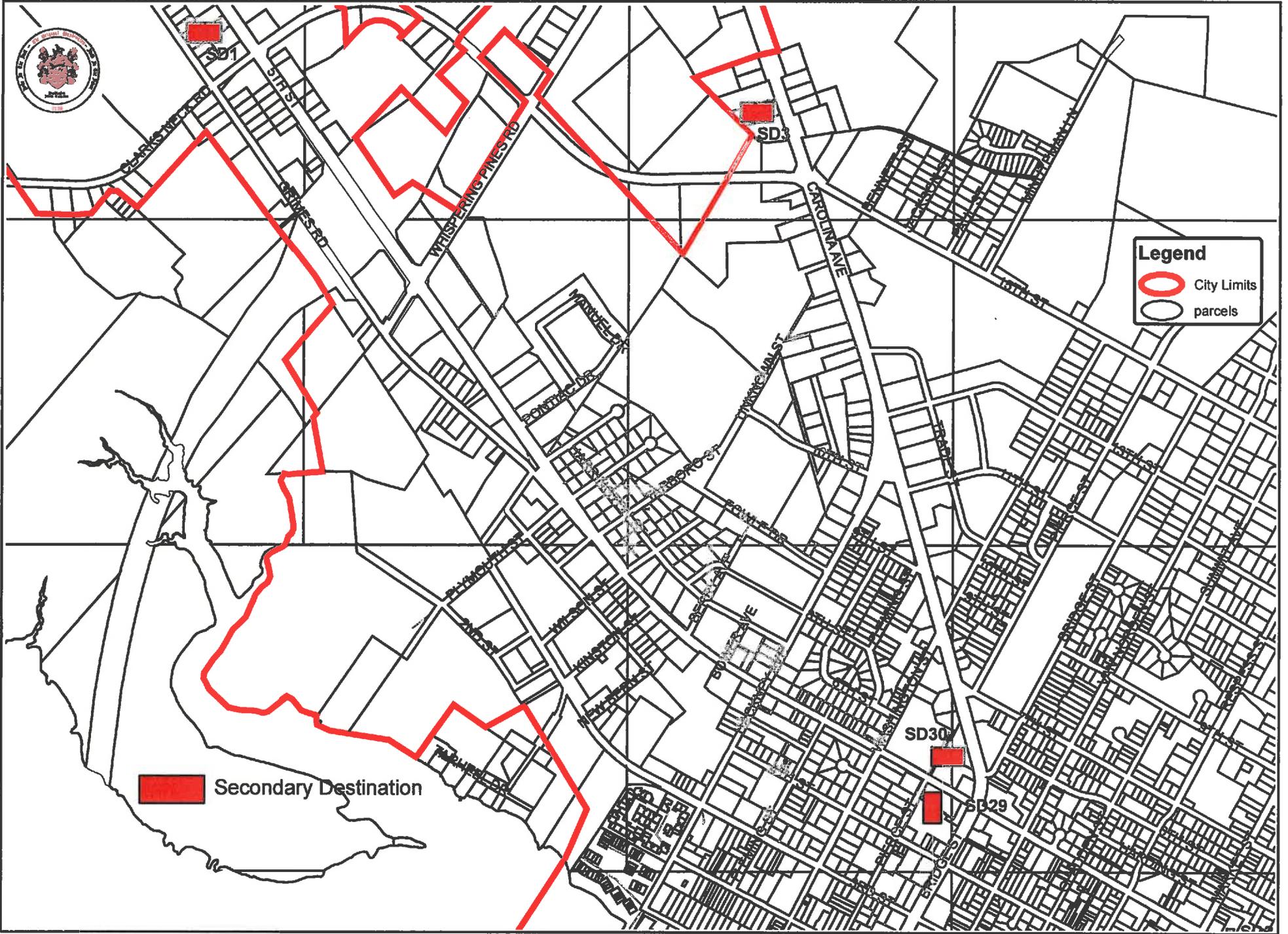
Estimate is valid for 30 days after receipt. Projects not included in estimate will be priced separately. Checks may be mailed to  
409 W. Main St., Suite 207, Washington NC, 27889.

Deep Fried Creative, Inc | 409 W. Main St., Suite 207, Washington, NC, 27889 | 252.227.0093  
info@deepfriedcreative.com | www.deepfriedcreative.com



City of Washington  
 November 9, 2010  
 Page 57 of 90  
Wayfinding Signage

1 inch = 350 feet  
 0 60 120 240 Feet





November 9, 2015  
Page 59 of 90

**SPECIFICATIONS - Monument - Welcome to Washington Sign**

**SIGN**

SURFACE PROCSS: Paint all exposed surfaces  
FOOTER: Concrete Base

**DECORATIVE BASE**

MATERIAL: Concrete & Stone Masonry  
FABRICATION PROCESS: Cast  
EDGES: Smooth  
Color: Black  
SURFACE: Paint all exposed surfaces

**SIGN PANEL**

MATERIAL: 1/4" thick aluminum  
FABRICATION PROCESS: Square Cut  
EDGES: Square  
COLOR: Custom as noted  
SURFACE PROCESS: Paint all exposed surfaces  
FASTENER: Mechanically fasten to backer panel

High-Intensity Retroreflective Vinyl Graphics applied to front face of Sign Panel.

**NOTES**

1. Fabricator to verify the mounting conditions and provide a detailed drawing for each mounting situation prior to fabrication.
2. Welds: All welds shall be ground smooth, paint all seams.
3. Hardware: All exposed hardware shall be tamper-proof fasteners.

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions on the job. Contractor shall be familiar with the site conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

**SPECIFICATIONS - Double-Post District Identity/Welcome Sign**

**POLE**

POLE: 5" dia. 1/4" thick aluminum  
MATERIAL: Aluminum  
FABRICATION PROCESS: Extruded  
EDGES: Smith  
COLOR: Black  
SURFACE PROCSS: Paint all exposed surfaces  
FOOTER: TRANSPO Polesafe Breakaway footer

**DECORATIVE BASE**

MATERIAL: Aluminum  
FABRICATION PROCESS: Cast  
EDGES: Smooth  
Color: Black  
SURFACE: Paint all exposed surfaces  
NOTE: Include manufacturer approved aluminum skirt, as needed to conceal footer. Skirt to be welded to decorative base and painted to match decorative base.

**SIGN PANEL**

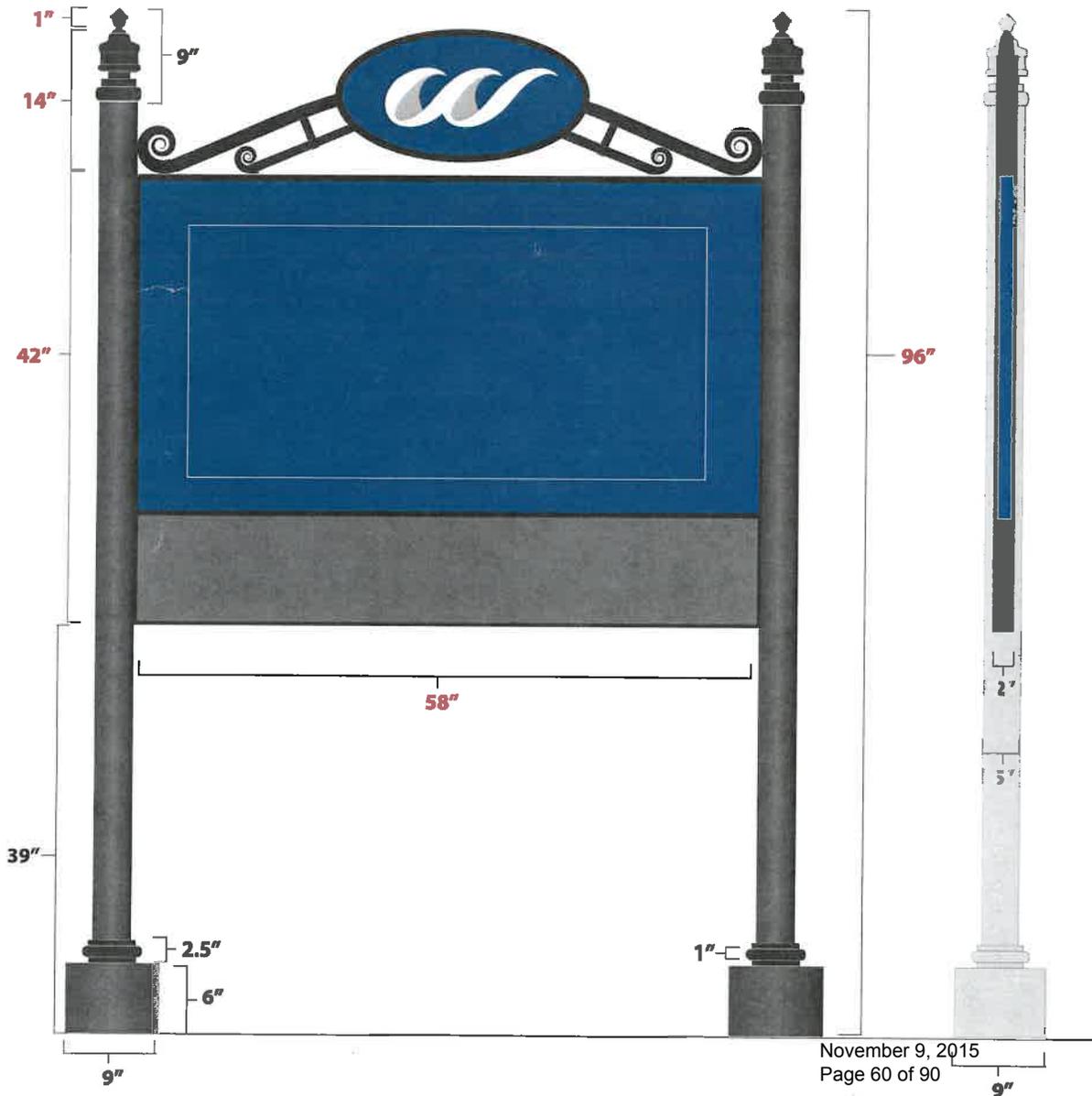
MATERIAL: 1/4" thick aluminum  
FABRICATION PROCESS: Square Cut  
EDGES: Square  
COLOR: Custom as noted  
SURFACE PROCESS: Paint all exposed surfaces  
FASTENER: Mechanically fasten to backer panel

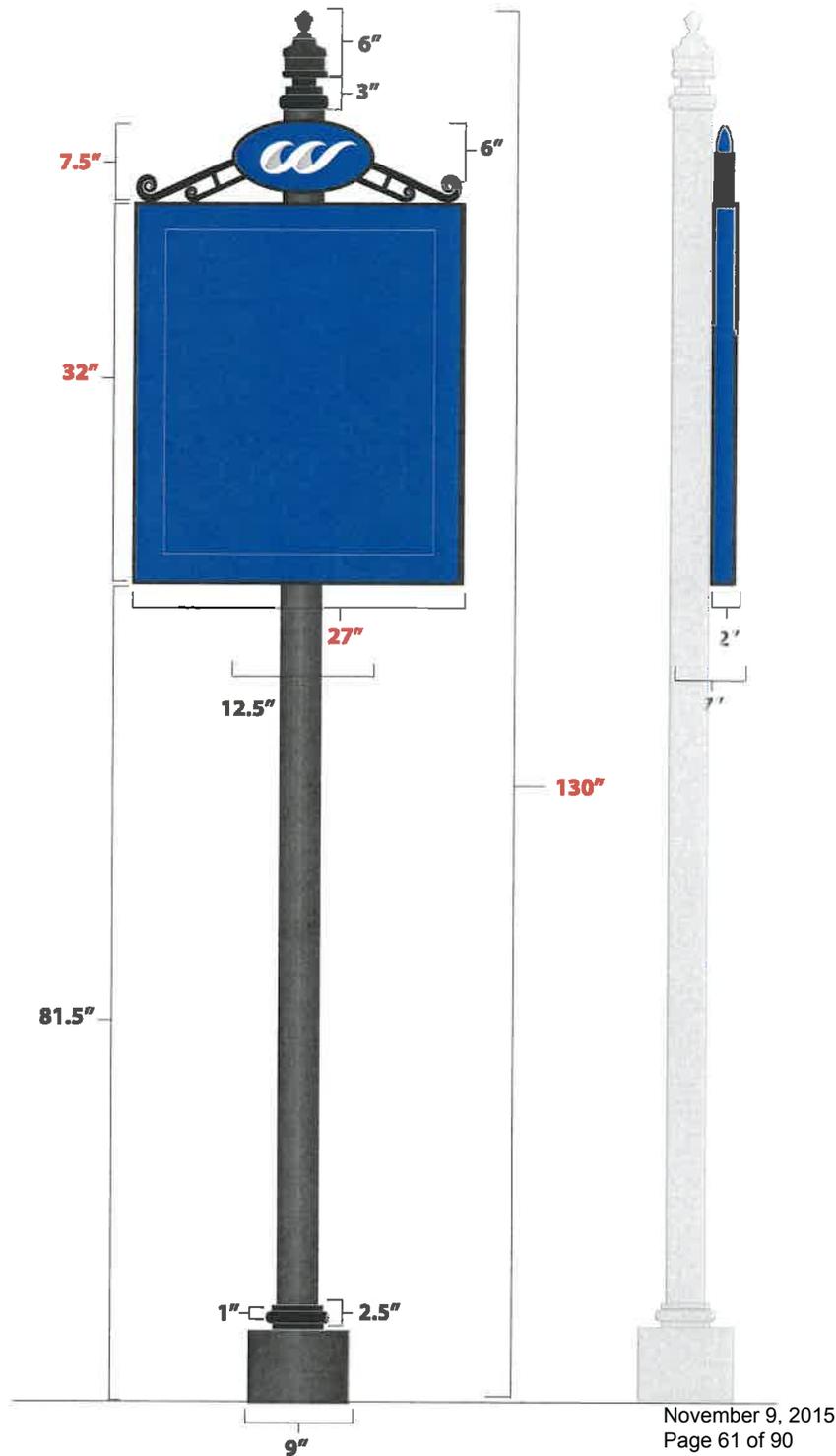
High-Intensity Retroreflective Vinyl Graphics applied to front face of Sign Panel.

**NOTES**

1. Fabricator to verify the mounting conditions and provide a detailed drawing for each mounting situation prior to fabrication.
2. Welds: All welds shall be ground smooth, paint all seams.
3. Hardware: All exposed hardware shall be tamper-proof fasteners.

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions on the job. Contractor shall be familiar with the site conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.





**SPECIFICATIONS - Single-Post Destination Sign**

**POLE**

POLE: 5" dia. 1/4" thick aluminum  
 MATERIAL: Aluminum  
 FABRICATION PROCESS: Extruded  
 EDGES: Smooth  
 COLOR: Black  
 SURFACE PROCSS: Paint all exposed surfaces  
 FOOTER: TRANSCO Polesafe Breakaway footer

**DECORATIVE BASE**

MATERIAL: Aluminum  
 FABRICATION PROCESS: Cast  
 EDGES: Smooth  
 Color: Black  
 SURFACE: Paint all exposed surfaces  
 NOTE: Include manufacturer approved aluminum skirt, as needed to conceal footer. Skirt to be welded to decorative base and painted to match decorative base.

**SIGN PANEL**

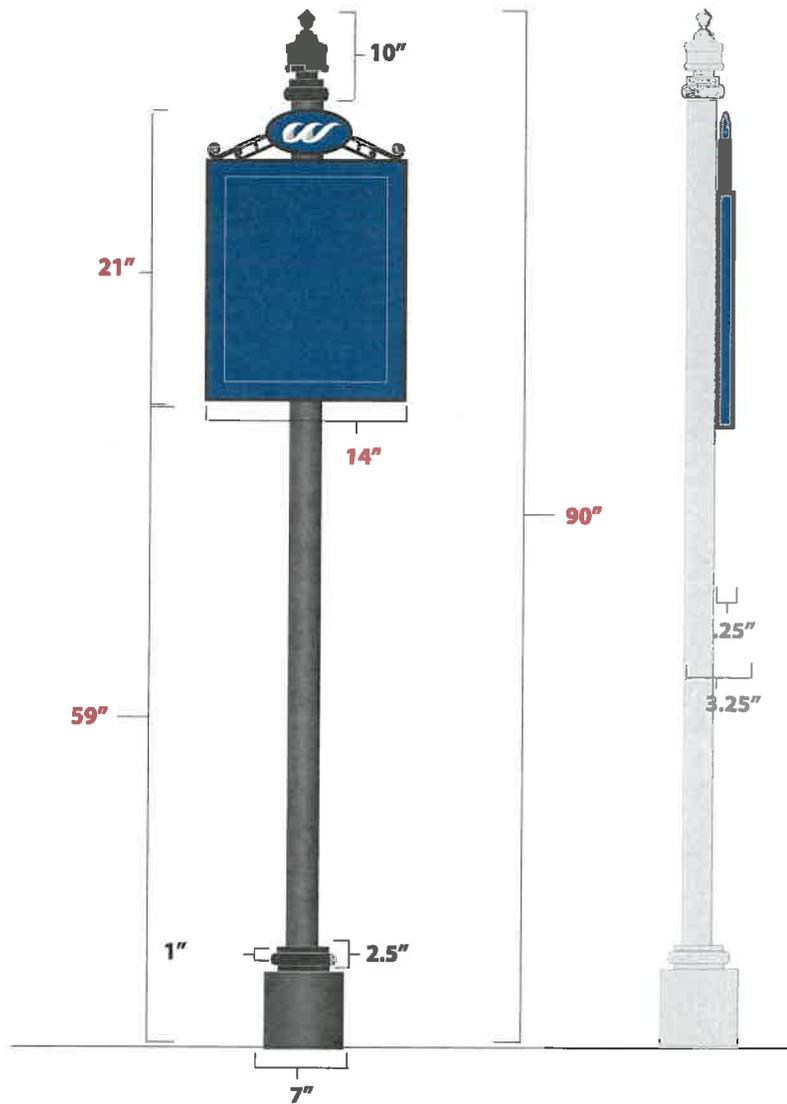
MATERIAL: 1/4" thick aluminum  
 FABRICATION PROCESS: Square Cut  
 EDGES: Square  
 COLOR: Custom as noted  
 SURFACE PROCESS: Paint all exposed surfaces  
 FASTENER: Mechanically fasten to backer panel

High-Intensity Retroreflective Vinyl Graphics applied to front face of Sign Panel.

**NOTES**

1. Fabricator to verify the mounting conditions and provide a detailed drawing for each mounting situation prior to fabrication.
2. Welds: All welds shall be ground smooth, paint all seams.
3. Hardware: All exposed hardware shall be tamper-proof fasteners.

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions on the job. Contractor shall be familiar with the site conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.



**SPECIFICATIONS - Single-Post Parking Sign**

**POLE**

POLE: 3" dia. 1/4" thick aluminum  
 MATERIAL: Aluminum  
 FABRICATION PROCESS: Extruded  
 EDGES: Smith  
 COLOR: Black  
 SURFACE PROCSS: Paint all exposed surfaces  
 FOOTER: TRANSPO Standard footer for material specs

**DECORATIVE BASE**

MATERIAL: Aluminum  
 FABRICATION PROCESS: Cast  
 EDGES: Smooth  
 Color: Black  
 SURFACE: Paint all exposed surfaces  
 NOTE: Include manufacturer approved aluminum skirt, as needed to conceal footer. Skirt to be welded to decorative base and painted to match decorative base.

**SIGN PANEL**

MATERIAL: 1/4" thick aluminum  
 FABRICATION PROCESS: Square Cut  
 EDGES: Square  
 COLOR: Custom as noted  
 SURFACE PROCESS: Paint all exposed surfaces  
 FASTENER: Mechanically fasten to backer panel

High-Intensity Retroreflective Vinyl Graphics applied to front face of Sign Panel.

**NOTES**

1. Fabricator to verify the mounting conditions and provide a detailed drawing for each mounting situation prior to fabrication.
2. Welds: All welds shall be ground smooth, paint all seams.
3. Hardware: All exposed hardware shall be tamper-proof fasteners.

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions on the job. Contractor shall be familiar with the site conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.



**SPECIFICATIONS - Light-Post Sign**

**POLE**  
Existing Light Posts

**SIGN PANEL**  
 MATERIAL: 1/8" thick aluminum  
 FABRICATION PROCESS: Square Cut  
 EDGES: Square  
 COLOR: Custom as noted  
 SURFACE PROCESS: Paint all exposed surfaces  
 FASTENER: Mechanically fasten to light post

High-Intensity Retroreflective Vinyl Graphics applied to front face of Sign Panel.

**NOTES**

1. Fabricator to verify the mounting conditions and provide a detailed drawing for each mounting situation prior to fabrication.
2. Welds: All welds shall be ground smooth, paint all seams.
3. Hardware: All exposed hardware shall be tamper-proof fasteners.

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions on the job. Contractor shall be familiar with the site conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.



## REQUEST FOR CITY COUNCIL ACTION

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**To:** Mayor Hodges & Members of the City Council  
**From:** John Rodman, Community & Cultural Services  
**Date:** November 2, 2015  
**Subject:** Possible Municipal Pier expansion  
**Applicant Presentation:** None  
**Staff Presentation:** John Rodman, Community and Cultural Services

### RECOMMENDATION:

I move that the City Council accept Proposal #1 (6' expansion), Proposal #2 (11' expansion), or Proposal #4 (leave it in its present configuration).

### BACKGROUND AND FINDINGS:

In April 2014, the City of Washington received a Public Access Grant from the NC Division of Coastal Management in the amount of \$120,000 for the construction of a pier, platform and gazebo on the downtown waterfront along the promenade. The City contracted with Sawyer Marine Contractors in the amount of \$83,124 for the project. The original design of the pier was modified to accommodate safety concerns with the existing free docks. While the current pier is about 90% complete that has been some suggestions and proposals to expand the existing platform and relocate the gazebo. The suggested changes would be completed totally with private funds and no City or grant funds would be utilized. The proposals include:

Proposal #1: The additional platform to the east would be 6' x 32' and add 192 sq. ft. at a cost of \$18,480.

Proposal #2: The additional platform to the east would be 11' x 32' and add 352 sq. ft. at a cost of \$25,080

Proposal #3: This proposal was not considered because of the costs included.

Proposal #4: This proposal would leave the pier in its present configuration with no expansion and no additional cost.

\*To relocate the gazebo in its present state would be an additional \$15,500.

The expansions are suggested with the thought being the additional footage would allow more people to use the pier and be able to accommodate special events.

The Waterfront Docks Advisory Committee was unable to come to a consensus on which proposal would be best suited for the municipal pier thus a recommendation to City Council on a specific proposal will not be forthcoming.

**PREVIOUS LEGISLATIVE ACTION**

Grant Award  
Council accepting grant and awarding contract

**FISCAL IMPACT**

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

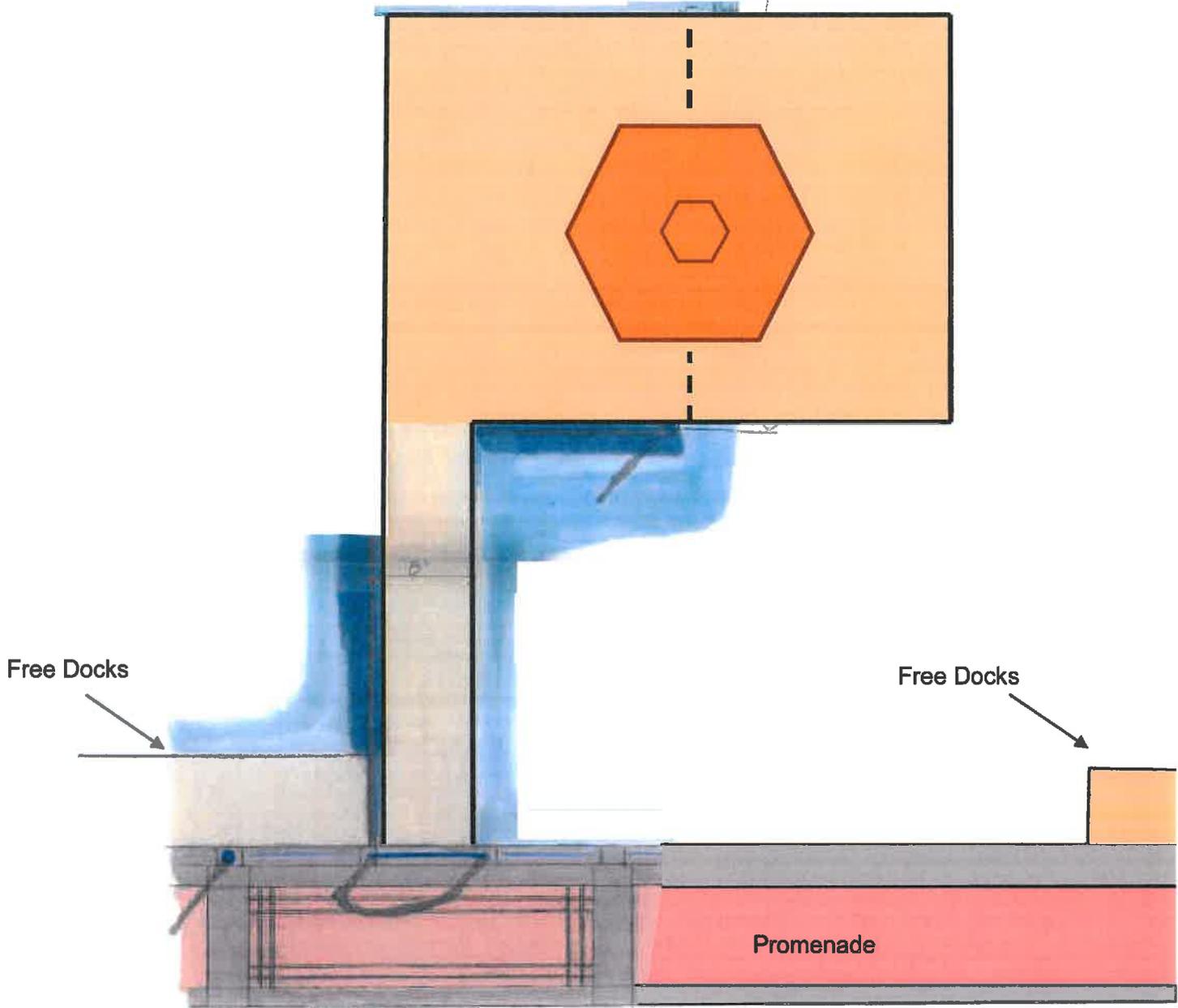
**SUPPORTING DOCUMENTS**

Proposals  
Letter from WHDA

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**City Manager Review:** 11/3/2015 Date Concur BHL Recommend Denial \_\_\_\_\_  
No Recommendation \_\_\_\_\_

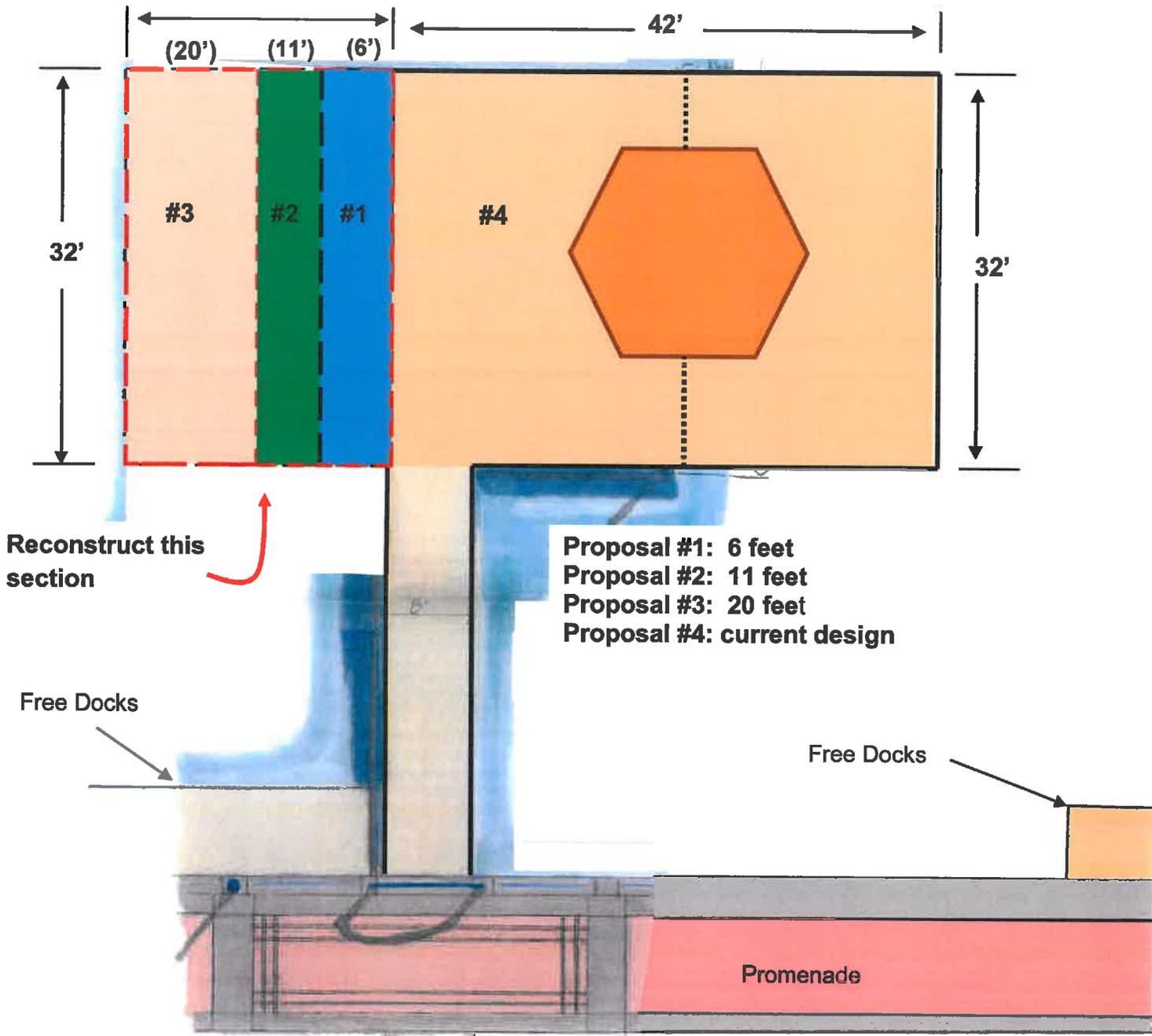
# City of Washington New Municipal Pier Design



CONCEPT PLAN  
PEOPLE'S PIER  
WASHINGTON

0' 4' 8' 12' 16' 20'

# City of Washington New Municipal Pier Design



- Proposal #1: 6 feet
- Proposal #2: 11 feet
- Proposal #3: 20 feet
- Proposal #4: current design

CONCEPT PLAN  
PEOPLE'S PIER  
WASHINGTON  
0 4' 8' 12' 16' 20'

## Suggested Proposals

# Proposal #1

## Sawyer's Residential & Marine Construction Inc.

Owned and Operated by Ivan N. Sawyer Jr.  
 596 Godley Rd. Grimesland, NC 27837  
 252-945-4710

Piers, Bulkheads, Pile Driving, Decks, Fences, and Handicap Ramps.

### Proposal

**Customer** City of Washington  
**Job site** Washington Waterfront  
**Number** 252-945-3133

10/28/2015

Quantity	Description	Unit Price	Total
192sqft	The Additional Platform will be 6' x 32' long,. The dock will be using 8" tip pilings 35ft. They will be 2.5 treatment. All pilings will be set on 10' centers. The joist against the pilings will be a 5" x 10" with a 6" x 6" bolted to it for the length of the pier. Every joist will be staggered. These boards will be bolted though the pilings. The bolts will be 3/4" galvanized Timber bolts 14" long. We will be using 4' x 10' (ADH) marine grade <b>Concrete slats</b> for the decking. They will rest on top of the 6" x 6" ,that way it is still supported inbetween the pilings. The girders will be 5" x 10" and they will be bolted using (2) 3/4" galvanized Timber bolts 20" long per piling. All pilings will be capped off with Aluminum piling caps, <b>Pier design will exceed minumim requirements</b>	\$90.00sqft	\$17,280.00
12ft	To install 6' Aluminum Handrails on both ends of the platform, plus to move 32' of handrail to the far west side of the platform		\$1,200.00
<b>Total Due</b>			<b>\$18,480.00</b>

We appreciate your business. Please call us if we may help you in the future.252-945-4710

## Proposal #2

# Sawyer's Residential & Marine Construction Inc.

*Owned and Operated by Ivan N. Sawyer Jr.*

596 Godley Rd. Grimesland, NC 27837

252-945-4710

**Piers, Bulkheads, Pile Driving, Decks, Fences, and Handicap Ramps.**

### *Proposal*

**Customer** City of Washington  
**Job site** Washington Waterfront  
**Number** 252-945-3133

10/28/2015

Quantity	Description	Unit Price	Total
352sqft	The Additional Platform will be 11' x 32' long,. The dock will be using 8" tip pilings 35ft. They will be 2.5 treatment. All pilings will be set on 10' centers. The joist against the pilings will be a 5" x 10" with a 6" x 6" bolted to it for the length of the pier. Every joist will be staggered. These boards will be bolted though the pilings. The bolts will be 3/4" galvanized Timber bolts 14" long. We will be using 4' x 10' (ADH) marine grade <b>Concrete slats</b> for the decking. They will rest on top of the 6" x 6" ,that way it is still supported inbetween the pilings. The girders will be 5" x 10" and they will be bolted using (2) 3/4" galvanized Timber bolts 20" long per piling. All pilings will be capped off with Aluminum piling caps, <b>Pier design will exceed minumim requirements</b>	\$65.00sqft	\$22,880.00
22ft	To install 11' Aluminum Handrails on both ends of the platform, plus to move 32' of handrail to the far west side of the platform		\$2,200.00
<b>Total Due</b>			<b>\$25,080.00</b>

We appreciate your business. Please call us if we may help you in the future.252-945-4710

## Proposal #3

# Sawyer's Residential & Marine Construction Inc.

Owned and Operated by Ivan N. Sawyer Jr.  
 596 Godley Rd. Grimesland, NC 27837  
 252-945-4710

Piers, Bulkheads, Pile Driving, Decks, Fences, and Handicap Ramps.

### Proposal

Customer City of Washington  
 Job site Washington Waterfront  
 Number 252-945-3133

10/6/2015

Quantity	Description	Unit Price	Total
640sqft	The Additional Platform will be 20' x 32' long,. The dock will be using 8" tip pilings 35ft. They will be 2.5 treatment. All pilings will be set on 10' centers. The joist against the pilings will be a 5" x 10" with a 6" x 6" bolted to it for the length of the pier. Every joist will be staggered. These boards will be bolted though the pilings. The bolts will be 3/4" galvanized Timber bolts 14" long. We will be using 4' x 10' (ADH) marine grade <b>Concrete slats</b> for the decking. They will rest on top of the 6" x 6" ,that way it is still supported inbetween the pilings. The girders will be 5" x 10" and they will be bolted using (2) 3/4" galvanized Timber bolts 20" long per piling. All pilings will be capped off with Aluminum piling caps, <b>Pier design will exceed minumim requirements</b>	\$65.00sqft	\$41,600.00
40ft	To install 20' Aluminum Handrails on both ends of the platform, plus to move 32' of handrail to the far west side of the platform		\$5,000.00
	To disassemble and reassemble the gazebeo to line up with the walkway.		\$15,500.00
<b>Total Due</b>			<b>\$62,100.00</b>

We appreciate your business. Please call us if we may help you in the future.252-945-4710

On Oct 28, 2015, at 5:15 PM, "Washington Harbor District Alliance"  
<[whda@washingtononthewater.com](mailto:whda@washingtononthewater.com)> wrote:

Dear Board,

As you might or might not know when building the municipal pier the design was changed on the fly, to alleviate a problem foreseen by the builder.

Since that time certain members of the community have lobbied for the City to go back to the original design. The City has decided to make those changes to the pier and incur additional expense for doing so.

Initially WHDA put aside over \$7,000 to help build the pier. We thought these funds wouldn't be needed but still have those funds put aside. The City has asked that we support this effort by contributing \$5,000. The City will also be receiving funds from Potash Corp for this project, but unfortunately those funds won't be available until Jan of 2016.

The City has also requested that WHDA loan the City \$20,000 until January when WHDA will receive reimbursement from Potash Corp.

Chris is recommending that we respond favorably to the City's request.

We ask that you vote by email, as time is very much of the essence. **Please "reply all" with your yes or no vote.**

If anyone has any question please call Chris Furlough 252-943-5594

Chris Furlough's explanation:

The \$20k bridge loan is it to the city but to Potash. They cannot write the check until after the first of the year. The project expansion is approximately \$40k. The breakdown of funding is \$5k from WHDA, \$15k from Bill Sykes, and match from Potash of \$20 k. These numbers are approximate but ours is not to exceed the \$5k. Yes, the circumstances that bring us to this point are unfortunate but the bottom line is that it will be a better project. Under these circumstances I suggest that we do the project and move on.

Thanks for all that you do.

Chris



**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Hodges & Members of the City Council  
**From:** Allen Lewis, Public Works Director   
**Date:** November 2, 2015  
**Subject:** Ratify Deed of Easement for the New Age Properties Project.  
**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

**RECOMMENDATION:**

I move that City Council ratify the executed attached deed of easement for the New Age Properties Project.

**BACKGROUND AND FINDINGS:**

Staff is requesting ratification of a deed of easement for the New Age Properties project. This will allow us to install, construct, maintain, inspect, etc., utilities within the easements shown in the attached deed of easement. The deed of easement was necessary for the installation of water and sewer infrastructure necessary for this project.

**PREVIOUS LEGISLATIVE ACTION**

Most recently, 08-24-15 – encroachment for grading work.

**FISCAL IMPACT**

Currently Budgeted (Account )  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

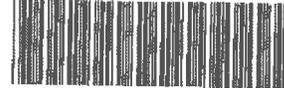
Attached Deed of Easement by New Age Properties Group, LLC.

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

11/3/15 Date  
 November 9, 2015  
 Page 72 of 90

BK 1884 PG 798

FOR REGISTRATION REGISTER OF DEEDS  
Jennifer Leggett Whitehurst  
Beaufort County, NC  
October 16, 2015 12:24:47 PM  
Book 1884 Page 798-802  
FEE: \$26.00  
INSTRUMENT # 2015005126



INSTRUMENT # 2015005126

PREPARED BY and RETURN TO:  
RODMAN, HOLSCHER, PECK & EDWARDS, P. A.  
Attorneys at Law  
320 North Market Street  
Post Office Box 1747  
Washington NC 27889  
Telephone: (252) 946-3122

STATE OF NORTH CAROLINA  
COUNTY OF BEAUFORT

THIS DEED OF EASEMENT is made and entered into this the 16<sup>th</sup>  
day of October, 2015, by NEW AGE PROPERTIES GROUP, LLC, a North  
Carolina Limited Liability Company, Grantor, whose address is 1935  
West 5th Street, Washington, NC 27889 to the CITY OF WASHINGTON, a  
municipal corporation of the State of North Carolina, Grantee,  
whose address is Post Office Box 1988, Washington, NC 27889.

W I T N E S S E T H

WHEREAS, Grantor owns a certain tract or parcel of land lying  
and being in Beaufort County, North Carolina.

WHEREAS, Grantee desires to install, construct, inspect,  
maintain, operate and otherwise keep open, up, and in good repair  
ditches, drainage pipe(s), drainage enhancing facilities or  
drainage infrastructure, utilities, utility lines and any other

NO TITLE EXAMINATION REQUESTED OR PERFORMED BY  
RODMAN, HOLSCHER, PECK & EDWARDS, P.A.

utility enhancing facilities or utility infrastructure (hereinafter may be referred to collectively as "Utilities") on the hereinafter described portion of land owned by Grantor. As used hereinabove and herein, "utility" and "utilities" shall include but not be limited to electric, water, sewer, and drainage infrastructure.

WHEREAS, Grantor has agreed to allow Grantee to cut and or remove any and all trees, brush and other vegetation or any type of obstruction whatsoever that, in Grantee's sole discretion, are necessary in order to effectuate the installation, construction, inspection, maintenance, operation, repair and upkeep of the Utilities as described herein.

NOW, THEREFORE, subject to the terms, provisions, and conditions stated herein and agreed to by the parties hereto and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration paid and provided by Grantee, the receipt and legal sufficiency of which consideration is hereby acknowledged, and in further consideration of the benefits that Grantor may derive therefrom, Grantor has, upon the terms, provisions, and conditions hereinafter set forth, bargained and sold and by these presents does hereby bargain, sell and convey unto Grantee, its successors and or assigns, perpetual rights and an easement to cut and or remove at any time in the sole discretion of Grantee any and all trees, brush and other vegetation or any type of obstruction whatsoever located upon the hereinafter described portion of land owned by Grantor, together with rights of ingress, egress, and regress to Grantee to enter

and re-enter upon said land for the purpose of installing, constructing, inspecting, maintaining, operating and otherwise keeping open, up, and in good repair such Utilities as are necessary, in Grantee's sole discretion, to be located on said portion of land owned by Grantor. Grantor expressly acknowledges that Grantee's right to remove any type of obstruction whatsoever from the area of the easement includes but is not limited to the right of Grantee to remove anything placed, constructed or located upon the easement regardless of whether a permit or other approval was issued or granted by Grantee for the same. Grantor expressly acknowledges that no payment, claim or damages shall be due to, or made by, Grantor on account of Grantee's exercise and use of said perpetual rights and easement. By way of illustration but not limitation, Grantor expressly acknowledges that Grantee shall have no obligation to pay for, replace, or relocate anything removed by Grantee from the area of the easement herein described. Said land over which said perpetual rights and easement and said rights of ingress, egress, and regress are granted is located in the City of Washington, Beaufort County, North Carolina, and is more particularly described on that certain survey entitled "Water and Sewer Easements New Age Properties Group, LLC" by Hood Richardson, P.A. dated October 12, 2015 as "20' Sewer Easement" as well as "20' Water Line Easement", which survey is attached hereto as Exhibit "A" and incorporated herein for a more complete and adequate description of said easements.

TO HAVE AND TO HOLD the aforesaid perpetual rights and easement to wit said Grantee, its successors and or assigns, in

title forever; it being the intention of the parties hereto that said rights and easement be perpetual for Grantee, its successors and or assigns.

Grantor covenants with Grantee that Grantor is seized of the land upon which said easements are located in fee and has the right to grant the aforesaid perpetual rights and easement; that said perpetual rights and easement will be free of all liens and encumbrances and that Grantor will warrant the title hereby conveyed against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, NEW AGE PROPERTIES GROUP, LLC, has caused this instrument to be executed by its Member Manager, who is duly authorized to execute the same, this the day and year first above written.

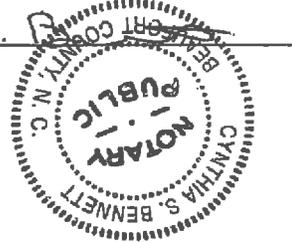
NEW AGE PROPERTIES GROUP, LLC, a North Carolina Limited Liability Company

BY: Manfred D. Alligood, Jr. (Seal)  
Manfred D. Alligood, Jr.  
Member Manager

STATE OF North Carolina  
COUNTY OF Beaufort

Before me, the undersigned Notary Public in and for the State and County aforesaid, this day personally appeared Manfred D. Alligood, Jr., who being by me duly sworn says that he is Member Manager of NEW AGE PROPERTIES GROUP, LLC, a North Carolina Limited Liability Company and that he executed the foregoing instrument for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the 16th day of October, 2015.

My Commission expires: June 15, 2018  
Cynthia S. Bennett  
NOTARY PUBLIC  




BK183496802

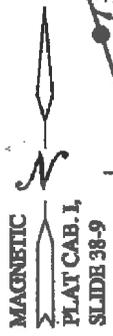
REFERENCE:  
D.B. 1871, P. 497  
PLAT CAB. I, SLIDE 33-4  
PLAT CAB. I, SLIDE 38-9

NEW AGE PROPERTIES  
GROUP, LLC  
D.B. 1871, P. 497  
PLAT CAB. I, SLIDE 33-4

I, HOOD RICHARDSON, CERTIFY THAT UNDER MY DIRECTION AND SUPERVISION THIS MAP WAS DRAWN FROM AN ACTUAL LAND SURVEY USING DOCUMENTS OF RECORD AS SHOWN ON THIS MAP AND THAT THE ERROR OF CLOSURE IS 1:10,000 AS CALCULATED BY LATITUDES AND DEPARTURES, THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH TITLE 21, CHAPTER 56 SECTION 1600 OF THE NORTH CAROLINA ADMINISTRATIVE CODE. NO DETERMINATION GREATER THAN AS IS SHOWN ON THIS MAP HAS BEEN MADE (BOOK 147, PAGE 11), DASHED LINES WITHOUT NOTATION ARE NOT SURVEYED. WITNESS MY HAND AND SEAL ON THIS 12TH DAY OF OCTOBER, 2015.

HOOD L. RICHARDSON, P.L.S. L-2522 PROFESSIONAL CORP. 8-578

THIS SURVEY IS OF ANOTHER  
CATEGORY AND IS NOT A  
DIVISION OF LAND



- LEGEND:**
- NEW 3/4" Ø IRON PIPE
  - FOUND IRON PIPE
  - ⊙ FOUND IRON ROD
  - ⊙ POINT
  - N.C. D.O.T. CONCRETE R.O.W. MONUMENT
  - ⊙ SEWER MANHOLE
  - - - DITCH / CANAL

COURSE	BEARING	DISTANCE
L1	N 01°00'00"W	14.86'
L2	N 01°00'00"W	20.04'
L3	S 01°00'00"E	20.04'
L4	S 01°00'00"E	18.62'
L5	N 02°31'43"E	20.00'
L6	S 87°28'17"E	115.71'
L7	S 87°28'17"E	20.04'
L8	N 87°28'17"W	20.04'
L9	N 87°28'17"W	116.94'

STATE OF NORTH CAROLINA  
COUNTY OF BEAUFORT  
I, *Scott Leath* REVIEW OFFICER OF  
BEAUFORT COUNTY, CERTIFY TO THE BEST OF MY  
KNOWLEDGE AND BELIEF, THE MAP/PLAT TO WHICH  
THIS CERTIFICATE IS AFFIXED MEETS THE STATUTORY  
REQUIREMENTS FOR RECORDING.

REVIEW OFFICER  
*M.H. De*  
DATE 10-12-15

4.38 ACRES

RAWLS & ASSOCIATES  
D.B. 1009, P. 801  
PLAT CAB. E, SL. 4-A

20' WATER EASEMENT  
20' SEWER EASEMENT

CITY OF WASHINGTON  
FIRE HOUSE #2  
D.B. 1549, P. 573  
PLAT CAB. G, SLIDE 80-5

WEST 15TH STREET EXTENSION  
80' RIGHT OF WAY

CURVE	ARC LENGTH	RADIUS	CHORD	CH. BEARING	DELTA
C1	151.14'	984.74'	151.11'	N 75°44'48"E	08°47'38"
C2	20.19'	986.11'	20.19'	N 81°14'48"E	01°10'22"

REVISED 10/12/15: EASEMENTS



WATER AND SEWER EASEMENTS

**NEW AGE PROPERTIES GROUP, LLC**  
CITY OF WASHINGTON BEAUFORT COUNTY  
NORTH CAROLINA

SCALE: 1" = 100' SURVEY DATE: OCTOBER 12, 2015

SURVEYED BY: HOOD RICHARDSON, P.A.  
ENGINEERS-GEOLGISTS-PLANNERS  
110 WEST 2ND STREET  
WASHINGTON, N.C. 27889  
PHONE: (252) 975-3472

Holscher JW



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Allen Lewis, Public Works Director *Allen Lewis*  
**Date:** 10-28-15  
**Subject:** Amend Chapter 22, Section 65(c) – Susiegray McConnell Sports Complex.  
**Applicant Presentation:** N/A  
**Staff Presentation:** Kristi Roberson

### RECOMMENDATION:

I move Council adopt an ordinance to amend Chapter 22, Section 65(c), Susiegray McConnell Sports Complex, in reference to unauthorized practices or games, as outlined in the attached ordinance, with an effective date of December 1, 2015.

### BACKGROUND AND FINDINGS:

Over the last several weeks, what appears to be semi-organized adult soccer league has been using the soccer fields at the Susiegray McConnell Sports Complex. They used 3 fields after excessive rain and ruined the field. This matter was discussed with the Recreation Advisory Board and they recommended that the City proceed with the signage on the property to prohibit non-programmable sports that are not rented/reserved with the City Parks and Recreation Department. They also suggested making signs in English and Spanish prohibiting such use.

Attached is an ordinance to amend Chapter 22, Section 65(c).

### PREVIOS LEGISLATIVE ACTION

N/A

### FISCAL IMPACT

Currently Budgeted (Account )  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

Attached ordinance amendment.

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**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *ALL* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation 11/3 Date  
November 9, 2015  
Page 78 of 90

**AN ORDINANCE TO AMEND CHAPTER 22, ARTICLE III,  
SECTION 22-65(c): SUSIEGRAY McCONNELL SPORTS COMPEX,  
OF THE WASHINGTON CITY CODE**

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

Section 1. That Chapter 22 Section 22-65(c) – Susiegray McConnell Sports Complex, be amended to remove the following:

Individual practices are not allowed on any athletic fields unless preapproved by the Director of Parks and Recreation or designee.

Section 2. That That Chapter 22 Section 22-65(c) – Susiegray McConnell Sports Complex, be amended to add the following:

Individual practices or games are not allowed on any athletic fields unless preapproved by the Director of Parks and Recreation or designee.

Section 3. All ordinances in conflict with this ordinance are hereby repealed.

Section 4. This ordinance shall become effective December 1, 2015.

This the 9<sup>th</sup> day of November 2015.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Allen Lewis, Public Works Director *AL*  
**Date:** 10-30-15  
**Subject:** Authorize Change Order Number 1 for EDA Water and Sewer Improvements Project, Approve the Corresponding Purchase Order (\$18,213.23) and project budget amendment.

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

### RECOMMENDATION:

I move Council authorize staff accept the attached Change Order Number 1 for the EDA Water and Sewer Improvements Project, approve the corresponding purchase order and project budget amendment.

### BACKGROUND AND FINDINGS:

Shortly before the above referenced project started, we started having problems in the chemical injection vault at the Washington Regional Water Treatment Plant (WTP) due to corrosion. As a result, we have made a few unsuccessful attempts to correct the problem within our existing maintenance operations and budget. Unfortunately, due to the corrosive nature of the hydrofluorilic acid being fed into the system, we are at the point that we need to replace a portion of pipe in the vault. As such, we asked Hatchell Concrete, Inc., to provide us a quote since they are already onsite. The price they provided (\$18,716.23) and the amount of additional days (16) to do the work appear to be appropriate. The difference in the amount provided and the purchase amount is based on a deduct in the project that can be seen in the attachment. Also, due to the amount of rainfall experienced since they began work on the project, they also asked for additional time for the project. They originally asked for 15 days but we only approved 10 based on historical precipitation obtained from the State Climate Office for the Washington wastewater treatment plant and rainfall data collected from the Washington water treatment plant since construction began on this project. The addition of this total of 26 days to this contract pushes the completion schedule to December 16, 2015, per contract documents.

### PREVIOUS LEGISLATIVE ACTION

01-12-15 – tentative award of project.

### FISCAL IMPACT

Currently Budgeted (Account )  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

See attached changed order with justifications and grant project ordinance.

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**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *AL* Concur \_\_\_\_\_ No Recommendation 11/3 Date \_\_\_\_\_



810  
**Work Change Directive**  
 No. 1

Date of issuance: September 10, 2015

Effective Date: September 10, 2015

Project Washington Water & Sewer Improvements Contract I	Owner: City of Washington	Owner's Contract No.:
		Date of Contract: February 23, 2015
Contractor: Mitchell Concrete, Inc.		Engineer's Project No. 3012136

Contractor is directed to proceed promptly with the following change(s):

Item No.	Description
1	Design modification to raise electrical panels above 100-year flood elevation and change electrical conduit in Chemical Feed Building to SCH 80 PVC
2	Design modification to delete Automatic Air Release Valve on the 16" Water Transmission Main at STA 11+75

Attachments (list documents supporting change): Contractors PCO#3 for electrical panel and platform dated September 9, 2015, and bulletins of rack and platform construction.

Contractors PCO#1 for deleting Automatic Air Release Valve at STA 11+75.

**Purpose for Work Change Directive:**

Authorization for Work described herein to proceed on the basis of Cost of the Work due to:

- Nonagreement on pricing of proposed change.
- Necessity to expedite Work described herein prior to agreeing to changes on Contract Price and Contract Time.

**Estimated change in Contract Price and Contract Times:**

Contract Price \$503.00 (increase/decrease)      Contract Time 0 (increase/decrease) days

Recommended for Approval by Engineer:	Date: <u>9-10-15</u>
Authorized for Owner by:	Date: <u>09-11-15</u>
Received for Contractor by:	Date: <u>9/15/15</u>
Received by Funding Agency (if applicable):	Date:

Hatchell Concrete, Inc.

Price Proposal Request No. 2 rev 3 10/28/2015

Proposal Date: 4/21/2015

Project: Washington Water and Sewer Improvement Project

Description: Replace 16" WM at WTP from Tee inside chemical injection vault to first joint outside of vault.  
1 - 16" DIP FLGxFLG spool with Ceramapure PL 90 (see attached tech sheet)  
7'-0" length with 4 threaded taps.  
1 - 16" DIP FLG X PE (field cut to length) w/ Ceramapure PL 90 lining  
1 - 16" DIP RJ Sleeve - CML  
4 - 2" MIP x FIP Ball Corporation Stops  
All gaskets, flg kits, and MJ kits included.  
PVC fittings as required.  
2 - Injection Quills (EB-150 INJECTION QUILL 16" INSERT)

Reason for Price Request: Owner Requested

Breakdown of Estimated Costs

Materials	\$	11,664.75	
Labor & Equipment	\$	5,350.00	
OH&P	\$	1,701.48	10%
TOTAL	\$	18,716.23	

Additional Time Necessary for the Change 16 days

Total Price for Change: \$ 18,716.23

Washington Water Sewer Improvements

Attachment #1

Item	Description	QTY.	UNIT	UNIT PRICE	Amount	(days) Time
1) Work Change Directive #1	Design modification to elevate electrical panels 2 feet above 100-year flood elevation. Deduct for automatic air release valve				\$ (503.00)	0
2) Chemical Feed Vault Piping	Owner requested repair to replace deteriorated DIP piping at chemical injection location, inside vault. Ceramapure coating on interior of 16-inch pipe & injection quills. Includes piping, pipe supports and materials listed in proposal, including all labor necessary to replace the failing piping.				\$ 18,716.23	16
3) Time Extension	Time extension for rain days in excess of the 10-year average for days when precipitation has exceeded 0.1 inches or greater.					10
<b>TOTALS</b>					\$ 18,213.23	26

October 29, 2015

Mr. Chip Herom, P.E.  
Hatchell Concrete, Inc.  
1002 Driftwood Drive  
Manteo, NC 27954

**SUBJECT:** Washington Water & Sewer Improvements – Contract I  
Rain Days – April to September 2015

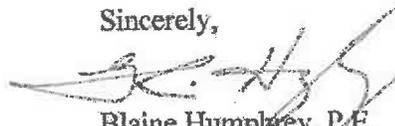
Dear Chip,

We have completed our review of the requested rain days for the subject project. In accordance with the Specification 00800-Supplementary Conditions, it is customary to consider a day to be a "rain day" if 0.1" or more of precipitation occurred. When the number of rain days for a given month exceeds the previous ten year average for that month, then the contract may be extended by that number of days.

We are unable to recommend the requested 15 rain days for specified time period. Based upon the historical precipitation information obtained from the State Climate Office for the Washington WWTP 4W (ID #319100) and rainfall data obtained from the Washington WTP site, we are recommending to the Owner that the Contract Time be extended by 10 days. This extension will be incorporated to the Contract in a future Change Order.

A copy of your request noting the corrected rain data is attached to this letter. Should you have any questions regarding this matter, please do not hesitate to call us.

Sincerely,



Blaine Humphrey, P.E.  
Project Manager

cc: Allen Lewis, City of Washington (w/ encls.)  
Adam Waters, City of Washington (w/ encls.)  
Frankie Buck, City of Washington (w/ encls.)  
Gary Stone, Rivers and Associates, Inc. (w/ encls.)  
File 2012138-J1.1

*P:\Muni\Washington - Water and Sewer Impvt EDA - 2012138\ADMINJ-Construction\1.1-Contract Doc\1.1r  
151029 Hatchell - Rain Days.doc*

Washington Water & Sewer Improvement Project  
 Hatchell Concrete Inc.  
 Change Order Request

10/22/2015

	10-yr avg	Days with Rain >= 0.1 inches	time requested due to abnormal weather
Apr avg	4.73-6	9	4 3
May Avg	5.00-7	7 4	2 0
June Avg	4.58-7	8	3 1
July Avg	4.90-8	9	4 1
Aug Avg	6.22-8	7 9	2 1
Sept Ave	5.00-7	6-11	2 4
Total requested time =			15 10 days

Notes: Request for additional time is through Sept 2015.  
 Averages based on published historical data posted at US Climate Data.com

HISTORICAL DATA OBTAINED FROM STATE CLIMATE OFFICE BASED ON  
 RAIN DATA COLLECTED AT THE WASHINGTON WWTP - CHANOS  
 DATABASE FOR STATION WASHINGTON WWTP 4W - ID# S19100

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCES FOR  
THE EDA WATER PROJECT  
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 in the EDA Water Project grant be increased or decreased by the following amounts to reflect Change Order 1 for the EDA Water and Sewer Improvements Project:

76-90-8221-4505	Construction - Liquid Chlorine	18,214
76-90-8221-9900	Contingency - Water Line	<u>(18,214)</u>
	Total	0

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

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

Adopted this the 9th day of November, 2015.

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

**ATTEST:**

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



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** John Rodman, Community & Cultural Services  
**Date:** November 2, 2015  
**Subject:** Fixing date for public hearing for the temporary moratorium on the conversion of single family homes to multi-family homes in the B1H Zoning District.

**Applicant Presentation:** None  
**Staff Presentation:** John Rodman, Community and Cultural Services

### RECOMMENDATION:

I move that the City Council accept the recommendation of the Washington Planning Board and fix the date for a public hearing for the temporary moratorium on the conversion of single family homes to multi-family homes in the B1-H (Business Historic) Zoning District for November 23, 2015 at 6:00 p.m.

### BACKGROUND AND FINDINGS:

The Planning Board discussed, during their October meeting, the possibility of a moratorium for conversion of single family homes to multi-family home in the Business Historic District. A sub-committee was formed to discuss the possibility of a temporary moratorium on development on the conversions. During the meeting the Planning Board voted to recommend to City Council to fix a date for a public hearing on the moratorium.

### PREVIOUS LEGISLATIVE ACTION

None

### FISCAL IMPACT

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

### SUPPORTING DOCUMENTS

None

**City Manager Review:** 11-3-2015 Date Concur ARL Recommend Denial \_\_\_  
No Recommendation \_\_\_

## Moratoria

Use of temporary development moratoria is not uncommon in North Carolina. Nearly 20% of the state's cities and counties responding to a 2008 School of Government survey reported adoption of a moratorium in the previous three-year period. The moratoria are most often of short duration (typically six months) and are normally focused on particular types of development. The most common reason cited for moratoria was the need to develop regulations for a particular land use, followed by needs to update plans and the lack of infrastructure to support development.

Local governments and the courts have long recognized the planning value of temporary moratoria in certain circumstances. The U.S. Supreme Court noted, "[M]oratoria . . . are used widely among land-use planners to preserve the status quo while formulating a more permanent development strategy. In fact, the consensus of the planning community appears to be that moratoria . . . are an essential tool of successful development." Even so, the impact of a moratorium on individual landowners can be significant for at least the duration of the moratorium. Thus it is not surprising that controversy and sometimes litigation follow a decision to apply a development moratorium.

### Statutory Authority

In 2005 the General Assembly amended the zoning enabling statutes to explicitly authorize use of development moratoria and set a number of rules regarding their use.

G.S. 153A-340(h) and 160A-381(e) allow temporary development moratoria to be placed on any city or county development approval. While these statutes are located within the zoning enabling statute, they authorize moratoria on "any development approval required by law." This includes all zoning permits, land subdivision plats, building permits, sign permits, and any other approvals required prior to development.

Any confusion in the case law regarding which process is to be followed in adoption is clarified by these statutes, which provide that if there is an imminent threat to public health and safety, the moratorium may be adopted without notice and hearing. Otherwise, a moratorium with a duration of sixty days or less requires a single public hearing with a notice published not less than seven days in advance of the hearing; a moratorium with a duration of more than sixty days (and any extension of a moratorium so that the total duration is more than sixty days) requires a public hearing with the same two published notices required for other land use regulations. The initial notice of the hearing must be published at least ten but not more than twenty-five days prior to the day of the hearing, and the second notice must be published in a separate calendar week.

The moratorium must be adopted as an ordinance by the city or county. The ordinance establishing it must expressly include the following four items:

1. A clear statement of the problems or conditions necessitating the moratorium, what courses of action other than a moratorium were considered by the city or county, and why those alternatives were not deemed adequate.
2. A clear statement of the development approvals subject to the moratorium and how a moratorium on those approvals will address the problems that led to its imposition.

3. An express date for termination of the moratorium and a statement setting forth why that duration is reasonably necessary to address the problems that led to its imposition.
4. A clear statement of the actions, and the schedule for those actions, proposed to be taken by the city or county during the moratorium to address the problems that led to its imposition.

The statutes contain several exemptions from the coverage of moratoria. Absent an imminent threat to public health and safety, moratoria may not be applied to projects with legally established vested rights—those with a valid outstanding building permit, an outstanding approved site specific or phased development plan, or where substantial expenditures have been made in good faith reliance on a prior valid administrative or quasi-judicial permit or approval. The statutes also provide that moratoria do not apply to certain projects for which complete applications have been accepted by the city or county prior to the call for a public hearing to adopt the moratorium. These include special or conditional use permits and preliminary or final plats. If a preliminary plat application is subsequently approved while a moratorium is in effect, that project can also proceed to final plat approval. In 2011 the statutes were amended to provide that moratoria may not be applied for the purpose of developing or adopting plans or ordinances as to residential uses.

Renewal or extensions of moratoria are also limited by these statutes. Extensions are prohibited unless the city or county has taken all reasonable and feasible steps to address the problems or conditions that led to imposition of the moratorium. An ordinance extending a moratorium must explicitly address this point, in addition to the four points noted above, and set forth any new facts or conditions warranting the extension.

Finally, these statutes provide for expedited judicial review of moratoria. Any person aggrieved by the imposition of a moratorium may petition the court for an order enjoining its enforcement. These actions are to be set for immediate hearing and are to be given priority scheduling by both trial and appellate courts. The burden is on the city or county in these challenges to show compliance with the procedural requirements of the statute regarding moratoria adoption.