



City of  
**Washington**  
NORTH CAROLINA  
Council Agenda  
AUGUST 22, 2016  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from August 8, 2016 **(page 3)**

Approval/Amendments to Agenda

I. Consent Agenda:

A. Authorize – Repurchase of Cemetery Lot P-57, Plots 7 & 8, and Lot P-58, Plots 1,2,5, & 6 **(page 16)**

B. Adopt – Resolution fixing date for public hearing on the contiguous annexation of the State Employees Credit Union property **(page 23)**

II. Comments from the Public:

III. Public Hearing 6:00PM– Zoning: None

IV. Public Hearing 6:00PM - Other: None

V. Scheduled Public Appearances:

A. Jason Thigpen – ElectriCities Load Management

B. Brian Alligood – EMS

VI. Correspondence and Special Reports:

A. Memo – Save the Pool Fundraiser Update **(page 28)**

B. Memo – Update on the Proposed 15<sup>th</sup> Widening and Access Management Project **(page 29)**

C. Memo – Potential Grant Application for Brownfield Development **(page 32)**

D. Memo – Proposed Funding Amounts Department of Commerce-Division of Rural Economic Development Allocation - \$94,340 **(page 37)**

VII. Reports from Boards, Commissions and Committees:

A. None

VIII. Appointments:

A. Appointments – Library Board of Trustees **(page 40)**



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- IX. Old Business:
- A. Approve - Capital Project Reallocation (**page 42**)
  - B. Approve – GIS Mapping PO’s (**page 43**)
  - C. Adopt – Budget Ordinance Amendment 2015-2016 Projects not Completed (**page 45**)
  - D. Adopt – Budget Ordinance Amendment FY 2016 Purchase Orders (**page 47**)
- X. New Business: None
- XI. Any other items from City Manager: None
- XII. Any other business from the Mayor or other Members of Council:
- XIII. Closed Session: None
- XIV. Adjourn – Until Monday, September 12, 2016 at 5:30 pm, in the Council Chambers

The Washington City Council met in a regular session on Monday, August 8, 2016 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; Richard Brooks, Councilmember; Larry Beeman; Councilmember and William Pitt, Councilmember. Also present: Bobby Roberson, City Manager; Franz Holscher, City Attorney and Cynthia S. Bennett, City Clerk.

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

**APPROVAL OF MINUTES:**

By motion of Councilmember Pitt seconded by Councilmember Brooks, Council approved the minutes of July 25, 2016 as presented.

**APPROVAL/AMENDMENTS TO AGENDA**

Mayor Hodges reviewed the requested amendments to the agenda:

- Add Comments from Public: John Tunstall
- Other from Manager E: EMS Service
- Other from Manager F: Awarded Grant from Dept. of Commerce for Central Business District

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

**RECOGNITION**

**\*WASHINGTON 8 U ALL – STARS**

***Runner-up Tar Heel Leagues State Tournament***



*Korbyn Arnold  
Oliver Thomas  
Gabe Niederhauser  
Holden Boykin*

*Parker Byrd  
Blake Wainwright  
Trenton Baldree  
Sawyer Vosburgh*

*Anderson Thomas  
Avery Dixon  
Mason Rhem  
Adam Mizelle*

*Managers: Jason Arnold*

*Kyle Byrd*

*Stanley Dixon*

**\*KIMBERLY GRIMES – RECIPIENT OF THE  
EMMA W. HOWARD CHILDREN'S SERVICE AWARD**



*Mayor Hodges poses for a photo with Kimberly Grimes, Crime Prevention & Community Outreach Manager and Police & Fire Services Director, Stacy Drakeford*

**CONSENT AGENDA: NONE**

**COMMENTS FROM THE PUBLIC:**

**JOHN TUNSTALL – HOUSES IN MACSWOODS**

John Tunstall presented a petition regarding two houses in Macwoods. Mr. Tunstall stated the house located on the corner of Beech Tree Road and Dogwood Trail (owned by Gillespie) has been vacant for 20+ years. The second home in question is located at 100 Beech Tree Road and Camelia Drive (owned by Hodges) was built in the 1980's and was never occupied. The residents have stated not only are the properties an eyesore, but they also decrease the property value of all the homes in the neighborhood. The petitioners also feel these homes create a safety issue and are requesting the houses be torn down and the lots cleared. Mayor Hodges asked the City Manager and staff to investigate the conditions surrounding these structures.

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

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

**SCHEDULED PUBLIC APPEARANCES:**

**REV. DAVID MOORE – METROPOLITAN/KEYSVILLE ROAD**

Rev. David Moore stated he received two letters from the City. One is a demand for payment letter regarding the Keysville Road Project for \$238,000. The second letter is \$1900 for curb cuts.

Rev. Moore explained that once the grant was finished and closed out then the City will get all of their money back. Councilmember Mercer suggested that Rev. Moore pay the City back \$238,000 and if/when the State reimbursed the City, we would then reimburse Rev. Moore. Rev. Moore stated that he will not walk away leaving the City in debt. He hopes to close on house number four in two weeks and then begin construction on house number five in approximately three-four weeks.

Matt Rauschenbach and Franz Holscher provided a timeline of the grant as well as payments made to the State by the City of Washington.

Council asked the City Manager to contact the Dept. of Commerce to get clarification on whether the City will be reimbursed \$238,000 once the project is closed out. The City Manager hopes to have a response by the August 22<sup>nd</sup> Council meeting.

**CORRESPONDENCE AND SPECIAL REPORTS:**  
**MEMO – NORTHGATE SUBDIVISION TAP AND IMPACT FEES**

*(accepted as presented)*

*The City Manager, Bobby Roberson, requested the Public Works Department to review our rate schedule for water and sewer services, including taps, for subdivisions to see if the city was applying our charges uniformly in accordance with our adopted policies and standards. Therefore, according to our records, Northgate Subdivision differs from any other development the city has participated in. Therefore, I presented the Northgate Subdivision scenario to the City Manager for his advice and recommendation. Mr. Roberson recommended we inform City Council, that effective August 09, 2016, that Northgate Subdivision would be charged at the same rate as all other subdivision developments within our jurisdiction. According to city records, the closeout public hearing was held in November, 2015 for Northgate. Therefore, it is our opinion and recommendation the City of Washington should begin charging the same rate for water and sewer services, including taps, as any other development in our jurisdiction. No action is required by City Council, at this time. The summary presented is for informational purposes in case City Council members receive questions as to why the increases to water and sewer services are occurring, at this time for Northgate Subdivision.*

**MEMO – REPORTING OF BAD DEBT WRITE-OFFS FY 2016**

*(accepted as presented)*

*The following accounts have been written off in accordance with the City of Washington’s Policy for Write-off of Uncollectible Accounts Receivable.*

<u>Category Description</u>	<u>Write-off</u>
Electric	144,452.96
Water	12,528.19
Sewer	19,387.13
Sanitation	6,665.87
Storm Water	1,547.55
EMS Charges	<u>226,517.09</u>
Total	\$ 411,098.79

*Debt set off and a collection agency are utilized for the collection of delinquent accounts. Accounts are written off after 5 years in accordance with the City’s write-off policy.*

*The EMS write-offs are consistent with past performance. Our collections represent 78% and are consistent with the industry norm. Medicare and Medicaid pay 96% after contractual allowances, insurance 79%, and patients 11%. Our revenue has increased from \$350,000 to \$714,000/year since we began using EMS Management Consultants for our billing and collection in 2010. EMS write-offs*

will continue to be substantial in the future due to contractual allowances and expected collection rate. Policy for Write-off of Uncollectible Accounts Receivable was adopted July 18, 2011.

Discussion was held regarding the rates charged for EMS as well as the amount of write-offs begin lower than it was several years ago. The largest component in write-offs is EMS, which accounts for at least 60%. We still try to collect through debt set-off and collection agencies.

**MEMO – WHITEPOST & HIGHLAND DRIVE ELECTRIC PROJECTS**

\$100,000 is budgeted this fiscal year for the engineering of the Whitepost to Slatestone tie phase 1 and \$50,000 to engineer the Highland Dr. feeder rebuild. Phase 1 construction of the Whitepost to Slatestone tie is in the CIP for \$1.3 million and phase 2 for \$900,000. The construction cost of the Highland Dr. feeder rebuild is in the CIP for \$700,000. Staff requests Council’s confirmation of support for the construction phases of these projects prior to expending funds on the engineering

Councilmember Mercer commented that we should delay these engineering projects and set up a capital project fund. Discussion was held regarding the need for the Slatestone/Whitepost tie. Jeff Clark stated this project will serve as a backup to 10% of our customers (Bath area). The cost for the project is approximately \$300,000 per mile (6 ½ miles).

Jeff Clark noted the Highland Drive project needs to be addressed in order to rebuild the existing distribution line, which is too small. Council suggested moving forward with the Highland Drive project and postponing the Slatestone/Whitepost tie.

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council authorized staff to proceed with the engineering for the Highland Drive feeder rebuild and refer the Slatestone/Whitepost tie to the Electric Advisory Board for their input.

**DISCUSSION – GRANT UPDATES**  
(accepted as presented)

Grant Executive Summary  
as of 7/19/2016

Active	Fund	Grant Description	Dates		Financials				Notes
			Award	Expiration	Revenue		Expense		
					Budget	Actual	Budget	Actual	
51		Thrilium Health Play Together	09/18/15	06/30/16	284,156	181,757	284,156	124,825	Complete
54		Hotel Project NAF, Rural EIP	08/10/15	08/20/17	205,400	214,450	205,400	590	Construction in progress
55		IdV/Impressions NC One Grant	09/30/13	09/30/16	900,000	-	300,000	-	Jobs created but not since award date
58		RZEDB- Storm Water Project			5,012,039	5,012,099	5,012,099	4,851,815	Engineering complete, assessments acquired, waiting on permits
59		IdX Building Reuse	12/18/14	12/18/16	512,500	4,000	512,500	2,658	1 year construction extension granted
61		Pedestrian Plan Grant	05/20/13	09/30/13	10,000	10,000	10,000	-	Plan presented to RAC in May, Planning Board June, Council July
64		Police Station CPF			1,241,854	1,039,101	1,241,854	167,108	Magistrate property purchase
65		Software Capital Project Fund			250,000	150,000	250,000	-	Council approve PO's July 25th
67		Facade Grant Program			20,000	-	20,000	-	In progress
69		Way Finding			160,000	150,721	160,000	20,913	Signs bid July 25th
71		Airport Lighting Rehab			460,121	437,008	460,121	449,999	Close grant
74		Sewer I&I rehab/CWSRF	06/03/15		2,000,000	-	2,000,000	155,900	Preliminary engineering underway, Phase 1 complete
76		EDA Water Projects	09/11/13	03/11/17	1,428,262	1,057,084	1,428,262	1,121,899	Close grant
77		EDA Sewer Grants	09/11/13	03/11/17	1,428,894	1,208,477	1,428,894	1,012,449	Close grant
		COBG Keyville Rd.	2005	8/4/2013	320,000	320,000	320,000	320,000	Lot 3 LMI qualified

Applications/Awards	Pre-App	Selected	Grant	Match	Total	
Recreation Trails Program	7/14/15		19,500	6,500	26,000	Partnership with Sound Rivers
FEMA- Radex	1/12/16		52,981	2,619	55,600	
NC GCC- Communication System	1/12/16		25,000	0	25,000	Police internal communication system
Airport runway rehab design						

**DISCUSSION – PROJECT UPDATES FY 2015/2016**  
(accepted as presented)

Council asked for an explanation on open work orders in the Electric Department. Staff will compile and forward information to Council.

Capital Project Status FY 2015/2016

8/1/2016

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>General Fund:</b>								
Purchasing	10-00-4181-7400	Painting lot 1/3	30,084	30,084	0	0	Complete	
		Lighting	27,930	21,398	0	5,932	Complete	
IT	10-00-4132-7400	Network switches	12,906	11,683	0	473	Complete	
		SAH upgrade	37,000	30,792	0	6,208	Complete	
Police	06-00-4830-4310	Vehicles #136,142,160,&164	342,000	110,757	19,906	5,337	Received, equipment on order	
Fire	10-30-4341-7400	Darth/Billboard	30,000	28,911	0	1,089	Complete	
	06-00-4850-4340	Fire Engines	990,843	881,828	36,356	35,661	2nd engine on order	
	06-00-4830-4341	BAS truck 1	153,485	150,491	0	4	Complete	
Code Enforcement	06-00-4830-4330	Vehicle #121	23,180	23,189		1	Complete	
Street Maintenance	06-00-4830-4320	Dump truck #455	67,470	67,088	0	382	Complete	
Rec. Administration	10-00-6121-7400	Bobby Andrews Roof	64,465	64,464	0	1	Complete	
Senior Center	10-00-6123-7400	HVAC	5,900	5,894	0	6	Complete	
Rec. Maintenance	10-00-6130-7400	Greenhopper mower	11,000	11,000	0	0	Complete	
		Ballfield rake	13,000	12,883	0	17	Complete	
<b>Total General Fund</b>			<b>1,588,083</b>	<b>1,458,712</b>	<b>66,262</b>	<b>33,114</b>		
<b>Water:</b>								
Miscellaneous	00-00-0610-7400	Network switches	12,906	11,683	0	623	Complete	
	00-00-0610-7400	GIS 1/2	12,100	9,250	2,850	0	Completed June 30th	
Treatment	10-00-8160-7400	Vehicle #560	28,850	28,848	0	2	Complete	
Maintenance	10-00-8160-7400	Vehicle #418	24,650	24,649	0	1	Complete	
<b>Total Water Fund</b>			<b>77,906</b>	<b>74,430</b>	<b>2,850</b>	<b>626</b>		
<b>Sewer:</b>								
Miscellaneous	10-30-4830-7400	Network switches	12,906	11,683	113	510	Complete	
	10-30-4830-7400	GIS 1/2	12,100	9,250	2,850	0	Completed June 30th	
Treatment	10-00-8220-7400	Vehicle #561	27,000	26,248	0	751	Complete	
	10-00-8220-7400	Video surveillance system	25,000	14,179	0	10,821	Complete	
LRI Services	10-00-8220-7400	Springe Rd panel A & B	40,000	39,986	0	14	Complete	
<b>Total Sewer Fund</b>			<b>116,906</b>	<b>101,947</b>	<b>2,963</b>	<b>12,696</b>		

Capital Project Status FY 2015/2016

8/1/2016

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>Storm Water:</b>								
	34-00-5716-7400	Drainage improvements	150,000	15,665	17,695	95,640	Essentials & permits being acquired	
<b>Electric:</b>								
Electric Director	35-90-6810-7400	Network switches	12,906	11,683	0	623	Complete	
Electric Meter Service	35-90-7250-3400	Painting lot 1/3	30,084	30,084	0	0	Complete	
	35-90-7250-7400	Meters	80,000				Complete	
		2015 PO's	15,853				Complete	
		Vehicle #655	25,000				Complete	
<b>Total Electric Meter Svc.</b>			<b>124,929</b>	<b>31,116</b>	<b>0</b>	<b>3,739</b>		
Substation Maint.	35-90-8370-7400	Distribution reclosers	20,000				Complete	
		Capacitors	8,000				Complete	
		Stationary substat./recloser	20,000				Complete	
		Forest Hills substation	42,760				Complete	
		Main sub circuit auto	262,949				Complete	
		Main sub BUS breaker	50,000				Complete	
<b>Total Substation</b>			<b>403,729</b>	<b>403,729</b>	<b>0</b>	<b>0</b>		
Power Line Maintenance	35-90-8380-1500	Painting lot 1/3	30,083	30,083	0	0	Complete	
Power Line Construction	35-90-8380-3400	Vehicle LTV	15,000				Complete	
		2015 PO's	280,045				Complete	
		HC 32 Reconductoring	880,000				Complete	
		Grasshopper Rd. Feeder	310,000				3 miles complete, 4th mile Sept. 1st	
		Vehicle #616	35,000				Waiting on river crossing permit	
		Gasometer #610	60,000				Complete	
		2nd/3rd St. circuit rebuild	322,788				Completed July 22	
		Vehicle #628	72,900				On order	
<b>Total Power Line Construct.</b>			<b>1,408,833</b>	<b>864,169</b>	<b>201,928</b>	<b>336,235</b>		
<b>Total Electric Fund</b>			<b>1,976,950</b>	<b>1,400,780</b>	<b>201,928</b>	<b>843,598</b>		
Cemetery Fund	35-90-4740-7400	Vehicle #610	20,000	18,762	0	1,238	Complete	
		Zero turn mower	6,800	6,500	0	300	Complete	
<b>Total Cemetery</b>			<b>26,800</b>	<b>25,262</b>	<b>0</b>	<b>1,538</b>		
<b>Grand Total</b>			<b>3,915,987</b>	<b>3,096,196</b>	<b>281,896</b>	<b>907,803</b>		

**DISCUSSION – PROJECT UPDATES FY 2017**  
(accepted as presented)

Capital Project Status FY 2017

7/22/2016

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>General Fund:</b>								
IT	10-00-4182-7400	Tropos Wifi Mesh Routers	10,000			10,000		
		Wireless access points	10,000			10,000		
		Upgrade to 30 Gb network	5,000			5,000		
Municipal Building	10-00-4260-7400	HVAC blower & filtration	55,000			55,000		
Police	10-10-4810-7400	Communication tower	20,000			20,000		
Fire	10-10-4840-7400	Extraction tool	8,800			8,800		
EMS	10-10-4341-7400	Cardiac defibrillator	30,000			30,000		
Water Front Docks	10-00-6154-7400	Promenade improvements	30,000			30,000	Bidding	
		Building	20,000			20,000	Design in progress	
Aquatic Center	10-00-4126-7400	Roof replacement	40,000			40,000		
Fac. Maintenance	10-08-6190-7400	Complex electrical	56,000			56,000		
		BB Memorial restrooms	50,000			50,000		
		Top drawing machine	15,000		15,000	0	On order	
		Maintenance shop	30,000			30,000		
Police	05-00-4890-4830	Vehicles #145, 147, 158	111,000			111,000		
Fire	05-00-4890-4840	Fire Engine 3	500,000	429,986	96,956	33,558	On order	
		Vehicle #238	35,000			35,000		
		<b>Total General Fund</b>	<b>1,085,800</b>	<b>429,986</b>	<b>96,956</b>	<b>544,858</b>		
Water Treatment	30-90-8100-7400	Vehicle #664	19,000			19,000		
		Aircomulators	15,000			15,000		
		Mower	8,500		8,999	501	On order	
Distribution Construction	30-90-8180-7400	Ruryon Hills to U.S. 284 tie	50,000			50,000		
		<b>Total Water Fund</b>	<b>69,500</b>	<b>0</b>	<b>8,999</b>	<b>84,501</b>		
Reservoir Treatment	33-00-8328-7400	Spare mixer pump oxidation	20,000		17,671	2,329	On order	
		Spectrophotometer	5,600		5,594	6	On order	
		10 ton HVAC for MCC	15,000		11,700	3,300	On order	
LIR Stations	33-00-8320-7400	Spare pump 6th & Respass	85,000			85,000		
		<b>Total Reservoir Fund</b>	<b>125,600</b>	<b>0</b>	<b>34,965</b>	<b>90,635</b>		

Capital Project Status FY 2017

7/22/2016

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>Storm Water:</b>								
Electric	34-90-5710-7400	Drainage Impr. Willow St.	167,500		15,597	151,903	In progress	
Electric Director	35-90-7220-7400	Map plotter	10,000			10,000		
Electric Meter Service	35-90-7250-7400	Meters	50,000			50,000		
Substation Maint.	35-90-8370-7400	Distribution enclosures	20,000					
		Capacitors	10,000					
		Forest Hills RTU	5,500					
		Main substation RTU	50,000					
		Tower US 284 & Hodgins Rd.	20,000					
		Whariton sub breaker	50,000					
		<b>Total Substation</b>	<b>155,500</b>		<b>27,292</b>	<b>128,208</b>		
Load Management	35-90-8375-7400	LMI switches	70,000			70,000		
Power Line Maintenance	35-90-8380-7400	Truck shelter & wire storage	10,000			10,000		
Power Line Construction	35-90-8390-7400	Grimsland Rd feeder	310,000					
		Cherry Rd feeder phase 1	65,000					
		Avenue Rd feeder phase 1	50,000					
		White Post-Statstone tie	100,000					
		Highland Drive feeder engg	90,000					
		Festival park pedestal décor	20,000					
		Vehicle #601	55,000					
		Vehicle #682	260,000					
		Wire tensioner & pulley	200,000					
		<b>Total Power Line Construct</b>	<b>1,110,000</b>			<b>1,110,000</b>		
		<b>Total Electric Fund</b>	<b>1,485,500</b>	<b>0</b>	<b>27,292</b>	<b>1,478,208</b>		
Airport Fund	37-90-4530-7400	Annex building steps	10,000			10,000		
Conveyer Fund	38-90-4740-7400	Sheller phase 2	16,500			16,500		
<b>Grand Total</b>		<b>Grand Total</b>	<b>2,844,400</b>	<b>429,986</b>	<b>138,348</b>	<b>2,276,066</b>		

**REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE**

**APPOINTMENTS: NONE****OLD BUSINESS:****AUTHORIZE – RECREATION DIRECTOR TO APPLY FOR THE PUBLIC BEACH & COASTAL WATERFRONT ACCESS FUNDS 2016-2017 GRANT – HAVENS GARDENS FISHING PIER**

*BACKGROUND AND FINDINGS: Feb 2016 - The Recreation Advisory Committee recommended to pursue the funding opportunity for the Havens Gardens Pier. The new pier would include cut outs for handicap accessible fishing and would match the marine slats of the Municipal Pier. The Pier is in the Capital Improvement Plan, however the CIP price does not reflect handicap accessible fishing cut outs. Funding decisions will be made in early September 2016 and anticipate contracts executed in November 2016. PREVIOUS LEGISLATIVE ACTION: March 2016 - City Council authorized the Recreation Director to apply for the pre-application for the Public Beach and Coastal Waterfront Access Funds Grant.*

Councilmember Mercer stated he hopes we can qualify for this grant and continued by saying the match for the grant was not budgeted. Kristi Roberson stated the bulkhead is in next year's budget and the pier is in this year's budget. Councilmember Beeman stated that we wouldn't normally put money in the budget for a match because we wouldn't know if we were getting the grant.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council authorized the Recreation Director to apply for the Public Beach & Coastal Waterfront Access Funds Grant in the amount of \$93,000.00 for the Havens Gardens Fishing Pier. The grant requires a 10% match, at least half of the location contribution must be a cash match.

**APPROVE – CLASSIFICATION AND PAY STUDY COMPARABLE AGENCIES**

*BACKGROUND AND FINDINGS: In order to determine appropriate salary levels of positions in the workforce and to address the issue of comparable compensation, Piedmont Triad Regional Council of Governments (PIRC) will conduct a comprehensive classification and pay study to compare city positions with similar positions in other comparable agencies in the area labor market with whom the city competes. External market comparisons for positions will be based on, geographic location, job responsibilities, scope of authority, level of difficulty and other relevant factors.*

Councilmember Mercer expressed concern with the list of comparable agencies. He suggested removing Vanceboro being they have a population of less than 500. He stated that Winterville and Tarboro are the only municipalities similar in size to Washington on the existing list. He suggested adding Roxboro, Rockingham, Smithfield and Clinton; delete Vanceboro and Plymouth and add Edenton; Private: delete Duke Energy and replace with Edgecombe-Martin EMC. Comments regarding Vidant – Director Drakeford added Vidant is a North Carolina certified company police department and they have recently employed two of our officers. Councilmember Pitt inquired about Greenville Utilities and Mr. Roberson stated they absolutely should be included. Councilmember Brooks stated we need to look at ways to make Washington a better place for employment and feels the pay study should accomplish that task.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the following list of comparable agencies to use for the Classification and Pay Study and authorized Piedmont Triad Regional Council of Governments (PTRC) to expand the comparable agencies, if necessary.

Counties: Beaufort, Pamlico, Hyde, Washington, Martin, Pitt and Craven  
Municipalities: New Bern, Kinston, Greenville, Williamston, Winterville, Tarboro, Roxboro, Rockingham, Smithfield, Clinton, Edenton and Greenville Utilities. Private Sector: Edgecombe-Martin EMC and Tideland EMC for Transfer & Distribution classifications. Vidant Hospital for Police and Maintenance classifications. Others: Sometimes (PTRC) finds that the market study group does not have enough comparable classes to make valid comparisons for one or two classes and, if that happens, (PTRC) will need to expand the group to include enough comparative data.

### **APPROVE - WATERFRONT DOCK AGREEMENTS (LEASES)**

*BACKGROUND AND FINDINGS: These leases have been updated to reflect new information for each water craft and to reflect the same extension period of every one (1) year. The proposed changes are highlighted in yellow and the removal of information is shown by a strike-thru. The documents were reviewed by the City Attorney and the Risk Manager. PREVIOUS LEGISLATIVE ACTION: Recommended for approval by the Waterfront Docks Advisory Committee.*

Councilmember Beeman stated that LWSS should pay the \$30 participant fee. Mayor Hodges disagreed while Mayor Pro tem Finnerty agreed they should pay the fee.

Dot Moate came forward and said LWSS installed the docks they are using and they maintain them. The students don't have to pay to participate in the sailing program.

Councilmember Mercer noted that Section 3 regarding rental, termination and late charges is omitted from LWSS lease. All of the leases should read the same and we shouldn't waive fees.

A motion was made by Councilmember Pitt and seconded by Councilmember Brooks to approve the updated Waterfront Dock Agreements for the following vessels; The River Rover, The ECU Research Vessel Riggs, and Seatow IBX and the agreement for the Little Washington Sailing School. These leases are for a one (1) year period. Voting for the motion: Brooks and Pitt; Against: Mercer, Beeman and Finnerty. Motion failed 2-3.

By motion of Councilmember Pitt, seconded by Mayor Pro tem Finnerty, Council directed staff to make modifications to the leases in order to make them consistent and bring them back for approval at the next City Council meeting.

### **Moved up in agenda: APPROVE – LOAD MANAGEMENT SWITCH PO**

Councilmember Mercer requested the load management monthly reports be included in the agenda packet. Council discussed the load management program and Ed Pruden stated the figures show the program has saved us \$1.2 million. A full presentation on load management will be made by ElectriCities during the August 22<sup>nd</sup> Council meeting.

By motion of Mayor Pro tem Finnerty, seconded by Councilmember Brooks, Council approved a \$68,100 PO to Comverge Technologies, Inc. for the purchase of load management switches.

*RECESS: 7:05pm - 7:15pm*

**ACCEPT/AWARD – BIDS AND AWARD CONTRACT – WAYFINDING SIGNAGE**

*BACKGROUND AND FINDINGS: The Wayfinding Signage sub-committee completed work on final specifications and materials for the project. Bid documents were completed and a "Request for Bids" was extended. Sealed bids for the fabrication and installation of the wayfinding signage were received by July 22, 2016 at 4:00 pm. Bids were opened at that time. Bids for Phase 1A are the primary bids.*

John Rodman said he is considering the quality of workmanship of the second lowest bidder, which is better than the actual lowest bidder. Mr. Rodman explained there will be a 10% discount if we approve both phase 1A and 1B.

By motion of Mayor Pro tem Finnerty, seconded by Councilmember Mercer, Council accepted the bids as presented and awarded the Wayfinding Signage project to *ACSM, Inc.*, in the amount of \$93,001.00 for Phase 1A and 1B with 10% discount with cost not to exceed \$138,126.

**APPROVE – ELECTRIC BILL ADJUSTMENT**

*BACKGROUND AND FINDINGS: During the July 25<sup>th</sup> Council Meeting Mr. & Ms. Wilkin requested an adjustment related to a malfunction of a newly installed HVAC system at their home. The bill for the two months in question was \$1,515.06 and normal usage for this time of year is \$441.84.*

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council authorized an adjustment of \$1,073.22 to the electric bill of Ms. Raven Wilkin.

**APPROVE – WIRE PULLER & WIRE TENSIONER PO'S**

*BACKGROUND AND FINDINGS: Budgeted purchase from sole source vendor. The device is battery operated.*

By motion of Councilmember Beeman, seconded by Mayor Pro tem Finnerty, Council approved a \$118,450 PO for a wire puller and a \$81,500 PO for a tensioner/reel carrier to TSE International Inc.

**NEW BUSINESS:**

**AMEND – CHAPTER 18, SECTION 102 – NON-HIGHWAY STREETS**

*BACKGROUND AND FINDINGS: As a result of a request from a citizen on the corner of Respass and West 11th Street the attached amendment will reduce the speed limit along West 11<sup>th</sup> Street from Market Street to Summit Avenue to twenty-five (25) miles per hour.*

Councilmembers Beeman and Finnerty discussed the need for residential neighborhoods to have a 25mph speed limit. Councilmember Brooks suggested a traffic study of the area. Council asked Director Drakeford to do a traffic study of the entire neighborhood. Frankie Buck suggested making the change to the requested area and see how the reduced speed limit works.

By motion of Councilmember Beeman, seconded by Mayor Pro tem Finnerty, Council adopted an ordinance to amend Chapter 18, Section 102 – Non-Highway Streets, subsection (c) to include West 11<sup>th</sup> Street from Market Street to Summit Avenue, as outlined in the attached ordinance, with an effective date of August 10, 2016. {Council authorized a traffic study and depending on the results, could possibly reduce the speed limit to 25mph in the remaining portion of the neighborhood at a future Council meeting.}

**AN ORDINANCE TO AMEND CHAPTER 18, SECTION 102: NON-HIGHWAY STREETS  
OF THE WASHINGTON CITY CODE**

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

Section 1. That Chapter 18, Section 18-102, Non-highway Streets (c), be amended to add the following:

Sec. 18-102. Non-highway Streets (c).

West 11<sup>th</sup> Street from Market Street to Summit Avenue.

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

Section 4. This ordinance shall become effective August 10, 2016.

This the 8<sup>th</sup> day of August 2016.

**ATTEST:**

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

**s/Mac Hodges**  
Mayor

**ANY OTHER ITEMS FROM CITY MANAGER:**

**DISCUSSION – PEG CHANNEL – CABLE NINE SCHEDULING**

David Carraway discussed the scheduling of the PEG/Cable Nine Channel and noted we currently budget \$18,000 per year for programming, software or hardware to support the channel. General Statutes say he can only show 15% of text bulletins/non-video in a 24 hour period. Funds are from the Cable Franchise fees and there are 52 PEG channels in the state that receive the redistributed funding in the amount of \$25,000-\$28,000 per year. Mr. Carraway expressed his hopes are to live stream City Council meetings.

Councilmember Beeman asked that the schedule of City Council meetings on the PEG/Cable 9 channel be placed in the paper. He also suggested showing the Council meetings later in the evening around 8pm or 9pm. Mr. Carraway noted the Council meeting videos are also shown on our website [www.washingtonnc.gov](http://www.washingtonnc.gov).

**DISCUSSION – BUG HOUSE PARK – TENNIS COURTS UPDATE**

Bobby Roberson, City Manager said we can't pave the Bug House Park tennis courts with the existing allocated funds. He recommended sending this item back to the Recreation Advisory Board for a recommendation for what they would like to do with the space. Mr. Roberson explained that Rotary and Washington Area Historic Foundation will be making improvements to the park such as removing fencing and installing landscaping. Mr. Roberson explained the last quote he received was approximately \$35,000-\$40,000 for resurfacing the existing courts, but it was not recommended to resurface due to the stress fractures in the court. Councilmember Mercer said he

believes the Recreation Advisory Committee will recommend building a new tennis court at the sports complex.

#### **DISCUSSION – 10 HOUSES MINIMUM HOUSING ORDINANCE**

The City Manager explained he has asked staff to develop a list of ten houses for Council to review that are vacant and boarded up – Mr. Roberson noted there are approximately 60-65 houses. This list will be updated and will be a continuous list of ten houses. Mr. Roberson stated the structures staff will focus on will be outside of the historic district. Mayor Hodges asked staff to look at the Old Washington Tire Company because the roof has fallen in. Mr. Roberson will have the Inspections Dept. look at this property.

#### **DISCUSSION – TRAVEL POLICY UPDATE**

Mr. Roberson thanked Councilmember Mercer and Councilmember Pitt for the work they put into revising the personnel policy during the last review of the document. Staff is reviewing the document at this time for additional revisions and we will bring the document back for Council approval. We also need to address City Council travel. Mr. Roberson would like to have the personnel policy adopted within the next fiscal year. Councilmember Mercer stated the policy says city vehicles should only be operated by city employees – this could have some impact especially in the senior programs. Mr. Roberson says he has a solution for this as he has spoken with BCDC.

#### **DISCUSSION – NCDOT SIGNAGE UPDATE**

Matt Rauschenbach stated that he and John Rodman had a good meeting with NCDOT regarding signage. They met with Mary Moore out of Greenville, coordinated with Ron King of Raleigh and with Chris Smith (new sign person for Greenville) as well as two representatives from NCDOT's sign contractor. They will be adding a Jct. 17 Business sign with two gas and four food establishment logos on the southbound and northbound approaches. Staff will work on recruiting establishments to participate. The merchants have to pay \$300 annually for their name on the NCDOT sign. Mr. Roberson thanked Matt Rauschenbach, John Rodman and Lynn Wingate for their work on this project.

#### **DISCUSSION – EMS**

The City Manager noted he met last week with Beaufort County officials regarding EMS and the direction that we need to go in. Mayor Hodges noted he has never heard of any problems with our Fire, EMS, Rescue in the last 40 years. Mr. Roberson stated the chairperson instructed the City Manager and City staff to meet with Brian Alligood, Beaufort County Manager to discuss the numbers associated with EMS. The EMS Oversight Committee meeting is Sept. 13<sup>th</sup>.

Councilmember Mercer discussed the resolution adopted by City Council on April 11, 2016. He continued by saying that the City Council has told the County we would turn over EMS to Beaufort County effective July 1, 2017 or at any other date which might be agreed to by the two elected boards.

Mayor Hodges discussed that the intent was that we (City) would set down and have discussions with the County Commissioners to determine if the City could keep EMS on either a permanent basis or extended basis. We would negotiate for nine months.

Councilmember Brooks said the way he understood the original discussions was that we were told Beaufort County was going to take over our EMS. Later conversations were held and the County asked the City to keep EMS until at least July 1, 2017. He feels the City should keep EMS and let the County take care of County and the City will take care of the City. Councilmember Pitt agrees we should keep EMS.

Councilmember Beeman said there's never been a question of whether or not we should or shouldn't keep EMS, but it's a matter of if we can. It's not a matter of if, it's a matter of when the County was taking over. He continued by saying it was his impression the County was taking over the City's current EMS responsibilities effective July 1, 2017. Mr. Roberson said that the County voted at their recent meeting to negotiate regarding EMS.

Mayor Hodges noted the intent was to work out an agreement to where the City could keep EMS. Councilmember Beeman said the Council needs to make another motion

A motion was made by Councilmember Brooks and seconded by Councilmember Pitt to negotiate to keep EMS. Councilmember Mercer asked for discussion before the vote.

Councilmember Mercer said he understood the City was on record saying as of July 1, 2017 the County would take over the City's EMS. In order for the City to change that position we need a motion that says we give the members of the committee (EMS Committee) the authority to negotiate the possible continuance of EMS through City facilities. However, he feels we need to put a time limit on the negotiations in order to prepare for the upcoming budget year. Mayor Hodges noted the committee said negotiations would go no later than 12-31-16.

Councilmember Brooks said that before he and Councilmember Mercer (City appointed members on the EMS Committee) commit to anything, they need to relay the information and a vote needs to be taken by the entire Council.

Discussion was held regarding a county-wide billing system for EMS.

Motion re-stated to include date: By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council agreed to continue negotiations through 12-31-16 to keep EMS.

#### **DISCUSSION – RURAL ECONOMIC DEVELOPMENT GRANT AWARD**

Bobby Roberson explained the Dept. of Commerce has awarded Washington \$94,340 for a grant-in-aid for downtown revitalization. According to the grant documentation, downtown revitalization projects can include the following:

- Planning costs that will produce a final plan for physical improvements, including architectural and engineering design;
- Streetscape design and implementation;
- Public infrastructure including water, sewer, electrical, lighting, sidewalk, traffic road and/or digital infrastructure;
- Façade or building improvements;
- Wayfinding signage; or
- Art or cultural installation

After reviewing possible allowable uses for the funds, Councilmember Mercer stated we have discussed the streetscape program for at least 10 years, this is an opportunity to use part of these funds to design the streetscape plan. Mayor Hodges said that John Rodman has a plan for the streetscape program. Councilmember Mercer suggested John Rodman meet with the merchants to discuss the streetscape plan. Councilmember Mercer also asked Mr. Roberson to look into a program offered by Benjamin Moore paints – which offers grants for painting downtown businesses. Councilmember Pitt suggested using some of the funds for digital infrastructure in the downtown district.

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:**  
**ETHICS - CONFLICT OF INTEREST**

Councilmember Brooks asked for a copy of the conflict of interest/ethics policy.

**CSX GRANT PROGRAMS**

Councilmember Mercer asked Mr. Roberson to research CSX grant opportunities.

**REPORT FROM BOOTH & ASSOCIATES**

Councilmember Mercer discussed information received and presented to Council by Booth & Associates. He asked Council to ask staff or WEUAB to look at the numbers from Booth & Associates and suggested that we give a rate reduction to our customers no later than January 1, 2017. Councilmember Brooks stated he agrees with giving a decrease, but he doesn't want to have to come back in a few months and increase the rates. Discussion was held regarding the rate stabilization fund. Councilmember Beeman discussed "pay as you go".

**15<sup>TH</sup> STREET WIDENING PROJECT**

NCDOT will host a public meeting on August 11, 2016 for proposed 15<sup>th</sup> St. widening and access management project in Beaufort County. NCDOT is proposing to upgrade and improve 15<sup>th</sup> street from west of US 17 to US 264. The public meeting will be held at the NC Dept. of Environmental Quality - Washington Regional Office located at 943 Washington Square Mall from 4pm-7pm.

**CLOSED SESSION: NONE**

**ADJOURN**

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council adjourned the meeting at 8:45pm until Monday, August 22, 2016 at 5:30 pm in the Council Chambers.

(subject to approval of City Council)

s/Cynthia S. Bennett, MMC  
 City Clerk



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Frankie Buck, Public Works Director  
**Date:** August 8, 2016  
**Subject:** Authorize the Repurchase of Cemetery Lot P-57, Plots 7 & 8 and Lot P-58, Plots 1, 2, 5, & 6  
**Applicant Presentation:** N/A  
**Staff Presentation:** Frankie Buck

**RECOMMENDATION:**

I move that the City Council authorize the repurchase of Lot P-57, Plots 7 & 8 and Lot P-58, Plots 1, 2, 5, and 6 in the Oakdale Cemetery from Nancy Gautier Jones, heir of Robert and Mary Gautier, in the amount of \$393.75 and adopt the attached budget ordinance amendment to cover the cost.

**BACKGROUND AND FINDINGS:**

Nancy Gautier Jones, heir of Robert and Mary Gautier, has made a request for the City to repurchase six (6) spaces of twelve (12) spaces purchased by her parents on March 29, 1990. Her family has moved to Texas and do not expect to return to Beaufort County, North Carolina.

Section 8-5 (c) of the City Code states: "No cemetery lot may be sold or transferred by its owner to any other party. If the owner finds that he has no use for the a lot, the City will buy it back at the same price originally paid for same; provided no interments have been made thereon." Staff has checked our records and has verified that there are currently no internments on this plot.

**PREVIOUS LEGISLATIVE ACTION:**

NONE

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Attached request letter, copy of plots "deeds" and budget ordinance amendment.

**City Manager Review:** PKL Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
8/17 Date

AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, NC  
FOR THE FISCAL YEAR 2016-2017

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

Section 1. That following account numbers in the Cemetery Fund appropriations budget be increased or decreased in the amounts shown to provide funds for the repurchase of cemetery Lot P-57, Plots 7 & 8 and Lot P-58, Plots 1, 2, 5, & 6.

39-90-9990-9900	Contingency	\$(394.00)
39-90-4740-4901	Repurchase of Lots	\$ 394.00

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 22<sup>nd</sup> day of August, 2016.

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

Rec'd PW  
8/5/16

cemetery plots

July 20, 2016

Nancy Gautier Jones  
15111 Rose Cottage Drive  
Houston, Texas 77069

re: cemetery plots Oakdale (6)  
7,8,1,2,5,6 pg 57 and 58

Please consider the re-purchase of these lots. We have moved to Texas and do not expect to return to Beaufort County, Washington, NC.

I am heir to these 6 lots and the deed is registered in the name of:

Robert and Mary Gautier (Deceased)  
E. Main Street  
Washington, NC 27889

Thanking you in advance for this consideration,

  
Nancy Gautier Jones

Gautier, Robert & Mary  
P.O.Box 461  
E. Main St.  
Washington, N.C. 27889

Lot # P-57  
1 thru 8  
Lot # P-58  
1,2,5,6

LOT NO. P-57 OWNER Single Grave Section LOT FEE \_\_\_\_\_  
 ST. ADDRESS Oakdale Cemetery PER. CARE \_\_\_\_\_  
 CITY \_\_\_\_\_ TOTAL \_\_\_\_\_

1	2	3	4
5	6	7	8

~~DEED~~  
 Robert & Mary Gautier, Sr.  
 E. Main St.  
 Washington, N.C. 27889  
 Plot # 1 thru 8 also P-58 Plot # 1,2,5,6

LOT NO. P-58 OWNER Single Grave Section LOT FEE \_\_\_\_\_  
 ST. ADDRESS Oakdale Cemetery PER. CARE \_\_\_\_\_  
 CITY \_\_\_\_\_ TOTAL \_\_\_\_\_

<p>1 S</p>	<p>2 S</p>	<p>3 S</p> <p>Kiah Davenport 4-17-2000</p>	<p>4 S</p>
<p>5 S</p> <p>DEED: <del>1111</del>        Robert &amp; Mary Gautier        E. Main St.        Washington, N.C. 27889        Plot # 1,2,5,6 also P*57 1 thru 8</p>	<p>6 S</p>	<p>7 S</p> <p>Alvin Thomas Davenport 11-13-2011</p> <p>Alvin &amp; Lola Davenport Plot # 3,4,7,8</p>	<p>8 S</p>

OAKDALE

CITY OF WASHINGTON, DC  
CEMETERY SECTION

1945

CEDAR HILL

Plot No. P-517516

Plot No. P-4091 \$ 337.50

Date

Funeral Home

12.50

Deceased Name

Wm J. ...

Address

Opening Order

Location

Section

Row

Plot

OAKDALE

WASHINGTON, DC  
CEMETERY SECTION

948

CEDAR HILL

Plot No. 14608 \$ 525.00

Date

March 29

Funeral Home

Deceased Name

Robert & Mary E. ...

Address

Opening Order

Location

WASHINGTON

278

Section

OAKDALE

WASHINGTON, DC  
CEMETERY SECTION

94

CEDAR HILL

Plot No. 1306

Plot No. 2623

Date

March 29

90

Funeral Home

Deceased Name

Robert & Mary E. ...

Address

Opening Order

Location

Washington, DC

2789



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Glen Moore, Planning Administrator  
**Date:** August 9, 2016  
**Subject:** Resolution fixing date for public hearing on the contiguous annexation of the State Employees Credit Union property.  
**Applicant Presentation:** N/A  
**Staff Presentation:** John Rodman, Community and Cultural Services

### RECOMMENDATION:

Adopt the resolution fixing the date for a public hearing on the contiguous annexation of the State Employees Credit Union property located on Whispering Pines Road and containing 5.64 acres.

### BACKGROUND AND FINDINGS:

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

### PREVIOUS LEGISLATIVE ACTION

On July 25, 2016 City Council adopted a resolution directing the Clerk to investigate the petition presented for a contiguous annexation.

### FISCAL IMPACT

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

### SUPPORTING DOCUMENTS

Attached resolution, map & Certificate of Sufficiency

**City Manager Review:** 8/17 Date 1/16 Concur \_\_\_ Recommend Denial \_\_\_  
 August 22, 2016  
 Recommendation  
 23 of 57

CERTIFICATE OF SUFFICIENCY

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

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

In witness whereof, I hereunto set my hand and affixed the seal of the City of Washington, this 15<sup>th</sup> day of August, 2016.

  
Cynthia Bennett, City Clerk

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

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

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

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

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

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held at the City Council Chambers on the 2<sup>nd</sup> floor of the municipal building located at 102 East 2<sup>nd</sup> Street at 6:00 p.m. on Monday, September 12, 2016.

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

Being 5.46 acres of land noted on the site plan "State Employees Credit Union" by Gaskins Land Surveying dated December 12, 2015 and being located in Washington, NC, Beaufort County North Carolina and being more particularly described as follows;

See Attached Map

Together with and subject to covenants, easements and restrictions of record. Said property to be annexed contains 5.46 acres.

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

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Mayor

ATTEST:

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Cynthia Bennett, Clerk

**NOTICE OF PUBLIC HEARING ON  
REQUEST FOR ANNEXATION**

The public will take notice that the City Council of the City of Washington has called a public hearing at 6:00 p.m. on Monday, September 12, 2016 at the City Council Chambers on the 2<sup>nd</sup> floor of the municipal building located at 102 East 2<sup>nd</sup> Street on the question of annexing the following described territory, requested by petition filed pursuant to G.S. 160A-31:

Being 5.46 acres of land noted on the survey "State Employees Credit Union" by Gaskins Land Surveying dated December 31, 2015 and being located in Washington Township, Beaufort County North Carolina and being more particularly described as follows;

Annexation Map, State Employees Credit Union Property located in the Office of Development & Planning.

Together with and subject to covenants, easements, and restrictions of record. Said property contains 5.46 acres more or less.

*Cynthia S. Bennett*

Cynthia S. Bennett, City Clerk

Legal Ad  
PUBLISHERS AFFIDAVIT  
CITY OF WASHINGTON  
PLANNING DEPARTMENT

**SCHEDULE B ITEMS**

1. Taxes for the year 2015 and subsequent years, not yet due and payable. AFFECTS PROPERTY-NOT PLATTED
2. Subject to metes and bounds as recorded in Plat Cabinet 7, Slide 27-5 and Book 626 at Page 406 including 12 foot canal along north-south lot line and right of way of SR 1404 located on the land. AFFECTS PROPERTY-NOT PLATTED
3. Title to that portion of the land within the right-of-way of NCR 1404 (Whispering Pines Road). AFFECTS PROPERTY-PLATTED
4. Rights of others thereto entitled in and to the ditch(es)/canal along the boundary line(s) of the land. AFFECTS PROPERTY-NOT PLATTED
5. Subject to the terms and conditions of those judgments in favor of NCCOT for the New right of way of US Hwy 17 recorded in Book 1644 at Page 428 and Book 1643 at Page 139 and Page 172. AFFECTS PROPERTY-PLATTED
6. Plat of survey by Raymond S. Gaskins, Jr., PLS, dated 12/1/2014, shows existing 48" power wire fence, located on the land. AFFECTS PROPERTY-PLATTED

**TITLE COMMITMENT INFORMATION**

POLICY NO. 2015060950V  
 EFFECTIVE DATE: DECEMBER 22, 2014  
 PREPARED BY: INVESTORS TITLE COMPANY

**FLOOD NOTE:**  
 SAID DESCRIBED PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA (SHADED X), AS SHOWN ON THE FLOOD INSURANCE RATE MAP NUMBER 27080576001 WHICH BEARS A DATE OF MAY 15, 2009, FOR COMMUNITY NUMBER 370017, IN BEAUFORT COUNTY, STATE OF NORTH CAROLINA, WHICH IS THE CURRENT FLOOD INSURANCE RATE MAP FOR THE COMMUNITY IN WHICH SAID PROPERTY IS SITUATED.



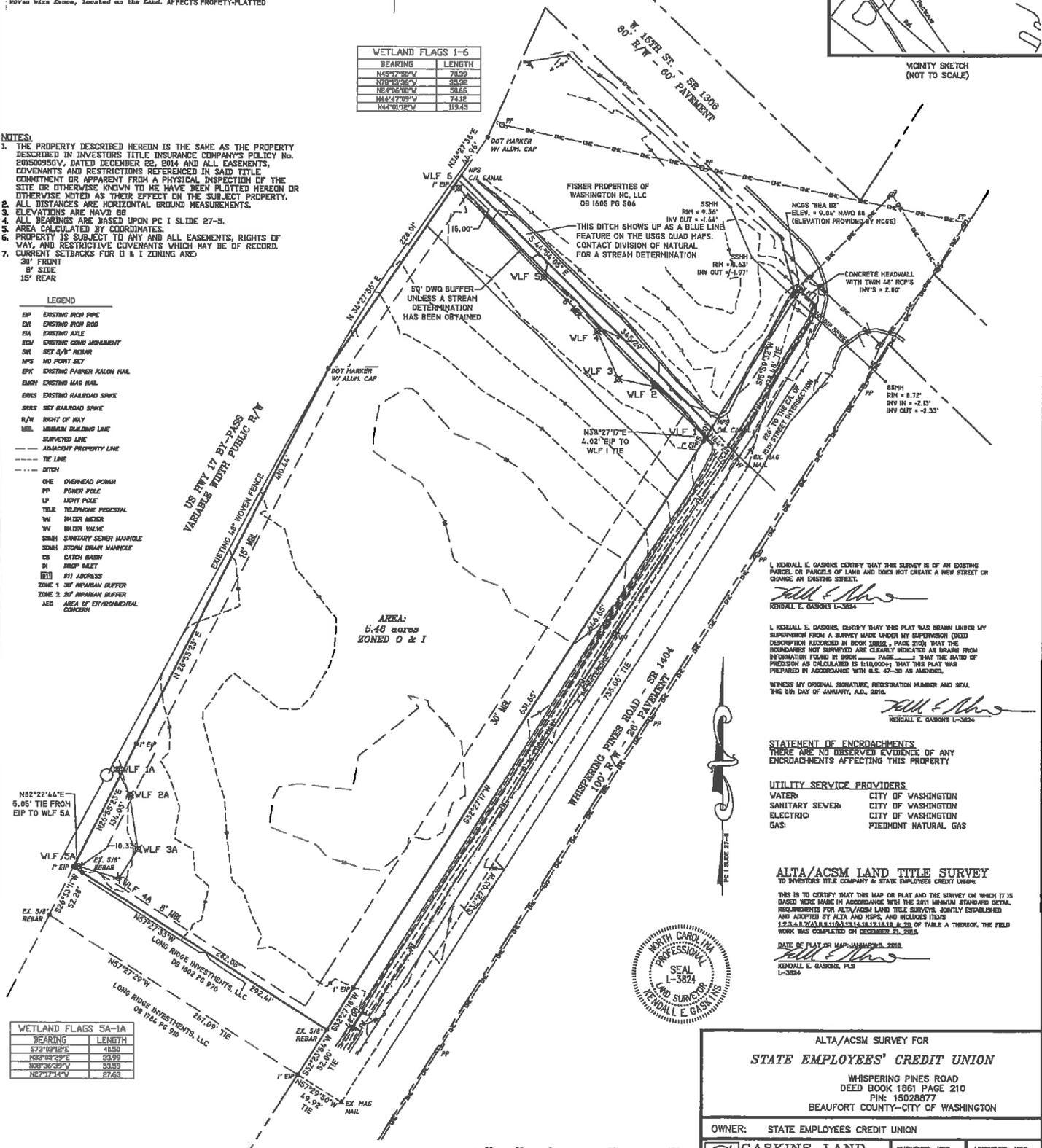
BEARING	LENGTH
M43°37'30"W	78.39
N78°19'30"W	28.92
N4°06'00"W	50.65
N44°47'09"W	74.12
N4°00'00"W	119.48

**NOTES:**

1. THE PROPERTY DESCRIBED HEREIN IS THE SAME AS THE PROPERTY DESCRIBED IN INVESTORS TITLE INSURANCE COMPANY'S POLICY NO. 2015060950V, DATED DECEMBER 22, 2014 AND ALL EASEMENTS, COVENANTS AND RESTRICTIONS REFERENCED IN SAID TITLE COMMITMENT OR APPARENT FROM A PHYSICAL INSPECTION OF THE SITE OR OTHERWISE KNOWN TO ME HAVE BEEN PLOTTED HEREON OR OTHERWISE NOTED AS THEIR EFFECT ON THE SUBJECT PROPERTY.
2. ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.
3. ELEVATIONS ARE NAVD 83
4. ALL BEARINGS ARE BASED UPON PC 1 SLIDE 27-5.
5. AREA CALCULATED BY COORDINATES.
6. PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS OF WAY, AND RESTRICTIVE COVENANTS WHICH MAY BE OF RECORD.
7. CURRENT SETBACKS FOR D & I ZONING ARE:  
 30' FRONT  
 5' SIDE  
 15' REAR

**LEGEND**

- EP EXISTING IRON PIPE
- ER EXISTING IRON ROD
- EA EXISTING ANGLE
- ECM EXISTING CONCRETE MONUMENT
- SR SET 5/8" REBAR
- SP NO POINT SET
- EPK EXISTING PAPER KALON NAIL
- EMN EXISTING MAG NAIL
- ERS EXISTING RAILROAD SPIKE
- SRM SET RAILROAD SPIKE
- NBS NOUGHT OF NAIL
- MBL MINIMUM BUILDING LINE
- SLV SURVEYED LINE
- ADL ADJACENT PROPERTY LINE
- TL THE LINE
- DIT DITCH
- OP OVERHEAD POWER
- PP POWER POLE
- LP LEVY POLE
- TELE TELEPHONE PEDESTAL
- WM WATER METER
- WV WATER VALVE
- SMH SANITARY SEWER MANHOLE
- SDM STORM DRAIN MANHOLE
- CB CATCH BASIN
- DI DRAIN PILET
- DI1 DI1 ADDRESS
- ZONE 1 30' NEIGHBOR BUFFER
- ZONE 2 30' NEIGHBOR BUFFER
- AE0 AREA OF ENVIRONMENTAL CONCERN



I, RENDALL E. GASKINS, CERTIFY THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.

*Rendall E. Gaskins*  
 RENDALL E. GASKINS L-3824

I, RENDALL E. GASKINS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM A SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 2102, PAGE 210); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BEING FROM INFORMATION FOUND IN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 03<sup>RD</sup> DAY OF JANUARY, A.D., 2016.

*Rendall E. Gaskins*  
 RENDALL E. GASKINS L-3824

**STATEMENT OF ENCROACHMENTS**  
 THERE ARE NO OBSERVED EVIDENCES OF ANY ENCROACHMENTS AFFECTING THIS PROPERTY

**UTILITY SERVICE PROVIDERS**  
 WATER: CITY OF WASHINGTON  
 SANITARY SEWER: CITY OF WASHINGTON  
 ELECTRIC: CITY OF WASHINGTON  
 GAS: PIEDMONT NATURAL GAS

**ALTA/ACSM LAND TITLE SURVEY**  
 TO INVESTORS TITLE COMPANY & STATE EMPLOYEES CREDIT UNION

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1.2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20. OF TABLE A THROUGH THE FIELD WORK WAS COMPLETED ON DECEMBER 21, 2015.

DATE OF PLAT OR MAP: JANUARY 2016



BEARING	LENGTH
S73°00'00"W	48.30
N57°00'00"W	23.92
N69°36'33"W	53.93
N87°17'14"W	87.63

ALTA/ACSM SURVEY FOR  
**STATE EMPLOYEES' CREDIT UNION**  
 WHISPERING PINES ROAD  
 DEED BOOK 1861 PAGE 210  
 PIN: 15028877  
 BEAUFORT COUNTY-CITY OF WASHINGTON

OWNER: STATE EMPLOYEES CREDIT UNION

GASKINS LAND SURVEYING, P.A. PROFESSIONAL LAND SURVEYORS	SURVEYED: KEG DRAWN: KEG CHECKED: KEG	APPROVED: KEG DATE: 12/31/15 SCALE: 1"=60'
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Phone: 252-244-0500  
 Fax: 252-244-5898  
 P.O. Box 354  
 Venable, NC 28586

August 22, 2016  
 27 17 00'

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# Memo

**To:** Mayor Hodges & Members of City Council  
**From:** Kristi Roberson, Parks & Recreation Director  
**Date:** August 22, 2016  
**Subj:** Save the Pool Fundraiser Update

We have completed 5 fundraisers, including Summer Kickoff, Save the Pool Golf Tournament, Save the Pool Pizza Inn Fundraiser, World's Largest Swim Lesson and a car was hosted by Special Olympics Beaufort/Hyde Athletes. We are continuing to sell T-shirt and Tiles. We have currently raised \$21,223.85.

The next fundraiser is scheduled for Sunday, August 21. The Aquatic Center will be hosting a "Back to School Swim and Ice Cream Party."

**Mayor**  
Mac Hodges

**City Manager**  
Bobby Roberson



**City Council**  
Larry Beeman  
Richard Brooks  
Virginia Finnerty  
Doug Mercer  
William Pitt

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## MEMORANDUM

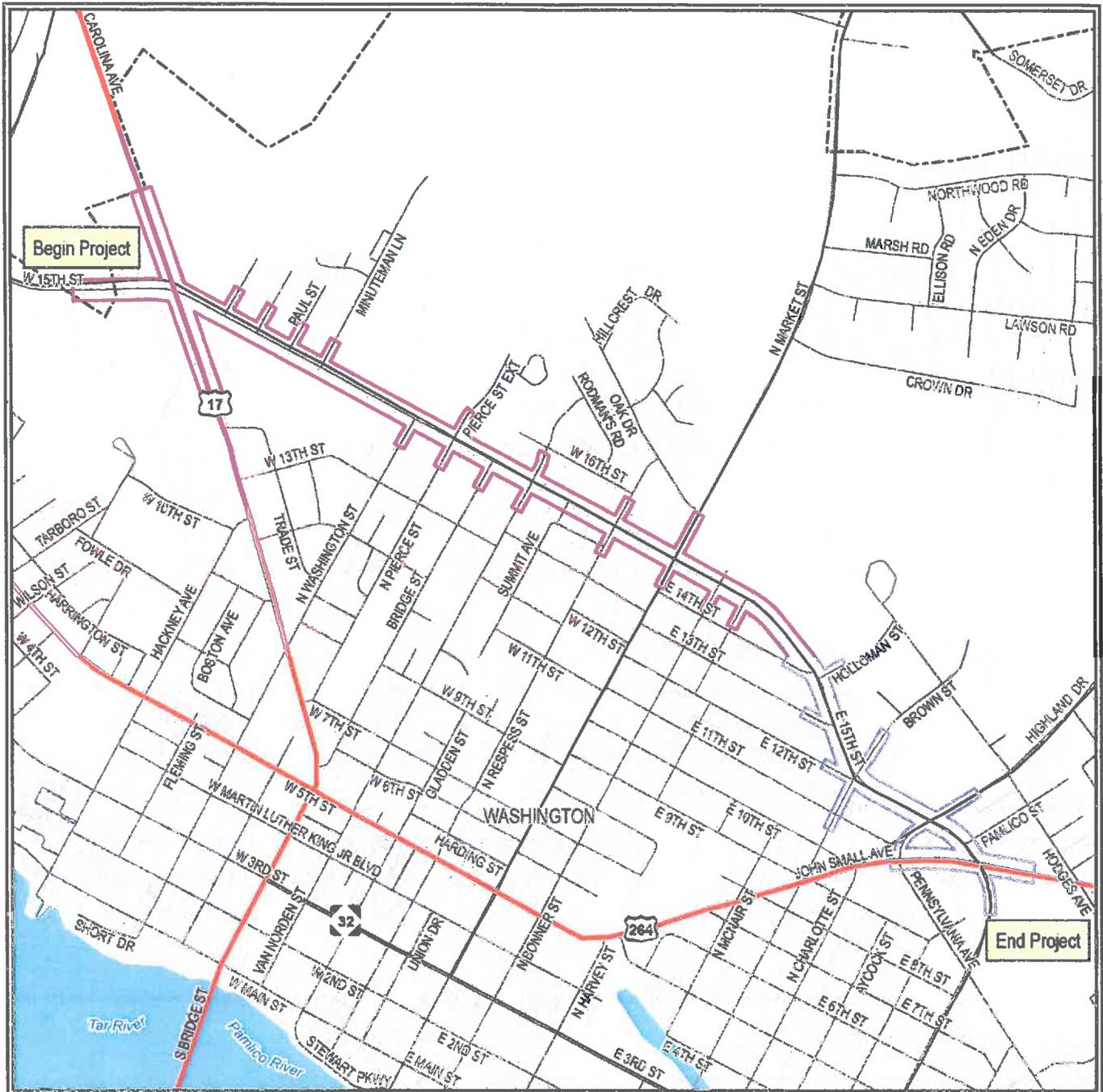
**To:** Mayor and Members of City Council  
**From:** Bobby E. Roberson, City Manager  
**Date:** August 22, 2016  
**Subject:** Update on the Proposed 15<sup>th</sup> Street Widening and Access Management Project

On August 11, 2016 the North Carolina Department of Transportation held a public meeting to go over the proposed 15<sup>th</sup> Street Widening and Access Project in Washington. The identification number for the project has been identified as NCDOT STIP Project U-5860. The purpose of the project is to upgrade 15<sup>th</sup> Street from a multilane undivided road to a four lane, raise median divided road beginning west of US 17 Business (Carolina Avenue) to U.S. 264 (John Small Avenue). Median breaks will be provided for left turns as traffic volumes warrant. U turns will also be provided at multiple locations.

The reason I am bringing this information to City Council is to establish a process for local business owners to bring their concerns to the city so we can develop a strategy that will lessen the impact on local businesses along the corridor and still maintain the safety concerns for all of our citizen.

We have two (2) local business owners who would like to make express their concerns to City Council: Pat Griffin and Richard Gerard.

A handwritten signature in blue ink, appearing to be "B. Roberson".



Source: NCDOT, NC OneMap, Beaufort County GIS, HNTB. Credit: HNTB 2016

		<p><b>NCDOT STIP Project U-5860</b>  <b>15th Street Widening and Access Management</b>  <b>Project in Washington, Beaufort County</b></p>	
	<ul style="list-style-type: none"> <li> U-5860 Project Limit</li> <li> U.S. Route</li> <li> State Route</li> <li> Secondary Route</li> </ul>	<ul style="list-style-type: none"> <li> Open Water</li> <li> Parcel</li> <li> Municipal Limit</li> </ul>	
<p>0 600 1,200 Feet      1 inch = 1,250 feet</p>			

*BFC*

## Project Description and Need & Purpose

This project proposes to upgrade 15th Street from a multi-lane undivided road to a four-lane, raised median divided road beginning west of U.S. 17 Business (Carolina Avenue) to U.S. 264 (John Small Avenue). Median breaks will be provided for left turns as traffic volumes warrant. U-turns will also be provided at multiple locations.

*Project Need:* Traffic congestion on 15th Street project corridor in Washington.

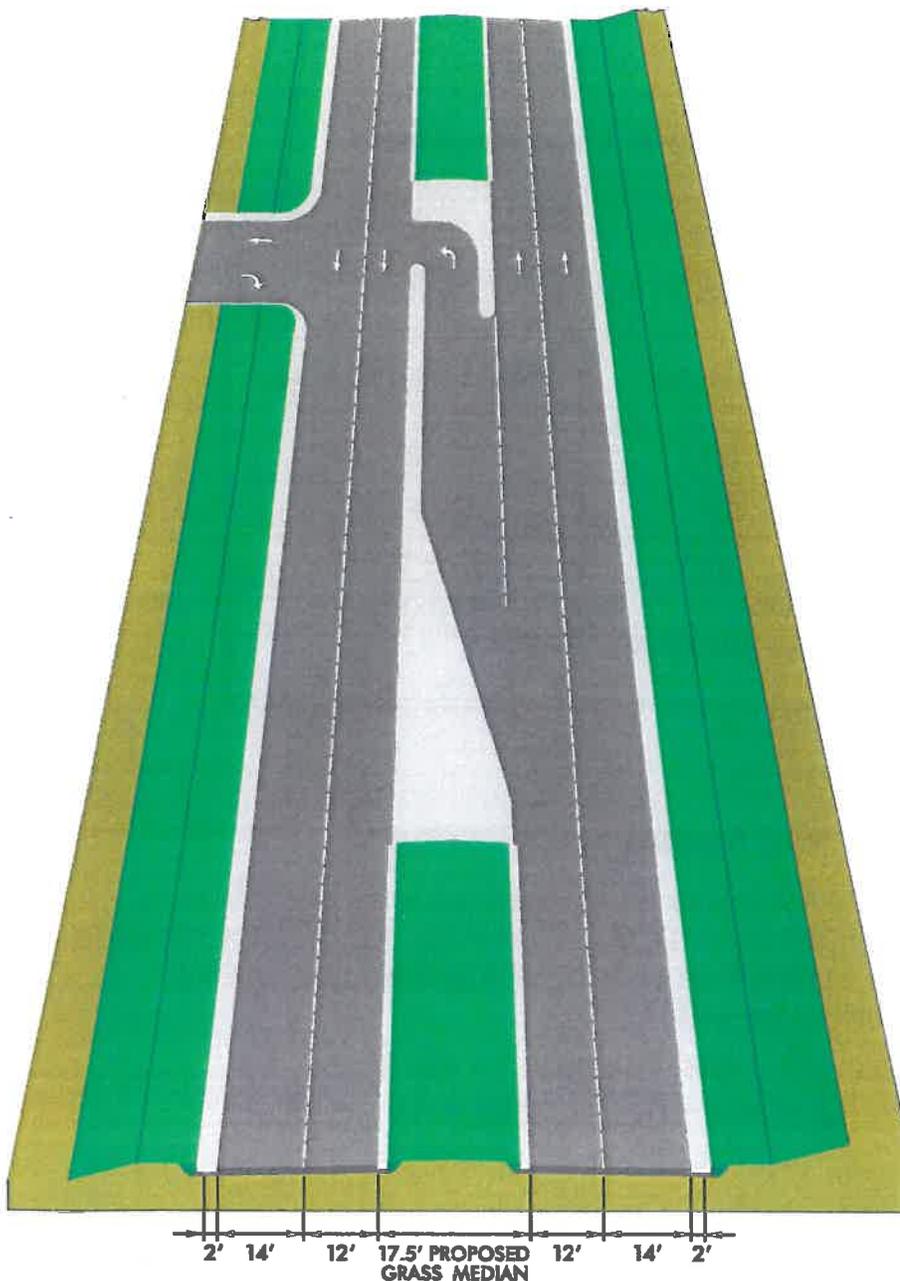
*Project Purpose:* To improve traffic and operational safety along the length of the project.

## Project Information

- ◆ The proposed median is currently shown as grassed; the final treatment of the median will be coordinated with the City of Washington.
- ◆ U-turn movements for eastbound travelers will be provided at five locations:
  - ⇒ Minuteman Lane,
  - ⇒ North Pierce Street,
  - ⇒ Market Street,
  - ⇒ Holloman Street, and
  - ⇒ Brown Street.

The design accommodates U-turns by a passenger vehicle.

- ◆ One traffic signal is being relocated from Washington Street to North Pierce Street. Potential new signal locations will be evaluated as part of the project and new signals may be added along the project corridor.



*Typical Section, Perspective View—the raised median will provide turning lanes for left turns. U-turns will be posted.*

*PSR*

**Mayor**  
Mac Hodges

**City Manager**  
Bobby Roberson



**City Council**  
Larry Beeman  
Richard Brooks  
Virginia Finnerty  
Doug Mercer  
William Pitt

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## MEMORANDUM

**To:** Mayor and Members of City Council  
**From:** Bobby E. Roberson, City Manager  
**Date:** August 22, 2016  
**Subject:** Potential Grant Application for Brownfield Development

Recently, city staff had an opportunity to see a presentation provided by Mid Atlantic Associates, Inc. concerning Brownfield Development.

This firm has experience in applying for grant dollars from both State and Federal Government on Brownfield Development strategies, including all types of contamination at no cost or very little cost to the owners. I have asked this firm to make a 15 minute presentation to City Council. If you like the presentation, the city would have an opportunity to apply for the grant, at no cost.

The EPA proposed guidelines are due out in mid to late September with proposals due in late November or early December. I believe this would be a great opportunity in helping the city and property owners, as well. If City Council would like for staff to apply for the grant with assistance from Mid Atlantic Associates, Inc. we would need a motion to instruct the City Manager to begin the process for applying for the EPA grants for Brownfield Development

A handwritten signature in black ink, appearing to be "B. Roberson", is located in the bottom right corner of the page.



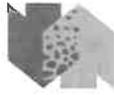
1. Are there documents, portions of documents or webpages that provide a history of the CITY OF WASHINGTON?
2. Does the CITY OF WASHINGTON have a documented Vision and Strategic Plan?
3. Are there any known buildings of historical & cultural value, especially with importance to the more disadvantaged population?
4. What industry or business sector has been the CITY OF WASHINGTON main economic industry, employer? Is that industry/business sector still active and supporting the local economy with jobs? If not, when did the industry stop and are there buildings (vacant or in use) or vacant land that were once associated with the industry?
5. Has any business or major employer of town citizens recently shut down operations within or near the CITY OF WASHINGTON?
6. Does the CITY OF WASHINGTON have a concentrated area of Brownfields properties? For instance, is there an old industrial park with a concentration of Brownfields? Does a particular highway, interstate or corridor have a concentration of Brownfields? We are looking for any "hook" to establish a theme for the application.
7. Do you have a list of high priority brownfields sites? If so please list and provide current and previous uses and PIN numbers/addresses. **Keep in mind that a brownfield can be any property that is abandoned, idled or underutilized due to the real or perceived threat of environmental contamination.** These include areas of urban blight and eyesore properties that are falling down and overgrown with weeds, stagnant development, etc.
8. Does the CITY OF WASHINGTON have (or have access to) any environmental reports or data on any of your brownfields sites?
9. Are there any brownfields sites that the CITY OF WASHINGTON may be willing to purchase or accept as a donation (or that owners would be willing to donate) if the site's environmental uncertainties could be addressed?
10. Does the CITY OF WASHINGTON have examples of redevelopers/businesses that may have been interested in locating in the CITY OF WASHINGTON but did not do so because of economic factors or environmental uncertainty?
11. Is there a census tract in the CITY OF WASHINGTON that is particularly disadvantaged with respect to poverty, minority populations, unemployment, income, etc.? Do you have this type of data down to that census tract level?



12. Is the CITY OF WASHINGTON (or portions of thereof) a federally designated Empowerment Zone/Enterprise Community, a federally designated Renewal Community, or a community with an official Recognition from the Department of Justice for its Weed and Seed Strategy?
13. Cooperative Partners: We will need to develop a list of cooperative partners for the application. Some examples of cooperative partners include:
- |                                    |   |
|------------------------------------|---|
| Local College Programs             | Neighborhood Associations                 |
| Citizens Groups                    | Chambers of Commerce                      |
| Downtown Redevelopment Groups      | Local Association of Realtors             |
| Habitat for Humanity               | Economic Development Commission, etc.     |
| Health Departments                 | Chamber of Commerce                       |
| Local Historical Society or Museum | Influential or Active Community Church(s) |
- List any that you feel may be pertinent for this application. If there are any active neighborhood associations in the area of one or a group of your brownfield sites that is beneficial.
14. What is the best way to communicate with the citizens of the CITY OF WASHINGTON (newspaper, radio, web, email, community meetings, neighborhood meetings, etc.)? What is most effective for your constituents?
15. List other potential environmental sources in the CITY OF WASHINGTON. These could include landfills, incinerators, power plants, operating industries with air pollution sources, congested highways, polluted or impacted rivers or waterbodies, etc.
16. Does the CITY OF WASHINGTON or the county have a community health assessment or other source of health data for the county, town or census tracts within the town? If so please provide.
17. Does the CITY OF WASHINGTON have any data about recent (last 2-10 years) plant closings, associated job losses, population decline (including loss of young people), erosion of tax base, loss of tax revenue, erosion of home values, etc.? If so please provide. Can we tie any of these "negative" indicators to a concentrated area of brownfield sites?
18. Are there any other economic events (natural disasters or other economic disruptions) that have impacted the CITY OF WASHINGTON's ability to provide basic services?
19. Does the CITY OF WASHINGTON currently have a plan to secure or procure vacant, dilapidated properties?
20. Does the CITY OF WASHINGTON have an overarching redevelopment plan, vision, land use plan, transportation plan, etc.? Please provide copies of or a link to any pertinent plans, etc.



21. Does the CITY OF WASHINGTON have any plans or portions of plans that speak to future greenspace or recreational development?
22. Does the CITY OF WASHINGTON have any plans, studies, etc. that speak to the proposed redevelopment strategies, highest or best use, or visions for redevelopment of brownfields sites, a specific corridor or area?
23. We need to be able to list leveraged funds in the vicinity of the brownfields sites (or at least in close proximity. List all leveraged funds AND sources of leveraged funds in the CITY OF WASHINGTON. These can include but are not limited to:
  - a. Grants (NCDOT, PARTF, EDA, infrastructure upgrade grants or investments, etc.);
  - b. Town incentives (tax abatements, building reuse incentives, façade grants, etc.);
  - c. Recent projects through grants or other funds that are helping with the identified redevelopment plans;
  - d. Other organizations or state/federal funds identified for funding future efforts related to initiatives such as cleanup and redevelopment;
  - e. Amount and type of any private investments in the area, etc.; and
  - f. Any other grants, investments (public or private), monies spent, etc. that the CITY OF WASHINGTON has leveraged in the last 3-5 years for economic development in these areas.
24. Does the CITY OF WASHINGTON have any policies, ordinances, planning efforts or rules that require, encourage, or lay out plans for the use of sustainable development practices? These include use of existing infrastructure, providing more transportation choices, providing affordable housing, increase economic competitiveness, valuing/protecting existing neighborhoods/communities (resident retention), improving access to greenspace, recreational property, transit, schools, libraries, health clinics, youth centers, etc. and healthy and affordable food.
25. Does the CITY OF WASHINGTON have or have ties to any workforce development agencies, planned efforts to promote local hiring/procurement, plans/policies/agencies in place to link local residents to local employers?
26. List the CITY OF WASHINGTON's experience with managing grants, etc. Who will manage this grant and give a brief description of their experience? Who would be the "back up" in the event the main point of contact were to leave?
27. Do you have a formal hiring plan or strategy for when a key person in the organization leaves?
28. List three to five grants (type, agency, amounts, etc.) that the CITY OF WASHINGTON has managed in the last few years. Note whether you have had any problems or adverse audit findings with the grants.



**Mid Atlantic**  
Engineering & Environmental Solutions

29. If you had to name the top two most important (highest priority) focus areas/plans of the current Town Council, what would you say those priorities are?
30. What do you feel the citizens of the CITY OF WASHINGTON value most about their town?

**Mayor**  
Mac Hodges

**City Manager**  
Bobby Roberson



**City Council**  
Larry Beeman  
Richard Brooks  
Virginia Finnerty  
Doug Mercer  
William Pitt

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## MEMORANDUM

**To:** Mayor and Members of City Council

**From:** Bobby E. Roberson, City Manager

**Date:** August 22, 2016

**Subject:** City of Washington - Proposed Funding Amounts  
Department of Commerce-Division of Rural Economic Development  
Allocation Amount - \$94,340

The City of Washington has been awarded an amount of \$94,340 from the Department of Commerce, Division of Rural Economic Development. The City Council has indicated that the dollar amount should be spent on the "street scape" inside the Central Business District. The City Manager met with the following organization in order to develop an implementation plan for the dollar amounts; Arts on the Pamlico, Chamber of Commerce, TDA, and members of the city staff. The discussion focused on several proposals:

1. The introduction of "art" into the Central Business District.
2. Additional funding for the "Façade Grant."
3. The introduction of "water" inside the CBD, i.e. "fountain"
4. Explore the capabilities of Wi-Fi
5. Improvement of the existing street planters
6. Improve the entrance onto Stewart Parkway
  - a. Underground Railroad Area-Civic Center fronting on West Main Street
  - b. Area beside Sloan Insurance, fronting on Stewart Parkway
  - c. "Crab Park" area adjacent to the former Havens Mill property

The group is proposing that the following dollar amounts be established for funding:

Arts of the Pamlico	\$ 10,000
Façade Grants	30,000
Streetscape, park improvements, Possible Wi-Fi connection	<u>54,340</u>
Total	\$ 94,340

All of the design aspects will be approved by City Council and the Historic Commission prior to construction.

A handwritten signature in blue ink, appearing to be "AR", is located in the bottom right corner of the page.



Downtown revitalization projects in specified communities are authorized under NC Session Law 2016-94 Section 15.12 (a) and (b). The Rural Economic Development Division of the North Carolina Department of Commerce, will administer a total of five million, seven hundred twenty-five thousand, twenty dollars (\$5,725,020) in nonrecurring funds for the 2016-2017 fiscal year.

### **Recommended Expenditures**

Downtown revitalization projects can include:

- Planning costs that will produce a final plan for physical improvements, including architectural and engineering design;
- Streetscape design and implementation;
- Public infrastructure including water, sewer, electric, lighting, sidewalk, traffic, road and/or digital infrastructure improvements;
- Façade or building improvements;
- Wayfinding signage; or
- Art or cultural installations.

Acceptable expenses include labor and materials necessary to carry out downtown revitalization projects. Operational expenses including salary or wages for municipal employees and/or food, refreshment and entertainment expenses are not allowable. Downtown revitalization projects should be completed by March 31, 2017. For multi-phased projects, the phase of the activity/project that is funded with Downtown Revitalization funds should be completed by March 31, 2017.

### **Funding Distribution Timeline**

- By August 1, 2016: The Department of Commerce will alert all eligible communities of available funding for downtown revitalization.
- By September 1, 2016: Municipal governments should complete the proposal document outlining proposed activities, estimated expenses and expected outcomes, included below and found at [www.nccommerce.com/rd](http://www.nccommerce.com/rd).
- By October 1, 2016: The Department of Commerce will issue contract documents to the municipal governments.
- Upon receipt of signed contract documents from the municipal governments, the Department of Commerce will issue a check in the full amount of the grant, with the stipulation that the funds be spent as proposed and a final report be submitted.
- By March 31, 2017: Municipal governments should submit a final report (format enclosed with contract documents) detailing how the funds were spent and the outcomes of the project.

Proposals should be submitted no later than September 1, 2016 and addressed to:

Melody Adams, Director, Rural Grant Programs  
North Carolina Department of Commerce, Rural Economic Development Division  
301 N. Wilmington Street (For Overnight Delivery Services)  
4301 Mail Service Center (For US Postal Service)  
Raleigh, NC 27699

**2016-2017 Downtown Revitalization Proposal Form**

**Municipality Information**

**Legal Name of Municipality:** \_\_\_\_\_ **County:** \_\_\_\_\_ **Tier #** \_\_\_\_\_  
**Name of Chief Elected Official:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Primary Telephone(s):** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Federal Tax ID #:** \_\_\_\_\_

**Municipality Project Contact:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Primary Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Grant Administrator (if applicable)**

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Primary Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Federal Tax ID #:** \_\_\_\_\_

**Project Information**

**Project Title:** \_\_\_\_\_

- 1 Provide a description of the downtown revitalization project/activity to be funded by the grant.

- 2 Provide a description of the proposed outcomes of the downtown revitalization project/activity.



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk  
**Date:** August 22, 2016  
**Subject:** Appointment to Library Board of Trustees  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

**(William Pitt )**

I move that the City Council appoint \_\_\_\_\_ to the Library Board of Trustees to fill the un-expired term of Clyde F. Swanner, Jr. term to expire June 30, 2021.

**BACKGROUND AND FINDINGS:**

The Board of Library Trustees Chairman has requested that Clyde F. Swanner, Jr. be removed from the Board under City Code Section 2-531 (b) Members:

Sec. 2-531. - Members.

(b)Any member who has three (3) unexcused absences in a twelve-month period shall lose his status as a member of the board, commission or committee and may be replaced, with the exception of commissioners of the Housing Authority, at the discretion of the City Council.

*Request from Chairman Phipps:*

*Dear Ms. Bennett: We have had no response from Mr. Swanner regarding his willingness to participate in our Board meetings. To my knowledge, I have attended all meetings, Mr. Swanner has never attended a meeting. His replacement would be to the distinct advantage to the mission of the Board of Trustees of Brown Library. Thank you for your kind assistance. Joe Phipps, Chair Board of Trustees, Brown Library.*

Council liaison Pitt will make appoint to the Library Board of Trustees.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Board Application

City Manager Review: 8/17 Date August 22, 2016  Commend  Denial  No recommendation

Requested Board BROWN LIBRARY BOARD OF TRUSTEES

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

NAME STEPHEN H. MOLER

ADDRESS 103 LEE PLACE

PHONE (WORK) \_\_\_\_\_ (HOME) 252 974-0479

E-MAIL ADDRESS SSMOLER@CENTURYLINK.NET

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 46 YEARS

YEARS OF EDUCATION COLLEGE GRADUATE

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

IF YES, PLEASE INDICATE PLANNING BOARD

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

\_\_\_\_\_  
\_\_\_\_\_

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

HAVE BEEN INVOLVED WITH BROWN LIBRARY SINCE LATE 1970s  
WORKED ON EXPANSION COMMITTEE BACK IN 1970s  
INTERESTED IN CONTINUING SUPPORT OF OUR LIBRARY

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.

July 21, 2016  
Date

Stephen H. Moler  
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: \_\_\_\_\_  
August 22, 2016  
41 of 57



## REQUEST FOR CITY COUNCIL ACTION

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**To:** Mayor Hodges & Members of the City Council  
**From:** Jeff Clark, Electric Director  
**Date:** August 22, 2016  
**Subject:** Approve Capital Project Reallocation  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move that City Council approve the redistribution of \$100,000 in the power line construction capital projects from the White Post/Slatestone project to the Cherry Road feeder rebuild.

### BACKGROUND AND FINDINGS:

Council acted to delay the engineering of the White Post to Slatestone tie project. Transferring the Whitepost engineering budget of \$100,000 will allow the completion of the Cherry Rd. project which is in next year's CIP for \$650,000.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

Currently Budgeted  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

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City Manager Review: 1/4/17 Concur  Recommend Denial  No Recommendation  
8/17 Date



**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director  
**Date:** August 22, 2016  
**Subject:** Approve GIS Mapping PO's  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council approve a \$169,000 PO for GIS mapping services of the electric system to Booth & Associates, Inc.

**BACKGROUND AND FINDINGS:**

Budgeted purchase.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

Currently Budgeted  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

Requisition

**City Manager Review:**  Concur  Recommend Denial  No Recommendation  
 Date

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

**Requisition #:** 2347  
**PO #:** Not Assigned  
**User Name:** epruden

**Date:** 8/4/2016  
**Approved By:**  
**Approved Code:**  
**Total Amount:** \$169,000.00  
**Ship To:** CITY OF WASHINGTON  
WAREHOUSE (ELEC)

BOOTH & ASSOCIATES, INC.  
5811 GLENWOOD AVE., SUITE 109  
RALEIGH, NC 27612

**Electric Dept. Ed Pruden 252-975-9365 Quote Dated 7/27/2016**

Quantity	Item Description	Project Number	Unit Price	Extended
1	Mapping Services, Make Ready Electric Utilities Maps for GIS. Per quote dated 7/27/2016		\$169,000.00	\$169,000.00
<b>Sub Total</b>				\$169,000.00
<b>Shipping</b>				\$0.00
<b>Tax</b>				\$0.00
<b>Total</b>				\$169,000.00

Account Number	Account Description	Amount
35-90-7220-0402	GIS MAPPING PROJECT	\$169,000.00
<b>Total</b>		\$169,000.00

**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:** August 22, 2014  
**Subject:** Budget Ordinance 2015-2016 Projects Not Completed  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council adopt a Budget Ordinance Amendment to appropriate funds for projects that were budgeted in FY 2015-1016 and not completed.

**BACKGROUND AND FINDINGS:**

The 2<sup>nd</sup>/5<sup>th</sup> St. electric circuit move and storm water drainage project were not completed in FY 2016. \$334,986 was the unspent balance of electric construction projects as of June 30, 2016. Staff requests appropriation of funds necessary to complete these projects in FY 2017.

**PREVIOUS LEGISLATIVE ACTION**

Budget Ordinance Amendment

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Budget Ordinance Amendment

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2016-2017**

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

Section 1. That the following accounts of the Electric Fund revenue budget be increased or decreased by the respective amounts indicated for projects budgeted but not completed in 2015-2016:

35-90-3991-9910	Fund Balance Appropriated	\$ 15,000
-----------------	---------------------------	-----------

Section 2. That the following accounts of the Electric Fund appropriations budget be increased or decreased by the respective amounts indicated for projects budgeted but not completed in 2015-2016:

35-90-8390-7400	Capital Outlay	\$ 15,000
-----------------	----------------	-----------

Section 3. That the following accounts of the Storm Water Fund revenue budget be increased by the respective amounts indicated for projects budgeted but not completed in 2015-2016:

34-90-3991-9910	Fund Balance Appropriated	\$ 92,640
-----------------	---------------------------	-----------

Section 4. That the following accounts of the Storm Water Fund appropriations budget be increased by the respective amounts indicated for projects budgeted but not completed in 2015-2016:

34-90-5710-7400	Capital Outlay	\$ 92,640
-----------------	----------------	-----------

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

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

Adopted this the 22nd day of August, 2016.

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

**ATTEST:**

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



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** August 22, 2016  
**Subject:** Budget Ordinance FY 2016 Purchase Orders  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council adopt a budget ordinance amendment in the amount of \$712,564 for purchase orders outstanding from fiscal year 2016 that are being brought forward into fiscal year 2017 for payment.

**BACKGROUND AND FINDINGS:**

At the close of fiscal year 2016 the City had the following amount of outstanding purchase orders by fund, issued for contracts and merchandise:

General Fund	\$202,858
Water Fund	15,728
Sewer Fund	4,810
Storm Water Fund	17,695
Electric Fund	405,827
Airport Fund	3,200
Cemetery Fund	184
Façade Fund	6,000
Vehicle Replacement Fund	<u>56,262</u>
Total	\$712,564

Funding for these outstanding purchase orders is restricted in fund balance at June 30, 2016. Therefore, the funding needs to be appropriated in the current fiscal year for spending.

**PREVIOUS LEGISLATIVE ACTION**

Budget Ordinance Amendment

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Budget Ordinance Amendment  
PO Listing

City Manager Review: PRC Concur \_\_\_\_\_ August 22, 2016  
 \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
8/17 Date

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2016-2017**

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

**Section1.** 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	2,820
Miscellaneous	4,195
Street Maintenance	44,988
Powell Bill	88,821
Economic Development	6,000
Planning/Zoning	14,700
Recreation Centers	220
Aquatic Center	9,309
Buildings & Ground Maintenance	<u>31,805</u>
Total	\$202,858

**Schedule B. Water Fund**

Water Administration	5,850
Water Treatment Plant	1,878
Water Construction	<u>8,000</u>
Total	\$15,728

**Schedule C. Sewer Fund**

Wastewater Construction	4,000
Sewer Lift Stations	810
Total	\$4,810

**Schedule D. Stormwater Management**

Stormwater Improvements	17,695
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**Schedule E. Electric Fund**

Power Line Maintenance	5,000
Power Line Construction	<u>400,827</u>
Total	\$405,827

**Schedule F. Washington Warren Airport**

Operations	\$3,200
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**Schedule G. Cemetery Fund**

Operations	\$184
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**Schedule H. Facade Grant Fund**

Grant	\$6,000
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**Schedule I. Vehicle Replacement Fund**

Vehicles	\$56,262
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**Section 2.** That the following revenues be increased in the respective amounts to meet the foregoing obligations:

General Fund Balance Appropriated	202,858
Water Fund Balance Appropriated	15,728
Sewer Fund Balance Appropriated	4,810
Storm Water Fund Balance Appropriated	17,695
Electric Fund Balance Appropriated	<u>405,827</u>

Airport Fund Balance Appropriated	3,200
Cemetery Fund Balance Appropriated	184
Facade Grant Fund Balance Appropriated	6,000
Vehicle Replacement Fund Balance	<u>56,262</u>
Appropriated	
Total	\$712,564

**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 22nd day of August, 2016.

\_\_\_\_\_  
MAYOR

ATTEST:

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



**City Of Washington**  
**Open Purchase Orders by Department**  
**Dates From: 8/1/2008 to: 6/30/2016**

PO #	Status	PO Date	Vendor #	Vendor Name	Account #	Account Name	Encumbered	Liquidated	Balance	
54908	Open	4/26/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	10-00-4132-4500	CONTRACT SERVICES	\$2,820.00	\$0.00	\$2,820.00	
				Department 10 - 4132			<b>Totals</b>	<b>\$2,820.00</b>	<b>\$0.00</b>	<b>\$2,820.00</b> ✓
55285	Open	6/23/2016	987	LOWES	10-00-4400-5701	MISCELLANEOUS EXPENSES	\$394.98	\$0.00	\$394.98	
55288	Open	6/24/2016	16070	DB&H COMMERCIAL CONTRACTORS	10-00-4400-5701	MISCELLANEOUS EXPENSES	\$3,800.00	\$0.00	\$3,800.00	
				Department 10 - 4400			<b>Totals</b>	<b>\$4,194.98</b>	<b>\$0.00</b>	<b>\$4,194.98</b> ✓
55291	Open	6/22/2016	9638	GARRIS GRADING & PAVING	10-20-4510-4500	CONTRACT SERVICES	\$41,800.00	\$0.00	\$41,800.00	
55294	Open	6/24/2016	1747	VULCAN SIGN COMPANY	10-20-4510-5600	MATERIALS	\$805.20	\$0.00	\$805.20	
55299	Open	6/24/2016	16148	CORRECTION ENTERPRISES	10-20-4510-5600	MATERIALS	\$2,236.00	\$0.00	\$2,236.00	
55299	Open	6/24/2016	16148	CORRECTION ENTERPRISES	10-20-4510-5600	MATERIALS	\$146.00	\$0.00	\$146.00	
				Department 10 - 4510			<b>Totals</b>	<b>\$44,987.20</b>	<b>\$0.00</b>	<b>\$44,987.20</b> ✓
54721	Open	3/11/2016	3103	S.T WOOTEN CORPORATION	10-20-4511-4500	STREET PAVING	\$53,000.00	(\$401.31)	\$52,598.69	
54779	Open	3/29/2016	796	READY MIXED CONCRETE CO.	10-20-4511-5600	MATERIALS	\$8,000.00	(\$3,396.13)	\$4,603.87	
54911	Open	4/27/2016	9638	GARRIS GRADING & PAVING	10-20-4511-5600	MATERIALS	\$10,000.00	(\$2,082.25)	\$7,917.75	
54912	Open	4/27/2016	3103	S.T WOOTEN CORPORATION	10-20-4511-5600	MATERIALS	\$15,000.00	\$0.00	\$15,000.00	
55292	Open	6/22/2016	3103	S.T WOOTEN CORPORATION	10-20-4511-5600	MATERIALS	\$8,700.00	\$0.00	\$8,700.00	
				Department 10 - 4511			<b>Totals</b>	<b>\$94,700.00</b>	<b>(\$5,879.69)</b>	<b>\$88,820.31</b> ✓
54198	Open	10/21/2015	11690	MID EAST COMMISSION	10-00-4650-4500	EDC OPERATIONS	\$6,000.00	\$0.00	\$6,000.00	
				Department 10 - 4650			<b>Totals</b>	<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b> ✓
53386	Open	5/12/2015	12496	LAND DESIGN INC.	10-10-4910-7400	EQUIPMENT PURCHASES	\$29,600.00	(\$27,900.00)	\$1,700.00	
55137	Open	6/7/2016		FABRICATION CONCEPTS	10-10-4910-0400	PROFESSIONAL SERVICES	\$13,000.00	\$0.00	\$13,000.00	
				Department 10 - 4910			<b>Totals</b>	<b>\$42,600.00</b>	<b>(\$27,900.00)</b>	<b>\$14,700.00</b> ✓
55190	Open	6/13/2016	9635	INNER BANKS	10-40-6121-3402	SUMMER MATERIALS	\$220.00	\$0.00	\$220.00	



**City Of Washington**  
**Open Purchase Orders by Department**  
**Dates From: 8/1/2008 to: 8/30/2016**

PO #	Status	PO Date	Vendor #	Vendor Name	Account #	Account Name	Encumbered	Liquidated	Balance	
				OUTFITTERS, INC.		PROGRAMS				
				Department 10 - 6121			<b>Totals</b>	<b>\$220.00</b>	<b>\$0.00</b>	<b>\$220.00</b> ✓
54560	Open	2/4/2016	15861	ENGINEERING SOURCE OF NC P.A	10-40-6126-0400	PROFESSIONAL SERVICES	\$5,050.00	\$0.00	\$5,050.00	
54677	Open	3/4/2016	13463	TURNING POINT RENOVATIONS & REMODELING INC,	10-40-6126-1500	MAINT/REPAIR BUILDINGS	\$1,689.60	(\$1,620.61)	\$68.99	
54677	Open	3/4/2016	13463	TURNING POINT RENOVATIONS & REMODELING INC,	10-40-6126-1500	MAINT/REPAIR BUILDINGS	\$1,512.00	(\$1,512.00)	\$0.00	
54677	Open	3/4/2016	13463	TURNING POINT RENOVATIONS & REMODELING INC,	10-40-6126-1500	MAINT/REPAIR BUILDINGS	\$2,400.00	\$0.00	\$2,400.00	
54677	Open	3/4/2016	13463	TURNING POINT RENOVATIONS & REMODELING INC,	10-40-6126-1500	MAINT/REPAIR BUILDINGS	\$134.40	(\$134.40)	\$0.00	
54677	Open	3/4/2016	13463	TURNING POINT RENOVATIONS & REMODELING INC,	10-40-6126-1500	MAINT/REPAIR BUILDINGS	\$432.00	(\$432.00)	\$0.00	
54677	Open	3/4/2016	13463	TURNING POINT RENOVATIONS & REMODELING INC,	10-40-6126-1500	MAINT/REPAIR BUILDINGS	\$739.20	(\$739.20)	\$0.00	
54677	Open	3/4/2016	13463	TURNING POINT RENOVATIONS & REMODELING INC,	10-40-6126-1500	MAINT/REPAIR BUILDINGS	\$1,720.00	(\$1,720.00)	\$0.00	
54881	Open	4/21/2016	16034	KATELYN KOZUCH	10-40-6126-1201	MARKETING & PROMOTIONS	\$1,198.00	\$0.00	\$1,198.00	
55056	Open	5/18/2016	1772	WASHINGTON DAILY NEWS	10-40-6126-1600	MAINT/REPAIR EQUIPMENT	\$592.00	\$0.00	\$592.00	
				Department 10 - 6126			<b>Totals</b>	<b>\$15,467.20</b>	<b>(\$6,158.21)</b>	<b>\$9,308.99</b> ✓
54606	Open	2/15/2016	15930	OUTER BANKS TENNIS CONTRACTORS LLC	10-40-6130-1502	MAINT/REPAIR PARKS	\$11,000.00	\$0.00	\$11,000.00	
55026	Open	5/13/2016	8949	GREGORY POOLE RENTAL STORE	10-40-6130-1501	MAINT/REPAIR GROUNDS	\$850.00	\$0.00	\$850.00	



**City Of Washington**  
**Open Purchase Orders by Department**  
**Dates From: 8/1/2008 to: 6/30/2016**

PO #	Status	PO Date	Vendor #	Vendor Name	Account #	Account Name	Encumbered	Liquidated	Balance
55204	Open	6/15/2016	11173	DOUBLE A HAULING INC.	10-40-6130-7300	OTHER IMPROVEMENTS	\$19,955.00	\$0.00	\$19,955.00
				Department 10 - 6130		Totals	\$31,805.00	\$0.00	\$31,805.00 ✓
54308	Open	11/25/2015	1056	MID-EAST COMMISSION	30-90-7220-0400	PROFESSIONAL SERVICES	\$3,000.00	\$0.00	\$3,000.00
54309	Open	11/25/2015	1430	RIVERS & ASSOCIATES INC.	30-90-7220-0400	PROFESSIONAL SERVICES	\$7,000.00	(\$4,150.00)	\$2,850.00
				Department 30 - 7220		Totals	\$10,000.00	(\$4,150.00)	\$5,850.00 ✓
55263	Open	6/22/2016	14138	CLEARWATER INC.	30-90-8100-1600	MAINT/REPAIR PLANT EQUIP	\$1,878.00	\$0.00	\$1,878.00
				Department 30 - 8100		Totals	\$1,878.00	\$0.00	\$1,878.00 ✓
54834	Open	4/12/2016	3103	S.T WOOTEN CORPORATION	30-90-8180-5603	MATERIAL RESURFACING	\$8,000.00	\$0.00	\$8,000.00
				Department 30 - 8180		Totals	\$8,000.00	\$0.00	\$8,000.00 ✓
54834	Open	4/12/2016	3103	S.T WOOTEN CORPORATION	32-90-8210-5603	STREET RESURFACING	\$4,000.00	\$0.00	\$4,000.00
				Department 32 - 8210		Totals	\$4,000.00	\$0.00	\$4,000.00 ✓
55263	Open	6/22/2016	14138	CLEARWATER INC.	32-90-8230-1600	MAINT./REPAIR PUMP STATION	\$810.00	\$0.00	\$810.00
				Department 32 - 8230		Totals	\$810.00	\$0.00	\$810.00 ✓
54432	Open	12/29/2015	15868	ARK CONSULTING GROUP PLLC	34-90-5710-7400	EQUIPMENT PURCHASES	\$53,300.00	(\$35,605.50)	\$17,694.50
				Department 34 - 5710		Totals	\$53,300.00	(\$35,605.50)	\$17,694.50 ✓
53207	Open	3/24/2015	11202	CUTLER'S LANDSCAPING	35-90-8390-4500	CONTRACT SERVICES	\$28,800.00	(\$21,175.00)	\$7,625.00
54209	Open	10/26/2015	10072	BCI UTILITY CONSTRUCTION	35-90-8390-4500	CONTRACT SERVICES	\$16,605.00	\$0.00	\$16,605.00
54582	Open	2/9/2016	13129	T&D SOLUTIONS, LLC	35-90-8390-7400	EQUIPMENT PURCHASES	\$290,787.25	(\$131,358.91)	\$159,428.34
54646	Open	2/26/2016	10072	BCI UTILITY CONSTRUCTION	35-90-8390-4500	CONTRACT SERVICES	\$3,360.00	\$0.00	\$3,360.00
54830	Open	4/4/2016	8532	WAYNE WOOLARD	35-90-8390-7400	EQUIPMENT PURCHASES	\$53,400.00	(\$30,900.00)	\$22,500.00
54958	Open	5/4/2016	10072	BCI UTILITY CONSTRUCTION	35-90-8390-4500	CONTRACT SERVICES	\$11,500.00	\$0.00	\$11,500.00
54959	Open	5/4/2016	10072	BCI UTILITY CONSTRUCTION	35-90-8390-4500	CONTRACT SERVICES	\$10,000.00	\$0.00	\$10,000.00

#55234

Darcy Tree

35.90.7390.4501

Cont. Services  
Tree Trim

Liquidated by  
mistake

\$5000 ✓



**City Of Washington**  
**Open Purchase Orders by Department**  
**Dates From: 8/1/2008 to: 6/30/2016**

PO #	Status	PO Date	Vendor #	Vendor Name	Account #	Account Name	Encumbered	Liquidated	Balance
54976	Open	5/5/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$5,690.00	\$0.00	\$5,690.00
54976	Open	5/5/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$5,285.00	\$0.00	\$5,285.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$113.16	(\$113.16)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$988.56	(\$988.56)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$323.75	(\$323.75)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$395.60	(\$395.60)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$417.50	(\$417.50)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$330.00	(\$330.00)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$4,632.20	(\$4,632.20)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$1,600.00	(\$1,600.00)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$4,780.00	(\$3,978.96)	\$801.04
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$819.00	(\$298.53)	\$520.47
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$57.00	(\$57.00)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$117.00	(\$117.00)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$47.00	(\$47.00)	\$0.00



**City Of Washington**  
**Open Purchase Orders by Department**  
**Dates From: 8/1/2008 to: 6/30/2016**

PO #	Status	PO Date	Vendor #	Vendor Name	Account #	Account Name	Encumbered	Liquidated	Balance
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$1,565.00	(\$1,565.00)	\$0.00
54983	Open	5/6/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5600	MATERIAL OVERHEAD CONSTRUCTION	\$605.00	(\$605.00)	\$0.00
55020	Open	5/13/2016	10072	BCI UTILITY CONSTRUCTION	35-90-8390-4500	CONTRACT SERVICES	\$10,000.00	\$0.00	\$10,000.00
55021	Open	5/13/2016	10072	BCI UTILITY CONSTRUCTION	35-90-8390-4500	CONTRACT SERVICES	\$10,000.00	\$0.00	\$10,000.00
55197	Open	5/16/2016	252	BOOTH & ASSOCIATES, INC.	35-90-8390-7400	EQUIPMENT PURCHASES	\$20,000.00	\$0.00	\$20,000.00
55253	Open	6/22/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5606	MATERIAL PAD MOUNT TRANSFORMER	\$17,500.00	\$0.00	\$17,500.00
55254	Open	6/22/2016	15800	ANIXTER INC	35-90-8390-5605	MATERIAL OVERHEAD TRANSFORMER	\$15,000.00	\$0.00	\$15,000.00
55255	Open	6/22/2016	15800	ANIXTER INC	35-90-8390-5605	MATERIAL OVERHEAD TRANSFORMER	\$15,000.00	\$0.00	\$15,000.00
55256	Open	6/22/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5604	MATERIAL AREA LIGHTS	\$3,500.00	\$0.00	\$3,500.00
55257	Open	6/22/2016	15800	ANIXTER INC	35-90-8390-5603	MATERIAL SPECIAL LIGHTS	\$1,500.00	\$0.00	\$1,500.00
55258	Open	6/22/2016	1808	WESTINGHOUSE ELECTRIC SUPPLY	35-90-8390-5602	MATERIAL STREET LIGHTS	\$4,000.00	\$0.00	\$4,000.00
55314	Open	4/27/2016	10072	BCI UTILITY CONSTRUCTION	35-90-8390-4500	CONTRACT SERVICES	\$61,012.00	\$0.00	\$61,012.00
<b>Department 35 - 8390</b>						<b>Totals</b>	<b>\$599,730.02</b>	<b>(\$198,903.17)</b>	<b>\$400,826.85</b>
54520	Open	1/21/2016	15895	ADP CONSULTING AND EDUCATIONAL SERVICES INC.	37-90-4530-0400	PROFESSIONAL SERVICES	\$1,000.00	\$0.00	\$1,000.00
55030	Open	5/16/2016	1142	NATURCHEM, INC.	37-90-4530-4503	CONTRACT SERVICES - SPRAYING	\$2,200.00	\$0.00	\$2,200.00
<b>Department 37 - 4530</b>						<b>Totals</b>	<b>\$3,200.00</b>	<b>\$0.00</b>	<b>\$3,200.00</b>
54969	Open	5/4/2016	9683	PITT COUNTRY MART	39-90-4740-1705	VEHICLE FUEL	\$300.00	(\$116.91)	\$183.09
<b>Department 39 - 4740</b>						<b>Totals</b>	<b>\$300.00</b>	<b>(\$116.91)</b>	<b>\$183.09</b>
55080	Open	5/26/2016	15344	CAROLINA PARKS	51-60-4930-4500	STREET IMPROVEMENTS	\$252.00	\$0.00	\$252.00



**City Of Washington**  
**Open Purchase Orders by Department**  
**Dates From: 8/1/2008 to: 6/30/2016**

PO #	Status	PO Date	Vendor #	Vendor Name	Account #	Account Name	Encumbered	Liquidated	Balance
				& PLAY, LLC Department 51 - 4930			<b>Totals \$252.00</b>	<b>\$0.00</b>	<b>\$252.00</b>
54594	Open	2/10/2016	1425	HOOD L. RICHARDSON, PA Department 54 - 4930	54-60-4930-0406	ENGINEERING DESIGN	\$24,500.00	(\$22,856.00)	\$1,644.00
							<b>Totals \$24,500.00</b>	<b>(\$22,856.00)</b>	<b>\$1,644.00</b>
53161	Open	3/11/2015	11690	MID EAST COMMISSION Department 59 - 4930	59-60-4930-0400	GENERAL ADMINISTRATION COST	\$10,000.00	\$0.00	\$10,000.00
							<b>Totals \$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>
54995	Open	5/11/2016	14514	FRIEDMAN RAVENWOOD PROPERTIES	67-60-8280-9700	FACADE GRANTS	\$2,000.00	\$0.00	\$2,000.00
54996	Open	5/11/2016	10380	RAVENWOOD PROPERTIES, LLC	67-60-8280-9700	FACADE GRANTS	\$2,000.00	\$0.00	\$2,000.00
54997	Open	5/11/2016	14815	WILLIAMS & ASSOCIATES Department 67 - 8280	67-60-8280-9700	FACADE GRANTS	\$2,000.00	\$0.00	\$2,000.00
							<b>Totals \$6,000.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>
54071	Open	9/16/2015	1430	RIVERS & ASSOCIATES INC. Department 74 - 4930	74-90-4930-0405	ENGINEERING	\$299,000.00	(\$124,949.51)	\$174,050.49
							<b>Totals \$299,000.00</b>	<b>(\$124,949.51)</b>	<b>\$174,050.49</b>
53071	Open	2/11/2015	15446	HATCHELL CONCRETE	76-90-8221-4505	CONSTRUCTION- LIQUID CHLORINE	\$494,087.00	(\$361,744.64)	\$132,342.36
53071	Open	2/11/2015	15446	HATCHELL CONCRETE Department 76 - 8221	76-90-8221-4500	CONSTRUCTION-16 WATER LINE	\$818,119.00	(\$796,380.95)	\$21,738.05
							<b>Totals \$1,312,206.00</b>	<b>(\$1,158,125.59)</b>	<b>\$154,080.41</b>
53071	Open	2/11/2015	15446	HATCHELL CONCRETE	77-90-8221-4505	CONSTRUCTION-WWTP GENERATOR	\$558,603.00	(\$417,008.28)	\$141,594.72
53071	Open	2/11/2015	15446	HATCHELL CONCRETE	77-90-8221-4506	CONSTRUCTION-WATER & BONNER STATION	\$364,626.00	(\$363,032.07)	\$1,593.93
53071	Open	2/11/2015	15446	HATCHELL CONCRETE	77-90-8221-4500	CONSTRUCTION-CHERRY RUN GENERATOR	\$119,642.00	(\$96,000.50)	\$23,641.50
55302	Open	6/27/2016	1430	RIVERS & ASSOCIATES INC. Department 77 - 8221	77-90-8221-4505	CONSTRUCTION-WWTP GENERATOR	\$10,000.00	(\$3,911.06)	\$6,088.94
							<b>Totals \$1,052,871.00</b>	<b>(\$879,951.91)</b>	<b>\$172,919.09</b>
54344	Open	12/2/2015	11013	B&G ELECTRONICS AND	86-60-4930-4310	VEHICLE PURCHASES-POLICE	\$5,940.56	\$0.00	\$5,940.56



**City Of Washington  
Open Purchase Orders by Department  
Dates From: 8/1/2008 to: 6/30/2016**

PO #	Status	PO Date	Vendor #	Vendor Name	Account #	Account Name	Encumbered	Liquidated	Balance	
54345	Open	12/2/2015	11013	COMMUNICATION S, INC B&G ELECTRONICS AND COMMUNICATION S, INC	86-60-4930-4310	VEHICLE PURCHASES-POLICE	\$7,751.70	\$0.00	\$7,751.70	
54346	Open	12/2/2015	11013	B&G ELECTRONICS AND COMMUNICATION S, INC	86-60-4930-4310	VEHICLE PURCHASES-POLICE	\$6,213.51	\$0.00	\$6,213.51	
55196	Open	6/14/2016	16099	SMEAL FIRE APPARATUS COMPANY	86-60-4930-4340	VEHICLE PURCHASES-FIRE	\$466,342.23	(\$429,986.00)	\$36,356.23	
<b>Department 86 - 4930</b>							<b>Totals</b>	<b>\$486,248.00</b>	<b>(\$429,986.00)</b>	<b>\$56,262.00</b>
							<b>Report Total</b>	<b>\$4,115,089.40</b>	<b>(\$2,894,582.49)</b>	<b>\$1,220,506.91</b>

*Total: \$712,564*