

The Washington City Council met in a regular session on Monday, February 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; William Pitt, Councilmember; Richard Brooks, Councilmember; and Larry Beeman, Councilmember. Also present: Bobby Roberson, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

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

APPROVAL OF MINUTES:

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the minutes of January 25, 2016 as presented.

RECOGNITION:



Mayor Hodges poses for a photo with Captain Jonathan Hardin and Police & Fire Services Director, Stacy Drakeford

Captain Jonathan Hardin – Graduated with a 3.8 GPA from Fayetteville Technical Community College and achieved his Associate Degree in Fire Protection Technology

APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- Moved from Consent D for discussion: Accept – Beaufort County Health Department Physical Activity Promotion Contract Agreement for the Grace Martin Harwell Senior Center

- Moved from Consent E for discussion: Accept – Beaufort County Health Department Physical Activity Promotion Contract Agreement for the Recreation Department - safe kayak launch

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

CONSENT AGENDA:

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

- A. Adopt – Budget Ordinance Amendment – Library Memorial
**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$745 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers in the Library department of the General Fund appropriations budget be increased in the amounts indicated for the purchase of material provided for by memorial contributions:

10-40-6110-5601	Memorial reimbursables	\$ 745
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Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

Adopted this the 8th day of February, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

B. Adopt – Budget Ordinance Amendment – Vision 100 Grant 36237.38.11.1

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

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

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

37-90-3490-0010	Vision 100 Grant 36237.38.11.1	\$ 5,040
37-90-3991-9910	Fund Balance Appropriated	<u>560</u>
	Total	\$ 5,600

Section 2. That the following account number in the Washington- Warren Airport departments of the Airport Fund appropriations budget be increased in the amount indicated to reflect the grant amendment for additional tree removal:

37-90-4530-4523	Vision 100 Grant 36237.38.11.1	\$ 5,600
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Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

Adopted this the 8th day of February, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

C. Adopt – Budget Ordinance Amendment – Aquatic Center Dectron Dehumidification System

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

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$7,718 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers in the Aquatic Center department of the General Fund appropriations budget be increased in the amounts indicated for the repair of the Dectron dehumidifier unit at the Aquatic Center:

10-40-6126-1502	Maint./repair HVAC	\$ 7,718
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Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

Adopted this the 8th day of February, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

- D. Moved from Consent: Accept – Beaufort County Health Department Physical Activity Promotion Contract Agreement for the Grace Martin Harwell Senior Center
- E. Moved from Consent: Accept – Beaufort County Health Department Physical Activity Promotion Contract Agreement for the Recreation Department - safe kayak launch
- F. Adopt – Budget Ordinance Amendment – resurface Bug House Tennis Courts

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

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$11,000 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers in the Building and Grounds department of the General Fund appropriations budget be increased in the amounts indicated for the resurfacing of the tennis courts at Bug House Park:

10-40-6130-1502	Maintenance/repair Parks	\$ 11,000
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Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

Adopted this the 8th day of February, 2016.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

ITEM D - FROM CONSENT AGENDA: ACCEPT – BEAUFORT COUNTY HEALTH DEPARTMENT PHYSICAL ACTIVITY PROMOTION CONTRACT AGREEMENT FOR THE GRACE MARTIN HARWELL SENIOR CENTER

Councilmember Mercer asked for additional information regarding the shuffleboard courts and the proposed location. The City Manager noted that the shuffleboard courts will be installed at the Bobby Andrews Recreation Center. The courts will be installed either on the side or back of the property.

Kristi Roberson, Parks and Recreation Manager explained that the Senior Center has budgeted funds in the upcoming budget for shuffleboard courts. If the requested budgeted amount is not approved by Council, then the \$1500 grant can be used for another physical activity associated with the Senior Center. The \$1500 grant will not cover the full cost for the shuffleboard courts.

By motion of Councilmember Mercer, seconded by Mayor Pro tem Finnerty, Council accepted the Beaufort County Health Department Physical Activity Promotion Contract Agreement in the amount of \$1500 to be used for outdoor shuffleboard courts or an improved outdoor environment/activity for Senior Citizens.

ITEM E - FROM CONSENT AGENDA: ACCEPT – BEAUFORT COUNTY HEALTH DEPARTMENT PHYSICAL ACTIVITY PROMOTION CONTRACT AGREEMENT FOR THE RECREATION DEPARTMENT - SAFE KAYAK LAUNCH

Kristi Roberson, Parks and Recreation Manager stated that the grant funds will be used for a safe kayak launch at Havens Gardens. Several months ago, Council authorized staff to partner with Sound Rivers on a grant for a kayak launch at Havens Gardens. Sound Rivers has received notification of receiving the grant, but has not received the associated documentation. The Beaufort County Health Department Physical Activity Grant funds (\$1500) will go towards the installation of the safe kayak launch at Havens Gardens.

Ms. Roberson explained that the Recreation Advisory Committee wanted the funds to go toward the kayak launch at Havens Gardens. If the Sound Rivers grant is not received, the \$1500 from the Health Dept. grant can be used for some other physical activity such as a piece of playground equipment or the addition of a swing at one of our parks, etc. Councilmember Mercer would prefer for the \$1500 to go toward the kayak launch at the waterfront docks if the Sound Rivers grant for the Havens Gardens kayak launch falls through.

By motion of Councilmember Mercer, seconded by Mayor Pro tem Finnerty, Council accepted the Beaufort County Health Department Physical Activity Promotion Contract Agreement in the amount of \$1500 to be used for the safe kayak launch that is to be partnered with the Sound Rivers application (Havens Gardens), if the Sound Rivers application is not approved, the \$1500 will go towards the kayak launch at the waterfront docks.

COMMENTS FROM THE PUBLIC:

Gerald Seighman – 203 N. Reed Drive, explained that he is a City taxpayer. Before funding the twelve outside agencies on the agenda tonight, Council should support the hard working city employees first.

Dee Congleton – 210 Water Street representing Washington Area Historic Foundation, discussed the history of Washington’s historic district (est. 1978) as well as the district guidelines. In 2009, the first fence committee was formed under the leadership of Michael Overton. Another fence committee was formed in 2015 by John Rodman. The committee members visited Edenton, Beaufort and New Bern. They also sent for guidelines from several states. The fence committee asks for Council to approve the revised guidelines

Jerry Creech – 527 W. 2nd Street, is in favor of the proposed changes to the Historic Preservation Guidelines in regards to fences and walls and is asking Council to approve the revisions.

Dot Moate spoke to Council regarding the funding request by the Arts Council. The Arts Council really needs our support as a community and support from City Council in order to keep this facility a viable landmark.

Don Stroud – 127 E. 2nd Street, President of Washington Area Historic Foundation, is requesting that Council adopt the revised fence guidelines.

PUBLIC HEARING – ZONING: NONE

PUBLIC HEARING – OTHER: NONE

SCHEDULED PUBLIC APPEARANCES: NONE

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – JULY 4TH 2016 (as presented)

BACKGROUND AND FINDINGS: In March of 2012 City Council authorized the City Manager to sign the Release, Hold Harmless and Indemnification agreement with Bridge Harbor, LLC. City Council also authorized the City Manager to sign the Agreement with East Coast Pyrotechnics, INC. The Manager was authorized to sign these agreements for future years as long as the release or agreement did not change.

The Release, Hold Harmless and Indemnification Agreement from the City to Bridge Harbor, LLC for the use of Bridge Harbor, LLC’s property during the July 4, 2016 has been executed. The Agreement with East Coast Pyrotechnics has also been executed.

The City will, again, partner with the Washington Harbor District Alliance for the July 4th festivities.

**EAST COAST PYROTECHNICS, INC.
AGREEMENT**

THIS AGREEMENT entered into this 27th day of JAN., 2016 by and between EAST COAST PYROTECHNICS, INC., of Catawba, South Carolina, and the Parks & Recreation Department of the City of Washington, North Carolina (CUSTOMER).

WITNESSETH: EAST COAST PYROTECHNICS, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER one (1) Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display, said display to be given on the evening of July 4, 2016 CUSTOMER Initial ABC weather permitting. It being understood that, should inclement weather prevent the giving of this display on the date mentioned herein, the parties shall agree to a mutually convenient alternate date within six (6) months of the original display date. CUSTOMER shall remit to the first party an additional 15% of the total contract price for additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of EAST COAST PYROTECHNICS, INC. In the event the CUSTOMER does not choose to reschedule another date or cannot agree to a mutually convenient date, EAST COAST PYROTECHNICS, INC. shall be entitled to 40% of the contract price for costs, damages and expenses. If the fireworks exhibition is cancelled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay EAST COAST PYROTECHNICS, INC., on demand, all EAST COAST PYROTECHNICS, INC.'s documented out of pocket expenses incurred in preparation for the show including but not limited to, material purchases, preparation and design costs, deposits, licenses, and employee charges.

EAST COAST PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. EAST COAST PYROTECHNICS, INC. enters this Agreement contingent upon its ability to secure delivery of product for the display.

EAST COAST PYROTECHNICS, INC. further agrees following the fireworks display to leave the display and fallout areas free of all trash, including any partly combusted materials, and any and all other items, materials and equipment introduced to said display and fallout area as a result of said fireworks display and show.

It is further agreed and understood that the CUSTOMER is to pay EAST COAST PYROTECHNICS, INC. the sum of \$10,000.00 (50% deposit due April 1, 2016). A service fee of 1 1/2% per month shall be added if account is not paid within 30 (thirty) days of the show date.

EAST COAST PYROTECHNICS, INC. will obtain Workers Compensation insurance as may be required by law and Commercial General Liability as well as Property Damage insurance. Said Commercial General Liability and Property Damage insurance shall afford coverage at a minimum of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate. Coverage shall be written on an occurrence basis. Said policy shall list the CUSTOMER as additional insured and provide that it is not subject to cancellation or reduction in coverage except after thirty (30) days following notice to the CUSTOMER. EAST COAST PYROTECHNICS, INC. shall deliver to the CUSTOMER certificates of insurance for all insurance policies required hereunder. EAST COAST PYROTECHNICS, INC. releases and relieves the CUSTOMER and waives EAST COAST PYROTECHNICS, INC.'s entire rights of recovery against the CUSTOMER for loss or damage arising out of or incident to any matter insured against under this Agreement. EAST COAST PYROTECHNICS, INC. shall give notice to its insurance carriers that this waiver of subrogation is contained in this Agreement and cause the carriers to accept this waiver of subrogation, to the extent permissible by law.

CUSTOMER will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 350 feet at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this Agreement shall be construed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations, and neither party shall be responsible for any agreements not stipulated in this Agreement. CUSTOMER agrees to pay any and all collections costs, including reasonable attorney's fees and court costs incurred by EAST COAST PYROTECHNICS, INC. in the collection or attempted collections of any amount due under this Agreement and invoice.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this Agreement. These articles to be binding upon the parties, themselves, their heirs, executors, and administrators, successors and assigns.

In consideration of this Agreement, which consideration is acknowledged to be sufficient and legally binding, EAST COAST PYROTECHNICS, INC. does for itself, its agents, successors and assigns, hereby unconditionally agree to protect, release, hold harmless, and will indemnify, defend, acquit and forever discharge the CUSTOMER, its respective present and former employees and elected officials, in both their individual and official capacities, of and from all and any manner of action or actions, cause and causes of actions, claims, demands, costs, expenses, losses, penalties, fines, attorney's fees and consequential, general, special, and punitive damages or liabilities, of every kind, known or unknown, on account of, arising from or in any way related to or growing out of this Agreement, including but not limited to the provision of said Fireworks Display. EAST COAST PYROTECHNICS, INC. further agrees to investigate, handle, respond to, provide defenses for, and defend the same at its sole expense and agree to bear all other costs and expenses related thereto. EAST COAST PYROTECHNICS, INC. warrants that it will provide said services, including but not limited to the provision of said Fireworks Display, in accordance with all pertinent federal, state, and local laws, rules and regulations, including all applicable rules and regulations of any regulatory agency.

PRE-AUDIT CERTIFICATE

This Agreement has been pre-audited pursuant to North Carolina General Statute §159-28 in the manner required by the Local Government Budget and Fiscal Control Act.

CITY OF WASHINGTON
Matt Rauschenbach (SEAL)
Matt Rauschenbach,
Chief Financial Officer

EAST COAST PYROTECHNICS, INC.
By: Joel Matthews

Date Signed: 1/27/16

Joel Matthews
P.O. Box 209
Catawba, SC 29704
F803-789-5733
F803-789-6440
joel@eastcoastpyro.com

CUSTOMER
By: Bobby Roberson
It is duly authorized agent, who represents having has authority to bind CUSTOMER.
Date Signed: 1/27/2016
(Please type or print)

Name: Bobby Roberson
Address: 102 East 2nd Street
Washington, NC 27889
Phone: 252-975-9319
Email: broberson@washingtontnc.gov
Billing email: thamilton@washingtontnc.gov



**NORTH CAROLINA
BEAUFORT COUNTY**

RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Washington ("City") has contracted with East Coast Pyrotechnics, Inc. to provide a fireworks show for the public on July 4, 2016.

WHEREAS, the City has requested Bridge Harbor, LLC to allow its property to be used in conjunction with the above.

WHEREAS, Bridge Harbor, LLC desires to permit its property to be used in conjunction with the above upon the condition that the City furnish it with this Release, Hold Harmless and Indemnification Agreement ("Release").

NOW THEREFORE, know all persons by these presents, upon execution of this Release and in consideration of the foregoing, which consideration is acknowledged to be sufficient and legally binding, the City does hereby agree to unconditionally release, hold harmless, indemnify, acquit and forever discharge Bridge Harbor, LLC, and its respective agents, representatives, insurers, successors, and assigns, and each of them, respectively, of and from all and any manner of action or actions, cause and causes of actions, claims, demands, costs, expenses, attorney's fees, and consequential, general, special, and punitive damages or liabilities, known or unknown, on account of, or in any way related to or growing out of the use of Bridge Harbor, LLC's property to produce a firework show for the public on July 4, 2016 as more particularly described hereinabove.

IN WITNESS WHEREOF, the City has caused this instrument to be executed in its name by its City Manager, attested by its City Clerk, and its corporate seal to be hereunto affixed, all by proper corporate authority duly given.

This the 27th day of January, 2016.

CITY OF WASHINGTON



Bobby Roberson (Seal)
Bobby Roberson, City Manager

**STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT**

Reatha B. Johnson, a Notary Public of the State and County aforesaid, do hereby certify that CYNTHIA S. BENNETT personally appeared before me this day and acknowledged that she is the City Clerk CITY OF WASHINGTON, a body politic and corporate, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its City Manager, sealed with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and Notarial seal, this the 27 day of January, 2016.

Reatha B. Johnson

NOTARY PUBLIC

My Commission expires: 12/14/2019



MEMO – BUDGET TRANSFER – GENERAL FUND (approved as presented)

The Budget Officer transferred \$8,000 of funds between the Recreation Administration, Senior Programs, Aquatic Center, Events & Facilities, and Building & Grounds departments of the General Fund appropriations budget to provide funds for the relocation of the wheel at Havens Gardens.

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

From: Recreation 10-40-6120-1400	\$1000	To: Buildings & Grounds	
1500	\$1000	10-40-6130-1502	\$4000
1601	\$1500		
1300	\$ 500		

From: Recreation 10-40-6121-1400	\$ 500	To: Buildings & Grounds	
3301	\$1000	10-40-6130-1502	\$1500
From: Recreation 10-40-6123-1502	\$1000	To: Buildings & Grounds	
1300	\$ 500	10-40-6130-1502	\$1500
From: Recreation 10-40-6126-1400	\$ 500	To: Buildings & Grounds	
3302	\$ 500	10-40-6130-1502	\$1000

MEMO – BUDGET TRANSFER – ELECTRIC FUND (approved as presented)

The Budget Officer transferred \$85,000 of funds between the Power Line Construction and Power Line Maintenance divisions of the Electric Fund appropriations budget to provide funds for a second tree trimming crew beyond the 16 weeks budgeted through the remainder of the fiscal year.

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

From: Electric T&D	35-90-8390-4500	Contract Services	\$85,000
To: Electric T&D	35-90-8380-4501	Contract Tree Trimming Services	\$85,000

Councilmember Mercer discussed the funds approved in the budget for tree trimming. The additional funding request brings the total for tree trimming to approximately \$350,000. Jeff Clark, Interim Electric Utilities Director said the funding is desperately needed as they are 8-10 years behind where we should be with our tree trimming. This should carry the extra tree trimming crew through the end of the year. We will then budget for two full-time crews for the next two budget years to get everything under control. After two years we will go back to one full-time crew. We are also doing herbicide at this time and have completed one-third of our system.

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:

HUMAN RELATIONS COUNCIL

(report accepted as presented)

*Human Relations Council (HRC) report for the month of January
Monday, February 8, 2016 City Council Meeting*

MISSION STATEMENT

- *To promote social and economic equality in the community, working with Local Government and other resources*
- *To appreciate the cultural and ethnic diversity of the citizens of Washington and Beaufort County*
- *To encourage citizens to live and work together in harmony and mutual respect*

ACKNOWLEDGED: MAYOR PRO TEM FINNERTY

SCHEDULED PUBLIC APPEARANCES: None

OLD BUSINESS:

Updates – Kimberly Grimes, Police & Fire Services: Ms. Grimes reviewed the updates for the month of November and December. Ms. Grimes stated that on November 11, 2015 Police & Fire Services delivered approximately 23 boxes to the elderly participating in the “I Live Alone” project. On Monday, December 21, 2015 Police and Fire Services sponsored the event “Shop with a Safety Officer” and forty (40) kids in attendance. \$150 was presented to each child (special needs) to shop with and a grant was provided to help with cost.

NEW BUSINESS:

Approve – 2016 Proclamations: Chairman St. Clair requested approval on the following proclamations for 2016:

- *Human Relations Council Month*
- *Edward Peed Day*
- *Brotherhood/Sisterhood Week*
- *ASALH/Black History Month*

By motion of Board member Lawrence, seconded by Board member Hawn, the Board approved the above proclamations as presented for 2016. Board members are to meet in the Council Chambers on Monday, February 8, 2016 for proclamations signage.

Discussion – Ed Peed Commemoration Service: Chairman St. Clair suggested forming a sub-committee for this event and findings will come back to the Board at the Tuesday, February 9th meeting (inclusive of menu items).

Sub-committee:

- Chairman St. Clair
- Vice-chair Wright
- Board member Hammonds
- Board member Lawrence
- Secretary, Johnson

OTHER BUSINESS:

FYI – All FYI items and reminders were discussed inclusive of the November 10, 2015 report submitted to City Council and financial report.

OPEN DISCUSSION:

Chairman St. Clair encouraged Board members to spread the word regarding the vacancies on the HRC Board and to seek qualified applicants voicing we would like to operate with a full board. Also, discussion was held in regards to requiring a speaker for the Ed Peed Commemoration Service.

Mayor Pro tem Finnerty invited all to attend “Union Bound” being presented in Theaters on February 12th, 2016 and noted the premiere will be on February 6th @ 7:30 pm at the Turnage Theater with a \$10 admission fee before its national release on the 12th.

APPOINTMENTS:

APPOINTMENT – BOARD OF ADJUSTMENT

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council appointed Paula McCullough Nelson to the Board of Adjustment-Alternate – Enlarged Member with a term to expire June 30, 2019. **This appointment will be corrected during the Feb. 22nd meeting. Ms. Nelson is not eligible for this position as she lives inside the City limits. The appointee must live outside the City limits, but inside the ETJ. The position will become vacant as there are no eligible applicants for this position.*

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council appointed Andy Olsen to the Board of Adjustment to fill the un-expired term of Susan Murrell, term to expire June 30, 2017. *This appointment will be corrected at the February 22nd meeting, per the Board of Adjustment Chairman, the intended appointment for the un-expired term of Susan Murrell is Rev. Paula (McCullough) Nelson.*

APPOINTMENT – ELECTRIC UTILITIES ADVISORY BOARD

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council appointed Rudolph (Rudy) Burns to the Electric Utilities Advisory Board to fill a vacant inside position, term to expire June 30, 2019.

APPOINTMENT – BOARD OF COMMISSIONERS OF THE NORTH CAROLINA EASTERN MUNICIPAL POWER AGENCY

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council appointed Bobby Roberson as First Alternate Commissioner and Jeff Clark as Second Alternate Commissioner to the North Carolina Eastern Municipal Power Agency.

OLD BUSINESS:

ACCEPT – GAMETIME C/O CUNNINGHAM RECREATION PROPOSAL AT HAVENS GARDENS

BACKGROUND AND FINDINGS: GameTime will be constructing the Trillium health Services – Play Together Accessible Playground at Havens Gardens Park. The original contract with Trillium Health Services has been increased from \$225,000 to \$280,555.42 in order to complete all amenities and walkways for the project.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council accepted the GameTime c/o Cunningham Recreation Proposal in the amount of \$280,555.42 for Havens Gardens Park and approved the subsequent purchase orders.

Agreement #	0049T-001-FY16
Cost Center #	93
Line Item #	0690-55
Obligated	\$55,556.00
Date Entered	

ADDENDUM

This is an addendum (hereinafter referred to as "Addendum") to agreement number 0049T (hereinafter referred to as "Agreement") dated September 18, 2015, by and between City of Washington (hereinafter referred to as the "CONTRACTEE"), whose mailing address is 102 E. 2nd Street, Washington, NC 27889, Phone Number 252-975-9636, and whose tax identification number (or social security number) is 56-6001364 and Trillium Health Resources.

This Addendum is effective as of September 18, 2015 and is incorporated into the Agreement as if fully set forth therein. Except as modified hereby, all other terms of the Agreement will remain the same and the Agreement is hereby ratified as well as confirmed and the terms, covenants, conditions and agreements contained therein remain in full force and effect. In the event of any inconsistency between the terms of the Agreement and the terms of this Addendum, the terms of this Addendum shall control.

The purpose of this Addendum is to add \$55,556.00 to the current Agreement to manage and ensure the construction and ongoing maintenance of an inclusive playground at Havens Gardens: 1001 Park Dr., Washington, NC 27889 for a total not to exceed of \$280,556.00 for the inclusive playground as more specifically provided for in the Agreement.

RECEIVED JAN 29 2016

Agreement #	0049T-001-FY16
Cost Center #	93
Line Item #	0690-55
Obligated	\$55,556.00
Date Entered	

This instrument has been pre-audited in the manner required by the Local Budget and Fiscal Control Act, General Statute 159.

CITY OF WASHINGTON

Matt Rauschenbach
Matt Rauschenbach,
Chief Financial Officer

SIGNATURES FOR TRILLIUM HEALTH RESOURCES
Leza Wainwright
Leza Wainwright, CEO

SIGNATURES FOR CONTRACTEE
Kristi Roberson
Kristi Roberson, Parks & Recreation Department Manager

Joy B. Hutchison
Joy Hutchison, Vice President,
Business Operations

Date: 2/1/16

Date: 1/29/16

Date: 2/1/16

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ACCEPT/AMEND – RECOMMENDATION OF THE HISTORIC PRESERVATION COMMISSION TO AMEND THE HISTORIC PRESERVATION DESIGN GUIDELINES TO INCLUDE REVISED GUIDELINES ON THE USE OF FENCES AND WALLS IN THE LOCAL HISTORIC DISTRICT

BACKGROUND & FINDINGS: The Historic Preservation Commission met and appointed a sub-committee to consider the use of fences and walls in the historic district. The sub-committee met numerous times and drafted revised guidelines on fences and walls. In September 2015 a workshop was held with the Historic Commission to discuss and finalize the amended guidelines. A recommendation to forward the amended guidelines to City Council was approved during the November HPC meeting. Council made additional comments that were addressed by the HPC & Committee.

Mayor Pro tem Finnerty said that she has been contacted by several members of the community asking her to please vote in favor of the revisions made by HPC and fence committee. She contacted John Wood, State Historic Preservation Office in Greenville, in addition she contacted the following municipalities: Edenton, New Bern and Elizabeth City. She found that the recommendations presented by the fence committee are not appropriate. Six foot fences are allowed in all of these areas. Requiring 5ft. fences would be an additional expense as they would have to be custom made and a 5ft. fence could hardly be called a "privacy fence".

By motion of Mayor Pro tem Finnerty, seconded by Councilmember Mercer, Council voted to not approve changes as presented and voted to leave the guidelines as they are. Motion carried 4-1 with Councilmember Pitt opposing.

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council moved that the guidelines regarding fences and walls in the historic district not be presented to Council for at least 12 months. Motion carried 4-1 with Councilmember Pitt opposing.

ACCEPT – AUDIT SERVICES AGREEMENT EXTENSION

Matt Rauschenbach, CFO explained that Martin Starnes was awarded the audit contract for five years when it was bid in 2011 through the RFQ process. They were selected as the most qualified and were the lowest bid of the qualified proposals received. They continue to be among the top qualified auditors of governmental entities in NC. The fees for the three year agreement extension are consistent with what the City has paid for the previous two years. Staff recommends the acceptance of this extension.

By motion of Councilmember Mercer, seconded by Mayor Pro tem Finnerty, Council accepted the audit services agreement extension from Martin Starnes & Associates.

Councilmember Beeman inquired about the 3% increase in 2nd year of extension and another 3 % in 3rd year of the extension. Mr. Rauschenbach noted that the agreement will have to come back for approval each year, but it can be a consent agenda item.

Councilmember Mercer reviewed that a new purchasing policy was recently adopted. Council needs to also review and adopt a revised travel policy. Discussion was held regarding the current cut-off policy for utility bills. Bobby Roberson noted the travel policy will be reviewed before June 30th.

**City of Washington
FY 10/11 Audit Proposals
April 1, 2011**

<u>Audit Firm</u>	<u>FY 10/11 Contract Price</u>	<u>FY 11/12 Est. Cost</u>	<u>FY 12/13 Est. Cost</u>	<u>FY 13/14 Est. Cost</u>	<u>FY 14/15 Est. Cost</u>
Martin Starnes & Associates, CPA, PA	\$ 32,000	\$ 33,000	\$ 33,000	\$ 34,000	\$ 34,000
Pittard, Perry, & Crone, Inc.	\$ 36,500	\$ 37,500	\$ 38,600	\$ 39,750	\$ 41,000
McGladrey, Inc.	\$ 35,600	\$ 37,250	\$ 37,500	\$ 37,750	\$ 38,000
Petway, Mills, & Pearson, PA	*	*	*	*	*
Thompson, Price, Scott, Adams & Co., PA	*	*	*	*	*

* The cost section of the bid proposal was not opened.

**MARTIN ♦ STARNES
& ASSOCIATES, CPAs, P.A.**

"A Professional Association of Certified Public Accountants and Management Consultants"

January 25, 2016

City of Washington
Attn: Matt Rauschenbach, CFO
PO Box 1988
Washington, NC 27889

Dear Mr. Rauschenbach,

It has been a pleasure to provide audit services to the City of Washington for the past several years. We are looking forward to a continued relationship with the City that will allow us to become more efficient in our procedures and offer even better management suggestions as a result of our knowledge of the City's operations.

The audit relationship is much more than a commodity product, therefore, the Local Government Commission does not require the services to be re-bid at the end of a service agreement. We are proud of the level of service we offer and believe that to be the reason we have a near 100% renewal rate with our government clients. We would rather negotiate an extension of our agreement rather than subject the relationship to the bidding process. If the City is pleased with the service, then fees are the only variable, and I am certain we can come to terms as it relates to fees.

Recently, much talk has been made about mandatory auditor rotations. According to the Government Finance Officers' Association, "the high level of specialized expertise needed to perform a quality audit of a state or local government often limits competition, which means that a requirement to change audit firms at the end of the audit contract could have the unintended effect of forcing a government to engage the services of a less qualified audit firm. Many of the advantages suggested for auditor rotation (such as obtaining a fresh perspective) often can be achieved by rotating staff within the same firm."

We are required by our auditing standards to maintain our independence, and we can assure the City that Martin Starnes & Associates takes compliance with the independence standard seriously. We rotate our audit teams as a normal course of business due to staff growth. We reinvent the audit process each year during the planning stage to make sure we are addressing the pertinent risk areas of the City's audit. Therefore, a long audit relationship, if managed properly, is a great benefit to the City.

Our fees for the City for fiscal years ending June 30, 2016 - 2018 are proposed as follows:

2016	\$ 34,000
2017	\$ 35,025
2018	\$ 36,075

The fees listed above include the audit (financial and compliance) and drafting of the financial statements and related footnotes.

I am looking forward to your acceptance of our service extension agreement. Feel free to call me with questions or concerns.

Sincerely,

Paula P. Hodges

Paula P. Hodges, CPA
Audit Partner

If you agree with the service extension agreement above, please sign the enclosed copy of this letter in the space indicated and return it to our office.

Accepted by:

Matt Rauschenbach

CFO

Date: 2/9/16

730 13th Avenue Drive SE • Hickory, North Carolina 28602 • Phone 828-327-2727 • Fax 828-328-2324
13 South Center Street • Taylorsville, North Carolina 28681 • Phone 828-432-9025 • Fax 828-432-9085
Toll Free Hot Locations 1-800-948-0585 • Website: www.martinstarnes.com

AWARD – LABOR AND EQUIPMENT CONTRACT FOR ELECTRIC DISTRIBUTION SYSTEM IMPROVEMENTS IN THE AREA OF THE MAIN ELECTRIC SUBSTATION & APPROVE BUDGET ORDINANCE AMENDMENT

BACKGROUND AND FINDINGS: *This project was budgeted in FY 2014/2015 but was not completed other than the majority of the materials being purchased. Council elected to not carry forward the unspent appropriation until the labor contract for the project was bid. An additional \$42,000 of materials will be purchased for the project and are included in the budget appropriation. Project completion is expected by June 17, 2016. Bid opening for the Labor and Equipment Contract for Electric Distribution System Improvements in the area of the Main Electric Substation was held January 27, 2016. T&D Solutions, LLC was the lowest bidder and is a proven reliable contractor for the City of Washington. City labor forces are not being used for this project.*

Contract	\$ 543,244
Additional material	42,000
Contingency	(2,989)
Total appropriation	\$582,255

Councilmember Mercer discussed previous budget transfers for the Hwy. 32 project. Mr. Clark said that appropriation will be clearing up a project that should've been completed a year ago with materials already laying on the yard.

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

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

Section 1. That the Estimated Revenues in the Electric Fund be increased in the amount of \$582,255 in the account Fund Balance Appropriated, account number 35-90-3991-9910.

Section 2. That the following account numbers in the Substation, Power Line Construction, and Contingency departments of the Electric Fund appropriations budget be increased or decreased in the amounts indicated for the contract and additional material for the main substation circuit exit rebuild project that was deferred from FY 2015:

35-90-8370-7400	Capital Outlay	\$ 262,456
35-90-8390-7400	Capital Outlay	322,788
35-90-9990-9900	Contingency	(2,989)
		\$ 582,255

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 8th day of February, 2016.

ATTEST:

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

**s/Jay MacDonald Hodges
Mayor**

**SPECIFICATIONS AND BID DOCUMENTS
LABOR CONTRACT
FOR THE
MAIN SUBSTATION CIRCUIT EXITS
AND
2ND & 5TH STREET CIRCUITS REBUILD
BID AND CONSTRUCTION SCHEDULE**

<u>DATE</u>	<u>ITEM</u>
December 22, 2015	Contracts to Bidders
January 5, 2016	Pre-Bid Conference
January 27, 2016	Bid Opening
January 29, 2016	Recommendation to City
February 8, 2016	Council Award of Contract
February 15, 2016	Pre-Construction Conference
February 29, 2016	Start of Construction
June 17, 2016	Completion of Construction

City of Washington
Labor Contract Bid Tabulation
MAIN Substation Circuit Exits
2nd & 5th Street Circuit Rebuild

Company Name	Company Representative	Bid Package Received	Bid Sealed (Y/N)	Contractor's Proposal Complete & Signed (Y/N)	Proposal Summary			Bid Bond Signed & Attached (Y/N)	FOA Attached (Y/N)	Contractor's License Attached (Y/N)	OSHA Statement Signed (Y/N)	Project Completion Expected per Specifications	Exceptions (Y/N)
					MAIN Substation Subtotal	2nd & 5th Rebuild Subtotal	Total of Distribution Assembly Units						
C. W. Wright Construction Company, Inc.	Declined to Bid 1/19/2016												
Coastal Power & Electric, Inc.	Declined to Bid 1/26/2016												
Lee Electrical Construction, Inc.	Dale Ray	1/27/2016 @ 12:00 PM	Yes	Yes	\$316,375.15	\$358,391.05	\$674,766.20	Yes	Yes	Yes	Yes	Yes	No
Lee Electrical Construction, Inc.	Jerry B. Lee 2% Authorized deduct from primary bid above.	1/27/2016 @ 12:00 PM	Yes	Yes	\$310,047.65	\$351,233.23	\$661,270.88						
Pike Electric, Inc.	Bid Package not distributed												
Sunter Utilities, Inc.	No Bid												
T & D Solutions, LLC	Hugh Sutton	1/27/2016 @ 9:26 AM	Yes	Yes	\$253,455.87	\$290,787.25	\$543,243.12	Yes	Yes	Yes	Yes	Yes	No

Date: January 27, 2016
 Utilities Support Superintendent: Edmund Proden
 Signature: 
 Purchasing Agent: Mike Whaley
 Signature: 

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council awarded the Labor and Equipment Contract for Electric Distribution System Improvements in the area of the Main Electric Substation to T&D Solutions, LLC. in the amount of \$543,243.12, authorized the Mayor to execute the contract subject to the City Attorney’s approval, approved the budget ordinance amendment and subsequent purchase orders.

NEW BUSINESS:
AUTHORIZE/APPROVE – CITY MANAGER TO APPROVE CLASSIFICATION AND PAY GRADE CHANGE

(Accounting Technician –Grade 16 to Senior Accounting Technician – Grade 18)

Background and Findings: The Finance Department requests the Accounting Technician (Grade 16) be reclassified to a Senior Accounting Technician (Grade 18). Reclassification of the Accounting Technician in Accounts Receivable/Payable to Senior Accounting Technician is deemed warranted to acknowledge the substantive change in duties and additional responsibilities over time. Over the years the Accounting Technician duties have increased in complexity and autonomy without a corresponding reclassification. This request recognizes those changes in duties. Since the job description for the Accounting Technician was written in 2009, expectations and duties for the position have increased.

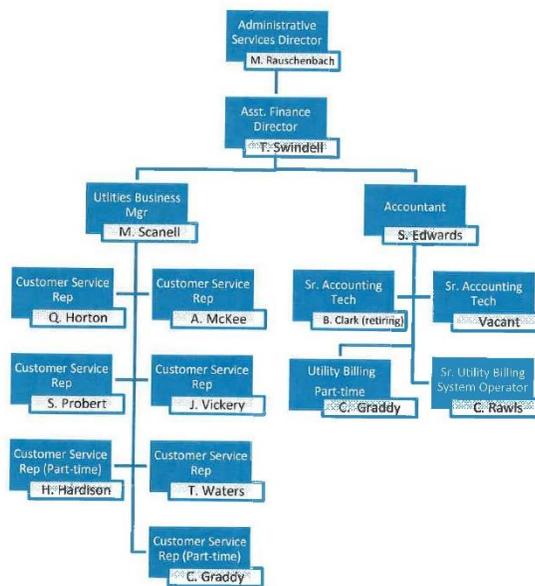
The Accounting Technician is the primary staff assigned to undertake all citywide misc. A/R billing in addition to a number of other ancillary duties. Numerous changes have been made to the Finance Department’s structure, and the position of Accounting Technician is also responsible for processing payroll which is an increased level of complexity of tasks now expected of and provided by the position. Payroll is a critical process that requires interchangeable skills between two positions.

Currently the Finance Department includes one full-time Sr. Accounting Technician and one full-time Accounting Technician position. Attached to this request is the proposed job description for the Senior Accounting Technician position in the Finance Department.

The Accounting Technician is currently occupied by Beverly Clark, who will retire at the end of March. The Senior Accounting Technician was previously occupied by Stephanie Edwards, who has recently been promoted to the Accountant position.

The Finance Department along with the Human Resources Director has taken the department's turnover as an opportunity to evaluate operational efficiencies and organizational structure. With these changes, it is also management’s responsibility to recognize and address significant changes in duties and responsibilities of positions and adjust pay schedules as needed. It is important that job descriptions accurately reflect the duties being performed by employees and that the job classification reflects the level of duties and responsibilities required of the position. This helps ensure that the city provides a clear understanding to employees of what their duties are, helps to identify the appropriate level within the organization the position holds and helps supervisors with directing and assessing the performance of employees. It also clarifies any confusion that might arise between the city and employees as to the duties and responsibilities required of a position.

FINANCE / ACCOUNTING



Financial Impact Analysis of Reclassification of Accounting Tech to Sr. Accounting Tech

PROPOSED RECLASSIFICATION

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Current Accounting Tech plus 1.3% Cola each yr	44845	45428	46019	46617	47223	47837	48459	49089	49727	50373	51028	51691	52363
Merit Bonus 2.5% each year		1136	1150	1165	1181	1196	1211	1227	1243	1259	1276	1292	1309
Total	44845	46564	47169	47782	48403	49033	49670	50316	50970	51632	52304	52984	53672
Proposed Sr. Accounting Tech plus 1.3% Cola each yr	35077	35533	36895	38309	39777	41301	42884	44528	46234	48006	49846	51757	53740
Merit Increase based on performance 2.5% each year		888	922	958	994	1033	1072	1113	1156	1200	1246	1294	1344
Total	35077	36421	37817	39267	40771	42334	43956	45641	47390	49206	51092	53050	55084
Savings		-10142	-9352	-8516	-7632	-6699	-5714	-4675	-3580	-2426	-1211	67	1411

Job Description

SENIOR ACCOUNTING TECHNICIAN

Job Title: Senior Accounting Technician
FLSA Status: Non-Exempt
Approved By: Tammy Swindell

Reports To: Asst Finance Director
Salary Level: Grade 18
Approved Date: 2/1/2016

General Statement of Duties

Performs technical and specialized paraprofessional accounting tasks in the payroll, accounts payable, accounts receivable and other accounting functions for the City.

Distinguishing Features of the Class

An employee in this class performs paraprofessional accounting tasks in the finance office with special emphasis on payroll, fuel usage, accounts payable, and miscellaneous accounts receivable billing. Work involves applying established payroll policies, processes, and procedures to the review and processing of payroll, personnel actions, and fringe benefits documents. Work also includes processing of time sheets, payroll actions, fringe benefits, and related personnel documents into the payroll system and compiling information and submitting the required payroll, retirement, and insurance and deductions reports. Independent judgment and initiative are required in the performance of duties. Accounts payable involves matching invoices, purchase orders and receiving paperwork, verifying codes and appropriate ledger balance to cover the invoice; proofing, verifying and processing checks. Work is performed under the supervision of the Assistant Finance Officer and is evaluated through conferences, accuracy and completeness of the payroll and the accompanying reports, and by independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

- Verifies, audits, edits and prepares bi-weekly payroll and maintains payroll records; reviews employee timesheets; identifies and works with appropriate department/s and/or supervisor to resolve timesheet discrepancies; enters data in the payroll system; generates, reviews and reconciles payroll reports to ensure accuracy and completeness of payroll and deductions;

transmits direct deposit information; prints and distributes checks and direct deposit check stubs; enters employee transaction information in the payroll system as necessary Prepares payrolls for the City; enters changes and account numbers; adjusts for leave without pay and enters leave taken.

- Reviews, tracks and maintains records of applicable employee benefits; prepares and generates deferred compensation payment reports; prepares, generates and provides payroll reports to PERS; as appropriate, reconciles health and benefits provider and City benefit data; compiles and provides necessary reports and initiates payment to providers; resolves billing errors and discrepancies with providers Completes payroll reports and distributes to a variety of Federal and State agencies and to fringe benefits vendors.
- Reviews, processes, inputs and, as approved, prints and distributes checks for payment of vendor invoices and other accounts payable; contacts vendors with questions and/or responds to vendor inquiries and concerns; distributes vendor invoices for approval; inputs approved invoices; prepares biweekly demand registers; prepares manual checks as approved. Prepares, reviews and reconciles quarterly and annual federal and state payroll tax reports.
- Reconciles payroll bank statements.
- Works with the auditor on questions and documents concerning payroll and accounts payable.
- Compiles and submits personnel reports, surveys, and legal information.
- Maintains confidentiality of personnel and payroll information.
- Maintains and processes all documents for the City's payroll system.
- Prepares miscellaneous reports from payroll data requiring the selection and compilation of figures.
- Assists departmental personnel with questions on financial data, payroll, and related matters.
- Process requisitions for purchases, generates and balances purchase orders.
- Verifies invoices, matching to required purchase orders, monitor account balances to ensuring appropriated funds are available.
- Runs proofs and verifies accuracy of all invoices runs checks, and appropriate journal entries made and then files invoice.
- Monitors fuel consumption, verifies prices charged to agencies, and prepares invoices and monthly reports on consumption by vehicle and by pump, and processes work orders.
- Monitor credit card usage, verify charges and assign charge codes; reconcile with bank statement monthly.
- Assists with compiling information for preparation of CAFR and budget.
- Monitor purchasing card program, issues cards and reconciles statements.
- Reporting of unclaimed property to the State.
- Processes and manages miscellaneous accounts receivable billing.
- Performs other duties and projects as assigned.
- Serves as backup and fill in within the Finance department as needed and requested.

Desirable Education and Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school with a major in accounting or related field; or six months to one year related experience and/or training; or equivalent combination of education and experience in a payroll operation or similar paraprofessional accounting work; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

Operate a computer using spreadsheet and financial accounting software; operate a calculating machine and other standard office equipment; organize, set priorities and exercise sound judgement within established guidelines; understand, interpret, explain and apply City, state, and federal laws applicable to assigned areas of responsibility; reach sound decisions in accordance with laws, rules, regulations and department procedures; make calculations and tabulations and review accounting and related documents accurately and rapidly; understand and carry out written and oral instructions; communicate clearly and concisely both orally and in writing; prepare clear and accurate financial records, reports and statements;

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms and kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Special Requirements

- Valid NC Driver's License is preferred.

Matt Rauschenbach, CFO expressed that this is a great opportunity to cross train employees. When we are at strategic planning session last month he updated Council regarding the reorganizations in the Finance Department, we have experienced several internal promotions. We now have an open position in the Senior Accounting Technician position. The Accounting Technician will retire at the end of March, leaving two vacant slots in the Finance Department. Mr. Rauschenbach noted that both positions should be the same so they could both work with payroll, we would rotate the work load every other month for payroll. This reclassification would free up the Accountant and Assistant Finance Director from having to step back and fill in these positions during vacations and other times of leave. Accounting Technician position would be moved from a grade 16 to 18 – making both positions Senior Accounting Technicians (paygrade 18). It is desired to hire for both positions at the same time in order to train them both at the same time.

Mayor Pro tem Finnerty inquired if Mr. Rauschenbach would be hiring two people at grade 18 – due to increasing qualifications of the position that was a grade 16. Mr. Rauschenbach said the grade 18 is an enhanced position with increased skill levels. Discussion was held regarding the salary of the positions. It was noted that our pay scale hasn't been studied since 2008-2009, but based on our retention of employees in these positions, it must be comparable. We haven't had any turnover for 17 years in this division with this group of four employees.

Councilmember Mercer commented that the personnel policy says City Council shall approve new job descriptions/pay classification & the pay plan, not the City Manager. Discussion was held regarding the pay scale that was presented in the agenda packet. Councilmember Mercer noted that the positions should be kept at the current grades of 16 and 18.

A motion was made by Councilmember Mercer to approve the new job description for the Senior Accounting Technician position with the following amendment: strike "or six months to one year related experience and/or training and add "and one year experience as an Accounting Technician".

Desirable Education and Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school with a major in accounting or related field; ~~or six months to one year related experience and/or training;~~ or equivalent combination of education and experience in a payroll operation or similar paraprofessional accounting work; or an equivalent combination of education and experience; and one year experience as an Accounting Technician

Discussion regarding the motion. Councilmember Mercer noted that this amendment allows staff to bring an individual in at the Accounting Technician level (grade 16), then if they performed properly they could then be promoted after one year to Senior Accounting Technician (grade 18).

Councilmember Brooks commented that we have 13 organizations asking for financial assistance. We have two positions we are planning on hiring for the City. We should take care of our "household first" and raise the positions from a grade 16 to an 18.

The motion was seconded by Councilmember Beeman as he suggested these types of changes should be brought to Council during the budget session. Hire the person in at a grade 16, then bring the request back at budget time to change to a pay grade 18.

Mr. Rauschenbach explained we would normally request a position reclassification during budget sessions, but being one employee is retiring at the end of March and the other position is already vacant, we feel it is necessary to fill the two positions at this time. Councilmember Mercer said if he understands correctly, the request is to eliminate the Accounting Technician from our payroll classification system. During budget sessions you can budget for two senior positions and then advance the grade 16 employee to the grade 18 position.

Councilmember Pitt noted that with the upcoming retirement and already vacant position, we need to make the change as requested tonight.

Councilmember Mercer's motion was restated: A motion was made by Councilmember Mercer and seconded by Councilmember Beeman to approve the new job description for the Senior Accounting Technician position with the following amendment: strike "or six months to one year related experience and/or training and add "and one year experience as an Accounting Technician". (Mr. Roberson noted that motion approves the job description with the experience amendment and leaves the payroll classification as is with a grade 16 and grade 18 – Matt couldn't hire as requested for two grade 18 positions.) Voting for the motion: Mercer & Beeman. Voting against the motion: Pitt, Finnerty & Brooks. Motion fails: 2-3.

By motion of Mayor Pro tem Finnerty, seconded by Councilmember Brooks, Council voted to approve the request as presented by Matt Rauschenbach (new job description) in order to allow him to hire two paygrade 18 positions (Senior Accounting Technician). Voting for the motion: Finnerty, Pitt & Brooks. Voting against the motion: Mercer & Beeman. Motion carried 3-2.

PRESENTATION: – FY 2016-2017 AGENCY FUNDING REQUEST

The City Attorney explained the process that a local government can use for funding outside agencies. Each of the agencies listed does satisfy the public purpose requirement.

HIGHWAY 17 ASSOCIATION – REQUESTED AMOUNT \$7,500

Executive Director, Mr. Marc Finlayson presented the request for funding for the Highway 17 Association and provided highlights to Council regarding planned updates for Highway 17. The funding request for FY 16-17 is \$7,500.

ARTS OF THE PAMLICO – AMOUNT REQUESTED \$50,000

Executive Director – Arts of the Pamlico, Joey Toler provided updates to Council regarding the history as well as the future for the Arts of the Pamlico. Mr. Toler thanked Council for their continued support and requested funding in the amount of \$50,000. Councilmember Beeman discussed the dollar amount spent at the AOP from citizens inside Beaufort County, but most specifically Washington residents.

Mr. Toler noted AOP has received funding from Beaufort County Government. Councilmember Mercer inquired if they would be requesting funds from Hyde, Pamlico and Washington County. Mr. Toler noted that Hyde County provided \$1,000 in funding, while Washington County does not provide any financial support. Pamlico County has their own Arts Council.

BOYS & GIRLS CLUB – REQUESTED AMOUNT \$20,000

Executive Vice President of the Coastal Plains Boys & Girls Club, D.J. Jones, presented the request of funding for the Boys & Girls Club. Mr. Jones explained that all funding received stays in Beaufort County. The funding request for FY16-17 is \$20,000.

Highlights from Mr. Jones presentation:

- Mission of the Boys & Girls Club is to enable all young people especially those who needs us most to reach their full potential as productive, caring, and responsible citizens
- Three areas of priority outcome: Academic success, healthy lifestyles, and character & citizenship

ZION SHELTER – REQUESTED AMOUNT \$10,000

Harlan Mackendrick, presented the FY16-17 funding request of \$10,000 for the Zion Shelter. Mr. Mackendrick noted he is 96 years young. Council and audience members applauded and thanked him for his commitment to the shelter. Highlights from Mr. Mackendrick’s presentation: in operation for over 30 years & provides shelter to an average of 11 homeless men every night.

WRIGHT FLIGHT – REQUESTED AMOUNT \$5,000

Lydie Jennings presented the FY16-17 funding request of \$5,000 for Wright Flight. Highlights from Ms. Jennings presentation:

- Appropriation will specifically fund the opportunity for 50 - 5th graders at John Small School to participate in the Wright Flight Program
- The program uses the inherent motivational power of aviation as a stimulus for students to set and achieve higher goals in their educational and personal development
- Students realize that the attitude that ensures success is transferable to other subjects and life endeavors
- Program designed to keep children engaged and enrolled in school

Meeting the goals

- Student earn the “right to flight” ... which means the student and an adult of their choice can fly in a small aircraft with a pilot on FLY DAY

THE BLIND CENTER – REQUESTED AMOUNT \$1,500

(no one present)

EAGLE’S WINGS – REQUESTED AMOUNT \$5,000

Executive Director, Ann-Marie Montague, presented the FY16-17 funding request of \$5,000 for Eagle’s Wings, noting they are requesting this amount as a credit for their utility bill. Eagle’s Wings has been in existence for over 26 years. Over 70% of clients reside in the 27889 zip code. They are a ministry funded and fueled with love – “because we are to love God and our neighbors”.

PURPOSE OF GOD ANNEX – REQUESTED AMOUNT \$18,000

Bishop & Mother Jones presented the FY16-17 funding request of \$18,000 for Purpose of God Annex. Last year they served 148 participants with Project New Hope and employed 50 participants. They are dealing with a generation that feels entitled. They serve as an alternative to criminal activity by distracting them with other activities. They advocate in the court system by keeping the youth in programs and in jobs.

NC ESTUARIUM – REQUESTED AMOUNT \$25,000

President and Chief Executive Officer, Jackie Woolard presented the FY16-17 funding request for the NC Estuarium in the amount of \$50,000. Highlights from Ms. Woolard’s presentation: eighteen years of continued operations, serving as an anchor for tourism and downtown activity, provider of science education, number one tourism attraction in Beaufort County, etc. Funding request will be used towards building maintenance & HVAC installation

WHDA – REQUESTED AMOUNT \$58,000

Chris Furlough, WHDA President presented the FY 16-17 request for funding for WHDA in amount of \$58,000. Highlights from Mr. Furlough’s presentation: Sixteen plus events produced by WHDA throughout the year, WHDA is a non-profit/grassroots-based revitalization program which uses the proven Main Street Four-Point Approach: Promotion, Organization, Design and Economic Restructuring. The requested funds will be used as follows:

- \$32,000 Full-time Director’s salary – Harold Robinson
- \$16,000 Part-time Administrative Assistant/Events Coordinator – Carolyn Burke
- \$10,000 used to fund promotional advertising for the Harbor District within 50 miles radius

Council requested a current copy of WHDA’s By-laws.

KIWANIS CLUB OF WASHINGTON – REQUESTED AMOUNT \$1,350

Bobby Roberson explained that the request is for a joint venture with City to do Christmas parade.

CORNERSTONE COMM. LEARNING CENTER – REQUESTED AMOUNT \$9,000

(absent due to medical emergency in family)

ANY OTHER ITEMS FROM CITY MANAGER:

DISCUSSION – STORMWATER REPORT

Frankie Buck, Public Works Director and Councilmember Mercer reviewed highlights of the original contract that called for a two phase program. One GIS program to evaluate all impervious surfaces within the City and configure a ratio. The 2nd part was an economic situation to establish a fee for stormwater run-off.

Mr. Buck noted the plans call for \$1000 cap on large business for the first three years. After three years the cap goes away so you would pay more. We need to look at increasing stormwater fees in the upcoming budget year because we are only paying debt service now with no funds left over to do additional projects. Mr. Buck likes the rate structure we have and that's what we need to stick with.

Councilmember Brooks asked Mr. Buck to prepare what you think we need and bring a recommendation back to Council.

DISCUSSION – PKF REPORT

The City Manager summarized that the economic indicators do not support a full service hotel in the downtown district. Councilmember Mercer noted this is the 3rd or 4th study that we've done for a downtown hotel and we don't need to spend any more money on further studies to get the same information. Councilmembers Brooks and Beeman agreed that no more funds should be spent on studies regarding a downtown hotel.

DISCUSSION – ADA REPORT

Councilmember Mercer noted that he thought we contracted with Rivers & Associates to tell us what we needed to do to get ADA compliant (requested copy of contract). The information presented only shows a list of materials showing concrete work at the Susiegray Sports complex. This is not what we paid for and we shouldn't proceed.

Councilmember Beeman explained that all we asked for was information relating to the Susiegray Sports Complex. The quote in the agenda is for \$7,944.75 for improvements for parking, sidewalks and wheelchair ramps. He is requesting that Council move forward with this portion before season starts. Mr. Roberson noted that the contract was only for ADA compliance at the Susiegray Sports Complex. The only concerns were from the Susiegray complex.

A motion was made by Councilmember Beeman to allow Public Works to proceed with work at Susiegray Sports Complex for 2 parking pads, associated sidewalks and wheelchair ramps and to re-appropriate funds out of the General Fund for the project quoted in agenda packet (\$7,944.75). The motion was seconded by Councilmember Brooks. Voting for the motion: Beeman, Brooks & Finnerty. Voting against the motion: Mercer & Pitt. Motion carried 3-2.

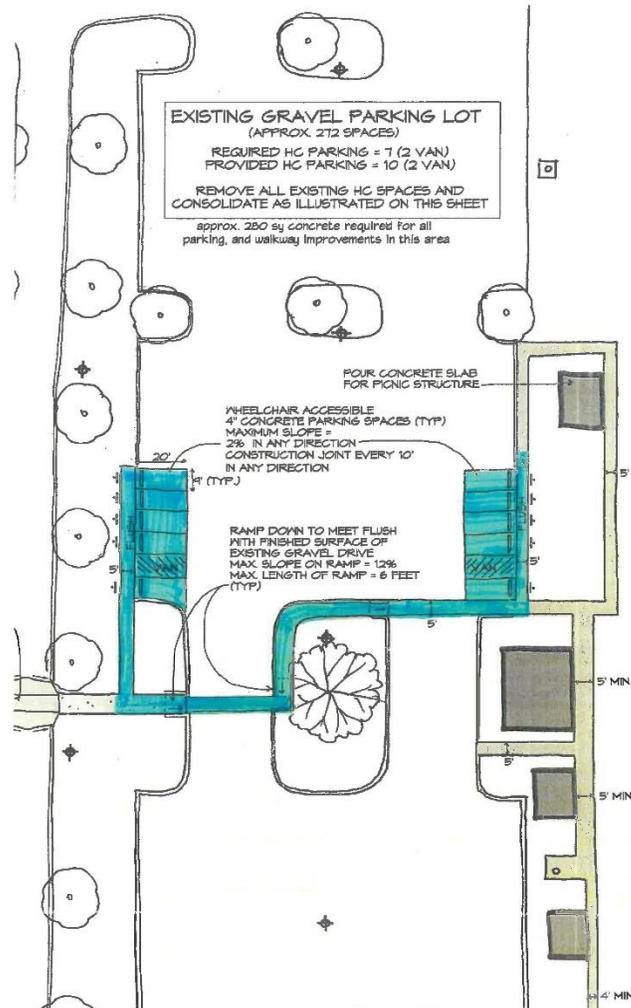
Frankie Buck noted that completion should take about three weeks if the weather cooperates. Kristi Roberson explained that the softball/baseball season starts in mid-March.

Cost Estimate
Susiegray McConnell Complex
Parking and Walkway Improvements
January 29, 2016

Material Cost Only, Labor Provided By City Forces

2 – Concrete Parking Pads Approximately 60'L x 20'W x 6"D = 23 cy @ \$135.00 yd =	\$3105.00
Associated Sidewalks 385 LF x 5'W x 4"D = 24.5 cy @ 135.00 =	\$3307.50
Wheel Chair Ramps 3 Each in curb & gutter section = 6 cy @ \$135.00 =	\$ 810.00

Subtotal	= \$7,222.50
10% Contingency	= \$722.25
Total	= \$7,944.75



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

Reminder: Ed Peed Ceremony – February 20th at 11:00am – Fire Station #1

CLOSED SESSION: NONE

ADJOURN:

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

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