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The Washington City Council met in a continued session on Monday, March 26, 2012 at 5:30 pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; Ed Moultrie, Councilman; Richard Brooks, Councilman; William Pitt, Councilman; Josh Kay, City Manager; and Cynthia S. Bennett, City Clerk.

Also present were: Matt Rauschenbach, Chief Financial Officer; Robbie Rose, Fire Chief; Sandy Blizzard, Major; Allen Lewis, Public Works Director; John Rodman, Planning & Development Director; Philip Mobley, Parks and Recreation Director; Susan Hodges, Human Resource Director; Gloria Moore, Library Director; Lynn Lewis, Tourism Development Director; and Mike Voss, of the Washington Daily News.

Councilman Moultrie delivered the invocation.

#### **APPROVAL/AMENDMENTS TO AGENDA**

Mayor Jennings requested removing item # 1: Discussion – CAMA Public Access and adding two items to the Closed Session – Under § NCGS 143-318.11 (a)(3) Attorney/Client and § NCGS § 143-318.11 (a)(4) Economic Development.

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council approved the agenda as amended.

#### **PRESENTATION: – EMILY PFEIFFER – SWIMMING STATE CHAMPIONSHIP**

Mayor Jennings recognized Ms. Pfeiffer and her coach Mr. Spencer Pake. Mayor Jennings also recognized former Mayor Judy Jennette as being a strong advocate for the swimming pool coming to the City and seeing that vision come together.

Mayor Jennings presented a plaque to Ms. Pfeiffer, which read “The Mayor and City Council of the City of Washington does hereby acknowledge and congratulate Emily Pfeiffer for winning Washington’s first-ever state championship in a swimming event by finishing the 100-yard breaststroke in an astounding 1:04.29. Congratulations and thank you for making Washington and eastern North Carolina proud”.



#### **(REMOVED FROM AGENDA): DISCUSSION – CAMA PUBLIC ACCESS GRANT**

#### **DISCUSSION – CAPITAL IMPROVEMENT PLAN (CIP) REVIEW**

City Manager, Josh Kay reviewed the Capital Improvement Plan (CIP) received by City Council earlier. Mr. Kay noted the review tonight would only consist of FY 2012-13 and that each request would be prioritized. He also noted that a full document would be provided in the Fall.

Councilman Mercer commented that there are over twenty (20) new projects listed in this year’s CIP that weren’t listed in the five-year plan presented last year. Mayor Jennings noted that Councilman Mercer raised a good point but shared “I think what you are seeing, though, is a reflection of our rule that it can’t be in the budget if it’s not in the CIP”. What we are seeing is kind of a backwards mechanics taking place, where something came into focus after the five-year plan – and at least bears consideration in the budget then we feel like we’ve got to get it in the CIP so it can be considered in the budget. Mayor Jennings suggested we need to retool our process to make it more effective. Mr.

Kay agreed that the CIP needs to be much more than just a budget document. It needs to be a planning document, a planning tool, which is why in the Fall, I would like to take a good, hard look at those multiple years out. Mayor Pro tem Roberson said he has an issue with the fact that we don't have an average of the past five years of how much money has been available to spend on the CIP - not so much the issuance of other items in the CIP program. This will give you a base line number projected of how much we will spend over the next five years and in addition how much money it will take to fill the obligations.

Mayor Pro tem Roberson expressed concern with proposed expenditures in the third year of the current CIP. He questioned where the revenue source/funding would come from and that he doesn't have a problem with the added items. Mr. Kay stated a lot of what you see in the CIP is place holders for future budget discussions; he would like to move toward a true five year plan but take it out to a longer range plan (ten year). Mayor Pro tem Roberson suggested incorporating the CIP with the Transportation Improvement Plan and provided examples.

Councilman Moultrie suggested before any decisions are made, we should begin with prioritizing and Mr. Kay agreed. Mr. Kay shared his recommendation for the General Fund with members of Council at the point.

Councilman Mercer suggested having serious discussions on whether we want to stay in this building at City Hall from the standpoint of efficiency and operating the City government or should we pursue a new facility before we commit to spending too much on major renovations. Mr. Kay concurred and stated he envisioned looking at a facility master plan in the Fall.

Mayor Pro tem Roberson inquired if it would be better to purchase two street sweepers and Mr. Lewis noted this would be "great". Councilman Pitt discussed the green fleet policy and Councilman Mercer shared the history of the policy. Councilman Mercer suggested abolishing the policy if we are not going to do what it says and Mr. Kay agreed. Mr. Rauschenbach stated a committee was not activated for various reasons. Councilman Brooks requested if there was way to appoint a committee and Mr. Kay noted staff will work on establishing a committee with renewable findings being presented to Council. Mayor Jennings noted aside from the green fleet policy staff would still recommend purchasing the two vehicles and Mr. Kay stated "yes". Total funding per Mr. Kay recommendation is \$658,500. Total to be financed: #1) Street sweeper at \$240,000 and #2) Civic Center decking at \$125,000 totaling \$365,000. Mr. Kay shared the \$658,000 includes a one year debt service.

Mayor Pro tem Roberson, Councilman Brooks and Councilman Mercer requested a copy of the green fleet policy.

Recessed at 6:39 pm and reconvened at 6:45 pm

**CIP REVIEW PRESENTATION CONTINUED:**

**Discussion - Priorities**

➤ Electric Fund priorities

Staff was instructed to remove Substation Reclosers and Load Management Switches from the CIP and placed these items under maintenance. Mr. Kay stated there would be ongoing maintenance needed in the different funds and sought direction from Council. Council determined items it considers maintenance related would be removed from the CIP. These items should be relocated to the appropriate cost centers, including the City's general fund and enterprise funds.

**EXTENSION OF MEETING**

By motion of Councilman Brooks, seconded by Councilman Pitt, Council extended the meeting until 8 pm.

**CIP REVIEW PRESENTATION CONTINUED:**

**Discussion - Priorities**

- Electric Fund priorities - continued
- Airport fund/Sewer fund/Solid Waste fund/Water fund – **Members of Council directed Mr. Kay to prioritize these funds and forward to them.**
- Cemetery

Presentation attached:

**CIP REVIEW PRESENTATION:**

- CIP Review

City of Washington  
Committee of the Whole  
March 26, 2012

- CIP
- CIP – Capital Improvement Plan
  - A multi-year plan that outlines the capital needs of the City and provides justification for and proposed timelines, and funding sources for improvements/purchases.
  - 5-year plan
  - Typically limited to capital over \$25,000 or any vehicles
- CIP Review
- Goals
  - Review each CIP Item for FY 12/13 ONLY
  - Prioritize CIP requests for each FUND
    - ✦ Enables staff to better prepare for budgeting
  - Prepare for review of CIP for remaining years in fall
    - ✦ CIP Overview
- 2012-2012: \$6.232 million
  - General Fund: \$1.715 million
  - Utility Funds: \$4.517 million
- 2013-2014: \$5.51 million
  - General Fund: \$2.432 million
  - Utility Funds: \$3.078 million
- 2014-2015: \$11.955 million

- 2015-2016: \$14.392 million
- 2016-2017: \$8.902 million
- 2012-2013 CIP – General Fund
- Facilities - \$250,000
  - Civic Center Decking: \$125,000
  - Civic Center Restrooms: \$35,000
  - City Hall Chillers: \$90,000
- IT - \$128,000
  - 1<sup>st</sup> Phase of Fiber OR Wireless Canopy Upgrade: \$35,000
  - Billing Server: \$45,000
  - Library Servers: \$48,000
- Public Safety - \$507,000
  - 2 Code Enforcement Vehicles (#124 & #122): \$38,000
  - 2 Police Vehicles: \$55,000 (\*Note Change)
  - Rescue Equipment Truck: \$350,000
  - Fire Vehicle: \$19,000
- 2012-2013 CIP – General Fund
- Public Works - \$310,000
  - Street-sweeper: \$240,000
  - 2-ton Dump Truck: \$70,000
- Recreation - \$505,000
  - West-end Stewart Parkway restrooms: \$300,000
    - ✦ Change: \$50,000 out of operating only due to grants
  - Boardwalk repair (2 of 5): \$19,000
  - New Adult Softball field at McConnell: \$102,000
    - ✦ Change: \$20,000 in 12/13 FY
  - Improve Todd Maxwell fields: \$54,000
    - ✦ Delay 1 year
  - Washington-Greenville Trail (engineering): \$30,000
    - ✦ Delay 1 year
- 2012-2013 CIP – Utility Funds

- Storm-water Management - \$30,000
  - Replacement of Vehicle #457: \$30,000
- Water Fund - \$1.135 million
  - Parallel Water Line: \$675,000
  - Complete AMR Meter Change-out: \$300,000
  - Maintenance Building/Chlorine: \$40,000
  - Valve Insertion: \$40,000
  - Replace Vehicle #413: \$40,000
  - Replace Equipment #553: \$40,000
- 2012-2013 CIP – Utility Funds
- Sewer Fund - \$867,000
  - Lift Station Generators: \$32,000
  - Rehab of Collection System: \$100,000
  - Sewer Manhole Rehab: \$100,000
  - Degritter: \$45,000
  - Water & Bonner Street Lift Station: \$500,000
  - #4008 Sewer Flusher: \$90,000
- 2012-2013 CIP – Utility Funds
- Electric Fund - \$1.775 million
  - Long Range Plan: \$40,000
  - Sectionalizing Plan: \$40,000
  - Load Management Switches: \$200,000
  - Meters: \$80,000
  - Terra Ceia Circuit Phase II Rebuild: \$325,000
  - 2<sup>nd</sup> & 5<sup>th</sup> Street Rebuild: \$100,000
  - Grimesland Road Rebuild: \$90,000
  - Whitepost to Slatestone 34 2V Tie: \$100,000
  - Replacement of Vehicle #606: \$200,000
  - Wire Tensioner: \$40,000
  - Replacement of Vehicle #619: \$50,000
  - Replacement of Vehicle #622: \$30,000

- Downtown Electrical Improvements: \$300,000
- Highland Drive Circuit Breaker: \$45,000
- 34 kV Substation Regulators: \$85,000
- Substation Reclosers: \$50,000
- 2012-2013 CIP – Utility Funds
- Airport Fund - \$550,000
  - Drainage Repairs: \$383,000
  - Vision 100 Grant Projects: \$167,000
- Solid Waste Fund - \$140,000
  - Replacement of Vehicle #483: \$140,000
- Cemetery Fund - \$50,000
  - Replacement of Vehicle #511: \$15,000
  - Replacement of Vehicle #513: \$35,000

Fund	Manager Rank	Project	Total Project Amount	FY 12/13 Operating Cash	CIP Page #	Finance
General Fund	1	Fire rescue truck replacement	\$350,000	\$17,500	12	
	2	Civic Center decking replacement	\$125,000	\$35,000	1	yes
	3	Replace 2 police cars	\$55,000	\$55,000	11	
	4	Replace City Hall chillers	\$90,000	\$90,000	4	
	5	Replace Logics server	\$45,000	\$45,000	4	
	6	Install fiber to com center	\$65,000	\$65,000	6	
	7	West-end restrooms on Stewart Parkway	\$300,000	\$50,000	28	
	8	Replace street sweeper	\$240,000	\$52,000	21	yes
	9	Replace 2 Library servers	\$48,000	\$48,000	26	
	10	2nd (of 5) year boardwalk replacement	\$19,000	\$19,000	29	
	11	Planning - Replace Ford Taurus	\$19,000	\$19,000	9	
	12	Streets - Replace 2-ton dump truck	\$70,000	\$70,000		
	13	New adult softball field at McConnell	\$102,000	\$20,000	31	
	14	Fire - Replace support vehicle	\$19,000	\$19,000	13	
	15	Civic Center restrooms repairs/updates	\$35,000	\$35,000	2	
	16	Planning - Replace Ford Ranger	\$19,000	\$19,000	10	
	17	IT - Wireless Canopy Upgrade	\$35,000	\$35,000	8	
Storm Water	1	Replace Vehicle #457 ('98 Pickup)	\$30,000	\$30,000	24	
Water Fund	1	Parrallel Water Line	\$675,000	\$46,000	40	yes
	2	AMR Meter Changeout	\$300,000	\$300,000	41	
	3	Replace 3/4 ton pickup truck (#413)	\$40,000	\$40,000	49	
	4	Chlorine disinfection at WTP and storage building (engineering)	\$40,000	\$40,000	42	
	5	Valve Insertion	\$40,000	\$40,000	43	
	6	Replace Ford Tractor (#553)	\$40,000	\$40,000	50	

Sewer Fund	1	Lift Station generator	\$32,000	\$32,000	53	
	2	Replace sewer flusher (#4008)	\$90,000	\$90,000	62	
	3	Rehab collection system	\$100,000	\$100,000	54	
	4	Sewer manhole rehab	\$100,000	\$100,000	55	
	5	Degritter	\$45,000	\$45,000	56	
	6	Water & Bonner Street lift station	\$500,000	\$33,276	57	yes
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Electric	1	Meters	\$80,000	\$80,000	67	
	2	Substation Reclosers	\$50,000	\$50,000	89	
	3	Load Management Switches	\$200,000	\$200,000	66	
	4	Replace bucket truck (#606)	\$200,000	\$46,000	78	yes
	5	Long Range & Sectionalizing Plans	\$80,000	\$80,000	64+65	
	6	Wire tensioner	\$40,000	\$40,000	79	
	7	Replace (#619)	\$50,000	\$50,000	80	
	8	34 kV Substation Regulators	\$85,000	\$85,000	88	
	9	Highland Drive circuit breaker	\$45,000	\$45,000	87	
	10	Replace (#622)	\$30,000	\$30,000	81	
	11	Terra Ceia Rebuild	\$325,000	\$75,000	69	yes
	12	Engineering for construction projects	\$290,000	\$290,000	70,71,72	
	13	Engineering for downtown improvements	\$100,000	\$100,000	86	
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Airport Fund	1	Drainage Repairs	\$383,000	\$38,000	94	
	2	Vision 100 Grant projects	\$167,000	\$16,700	95	
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Solid Waste	1	Replace rear-load garbage truck (#483)	\$140,000	\$32,177	96	yes
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Cemetery	1	Replace '01 pick-up truck (#511)	\$15,000	\$15,000	102	
	2	Replace '96 2-ton dump-truck w/1-ton (#513)	\$35,000	\$35,000	103	

**CLOSED SESSION – UNDER § NCGS 143-318.11(a)(6) PERSONNEL,  
UNDER § NCGS 143-318.11 (a)(3) ATTORNEY/CLIENT AND UNDER  
§ NCGS 143-318.11(a)(4) ECONOMIC DEVELOPMENT**

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council agreed to enter closed session under § NCGS 143-318.11(a)(6) Personnel, under § NCGS 143-318.11 (a)(3) Attorney/Client and under § NCGS 143-318.11(a)(4) Economic Development at 7:20 PM.

Council excused Mayor Pro tem Roberson at 7:35 PM for a personal emergency.

By motion of Councilman Brooks, seconded by Councilman Pitt, Council agreed to come out of Closed Session at 8:00 pm.

**ADJOURN – UNTIL MONDAY, APRIL 9, 2012 AT 5:30 PM IN THE COUNCIL  
CHAMBERS AT THE MUNICIPAL BUILDING**

By motion of Councilman Pitt, seconded by Councilman Moultrie, Council adjourned the meeting at 8:00 pm until April 9, 2012 at 5:30 pm in the Council Chambers at the Municipal.

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Cynthia S. Bennett, CMC  
City Clerk