



COMMITTEE OF THE WHOLE
SEPTEMBER 27, 2010
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

1. Discussion – Energy Management Implementation Plan **(write-up will be emailed)**
2. Presentation – Becky Veazey – MAPS Group **(page 2)**
3. Presentation – Preservation NC**(no write-up)**
4. Discussion – Status of current grants (2010 Departmental American Recovery and Reinvestment Act (ARRA) and Non-ARRA funding opportunities) **(page 5)**
5. Update – Keysville Road Project **(page 23)**
6. Presentation – Tourism Development Authority Marketing Update **(no write-up)**
7. Discussion – Comprehensive Plan Update **(no write-up)**
8. Discussion - Water Shortage Response Plan **(page 26)**
9. Discussion – End of Year Purchase Orders **(page 34)**
10. Adjourn – Until Monday, October 11, 2010 at 5:30pm in the Council Chambers at the Municipal Building.



City of Washington

P. O. Box 1988, Washington, NC 27889-1988

MEMORANDUM

DATE: 22, September 2010

TO: Mayor and City Council

FROM: James C. Smith, City Manager 

SUBJ: Proposed Department Head Travel Bonus Policy Change

Business travel has been handled in several different ways in the City of Washington. At one time several department heads had City cars. As the cars were eliminated some department heads were provided with a monthly travel allowance while others nominally filled out a travel reimbursement request. The requests were not detailed and were treated rather perfunctorily. Although I doubt it was intentional, it was also evident that male department heads received an allowance while female department heads did not.

After a series of discussions it was agreed by all department heads that each would receive a travel allowance equal to the travel allowance that most department heads were receiving at the time – \$350 per month. It was agreed that this would constitute full compensation for all travel under 300 miles. It was also understood that department heads who were provided a City vehicle (police and fire chiefs) would not receive a travel allowance. This was the policy followed over the past several years.

During the 2009-2010 budget discussions the policy was called into question. Some members of Council wanted to eliminate the travel allowance and require all department heads to fill out travel reimbursement reports. Other members of Council understood that the travel allowance had become to be considered compensation by most department heads and was part of the package when they were recruited. Also, if the travel allowance was converted to a travel reimbursement, the issue of department heads who had assigned vehicles would remain outstanding.

Section 12 (b) Employee Benefits of the City's Personnel Rules and Regulations provides for department heads "With the exception of department heads for whom the City provides a city-owned vehicle, department heads may be provided

a travel bonus subject to annual approval by the City Council. Department heads receiving the travel bonus will not be eligible for reimbursement of mileage expenses within a specified mile radius of the City in accordance with the provisions of the bonus. Travel beyond the specified mile radius will be reimbursed in accordance with the cities travel policy.”

When preparing the 2010-2011 budget the issue of how to handle the travel bonus was considered in light of the prior year's discussions. We attempted to address the concerns of differing Council member goals:

- Be proportional to actual miles traveled
- Not substantially impact the compensation of department heads
- Treat department heads with and without assigned City vehicles fairly

In an effort to transition from a pure travel bonus to a travel reimbursement while not substantially reducing the compensation of department heads, the Proposed 2010-2011 Budget included an appropriation for compensation of department heads which recognized \$300 of the previous monthly travel bonus as compensation and reserved the additional \$50 of the previous bonus for reimbursement. Department heads who were assigned a city-owned vehicle would continue to receive no travel bonus. This proposal was discussed with department heads at staff meeting and was acceptable to all.

The 2010-2011 budget was a particularly difficult one in which the City had to absorb \$1.1 million in increased costs including a \$200,000 reduction in electric system dividend to the general fund, elimination of \$300,000 in compensation expense from the Storm Water Fund, increased costs for the City share of the State retirement system, increased cost for employee health insurance, increased cost for property-casualty and liability insurance, and increased costs for petroleum products. After presentation of the budget to City Council, the administration was asked to implement an additional \$1.24 million in reductions. Many hours were spent working with department heads and the City Council to find and implement reductions. The department head travel bonus conversion was pushed to the back of considerations.

The City administration was aware that the change was subject to approval by City Council. The MAPS Group, which has made independent recommendations to the City regarding compensation changes in the past, was contacted to make a recommendation on this change along with several other personnel actions incumbent in the budget affecting the city's pay plan. Their recommendation was anticipated to be available for the August City Council meeting. However, due to the MAPS Group's scheduling commitments it was not received until last week. They recommend that pay ranges for department heads be expanded from 46% (hiring rate to max) to 50%. If incorporation of the travel bonus into compensation causes a wage to fall outside the maximum the balance would be incorporated into a bonus which will not become part of increased future base pay.

Consistent with the 2010-2011 budget proposal, our recommendation with regard to the department head travel bonus is to incorporate \$300 of the monthly bonus into department heads salaries and to reserve \$50 of the previous monthly travel bonus amount for travel reimbursement. No bonus is proposed to be paid to department heads who are assigned a city-owned vehicle. After some experience with actual travel reimbursements further adjustments can be made in future budgets, subject to Council approval.



CITY OF WASHINGTON
MEMORANDUM

DATE: September 23, 2010
TO: Mayor and City Council
FROM: Bianca Gentile, Special Projects
SUBJ: 2010 Departmental, American Recovery and Reinvestment Act (ARRA) and Non-ARRA funding opportunities

Notifications and Awards:

- **NC State Energy Office Student intern: \$30,000 awarded.** Our local government will offer a internship program for students studying public administration or sociology. Internship will focus on planning and/or implementing energy efficiency and/or renewable energy programs and policies directed at the local government or broader community. Two semester long internships, total request: \$30,000/City Match is staff time only/oversight. See attached project approach.

Submittals:

- **Energy Efficiency in Government Buildings Grant** (Government Round 2). Total Project: \$259,979 The North Carolina State Energy Office (SEO) re-released its solicitation for proposals from local governments, public K-12 schools and community colleges for energy efficiency upgrade projects. The focus of this grant is to reduce energy consumption and provide jobs or retain existing jobs. Funds come from the American Recovery and Reinvestment Act of 2009. Institutions must follow competitive bid process requirements for proposed projects. The City of Washington submitted a proposal to upgrade lighting in seven municipal buildings. See attached project summary.
- **Main Street Energy Fund: \$71,453 applied.** The project consists of energy efficient upgrades, primarily to the interior, in seven Main Street businesses. They are all within the Washington Harbor District Alliance in Downtown Washington. They are located within the historic district which contains intact locally historically relevant buildings for several blocks in all directions. Improvement opportunities have been identified through Energy Audits and include a broad spectrum of construction projects from heating and cooling upgrades to comprehensive lighting replacement. Each business will contribute 50% of the labor and equipment costs for the improvements.
 - Moss House, 129 Van Norden Street
 - Edward Jones, 258 West Main Street
 - Carolina Wind and Yacht Center, 411 West Main Street
 - Turnage Theater 150 West Main Street
 - Mason and Jones, 147 North Market Street
 - Century 21, 162 West Main Street

Potential projects:

- **NC Emergency Management: Critical Facility Acquisition** (Police Department). See attached project cost benefit analysis.

Project Activity Summary

Bianca Gentile, Special Projects

DEPARTMENTAL GRANT SUMMARY

Grant Program	Project Summary	Department	Applied/ Deadline	Amount	Match	Other	Status
DEPARTMENT: PARKS AND RECREATION, Philip Mobley							
NC Recreational Trails Program	"Build 3000" walkway along Jack's Creek	Parks and Recreation	Yes	\$100,000 (awarded 2009-Nov. 2011)	\$25,000	25% match. Funds have been allocated through admin/cash	\$100,000 awarded. Waiting to clarify trail route.
US Fish and Wildlife: Boating Infrastructure Grant Program (BIG-P), 2008	Construct 12 Transient Slips along Waterfront	Parks and Recreation	Yes	\$200,000 (awarded 2007-Jan. 2011- may request extension)	\$25,300	Match allocated: \$25,300 cash match and \$104,676 in-kind match	\$200,000 awarded. Project in Process, Environmental Assessment is in State clearinghouse and will begin major CAMA permitting process 3-6months to renew.
The North Carolina Parks and Recreation Trust Fund (PARTF)	Develop Festival Park	Parks and Recreation	Yes	\$590,250	\$295,250	\$295,125 or 50% match (three years to match money and can use grants)	\$295,250 awarded Design phase for the picnic shelter and stage area has begun.
US Fish and Wildlife: Boating Infrastructure Grant Program (BIG-P), 2010	East and west end bathrooms	Parks and Recreation/ Planning	Yes	\$50,000 (east end = \$36K, West end = \$14K)	25% or \$12,500	Match obtained through non-federal dollars	\$50,000 awarded. Award documentation forthcoming. Planning and Parks and Recreation Department of working together.

Grant Program	Project Summary	Department	Applied/ Deadline	Amount	Match	Other	Status
DEPARTMENT: PLANNING AND COMMUNITY DEVELOPMENT, John Rodman							
Div. of Coastal Management – Public Beach & Coastal Access Grant	Waterfront Dockmaster and Public Restroom Facilities for Stewart Parkway	Planning and Community Dev' mt	Informally invited to submit final application	\$325,000	\$32,500	Final Application , November, 2010	\$3 million available for 20 coastal counties - \$200,000 average grant award. 10% match of grant award with 5% of that amount available as in-kind
Federal Emergency Management Agency : NC Division of Emergency Management	Repetitive Losses- Elevates/demo structures suffering from repetitive environmental damage	Planning and Community Dev' mt	August, 2009* Notification: Nov., 2010	\$293,755	None or \$ 0	Partnered w/ Washington Park and HCP Several projects within our jurisdiction may be included in the FY11 cycle for funding.	\$293,755: Total project budget. Partnered with County (HCP managing) to submit joint application. NC Emergency Management reports FEMA funds are on hold until further notice. FY10 and FY11 may be bundled into one award.
Community Development Block Grant (CDBG) : Housing development	Washington Housing, Inc. will partner with City to construct 13-15 homes for LMI families	Planning and Community Dev' mt	Yes, submitted October, 2009	\$250,000 (22,700 admin)	None	Submitting this grant was a requirement of Capacity Building grant	\$227,000 awarded. Competitive grant environment. Release of funds expected by Nov. 2011
Community Development Block Grant (CDBG) : Capacity Building grant	Washington Housing, INC will develop capacity to manage housing development projects	Planning and Community Dev' mt	Y; Active Project	\$75,000 (10% admin)	None	Partnered with Washington Housing, Inc.	\$75,000 awarded. Close out public hearing expected November/December, 2010.

Grant Program	Project Summary	Department	Applied/ Deadline	Amount	Match	Other	Status
Community Development Block Grant (CDBG) : Community Revitalization	6 th and 7 th Street Revitalization Deliverables: -Water, sewer, housing rehab or demo to 13 units	Planning and Community Dev'mt	Y;Active Project	\$850,000	\$0	Holland consulting planners managing project	Close out documentation submitted to DCA.
Community Development Block Grant (CDBG) : Housing Development	Keyesville Road deliverables: -Acquisition of parcels -Sewer/ water installation -Four homes	Planning and Community Dev'mt	Y: Action project	\$250,000	\$60,000	Holland consulting planners managing project	Expended: \$130,000 (acquisition, engineering, legal and administrative fees) An Environmental Review will be completed for the second parcel.
Main Street Energy Fund	Energy retrofits for public and private buildings/street lighting or solar trash compactors.	Planning and Community Dev'mt	January 31, 2010	\$71,538.29 (request, total project budget = \$143,076.58)	50% (City will offer in-kind administration)	50/50 grant (match supplied by building owners)	\$71,538.29 Submitted. Award notification expected 10.31.10 Building owners participating: Moss House, Edward Jones, Carolina Wind and Yacht, Turnage Theater, Mason and Jones, Century 21
State Energy Office: Student Internship	Two competitive internships proposed. Partnered with ECUs Political Science Sociology Depts.	Planning and Community Dev'mt	Submitted March 17, 2010 Awarded 8.17.10	\$30,000	In kind match		\$30,000 awarded. Project approach had to be revisited. Interns are expected to be in place by 10.1.10 (see supporting documents)
DEPARTMENT: FIRE, Chief Robert Rose							
FEMA 2009 Fire Act Grant	Replacement of 22 complete sets of turn-out-gear	Fire Department	Yes	\$50,930	\$2,546		\$50,930 awarded. Award number has been posted on online application

Grant Program	Project Summary	Department	Applied/ Deadline	Amount	Match	Other	Status
DEPARTMENT: POLICE, Chief G. M. Reed							
NC Gov Crime Commission	2 year drug market / gang reduction called Project Next	Police Department	Awarded 07/01/2008	\$ 284,212	\$71,053		\$ 284,212 awarded. Grant is active and in final year
Bureau of Justice: Rural Law Enforcement	2-year gang/crime investigator, plus license plate recognition technology f	Police	Yes: award notification September 30	\$191,408	None	*Award reflects actual amount.	\$191,308 awarded; all ARRA reports current.
Bureau of Justice: Local Solicitation	Hire Law Enforcement Development Planner	Police	Yes: award notification July 31	\$40,234	None	Direct appropriation	\$40,234 awarded; all ARRA reports current.
Bureau of Justice: Edward Byrne Memorial Justice Assistance grant	To purchase police equipment, including light weight duty gear and special event uniforms.	Police	Yes	\$12,852	\$0		\$12,852, awarded. Items to satisfy the grant's special conditions (evidence of public hearing) have been submitted and should be lifted by November, 2010.
USDA Rural Development: community facilities	Construction of New Police facility	Police	October, 2009	Project estimated @ \$3.0 loan	None	Loan package submitted	\$3.0M Loan awarded submitted to USDA on 10.17.09, awarded loan and grant March, 2010 Grant: \$100K awarded/decline

Grant Program	Project Summary	Department	Applied/ Deadline	Amount	Match	Other	Status
DEPARTMENT: LIBRARY, Gloria Moor							
State Library of North Carolina – Library Services/ Technology Act	Library program enhancements	Library	LOI: 11.17.10	\$20,000-\$25,000	25% or a max of \$6,250	Submission: 2.18.2011	Matching funds may be provided with assistance from the friends of brown library.
DEPARTMENT: Public Works, Allen Lewis							
DPPEA	Roll-out cart recycling grant	Public Works	Grant submitted	\$100,000			\$100,000 awarded Contract awarded to roll-cart supplier on 09-13-10. Expected delivery by 12-31-10.
State Energy Office: Energy Efficiency in Government Buildings, R2	Energy efficiency upgrades in 7 municipal buildings See attached project summary	Public Works	Submitted 8.10.10	\$ 259,979	\$ 28,800	Match breakdown: \$23,000, Impressions \$5,800 in-kind admin	\$ 259,979 Award expected November, 2010. City Hall, Peterson Building, Civic Center, Communications Center, Brown Library, and the Impressions Building See attached project summary
Federal Emergency Management Agency : NC Division of Emergency Management	Repetitive Loss: Old Health Department	Public Works	August, 2009 Letter of Interest submitted (May, 09)	\$184,000 (covers acquisition and demo costs)	None	Budget reflects use of 2010 property values and actual demo estimates	\$184,000 requested. City must match 25% of project total with in kind or cash matches. NC Emergency Management reports FEMA funds are on hold until further notice. FY10 and FY11 may be bundled into one award.
NC Emergency Management; FEMA	Police Station Acquisition See attached project summary	Police/ Public Works	State submission 9.27.10	\$671,490	None		\$671,490 Federal grant due November See attached benefit cost analysis

INTERNSHIP PROGRAM WORK PLAN

“Promoting Residential Energy Efficiency”

Goal:

The goal is to make recommendations as to how local level policies/programs/awareness campaigns can promote/incentivize energy efficiency improvements in residential housing stock. Additionally, we aim to establish how the City can successfully market energy conservation projects and programs and establish/deliver the most cost effective residential up fits

Rationale:

With unemployment in the construction sector at nearly 25%, the City of Washington has the potential to jumpstart our local economic recovery by boosting demand for energy efficient homes, products and installation services. For middle-class families, such policies will help them save hundreds of dollars a year in energy costs while improving the comfort and value of their most important investment – their homes. However, Washington’s low-income renters face a growing burden in the form of increasing energy costs. While homeowners can choose to invest in structural improvements that will make their homes more energy efficient and reduce energy bills, renters lack the incentive to make similar improvements. At the same time, landlords often lack incentives to improve the quality of rental housing because they do not pay the utility bills themselves, fear having to charge higher rents, or face minimal market demand for better home energy efficiency. This results in a substantial stock of rental housing that is less efficient, with low-income renters spending a disproportionately high percentage of their income on energy costs. In addition, the program would help reduce our economy’s dependence on oil and support the development of an energy efficiency services sector in our local economy.

Approach:

Student goal 1: Survey household energy consumptions patterns

Action Steps:

- *Develop a survey including demographics, household energy patterns; ask questions about household appliances, heating and cooling appliances, preferred indoor temperature, structural characteristics, etc. The goal of the survey will be to better understand the behavioral patterns of energy uses (Demographics like education, income, race, long-term vs new resident) may distinguish how we use energy)... Interns develop the survey, however they will receive assistance from the City and ECU.*
- *Send “mail” surveys out. Consider offering an incentive to respondents (free CFLs’?)*
- *Analyze and process findings using SPSS and other quantitative analysis tools. ECU professors will assist in reviewing survey result interpretations*
- *Make findings based presentations.*

Student goal 2: How can Washington promote residential energy efficiency?

Action steps:

- *Research what other towns, counties and states are doing to promote residential energy efficiency*
- *Research the energy financing tools available on a local, state and federal level which aid in the promotion of residential energy efficiency.*
- *Research and review how other municipalities enhance the energy efficiency of their housing stock. Research and interviews should be conducted to generate profiles for a minimum of five best practice cities. The profiles should detail the policies that support energy efficiency improvements in their housing stock, as well as the political process toward implementation and current outcomes of the measures.*
- *Research how energy efficiency in historic districts is achieved while complying with the secretary of the interiors guidelines for historic preservation*
- *Review the local guidelines for historic preservation. Can these be enhanced to promote energy efficiency- windows, solar, insulation, etc?*
- *Review policies/programs/incentives, etc that have been developed and implemented to achieve the goal of improving the energy efficiency of rental/housing stock*
- *Identify challenges/barriers of implementing new programs/policies/incentives/mandates that set the goal of improved energy efficiency.*
- *Present findings in two separate documents (historic preservation/ general housing stock) to planning director. Research and interviews should be conducted to generate profiles for a minimum of five best practice cities. The profiles should detail the policies that support energy efficiency, as well as the political process toward implementation and current outcomes of the measures. At the discretion of the planning director, present findings to the city council. Please note: these findings may be used to inform staff policy recommendations to City Council .*
- *Make presentations at academic conferences (MPA: February, 2011 and Socio: April, 2011) ECU Campus research day (April, 2011) and the annual state energy conference. Students complete a paper summarizing findings.*
- *Identify and attend at least one conference focused on energy efficiency*

Deliverables:

- *Student: hands on policy review work, paid internship, resume builder*
- *City: Policy recommendations as to how the city can improve residential energy efficiency*
- *Constituents: improved the quality of life through implemented policy changes*

Goal 3: Load Management and Breezeplay Program “How to manual”

This program is designed to help utility customers become more energy aware and lower their power bills by using energy more efficiently and by reducing the energy consumed during peak periods when prices are at their highest. FREE load switches are installed on electric central heating and cooling systems, heat pumps, baseboard heating and water heaters. Participants receive up to 3% to 6% discount per month and the installation is FREE. Participating customers with appliance control can receive between \$44- \$135/yr in credits. The goal here is to assist the city in continuing and enhancing their current load management program.

Action Steps

- *Students will set out to broadly understand the barriers/benefits of participation in the City’s load management program.*
- *Students will set out to understand the barriers/failures/successes to the City’s load management programs past marketing plans.*
- *Based on their findings of barriers, successes, and benefits students will develop an approach to assist the city in continuing this municipally funded program; marketing/outreach, incentives, etc.*
- *Make recommendations to municipal staff, professors and at the discretion of City Staff, City Council*

Contacts:

City of Washington

- Bianca Gentile, Project Contact bgentile@washingtonnc.gov 252.402.6888
- John Rodman, Planning Director: jrodman@washingtonnc.gov 252.975.9384
- Matt Rauschenbach, Fiance Director: mrauschenbach@washingtonnc.gov 252.975.9312

ECU

- Bob Edwards, Department of Sociology, 252.916.8128
- Bob Thompson: Political Science: 252.414.9700 or 328.5686 (office)

Pre-Disaster Mitigation Program Snapshot

Project Title: Critical Facility Acquisition and Demolition

The Pre-Disaster Mitigation (PDM) program provides funds to states, territories, Indian tribal governments, communities, and universities for hazard mitigation planning and the implementation of mitigation projects **prior** to a disaster event. Funding these plans and projects reduces overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations. PDM grants are to be awarded on a competitive basis and without reference to state allocations, quotas, or other formula-based allocation of funds

A. Application Cycle The **PDM, FMA, RFC, and SRL** application period opens on June 1, 2010. FEMA will review all grant applications that are submitted through the Electronic Grants (eGrants) system by December 3, 2010, at 3:00:00 p.m. Eastern Time. The timelines below are specific for applications received by December 3, 2010:

- Guidance Release – June 1, 2010;
- Application Period – June 1, 2010, to December 3, 2010; (NC sub grantees submit by 9.27.10)
- FEMA Eligibility and Completeness Review – December 3, 2010, to January 2011;
- National Evaluation and National Technical Review – January 2011 to March 2011; and
- Identification for Further Review – March 2011.

B. Cost Sharing Under the HMA programs, the total cost to implement approved mitigation activities is generally funded by a combination of Federal and non-Federal sources. Both the Federal and the non-Federal shares must be eligible costs used in direct support of the approved activities under this guidance and the grant award. Contributions of cash, third party in-kind services or materials, or any combination thereof, may be accepted as part of the non-Federal cost share. To meet matching requirements, the non-Federal contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

In general, HMA funds may be used to pay up to **75 percent of the eligible activity costs**. The remaining 25 percent of eligible activity costs are derived from non-Federal sources. The single exceptions to the 75-percent Federal and 25-percent non-Federal share for PDM project is that small impoverished communities may be eligible for up to a 90-percent Federal cost share. For information about small impoverished communities, see Part VIII B.2

C. Open Space Land Use Requirements Subgrantees must apply specific deed restriction language to all acquired properties to ensure the property will be maintained in perpetuity as open space and consistent with natural floodplain functions, as agreed by accepting FEMA mitigation grant funding. This is done for each property by recording the open space and deed restriction. Modifications to the Model Deed Restriction language can only be made with prior approval from the FEMA Office of Chief Counsel through the appropriate FEMA Regional Office.

Allowable land uses generally may include parks for outdoor recreational activities, wetlands management, nature reserves, cultivation, grazing, camping (except where adequate warning time is not available to allow for evacuation), unpaved surfaces, and other uses FEMA determines compatible with the grant and deed restrictions, including more specific listings provided below.

Allowable land uses generally do not include walled buildings; flood control structures (such as levees, dikes, or floodwalls); paved surfaces; bridges; cemeteries; actions that pose health, safety, or environmental risk in the floodplain; above- or below-ground pumping stations or storage tanks; placement of fill materials; or other uses that obstruct the natural and beneficial use of the floodplain (see below for additional detail regarding land use).

The list below is a guide to open space use that addresses typical situations; however, the subgrantee and Grantee should review every situation using the regulations, open space intent, **Part IX. Additional Project Guidance: A. Property Acquisition and Relocation for Open Space 94** and floodplain management principles. The local floodplain administrator should review all proposed uses of acquired floodplain land. The Grantee and subgrantee, in coordination with the appropriate FEMA Regional Office, shall determine whether a proposed use is allowable and consistent with the deed restrictions, grant agreement, this guidance, and floodplain management requirements.

Allowable uses include:

- Vegetative site stabilization, natural dune restoration, agricultural cultivation, and grazing;
- Public picnic shelters, pavilions, and gazebos, with associated foundations, provided that the structure does not contain walls;
- Public restrooms;
- Small-scale recreational courts, ball fields, golf courses, and bike and walking paths;
- Campgrounds, if adequate warning will be provided to allow for evacuation;
- Installation of signs when designed not to trap debris;
- Unimproved, unpaved parking areas consistent with open space uses;

- Unpaved access roads, driveways, and camping pads limited to those necessary to serve the acceptable uses on acquired property. Existing paved roads can be reused for these purposes;
- Small boat ramps, docks, and piers to serve a public recreational use;
- Drainage facilities intended to service onsite needs;
- Construction activities, excavation, and other minor water control structures necessary to create areas for water detention/retention including wetlands restoration or restoration of natural floodplain floodwater storage functions;
- Sewer, water, and power to serve the allowable uses. Sewer, water, and power line crossings, where there is no floodwater obstruction created and there are no other readily available locations for these systems; and
- Simple structures used exclusively for agricultural purposes in connection with the production, harvesting, storage, drying, or raising of certain agricultural commodities, to include livestock, such as a pole-frame building (any such structure cannot be of a nature that would make it eligible for insurance under the NFIP), and steel grain bins and steel-frame corn cribs.

Allowable land uses for property located within CBRS units (Coastal Barrier Resources System) or OPAs (Otherwise Protected Areas) are limited to the following:

- Vegetative site stabilization for the management, protection, and enhancement of fish, wildlife, plants, and their habitats;
- Bike and walking paths that are consistent with the conservation purposes of the acquisition; □ Installation of signs when designed not to trap debris;
- Unpaved access roads and driveways limited to those necessary to serve the conservation purposes of the acquisition. Existing paved roads can be reused for these purposes. All roads must be on natural grade;
- Small boat ramps, docks, and piers to serve a use related to the study, management, protection, and enhancement of fish, wildlife, plants, and their habitats; and
- Minor construction activities, excavation, and other water control structures necessary for wetlands restoration or restoration of natural floodplain floodwater storage functions.

Uses generally not allowed on acquired open space land:

- The construction of flood damage reduction levees, dikes, berms, or floodwalls;
- Walled buildings or manufactured homes, except public restrooms. Reuse of pre-existing structures is not allowed, unless all walls are removed;
- Fences and all other obstructions in the floodway. Fences outside of the floodway must be designed to minimize the trapping of debris;

- Storage of inventory supporting a commercial operation or governmental facility, including wheeled vehicles or movable equipment;
- Cemeteries, landfills, storage of any hazardous or toxic materials, or other uses that are considered environmentally contaminating, dangerous, or a safety hazard;
- Pumping and switching stations; □ Above- or below-ground storage tanks;
- Paved roads, highways, bridges, and paved parking areas. Paved parking areas include asphalt, concrete, oil-treated soil, or other material that inhibits floodplain functions;
- Placement of fill, except where necessary to avoid affecting onsite archeological resources;
- Installation of septic systems or reuse of pre-existing septic systems, except to service a permissible restroom;
- For projects within CBRS Units and OPAs: any use FEMA determines is inconsistent with the allowable land uses identified above; and
- Any uses determined by the Grantee and/or FEMA as inconsistent with the regulations, this guidance, or deed restrictions.

Reuse of existing paved surfaces for recreational uses on the acquired property consistent with allowable uses is generally acceptable; however, paved surfaces beyond those directly required for such uses should be removed. Communities shall use unpaved surfaces allowing for natural floodplain functions, where feasible, for allowable uses such as trails. Examples of unpaved surfaces include grass, hard-packed earth, and graded gravel. Communities may creatively salvage pre-existing structures on the acquired property. In some cases, the complete demolition of a structure may not be necessary; it may be possible to convert a closed-in structure with walls, such as a house, into an open picnic pavilion with a concrete slab floor and posts supporting the roof.

D. Proposed Budget/Benefit Cost Analysis

Owner Total	Project Management	Demo Total	Total Soft Costs (Formula)	Property Total
\$539,044	\$31,976	\$96,996	\$3,475	\$671,490

Risk benefit to complete the Acquisition of Demolition of a Critical Facility: The FEMA Benefit Cost Analysis (BCA) module automatically calculates loss of life and property into its benefit. However, because loss of life is so rare it may not influence a specific BCA greatly. Loss of property through expected damages or past damages is calculated, as well as, functional downtime, and project cost. The main BCA driver is the level of risk.

Property Total	BCR	Benefit	Difference
\$671,490	57.57	\$38,658,811.00	\$37,987,320.75

Project total	\$ 671,490
Cost share (25%)	(\$ 167,873)
Total grant	\$ 503,617
Expenses (Demo/soft costs)	(\$ 100,471)
Project net/benefit to PD Construction project	\$ 403,146

Energy Efficiency in Government Buildings

Project Overview

The City of Washington is requesting \$259,979 to do an energy efficiency project on seven municipal buildings. This project will be known as "Washington's Energy Efficiency Project" or "WEEP". The city has two major goals to achieve in soliciting funds. The first goal developed from the national economic climate which has put the city in a difficult position regarding its employees. With the award, the City of Washington would like to transform its facilities into sustainable buildings that operate efficiently, reduce energy consumption and emissions, thereby reducing utility expenses and retaining jobs. The second goal is to stimulate the economy by creating jobs in the local area as much as possible. Priority will be placed on contractors/subcontractors with employees living in the city and/or Beaufort County. With these goals in place, the City of Washington is confident that all tax payer dollars are going towards stimulating the economy and promoting energy efficiency conservation.

Washington's Energy Efficiency Project will require the following equipment and technologies be used:

- Retrofitting T12 lamps with high efficiency T8 lamps with electronic ballasts and incandescent and mercury vapor to fluorescent.
- Retrofitting Incandescent lamps to compact florescent lamps (CFLs) and LED Exit Sign Retrofits
- Installing direct fired gas air heating system to replace the existing hot water heating system.
- Installing a ventilation timer (paint fan booth) to improve air quality

The following buildings will be including in the project: The Impressions Building; City Hall; Brown Library; Communications Center; Civic Center; Peterson Building; and Susiegray McConnell Aquatic Center; These buildings are owned by the city.

The city has adopted several measures to save energy, reduce emissions and lessen their impact on the environment. These include implementing a green fleets and anti-idling policy for city vehicles, installing biodiesel and ethanol gas tanks, initiating a community recycling program, an interoffice recycling program, and more. Through its utility provider, the city is also adhering to Senate Bill 3, which requires all electric utilities to have a certain percentage of renewable energy in their portfolio.

As will be demonstrated in the proposal, the city's staff is experienced in managing grant funded capital improvements. Since 1995, the finance department has been awarded the annual Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada. This award, coupled with our experience as project managers, make the City of Washington a qualified candidate.

Seven municipal buildings were chosen to participate in the Energy Efficiency in Government Buildings grant opportunity. The proposed actions include lighting system upgrades, heat recovery improvements and the installation of four (4) gas pumps. A brief description of each building and the proposed action is included below:

Building	Size	Built	Use	Energy Conservation Strategy
City Hall	29,000 gsf	Built 1924, last renovated 1962	Office, former courthouse	Lighting retrofit
Peterson Bldg.	13,595 gsf	1930	Office, recreation	Lighting retrofit
Civic Center	14,000 gsf	1903	Public assembly, former train depot	Lighting retrofit
Communications Center	5,035 gsf	1991	Office, lab	Lighting retrofit
Susie Grey McConnell Aquatic Center	5,065 gsf	2001	Office, natatorium	Small component additions for heat recovery improvement on existing Dectron air handling unit
Brown Library	12,620 gsf	122 Van Norden St	Public library	Lighting retrofit
Impressions Building	400,000 gsf		Manufacturing plant	Lighting retrofit, lighting controls and replacement of antiquated gas heat system.

Project and Technology Description

The energy audits conducted by both Schneider Electric and Stallings Engineering provided the city with valuable information to define the scope of this project. This project will involve the replacement of existing T12 bulbs and fixtures with T8 bulbs and fixtures, as well as replacement of incandescent lights with compact fluorescent bulbs. In the majority of buildings surveyed the existing lighting systems consisted of T12 fluorescent fixtures. The latest lighting technology offers many improvements over the systems that are currently in predominate use. The lamps that will be installed are known as "T8" lamps due to their shape and diameter but this only tells part of the story. These phosphors also generate a diverse spectrum of color that causes objects to be viewed in a more true-to-life appearance. This is known as the lamp's color rendering index. A broad range of colors and CRIs are available. The electronic ballasts used also have many advantages over the previous ballast technology, They are lighter, run cooler, more efficient, have better power factors and their high-frequency operation all but eliminates annoying lamp flicker.

Another energy conservation measure that is proposed is at the Susie Grey McConnell Aquatic Center. This facility has a very high energy usage index when compared to buildings in the same region of similar type. One reason for the high usage is the heating of the pool water with propane gas. During field research, it was noted that that the Dectron air handling unit was designed to use waste heat to heat the pool water, but this capability had not been piped into

the pool water system. During the cooling operation, the heat that is normally rejected to the outside condenser is redirected through a heat exchanger to heat the pool water. By making these small improvements, this will eliminate a significant amount of propane usage as well as help with relieving some of the load on the 36W reheat coil.

The proposed action with the largest energy impact is at the Impression's Building, a city owned manufacturing plant. The auditor recommends two energy conservation strategies: lighting retrofit and installation of new high efficiency direct fired gas space heaters. In 2009, Impressions began to reduce their electric bill by making sure lights were being turned off at night and shut down the third 125 horsepower dust collector as much as possible. Please note that the lighting data used in the energy audit was based on the plant operating with one full shift and a shipping shift. The auditor feels the proposed savings will be conservative as the economy recovers.

During field research, it was noted that many lights without bulbs are still consuming energy. This inefficiency was not included in the savings. As part of the lighting retrofit project on this facility, all unused fixtures are to be removed. Additionally, the number of lights required to provide adequate luminosity may be less than the number of lights burning today. Both T8 and T12 bulbs put out similar light output, although the T8 puts out slightly more light. According to one light bulb manufacturer, a T8 bulb produces around 2600 lumens (unit used to measure light output) while a T12 bulb puts out around 2520 lumens. Over time the bulbs begin to lose their intensity and brightness. T8 bulbs have a slower period of decrease, losing only 10 percent of their initial brightness after 7,000 hours of use. In comparison T12 bulbs can lose 20 percent or double the T8 lose after the same number of hours. Thus, fewer T8 may be required.

To compliment the Impression's lighting retrofit project, the auditor recommends installing occupancy sensors in high traffic areas and light harvesting for the break room. Moreover, T5HO High bay lights should be repositioned to provide adequate light in the Finished Goods area of the plant. None of these strategies are included in the budget.

The third proposed energy conservation measure for the Impressions Building is to purchase and install a Cambridge direct fired gas heater (or equal). The Cambridge style 100% outside air direct fired gas heater pressurizes the building and is 99% efficient. Products of combustion are safely pushed through and out of the building, spreading heat to the far corners of the building without ductwork – very efficiently. The existing 1960 boiler is oversized and inefficient. The auditor estimated the existing boiler to be 50% efficient - not counting 3 circulating pumps and the air handling fans required to distribute the air.

In the spirit of the American Recovery and Reinvestment Act, all materials purchased and installed, when available, will be commercially available technologies that are made in America.

Energy Savings Summary Table								
	KWH	Gas MMBTU	Total Building MMBTU	Lighting kwh saved	Lighting MMBtu saved	Total MMBTU Saved	GhG #/yr	mmBtu/\$ 1000
Town Hall	290341	606	1597	49027	167	167	55654	8.5
Peterson	124471	100	525	36684	125	125	41642	10.4
Civic Ctr	205662		702	8059	28	28	9148	4.2
Communications	107445		367	12741	43	43	14463	8.7
Aquatic Ctr	359240	632	1858		0	506	168296	63.3
Brown Hall	114346	157	547	8720	30	30	9899	9.0
Impressions	2878750	5808	15633	499657	1705	5,262	1750251	23.0
Total	4080255	7303	21229		2099	6,162	2049352	21.8

• For additional energy savings data see Appendix A

Washington's Energy Efficiency Project (WEEP) Tasks					
	Sept. -Nov. 2010	Dec. - Feb. 2011	March-May 2011	June - August 2011	Sept. - Nov. 2011
State awards energy efficiency project to City of Washington					
Acceptance of award by City Council					
Project team meets, reviews application, prepares RFP					
Request for Proposals for proposed actions published					
Quarterly reports developed and submitted					
Report on baseline energy consumption submitted					
Bidding by contractors					
Contract(s) awarded					
Energy efficiency project begins					
Recycling of lamps containing mercury and PCB					
Disposal of trash					
Complete all lamp, ballast and fixture warranty registration forms					
Perform before and after watt readings to confirm energy savings					
Project closes					
Ongoing Monitoring and Verification of Energy Savings					



City of Washington
P.O. Box 1988, Washington, NC 27889-1988
102 E. 2nd St - Telephone 252 975-9300 - Fax 252 946-1965

MEMORANDUM

DATE: 24, September 2010
TO: Mayor and City Council
FROM: James C. Smith, City Manager
SUBJ: Update on status of Keysville Rd. affordable housing project

The City of Washington in cooperation with the nonprofit Metropolitan Housing CDC received a \$250,000 FY 2005 – 2006 Community Development Block Grant to assist in the construction of affordable single-family housing units. The project was intended for a parcel of land off Keysville Road. The initial site intended to be purchased for the project was found to be in an estate with multiple heirs. The project was subsequently relocated to an adjacent site. The City purchased the land and easements for the extension of utilities using \$130,000 of the original \$250,000 grant. Due to the change in location and the necessity of acquiring additional easements the project has experienced significant delays.

On Thursday City representatives and our project consultant, Holland Consulting, met with Metropolitan housing to discuss the steps necessary to move the project forward. The State Department of Community Assistance (DCA) has noted that an environmental assessment was not completed on the new site. This step will be necessary in order for the project to move forward. Holland Consultants has agreed to perform the environmental assessment at no cost to the City.

It has become apparent that additional grant monies will be necessary in order to complete the project which now requires redesign and additional utility extension. Once the environmental assessment on the new site is completed DCA has indicated its willingness to assist Metropolitan Housing and the City with the necessary funds to move the project forward.

Keys Landing

SITE SUMMARY:

TOTAL NO. LOTS = 12
 ZONED RA-20S
 MIN. LOT SIZE WITH WATER AND SEWER = 10,000 S.F. (PER ZONING RA-20S)
 FRONTYARD SETBACK = 40 FT.
 SIDEYARD SETBACK = 15 FT.
 REARYARD SETBACK = 30 FT.
 MIN. LOT FRONTAGE = 100 FT. MEASURED AT STREET R/W

N/E CLAUDE BARRIS
 D.B. 1083 PG. 875
 PARCEL NO. 15012348
 ZONED RA-20

N/E WILLIAM P. SHEPPARD, INC.
 D.B. 1115 PG. 251
 (9TH PARCEL)
 PARCEL NO. 28011775
 ZONED RA-20

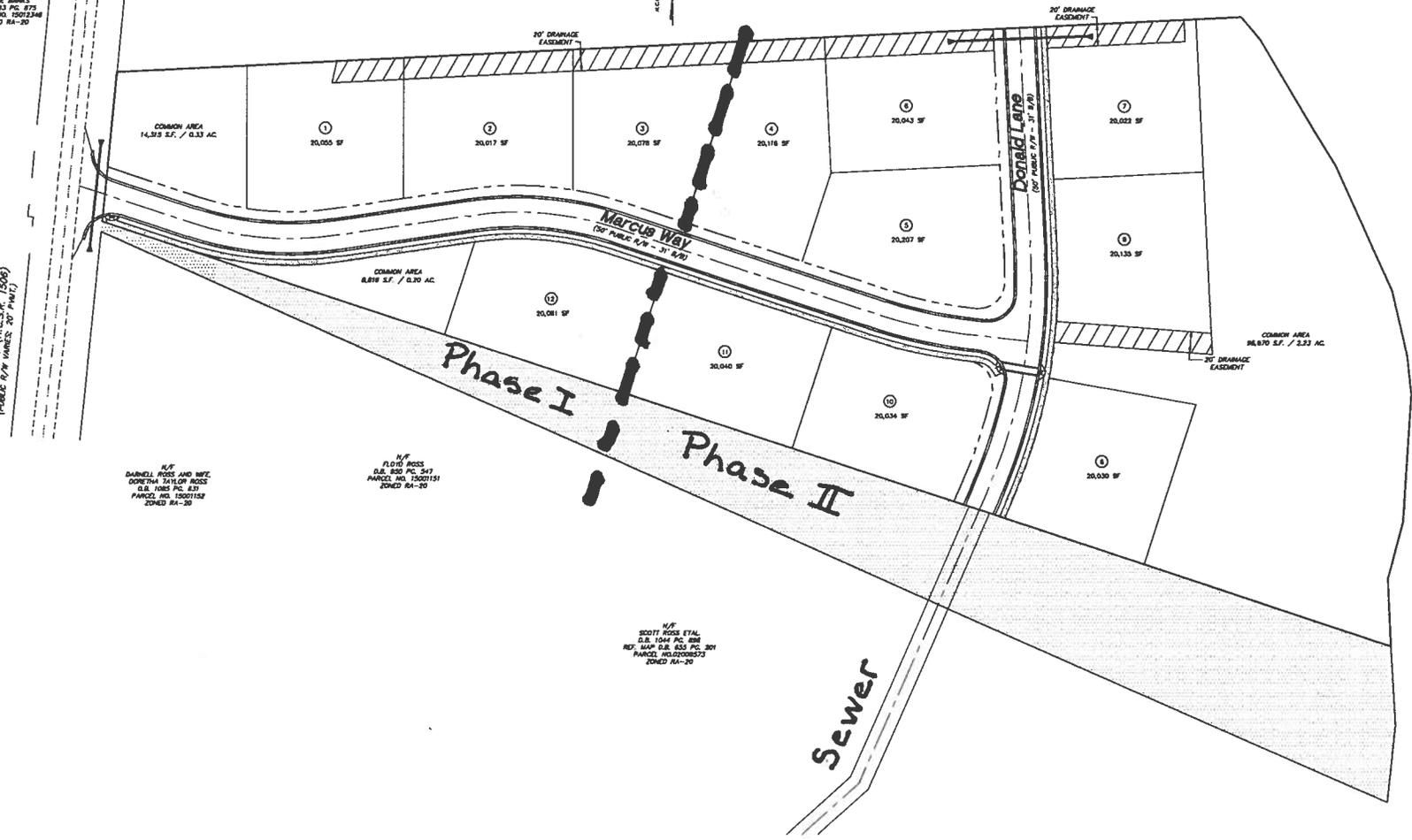
SECTION AND SUBDIVISION

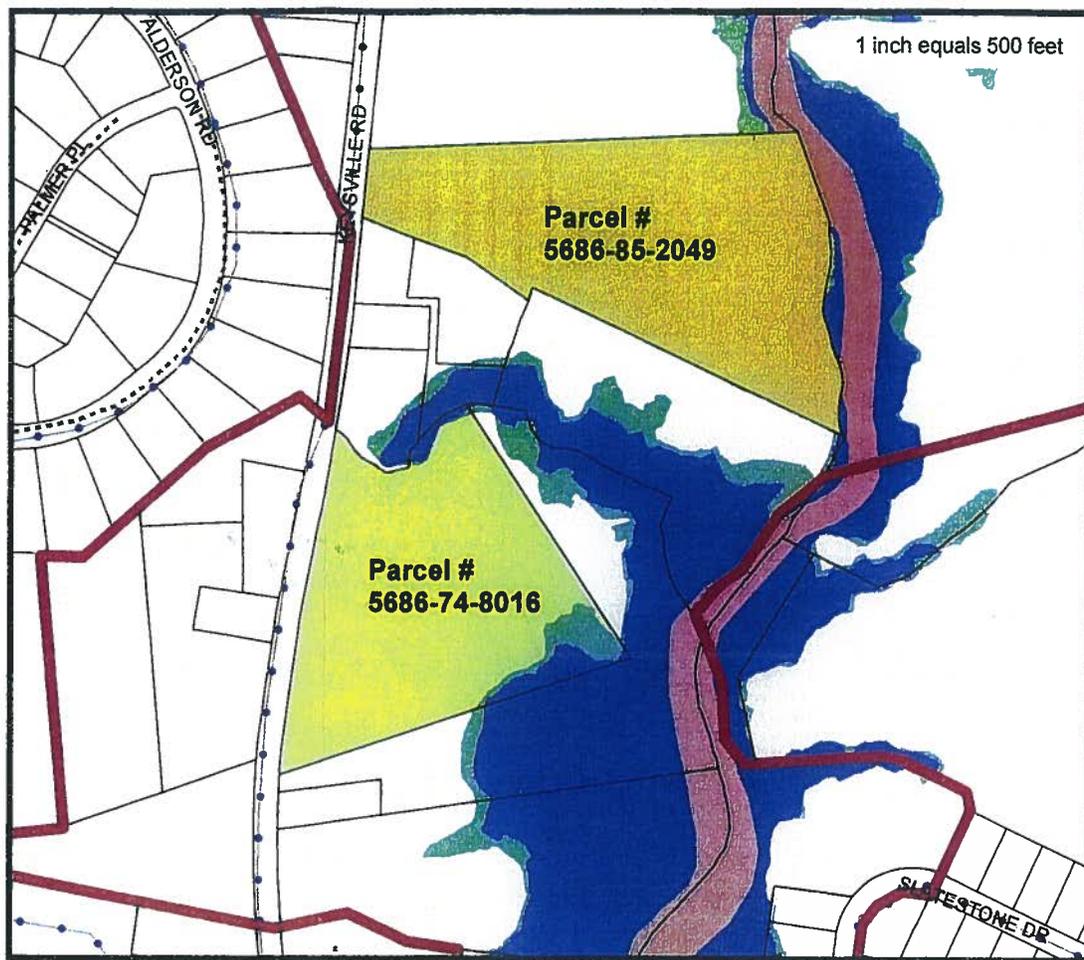
KEYSVILLE ROAD (N.C.S.R. 12006)
 (PUBLIC R/W VARIANCE - 10' PARK)

N/E DARNELL ROSS AND WIFE
 DORENA TATELOR ROSS
 D.B. 1085 PG. 421
 PARCEL NO. 15001152
 ZONED RA-20

N/E FLORIS ROSS
 D.B. 830 PG. 547
 PARCEL NO. 15001151
 ZONED RA-20

N/E SCOTT ROSS ETAL
 D.B. 1046 PG. 888
 REG. MAP D.B. 830 PG. 201
 PARCEL NO. 022098273
 ZONED RA-20





Legend

- Corporate Limits
- ETJ
- Existing Sewer Lines
- Existing Water Lines
- Originally Proposed Parcel
- Newly Proposed Parcel

Flood Hazard Area

- AE
- AEFW
- SHADED X



MAP 1

City of Washington

FY05 HD Application

Revised Housing Development

Site Location

(Keyville Road Subdivision)

September 27, 2010
Page 25 of 42



City of Washington

P. O. Box 1988, Washington, NC 27889-1988

MEMORANDUM

DATE: September 23, 2010

TO: Mayor and City Council

FROM: Allen Lewis 
Public Works Director

SUBJECT: Water Shortage Response Plan.

As noted at the September 13, 2010 Council meeting, the Public Works department has been working on a Water Shortage Response Plan for some time now to meet the minimum requirements of NCGS 143-355.2(a) as well as NCAC 02E.0607. We have finally met all of these requirements and have received written approval of the plan as submitted to you for the September 13 meeting. Since that time, City Attorney Franz Holscher has made some recommended changes which are shown in red in the attached document. This plan would be implemented in the event of drought conditions in an effort to conserve water consumption. Again, as noted two weeks ago and as a point of reference, during the dry spell we had in this area a few years ago, we never came close to the triggers that would have required any mandatory consumption reductions outlined in the attached plan.

Also, I sent you an e-mail on September 15 in reference to this subject that you may want to review as well.

/al

Attachment

WATER SHORTAGE RESPONSE PLAN

The purpose of this plan is to establish procedures for reducing potable water use during times of water shortage whenever existing water supply sources are inadequate to meet current demands for potable water.

A water shortage condition will exist whenever it is predicted that the water level in the Castle Hayne Aquifer will decline to the extent that continued availability of water for human consumption, sanitation, health, fire protection, and commercial usage is at risk after considering aquifer levels, demands, long-term precipitation forecasts, and availability of water from other sources **in the event a water shortage condition exists**, it shall become necessary to declare a water shortage and implement conservation requirements under the standards set forth herein.

I. Authorization

~~The City Manager shall enact the water shortage response provisions contained herein~~
Whenever the trigger conditions as outlined in Section IV are met, the City Manager shall declare a water shortage condition and implement the water shortage response provisions contained herein.

II. Notification

Upon declaration of a water shortage condition by the City Manager, ~~the~~ the City of Washington employees shall be informed of the ~~advisory notice~~ declaration and the required response measures via a citywide departmental meeting and e-mail notification. The residential, commercial, institutional, and industrial water customers shall be notified of the ~~advisory notice~~ declaration and the required response measures by the following means of communication: (1) Connect CTY-mass notification service, (2) City's website- <http://www.ci.washington.nc.us/>, (3) City's cable channel 9, (4) Local newspaper(s), (5) Local news channels-WITN 7, WNCT 9 & WCTI 12, and (6) Local radio stations.

III. Levels of Response

There ~~are~~ shall be four levels of water shortage responses. A description of each response level and the corresponding water reduction measures are listed below. A ~~C~~ customer education and outreach program will be available to encourage water conservation and assistance with obtaining maximum results at each stage.

In Stage I, Voluntary Reductions, all water customers will be asked to reduce their normal water use by 5 % of the customer's average usage. Examples of such voluntary reductions and efficiency measures include the following:

- (1) Washing dishes by hand, or fully loading dishwashers;

Water Shortage Response Plan - Franz' Mark-up ~~Water Shortage Response Plan 8_2010~~

- (2) Identifying and repairing plumbing leaks;
- (3) Limiting the frequency of car washing;
- (4) Watering plants with leftover household water;
- (5) Watering plants deeply to encourage root growth;
- (6) Delaying the seeding or sodding of new lawns;
- (7) Washing clothes only with fully loaded washers;
- (7) Installing flow restriction devices on showers and toilets;
- (8) Prohibiting children from playing in lawn sprinklers; and
- (9) Putting industrial/commercial voluntary conservation programs into effect which:
 - a. Restrict water use for dust control.
 - b. Limit the washing of commercial vehicles.
 - c. Reduce usage of automatic exterior sprinklers. and
 - d. Limit the wash down of exterior impervious services

All non-residential customers, excluding customers who purchase water at a wholesale rate, ~~and excluding~~ Beaufort County Hospital, and private medical offices ~~and~~ as well as clinics for public health reasons, who use 1,000 cubic feet (7480 gallons) of water or more per day shall submit plans to the City Manager demonstrating the ability to reduce water consumption by ten (10) percent (Stage II-Mandatory Reductions) and thirty (30) percent per day (Stage III-Mandatory Reductions).

The customers who use 1,000 cubic feet (7480 gallons) or more of water per day shall be based on the average usage during the corresponding billing period of the most recent twelve month period ending June 30, in which no water use restriction pursuant to this plan was in effect. If no meter readings are recorded or otherwise available for a customer's billing period, the City Manager will establish an average based on other users similar to the customers with no recorded readings.

In Stage II, Mandatory Reductions I, all residential water customers shall reduce their normal water use by 5 % of the customer's average usage. All non-residential customers, as described in Stage I, shall be required to implement plans submitted in Stage I for ten (10) percent reductions.

When Stage II is in effect, it shall be unlawful to use water supplied by the city from the public water system for the following purposes:

- (1) Watering lawns, grasses, shrubbery, trees, flowers, and vegetable gardens except when:
 - a. Such watering is done on either a Wednesday and Saturday or Thursday and Sunday schedule as determined by geographic location within the city between the hours of 6:00 p.m. and 9:00 p.m. and such watering is done either by a handheld hose or container, a drip irrigation system, or automated sprinkler devices;
 - b. Persons regularly engaged in the sale of plants shall be permitted to use water to maintain such plants;
 - c. The City Manager shall have the authority to equitably adjust the foregoing restrictions by establishing zones or districts in which watering can be done on specified days and, further, depending on the water level in the aquifer, may authorize the operation of irrigation systems and other water uses restricted or prohibited by this article, on specified days in specified zones or districts as he

determines is consistent with water conservation and the then current level of the aquifer.

- (2) Filling of newly constructed or drained pools, wading pools, ornamental fountains, ponds, or other structures designed to hold more than 100 gallons of water;
- (3) Washing outside areas such as streets, sidewalks, patios, service station aprons, parking lots, exteriors of office buildings, homes, or apartments, or using water for similar purposes provided, however, that firms having a license from the City of Washington to conduct a pressure cleaning business in the city may wash residential, commercial, and office structures and other ancillary facilities as necessary to maintain public health and sanitation standards;
- (4) Using water for dust control or compaction;
- (5) Washing automobiles, trucks, trailers, vans, boats, airplanes, or any other type of mobile equipment; provided, however, persons regularly engaged in the business of washing motor vehicles or operating commercial car wash facilities shall be permitted to use water for such purpose and provided further, a business regularly engaged in the sale and/or leasing of vehicles may wash vehicles at the site of the business when they are received prior to placement on display for sale or lease, and when they are sold or leased to a new owner or lessor;
- (6) Using water from public or private fire hydrants for any purpose except fire suppression or other public emergency or other public works department needs; and
- (7) Serving water in restaurants, cafeterias, or other eating establishments except upon request of patrons.

In Stage III, Mandatory Reductions II, all residential water customers shall reduce their normal water use by 10 % of the customer's average usage. All non-residential customers, as described in Stage I, shall be required to implement plans submitted in Stage I for thirty (30) percent reductions.

When Stage III is in effect, it shall be unlawful to use water supplied by the city from the public water system for the following purposes:

- (1) Using water in any of the ways restricted by the Stage I mandatory water use condition;
- (2) Watering lawns, grasses, shrubbery trees, flowers, and vegetable gardens except when:
 - a. Such watering is done either on a Saturday or Sunday as determined by geographic locations within the City between the hours of 6:00 p.m. and 9:00 p.m., depending on geographic location within the city. Such watering is done only by handheld hose or container, or drip irrigation;
 - b. ~~Such watering is done only by handheld hose or container, or drip irrigation.~~ Provided, however, that persons regularly engaged in the sale of plants shall be permitted to use water to maintain such plants;
 - d. The City Manager shall have the authority to equitably adjust the foregoing restrictions by establishing zones or districts in which watering can be done on specified days and, further, depending on the water level in the aquifer, may authorize the operation of irrigation systems and other water users restricted or prohibited by this article, on specified days in specified zones or districts as he determines is consistent with water conservation and the then current level of the aquifer.
- (3) ~~Filling or refilling any swimming or wading pool, ornamental fountains, ponds, or other structures designed to hold more than 100 gallons of water;~~

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(4) Any non-residential customers who submitted water use reduction plans or were required to submit water use reduction plans shall implement the thirty (30) percent per day reduction plan as approved by the City Manager. If the managed reduction in water usage cannot be obtained without threatening health or safety, or if there has been a significant change in the customer's circumstances, the customer may apply to the City Manager for a variance to the water use restriction requirement. Customers may appeal the administrative decision of the City Manager to the City Council;

(5) Commercial car wash facilities shall be permitted to use water for washing motor vehicles provided they can certify to the City Manager that their car wash facility recycles a minimum of fifty (50) percent of the water.

In Stage IV, Emergency and/or Water Rationing, is to provide drinking water to protect public health, such as, residences, residential health care facilities and correctional facilities. All **water** customers are only permitted to use water at the minimum required for public health protection. Firefighting is the only allowable outdoor water use. **and p**Pickup locations for distributing potable water will be announced via the means **of provided for in** Section II-Notification **as listed herein** above.

IV. Triggers or Conditions for Each Level

Stage I, Voluntary Reductions, will be **determined-declared and implemented** by the City Manager **on the threshold when of** drought condition **thresholds are reached** in our service area or regionally.

Stage II, Mandatory Reductions I, will be **declared and implemented-determined** by the City Manager at any time the static water levels drop in any three (3) of the City's eight (8) monitoring wells to a level that is within **twenty (20)** feet of the corresponding production wells intake, or current trends indicate levels will reach said level within the next thirty (30) days. Stage II Mandatory **Water Conservation Reductions I condition** may also be declared **and implemented;** by the City Manager; at any time the City's water treatment facilities treatment capability is reduced by 25% of its maximum rated capacity.

Stage III, Mandatory Reductions II, will be **declared and implemented-determined** by the City Manager at any time the static water levels drop in any four (4) of the city's eight (8) monitoring wells to a level that is within fifteen (15) feet of the corresponding production wells intake, or current trends indicate levels will reach said level within the next thirty (30) days. Stage III Mandatory **Water Conservation condition Reductions II** may also be declared **and implemented;** by the City Manager; at any time the city's water treatment facilities treatment capability is reduced by 45% of its maximum rated capacity.

Stage IV, Emergency and/or Water Rationing will be **declared and implemented-determined** by the City Manager at any time the static water levels drop in any four (4) of the city's eight (8) monitoring wells to a level that is within ten (10) feet of the corresponding production wells intake, or current trends indicate levels will reach said level within the next thirty (30) days. Stage IV, Emergency and/or Water Rationing **condition** may also be declared **and implemented;**

Water Shortage Response Plan - Franz' Mark-up ~~Water Shortage Response Plan 8_2010~~

by the City Manager, at any time the city's water treatment facilities treatment capability is reduced by 55% of its maximum rated capacity.

V. Enforcement of Each Level

The requirements of this plan will be enforced by the City's Public Works Department representatives, Code Enforcement Officers, and/or Police personnel. Drought surcharge rates may be implemented in Stages 2II, 3III & 4IV, and ~~the rates~~ shall be determined and set by the City Manager at the outset of each respective stage ~~at the implementation of the plan~~. Drought surcharge rates shall not exceed the percentage of reduction per cubic foot the customer experiences in each of the stages. Any person, firm, or corporation who violates any provision of this ~~water shortage response~~ plan shall be guilty of a misdemeanor and, upon conviction, shall be punished as follows:

Residential Users

First Violation –Warning notice;

Second Violation—One hundred dollar (\$100.00) fine;

Third Violation—Two hundred fifty dollar (\$250.00) fine;

Fourth Violation—Termination of service until such time as the violator ~~established~~ establishes to the reasonable satisfaction of the City Manager that such customer has taken appropriate steps to prevent any further violations;

Fifth Violation—Termination of service until the City Manager declares an end of the water shortage.

Commercial Users

First Violation –Warning notice;

Second Violation— Two hundred fifty dollar (\$250.00) fine;

Third Violation—Five hundred dollar (\$500.00) fine;

Fourth Violation—Termination of service until such time as the violator ~~established~~ establishes to the reasonable satisfaction of the City Manager that such customer has taken appropriate steps to prevent any further violations;

Fifth Violation— Termination of service until the City Manager declares an end of the water shortage.

High Volume Water Users – 1,000 cubic feet (7480 gallons) or more

First Violation—Warning notice;

Second Violation—One thousand dollar (\$1,000.00) fine;

Third and subsequent Violations—Five thousand dollars (\$5,000.00) fine.

VI. Public Comment

A draft of the Water Shortage Response Plan will be available for public review in the City Manager's Office located at 102 East 2nd Street. It will also be available on the city's website <http://www.ci.washington.nc.us/> for review and comments can be made by email within the specified time or call the City Manager's office @ 252 975-9333. Two advertisements will be placed in the local newspaper, the Washington Daily News.

VII. Variance Protocols

Variance requests are available from the Public Works Director's Office located at 102 East 2nd Street. All applications must be submitted to the Public Works Department for review by the City Manager or his/her designee. The variance approval or denial will be given within 2 weeks of Public Works receipt of a properly completed application and will be determined by consideration of, among other things, the current water supply and demand. Variances are revocable in the discretion of the City Manager.

VIII. Abatement

~~As When~~ water ~~shorter-shortage~~ conditions ~~have abated and the situation is returning to normal~~, water conservation and reduction measures employed during each phase will be decreased in reverse order of implementation. Permanent measures directed toward long-term monitoring and conservation will be implemented or continued so that the community will be in a better position to prevent shortages and respond to recurring water shortage conditions.

IX. Effectiveness

The effectiveness of the plan will be evaluated by the measured reductions in water usage for residential and commercial users according to each percentage of reduction per stage and the time elapsed of each stage compared to past history of each user.

X. Revision

The plan will be reviewed and revised as needed to adjust to new water demands based on the city's need and at least every five (5) years. The City Manager and staff will evaluate the plan after the induction and completion of the plan. If recommendations for changes are made, ~~then~~ the City Manager will ~~review and~~ notify the City Council and the public of ~~those changes~~ the recommended changes and submit recommended changes to City Council for its consideration.

XI. State Approval of Water Shortage Response Plan

Water Shortage Response Plan - Franz' Mark-up ~~Water Shortage Response Plan 8_2010~~

This plan was submitted to NC Division of Water Resources on _____.
NC Division of Water Resources has issued final approval of this plan on
_____ via letter dated _____.

XII. City Approval of Water Shortage Response Plan

The City Manager authorizes the implementation of the Water Shortage Response Plan to be effective per the date below. The Water Shortage Response Plan will be reviewed as needed or five (5) years from the inception of this plan. The review date will be **by or before** _____.

City Manager

Date

8/31/2010 9:59:03 AM

City Of Washington

PO #	PO Date	Department	Account #	Account Name	6/30/2010 P.O. \$	Suggested P.O. \$	
1	45498	6/30/2010	TDA	10-00-4124-7000	NONCAPITALIZED PURCH	2,000	0
2	45451	6/25/2010	IT	10-00-4132-4505	PEG CHANNEL EXPENSES	1,807	0
3	45500	6/30/2010	Planning	10-10-4910-4505	CONTRACT SERVICES- N	7,000	4,000
4	45501	6/30/2010	Planning	10-10-4910-7000	NONCAPITALIZED PURCH	3,000	3,000
5	43990	6/30/2009	Library	10-40-6110-4500	CONTRACT SERVICES	10,000	0
6	45496	6/30/2010	Library	10-40-6110-7000	NONCAPITALIZED PURCH	2,922	2,922
7	45502	6/30/2010	Waterfront Docks	10-40-6124-7400	CAPITAL OUTLAY	169,688	169,688
8	45032	4/23/2010	Parks & Grounds	10-40-6130-7300	OTHER IMPROVEMENTS	27,600	27,600
9	45503	6/30/2010	Parks & Grounds	10-40-6130-7305	PROPERTY IMPROVEMEN	92,776	92,776
10	45504	6/30/2010	Electric Director	35-90-7220-0405	HWY 17 230 KV RELOCA	348,231	0
11	45504	6/30/2010	Electric Director	35-90-7220-0406	HWY 17 LINE RELOCATI	784	0
12	45504	6/30/2010	Electric Director	35-90-7220-0407	HWY 17 BYPASS NORTH	48,407	0
13	45504	6/30/2010	Electric Director	35-90-7220-0411	US HWY 17 RELOCATION	881,434	0
14	45504	6/30/2010	Electric Director	35-90-7220-0420	NCDOT - RUNYON CREEK	71,177	0
15	45504	6/30/2010	Electric Director	35-90-7220-0425	NCDOT - CLARKS CREEK	44,222	0
16	45504	6/30/2010	Electric Director	35-90-7220-0430	NCDOT - MINUTE MAN L	251	0
17	45504	6/30/2010	Electric Director	35-90-7220-0435	NCDOT - HWY 33 BRIDG	556	0
18	45505	6/30/2010	Electric Meter Services	35-90-7250-4500	CONTRACTED SERVICES	30,000	0
19	45495	6/30/2010	Substation Maintenance	35-90-8370-7000	NONCAPITALIZED PURCH	199,612	199,612
20	45506	6/30/2010	Substation Maintenance	35-90-8370-7401	INSTALLMENT NOTE PUR	147,019	119,000
21	45506	6/30/2010	Power Line Construction	35-90-8390-7401	INSTALLMENT PURCHASE	364,742	0
22	45507	6/30/2010	Airport	37-90-4530-4512	VISION 100 GRANT 362	<u>89,450</u>	<u>89,450</u>
					2,542,679	708,048	

1 2009-2010 budgeted lap top purchased by TDA instead of City, cancel PO

2 Unspent restricted PEG channel funds, \$23,173 restricted General Fund balance. Cancel PO, appropriate as needed for eligible expenditures.

	Budget	Expenditure	PO	
2009-2010	20,000			Original appropriation
2009-2010		18,293		Spending
2009-2010	1,707			Year end balance
2010-2011			1,807	COW PO carry forward to 2010-2011

3 National Registry Grant carry forward, Grant closed out \$25,000 reimbursement requested in August. Appropriate \$4,000.

	Budget	Expenditure	PO	
2008-2009	28,000			Grant awarded in June 2009
2009-2010	28,000		28,000	COW PO carry forward to 2009-2010
2009-2010		16,500		2009-2010 spending
2009-2010	11,500			Year end balance
2010-2011	4,500		4,500	Vendor PO carry forward to 2010-2011
2010-2011		8,500		2010-2011 spending
2010-2011	(4,000)			Balance 9/17/10
2010-2011			7,000	COW PO carry forward to 2010-2011
2010-2011		3,000		Coded to 10-104910-4594

4 To carry forward funds to purchase GIS computer and software upgrade (inter departmental budget transfer in 2010 to provide funds). Appropriate \$3,000.

5 \$8,000 budgeted in 2008-2009 for study of merging with the County, \$10,000 carried forward for feasibility study in 2009-2010. Cancel PO.

6 To carry forward funds donated by the Friends of Brown Library for match on Bill Gates \$7,800 grant. Appropriate \$2,922 for donation balance.

	Budget	Expenditure	PO	
2009-2010	5,200			Donation
2009-2010		2,278		Spending
2009-2010	2,922			Year end balance
2010-2011			2,922	COW PO carry forward to 2010-2011

7 Water Front Docks Grant (CAMA permit delay). Appropriate \$169,688 for Grant balance.

	Budget	Expenditure	PO	
2008-2009	200,000			Grant awarded, budget amendment for revenue 9/30/08
2008-2009	225,300		225,300	PO Carryforward: Coastal Science & Engineering \$52,042, COW \$173,258
2008-2009		33,750		2008-2009 spending
2008-2009	191,550			Year end balance
2009-2010	191,551		191,551	PO Carryforward: Coastal Science & Engineering \$21,117, COW \$170,434
2009-2010		20,612		2009-2010 spending
2009-2010	170,939			Year end balance
2010-2011	1,250		1,250	PO Carryforward: Coastal Science & Engineering \$1,250
2010-2011		4,593		2010-2011 spending
2010-2011	(3,343)			Balance 9/17/10
2010-2011			169,688	COW PO carry forward to 2010-2011

8 Mr McConnell Donation. Appropriate \$27,600 for donation balance.

	Budget	Expenditure	PO	
2006-2007	30,000		30,000	PO to Right of Way Consultants to assist with acquisition of land for the 2nd entrance off Springs Rd
2007-2008	30,000		30,000	PO carry forward to 2007-2008
2007-2008		2,400		2007-2008 spending
2007-2008	27,600			Year end balance
2008-2009	27,600		27,600	PO carry forward to 2008-2009
2008-2009	27,600			Year end balance
2009-2010	27,600		27,600	PO carry forward to 2009-2010
2009-2010	27,600			Year end balance
2010-2011			27,600	COW PO carry forward to 2010-2011

9 Recreation Trail Grant. Appropriate \$92,776 for Grant balance.

	Budget	Expenditure	PO	
2009-2010	74,206			Grant awarded, budget amendment for revenue 11/18/09
2009-2010	92,776			Grant awarded, budget amendment for expenditure 11/18/09
2010-2011			92,776	COW PO carry forward to 2010-2011

10 Hwy 17 230KV Relocation. Cancel COW PO, appropriate as necessary.

	Budget	Expenditure	PO	
2006-2007	326,000			Budget amendment to appropriate expenditure 6/26/07
2006-2007		109,518		Spending
2006-2007	216,482			Year end balance
2007-2008	1,674,000			Original appropriation
2007-2008	20,000			Budget amendment to appropriate expenditure 9/19/07
2007-2008	(411,625)			Budget amendment to appropriate expenditure 4/29/08
2007-2008	(101,500)			Budget amendment covering overspent accounts 6/16/08
2007-2008		592,950		Spending
2007-2008	587,925			Year end balance
2008-2009	308,950		308,950	PO Carryforward: CW Wright Constr. \$290,785, Sawyer's Land Devl \$17,000, Hughes Supl. \$1,164
2008-2009	400,000			Budget amendment to appropriate expenditure 4/30/09
2008-2009	(22,000)			Budget amendment to appropriate expenditure 5/12/09
2008-2009		85,661		Spending
2008-2009	601,289			Year end balance
2009-2010	40,000			Original appropriation
2009-2010	602,962		602,962	PO Carryforward: CW Wright Construction \$290,785, Sawyer's Land Devl \$17,000, COW \$295,176
2009-2010		133,237		Spending
2009-2010	509,725			Year end balance
2010-2011	161,494		161,494	PO Carryforward: CW Wright Construction \$161,494
2010-2011			348,231	COW PO carry forward to 2010-2011

11 Hwy 17 Relocation. Cancel COW PO, appropriate as necessary.

	Budget	Expenditure	PO	
2006-2007	265,000			Budget amendment to appropriate expenditure 6/26/07
2006-2007		176,852		Spending
2006-2007	88,148			Year end balance
2007-2008	385,000			Original appropriation
2007-2008	315,000			Budget amendment to appropriate expenditure 4/29/08
2007-2008	75,000			Budget amendment covering overspent accounts 6/16/08
2007-2008		678,291		Spending
2007-2008	96,709			Year end balance
2008-2009	25,015		25,015	PO Carryforward: E & R Inc. \$25,015
2008-2009	40,000			Budget amendment to appropriate expenditure 4/30/09
2008-2009		20,053		Spending
2008-2009	44,962			Year end balance
2009-2010	45,622		45,622	PO Carryforward: E & R Inc. \$21,336, COW \$24,286
2009-2010	11,000			Budget amendment to appropriate expenditure 6/30/10
2009-2010		34,502		Spending
2009-2010	22,120			Year end balance
2010-2011	21,336		21,336	PO Carryforward: E & R Inc. \$21,336
2010-2011			784	COW PO carry forward to 2010-2011

12 Hwy 17 Bypass North. Cancel COW PO, appropriate as necessary.

	Budget	Expenditure	PO	
2006-2007	155,000			Budget amendment to appropriate expenditure 6/26/07
2006-2007		37,167		Spending
2006-2007	117,833			Year end balance
2007-2008	195,000			Original appropriation
2007-2008	26,000			Budget amendment to appropriate expenditure 4/29/08
2007-2008	25,000			Budget amendment covering overspent accounts 6/16/08
2007-2008		225,924		Spending
2007-2008	20,076			Year end balance
2008-2009	3,757		3,757	PO Carryforward: Westinghouse \$1,057, Irby \$2,700
2008-2009	200,000			Budget amendment to appropriate expenditure 4/30/09
2008-2009		154,953		Spending
2008-2009	48,804			Year end balance
2009-2010	49,483		49,483	PO Carryforward: COW \$49,483
2009-2010		1,076		Spending
2009-2010	48,407			Year end balance
2010-2011			48,407	COW PO carry forward to 2010-2011

13 US Hwy 17 Relocation- 2510C. Cancel COW PO, appropriate as necessary.

Budget	Expenditure	PO	
2006-2007	20,000		Budget amendment to appropriate expenditure 6/26/07
2006-2007		16,828	Spending
2006-2007	3,172		Year end balance
2007-2008	3,125		Budget amendment to appropriate expenditure 4/29/08
2007-2008		3,125	Spending
2007-2008	-		Year end balance
2008-2009	600,000		Original appropriation
2008-2009		45,928	Spending
2008-2009	554,072		Year end balance
2009-2010	400,000		Original appropriation
2009-2010	555,665	555,665	PO Carryforward: COW \$555,665
2009-2010	(73,000)		Budget amendment 6/30/10
2009-2010		1,231	Spending
2009-2010	881,434		Year end balance
2010-2011		881,434	COW PO carry forward to 2010-2011

14 NC DOT - Runyon Creek Bridge. Cancel COW PO, appropriate as necessary.

Budget	Expenditure	PO	
2007-2008	20,000		Budget amendment to appropriate expenditure 4/29/08
2007-2008	30,000		Budget amendment to appropriate expenditure 6/30/08
2007-2008		38,883	Spending
2007-2008	11,117		Year end balance
2008-2009	300,000		Budget amendment to appropriate expenditure 4/30/09
2008-2009		225,243	Spending
2008-2009	74,757		Year end balance
2009-2010	50,000		Original appropriation
2009-2010	75,415	75,415	PO Carryforward: COW \$75,415
2009-2010		54,238	Spending
2009-2010	71,177		Year end balance
2010-2011		71,177	COW PO carry forward to 2010-2011

15 NC DOT - Clarks Creek Bridge. Cancel COW PO, appropriate as necessary.

	Budget	Expenditure	PO	
2007-2008	22,000			Budget amendment to appropriate expenditure 4/29/08
2007-2008	100,000			Budget amendment to appropriate expenditure 6/30/08
2007-2008		115,070		Spending
2007-2008	6,930			Year end balance
2008-2009	300,000			Budget amendment to appropriate expenditure 4/30/09
2008-2009	3,495		3,495	PO Carryforward: Hughes Supply \$321, Irby \$3,171
2008-2009		255,831		Spending
2008-2009	47,664			Year end balance
2009-2010	48,467		48,467	PO Carryforward: COW \$48,467
2009-2010		4,245		Spending
2009-2010	44,222			Year end balance
2010-2011			44,222	COW PO carry forward to 2010-2011

16 NC DOT - Minute Man Lane to Bridge. Cancel COW PO, appropriate as necessary.

	Budget	Expenditure	PO	
2009-2010	37,000			Budget amendment to appropriate expenditure 6/30/10
2009-2010		41,551		Spending
2009-2010	(4,551)			Year end balance
2010-2011	150,000			Original appropriation
2010-2011			251	COW PO carry forward to 2010-2011

17 NC DOT - HWY 33 Bridge. Cancel COW PO, appropriate as necessary.

	Budget	Expenditure	PO	
2009-2010	25,000			Budget amendment to appropriate expenditure 6/30/10
2009-2010		27,295		Spending
2009-2010	(2,295)			Year end balance
2010-2011			556	COW PO carry forward to 2010-2011
		3,079,652		DOT Exp total
		2,917,960		DOT Reimbursement

18 Contracted Services (transformer meter installation testing). Cancel COW PO.

	Budget	Expenditure	PO	
2009-2010	30,000			Original appropriation
2009-2010		-		Spending
2009-2010	30,000			Year end balance
2010-2011	10,000			Original appropriation
2010-2011			30,000	COW PO carry forward to 2010-2011

19 Non-Capitalized Purchases (Load Management). Appropriate \$199,612.

2009-2010	300,000			Budget amendment to appropriate expenditure 5/26/10
2009-2010		1,588		Spending
2009-2010	58,276	58,275		Reclass from capital to non-capital
2009-2010	298,413			Year end balance
2010-2011	6,500			Original appropriation
2010-2011	98,800		98,800	PO Carryforward: Comverge \$98,800
2010-2011		1,309		Spending
2010-2011	103,991			Balance 9/17/10
2010-2011			199,612	COW PO carry forward to 2010-2011

20 Installment Note Purchases (Substation). Appropriate \$119,000 to complete project.

	Budget	Expenditure	PO	
2008-2009	1,565,000			Original appropriation (Debt issued 7/29/09)
2008-2009	422,902		422,902	PO Carryforward (2007-2008): Booth \$5,639, Wachovia \$127,891, BB&T \$2,182, Westinghouse \$663, United Wood Treating \$2,224, Irby \$18,611, WESCO \$34,400 Quality Truck Bodies \$11,228, Electrical Services Ltd. \$120,948, WESCO \$1,400, Irby \$6,113, Bobby Murray Chev \$20,182, Power Integration \$16,954, Segars Fence \$8,145, COW \$46,322
2008-2009		491,872		Spending
2008-2009	1,496,030			Year end balance
2009-2010	192,000			Original appropriation
2009-2010	1,496,030		1,496,030	PO Carryforward: Booth \$5,639, Elec. Svcs Ltd. \$81,258, WESCO \$35,550, COW \$1,373,583
2009-2010	(192,000)			Budget amendment cash capital instead of installment purchase 9/25/09
2009-2010		1,249,984		Spending
2009-2010	246,046			Year end balance
2010-2011	305,000			Original appropriation
2010-2011	14,590		14,590	PO Carryforward: Transformer Maintenance \$14,590
2010-2011		33,433		Spending
2010-2011	286,157			Balance 9/17/10
2010-2011			147,019	COW PO carry forward to 2010-2011
2010-2011			119,000	Booth Engineering PO 45745 to complete project

21 Installment Note Purchases (Power Line Construction). Cancel PO project complete.

	Budget	Expenditure	PO	
2008-2009	589,500			Original appropriation (Debt issued 7/29/09)
2008-2009	747,622		747,622	PO Carryforward: Vic Bailey Ford \$15,105, Irby \$27,101, WESCO \$1,296&\$576, COW \$701,543
2008-2009		541,857		Spending
2008-2009	795,265			Year end balance
2009-2010	370,000			Original appropriation
2009-2010	790,340		790,340	PO Carryforward: NC DMV \$681, Pecheles \$22,688, Irby \$42,422, WESCO \$3,908, COW \$720,641
2009-2010	(370,000)			Budget amendment cash capital instead of installment purchase 9/25/09
2009-2010		419,086		Spending
2009-2010	371,254			Year end balance
2010-2011	460,000			Original appropriation
2010-2011		39		Spending
2010-2011	459,961			Balance 9/17/10
2010-2011			364,742	COW PO carry forward to 2010-2011

22 Vision 100 Airport Grant. Appropriate \$88,541 for grant balance

	Budget	Expenditure	PO	
2008-2009	166,667			Original appropriation
2008-2009		-		Spending
2008-2009	166,667			Year end balance
2009-2010	166,667			Original appropriation
2009-2010		64,276		Spending
2009-2010	102,391			Year end balance
2010-2011	12,941		12,941	PO Carryforward: ELJ Inc. \$12,338, Talbert & Bright \$603
2010-2011		12,914		Spending
2010-2011	27			Balance 9/17/10
2010-2011			88,541	COW PO carry forward to 2010-2011