



AUGUST 9, 2010
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Adopt – Budget Ordinance to appropriate funds for the purchase of property from Ms. Annie Mayo and Mr. Floyd Banks **(page 4)**
- B. Adopt – Capital Project Ordinance RZEDB Fire Station Roof Project **(page 6)**
- C. Adopt – Budget Ordinance Amendment to reduce General Fund and Storm Water Fund revenues and appropriations to establish these projects as Capital Projects**(page 9)**
- D. Declare Surplus/Authorize – Sale of Vehicle through Electronic Auction using GovDeals**(page 11)**

II. Comments from the Public:

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

- A. Adopt – Ordinance to amend Chapter 40, Section 40-93, Table of Uses, of the Code of Ordinances of the City of Washington**(page 12)**

IV. Public Hearing – Other:

- A. None

V. Scheduled Public Appearances:

- A. None

VI. Correspondence and Special Reports:



AUGUST 9, 2010

- A. Discussion – Status of current grants (2010 Departmental American Recovery and Reinvestment Act (ARRA) and Non-ARRA funding opportunities) **(page 17)**
- VII. Reports from Boards, Commissions and Committees:
- A. Human Relations Council**(page 19)**
- B. Financial Reports (as available)
1. General
 2. Enterprise Funds
 3. June Purchase Orders issued in excess of \$5,000**(page 20)**
- VIII. Appointments:
- A. Appointments – Human Relations Council**(page 21)**
- IX. Old Business:
- A. Adopt – Resolution fixing date for public hearing on the contiguous annexation of the Wheat Field Subdivision located on Old Bath Highway and containing 35.14 acres **(page 23)**
- B. Approve – A program amendment for the Capacity Building Grant # 08-C-1812**(page 28)**
- C. Approve – Postponing further action on the Slip Lane from W. Main St. to Stewart Parkway pending report from NCDOT**(page 37)**
- D. Memo – Brick Crosswalks at the Intersection of Stewart Parkway and Respass Street **(page 38)**
- E. Memo – Municipal Agreement with the North Carolina Department of Transportation for Project W-5008 – Widening 15th Street **(page 39)**
- F. Adopt – Capital Project Ordinance RZEDB Storm Water Drainage Projects **(page 46)**
- G. Memo – 2010-2011 Fee Manual: Electric Deposits**(page 50)**



AUGUST 9, 2010

- H. Adopt – Resolution authorizing the City Manager to request for grant assistance from the State of North Carolina through the Construction Grants and Loans Section of the Division of Water Quality for the construction of a new pump station near Main and Respass and approve request for transfer of funds(**page 59**)
- X. New Business:
- A. None
- XI. Any Other Items From City Manager:
- A. None
- XII. Any Other Business from the Mayor or Other Members of Council
- A. None
- XIII. Closed Session – Under NCGS 143-318.11(a)(1) Disclosure of confidential information and NCGS 143-318.10(e) the public records act and NCGS 143-318.11(a)(6) Personnel
- XIV. Adjourn - Until Monday, August 23, 2010 at 5:30 pm, in the Council Chambers at the Municipal Building.



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: August 9, 2010
Subject: Mayo & Banks Property Purchases
Applicant Presentation:
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that the City Council adopt a Budget Ordinance to appropriate funds for the purchase of property from Ms. Annie Mayo and Mr. Floyd Banks.

BACKGROUND AND FINDINGS:

The proceeds of the Haven's Garden land sale are to be used to purchase like park reuse property. \$77,314 of the \$142,500 original proceeds remain. The Annie Mayo property will be purchased for \$60,000. \$59,000 will be applied to park reuse proceeds leaving a balance of \$18,314.

The Floyd Banks property on the corner of Bridge and Second Street will be purchased for \$115,000 with General Fund Balance.

\$60,000	Mayo purchase
1,000	Closing Cost
115,000	Banks Purchase
5,000	Phase 1 Environmental
1,000	Closing Cost
<u>\$182,000</u>	Total

PREVIOUS LEGISLATIVE ACTION

Council authorized City Manager and City Attorney to proceed with negotiations in March 8th and June 14th Closed Session.

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Budget Amendment

City Attorney Review: _____ Date By: _____ (if applicable)

Finance Dept Review: _____ Date By: _____ (if applicable)

City Manager Review: *Jes* Concur _____ Recommendation Denial _____ No Recommendation

2/9/10 Date

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2010-2011**

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

Section 1. That account number 10-00-4400-7100, Land Acquisition, portion of the General Fund appropriations budget be increased in the amount of \$182,000 to provide funds for the purchase of the Annie Mayo Floyd Banks properties.

Section 2. That the Estimated Revenues in the General Fund be increased in the amount of \$182,000 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

Adopted this the 9th day of August, 2010.

MAYOR

ATTEST:

CITY CLERK



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: August 9, 2010
Subject: Capital Project Ordinance RZEDB Fire Station Roof Project
Applicant Presentation:
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that the City Council adopt a Capital Project Ordinance to appropriate funds for the recovery zone economic development Fire Station #1 roof replacement project.

BACKGROUND AND FINDINGS:

These projects were adopted in the 2010-2011 General Fund budget. A budget amendment to reduce the current budget revenues and appropriations is included in today's agenda.

PREVIOUS LEGISLATIVE ACTION

Projects included in 2010-2011 adopted budget.

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact

SUPPORTING DOCUMENTS

Budget Amendment

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review:  Concur _____ Recommend Denial _____ No Recommendation
7/10/10 Date

**A CAPITAL PROJECT ORDINANCE FOR THE RECOVERY ZONE BOND
FIRE STATION ROOF REPLACEMENT PROJECT
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2010-2011**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is for replacement of Fire Station #1's roof funded by Recovery Zone Economic Development Bonds.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the bond documents.

Section 3. The following amounts are appropriated for the project:

59-10-4340-7400	Capital Outlay	\$42,000
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Section 4. The following revenue is anticipated to be available for this project:

59-10-3920-9200	Recovery Zone Bond Proceeds	\$42,000
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Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the grantor agency and grant agreement.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments that are due. Reimbursement requests should be made to the loan agency in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this capital project in every budget submission made to the City Council.

Section 9. Copies of this capital project ordinance shall be furnished to the City Clerk, Budget Officer, and Finance Director for direction in carrying out this project.

Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 11. This ordinance shall become effective upon its adoption.

Adopted this the 9th day of August, 2010.

MAYOR

ATTEST:

CITY CLERK



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: August 9, 2010
Subject: Budget Amendment RZEDB Projects
Applicant Presentation:
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that the City Council adopt a Budget Ordinance Amendment to reduce General Fund and Storm Water Fund revenues and appropriations to establish these projects as Capital Projects.

BACKGROUND AND FINDINGS:

These projects were adopted in the 2010-2011 General Fund and Storm Water Fund budgets. These projects will be established as Capital Projects Ordinances in today's agenda.

PREVIOUS LEGISLATIVE ACTION

Projects included in 2010-2011 adopted budget.

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact

SUPPORTING DOCUMENTS

Budget Amendment

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review:  Concur _____ Recommend Denial _____ No Recommendation
7/30/10 Date

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2010-2011**

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

Section 1. That the Estimated Revenues in the Storm Water Fund be decreased in the amount of \$3,958,000 in the account Recovery Bond Proceeds, account number 34-90-3710-8900.

Section 2. That account number 34-90-5710-7400, Capital Outlay, portion of the Storm Water Fund appropriations budget be decreased in the amount of \$3,958,000.

Section 3. That the Estimated Revenues in the General Fund be decreased in the amount of \$42,000 in the account Recovery Zone Bond Proceeds, account number 10-00-33920-9200.

Section 4. That account number 10-10-4340-7400, Capital Outlay, portion of the General Fund appropriations budget be decreased in the amount of \$42,000.

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

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

Adopted this the 9th day of August, 2010.

MAYOR

ATTEST:

CITY CLERK



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Mike Whaley, Purchasing Agent
Date: August 3, 2010
Subject: Declare Surplus/Authorize Electronic Auction of Vehicles through GovDeals
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council declare surplus and authorize the sale of the following vehicle through electronic auction using GovDeals.

BACKGROUND AND FINDINGS:

The purpose of this Council Action is to declare surplus the following city vehicle and authorize the sale of this vehicle through electronic auction using GovDeals.

<u>Vehicle Number</u>	<u>Make/Model Description</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
#607	2002 Ford F750 Bucket Truck w/ 2002 Warner WL140FC-HD Body	3FDXF75H72MA31178 02030	142,220

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact

SUPPORTING DOCUMENTS

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *MM* Concur _____ Recommend Denial _____ No Recommendation
8/4/10 Date



City of Washington
REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: John Rodman, Planning & Development
Date: July 28, 2010
Subject: Public Hearing: Adopt an ordinance to amend Chapter 40, Section 40-93, Table of Uses, of the Code of Ordinances of the City of Washington.
Applicant Presentation: Department of Planning and Development
Staff Presentation: Dot Moate, Planning Board Chairman
John Rodman, Planning and Development

RECOMMENDATION:

I move that the City Council accept the recommendation of the Planning Board and approve the Ordinance to amend Chapter 40, Article IV, Zoning Districts, Section 40-93, Table of Uses, by adding Police Stations & Fire Stations as a Special Use in the Airport (AP) Zoning District.

BACKGROUND AND FINDINGS:

With the addition of a proposed Police Station in the AP (Airport) Zoning District a request has been made by the Department of Planning and Development of the City of Washington to add Police Stations & Fire Stations as a Special Use in the aforementioned zoning district. They are not currently allowed in the AP District. A Special Use Permit requires approval from the City of Washington's Board of Adjustment

PREVIOUS LEGISLATIVE ACTION

N/A

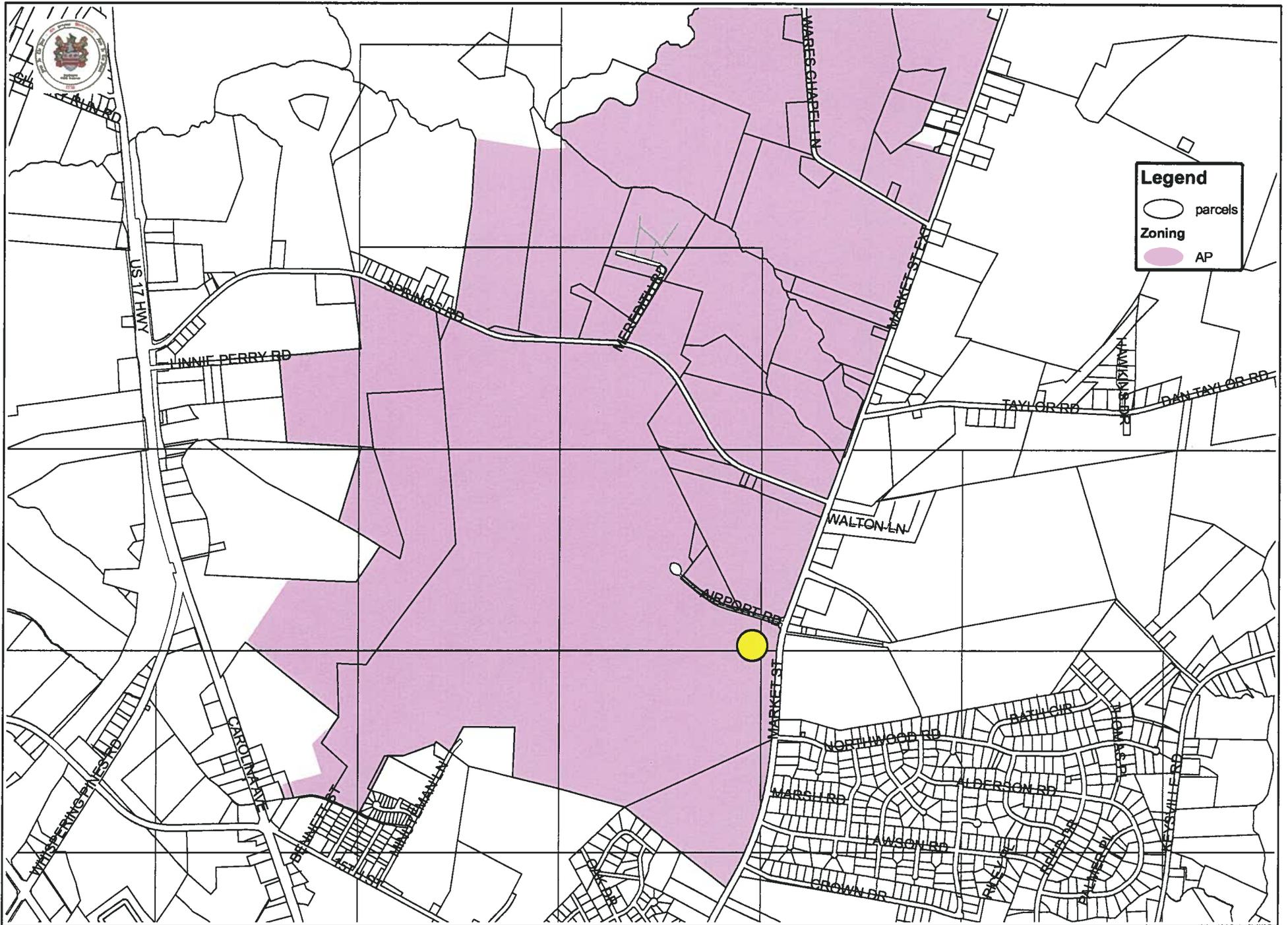
FISCAL IMPACT

____ Currently Budgeted (Account _____) ____ requires additional appropriation ____
No Fiscal Impact

SUPPORTING DOCUMENTS

Ordinance, Map of the subject property, Table of Uses

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: _____ Concur _____ Recommend Denial _____ No
Recommendation 2/30/10 Date August 9, 2010
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Legend

○ parcels

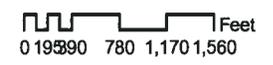
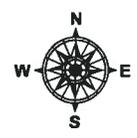
Zoning

■ AP

● Proposed Location for Police Station

City of Washington
 August 9, 2019
Airport Zoning District

1 inch = 1,600 feet



An Ordinance to Amend Chapter 40, Zoning, Article IV.,
Section 40-93, of the City of Washington Code

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

Section 1. That Chapter 40. Article IV. Zoning Districts, Section 40-93, Table of Uses, be amended by adding Police Stations and Fire Stations, as a Special Use in the Airport (AP) Zoning District.

Section 2. This Ordinance shall become effective upon its adoption.

Section 3. All ordinances or parts in conflict herein are repealed.

Adopted this the _____ day of August, 2010.

N. Archie Jennings, Mayor

ATTEST:

Cynthia S. Bennett, City Clerk

AP AIRPORT DISTRICT

AP		
Permitted Uses	Developmental Standards	Special Use Permits
Airports & Air Trans Facilities	Satellite Dishes/T.V. & Radio Ant.	Police Stations
Agricultural Production (crops)	Temporary Events	Fire Stations
Auto Park Lots, at Grade Level		Accessory Uses and Structures
Forestry		Apparel and Fin Fabric Products
Gardens		Arms & Weapons / Manufact
Heliports		Audio, Video&Comm. Equip/Man
Noncommercial Parks & Rec		Bakery Products/ Manufacturing
Pump Stations		Bev Products (nonalcohol) / Man
Shelters, Emergency		Bicycle Assembly
Utility Lines and Related Appurtenances		Bicycle Parts & Acc/ Manufact
		Boat and Ship Building
		Brooms and Brushes / Manufact
		Burial Caskets / Manufacturing
		Coffee / Manufacturing
		Computer & Office Equip. / Man
		Contractors (no outside storage)
		Contractors, General Building
		Contractors, Heavy Construction
		Contractors, Special Trade
		Costum Jewelry & Notions /Man
		Dairy Products / Manufacturing
		Demolition Debris Landfills, Minor
		Drugs / Manufacturing
		Elect Indust Apparatus, Assembly
		Elect Indust Apparatus, Man
		Electrical Components / Man
		Electrical Equipment / Man
		Fabricated Valve and Wire Prod
		Fats & Oils, Plant / Manufacturing
		Fish & Seafood Sales, WhS
		Food & Related Products, Misc.
		Furniture & Fixture Assembly
		Furniture & Fixtures / Manufacturing
		Furniture Framing
		Glass Products from Purch Glass
		Grain Mill Products
		Heating Equipment & Plumbing Fix
		Household Appliances / Manufact
		Ice / Manufacturing
		Jewelry & Silverware (no plating)
		Leather & Leather Products (no tan)
		Lighting and Wiring Equip / Manufac.
		Measurement, Anlys & Control Instr
		Medical, Dental & Surg Equip/Manuf
		Metal Fasteners / Manufacturing
		Metal Processing
		Millwork, Plywood, and Veneer
		Motor Veh Parts & Acces/Manufact.
		Motorcycle Sales
		Musical Instruments / Manufacturing

AP AIRPORT DISTRICT

AP	
	Paper Products (no coat or laminat)
	Paperboard Cont. & Boxes / Manuf.
	Pens & Art Supplies / Manufacturing
	Pharmaceutical Preparations
	Photo Equipment / Manufacturing
	Photographic Supplies
	Pottery & Related Prod / Manufact
	Pres Fruits & Veg. (no can manufac)
	Printing & Publishing
	Rubber&Plastics, Misc/Manufact
	Signs, Manufacturing
	Single Family Detached Dwellings
	Soaps & Cosmetics / Manufacturing
	Sporting Goods & Toys / Manufact
	Stitching & Embroidery Shops
	Sugar & Confectionary Products
	Textile Products (no dyeing & finish)
	Wood Containers / Manufacturing



CITY OF WASHINGTON

MEMORANDUM

DATE: 4 August 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

Respectfully submitted is a departmental and ARRA project update.

Notifications and Awards:

- None

Submittals:

- **Energy Efficiency in Government Buildings Grant** (Government Round 2). 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 is submitting a proposal to upgrade lighting in ten municipal buildings (City Hall, Brown Library, Civic Center, Peterson Building, Susie Grey McConnell Center, Bobby Andrews Center, Impressions building, Communications Center, Fire Station #1 and Warren Airfield, Proposed actions:
 - Replace light bulbs (switching T-12 to T-8 or T-5) and ballasts;
 - Install lighting control technology, including occupancy sensors;
 - Install Dectron energy kit, heating element for pool
- **Main Street Energy Fund:** The State Energy Office is released the Request for Proposals just as I went out on maternity leave. DWOW has contracted the services of Ellen Hoj to assist with grant preparation. This program is designed to assist NC Main Street municipalities with energy upgrades in the central business district. Eleven local businesses received FREE energy audits and five will likely apply: Inner Banks Arts Center, The Moss House, Ruff Kuttz and Haven's Wharf. Application will be submitted August 6th, 2010.

Potential projects:

- **Energy and Transportation grant** The North Carolina State Energy Office (SEO) will award a portion of its Energy Efficiency

Community Block Grants (EECBG) American Recovery and Reinvestment Act (ARRA) funding to City and County governments, public schools K-12, and community colleges for Projects in the **transportation sectors**. Awards may be made for Projects that further the goals stated below:

- ✓ Improving energy efficiency and reducing energy consumption;
- ✓ Displacing petroleum usage;
- ✓ Creating and/or retaining jobs;
- ✓ Reducing greenhouse gas (GHG) and criteria pollutant emissions; and
- ✓ Implementing Projects that could be replicated around the state.

The following projects are eligible for funding at the levels indicated below. See pages nine through twelve for detailed definitions of alternative fuel projects, advanced vehicle technologies, LEDs, and incremental costs.

Project Description Eligible Amount

- ✓ Installation of refueling/recharging infrastructure for alternative fuel vehicles up to 50% of cost
- ✓ Conversion of existing fuel storage tanks to ethanol or biodiesel up to 100% of cost
- ✓ Purchase of advanced technology vehicles up to 50% of incremental cost
- ✓ Lease of advanced technology vehicles up to 50% of incremental cost
- ✓ Installation of idle reduction mechanisms Up to 50% of cost
- ✓ Vehicle conversions, repowers, and retrofits up to 100% of cost
- ✓ Installation of LED street lighting, LED traffic signals, or signal synchronization up to 100% of cost

If a project is identified, the City been asked to submit a project as a sub grantee of the NC Solar Center. NC Solar Center would be the grantee, thus the city's reporting requirements would be minimal.



HUMAN RELATIONS COUNCIL

102 East 2nd Street

Washington, NC 27889

Phone: 252-975-1280

Fax: 252-974-6461

Human Relations Council (HRC) Report Monday August 9, 2010 City Council Meeting

Ms. April Corbett & Mr. Isaac Barrett – Project Next Step Coordinator, Ms. Corbett and assigned Gang Prevention Specialist, Officer Barrett discussed the introduction of summer program Camp D.R.E.A.M. (Dedicated to Rebuilding, Educating, Achieving, and Motivating the youth and community).

Summer Program began June 28 and continues to August 13
8 am-1pm on Monday-Thursday

Located in Old Fort Housing Authority Office

Teachings include but are not limited to:

- GREAT (gang resistance education awareness training)
- Literacy classes
- Drug awareness classes
- Alcoholism awareness classes
- HIV prevention classes
- Social skills classes
- Street Smarts
- Helmet Safety
- Seatbelt Safety
- Role Models
- Guest Speakers

*Breakfast and Lunch provided by Eastern Elementary School

Officer Barrett discussed the collaborative effort with the Boys and Girls Club, Beaufort County Sheriff's Dept., and Project New Hope. Officer Barrett shared the necessity of more volunteers. There are approximately 30 children attending with only two parents that have volunteered.

Joint meeting with Greenville HRC Broad – Councilman Pitt shared that Ms. Cassandra Daniels had been on vacation and a meeting date could not be finalized.

Note: The Human Relations Council was responsible for contributing over \$3,000 through sponsorship in support of the Negro League Baseball Dedication

August 9, 2010

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City Of Washington
Purchase Orders by Department
All PO's
Dates From: 6/1/2010 to: 7/1/2010

Vendor Name	Department	Account Name	Encumbered	Liquidated	Balance	Purpose
(PROJECT BALANCE)	Electric Director	US HWY 17 RELOCATION	881,434	0	881,434	DOT balance carry forward to 2010-2011
(PROJECT BALANCE)	Power Line Construction	INSTALLMENT PURCHASE	364,742	0	364,742	Projects completed, final invoices pending
(PROJECT BALANCE)	Electric Director	HWY 17 230 KV RELOCA	348,231	0	348,231	DOT balance carry forward to 2010-2011
(PROJECT BALANCE)	Solid Waste Collection	NONCAPITALIZED PURCH	200,000	0	200,000	Roll Out Cart's Grant Purchase
(PROJECT BALANCE)	Sub-station Maintenance	NONCAPITALIZED PURCH	199,612	0	199,612	Load Management Project Balance
(PROJECT BALANCE)	Waterfront Docks	CAPITAL OUTLAY	171,861	0	171,861	Waterfront dock's grant project
(PROJECT BALANCE)	Sub-station Maintenance	INSTALLMENT NOTE PUR	147,019	0	147,019	T3 & T4 project completed, final invoices pending
(PROJECT BALANCE)	Parks & Grounds Maintenance	PROPERTY IMPROVEMENT	92,776	0	92,776	Jack's Creek Greenway project
(PROJECT BALANCE)	Airport	VISION 100 GRANT 362	88,541	0	88,541	Airport projects
(PROJECT BALANCE)	Electric Director	NCDOT - RUNYON CREEK	71,177	0	71,177	DOT balance carry forward to 2010-2011
US/FILTER/WALLACE & TIERNAN PRODUC	Wastewater Treatment	CAPITAL OUTLAY	55,000	0	55,000	1st year of 2 year liquid chlorine project
PITT COUNTRY MART	Sub-station Maintenance	GASOLINE PURCHASES	50,000	(12,458)	37,542	Diesel for generators
(PROJECT BALANCE)	Electric Director	HWY 17 BYPASS NORTH	48,407	0	48,407	DOT balance carry forward to 2010-2011
(PROJECT BALANCE)	Electric Director	NCDOT - CLARKS CREEK	44,222	0	44,222	DOT balance carry forward to 2010-2011
IRBY	Power Line Construction	CAPITAL OUTLAY	38,673	(8,896)	29,778	Bridge St. job, parts & materials
(METER TESTING BALANCE)	Electric Meter Services	CONTRACTED SERVICES	30,000	0	30,000	Transformer meter testing
MCNAUGHTON-MCKAY ELECTRIC CO	Wastewater Treatment	CAPITAL OUTLAY	25,000	0	25,000	1st year of 2 year liquid chlorine project
SHERMAN & REILLY, INC.	Power Line Construction	CAPITAL OUTLAY	23,350	0	23,350	Wire trailer
SHEALY ELECTRIC	Electric Meter Services	CAPITAL OUTLAY	21,211	0	21,211	Electric meters
ATLANTIC POWER SYSTEMSOF NC, INC.	Sub-station Maintenance	MAINT/REPAIR EQUIP	20,000	(392)	19,608	Peak shaving generator repair
ITT-FLYGT CORP.	Wastewater Treatment	MAINT./REPAIR PLANT	19,500	0	19,500	Mixer at treatment plant
(PROJECT BALANCE)	Planning & Zoning	CONTRACT SERVICES- N	16,000	0	16,000	Architectural survey grant
ECIVIS, INC.	Planning & Zoning	DUES & SUBSCRIPTIONS	14,850	0	14,850	Grants administration software license
SEABOARD SECURITY SYSTEMS	Brown Library	NONCAPITALIZED PURCH	13,638	0	13,638	Library security system
VC3, INC.	Information Services	PROGRAM ENHANCEMENTS	12,760	0	12,760	Web site rebuild
C.T.E., INC.	Sub-station Maintenance	CAPITAL OUTLAY	12,193	0	12,193	Acre Station generator
COX INDUSTRIES, INC.	Power Line Construction	CAPITAL OUTLAY	10,051	0	10,051	Utility poles
RIVERS & ASSOCIATES INC.	Lift Stations	PROFESSIONAL SERVICE	10,000	(306)	9,694	Main & Respass pump station
R.B. WATKINS	Sub-station Maintenance	MAINT/REPAIR SUBSTAT	9,950	0	9,950	Transformer refurbish- oil
TRANSFORMER MAINTENACE	Sub-station Maintenance	MAINT/REPAIR SUBSTAT	9,863	0	9,863	Transformer refurbish- bushings
ATLANTIC POWER SYSTEMSOF NC, INC.	Sub-station Maintenance	MAINT/REPAIR EQUIP	8,115	0	8,115	Jacket water heater circulator system
WESTINGHOUSE ELECTRIC SUPPLY	Power Line Construction	CAPITAL OUTLAY	8,099	(6,632)	1,467	Materials for power line construction
RIVERS & ASSOCIATES INC.	Pennsylvania Ave. Sewer Project	ENGINEERING	8,000	(4,162)	3,838	Pennsylvania Ave/Havens sewer project
CARGILL INC.-SALT DIVISION	Water Treatment	CHEMICALS	7,440	(4,933)	2,507	Salt
MEGA FORCE ACQUISITION CORP.	Finance	PROFESSIONAL SERVICE	6,850	0	6,850	Finance software upgrade
FLOYD A. BROOKS, JR.	Parks & Grounds Maintenance	MAINT/REPAIR PARKS	6,000	0	6,000	Havens Gardens shelter repair
WESTINGHOUSE ELECTRIC SUPPLY	Sub-station Maintenance	CAPITAL OUTLAY	5,765	0	5,765	Recloser parts & repair
CARGILL INC.-SALT DIVISION	Water Treatment	CHEMICALS	5,115	(98)	5,017	Salt
ENTEK SYSTEMS	Sub-station Maintenance	MAINT/REPAIR RADIO	5,050	0	5,050	Radio transmitter controller
			3,110,495	(37,875)	3,072,620	



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: July 27, 2010
Subject: Appointments to the Human Relations Council
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council appoint _____ to the Human Relations Council, to fill the expiring term of **Cynthia Lovick**, term to expire June 30, 2013.

BACKGROUND AND FINDINGS:

During the July 26, 2010 Council meeting, Council reappointed William O’Pharrow and Cynthia Lovick to the Human Relations Council. Ms. Evelyne Roberson, Chair of HRC, spoke to Cynthia Lovick, several times regarding her reappointment to the board. Ms. Lovick stated that she was committed to another board, and there would be a conflict of meetings, and that she also would like to get someone new appointed to the HRC Board.

Thus, the reappointment of Ms. Lovick to the HRC cannot be fulfilled and the position will need to be filled by another applicant. Ms. Roberson stated she has had conversations with Council liaison and made him aware of the desires of the HRC board.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Applications

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: _____ Concur ___ Recommend Denial ___ n/a ___ No Recommendation_7-27-10_ Date

City of Washington Human Relations Council Application

In the interest of enhancing communication and relationships between all people in the City of Washington, the Washington City Council seeks citizens to serve on the Human Relations Council. Ideal candidates will have a sincere desire to work with all segments of the community to mediate tension and conflict and work to find resourceful solutions to problems.

NAME: Marisol Barr
(please print)

ADDRESS: 1591 East Barr Rd. Chocowinity

PHONE NUMBER (work) 946-0479 (home) 946-3948

Do you live within the corporate limits of Washington? () yes (x) no

Have you ever served, or do you currently serve, on a board or commission for the City of Washington? () yes (x) no

If yes, please indicate the board or commission on which you serve(d).

Do you anticipate a conflict of interest by serving as a member of the Human Relations Council? () yes (x) no

If yes, please explain. _____

Please state the reasons why you feel qualified for this appointment. (Use the back of this form if you need additional space.)

Appointed to serve at the Governor's Advisory Council on Hispanic/Latino Affairs
Appointed to serve at DV Commission representing minorities.

Please note that this information will be used by the City Council in making their appointments to the Human Relations Council. If you are appointed, this information may be used in a news release. It will remain on file for one year after its submission.

Marisol D Barr
(signature)

May 28, 2010
(date)



City of Washington REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Glen Moore
Date: July 27, 2010
Subject: Resolution fixing date for public hearing on the contiguous annexation of the Wheat Field Subdivision.
Applicant Presentation: N/A
Staff Presentation: Glen Moore

RECOMMENDATION:

Adopt the resolution fixing the date for a public hearing on the contiguous annexation of Wheat Field Subdivision located on Old Bath Highway and containing 35.14 acres.

BACKGROUND AND FINDINGS:

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

PREVIOUS LEGISLATIVE ACTION

On July 26, 2010 City Council adopted a resolution directing the Clerk to investigate the petition presented for a contiguous annexation.

FISCAL IMPACT

___ Currently Budgeted (Account _____) ___ Requires additional Appropriation ___ No Fiscal Impact

SUPPORTING DOCUMENTS

Attached resolution, map & Certificate of Sufficiency

City Attorney Review: _____ Date By: _____ (if applicable)
 Finance Dept Review: _____ Date By: _____ (if applicable)
 City Manager Review: _____
 August 9, 2010 Recommend Denial
 No Recommendation 7/30/10 Date
 Page 23 of 60

CERTIFICATE OF SUFFICIENCY

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

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

In witness whereof, I hereunto set my hand and affixed the seal of the City of Washington, this 26th day of July, 2010.


Cynthia Bennett, City Clerk

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

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

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

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

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

Section 1. A public hearing on the question of annexation of the non-contiguous area described herein will be held at the City Council Chambers on the 2nd floor of the municipal building located at 102 East 2nd Street at 6:00 p.m. on Monday, September 13, 2010.

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

Being all of that tract of land noted on that survey "Annexation Map, Wheat Field Subdivision" by Mayo and Associates, P.A. dated February 2, 2005 and being located in Long Acre Township, Beaufort County North Carolina and being more particularly described as follows;

See Attached Map

Together with and subject to covenants, easements, and restrictions of record. Said property contains 35.14 acres more or less.

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

N. Archie Jennings III, Mayor

ATTEST:

Cynthia Bennett, Clerk

WHEAT FIELD SUBDIVISION

PRELIMINARY PLAT
NOT FOR RECORDATION, CONVEYANCES,
SALES OR FINAL DESIGN.
THIS DRAWING IS AN ELECTRONIC FILE
FOR VIEWING ONLY.

ANNEXATION MAP LONG ACRE TOWNSHIP

PRELIMINARY PLAT
NOT FOR RECORDATION, CONVEYANCES,
SALES OR FINAL DESIGN.
THIS DRAWING IS AN ELECTRONIC FILE
FOR VIEWING ONLY.

BEAUFORT COUNTY

NORTH CAROLINA

I, NORWOOD MARTIN MAYO, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY DIRECTION AND SUPERVISION FROM AN ACTUAL SURVEY IN ACCORDANCE WITH THE STATUTES OF THE STATE OF NORTH CAROLINA AND THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

NORWOOD MARTIN MAYO
PROFESSIONAL LAND SURVEYOR
REGISTRATION NUMBER L-1546

SURVEYOR
REGISTRATION NUMBER L-1546

REVIEW OFFICER
STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

I, _____, REVIEW OFFICER OF BEAUFORT COUNTY, CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THE MAP/PLAT TO WHICH THIS CERTIFICATION IS APPLIED MEETS THE STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER

DATE

REGISTER OF DEEDS

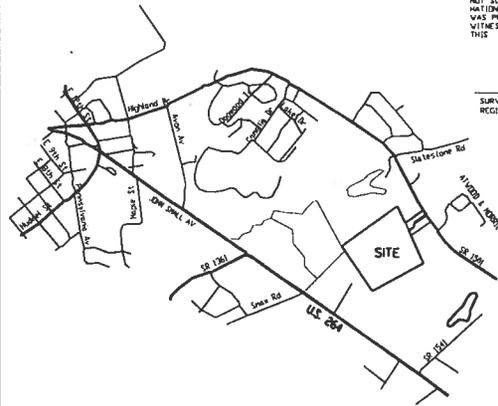
NORTH CAROLINA
BEAUFORT COUNTY
THIS MAP/PLAT WAS PRESENTED FOR REGISTRATION AND RECORDED IN

DHS OFFICE IN PLAT CABINET _____ SLOE _____

THIS _____ DAY OF _____ 2010 AT _____

NEWBERN (EGGERT) BENTHURST BY _____

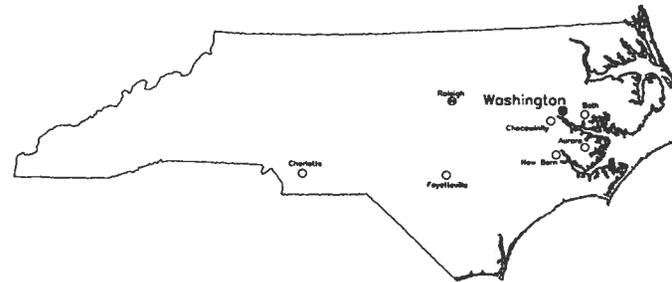
REGISTER OF DEEDS _____ ASST/DEPUTY



VICINITY MAP
NOT TO SCALE

PRELIMINARY PLAT
NOT FOR RECORDATION, CONVEYANCES,
SALES OR FINAL DESIGN.
THIS DRAWING IS AN ELECTRONIC FILE
FOR VIEWING ONLY.

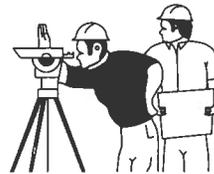
(252) 946-3469
Washington, NC



NORTH CAROLINA

PRELIMINARY PLAT
NOT FOR RECORDATION, CONVEYANCES,
SALES OR FINAL DESIGN.
THIS DRAWING IS AN ELECTRONIC FILE
FOR VIEWING ONLY.

(252) 229-0872
New Bern, NC

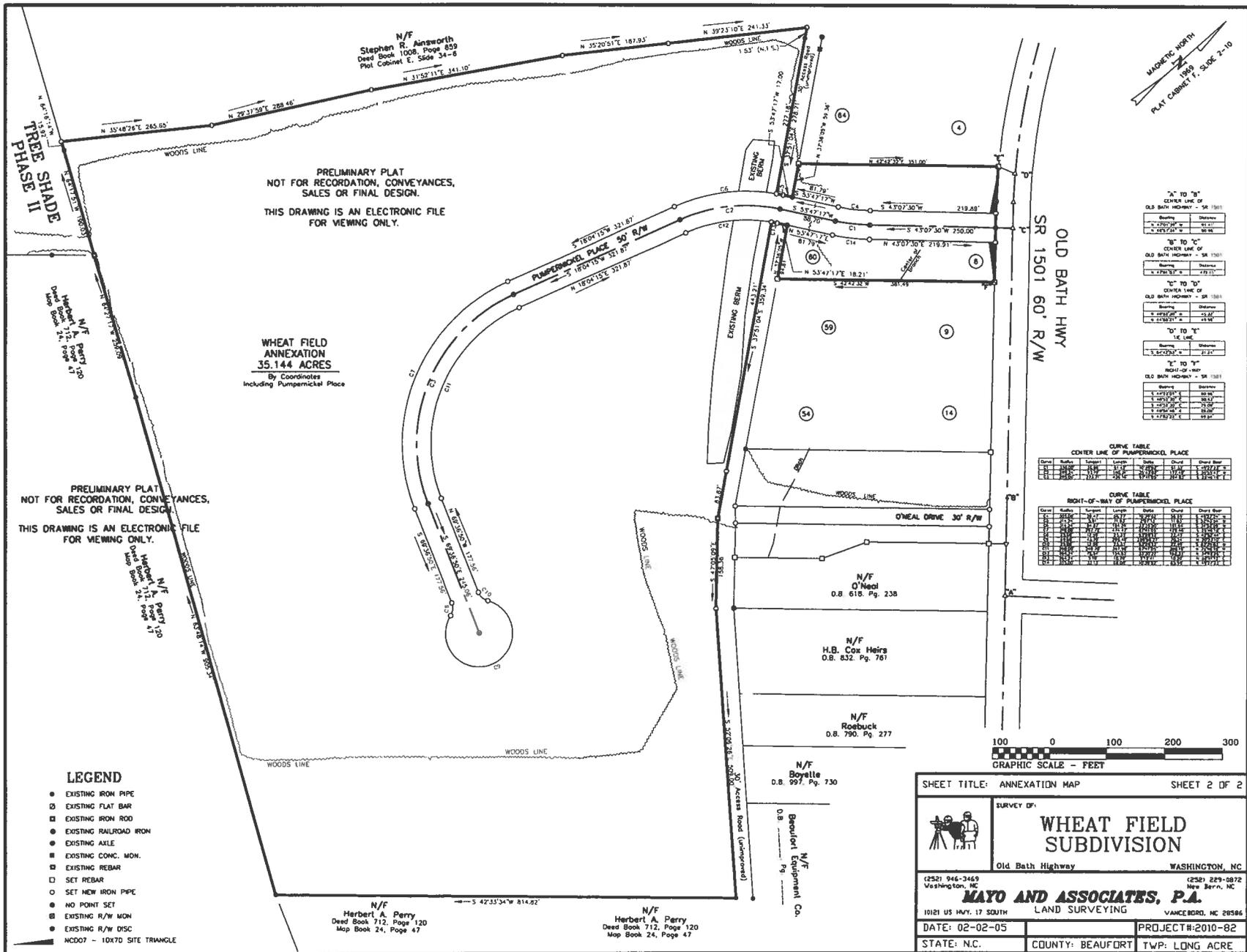


MAYO AND ASSOCIATES, P.A.

10121 US HWY 17 South

LAND SURVEYING

VANCEBORO, NC 28586





City of Washington REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Bianca Gentile, Special Projects
Date: July 28, 2010
Subject: Approve a Program Amendment for the Capacity Building Grant # 08-C-1812

Applicant Presentation: N/A
Staff Presentation: John Rodman, Planning and Development

RECOMMENDATION:

I move that Council support a program amendment to the project description for the Community Development Block Grant: 08-C-1812- Capacity Building; that eliminates the training and hiring of new staff as a function of the grant.

BACKGROUND AND FINDINGS:

There has been a change in the scope of services offered by Washington Housing Incorporated (WHI) for the FY08 Capacity Building Grant. Due to a lack of funding from additional sources WHI proposes to eliminate the hiring of an additional staff person as a function of the grant. WHI will continue to offer counseling services and training to existing staff as well as development assistance to low –to-moderate income residents. The proposed change does not affect the grant match and no budget revisions are required. This action will not have a negative effect on the project timeline or budget. The Division of Community Assistance requires a program amendment to reflect the change of services.

PREVIOUS LEGISLATIVE ACTION:

None

FISCAL IMPACT:

Currently Budgeted (57 3470 000) Requires Additional Appropriation No Fiscal Impact

SUPPORTING DOCUMENTS:

A copy of the complete CDBG grant documents is available in the Planning Department.

City Attorney Review:
Finance Dept Review:
City Manager Review:
 7/20/10 Date

_____ Date By: _____ (if applicable)
 _____ Date By: _____ (if applicable)
 _____ Concur _____ Recommend Denial _____ No Recommendation

John Rodman

August 9, 2010
 Page 28 of 60



CITY OF WASHINGTON

August 9, 2010

Susan Nolan
NC Department of Commerce
1307 Glenwood Avenue, Suite 250
4313 Mail Service Center
Raleigh, NC 27699-4313

Subject: Capacity Building Grant, 08-C-1812, Scope of Work description

Dear Ms. Nolan,

This letter serves to inform the NC Department of Commerce, Division of Community Assistance of the change in the scope of services offered by the City of Washington per grant 08-C-1812. Washington Housing Incorporated, due to the current economic crisis, proposes to eliminate the hiring of a new staff member as a function of the grant. The proposed change does not affect the grant's estimated completion date or budget.

The following items have been included in the hopes of completing the CDBG project amendment process:

- An Application Summary Form signed by the chief elected official
- Revised Project Budget (no change)
- Revised project description
- Evidence of Public Hearing including certified minutes and affidavit of publication

Please feel free to contact me under any circumstances,

Sincerely,

N. Archie Jennings, Mayor

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

August 9, 2010
Page 29 of 60

**I. Application Summary
Capacity Building**

1. Applicant's name		City of Washington	2. Date	
a. Mailing Address		102 East 2 nd Street	7/14/08 Original, dated: 7/26/2010 Amendment, dated:	
b. City and Zip Code		Washington, NC 27889		
c. County		Beaufort County		
d. Contact Person		Bianca Gentile, Special Projects		
e. Telephone Number		252.402.6888		
f. Fax Number		252.946.1965		
g. e-mail address		<u>bgentile@washingtonnc.gov</u>		
3. Preparer's Name		Bianca Gentile	c. Telephone Number	
a. Firm's Name		City of Washington	252.402.6888	
b. Mailing Address		102 East Second Street		
c. City and Zip Code		Washington, NC 27889	f. Fax Number	
d. e-mail address		<u>bgentile@washingtonnc.gov</u>	252.946.7965	
4. Program Category	5. Project Number	6. Project Name	7. CDBG Funds Requested	
C	1	Washington Housing Capacity Building	\$ 75,000.00	
			Total	\$ 75,000.00

10. Certification by the Chief Elected Official

- a) I certify that to the best of my knowledge and belief:
- (1) Data in this application is true and correct,
 - (2) Opportunities have been provided for citizen participation and access to information concerning the proposed activities,
 - (3) This document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached certifications and state standards if the assistance is approved.
- b) I acknowledge that, if funded, this application is part of the Grant Agreement.

c) Typed Name of Chief Elected Official	N. Archie Jennings, III
d) Typed Title	Mayor
e) Signature	
f) Typed Date	July 26, 2010

For DCA Use Only Date Received: _____ Application Number: _____

II. Non-Profit Partner

A. Certification Form

1. Name of Non- Profit: Washington Housing Incorporated
PO Office Box 2312
 Address of Non-Profit: Washington, NC 27889
252.974.1810
 Telephone Number: _____
 Fax Number: 252.946.8700
 E-mail Address: Housingcounsel@yahoo.com
2. Number of years non-profit has existed as an organization: 10
10
3. Number of years organization has had its 501 (c) 3 designation: _____

4. Certification by the Executive Director

<p>a) I certify that information provided on the non-profit organization is true and to the following statements:</p> <p>(1) The capacity building funds to be provided to the organization as a subrecipient will enable the organization to undertake activities heretofore not viable because of a lack of capacity in the organization;</p> <p>(2) If funded, the organization and its Board understand that as a subrecipient of Small Cities CDBG funds, it will inherit the same federal and state requirements and responsibilities as the applicant/grantee.</p> <p>(3) The organization's role in this application has been duly authorized by the governing board of the organization and the organization will comply with the attached certifications and all other federal and state requirements</p>	
b) Typed Name of Executive Director	Marc Recko
c) Typed Title	Executive Director
d) Signature	
e) Typed Date	July 26, 2010

Project Description Narrative

1. How sub-recipient will use capacity building funds

Washington Housing Inc. will use the capacity building funds to inquire and secure necessary steps to make a smooth transition into the next phase of business for the nonprofit which is asset development for moderate to low income residents. Funds from the capacity grant will help set the stage for the new endeavors of WHI.

2. How funds will enable sub-recipient to undertake new activities

Reaching new heights of service will require additional funding to be certain that the very successful programs that are currently run by WHI do not suffer. These include the IDA Program for Homeownership, credit counseling, financial literacy classes, EITC Program and the FSS Program. WHI has a very strong match for the IDA Program for Homeownership of 4:1 and is in the second year of a \$50K grant from Z Smith Reynolds Foundation. The Housing Authority kicked in some seed money for the nonprofit when they took the asset building program over to be run out of their nonprofit, WHI. Nevertheless, in order to move to the new level that is desired and desperately needed in our community, the nonprofit is in need of the capacity funds to firmly plant its feet on new ground for a secure future.

3. CDBG financial assistance is needed to undertake these new activities

The capacity funds will allow aid for salary of existing staff as well as give the nonprofit the boost it needs to expand services and programs. Washington Housing Authority does manage the nonprofit, however, as with most Public Housing Authorities, most funds are designated to services that are approved by HUD and this allows for little outward growth of the Housing Authority or it's nonprofit without seeking outside funds to begin new endeavors such as the one that WHI is pursuing. WHI is embracing all necessary steps at this stage to allow for the purchase of 25 lots at Northgate subdivision with the HD grant offered by the state at a little later date. The hopes of the nonprofit is that this will only be the beginning of a very successful future in the business of asset development for WHI in that WHI will become self-sustaining enough through this first project to finance or to receive financing for the next project.

4. Short and long term goals of sub-recipient

Short term goals:

WHI has worked hard to establish a firm foundation from the first thought of the proposed new project with its working partners such as financial institutions, the City of Washington and other nonprofits. WHI has worked effectively over the past 2 years to bring its board into the work of the nonprofit and will continue to work closely with the board on all new endeavors of the nonprofit in the future. WHI is working to become a HUD approved Counseling Agency which will bring additional funds into the nonprofit. This will allow for further expansion of WHI's already structured counseling program that is currently offered by WHI's Certified Housing Counselor and partners. WHI has and will continue to assess needs of homeownership thru programs that are already in place such as the IDA, FSS and annual reviews of public housing and Section 8 residents. The Northgate project is an opportunity that presented itself to the nonprofit and is a wonderful chance for the nonprofit to take a leap of faith in an area that has been a goal of WHI for some time. This would be the first project of the construction phase of WHI of single family homes. Although Washington Housing Authority has many years experience in construction and management of public housing, this would be the housing authorities first ever project of single family homes. With WHI having many avenues to properly access needs of homeownership and with the resources WHI has available to provide down payment assistance to many potential home buyers through funding partners there is a strong consensus that WHI is ready to move toward providing affordable homes to the citizens that we serve.

Long term goals:

As said in the above paragraph, WHI has been preparing to construct affordable single family homes for 2 years and has worked with all vital entities to lay the ground work for success. WHI has plans to grow the nonprofit in such a way that many opportunities for wealth and housing can be obtained from "just one stop". Currently, Washington Housing Authority owns land in several counties that can easily be transformed into neighborhoods consisting of single family and multi family homes. If WHI receives funding from the Capacity Grant and hopefully the HD grant to follow, this will allow WHI to build up a nice reserve through the homes WHI sells so that in the future when WHI goes before a bank for development needs, WHI can stand on its own to secure financing for future developments.

5. Project expected to result from the CB assistance

The nonprofit, WHI has an opportunity to purchase 25 lots at Northgate sub-division in Washington at well below market price. The lots are owned by a developer and WHI has worked tirelessly over the past year to obtain the right to purchase these 25 lots for the purpose of constructing single family homes on the ½ acre lots. This would be a golden opportunity for WHI to become self sustaining with the sale of each home and ultimately will allow for WHI to secure it's own financing in the future. WHI has researched the project very well, and along the way of administering the IDA Program for Homeownership, WHI has discovered that Washington is vastly lacking in newer affordable homes. Often the government loans that WHI works with as far as down payment assistance and which offer the best interest rates for first time home buyers usually have the stipulation attached that the home being purchased must be newer than 1978. With Washington being the historic waterfront town that it is, home prices are often driven up by the market. So, the need is there to be innovative in meeting construction needs of moderate to low income residents. WHI realized several years ago that we need to be an active player in the establishment of affordable homes for the residents of Beaufort County.

6. Target market

The nonprofit, WHI belongs to The Washington Housing Authority and both entities operate to serve the needs of moderate to low income residents. The Housing Authority meets the basic needs of individuals through providing subsidized housing and the WHI has worked over the last 4 years to assist in building wealth for citizens who have been "left behind" by the changing economy through financial literacy classes, EITC tax program, increased assets through the purchase of a home upon completion or WHI's homeownership program.

7. How sub-recipient works with potential applicants/clients

WHI has operated an IDA program for homeownership for 4 years with its main goal of increasing wealth and building assets for residents who have been affected by the changing economy. In order to reach as many potential citizens as possible, WHI has participated in several housing fairs over the last 4 years and actually spear-headed a county wide Housing Summit for Homeownership just last November with the help of several speakers on a state level as well as presiding county and city officials. The event was well received as it brought over 90 residents to hear various speakers on the subject surrounding homeownership. In addition to being actively involved in the community, WHI strives to participate in financial education of residents as WHI holds 4 classes twice a year on credit repair, pre-homeownership, financial literacy and

increasing assets. Over 60 active partners have been trained to participate in teaching the classes. The FDIC trained over 54 people to teach the "Money Smart" class here in Washington and WHI has established a very close working relationship with The Cooperative Extension's family and consumer education agent. WHI partners with Susan Chase, agent of Cooperative Extension to teach a class called "Money In and Money Out". Another class that WHI offers is the pre-homeownership class where 4 professionals in their respective fields are brought in to talk to the class. All classes are always advertised, free and open to the public at large. WHI takes the opportunity to talk about the IDA Program for Homeownership at each class offered as well as at other events throughout the year. WHI has a certified housing counselor on staff and maintains a set goal of increasing wealth through increased credit scores for citizens of Beaufort and surrounding counties, thus conducting a high degree of one on one counseling with individuals wishing to improve credit by pulling credit reports and counseling on how to repair credit and the impact higher credit scores will ultimately have on increasing one's wealth. Also, WHI has just completed the 4th year of partnering with AARP during tax season where AARP volunteers prepare taxes free for low income and seniors while pressing to take advantage of EITC and other Tax Credits offered which result in increased income for residents. WHI encourages residents to save whether it be their tax refund or whether a participant is in the IDA Program for homeownership, which is a matched savings program. In the IDA Program for the \$1000 that the IDA participant saves in a cooperating bank's saving account, the nonprofit through affiliates match the savings upon graduation of the IDA participant for the purpose of applying the funds to down payment on the participants first home. The Housing Authority also has it's FSS program for qualifying residents, which is money placed in an interest bearing savings account as part of the program which allows the housing authority resident to set specific goals for homeownership or other goals, and upon completion of the program, the entire balance in the savings account can be used toward the down payment of a home. WHI is also a member of the loan pool with North Carolina Housing Finance Agency where participants who have graduated from the IDA program are eligible to receive a soft second loan from NCHFA of up to \$20K at no interest and no payment for up to 30 years as long as the home owner stays in the home. WHI works to layer the down payment assistance as much as possible to help the home buyer purchase an affordable mortgage for years to come.

8. Plans/strategies on developing relationships with partners that lead to future funding sources for future CDBG projects

WHA has a great relationship with Wachovia Bank on operations involving the housing authority. WHI has very strong partnerships with financial

institutions as far as the IDA program and over the last year, WHI began conversing with a few of the banks that are aware of the work WHI is involved with to explore financing opportunities for future construction of single family homes. WHI was told basically the same thing from the banks. While WHA is very strong financially, all money is tied to HUD funds which are untouchable for exploring new opportunities in construction of homes under the nonprofit and while the nonprofit has been in operation for several years and has a proven track record, WHI has not built up the reserve it needs to stand alone in the construction phase of new projects at this time. It has been communicated that with a reserve established in WHI's bank account which would become a reality if WHI receives the capacity and HD grant from NC Department of Commerce, then WHI will be strong enough to stand alone for future financing. To date WHI has met with Wachovia and First Citizens Bank, however, plans do include meetings with BB&T and First South Bank as well. First South Bank is a local bank and has been instrumental in supporting the IDA Program for Homeownership from its beginning and currently holds most of the IDA savings accounts for participants.

9. Other funding sources for activities the sub-recipient plans to undertake in future CDBG project

As stated earlier, WHI is working to complete an application to become a HUD approved counseling agency which will bring additional funding to expand the counseling capabilities of the nonprofit. WHI would hire an additional person to become a certified housing counselor upon receiving funds from the Super Nova which will expand efforts into the 6 surrounding counties served by Washington Housing Authority and further expand upon the already successful counseling program created by the nonprofit. WHI is currently in year 2 of a grant applied for and received by Z Smith Reynolds Foundation and will possibly apply for another round of funding from Z Smith next year. In addition, profits realized from the project at hand will allow the nonprofit additional resources in which to build staff to handle expected growth in WHI. Washington Housing Authority is applying to HUD to receive a grant for the FSS program. This will allow for unification of the Housing Authority and the nonprofit, as WHI works to monitor operations of the FSS program. Additional staff will be brought aboard as needed.



City of Washington REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: James C. Smith, City Manager
Date: July 30, 2010
Subject: Slip lane from W. Main St. to Stewart Parkway at Gladden Street
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move to postpone further action on the Slip Lane from W. Main St. to Stewart Parkway pending the receipt of the report from NCDOT regarding the potential of returning Main Street to two-way traffic.

BACKGROUND AND FINDINGS:

At City Council's April 12 meeting the Public Works Department was directed to install a temporary barricade to close the slip lane from Main Street onto Stewart Parkway for a period of 60 days to test motorist's reaction. The goal was to direct more traffic through the commercial area of Main Street in order to encourage business activity.

The lane was closed from approximately May 1 until shortly after June 30. Reaction was mixed. Many people react negatively to change. Although closing the slip lane caused only a minor inconvenience except for trucks, most motorists resisted continuing down Main Street and turned onto Stewart Parkway regardless. Trucks learned to turn onto Gladden Street from Third Street and continue across Main onto Stewart Parkway to make deliveries. Some increase in business traffic on the commercial sections of Main Street did occur but the impact, based upon conversations with merchants, was largely a visual appearance of increased activity.

The question at this point is whether to abandon the efforts to increase shopper traffic on Main Street or to make the directional effort permanent. Our recommendation is to put the issue on hold temporarily awaiting the report from NCDOT regarding the potential for returning Main Street to a two-way street.

PREVIOUS LEGISLATIVE ACTION

Direction from City Council to the Public Works Department on April 12, 2010 to close the slip lane at the intersection of West Main and Stewart Parkway for 60 days

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

N/A

City Attorney Review: _____ Date By: _____ (if applicable)
 Finance Dept Review: _____ Date August 9, 2010 (if applicable)
 City Manager Review:  _____ Concur _____ Page 37 of 60 Denial _____ No Recommendation 7/30/10 Date



City of Washington

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

MEMORANDUM

DATE: August 3, 2010

TO: Mayor and City Council

FROM: Allen Lewis 
Public Works Director

SUBJECT: Brick Crosswalks at the Intersection of Stewart Parkway and Respass Street.

This is a follow-up to the request from Council on April 12 and May 10 regarding the above subject.

As a reminder, staff was asked to look into making repairs to the existing brick crosswalks rather than replacing them with concrete. It was suggested that we contact the City of New Bern. After speaking with the street superintendent as well as the contractor, it became apparent that the installation of their brick crosswalks was entirely different than what was done on our waterfront. Significant costs would be incurred to remove the existing pavers, as well as the concrete trench underneath, to install brick crosswalks similar to that done by the New Bern. Contact was then made with the original designer of the existing crosswalks, Mr. Bill Foreman who, in turn, contacted the contractor, Fred Adams Paving Company, Inc., that installed the original crosswalks. Both agreed that the concrete trench that the existing brick pavers are set in needs to have holes drilled through it to allow stormwater runoff to drain through rather than sitting in the concrete trench.

At the May 10, 2010 Council meeting, I was instructed to place the proper funding in the budget for my recommendation for the repair of the crosswalks and that it would be discussed during the budget workshop. During budget workshops, we never went through this specific issue due to looking at the broad spectrum of cuts city-wide. Due to the cuts, particularly within the Powell Bill fund, I would suggest that we replace the existing brick with stained concrete as I suggested back in April for an approximate material cost of \$3,000. City forces will be utilized for all labor involved. The other proposals from various contractors for stamped concrete, stamped asphalt or "permanent" repair of the existing brick, ranged in price from \$8,000 to \$17,700.

/al

cc: James C. Smith

August 9, 2010
Page 38 of 60



City of Washington

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

MEMORANDUM

DATE: August 3, 2010

TO: Mayor and City Council

FROM: Allen Lewis 
Public Works Director

SUBJECT: Municipal Agreement with the North Carolina Department of Transportation for Project W-5008 – Widening 15th Street.

This is in reference to the attached agreement noted above.

The referenced agreement is for the widening of 15th Street to provide for a center turn lane from approximately 400 LF west of Washington Street to approximately 400 LF east of Pierce Street. Some key features for consideration in of approving this agreement are that the City shall be responsible for right of way acquisition costs which exceed \$135,000 and utility relocation costs that exceed \$150,000. At this time, staff is still reviewing recently revised plans which significantly reduced right of way acquisition necessary for the project to determine if these figures are sufficient to cover the costs associated with utility relocation. As such, this agreement is submitted for your review only at this time.

/al

cc: James C. Smith

August 9, 2010

NORTH CAROLINA

**TRANSPORTATION IMPROVEMENT PROJECT –
MUNICIPAL AGREEMENT**

BEAUFORT COUNTY

DATE: Revised 7/12/2010

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: W-5008

AND

WBS Elements: 41808

CITY OF WASHINGTON

THIS MUNICIPAL AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the City of Washington, a local government entity, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the Department has plans to make certain street and highway constructions and improvements within the Municipality under Project W-5008, in Beaufort County; and,

WHEREAS, the Department and the Municipality have agreed that the municipal limits, as of the date of the awarding of the contract for the construction of the above-mentioned project, are to be used in determining the duties, responsibilities, rights and legal obligations of the parties hereto for the purposes of this Agreement; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly, including but not limited to, the following legislation: General Statutes of North Carolina, Section 136-66.1, Section 160A-296 and 297, Section 136-18, and Section 20-169, to participate in the planning and construction of a Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the parties to this Agreement have approved the construction of said Project with cost participation and responsibilities for the Project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF THE PROJECT

1. The Project consists of widening SR 1306 (15th Street) from approximately 400 LF west of Washington Street to approximately 400 LF east of Pierce Street for the addition of a left turn lane. The project includes signal modifications at the intersection of 15th Street and Washington Street.

PLANNING, DESIGN AND RIGHT OF WAY

2. The Department shall prepare the environmental and/or planning document, and obtain any environmental permits needed to construct the Project, and prepare the Project plans and specifications needed to construct the Project. All work shall be done in accordance with departmental standards, specifications, policies and procedures.
3. The Department shall be responsible for acquiring any needed right of way required for the Project and shall participate in right of way costs up to a maximum amount not to exceed \$135,000, including administrative costs. Costs which exceed \$135,000 shall be borne by the Municipality. Upon acquiring the right of way, if actual cost exceeds \$135,000 the Municipality shall reimburse the Department in accordance with Provision # 8 stated hereinafter. All work shall be done in accordance with departmental standards, specifications, policies and procedures.

UTILITIES

4. The Municipality shall relocate and adjust all municipally-owned utilities in conflict with the Project. The Department, excluding any betterment work, shall participate in utility relocation and adjustment costs up to a maximum amount not to exceed \$150,000, including administrative costs in accordance with Provision # 9 stated hereinafter. Costs which exceed \$150,000 shall be borne by the Municipality.
 - A. Said work shall be performed in a manner satisfactory to the Department prior to the Department beginning construction of the Project. The Municipality shall make every effort to promptly relocate said utilities in order that the Department will not be delayed in the construction of the Project.
 - B. The Municipality shall make all necessary adjustments to house or lot connections or services lying within the right of way or construction limits, whichever is greater, of the Project.

CONSTRUCTION AND MAINTENANCE

5. The Department shall construct, or cause to be constructed, the Project in accordance with the plans and specifications of said Project as filed with, and approved by, the Department. The Department shall administer the construction contract for said Project.
6. It is further agreed that upon completion of the Project, the Department shall be responsible for all traffic operating controls and devices which shall be established, enforced, and installed and maintained in accordance with the North Carolina General Statutes, the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, the latest edition of the "Policy on Street and Driveway Access to North Carolina Highways", and departmental criteria.
7. Upon completion of the Project, the improvement(s) shall be a part of the State Highway System and owned and maintained by the Department.

FUNDING

8. The Municipality shall participate in the Right of Way costs that exceed \$135,000 as follows:
 - A. Upon completion of acquisition of the right of way, the Municipality shall reimburse the Department all costs that exceed \$135,000, including administrative costs. Any right of way reimbursement owed to the Department (if any) shall be deducted from the Department's reimbursement to the Municipality for the utility relocation and adjustment performed by the Municipality.
 - B. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, North Carolina General Statute 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by the General Statutes of North Carolina, Section 136-41.1 until such time as the Department has received payment in full under the reimbursement terms set forth in this Agreement. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with G.S. 147-86.23.
 - C. Should the Municipality fail to reimburse the Department for said costs (if any) the Department will not proceed with construction of the Project until payment is received.
9. Upon completion of the utility relocation and adjustment and after deducting any reimbursement owed to the Department from the Municipality for right of way costs (if any), the Department shall reimburse the Municipality up to an amount not to exceed \$150,000. Reimbursement to the

Municipality shall be made upon approval of the invoice by the Department's Division Engineer and the Department's Fiscal Section.

- A. The Municipality may bill the Department for actual costs by submitting an itemized invoice and requested documentation to the Department. Reimbursement shall be made upon completion. By submittal of said invoice, the Municipality certifies that it has adhered to all applicable state laws and regulations as set forth in this Agreement.
- B. Force account work is only allowed when there is a finding of cost effectiveness for the work to be performed by some method other than contract awarded by competitive bidding process. Written approval from the Division Engineer is required prior to the use of force account by the Municipality. Said invoices for force account work shall show a summary of labor, labor additives, equipment, materials and other qualifying costs in conformance with the standards for allowable costs set forth in Office of Management and Budget (OMB) Circular A-87 (www.whitehouse.gov/omb/circulars/a087/a087.html). Reimbursement shall be based on actual cost incurred with the exception of equipment owned by the Municipality or its Project partners. Reimbursement rates for equipment owned by the Municipality or its Project partners cannot exceed the Department's rates in effect for the time period in which the work is performed.
- C. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" (www.whitehouse.gov/omb/circulars/a133/a133.html) dated June 27, 2003, the Municipality shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Municipality shall furnish the Department with a copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Municipality's fiscal year ends.
- D. The Municipality shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this Agreement, for inspection and audit by the Department's Fiscal Section.
- E. The Municipality agrees that it shall bear all costs for which it is unable to substantiate actual costs.
- F. Failure on the part of the Municipality to comply with any of these provisions will be grounds for the Department to terminate participation in the costs of the Project.

ADDITIONAL PROVISIONS

10. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.
11. To the extent authorized by state and federal claims statutes, each party shall be responsible for its respective actions under the terms of this agreement and save harmless the other party from any claims arising as a result of such actions.
12. All terms of this Agreement are subject to available departmental funding and fiscal constraints.
13. By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manger, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation , and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED upon that the approval of the Project by the Department is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

CITY OF WASHINGTON

BY: _____ BY: _____

TITLE: _____ TITLE: _____

DATE: _____ DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ of the local governing body of the City of Washington as attested to by the signature of Clerk of said governing body on _____ (Date)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

BY: _____

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

City of Washington

DEPARTMENT OF TRANSPORTATION

BY: _____

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: August 9, 2010
Subject: Capital Project Ordinance RZEDB Storm Water Drainage Projects

Applicant Presentation:
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that the City Council adopt a Capital Project Ordinance to appropriate funds for the recovery zone economic development storm water drainage improvement projects.

BACKGROUND AND FINDINGS:

These projects were adopted in the 2010-2011 Storm Water Fund budget. A budget amendment to reduce the current budget revenues and appropriations is included in today's agenda.

PREVIOUS LEGISLATIVE ACTION

Projects included in 2010-2011 adopted budget.

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact

SUPPORTING DOCUMENTS

Budget Amendment

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review:  Concur _____ Recommend Denial _____ No Recommendation
 _____ Date

**A CAPITAL PROJECT ORDINANCE FOR THE RECOVERY ZONE BOND
STORM WATER PROJECTS
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2010-2011**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is for storm water drainage improvements in the Jack's Creek basin funded by Recovery Zone Economic Development Bonds.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the bond documents.

Section 3. The following amounts are appropriated for the project:

58-90-5710-7400	Capital Outlay	\$3,958,000
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Section 4. The following revenue is anticipated to be available for this project:

58-90-3710-8900	Recovery Zone Bond Proceeds	\$3,958,000
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Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the grantor agency and grant agreement.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments that are due. Reimbursement requests should be made to the loan agency in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this capital project in every budget submission made to the City Council.

Section 9. Copies of this capital project ordinance shall be furnished to the City Clerk, Budget Officer, and Finance Director for direction in carrying out this project.

Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 11. This ordinance shall become effective upon its adoption.

Adopted this the 9th day of August, 2010.

MAYOR

ATTEST:

CITY CLERK



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: August 9, 2010
TO: Mayor and City Council
FROM: Matt Rauschenbach
SUBJECT: 2010-2011 Fee Manual: Electric Deposits

During the budget workshops and the July 26th Council meeting there was discussion about the Electric Deposit policy in the 2010-2011 Fee Manual being inconsistent with the Electric Advisory Board's recommendation that was adopted by the City Council on October 8, 2009.

Attached are the Council Action, Electric Advisory Board's recommendation, 2010-2011 Fee Manual excerpt on Electric Deposits, and the 2009-2010 Electric Deposit excerpt.

In staff's view the 2010-2011 Fee Manual language is consistent with the Advisory Board's recommendation.



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennette & Members of the City Council
From: James C. Smith, City Manager
Date: October 8, 2009
Subject: Approve the Electric Advisory Board recommended changes to the City's utility deposits, extensions, and non-payment disconnect ordinances and policies.

RECOMMENDATION:

I move that City Council adopt the attached Electric Advisory Board's six recommended changes to the City's ordinances and policies as they relate to utility deposits, non-payment disconnects, and extensions.

BACKGROUND AND FINDINGS:

The Electric Advisory Board met on Wednesday, October 7, 2009 to discuss City policies and practices related to utility deposits, extensions, and non-payment disconnects. The Board approved six changes to be recommended to the City Council for action. The six recommendations are attached.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account) Requires additional appropriation No Fiscal Impact
Revenue loss uncertain at this time.

SUPPORTING DOCUMENTS

- Current Deposit Policy
- Customer Service Fee/Policy Comparison
- Recommended Changes

City Attorney Review: Date By: (if applicable)
Finance Dept Review: Date By: (if applicable)
City Manager Review: *JCS* Concur Recommend Denial No Recommendation
10/9/09 Date

Current Deposit Policy

Customer deposits are based on credit worthiness. When new customers apply for service their credit is checked with Online Utility Exchange to determine if a deposit should be charged. If a deposit is charged the amount of deposit is equal to 2/12 of the average annual utility bill at the service location. Our practice has been to cap the residential deposit amount at \$300 for electric. This lesser of 2/12 of the average annual utility bill or \$300 rule also applies to existing customers who do not have a deposit on their account, after they appear on the cut-off list three times or have unpaid returned checks or drafts.

Deposits may be refunded at the customer's request after a fourteen month period if they have paid at least 12 of the 14 utility bills on time and have not been disconnected for non-payment.

10/9/2009

October 9, 2009

Washington Utilities Advisory Board recommends the following changes to the City of Washington's Customer Service policies:

- 1) Increase the number of extensions from 2 per year to 4 per year.
- 2) Allow payment plans for deposits (\$100/month for 2 or 3 months).
- 3) Require deposit on existing customer after 3rd cut-off in 3 years.
(Currently we require a deposit at the time of the 3rd cut-off with no specific period of time).
- 4) Cap residential electric deposit amount to \$200 if the customer provides CSR with social security number so debt can be processed through NC Debt Set-off if needed.
- 5) Charge a maximum of \$300 deposit to all residential customers who refuse to give customer their social security number regardless of credit rating.
- 6) Effective immediately, all deposits will be returned to customers automatically in the form of an account credit if existing criteria for returning deposit has been met. Effective 10/01/2009, customers to receive their deposit back in the form of a credit back to their account after 6 months of no cut-offs. If a cut-off occurs during a six month period, customer will automatically receive their deposit in the form of a credit back to their account after the first six month period of no cut-offs.

Lloyd May
252-945-5761

Deposits - Electric

Definition/Comments – Process deposits for electric utility customers

Fees Charged –

(a) *Residential.* Any person applying for electric services to be furnished to residential premises will have their credit checked using the Online Utility Exchange service. That credit information along with the history of usage at the service address, and the following schedule will be used to determine the amount of deposit charged:

(1) residential electric deposits will be capped at \$200 if the customer provides his/her social security number.

(2) residential electric deposits will be capped at \$300 if the customer does not provide his/her social security number.

Such deposit requirement may be satisfied as follows:

(3) A cash deposit or billed deposit over a period not to exceed 3 months, which shall be refunded by credit to the customer's account at the end of a six month period during which the customer has paid six (6) bills on time and service has not been disconnected for failure to pay and has not had any returned checks or drafts on the account;

(4) Proof that the deposit refund requirements of subsection (a) of this section have been met at another location for which the customer is responsible; or

(5) A personal, written guarantee of payment by a current city customer who has satisfied the deposit refund requirements of subsection (a) of this section.

(b) *Increases.* A deposit may be increased or a new deposit may be required, at the city's discretion, after the customer's third failure to pay a bill in a timely manner, having service terminated for nonpayment, or having a check or draft returned because of insufficient funds or a closed account. This increase shall be the amount as defined in section (a)(1 & 2).

(c) *Commercial.* Any person applying for electric services to be furnished to

2010 - 2011

commercial premises will have their credit checked using the Online Utility Exchange service. It will be determined from that if a deposit shall be charged. Generally, deposits for commercial electric services shall be in an amount equal to two-twelfths of the estimated annual charges. The initial deposit shall be based upon the city's estimate of customer's usage. After six (6) billing periods following the initial deposit, the customer's actual usage will be reviewed, and the deposit adjusted to reflect such actual usage. If the amount of the required deposit is decreased, the difference shall be credited to the customer's account; if the amount of the required deposit is increased, the difference shall be billed to the customer.

(1) Such a deposit requirement may be satisfied as follows:

(a) A cash deposit or billed deposit, which shall be refunded by credit to the customer's account at the end of the first twenty-six-month period during which the customer has paid at least twenty-four (24) bills on time and service has not been disconnected for failure to pay;

(b) Proof that the deposit refund requirements of subsection (a) of this section, have been met at another location within the city's system for which the customer is responsible; or

(c) A surety bond or letter of credit issued by an entity satisfactory to the city; such bond or letter of credit shall be in the amount of the cash deposit and shall be irrevocable for a period of at least twenty-four (24) months from the date of the application.

(2) If the customer chooses to use its credit history at other locations to satisfy the deposit requirement, the customer shall designate all such locations. If service is disconnected at any such location for nonpayment, the city may disconnect service to any or all such locations until the customer pays its account in full.

(d) *Contractors.* Building contractors requesting temporary electric services will not be required to provide a deposit. However, each building contractor or his representative will be required to make a written request showing the date, the location of the service and the name in which the service is required.

(e) *Increases.* A deposit may be increased, at the city's discretion, after the customer's third failure to pay a bill in a timely manner, having service terminated for nonpayment, or having a check or draft returned because of insufficient funds or a closed account. This increase shall be

2010 - 2011

an amount equal to two-twelfths (2/12) of the estimated annual charges for commercial premises.

(f) *Credit, refund, transfer.* When service is disconnected at the customer's request, the deposit shall be credited to the customer's final bill. If any deposit remains, the city will hold the final bill and mail it, along with a city check to the customer at the address given by customer. If the departing customer does not leave a valid forwarding address with the city, any refund will be held for thirty (30) days at city hall before being placed into an inactive status file. Deposit returns apply only to customers who are moving off of the city's system and not to those customers who are transferring service from one location to another within the system in which the deposit shall be transferred with the service.

(g) *Termination of service.* Customers may terminate electric services in person or by phone.

General Ledger Code - 35-90-2500-0000 Electric Consumer Meter Deposits

Previous Legislative Reference - (Code 1972, § 25-11; Code 1993, § 6-33; Ord. No. 86-23, § 1, 11-10-1986; Ord. No. 88-15, § 2, 11-14-1988; Ord. No. 93-2, § 2, 3-8-1993)

Deposits - Electric

Definition/Comments – Process deposits for electric utility customers

Fees Charged –

- (a) *Residential.* Any person applying for electric services to be furnished to residential premises will have their credit checked using an Online Utility Exchange service. It will be determined from that if a deposit shall be charged. Deposits will be charged to residential customers based on the following schedule:

Owners without electric heat.....	\$50.00
Owners with electric heat.....	100.00
Tenants without electric heat.....	100.00
Tenants with electric heat.....	125.00

Or at city's discretion 1/12 annual charges based on payment history at specific location of service request.

Such deposit requirement may be satisfied as follows:

- (1) A cash deposit which shall be refunded by credit to the customer's account at the end of the first fourteen-month period during which the customer has paid at least twelve (12) bills on time and service has not been disconnected for failure to pay;
 - (2) Proof that the deposit refund requirements of subsection (1) of this section have been met at another location for which the customer is responsible; or
 - (3) A personal, written guarantee of payment by a current city customer who has satisfied the deposit refund requirements of subsection (1) of this section.
- (b) *Commercial.* Any person applying for electric services to be furnished to commercial premises will have their credit checked using an Online Utility Exchange service. It will be determined from that if a deposit shall be charged. Generally, deposits for commercial electric services shall be in an amount equal to two-twelfths of the estimated annual charges. The initial deposit shall be based upon the city's estimate of customer's usage. After six (6) billing periods following the initial deposit, the customer's actual usage will be reviewed, and the deposit adjusted to reflect such actual usage. If the

2009-2010

amount of the required deposit is decreased, the difference shall be credited to the customer's account; if the amount of the required deposit is increased, the difference shall be billed to the customer.

- (1) Such deposit requirement may be satisfied as follows:
 - a. A cash deposit, which shall be refunded by credit to the customer's account at the end of the first twenty-six-month period during which the customer has paid at least twenty-four (24) bills on time and service has not been disconnected for failure to pay;
 - b. Proof that the deposit refund requirements of subsection a. of this section, have been met at another location within the city's system for which the customer is responsible; or
 - c. A surety bond or letter of credit issued by an entity satisfactory to the city; such bond or letter of credit shall be in the amount of the cash deposit and shall be irrevocable for a period of at least twenty-four (24) months from the date of the application.
- (2) If the customer chooses to use its credit history at other locations to satisfy the deposit requirement, the customer shall designate all such locations. If service is disconnected at any such location for nonpayment, the city may disconnect service to any or all such locations until the customer pays its account in full.
- (c) *Contractors.* Building contractors requesting temporary electric services will not be required to provide a deposit. However, each building contractor or his representative will be required to make a written request showing the date, the location of the service and the name in which the service is required.
- (d) *Reconnections.* A deposit may be required on any account not having a deposit if the customer fails to pay his bill and service is disconnected for failure to pay. Such deposit must be made before service is reconnected.
- (e) *Increases.* A deposit may be increased, in the city's discretion, upon the customer's third failure to pay a bill in a timely manner, having service terminated for nonpayment or having a check or draft returned because of insufficient funds or a closed account. This increase shall be an amount equal to one-twelfth of the estimated annual charges for residential premises or two-twelfths of the estimated annual charges for commercial premises.
- (f) *Credit, refund, transfer.* When service is disconnected at the customer's request, the deposit shall be credited to the customer's final bill. If any deposit

2009-2010

remains, the city will hold the final bill and mail it, along with a city check, to

the customer at the address given by customer. If the departing customer does not leave a valid forwarding address with the city, any refund will be held for thirty (30) days at city hall before being placed into an inactive status file. Deposit returns apply only to customers who are moving off of the city's system and not to those customers who are transferring service from one location to another within the system; the deposit shall be transferred with the service.

- (g) *Termination of service.* Each customer must appear personally to apply for or terminate electric service with the city.

General Ledger Code - 35-90-2500-0000 Electric Consumer Meter Deposits

Previous Legislative Reference - (Code 1972, § 25-11; Code 1993, § 6-33; Ord. No. 86-23, § 1, 11-10-1986; Ord. No. 88-15, § 2, 11-14-1988; Ord. No. 93-2, § 2, 3-8-1993)



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Allen Lewis, Public Works Director *ALL*
Date: 08-02-10.
Subject: Adopt a resolution authorizing the City Manager to request for grant assistance from the State of North Carolina through the Construction Grants and Loans Section of the Division of Water Quality for the construction of a new pump station near Main and Respass and approve request for transfer of funds.

Applicant Presentation: N/A
Staff Presentation: Allen Lewis

RECOMMENDATION:

I move Council adopt a resolution authorizing the City Manager to request loan assistance from the State of North Carolina through the Construction Grants and Loans Section of the Division of Water Quality for the construction of a new pump station at Main and Respass.

BACKGROUND AND FINDINGS:

As you may recall, this is a project which has been discussed numerous times in the last eighteen (18) months. We wish to pursue funding for this project that allows for the construction of a new pump station near Main and Respass Streets. As a reminder, the current pump station at this location is below the 100-year flood level and subject to flooding during storm surges that flood Stewart Parkway. If awarded, this loan will allow for the slight relocation of the pump station with a flood-proof station, placing the controls for this pump station above the 100-year flood level and the purchase of back-up generator dedicated to this location allowing for continuous operation of the pump station, even during a power outage. Depending on the rating priority of this project with Construction Grants and Loans, funding may include as much as a 50% principal forgiveness loan. The remainder of the loan would be at a low interest rate to be determined at a later date but historically should not exceed 3%.

PREVIOUS LEGISLATIVE ACTION

Numerous action items in the last 18 months including as recently as June 1, 2010.

FISCAL IMPACT

___ Currently Budgeted (Account _____) ___ Requires additional appropriation X No Fiscal Impact

SUPPORTING DOCUMENTS

Attached resolution authorizing the City Manager to execute and file applications and supply information that the State of North Carolina, through the Construction Grants and Loans Section of the Division of Water Quality, may request on behalf of the City.

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *ALL* Concur August 9, 2010 Recommendation Denial ___ No Recommendation 8/4/10 Date

AUTHORIZING RESOLUTION BY GOVERNING BODY OF THE APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and Safe Drinking Water Act Amendments of 1996 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater or drinking water system improvements, and

WHEREAS, The City of Washington has need for and intends to construct a new Pump Station above the 100 year flood level to replace the existing Main & Respass Pump Station which is below the 100 year flood level, to prevent flooding and pollution, and

WHEREAS, The City of Washington intends to request state grant or loan assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF WASHINGTON:

That City of Washington will arrange financing for all remaining costs of the project, if approved for a State grant or loan award.

That the City of Washington will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the City of Washington agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Washington to make scheduled repayment of the loan, to withhold from the City of Washington any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the City of Washington will provide for efficient operation and maintenance of the project on completion of construction thereof.

That James C. Smith, City Manager, and successors so titled, is hereby authorized to execute and file an application on behalf of the City of Washington with the State of North Carolina for a grant or loan to aid in the construction of the project described above.

That James C. Smith, City Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the City of Washington has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9th day of August, 2010, at Washington, North Carolina.

Archie Jennings, Mayor

August 9, 2010

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