



COMMITTEE OF THE WHOLE  
JUNE 27, 2011  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

1. Approve – Classification and Pay Grade Changes **(pg 2)**
2. Appointments – to Various Boards, Commissions, and Committees**(pg 7)**
3. Amend - User Fee Schedule for Fiscal Year 2011/2012, Electric Deposits**(pg 34)**
4. Award – Contract for Completion of City's Comprehensive Plan Update**(pg 38)**
5. Memo - Personnel Policy Chapter 9 – Car Allowance**(pg 39)**
6. Adopt – Electric Rate Schedules **(page 41)**
7. Adjourn – Until Monday, July 11, 2011 at 5:30pm 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:** Peter T. Connet, Interim City Manager & Susan Hodges, Human Resources Director  
**Date:** June 27, 2011  
**Subject:** Classification and Pay Grade Changes  
**Applicant Presentation:** Becky Veazey, The MAPS Group  
**Staff Presentation:** Susan Hodges, Human Resources Director

**RECOMMENDATION:**

I move that the City Council authorize the City Manager to implement the classification and pay grade changes for the positions in the Information Technology and Police departments that have been affected by reorganization and as recommended by the MAPS Group effective July 3, 2011.

**BACKGROUND AND FINDINGS:**

The City's Technology Services Director retired in December, 2010 and after much consideration, the decision was made to outsource the day to day information technology systems administration. This transition significantly impacted the Data Systems Specialist, the only remaining position in the department. This position has retained considerable responsibility for the information technology function for the City, including internal coordination, administration, special projects, help desk monitoring, coordination with the contractor, etc.

The Police Department has also had a recent retirement in the evidence and records division. With this change in staff, Police Chief Reed has decided to reorganize the telecommunications, records and evidence functions with the intent to better utilize civilian staff where possible and sworn law enforcement officers in the capacities that require sworn status. The reorganization combines records, evidence and telecommunications into one unit with one supervisor. The Telecommunications Supervisor has been assigned the additional responsibility of overseeing Police evidence and records, in addition to the Telecommunications function. This reorganization can be supported within the current budgeted salary allocation and does not change staffing levels.

Due to the significant impact of the restructuring activities noted above on the duties and responsibilities of several positions, classifications were reviewed and reclassification requests are being submitted for Council consideration in accordance with City of Washington Personnel Policy Article II., Section 4.

A copy of the report from The MAPS Group consultant describing the recommended changes is attached.

**PREVIOUS LEGISLATIVE ACTION**

None

**FISCAL IMPACT**

Currently Budgeted (Account: varied)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

The MAPS Group, Washington Report

---

City Attorney Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
Finance Dept Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
City Manager Review: Pre Concur  Recommendation  Denial  No Recommendation 6/27/11 Date

## **Police Support Services Reorganization**

### **Background**

The Police Department is reorganizing the telecommunications, records and evidence function with the intent to better utilize civilian staff where possible and sworn staff in capacities that require the sworn status. The reorganization combines records, evidence and telecommunications into one unit with one supervisor. The supervisor previously over telecommunications is recommended by the Chief to take on the newly combined unit supervisor role. Attached please find the current and recommended organization charts.

### **Classification Recommendations**

The Telecommunications Supervisor, currently salary grade 16, who is taking on responsibility for supervising records and evidence is recommended for the new classification of Police Support Services Supervisor. The employee currently supervises five telecommunicators and will take on two additional positions in records and evidence. Work with evidence has significant consequence of error and significant liability for the organization. Chain of custody, security, accuracy of records are all of significant importance since evidence includes drugs, cash, weapons, and other items of value. The role is responsible for insuring that both evidence records and all departmental incident reports, accident reports, etc. are maintain accurately, confidentially, and up to date. Along with telecommunications and DCI operations, the records and evidence functions also require knowledge of a variety of laws, regulations, departmental policies and procedures, and strong public contact skills. The role will also require significant supervisory knowledge and skills. Salary data (see next page) results in salary grade 21 recommendation

The reorganization results in the elimination of the current classification of Evidence and Records Specialist salary grade 15. This position, now vacant, had primary accountability for evidence records and custody and supervised and participated in the police records function. This position and one currently filled and classified as Police Records Clerk, salary grade 13, are recommended for the new classification of Records and Evidence Specialist, salary grade 14. The change in title reflects that, in these roles, more time is spent on records than on evidence. These two positions are planned to share responsibility for the these two functions under the supervision of the Police Support Services Supervisor.

Class specifications for these two new roles are found following this report.

### **Salary Data Analysis**

**Police Support Services Supervisor.** Because most of the comparison organizations do not have an exact match for the recommended Washington jobs, we looked at the Telecommunications Supervisor data also for the Support Services Supervisor positions recognizing that adding records and evidence adds responsibility and thus means a higher salary grade than just telecommunications. It was clear from the salary data that the current Telecommunications Supervisor is significantly below the market range. In adding the new responsibilities, we would normally recommend salary grade 23. However, this would take the range higher than the current Police patrol unit supervisors (currently salary grade 21 which is also probably low), so for internal equity reasons we are recommending salary grade 21.

**Records and Evidence Specialist.** We did not find any roles with this combination so we looked at data for the records and evidence roles separately recognizing that the evidence role is the higher level responsibility. For just the records role, salary data indicates assignment to salary grade 15.

Adding the evidence responsibilities, salary data leads to salary grade 15; however, for internal equity with Telecommunicator and Administrative Support Specialist classifications at salary grade 14, and with major accountability for evidence being with the supervisor, we are recommending salary grade 14.

### **Information Technology**

The City has outsourced the day to day information technology systems administration. The remaining technology position, currently classified as Data Systems Specialist still retains considerable internal coordination, administration, special projects, and help desk responsibilities. Work includes server monitoring and coordination with the contractor; response to help desk requests from City Departments for problems with software, hardware and peripheries; preparing budget and purchasing supplies including reviewing departmental technology requests for consistency with City long range plans and needs; programming the PEG channel; managing various service contracts; managing equipment replacement schedule; and various special projects such as coordinating migration to voice over IP telephone system; updating all switchers; running fiber to Fire Station 2; installation of credit card reader and driver's license scanner; etc. Recommend classification of Technology Administrator. The role is somewhat unique in that there is significant independence of action. The comparisons from all of the other organizations have a department head with ultimate accountability for the technology function that oversees their performance. The level of independence in this position makes it stronger. Based on market data analysis and internal equity, recommend allocation to salary grade 24.

**Salary Survey Summary  
City of Washington**

Organization	Telecommunications Supervisor		Police Support Services Supervisor		Records Clerk		Evidence Specialist		Technology Administrator	
	hiring	maximum	hiring	maximum	hiring	maximum	new:Records&Evidence	hiring	maximum	
<b>Clayton</b> <b>13,700</b>										
<b>Clinton</b> <b>8,845</b>					\$27,872	\$41,808				
<b>Greenville</b> <b>81,092</b>			\$48,318	\$72,384			\$30,492	\$45,801	\$43,804	\$65,324
<b>Kinston</b> <b>22,675</b>					\$28,388	\$39,704	\$27,057	\$37,852	\$41,659	\$58,382
									\$37,832	\$53,016
<b>New Bern</b> <b>26,155</b>	\$33,909	\$61,351			\$26,486	\$47,923			\$52,901	\$95,695
									\$43,413	\$78,537
<b>Smithfield</b> <b>13,088</b>							\$25,355	\$47,034		
<b>Tarboro</b> <b>10,383</b>	\$36,665	\$58,300			\$28,059	\$42,930				
<b>Wilson</b> <b>50,652</b>			\$35,409	\$53,114	\$27,661	\$41,492	\$32,079	\$48,118	\$52,565	\$78,848
			Records only						\$39,085	\$58,627
<b>Averages</b>	\$35,287	\$59,826	\$41,864	\$62,749	\$27,693	\$42,771	\$28,746	\$44,701	\$44,466	\$69,776
<b>Washington Current</b> <b>10,216</b>	\$29,041	\$42,981			\$25,087	\$37,129	\$27,658	\$40,934	\$33,619	\$49,756
	16				13		15		19	
<b>Market Salary Grade</b>			\$40,864	\$60,479			\$27,658	\$40,934	\$42,907	\$63,502
			23				15		24	
<b>Recommended Salary Grade</b>			\$37,065	\$54,856			\$26,341	\$38,985	\$40,864	\$60,479
<b>based on internal equity</b>			21				14		23	

**CLASSIFICATION & PAY GRADE RECOMMENDATIONS - The MAPS Group**

6/27/2011

<u>CURRENT CLASSIFICATION</u>	<u>CURR GRADE</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>REC GRADE</u>	
<b><u>POLICE</u></b>				
Telecommunications Supervisor	PG 16	Police Support Services Supervisor	PG 21	
Records Clerk	PG 13	Records & Evidence Specialist	PG 14	
Evidence & Records Specialist	PG 15	Records & Evidence Specialist	PG 14	
		<b>POLICE DEPT. TOTAL COST</b>	<b>\$1,618</b>	<b>Available from O/T line which will be reduced due to re-organization</b>
<b><u>INFORMATION TECHNOLOGY</u></b>				
Data Systems Specialist	PG 19	Technology Administrator	PG 23	
		<b>INFORMATION TECH. TOTAL COST</b>	<b>\$5,529</b>	<b>Note: Eliminated full-time position f/y 2011-12</b>



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk  
**Date:** June 14, 2011  
**Subject:** Appointments to Various Boards, Commissions, and Committees  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

**See attached recommended motions**

**BACKGROUND AND FINDINGS:**

Block advertisements were run in the Washington Daily News on three separate occasions for vacancies for expiring terms on various boards, commissions, and committees, with the application deadline being May 20, 2011 at 5:00 p.m. Copies of all applications received were distributed to department heads to allow them time to meet with their Council liaison.

Recommendations will be made by the Council Liaisons at the Council meeting.

**PREVIOUS LEGISLATIVE ACTION**

Continued from June 13, 2011 meeting

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Board Applications

City Attorney Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
 Finance Dept Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
 City Manager Review: *PTC 6/27/11* Date Concur: \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No recommendation \_\_\_\_\_

**ACTIONS SUGGESTED:**

**A. Planning Board – To fill expiring term of Jane Alligood**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Planning Board, to fill the expiring term of **Jane Alligood** term to expire June 30, 2014.

**B. Enlarged Planning Board – To fill expiring term of Robert Henkel**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Enlarged Planning Board, to fill the expiring term of **Robert Henkel** term to expire June 30, 2014.

**C. Historic Preservation Commission - To fill the expiring term of Jerry Creech, Scott Sipprell and Chris Collier**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Historic Preservation Commission to fill the expiring term of **Jerry Creech** term to expire June 30, 2014.

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Historic Preservation Commission to fill the expiring term of **Scott Sipprell**, term to expire June 30, 2014.

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Historic Preservation Commission to fill the expiring term of **Chris Collier**, term to expire June 30, 2014.

**D. Human Relations Council – To fill the expiring term of Evelyne Roberson, Rick Gagliano, Ann Cherry and Florence Lodge**

I move that the City Council appoint \_\_\_\_\_ to the Human Relations Council, to fill the expiring term of **Evelyne Roberson**, term to expire June 30, 2014.

I move that the City Council appoint \_\_\_\_\_ to the Human Relations Council, to fill the expiring term of **Rick Gagliano**, term to expire June 30, 2014.

I move that the City Council appoint \_\_\_\_\_ to the Human Relations Council, to fill the expiring term of **Florence Lodge**, term to expire June 30, 2014.

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Human Relations Council, to fill the expiring term of **Ann Barbee Cherry**, term to expire June 30, 2014.

**E. Animal Control Appeal Board – To fill the expiring term of Dee Congelton and Tucker Talley**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Animal Control Appeal Board, to fill the expiring term of **Dee Congelton**, term to expire June 30, 2014.

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Animal Control Board, to fill the expiring term of **Tucker Talley** with a term to expire June 30, 2014.

**F. Washington Electric Utilities Advisory Commission – To fill the expiring term of Don Wilkinson(Washington Park), Ric Miller(Bath) and Dallas Congelton(inside)**

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Washington Electric Utilities Advisory Commission to fill the expiring term of **Dallas Congelton(inside)**, term to expire June 30, 2014.

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Washington Electric Utilities Advisory Commission to fill the expiring term of **Don Wilkinson(Washington Park)** term to expire June 30, 2014, subject to the concurrence of the Washington Park Board.

I move that the City Council appoint/reappoint \_\_\_\_\_ to the Washington Electric Utilities Advisory Commission to fill the expiring term of **Ric Miller(Bath)**, term to expire June 30, 2014, subject to the concurrence of the Bath Town Board.

**G. Mayor’s Certificate of Appointment of Tim Ware as Commissioner to the Washington Housing Authority**

Pursuant to state law, I hereby appoint Tim Ware as a member of the Washington Housing Authority. As provided by law, this appointment is subject to Council approval. Tim Ware’s term will expire June 30, 2016.

Primary Board Planning Board Other Boards \_\_\_\_\_

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

NAME Ron Price  
(Please Print)

ADDRESS 924 Isabella Ave Ext. Washington, D.C.

PHONE NO. (BUSINESS) cell 252 902 7014 (HOME) 252-833-4584

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 2 YEARS

YEARS OF EDUCATION 15-16 plus

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO ( )  
IF YES, PLEASE INDICATE currently on Board of Adjustment

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

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

2 YEARS ON Pitt County Planning Board

2 YRS ON Pitt County Development Comm

current member Board of Adjustment

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

See Also Resume attached  
Signature Ronald Price

Date 5-1-11

## Ronald (Ron) Forbes Price

The following consists of my business, service organizations and community involvement, past and present.

### BUSINESS – Currently

- President for Partners for Profit Investment Club
- Semi-retired
- Expert witness in insurance
- Insurance Consultant and consultant in purchasing and selling insurance agencies
- Licensed Real Estate Broker, North Carolina (inactive)
- Real Estate Investor

### BUSINESS – Previously

- Principal and Vice President of Cypress Insurance Group, Ft. Lauderdale, Florida
- President of Culbreth Insurance Inc., Ft. Lauderdale, Florida
- President of Roberts-Price Insurance Agency, Rocky Mount, North Carolina
- President of Admiral Insurance Agency, Ft. Lauderdale, Florida
- Sr. Vice President of D.R. Mead & Company, Miami and Ft. Lauderdale, Florida (Mortgage Bankers and Insurance Agents)

### ORGANIZATIONS

- Former member of Pitt County Planning Board
- Former member of Pitt County Development Commission
- U.S. Army Veteran
- Insurance Instructor
- Past Vice President and Director of The Business Forum of Broward and Palm Beach Counties, Florida
- Past President and Director of Independent Insurance Agents of Broward County, Florida
- Education Committee for the N.C. Independent Insurance Agents Association
- Insurance Agent of Record for cities of Oakland Park, Lazy Lakes, Tamarac, Lauderdale-by-the-Sea, and Broward County, Florida

### COMMUNITY INVOLVEMENT (Past)

- Board Member-Fraternal Order of Police Auxiliary (FOPA), Rocky Mount, NC
- Board Member-Rotary International, Ft. Lauderdale, Florida
- Board Member-United Hearing and Deaf Services, Ft. Lauderdale, Florida
- Rotary Club Member, Bethel, N.C. (Past)
- Co-Founder of Down East Pig Cook-Off (Festival of the Arts), Rocky Mount, NC
- Cluster Director of Boundbrook Condo Assoc., West Palm Beach, Florida
- Sponsor and Organizer of Charity Benefits
- Other community projects

Primary Board Historic Preservation Commission Other Boards \_\_\_\_\_

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

NAME Jerry Creech  
(Please Print)

ADDRESS 527 w. 2nd St., Washington, N. C. 27889

PHONE NO. (BUSINESS) 252.714.3564 (HOME) 252.946.7839

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 26 YEARS

YEARS OF EDUCATION 15

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Historic Preservation Commission

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

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

Was appointed to fill a former member and would like to continue with a full term on the board

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

Jerry Creech  
Signature

5.13.2011  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Primary Board Historic Preservation Commission Other Boards \_\_\_\_\_

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

NAME Virginia M. Finnerty  
(Please Print)

ADDRESS 400 East Main St.

PHONE NO. (BUSINESS) 252-946-5001 (HOME) 252-946-5001

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 1 1/2 YEARS

YEARS OF EDUCATION 19

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE \_\_\_\_\_

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

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT(S)

(OPTIONAL): Use back of sheet if additional space is needed

I live and own a business in the historic district  
and therefore have a vested interest in its preservation.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

Virginia M. Finnerty  
Signature

5/12/11  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

HPC

Primary Board Historic Preservation Commission Other Boards \_\_\_\_\_

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

NAME Monica Ferrari  
(Please Print)

ADDRESS 604 West 2nd St, Washington, NC 27889

PHONE NO. (BUSINESS) <sup>(cell)</sup> 910-297-0582 (HOME) 252-975-1698

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 3 YEARS

YEARS OF EDUCATION 16 B.S. Elementary Ed.

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Animal Control Appeals Board

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

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT(S)

(OPTIONAL): Use back of sheet if additional space is needed

I currently reside in a 100 yr. old home in the Historic District of Washington. We renovated this house while keeping everything in its original character. I feel

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

Monica Ferrari  
Signature

5-18-11  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

strongly that owners of historically significant homes and businesses should be responsible to keep the integrity of our local architecture.

I will be fair and diligent in my research and decisions according to our Guidelines For Property Owners.

Primary Board Historic Preservation Commission Other Boards \_\_\_\_\_

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

NAME Edward M. Hodges, Jr.  
(Please Print)

ADDRESS 101 E. 10th Street

PHONE NO. (BUSINESS) \_\_\_\_\_ (HOME) 252-946-4638

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 58 YEARS

YEARS OF EDUCATION college grad.

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE \_\_\_\_\_

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

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT(S)

(OPTIONAL): Use back of sheet if additional space is needed

I am a retired history teacher. I am very interested  
in local history. I grew up on East Main Street.

Historic preservation in Washington is a primary  
concern of mine. I live in the proposed Market St.  
Historic District.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

Edward M. Hodges Jr.  
Signature

5/27/11  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Primary Board HPC Other Boards \_\_\_\_\_

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

NAME JUDITH T. HICKSON  
(Please Print)

ADDRESS 627 WEST 2ND STREET

PHONE NO. CELL (BUSINESS) 516-972-2599 (HOME) 974-1033

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 3 YEARS

YEARS OF EDUCATION MA plus

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE \_\_\_\_\_

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

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT(S)  
(OPTIONAL): Use back of sheet if additional space is needed  
I LIVE IN THE HISTORIC DISTRICT (WILLIAMS HOUSE 1857) AND WANT TO SEE OUR HISTORIC BUILDINGS PRESERVED AND ENHANCED.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

J. Hickson  
Signature

May 31, 2011  
Date

**City of Washington Human Relations Council Application Form**  
Please submit your completed form to the office of the City Clerk, PO Box 1988,  
Washington, NC 27889 or by email [cbennett@washingtonnc.gov](mailto:cbennett@washingtonnc.gov)

Name DR. F. SUSAN MUIZRELL

Address 1610 VAN NORDEN STREET, WASHINGTON, N.C. 27889

Phone Numbers (252) 946-3417 (Business) \_\_\_\_\_ (home, cell or both)

Email Address \_\_\_\_\_

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

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

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

BROWN LIBRARY BOARD OF TRUSTEES (12 YEARS)  
my term expires 6 June 11

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

If yes, please explain. \_\_\_\_\_

Please state the reasons why you feel qualified for this appointment.

I have accomplished a Bachelor of Arts, Master of Arts, and Doctoral degrees in Administration and Counseling. I have had the opportunity to be selected and serve on the City Planning Board, Salvation Army Board, Boy & Girls Club, and past president for the Key Women of America, Inc. Also, 1st Lt. in the U.S. Army

Dr. F. Susan Muizrell  
(Signature)

2 May 11  
(Date)

**City of Washington Human Relations Council Application Form**

Please submit your completed form to the office of the City Clerk, PO Box 1988,  
Washington, NC 27889 or by email [cbennett@washingtonnc.gov](mailto:cbennett@washingtonnc.gov)

Name Ann Barbee Cherry

Address 208 Ellison Road, Washington, NC 27889

Phone Numbers \_\_\_\_\_ (Business) 252.945.1666 (home, cell or both)

Email Address AnnCherry2009@gmail.com

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

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

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

Human Relations Council

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

If yes, please explain. \_\_\_\_\_

Please state the reasons why you feel qualified for this appointment.

I am currently serving on the board and trying hard to be a contributing member.

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.

Ann Barbee Cherry  
(Signature)

5/10/2011

(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: J LORENCE E LODGE  
(please print)

ADDRESS: 855 Magnolia School Rd Wash DC 27829

PHONE NUMBER (work) \_\_\_\_\_ (home) 946-2167

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

Have you ever served, or do you currently serve, on a board or commission for the City of Washington? ( ) yes (  ) 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 (  ) 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.)

I am interested in my County & my community. I love to serve wherever is needed in helping others. We might can't solve all the problems but we can provide a listening ear & hopefully solve as many as possible.

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 be remain on file for one year after its submission.

J Lorence E Dodge  
(signature)

5 - 20 - 2011  
(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: Sandra Albritton  
(please print)

ADDRESS: 40 Camel Dr.

PHONE NUMBER (work) \_\_\_\_\_ (home) 252-975-3742

e-mail address \_\_\_\_\_

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

Have you ever served, or do you currently serve, on a board or commission for the City of Washington? ( yes) ( 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) ( 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.)

I live in this community and have a deep love and concern for it. What goes on here affects and concerns others as well as myself. I feel that I could add to my community

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.

Sandra Albritton  
(signature)

**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: Valerie L. Bannister

(please print)

ADDRESS: 821 W. 2nd Street Washington NC 27889

PHONE NUMBER (work) 252-975-1500 x409 (home) 252-833-4547

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

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

If yes, please explain. \_\_\_\_\_

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

My experiences the last 30 plus years as a relationship builder and advocate for adoptive children, elder care, home ownership, education of and women's rights, chamber of commerce for minority business, inter-cultural exchange, real estate political action, and a M.S.M. degree in Leadership make me a viable candidate.

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 be remain on file for one year after its submission.

Valerie L. Bannister

(signature)

6/8/11

(date)

## **Valerie Bannister**

Valerie Bannister, a resident of Beaufort and Brunswick County NC, is a native New Yorker. She spent her adult life in Baltimore Maryland where she received her B.A. degree in Sociology from Morgan State University. While in Baltimore she married her husband of 38 years Jerome. They have 1 son, 2 adopted daughters, and 9 grandchildren. In Baltimore, Valerie an active advocate for adoptive families, was awarded, along with her husband, the state Adoptive Family of the Year award for 1991.

Arriving in Lehigh Valley PA in 1995, Valerie sat on the boards of the Home Ownership Council, Lehigh Valley Council on Aging, American Association of University Women – Allentown and the Tri-City African American Chamber of Commerce. She also worked with others to form the Lehigh Valley Aging in Place Coalition.

Since arriving in North Carolina, in 2006, Valerie and her husband built their home on Holden Beach mainland. Valerie volunteered with Brunswick Community Colleges annual Inter-cultural Festival, and was a founding member of the SW Brunswick County Newcomers. As a licensed NC Real Estate Broker she was appointed member of the Brunswick County Realtors Association's Political Action Committee. Arriving in Beaufort County in 2011 she participated in several workshops with Reemployment Services of the Employment Security Commission of North Carolina.

Valerie is a graduate of Rosemont College Master of Science in Management (MSM) program, with a major in Leadership. This degree aligns with her focus on the behavioral, psychological and sociological aspects of business. As Rosemont's program states "all business regardless of fiduciary responsibility and organizational structure, is based upon relationships."

June 8, 2011

Dear Councilpersons,

Thank you for the review and consideration of my application for membership on the Human Relations Council. My professional, community experiences and education prepare me for this position. As a board member of the Home Ownership Council of Lehigh Valley, American Association of University Women – Allentown, and the Tri-City African American Chamber of Commerce I am prepared to,

- To promote social and economic equality in the community, working with Local Government and other resources.

As a volunteer with the Brunswick Community College's Inter-cultural Festival since 2006 I am prepared,

- To appreciate the cultural and ethnic diversity of the citizens of Washington and Beaufort County.

Finally as a graduate of Rosemont College Master of Science in Management (M.S.M.) program, with a major in Leadership I am educated in relationship development and strategies that enhance and sustain respect among people,

- To encourage citizens to live and work together in harmony and mutual respect.

Thank you again for the opportunity to apply.

Respectfully, a new Washingtonian,



Valerie L. Bannister

Primary Board Animal Control Appeals Board Other Boards \_\_\_\_\_

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

NAME Dee Congleton  
(Please Print)

ADDRESS 210 E Water Street, Washington NC

PHONE NO. (BUSINESS) \_\_\_\_\_ (HOME) 252-946-6896

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 45 YEARS

YEARS OF EDUCATION 16

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Animal Control Appeals Board

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

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT(S)  
(OPTIONAL): Use back of sheet if additional space is needed  
Pet lover, own two cats

NOTE: This information will be used by the City Council in making appointments to Boards and  
Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the  
community.

Dee Congleton  
Signature

May 24-011  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Primary Board Animal Control Beaufort County Humane Society Other Boards Shepard Cancer Foundation  
Animal Control Appeal Board

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

NAME Mary Tucker Talley  
(Please Print)

ADDRESS 420 Riverside Drive

PHONE NO. (BUSINESS) 252/946-7177 (HOME) 252/946-9915

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 59 YEARS

YEARS OF EDUCATION 14

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Animal Control Appeal Board

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

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT(S)  
(OPTIONAL): Use back of sheet if additional space is needed  
Have served on this board since 2005.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

Mary Tucker Talley  
Signature

may 28, 2011  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Primary Board Washington Electric Utilities Advisory Commission Other Boards \_\_\_\_\_

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

NAME Don Wilkinson  
(Please Print)

ADDRESS 323 Isabella Avenue

PHONE NO. (BUSINESS) 252-947-0118 (HOME) 252-946-1702

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 53 YEARS

YEARS OF EDUCATION \_\_\_\_\_

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Washington Electric Utilities Advisory Board

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

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

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

Don Wilkinson  
Signature

5/4/11  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

Thomas B. Richter, Mayor

**TOWN OF WASHINGTON PARK**  
**P O BOX 632**  
**WASHINGTON, NC 27889**

Denise D. Dale, Clerk

**COMMISSIONERS**

Lee Bowen  
Patrick Nash  
James Pagnani  
Jeff Peacock  
Don Wilkinson

May 4, 2011

Cynthia Bennett, City Clerk  
City of Washington  
102 East Second Street  
Washington, NC 27889

Dear Cynthia:

The Town of Washington Park re-appoints Don Wilkinson to serve as the representative from Washington Park to the Washington Electric Utilities Advisory Commission.

Sincerely,



Denise D. Dale

Primary Board Electric Adv. Other Boards \_\_\_\_\_

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

NAME Reid Brodie, III  
(Please Print)

ADDRESS 607 Northwood Rd., Washington, NC

PHONE NO. (BUSINESS) 944-7641 (HOME) 946-8690

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 3 1/2 YEARS

YEARS OF EDUCATION 17

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES ( ) NO   
IF YES, PLEASE INDICATE \_\_\_\_\_

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

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

I have interest and knowledge of  
electric generation & transmission (OVER)

NOTE: This information will be used by the City Council in making appointments to Boards and  
Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the  
community.

Reid Brodie  
Signature

5/18/2011  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_

I also have worked with commercial developers as they reviewed options for electric utility ~~the~~ provider.

Primary Board Washington Housing Authority Other Boards Recreation Advisory Board

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

NAME Timothy G Ware  
(Please Print)

ADDRESS 104 Salem Rd Washington, NC 27889

PHONE NO. (BUSINESS) 252-974-1825 (HOME) 252-975-4548

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 18 YEARS

YEARS OF EDUCATION 16

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO   
IF YES, PLEASE INDICATE Washington Housing, Recreation Advisory

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

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

I have past professional experience as an employee of the Federal national Mortgage Association. I have also been serving on the Washington Housing Authority Board.

Finally I have a great passion to assist all citizens in having adequate and affordable housing.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

  
Signature

5/25/11  
Date

NOTE: Application will remain on file for six (6) months Expiration Date: \_\_\_\_\_  
June 27, 2011



## WASHINGTON HOUSING AUTHORITY

P.O. Box 1046 • 809 Pennsylvania Avenue • Washington, NC 27889

(252) 946-0061 • Fax (252) 975-1279

[www.whamerha.com](http://www.whamerha.com)

April 20, 2011

Mayor Archie Jennings  
City of Washington  
PO Box 1988  
Washington, NC 27889

RE: WHA Board of Commissioners

Dear Mayor Jennings:

Mr. Tim Ware's term as Commissioner of the Washington Housing Authority will expire on June 30, 2011.

Mr. Ware is dedicated to the work of the Washington Housing Authority and his attendance is outstanding. Currently, he is serving as Vice-Chairman to the Board. He has indicated a willingness to serve again, if reappointed.

Thank you for your consideration.

Sincerely

Marc A. Recko  
Executive Director

cc: Tim Ware

CITY OF WASHINGTON  
STATE OF NORTH CAROLINA  
MAYOR'S CERTIFICATE OF APPOINTMENT OF  
COMMISSIONER OF THE  
HOUSING AUTHORITY  
IN AND FOR THE CITY OF WASHINGTON

Pursuant to state law, I hereby re-appoint Tim Ware as a member of the Washington Housing Authority. As provided by law, this appointment is subject to Council approval.

Tim Ware's term will expire June 30, 2016

Witness my hand as the Mayor of the City of Washington this 27<sup>th</sup> day of June, 2011.

---

N. Archie Jennings, III  
Mayor



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

---

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** June 27, 2011  
**Subject:** Amend User Fee Schedule for Fiscal Year 2011-2012, Electric Deposits  
**Applicant Presentation:** N.A.  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council amend the electric deposit section of the user fee schedule for Fiscal Year 2011-2012.

**BACKGROUND AND FINDINGS:**

The electric deposit user fees have been amended to be consistent with discussions and the direction of Council and will be implemented 7/1/11.

**PREVIOUS LEGISLATIVE ACTION**

Budget workshop discussions

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Electric Deposit Fee Schedule

---

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *prc* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
*6/22/11* Date

# 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 schedules will be used to determine if a deposit will be charged and, if so, the amount:

(1) Owners without electric heat.....	\$50
(2) Owners with electric heat.....	\$100
(3) Tenants without electric heat.....	\$100
(4) Tenants with electric heat.....	\$125

Or at the City’s discretion 2/12 average annual charges based on the utility billing history at the location of service request.

After applying the above criteria, deposits will be capped as follows:

- (5) residential electric deposits will be capped at \$200 if the customer provides his/her social security number.
- (6) 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:

- (7) 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;
- (8) 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

(9) 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 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 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)



# City of Washington REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Glen Moore, Planning Administrator  
**Date:** June 21, 2011  
**Subject:** Award contract for completion of the City's Comprehensive Plan Update.  
**Applicant Presentation:** N/A  
**Staff Presentation:** John Rodman, Glen Moore

**RECOMMENDATION:**

I move that the City Council award the contract for the completion of the City's Comprehensive Plan Update to \_\_\_\_\_.

**BACKGROUND AND FINDINGS:**

Revised RFP packages were received from three planning consulting companies to update the City's Comprehensive Plan. Holland Consulting Planners presented the lowest RFP at \$29,500. Clarion Associates presented an RFP in the amount of \$30,000, and Wooten Company had an RFP at \$43,530. The staff thoroughly reviewed each of the three bid proposals and the scope of work submitted by each. Staff felt that the scope and quality of work presented by each bidder was similar in scale. Clarion Associates was the only company that stated they could complete the project in 10 months rather than 12 months. City Council is not bound by law to award a contract on a presented RFP to the lowest bid. The award should be presented on the total RFP.

**PREVIOUS LEGISLATIVE ACTION**

Initial RFP proposals for the City's Comprehensive Plan update were received on November 19, 2010. At the May 16, 2011 City Council meeting, The Council instructed staff to rebid the project. The above three RFPs were received on June 1, 2011

**FISCAL IMPACT**

xx 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:	<u>OTC</u>	Concur _____	Recommend Denial
	_____	No Recommendation	<u>6/27/11</u> Date



# City of Washington

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

---

## Memorandum

To: Washington Mayor and Council  
From: Pete Connet, Interim City Manager *PC*  
Date: June 21, 2011

Subject: Article IX, Section 12 (b) of Personnel Policy – “Car Allowance/Travel Bonus”

This memo is in response to Council’s questions regarding the above referenced matter. Currently there are eight (8) department heads that receive a monthly car allowance as part of their salary compensation. They are as follows:

Matt Rauschenbach	Allen Lewis
Philip Mobley	Susan Hodges
Keith Hardt	Lynn Lewis
Gloria Moore	John Rodman

Of these eight, Matt, Keith, and John had been told that the car allowance was part of their compensation package by the City Manager who either hired them or promoted them into their current department head position. Keith has paperwork from R.L. Willoughby dating back to March 13, 1997 stating that he would be paid a monthly car allowance of \$350.00.

Each department head receives as part of their salary, \$350.00 per month, or \$4,200.00 per year. If they travel more than 150 miles (one-way) they receive reimbursement at the IRS rate for their mileage above the 150. As an example, if a Department head uses his/her own vehicle and travels to Greensboro to a meeting and the total miles are 350 miles round-trip, they will be reimbursed for the miles above 300 -- 50 mile X .51/mile or \$25.50.

If they are paid on a straight mileage basis in the same example the cost is  $350 \times .51/\text{mile} = \$178.50$ .

**My recommendation would be as follows:**

Since this auto allowance has become and is budget as part of their annual salary, I would recommend that the total salary amount not change, and that the current method of mileage reimbursement continue, with some clarification in the personnel policy similar to the City Manager language contained in the present Policy.

*(b) Department Heads. With the exclusion of department heads for whom the City provides a City-owned vehicle the City Council may provide a monthly flat amount of car allowance for the Department Heads in lieu of providing a city-owned vehicle to conduct city business. The allocated car allowance will cover all mileage expenses for City business within a 150-mile radius (300 miles round trip) of the City. Travel beyond the 150-mile radius will be reimbursed in accordance with the City's travel policy. This allowance will be reported on the Department Head's W-2 form.*

If the City Council does not accept the recommendation set forth above, I would recommend the following alternative.

*The Department Heads, listed above, shall not have their current compensation package (base salary plus monthly auto allowance) reduced as of July 1, 2011, but will begin being reimbursed for actual miles traveled on City business at the then current IRS mileage rate. Said request for reimbursement shall be on a monthly basis and shall be submitted to the Finance Department on a signed and dated monthly mileage log for payment.*

This alternative recommendation would keep the respective department heads whole based on the actions of previous City Manager administrations, and would implement the changes that the Council briefly discussed at their June 13, 2011 regular meeting. New language would need to be added/changed in current Personnel Policy **(IX. Section 12. Car Allowance / Travel Bonus (b) Department Heads.)**



City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

---

**To:** Mayor Jennings & Members of the City Council  
**From:** Keith Hardt, P.E., Electric Director  
**Date:** 2 June 2011  
**Subject:** Adopt Electric Rate Schedules  
**Applicant Presentation:**  
**Staff Presentation:** Keith Hardt, P.E., Electric Director

**RECOMMENDATION**

I move that the City Council adopt the amended Residential Electric Service Schedule RS1/RS3 and adopt the new Residential Electric Service Schedule RT1/RT3 to be effective for electric service billed on or after 1 July 2011.

**BACKGROUND AND FINDINGS**

During the fiscal year 2011-12 budget discussion in May the City Council directed staff to amend the existing Residential Electric Service Schedule for electric service to include electric service delivered only to residential customers located outside the corporate limits of the City of Washington to be billed on or after 1 July 2011 at the same billing determinants as those determinants prior to 1 July 2011

In addition, the City Council directed staff to develop a new Residential Electric Service Schedule to reflect a 5% reduction in current billing determinants for electric service to include electric service delivered only to residential customers located within the corporate limits of the City of Washington for electric service billed on or after 1 July 2011.

The reduction in electric sales revenue of \$348,286 associated with this rate adjustment has been included in the proposed Electric Fund fiscal year budget for 2011-12.

**PREVIOUS LEGISLATIVE ACTION**

None.

---

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: June 27, 2011 (if applicable)  
**City Manager Review:** \_\_\_\_\_ Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation \_\_\_\_\_ Date \_\_\_\_\_  
Page 4 of 46

**FISCAL IMPACT**

- Currently Budgeted for FY 2011-12 (Account 35-90-3710-5100)
- Requires additional appropriation
- No Fiscal Impact

**SUPPORTING DOCUMENTS**

Proposed Amended Residential Electric Service Schedule RS1/RS3  
Proposed New Residential Electric Service Schedule RT1/RT3  
Annual Revenue Impact from Rate Reduction

**WASHINGTON ELECTRIC UTILITIES**  
**Washington, North Carolina**

Residential Service - Inside Corporate Limits  
(Schedule RT1 / RT3)

AVAILABILITY

Service under this Schedule is available for separately metered and billed supply of electricity to single family residences, including residential farms where the farm uses are not taken through a separate meter, and common area residential lighting strictly used for residence owned decorative or security lighting for electric service delivered to premises located within the corporate limits of the City of Washington.

This Schedule is not available for (a) individual motors rated over 15 hp, (b) commercial use as in hotels, schools, institutions, public inns, motels, auto courts, tourist camps, trailer camps, and commercial, roadway, or billboard decorative and security lighting, (c) separately metered accessory buildings or equipment on residential property not suitable for residential use (other than small storage buildings expressly used for lawn and garden supplies and equipment), or (d) bulk barns and other seasonal high use facilities.

TYPE OF SERVICE

Alternating current, 60 hertz, single-phase, two or three wire service or three-phase three wire or four wire service at standard voltages of 240 volts or less are available under this Schedule.

MONTHLY RATE

Customer Charge:	
Single Phase	\$ 8.52 per month
Three Phase	\$ 17.77 per month
Energy Charge:	
All kWh	\$ 0.125760 per kWh

WHOLESALE POWER COST ADJUSTMENT

All kilowatt-hours billed under this Schedule will be subject to Wholesale Power Cost Adjustments, if any, to recover wholesale power costs fully.

SALES TAX

North Carolina State Sales Tax will be added to charges for service.

**WASHINGTON ELECTRIC UTILITIES**  
**Washington, North Carolina**

Residential Service - Outside Corporate Limits  
(Schedule RS1 / RS3)

AVAILABILITY

Service under this Schedule is available for separately metered and billed supply of electricity to single family residences, including residential farms where the farm uses are not taken through a separate meter, and common area residential lighting strictly used for residence owned decorative or security lighting for electric service delivered to premises located outside the corporate limits of the City of Washington.

This Schedule is not available for (a) individual motors rated over 15 hp, (b) commercial use as in hotels, schools, institutions, public inns, motels, auto courts, tourist camps, trailer camps, and commercial, roadway, or billboard decorative and security lighting, (c) separately metered accessory buildings or equipment on residential property not suitable for residential use (other than small storage buildings expressly used for lawn and garden supplies and equipment), or (d) bulk barns and other seasonal high use facilities.

TYPE OF SERVICE

Alternating current, 60 hertz, single-phase, two or three wire service or three-phase three wire or four wire service at standard voltages of 240 volts or less are available under this Schedule.

MONTHLY RATE

Customer Charge:

Single Phase	\$ 8.97 per month
Three Phase	\$ 18.71 per month

Energy Charge:

All kWh	\$ 0.132379 per kWh
---------	---------------------

WHOLESALE POWER COST ADJUSTMENT

All kilowatt-hours billed under this Schedule will be subject to Wholesale Power Cost Adjustments, if any, to recover wholesale power costs fully.

SALES TAX

North Carolina State Sales Tax will be added to charges for service.

CONTRACT PERIOD

Open Order.

GENERAL

Service rendered under this Schedule is subject to the provisions of the Service Regulations of the City of Washington contained in the City Code of Ordinances.

Meters may be read in units of 10 kWh and bills rendered accordingly.

Annual Revenue Impact from 1.0¢/kWh or 5% Rate Reduction on Customer Classes

**Residential**

Revenue Inside City Limits	\$6,965,716
1.0 ¢/kWh Reduction	\$495,905
5% Reduction	\$348,286
Revenue Outside City Limits	\$13,286,969
1.0 ¢/kWh Reduction	\$945,906
5% Reduction	\$664,348
Total Residential Revenue	\$20,252,685
1.0 ¢/kWh Reduction Total	\$1,441,811
5% Reduction Total	\$1,012,634
Average Monthly Retail Billing per Residential Customer	\$153.27
Average Monthly Savings from 1.0 ¢/kWh Reduction	\$10.91
Average Monthly Savings from 5% Reduction	\$7.66

**Non-Residential**

Revenue Inside City Limits	\$10,993,890
1.0 ¢/kWh Reduction	\$1,709,944
5% Reduction	\$549,694
Revenue Outside City Limits	\$6,693,751
1.0 ¢/kWh Reduction	\$515,554
5% Reduction	\$334,688
Total Non-Residential Revenue	\$17,687,640
1.0 ¢/kWh Reduction Total	\$2,225,498
5% Reduction Total	\$884,382

**All Rate Classes**

Total Non-Residential Revenue	\$37,940,325
1.0 ¢/kWh Reduction Total	\$3,667,309
5% Reduction Total	\$1,897,016