

The Washington City Council met in a continued session on Monday, February 25, 2008 at the Municipal Building at 4:30 P.M. Present were: Judy Jennette, Mayor; Doug Mercer, Mayor Pro tem; Gil Davis, Councilman; Richard Brooks, councilman; Darwin Woolard, Councilman; Archie Jennings, Councilman; James Smith, City Manager; and Rita A. Thompson, City Clerk; and Franz Holscher, City Attorney.

Also present were: Carol Williams, Finance Director; Keith Hardt, Electric Director, Mick Reed, Police Chief; Allen Lewis, Public Works Director; Bobby Roberson, Director of Planning and Development; Jimmy Davis, Fire Chief; Gloria Moore, Library Director; Philip Mobley, Parks and Recreation Director; and Mike Voss of the Washington Daily News.

Mayor Jennette called the meeting to order and Councilman Woolard delivered the invocation.

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

Mayor Jennette asked that Council change the amount on item I. to "\$121,489." She also asked that a Closed Session be added as item 7. as Attorney/Client Privilege.

On motion of Mayor Pro tem Mercer, seconded by Councilman Woolard, Council unanimously approved the agenda, as amended.

### **ADOPT BUDGET ORDINANCE AMENDMENT FOR POLICE DEPARTMENT AND EQUIPMENT SERVICES OF GENERAL FUND (\$121,489)**

Carol Williams stated that checks have been received for equipment and repairs from the fire at the City Garage and two totaled patrol cars.

On motion of Mayor Pro tem Mercer, seconded by Councilman Davis, Council unanimously adopted a budget ordinance amendment for Police Department and Equipment Services of the General Fund in the amount of \$121,489.

### **AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, N.C. FOR THE FISCAL YEAR 2007-2008**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$37,870 in the account Sale of Fixed Assets, account number 10-00-3835-8200.

Section 2. That account number 10-10-4310-7400, Capital Outlay, Police Department portion of the General Fund appropriations budget be increased in the amount of \$37,870 to provide funds for vehicle replacement.

Section 3. That the Estimated Revenues in the General Fund be increased in the amount of \$83,619 in the account Miscellaneous Revenue, account number 10-00-3839-8900.

Section 4. That account number 10-20-4250-7400, Capital Outlay, Equipment Services portion of the General Fund appropriations budget be

increased in the amount of \$83,619 to provide funds for repairs and equipment replacement.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall become effective upon its adoption.

Adopted this the 25th day of February, 2008.

s/Judy Jennette  
**JUDY JENNETTE**  
**MAYOR**

ATTEST:

s/Rita A. Thompson  
**RITA A. THOMPSON, CMC**  
**CITY CLERK**

#### **ELECTRICITIES – ANNUAL BUDGET PLANNING**

James Smith, City Manager, stated that time and effort has been spent on a Cost of Service Study that was presented to Council at the last regular meeting. We have been notified that the Eastern Municipal Power Agency is projecting an increase of 3% to 5% in cost of electricity. Our cost to the Power Agency is about 81% of our total expenses and it will have an impact on power costs to the City. He stated we will be working with Booth & Associates to see what we will have to do to accommodate the 5% increase anticipated.

No action required.

#### **BOOTH & ASSOCIATES – STRATEGIES REPORT ADDESSING ELECTRIC LOADING ISSUES**

Keith Hardt, Electric Director, stated that during the summer of 2007, we had some very high heat for a long period of time causing some loading issues on a number of components in our electric system, mostly to the west of town.

A power point presentation was presented to the Council on the “Electric System Loading Study” by Booth & Associates. The purpose of the Study was for:

- Response to 2007 Summer Peak Loads
- Review Equipment Capacities
- Review Transmission Conductor Capacities
- Review Back feed Capacities

A map was shown depicting the electric substation locations and service areas. Our problem areas are mostly in the western area and West 2<sup>nd</sup> Street.

Mr. Ken McNeil, of Booth & Associates, explained the anatomy of the 230kV Transmission System. He talked about the loads and how they were applied to the existing infrastructure system. The actual recorded loads represented accumulated peaks as a result of:

-Loads transferred as a result of the Highway 17 Bypass construction project, and;

-Loads transferred during outage(s) that occurred the first week in August 2007 as a result of >100° heat for three to four days

Note – While these load transfers made the actual peaks extremely exaggerated, it shows that these four feeders have very limited switching capability under certain scenarios.

**Recommendations**

**Immediate**

1. Replace T3 and T4 transformers with 25/46.7 mva units
  - provides base capacity to served normal loads
  - provides emergency capacity in the event of loss of either T3 or T4 transformer
  
2. Replace Wharton transformer with 2 – 15/28 mva units removed from T3 and T4
  - transformer relocated from Main T3 and T4
  - provides base capacity for normal loads
  - double transformation provides back-up capacity
  - substation already designed for two power transformers
  
3. Replace White Post transformers with 10/14 mva unit removed from Wharton
  - transformer relocated from Wharton
  - replaces aged, single-phase units
  - provides capacity for long-range loads
  
4. Add spare 34.5 feeder bay at Main Substation
  - provides a means to perform maintenance within substation without taking outage
  
5. Upgrade 12.5 bus regulator at Wharton Substation
  - provides base capacity to serve existing loads
  - existing units were installed undersized for the installed transformer capacity

**Summary of Costs for Recommendations**

<b>Station</b>	<b>Description</b>	<b>Estimated Cost</b>
Main	Upgrade Transformer T3 and T4	\$1,528,900
Wharton	Upgrade with existing T3 and T4 Transformers (from Main)	688,702
White Post	Replace existing 10 Transformers with existing Wharton unit	22,630
Main	Add spare 34.5 Kv feeder bay with breaker and Regulators	68,678
Wharton	Upgrade 12.5 kV bus regulators	<u>115,500</u>
	<b>Total</b>	<b>\$2,308,810</b>

**Future System Improvements 3 to 5 years**

- Add 230kV transformer capacity at Main Substation
- Add transmission capacity
- Update Long-Range Planning Study
- Upgrade Long-Range Planning Study

previous study completed in 2004  
evaluate options  
upgrade construction cost estimates

After the presentation, Council discussed the need for immediate improvements and future improvements. Recommended items 4. and 5. need to be done this summer; however, it will take 18 to 20 months for delivery of 5. In summation, the timing on the recommended items are: #1 – 24 months #2 30 months #3 shortly after #4 now #5 18 to 20 months.

Recommended item #4 be listed on the March agenda. There are no funds budgeted, and funds need to be encumbered for #5. The other recommended items would have to go to a debt service schedule.

#### **APPOINTMENT OF COUNCIL LIAISON FOR BROWN LIBRARY**

There was some question whether Councilman Davis could attend the Brown Library Board meeting because of his schedule; however, he desires to remain on the board.

#### **APPOINTMENTS – WASHINGTON/GREENVILLE COMMITTEE**

Council agreed that Councilman Brooks will remain on the Committee since he took former Councilman Gahagan's place. Councilman Jennings will remain on, with Mayor Pro tem Mercer as alternate.

#### **OVERTIME REPORT GENERATION**

A discussion was held on whether to purchase software (Crystal Reporting) in order to generate an overtime report requested by Mayor Pro tem Mercer. The cost of the software is \$575.00. It was pointed out in the discussion that some employees earn more overtime because they are willing and want to work the hours, while others do not.

Carol Williams, Finance Director, pointed out in the discussion, when asked about the software, that we already have Crystal Reporting Software.

On motion of Councilman Brooks, seconded by Councilman Jennings, Council unanimously agreed to purchase a software program for \$575 in order to generate an overtime report.

#### **APPLICATION TO THE STATE HISTORIC PRESERVATION OFFICE ON BEHALF OF CITY OF WASHINGTON AND BEAUFORT COUNTY**

Mayor Jennette stated that she received a call from the State Preservation Office last week. They have applied and gotten a grant from the Gold Leaf Foundation to do an inventory of all the historic properties in Beaufort County. They would like to tag on our grant request to do an inventory of the historic structures on Market Street and adjoining street. They would inventory the entire City of Washington at no additional costs. This will be a \$26,000 study, the City of which would pay \$9,000 as our cash match, and is budgeted.

Mayor Jennette stated that she asked if this would entail additional work for the City, and Mr. Sandbeck replied that the person doing the inventory would handle meetings for us. She doesn't anticipate any additional work, but was upset that we have to continue to keep our cash match and the County gets theirs for free. The intent is to have the north side inventoried this year and the south side next year. Our bonus is we are getting the entire City done free. If they identify these properties, the County residents will be eligible for the historic tax credit.

After discussion, on motion of Mayor Pro tem Mercer, seconded by Councilman Woolard, Council unanimously agreed to join the State Historic Preservation Office with their Gold Leaf Foundation Grant on behalf of the City of Washington and Beaufort County for an inventory of historic properties.

**BUILDING INSPECTION PLANS (COUNCILMAN DAVIS)**

Councilman Davis asked Chief Davis to have his plans for the Inspection Department at the next Council meeting. Chief Davis stated that he had planned to discuss it during the budget workshops.

**BEEBE PARK UPDATE**

Mr. Smith stated that they will need between \$38,000 and \$42,000 to complete Beebe Park (we have \$27,000).

**CLOSED SESSION – ATTORNEY/CLIENT PRIVILEGE**

On motion of Councilman Woolard, seconded by Mayor Pro tem Mercer, Council unanimously agreed to go into closed session under G.S. 143-318.11(a)(3) Attorney/Client Privilege.

On motion of Councilman Davis, seconded by Councilman Brooks, Council unanimously agreed to come out of closed session at 6:00 p.m.

On motion of Councilman Davis, seconded by Councilman Brooks, Council unanimously adjourned the meeting until Monday, March 17, 2008 at 4:30 p.m. in the Council Chambers at the Municipal Building.

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**Rita A. Thompson, CMC  
City Clerk**