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The Washington City Council met in a regular session on Monday, October 11, 2010 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; Ed Moultrie, Councilman; William Pitt, Councilman; Gil Davis, Councilman; Franz Holscher, City Attorney and Cynthia Bennett, City Clerk.

Also present were: Matt Rauschenbach, Chief Financial Officer; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; John Rodman, Planning Director; Keith Hardt, Electric Director; Mick Reed, Police Chief; David Carraway, Information Technology Department; Susan Hodges, Human Resource Director; Mike Voss, of the Washington Daily News and Delma Blinson, of the Beaufort Observer.

Mayor Jennings called the meeting to order and Mayor Pro tem Roberson delivered the invocation.

### **APPROVAL OF MINUTES**

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the minutes from September 13<sup>th</sup> and 27<sup>th</sup> as presented.

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

Councilman Mercer requested to move Consent Item D: Adopt – Budget Ordinance Amendment for Brown Library Part-Time Salaries \$5,110 and combine with Item: XIA Discussion of Brown Library Hours of Operation. Mayor Jennings moved Item D: New Business-Memo - US 17 Bypass Water/Sewer Utility Relocations and Powell Bill Funding to Closed Session – Attorney/Client Privilege.

By motion of Councilman Mercer seconded by Councilman Pitt, Council approved the agenda as amended.

### **CONSENT AGENDA**

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the Consent Agenda as amended.

- A. Accept – Grant From Mid-East Commission Area Agency On Aging And Adopt Budget Ordinance Amendment (\$3,409)

### **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 General Fund be decreased in the amount of \$3,409 in the account Mid-East Grant, account number 10-40-3621-3300.

Section 2. That the following account numbers in the Senior Programs portion of the General Fund appropriations budget be increased or decreased in the amounts shown to reflect the actual grant award:

|                 |                                  |           |
|-----------------|----------------------------------|-----------|
| 10-40-6123-0200 | Salaries                         | (\$1,848) |
| 10-40-6123-0301 | Part-Time Salaries -Mid-East     | 10,000    |
| 10-40-6123-4500 | Mid-East Grant Match             | ( 111)    |
| 10-40-6123-4501 | Mid-East Grant -General HP       | ( 6,450)  |
| 10-40-6123-4504 | Mid-East Grant-Center Operations | ( 5,000)  |
|                 | Total                            | (\$3,409) |

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 11<sup>th</sup> day of October, 2010.

**s/Cynthia S. Bennett**  
**City Clerk**

**s/N. Archie Jennings, III**  
**Mayor**

- B. Accept – Grant From Mid-East Commission Area Agency On Aging  
And Adopt Budget Ordinance Amendment \$6,665

**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 General Fund be increased in the amount of \$6,665 in the account Mideast Grant Recreation, account number 10-40-3621-3300.
- Section 2. That account number 10-40-6123-4509, Mideast GrantCare Giver Support, Senior Programs portion of the General Fund appropriations budget be increased in the amount of \$6,665 to provide funds for caregiver support services.
- 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 11<sup>th</sup> day of October, 2010.

**s/Cynthia S. Bennett**  
**City Clerk**

**s/N. Archie Jennings, III**  
**Mayor**

- C. Adopt – Budget Ordinance Amendment For Replacement Of Brick  
Crosswalks At Stewart Parkway And Respress Street \$8,000

**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 10-00-3991-9910, Restricted Powell Bill, Fund Balance portion of the General Fund revenue budget be increased in the amount of \$8,000 to provide funds to repair the brick crosswalks on Stewart Parkway.
- Section 2. That account number 10-20-45 11-1501, Repairs and Maintenance Grounds, Powell Bill Department portion of the General Fund appropriations budget be increased in the amount of \$8,000.
- 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 11<sup>th</sup> day of October, 2010.

**s/Cynthia S. Bennett**  
**City Clerk**

**s/N. Archie Jennings, III**  
**Mayor**

- D. **Moved to XII.A** Adopt – Budget Ordinance Amendment For Brown Library Part-Time Salaries \$5,110
- E. Adopt – Budget Ordinance For Vendor Purchase Orders Carried Forward

**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 following accounts of General Fund revenue budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| Account         | Description               | Amount   |
|-----------------|---------------------------|----------|
| 10-00-3991-9910 | Fund Balance Appropriated | \$ 4,000 |
| 10-00-3991-9910 | Fund Balance Appropriated | 3,000    |
| 10-00-3991-9910 | Fund Balance Appropriated | 2,922    |
| 10-40-3614-3600 | Waterfront Docks Grant    | 169,688  |
| 10-00-3991-9910 | Fund Balance Appropriated | 27,600   |
| 10-40-3613-3603 | Recreation Trail Grant    | 74,206   |
| 10-00-3991-9910 | Fund Balance Appropriated | 18,570   |

Section 2. That the following accounts of General Fund appropriations budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| Department       | Account         | Description           | Amount   |
|------------------|-----------------|-----------------------|----------|
| Planning         | 10-10-4910-4505 | Contract Services     | \$ 4,000 |
| Planning         | 10-10-4910-7000 | Non-Cap. Purchases    | 3,000    |
| Library          | 10-40-6110-7000 | Non-Cap. Purchases    | 2,922    |
| Waterfront Docks | 10-40-6124-7400 | Capital Outlay        | 169,688  |
| Parks & Grounds  | 10-40-6130-7300 | Other Improvements    | 27,600   |
| Parks & Grounds  | 10-40-6130-7305 | Property Improvements | 92,776   |

Section 3. That the following accounts of Electric Fund revenue budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| Account         | Description               | Amount    |
|-----------------|---------------------------|-----------|
| 35-90-3991-9910 | Fund Balance Appropriated | \$199,612 |
| 35-90-3991-9910 | Fund Balance Appropriated | 119,000   |

Section 4. That the following accounts of Electric Fund appropriations budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| Department             | Account         | Description             | Amount    |
|------------------------|-----------------|-------------------------|-----------|
| Substation Maintenance | 35-90-8370-7000 | Non-Cap. Purchases      | \$199,612 |
| Substation Maintenance | 35-90-8370-7401 | Installment Note Purch. | 119,000   |

Section 5. That the following accounts of Warren Field Airport Fund revenue budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| Account         | Description               | Amount    |
|-----------------|---------------------------|-----------|
| 37-90-3490-0006 | Vision 100 Grant          | \$ 80,505 |
| 37-90-3991-9910 | Fund Balance Appropriated | 8,945     |

Section 6. That the following accounts of Warren Field Airport Fund appropriations budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| Department           | Account         | Description | Amount    |
|----------------------|-----------------|-------------|-----------|
| Warren Field Airport | 37-90-4530-4512 | Grant Funds | \$ 89,450 |

Section 7. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 8. This ordinance shall become effective upon its adoption.

Adopted this the 11<sup>th</sup> day of October, 2010.

s/Cynthia S. Bennett  
City Clerk

s/N. Archie Jennings, III  
Mayor

**COMMENTS FROM THE PUBLIC –**

(citizens signed up were already scheduled speakers)

**WASHINGTON NOON ROTARY - SMOKE ON THE WATER UPDATE**

Mr. Spencer Stanley, Noon Rotary Representative updated the Council regarding Smoke on the Water. Mayor Jennings stated he is scheduled for the “pig parade”, dunking booth and chili judging session. Pam Daw distributed information regarding the “Fire Engine Pull”. Ms. Daw stated the fire engine pull is sort of a “tug of war” with Washington Fire Department’s 30,000 pound Engine 3. This event is a fundraiser sponsored by Beaufort County Developmental Center, Inc.

**TYRONE WILSON – 15<sup>TH</sup> STREET BASKETBALL COURTS**

Tyrone Wilson came forward and thanked the Recreation Advisory Board for their efforts at the recent meeting regarding the 15<sup>th</sup> Street basketball courts. The meeting proved there was not a problem with the courts being located near Oakdale Cemetery.

**NORTHWOOD/ROWAN PLACE RESIDENTS –  
SMALLWOOD DRAINAGE ISSUES**

Several citizens from Smallwood came forward and presented photos representing the ongoing problems with the drainage at Smallwood. Mr. and Mrs. Terry Sawyer, 301 Northwood Drive stated they had to replace their HVAC system again for \$5300 due to flooding at Smallwood. Ms. Graham, 500 block of Smallwood voiced concern over the large drainage ditch behind her house with the sides caving in. Mr. Hackney High voiced concern over the drainage and stated the City needs to spend the money to resolve the drainage issues. He further stated the same presentation was made to Council in 2006 and nothing has been done to resolve the problem yet.

Mayor Jennings acknowledged the drainage issues at Smallwood and the study that was completed in 2007 suggested it would cost approximately \$12 million to resolve the issue in Washington. He continued to explain what could be accomplished using Recovery Zone Bonds. Council approved using \$4 million to address the drainage issues, although the City was approved for \$6 million. Mayor Jennings stated we could accommodate the majority of these problems with the \$4 million in RZED Bonds.

Allen Lewis, Public Works Director stated the project would begin with replacing the undersized pipes under Eden Drive and work is in progress with NCDOT to discuss the drainage pipes under Keysville Road. In order to complete the area from Northwood and Eden Drive an additional \$300,000-\$400,000 would be needed as well as easements from those surrounding property owners. Councilman Moultrie voiced concern for other areas in Washington that flooded, such as Heritage Park and other areas need assistance as well. Mayor Jennings asked Council to think about going the extra mile to relieve these drainage issues. Mayor Pro tem Roberson suggested holding a public meeting with the residents of Smallwood explaining what the drainage improvements will include. Mayor Jennings stated we didn’t have access to these funds before, now with the Recovery Zone Economic Development Bonds we can focus on this issue.

Mr. Smith suggested adding the extension to this area as an addition to the project to allow Council to go ahead with the larger project. Allen Lewis stated this could be done as a change order using the same contractor with the same per unit price used in the original bid/project. Mr. Lewis will schedule a community meeting in the next week or so and at this time he can discuss easements with the property owners.

**ADOPT – RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NCGS 160A-20**

Mayor Jennings opened the public hearing. Matt Rauschenbach stated the resolution of findings along with a public hearing on the Recovery Zone projects are requirements of the application of approval of installment purchases by the State of NC Department of State Treasurer, Local Government Commission. Mayor Pro tem Roberson asked if it was too late to get more funding? Mr. Rauschenbach stated “no” that at the suggestion of the Department of Commerce and the Local Government Commission, we were advised to advertise showing the total allotment of approximately \$6 million, even though Council has authorized \$4 million. This allows Council to have the flexibility of adding additional projects without having to go through the public notice process again. Annual debt service on the \$4 million is close to \$20,000 a year less than with previous interest rates. Stormwater fees can adequately support this debt over 15 years. Councilman Mercer requested attending the meeting with the LGC.

There being no public comments, Mayor Jennings closed the public hearing.

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council adopted a resolution authorizing the filing of an application for approval of a financing agreement authorized by NC General Statute 160A-20 for Recovery Zone Economic Development Bonds.

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20**

WHEREAS, the City of Washington, North Carolina desires to finance storm water drainage improvements and replace the roof on Fire Station #1 (the “Project”) with the proceeds from the issuance of Recovery Zone Economic Development Bonds (RZEDB) purchased by a single financing institution to better serve the citizens of Washington; and

WHEREAS, The City of Washington desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Washington, North Carolina, meeting in regular session on the 11th day of October, 2010, make the following findings of fact:

1. The proposed contract is necessary and expedient because storm water drainage improvements are necessary to reduce the frequency and duration of roadway and personal property flooding during significant rain events in the Jacks Creek, Cherry Run, and Runyon Creek drainage basins. The improvements proposed in the Jack’s Creek basin serve the area south of the Kingswood sub-division, east of Hackney Avenue, north of Second Street, and west of Hudnell Street. The improvements proposed in the Cherry Run basin serve the area west of the old Kmart property to Whispering Pines Road. The improvements proposed in the Runyon Creek basin serve the Smallwood sub-division area. These projects were included in the five year Capital Improvement Plan and can be undertaken now with the availability of RZEDB’s and the Storm Water Funds net revenue improvement. The project is the first major capital improvement for which the Storm Water fund was established in 2002/2003 other than the culverts installed in the Jack’s Creek basin at Park Drive and Main Street in 2004.
2. The proposed contract is preferable to a bond issue for the same purpose because the issuance cost and interest rate is higher for general obligation bonds and the issuance of RZEDB’s can be done in a more expedient manner.

3. Based upon information provided to the Council, the costs of the financing described above is favorably comparable to the costs associated with other alternative means of financing and is acceptable to the Council.
4. The City of Washington debt management procedures and policies have been carried out in strict compliance with law.
6. No increase in ad valorem taxes or storm water fees are necessary to service this debt.
7. The City of Washington is not in default under any obligation for repayment of borrowed money.
8. The net revenues of the Storm Water fund and available fund balance are adequate to service the debt of this financing.
9. The attorney for the City of Washington will render an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Mayor is hereby authorized to act on behalf of the City of Washington in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 11th day of October, 2010.

The motion to adopt this resolution was made by Mayor Pro tem Roberson seconded by Councilman Moultrie and passed by a vote of 5-0.

s/Cynthia S. Bennett  
City Clerk

s/N. Archie Jennings, III  
Mayor

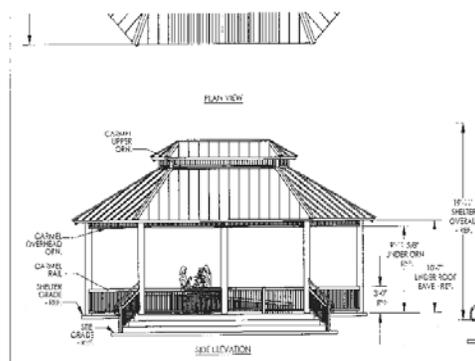
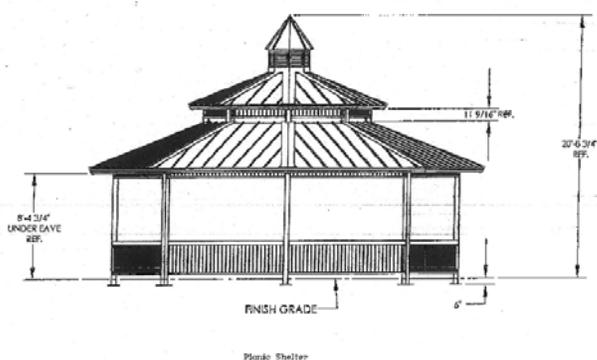
#### **JOE TAYLOR – REPORT FROM PARKS AND RECREATION ADVISORY BOARD**

Mr. Joe Taylor, Chairman of Recreation Advisory Board discussed the public meeting that was held on Sept. 20<sup>th</sup> regarding the 15<sup>th</sup> Street basketball courts. Approximately 50 people attended with 15 people speaking, which included representative from three funeral homes. The Recreation Advisory Board voted to recommend to City Council to keep the 15<sup>th</sup> Street basketball court as it is, as a community collaborative. The motion was made in view of the fact that there were no complaints made to the funeral homes nor police department in regards to the basketball court. In fact, as Derik Davis stated, "sometimes they stop play and sometimes they don't, but is had not been an offense to the families they serve". The motion was also made with the realization that one person complained to the City Council and one person complained to the Parks and Recreation Department. Dave Smith added at the end of that meeting that the elder players would continue to teach the younger players what is acceptable in that area, as they play.

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council accepted the recommendation of the Parks and Recreation Advisory Board to keep the 15<sup>th</sup> Street basketball courts as it is.

Mr. Smith said it was also discussed at the meeting regarding the possibility of moving the Project Next Step Coordinator to the Recreation Building near the basketball courts. The building would need some minor renovations. Mayor Pro tem Roberson stated he was in favor of that idea. Mayor Jennings said we will continue to take positive steps regarding this issue.

Mr. Taylor also updated Council on the Festival Park. The committee has been meeting on a weekly basis to review the functions of the park and how that would benefit the citizens of Washington. Multi-using of the structure was very important to the committee. The structure will be built off-site and then put together by a local contractor.



**ANTROMEED JOHNSON – UTILITIES**

Ms. Antromeed Johnson came forward to discuss the list of questions she left with Council last month regarding her concerns over the electric rates. She discussed possible ways of communication regarding load management: newspaper, automated phone calls, flyers in utility bills, emails, etc. Mayor Jennings presented Ms. Johnson with a list of accomplishments since the last Council meeting.

1. Requested proposals on operating systems from Tideland Electric, ElectriCities, and Greenville Utilities
2. Meet with ElectriCities to discuss the following:
  - a. Communication plan for citizens
  - b. Communication plan for public
  - c. Funding for 3<sup>rd</sup> party assessment of our system
  - d. Analysis of methodology for assessing proposals
3. Produced video presentation on the benefits of load management
4. Mayor and Manager held Town Hall style meeting with employees of Electric Department to hear their concerns and understand their position
5. Mayor attended organizational meeting of the Eastern North Carolina Mayor's Association to discuss electric rates
6. Councilman Mercer attended a NCEMPA meeting where he argued for a rate cut at the agency level only to have that idea defeated in a Board vote
7. Bids for load management

**ROGER WARNER – EASEMENTS ON CLINTON AVENUE - absent**

**HUMAN RELATIONS COUNCIL**

Human Relations Council (HRC) Report for the month of August

1. Update -Confirming meeting with Ms. Daniel's (Pitt/Greenville Human Relations Council)

2. Discussion- Tabled on Government Cell Phones
3. Report- Activities of Downtown on the Waterfront
4. Update D.R.E.A.M.
5. Discussion National Night Out Approach school system before scheduling next year

Human Relations Council (HRC) Report for the month of September

1. Appointment Marisol Barr
2. Mr. Bill Davis Chairman of Crime Stoppers will be attending a meeting at the Chamber of Commerce on October 13 and requested to be placed on next month's agenda for a presentation.
3. Fire Chief Robbie Rose Observance of Mr. Ed Peed. Chief Rose suggested with the improvements at Beebe Park to have a marker installed for Mr. Peed and requested support from the HRC Board of the following.
  - Price quotes on the monument (Chief Rose has contacted Paul Funeral Home)
  - Monetary sponsorship
  - Inscription or passage (the wording on the marker)
  - Type and color of stone
  - Concept

#### VOLUNTARY ASSIGNMENT BY BOARD MEMBERS

- Board member Lodge to coordinate with Chief Rose and Leon Randolph Funeral Home Staff to visit Beebe Park.
  - Board member O'Pharrow to coordinate location, size and placement of the marker.
4. Discussion Representation on the Human Relations Council (applications are offered to anyone who wishes to apply and not centered around one nationally).  
More transparency needed.
  5. Update Event that occurred Downtown (Discussion last month by Board member Lodge).
  6. Attendance Letter presented to Board member Saleem (By-Laws).

#### WASHINGTON HARBOR DISTRICT ALLIANCE

**USDA – Farmers Market Farmers Market Promotion Program Grant** – \$50,000 was applied for in April 2010 for marketing for the Saturday Market. (\$20,000 of this money would be spent on designing a permanent outdoor farmer's market). Announcements of the awards were supposed to happen in September but no announcements have been made yet. (No City funds will be needed for this grant)

**Main Street Energy Grant Round II** – No word on this grant.

#### NDC - National Development Council

The Economic Restructuring Committee (Citizens for Revitalization) has formed a steering committee to work directly with NDC. This sub-committee consists of Chris Furlough, Mac Hodges, Trent Tetterton, Tom Atkins, Tom Richter, Fred Watkins, John Rodman, Jim Smith, Don Harte, Bob Henkle, Bill Sykes, Beth Byrd and Ross Hamory. The committee has cataloged the projects proposed for the Harbor District and placed them in three categories. Adaptive reuse, new construction and public sector initiatives. The committee has created a *projects priority sheet* to determine which project has top priority. Three initiatives have been identified as the leading projects at this time; the Fowle building first floor indoor farmer's market and commercial kitchen, the second floor rehab/business expansion of Inner Banks Artisans center and to create structure for a bidding process on the Old City Hall building. If the private initiatives do move forward they must submit the items outlined on this attached form ***Key items required for submittal of a Development Project*** in order to be considered. Hank Coleman is scheduled to be in Washington on Wednesday Oct. 6<sup>th</sup>.

#### Downtown Business Analysis and Development Plan

Many of the issues facing economic restructuring of the downtown were discussed during the process of creating the ***Washington Visualization & Reinvestment Strategy*** for the Washington waterfront last fall. The Chamber of Commerce and WHDA brought Bob Murphrey, NC Main Street Coordinator to town June 30<sup>th</sup>, when he presented the detailed steps of creating a Downtown Development plan for Washington. The purpose of this plan is to identify the opportunities for business and real estate development in downtown Washington. By producing this analysis of Washington's strengths,

weaknesses and opportunities, it will help us all to understand what direction should be forged in the future. Trent Tetterton has stepped forward and offered his assistance to WHDA and the Chamber in acquiring the myriad of information needed. All statistics and surveys have been sent to Bob Murphrey. We are waiting for the completion of the report.

#### **Pickin' On the Pamlico**

We are happy to report a \$5,000 profit from this event. Many people have stated that it was one of the best Pickin' on the Pamlico events ever. Tickets sales were down by around 100 tickets. We blame this on the economy and the fact that we had to move the date from the traditional weekend because of a scheduling conflict with Dancing with Our Stars.

#### **Movies in the Park (MITP)**

October 9<sup>th</sup> we broadcast the ECU vs. S. Miss Live at 7:30. WHDA will wrap up the season on October 22<sup>nd</sup> when we will show **We Are Marshall**.

#### **Music In The Streets (MITS)**

The last MITS of the 2010 season will be on Friday, October 22<sup>nd</sup>.

#### **Pirates Beach Music Festival**

Although the WHDA planned and conducted the 2010 Beach Music Festival to the best of our ability, we could not control Mother Nature. Because of the forecasted chance of rain, the attendance for the festival was down over half of what we experienced last year. Everyone that attended the festival had a fantastic time. Support services by the City of Washington Police were outstanding. WHDA did not make a profit. This is discouraging news since we had relied on these funds to balance our budget for this year. The board is looking for other avenues of revenue to fill that gap. Rebecca Clark and Garleen Woolard (Organization Chair) are planning "Friends of the Alliance" Membership drive which will be launched in November.

#### **2010 Hometown Holidays the first weekend in December.**

Plans are underway for to produce a coordinated effort to promote the first weekend in December as a great time to visit and shop in downtown Washington. The day will begin with the Christmas parade and end with the Christmas Flotilla. During the day many events will be offered. The Turnage holiday home tour, old Christmas movies shown throughout the day at the Turnage, pictures with Santa, horse drawn carriage rides, carolers, retailers open house, etc. Mark December 4<sup>th</sup> on your calendar today.

#### **Washington Harbor District Board**

Russell Smith was not able to fulfill his board duties because of a change scheduling at his store. He has resigned from the board. A couple of other candidates are being considered. Bobby Roberson has been elected as the new VP of Design since Scott Campbell has resigned.

### **Key Items Required for Submittal of a Development Project to the Washington Harbor District Alliance (WHDA)**

- 1. Cover letter summarizing the Project (its phases/components and size of each, and the proposed project) and any requests being made of the WHDA for assistance with this project.**
- 2. Site Control and Development Process**
  - a. Evidence of site control (i.e. copy of deed, executed contract of sale, etc).
  - b. Preliminary zoning analysis and chart (i.e. proposed zoning, floor area ratio (FAR), and unit per density, yard requirements, building height, open space and parking requirements).
  - c. Preliminary site plan and related documents if any.
  - d. Proposed development program (i.e. residential, mixed use, commercial, etc.), total gross square footage of project with program breakdown.

- e. Copies of building or construction-related permits (assumes construction to commence near term).

**3. Economic and Community Impact in the geographic area of the City.**

- a. Retained and proposed City-based employment estimates.
- b. Methods for encouraging local and minority hiring during construction.
- c. Methods for encouraging permanent post-construction hiring of residents and minorities.
- d. Level of infrastructure improvements needed (if any) to support the proposed project.

**4. Financial Feasibility & Developer Team Qualifications**

- a. Detailed construction budget defining specific hard and soft cost.
- b. Sources and uses of funds including breakdown of specific City/State subsidies, incentives, abatements, etc.
- c. Market and feasibility studies for proposed project
- d. Projected cash flow for the proposed project, submitted in hard copy and electronically in Microsoft Excel.
- e. Statement of assumptions upon which the calculations were based.
- f. Detailed description of proposed equity investment and construction and permanent financing.
- g. Letters of interest or intent from financial institutions (no more than 90 days old from date of project submittal to WHDA).
- h. History of company and its business including similar projects previously completed.
- i. Ownership structure and property management plan.
- j. Level of pre-leasing/pre-sales by product type or commitment by tenants(s).

**5. Compatibility with Surrounding Community, Design Excellence and Sustainability**

- a. Description of smart growth elements and compatibility with the City of Washington Master Plan.
- b. Architectural Design-conceptual drawings, representative floor plans and rendering for the proposed project with all square footages identified.
- c. Green design and certification plans and proposals (e.g. will project achieve Energy Star certification, any level of LEED certification etc.).

**6. Implementation Schedule**

- a. Detailed project schedule and phasing plan (if multiple phases) from predevelopment through completion. Include dates the developer is willing to commit to for key benchmarks such as groundbreaking, construction and project completion.
- b. Status of process and level of interaction with other city, state or federal regulators and other entities.
- c. Description of any environmental remediation required (include schedule),

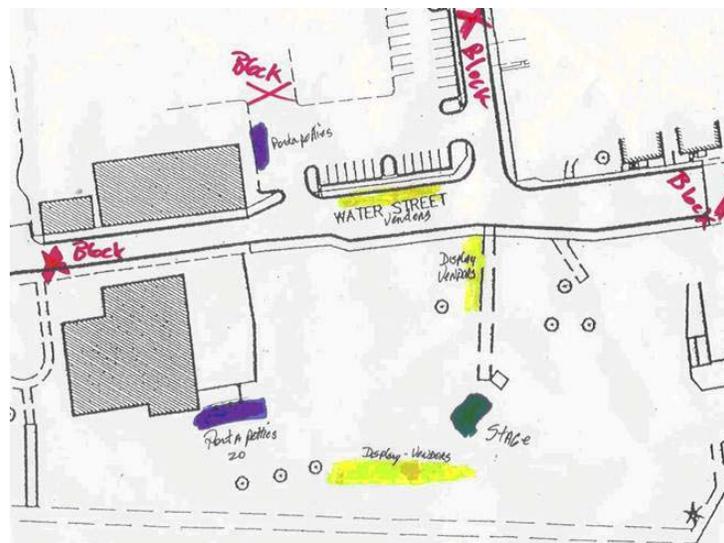
**The City of Washington's  
Fourth of July Celebration 2011  
Sponsored by Lee Chevrolet**

Mac Hodges stated the Washington Harbor District Alliance is hoping to help bring the 2011 Fourth of July festivities to Washington. As usual, we would hope the City would furnish the fireworks, the insurance for the event, the police required,

Pods/electrical hook-up and the trash removal. With Lee Chevrolet's sponsorship WHDA would like to arrange for entertainment which would start a couple hours before the fireworks, staging, porta-potties (10 regular and 1 handicapped) and the amplification permit. WHDA will arrange for food vendors to be present. WHDA will be responsible to set-up and take down and provide volunteers at the event. They would like to attach this event to the City's insurance policy for the fireworks. As well as have the City cover the cost for the Police Department for a few extra hours during the event.

By motion of Councilman Davis, seconded by Councilman Moultrie, Council supported the efforts of the Washington Harbor District Alliance for the 4<sup>th</sup> of July events including the extension of the City's insurance policy and the additional police coverage as well as the consideration of joining the City's name along with Lee Chevrolet for advertising purposes.

Proposed site map for the event:



Beth Byrd, WHDA asked Council for assistance with the Christmas light program for downtown. It is suggested that starting at west of Main Street at Gladden and continuing east past S. Respass that the City replace lights with all LED warm white lights at a cost of \$756.12 in materials. The process would continue on an annual basis replacing lights on 10 trees at the time until all the lights were replaced. This would take approximately four years. WHDA would also request that the lights be turned on during special events.

Mayor Jennings suggested replacing lights in all the trees and make a statement about Washington. How a community presents itself at Christmas really makes a statement about the community itself.

By motion of Councilman Moultrie, seconded by Councilman Pitt, Council accepted the recommendation of the Washington Harbor District Alliance to replace the lights on the trees downtown, furthermore, Council voted to replace all the lights on all the downtown trees instead of replacing them over a four year period.

#### **AIRPORT ADVISORY COMMITTEE**

The Warren Field Airport Advisory Committee has now had three meetings. Their initial meeting held in the conference room at Warren Field Airport was essentially a get acquainted meeting. The second meeting was a tour of the airport facilities and landing field. At the recent meeting of the committee, lack of adequate Terminal maintenance by Tradewind Aviation, the Warren Field FBO was discussed. The committee would like to have an update on the airport financial status from Finance Director, Matt Rauschenbach, and an opportunity to meet with Thomas Dolder of Tradewind aviation

at its next meeting. At a future date in the Committee would like to hold a meeting for pilots and aircraft owners at Warren Field.

The committee also began a review of the Airport Rules and Regulations with a focus on requirements for part-time flight instructors. An application to become an independent part-time flight instructor was expected to be filed with the City. The present rules for flight training instructors as contained in the current Airport Rules and Regulations do not make provisions for part-time instructors independent of the airport FBO. I have been in contact with the NCDOT Division of Aviation on several occasions recently with regard to this issue which has faced all the general aviation airports in the State. On the one hand, since airports are largely funded with public funds, use of the airport facilities should be available to the public. At the same time if part-time, nonaffiliated instructors are allowed to undercut airport FBO's it will require a greater amount of public funds to subsidize FBO's, especially in these difficult economic times. The committee felt that part-time flight instructors should be permitted on a reasonable competitive base with the FBO's own flight instruction program.

The committee recommended the following change to the Warren Field Rules and Regulations:

- Flight instructors operating from Warren Field Airport should be permitted to instruct in their own owned or employer owned aircraft or in a student's owned aircraft (some students are upgrading their pilot's license).
- Flight instructors should have full flight instructors insurance with the City named as additional insured, not just insurance under the aircraft owners policy.
- An hourly use fee should be paid for use of space in the terminal building for instructional purposes if the instructor is not a fixed base operator or employee of the fixed base operator.

The committee set the third Monday of each month at 9:30 AM to meet in the Warren Field terminal conference room as their regular monthly meeting date/place. The next meeting will be on October 18.

### **FINANCIAL REPORTS**

Council accepted the financial reports as presented.

### **APPOINTMENTS**

**Human Relations Council:** By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council appointed Derik Davis to the Human Relations Council to fill the vacant position, term to expire June 30, 2013.

**Human Relations Council:** By motion of Councilman Pitt, seconded by Councilman Moultrie, Council appointed Nattalie Castro to the Human Relations Council to fill the unexpired term of Yvonne Saleem, term to expire June 30, 2012.

**Airport Advisory Committee:** By motion of Councilman Mercer, seconded by Councilman Moultrie, Council appointed Raymond Ward to the Airport Advisory Committee.

**Recess: 7:00pm - 7:15pm**

### **APPROVE – DEPARTMENT HEAD TRAVEL BONUS**

Councilman Mercer stated the travel bonus issue has been discussed in some detail. The Personnel Policy states the Council will determine during the budget sessions if there will be a travel bonus appropriated. This was not discussed during the last budget session and he feels it is inappropriate to discuss it at this time.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council voted not to approve the conversion of the travel bonus to salary and instructed the staff to revert to the procedure used in FY 09-10 budget, effective October 1, 2010.

Mayor Pro tem Roberson stated this means we go back to the \$350 per month, travel allowance. Councilman Mercer suggested having staff look at part of the remainder of this year and have them keep a mileage log that will be used in the decision making process during the next budget process. Mayor Pro tem Roberson wanted to make sure that the travel log is consistent among the departments.

**AUTHORIZE – CITY MANAGER TO IMPLEMENT CLASSIFICATION AND PAY GRADE CHANGES**

A motion was made by Councilman Mercer, seconded by Mayor Pro tem Roberson to delay the (item B) classification, pay grade changes and (item C) assignment of classes to grades/ranges until the new City Manager is hired and allow that person to look at staffing and pay classifications. Discussion.

Councilman Moultrie stated we have a Manager on board now and shouldn't wait to make decisions that need to be made. Susan Hodges stated she would request that the reclassifications not be delayed. Mayor Jennings stated we don't need to stop business while waiting for the new manager to be hired. The Water Department reorganization became effective when the Supervisor retired and he submitted his retirement papers on July 2<sup>nd</sup>. The money is available in the Water Fund to cover the reorganization of this division at a cost of \$10,114. Adam Waters stated they have actually saved money by reorganizing the division.

Robbie Rose, Fire Chief stated we had three Division Chiefs at one time: Fire Prevention, Training and Operations. One Division Chief position was eliminated at the Fire Department and the Training Division Chief responsibilities were combined with Division Chief for Operations.

Councilman Mercer questioned the new Planning Department position. Beckey Veazey stated this salary range is recommended for an entry level Planner.

Councilman Mercer and Mayor Pro tem Roberson amended the motion to split the motions to defer (item B) classification, pay grade changes until the new manager is hired and/or the next budget process. Voting for the motion: Mercer; Against: Roberson, Pitt, Moultrie and Davis. Motion failed: 4-1.

By motion of Councilman Davis, seconded by Councilman Moultrie, Council authorized the City Manager to implement the classification and pay grade changes and the in range pay adjustments for the positions in the Planning and Community Development, Fire/Rescue/EMS and Public Works departments that have been affected by reorganization and as recommended by the MAPS Group effective October 11, 2010. Motion carried 4-1, with Councilman Mercer opposing.

**ADOPT – ASSIGNMENT OF CLASSES TO GRADES AND RANGES 2010-2011**

Susan Hodges stated this would impact the job rates which get our salaries in line with the rest of the market as we are below market right now. This would mostly affect the job maturity raises with a fiscal impact of \$4,422. Approximately 25 individuals were reassessed with an increase of \$3.00 to \$282.00 per employee.

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council continued this item until November 8<sup>th</sup> to allow time for Ms. Hodges to determine the actual fiscal impact on this budget year.

**ADOPT – BUDGET ORDINANCE TO APPROPRIATE FUNDS FOR  
 PROJECTS THAT WERE BUDGETED IN FY 2009-2010 AND NOT COMPLETED**

Matt Rauschenbach, Chief Financial Officer reviewed the budget ordinance with Council. In prior years the budgeting technique to account for unfinished projects was to write purchase orders to the City of Washington and carry them forward to the new year along with open vendor purchase orders. After thorough review with Council it was determined that another acceptable approach would be to appropriate for the unfinished portion of the project and eliminate the writing of purchase orders to the City.

By motion of Councilman Mercer, seconded by Councilman Pitt, Council adopted a Budget Ordinance to appropriate funds for projects that were budgeted in 2009-2010 and not completed.

**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 following accounts of General Fund revenue budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| <b>Account</b>  | <b>Description</b>        | <b>Amount</b> |
|-----------------|---------------------------|---------------|
| 10-00-3991-9910 | Fund Balance Appropriated | \$ 4,000      |
| 10-00-3991-9910 | Fund Balance Appropriated | 3,000         |
| 10-00-3991-9910 | Fund Balance Appropriated | 2,922         |
| 10-40-3614-3600 | Waterfront Docks Grant    | 169,688       |
| 10-00-3991-9910 | Fund Balance Appropriated | 27,600        |
| 10-40-3613-3603 | Recreation Trail Grant    | 74,206        |
| 10-00-3991-9910 | Fund Balance Appropriated | 18,570        |

Section 2. That the following accounts of General Fund appropriations budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| <b>Department</b> | <b>Account</b>  | <b>Description</b>    | <b>Amount</b> |
|-------------------|-----------------|-----------------------|---------------|
| Planning          | 10-10-4910-4505 | Contract Services     | \$ 4,000      |
| Planning          | 10-10-4910-7000 | Non-Cap. Purchases    | 3,000         |
| Library           | 10-40-6110-7000 | Non-Cap. Purchases    | 2,922         |
| Waterfront Docks  | 10-40-6124-7400 | Capital Outlay        | 169,688       |
| Parks & Grounds   | 10-40-6130-7300 | Other Improvements    | 27,600        |
| Parks & Grounds   | 10-40-6130-7305 | Property Improvements | 92,776        |

Section 3. That the following accounts of Electric Fund revenue budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| <b>Account</b>  | <b>Description</b>        | <b>Amount</b> |
|-----------------|---------------------------|---------------|
| 35-90-3991-9910 | Fund Balance Appropriated | \$199,612     |
| 35-90-3991-9910 | Fund Balance Appropriated | 119,000       |

Section 4. That the following accounts of Electric Fund appropriations budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| <b>Department</b>      | <b>Account</b>  | <b>Description</b>      | <b>Amount</b> |
|------------------------|-----------------|-------------------------|---------------|
| Substation Maintenance | 35-90-8370-7000 | Non-Cap. Purchases      | \$199,612     |
| Substation Maintenance | 35-90-8370-7401 | Installment Note Purch. | 119,000       |

Section 5. That the following accounts of Warren Field Airport Fund revenue budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| <b>Account</b>  | <b>Description</b>        | <b>Amount</b> |
|-----------------|---------------------------|---------------|
| 37-90-3490-0006 | Vision 100 Grant          | \$ 80,505     |
| 37-90-3991-9910 | Fund Balance Appropriated | 8,945         |

Section 6. That the following accounts of Warren Field Airport Fund appropriations budget be increased by the respective amounts indicated for projects budgeted but not completed in 2009-2010:

| Department           | Account         | Description | Amount    |
|----------------------|-----------------|-------------|-----------|
| Warren Field Airport | 37-90-3480-0000 | Grant Funds | \$ 89,450 |

Section 7. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 8. This ordinance shall become effective upon its adoption.

Adopted this the 11<sup>th</sup> day of October, 2010.

s/Cynthia S. Bennett  
 City Clerk

s/N. Archie Jennings, III  
 Mayor

**AWARD – LOAD MANAGEMENT INSTALLATION CONTRACT**

Keith Hardt, Electric Director stated Council authorized \$300,000 load management imitative in May 2010. Bids for the installation of load management switches to complement the installation by the City’s line crew were opened October 11<sup>th</sup> at 2 p.m. The lower bid contractor was Buck Electric to install new, additional and upgraded load management switches. Purchase orders will be written to pay for the installation of switches.

By motion of Mayor Pro tem Roberson, seconded by Councilman Davis, Council awarded the load management switch installation contract to Buck Electric.

Load Management Switch Installation Bid Tabulation  
 City of Washington  
 Washington, North Carolina  
 Bid Opening: Monday, 11 October 2010 - 2:00 p.m.

| Contractor Name | Item I             |       |       | Item II                   |       |       | Item III               |       |       | Contractor Info/ License |
|-----------------|--------------------|-------|-------|---------------------------|-------|-------|------------------------|-------|-------|--------------------------|
|                 | New Switch Install |       |       | Additional Switch Install |       |       | Upgrade Switch Install |       |       |                          |
|                 | 1F                 | 2F    | 3F    | 1F                        | 2F    | 3F    | 1F                     | 2F    | 3F    |                          |
| Buck Electric   | \$70               | \$115 | \$160 | \$45                      | \$90  | \$135 | \$50                   | \$70  | \$90  | Yes                      |
| Modlin Electric | \$135              | \$225 | \$270 | \$125                     | \$200 | \$250 | \$175                  | \$265 | \$290 | Yes                      |
|                 |                    |       |       |                           |       |       |                        |       |       |                          |
|                 |                    |       |       |                           |       |       |                        |       |       |                          |
|                 |                    |       |       |                           |       |       |                        |       |       |                          |
|                 |                    |       |       |                           |       |       |                        |       |       |                          |

**MEMO – ELECTRICAL CONTRACTOR LICENSE**

(memo from Keith Hardt) Jim Smith, Ed Pruden, and I met with Jesse Skinner of the NC State Board of Examiners of Electrical Contractors (NCBEEC) on September 30th to discuss Load Management switch installation and license requirements. Recap:

1. The City is required to have an electrical contractors license
2. Process to obtain a license:
  - a. Hire an individual with a license or someone who is a qualified individual (passed exam) on someone else’s license
  - b. Individual surrenders license to NCBEEC, remains qualified
  - c. City requests license from NCBEEC with qualified individual listed on license
  - d. License is for 12 months with continuing education requirements (8 hours)
  - e. More than one qualified individual can be listed on license
3. Other employees may become qualified under the supervision of the licensed individual. Must complete coursework, hours of experience requirements, and score at least 75 on exam.
4. Three license classifications:
  - a. Limited- \$40,000/job, <600 volt
  - b. Intermediate- \$110,000/job, unlimited voltage, \$40,000 minimum bonding
  - c. Unlimited- unlimited \$/job, unlimited voltage, \$110,000 minimum bonding
5. City plans to advertise this position with Council’s concurrence.(end memo)

Energy Management 11/3/2010 **Budget**

| <b>\$</b> | <b>Description</b>   |
|-----------|--|
| 97,500    | Switches (1,500 @ \$65/)                                       |
| 1,300     | Testing/programming equipment                                  |
| 96,715    | Line crew labor and related fringes (2)                        |
| 24,375    | Load Management Technician (licensed electrician for 6 months) |
| 4,000     | Vehicle repair & maintenance. Utilize Whse. truck              |
| 20,000    | Marketing  |
| 56,110    | Installation contract Labor                                    |
| 300,000   | Total  |

**Installation Completion:**

|       |                                |
|-------|--------------------------------|
| 4     | Locations/day/crew             |
| 1.2   | Switches/location (80% 1/20%2) |
| 4.8   | Switches/crew/day              |
| 2     | Crews                          |
| 1,500 | Switches                       |
| 31    | Weeks to Install               |

Assumes adequate backlog of requests at all times

Matt Rauschenbach stated we will need an appropriation from Council for this position. We are required to have a licensed electrician to install, inspect and manage the load management switches. Mr. Hardt stated this position is already listed in our pay and classification list as we had someone in this position in years past. The City will actually hold the license.

**APPROVE – PURCHASE ORDERS IN EXCESS OF \$20,000**

(memo from Matt Rauschenbach) Requisition # 7984, Booth & Associates, \$119,000: T3/T4 project installment purchase budgeted in 2009-20 10. This will complete the project and is included in the 2009-2010 Projects Not Completed Budget Ordinance in today’s agenda. Account 35-90-8370-7400.

Requisition #8122, Westinghouse Electric, \$32,625: main substation B2 breaker replacement budgeted in 2010-2011, total project \$45,000. Account 35-90-8370-7400.

Requisition #8178, Utility Service Co., \$31,947: clean media in all eight filters at Water Plant in lieu of replacing at a cost of \$400,000. \$100,000 budgeted this year and was planned for next three years. Account 30-90-8100-7000.

By motion of Councilman Mercer, seconded by Councilman Pitt, Council approved the presented purchase orders( #7984, #8122, #8178) in excess of \$20,000

**ACCEPT – STUDENT ENERGY INTERNSHIP AND FELLOWSHIP PROGRAM AND ADOPT BUDGET ORDINANCE AMENDMENT \$30,000**

Bianca Gentile, Special Projects stated that on March 8, 2010 permission was granted to seek funding from the State Energy Office.

By motion of Councilman Moultrie, seconded by Councilman Pitt, Council accepted the State Energy Office grant entitled “Student Energy Internship and Fellowship Program” and adopt the budget ordinance amendment in the amount of \$30,000.

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 10-10-3491-3305, State Energy Grant, portion of the General Fund revenue budget be increased in the amount of \$30,000 for the State Energy Grant for Student Interns.

Section 2. That account number 10-10-4910-45 11, Contract Services- Energy, Planning/Zoning portion of the General Fund appropriations budget be increased in the amount of \$30,000.

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 11<sup>th</sup> day of October, 2010

s/**Cynthia S. Bennett**  
City Clerk

s/**N. Archie Jennings, III**  
Mayor

**APPROVE - LEGALLY BINDING COMMITMENT (LBC) CDBG HOUSING  
DEVELOPMENT GRANT**

Councilman Mercer stated he and Mayor Pro tem Roberson met with the City Attorney and agreed upon a revised draft of the Legally Binding Commitment. John Rodman, Planning Director reminded Council of the meeting with WHI on Tuesday. If WHI does not agree to the current draft without change, then the agreement will have to come back to Council for approval.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the Legally-Binding Commitment (LBC) between the City of Washington and Washington Housing Non-Profit, Inc., related to the proposed development of 13 new stick built homes with FY 09 Community Development Block Grant (CDBG) funds, subject to approval by WHI.

**AUTHORIZE – SUBMISSION OF APPLICATION TO NC EMERGENCY  
MANAGEMENT’S PRE-DISASTER MITIGATION GRANT PROGRAM FOR THE  
ACQUISITION OF WASHINGTON POLICE DEPARTMENT**

Bianca Gentile stated on May 10, 2010 Council granted permission to submit a letter of intent to acquire and demolish the current Washington Police Facility and will leave as open space in perpetuity. There were issues with the first valuation of the property and structure as the benefit cost analysis conducted by FEMA has used the data from the 2008 tax card with a value of the building and land at approximately \$389,000. By using the current tax valuation, the value of the building and land is \$702,000 the budget would net a \$786,000 benefit for the construction of the new police facility. Ms. Gentile explained the benefit/cost analysis and the procedure that FEMA uses. Ms. Gentile stated that FEMA prepared the cost analysis. Councilman Mercer voiced concern over leaving the location vacant and inquired about other uses of the facility. Mayor Jennings inquired if the area could be used for parking? Mayor Pro tem Roberson stated that pervious pavers could be installed on the lot and possibly allow the use as a parking facility. Mr. Smith noted the current Police Department and Sheriff’s Department are located in the flood plain. Councilman Davis stated we are expressing our interest in getting the grant and will require Council approval if the grant is received.

By motion of Councilman Davis, seconded by Councilman Moultrie, Council authorized the submission of an application to NC Emergency Management’s Pre-Disaster Mitigation Grant Program for the Acquisition of the current Washington Police Department. Councilman Mercer opposed.

**APPROVE AND AUTHORIZE - PARKS AND RECREATION DIRECTOR TO EXECUTE WATERFRONT DOCKING AGREEMENT FOR EAST CAROLINA UNIVERSITY**

(memo from Philip Mobley, Parks and Recreation Director) East Carolina University approached the City to dock the R/V Riggs, a 36' research vessel at the docks south of the NC Estuarium. On June 14, 2010 City Council approved Tom Stroud, NC Estuarium to sign the Authorized Agent Consent Agreement with CAMA which will allow the NC Estuarium to apply for the General CAMA Permit on behalf of the City of Washington to drive pilings to accommodate the R/V Riggs. On September 1, 2010 East Carolina University sent a signed "generic" Waterfront Docking Agreement. The agreement included some incomplete information. Since that time Staff and the City Attorney have been working with East Carolina University on the Waterfront Docking Agreement for East Carolina University.

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council approved and authorized the Director of Parks and Recreation or his designee to execute the Waterfront Docking Agreement for East Carolina University.

**APPROVE – RFP FOR PREPARATION OF A COMPREHENSIVE PLAN AND AUTHORIZATION TO PROCEED WITH A COMPETITIVE PROCUREMENT PROCESS**

(memo from Planning Dept.) Request for Proposals is the first step in securing a qualified consulting firm to assist in preparation of a Comprehensive plan. The REP requires specific information on the preparation a Comprehensive Plan including, but not limited to, capabilities of the firm, timing, knowledge of the area, and costs. It is intended by staff to distribute the REP as soon as possible following Council approval. After receiving and reviewing the proposals, staff will return to Council with a recommendation on which firm to select.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the Request for Proposals and authorized the Planning and Development Department to proceed with a competitive procurement process for the preparation of a Comprehensive Plan for the City of Washington.

**APPROVE AND AUTHORIZE - THE MAYOR TO EXECUTE THE RESOLUTION - DESIGNATION OF APPLICANT'S AGENT FORM FROM THE NC DIVISION OF EMERGENCY MANAGEMENT**

Approval of State and Federal funding will be pending approval and federal declaration of disaster as a result of flooding damage from the storm event on September 30, 2010.

By motion of Councilman Mercer, seconded by Councilman Pitt, Council approved and authorized the Mayor to execute the Resolution "Designation of Applicant's Agent" form from the NC Division of Emergency Management designating Robbie Rose Primary Agent, and Matt Rauschenbach Secondary Agent for the City of Washington to act on behalf of the City of Washington to execute and file applications for federal and/or state assistance for the purpose of obtaining state and federal assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act.

**ACCEPT – OPERATION AGREEMENTS WITH BEAUFORT COUNTY BOARD OF EDUCATION FOR SCHOOL RESOURCE OFFICERS FOR WASHINGTON HIGH SCHOOL AND P.S. JONES FOR SCHOOL YEAR 2010-2011 (PAGE161)**

Chief Mick Reed stated an Operational Agreement has been completed since FY 1997-1998. The Beaufort County Board of Education has agreed to fund a School Resource Officer (SRO) at the Washington High School in the amount of \$37,838 and at P.S. Middle School in the amount of \$37,838.

Councilman Mercer stated he felt it was time for us to ask the School Board to pay part of the salaries and expenses for the vehicles that are being used for these

activities. Chief Reed stated this figure is set at the State level and this is the reason the amount has not changed over the years.

By motion of Councilman Moultrie, seconded by Councilman Pitt, Council accepted the Operational Agreements with the Beaufort County Board of Education to provide School Resource Officers (SRO) for Washington High School and P.S. Jones Middle School for the school year 2010-2011. Councilman Mercer opposed.

**AUTHORIZE – CREDIT OF AREA LIGHT CHARGES BEYOND THE ONE YEAR CITY POLICY**

Mr. Rauschenbach stated the area light for the referenced account was removed after damage sustained during Hurricane Dennis in 2002. A service order was not generated for this work and is normally what triggers a change in billing service for an account. As a consequence, the residential account has continued to be billed to present. The account brought to the City's attention in September after disputing the August billing. The total months involved are 95, less the two months disputed and one year city policy leave 81 months outstanding.

By motion of Mayor Pro tem Roberson, seconded by Councilman Pitt, Council authorized the 81 months credit of area light charges beyond the one year City Policy for account 4504200.00 97 in the amount of \$1,210.79.

**MEMO - US 17 BYPASS WATER/SEWER UTILITY RELOCATIONS AND POWELL BILL FUNDING (item moved to Closed Session)**

**DISCUSSION – BROWN LIBRARY HOURS OF OPERATION & ADOPT – BUDGET ORDINANCE AMENDMENT FOR BROWN LIBRARY PART-TIME SALARIES \$5,110**

Councilman Mercer discussed the budget ordinance regarding part-time salaries at the Library. Mr. Mercer stated that if we are planning to extend the hours at the Library then we will also need to increase the funding for part-time salaries.

(memo ref: Budget Ordinance) In July 2007, Gloria Moore became Library Director and her full-time Librarian position was never filled. Miss Moore was Head of Technical Services and the Library cataloger. A full-time employee has been pulled from the circulation desk to take on the cataloging role but has no cataloging experience. In addition, two additional part-time positions were cut from the budget in 2010. Staff struggles to provide access to all patrons and to continue providing excellent customer service. Adding an additional part-time employee at fifteen hours per week would provide better coverage of the circulation desk and provide patrons with more one-on-one time with computer training reference, and reader's advisory. \$10,000 for a feasibility study of Brown & BHM Library budgeted in 2009-2010 is not planned.(end memo)

Gloria Moore, Library Director discussed the need for the additional funding to cover part-time employees filling in for a full time employee that was out on FMLA leave and now unable to return to work. Councilman Mercer stated if we are planning to expand the hours of operation at the Library then we should do that now and include the funding in this request. Council members discussed the current hours of the Library and the requested additional hours and additional funding in the amount of \$10,000.

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council extended the hours of operation at Brown Library to include 1:00pm-6:00pm on Sunday and adopted a budget ordinance in the amount of \$10,000 for Brown Library Part-time Salaries(amended budget ordinance to be approved 11-8-10).

Hours of operation will be:  
MWF 10-7  
T-TH 11-8  
Sat 10-3  
Sun 1-6

**DISCUSSION - MUNICIPAL BUILDING PARKING LOT**

Mayor Pro tem Roberson stated he would like to see the chain link fence removed from the Municipal parking lot. He would also like to have steps placed along the side to ease the transition from the grassy area down to the newly leased parking lot beside the Municipal Building. Mayor Pro tem Roberson stated his original suggestion was that the parking spaces next to the building at the rear lot including the Mayor's space would become customer parking, then rotate the other parking spaces. Mr. Smith stated he understood the request, but felt uncomfortable with the Mayor relinquishing his space so he decided to give up the Manager's parking space as well. With the suggested redesign one Department Head would lose their parking space along the rear of the building. The Department Heads decided amongst themselves that all of them would move to other parking lots instead of choosing one or two Department Heads losing their spaces. Mayor Pro tem Roberson will meet with Allen Lewis, Public Works Director to determine the most appropriate design for the Municipal parking lot.

**DISCUSSION – OCTOBER COMMITTEE OF THE WHOLE**

Mayor Jennings stated the scheduled date for the October Committee of the Whole falls during the NCLM Annual Conference. Councilman Mercer stated he would prefer to see if there was a need to have a meeting. Mayor Jennings stated Cynthia Bennett, City Clerk said at this time nothing was scheduled for the Committee of the Whole meeting. If something comes up that needs to be discussed Council will call a meeting.

By motion of Councilman Pitt, seconded by Councilman Moultrie not meet on October 25 for the Committee of the Whole, but authorized a meeting at another time if so needed.

**CLOSED SESSION – UNDER NCGS 143-318.11(A)(6) PERSONNEL;  
(A)(3) ATTORNEY/CLIENT PRIVILEGE**

By motion of Councilman Davis, seconded by Councilman Pitt, Council agreed to enter into closed session under NCGS 143-318.11(A)(6) Personnel and (A)(3) Attorney/Client Privilege.

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council agreed to come out of closed session at 9:20pm.

**DISCUSSION – NCLM CONFERENCE**

Council members will meet at City Hall at 10:00am on Sunday, October 24<sup>th</sup> to depart to Winston-Salem.

**ADJOURN**

By motion of Councilman Pitt, seconded by Councilman Moultrie, Council adjourned the meeting at 9:25pm until November 8, 2010 at 5:30 pm in the Council Chambers at the Municipal.

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**Cynthia S. Bennett**  
**City Clerk**