

Council Agenda April 13, 2020 5:30pm

*Due to COVID-19 precautionary measures, the Washington City Council meeting will be held as a virtual meeting.

* The meeting will be streaming live on our Vimeo channel https://vimeo.com/washingtonnc as well as Facebook live https://www.facebook.com/CityOfWashingtonNC/. Public comments can be sent via email to cbennett@washingtonnc.gov prior to the meeting. Please note attendance inside the Council Chambers will be very limited due to the order from Governor Cooper limiting gatherings to less than 10 people.

Opening of Meeting

Pledge of Allegiance

Invocation

Roll Call

Approval of minutes from March 3 & 9, 2020 (page 3)

Approval/Amendments to Agenda

- I. Consent Agenda:
 - A. <u>Authorize</u> FEMA Agents & Approve State Disaster Assistance Agreement for COVID-19 Disaster (page 24)
- II. Comments from the Public:
- III. Public Hearing 6:00PM Zoning:
- IV. Public Hearing 6:00PM Other:
- V. <u>Scheduled Public Appearances:</u>
- VI. <u>Correspondence and Special Reports:</u>
 - A. Memo PO's > \$50,000 (page 33)
 - B. <u>Memo</u> Aquatic Memberships (page 34)
- VII. Reports from Boards, Commissions and Committees:
 - A. Annual report George H. and Laura E. Brown Library (page 35)
- VIII. Appointments:



- IX. Old Business:
 - A. <u>Approve</u> Request to rezone 4.98 acres of land on Brick Kiln Road from RA20 (Residential Agriculture) to R15S (Residential) (**page 41**)
- X. New Business:
 - A. <u>Approve</u> Electric Utility Rate Reduction (page 48)
 - B. Adopt Budget Ordinance Amendment and Approve Subsequent PO's (page 49)
 - C. <u>Adopt</u> Resolution of Support for State Revolving Funds for the April 2020 Grant Cycle (page 53)
 - D. <u>Authorize</u> Relocation of the Proposed License Plate Agency Site to the Former Select Bank Property Located at 155 North Market Street (**page 60**)
 - E. <u>Presentation</u> FY 2020/21 Budget
- XI. Any other items from City Manager:
 - A. <u>Discussion</u> Selection of 15th Street Engineer
 - Hall Planning and Engineering, Inc.
 - Ramey Kemp Associates
 - SEPI, Inc.
 - Stantec Consulting Services Inc.
 - Toole Design Group
 - Vaughn and Melton Consulting Engineers
- XII. Any other business from the Mayor or other Members of Council:
- XIII. <u>Closed Session:</u>
- XIV. <u>Adjourn</u> Until Monday, April 27, 2020 in the Council Chambers (time to be announced) (virtual meeting) *Budget Workshops begin April 27th

CITY COUNCIL MINUTES WASHINGTON, NORTH CAROLINA

The Washington City Council met in a special session on Tuesday, March 3, 2020 at 3:00pm at the Washington-Warren Airport Conference Room. Present: Mac Hodges, Mayor; Donald Sadler, Mayor Pro tem; Richard Brooks, Councilmember; Virginia Finnerty, Councilmember; Betsy Kane, Councilmember and William Pitt, Councilmember. Also present: Jonathan Russell, City Manager and Cynthia S. Bennett, City Clerk.

Mayor Hodges called the meeting to order.

Jonathan Russell, City Manager provided an overview of the meeting and asked Council to complete the following "homework". Council was asked to develop five short-term goals (goals to achieve in the next 12 months) and two or three long-term goals (goals to achieve within the next 3-5 years) as well as funding priorities for the City. Council will complete this and deliver their suggested goals to the Manager. He also asked Council to think about future priority update meetings and the format they would like those meetings to be held.

Adam Waters, Public Works Director, provided updates on stormwater management, ditch clearing, wastewater treatment plant capacity and street paving.

Mike Dail, Community & Cultural Services Director, provided an overview of zoning and statutory requirements, pedestrian plan and the comprehensive plan. He noted the zoning ordinance is required to be updated by early 2021 at an estimated cost of \$40,000 - \$60,000.

Council discussed the status of the Public Information Officer position that was approved in the budget. Council directed the City Manager to move forward with advertising for this position.

Matt Rauschenbach, Chief Financial Officer, provided an update on all funds as well as the streetscape project and police station funding information. A kick-off meeting will be held on March 11th with the engineer/architect for the police station project.

*Councilmember Finnerty was excused from the meeting at this time.

Councilmember Pitt discussed the National League of Cities. Councilmember Kane discussed the need for a neighborhood beautification program.

Councilmember Pitt discussed reviewing the charter to amend the length of Council terms, from two years to four year staggered terms. Mayor Pro tem Sadler suggested extending the terms to four-year, non-staggered terms. Staff will review and consult with the City Attorney on the necessary steps to achieve this.

Council reviewed a suggested list of goals that was submitted by the Brown Library Board of Trustees, it was determined the City Council subcommittee (Councilmember Kane, Councilmember Finnerty & City Manager Russell) will need to meet with the library subcommittee to discuss this information in more detail.

Councilmember Pitt suggested Council needs to meet twice per month. Mayor Pro tem Sadler and Councilmember Kane suggested instead of two monthly meetings, have quarterly meetings similar

to the one held today. Mayor Hodges requested to leave the meetings at one per month and hold special meetings if the need arises. Council recommended holding quarterly or twice per year round table meetings like today and to hold those meetings at the Washington-Warren Field Conference Room.

Councilmember Brooks discussed possibly locating the License Plate Agency at the City Warehouse on Grimes Road instead of City Hall. Mayor Pro tem Sadler noted he still feels it was a better idea to locate the facility at the Brown Street site instead of City Hall. Councilmember Brooks noted the information Council received for the License Plate Agency wasn't given to them early enough to review it properly, he felt Council was rushed to make a decision on the location of the LPA.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council adjourned the meeting at 5:35pm until March 9, 2020 at 5:30pm in the Council Chambers at the Municipal Building.

(subject to approval of City Council)

s/Cynthia S. Bennett, City Clerk The Washington City Council met in a regular session on Monday, March 9, 2020 at 5:30pm in the City Council Chambers at the Municipal Building. Present: Mac Hodges, Mayor; Donald R. Sadler, Mayor Pro tem; Richard Brooks, Councilmember; Virginia Finnerty, Councilmember; and Betsy Kane, Councilmember. Also present: Jonathan Russell, City Manager; Franz Holscher, City Attorney and Cynthia S. Bennett, City Clerk. Councilmember William Pitt was absent and excused.

Mayor Hodges called the meeting to order. Councilmember Brooks led the Pledge of Allegiance and delivered the invocation. Councilmembers expressed their condolences and extended their thoughts and prayers to the family of Doug Mercer.

APPROVAL OF MINUTES:

By motion of Councilmember Finnerty, seconded by Councilmember Brooks, Council approved the minutes of February 10, 2020 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

By motion of Councilmember Finnerty, seconded by Mayor Pro tem Sadler, Council approved the agenda as presented.

CONSENT AGENDA:

A. Approve – Audit Contract for Fiscal Year 2020

By motion of Councilmember Kane, seconded by Councilmember Finnerty, Council approved the Consent Agenda as presented.

COMMENTS FROM THE PUBLIC:

Stewart Rumley asked the Council to appoint someone other than Virginia Finnerty as the Council liaison to the Tourism Development Authority. He also discussed his displeasure with the way the appointments were made to the TDA on June 10, 2019. He reviewed email correspondence that he had with Councilmember Finnerty regarding the appointment process.

Councilmember Finnerty responded to Mr. Rumley regarding the procedure that was followed to appoint TDA members, she explained that City Council is responsible for appointing board & commission members. She noted it was highly inappropriate for a board member who had submitted an application for reappointment to be part of the selection process. She also found it inappropriate for the Executive Director to be part of the process of choosing the board members, who will essentially be her immediate supervisors. She consulted with the Mayor and some of her fellow Council members regarding the appointments. Subsequently, on June 10, 2019 Council voted and approved the appointments to the Tourism Development Authority.

Mayor Pro tem Sadler asked for a response from the City Attorney regarding this issue. Mr. Holscher reviewed the process that has been used to appoint members to the TDA as well as other boards, noting this is the same process that has been followed for many, many years.

Mr. Holscher noted he would be agreeable to meet with Mr. Rumley to review his complaints as well as review the long standing process the City Council has used for appointments to various boards and commissions.

SCHEDULED PUBLIC APPEARANCES: BOBBY ROBERSON – KEYS LANDING

Bobby Roberson spoke to Council regarding Keys Landing and provided a brief history of the project. He asked the City to sell the property in order to get the outstanding funds owed to the City for the Keys Landing project.

Mayor Pro tem Sadler asked Mr. Roberson weren't you a Council member, City Manager, or Planning Director during the time of this project? Mr. Roberson responded that he had asked Council to move forward with resolving this problem, but they did not, he also asked Council not to use Powell Bill money to pave the street.

Mayor Hodges noted this item is on the agenda to be discussed in closed session.

LINDA BABCOCK – CAT TNR PROGRAM

LETTER FROM LINDA BABCOCK

My name is Linda Lee Babcock and I was instructed that I needed to write to you in order to appear before the City Council. I moved from Colorado in August 2018 and run a cat rescue out of my home in Blounts Creek, NC. I currently have 57 cats under my care which includes those who have special needs. I have feline leukemia, feline aids and feral cats on my property. I also have healthy cats that were unwanted and needed to be re-homed which I took in. I work very closely with Pamlico Animal Hospital and have a special relationship with Dr. Amy Martin. She recognized my need to have every one of my cats vaccinated and she came to my house in November 2019 in order to make sure each of them was vaccinated. All of the expenses for maintaining my rescue with veterinary care (and other needs like food and litter) have been out of pocket and out of my savings. Nancy O'Neill left the state that was in charge of the CAT TNR program and suggested that possibly, with approval, I might be able to tap into this fund with the City of Washington in order to cover my veterinary expenses. The veterinary expenses would consist of well kitty checks; any acute illness especially with the feline leukemia who are most subject due to having immune systems that are suppressed; immunizations which would include distemper and rabies; and any medications that would be recommended by Pamlico Animal Hospital. I am respectfully requesting that I be allowed to present to the City Council so explain my rescue program and to ask permission to use the funds that are in the CAT TNR program for medical costs of the cats in my rescue. I am known throughout the state of North Carolina as one of the only rescues who accepts feline leukemia cats. Thank you. Respectfully submitted, Linda Lee Babcock 720-261-8896

LETTER FROM CATHY CULPEPPER

Dear City Council Members,

In December of 2019 I wrote a check for \$1,000 payable to The City of Washington for use in the Feline Outreach Program. At the time I was not aware that the Trap, Neuter/Spay and Release program was no longer active because all the cats downtown had been trapped, neutered/spayed and released, and are currently being fed on a regular basis.

It is for this reason that I ask that The City Council approve that the \$1,000 I donated with the intention of helping homeless cats be given to Linda Babcock of the Lavender and Teal Farm. Ms. Babcock has taken in so many of the city's homeless cats, fed them, taken them to the veterinarian, and adopted them out. I know she could use my donation to help defray the expense of caring for these homeless animals.

Thank you for considering this request.

Cathy Culpepper 1301 Summit Ave. Washington, NC 27889 833-4485

Ms. Babcock asked Council to transfer the City's TNR funds to her program in Blount's Creek. She noted the funds would help support the 57+ cats she has under her care. Jonathan Russell, City Manager explained we can only refund the \$1000 to Ms. Culpepper and then Ms. Culpepper can give those funds to Ms. Babcock. The City cannot fund Ms. Babcock's program as it is outside of our district.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council authorized the \$1,000 refund back to Ms. Cathy Culpepper.

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO - **BUDGET TRANSFERS** (memo accepted as presented)

The Budget Officer transferred funds between departments of the Electric Fund appropriations budget to redistribute fringe benefits and General Fund departments for playground concrete improvements. NCGS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

From: 035-8390-0500 \$33,817 To: 035-8380-0500 \$33,817

*Moving all FICA withholding taxes from 8390 to 8380 for T&D

From: 035-8390-0600 \$60,400 To: 035-8380-0600 \$60,400

*Moving all group insurance from 8390 to 8380 for T&D

From: 035-8390-0700 \$39,386 To: 035-8380-0700 \$39,386

*Moving all retirement contributions from 8390 to 8380 for T&D

From: 035-8390-0701 \$4,560 To: 035-8380-0701 \$4,560

*Moving all 401K employer contributions from 8390 to 8380 for T&D

From: 035-8390-00703 \$3,120 To: 035-8380-0500 \$3,120

*Moving all employer HAS contributions from 8390 to 8380 for T&D

From: 035-8390-0705 \$3,120 To: 035-8380-0705 \$3,120

*Moving all employer 457 contributions from 8390 to 8380 for T&D

From: 035-8390-3600 \$13,636 To: 035-8380-3600 \$13,636

*Moving all employer's share of uniforms from 8390 to 8380 for T&D

From: 010-6123-7400 \$4,500 To: 010-6130-7400 \$4,500

<u>APPROVE</u> – PURCHASE ORDER TO CW WRIGHT CONSTRUCTION COMPANY FOR THIRD STREET REBUILD PROJECT

BACKGROUND AND FINDINGS: This is for the Third Street Rebuild Project. This project will span from Hackney Avenue to Brown Street and will improve the main three (3) phase transmission line that serves three (3) substations and a distribution line. This project was advertised for bids and the formal bid opening was held Thursday, February 27, 2020 at 2PM. CW Wright presented the lowest bid. The material will be ordered from various vendors to keep cost down and stay within the approved budget.

By motion of Councilmember Finnerty, seconded by Mayor Pro tem Sadler, Council approved the Purchase Order to CW Wright Construction Company in the amount of \$467,181.64 and approved material for the project in the amount of \$231,588.20.

APPROVE - KAYAK LAUNCHES GRANT PROJECT AMENDMENT

BACKGROUND AND FINDINGS: Sound Rivers has requested the City's assistance funding the 50% down payment for the kayak launches at Masons Landing/Havens Garden in the amount of \$30,548.98. This amount will be repaid upon reimbursement through the Recreation Trails Program (RTP). The grant closes October 2020 and reimbursement is anticipated no later than February 28, 2021. The promissory note with Sound Rivers will reflect payment when RTP reimbursement is received but in no case later than February 28, 2021.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Kane, Council approved a grant project ordinance amendment to further assist Sound Rivers with the Kayak Access Launch Grant and authorized the City Manager to execute a promissory note the City Attorney will prepare reflective of this assistance.

(copy attached)

<u>PUBLIC HEARING 6:00PM – ZONING</u> <u>ADOPT</u> – ORDINANCE TO AMEND CHAPTER 40, ZONING, SECTIONS 40-25 AND 40-93 OF THE WASHINGTON CITY CODE –

CLUBS, LODGES AND PRIVATE CLUBS

Mike Dail, Community & Cultural Services Director reviewed the item with Council noting the following background and findings: This is a request by Planning Staff for a Text

^{*}To cover additional concrete expenses for Susiegray McConnell Playground

Amendment to the Zoning Ordinance to clearly define and distinguish between Private Clubs and Civic Clubs and Lodges. On February 25, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board voted unanimously to recommend approval of the Text Amendment to City Council.

Development Services, Planning & Zoning Division – Staff Report Request:

Request by Planning Staff for a Text Amendment to the Zoning Ordinance to clearly define and distinguish between Private Clubs and Civic Clubs and Lodges.

1. Addition of a New Definition to Section 40-25. Words and terms defined as follows:

<u>Civic Clubs or Lodges, means membership organizations engaged in civic or social activities, which includes local service clubs, booster clubs, veterans posts, fraternal societies or associations, local civic leagues or associations of 10 or more persons not organized for profit but operated exclusively for educational or charitable purposes within the community.</u>

2. Amendment to Section 40-93. Table of Uses as follows:

RA20	R15S	R9S	RMF	RMH	RHD	0&I	B1H	B2	В3	B4	l1	12	AP	СР
													_	
											S	S	_	
	<mark>Clubs</mark> c	r lodg	<mark>ges,</mark> Pi	rivate (clubs									
RA20	R15S	R9S	RMF	RMH	RHD	0&1	B1H	B2	В3	В4	11	12	AP	СР
S						Р	S	S	S	S				

Civic Clubs or Lodges

Synopsis & Recommendation:

The purpose of this amendment is to clarify each use. There has been confusion in the past concerning these uses by the public and staff.

Staff recommends approval of the proposed Text Amendment.

Planning Board Action:

On February 25, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board made the following motion:

"Motion to recommend approval of the proposed text amendment, to advise that it is consistent with the comprehensive plan and other applicable plans, and to adopt the staff report which addresses plan consistency and other matters."

The Planning Board voted unanimously to recommend approval of the Text Amendment.

Mayor Hodges opened the public hearing at this time. There being no comments from the public, Mayor Hodges closed the public hearing.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Finnerty, Council accepted the recommendation of the Planning Board and adopted the Ordinance to Amend Sections 40-25 and 40-93 of the Zoning Ordinance for a Text Amendment to the Clubs, Lodges and Private Clubs definition and table of use listings as submitted.

(copy attached)

<u>ADOPT</u> – ORDINANCE TO AMEND CHAPTER 40, ZONING, SECTION 40-415(J) OF THE WASHINGTON CITY CODE – ELECTRONICALLY ILLUMINATE/LED SIGNS

Mike Dail, Community & Cultural Services Director reviewed the item with Council noting the request is from the Planning Staff as directed by City Council for a Text Amendment to the City Code to change the standards for Electronically/Illuminated/LED Signs. On February 25, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board voted unanimously to recommend approval of the Text Amendment to City Council.

Development Services, Planning & Zoning Division - Staff Report

Request:

Request by Planning Staff at the request of City Council for a Text Amendment to the Zoning Ordinance to change the standards for Electronically Illuminated/LED Signs.

Synopsis:

Staff is proposing changes that would allow signs to change more than once per hour. The proposed rate of change as recommended by the Planning Board is every 15 seconds. Additional requirements for sign maintenance, sign prohibitions and illumination intensities are being requested as recommended by the Planning Board.

Current Ordinance:

Electronically illuminated signs. Signs that contain a fixed, non-flashing message screen are permitted provided that screen changes occur no more than once every hour. In addition, no more than fifty (50) percent of the maximum allowable sign area of any free- standing or wall sign may be designated as an electronic illuminated sign/screen, up to a maximum sign area of fifty (50) square feet. Brightness of said signs/screens shall not be at an intensity that would impair the vision, day or night, of oncoming traffic. All such signs shall be reviewed and approved by the zoning administrator prior to installation consistent with the requirements of this article.

Proposed Ordinance (Changes are highlighted in yellow):

Electronically illuminated/LED signs. Electronically illuminated/LED signs. Signs that contain a changeable message board or screen and are permitted as an on-premise sign are subject to the following criteria:

Screen/message change can occur no more than once every 15 seconds.

Screen/message changes must transition by changing instantly and all new screens/messages must remain static for the duration of their display. No screen/message shall flash, move, pulsate, scroll, be animated, change text or change in intensity of color or brightness during screen/message transition or during the 15 second static period.

In addition, no more than fifty (50) percent of the maximum allowable sign area of any free-standing or wall sign may be designated as an electronic illuminated/LED sign, up to a maximum sign area of fifty (50) square feet.

Brightness of said signs/screens shall not be at an intensity that would impair the vision, day or night, of oncoming traffic and must meet the specific criteria listed below:

- 1. All LED signs shall adjust or shall be adjusted in correlation with ambient light conditions.
- 2. The sign owner shall provide written certification at installation that the sign meets the following light level standards as measured in nits:
 - a. The maximum daytime light level is five thousand (5,000) nits or seven thousand five hundred (7,500) nits if the sign is equipped with an automatic dimmer.
 - b. From dusk until dawn, the maximum light level is two hundred fifty (250) nits.
- 3. Upon notification that the city has received a complaint, the sign owner shall provide written certification that the light level standards meet the criteria listed above.

All such signs shall be reviewed and approved by the zoning administrator prior to installation.

Electronically illuminated/LED signs shall be maintained and function properly. Any sign that is not functioning properly shall be turned off until repairs are made.

All existing non-conforming, off premise signs/billboards shall not be converted to electronically illuminated/LED signs.

No permitted temporary sign shall be an Electronically illuminated/LED sign.

Electronic/LED Sign Survey:

Currently there are 10 Electronically Illuminated/LED signs that exist in Washington's Jurisdiction. Staff has observed that all of these signs are out of compliance with the one hour change standard currently in place. The table below lists the business location of the signs.

NAME	ADDRESS	SIGN
Rich Company	1468 Carolina Ave	Frequent Changes
Harvest Church	2020 W 15 th St	Frequent Changes
Crescom Bank	1311 Carolina Ave	Frequent Changes
La Mesa Mexican Restaurant & Bar	824 W 15 th St	Frequent Changes
First Christian Church	307 E 3rd St	Frequent Changes
Piggly Wiggly	626 River Rd	Frequent Changes
Washington Crab & Seafood Shack	1212 John Small Ave	Frequent Changes
Albemarle Eye Center / Precision Eye Care	1730 Carolina Ave #101	Frequent Changes
Take 2 Computer Services	100 Bridge St	Frequent Changes
West Park Motor Company	4030 Us-264	Frequent Changes

Staff conducted a survey of standards from other municipalities to determine the amount of time between sign changes and found the following:

1. Town of Edenton:

• Electronic message signs are allowed where permitted provided the message does not change more frequently than every eight (8) seconds and the message completes the change within two (2) seconds.

2. City of Elizabeth City:

• LED signs not allowed.

3. City of Kinston:

• The City of Kinston does not have a LED Sign Ordinance, they just regulate that it shows the time date and only changes the face every 60 seconds.

4. City of Morehead City:

• Displays may not change less than every eight (8) seconds.

5. City of New Bern:

• Electronically illuminated signs that contain a fixed message or screen that changes no more than once every fifteen (15) minutes.

6. Town of Tarboro:

• Not allowed.

7. Town of Williamston:

Not allowed.

Comprehensive Plan:

In Staff's opinion the proposed text amendment is consistent with the 2013 Comprehensive Land Use Plan. Staff cites specific sections of the plan within the long-term goals and objectives below:

- 1. The proposed amendment will contribute to the **Community Appearance Goals 1, 2 and 3** by creating and preserving road corridors that enhance the visual character of the community.
- 2. The proposed amendment will contribute to the **Transportation and Mobility Goals 1 and 4** by creating a safe and functional transportation system, and reducing existing

Summary:

Allowing Electronically Illuminated/LED signs to change more than once an hour reflects how the signs are currently being utilized in Washington's Jurisdiction. Allowing more frequent changes also promotes a healthy business environment and gives local businesses a greater ability to advertise. However, screen changes need to be instantaneous without scrolling, flashing, etc., to preserve the aesthetics of Washington's Business Corridors and to not create a distracting or carnival type atmosphere. The time between changes is a standard which needs to be set according to each community's desires. As noted above the various jurisdictions allow sign changes at a range of 8 seconds to 15 minutes.

Staff recommends approval of the Text Amendment.

Planning Board Action:

On February 25, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board made the following motion:

"Motion to recommend approval of the proposed text amendment, to advise that it is consistent with the comprehensive plan and other applicable plans, and to adopt the staff report which addresses plan consistency and other matters."

The Planning Board voted unanimously to recommend approval of the Text Amendment.







Mayor Hodges opened the public hearing. There being no comments from the public, Mayor Hodges closed the public hearing at this time.

Councilmember Kane thanked staff for the material in the agenda packet and expressed she would rather leave the ordinance the way it is, instead of changing the message every 15 seconds as that would be too distracting to drivers. Mayor Hodges suggested having the message change every 30 seconds. Councilmember Finnerty asked Director Drakeford if he had any input on the timing sequence and Director Drakeford responded he did not. Councilmember Finnerty preferred 30 seconds instead of 15 seconds. Mayor Pro tem Sadler asked if the business owners were notified of tonight's meeting and Mike Dail said they were not notified. Councilmember Brooks would like to hear from the business owners in order to determine what timing sequence works best for them. Mike Dail said he would contact the business owners and hold a meeting with them, then report back to Council with an update and recommendation from the business owners, possibly next month or the month after.

Council, by consensus, continued this item in order to obtain feedback from the business owners.

<u>APPROVE</u> – REQUEST TO REZONE 4.98 ACRES OF LAND ON BRICK KILN ROAD FROM RA20 (RESIDENTIAL AGRICULTURE) TO R15S (RESIDENTIAL)

Mike Dail, Community & Cultural Services Director reviewed the item with Council noting the request is by Steve Fuchs to rezone a 4.98 acre parcel of land on Brick Kiln Road, just northeast of its intersection with Whootentown Road. The property is identified by the Beaufort County Tax Office as parcel #5685-76-7123 and is currently zoned RA20 (Residential /agricultural). The proposed zoning requested is R 15S (Residential). The future land use map recommends office and institutional and medium density residential development for this area. The R15S zoning district is considered a low density residential district, however high density development option does exist as a special use within the R15S district. Staff's opinion the requested zoning is compatible with the existing land uses in the area and Generally meets the intent of the Comprehensive Plan and Future Land Use Map. On February 25, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board voted unanimously to recommend approval of the rezoning request to City Council.

Development Services, Planning & Zoning Division – Staff Report

Request:

A request by Steve Fuchs to rezone a 4.98 acre parcel of land on Brick Kiln Road, just northeast of its intersection with Whootentown Road. The property is identified by the Beaufort County Tax Office as parcel #5685-76-7123 and is currently zoned RA20 (Residential Agricultural). The proposed zoning requested is for R15S (Residential)

Parcel #: 5685-76-7123 Lot Size: 4.98 acres

Existing Zoning: RA20 (Residential Agricultural)

Proposed Zoning: R15S (Residential)

Required Notices:

Adjoining property owner notices were mailed and a notice sign was placed on the property on February 13th and 27th of 2020. The public hearing notice advertisement dates were February 15th, 22nd, 28th and March 7th of 2020.

Surrounding Land Uses and Zoning:

The land uses in the subject property area are primarily residential with some mixed use commercial areas just to the south along River Road. Most of the properties in the area are zoned RA20 (residential). The adjacent property to the north is zoned R15S (residential). Just to the south in the mixed use area there are some tracts zoned O&I (office and institutional) and B-2 (business/commercial).

Development Notes:

The subject property is located in the City Limits and is outside of any flood zone per the new flood zone maps.

Water and Sewer are available to the subject property.

Comprehensive Plan:

The future land use map recommends office and institutional and medium density residential development for this area. The R15S zoning district is considered a low density residential district, however a high density development option does exist as a special use within the R15S district. In Staff's opinion the requested zoning is compatible with the existing land uses in the area and generally meets the intent of the Comprehensive Plan and Future Land Use Map.

Planning Board Action:

On February 25, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board made the following motion:

"Motion to recommend approval of the proposed rezoning request, to advise that it is consistent with the comprehensive plan and other applicable plans, and to adopt the staff report which addresses plan consistency and other matters."

The Planning Board voted unanimously to recommend approval of the Rezoning Request.

Mayor Hodges opened public hearing at this time.

Dorian Miller came forward to speak to Council regarding the request. She stated if Mr. Fuchs is allowed to rezone this property, this allows multifamily dwellings at this location. She noted Mr. Fuchs has cleaned up the property and it looks much better. She also discussed drainage issues at this location. She asked for Council to leave the property zoned as it currently is now. She said Mr. Fuchs will require a special use permit and is on the board that would grant the request and she felt that was inappropriate. Mayor Hodges explained Mr. Fuchs would have to recuse himself from the board at that time.

Steve Fuchs thanked Council for reviewing his request. He asked what would the vote outcome have to be for his request to pass tonight. The City Manager explained that a simple majority not a super majority would be required to pass the request, if there were a tie, the Mayor would vote. Mr. Fuchs said so a 3-1 vote would pass his request. Mr. Fuchs said he wants his

property to be zoned the same as all the surrounding property and he has no set plans right now to develop anything on the property. He also explained he would recuse himself if his request went before the Board of Adjustment.

Councilmember Brooks suggested waiting until next month to vote on the request, he stated he doesn't agree with the request. Mayor Pro tem Sadler asked if he had any set plans for the property and Mr. Fuchs said he didn't have anything set right now. The City Attorney reminded Council that they are not supposed to ask the applicant what their proposed use is for the property, Council is supposed to look at all of the uses for this zoning district.

Earnest Moore came forward to speak on the request and noted his mother lives in this area. They want to make sure that the families won't incur anything that's not in their favor if the property is developed.

Joseph McCoullagh discussed the property in this area. He noted the property floods and they are concerned any development in this area could cause additional flooding for the surrounding propety owners. Councilmember Brooks asked Mr. McCoullagh if Mr. Fuchs put proper draining would he be against Mr. Fuchs developing this property. Mr. McCoullagh discussed he may have concern with low income housing or anything that could bring harm to the property owners.

Dorrian Miller commented again that she doesn't want the zoning changed.

There being no other comments from the public, Mayor Hodges closed the public hearing at this time.

Councilmember Finnerty confirmed that if the zoning is changed, Mr. Fuchs would have to get a special use permit to build multi-family dwelling units. The City Attorney explained a special use permit goes to the Board of Adjustment for approval, not City Council and the Chairman (Steve Fuchs) would have to recuse himself.

After additional review of the NC General Statutes, the City Attorney explained that changes occured January 1, 2020 regarding rezoning requests. It will take a 2/3 vote of the actual membership excluding vacant seats and the Mayor, essentially requiring an affirmative vote of 4 on the intial reading. Regardless of whether Council votes tonight, if the request came back at a future meeting, the vote would only require a simple majority vote for a second reading. (Even though absent, Councilmember Pitt is included on the membership count for zoning issues).

Steve Fuchs asked for his request to be continued until the April Council meeting because the vote required tonight would have to be an affirmative vote of 4 members.

PUBLIC HEARING 6:00PM - OTHER:

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: None

APPOINTMENTS: None

OLD BUSINESS:

<u>ADOPT</u> – BUDGET ORDINANCE AMENDMENT, <u>ADOPT</u> CAPITAL PROJECT ORDINANCE AMENDMENT, <u>AWARD</u> CONSTRUCTION CONTRACT TO B.E. SINGLETON AND SONS, INC. AND <u>APPROVE</u> SUBSEQUENT PO, <u>AUTHORIZE</u> MANAGER TO EXECUTE ENGINEERING AGREEMENT WITH RIVERS AND ASSOCIATES AND APPROVE SUBSEQUENT PO - STREETSCAPE PROJECT

BACKGROUND AND FINDINGS: The City of Washington received bids on February 27, 2020 for the construction of the Streetscape project. This project improves utilities, streets and sidewalks along Main Street between Gladden and Market Streets. The recommendation for award letter with bid tabulation from the design engineer is attached.

Rebecca Clark spoke to Council regarding the streetscape project. She is co-owner of Little Shoppes, Main Street Antiques and Cups & Cones. She is in support of the project, although she is disappointed with the April start date. She wants timely information and suggested a communication liaison is needed. She suggested Council spend the money and get some advertising out regarding the project, she also suggested assistance with utilities and leniency on sign ordinances.

Allison Platt and Blaine Humphrey spoke to Council and the attendees regarding the streetscape project. Ms. Platt has worked on streetscape projects in New Bern and Goldsboro. Businesses would meet at least once a week with the project manager and there will also be a construction sequencing staff person available from Rivers & Associates.



CONSTRUCTION SEQUENCING

CONSTRUCTION SEQUENCING Washington City Council Meeting March 9, 2020

Please Note: This construction sequence outlines progression of the work to minimize disruption to downtown businesses. The Contractor may propose alternative sequencing for review by the Engineer, but these alternatives shall not propose greater disruption to utility service or pedestrian access to the individual buildings and b

The progression of work shall be completed in four individual phases. These phases are illustrated below. During implementation of these phases, a minimum 6' wide sidewalk corridor to all businesses shall be maintained during street closures to the greatest extent possible until the existing sidewalk is replaced in sections as outline below. Install construction barrier fence to separate construction area from pedestrian traffic.

SEE SEQUENCE MAP ON NEXT PAGE

Important Progress steps along the Main Street corridor is outlined as follows:

- · Work begins around April 1, 2020.
- The intersection of Main, Gladden and Stewart Parkway is critical to entry and circulation in the downtown. Therefore, this intersection will be done first, and as quickly as possible. Utilities will be improved and gravel will be put in place to allow the intersection to reopen. After these improvements, construction for each subsequeny section will follow as outlined.
 - Set up construction barriers defining work area and along an approximately 6 foot width of existing sidewalk maintained for pedestrian access to stores.

 - · Demolish and remove existing asphalt, signs, plagues and curb and gutter Transfer water services individually to limit outages to 1 hour for typical busi-
 - nesses. Fill trench with sand to allow pedestrian access to be maintained.
 - . Demolish existing sidewalk in sections as needed to minimize disruption of pedestrian access.
 - Install 4" concrete base for brick paving and insert ramps over curbs to allow continued pedestrian access.
- · Proceed through three remaining phases. After these phases are complete, continue with implementation.
- · After brick installation, roadway, lighting, sign and furniture installation, and landscaping activities can take place simultaneously as needed:
- Place brick in patterns as specified.
- Plant trees, groundcovers and shrubs and sod, install signs, place furniture
- Work complete by October 30, 2020.

Blaine Humphrey reviewed the construction sequencing schedule and noted the contractor is a local person and has a vested interest in the community.

Roland Wyman, representing WHDA, shared that he was involved in the initial phases of this project. He discussed the justification for this project and the return on investment, noting it is an investment that will pay the city back.

Linsey (?) owner of Southern Grace Boutique discussed the streetscape project with Council. Her business in located in phase 3 of the project. She supports the streetscape project and feels it is long overdue, but has concerns regarding possible delays caused by hurricanes as well as access to her storefront. Blaine Humphrey noted the only issue would be when the concrete is poured. They could install a ramp over the concrete to allow front door entry and this would be provided by the contractor not business owner. Allison Platt explained they have to maintain access and will be negotiating with contractor for concrete work.

Debra Torrence, Arts of the Pamlico asked Council if there is a way to integrate art, lighting, music to get people here to see the construction, similar to what was done in Lake Lure.

Trent Tetterton applauded Council and the City of Washington for this progressive move. The streetscape project will improve the overall economy of the city and county in general, not just downtown. He also mentioned the recent sale of the Hotel Louise building and noted there are no longer any vacant buildings downtown.

Councilmember Brooks commented that Councilmember Pitt is absent and he wants him to be able to vote on this item. He continued by suggesting a special meeting should be held once Councilmember Pitt returns in order to allow him to vote on the streetscape project. Mayor Pro

tem Sadler agreed that the vote should be delayed until Councilmember Pitt can attend and vote on the streetscape project. Mayor Hodges disagreed and noted Councilmember Pitt knew this item was going to be on the agenda and he chose not to attend the Council meeting. Councilmember Finnerty stated if we are all in support of the project, then there is no need to delay the vote.

Streetscape Pr	roject
8,707,967	Available GF fund balance 6/30/19
	Fund balance reserve policy:
2,333,333	Two months expenses
2,000,000	Natural disaster reserve
4,333,333	Reserve/ policy
4,374,634	Fund balance available after reserve
	Funding:
393,388	Streetscape fund balance 1/31/20
83,333	GF transfer February-June
2,595	Interest earned February - June
(9,592)	Open PO
469,724	Available fund balance
	Expenditure by Fund:
96,816	
373,295	
	Stormwater
909,881	
	General Fund
4,070,803	
	Design/bidding already paid
3,949,303	Additional Funding Required
	General Fund portion of project
	Available project fund balance
1,829,698	Additional General Fund contribution

Police Station	Project		
1,182,364	Police Station fund balar	nce 1/31/20)
496,065	GF transfer February-Jui	ne	
7,795	Interest earned Februar	y - June	
	Open PO		
1,686,224	Available fund baland	e	
250,000	FEMA flood damage fun	ding	
-	Golden Leaf		
300,000	USDA Grant		
1,163,776	USDA Loan (30 yr.)	59,353	Annual debt service
3,400,000	Total available fundin	g	
3,400,000	Project estimate		
-	Additional funding requ	ired	



LANDSCAPE ARCHITECTS

February 28, 2020

Jonathan Russell, City Manager

SUBJECT: City of Washington – Main Street Streetscape Contrast I - General Construction Recommendation for Tentative Award File 2019050-C

Dear Mr. Russell:

A formal bid opening was held at 2:00 P.M. on Thursday, February 27, 2020 in the Council Chambers in the Municipal Building, for the City of Washington Main Street Streetscape - Contract I project. Bids were advertised, and plans and specifications were distributed for the subject project. The advertisement was published in *The Washington Daily News* and *Greater Diversity*. Eight sets of plans and specifications were distributed to plan rooms, contractors, and the City. The project was well advertised in the construction industry. Six (5) contractors bid the project.

Bids received from contractors for the project were as follows:

WASHINGTON - MAIN STREET STREETSCAPE - CONTRACT I:

CONTRACTOR	TOTAL BASE BID
B.E. Singleton & Sons, Inc.	\$3,415,340.96
Stocks & Taylor Construction, Inc.	\$3,742,790.96
Charles W. Hughes Construction, LLC	\$3,847,587.00*
T.A. Loving Company	\$3,969,670.00
BridgePoint Civil, LLC	\$4,318,488.00
Central Builders, Inc.	\$4,894,025.00
*Did not provide 5% Bid Security as required	

Based on the Main Street Streetscape Bid Tab and our evaluation of the Bids, we recommend that the City of Washington issus <u>tentative award</u> of the Washington Main Street Streetscape—Contract [project to the lowest responsive, responsible bidder, B.B. Singleton for the amount of \$3,415,340.96. The final award is subject to approval of funding by the City of Washington, and

City of Washington - Main Street Streetscape Project Contract I - Recommendation for Tentative Award February 28, 2020

Page 2

the City's approval of the Contractor's qualifications and safety records. A copy of the certified Bid Tab is included with this letter.

If you have any questions or concerns regarding this project, please give us a call in the Greenville office at (252) 752-4135. Thank you for this opportunity to serve the City of Washington. We look forward to assisting you in the construction phase of this project.

Sincerely,

M. Blaine Humphrey, P.B. Project Manager

enclosures

cc: Adam Waters, City of Washington (w/o enclosure) Mike Dail, City of Washington (w/o enclosure) Allison Platt, PLA, ASLA, MLA, Rivers & Associates (w/o enclosure) Rivers File (w/o enclosure)

By motion of Councilmember Finnerty, seconded by Councilmember Kane, Council adopted ordinances to amend budget and set capital project fund for Streetscape project, awarded contract for construction to B.E. Singleton and Sons, Inc. and approved corresponding purchase order in the amount of \$3,415,340.96 and authorized the City Manager to execute Engineering Agreement with Rivers & Associates for Construction Administration and Construction Observation, and approved corresponding purchase order in the amount of \$185,000.

(copy attached)

<u>ADOPT</u> – BUDGET ORDINANCE AMENDMENT FOR LICENSE PLATE AGENCY, <u>APPROVE</u> NEW POSITIONS WITH CORRESPONDING CLASSIFICATION & SALARY SCHEDULE AND <u>AWARD</u> BID FOR RECONFIGURING CITY HALL TO COASTAL BUILDERS

BACKGROUND AND FINDINGS: A License Plate Agency (LPA) will be in operation at City Hall by May 10, 2020. The budget amendment covers building modifications, three staff members, training costs, associated payroll reclassifications and other related costs associated for this initiative. The addition of the LPA to our City Services has highlighted some internal relationship salary opportunities and are being addressed. The attached Piedmont Triad Regional Council memo explains these in further detail.

Bids:

Coastal Builders \$ 128,498.75

Stocks & Taylor 152,295.00 (includes 10% contingency)
Bullet proof glass has been suggested and will be quoted separately.

The addition of this service is budgeted to generate \$200,000 of net income in fiscal year 2021 or the equivalent of \$.025 of property taxes. The fund balance appropriation for the initial expenditure will be recovered in less than a year. PREVIOUS LEGISLATIVE ACTION: Council approved location of LPA in City Hall 2/10/20.

LPA Budget			
LPA		2020	2021
AccountNumber	AccountDesc	Estimate	Request
010-4136-0200	SALARIES	32,497	111,417
010-4136-0400	PROFESSIONAL SERVICES	2,000	
010-4136-0500	F.I.C.A. TAXES	2,437	8,356
010-4136-0600	GROUP INSURANCE	6,300	23,106
010-4136-0700	RETIREMENT CONTRIBUTIONS	3,321	11,387
010-4136-0701	401K CONTRIBUTIONS	1,138	4,050
010-4136-1100	TELEPHONE	300	1,000
010-4136-1400	EMPLOYEE DEVELOPMENT	15,000	3,000
010-4136-1604	MAINT/REPAIR OFFICE EQUIP	2,000	2,000
010-4136-3300	DEPARTMENTAL SUPPLIES	3,000	3,000
010-4136-5300	DUES & SUBSCRIPTIONS	1,000	1,000
010-4136-7000 (1)	NONCAPITALIZED PURCHASES	149,499	-
	Total	218,492	168,316
	Other Pay Re-classes		32,424
	Total		200,741

(1) \$6,000 computers, \$15,000 office equipment, \$128,499 building modifications

Classification	Current	Recommended
	Grade	Grade
Customer Service Representative	13	14
NEW: License Plate Agent	NA	14
New: Customer Service/License Plate Agent	NA	15
Utility Billing/Customer Service Specialist	14	15
Senior Customer Service Representative	14	16
New: Lead License Plate Agent	NA	16
Senior Utility Billing Systems Operator	15	16
Utilities Business Manager	22	22
Assistant Finance Director	27	29

In addition, I recommend the following salary grade assignments based on internal relationships and Director level roles

Human Resources Director/ADA Coordinator	28	33
Parks & Recreation Director	27	28
Library Director	27	28
Tourism Development Director	26	27

The City Manager reviewed a \$72,000 upgrade to the customer service area that was already budgeted/included in the CIP. The additional work for the LPA is \$55,000. Matt Rauschenbach discussed the proposed design, improved flow and handicap access. He also noted flooring, electrical, and ceiling work was rebid to do the complete project including the proposed up-fit at customer service. The City Manager explained the current quote went up approximately \$9600 from the previous estimate presented to Council.

Council and staff discussed the pros and cons of the LPA being located at Brown Street vs. City Hall. Matt Rauschenbach explained we have to open the LPA by May 1st. He continued by saying we only had estimates last month and not actual bids, the purpose of last month's request was to determine the location of the LPA. Mayor Pro tem Sadler and Councilmember Brooks expressed their concern with having the LPA located at City Hall.

Matt Rauschenbach reviewed the proposed salary changes with Council, noting three additional employees would be needed to staff the LPA. When the previous study was done, Piedmont suggested the additional changes to the pay/class schedule (box #2). Adam Waters reviewed the proposed design of the LPA with Council.

Council continued their discussions regarding the proposed pay/class changes. The City Manager suggested doing an across the board pay/class study. Councilmember Kane suggested approving the pay/class changes in the first box related to the LPA and discuss the others during the budget workshops. Mayor Pro tem Sadler expressed his concern with the \$128,498.75 for the renovations at City Hall, he also expressed his concern with the suggested positions shown for pay/salary increases that aren't related to the LPA. Councilmember Finnerty expressed favor with the LPA being located at City Hall. Councilmember Brooks expressed his concern with the material that was presented to Council last month and feels Council was led to put the LPA at City Hall and felt City Hall was not the best option.

A motion was made by Councilmember Finnerty and seconded by Councilmember Kane to approve a budget ordinance amendment for the startup of the License Plate Agency at City Hall only approving the three new positions and salary assignments relating to the License Plate Agency (see below) and award the bid for reconfiguring City Hall in the amount of \$128,498.75 to Coastal Builders. Voting for the motion: Kane/Finnerty; against: Brooks/Sadler. The vote resulted in a tie and Mayor Hodges voted for the motion and the motion carried 3-2.

NEW: License Plate Agent	Grade 14
New: Customer Service/License Plate Agent	Grade 15
New: Lead License Plate Agent	Grade 16

<u>NEW BUSINESS:</u> <u>APPROVE</u> – ADDITION OF LED AREA LIGHTS AND RATES

BACKGROUND AND FINDINGS: In an effort to lower rates for the customer, as well as, lower the cost of energy purchased the Electric Department would like to add the latest in technology to the electric system by making LED area lights available. Below are the proposed area lights, the description, and the rates.

Code	Description Rate	
A15	45W LED on new pole	\$14.55
A16	45W LED on existing pole	\$12.91
A17	96w LED Flood	\$19.18
A18	110w LED on 8' arm	\$19.18
A19	297w LFD Flood	\$36.78

By motion of Councilmember Finnerty, seconded by Mayor Pro tem Sadler, Council approved the addition of new LED area lights and rates.

<u>APPROVE</u> – REQUEST FOR PARK ENCROACHMENT AND PARKING SPACE MODIFICATION – STEWART PARKWAY AND MARITIME QUARTER/CRAB PARK

Mike Dail, Community & Cultural Services Director reviewed the item with Council. The owner of the former Havens Mill Property is in the process of rehabilitating the building that was formerly the Rowing Club. The property owner is requesting permission to install a 62-footlong sidewalk across the Maritime Quarter/Crab Park. The owner would also like to convert one of the existing parking spaces along Stewart Parkway to a handicap space. The path and handicap parking space are needed in order to comply with ADA regulations to allow for handicap accessibility to their building. The property owner proposes to pay for the sidewalk installation and parking space conversion. The new sidewalk will match what currently exists in the park. The owner proposes to build a tap house or microbrewery at this location.





By motion of Mayor Pro tem Sadler, seconded by Councilmember Finnerty, Council approved the request to convert a parking space along Stewart Parkway to a handicap space (remove curb as needed) and allow side walk to be constructed across the Maritime Quarter/Crab park to provide handicap access to the H-D Holdings of Washington, LLC properly. As well as remove one of the handicap spaces across the street (public parking lot) and put that back to a regular parking space.

ANY OTHER ITEMS FROM CITY MANAGER:

MEETING WITH ARCHITECT/ENGINEER FOR POLICE STATION

*March 11th from 1pm-3pm in the Mayor's Conference Room

UPDATE ON 15TH STREET ENGINEERING RFQ'S

The City Manager said we received six submissions for the 15th Street engineering RFQ's, those items will be forwarded to Council. Mayor Hodges suggested possibly doing a parking study as well.

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:

Mayor Pro tem Sadler asked for an update from the January meeting regarding Roberson cab. The City Manager explained we are working on a reciprocity agreement with Greenville.

CLOSED SESSION:

UNDER NCGS§143-318.11 (A)(3) ATTORNEY/CLIENT PRIVILEGE

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council entered into closed session under NCGS 143-318.11 (A)(3) Attorney/Client Privilege at 8:15pm

By motion of Mayor Pro tem Sadler, seconded by Councilmember Finnerty, Council agreed to come out of closed session at 9:07pm

ADJOURN

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council adjourned the meeting at 9:08pm until April 13, 2020 at 5:30pm in the Council Chambers.

(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC City Clerk

Agenda Date: April 13, 2020



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council

From: Matt Rauschenbach, Administrative Services Director/CFO

Date: April 6, 2020

Subject: Authorize FEMA Agents & Approve State Disaster Assistance

Agreement for COVID-19 Disaster

Applicant Presentation: N/A Staff Presentation: N/A

RECOMMENDATION:

I move that City Council designate Matt Rauschenbach and Tammy Swindell as primary and secondary applicant agents and authorize the Mayor to execute the Applicant Disaster Assistance Agreement for the COVID-19 disaster.

BACKGROUND AND FINDINGS:

Budget ordinance amendments will be submitted to Council once the extent and impact of this disaster is more fully understood and defined.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT		
Currently Budgeted	_ Requires additional appropriation _	No Fiscal Impact

SUPPORTING DOCUMENTS

Resolution Designation of Applicant Agent State- Applicant Disaster Assistance Agreement

RESOLUTION DESIGNATION OF APPLICANT'S AGENT

North Carolina Division of	Emergency Management	
Organization Name (hereafter named Organization) City of Washington	Disaster Number: FEMA-4487-DR-NC	
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):		
Applicant's Fiscal Year (FY) Start Month	: July Day:1	
Applicant's Federal Employer's Identification Number	,	
Applicant's Federal Information Processing Standards (FIPS) Number 013-71220 -00		
PRIMARY AGENT	SECONDARY AGENT	
Agent's Name Matt Rauschenbach	Agent's Name Tammy Swindell	
Organization	Organization	
City of Washington	City of Washington	
Official Position	Official Position	
CFO	Assistant Finance Director	
Mailing Address	Mailing Address	
PO Box 1988	PO Box 1988	
City ,State, Zip	City ,State, Zip	
Washington, NC 27889	Washington, NC 27889	
Daytime Telephone	Daytime Telephone	
252 975-9312	252 975-9360	
Facsimile Number	Facsimile Number	
252 946-1965	252 946-1965	
Pager or Cellular Number	Pager or Cellular Number	
252 945-4050	252 558-0515	
BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this day of day of		
GOVERNING BODY	CERTIFYING OFFICIAL	
Name and Title	Name	
Name and Title	Official Position	
Name and Title	Daytime Telephone	
CERTIFICATION		
I,, (Name) duly appointed and (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of (Organization) on the day of, 20		
Date:	Signature:	

APPLICANT: City of Washington	DISASTER:	COVID-19	
,		FEMA-	4487-DR-N

PUBLIC ASSISTANCE CFDA# 97.036

STATE – APPLICANT DISASTER ASSISTANCE AGREEMENT

This Agreement made by and between the State of North Carolina, Dept. of Public Safety, Division of Emergency Management ("the State") and City of Washington ("the Applicant") shall be effective on the date signed by the State and the Applicant. It shall apply to all disaster assistance funds provided by or through the State to the Applicant as a result of the disaster called COVID-19, and pursuant to the Disaster Declaration made by the President of the United States numbered FEMA - ____4487- DR-NC.

The designated representative of the Applicant (Applicant's Agent) certifies that:

- 1. He/She has legal authority to apply for assistance on behalf of the Applicant pursuant to a resolution duly adopted or passed by the Applicant's governing body.
- 2. The Applicant shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving Federal and State disaster grant assistance.
- 3. The applicant shall use disaster assistance funds solely for the purpose for which these funds are provided and as approved by the Governor's Authorized Representative (GAR).
- 4. The Applicant is aware of and shall comply with cost-sharing requirements of Federal and State disaster assistance: specifically that Federal assistance is limited to 75% of eligible expenditures, and that State assistance is limited to 25% of the eligible costs. Alternate projects selected by the Applicant may be eligible for only 75% of the approved Federal share of estimated eligible costs.
- 5. The Applicant shall provide the following completed documentation to the State:
 - Designation of Applicant's Agent;
 - State-Applicant Disaster Assistance Agreement
 - Private Non-Profit Organization Certification (if required);
 - Summary of Documentation Form itemizing actual costs expended for large project payment requests;
 - Monthly Progress Reports;
 - Copies of Single Audit Reports as applicable.

If the Applicant fails to provide any of the above documentation, the State will be under no obligation to reimburse the Applicant for eligible expenses.

- 6. The Applicant shall establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting principals or as directed by the Governor's Authorized Representative. If applicable, the Applicant shall conduct audit(s) pursuant to the Single Audit Act of 1984, 31 U.S.C. ∍7501 et. seq., 44 C.F.R. Part 14, OMB Circular A-133, "Audits of States, Local Governments and Non-profit Organizations," and applicable North Carolina laws, rules and regulations.
- 7. The Applicant shall provide to the State monthly Progress Reports for all open large projects funded by State and Federal disaster assistance grants. The first Progress Report will be due on the 10th day of the first month following initiation of the project and subsequent Progress Reports will be due on the 10th day of each and every month thereafter until project completion. Forms and reporting requirements will be provided by the Governor's Authorized Representative.
- 8. The Applicant, its employees and agents, including consultants, contractors and subcontractors to be paid with funds provided under this Agreement, shall give State and Federal agencies designated by the Governor's Authorized Representative, full access to and the right to examine all records and documents related to the use of disaster assistance funds.
- 9. The Applicant shall return to the State, within thirty (30) days of a request by the Governor's Authorized Representative, any funds advanced to the Applicant that are not supported by audit or other Federal or State review of documentation maintained by the Applicant.
- 10. The Applicant shall comply with all applicable codes and standards in the completion of eligible work to repair or replace damaged public facilities.
- 11. The Applicant shall comply with all applicable provisions of Federal and State statutes, rules and regulations regarding the procurement of goods and services and regarding contracts for the repair and restoration of public facilities.
- 12. The Applicant shall begin and complete all items of work within the time limits established by the Governor's Authorized Representative and in accordance with applicable Federal and State statues, rules and regulations.
- 13. The Applicant shall request a final inspection within ninety (90) days after completion of each and every large project funded under this Agreement, or within ninety (90) days after the expiration of the time limit established for each project under Paragraph 12 above, whichever occurs first. Applicant shall present all supporting documentation to State and/or Federal inspectors at the time of final inspection. The State, as Grantee, reserves the right to conduct a final inspection of any large project after expiration of the ninety- (90) day period and to reimburse Applicant only for costs documented at the time of final inspection.
- 14. The Applicant shall comply with all applicable Federal and State statutes, rules and regulations for publicly financed or assisted contracts including, but not limited to, non-discrimination, labor standard, and access by the physically handicapped.

- 15. The Applicant's Designated Agent shall execute and comply with the Lobbying Prohibition document incorporated herein as Attachment A.
- 16. The Applicant's Designated Agent shall execute and comply with the Statement of Assurances (SF 424D) document incorporated herein as Attachment B.
- 17. The Applicant shall not enter into cost-plus-percentage-of-cost contracts for debris removal, emergency protective measures, or completion of disaster restoration or repair work.
- 18. The Applicant shall not enter into contracts for which payment is contingent upon receipt of State or Federal funds.
- 19. The Applicant shall not enter into any contract with any entity that is debarred or suspended from participation in Federal Assistance. The State and/or FEMA will not be under any obligation to reimburse Applicant for payments made to a debarred or suspended contractor. Applicant may search for debarred or suspended contractors on the "Excluded Parties List System" (EPLS) at the following website: www.sam.gov.
- 20. The Applicant shall comply with the provisions of 42 U.S.C. ∋5155 (Section 312 of the Stafford Act) which prohibits duplication of benefits. Applicant shall notify State immediately if any other source of funds is available to offset disaster assistance provided pursuant to this Agreement. Applicant agrees that eligible costs under this Agreement will be reduced by duplicate benefits received from any other source.
- 21. The Applicant shall comply with all uniform grant administration requirements required by State and Federal statutes, rules and regulations, including but not limited to, the Robert T. Stafford Disaster Relief and Emergency assistance Act, Public Law 93-288, as amended, Title 44 of the Code of Federal Regulations, applicable OMB Circulars, and policy guidance issued by the Federal Emergency Management Agency (FEMA).
- 22. If the Applicant pays contractors, subcontractors or consultants with funds provided through this Agreement then the Applicant shall include language in all contracts that binds the contractor, subcontractor or consultant to the terms and conditions of this Agreement with the State. Contractual arrangements with contractors, subcontractors or consultants shall in no way relieve the Applicant of its responsibilities to ensure that all funds provided through this Agreement are administered in accordance with all State and Federal requirements.

FOR THE APPLICANT:

	BY:	
Date	Signature	
Applicant's Federal Tax I.D. Number (required)	Typed Name	
	Title	
	FOR THE STATE:	
	BY:	
Date	Signature	
	Typed Name	
	Title	

ATTACHMENT A

LOBBYING PROHIBITION

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any State or Federal agency, a member of the N.C. Legislature, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-L. "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all recipients of funds under this Agreement shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name of Applicant		_
BY: Signature of Applicant's	D: (14)	

ATTACHMENT B-1

OMB Approval No. 0348-0042

ASSURANCES-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington DC 20503

PLEASE <u>DO NOT</u> RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project costs) to ensure proper planning, management and completion of the project described in this application
- Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
- 4. Will comply by the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
- 5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. ∋∋4728-2763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. ээ4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 10. Will comply with all Federal statures relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. ∋∋1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ∋ 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. ээ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) ээ523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. ∋∋290 dd-3 and 290 ee 3), as amended relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. ∍**3601** seq.), as amended relatina nondiscrimination in the sale, rental, or financing of housing; (I) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

ATTACHMENT B-2

- 11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- 12. Will comply with the provisions of the Hatch Act (5 U.S.C. ∋∋1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- 13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S. C. ∍∍276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. ∍874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. ∍∍327-333) regarding labor standards for federally-assisted construction subagreements.
- 14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L.93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514: (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in

- floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. ∍∍1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. ∍∍7401 et seq.); (g) protection of under ground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. ∋∋1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. ∍470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. ∍∍469a-1 et seq.).
- 18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

*Mayor*Mac Hodges

City Manager
Jonathan Russell



Washington City Council

Richard Brooks Virginia Finnerty Elizabeth A. Kane William Pitt Donald R. Sadler

To: Mayor Hodges & Members of the City Council

From: Matt Rauschenbach, C.F.O.

Date: April 6, 2020 Subject: PO's > \$50,000

The following budgeted purchase orders that are in excess of \$50,000 have been issued:

<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
\$135,422	Cella Ford	(4) Police vehicles



Office of Parks & Recreation

MEMORANDUM

DATE: 4/13/20

TO: Mayor Hodges & Members of City Council

FROM: Kristi Roberson, Recreation Director

RE: Aquatic Memberships

Due to the COVID-19 pandemic the Aquatic Center closed on Friday, March 13 to the public. Staff recommends offering all members an extension on their quarterly and annual memberships. Due to the temporary nature of a monthly membership, staff recommends offering monthly members the opportunity to extend their membership or obtain a refund. All extensions will be based upon reopening the facility to the public.

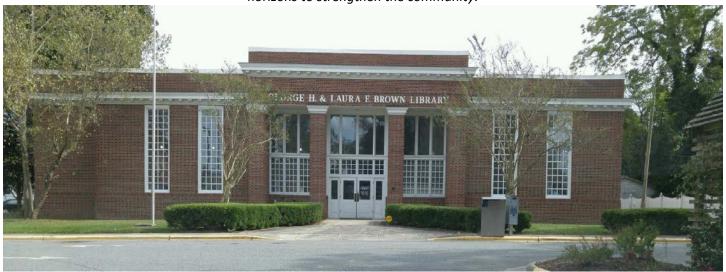


122 Van Norden St. Washington, N.C. 27889 (252) 946-4300

MONDAY - SATURDAY 9:00 AM - 6:00 PM SUNDAY Closed

2019 Annual Report

The George H. & Laura E. Brown Library provides resources and information to broaden educational and personal horizons to strengthen the community.



Library Board of Trustees

Steve Moler, Chairman Mara Graves, Secretary Laura Toth, Trustee Barbara Grimes, Trustee Rick Gagliano, Vice Chairman
Joanna Rieg, Trustee
Leesa Jones, Trustee
Roland Wyman, City Council Liaison
Betsy Kane, City Council Liaison (Dec 9 2020)

Library Staff

Sandra Silvey, Library Director
Kimberly Davenport, Technical Services Supervisor
Teresa Patti, Circulation Supervisor
Jennifer Mills, Technical Services Assistant
Rhianna Clipperton, Circulation Assistant

Terry Rollins, Youth Services Supervisor Claudia Dahlen, Reference Specialist/Genealogy Elizabeth Tankard, Technical Services Specialist Marilou Cloutier, Circulation Assistant Perry Harper, Custodian

Year in Review 2019

The George H. and Laura E. Brown Library is the heart of our community and the staff and Trustees are committed to the belief that the library is **the** place for all the citizens of Washington and Beaufort County to meet and learn. Our library has served Washington, North Carolina, and surrounding communities since 1911. We strive every year to improve our services and resources. 2019 was a busy year and we have accomplished a great deal. We successfully met our goals and will strive to expand our goals in 2020. Listed below are a few of our accomplishments:

- Included infants and adults in our Summer Library Program
- Increased community partnerships
- Increased Adult Programs
- Increased Children Programs
- Installed new seating with the ability to charge devices
- Completed LSTA Strategic
 Plan/Space Needs Assessment Grant
- Started a new Young Adult Club



Year in Review 2019



The Friends of the Brown Library are supporters of the George H. and Laura E. Brown Public Library. They provide volunteers, advocacy, furnishings, materials, and supplemental funds for projects that are beyond the library's budget. The revenue gained from the Friends Annual Book Sale increased again this year. In 2019 some of the projects that were funded:

- The Summer Library Program
- Software licensing
- OverDrive eBooks
- Archival supplies and equipment for the History Room
- Ancestry and ProQuest African American Heritage
- Technology (Mondo pad) for Meeting Room
- Binder Board and Paper Cutter
- Harry Potter Halloween Party



Brown Library by the numbers





77,994

Visitors Through





89,993

Items Circulated



19,327

Registered Cardholders



8,847

Computer Sessions



9,420

Program Attendees



31,714

WiFi Engagement



712

New Cardholders

Visiting the library remains the most common cultural activity Americans engage in, exceeding visits to movie theaters and live sporting events!

Brown Library in action





"A Bite of History" with Linda Boyer



Summer Craft Time



Cookbook Club



Evan L., age 6, first prize of the 2019 Summer Library Program



A Harry Potter Halloween



Special Visit from Santa at Toddler Story Time



Summer Library Program with NC Aquarium on Roanoke



Teen Summer Library Program Finale

April 13, 20<mark>20</mark> Page 38 of 60

Digital Services We Provide







in library use only



































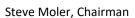


Looking Ahead

2020 Goals

- Provide Adult and Youth programming and resources to meet the needs of our community by evaluating, providing and expanding these services.
- Maximize the existing library space to meet the needs of the library and the community by evaluating all spaces, thinking outside the box and creating usable spaces.
- Meet the needs of the library and the community by requesting funding for needed positions.
- Provide technology infrastructure and support to meet the needs of the community by installing charging stations and offering additional technology programming







Mara Graves, Secretary



Laura Toth, Trustee



Barbara Grimes, Trustee



Leesa Jones, Trustee



Joanna Rieg, Trustee



Rick Gagliano, Vice Chairman



Roland Wyman, City Council Liaison (2019)



Betsy Kane, City Council Liaison Sworn in 12-9-2019

April 13, 2020 Page 40 of 60



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council

From: Glen Moore, Planning Administrator

Date: April 6, 2020

Subject: Rezoning Request on Brick Kiln Road

Applicant Presentation: Steve Fuchs

Staff Presentation: Mike Dail, Director Community & Cultural Services

RECOMMENDATION:

I move that City Council accept the recommendation of the Planning Board and adopt the request from Mr. Steve Fuchs to rezone parcel #5685-76-7123 from RA20 (Residential Agricultural) to R15S (Residential).

-OR-

I move that City Council deny the recommendation of the Planning Board to adopt the request from Mr. Steve Fuchs to rezone parcel #5685-76-7123 from RA20 (Residential Agricultural) to R15S (Residential).

BACKGROUND AND FINDINGS:

A request by Steve Fuchs to rezone a 4.98 acre parcel of land on Brick Kiln Road, just northeast of its intersection with Whootentown Road. The property is identified by the Beaufort County Tax Office as parcel #5685-76-7123 and is currently zoned RA20 (Residential Agricultural). The proposed zoning requested is R15S (Residential)

The future land use map recommends office and institutional and medium density residential development for this area. The R15S zoning district is considered a low density residential district, however a high density development option does exist as a special use within the R15S district. In Staff's opinion the requested zoning is compatible with the existing land uses in the area and generally meets the intent of the Comprehensive Plan and Future Land Use Map.

On February 25, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board voted unanimously to recommend approval of the rezoning request to City Council. The City Council held a public hearing on March 9, 2020. After discussions, the applicant requested action on his item be continued until the April 13th Council meeting.

Fiscal Impact			
Currently Budgeted (Account	<u> </u>	X	No Fiscal Impact

Supporting Documents



RESOLUTION OF THE CITY OF WASHINGTON FOR A PROPOSED ZONING MAP AMENDMENT

WHEREAS, The City of Washington received a request to rezone 4.98 acres of land on Brick Kiln Road just northeast of its intersection with Whootentown Road from RA20 (Residential Agricultural) to R15S (Residential). The property is identified by the Beaufort County Tax Office as parcel # 5685-76-7123 and is further described in Deed Book 1962, Page 725 of the Beaufort County Register of Deeds; and

WHEREAS, effective January 1, 2006, North Carolina General Statute 160A-383 requires that "prior to adopting or rejecting any zoning amendment" each local governing board "shall adopt a statement describing whether its action is consistent with an adopted comprehensive land use plan and explaining why the board considers the action taken to be reasonable and in the public interest"; and

WHEREAS, this zoning request was duly advertised and was the subject of a public hearing by the Council of the City of Washington on March 9, 2020; and

WHEREAS, following said public hearing, the City Council of the City of Washington hereby finds that the proposed rezoning request is consistent with the comprehensive plan or any other officially adopted plan that is applicable and is both reasonable as well as in the public interest because it is designed to promote the public health, safety and/or general welfare.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, North Carolina that, the proposed rezoning of the subject parcel presented by the Planning Board be approved.

Adopted this 13th day of April 2020.

Jay MacDonald Hodges, Mayor

ATTEST:

Cynthia Bennett, Clerk

Rezoning Request Staff Report

Request:

A request by Steve Fuchs to rezone a 4.98 acre parcel of land on Brick Kiln Road, just northeast of its intersection with Whootentown Road. The property is identified by the Beaufort County Tax Office as parcel #5685-76-7123 and is currently zoned RA20 (Residential Agricultural). The proposed zoning requested is for R15S (Residential)

Parcel #: 5685-76-7123

Lot Size: 4.98 acres

Existing Zoning: RA20 (Residential Agricultural)

Proposed Zoning: R15S (Residential)

Required Notices:

Adjoining property owner notices were mailed and a notice sign was placed on the property on February 13th and 27th and April 1st of 2020. The public hearing notice advertisement dates were February 15th, 22nd, 28th, March 7th and April 5th and 12th of 2020.

Surrounding Land Uses and Zoning:

The land uses in the subject property area are primarily residential with some mixed use commercial areas just to the south along River Road. Most of the properties in the area are zoned RA20 (residential). The adjacent property to the north is zoned R15S (residential). Just to the south in the mixed use area there are some tracts zoned O&I (office and institutional) and B-2 (business/commercial).

Development Notes:

The subject property is located in the City Limits and is outside of any flood zone per the new flood zone maps.

Water and Sewer are available to the subject property.

Comprehensive Plan:

The future land use map recommends office and institutional and medium density residential development for this area. The R15S zoning district is considered a low density residential district, however a high density development option does exist as a special use within the R15S district. In Staff's opinion the requested zoning is compatible with the existing land uses in the area and generally meets the intent of the Comprehensive Plan and Future Land Use Map.

Planning Board Action:

On February 25th, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board made the following motion:

"Motion to recommend approval of the proposed rezoning request, to advise that it is consistent with the comprehensive plan and other applicable plans, and to adopt the staff report which addresses plan consistency and other matters."

The Planning Board voted unanimously to recommend approval of the Rezoning Request.





DEPARTMENT OF PLANNING AND DEVELOPMENT

RA20 RESIDENTIAL AGRICUTURAL DISTRICT

RA20 ZONING DISTRICT				
Permitted Uses	Special Uses			
Accessory Uses & Structures	Agricultural Production (livestock)	Cemeteries/Mauseleoms		
Agricultural Production (crops)	Animal Feeder/Breeder	Civic, Trade, or Business Org.		
Auto Park Lots, Grade Level	Animal Services (livestock)	Clubs or Lodges		
Churches	Animal Services (other)	Country Clubs/Golf Courses		
Common Area Recreation	Athletic Fields	Elementary or Secondary Schools		
Fish Hatcheries	Daycare Centers, Adult (5 or less)	Flowers, Nursery Stock, Supplies		
Forestry	Daycare Centers, Child (5 or less)	Golf Courses		
Gardens	Family Care Homes (6 or less)	Golf Course, Miniature		
Horticultural Specialities	Fire Stations	Golf Driving Ranges		
Pump Stations	Home Occupation	Logging & wood, Raw Materials		
Retreat Centers	Kennels or Pet Grooming	Migrant Labor Housing		
SF Detached Dwellings	Police Stations	Orphanages		
Shelters, Emergency	Public Parks	Recreation Facilities (other)		
Utility Lines & Appurtenances	Public Recreation Facilities	RV Parks or Campsites		
Utility Substations	Riding Stables	School Admin. Facilities		
Veterinary Services	Satellite Dishes/TV/Radio Antennas	Sports Instructional Schools		
Veterinary Services (livestock)	Swimming Pools	Swim and Tennis Clubs		
Wayside Stand, Farm Produce	Temporary Events	Telecommunication Towers		
		Theaters, outdoors		
		Tourist Homes, B & B		



DEPARTMENT OF PLANNING AND DEVELOPMENT

R15S RESIDENTIAL DISTRICT

R15S ZONING DISTRICT				
Permitted Uses	Permitted Use Subject to Specific Developmental Standards	Special Uses		
Accessory Uses & Structures	Athletic Fields	Cemeteries/Mausoleums		
Agricultural Production (crops)	Day Care Centers, Adult (5 or less)	Churches		
Auto Park Lots, Grade Level	Day Care Centers, Child (5 or less)	Country Clubs/Golf Courses		
Common Area Recreation	Family Care Homes (6 or less)	Elementary or Secondary Schools		
Gardens	Fire Stations	Golf Courses		
Pump Stations	Home Occupation	Golf Driving Ranges		
SF Detached Dwellings	Police Stations	Multifamily Dwellings		
Shelters, Emergency	Public Parks	Swim and Tennis Clubs		
Utility Sustations	Public Recreation Facilities	Telecommunication Towers		
Utitlity Lines & Appurtenances	Satellite Dishes/TV/Radio Antennas	Two Family Dwell (twin & dup.)		
	Swimming Pools			
	Temporary Events			



To: From: Date: Subject: Applicant Presentation: Staff Presentation:	Mayor Hodges & Members of the City Council Jonathan Russell, City Manager April 7, 2020 Electric Utility Rate Reduction N/A N/A
RECOMMENDATION: I move that City Council a customers in the current (Apr	approve a one-time 30% reduction in the electric utility rate for all ril) billing cycle.
been issued it is recommende to prevent the spread of COV	of the COVID 19 virus, and the current state of emergency that has ed to provide a 30% rate reduction for the current billing cycle. Efforts /ID 19 will impact businesses and residents well into the future. Based would be \$685,000. This reduction is intended to decrease the financial
PREVIOUS LEGISLATIVE AC	<u>'TION</u>
FISCAL IMPACT	
Currently Budgeted	Requires additional appropriationNo Fiscal Impact

SUPPORTING DOCUMENTS



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council

From: Adam Waters, Public Works Director

Date: 4/13/2020

Subject: Adopt Budget Amendment and Approve Subsequent PO's

Applicant Presentation: N/A

Staff Presentation: Adam Waters

RECOMMENDATION:

I move that City Council adopt the Budget Amendment Ordinance in the amount of \$711,462 and approve subsequent Purchase Orders for the purchase of four replacement pieces of equipment. Purchase Orders as follows;

Amick Equipment, \$249,685.67 for Front Load Garbage Truck White's International Trucks, \$288,854.58 for 2 Rear Load Garbage Trucks

BACKGROUND AND FINDINGS:

This Budget Ordinance covers the expense's estimated for the additional maintenance of vehicles/equipment as a result of equipment failures on aged equipment, for the remainder of the current fiscal year (\$65,000). The total estimated maintenance for current FY 19-20 is \$145,000. The original budget of \$76,000 has been increased by \$4,000 through transfers within the fund. The budget ordinance also includes \$646,462 to allow the City to order replacement equipment that is scheduled to be replaced in FY 20-21. This equipment currently has a lead time of 6-9 months from the time the order is placed. If the orders are placed in July, lead times are expected to stretch out to 12-14 months. By replacing this equipment sooner, the maintenance cost for this fund is expected to decrease by approximately \$60,000 for the next fiscal year. The 4th piece of equipment to be replaced with this plan is a non-road worthy 2-ton dump truck, however quotes have not been finalized as of this meeting. All quotes and purchases are through the North Carolina Sheriffs Association bid process and State contract 70A.

PREVIOUS LEGISLATIVE ACTION

Equipment Replacement Spreedsheet

FISCAL IMPACT Currently Budgeted (Account) _ No Fiscal Impact	X Requires additional appropriation
SUPPORTING DOCUMENTS	
Budget Amendment Ordinance	

April 13, 2020 Page 49 of 60

	Equipment	Replacen	nent for F	und 038				
Equipment Number	Make	Model	Year Purchased	Mileage/hours	Replacement cost with tax and license fees		Maintenance Cost July 2019-February 2020	
484	Mack	Frontloader	1999	152788	\$259,437.67		\$23,323.50	
485	International	Rear Loader	2011	76568	\$151,012.11		\$9,650.00	
488	International	Rear Loader	2012	94656	\$151,012.11		\$14,540.80	
486	Chevy	2 ton dump	2001	87596	\$85,000		Parked/inoperable	
481	International	2 ton dump	2000	64783	\$85,000		. ,	
New Purchase		Grappler			\$158,357.55			
					\$889,819.44	Total Cost	\$47,514.30	
					\$196,649.00	Debt servi	ce per year for 5 years (D 4%
					\$189,974.52	Debt servi	ce per year for 5 years (@ 2.6%
Equipment Number	Make	Model	Year Purchased	Mileage/hours	Replacement cost			
484	Mack	Frontloader	1999	152788	\$259,437.67		\$23,323.50	
485	International	Rear Loader	2011	76568	\$151,012.11		\$9,650.00	
488	International	Rear Loader	2012	94656	\$151,012.11		\$14,540.80	
486	Chevy	2 ton dump	2001	87596	\$85,000		Parked/inoperable	
481	International	2 ton dump	2000	64783	\$85,000			
					\$731,462	Total Cost	\$47,514.30	
							ce per year for 5 years (@ 4%
						Debt servi		

Equipment Number	Make	Model	Year Purchased	Mileage/hours	Replacement cost			
484	Mack	Frontloader	1999	152788	\$259,437.67		\$23,323.50	
485	International	Rear Loader	2011	76568	\$151,012.11		\$9,650.00	
488	International	Rear Loader	2012	94656	\$151,012.11		\$14,540.80	
486	Chevy	2 ton dump	2001	87596	\$85,000		Parked/inoperable	
					\$646,461.89	Total Cost	\$47,514.30	
							e per year for 5 years (
					\$138,018.24	Debt service per year for 5 years @ 2.6%		@ 2.6%
Equipment Number	Make	Model	Year Purchased	Mileage/hours	Replacement cost			
484	Mack	Frontloader	1999	152788	\$259,437.67		\$23,323.50	
485	International	Rear Loader	2011	76568	\$151,012.11		\$9,650.00	
488	International	Rear Loader	2012	94656	\$151,012.11		\$14,540.80	
					\$561,461.89	Total Cost	\$47,514.30	
							e per year for 5 years	
					\$119,870.88	Debt service	e per year for 5 years	@ 2.6%

AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, N.C. FOR THE FISCAL YEAR 2019-2020

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

Section 1.	That the following	g accounts o	of the Solid	Waste F	Fund revenue	budget
be increased or de	creased by the resp	ective amo	unts indicate	ed:		

be increased or decrease	d by the respective amounts indicated	d:
038-3920-9101 038-3991-9910	Installment Proceeds Fund Balance Appropriated Total	\$ 646,462 65,000 \$ 711,462
budget be increased or d	he following accounts of the Solid Wecreased by the respective amounts in account for our aged fleet and the puraste department:	ndicated to increase the
038-4710-1700	Maint./Repair Vehicles	\$ 65,000
038-4710-7401	Installment Purchases	646,462
	Total	\$ 711,462
repealed.	dinances or parts of ordinances in con	
Adopted this the 13th da	y of April, 2020.	
	MAYOR	R
ATTEST:		
CITY CLERK		



To: Mayor Hodges & Members of the City Council

From: Jonathan Russell, City Manager

Date: April 8, 2020

Subject: Spring 2020 SRF Resolution of Support

Applicant Presentation: N/A Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt a resolution of support for State Revolving Funds for the April 2020 grant cycle.

BACKGROUND AND FINDINGS:

The City of Washington's Public Works Department would like to pursue a funding opportunity from the North Carolina Division of Water Infrastructure (DWI) State Revolving Fund to:

- purchase a new generator for the City's Water Treatment Plant,
- flood proof the City's Wastewater treatment plant lift station No. 9,
- line pipes for the wastewater collection system that flows to the Runyon Creek outfall which then flows to pump station No. 17.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT		
Currently Budgeted ()	Requires additional app <u>rop</u> riation	No Fiscal Impact

SUPPORTING DOCUMENTS

Water and Wastewater Treatment Plants Project Description Attached

Water Plant Generator

The City of Washington's Public Works department/Water Resource's division, would like to request a proposal for a generator. This generator is needed at the Regional Water Treatment Plant facility.

Currently, the generator located at this facility is owned, operated and maintained by the City of Washington's Electric Department. During Hurricane Florence in Sept. 2018, this generator was not in service due to mechanical issues. Thus to deal with this emergent need, the Water Plant rented a generator from Gregory Poole for 1 week. This generator rental fee was more than \$18,000.00, including delivery and pickup fees. The electric department's generator remained out of service off and on for 3-6 months following this event.

The City of Washington's primary use for generators are load control during peak shaving times. Secondary function includes supplying power during water treatment plant emergencies, such as hurricanes and power outages.

The City of Washington feels the most reliable and worthwhile solution is to install a 550kw backup emergency generator and automatic switch gear. This generator would guarantee smooth operation while maintaining the supply of power to the water plant. City of Washington estimates a total of \$320,750 to purchase the generator and automatic switch gear.

Short Drive- Lift Station 9

The City of Washington's Wastewater treatment plant lift station No. 9, which is located on Short Dr., is in need of renovation/upgrades. The Short Drive Lift Station was built in 1954 and is located less than 50 feet from the Tar River. This station is also below the 100-year flood plain. Both of these factors make this lift station prone to flooding, whether due to hurricanes or high-tides.

During Hurricane Florence, Lift Station No. 9 measures taken to mitigate flooding consisted of boarding the lift station and pulling 1 of the 2 pumps. Unfortunately, these measures were not enough and all electrical controls inside the lift station were submerged by flood waters; resulting in an inoperable lift station.

In August 2003, Rivers & Associates Inc. performed a Force Main Study for The City of Washington. At that time, the report from their inspection stated that Lift Station #9 should be reconstructed to flood-proof above the 100-year flood plain. Rivers & Associates Inc., also gave a recommendation which reads that Short Drive (#9) is not expected to see significant additional flow over the next twenty years. However, the station is in poor shape and needs to be rebuilt above the 100-year flood elevation. Rivers & Associates, Inc. also noted that long run times in 1999, were probably due to flooding, not I/I.

The City of Washington believes the solution to Lift Station #9 and it's flood prone location is to flood proof the lift station, install backup power supply and elevate the controls above the 100-year flood plain elevation. A similar project completed less than 10 years ago was roughly \$600,000.

Runyon Creek Outfall Sub-Basin 17

Portions of the City of Washington's wastewater collection system that flows to the Runyon Creek outfall which then flows to pump station number 17, is in need of pipe lining restoration. Pipe lining restoration will prevent excessive infiltration and inflow from groundwater and storm water entering the sewer system. Reducing the amount of infiltration and inflow (I/I) in this sanitary sewer piping system is paramount in keeping the City of Washington's Waste Water Treatment Plant in compliance.

In September 2008, the City of Washington entered into an agreement with Rivers and Associates, Inc., to provide technical services for a phase I sewer system evaluation survey (SSES). This sewer survey was to isolate (I/I) sources in the sub-basin 17- Runyon Creek Outfall collection system area.

The Runyon Creek outfall collection system consists of 41,000 linear feet of VCP, PVC, DIP and concrete pipe, ranging in sizes from 8-inches to 24-inches. A large portion of the concrete pipe within sub-basin 17 is below the 100-year flood plain. The estimated (I/I) flow is 298,000 gallons per day. Infiltration makes up 88,000 gallons and inflow the remaining 210,000 gallons per day. In December of 2018, the Wastewater Treatment plant effluent flow capacity reached as high as 93%.

Conclusive of the August 2009 Sewer System Evaluation Survey- Phase I report, created by Rivers & Associates; the inspection showed that approximately 3,200 linear feet of gravity sewer mains required rehabilitation by pipe lining. The probable cost estimate for the total rehabilitation in 2009 was approximately \$1.2 million.

The City of Washington now estimates a cost projection of \$2.5 million to line the 3200 linear feet of sanitary sewer pipes located at Sub-basin 17, that are subjected to infiltration and inflow. The City of Washington feels the lining of these pipes will significantly reduce the demands on the sewer collection system, pumping stations and the Wastewater treatment plant.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants

to aid eligible units of government in financing the cost of construction of an Emergency

Generator for the City's Water Treatment Plant, and

WHEREAS, The <u>City of Washington</u> has need for and intends to construct improvements to their Wastewater Collection System including the rebuilding of the Short Drive Lift Station to

flood proof it above the 100 year flood elevation and the rehabilitation of approximately

3200 linear feet of gravity sewer in the Runyon Creek Outfall.

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

NOW THEREFORE BE IT RESOLVED, BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

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

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

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

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

That Mac Hodges, Mayor, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant or loan to aid in the construction of the project described above.

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

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

Adopted this the (date adopted) at (place), North Carolina.

Mac Hodges	
(Mayor)	

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Cierk of the City	of washington does i	nereby certify: That
the above/attached resolution is a true and correct copy of the	resolution authorizing	g the filing of an
application with the State of North Carolina, as regularly adopted	ed at a legally conven	ed meeting of the
Washington City Council duly held on the day of	, 20	; and, further,
that such resolution has been fully recorded in the journal of pr	oceedings and record	ds in my office. IN
WITNESS WHEREOF, I have hereunto set my hand this	_ day of	, 20
Cynthia Bennett		
(City Clerk)		

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of an Emergency

Generator for the City's Water Treatment Plant, and

WHEREAS, The <u>City of Washington</u> has need for and intends to construct improvements to their Water Treatment Plant project described as Back-up Generator to provide emergency

power supply during emergencies such a hurricane, and

WHEREAS, The <u>City of Washington</u> intends to request state grant and loan assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

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

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

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

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

That Mac Hodges, Mayor, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant or loan to aid in the construction of the project described above.

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

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

Adopted this the (date adopted) at (place), North Carolina.

Mac Hodges	
(Mayor)	

CERTIFICATION BY RECORDING OFFICER



To:	Mayor Hodges & Members of the City Council
From:	Donald Sadler, Mayor Pro tem
Date:	April 9, 2020
Subject:	License Plate Agency Location
Applicant Presentation:	N/A
Staff Presentation:	N/A
RECOMMENDATION:	
	il authorize the relocation of the proposed license plate agency site to
	located at 155 North Market Street.
Torrier Sciest Baint property	
BACKGROUND AND FIN	
	North Market Street (former Select Bank property) would allow for
	bility while providing an overall economic benefit for the City in
	nensive plan. This site would eliminate the disruption and congestion
that would occur if the LPA v	were to be located at City Hall. The proposal includes a 3-year lease
term with a monthly rent of \$	S1,275/month in year 1 and 3% annual rent escalations in year 2 and 3.
PREVIOUS LEGISLATIV N/A	E ACTION
FISCAL IMPACT	
Currently Budgeted (Account	
SUPPORTING DOCUMEN	NTS