



City of  
**Washington**  
NORTH CAROLINA  
COMMITTEE OF THE WHOLE  
MARCH 24, 2014  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

1. **Memo** – July 4, 2014 Festivities (page 2)
2. **Discussion** – Grant Updates (page 3)
3. **Scheduled Public Appearance:** Paul Meyer, Executive Director, NCLM
4. **6:00pm – Public Hearing(s)**
4. **Public Hearing** - Taxi Cab Certificate of Convenience and Necessity – Norfleet Cab Service (page 27)
5. **Public Hearing** – Hold A Public Hearing **And** Adopt A Resolution Requesting State Grant Assistance Through The CDBG Program For Wastewater Infrastructure Improvements (page 31)
6. **Adopt** – Resolution Approving Administrative Guidelines and Program Policies for the City’s FY13 CDBG Infrastructure Grant Program (page 34)
7. **Closed Session** - Under NCGS § 143-318.11 (a)(6) Personnel; NCGS § 143-318.11(a)(1) Disclosure Of Confidential Information And NCGS § 143-318.10(E) The Public Records Act
8. **Adjourn** – Until Monday, April 14, 2014 at 5:30pm in the Council Chambers at the Municipal Building.

---

MEMORANDUM

DATE: March 24, 2014

TO: Mayor and City Council

FROM: Kristi Roberson, Parks & Recreation Manager

RE: July 4<sup>th</sup>, 2014

In March of 2012 City Council authorized the City Manager to sign the Release, Hold Harmless and Indemnification agreement with Bridge Harbor, LLC. City Council also authorized the City Manager to sign the Agreement with East Coast Pyrotechnics, INC. The Manager was authorized to sign these agreements for future years as long as the release or agreement did not change.

The Release, Hold Harmless and Indemnification Agreement from the City to Bridge Harbor, LLC for the use of Bridge Harbor, LLC's property during the July 4, 2014 has been executed. The Agreement with East Coast Pyrotechnics has also been executed.

The City will, again, partner with Lee Chevrolet and the Washington Harbor District Alliance for the July 4<sup>th</sup> festivities.

**Grant Executive Summary**  
as of 2/31/2014

Fund	Grant Description	Dates			Financials				Deliverable				Compliance Reporting Status	Notes
		Award	Expiration	Completion	Revenue		Expense		Metric	Total	Achieved	Bal.		
					Budget	Actual	Budget	Actual						
50	CDBG Affordable Housing	04/09/10	12/31/13	10/31/14	227,700	185,719	227,700	185,719	LMI homes	10	5	5	2/31/14	Applicant promotion & qualification, confirm extension date
51	Blue Goose	03/01/13	03/01/15	02/01/15	350,000	265,707	350,000	323,224	Jobs (60%LMI)	16	16	0		Job creation targets met, facility renovations continue
52	Comprehensive Bicycle Plan	05/26/11	12/31/13	06/30/14	35,000	30,430	35,000	31,738				0		DOT reviewing draft, distribute for Council review in April
55	idX/Impressions NC One Grant	09/30/13	09/30/16		300,000		300,000		Jobs/Investment	143		143	01/31/14	Property closing by 4/7/14.
57	CDBG for Job Creation	07/06/12	01/16/15	07/06/14	200,000	114,926	200,000	187,778	Jobs(7 new/1 ret.)	8	6	2		All equip procured, request Comm. Devl. Academy approval
61	Pedestrian Plan Grant	05/20/13	09/30/13	12/31/14	10,000	10,000	10,000	-				0		Start delayed for bike plan adoption, committee meets in March
65	Econ. Development- Spirrite	01/07/12	01/07/15	01/07/15	90,000	90,378	90,000	67,500	Jobs	100	76	24		75% of job target met and reimbursed
66	Airport Terminal Grant	04/04/13	07/01/15	03/31/15	1,255,902	400,028	1,255,902	175,945				0		Construction begins in March
67	Façade Grant Program	07/01/13	06/30/14	06/30/14	20,090	20,111	20,090	18,099				0		Progressing on schedule
68	Old City Hall Rehab	04/10/12	02/23/15		200,000	-	200,000	-				0		Re-conveyance decision extended to 4/11/14, explore alternative
70	Parks & Rec Master Plan	05/20/13	09/30/13	02/28/14	50,000	50,000	50,000	49,000				0		Adopted by Council 3/10/14
76	EDA Water Projects	09/11/13	03/11/17	02/28/17	1,428,262	-	1,428,262	9,379				0		Eng. bid awarded, topo surveys begun, award const. Dec 2014
77	EDA Sewer Grants	09/11/13	03/11/17	02/28/17	1,423,894	-	1,423,894	35,805				0		Eng. bid awarded, topo surveys begun, award const. Dec 2014
78	Light House RR & Boater Facility	01/17/12	01/17/15	06/30/14	344,397	94,397	344,397	13,175				0		Construction begun, on schedule to complete June 2014
	CDBG Keysville Rd.	2005	6/4/2013	06/30/16	320,000	320,000	320,000	320,000				0	2/31/14	Add'l investment approved to complete 2 homes by 6/30/14

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name:** Fund 50 - CDBG Housing Development Program

**Grant Number:** CDBG 09-C-2050 (HD)

**Grant Agency:** Department of Commerce

**Contract Grant Administrator:** Holland Consultants

**City Grant Administrator:** Matt Rauschenbach

Award Date: 4/9/10      Grant Expiration Date: 12/13/13      Projected Completion Date: 10/31/14

**Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$227,700.00	\$185,718.62	\$227,700.00	\$185,718.62
City Match	0	0	0	0
Other Match				
Total	\$227,700.00	\$185,718.62	\$227,700.00	\$185,718.62

Reimbursement to Date:	\$185,718.62
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$185,718.62

**Grant Status**

**Prior Activity:** Loans on 5 have closed to date, fifth house is under construction. WHI deposits \$6,000 for each grant lot closing in a the City Attorney's trust account until the City no longer has exposure to pay back grant funds.

<b>Status:</b>	10	LMI home commitment
	2	Conveyed- non grant lots
	2	Conveyed- grant lots
	<u>1</u>	Construction/LMI loan- grant lot
	5	Remaining balance
	\$18,000	Trust account balance

**Activity during month:** All CDBG funds were frozen due Annual Performance Report for this grant not being filed by the January 31<sup>st</sup> deadline. Holland was contacted, submitted report to staff, staff corrected, submitted to DCA March 1<sup>st</sup> and funds were unfrozen March 7<sup>th</sup>. A

## City of Washington Grant Update

promotional event was hosted at City Hall on 2/13/14 resulting in eight candidate appointments with the WHI counselor, Gina Amaxopulos.

**Projected Activity for next Month:** 6th applicant should be approved late March, continued emphasis on qualifying applicants, three are in the pre-approval process. A promotional effort similar to the one hosted at City Hall will be pursued with Beaufort County.

**Is project on schedule, if not what action is being taken:** Achievement of the remaining five homes by 10/31/14 is a challenge that has an opportunity to be accomplished with a collaborative focus on qualified applicant recruitment during March and April.

**Other Notes/Council Actions required (Anticipated Date of Council Action):** None

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name: Fund 51 - Blue Goose (Oak Ridge Metal Works)**

**Grant Number: 12-E-2404**

**Grant Agency: CDBG- Building Reuse**

**Contract Grant Administrator: Kevin Richards, Mid-East Commission**

**City Grant Administrator: Matt Rauschenbach**

Award Date: 3/1/13 Grant Expiration Date: 3/1/15 Projected Completion Date: 2/1/15

**Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$320,000.00	\$231,706.51	\$320,000.00	\$313,223.72
City Match	30,000.00	30,000.00	30,000.00	10,000.00
Other Match	0	4,000.00	0	0
<b>Total</b>	<b>\$350,000.00</b>	<b>\$265,706.51</b>	<b>\$350,000.00</b>	<b>\$323,223.72</b>

Reimbursement to Date:	\$231,706.51
Outstanding Reimbursement requests:	<u>81,517.21</u>
Total Reimbursement:	\$313,223.72

**Grant Status**

**Prior activity:** Renovation of Oak Ridge Metal Works Building (Former Brooks Boatworks facility), job creation target met 9/26/13.

**Activity during month:** Reimbursement request submitted for balance of project to date expenditures.

**Projected activity for next month:** Schedule developed for landscaping and paving improvements.

**Is project on schedule, if not what action is being taken:** On schedule.

**Other notes/Council actions required (anticipated date of council action):** None

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name: Fund 52 - Comprehensive Bicycle Plan**

**Grant Number: 52-60-4930**

**Grant Agency: Mid-East Commission/NCDOT**

**Contract Grant Administrator: Justin Oakes**

**City Grant Administrator: Kristi Roberson**

Award Date: 5/26/11    Grant Expiration Date: 12/31/13    Projected Completion Date: 6/30/14

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$28,000.00	\$23,430.00	\$ 28,000.00	\$25,390.00
City Match	7,000.00	7,000.00	7,000.00	6,347.50
Other Match				
<b>Total</b>	<b>\$ 35,000.00</b>	<b>\$ 30,430.00</b>	<b>\$ 35,000.00</b>	<b>\$31,373.50</b>

Reimbursement to Date:	\$ 23,430.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$ 23,430.00

**Grant Status**

**Prior activity:**

Field Evaluation; Public Input Survey; Steering Committee Meetings (5); Public Open House (2); Exhibit at BoCo Festival; Mapping

**Activity during month:**

NCDOT reviewing draft.

**Projected activity for next month:**

Complete and distribute final Draft Plan

**Is project on schedule, if not what action is being taken:**

Project was slowed from its initial schedule in an effort to receive more public input; as a result more time will be needed for NCDOT Review. Mid-East has coordinated with NCDOT Bike and Pedestrian Division and the Parks and Recreations department to adjust schedule and contract completion date accordingly.

## **City of Washington Grant Update**

**Other notes/Council actions required (anticipated date of council action):**

Council action required upon completion of the plan; completion date dependent upon review time needed by NCDOT.

**City of Washington  
Grant Update**

Agenda Date: March 24, 2014

<b>Grant Name: Fund 55 - idX NC One Grant</b>
<b>Grant Number: 2012-9573</b>
<b>Grant Agency: NC Dept. of Commerce One NC Grant Fund</b>
<b>Contract Grant Administrator:</b>
<b>City Grant Administrator: Matt Rauschenbach</b>

Award Date: 09/03/13 Grant Expiration Date: 09/03/16 Projected Completion Date: 09/03/16

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$300,000.00	\$0	\$300,000.00	\$0
City Match	0	0	0	0
Other Match				
<b>Total</b>	<b>\$ 300,000.00</b>	<b>\$0</b>	<b>\$ 300,000.00</b>	<b>\$0</b>

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:		<u>0</u>
Total Reimbursement:	\$	0

**Grant Status**

**Prior activity:** Grant awarded, grant and company performance agreements received. Annual incentive match payment report submitted to DOC.

**Activity during month:** Executed agreements submitted to DOC, temporary easement requested and agreed to.

**Projected activity for next month:** 25% reimbursement request submitted for creating 40 new qualifying jobs while retaining 84. Purchase transaction due diligence completed March 24<sup>th</sup> and closed by April 7<sup>th</sup>.

**Is project on schedule, if not what action is being taken:** On schedule

**Other notes/Council actions required (anticipated date of council action):** None at this time

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name:** Fund 57 - Jumpstart Washington

**Grant Number:** CDBG 11-C-2340

**Grant Agency:** Department of Commerce, CDBG SBEA

**Contract Grant Administrator:** The Wooten Company, Billie Hansen

**City Grant Administrator:** John Rodman

Award Date: 7/6/12      Grant Expiration Date: 1/16/15      Projected Completion Date: 7/6/14

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$200,000.00	\$114,925.65	\$200,000.00	\$187,777.85
City Match	0	0	0	0
Other Match				
Total	\$200,000.00	\$114,925.65	\$200,000.00	\$187,777.85

Reimbursement to Date:	\$114,925.65
Outstanding Reimbursement requests:	<u>44,854.90</u>
Total Reimbursement:	\$159,780.55

**Grant Status**

**Prior Activity:** Procured and or purchased: utility truck, Yale forklift and tractor for Park Boat; plumbing equipment for FRE Plumbing; RX Drugs for Tayloe Pharmacy; skid steer loader for Pamlico Fence Company; six pieces of diagnostic equipment and one computer for Eastern Carolina Import Cars (ECIS) to complete all project scheduled equipment purchases.

**Activity during Month:** On-going monitoring of job creation. Received approval from the Department of Commerce to utilize Alliance for Bright Ideas budget for City staff and local stakeholders to attend the School of Government's Community Development Academy.

**Projected Activity for Next Month:** Attend Community Development Academy

**Other Notes/Council Actions required (Anticipated Date of Council Action):** None at this time.

**City of Washington  
Grant Update**

Agenda Date: March 24, 2014

**Grant Name: Fund 61 - Comprehensive Pedestrian Plan**

**Grant Number:**

**Grant Agency: Mid-East Commission/NCDOT**

**Contract Grant Administrator: Justin Oakes**

**City Grant Administrator: Kristi Roberson**

Award Date: 5/20/13 Grant Expiration Date: 9/30/13 Projected Completion Date: 12/31/14

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$10,000.00	\$10,000.00	\$ 10,000.00	\$0
City Match	0		0	
Other Match				
<b>Total</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$0</b>

Reimbursement to Date:	\$10,000.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$10,000.00

**Grant Status**

**Prior activity:**

Steering Committee Created.

**Activity during month:**

None at this time.

**Projected activity for next month:**

Begin Steering Committee Meetings.

**Is project on schedule, if not what action is being taken:**

Project has been delayed in starting due to the continued work on the Comprehensive Bicycle Plan. Mid East plans to set up a steering committee meeting and begin work in March.

**Other notes/Council actions required (anticipated date of council action):** Council action required upon completion of the plan.

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name: Fund 65 - Economic Development Incentives – Spinrite Services**

**Grant Number: N/A**

**Grant Agency: City of Washington**

**Contract Grant Administrator: N/A**

**City Grant Administrator: Matt Rauschenbach**

Award Date: 1/7/12    Grant Expiration Date: 1/7/15    Projected Completion Date: 1/7/15

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$0	\$0	\$0	\$0
City Match	90,000.00	90,000.00	90,000.00	67,500.00
Interest Earned		377.98		
<b>Total</b>	<b>\$90,000.00</b>	<b>\$90,377.98</b>	<b>\$90,000.00</b>	<b>\$67,500.00</b>

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:		<u>0</u>
Total Reimbursement:	\$	0

**Grant Status**

**Prior activity:** Beaufort County is the Local Government administering the NC One Fund Grant. The City expenditure to date of \$67,500 reflects our portion of the grant match based on actual jobs created. Reimbursement to date is based on 76 jobs created of 100 committed or 75%. Next threshold will be 100 total jobs for the remaining 25%.

**Activity during month:**

**Projected activity for next month:**

**Is project on schedule, if not what action is being taken: yes**

**Other notes/Council actions required (anticipated date of council action):**

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name:** Fund 66 - New Terminal Building (Design and Bidding)

**Grant Number:** 36237.38.12.1 (2012 Vision Funds)

**Grant Agency:** NCDOT Division of Aviation

**Contract Grant Administrator:** Talbert & Bright

**City Grant Administrator:** Allen Lewis

Award Date: 4/4/13 Grant Expiration Date: 7/1/15 Projected Completion Date: April 2014

### Financial Status:

	Total Budgeted Revenues	Actual Revenues Project to Date	Total Budgeted Expenditures	Actual Expenditures Project to Date
Grant Funds	\$100,967.00	\$74,828.43	\$100,967.00	\$99,694.67
City Match	\$11,218.00	\$8,314.27	\$11,218.00	\$11,077.19
Other Match				
Total	\$112,185.00	\$83,142.70	\$112,185.00	\$110,771.86

Reimbursement to Date:	\$74,828.43
Outstanding Reimbursement requests:	<u>24,866.24</u>
Total Reimbursement:	\$99,694.67

### Grant Status

**Prior activity:** Design was complete in October 2013 and bids were received in November 2013. Bids were presented to City Council in December 2013. Reimbursement requests for design and bidding phase costs were submitted to the NCDOT Division of Aviation on 07-31-13, 10-08-13, 11-12-13 and 02-04-14.

**Activity during month:** The City is still waiting to be reimbursed for the expenses included on the reimbursement request dated 02-04-14. A final invoice was prepared for this project and a final reimbursement request submitted to the NCDOT Division of Aviation. With the final reimbursement request submission to the NCDOT DOA, the grant will be closed. Grant funds (\$1,272) that are not spent will be available for use in a separate grant at a later date.

**Projected activity for next month:** Hopefully we will receive our reimbursements from NCDOA.

**Is project on schedule, if not what action is being taken:** Yes, project is on schedule.

**Other notes/Council actions required (anticipated date of council action):** N/A.

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name:** Fund 66 - New Terminal Building (Construction)

**Grant Number:** 36237.38.13.1 (New Terminal Building)

**Grant Agency:** NCDOT Division of Aviation

**Contract Grant Administrator:** Talbert & Bright

**City Grant Administrator:** Allen Lewis

Award Date: 2/24/12 Grant Expiration Date: 7/1/17 Projected Completion Date: June 2015

**Financial Status:**

	Total Budgeted Revenues	Actual Revenues Project to Date	Total Budgeted Expenditures	Actual Expenditures Project to Date
Grant Funds	\$199,277.00	\$0	\$199,277.00	\$0.00
City Match	\$22,142.00	\$22,142.00	\$22,142.00	\$0.00
Other Match				
Total	\$221,142.00	\$22,142.00	\$221,142.00	\$0.00

Reimbursement to Date:	\$0.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$0.00

**Grant Status**

**Prior activity:** No activity. City was waiting on grant agreement from NCDOA. This grant was approved by council on February 10, 2014 and mailed to DOA on February 14, 2014.

*The grant application submitted includes 2012 Vision 100 Funds in the amount of 49,277.00 and 2013 Vision 100 Funds in the amount of \$150,000.*

**Activity during month:** This grant was approved by the State on February 24, 2014 and received by the City on March 1, 2014.

**Projected activity for next month:** Contract documents will be finalized for construction to begin later this month.

**Is project on schedule, if not what action is being taken:** Yes, project is on schedule.

**Other notes/Council actions required (anticipated date of council action):** N/A

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name:** Fund 66 - New Terminal Building (Construction)  
**Grant Number:** 36244.51.9.1 (State Discretionary Funding 12/13)  
**Grant Agency:** NCDOT Division of Aviation  
**Contract Grant Administrator:** Talbert & Bright  
**City Grant Administrator:** Allen Lewis

Award Date: 2/24/14 Grant Expiration Date: 7/1/17 Projected Completion Date: June 2015

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$500,000.00	\$0	\$500,000.00	\$0.00
City Match	\$55,556.00	\$55,556.00	\$55,556.00	\$0.00
Other Match				
Total	\$555,556.00	\$55,556.00	\$555,556.00	\$0.00

Reimbursement to Date:	\$0.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$0.00

**Grant Status**

**Prior activity:** The grant application was signed by the City of Washington on December 6, 2013 and submitted to the NCDOT Division of Aviation (NCDOA).

**Activity during month:** This grant was approved by the State on February 24, 2014 and received by the City on March 1, 2014.

**Projected activity for next month:** Contract documents will be finalized for construction to begin later this month.

**Is project on schedule, if not what action is being taken:** Yes, project is on schedule.

**Other notes/Council actions required (anticipated date of council action):** N/A.

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name: Fund 67 - Façade Grants**

**Grant Number:**

**Grant Agency: City of Washington**

**Contract Grant Administrator:**

**City Grant Administrator: John Rodman**

Award Date: 7/1/13 Grant Expiration Date: 6/30/14 Projected Completion Date: 6/30/14

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds				
City Match	\$20,090.00	\$20,090.00	\$20,090.00	\$18,098.72
Interest		21.45		
<b>Total</b>	<b>\$20,090.00</b>	<b>\$20,111.45</b>	<b>\$20,090.00</b>	<b>\$18,098.72</b>

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:	<u>0</u>	
Total Reimbursement:	\$	0

**Grant Status**

**Prior activity:**

**Activity during month:** An additional appropriation in the amount of \$10,090 was made by Council at the January meeting. A total of 1 project was reimbursed in the amount of \$1,188.72 out of those funds.

**Projected activity for next month:** Additional projects will be completed and reimbursements will be made.

**Is project on schedule, if not what action is being taken:** Project is on schedule. Anticipate close-out prior to end of the year.

**Other notes/Council actions required (anticipated date of council action):** N/A

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name:** Fund 68 - Main Street Solutions

**Grant Number:** MSSF – Washington2011

**Grant Agency:** Department of Commerce

**Contract Grant Administrator:** Washington Harbor District Alliance, Beth Byrd

**City Grant Administrator:** John Rodman

Award Date: 4/10/2012    Grant Expiration Date: 2/23/2015    Projected Completion Date:

### **Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$200,000	\$0	\$200,000	\$0
City Match	0	0	0	0
Other Match				
Total	\$200,000	\$0	\$200,000	\$0

Reimbursement to Date:	\$0
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$0

### **Grant Status**

**Prior activity:** Meetings set with City Attorney and City Manager to inquire about extending the deadline (Dec. 16, 2013) of the Preservation Agreement between the City of Washington and Cedar Grove Plantation LLC stipulated in the purchase of the property called "Old City Hall"

City replied to inquiry giving Cedar Grove Plantation until January 15, 2014 to confirm with the City that the LLC has secured the necessary financing to move forward with the rehabilitation of Old City Hall, with evidence of financing, a concrete timeline and related deliverables.

In response to the January 15<sup>th</sup> deadline Kathryn Pisciotta, Partner in Cedar Grove Plantation LLC responded on January 15, 2014 by email:

*With regret I must inform you that I have exhausted all opportunities to secure Partners to continue the "Georges of Washington" project for the following reasons.*

## City of Washington Grant Update

- \*Inability for investors to negotiate favorable terms for bank financing*
- \*Lack of interest in the size and financial expenditure of the project*
- \*Unwillingness to deal with grant and historical restrictions*
- \*Time and finance taken up by other on-going projects.*
- \*Short timeframe in which to evaluate a new investor involvement.*
- \*Competitive businesses recently opened in the district.*

*I therefore request that the City purchase back the Old City Hall in the amount of \$25,000 and per our agreement.*

The City then started proceedings to reacquire the Old City Hall property.

**Activity during month:** On February 10, 2014 the City Manager met with a managing partner of Cedar Grove Plantation, LLC and potential new partners of the LLC and was informed that a restructuring of the LLC is being considered and was asked for a 60 day delay on the repurchase proceedings. The City Manager agreed to the 60 day extension. At the time of this most recent request from Cedar Grove Plantation, LLC it was stated that the potential new partners in the LLC would not pursue the use of the Main Street Solutions Fund Grant.

WHDA requested that the NC Main Street Center inform the City on how to terminate the "Old Town Hall" grant.

**Projected activity for next month:** Letter needs to be sent to North Carolina Main Street Center:

Liz Parham's Instructions- Main Street's typical protocol has been for the Mayor or City Manager to simply send a letter stating that the project cannot be completed as outlined in the application and that you wish to be release your grant funds that were awarded to the City of Washington for the Old City Hall Project.

**Is project on schedule, if not what action is being taken:**

**Other notes/Council actions required (anticipated date of council action):** None

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name: Fund 70 - City of Washington Parks & Recreation Master Plan**

**Grant Number: N/A**

**Grant Agency: Pitt County Community Transformation Grant**

**Contract Grant Administrator: John H. Morrow, MD, MPH**

**City Grant Administrator: Kristi Roberson**

Award Date: 5/20/13 Grant Expiration Date: 9/30/13 Projected Completion Date: 3/10/14

**Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$45,000.00	\$45,000.00	\$45,000.00	\$44,100.00
City Match	5,000.00	5,000.00	5,000.00	4,900.00
Other Match				
Total	\$50,000.00	\$50,000.00	\$50,000.00	\$49,000.00

Reimbursement to Date:	\$45,000.00
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$45,000.00

**Grant Status**

**Prior activity:**

- \*Introduction section is 90% developed
- \*Goals and objectives section has been drafted
- \*Data for City profile section has been compiled and being entered into report
- \*Location maps and figures for Profile section are being entered into the report
- \*Inventory and Evaluation has been completed and information has been entered into the report
- \*Public Involvement / Process results have been received and are being reviewed and incorporated into the report.
- \*Unmet Needs are being compiled
- \*Recommendations are being considered in light of survey results
- \*Action Plan will be produced once all public input has been evaluated.
- \*Public Involvement / Process has been received
- \*Maps, graphics and figures are at 75% completion
- \*Update information into report
- \*Recommendations being drafted based on survey findings
- \*Draft document sent to City for review

## **City of Washington Grant Update**

- \*Location maps and figures for Profile section will be finalized based on City review and comments
- \*Inventory and Evaluation will be finalized based on City review and comments
- \*ECU & Rivers public Involvement / process will be reviewed with City staff for accuracy
- \*Unmet Needs will be finalized based on City review and comments
- \*Recommendations will be updated will be finalized based on City review and comments
- \*Action Plan will be finalized based on City review and comments

### **Activity during month:**

- \*Draft master plan document was presented to the Recreation Advisory Committee
- \*Draft document presented to City Council for review

### **Projected activity for next month:**

- \*Adoption of Master Plan

### **Is project on schedule, if not what action is being taken:**

\*not based on original contract completion date – extension was given to reach the projected 400 person response rate for the random phone survey efforts.

**Other notes/Council actions required (anticipated date of council action):** The grant completion date is September 2013, however work can continue after that date. CTG requires monthly updates until the work is completed.

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name:** Fund 76 - EDA Water Projects

**Grant Number:** EDA Project No. 04-79-06833

**Grant Agency:** USDOC - EDA

**Contract Grant Administrator:** Mid-East Commission

**City Grant Administrator:** Allen Lewis

Award Date: 09-11-13 Grant Expiration Date: 03-11-17 Projected Completion Date: 02-28-17

**Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$722,129	\$0	\$722,129	\$4,741.92
City Match	\$706,133	\$0	\$706,133	\$4,636.88
Other Match				
Total	\$1,428,262	\$0	\$1,428,262	\$9,378.80

Reimbursement to Date: \$0  
 Outstanding Reimbursement requests: \$0  
 Total Reimbursement: \$0

**Grant Status**

**Prior activity:** Topographic surveying and design work completed on project.

**Activity during month:** Topographic surveys and design work are continuing.

**Projected activity for next month:** Design and topographic work will be completed.

**Is project on schedule, if not what action is being taken:** Yes, project is on schedule.

**Other notes/Council actions required (anticipated date of council action):** Council action will be required to award construction project in December 2014, once design is completed and project is bid. Reimbursement requests for design cannot be made until 25% of the total construction project has been completed per grant requirements.

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name:** Fund 77 - EDA Sewer Projects  
**Grant Number:** EDA Project No. 04-79-06833  
**Grant Agency:** USDOC - EDA  
**Contract Grant Administrator:** Mid-East Commission  
**City Grant Administrator:** Allen Lewis

Award Date: 09-11-13 Grant Expiration Date: 03-11-17 Projected Completion Date: 02-28-17

**Financial Status:**

	Total Budgeted Revenues	Actual Revenues Project to Date	Total Budgeted Expenditures	Actual Expenditures Project to Date
Grant Funds	\$719,920	\$0	\$719,920	\$18,102.92
City Match	\$703,974	\$0	\$703,974	\$17,701.94
Other Match				
Total	\$1,423,894	\$0	\$1,423,894	\$35,804.86

Reimbursement to Date: \$0  
 Outstanding Reimbursement requests: \$0  
 Total Reimbursement: \$0

**Grant Status**

**Prior activity:** Topographic surveying and design work started on project.

**Activity during month:** Design work is continuing.

**Projected activity for next month:** Design work will continue.

**Is project on schedule, if not what action is being taken:** Yes, project is on schedule.

**Other notes/Council actions required (anticipated date of council action):** Council action will be required to award construction project in December 2014, once design is completed and project is bid. Reimbursement requests for design cannot be made until 25% of the total construction project has been completed per grant requirements.

## City of Washington Grant Update

Agenda Date: March 24, 2014

<b>Grant Name:</b> Fund 78 - Lighthouse Restrooms
<b>Grant Number:</b> Grant Contract Number 5026
<b>Grant Agency:</b> Public Access Funds/Division of Coastal Management
<b>Contract Grant Administrator:</b> Meghan Meehan, DCM
<b>City Grant Administrator:</b> John Rodman

Award Date: 1/17/12   Grant Expiration Date: 1/17/15   Projected Completion Date: June 2014

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$250,000.00	\$0	\$250,000.00	\$9,563.82
City Match	94,397.00	94,397.00	94,397.00	3,611.18
Other Match				
<b>Total</b>	<b>\$344,397.00</b>	<b>\$94,397.00</b>	<b>\$344,397.00</b>	<b>\$13,175.00</b>

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:		0
Total Reimbursement:	\$	0

**Grant Status**

**Prior activity:**

*Three bids received for project.*

*Contract awarded to White Construction and Design.*

*Contract negotiations with White Construction resulted in \$18,710 in reductions from the bid price.*

*Contract signed and Notice to Proceed issued in January 2014*

**City of Washington  
Grant Update**

**Activity during month:**

*Construction began on the project with the site preparation and the foundation. Construction continues with the installation of the plumbing and the block wall installation. Steel beams for the second floor are being installed. Second floor walls will begin this month.*

**Projected activity for next month:**

*Construction will continue with the second floor walls being completed and the installation for the roof supports being added.,*

**Is project on schedule, if not what action is being taken:**

*After a few weather delays the project is on schedule and will be completed by contract date*

**Other notes/Council actions required (anticipated date of council action):**

*No action required at this time*

## City of Washington Grant Update

Agenda Date: March 24, 2014

**Grant Name:** Keysville Road Subdivision Grant

**Grant Number:** CDBG 05-C-1490

**Grant Agency:** Division of Community Assistance

**Contract Grant Administrator:** Holland Consultants

**City Grant Administrator:** Matt Rauschenbach

Award Date: 2005    Grant Expiration Date: 6/4/13    Projected Completion Date: 7/1/16

**Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$250,000.00	\$250,000.00	\$250,000.00	250,000.00
City Match	70,000.00	70,000.00	70,000.00	70,000.00
Other Match				
Total	\$320,000.00	\$320,000.00	\$320,000.00	\$320,000.00

Reimbursement to Date:	\$250,000.00
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$250,000.00

**Grant Status**

**Prior activity:** Grant was closed for non-performance. Five lots have been cleared, water/sewer infrastructure, curb and gravel road are in place. \$25,000 of grant funds returned in July 2012, \$225,000 balance to be reimbursed in \$75,000 increments over the next three years net of a \$50,000 allowance/qualifying home, no recapture mechanism once funds are returned.

**Activity during month:** Staff met with Metropolitan Housing representatives to discuss approach on construction financing. Construction loan for the developer to complete two homes is available. Metropolitan’s scheduled public appearance resulted in authorization of \$3,775 for lot clearing and surveying and the waiver of \$19,087.50 associated with water, sewer, electric, and planning fees. Metropolitan committed to the construction and occupancy of two qualifying homes by June 30, 2014 to avoid the \$75,000 July 1 claw back.

**Projected activity for next month:** Meet with Metropolitan Housing representatives to discuss status.

## **City of Washington Grant Update**

**Is project on schedule, if not what action is being taken:** No, continue to follow up with Metropolitan on a regular basis.

**Other notes/Council actions required (anticipated date of council action):** \$75,000 appropriation in FY 2015, 2016, & 2017 budgets.



**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** March 24, 2014  
**Subject:** Taxi Cab Certificate of Convenience  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that a Certificate of Convenience and Necessity be issued to Mr. John Norfleet with one taxicab for Norfleet Cab Service.

**BACKGROUND AND FINDINGS:**

The purpose of this Council Action is to hold a public hearing, as advertised, to consider the application for a Certificate of Convenience and Necessity by John Norfleet to operate one cab in the City of Washington as the Norfleet Cab Service.

Per the application, Mr. Norfleet desires to operate one taxicab in the City limits from his terminal located outside of the City limits at 155 Robin Rd, Grimesland, NC.

The notice calling for the public hearing was published on March 9, 2014, and a copy of the notice was mailed to all holders of Certificates of Convenience and Necessity for the operation of vehicles in compliance with Washington City Code Section 36-56(b).

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Application

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** SW Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
3/19/14 Date <sup>March 24, 2014</sup> Page 27 of 35

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Washington City Council will hold a public hearing on the 24<sup>th</sup> day of March, 2014 at 6:00 p.m. in the City Council Chambers of the Municipal Building, located at 102 East Second Street, Washington, NC, pursuant to an ordinance entitled "Taxicabs" for regulating and licensing taxicabs and taxicab drivers and providing penalties for violations. Said ordinance was adopted October 9, 1972 . The public hearing is to consider and act upon an application of John Norfleet for a CERTIFICATE OF CONVENIENCE AND NECESSITY to operate one taxicab doing business as Norfleet Cab Service in the City of Washington, North Carolina.

All interested citizens and all parties of interest will be given an opportunity to be heard at the public hearing.

This is the 9th day of March, 2014.

Cynthia Bennett  
City Clerk  
City of Washington, N.C.

**APPLICATION FOR TAXI DRIVERS PERMIT**

DATE 1/17/14 NEW  RENEWAL

NAME: John Norfleet DATE OF BIRTH 

AGE: B RACE: M SEX: M WEIGHT: 169 HEIGHT: 5' 3"

SOCIAL SECURITY # 

DRIVER'S LICENSE#  DRIVER'S LICENSE CLASS C

ADDRESS: 157 Rte 7 Road Grimesland NC (NO P.O. BOXES PLEASE)

HOME PHONE: 919-940-1123 MOBILE PHONE: 252-945-8777

NAME OF CAB COMPANY: Norfleet John

CAB COMPANY INSURANCE NAME: Norfleet Cab

POLICY # \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED? No IF YES, WHEN \_\_\_\_\_

OFFENSE: \_\_\_\_\_ CONVICTED?: \_\_\_\_\_

REMARKS: \_\_\_\_\_

LAST EMPLOYER Bats ADDRESS Washington N.C 27889

DRIVING EXPERIENCE 50 YEARS OF RESIDENCE IN CITY 40

**FOLLOWING TO COMPLETED BY PHYSICIAN**

PHYSICAL CONDITION: GOOD

PHYSICIAN'S NAME: Dr. Myriam Dand DATE: 12-30-2013

ADDRESS: 1006 WH Smith Blvd, GV NC PHONE# 252-830-9001

PHYSICIAN'S SIGNATURE Myriam Dand MD

**FOLLOWING TO COMPLETED BY CHIEF OF POLICE AND CITY MANAGER**

Stacy Quakeford

RECOMMENDED BY CHIEF OF POLICE

APPROVED BY CITY MANAGER

DATE: 1-17-14

DATE: \_\_\_\_\_

**City of Washington, NC**  
**Application for Business Privilege License**

Business Name: Nonfleet Cab  
Street Address 155 Robin Rd  
(PO Box Numbers are not acceptable for local business addresses)  
Mailing Address \_\_\_\_\_  
City Grimesland State/Zip NC 27837  
Phone 940-1193 Fax (c) 945-8777  
Email address \_\_\_\_\_  
Inside City Limits \_\_\_\_\_  
Outside (But conducts business or services, pickups, and/or delivers and/or solicits business etc. within City) \_\_\_\_\_  
Date Operations will begin: \_\_\_\_\_  
Owner's Name: John Nonfleet Contact's Name: \_\_\_\_\_  
Social Security No: [REDACTED] or Federal ID No: \_\_\_\_\_  
Nature of Business (Explain)

Taxi

Day Care --Number of Children \_\_\_\_\_  
Beauty Shop--Number of Operators \_\_\_\_\_  
Charge for Entertainment or Cover Charge  Yes  No  
Home Based \_\_\_\_\_ (Has to be approved by Planning Dept.)

**Gross Sales Required for:**

Retail \$ \_\_\_\_\_  
Service \$ \_\_\_\_\_  
Wholesale \$ \_\_\_\_\_  
Manufacturing \$ \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Send to City of Washington, Attn: Privilege License, PO Box 1988, Washington, NC 27889. Phone: (252)975-9324 or (252)975-9325. FAX: (252)946-1965.

**FOR OFFICE USE ONLY:**

Customer No.: \_\_\_\_\_  
Planning Dept. Approved  Denied



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Allen Lewis, Public Works Director  
**Date:** March 17, 2014  
**Subject:** Hold 2<sup>nd</sup> Public Hearing to Receive Information and Public Comment Concerning 2013 Community Development Block Grant-Infrastructure Program as Administered by the North Carolina Department of Environment and Natural Resources' Division of Water Infrastructure and Adopt a Resolution Requesting State Grant Assistance Through This Program.

**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

**RECOMMENDATION:**

Hold a public hearing and adopt a resolution requesting State grant assistance through the CDBG Program for wastewater infrastructure improvements.

**BACKGROUND AND FINDINGS:**

As mentioned last week, in 2013, the North Carolina General Assembly allocated \$26 million in federal Community Development Block Grant funds to the Infrastructure program, and transferred the funds to the North Carolina Department of Environment and Natural Resources' Division of Water Infrastructure to administer. The purpose of these funds is to construct public water and sewer infrastructure to mitigate public and environmental health problems in areas where the percentage of low to moderate income persons is at least 51 percent.

The purpose of this public hearing is to explain the City's proposed CDBG Infrastructure Grant application and to receive public comment from citizens regarding the proposed application and project. The proposed project includes approximately 5,200 LF of existing sewer main rehabilitation, point repairs and manhole lining within Basins 11 (in and around 13<sup>th</sup> & Bridge) and 17 (in and around Pennsylvania and Havens). The City is requesting approximately \$1.101 million in CDBG funds (95.7% of total project costs).

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

Currently Budgeted (Account )  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

Resolution requesting grant assistance.

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** 3/19/14 Date Allen Lewis Concur Allen Lewis Recommend Denial  No recommendation

**RESOLUTION REQUESTING STATE GRANT ASSISTANCE THROUGH THE CDBG PROGRAM FOR  
WASTEWATER INFRASTRUCTURE IMPROVEMENTS**

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environment & Natural Resources (NCDENR) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, The City of Washington has need for and intends to construct a (state whether a wastewater treatment works, wastewater collection system, drinking water treatment works, and/or drinking water distribution system) project described as (give brief description of project), and

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

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

That the City of Washington, 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.

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

That Mr. 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 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 24<sup>th</sup> day of March, 2014 at the City of Washington, North Carolina.

---

Mac Hodges  
Mayor

ATTEST:

---

Cynthia S. Bennett  
City Clerk

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the City of Washington does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City Council of the City of Washington duly held on the 24<sup>th</sup> day of March, 2014; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 24<sup>th</sup> day of March, 2014.

---

Cynthia S. Bennett  
City Clerk



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Allen Lewis, Public Works Director  
**Date:** March 17, 2014  
**Subject:** Adopt Resolution Approving Administrative Guidelines and Program Policies for the City's FY 13 CDBG – Infrastructure Grant Program.  
**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

### RECOMMENDATION:

I move that the City Council adopt a resolution approving the Administrative Guidelines and Program Policies for the City of Washington's FY 13 CDBG – Infrastructure Grant Program and authorize the Mayor to sign documents on behalf of the City.

### BACKGROUND AND FINDINGS:

The purpose of this Council Action is to adopt the necessary administrative guidelines and program policies in order to implement the FY 13 CDBG – Infrastructure Grant Program.

The City of Washington wishes to carry out its FY 13 CDBG – Infrastructure Grant Program in accordance with the established state and federal administrative guidelines.

Attached for Council consideration and approval are the following administrative guidelines and program policies for the project.

1. Citizen Participation Plan
2. Community Development Plan
3. Equal Opportunity and Procurement Plan
4. Section 519- Use of Excessive Force Plan
5. Fair Housing Plan
6. Language Access Plan
7. Section 504 Plan
8. Residential Anti-Displacement & Relocation Plan
9. Section 3 Plan

### PREVIOUS LEGISLATIVE ACTION

2 public hearings (March 17 & 24, 2014) and resolution to apply (03-24-14)

### FISCAL IMPACT

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

### SUPPORTING DOCUMENTS

Plans as noted above.

**City Attorney Review:** \_\_\_\_\_ Date By: March 24, 2014 (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: Page 34 of 35 (if applicable)  
**City Manager Review:** *AWL* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation 3/19/14 Date

**CITY OF WASHINGTON**  
**RESOLUTION APPROVING ADMINISTRATIVE GUIDELINES AND POLICEIS**  
**FOR THE FY 2013 CDBG INFRASTRUCTURE GRANT PROGRAM**

WHEREAS, the City of Washington wishes to carry out its FY 2013 CDBG – Infrastructure Grant Program in accordance with established state and federal guidelines;

Now, Therefore Be It Resolved that the Washington City Council hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the City’s FY 2013 CDBG – Infrastructure Grant Program:

1. Citizen Participation Plan
2. Community Development Plan
3. Equal Opportunity and Procurement Plan
4. Section 519- Use of Excessive Force Plan
5. Fair Housing Plan
6. Language Access Plan
7. Section 504 Plan
8. Residential Anti-Displacement & Relocation Plan
9. Section 3 Plan

Adopted this the 24<sup>th</sup> day of March, 2014 at the City of Washington, North Carolina.

ATTEST:

\_\_\_\_\_  
Cynthia S. Bennett  
City Clerk

\_\_\_\_\_  
Mac Hodges  
Mayor