



City of
Washington
NORTH CAROLINA
Council Agenda
SEPTEMBER 22, 2014
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from September 8, 2014 **(page 3)**

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Adopt – Budget Ordinance Amendment for Airport Pavement Rehabilitation Grant **(page 13)**
- B. Adopt – Budget Ordinance Amendment for the Historic Preservation Fund Grant **(page 16)**
- C. Adopt – Job Creation Grant Project Ordinance Amendment **(page 23)**
- D. Adopt – 15th Street Sidewalk Budget Ordinance Amendment **(page 27)**
- E. Approve – Purchase Orders >\$20,000 **(page 29)**

II. Comments from the Public:

III. Public Hearing on Zoning: **6:00 PM**

- A. None –

IV. Public Hearing – Other:

- A. None –

V. Scheduled Public Appearances:

- A. Beth Byrd & Bob Henkel – Harbor District Flag Program **(page 33)**
- B. Timmy Baynes – Mid-East Commission Updates

VI. Correspondence and Special Reports:

- A. Memo – Internet Service Provider (ISP) Speed Increase **(page 34)**
- B. Memo – Budget Transfer – Library Maintenance and Contract Services **(page 35)**



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- C. Memo – Budget Transfer – General Fund Warehouse **(page 37)**
- D. Memo – Recreation Fee Committee – Sports Facility **(page 39)**
- E. Report – Load Management Device Installation for the month of August **(page 45)**
- F. Discussion – Grant Updates **(page 46)**
- G. Discussion – Project Updates **(page 73)**
- VII. Reports from Boards, Commissions and Committees:
 - A. None –
- VIII. Appointments:
 - A. None –
- IX. Old Business:
 - A. None –
- X. New Business:
 - A. Accept and Approve – Recommendation of the Airport Advisory Board and approve the t-hangar rental rates **(page 75)**
 - B. Accept – Brown Library Proposed Legislative Goals (NCLM) **(page 76)**
 - C. Adopt – Declaration of Restrictive Covenants for the Havens Gardens Replacement Properties **(page 77)**
- XI. Any Other Items From City Manager:
 - A. Discussion – Policy Direction for Disposition of Lien Property
- XII. Any Other Business From the Mayor or Other Members of Council
 - A. Discussion – Goal Setting for City Manager
- XIII. Closed Session – Under NCGS § 143-318.11(a)(5) Acquisition of Property for Economic Development, 143-318.11(a)(1) Disclosure of Confidential Information and 143-318.10(e) the Public Records Act
- XIV. Adjourn – Until Monday, October 6, 2014 at 5:30 pm, in the Council Chambers.

The Washington City Council met in a regular session on Monday, September 8, 2014 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Administrative Services Director/C.F.O.; Stacy Drakeford, Police & Fire Services Director; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Lynn Wingate, Tourism Director; Gloria Moore, Library Director; Susan Hodges, Human Resources Director; Keith Hardt, Electric Utilities Director; John Rodman, Community & Cultural Resources Director; David Carraway, IT Director and Mike Voss, Washington Daily News.

Mayor Hodges called the meeting to order and Councilman Pitt delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the minutes of August 25, 2014 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

By motion of Councilman Pitt, seconded by Councilman Brooks Council approved the agenda as presented.

CONSENT AGENDA: NONE

COMMENTS FROM THE PUBLIC: NONE

PUBLIC HEARING ON ZONING: NONE

SCHEDULED PUBLIC APPEARANCES:

BARBARA GASKINS – TRUNK OR TREAT

Ms. Barbara Gaskins stated this is the third year she has planned and implemented a trunk or treat event. Halloween can be a great time for children but it could be a time when children fall prey to potential predators. The event this year has been planned on October 31, 2014 at Beebe Park and is a safe alternative for our children. Ms. Gaskins requested the following:

- lighting
- traffic control
- waive fees
- candy donations

Police & Fire Service Director, Stacy Drakeford explained that he would have two patrol officers on shift that would frequent the event as well as distribute candy. Mr. Drakeford also explained his department would provide portable lighting for the event. Ms. Gaskins will need to contact Beaufort County Schools in order to use the adjacent vacant lot for parking. Ms. Gaskins is asking for Council to waive any fees that would be associated with this event, such as park rental and bleacher rental. Mayor Hodges and Mayor Pro tem Roberson suggested they would work with Ms. Gaskins to have local civic clubs sponsor the event.

CORRESPONDENCE AND SPECIAL REPORTS: NONE

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:
HUMAN RELATIONS COUNCIL

(begin HRC Report) SCHEDULED PUBLIC APPEARANCES: NONE

OLD BUSINESS:

Appointments – Chair and Vice-chair for Fiscal Year 2014-2015: Present chair Hughes opened the floor for nomination of Chair and Vice-chair to the Washington/Beaufort County Human Relations Council for FY 2014-15.

By motion of Board member Howard, seconded by Board member St. Clair, the Board appointed Allen Hughes as Chairman to the Washington/Beaufort County Human Relations Council. There being no other names submitted for appointments, Board member Hughes accepted the position as Chairperson.

By motion of Board member Howard, seconded by Board member O'Pharrow, the Board appointed Remanda St. Clair as Vice-chair to the Washington/Beaufort County Human Relations Council. There being no other names submitted for appointments, Board member St. Clair accepted the position as Vice-chair.

Update – 2014 Pro's Weekend and 'National Night Out': Criminal Outreach Coordinator, Kimberly Grimes informed the Board that 12 NFL players attended the 2014 Pro's Weekend and shared this was an awesome event ~ the cookout at Festival Park was great. Ms. Grimes voiced there is always room for more participation and support from the community. There was a huge turnout for 'National Night Out' and she was very appreciative of the support from members of the Human Relations Council. Washington Housing Authority came on board this year as a "partner" in this event (National Night Out).

NEW BUSINESS:

Discussion – Attendance Policy: Chairman Hughes stated the City Code specifies that if you have three (3) unexcused absences in a twelve-month period you can be removed from the Board. Chairman Hughes explained Board member Babcock became a member in February of this year. Mr. Hughes has tried to contact Mr. Babcock several times and has attempted to call his home but to no avail.

Chairman Hughes recommended that Board member Babcock be removed as a member of the Washington/Beaufort County Human Relations Council and requested discussion from Board members. There being no discussions:

By motion of Chairman Hughes, seconded by Vice-chair St. Clair, the Board agreed to remove Mr. Babcock as a member of the Washington/Beaufort County Human Relations Council. The Board directed the secretary to prepare a written letter to be mailed to Mr. Babcock. This will leave one vacant position on the Board.

Discussion – Article III, Section 5 of Human Relations Council By-Laws: Chairman Hughes suggested there may have been some misunderstanding at the last HRC meeting and the he may have misspoken when speaking with former Board member Lodge. Ms. Lodge expressed her desire to be reappointed as a Board member to the Human Relations Council and he voiced we would like to have her back and to resubmit her application. The By-laws in Article III, Section 5 specifies “no person shall serve more than two (2) consecutive three-year terms”. Ms. Lodge had served two consecutive three-year terms. According to the By-laws, Ms. Lodge is no longer eligible to be reappointed.

Chairman Hughes voiced he was bringing this to the Boards’ attention because if the action of not reappointing Ms. Lodge presents a problem then the Board will need a recommendation to amend the By-laws. Mr. Hughes suggested maybe the reasoning behind the specification in the By-laws would be to seek new ideas from new members. Chairman Hughes opened the floor for discussion regarding amendments to the By-laws.

Board member Howard inquired if a person had served two (2) consecutive three-year terms and goes off the Board could that person return in another three years to serve ~ Chairman Hughes stated they could come back in one year. Chairman Hughes voiced former members are just required to take a break and if during that time, we don’t receive other applicants who are interested, we can waived their (former member) application against the other applicants (if any) who wish to serve on the Human Relations Council. Also, he doesn’t see why former members going off the Board can’t continue to volunteer for other events ~ you do not have to be a member of the Human Relations Council to participate on other committees.

Chairman Hughes reiterated there is one vacancy. Board member Howard inquired what happens if we don’t have any applicants for this vacant position. Chairman Hughes explained we have eleven Board members and eleven is enough for the Board to operate (*see **partial insert of City Code**). Council liaison Pitt inquired when Mr. Babcock’s term would expire and it was confirmed the term would expire on June 30, 2016. Mr. Babcock was appointed to fill the un-expired term of Marisol Barr. If we received other applications then the Board can appoint someone to fill this un-expired term. Board member O’Pharrow requested clarification on terms served and Chairman Hughes explained. Again, if a former Board member wishes to return they can submit a new application after the one year observance of being absent from the Board.

***“Note: “Partial insert of City Code” as pertained to tonight’s meeting
Article XI. Human Relations Council****

Sec. 2-285. Created; members.

(a) Composition, appointment, term. The City Council may, at its discretion, create a Human Relations Council. The Council shall be composed of no less than seven (7) and no more than twelve (12) member appointed by the City Council in accordance with the provisions of section 2-531(a).

Following the discussion, there were no recommended changes on Article III, Section 5 of the Human Relations Council By-laws.

OTHER BUSINESS:

FYI - All FYI items and reminders were discussed inclusive of May 13, 2014 reports submitted to City Council, financial report with \$578.25 for FY 2013/2014 being reallocated to General Fund.

OPEN DISCUSSION:

Board member Hughes discussed potential items of business that need to be addressed at the next Human Relations Council meeting. Chairman Hughes and Board members determined that there is no regular business or special appearances that require a meeting for the month of September. Therefore, the next regular meeting will be held on Tuesday, October 14, 2014 at 6:30 pm.

Suggestions/Ideas – Input from new members regarding projects in the community:

1. Board member Recko suggested partnering with BCCC or the Housing Coalition for an all day event regarding a Housing Affair similar to a workshop (this event was sponsored about six year ago and was very well attended) – include with October Agenda for discussion under Old Business.
2. Board member Lundy presented an idea of sponsoring a “Toys for Tots” program – include with October Agenda for discussion. Council liaison Pitt suggested that the Board may wish to consider manning the “Kettle Bell” as a group to show HRC support.
3. Board member Wright suggested sponsoring a “Health Drive for the Elderly”. Discussion followed: The Board decided not to duplicate or recreate activities in the community; it was suggested the Board, as a group, help spread the word in the community.

**Reminder ~ the regular scheduled meeting for November 11, 2014 was canceled during the Board planning session in January 2014. Tuesday, November 11, 2014 is a holiday.(end HRC)*

APPOINTMENTS – TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES

Washington Electric Utilities Advisory Board- By motion of Councilman Pitt, seconded by Councilman Brooks, Council appointed John Taylor to the Washington Electric Utilities Advisory Board, to fill the un-expired term of Pearson Chrismon (Town of Bath), term to expire June 30, 2015.

Historic Preservation Commission – By motion of Councilman Beeman, seconded by Councilman Brooks, Council appointed Stacey Thalmann to the Historic Preservation Commission to fill the un-expired term of Picott Harrington, term to expire June 30, 2016.

OLD BUSINESS: NONE**NEW BUSINESS****ACCEPT AND APPROVE – RECOMMENDATION OF THE WATERFRONT DOCKS ADVISORY COMMITTEE AND APPROVE THE EXPANSION OF LITTLE WASHINGTON SAILING SCHOOL TO INCLUDE ALL OF DOCK “J”**

Mayor Pro tem Roberson asked John Rodman, Director of Cultural Resources to explain the request. The Little Washington Sailing School is a youth sailing program to encourage children to experience the joy of recreational sailing along the Washington waterfront. The Little Washington Sailing School is made up of dedicated sailing enthusiasts, who have created a Sailing School for the youth of the area. The school has six 14ft Vanguard 420 sailboats used for training students to sail. The program promotes self-reliance, awareness of safety, sportsmanship, team work, self-confidence and respect for others. Dock "J" is a face dock along the promenade 80 feet in length. Currently, the LWSC has an agreement to utilize 40 feet of the dock space for their sailing craft. They would like to expand their school to include more sail boats and more youth. In order to do this the school would like to utilize all eighty feet of Dock "J".

Ann Kumins and Jeff Woolard with Little Washington Sailing School asked Council to allow them to expand their school to include the remaining 40 feet of space on dock “J” in order to install a floating dock and additional sailboats. The program will be expanded to include 8-10 year old children, thus the need for the inclusion of smaller boats and the need for additional dock space. Jeff Woolard explained he has talked with CAMA and there is no problem with the addition of the floating dock as that falls under the original marina permit approval.

Councilman Mercer noted he is glad the sailing school is doing well and growing. He continued by inquiring if LWSS would remove the floating docks at the end of the season and if they aren’t, he has concerns with that. He stated that during the original request, Council was told that the docks would be removed at the end of the season. Jeff Woolard explained the docks would not be removed, but cleats could be installed on the floating docks to allow boaters the opportunity to tie up to the dock during the off season. The boats are removed at the end of the season, but the docks remain. Dot Moate explained that when LWSS first entered the agreement, they never said they would remove the floating docks and they’ve never been removed, removal of the docks was not included in the original agreement.

GET INVOLVED
With the support of our sponsors, the Little Washington Sailing School will continue to provide children of the community the opportunity to learn the skills needed to sail small boats.

A special thanks to our Foundation Sponsors: Carolina Wind Yachting Center, Dept. of the Navy, Youth Yacht Club, America's Yacht Club, Cape Fear Yacht Club and Pacific Sloop. We also appreciate the continued support from our other donors and sponsors.

This is an on-site part of operating. The Sailing School endorses to maintain reasonable class fees and has scholarships available for those in need. We depend on private and corporate donations to provide for our ongoing operating and maintenance needs.

We encourage you to support this program. You might consider sponsoring a youth who would not be able to experience the thrill of sailing without your help.

A donation to LWSS is tax deductible. Your support will help give many children an experience of a lifetime, enjoying the beautiful waters of the Pamlico River, while learning the responsibility of "deftness, a sailor's life!"

Help. Call (252) 462-7678

ABOUT LWSS
The Little Washington Sailing School is made up of dedicated sailing enthusiasts, who have created a Sailing School for the youth of the area. The club has an 14ft Vanguard 420 sailboat for sailing students to sail. The program promotes self-reliance, teamwork of sailing, experiencing, team work, self-confidence and respect for others.

The excellent instructors maintain and the facilities of sailing for language and advanced students according to the US Sailing Association.

Students will be encouraged to help one another with rigging, launching, retrieval and maintenance of boats and equipment. LWSS has US Sailing Association certified instructors to teach the course and volunteers support the program in many different ways.

Register Now! Follow these easy steps:

1. Review details and guidelines online at: www.littlewashingsailingschool.org
2. Download an application packet or pick up a copy at: Washington/Waterfront County Chamber of Commerce, 102 Avenue Parkway, Washington, NC 28384-9448.
3. Return completed application with required forms and \$25.00 check to: LWSS, P.O. Box 715220, Raleigh, NC 27607

Ready, Set, Sail!

Little Washington Sailing School
YOUTH SAILING PROGRAM 2014

BOYS AND GIRLS
THIS IS YOUR CHANCE TO LEARN HOW TO SAIL THIS SUMMER... VISIT US AT LITTLEWASHINGTONSAILINGSCHOOL.ORG OR CALL (252) 462-7678 TO REGISTER!

IMPORTANT DETAILS
CLASSES BEGIN JUNE 9TH IN DOWNTOWN WASHINGTON
Classes are for Boys and Girls - Ages 13-18
The MUST weight of limit 210lb.
There are 10 sessions from June 9 - August 15
All classes are Monday through Friday
8:00am - 4:00pm (check back from noon - 1:00pm)
No sailing or boating experience necessary!
*Must be able to pass a swim test!
Class Tuition Fee: \$225

Facebook: <https://www.facebook.com/LittleWashingtonSailingSchool>
Twitter: @LWSailing

SUMMER SCHEDULE
ALL-DAY CLASSES • BASIC SAILING
8:00AM - 4:00PM

| | |
|---------|---------------------|
| Week 1: | June 9 - June 13 |
| Week 2: | June 16 - June 20 |
| Week 3: | June 23 - June 27 |
| Week 4: | June 30 - July 4 |
| Week 5: | July 7 - July 11 |
| Week 6: | July 14 - July 18 |
| Week 7: | July 21 - July 25 |
| Week 8: | July 28 - August 1 |
| Week 9: | August 4 - August 8 |

ALL-DAY ADVANCED CLASS*
8:00AM - 4:00PM

| | |
|----------|-----------------------|
| Week 10: | August 11 - August 15 |
|----------|-----------------------|

*Schedules accepted at the discretion of the Program Director based on demonstrated proficiency.

QUESTIONS!
Call us at (252) 462-7678 or email us at LittleWashingtonSailingSchool@gmail.com

City Manager, Brian Allgood noted that the Waterfront Docks Advisory Committee has reviewed this item and suggested Council’s approval of this request. Councilman Mercer expressed concern with LWSS (or any other entity) going to a regulatory agency and asking for permission to do something for the City when they have not been given that authority. Mr. Allgood explained that LWSS was only seeking guidance from CAMA; subsequently, John Rodman will be making the application to CAMA on the City’s behalf.

By motion of Councilman Beeman, seconded by Councilman Brooks, Council accepted the recommendation of the Waterfront Docks Advisory Committee and approved the expansion of dock space of the Little Washington Sailing School to include all of Dock "J". Motion carried 4-1 with Councilman Mercer opposing.

ADOPT – ORDINANCE TO AMEND CHAPTER 18, SECTION 18-53 – INTERSECTIONS CONTROLLED BY TRAFFIC SIGNALS AND SECTION 18-77 – STOP INTERSECTIONS, IN REFERENCE TO MARTIN LUTHER KING DRIVE AND GLADDEN STREET

The traffic signal at Martin Luther King Drive and Gladden Street has been on "flash" for several years now. Some time ago, the signal pole in the northwest quadrant of the intersection was apparently stuck by a motor vehicle. In the last few months, this pole appears to have started leaning out over the intersection more from the crease in the pole by the accident. Since the signal has been on flash for such a long period of time and the pole is damaged, staff recommends that this signal be removed. Stop signs are currently in place on Gladden Street at Martin Luther King Drive and have been for some time. The attached ordinance amendment will provide for this.

City Manager, Brian Alligood explained that staff will turn off the signals and bag the signal heads for 1 -1 ½ months, if there are no problems, then the signals will be removed.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council adopted an ordinance to amend Chapter 18, Section 18-53 - Intersections controlled by traffic signals and Sec. 18-77 - Stop intersections in reference to Martin Luther King Drive and Gladden Street.

AN ORDINANCE TO AMEND CHAPTER 18, SECTION 53: INTERSECTIONS CONTROLLED BY TRAFFIC SIGNALS AND SECTION 77: STOP INTERSECTIONS OF THE WASHINGTON CITY CODE

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

Section 1. That Chapter 18 Section 18-53 – Intersections controlled by traffic signals, be amended to delete the following:

Sec. 18-53. Intersections controlled by traffic signals.

Martin Luther King Drive and Gladden Street.

Section 2. That Chapter 18 Section 18-77 – Stop intersections, be amended to add the following:

Sec. 18-77. Stop intersections.

Martin Luther King Drive, from Gladden Street.

Section 3. All ordinances in conflict with this ordinance are hereby repealed.

Section 4. This ordinance shall become effective September 9, 2014.

This the 8th day of September, 2014.

ATTEST:

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

**s/Mac Hodges
Mayor**

ADOPT – ORDINANCE TO AMEND CHAPTER 8, SECTION 8-10 – REMOVAL AND DISPOSAL OF FLOWERS, DESIGNS AND FRAMES

Cemetery staff has recently had issues with non-immediate family members removing items from grave sites without permission. This revised ordinance is an attempt to define who is allowed to remove items placed at grave sites and hopefully discourage such actions from taking place in the future.

By motion of Councilman Pitt, seconded by Councilman Beeman, Council adopted an ordinance to amend Chapter 8, Section 8-10 - Removal and disposal of flowers, designs and frames of the City Code.

AN ORDINANCE TO AMEND CHAPTER 8, SECTION 10: REMOVAL AND DISPOSAL OF FLOWERS, DESIGNS AND FRAMES OF THE WASHINGTON CITY CODE

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

Section 1. That Chapter 8 Section 8-10 - Removal and disposal of flowers, designs and frames, be amended to delete the following:

Section 8-10. Removal and disposal of flowers, designs and frames.

Cemetery staff shall remove and dispose of all flowers, designs and frames from graves within thirty (30) days, or earlier if natural flowers deteriorate. The family may collect flowers, designs and frames, if a request is submitted to the General Services Superintendent within two (2) days after they are placed.

Section 2. That Chapter 8 Section 8-10 – Removal and disposal of flowers, designs and frames, be amended to add the following:

Section 8-10. Removal and disposal of flowers, designs and frames.

Cemetery staff shall remove and dispose of all flowers, designs and frames from graves within thirty (30) days, or earlier if natural flowers deteriorate. The immediate family and/or cemetery staff are the only persons allowed to remove flowers, designs and frames from a grave.

Immediate family and/or owner of grave must request written permission from the General Services Superintendent or designee to allow other persons, for example florists or friends, etc., to remove and dispose of flowers, designs or frames from grave site. Removal of any items without approved permission of the General Services Superintendent or designee will be considered desecration of a grave and punishable by law.

The City of Washington is not responsible for loss, theft or damage to flowers, designs or frames. Any such loss or theft should be reported to the General Services Superintendent or designee for future observations of area.

Section 3. All ordinances in conflict with this ordinance are hereby repealed.

Section 4. This ordinance shall become effective September 9, 2014.

This the 8th day of September, 2014.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

APPROVE – EAGLE’S WINGS LETTER OF SUPPORT

Eagles Wings is seeking a grant from the USDA to purchase a "new" used fork lift. Please see the attached e-mail from Judy Jennette, Eagles Wings Treasurer. The USDA application is for 55% of the \$14,200 cost of a fork lift with 200 hours of use. Eagles Wings will cover the remaining balance. As part of the application, a letter of support is requested from the local government. Attached is the letter of support.

Greetings Brian,

Eagles Wings is seeking a grant from the USDA to purchase a "new" used fork lift. The old one is - for all intents and purposes - kaput. They are willing to fund 55% of the \$14,200 price. Eagles Wings has enough funds on hand to cover the remainder. It is being purchased through our local Caterpillar dealer. It only has 200 hours of use on it.

However, the USDA is asking for a letter of support from our local government. Would you be willing to prepare a brief one or two paragraph letter on behalf of this request?

This fork lift is a vital piece of equipment when the food truck from the Food Bank of the Albemarle arrives to drop off tons of food. As you can imagine, many of our volunteers are seniors and simply cannot lift the heavy pallets and boxes off of the truck. As a frame of reference, the food pantry in Bethaven has to recruit 30 volunteers to unload their truckload each month.

In 2013, Eagles Wings served more than 5,800 households (or 15,000 individuals). More than half of those served reside in Washington.

I have sent you all of these details so that you can use them in the letter - if you are willing to write it. Please let me know if you are able to help us out with this request! Thanks in advance for considering it!

JJ
Judy Jennette, Treasurer
EW

Mayor
Mac Hodges
City Manager
Brian M. Allgood



City Council
Larry Beeman
Richard Brooks
Doug Mercer
William Pitt
Bobby Roberson

September 8, 2014

Ms. Kimberly B. Miller
Area Specialist
United States Department of Agriculture
Rural Development
2044-C Hwy. 11/35 South
Kinston, N.C. 28501

Dear Ms. Miller:

On behalf of the Washington City Council, please accept this letter of support for the Eagles Wings grant application. It is the City's understanding that Eagles Wings is applying for a 55% grant to purchase a fork lift and that they will fund the balance of the purchase with cash reserves. Their current fork lift is beyond repair and requires replacing.

A fork lift is a vital piece of equipment when the food truck from the Food Bank of the Albemarle arrives to drop off tons of food. Many of the Eagles Wings volunteers are seniors and simply cannot lift the heavy pallets and boxes off of the truck. As a frame of reference, the food pantry in Bethaven has to recruit 30 volunteers to unload their truckload each month.

In 2013, Eagles Wings served more than 5,800 households (or 15,000 individuals). They report that more than half of those served reside in the City of Washington.

Thank you for your consideration of their grant application and for your acceptance of this letter of support.

Sincerely,

Mac Hodges, Mayor

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council approved and authorized the Mayor to sign the attached letter of support to the USDA for a grant application from Eagles Wings for the purchase of a fork lift.

APPROVE –FIRST AMENDMENT TO GROUND LEASE & EASEMENT AGREEMENT AND SECOND AMENDMENT MEMORANDUM OF LEASE

The solar farm project at the airport was anticipated to use 34.3 acres of land. After completing the project the final "as-built" survey reflected an additional 1.6 acres of built upon land (total 35.9 acres). These amended documents reflect that change in additional acreage and subsequently the

additional lease payment for the same. Duke Energy Renewables paid for all costs associated with these amended documents.

By motion of Councilman Mercer, seconded by Councilman Brooks, Council approved and authorized the City Manager to sign the attached “First Amendment to Ground Lease and Easement Agreement” and “Second Amended Memorandum of Lease” for the Airport Solar Farm to correct for additional acreage included in the final “as-built” survey.

(copy attached)

PUBLIC HEARING – OTHER:

APPROVE – CLOSE OUT OF 2012 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – OAK RIDGE METAL WORKS BUILDING REUSE PROJECT (#12-E-2404)

Mayor Hodges opened the public hearing. Kevin Richards, Mid-East Commission explained this is a required public hearing to close out a Building Reuse - Community Development Block Grant. This CDBG project involved the State of North Carolina through the Commerce Finance Center, the City of Washington, and Oak Ridge Metal Works. The CDBG – Building Reuse Grant was awarded on March 1, 2013 in the amount of \$320,000.00, which constituted 50% of the total project cost. The project involved building renovations and up fit of the former Brooks Boatworks facility at 1228 Page Road in the Beaufort County Industrial Park.

Jobs Proposed: 16

LMI Proposed: 10

This project has created the following jobs:

Jobs Created: 33

LMI Created: 22

Percent LMI: 67%

As of August 21, 2014, Oak Ridge Metal Works had 45 full time employees. This grant was monitored by the State for compliance on September 26, 2013. The project is complete and the company did meet the job commitment. This grant can now be closed out.

There being no comments from the public, Mayor Hodges closed the public hearing.

By motion of Councilman Mercer, seconded by Councilman Beeman, Council voted to close out the CDBG – Building Reuse Grant # 12-E-2404 Oak Ridge Metal Works.

ANY OTHER ITEMS FROM CITY MANAGER: NONE

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

Councilman Mercer discussed the need for Council to prioritize goals for the City Manager; this item will be added to the September 22, 2014 agenda.

Councilman Pitt explained that the deadline for League Advocacy Goals has been extended. City Manager, Brian Alligood noted that a request has been made by Brown Library and the requested goal will be presented to Council on September 22, 2014.

DISCUSSION – SCHEDULING FOR OCTOBER COUNCIL MEETING

The NCLM Annual Conference conflicts with the October 13th Council meeting. By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council agreed to move the October 13th meeting to October 6th.

CLOSED SESSION: NONE

ADJOURN

Mayor Hodges adjourned the meeting at 6:10pm until Monday, September 22, 2014 at 5:30pm in the Council Chambers at the Municipal Building.

(Subject to the Approval of the City Council)

**Cynthia S. Bennett, CMC
City Clerk**

DRAFT

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2014-2015**

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

Section 1. That the Estimated Revenues in the Airport Fund be increased in the following accounts and amount:

| | | |
|-----------------|---------------------------|---------------|
| 37-90-3991-9910 | Fund Balance Appropriated | \$ 1,120 |
| 37-90-3490-0009 | Grant Funds 36237.38.10.1 | <u>10,093</u> |
| | Total | \$11,213 |

Section 2. That account number 37-90-4530-4515, Grant Funds 36237.38.10.1, Warren Field Airport Department of the Airport Fund appropriations budget be increased in the amount of \$11,213 for the FY 2013-2014 project carry forward of Vision 100 grant projects.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 22nd day of September, 2014.

MAYOR

ATTEST:

CITY CLERK

**City Of Washington
BUDGET ADJUSTMENTS DATA ENTRY PROOF
Fiscal Year 2016**

Journal Type : BE # 12

Journal Date:

ACCOUNTING PERIOD: 2

CREATED BY: aradcliffe

STATUS: Proof Read Journal

| <u>Account #</u> | <u>Account Name</u> | <u>Trans Description</u> | <u>Date</u> | | <u>Increase</u> | <u>Decrease</u> | <u>Seq #</u> |
|------------------|---------------------------|--------------------------|-------------|---------|-----------------|-----------------|--------------|
| 37-90-3490-0009 | GRANT FUNDS 36237.38.10.1 | TO CORR BE 7 POSTING | 08/31/14 | Revenue | \$10,093.00 | \$0.00 | 1 |
| 37-90-3991-9910 | FUND BALANCE APPROPRIATED | TO CORR BE 7 POSTING | 08/31/14 | Revenue | \$1,120.00 | \$0.00 | 3 |
| 37-90-4530-4515 | GRANT FUNDS 36237.38.10.1 | TO CORR BE 7 POSTING | 08/31/14 | Expense | \$11,213.00 | \$0.00 | 2 |

TOTAL NUMBER OF TRANSACTIONS: 3

| <u>Totals for Fund #:</u> | <u>Revenues</u> | | <u>Expenditures</u> | | <u>Difference</u> |
|---------------------------|--------------------|------------------|---------------------|------------------|-------------------|
| | <u>Increases</u> | <u>Decreases</u> | <u>Increases</u> | <u>Decreases</u> | |
| 37 | \$11,213.00 | \$0.00 | \$11,213.00 | \$0.00 | \$0.00 |
| TOTALS: | \$11,213.00 | \$0.00 | \$11,213.00 | \$0.00 | \$0.00 |



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: John Rodman, Community & Cultural Services
Date: September 15, 2014
Subject: Adopt a budget ordinance amendment for the Historic Preservation Fund Grant
Applicant Presentation: Jennifer Brennan, Preservation Planner
Staff Presentation: John Rodman, Community and Cultural Services

RECOMMENDATION:

I move that City Council accept the recommendation of the Historic Preservation Commission and adopt the Budget Ordinance Amendment for the City match of the Historic Preservation Fund Grant.

BACKGROUND AND FINDINGS:

The City of Washington has been awarded a 2014-2015 Historic Preservation Fund Grant (HPF) in the amount of \$11,000. The City's matching requirement is \$4,000 cash for a total project cost of \$15,000. The grant award funds an architectural survey of the Washington Historic Districts, both residential and commercial districts. The area consists of approximately 600 structures and has not been surveyed since 1997.

PREVIOUS LEGISLATIVE ACTION

The City was awarded a 2008-2009 HPF grant in order to do a non-historic city-wide structure inventory and to complete Phase I of Beaufort County's architectural survey.

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact

SUPPORTING DOCUMENTS

| | |
|----------------------------|----------------------------|
| Grant Contract | |
| Project Outline and Budget | Budget Ordinance Amendment |

| | | | | |
|-----------------------|-------|------|-------------------|--|
| City Attorney Review: | _____ | Date | By: _____ | (if applicable) |
| Finance Dept Review: | _____ | Date | By: _____ | (if applicable) |
| City Manager Review: | 9/16 | Date | Concur <i>JMR</i> | Recommend Denial _____ No Recommendation _____ |

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2014-2015**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the following accounts and amount:

| | | |
|-----------------|-----------------------------|--------------|
| 10-10-3491-3302 | Historic Preservation Grant | \$11,000 |
| 10-00-3991-9910 | Fund Balance Appropriated | <u>4,000</u> |
| | Total | \$15,000 |

Section 2. That account number 10-10-4910-0400, Professional Services, Planning/Zoning Department of the General Fund appropriations budget be increased in the amount of \$15,000 to provide funds to update the National Historic Registry nomination.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 22nd day of September, 2014.

MAYOR

ATTEST:

CITY CLERK

**NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE HISTORIC PRESERVATION OFFICE**

Grant Contract

This Grant Contract is hereby entered into by and between the **North Carolina Office of Archives and History** (the "Agency") and the **City of Washington** (the "Grantee") (referred to collectively as the "Parties") for the **Survey Update for Washington Historic District**. The Grantee's federal tax identification number is **56-6001364**.

1. Grant Contract Documents: This Grant Contract consists of the following documents:

- (1) This Grant Contract
- (2) General Terms and Conditions (Attachment A)
- (3) Appendix for Contracts (Attachment B)
- (4) Grant Project Outline and Budget (Attachment C)
- (5) Services To Be Provided and Standards To Be Followed (Attachment D)
- (6) Certification of Matching Share (Attachment E)
- (7) State Grant Certification - No Overdue Tax Debts (Attachment F)
- (8) Assurances - Non-Construction Programs (Attachment G)
- (9) Grantee's Affirmation of Receipt of Title VI, Section 504, Nondiscrimination Information Poster (Attachment H)
- (10) Federal Certification Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements, and Lobbying (Attachment I)

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

2. Precedence Among Grant Contract Documents: In the event of a conflict between or among the terms of the Grant Contract Documents, the terms in the Grant Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Grant Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

3. Effective Period: This Grant Contract shall be effective on the date of signing by the Agency and shall terminate on **September 4, 2015**, with no option to extend. Project contracts with consultants under this Grant Contract shall end no later than **August 21, 2015**, with no option to extend.

4. Grantee's Duties:

Grantee Performance and Eligibility: The Grantee agrees to have a satisfactory record of performance; comply with the required completion schedule for the project; comply with debarment requirements; and otherwise be qualified and eligible to receive a grant award under applicable laws and regulations.

Services and Goods To Be Provided and Standards To Be Followed: The Grantee shall provide the services as described in Attachment D, Services To Be Provided and Standards To Be Followed, in accordance with the approved project outline and budget in Attachment C, Grant Project Outline and Budget. Project activities shall be performed according to the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, incorporated in this Grant Contract as if fully set

forth herein, under the guidelines and professional supervision of the State Historic Preservation Office (HPO).

Project Description and Contract with Qualified Consultant: The Grantee agrees to enter into a detailed Project Description and Contract, using the Agency's standard contract template, with a qualified consultant, who is openly selected according to federal and state procurement requirements, to carry out objectives for non-construction projects, including architectural surveys, survey manuscripts, archaeological investigations, preservation planning, design guidelines, and the preparation of nominations to the National Register of Historic Places. The Grantee will determine the final Scope of Work to be set forth in the Project Description and Contract in consultation with the HPO. The Project Description and Contract is subject to the approval of the HPO. No project activities may begin and no reimbursements from grant funds will be available until the Project Description and Contract has been approved by the HPO and signed by the Grantee and the consultant. The Grantee shall ensure that the consultant provides all goods and services and follows all standards and procedures consistent with the terms of this Grant Contract and all attachments and with the Project Description and Contract and all attachments.

Attachments to Contracts: The Grantee agrees to incorporate reference to and attach a copy of Attachment A, General Terms and Conditions, and Attachment B, Appendix for Contracts, to all contracts involving project activities.

5. Services and Goods To Be Provided by the Agency: In order to ensure the consistent application of Statewide Survey and National Register of Historic Places standards and to provide support and guidance to the Grantee and consultant, the Agency will provide the following services and goods as budget and staff permit:

- a. Orientation for consultant on all projects to ensure familiarity with Statewide Survey standards and procedures, resources of the Office of Archives and History, and the National Register of Historic Places program, as these are relevant to the particular project;
- b. The HPO's Access-based survey database (from which survey forms are generated), a block of survey site numbers, and inventory folders required for survey; registration forms for the National Register nomination(s);
- c. Clerical support for integrating photographs into Statewide Survey files;
- d. Archival storage and maintenance of inventory materials;
- e. Professional instruction and guidance in defining the research design, conducting and completing the survey, and preparation of the nomination(s), as applicable. A staff member of the HPO (project specialist) will be assigned to work directly with the consultant to serve as liaison with the Agency and to provide on-site and office assistance, guidance throughout the project, support in conducting the work, and assistance in evaluation according to National Register criteria and appropriate contexts. Review and approval of the survey materials, final reports, and the National Register nomination(s) by the HPO are required;
- f. Printing of digital photographs at Agency prices, if desired by the consultant. A cost list will be provided to the consultant for various photography items;
- g. For surveys, coordination of Study List presentation to the North Carolina National Register Advisory Committee, if the presentation is required;
- h. For district nominations, presentation of information about the National Register program at a public meeting set up by the Grantee Contract Administrator; and

- i. Compliance with all notification requirements for nominations to the National Register. In the event a legal notice must be printed in an area newspaper (if there are more than fifty property owners in the district), the Agency places the notice with directions that the Grantee is to be billed. Names and addresses of property owners will be provided to the Agency Representative by the consultant and/or Grantee Contract Administrator.

6. **Conflict of Interest Policy:** The Grantee shall file with the Agency a copy of Grantee's policy addressing conflicts of interest that may arise involving the Grantee's management employees and members of its boards, commissions, and governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Grantee's employees or members of its boards, commissions, or governing body, from the Grantee's disbursing of grant funds and local matching funds and shall include actions to be taken by the Grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before Agency may disburse the grant funds, unless the Grantee is covered by the provisions of N.C.G.S. 160A-479.11 and 14-234. (N.C.G.S. 143C-6-23(b)(2007))
7. **Statement of No Overdue Tax Debts:** Grantee's sworn written statement pursuant to N.C.G.S. 143C-6-23(c), stating that the Grantee does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal State, or local level, is attached as Attachment F. Grantee acknowledges that the written statement must be filed before Agency may disburse the grant funds.
8. **Reversion of Unexpended Grant Funds:** Any unexpended grant funds shall revert to the Agency upon termination of this Grant Contract.
9. **Reporting Requirements:** The Agency has determined that this contract is subject to the reporting requirements described on the attached Notice of Certain Reporting and Audit Requirements, Attachment G, but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.
10. **Use of Funds and Payment of Grant Funds:** The Grantee agrees to match the grant with funds from nonfederal sources (except that Community Development Block Grant funds may be used to match the grant) within the grant period, to use grant and matching funds or services for the purpose specified in this Grant Contract, and to furnish such reports and documentation, financial or otherwise, as may be specified by the Agency and state and federal law.

The total amount paid by the Agency to the Grantee under this Grant Contract shall not exceed **\$11,000**. This amount consists of \$-0- in State funds and **\$11,000** in federal Historic Preservation Fund grant funds (CFDA # 15.904).

The Grantee's matching requirement is **\$4,000**, which shall consist of:
Cash: **\$4,000**

The total Grant Contract amount, comprising federal grant funds plus Grantee's matching contribution, is **\$15,000**.

The Agency agrees to payment of grant funds on a reimbursement basis. Reimbursements will consist of a maximum of sixty percent of allowable project costs, in accordance with the actual grant/match ratio. Each time the Grantee requests reimbursement from the Agency, project expenditures, both federal grant and matching share, shall be documented by copies of signed contracts, front and back of canceled (or certified) checks or computer printouts, invoices approved by the HPO project specialist and marked paid by the Grantee, and timesheets attached to a cover letter addressed to the Agency's Contract Administrator. Upon request the Agency may advance the Grantee up to twenty-five percent of the grant funds. After satisfactory documentation of this advance, along with the required matching share, the Grantee may request additional advances for up to seventy-five percent of the grant award. The remaining twenty-five percent of grant award will be payable only after satisfactory project completion. All payments are contingent upon fund availability.

The Grantee shall complete a final accounting report and submit a final request for reimbursement to the Agency within thirty (30) days of the expiration of the Grant Contract period. If this Grant Contract is terminated prior to the expiration of the Grant Contract period, the Grantee shall complete a final accounting report, submit a final request for reimbursement, and return any unearned advanced funds to the Agency within thirty (30) days of the Grant Contract termination date. A check for any unearned advanced funds must be attached to the report. The Agency shall have no obligation for payments based on expenditure reports submitted later than thirty (30) days after expiration or termination of the Grant Contract period.

Further details on administration of grant funds, reimbursement, and financial documentation are found in the *Grantee Handbook for Federal Historic Preservation Fund Grant Projects*, which is incorporated by reference in this Grant Contract as if fully set forth herein.

- 11. Contract Administrators:** All notices permitted or required to be given by one Party to the other and all questions about the Grant Contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

For the Agency:

| IF DELIVERED BY US POSTAL SERVICE | IF DELIVERED BY ANY OTHER MEANS |
|---|--|
| Michele P. McCabe, Grants Coordinator State Historic Preservation Office 4617 Mail Service Center Raleigh, NC 27699-4617 Telephone: 919-807-6582 Fax: 919-807-6599 Email: michele.patterson.mccabe@ncdcr.gov | Michele P. McCabe, Grants Coordinator State Historic Preservation Office Archives and State Library Building 109 E. Jones St., Room 264 Raleigh, NC 27601 |

For the Grantee:

| IF DELIVERED BY US POSTAL SERVICE | IF DELIVERED BY ANY OTHER MEANS |
|---|--|
| Jennifer Brennan, Community Development Planner City of Washington PO Box 1988 Washington, NC 27889 Telephone: 252-946-0897 Fax: 252-946-1965 Email: jbrennan@washingtonnc.gov | Jennifer Brennan, Community Development Planner City of Washington 102 East Second Street Washington, NC 27889 |

12. Disbursements:

As a condition of this Grant Contract, Grantee acknowledges and agrees to make disbursements in accordance with the following requirements:

- a. Implement adequate internal controls over disbursements;
- b. Pre-audit all vouchers presented for payment to determine
 - i. Validity and accuracy of payment
 - ii. Payment due date
 - iii. Adequacy of documentation supporting payment
 - iv. Legality of disbursement;
- c. Assure adequate control of signature stamps/plates;
- d. Assure adequate control of negotiable instruments; and
- e. Implement procedures to insure that account balance is solvent.

13. Outsourcing: The Grantee certifies that it has identified to the Agency all jobs related to the Grant Contract that have been outsourced to other countries, if any. Grantee further agrees that it will not outsource any such jobs during the term of this Grant Contract without providing notice to the Agency.

14. Signature Warranty: The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Grant Contract.

In Witness Whereof, the Grantee and the Agency have executed this Grant Contract in duplicate originals, with one original being retained by each Party.

GRANTEE:

City of Washington

Jay MacDonald Hodges 6/23/14
Signature Date

Jay MacDonald Hodges Mayor
Printed Name Title

WITNESS:

Cynthia S. Bennett 6-23-14
Signature Date

Cynthia S. Bennett City Clerk
Printed Name Title

AGENCY:

North Carolina Office of Archives and History

Kevin Cherry 7/14/2014
Signature Date

Dr. Kevin Cherry State Historic Preservation Officer
Printed Name Title

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCE FOR THE
CDBG FOR JOB CREATION (SBEA) GRANT
GRANT AWARD #11-C-2340
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2014-2015**

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

Section 1. That the following accounts in the Job Creation grant be increased or decreased by the following amounts to close out this grant:

| | | |
|-----------------|----------------|---------|
| 57-60-4930-0400 | Administration | \$2,000 |
| 57-60-4930-0405 | Planning | (2,000) |

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall become effective upon its adoption.

Adopted this the 22nd day of September, 2014.

MAYOR

ATTEST:

CITY CLERK

Mayor
Mac Hodges

City Manager
Brian M. Alligood



Washington City Council
Richard Brooks
Doug Mercer
Larry Beeman
William Pitt
Bobby Roberson

September 04, 2014

RECEIVED SEP 08 2014

Ms. Vanessa Alexander, Senior Grant Representative
North Carolina Department of Commerce
Division of Community Investment and Assistance
4313 Mail Service Center
Raleigh, North Carolina 27699-4313

RE: Budget Revision Request
CDBG # 11-C-2340

Dear Ms. Alexander:

Please find enclosed a budget revision request for the Jumpstart Washington grant referenced above.

Should you have any questions concerning this request, do not hesitate to call Matt Rauschenbach, Director of Finance at (252) 975-9300 or Billie Hansen, Project Manager, at (828) 322-5533. Thank you.

Sincerely,


Jay McDonald Hodges, Mayor

Enclosures

c: Brian Alligood, City Manager
John Rodman, Planning Director
Toni Moore, CDBG Finance Officer
Billie Hansen, The Wooten Company

PROJECT BUDGET REVISION FORM

Per Bulletins 13-5

| | |
|-------------------|--------------------|
| NAME OF GRANTEE | City of Washington |
| GRANT NUMBER | 11-C-2340 |
| CDBG GRANT AMOUNT | \$ 200,000.00 |
| DATE | 09/03/2014 |

| ACTIVITY | PRESENT BUDGET | PROPOSE CHANGE IN BUDGET | REVISED BUDGET REVISION # |
|--|----------------|--------------------------|---------------------------|
| a. Acquisition | | | \$ 0.00 |
| b. Disposition | | | \$ 0.00 |
| c. Public facilities and improvements | | | \$ 0.00 |
| (1) Senior and handicapped centers | | | \$ 0.00 |
| (2) Parks, playgrounds and recreation facilities | | | \$ 0.00 |
| (3) Neighborhood facilities | | | \$ 0.00 |
| (4) Solid waste disposal facilities | | | \$ 0.00 |
| (5) Fire protection facilities and equipment | | | \$ 0.00 |
| (6) Parking facilities | | | \$ 0.00 |
| (7) Public utilities, other than water and sewer | | | \$ 0.00 |
| (8) [Reserved] | | | |
| (9) Street Improvements | | | \$ 0.00 |
| (10) Flood and drainage improvements | | | \$ 0.00 |
| (11) Pedestrian improvements | | | \$ 0.00 |
| (12) Other public facilities | | | \$ 0.00 |
| (13) Public sewer improvements | | | \$ 0.00 |
| (14) Public water improvements | | | \$ 0.00 |
| d. Clearance activities | | | \$ 0.00 |
| e. Public Services | | | \$ 0.00 |
| f. Relocation assistance | | | \$ 0.00 |
| g. Construction, rehabilitation and preservation | | | \$ 0.00 |
| (1) Construction or rehabilitation of commercial and | | | \$ 0.00 |
| (2) Rehabilitation of privately owned dwellings | | | \$ 0.00 |
| a. Rehabilitation | | | \$ 0.00 |
| b. Reconstruction | | | \$ 0.00 |
| c. Clearance | | | \$ 0.00 |
| d. Temporary relocation expenses | | | \$ 0.00 |
| (3) Rehabilitation of publicly owned dwellings | | | \$ 0.00 |
| (4) Code enforcement | | | \$ 0.00 |
| (5) Historic preservation | | | \$ 0.00 |
| h. Development financing | | | \$ 0.00 |
| (1) Working capital | \$ 43,750.00 | | \$ 43,750.00 |
| (2) Machinery and equipment | \$ 131,250.00 | | \$ 131,250.00 |
| i. Removal of architectural barriers | | | \$ 0.00 |
| j. Other Activities | | | \$ 0.00 |
| k. SUBTOTAL | \$ 175,000.00 | \$ 0.00 | \$ 175,000.00 |
| l. Planning | \$ 5,000.00 | -\$ 2,000.00 | \$ 3,000.00 |
| m. Administration | \$ 20,000.00 | \$ 2,000.00 | \$ 22,000.00 |
| n. TOTAL | \$ 200,000.00 | \$ 0.00 | \$ 200,000.00 |

Matt Renschlow

Authorized Signature

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2014-2015**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the following accounts and amount:

| | | |
|-----------------|---------------------------|--------|
| 10-00-3991-9910 | Fund Balance- Powell Bill | 21,000 |
|-----------------|---------------------------|--------|

Section 2. That account number 10-20-4511-4500, Street Paving, Powell Bill Department of the General Fund appropriations budget be increased in the amount of \$21,000 to provide the City's 20% match of the DOT sidewalk portion of the 15th Street project.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 22nd day of September, 2014.

MAYOR

ATTEST:

CITY CLERK

Requisition Form

City Of Washington
P.O BOX 1988
WASHINGTON, NC 27889

Requisition #:15155
PO #: Not Assigned
User Name: Beverly Clark

Date: 09/09/2014
Approved By:
Approved Code: Awaiting Final Approval
Total Amount: \$31,251.20

HUGHES SUPPLY INC.
5031 UNICORN DRIVE
WAKE FOREST, NC 27588

Ship To:
CITY OF WASHINGTON WAREHOUSE
203 GRIMES ROAD
WASHINGTON, NC 27889

Vendor Instructions:ELECTRIC DEPT, HIGHWAY 17 BORE, MIKE WHALEY, 252-975-9308 ATTN: JACK

| Quantity | Description | Job Number | Unit Price | Extended |
|------------------|---|------------|-------------|--------------------|
| 1 | OAKANIT#162-23-3093 1/C 500 37X ALUMINUM FILLED STRAND-SS-220 OKAGUARD ERP-040 SC EPR-16 X #12 SOILD COPPER CONC WIRES-080 OKOLENE PE W/3 RED STRIPES-SEQ PRINT-15KV | | \$31,251.20 | \$31,251.20 |
| Sub Total | | | | \$31,251.20 |
| Total Tax | | | | \$0.00 |
| Total | | | | \$31,251.20 |

| Account Number | Account Description | Amount |
|-----------------|------------------------------|--------------------|
| 35-90-8390-5601 | MATERIAL UNDERGROUND CONSTR. | \$31,251.20 |
| Total | | \$31,251.20 |

Approval List

Dept Level Approval: _____
Department Head: _____
PO Level Approval: _____
Purchase Order Prep: _____

Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #:15169
PO #: Not Assigned
User Name: Jeff Clark

Date: 09/12/2014

Approved By:
Approved Code: Awaiting Final Approval
Total Amount: \$35,014.00

CAPITAL FORD, INC.
PO BOX 58678
RALEIGH, NC 27658

Ship To:
CITY OF WASHINGTON WAREHOUSE
203 GRIMES ROAD
WASHINGTON, NC 27889

Vendor Instructions: Andy Pollard; 252-975-9315

| Quantity | Description | Job Number | Unit Price | Extended |
|------------------|--|------------|-------------|--------------------|
| 1 | F-350 4x4 Cab and Chassis; Quote #Washington X3H | | \$35,014.00 | \$35,014.00 |
| Sub Total | | | | \$35,014.00 |
| Total Tax | | | | \$0.00 |
| Total | | | | \$35,014.00 |

| Account Number | Account Description | Amount |
|-----------------|-----------------------|--------------------|
| 35-90-8390-7401 | INSTALLMENT PURCHASES | \$35,014.00 |
| Total | | \$35,014.00 |

Approval List

Dept Level Approval: _____
Department Head: _____
PO Level Approval: _____
Purchase Order Prep: _____

Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #:15170
PO #: Not Assigned
User Name: Jeff Clark

Date: 09/12/2014

Approved By:
Approved Code: Awaiting Final Approval
Total Amount: \$13,209.29

QUALITY TRUCK BODIES
P.O. BOX 1669
WILSON, NC 27894

Ship To:
CITY OF WASHINGTON WAREHOUSE
203 GRIMES ROAD
WASHINGTON, NC 27889

Vendor Instructions: Andy Pollard; 252-975-9315

| Quantity | Description | Job Number | Unit Price | Extended |
|----------|---|------------|------------------|--------------------|
| 1 | Quote number 29709 less tailgate (-\$250.00) and Winch (-\$3834.00) | | \$13,209.29 | \$13,209.29 |
| | | | Sub Total | \$13,209.29 |
| | | | Total Tax | \$0.00 |
| | | | Total | \$13,209.29 |

| Account Number | Account Description | Amount | |
|-----------------|-----------------------|--------------|--------------------|
| 35-90-8390-7401 | INSTALLMENT PURCHASES | \$13,209.29 | |
| | | Total | \$13,209.29 |

Approval List

Dept Level Approval: _____
Department Head: _____
PO Level Approval: _____
Purchase Order Prep: _____

Memo

To: City of Washington Mayor and Council
From: Beth Byrd, Director WHDA
cc: Bob Henkel
Date: September 15, 2014
Re: Harbor District Flag Program

WHDA's Harbor District Flag Program has been in service since its inception in June of 2011. The program has grown over the years. Bob Henkel and I would like the opportunity to review the program to date and to get approval for a change in scheduling for next year.

In the beginning the program just featured American flags on Main and Market Streets. Since then all of Stewart Parkway and the Route 17 are decorated. In addition to the American flags originally displayed, we have added "76" flags which are particularly relevant to Washington's history. This year, flags representing the 50 states of the United States of America were added and have been extremely popular and welcoming to all the visitors to Washington and to all those who have moved from other states in order to make Washington their home.

The Washington community has been very supportive of the flag program. Many businesses and scores of individuals have donated to the program. \$6,593.00 has been raised & spent on the program.

Businesses include:

| | |
|---------------------------------------|---|
| Apollo's Steakhouse | Lee Chevrolet |
| Beaufort County Arts Council | LithoGraphix |
| Big Bargain Furniture | Little Shoppes of Washington |
| Bradley Living Trust | Old Ford Ruritan Club |
| Century 21 The Realty Group | Potash Corp |
| Coldwell Banker Coastal Rivers Realty | Rich Company |
| First Bank | Select Bank and Trust |
| Frank's Jewelers | Stewart's Jewelry Store |
| Stephan P. Graves | L. Thomas & Associates |
| Grub Brothers Eatery | Washington Area Historic Foundation |
| Hodges Appraisals | Washington/Beaufort County Chamber of Commerce |
| Inner Banks Artisans Center | Washington Harbor District Alliance |
| Keech & Company | Washington Jewelers |
| La Bella Pizzeria | |

Mayor
Mac Hodges

City Manager
Brian M. Alligood



Washington City Council

Richard Brooks
Doug Mercer
Larry Beeman
William Pitt
Bobby Roberson

To: Mayor Hodges & Members of the City Council
From: David Carraway, Network Administrator
Date: September 22, 2014
Subject: Internet Service Provider (ISP) Speed Increase

In an increasing effort to provide the City of Washington technology needs at the most cost effective means, the city has been offered from our ISP (internet service provider) Suddenlink; at a discounted rate, to increase our internet speed to 25 MBs. Our current speed is 15 MBs for \$850/month. For the increased speed, our monthly cost will increase \$300 to \$1150/month. The increased funds will be covered by our PEG Channel. We make this move in anticipation of increased use of "cloud" technologies coupled with our network demands of voice & data with evolving software needs in future growth.

Mayor
Mac Hodges

City Manager
Brian M. Alligood



Washington City Council

Richard Brooks
Doug Mercer
Larry Beeman
William Pitt
Bobby Roberson

To: Mayor Hodges & Members of the City Council
From: Gloria Moore, Library Director
Date: September 22, 2014
Subject: Budget Transfer- Library Maintenance and Contract Services

The patron virtualization project at Brown Library is budgeted for \$25,000. Bids came in at \$7,929 and \$3,025 was used to repair the Library shed. During the budget process, the budget was trimmed too lean. In hindsight, we are now realizing this. For example, Southern Elevator and Turner Pest Control Maintenance Service alone cost \$2,436 per year. In addition, the budget does not allow for non-contract repair services. The Library carpet which was installed in January of 2006 was not budgeted in this fiscal year but is badly in need of professional cleaning. Staff recommends an additional \$3,300 of the available balance from PC virtualization project be used to provide adequate funding.

Brown Library Contract Services were also reduced from \$32,000 to \$20,000 in anticipation of a \$13,126 cost savings in automation by migrating to NC Cardinal. Unfortunately, the migration has been delayed more than 3 times, resulting in additional cost for the City. The projection date is now June 2015. The \$20,000 budget we currently have is adequate to pay contract services for Library Corporation (\$7,607.41) and SoundSide Group (\$12,240). However, it does not include maintenance contracts for our library security gates (\$1,532), Barracuda web renewal (\$1,011), and air condition maintenance (\$1,055). Staff recommends an additional \$3,500 of the available balance from PC Virtualization project be used to adequately fund this budget line item.

Request for Transfer of Funds

Date: 9/9/14

TO: City Manager or Finance Director
FROM: Gloria Moore
SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

| | Department | Account Number | Object Classification | Amount |
|--------------|--------------------------|----------------|-------------------------------------|----------------|
| FROM: | 10-40-6110 | 7400 | Capital Outlay | 6,800 |
| TO: | 10-40-6110 10-40-6110 | 1500 4500 | Building maint Contract services | 3,300 3,500 |

For the purpose of Maintenance budget not adequate to cover contract services, carpet cleaning & other non-contract repairs. Timing of NC Cardinal transition will be later than planned.

Gloria J. Moore

 Supervisor

 Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

* Request for Transfer of Funds from Department to Department requires City Manager's approval.

** Request for Intradepartmental Transfer of Funds require Finance Director approval.

 City Manager or Finance Director

 Date

Mayor
Mac Hodges

City Manager
Brian M. Alligood



Washington City Council

Richard Brooks
Doug Mercer
Larry Beeman
William Pitt
Bobby Roberson

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: September 22, 2014
Subject: Budget Transfer- General Fund Warehouse

The Budget Officer transferred \$3,850 of funds between the Miscellaneous and Warehouse Departments of the General Fund appropriations budget to replace a 20 year old HVAC unit. The unit was planned for replacement in next fiscal year but the compressor failed. Three bids were received to replace the unit and the low bid was less than the replacement cost of the failed compressor.

NC GS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes. Transfer request is attached

Request for Transfer of Funds

Date: 9/12/2014

TO: City Manager or Finance Director
 FROM: Matt Rauschenbach
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

| | Department | Account Number | Object Classification | Amount |
|-------|------------|----------------|-----------------------|--------|
| FROM: | 10-00-4400 | 5701 | Miscellaneous | 3,850 |
| TO: | 10-00-4131 | 1500 | Building maint. | 3,850 |

For the purpose of: Replace 20 year old 3 ton HVAC unit at the warehouse.

 Supervisor

Matt Rauschenbach

 Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

* Request for Transfer of Funds from Department to Department require City Manager's approval.

** Request for Intradepartmental Transfer of Funds require Finance Director approval.

Kerwin O'Connell

 City Manager or Finance Director

9/12/14

Mayor
Mac Hodges

City Manager
Brian M. Alligood



Washington City Council
Larry Beeman
Richard Brooks
Doug Mercer
William Pitt
Bobby Roberson

To: Mayor Hodges & Members of the City Council
From: Brian Alligood, City Manager
Date: September 22, 2014
Subject: Recreation Fee Committee- Sports Facility Recommendation

The Recreation Fee Review Committee has concluded the review of the sports facility and other facility rental portions of the Recreation Department and recommends:

- \$30 per participant fee (same amount that was charged prior to the “kids play free” program approved by Council) as a means of helping offset some of the costs of maintaining the fields instead of increasing the use of tax dollars
- No change in facility rental fees for residents and non-residents charged two times the resident rate

The sports leagues were invited to participate in a review and discussion of the process and recommendation with the committee. All leagues attended with the exception of basketball and Junior Babe Ruth. The baseball and softball leagues were OK with the fee however the soccer league felt it would deter their kids from being able to participate. The football league, which currently operates on its own, attended as well so they would be included and aware of our discussions. They expressed concerns as well that if they did come under the City facilities, like the other leagues do, that the additional fee would deter their kids from being able to participate as well. The leagues have been invited to attend this Council Meeting.

The cost analysis, approach, and various alternatives considered are attached.

| | Liability/Officer College | Background Checks | League Fees to "Parent" / Supporting Organization | Equipment Cost | Uniforms | Trophies | Official Fees (umpire, scorekeepers, referees) |
|---|------------------------------|----------------------|--|----------------|---------------------------------|------------|---|
| Cal Ripken Baseball (4-12 Years) | \$2,000.00 | \$100.00 | \$3,000.00 | \$2,750.00 | \$5,800.00 | \$2,500.00 | \$17,000.00 |
| Softball League (4-18 Years) | no information at this time | | | | | | |
| Junior Babe Ruth Baseball (13-15 Years) | no information at this time | | | | | | |
| Washington Youth Basketball | \$1,832.00 | | \$45.00 | | \$3,146.00 | \$2,319.00 | \$19,530.00 |
| Soccer | \$4,980.00 | \$2,000.00 | | \$7,000.00 | \$6,500.00 | \$2,500.00 | \$1,300.00 |
| Washington Youth Football League* | \$5,300.00 | free website | \$6,600.00 | \$200 / player | included with equipment cost | | included in League Fees |

*Football - For safety purposes, the players are outfitted by the League for their equipment.

Recreation Net Cost & Utilization

| Financials | | | | | | Utilization | | | |
|---------------------------------|----------------|------------------|------------------|-----------------|-------------------|--------------------|----------------|----------------|------------------|
| Recreation: | Revenue | Expenditure | Allocation | | Total Expenditure | Net Cost | City | County | Total |
| | | | Recreation Admin | Parks & Grounds | | | | | |
| Administration | | 155,451 | (155,451) | 0 | 0 | 0 | | | |
| Events & Facilities | 37,500 | 176,075 | 51,817 | 492,681 | 720,573 | (683,073) | 341,536 | 341,536 | 683,073 |
| Senior Programs | 41,180 | 203,305 | 51,817 | 10,948 | 266,070 | (224,890) | 112,445 | 112,445 | 224,890 |
| Waterfront Docks | 51,175 | 127,400 | 0 | 21,897 | 149,297 | (98,122) | 49,061 | 49,061 | 98,122 |
| Aquatic Center | 102,660 | 310,599 | 51,817 | 21,897 | 384,313 | (281,653) | 140,826 | 140,826 | 281,653 |
| Maintenance | 0 | 547,423 | 0 | (547,423) | 0 | 0 | | | |
| Total | 232,515 | 1,520,253 | 0 | 0 | 1,520,253 | (1,287,738) | 643,869 | 643,869 | 1,287,738 |
| Service utilization | | | | | | | 50% | 50% | 100% |
| Residents | | | | | 9,740 | | 9,740 | 47,854 | 57,594 |
| Net cost/resident: | | | | | | | | | |
| Facilities | | | | | 70 | | 35 | 7 | 12 |
| Senior Programs | | | | | 23 | | 12 | 2 | 4 |
| Waterfront Docks | | | | | 10 | | 5 | 1 | 2 |
| Aquatic Center | | | | | 29 | | 14 | 3 | 5 |
| Total | | | | | 132 | | 66 | 13 | 22 |
| Property Tax Equivalent: | | | | | | | | | |
| Total tax collection | | | | | 4,359,618 | | | | |
| Recreation subsidy % | | | | | 30% | | | | |
| Equivalent \$/\$100 valuation | | | | | 0.16 | | | | |
| City tax rate | | | | | 0.50 | | | | |

Youth League Overview

| | Participants | Teams | Games | Season | | Months | Facility | | | | | Lights |
|-----------------------|--------------|------------|------------|-----------|----------|--------|----------|--------|-----------|--------|--------|--------|
| | | | | | | | Complex | 3rd St | JC Tayloe | BA Gym | Kugler | |
| Soccer | 540 | 45 | 300 | September | November | 3 | X | | | | | |
| Basketball | 444 | 37 | 226 | December | March | 4 | | | | X | | X |
| Girls softball (5-16) | 240 | 20 | 119 | March | July | 5 | X | | X | | | X |
| Cal Ripken (4-12) | 300 | 25 | 167 | March | July | 5 | X | X | X | | | X |
| Jr Babe Ruth (13-15) | 48 | 4 | 20 | May | June | 3 | X | | | | | X |
| Fall Baseball (7-12) | 85 | 8 | 43 | September | October | 2 | X | X | | | | X |
| Total | 1,657 | 131 | 832 | | | | | | | | | |
| Football | 180 | | | September | November | 3 | | | | | | X |
| Grand total | 1,837 | 131 | 832 | | | | | | | | | |

Recreation Department Cost

Total Department

| | |
|---------------------|------------------|
| Administration | 155,451 |
| Events & Facilities | 176,075 |
| Senior Programs | 203,305 |
| Waterfront Docks | 127,400 |
| Aquatic Center | 310,599 |
| Maintenance | <u>547,423</u> |
| Total | 1,520,253 |

Recreation Facility Cost w/ Maint. & Admin. Allocation

| | Public | Sports | Total | % Total Cost | Public | Sports |
|---------------------|----------------|----------------|----------------|-----------------|------------|------------|
| Administration | 5,182 | 46,635 | 51,817 | 33% | 10% | 90% |
| Maintenance | 328,948 | 163,732 | 492,680 | 90% | 67% | 33% |
| Events & facilities | <u>52,823</u> | <u>123,253</u> | <u>176,075</u> | 100% | <u>30%</u> | <u>70%</u> |
| Total | 386,953 | 333,620 | 720,572 | | 54% | 46% |
| | 54% | 46% | 100% | | | |

Fee Structure Alternatives

| Participant Fee Basis | Cost Recovery % | | | |
|-----------------------|-----------------|------------|-----------|----------|
| | 100% | 50% | 25% | |
| w/o football | | | | |
| Soccer | 101 | 50 | 25 | 50% rate |
| Basketball | 250 | 125 | 63 | |
| Girls softball (5-16) | 250 | 125 | 63 | |
| Cal Ripken (4-12) | 250 | 125 | 63 | |
| Jr Babe Ruth (13-15) | 250 | 125 | 63 | |
| Fall Ball (7-12) | <u>250</u> | <u>125</u> | <u>63</u> | |
| Average | 201 | 101 | 50 | |
| w/ football | | | | |
| Soccer | 91 | 45 | 23 | 50% rate |
| Basketball | 240 | 120 | 60 | |
| Girls softball (5-16) | 240 | 120 | 60 | |
| Cal Ripken (4-12) | 240 | 120 | 60 | |
| Jr Babe Ruth (13-15) | 240 | 120 | 60 | |
| Fall Ball (7-12) | 240 | 120 | 60 | |
| Football | <u>91</u> | <u>45</u> | <u>23</u> | 50% rate |
| Average | 182 | 91 | 45 | |

Facility Usage Basis

| | | | |
|-----------------------|---------------|---------------|--------------|
| w/o football | | | |
| Soccer | 54,362 | 27,181 | 13,590 |
| Basketball | 111,003 | 55,502 | 27,751 |
| Girls softball (5-16) | 60,002 | 30,001 | 15,000 |
| Cal Ripken (4-12) | 75,002 | 37,501 | 18,751 |
| Jr Babe Ruth (13-15) | 12,000 | 6,000 | 3,000 |
| Fall Ball (7-12) | <u>21,251</u> | <u>10,625</u> | <u>5,313</u> |
| Total | 333,620 | 166,810 | 83,405 |
| w/ football | | | |
| Soccer | 49,035 | 24,518 | 12,259 |
| Basketball | 106,624 | 53,312 | 26,656 |
| Girls softball (5-16) | 57,634 | 28,817 | 14,409 |
| Cal Ripken (4-12) | 72,043 | 36,021 | 18,011 |
| Jr Babe Ruth (13-15) | 11,527 | 5,763 | 2,882 |
| Fall Ball (7-12) | 20,412 | 10,206 | 5,103 |
| Football | <u>16,345</u> | <u>8,173</u> | <u>4,086</u> |
| Total | 333,620 | 166,810 | 83,405 |

Implementation of Flat Participant Fee:

| | \$/Participant | \$ | % Recovery |
|--------|----------------|---------|------------|
| Year 1 | 30 | 55,110 | 17% |
| Year 2 | 35 | 64,295 | 19% |
| Year 3 | 40 | 73,480 | 22% |
| Year 4 | 45 | 82,665 | 25% |
| Year 5 | 50 | 91,850 | 28% |
| Year 6 | 55 | 101,035 | 30% |
| Year 7 | 60 | 110,220 | 33% |

Load Management Device Installation Project Report

Project Start Date : October 2010

| | August 2014 | Project to Date | Current Saturation |
|--|----------------|--------------------|-----------------------|
| Total Load Management Device Installations | 82 | 2,945 | |
| <hr/> | | | |
| Total Accounts Added with Load Management | 54 | 2,114 | |
| <hr/> | | | |
| Appliance Control Installations | | | |
| Air Conditioner / Heat Pump | 63 | 2,203 | 48% |
| Auxiliary Heat Strip | 16 | 1,104 | 48% |
| Electric Furnace | 5 | 283 | 43% |
| Water Heater | 33 | 1,691 | 53% |
| <hr/> | | | |
| Total Encumbrances to Date | | | |
| Load Management Devices | | \$ 130,600 | |
| Contractor Installations | \$ 15,000 | \$ 295,000 | |
| | | <hr/> | |
| Total Project Encumbrances | | \$ 425,600 | |
| <hr/> | | | |
| Total Expenses to Date | | | |
| Load Management Device Purchases | | \$ 130,600 | |
| Contractor Installation Expenses | \$ 6,615 | \$ 288,300 | |
| | | <hr/> | |
| Total Project Expenses | | \$ 418,900 | |
| <hr/> | | | |
| Average Cost per Load Management Device Installed | | \$ 142.24 | |
| Average Installed Cost per Controlled Appliance | | \$ 79.32 | |
| <hr/> | | | |

Load Management Devices Remaining in Stock 555

Grant Executive Summary

as of 7/31/2014

| 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 | 10/31/14 | 10/31/14 | 227,700 | 185,719 | 227,700 | 185,719 | LMI homes | 10 | 5 | 5 | 06/30/14 | 2 add'l homes expected by 10/31, \$26k clawback net of \$30k escrow |
| 51 | Blue Goose | 03/01/13 | 03/01/15 | 02/01/15 | 350,000 | 354,048 | 350,000 | 340,000 | Jobs (60%LMI) | 16 | 16 | 0 | | Job creation targets met, close project in September |
| 52 | Comprehensive Bicycle Plan | 05/26/11 | 12/31/13 | 06/30/14 | 35,000 | 30,430 | 35,000 | 32,288 | | | | 0 | | Submit updated draft to DOT by August 20th |
| 55 | idX/Impressions NC One Grant | 09/30/13 | 09/30/16 | | 300,000 | - | 300,000 | - | Jobs/investment | 160 | 0 | 160 | 01/31/14 | Jobs created but not since award date |
| 57 | CDBG for Job Creation | 07/06/12 | 01/16/15 | 07/06/14 | 200,000 | 195,539 | 200,000 | 196,182 | Jobs(7 new/1 ret.) | 8 | 8 | 0 | 06/30/14 | DCA monitoring visit 8/26 |
| 61 | Pedestrian Plan Grant | 05/20/13 | 09/30/13 | 12/31/14 | 10,000 | 10,000 | 10,000 | - | | | | 0 | | Plan being drafted, distribute to steering committee |
| 65 | Econ. Development- Spinrite | 01/07/12 | 01/07/15 | 01/07/15 | 90,000 | 90,413 | 90,000 | 67,500 | Jobs | 90 | 76 | 14 | | 84% of job target met, 75% reimbursed |
| 66 | Airport Terminal Grant | 04/04/13 | 07/01/15 | 03/31/15 | 1,255,902 | 643,128 | 1,255,902 | 303,342 | | | | 0 | | Construction begun, complete by January 2015 |
| 67 | Façade Grant Program | 07/01/13 | 06/30/14 | 06/30/14 | 20,000 | 6 | 20,000 | - | | | | 0 | | Two \$2k reimbursements in progress |
| 69 | Way Finding | | | | 150,000 | 150,000 | 150,000 | 3,288 | | | | | | Design development in progress, public input meeting July 22nd |
| 71 | Airport Lighting Rehab | | | | 361,111 | 36,111 | 361,111 | 9,821 | | | | | | Executed grant agreement received, initial design begun |
| 76 | EDA Water Projects | 09/11/13 | 03/11/17 | 02/28/17 | 1,428,262 | 706,518 | 1,428,262 | 30,127 | | | | 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 | 703,974 | 1,423,894 | 124,531 | | | | 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 | 346,507 | 96,878 | 346,507 | 274,810 | | | | 0 | | Construction complete, grant agency closeout visits in August |
| | CDBG Keysville Rd. | 2005 | 6/4/2013 | 06/30/16 | 320,000 | 320,000 | 320,000 | 320,000 | | | | 0 | 06/30/14 | 3 homes in progress, remaining 2 homes complete by 10/31/14 |
| 32 | TAG- Sanitary sewer study | 05/12/14 | | 09/09/14 | 35,000 | - | 35,000 | - | | | | | | Engineering study in progress |
| 10 | NC Cardinal | 07/01/14 | | 06/30/15 | 22,345 | - | 22,345 | - | | | | | | Grant awarded, complete by 6/30/15 |

Applications

| | Pre-App | Selected | Final App | Grant | Match | Total | |
|---|---------|----------|-----------|---------|--------|---------|--|
| Public Access- Peoples Pier | 2/28/14 | | | 120,000 | 30,000 | 150,000 | Application submitted |
| Public Access- Havens Garden | 5/30/14 | 6/20/14 | 9/15/14 | 180,000 | 20,000 | 200,000 | May memo to Council |
| FEMA- turnout wash/dry, vehicle exhaust | | | | 399,000 | 21,000 | 420,000 | Grant awarded 8/15/14 |
| FEMA- Fire vehicle, turnout wash/dry, vehicle exhaust | | | | | | | Not selected, include in 2015/2016 operating budget |
| Historic Preservation Grant | | | | 14,000 | 4,000 | 18,000 | Tentatively awarded, inventory/walking tour info development |
| Police Bullet Proof Vests | | | | | | | |

City of Washington Grant Update

Agenda Date: September 22, 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: 10/31/14 Projected Completion Date: 10/31/14

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 | \$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: | 0 |
| Total Reimbursement: | \$185,718.62 |

Grant Status

Prior Activity: Five homes have been constructed and occupied. 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. \$18,571.86/home is to repaid for the number of homes less than 10 that are not occupied as of 10/31/14.

| | | |
|----------------|----------|--------------------------|
| Status: | 10 | LMI home commitment |
| | 2 | Conveyed- non grant lots |
| | <u>3</u> | Conveyed- grant lots |
| | 5 | Remaining balance |
| | \$18,000 | Trust account balance |

Activity during month: Qualifying applicants, recruiting presentations at various employers. DCA site visit and 1/31/15 performance extension requested.

City of Washington Grant Update

Projected Activity for next Month: Continued emphasis on qualifying applicants; one has been approved by the USDA, two are in the final-approval process.

Is project on schedule, if not what action is being taken: Monthly update meetings with the Washington Housing Authority.

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

**City of Washington
Grant Update**

Agenda Date: September 22, 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 Revenues | Actual Revenues Project to Date | Total Budgeted Expenditures | Actual Expenditures Project to Date |
|-----------------|----------------------------|------------------------------------|--------------------------------|--|
| Grant Funds | \$320,000.00 | \$320,000.00 | \$320,000.00 | \$320,000.00 |
| City Match | 30,000.00 | 30,000.00 | 30,000.00 | 30,000.00 |
| Other Match | 0 | 4,000.00 | 0 | 0 |
| Interest Earned | 0 | 51.94 | | |
| Total | \$350,000.00 | \$354,051.94 | \$350,000.00 | \$350,000.00 |

| | |
|-------------------------------------|--------------|
| Reimbursement to Date: | \$354,000.00 |
| Outstanding Reimbursement requests: | <u>0</u> |
| Total Reimbursement: | \$354,000.00 |

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: Received and processed last requisition from Mid- East.

Projected activity for next month: We will be able to close out the project in September.

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

**City of Washington
Grant Update**

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

**City of Washington
Grant Update**

Agenda Date: September 22, 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 | \$25,830.00 |
| City Match | 7,000.00 | 7,000.00 | 7,000.00 | 6,457.50 |
| Other Match | | | | |
| Total | \$ 35,000.00 | \$ 30,430.00 | \$ 35,000.00 | \$32,287.50 |

| | |
|-------------------------------------|---------------------|
| Reimbursement to Date: | \$ 30,430.00 |
| Outstanding Reimbursement requests: | <u>0</u> |
| Total Reimbursement: | \$ 30,430.00 |

Grant Status

Prior activity:

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

Completed addressing comments from City and NCDOT and submitted second draft for City and NCDOT review; worked to complete roadway inventory data gathering of roadway characteristics to provide to NCDOT to assist in review of proposed projects; discussed with Mid-East RPO

Activity during month: Mid-East is finalizing working through most recent comments from NCDOT and anticipates resubmitting to NCDOT by August 20.

Projected activity for next month: Provide NCDOT updated Draft of Bike Plan; take before City once approved by NCDOT.

City of Washington Grant Update

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 was needed for NCDOT review of initial draft. Completion of second draft was slowed slightly, but has been submitted. Staff continues continued to collect roadway characteristic data to assist NCDOT in project review. Mid-East staff has made completion of the plan a top departmental priority and will work to get project completed as quickly as possible. Due to RPO requirements from NCDOT for Project Prioritization, revisions on most recent version have taken longer than anticipated. Coordination between the Mid-East, the City, and NCDOT will continue through the completion of the project.

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

Council action required upon completion of the plan; completion date dependent upon review/correct time needed by NCDOT and Mid-East.

**City of Washington
Grant Update**

Agenda Date: September 22, 2014

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

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 | | | | |
| Total | \$ 300,000.00 | \$0 | \$ 300,000.00 | \$0 |

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

Grant Status

Prior activity: Annual incentive match payment report submitted to DOC. Investment and employment being monitored.

Activity during month: Investment and employment being monitored. \$1,489,351 has been invested to date.

Projected activity for next month:

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: September 22, 2014

Grant Name: 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:** 10/31/14

Financial Status:

| | Total Budgeted Revenues | Actual Revenues Project to Date | Total Budgeted Expenditures | Actual Expenditures Project to Date |
|--------------|----------------------------|------------------------------------|--------------------------------|--|
| Grant Funds | \$200,000.00 | \$195,539.49 | \$200,000.00 | \$196,968.47 |
| City Match | 0 | | 0 | |
| Other Match | | | | |
| Total | \$200,000.00 | \$195,539.49 | \$200,000.00 | \$196,968.47 |

*Detailed Revenue and Expenditure Statement is attached.

| | |
|-------------------------------------|---------------------|
| Reimbursement to Date: | \$195,539.49 |
| Outstanding Reimbursement requests: | <u>0</u> |
| Total Reimbursement: | \$195,539.49 |

Grant Status

Prior Activity: Purchased utility truck for Park Boat, plumbing equipment for FRE Plumbing and RX Drugs for Tayloe Pharmacy (considered working capital). Purchased Yale forklift and tractor for Park Boat. Procured and delivered skid steer loader for Pamlico Fence Company. Procured a BMW Diagnostic, Mercedes Benz Diagnostic, VW Diagnostic, Getac Semi-Rugged Computer, Dell Computer, LaunchPad, CarDaq M, and a window AC unit for Eastern Carolina Import Cars.

Activity during Month: All grant related purchases have been completed and new job creation commitments met. The CDBG Program Representative, Vanessa Alexander, monitored and assessed the grant activities and accomplishments on August 26th with no findings communicated.

City of Washington Grant Update

Projected Activity for Next Month: A budget revision has been submitted to DCA for approval. When approval is received a CDBG final requisition of funds will be prepared for submission and a closeout public hearing can be scheduled in October.

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

**City of Washington
Grant Update**

Agenda Date: September 22, 2014

| |
|--|
| Grant Name: Fund 61 - Comprehensive Pedestrian Plan |
| Grant Number: |
| Grant Agency: Mid-East Commission |
| Contract Grant Administrator: Justin Oakes |
| City Grant Administrator: Kristi Roberson |

Award Date: 5/20/13 Grant Expiration Date: 6/30/14 Projected Completion Date: 6/30/14

Financial Status:

| | Total Budgeted Revenues | Actual Revenues Project to Date | Total Budgeted Expenditures | Actual Expenditures Project to Date |
|--------------|----------------------------|------------------------------------|--------------------------------|--|
| Grant Funds | \$10,000.00 | \$10,000.00 | \$ 10,000.00 | \$0 |
| City Match | 0 | | 0 | |
| Other Match | | | | |
| Total | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$0 |

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

Grant Status

Prior activity:

Steering Committee Meeting; review of existing pedestrian plan; site visits to locations included in the plan; census data collection, public survey preparation
Prepared and distributed four sections of the draft plan to Steering Committee members for review; prepared materials and presentation for Steering Committee Meeting, which had to be distributed via e-mail as there were no members present at the meeting; Administered public input survey and prepared materials for public open house.

Activity during month:

Continued drafting plan document; conducted site visits; finalizing recommended projects;

Projected activity for next month: Distribute Draft Plan to Steering Committee for review

City of Washington Grant Update

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

While start was initially delayed due to the continued work on the Comprehensive Bicycle Plan, Mid-East is currently working to complete the plan and it is a top departmental priority. Work has been slowed in order to concentrate on completion on Bike Plan, but submission of draft plan to Steering Committee and City Staff is anticipated within the next month.

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: September 22, 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 | | 419.83 | | |
| Total | \$90,000.00 | \$90,419.83 | \$90,000.00 | \$67,500.00 |

| | | |
|-------------------------------------|-----------|----------|
| Reimbursement to Date: | \$ | 0 |
| Outstanding Reimbursement requests: | | 0 |
| 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 75%.

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: September 22, 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:

| | <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 | \$99,694.00 | \$99,694.66 | \$99,694.00 | \$99,694.66 |
| City Match | \$11,077.00 | \$11,077.19 | \$11,077.00 | \$11,077.19 |
| Other Match | | | | |
| Total | \$110,771.00 | \$110,771.85 | \$110,771.00 | \$110,771.85 |

| | |
|-------------------------------------|-------------|
| Reimbursement to Date: | \$99,694.66 |
| Outstanding Reimbursement requests: | <u>0</u> |
| Total Reimbursement: | \$99,694.66 |

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. A final invoice was prepared for this project and a final reimbursement request submitted to the NCDOT Division of Aviation. Reimbursement received 04-11-14. Grant funds (\$1,272) that are not spent will be available for use in a separate grant at a later date.

Activity during month: N/A.

Projected activity for next month: N/A. **Project complete.**

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

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

City of Washington Grant Update

Agenda Date: September 22, 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:

| | <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 | \$199,277.00 | \$0 | \$199,277.00 | \$ 0 |
| City Match | \$22,142.00 | \$22,142.00 | \$22,142.00 | \$ 0 |
| Other Match | | | | |
| Total | \$221,142.00 | \$22,142.00 | \$221,142.00 | \$ 0 |

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

Grant Status

Prior activity: This grant was approved by the State on February 24, 2014 and received by the City on March 1, 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. Contract documents were finalized and construction started on March 31, 2014. Surcharge pile was removed and partial foundation excavated and poured. Floor slab poured week of June 30.

Activity during month: Rough framing of structure scheduled to start.

Projected activity for next month: Complete rough framing of the structure and possible "weather-in" structure.

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: September 22, 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

| | <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 | \$87,277.02 | \$500,000.00 | \$87,277.02 |
| City Match | \$55,556.00 | \$9,697.45 | \$55,556.00 | \$ 9,697.45 |
| Other Match | | | | |
| Total | \$555,556.00 | \$96,974.47 | \$555,556.00 | \$96,974.47 |

| | |
|---------------------------|-------------|
| Reimbursement to Date: | \$87,277.02 |
| Outstanding Reimbursement | 0 |
| Total Reimbursement: | \$87,277.02 |

Grant Status

Prior activity: This grant was approved by the State on February 24, 2014 and received by the City on March 1, 2014. Contract documents were finalized and construction started on March 31, 2014. Surcharge pile was removed and partial foundation excavated and poured. Floor slab poured week of June 30.

Activity during month: Rough framing of structure scheduled to start and request reimbursement of expenditures of \$20,760.48.

Projected activity for next month: Complete rough framing of the structure and possible "weather-in" structure.

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: September 22, 2014

Grant Name: Fund 67 - Façade Grants

Grant Number:

Grant Agency: City of Washington

Contract Grant Administrator:

City Grant Administrator: John Rodman

Award Date: 7/1/14 Grant Expiration Date: 6/30/15 Projected Completion Date: 6/30/15

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 | | | | |
| City Match | \$20,000.00 | \$ 0 | \$20,000.00 | \$ 4,000.00 |
| Interest | | 11.20 | | |
| Total | \$20,000.00 | \$ 11.20 | \$20,000.00 | \$ 4,000.00 |

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

Grant Status

Prior activity:

Activity during month: Two façade grant reimbursements to date.

Projected activity for next month:

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

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

City of Washington Project Update

Agenda Date: September 22, 2014

Grant Name: Fund 69 – Way Finding Project

Engineer/Architect:

Construction Company:

City Project Administrator: John Rodman

Project Start Date: 10/1/13

Projected Completion Date: 4/1/15

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> |
|-------------------|-----------------------------------|---|---------------------------------------|---|
| City Funds | \$150,000.00 | \$150,000.00 | \$150,000.00 | \$3,287.50 |
| Interest Earnings | | 32.62 | 0 | 0 |
| Other | | | | |
| Total | \$150,000.00 | \$150,032.62 | \$150,000.00 | \$3,287.50 |

Project Status

Prior Activity:

Project Steering Committee stakeholders invited to participate in Phase 1 of the Wayfinding project. A total of 6 meetings have been held that consisted of getting started, developing goals and objectives, naming attractions and destinations, selecting preferred routes and gateways, gathering data on existing inventory and conditions, and analyzing that data. Created Design Concepts. Completed public input session for concepts. Steering Committee selected Final design based on input. Final Design concept presented to City Council.

Projected Activity for next Month:

Begin the development of a Sign Location Plan and receive comments from the NC DOT on sign standards and placement. Begin to determine the needed amount of signage and the formation of a preliminary budget.

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

Project is on schedule to be completed in FY 2015

Other Notes/Council Actions required (Anticipated Date of Council Action):

City of Washington Grant Update

Agenda Date: September 22, 2014

Grant Name: Fund 71 – Airport Lighting Rehabilitation Project

Grant Number: 36244.51.10.1 (State Discretionary Funding 13/14)

Grant Agency: NCDOT Division of Aviation

Contract Grant Administrator: Talbert & Bright

City Grant Administrator: Allen Lewis

Award Date: 03/07/14 Grant Expiration Date: 07/01/18 Projected Completion Date: June 2018

Financial

| | 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 | \$325,000.00 | \$8,839.12 | \$325,000.00 | \$12,555.00 |
| City Match | \$36,111.00 | \$36,111.00 | \$36,111.00 | \$1,395.00 |
| Other Match | | | | |
| Total | \$361,111.00 | \$44,950.12 | \$361,111.00 | \$13,950.00 |

| | |
|-------------------------------------|--------------------|
| Reimbursement to Date: | \$ 8,839.13 |
| Outstanding Reimbursement requests: | <u>3,715.87</u> |
| Total Reimbursement: | \$12,555.00 |

Grant Status

Prior activity: The City received notification dated March 7, 2014, that the above noted funds had been allocated for this project. Approved project ordinance agreement – 04-14-14. Submitted application to State for grant agreement – 06-10-14. Waiting for executed grant agreement from State.

Activity during month: Received executed grant agreement from State on July 3.

Projected activity for next month: Begin and proceed with initial phase of design.

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): Tentative award of contract this calendar year. Not sure of date at this time.

City of Washington Grant Update

Agenda Date: September 22, 2014

Grant Name: Fund 75- Assistance to Firefighters

Grant Number: EMW-FO-00197

Grant Agency: FEMA

Contract Grant Administrator: N/A

City Grant Administrator: Robbie Rose

Award Date: 08/08/2014 Grant Expiration Date: 08/07/2015 Projected Completion Date:

Financial Status:

| | Total Budgeted Revenues | Actual Revenues Project to Date | Total Budgeted Expenditures | Actual Expenditures Project to Date |
|-------------|----------------------------|------------------------------------|--------------------------------|--|
| Grant Funds | \$47,500.00 | \$0 | \$47,500.00 | \$0 |
| City Match | 2,500.00 | 0 | 2,500.00 | |
| Other Match | | | | |
| Total | \$50,000.00 | \$0 | \$50,000.00 | \$0 |

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

Grant Status

Prior activity: Received award notification and completed required acknowledgement documentation.

Activity during month: Completed required Environmental & Historic Preservation Screening Form and submitted for approval.

Projected activity for next month: Complete informal bid process and designate contractor.

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: September 22, 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 | \$15,904.88 |
| City Match | \$706,133 | \$706,133.00 | \$706,133 | \$15,552.56 |
| Total | \$1,428,262 | \$706,133.00 | \$1,428,262 | \$31,457.44 |

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

Grant Status

Prior activity: Topographic surveying and design work started and ongoing.

Activity during month: Design work is continuing along with permitting.

Projected activity for next month: Waiting on permit approval.

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: September 22, 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 <u>Revenues</u> | Actual Revenues <u>Project to Date</u> | Total Budgeted <u>Expenditures</u> | Actual Expenditures <u>Project to Date</u> |
|-------------|-----------------------------------|---|---------------------------------------|---|
| Grant Funds | \$719,920 | \$0 | \$719,920 | \$65,616.81 |
| City Match | \$703,974 | \$703,974 | \$703,974 | \$64,163.41 |
| Total | \$1,423,894 | \$703,974 | \$1,423,894 | \$129,780.22 |

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

Grant Status

Prior activity: Topographic surveying and design work started and ongoing.

Activity during month: Design work is continuing along with permitting.

Projected activity for next month: Waiting on permit approval.

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: September 22, 2014

| |
|---|
| Grant Name: Fund 78 - Lighthouse Restrooms |
| Grant Number: Grant Contract Number 5026 |
| Grant Agency: Public Access Funds/Division of Coastal Management |
| Contract Grant Administrator: Meghan Meehan, DCM |
| City Grant Administrator: 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 | \$198,275.70 |
| City Match | 96,507.00 | 96,507.00 | 96,507.00 | 76,534.69 |
| Interest Earned | 0 | 370.79 | 0 | |
| Total | \$346,507.00 | \$96,877.79 | \$346,507.00 | \$274,810.39 |

| | | |
|-------------------------------------|----|----------|
| Reimbursement to Date: | \$ | 0 |
| Outstanding Reimbursement requests: | | <u>0</u> |
| 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 nearing completion and expected for July.

Projected activity for next month:

Project close out.

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

Yes

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

No action required at this time

City of Washington Grant Update

Agenda Date: September 22, 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:

| | <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 | \$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. \$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. Metropolitan committed to the construction and occupancy of two qualifying homes by June 30, 2014 to avoid the \$75,000 July 1 claw back.

Activity during month: Three homes are under construction, two nearing completion. Performance extension for the homes in progress has been requested and is pending acceptance of occupant documentation.

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: Monthly status meetings with Metropolitan.

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

City of Washington Grant Update

Agenda Date: September 22, 2014

Grant Name: Fund 32 – Sewer Study

Grant Number: N/A

Grant Agency: NCDENR – Division of Water Infrastructure

Contract Grant Administrator: City of Washington

City Grant Administrator: Allen Lewis

Award Date: 05-12-14 Grant Expiration Date: 09-02-15 Projected Completion Date: 06-30-15

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 | \$35,000.00 | \$0 | \$35,000.00 | \$16,183.65 |
| City Match | \$0 | \$0 | \$0 | \$0 |
| Other Match | | | | |
| Total | \$0 | \$0 | \$35,000.00 | \$16,183.65 |

Reimbursement to Date: \$0

Outstanding Reimbursement requests: \$0

Total Reimbursement: \$0

Grant Status

Prior activity: Application submitted on 04-01-14, resolution passed on 04-14-14. Grant awarded 05-12-14, entered into engineering agreement 06-09-14.

Activity during month: Adopted budget ordinance amendment and began field work for study July 14.

Projected activity for next month: Complete field work and begin engineering study..

Is project on schedule, if not what action is being taken: N/A.

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

| Fund/Department | Account | Description | Budget \$ | Spent | Open PO | Balance | Status | Notes |
|---------------------------|-----------------|---------------------------------|----------------|---------------|----------------|----------------|--|-------|
| General Fund: | | | | | | | | |
| IT | 10-00-4132-7400 | Wireless Bridge- sewer plant | 1,206 | 0 | 1,206 | 0 | On order | 1 |
| | | Redundant PRI | 6,917 | 0 | 6,917 | 0 | In progress complete by end of Sept. | 1 |
| | | Redundant Cisco phone svr. | 19,063 | 0 | 19,063 | 0 | In progress complete by end of Sept. | 1 |
| | | IP addressing | 1,520 | 0 | 1,520 | 0 | Complete after PRI | 1 |
| | | Total IT | 28,706 | 0 | 28,706 | 0 | | |
| Police | 10-10-4310-7400 | Vehicles #132, 141,148,140 | 134,000 | 0 | 0 | 134,000 | Bid out in September | |
| Fire | 10-10-4340-7400 | Thermal imaging camera | 8,105 | 8,094 | 0 | 11 | Complete | 1 |
| | | Support vehicle 1 | 29,500 | 425 | 0 | 29,075 | Bid out in September | |
| | | Total Fire | 37,605 | 8,519 | 0 | 29,086 | | |
| Planning | 10-10-4910-7400 | Streetscape | 25,000 | 0 | 0 | 25,000 | Committee formed | |
| Powell Bill | 10-20-4511-4500 | Street Paving | 469,439 | 0 | 211,231 | 258,208 | Complete by December | 2 |
| Street Maintenance | 10-20-4510-7400 | Dump truck #454 | 75,000 | 0 | 62,780 | 12,220 | On order | |
| Library | 10-40-6110-7400 | PC virtualization | 25,000 | 0 | 7,929 | 17,071 | On order | |
| Outside Agency | 10-40-6170-9113 | Veterans Park Sign | 6,920 | 0 | 2,520 | 4,400 | Block work completed | 1,2 |
| Waterfront Docks | 10-40-6124-7000 | Lighthouse facility furnishings | 5,000 | 0 | 5,000 | 0 | Complete in August | 1 |
| Rec. Maintenance | 10-40-6130-7400 | 3rd St ball field RR | 59,620 | 7,400 | 52,220 | 0 | In progress, complete in September | 1 |
| | | Utility trucks # 807 & 810 | 63,783 | 0 | 63,783 | 0 | On order | |
| | | Total Rec. Maintenance | 123,403 | 7,400 | 116,003 | 0 | | |
| Total General Fund | | | 930,073 | 15,919 | 434,169 | 479,985 | | |
| Water: | | | | | | | | |
| Water Meter Svc. | 30-90-7250-7000 | AMR meters | 110,000 | | 10,000 | 100,000 | Encumber by Dec., complete March | 1 |
| Water Treatment | 30-90-8100-7400 | Van #552 & pickup #565 | 40,000 | | 38,092 | 1,908 | On order | |
| Water Maintenance | 30-90-8140-7400 | Truck #414 body | 7,393 | 7,393 | | 0 | Complete | 1 |
| Water Construction | 30-90-8180-0400 | 16" WL engineering | 61,653 | 0 | 61,653 | | Construction begins Dec., permit submitted | 1 |
| | 30-90-8180-7400 | Summit Ave. water line | 168,806 | | 75,420 | 93,386 | Complete by October 1 | 1,2 |
| | | Total Water Fund | 387,851 | 7,393 | 185,165 | 195,294 | | |
| Sewer: | | | | | | | | |
| Wastewater Treatment | 32-90-8220-7000 | Blast & paint clarifiers 1&2 | 14,600 | | 14,600 | 0 | On order | 1 |
| | 32-90-8220-7400 | Vehicle #548 | 25,000 | | 24,628 | 372 | On order | |
| | 32-90-8220-7400 | Effluent control panel | 24,000 | | | 24,000 | Encumber by October, complete Dec. | |
| | 32-90-8220-7400 | Tractor equipment | 17,000 | | 16,883 | 117 | On order | |
| Lift Stations | 32-90-8230-7400 | Rebuild 5th&Respress pump c | 35,000 | | | 35,000 | Encumber by October, complete Dec. | |
| | 32-90-8230-7400 | Fountain L.S. generator | 8,664 | 33 | 8,631 | 0 | Complete in September | 1 |
| | | Total Sewer Fund | 124,264 | 33 | 64,742 | 59,489 | | |

| Fund/Department | Account | Description | Budget \$ | Spent | Open PO | Balance | Status | Notes |
|--------------------------------|-----------------|-------------------------------|------------------|---------------|----------------|------------------|--------------------------------------|-------|
| Electric: | | | | | | | | |
| Electric Director | 35-90-7220-0400 | Peak Shaving Rate Study | 8,962 | | 8,962 | 0 | | 1 |
| | | Total Electric Director | 8,962 | 0 | 8,962 | 0 | | |
| Electric Meter Service | 35-90-7250-7400 | Test Switches | 1,740 | | 1,740 | 0 | On order | 1 |
| | | Meters & handhelds | 75,000 | | | 75,000 | | |
| | | Total Electric Meter Svc. | 76,740 | 0 | 1,740 | 75,000 | | |
| Substation Maint. | 35-90-8370-7400 | Eastern substation breaker | 46,513 | | 46,513 | 0 | On order | 1 |
| | | VOA recloser | 20,000 | | | 20,000 | | |
| | | Distribution reclosers | 20,000 | | | 20,000 | | |
| | | Capacitors | 8,000 | | | 8,000 | | |
| | | E. substation security system | 2,500 | | | 2,500 | | |
| | | FRHL & Whar St. bus metering | 5,500 | | 4,920 | 580 | On order | |
| | 35-90-8370-7401 | Main substation rebuild | 250,000 | | | 250,000 | | |
| | | Total Substation | 352,513 | 0 | 51,433 | 301,080 | | |
| Load Management | 35-90-8375-7400 | Load management switches | 70,000 | | | 70,000 | | |
| Power Line Construction | 35-90-8390-7400 | 2nd St./5th St Rebuild Engine | 71,538 | | | 71,538 | Project ongoing, complete by Sept 30 | 2 |
| | | High School Feeder relocation | 114,332 | | 105,755 | 8,577 | Project ongoing, complete by Oct 31 | 1,2 |
| | | Grimesland Feeder Engineeri | 73,226 | | 33,226 | 40,000 | Project ongoing, complete by Oct 31 | 1,2 |
| | | NC 32 Feeder Engineering | 32,299 | | 15,193 | 17,106 | Project ongoing, complete by Sept 30 | 1,2 |
| | | White Post/Slatestone Feeder | 100,000 | | | 100,000 | Delayed to FY 15. Not started | 2 |
| | 35-90-8390-7401 | NC 32 Feeder rebuild | 325,000 | | | 325,000 | Not started | |
| | | 2nd St./5th St Rebuild | 300,000 | | | 300,000 | Compiling material and const. specs. | |
| | | Line truck #617 | 230,000 | | | 230,000 | Compiling specs | |
| | | Dually F350 #613 | 50,000 | | | 50,000 | Compiling specs | |
| | | Portable air compressor | 20,000 | | | 20,000 | Compiling specs | |
| | | Total Power Line Constructi | 1,316,395 | 0 | 154,173 | 1,162,221 | | |
| | | Total Electric Fund | 1,824,611 | 0 | 216,309 | 1,608,301 | | |
| Solid Waste Collection: | 38-90-4710-7400 | Two leaf machines | 60,000 | | 51,042 | 8,958 | On order | |
| | | Total Solid Waste | 60,000 | 0 | 51,042 | 8,958 | | |
| Cemetery: | 39-90-4740-5600 | Storm drain repairs | 7,223 | | 7,223 | 0 | Complete in August | 2 |
| Cemetery Fund | 39-90-4740-7400 | Two equipment sheds | 30,000 | | | 30,000 | Completed by December 31st | |
| | | Total Cemetery | 37,223 | 0 | 7,223 | 30,000 | | |
| Grand Total | | Grand Total | 3,364,021 | 23,344 | 958,650 | 2,382,027 | | |

Notes:

- 1 PO carryforward
- 2 Project carryforward



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Allen Lewis, Public Works Director *Allen Lewis*
Date: 09-15-14
Subject: Revise t-hangar rent at Warren Field Airport.

Applicant Presentation: N/A
Staff Presentation: Allen Lewis

RECOMMENDATION:

I move Council accept the recommendation of the Airport Advisory Board and set the t-hangar rental rates as described below.

BACKGROUND AND FINDINGS:

At the September 9, 2014, Airport Advisory Board meeting, the board was presented a request by Mr. Richard Karanian for a quantitative discount for individuals renting more than one t-hangar. Mr. Karanian currently rents two t-hangars and is interested in renting a third one if he can get a reduced rate for renting multiple hangars. After discussing several alternatives, the Airport Advisory Board unanimously voted to allow for a 15% discount on renting a second t-hangar and a 25% discount for anyone renting a third or more t-hangars. Thus, the annual rent will be as follows on all t-hangars.

| | |
|--|----------|
| Annual rent for one t-hangar: | \$2,540. |
| Annual rent for second t-hangar: | \$2,159. |
| Annual rent for third (or more) t-hangar(s): | \$1,905. |

Individuals or entities that rent multiple t-hangars under the same name will be granted this quantitative discount.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

Currently Budgeted (Account various accounts) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

N/A

| | | | |
|------------------------------|------------|--------------------|--|
| City Attorney Review: | _____ | Date By: _____ | (if applicable) |
| Finance Dept Review: | _____ | Date By: _____ | (if applicable) |
| City Manager Review: | _____ | September 22, 2014 | Recommend Denial <input type="checkbox"/> No |
| Recommendation _____ | Date _____ | Page 75 of 81 | |

September 22, 2014



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Gloria J. Moore, Library Director *GJM*
Date: September 22, 2014
Subject: Brown Library Proposed Legislative Goals to the NCLM

Brown Library requests that the Washington City Council consider including language regarding the public library in its formulation of legislative goals to be presented to the North Carolina League of Municipalities this fall. My suggestions are as follows:

Public Education

LIBRARY GOAL - Restore funding to State Aid to Public Libraries Funds to the pre-2011 level of \$15.7 million; and eliminate special provisions that distribute State Aid outside of the equitable formula developed by the State Library Commission.

Public libraries are critical contributors to local workforce development by providing access to computers, job search assistance, small business support, and help with educational goals. Free early literacy programs and materials ensure that all children can attain the skills needed for success in the formal classroom. Summer activities counter the "summer slide" during which school-age children lose reading skills. Public libraries are integral to our communities as centers of lifelong learning accessible to all citizens.

Support for public libraries is a matter of state policy as described in GS 125-7. The State Aid fund supplements, but does not replace, local funding and is distributed to the 80 library systems by a population and per capita income based formula developed by the State Library Commission. As such, State Aid is a critical component of each library's operating budget.

PREPARED BY and RETURN TO:
RODMAN, HOLSCHER, PECK & EDWARDS,
P. A., Attorneys at Law
320 N. Market St., P. O. Box 1747
Washington NC 27889
Telephone: (252) 946-3122

**NORTH CAROLINA
BEAUFORT COUNTY**

**DECLARATION OF RESTRICTIVE
COVENANTS AND NOTICE OF LIMITATIONS
OF USE AND RESTRICTIONS**

THIS DECLARATION OF RESTRICTIVE COVENANTS AND NOTICE OF LIMITATIONS OF USE AND RESTRICTIONS is made this _____ day of _____, 2014, by THE CITY OF WASHINGTON (hereinafter may be referred to as "Declarant"), a body politic and owner of the following property:

PARCEL ONE: That certain tract or parcel of land lying and being in Washington Township, Beaufort County, North Carolina, more particularly described as follows:

BEING all of that 3.50 acres as shown on that Plat of Survey entitled, "The City of Washington 3.50 acre tract for the Susiegray McConnell Sports Complex Addition", dated August 9, 2007 by Inner Banks Surveying and Mapping, PC of record in Plat Cabinet H, Slide 40-3, Beaufort County Registry, to which plat reference is herein made for a more complete and adequate description.

This also being the property conveyed to the City of Washington by deed of record in Book 1697, Page 341, Beaufort County Registry, to which deed reference is herein made for a more complete and adequate description.

PARCEL TWO: That certain tract or parcel of land lying and being in Washington Township, Beaufort County, North Carolina, more particularly described as follows:

BEING all of Parcel "1" containing 5.36 acres and Parcel "2" containing 0.25 acre as shown on that Plat of Survey entitled, "The City of Washington" dated May 25, 2010 by Waters Surveying, Inc. of record in Plat Cabinet H, Slide 54-7, Beaufort County Registry, to which plat reference is herein made for a more complete and adequate description.

This also being the property conveyed to the City of Washington by deed of record in Book 1725, Page 426, Beaufort County Registry, to which deed reference is herein made for a more complete and adequate description.

PARCEL THREE: That certain tract or parcel of land lying and being in the City of Washington, Beaufort County, North Carolina, more particularly described as follows:

BEING all of Tract "A" containing 3.439 acres by coordinates as platted on survey map dated May 21, 2008 entitled "Beaufort County Board of Education" prepared by Mayo and Associates, P.A., of record in Plat Cabinet H, Slide 32-8, Beaufort County Registry, to which reference is herein made and incorporated herein for a more complete and adequate description.

This also being the property conveyed to the City of Washington by deed of record in Book 1726, Page 120, Beaufort County Registry, to which deed reference is herein made for a more complete and adequate description.

The above described parcels shall be referred to herein collectively as the "Property".

W I T N E S S E T H:

THAT WHEREAS, Declarant is the present owner of the Property;

WHEREAS, the North Carolina Department of Environment and Natural Resources (hereinafter referred to as "DENR") received Land and Water Conservation Fund (hereinafter referred to as "LWCF") approval (hereinafter referred to as "Conversion Approval") from the National Park Service (hereinafter referred to as "NPS") for Declarant's request to convert .50 acres at Havens Gardens Park (hereinafter referred to as "Converted Property") to allow the North Carolina Department of Transportation to replace the North Carolina Highway 32 bridge located in the City of Washington, Beaufort County, North Carolina;

WHEREAS, the LWCF Conversion Approval required Declarant to replace the Converted Property with the above described Property as new park land adjacent to existing parks owned by Declarant;

WHEREAS, the LWCF Conversion Approval required Declarant to place a "... LWCF affidavit/notification of limitation of use statement as part of each deed ..." for the Property;

WHEREAS, pursuant to Waivers of Retroactive Participation Policy from NPS, Declarant purchased the Property prior to said Conversion Approval; and

WHEREAS, DENR has requested Declarant file in the office of the Register of Deeds of Beaufort County, the county in which the Property is situate, a Notice of Limitations of Use and Restrictions which sets forth the land use restrictions required by LWCF as follows.

NOW THEREFORE, in consideration of receiving said Conversion Approval, Declarant does hereby declare that the Property referenced above shall be perpetually subject to the following restrictions and covenants.

1. The Property has been acquired/developed with federal Land and Water Conservation Fund assistance from the National Park Service and pursuant to the requirements of that program must be used for public recreation purposes only in perpetuity.

The terms of this Declaration of Restrictive Covenants and Notice of Limitations of Use and Restrictions shall run with the land and shall bind and inure to the benefit of all current or future heirs, personal representatives, successors and assigns of each present or future owner of the Property which is the subject of this Declaration.

IN WITNESS WHEREOF, the City of Washington has caused this instrument to be executed by its duly authorized officials and sealed with the City seal, this day and year first above written.

CITY OF WASHINGTON

(corporate seal)

BY: _____ (Seal)
JAY MACDONALD HODGES, Mayor

ATTEST:

CYNTHIA BENNETT, City Clerk

STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

I, _____, a Notary Public of the State and County aforesaid, certify that CYNTHIA BENNETT personally appeared before me this day and acknowledged that she is City Clerk of the CITY OF WASHINGTON, a North Carolina municipal corporation, and by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by JAY MACDONALD HODGES, its Mayor, sealed with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and official seal, this the ____ day of _____, 2014.

NOTARY PUBLIC

My Commission expires:_____.