



COMMITTEE OF THE WHOLE
TUESDAY, 2-2-10
8:00 AM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

1. Discussion – Water Quality Standard Revisions
2. Discussion – Emergency Communication E911
3. Discussion – Police Facility Project
4. Discussion – Financial Report
5. Set – Sewer Assessment Review Committee Date
6. Set – Budget Schedule Dates
7. Adjourn – Until Monday February 8, 2010 in the Council Chambers at the Municipal Building.

**SUMMARY OF PROPOSED NORTH CAROLINA WATER QUALITY STANDARD
REVISIONS AFFECTING NUTRIENTS AND METALS
Developed by McGill Associates, January 2010**

The information provided here is based on a September 9, 2009, North Carolina Division of Water Quality (DWQ) briefing to the North Carolina Environmental Management Commission (EMC) concerning the agency's effort to complete the Triennial Water Quality Standards review. The Triennial Standards Review is required under provisions of the Federal Clean Water Act. The agency expects to complete the review process sometime in 2010 and become effective in 2011. Public Hearings are expected in early 2010 with the final proposal to be presented to the EMC for action in the summer or early fall of 2010. Several revisions are proposed in the standards, but the most significant areas of change are the requirements on nutrient management (nitrogen and phosphorus) and standards for several metals. The proposed changes could have a profound effect on wastewater treatment systems across the State.

Algae Standards

The agency is proposing changes to the existing standards for algae in surface waters. The current Chlorophyll *a* standards are 40 ug/l for streams and lakes and 15 ug/l for waters classified for trout habitat. The existing standards have been in effect in North Carolina since the mid-1970s. The proposed standards would retain the 40 ug/l for most piedmont and coastal waters and the 15 ug/l for trout waters, but would add a standard of 25 ug/l for upper piedmont and mountain streams and lakes. The revised standards would include the provision that a violation of the levels would apply if the samples available on a particular stream, lake, or estuary exceeded the number more than 10 percent of the results. The current standards make no reference to violation levels based on the number of samples exceeding the established level (i.e. any measurement above the standard level can be considered a violation).

The State has used the existing chlorophyll standard to establish extensive nutrient control programs in the Chowan, Neuse, Tar-Pamlico River basins, Randleman Reservoir watershed, and most recently the Jordan Lake basin. North Carolina is proceeding with the development of nutrient regulations for the Falls of Neuse Reservoir watershed. The State's lake monitoring program has for many years been taking nutrient, chlorophyll, and algae identification samples from selected impoundments across the State. This data would form the basis of the agency's implementation of the new algae standards.

There is considerable and ongoing discussion within the water quality professional ranks and the regulated community about the appropriateness of Chlorophyll *a* in establishing an "acceptable" level of algae activity within natural aquatic systems. Chlorophyll levels can vary over relatively short periods of time (days) and are affected by the variety and density within the waters of the algae species actually present (some species are consider "good" types of algae and others nuisance species—relative chlorophyll production varies by species' type).

However, the use of nutrient levels in waters as an alternative (total nitrogen [TN] and total phosphorus [TP]) has its own problems and North Carolina has not used or ever proposed "in-

stream” TN and TP standards. The use of TP and TN standards can, and often does, result in even more restrictive controls on discharges of nutrients. The basic problem and issue with either approach is that efforts to predict Chlorophyll a levels in response to specific nutrient loading to an aquatic system can be difficult and disagreement about the effectiveness of any modeling approach is common. This cause and effect dynamic means that efforts to set limits on specific discharge pollutants (TP and TN) to prevent the effect of defined undesirable levels of Chlorophyll a is often in dispute. This approach is somewhat analogous to the process of limiting the discharge of biochemical oxygen demand (BOD) to protect in-stream dissolved oxygen levels (essential to desirable forms of aquatic life). In the case of BOD/DO (dissolved oxygen) modeling, there is more established agreement on the standard predictive approaches (generally anyway).

Another component of the proposed standards changes for algae, and a clear departure from previous nutrient management approaches, would allow the agency to start a nutrient control program even before the standard is violated. The agency presentation described this as “measures intended to prevent waters from violating the water quality standard for Chlorophyll a.”

The DWQ is proposing that steps be taken to reduce nitrogen and phosphorus discharges to waters showing initial elevated algae levels. As indicated in the EMC briefing, this “intervention approach” would allow the agency to apply nutrient limits to any waters exceeding the following levels by more than 10 percent of the samples:

Piedmont and Coastal Waters	25 ug/l
Upper Piedmont and Mountain Waters	15 ug/l
Trout Waters	10 ug/l

The number of lake samples needed to pull this “trigger” has not been established. For example, a surface water would meet this criteria if there were 10 samples and two measurements exceeded the established level. There was some indication at the briefing that at least 10 samples would be needed to make even a preliminary evaluation. Certainly, for a decision as important as this, many samples would be necessary to establish the need for action. Affected facilities should also consider implementing their own sampling to provide another point of reference in establishing algae concerns.

Limits proposed for existing discharges to waters in these categories would be 8 mg/l for TN and 1.0 mg/l for TP. Discharges proposing expansion would be required to meet 5.0 mg/l TN and 0.5 mg/l TP. These limits are likely to be applied as an annual loading limit at permitted flow levels, but would in many cases require the investment of large amounts of money to upgrade existing systems and could significantly increase the cost of any treatment capacity expansions. Schedules of compliance for facilities affected could be negotiated, but ultimately the new limits would go into effect and would form the basis of additional compliance.

Implementation of this process would follow the basin wide planning permit schedule. This means that if a lake, estuary, or surface water falls into one of the above categories that the next permit reissuance for affected dischargers would include the new requirements with a

compliance schedule (a schedule would be included if the facility cannot comply with the new limits, or if the permit holder is able to negotiate a schedule).

The proposed “proactive” approach also includes the implementation of stormwater management strategies within affected watersheds. These include Phase II stormwater management designations for municipalities not already designated; “post-construction” management for stormwater NPDES permits; stormwater management similar to other State programs at the local level for areas affected that are outside of municipal Phase II designations; use of the Water Supply Watershed Management Program within affected basins to include the entire watershed as a “Critical Water Supply Watershed Designation” under the General Statutes; apply buffers (two zone, 50 feet buffers; same as Neuse and Tar-Pamlico rules) to new development projects; require no net increase in nutrient loading from sites slated for development; maintenance of current 1-year/24-hour peak flow under pre-development conditions; and limit animal waste land application under current TP requirements. The mechanisms to implement these “non-point source” requirements in affected watersheds weren’t discussed, but this component of the proposal will have to be finalized before the public review process.

Current nutrient monitoring levels and sample numbers in many locations of the State are not sufficient to determine the extent that the effects of these proposals may have and which watersheds would be affected. However, the DWQ did identify lakes within the Catawba River Basin and one lake in the French Broad Basin as over the threshold for the action that is proposed. Every lake in the State has some potential to trigger these nutrient requirements.

Metals Standards

North Carolina’s metals standards are based on Environmental Protection Agency (EPA) developed “Water Quality Criteria” documents. There have been several revisions to these national criteria levels, but until this proposed revision, North Carolina has not adopted these changes. Because base water chemistry in natural systems affects the toxicity of several metals, water hardness is a key determining factor for setting metals standards. North Carolina’s current standards are based on a hardness of 50 mg/l, but the proposed standards are based on the EPA recommended 25 mg/l hardness level. By dropping this level to 25 mg/l, the projected toxic effect of metals impacted by hardness increases dramatically, resulting in much lower standards. The metals affected are:

- ◆ Cadmium
- ◆ Chromium (Chromium [III] only)
- ◆ Copper
- ◆ Lead
- ◆ Nickel
- ◆ Silver
- ◆ Zinc

Some standards would drop by a factor of 10, resulting in new chronic levels of approximately one-tenth of the current level. In fresh waters, Table 1 (attached) reflects the proposal.

Another component of the proposed metal changes is the addition of an “acute” standard. This change is offered to “protect” aquatic life in the mixing area of a discharge to surface waters. For facilities that have outfalls to large streams, rivers, and open water, their current limits (and those that would be developed with revised standards) are based on chronic levels after mixing. This raises the possibility that facilities with high dilution could actually have lower limits based on the acute levels proposed. Individual discharge situations will have to be evaluated to determine if this is a real concern for the new numbers being considered.

These proposed changes, if adopted, will affect all discharging facilities with metals effluent limits and pretreatment programs with metals limits on its Significant Industrial Users. Compliance issues could be significant and could make permit holders more susceptible to civil penalties. While compliance schedules can be requested when limits are changed, tracking elevated metals sampling results is difficult. Potential sources of metals within collection systems and production facilities are hard to locate and to address. This concern is magnified because existing and certainly proposed standard levels are at or below established laboratory analytical capability. False-positive sampling results continue to be a major concern for these type measurements.

Responding

It is critical that those affected get engaged in this process. As noted, public hearings on this proposal are likely to take place in the first quarter of 2010, with the potential for new rules to take affect by the first quarter of 2011. Formulating a response to these proposals will be important in communicating your concerns to the State. It is also prudent to consider what may have to be done to comply if the proposal goes into effect. Planning will be essential to providing the capability to meet these requirements and to prepare for any needed modifications to your treatment system.

Some EMC members pointed out the need to make sure the affected community is at the table on these proposed changes. The opportunity for both public and private wastewater treatment systems potentially affected to “weigh in” is extremely important as the State considers making what could be a significant shift in water pollution management requirements. Local government organizations such as the League of Municipalities, Association of County Commissioners, municipal sewer districts, water and sewer associations, and public utilities were identified as important stakeholders in this process. Manufacturing and trade groups were also mentioned as parties that need to be consulted.

McGill Associates would welcome the opportunity to provide any support you believe would be helpful and in developing an evaluation of the potential for this proposal to affect your individual facilities.

TABLE 1

Proposed Changes to North Carolina Aquatic Life Standards for Metals

21-Aug-09

All standards are presented as total recoverable metals. Hardness dependent metals* are calculated at 25 mg/L hardness

Metal	Current Freshwater Standard (ug/L)	Proposed Freshwater Standards (ug/L)		Current Saltwater Standard (ug/L)	Proposed Saltwater Standards (ug/L)		Additional current standards (ug/L)	
	Aquatic Life	Aquatic Life		Aquatic Life	Aquatic Life		Human ³	Water ⁴
	Chronic	Chronic	Acute	Chronic	Chronic	Acute	Health	Supply
Arsenic	50	150	340	50	40	70	10	10
Beryllium	6.5	6.5	65	none	none	none		
Cadmium*	2/ 0.4 trout	0.2	0.8 / 0.5 trout	5	9	40		
Chromium (total)	50	Proposed for removal		20	Proposed for removal			
Chromium III *	none	30	580	none	none			
Chromium VI	none	11	16	none	50	1100		
Copper *	7 (AL)	3 (AL)	4 (AL)	3 (AL)	4 (AL)	6 (AL)		
Iron	1 mg/L (AL)	Proposed for removal		none	none			
Lead *	25	0.5	14	25	8.5	220		
Nickel *	88	16	145	8.3	8.3	75		25
Silver *	0.06 (AL)	0.06 (AL)	0.4 (AL)	0.1 (AL)	0.1 (AL)	2 (AL)		
Zinc *	50 (AL)	37(AL)	37 (AL)	86 (AL)	86 (AL)	95 (AL)		

* Hardness Dependent Metals: Calculated at 25 mg/L hardness (Applies to Freshwater only)
 AL Action Level standards (15A NCAC 02B .0211(4) and 15A NCAC 02B .0220(4))

- ¹ 15A NCAC 02B .0211
- ² 15A NCAC 02B .0220
- ³ 15A NCAC 02B .0208
- ⁴ 15A NCAC 02B .0212, .0214, .0215 and .0216



North Carolina Pretreatment Consortium, Inc.



January 10, 2010

To: N.C. Environmental Management Commission Members

Re: NC-DENR Triennial Review
Proposed Water Quality Standards Revision

Dear Sir or Madam

The North Carolina Pretreatment Consortium, Inc. (NC-PC) and the North Carolina American Water Works Association and Water Environment Association (NC AWWA-WEA) is sending this letter in response to information presented in September, 2009 on the 2008-2010 North Carolina Triennial Review proposals. We worked together to develop the following comments and concerns pertaining to some of the proposed water quality standards and their potential affect on NPDES permit limits, Pretreatment Programs, and permitted industries in North Carolina.

The NC AWWA-WEA is a volunteer association of over 3,000 members dedicated to providing water and wastewater education, training, and service in an effort to protect public health and the environment. The NC-PC is a non-profit organization representing pretreatment professionals from 147 municipal wastewater treatment plants throughout the State of North Carolina.

Proposed Water Quality Standards Development

There is concern with the State's development and implementation of a 25 mg/L hardness value for the proposed cadmium, lead, and nickel water quality standards. Hardness is a factor that affects the bio-availability and toxicity of some metals, the lower the hardness value (softer) of the water the more bio-available and toxic a particular metal may be. NC DENR has indicated that waters of the state are very soft based on an analysis of a 10th percentile of stream hardness data collected prior to calendar year 2001. The metals standards seem to be based on a conservative approach by using data from a lower 10th percentile of data collected. While this may be protective of low hardness waters, we feel that it may be overly protective for effluent dominated streams where hardness may be significantly higher.

We are unaware of the data set used in determining the statewide 25 mg/L hardness value and the conditions in which sampling was conducted. Rain water is generally very soft (low in mineral content) resulting in lower hardness values in the stream. If hardness data was collected during significant rain events, the data set used for calculating the hardness value may include

lower values and may not be representative of typical conditions. If the hardness value is skewed low and is coupled with a conservative data set of the lower 10th percentile of data collected, the approach using the proposed hardness value may be overly conservative and more than what is necessary to protect the majority of NC waters.

A review of some other States approach to hardness dependent standards was conducted. Many select either average or mean levels to determine the hardness of the streams. For example:

Virginia, Georgia, Mississippi, and South Carolina – Calculated metals limit using average effluent hardness values with a minimum hardness of 25 mg/l and a maximum of 400 mg/l, calculated using the mean hardness value of the receiving stream. The Permittee may also develop site specific limits based on a Water Effects Ratio (WER) along with the hardness of the water (this option has not been proposed by the State of NC)

Tennessee – If there is no site specific data they use a hardness of 25 mg/l for the eastern part of the State, 50 mg/l for middle Tennessee and 100 mg/l for western Tennessee. When site specific data is available, Tennessee uses the average hardness.

NPDES Permit Limit Implementation

There is concern that with the adoption of the proposed water quality standards for cadmium, lead, and nickel that a significant percentage of wastewater treatment plants would realize a NPDES permit limit for one or more of the proposed metals standards. Concerns include:

1. WWTP's currently utilize analytical methods to measure cadmium, lead, and nickel to levels lower than the current water quality standards. A survey of commercial laboratories and metals analysts was conducted and there was indication that current methods for analyzing cadmium and lead were not reliable at or below the proposed standards, especially untreated wastewater and industrial wastes which may contain significant interferences. We believe that many municipalities would have difficulty accepting a new limit if it is unknown whether or not the limit can be measured reliably.
2. WWTP removal efficiencies and reasonable expectations for meeting the proposed standards are virtually unknown for typical municipal wastewater treatment technologies since current analytical detection levels are greater than the proposed water quality standards. We are also concerned with trace metals that may be inherent in treatment chemicals that are commonly used in process control and treatment. We believe that many municipalities would have difficulty accepting a new limit if it is unknown whether or not the limit is reasonably achievable and without potentially jeopardizing removal efficiencies and other permit limit criteria.
3. NC NPDES permitting policies typically utilize a reasonable potential analysis (RPA) to analyze and calculate a 99% probability of whether a WWTP will exceed the water quality standard. The high RPA probability threshold coupled with a very low standard and a WWTP with a low 7Q10 (7-day lowest flow in 10 years) would result

in a NPDES permit limit if just one test result is above the detection limit. We believe that many municipalities would have difficulty accepting the low standards given the likelihood of receiving a permit limit under the current conservative RPA approach and if analytical results are not reliable.

Pretreatment Programs Implications

The NC-PC conducted a survey of 46 North Carolina WWTP representing 632 million gallons of permitted flow in order to gauge the potential impact of the proposed standards with the NC DWQ Pretreatment Program policies. The NC-PC survey indicates that 74% of 46 WWTP surveyed will be affected and over allocated for at least one of the proposed metals.

The DWQ Pretreatment Unit requires the calculation of a Maximum Allowable Headworks Loading (MAHL) for each pollutant that has a water quality standard. A MAHL calculation results in the amount of a pollutant that can be permitted to enter the treatment plant and still mathematically and theoretically meet the water quality standard. Pretreatment programs allocate the MAHL between domestic and industrial users of the WWTP.

DWQ Pretreatment policy prohibits over allocation of pollutants and requires resolution of the over allocation situation. In the instance where domestic sources alone cause over allocation, there is no available capacity for any industrial user. The survey indicates that approximately 60% will over allocated for lead, 26% for cadmium, and 6% for nickel from domestic sources alone. Industrial users would not be allowed to discharge detectable levels of cadmium, lead, or nickel when allocation is not available. Of equal importance, no new industrial discharges with detectable levels of these metals could locate in a city that is over allocated. With the high percentage of those municipalities surveyed having over allocation for one or more of the metals, it would be difficult for the State and many cities to recruit or maintain industry in North Carolina with over allocation issues if the industrial wastewater contains cadmium, lead, or nickel.

It is important to note that the metal finishing/electroplating industry constitutes roughly 50% of the currently permitted significant industrial users in NC. Given the current economic environment and the already tremendous loss of industrial jobs in North Carolina in the past 10 years, the State and local economies certainly cannot afford to lose this segment of its workforce as well. Metal finishers and electroplaters are not the only industrial category discharging detectable quantities of cadmium, lead and nickel. A review of historical industrial user data in North Carolina cities has shown trace/detectable levels of cadmium, lead and/or nickel in the wastewater discharges from the following categories of industries:

Soft Drink Manufacturing	Meat Packing	Potato Chip Manufacturing
Personal Care/Personal Hygiene Products	Industrial/Commercial Laundries	Bread/Bakery Product Manufacturing
Pharmaceutical Manufacturing	Circuit Board Manufacturing	Electrical & Electronic Components Manufacturing
Centralized Waste Treatment	Transportation Equipment Cleaning	Textiles
Photofinishing	Metal Products & Machinery	Organic Chemical Manufacturing
Inorganic Chemical Manufacturing	Chemical Repackaging	Tire Manufacturing
Printing & Publishing		

Many of these facilities will not be able to control these trace levels of cadmium, lead, or nickel and if the pretreatment programs enforce the new water quality standards, resulting MAHLs, and local limits many of these facilities may be faced with closing or relocating to a municipality or state that has available allocation.

The NC Administrative Code (15A NCAC 2H.0903) defines Significant Industrial User (SIU) as an industrial user that discharges wastewater into a publicly owned treatment works and that contributes more than five percent (5%) of the MAHL of the WWTP for any pollutant of concern. NC DWQ Pretreatment Policy requires that all SIUs who discharge waste into a Publicly Owned Treatment Works (POTW) must obtain a wastewater discharge permit.

As noted above, the use of the proposed water quality standards for cadmium, lead and nickel when calculating a MAHL will result in significantly lower MAHL for these pollutants of concern. As a result, 5% of the MAHL will be significantly smaller and will likely result in the requirement for pretreatment programs to issue permits and limits to more industrial users.

This potential influx of SIUs would bring with it many financial obligations to be borne by both the POTW and the industry. Some of the obligations may include:

1. Regulatory (SIU permitting) oversight and implementation costs
2. Installation of industry site flow and pollutant monitoring facilities
3. Industrial wastewater pretreatment infrastructure for meeting lower permit limits
4. Increased costs for advanced compliance monitoring for low level clean sampling techniques
5. Increased monitoring requirements
6. Possible enforcement costs associated with non-compliance

In addition to municipal and industrial impacts, DWQ Pretreatment Unit staffing may also have to be increased to achieve proper oversight of POTW pretreatment staff activities.

Conclusion

Please understand that the NC-PC and the NC AWWA-WEA support the protection of the surface waters in North Carolina. However, based on the issues and concerns identified in this letter we would like to propose the development of a workgroup between NC DWQ and stakeholders to evaluate reasonable approaches and comprehensive impacts on water quality standard proposals prior to rule making and adoption of rules. Some of the workgroup initiatives may be:

- Work with DWQ's Environmental Sciences Section to evaluate and identify aquatic species that should be included in a recalculation of EPA's criterion for use in North Carolina to develop water quality standards.
- Consider alternative approaches for addressing hardness that provides more flexibility in the application of criteria use for NPDES permit development.

- Work with the NPDES Permitting Staff to determine if overly conservative approaches and policies are in place that will further complicate the permitting process.
- Work with DWQ's Pretreatment staff to evaluate policies that do not penalize industrial contributors for WWTP allocation assumptions.

The NC-PC and the NC AWWA – WEA believes that the proposed water quality standards in addition to current State policies will have a significant fiscal impact on municipalities, industry, and the State of North Carolina. We appreciate the opportunity to express our concerns and for your review and consideration of this letter.

Sincerely,

Donald Smith

Donald Smith
2010 NC-PC Chair

Brent Reuss

Brent Reuss
2010 NC AWWA-WEA Chair



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EXECUTIVE DIRECTOR: **S. Ellis Hankins**

To: Managers, Attorneys, Clerks, Water and Wastewater Operations Managers

From: S. Ellis Hankins, Executive Director
Kelli Kukura, Director of Governmental Affairs

Re: Municipal Environmental Assessment Coalition

Date: December 17, 2009

Dear League Members,

Every year that goes by, state and federal environmental regulations tighten, environmental issues become more complex, and the compliance cost to our cities and towns increases. The League has responded by forming the Municipal Environmental Assessment Coalition (MEAC). We write to invite your membership in this new group, which will use our collective resources to ensure that environmental regulations are written with the most accurate information.

This coming year, MEAC members will support an examination of the ramifications of proposed surface water quality rules. This state regulatory proposal, part of the "Triennial Review," is only in the beginning stages. But the League's Planning & Services Technical Advisory Committee (P&S TAC) members have already reviewed the rules and predicted that the costs to cities and towns across the state will be significant and potentially debilitating. Also, P&S TAC members suggested that most League members will lack the in-house technical capacity and the resources to conduct their own analysis of the rules' impact. Assessing the extent of that impact and using that information to inform and influence the debate are the key reasons why the League created MEAC.

SURFACE WATER QUALITY RULES PROPOSAL

The proposed surface water quality rules are currently under consideration by the N.C. Environmental Management Commission (EMC). You may find further background on the issue at http://h2o.enr.state.nc.us/csu/trirev_SW.html. No corner of the state will be untouched by these rules. In short, the proposal is an effort to stave off further impairment of the state's water bodies by proposing two strategies, a nutrients strategy and a metals strategy.

The nutrients strategy will likely have the most far-reaching and expensive implications. First, the EMC would make a determination that a water body will become impaired at some point in the future. Then, the EMC would designate upstream communities, which would become subject to nutrients management mandates similar to those already in place in designated nutrient sensitive waters, such as the Neuse and Tar-Pamlico River Basins. The four strategies under consideration are stormwater management, riparian buffer zones, land application management, and wastewater treatment plant upgrades. Local governments in these communities would have responsibility for operating these new programs and would bear the high cost of facility upgrades.

The metals strategy addresses the content of metals in municipal wastewater discharges. In further restricting wastewater metals content, the rules would force many municipalities to renegotiate pre-treatment permits with industries discharging into municipal wastewater systems. Further, many municipalities would likely need to undertake expensive wastewater treatment plant upgrades to meet the new standards. The rules may even have the potential to shut down development in some communities; one preliminary analysis indicates that at least four of our state's largest cities will be prevented from adding another sewer customer because they already exceed the proposed metals limits.

MEMBERSHIP IN MEAC

By joining MEAC, you will support the development of an economic and technical analysis of these complex proposed rules so that we can all better understand the fiscal and economic impact to cities and towns statewide. The analysis will also allow the League to better advocate for appropriate changes to the proposed rules in both the administrative and legislative arenas to ensure that any final regulations are reasonable, flexible, science-based and cost-effective. Pooling of resources will allow the Coalition to engage the appropriate engineering and fiscal expertise so that municipal interests can be articulated and addressed.

We urge you to reply to this email indicating your intent to join MEAC. If possible, please respond by January 15, 2010. The next step for the Coalition is to solicit an engineering firm to conduct an economic and technical analysis of these proposed rules. Rules with such unprecedented impact require an unprecedented response. We urge you to reserve your seat at the table and join forces in meeting these challenges.

If you need more information or wish to discuss, please contact: Erin Wynia, Policy Analyst, NCLM - (919) 715-4126, ewynia@nclm.org.

Committee of the Whole Discussion
Washington Police Department Communications Center Discussion

Four point discussion:

- Review goal of discussion/Objective of Communication Center
- Review Functions of Communications Center
- Communications Center Financial Discussion/County Comparison
- Where to go from here?

A. Goal of discussion: Workable solution that's economical and ensures quality public safety

Objective of Communications Center: To provide the **best** (highest quality of materials), **safest** (fastest and most reliable), and most **effective** (least amount of time, identifiable geography) **public safety communications**.

B. What are the functions that the City's communications center provides that would be enhanced, modified or eliminated if transferred to county communications center

Supporting documentation:

- Overview of Communications Center Functions

C. Financial discussion:

Supporting documentation:

- E911 Statistic
- E911 Impact Analysis City vs. County Answering
- E911 Contract Services Analysis (allowable expenditures)
- May 29, 2009 Letter of City Manager from County Manager per Cost estimate for county to assume responsibility of 911 calls

D. Where do we go from here?

Overview of Communications Center Functions

Washington Police Department Communications Center Discussion

Objective of the Communications Center: To provide the **best** (highest quality of materials), **safest** (fastest and most reliable), and most **effective** (least amount of time, identifiable geography) **public safety communications**.

What is a Primary Public Safety Answering Point (PSAP)? is a call center responsible for answering calls to an emergency telephone number for police, firefighting, and ambulance services. Trained telephone operators are also responsible for dispatching these emergency services. The telecommunicator (TC) or dispatcher frequently deals with the public by way of telephone and/or walk-in.

Functions of a Communications Center	Description/Value of function	City Capacity	County Capacity
Communications Center walk-in emergent and non-emergent public access	Provides the public a safe haven and contact with public safety officials any time of day.		
Dispatch Fire and EMS	Dispatchers provide call answer and dispatch services specifically related to Fire and Emergency Medical Services (EMS)		
Access to hot files	National Crime and Information Center (NCIC) require SBI/FBI to have access to Hot Files. Hot files are wanted persons, securities; vehicle; boat; gun; wanted person; foreign fugitive; United States secret service protective; bureau of alcohol, tobacco, and firearms violent felon; missing person; and unidentified person		
Viper Consolette: statewide interoperable communications	Promotes the ability of emergency responders and government officials to maintain communication in the event of natural disasters, act of terrorism, or other man-made disaster, and to ensure, accelerate, and attain interoperable and operable emergency communications statewide		
Call history data collection	Gather data of call history by location, name, and/or call type. Assists emergency responders in developing effective prevention/responder strategies.		
Automatic Vehicle Locator (AVL)	Automatically determines geographic location of a vehicle and transmits the information to a dispatcher		

Silent Dispatch	Connects laptops to CAD, which keeps sensitive information away from curious listeners		
Dispatch Police Services	Dispatch services specifically related to Police services.		

The telecommunicator (TC) frequently deals with the public by way of telephone and/or walk-in. During the year 2009, the WPD Communications Center had a **total of 109,443** non-emergency incoming/outgoing calls, and **12,312 911/emergent** incoming calls, and approximately **2,466 after hour walk ins**. Each public contact must be performed in a professional manner, along with tactfulness, sensitivity, courtesy, and quick decisiveness. On a daily basis, the TC may deal with those that are under a high level of stress. Because of this, the Telecommunicator must be able to take control of the situation/caller and obtain all necessary information in order to dispatch the appropriate emergency service personnel. The TC is with each emergency and non-emergency call from the beginning to the end.

The TC not only receives routine and emergency communications, they also serve the public with general information related to the City of Washington, Law Enforcement matters, City Ordinance information, directions, general information, etc.

All calls related to Police, Fire, Rescue, EMS, Haz-Mat, etc. within the City Limits of Washington, are logged into our Computer Aided Dispatch (Geo-Trak CAD version 4.50.9) system. The system keeps track of detail that is entered by the TC. A few examples of the data maintained in CAD is call/unit times, unit responses, caller information, nature of call, information obtained from the caller, dispatch zone of the call (East, Central, West, Station 2, Station 1, Public Housing), vehicle/persons information, wrecker units dispatched, etc. Documentation of each incident is documented throughout the call, from beginning thru the end.

During emergency and non-emergency traffic situations, the TC continuously monitors and communicates with Police and Fire personnel; through radio, telephone, CAD, and in some extreme cases through text/picture text messaging.

While performing these functions, the TC simultaneously monitors all telephone lines in the Communications center (4 administration, 2 911 lines), handles public walk-ins, and communicates with other agencies through DCI.

When the TC is obtaining and/or entering information through DCI, he/she must remain in compliance with all state and federal laws, as well as department policy. Majority of the time spent on DCI is during emergency conditions.

E911 Statistics

1/28/2010

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Dec YTD
After Hours Walkins														
2008/2009	259	206	220	164	233	153	174	204	211	227	225	242	2,518	1,235
2009/2010	199	203	206	181	199	195							1,183	1,183
CAD Entries														
2008/2009	2,072	2,178	1,940	1,986	1,911	1,942	1,866	1,811	2,021	2,147	2,169	2,247	24,290	12,029
2009/2010	2,261	2,113	1,850	1,856	1,764	1,806							11,650	11,650
911 Incoming Calls														
2008/2009	958	1,062	1,022	986	952	1,002	934	818	1,026	888	972	974	11,594	5,982
2009/2010	950	822	876	1,192	1,508	1,352							6,700	6,700
Wireless (incl. above)					487	498								
Wireless					32%	37%								
2009/2010 vs 2008/2009					158%	135%								
Admin Incoming/Outgoing Calls														
2008/2009	11,080	11,156	11,062	10,916	9,192	9,480	9,976	8,866	9,120	9,874	10,360	9,580	120,662	62,886
2009/2010	9,498	7,588	8,457	10,056	8,247	7,821							51,667	51,667

Current Projection (January 2010)			
	City PSAP & Dispatch	County PSAP City Dispatch Yr 1	County PSAP City Dispatch Future Years
Revenue:			
Surcharge Revenue	74,374		
Total Revenue	74,374		
Expenditures:			
E911 Department Cost(6FTE)	314,935	314,935	314,935
E911 Allowable Expenditures	36,747	36,747	36,747
County Console		52,000 *	-
Salary (1FTE)	-	40,000	40,000
Total Expenditures	351,682	443,682	391,682
Net Cost	(277,308)	(443,682)	(391,682)
Difference from City PSAP & Dispatch		(166,374)	(114,374)
<i>Notes:</i>			
<i>* One time expense or revenue</i>			
<u>Impact Detail:</u>			
Revenue:			
Surcharge Revenue		(74,374)	(74,374)
Equipment Grant			
Expenditures:			
County Console		(52,000)	
Salary (1FTE)		(40,000)	(40,000)
Net Cost		(166,374)	(114,374)

911 Contract Services Analysis (Allowable Expenditures)

	Budget	12/31/2009 YTD	Projection	Budget vs. Proj.
ANI/ALI service contract	26,400	9,894	19,732	6,668
Positron service contract	10,217	10,217	10,217	-
CAD service contract	6,800	6,798	6,798	2
Wireless software upgrade		10,875 **	-	-
Estimated unexpended	<u>30,957</u>	<u>-</u>	<u>-</u>	<u>30,957</u>
Total	<u>74,374</u>	<u>37,784</u>	<u>36,747</u>	<u>37,627</u>
911 Wireless Upgrade				<u>77,627</u>
911 Fund Balance Needed				40,000
911 Fund Balance Available 6/30/09				<u>72,766</u> ***
911 Fund Balance Available 6/30/09				32,766

Notes:

** \$10,756 PO 43998 encumbered and brought forward from 2009 in acct. 10-10-4311-7400.
This amount is being moved to 14-70-4310-7400 (actual and budget)

*** Excludes \$81,987 E911 Fund Balance transferred to the General Fund in 2008

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COUNTY OFFICIALS

Paul G. Spruill, County Manager
Sharon C. Singleton, Clerk to the Board
William P. Mayo, County Attorney
Jim Chrisman, Asst. County Manager

RECEIVED MAY 29 2009

May 29, 2009

**BEAUFORT COUNTY
NORTH CAROLINA**

Mr. Jim Smith, City Manager
City of Washington
102 East Second Street
Washington, NC 27889

Re: Updated Cost Estimate for County to Assume Responsibility for a shift of 911 calls from City Telecommunications to County Telecommunications

Dear Mr. Smith:

Please feel free to include this follow up correspondence in your agenda material due to your office by June 4, 2009. You will recall my January 29, 2009 correspondence (attached) where I summarized the County's willingness to assist the City with a shift of 911 calls provided the County received certain reimbursements for costs that it would incur specific to 3.0 additional personnel and 1 additional telecommunications console.

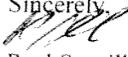
At that time I requested the City reimburse the County based on an estimated total sum of \$161,000. I anticipated that the City would accomplish this total reimbursement as follows:

- \$73,000 per year by designating restricted City 911 monies as County 911 monies
- \$40,000 per year as a recurring reimbursement to pay for other unfunded staff costs
- \$48,000 as a one-time expense for the purchase of 1 additional telecomm console

I have updated these estimates with the input of appropriate Sheriff's Office staff. My original estimate for annual recurring staff costs of \$113,000 (\$73,000 plus \$40,000) is still accurate. I am now equipped with better information, however, regarding the January estimate of \$48,000 for the one-time expense of the 1 additional telecommunications console. Recent purchase orders document this one-time expense to be \$52,000 as opposed to the \$48,000 I originally estimated.

Thank you for the opportunity to update these cost estimates with actual data. Should the City choose to proceed with the shift of its call volume to the County's telecommunications unit, the County will require the \$113,000 for annual recurring staff costs originally estimated in the January correspondence. The County would also request a one-time reimbursement of \$52,000 once the County has purchased the 1 additional telecommunications console.

I look forward to answering any further questions you may have.

Sincerely,

Paul Spruill,
County Manager

BEAUFORT COUNTY ADMINISTRATION BUILDING
121 West 3rd Street • Washington, North Carolina 27889 • Phone (252) 946-0079 • Fax (252) 946-7722

ITEMS

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Jim Chrisman, Asst. County Manager

**BEAUFORT COUNTY
NORTH CAROLINA**

January 29, 2009

Mr. Jim Smith, City Manager
City of Washington
102 East Second Street
Washington, NC 27889

Re: 911 Interlocal Agreement and reimbursement to County for additional expenses specific to a shift of 911 calls from City telecommunications to County telecommunications

Dear Mr. Smith:

On December 8, 2008 the City Council approved an interlocal agreement that you and I commonly refer to as the "911 Agreement". The agreement designates the City as a back-up PSAP in order that the City continues to receive restricted 911 surcharge funds for the purpose of purchasing and maintaining telecommunications equipment.

Independent of the "911 Agreement" the County and the City informally discussed in the month of December the possibility of a shift of the 911 call volume specific to the City of Washington from City telecommunications to County telecommunications. Without the benefit of exact call volume data, I indicated at that time that the County would accept such responsibility given the shift would also mean that the City's receipt of approximately \$73,000 annually from restricted 911 surcharge funds would then belong to the County. I viewed the availability of this increase in restricted funds to be used for the County's future equipment needs as a sufficient sum to offset the County's estimated expenditure increases on 2.0 additional personnel in telecommunications.

After closer analysis on the part of the Sheriff and his Chief Deputy of data generated from the local telephone company regarding the City's 911 call volume, the Sheriff concluded that he would need (at a minimum) 3.0 additional personnel at our telecommunications unit in order to service the increase of approximately 950 calls per month. In the event he is unable to provide the service with 3.0 additional personnel, he may approach the City at some future date about the possibility of hiring a fourth telecommunicator. He is willing, however, to make an initial attempt by increasing his telecommunications staff by only 3.0 personnel as opposed to 4.0 personnel. He also concluded that with the additional increase in staff he would need to purchase a fourth telecommunications console in order to accommodate the new call volume.

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In a meeting today that will include your staff, some of your elected officials, the Sheriff's Chief Deputy, and me, I will again reiterate the County's willingness to assist the City with this proposed shift in the City's 911 call volume. Given the availability of the information put forward by the Sheriff regarding additional costs, I must, however, take the position that the County will take such action provided that the County receives the following:

- Approximately \$73,000 per year in restricted 911 monies (*previously discussed*)
- Approximately \$40,000 per year as a reimbursement for the third telecommunicator
- Approximately \$48,000 as a one-time expense for the fourth telecommunications console.

In the event the City chooses to proceed with the shift of its call volume to the County's telecommunications unit, the City may need to anticipate as part of the "911 Agreement" approved by City Council on December 8, 2008 that a portion (\$48,000) of the accumulated 911 surcharge monies that the City will receive in the near future will be necessary to transfer to the County for the necessary one-time expense of the additional telecommunications console listed above. Of course, the City may choose to reimburse the County for this expense from a source other than accumulated 911 surcharge monies.

I look forward to working with you as we continue to discuss the City's need for the County's services in this area.

Sincerely,



Paul Spruill,
County Manager

Committee of the Whole Discussion

Police Station

Three point discussion:

- Goal of discussion
- Review history of project
- Review Process Steps
 - Size
 - Location
 - Cost/Funding options
- Clarity of next steps.

A. Goal of Discussion: Define Process

B. History of the project: overview of the history of constructing a public safety facility

Supporting documentation:

1. timeline

C. Project Process:

- **Size:** what are our minimum needs? What are the essential functions/facilities within a police department? Are there local shared space options?

Supporting documentation: space needs analysis, as adapted by ADG (2009)
from Stewart, Cooper, Newell

- **Location:**

Supporting documentation: Site matrix, brief history of how it was developed

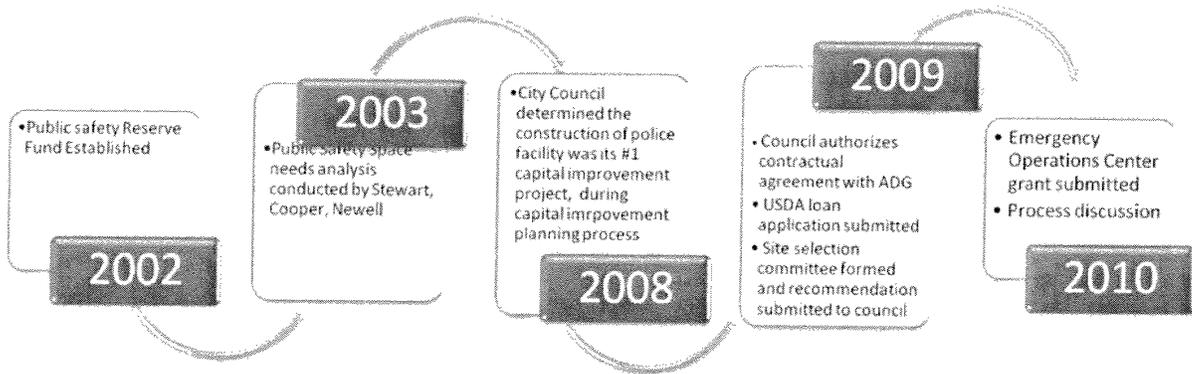
- **Cost/Funding options**

Supporting documentation:

- A. General fund debt service

D. Clarify next steps

Timeline for Washington Police Department's New Facility



1 POLICE FACILITY TIMELINE

Program / Space Needs Analysis

(Reformatted by ADG)
Executive Summary

Washington, NC Police Facility
Washington, NC
Stewart · Cooper · Newell · Architects (10/6/03)

Space Designation			
No.	Space Function	Current Need	Future Need 2015
1.0	Public Access	1,547	1,547
2.0	Office of the Chief of Police	1,146	1,146
3.0	Uniform Patrol	2,688	3,634
4.0	Criminal Investigations	1,846	3,416
5.0	Records/Property/Evidence	2,028	2,717
6.0	Communications	977	1,148
7.0	Technology/Training	2,267	2,449
8.0	Booking/Intake/Temporary Holding	1,019	1,185
9.0	Facility Support	2,099	2,408
10.0	Total	15,617	19,650

General Notes
1.0 Includes Community Meeting /EOC Area.

9/11/2009

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General Fund Debt Service

1/28/2010

		Fiscal Year End						
		2009	2010	2011	2012	2013	2014	2015
Debt Service:								
Current		\$ 564,182	\$ 540,137	\$ 509,814	\$ 241,317	\$ 241,318	\$ 212,406	\$ 171,934
Police Station								
Construction			-	43,716	4,308,716	-	-	-
LTD			-	-	-	254,187	254,187	254,187
LTD Proceeds for Construction Loan					(4,265,000)			
CIP Debt Service:								
Installment				2,930	57,084	162,227	216,146	274,754
LTD								
Total Debt Service		\$ 564,182	\$ 540,137	\$ 556,461	\$ 342,117	\$ 657,731	\$ 682,739	\$ 700,875
Excess Debt Over/(Under)	\$ 550,000	\$ 14,182	\$ (9,863)	\$ 6,461	\$ (207,883)	\$ 107,731	\$ 132,739	\$ 150,875
Add'l Pub. Safety Cap. Reserve	\$ 0.02	-	-	-	-	125,639	125,639	125,639

SITE MATRIX

Step 1: Conducted Search for Sites

Site evaluation and selection carefully considered the renovation of the existing facility, acquisition of an adaptive reuse facility and new construction. In this step, a list of fatal and nonfatal factors to evaluate a site's viability was determined. For example, a site was excluded entirely if a blue line stream, a fatal environmental factor, was on site. From this exercise, a list of 19 sites was generated.

Step 2: Evaluate Long List

To evaluate the relative merits of the 19 sites without fatal factors, a "site analysis matrix" was developed. The application of this scoring system was to a large extent based on the expertise of the group and in some cases subjective judgment. The following criteria were used to develop the "site analysis matrix":

- Lot size (a minimum of 2.5 acres)
- Service Centricity (1.5 miles from center of town, 1.0 mile, 0.5 mile)
- Access (1 side or secondary, 2, 2 sides with primary)
- Utilities (<6" water, 6", 8" or 12" for sprinklers)
- Acquisition and Preparation Costs (>\$200K, \$200K, <\$200K)
- Community enhancement (Little, Some A lot)
- Private development potential (Commercial, Residential, Little)
- Flood evaluation (100 year, 500 year, no flood plain issues)
- Zoning (residential, mixed use, O&I & Commercial)
- Availability (condemnation, purchase, public)

The non fatal criteria generated a "site rating" for each site. In addition to the "site rating", the criteria were also weighted according to their relative importance. The higher the weighting, the more importance attached to the particular criteria. Highly weighted criteria were generally those that were considered to be fundamental to the success of the development, or those which it would be difficult to mitigate against if sites performed badly against them. These criteria included issues such as lot size, acquisition and preparation costs, flood elevation. The "site rating" for each site was multiplied by a weighting to achieve a final weighted score. From this step, we eliminated 11 sites, to generate a "short list" of 8 potential sites.

Staff will present the "short list" on September 21, 2009 at the Council meeting, along with a summary of funding options for the construction phase. Council Action is not required, as the presentation was developed to update council on the site selection process. Also, a site selection process notebook will be distributed prior to the council meeting.

SITE MATRIX TOOL

<u>Non Fatal Factors:</u>	Weight		Criteria			Rating	Score
		1	2	3			
Size	3	<2.5 acres	<3.5	>3.5		3	9.0
Service Centricity	2	1.5 miles	1	0.5		3	6.0
Access	3	1 side or secondary	2	2 sides w/ primary		3	9.0
Utilities	3	<6" water	6"	8" or 12" for sprinklers		3	9.0
Acquisition & Prep Cost	3	>\$200m	\$200m	<\$200m		1	3.0
Community Enhancement	2	Little	Some	A lot		2	4.0
Private Development Potential	2	Commercial	Residential or some	Little		1	2.0
Flood Elevation	3	100	500	None		1	3.0
Zoning	1	Residential	Mixed use	O&I & comm.		3	3.0
Availability	2	Condemnation	Purchase	Public		2	4.0
Total						52.0	

GENERAL FUND**FINANCIAL STATEMENT (Cash Basis)**

	Appropriated Amount	Dec-09	Fiscal YTD	50% YTD %	Projected Year End
REVENUES					
Advalorem Taxes	\$ 3,751,588	\$ 760,104	\$ 1,031,153	27%	\$ 3,901,632
Sales Taxes & Privilege License	2,085,000	161,087	653,116	31%	2,020,192
Utility Franchise & Sales Tax	1,315,000	319,756	319,756	24%	1,441,461
Intergovernmental	1,122,950	169,160	512,877	46%	1,033,681
Investment Earnings	75,000	(1,042)	2,396	3%	42,284
Miscellaneous/Contributions	1,597,379	126,291	751,225	47% ⁴	1,940,152
Total	\$ 9,946,917	\$ 1,535,356	\$ 3,270,523	33%	\$ 10,379,402
EXPENSES					
Salaries and Fringes	\$ 9,056,738	\$ 732,396	\$ 4,138,315	46%	\$ 9,056,738
Utilities	536,216	\$ 38,669	224,114	42%	536,216
Maintenance/Repairs	600,306	\$ 41,582	243,758	41%	600,306
Contract Services	1,132,176 ¹	\$ 57,510	299,529	26%	1,132,176
Other Operating Costs	2,039,921	82,835	932,112	46%	2,039,921
Debt Payments	559,440	32,292	199,533	36%	559,440
Cash Capital Outlay	602,715	15,355	243,428	40%	602,715
Installment Note Capital Outlay	17,858	-	17,858	100%	17,858
Contingency	1,125	-	-	0%	1,125
Adm. Charges	(2,302,573)	(197,912)	(1,116,696)	48%	(2,302,573)
Total	\$ 12,243,922	\$ 802,727	\$ 5,181,951	42%	\$ 12,243,922
Revenues over/(under) expenses	\$ (2,297,005)	\$ 732,629	\$ (1,911,428)		\$ (1,864,520)
Other Financing Sources and Uses					
Transfer Out	\$ (840,470) ²	\$ -	\$ (740,470)	88%	\$ (840,470)
Transfer In	1,473,150	97,763	686,576	47%	1,473,150
Public Safety Capital Reserve	(1,000,000)	-	-	0%	(1,000,000)
Installment Note Proceeds	-	-	-		-
Fund Balance Appropriated	2,664,325 ³	-	-	0%	-
Total	\$ 2,297,005	\$ 97,763	\$ (53,894)		\$ (367,320)
Net Income/Loss	\$ -	\$ 830,392	\$ (1,965,322)		\$ (2,231,840)

Fund Balance:	6/30/2009		Change from 6/30/09
Total Fund Balance	9,414,678	6,426,279	(2,988,399)
Required Reservations	(2,867,095)	(2,379,890)	487,205
Unreserved Fund Balance	6,547,583	4,046,389	(2,501,194)

Notes:

¹ Contract services includes: PEG channel, IT, tax collection, CC fees, EDC economic development, street paving, Civic Center support, audit, etc. some of which are funded by grants

² \$100,000 Airport, \$740,470 Workers Comp Reserve

³ FB Appropriated: Original budget	518,820
Public Safety Cap. Res. - Police Station	1,000,000
Beer & wine tax reduction	29,524
Haven's Garden walkway	27,000
Land reuse- Mayo & Health Dept.	134,759
Cash instead of installment debt	83,178
2008-2009 P.O. carry forward	681,885
Worker's Comp. reserve reallocation	141,535
Aquatic & Fitness Center lockers	10,000
Mid-East Aging grant match	6,662
Dog Park	1,392
Jack's Creek greenway match	23,570
Council laptops	6,000
Amended budget	2,664,325
Change	2,145,505

⁴ \$172,222 increased rental rate and \$30,355 ABC Board Distributions not budgeted

WATER FUND**FINANCIAL STATEMENT (Cash Basis)**

	Appropriated Amount	Dec-09	Fiscal YTD	50% YTD %	Projected Year End
REVENUES:					
Sales	\$ 2,843,500	\$ 286,678	\$ 1,373,174	48%	\$ 2,897,294
Other Revenues	138,169	8,851	145,025 ³	105%	200,511
Total Revenues	<u>\$ 2,981,669</u>	<u>\$ 295,529</u>	<u>\$ 1,518,199</u>	51%	<u>\$ 3,097,805</u>
EXPENSES:					
Salaries and Fringes	\$ 843,068	\$ 69,009	\$ 390,072	46%	\$ 843,068
Utilities	250,360	16,618	96,478	39%	250,360
Chemicals	288,000	12,900	102,761	36%	288,000
Other Operating Costs	328,316	8,684	260,294 ⁴	79%	379,787
Admin Charges	356,498	29,709	178,250	50%	356,498
Debt Payments	720,062	4,676	59,541 ²	8%	720,062
Cash Capital Outlay	95,000	29,830	77,294	81%	95,000
Installment Purchases	-	-	-		
Contingency	56,591	-	-	0%	
Total Expenses	<u>\$ 2,937,895</u>	<u>\$ 171,426</u>	<u>\$ 1,164,690</u>	40%	<u>\$ 2,932,775</u>
Revenues over (under) expenses	<u>\$ 43,774</u>	<u>\$ 124,103</u>	<u>\$ 353,509</u>		<u>\$ 165,030</u>
OTHER FINANCING SOURCES AND USES:					
Transfer Out	\$ (43,774) ¹		\$ (20,312)	46%	\$ (43,774)
Transfer In			-		
Installment Note Proceeds			-		
Fund Balance Appropriated		⁵	-		
Total	<u>\$ (43,774)</u>	<u>\$ -</u>	<u>\$ (20,312)</u>		<u>\$ (43,774)</u>
Net Income/Loss	<u>\$ -</u>	<u>\$ 124,103</u>	<u>\$ 333,197</u>		<u>\$ 121,256</u>

	6/30/2009	Change from 6/30/09	
Available Resources for Future Obligations:			
Unrestricted cash & Investments	359,196	441,591	82,395
Accounts Receivable/Due From	855,094	691,620	(163,474)
Available Resources	1,214,290	1,133,211	(81,079)
Current Liabilities	(1,004,701)	(894,466)	110,235
Total Avail. For LT Obligations	209,589	238,745	29,156
Annual Operating Expenses	2,937,895	2,937,895	
Available Resources As a % of Exp.	7%	8%	

Notes:

¹ \$20,312 workers comp reserve, \$23,462 City match on water extension project

² Majority of debt payments occur in May/June for Bond service

³ Includes \$58,257 County note payoff & \$22,370 County portion of improvements

⁴ \$86,077 waste treatment annual maintenance completely paid for, property & casualty insurance \$51,071 over budget, budget ordinance to re-allocate.

⁵ FB Appropriated: Original budget 140,939

2008-2009 P.O. carry forward 4,570

Worker's Comp. reserve reallocation (145,509)

Ammended budget -

Change (140,939)

SEWER FUND
FINANCIAL STATEMENT (Cash Basis)

	Appropriated Amount	Dec-09	Fiscal YTD	50% YTD %	Projected Year End
REVENUES:					
Sales	\$ 2,915,000	\$ 217,612	\$ 1,440,200	49%	\$ 2,880,562
Other Revenues	57,161	35,005	180,051 ⁴	315%	202,178
Total Revenues	<u>\$ 2,972,161</u>	<u>\$ 252,617</u>	<u>\$ 1,620,251</u>	55%	<u>\$ 3,082,740</u>
EXPENSES:					
Salaries and Fringes	\$ 822,708	\$ 63,918	\$ 365,994	44%	\$ 822,708
Utilities	397,000	\$ 31,836	159,165	40%	397,000
Other Operating Costs	405,477	14,940	188,495	46%	405,477
Contract Services	288,300 ²	7,738	55,549	19%	288,300
Admin Charges	333,051	27,755	166,526	50%	333,051
Debt Payments	813,746	8,321	118,245 ⁵	15%	813,746
Cash Capital Outlay	144,250	23,187	23,187	16%	144,250
Installment Note Capital Outlay			-		
Contingency			-		
Total	<u>\$ 3,204,532</u>	<u>\$ 177,695</u>	<u>\$ 1,077,161</u>	34%	<u>\$ 3,204,532</u>
Revenues over (under) expenses	<u>\$ (232,371)</u>	<u>\$ 74,922</u>	<u>\$ 543,090</u>		<u>\$ (121,792)</u>
	6/30/2009		Change from 6/30/09		
OTHER FINANCING SOURCES AND USES:					
Transfer Out	1 \$ (51,687)		(11,687)	23%	
Transfer In	3 80,000	80,000	80,000	100%	80,000
Installment Note Proceeds			-		
Fund Balance Appropriated	204,058		-	0%	
Total	<u>\$ 232,371</u>	<u>\$ 80,000</u>	<u>\$ 68,313</u>	29%	<u>\$ 80,000</u>
Net Income/Loss	<u>\$ -</u>	<u>\$ 154,922</u>	<u>\$ 611,403</u>		<u>\$ (41,792)</u>

Available Resources for Future Obligations:

Unrestricted cash & Investments	1,401,170	1,881,735	480,565
Accounts Receivable/Due From	406,774	396,589	(10,185)
Available Resources	1,807,944	2,278,324	470,380
Current Liabilities	(815,445)	(753,190)	62,255
Total Avail. For LT Obligations	992,499	1,525,134	532,635
Annual Operating Expenses	3,204,532	3,204,532	
Available Resources As a % of Exp.	31%	48%	

Notes:

- 1 \$11,687 workers comp reserve, \$40,000 sewer capital reserve
- 2 Cave ins, I&I, sludge removal
- 3 Sewer capital reserve
- 4 \$40,000 Rural Center study, \$100,000 Chocowinity assessment
- 5 Majority of debt payments occur in May/June for Bond service
- 6 FB Appropriated: Original budget 16,382
Cash instead of installment debt 23,130
2008-2009 P.O. carry forward 153,111
Worker's Comp. reserve reallocation 11,435
Ammended budget 204,058
Change 187,676

ELECTRIC FUND
FINANCIAL STATEMENT (Cash Basis)

	Appropriated Amount	Dec-09	Fiscal YTD	50% YTD %	Projected Year End
REVENUES:					
Sales	\$ 37,272,542	\$ 2,470,419	\$ 18,794,415	50% ³	\$ 36,382,397
Other Revenues	616,740	39,596	209,678	34%	460,271
Hwy 17 Reimbursement	1,891,614	-	(175,510)	-9%	1,891,614
Adm Charges Received	131,883	10,991	65,942	50%	131,883
Total Revenues	<u>\$ 39,912,779</u>	<u>\$ 2,521,006</u>	<u>\$ 18,894,525</u>	47%	<u>\$ 38,866,165</u>
EXPENSES:					
Salaries and Fringes	\$ 2,318,808	\$ 181,219	\$ 1,061,794	46%	\$ 2,318,808
HWY 17 and Bridge Expenses	1,891,614	35,258	202,618	11%	1,891,614
Admin Charges	1,287,046	107,254	643,523	50%	1,287,046
Other Operating Costs	2,992,675	98,923	1,087,254	36%	2,992,675
Power Costs	29,035,894	2,416,281	14,391,497	50% ³	28,472,697
Debt Payments	1,532,327	128,454	755,466	49%	1,532,327
Cash Capital Outlay	834,655	2,113	57,588	7%	834,655
Installment Note Capital Outlay	2,286,370	118,636	320,847	14%	2,286,370
Contingency	-	-	-		
Total	<u>\$ 42,179,389</u>	<u>\$ 3,088,138</u>	<u>\$ 18,520,587</u>	44%	<u>\$ 41,616,192</u>
Revenues over (under) expenses	<u>\$ (2,266,610)</u>	<u>\$ (567,132)</u>	<u>\$ 373,938</u>		<u>\$ (2,750,027)</u>
OTHER FINANCING SOURCES AND USES:					
Transfer Out	\$ (1,199,975)	\$ (97,763)	\$ (613,401)	51%	\$ (1,199,975)
Transfer In			-		
Installment Proceeds			2,154,500		2,154,500
Fund Balance Appropriated	3,466,585 ²	-	-	0%	
Total	<u>\$ 2,266,610</u>	<u>\$ (97,763)</u>	<u>\$ 1,541,099</u>	68%	<u>\$ 954,525</u>
Net Income/Loss	<u>\$ -</u>	<u>\$ (664,895)</u>	<u>\$ 1,915,037</u>		<u>\$ (1,795,502)</u>
Installment Proceeds			(2,154,500)		(2,154,500)
Installment purchases			320,847		
Unspent prorata capital			(359,740)		-
Adjusted Net Income			(278,356)		(3,950,002)

	6/30/2009	Change from 6/30/09
Available Resources for Future Obligations:		
Unrestricted cash & Investments	5,005,008	3,810,501
Accounts Receivable/Due From	4,028,634	3,139,047
Available Resources	9,033,642	6,949,548
Current Liabilities	(4,649,687)	(1,961,409)
Total Avail. For LT Obligations	4,383,955	4,988,139
Annual Operating Expenses	42,179,389	42,179,389
Available Resources As a % of Exp.	10%	12%

Notes:

1All expenses are on a cash basis with the exception of wholesale power purchases which include unpaid usage.

2 FB Appropriated: Original budget	94,694
Cash instead of installment debt	472,000
2008-2009 P.O. carry forward	2,376,137
Worker's Comp. reserve reallocation	24,754
Electric rate decrease - November	499,000
Ammended budget	3,466,585
Change	3,371,891

³ Booth forecast Nov 09

STORM WATER FUND
FINANCIAL STATEMENT (Cash Basis)

	Appropriated Amount	Dec-09	Fiscal YTD	50% YTD %	Projected Year End
REVENUES:					
Sales	\$ 492,050	\$ 40,827	\$ 243,714	50%	\$ 494,625
Other Revenues	8,000	1,985	21,679	271%	26,938
Total Revenues	<u>\$ 500,050</u>	<u>\$ 42,812</u>	<u>\$ 265,393</u>	53%	<u>\$ 521,563</u>
EXPENSES:					
Salaries and Fringes	\$ 273,813	\$ 23,135	\$ 129,851	47%	\$ 273,813
Utilities	22,500	1,725	9,525	42%	22,500
Maintenance/Repair	89,481	817	10,714	12%	89,481
Other Operating Costs	22,675	342	12,901	57%	22,675
Debt Payments	28,948	2,229	14,450	50%	28,948
Cash Capital Outlay			-		-
Installment Note Purchases	2,189	-	1,500	69%	2,189
Contingency	21,481	-	-	0%	-
Total	<u>\$ 461,087</u>	<u>\$ 28,248</u>	<u>\$ 178,941</u>	39%	<u>\$ 439,606</u>
Revenues over (under) expenses	<u>\$ 38,963</u>	<u>\$ 14,564</u>	<u>\$ 86,452</u>		<u>\$ 81,957</u>
OTHER FINANCING SOURCES AND USES:					
Transfer Out	(92,251) ¹	(6,828)	\$ -	56%	(92,251)
Transfer In			-		
Installment Note Proceeds			-		
Fund Balance Appropriated	53,288 ²	0	-		
Total	<u>\$ (38,963)</u>	<u>\$ (6,828)</u>	<u>\$ (51,280)</u>	132%	<u>\$ (92,251)</u>
Net Income/Loss	<u>\$ -</u>	<u>\$ 7,736</u>	<u>\$ 35,172</u>		<u>\$ (10,294)</u>

	6/30/2009	6/30/09	Change from 6/30/09
Available Resources for Future Obligations:			
Unrestricted cash & Investments	457,872	487,420	29,548
Accounts Receivable/Due From	<u>50,263</u>	<u>26,235</u>	<u>(24,028)</u>
Available Resources	508,135	513,655	5,520
Current Liabilities	<u>(46,165)</u>	<u>(37,660)</u>	<u>8,505</u>
Total Avail. For LT Obligations	461,970	475,995	14,025
Annual Operating Expenses	461,087	461,087	
Available Resources As a % of Exp.	100%	103%	

Notes:

¹ \$10,310 workers comp, \$81,941 general fund

¹ FB Appropriated: Original budget

2008-2009 P.O. carry forward	-
	<u>53,288</u>
Ammended budget	53,288
Change	53,288

AIRPORT FUND
FINANCIAL STATEMENT (Cash Basis)

	Appropriated Amount	Dec-09	Fiscal YTD	50% YTD %	Projected Year End
REVENUES:					
Fuel Sales	\$ 100,000	\$ 7,137	\$ 58,405	58%	\$ 94,788
Other Revenues	66,257	12,990	42,953	65%	64,003
Grant Revenue	475,396	-	-	0%	475,396
Total Revenues	<u>\$ 641,653</u>	<u>\$ 20,127</u>	<u>\$ 101,358</u>	16%	<u>\$ 634,187</u>
EXPENSES:					
Fuel Purchases	\$ 83,333	\$ -	26,976	32%	\$ 78,990
Other Operating Costs	157,611	9,178	66,218	42%	157,611
Grant Expenses	511,993	65,104	79,463	16%	511,993
Contingency	12,371	-	-	0%	-
Total	<u>\$ 765,308</u>	<u>\$ 74,282</u>	<u>\$ 172,657</u>	23%	<u>\$ 748,594</u>
Revenues over (under) expenses	<u>\$ (123,655)</u>	<u>\$ (54,155)</u>	<u>\$ (71,299)</u>		<u>\$ (114,407)</u>
OTHER FINANCING SOURCES AND USES:					
Transfer Out			\$ -		
Transfer In	100,000		-	0%	100,000
Fund Balance Appropriated	23,655	1	-	0%	
Total	<u>\$ 123,655</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ 100,000</u>
Net Income/Loss	<u>\$ -</u>	<u>\$ (54,155)</u>	<u>\$ (71,299)</u>		<u>\$ (14,407)</u>

	6/30/2009	6/30/09	Change from 6/30/09
Available Resources for Future Obligations:			
Unrestricted cash & Investments	375,696	298,275	(77,421)
Accounts Receivable/Due From	3,569	6,761	3,192
Available Resources	<u>379,265</u>	<u>305,036</u>	<u>(74,229)</u>
Current Liabilities	<u>(10,122)</u>	<u>(2,484)</u>	<u>7,638</u>
Total Avail. For LT Obligations	369,143	302,552	(66,591)
Annual Operating Expenses	765,308	765,308	
Available Resources As a % of Exp.	48%	40%	

Notes:

¹ FB Appropriated: Original budget

2008-2009 P.O. carry forward

Ammended budget

Change

² Farm fuel grant \$63,770 will be reimbursed at end of project

³ \$61,242 scheduled for January

SOLID WASTE FUND
FINANCIAL STATEMENT (Cash Basis)

	Appropriated Amount	Dec-09	Fiscal YTD	50% YTD %	Projected Year End
REVENUES:					
Sales	\$ 1,221,000	\$ 106,290	\$ 613,418	50%	\$ 1,245,428
Other Revenues	36,400	1,453	22,347	61%	30,468
Total Revenues	\$ 1,257,400	\$ 107,743	\$ 635,765	51%	\$ 1,275,896
EXPENSES:					
Salaries and Fringes	\$ 499,586	\$ 45,407	\$ 237,286	47%	\$ 499,586
Maintenance/Repairs	127,286	6,602	47,343	37%	127,286
Contract Services	248,800	21,022	105,205	42%	248,800
Admin. Charges	175,840	14,653	87,920	50%	175,840
Other Operating Cost	59,343	7,415	49,620	84%	59,343
Debt Payments	57,226	4,768	32,435	57%	57,226
Cash Capital Outlay	175,000	-	-	0%	175,000
Installment Note Capital Outlay	208,562	-	208,561 ¹	100%	208,561
Contingency	56,526	-	-	0%	-
Total	\$ 1,608,169	\$ 99,867	\$ 768,370	48%	\$ 1,551,642
Revenues over (under) expenses	\$ (350,769)	\$ 7,876	\$ (132,605)		\$ (275,746)
OTHER FINANCING SOURCES AND USES:					
Transfer Out	\$ (4,754)	\$ -	\$ (4,754)	100%	\$ (4,754)
Transfer In			-		
Fund Balance Appropriated	355,523 ²	\$ -	-	0%	
Installment Note Proceeds			-		
Total	\$ 350,769	\$ -	\$ (4,754)		\$ (4,754)
Net Income/Loss	\$ -	\$ 7,876	\$ (137,359)		\$ (280,500)

	6/30/2009	Change from 6/30/09
Available Resources for Future Obligations:		
Unrestricted cash & Investments	271,873	311,251
Accounts Receivable/Due From	128,555	64,692
Available Resources	400,428	375,943
Current Liabilities	(113,719)	(83,611)
Total Avail. For LT Obligations	286,709	292,332
Annual Operating Expenses	1,608,169	1,608,169
Available Resources As a % of Exp.	18%	18%

Notes:

¹ Installment capital carried forward in fund balance appropriated encumbrances

² FB Appropriated: Original budget

Cash instead of installment debt	134,880
2008-2009 P.O. carry forward	220,643
Amended budget	355,523
Change	355,523

Cemetery Fund

FINANCIAL STATEMENT (Cash Basis)

	Appropriated Amount	Dec-09	Fiscal YTD	50% YTD %	Projected Year End
REVENUES					
Cemetery Fees	\$ 225,500	\$ 8,925	\$ 107,325	48%	\$ 206,960
Other	3,700	(4)	4,812	130%	7,200
Total	\$ 229,200	\$ 8,921	\$ 112,137	49%	\$ 214,160
EXPENSES					
			\$ -		
Salaries and Fringes	\$ 213,006	\$ 18,407	103,127	48%	\$ 213,006
Utilities	6,200	344	1,366	22%	6,200
Maintenance/Repairs	15,040	519	5,883	39%	15,040
Other Operating Costs	5,193	345	1,986	38%	5,193
Contingency	-	-	-		
Total	\$ 239,439	\$ 19,615	\$ 112,362	47%	\$ 239,439
Revenues over/(under) expenses	\$ (10,239)	\$ (10,694)	\$ (225)		\$ (25,279)
Other Financing Sources and Uses					
Transfer Out	(9,312)	-	(9,312) ¹	100%	(9,312)
Transfer In	19,351		-	0%	19,351
Fund Balance Appropriated	200 ²		-	0%	
Total	\$ 10,239	\$ -	\$ (9,312)		\$ 10,039
Net Income/Loss	\$ -	\$ (10,694)	\$ (9,537)		\$ (15,240)

	6/30/2009	Change from 6/30/09
Available Resources for Future Obligations:		
Unrestricted cash & Investments	-	-
Accounts Receivable/Due From	137	137
Available Resources	-	137
Current Liabilities	(231)	(231)
Total Avail. For LT Obligations	-	(94)
Annual Operating Expenses	239,439	239,439
Available Resources As a % of Exp.	0%	0%

Notes:

1 Transfer to workers comp reserve

2 FB Appropriated: Original budget

2008-2009 P.O. carry forward

Ammended budget

Change

YTD December, 2009

Thousand \$

- 1. General Fund** (1,965)
 Revenue at 37% vs 39% LY. Largely driven by property taxes, sales taxes, utility franchise & sales tax (50% budgeted revenue) at 26% vs 27% LY, (\$1,644) impact. \$132 YTD Dec. utility sales tax booked in January (would have been 28%).
 Full year worker's comp reserve (\$320 impact)
- 2. Water Fund** 333
 Bond payments in May/June, \$300 YTD impact.
- 3. Sewer Fund** 611
 Rural center study \$40, Chocowinity assessment \$100
 Bond payments in May/June, \$289 YTD impact.
 Timing of contract services \$89
- 4. Electric Fund** 1,915
 \$2,154 installment proceeds with only \$321 spent
 \$360 prorata cash capital unspent
 \$278) adjusted net loss
- 5. Storm Water Fund** 35
- 6. Airport Fund** (71)
 \$61 grant funds received in January
 Transfer from General Fund not yet made \$50 prorata
- 7. Solid Waste** (137)
 \$209 installment purchases carried forward from 2008/2009
- 8. Cemetery Fund** (10)
 Transfer from General Fund not yet made \$10 prorata

Budget Schedule

Week Of	Adopted Date	Budget Task
1/4/2010		CIP Review- Manager
1/18/2010		Budgetary & Strategic Planning Retreat
1/18/2010		Revenue Estimate- Finance
1/18/2010		Fees & Charges Schedules Distributed
1/18/2010		Budget Packets Distributed to Management Team
1/18/2010		CIP Plan Distributed to Council
1/25/2010		Budget Goals Provided to Management Team
1/25/2010		External Agency Budget Requests & Hearing
2/22/2010		CIP Review- Years 2 - 5
2/22/2010		CIP Review- Year 1
3/1/2010		Budgets and Performance Measures Submitted to Finance
3/15/2010		Budget Review with Manager- General Fund
3/22/2010		Budget Review with Manager- Water/Sewer/Storm Water/Solid Waste/Cemetery Funds
3/22/2010		Budget Review with Manager- Electric Fund
3/22/2010		Revenue Neutral Tax Rate
4/12/2010		Manager's Recommended Budget Presented to Council
4/13/2010		Budget Available for Public Viewing at City Clerk's Office
4/26/2010		Budget Workshop- Benefits & Pay, General Fund
5/3/2010		Budget Workshop- Water/Sewer/Storm Water/Solid Waste/Cemetery Funds
5/17/2010		Budget Workshop- Electric Fund
5/24/2010		Public Hearing
6/14/2010		Budget Adopted (complete budget included, not just workshop changes and budget ordinance)