



FEBRUARY 8, 2010 at 5:30PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of Minutes from January 4, January 19, 2010 **(page 4)**

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Adopt – Budget Ordinance for Reallocation of Property, Casualty, & Liability Insurance Cost **(page30)**
- B. Declare – Surplus/Authorize Electronic Auction of Vehicles through GovDeals **(page 33)**
- C. Adopt – Budget Ordinance Amendment to provide funds for the PSAP compliant wireless upgrade of the E-911 phone system \$88,502 **(page 34)**

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. Thornton Gorham – Budget request
- B. Dottie Moore – Washington Utility Rates
- C. Marc Finlayson & Mikie Wilson – Highway 17 Association updates **(page 37)**
- D. Marisol Barr – Update Weatherization Program



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- VI. Correspondence and Special Reports from members of City Council:
- A. Discussion - Status of current grants **(page 44)**
 - B. Adopt – Goals for City Manager
- VII. Reports from Boards, Commissions and Committees:
- A. Downtown Washington on the Waterfront **(page 54)**
 - B. Citizen for Revitalization (C4R) **(page 56)**
 - C. Human Relations Council **(page 67)**
 - D. Financial Reports (e-mailed under separate attachment)
 - 1. General
 - 2. Enterprise Funds
- VIII. Appointments:
- A. None
- IX. Old Business:
- A. Approve – Repayment Schedule to NCDOT for water/sewer infrastructure relocation **(page 68)**
 - B. Adopt – Resolution designating the Waterfront Harbor District and report from C4R **(page 71)**
 - C. Authorize - Mayor to enter into proposed Joint/Use Agreement with Beaufort County Board of Education (Kugler Field) **(page 76)**
 - D. Accept – Request of NC Estuarium to relocate the western boundary of their joint-use agreement **(page 86)**
 - E. Set Date – Sewer Assessment Review Committee Meeting **(page 88)**
 - F. Set Date – CIP Project Review Sessions **(page 89)**



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- G. Accept – Budget Schedule **(page 91)**
- H. Adopt – Ordinance amending Chapter 2, Administration regarding time, change in date, and order of business of City Council meetings **(page 93)**
- I. Adopt – Ordinance adopting and enacting a new City Code **(page 98)**
- X. New Business:
 - A. Authorize - City Manager to sign the Authorized Agent Consent Agreement to obtain the Temporary CAMA Permit for the Waterfront **(page 105)**
 - B. Adopt – Resolution for Clerk to investigate a non-contiguous satellite annexation petition for LJ's Body Shop Inc. **(page 107)**
 - C. Award – Audit Contract for Fiscal Year 2009-2010 to Martin-Starnes and Associates, CPA, PA \$38,000 **(page 114)**
- XI. Any Other Items From City Manager:
 - A. None
- XII. Any Other Business from the Mayor or Other Members of Council
 - A. Discussion – Town Hall Style Meeting
 - B. Discussion – City Page in Newspaper
- XIII. Closed Session – Under NCGS 143-318.11(a)(3) Attorney Client Privilege/Litigation Dekevon Roulhac, a minor by and through his Guardian Ad Litem Shekuita Clemmons, and Shekuita Clemmons individually and in her capacity as Parent/Natural Guardian v. City of Washington, City of Washington Fire Department, and Martin County Community Action, Inc.
- XIV. Adjourn - Until Monday, February 15, 2010 at 5:30p.m. in the Council Chambers at the Municipal Building.

**CITY COUNCIL MINUTES
WASHINGTON, NORTH CAROLINA**

JANUARY 4, 2010

The Washington City Council met in a continued session on Monday, January 4, 2010 at 12:00 noon in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Doug Mercer, Councilman; Ed Moultrie, Councilman; William Pitt, Councilman; Gil Davis, Councilman; Bobby Roberson, Mayor Pro tem; Jim Smith, City Manager; Cynthia Bennett, City Clerk.

A presentation was made by Ashley Stevenson of WITN-7 regarding image marketing. Council then proceeded with their orientation and facilities tour at 1:00pm.

Council members returned to City Hall at 5:30pm and recessed the meeting until January 19, 2010 for the regular City Council meeting.

(Subject to the Approval of the City Council)

**Cynthia S. Bennett
City Clerk**

**CITY COUNCIL MINUTES
WASHINGTON, NORTH CAROLINA**

JANUARY 19, 2010

The Washington City Council met in a regular session on Tuesday, January 19, 2010 at 5:30 p.m. in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Doug Mercer, Councilman; Ed Moultrie, Councilman; William Pitt, Councilman; Gil Davis, Councilman; Bobby Roberson, Mayor Pro tem; Jim Smith, City Manager; Cynthia Bennett, City Clerk; Reatha Johnson, Assistant City Clerk; and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Chief Financial Officer; Robbie Rose, Acting Fire Chief; Allen Lewis, Public Works Director; Gloria Moore, Library Director; John Rodman, Planning Director; Keith Hardt, Electric Director; Philip Mobley, Parks & Recreation Director; Mick Reed, Police Chief; Ray Midgett, Information Technology Director; Mike Voss, of the Washington Daily News; Delma Blinson of the Beaufort Observer; and Brandia Deatherage.

Mayor Jennings called the meeting to order and Councilman Moultrie delivered the invocation. Mayor Jennings reminded everyone to keep the people of Haiti in their prayers.

APPROVAL OF MINUTES

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council unanimously approved the minutes of December 14, 2009 as presented.

APPROVAL/AMENDMENTS TO AGENDA

Mayor Pro tem Roberson stated concern over drainage issues at Iron Creek and noted this could be discussed at the Committee of the Whole meeting. Councilman Mercer noted he has a comment regarding the Fire Department Roster on the Consent Agenda. Mayor Jennings would like to add the following:

Item XII. Other business from the Mayor

- A. Goals for the City Manager for this year (presented at Comm. of Whole)
- B. Post due funds – committee needs to be formed
- C. Partnership for the Sounds membership approval for Mayor
- D. Reconsider Joint-Use Agreement for Kugler Field
- E. Reconsider date for Committee of Whole

Item X. Old Business

- F. Adopt Budget Ordinance Amendment for Sewer Improvements along Pennsylvania Avenue (\$23,572) {this item was e-mailed to Council}

By motion of Mayor Pro tem Roberson, seconded by Councilman Davis, Council approved the agenda as amended.

APPROVAL OF CONSENT AGENDA

Councilman Mercer voiced concern over several members on the Fire Dept. roster that live more than 20 miles from the City limits. He noted we should be mindful of residency

restrictions. By motion of Councilman Mercer, seconded by Councilman Davis, Council approved the consent agenda, as presented.

- A. Approve – 2010 Fire Department Membership Roster
(copy attached)
- B. Adopt - Budget Ordinance Amendment Accepting Grant Funds From Wal-Mart For Public Safety Education Materials (\$1,000)

AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, NC FOR THE FISCAL YEAR 2009-2010

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

Section 1. That the Estimated Revenues in the General Fund by increased in the amount of \$1,000 in the account Contributions Fire/Rescue, account number 10-10-3434-8400.

Section 2. That account number 10-10-4340-5601, Materials for Public Education, Fire Department portion of the General Fund appropriations budget be increased in the amount of \$1,000 to provide funds for public safety education.

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 19th day of January, 2010.

s/Cynthia S. Bennett
City Clerk

s/N. Archie Jennings, III
Mayor

COMMENTS FROM THE PUBLIC

Mary Rudbeck, Past President of Washington Garden Club stated the Club endorses the PARTF Grant being applied for by the City of Washington Parks and Recreation Advisory Committee to help fund a Festival Park on the waterfront. This funding will help to secure and enhance waterfront access for citizens and visitors to Washington.

James Hardison of 319 Hudnell Street, voiced concern over vehicles blocking his driveway and not allowing him to exit his drive. He also voiced concern over the dust caused by the concrete, corn and gas company vehicles. Regarding City license plates, why can't they be presented where you pay for them at, such as the tax office, instead of a different location. Councilman Mercer suggested possibly painting the curb near Mr. Hardison's driveway to prohibit parking near his driveway.

PUBLIC HEARING TO ADOPT - RESOLUTION ADOPTING ADDENDUM TO THE PARKS AND RECREATION MASTER PLAN

Mayor Jennings opened the Public Hearing and will incorporate Mr. Mobley and Ms. Suggs' comments as part of the hearing process.

Philip Mobley, Parks and Recreation Director stated his department along with a PARTF Team is in the process of applying for a Parks and Recreation Trust Fund Grant (PARTF Grant) from the State of North Carolina and administered by the NC Department of Environment & Natural Resources. The Master Plan for the Festival Park as Addendum "A" needs to be adopted to become an addendum to the City of Washington Comprehensive Parks and Recreation Master Plan. By doing this it puts the City of Washington in a more favorable position, if we are allowed to apply for this grant. The Washington Recreation Advisory Committee, PARTF Application Team (public involvement groups) and City staff are recommending the addition of Addendum "A" to the City of Washington Comprehensive Parks and Recreation Master Plan.

Susan Suggs, Coastal Planning and Design, PLLC summarized the plans for Festival Park. Festival Park is located on the Pamlico River in downtown Washington on the Waterfront. It is bound by Water Street to the north, the Estuarium to the east, Pamlico River Promenade to the south and the former Maola Plant to the west. The property has been long regarded as public open space and has been used by the public for many organized and informal activities. The purpose of this Master Plan is to incorporate public input and use patterns with the physical characteristics of the site to create a site plan for the future development of the park that will enhance the setting and its utilization by residents and visitors.

Site analysis characteristics: Festival Park is located on the south side of Water Street. The River Promenade bordering the Pamlico River from the southern boundary of the park property. The Estuarium is located to the east. The park is easily accessible to the public from sidewalks along Water Street and the River Promenade. There is public parking conveniently located across Water Street from the park. It is designated flood plain.

The property is an open lawn area with several oak trees along the River Promenade and crepe myrtles along the western property line. The entrance walkway to the Estuarium is developed with maples and a native wild flower garden. The site slopes gently to the shoreline of the Pamlico River. The shoreline has an existing bulkhead. The site was formerly developed with buildings and a City street. Soils are a composite of native soils and urban materials. There is an unattractive wastewater pump station on the east central side of this open space. The area between this pump station and Water Street contains many underground utilities. Trees cannot be planted on these utilities nor can buildings be constructed on these utilities. There is a storm drain line and associated utility easement crossing the site generally parallel to the Pamlico River. Parallel to the promenade west of the park, there is a broad swale that ends in a large catch basin. The collected storm water continues in pipes around the Estuarium to the storm water treatment best management practices along the boardwalk. There is a large concrete slab where these pipes turn toward Water Street. East of Festival Park is the customer entrance to the Estuarium facing Festival

Park. There is a native plant garden on this side of the Estuarium with displays of environmental information. The lawn of Festival Park must withstand an incredible amount of abuse due to special events with heavy equipment and general foot traffic during these events. The site must also accommodate events using tents with lots of foot traffic. The North Carolina Division of Water Quality designated a fifty foot wide buffer along the Pamlico River where no buildings are permitted. Recreation use, benches and walkways are permitted. The open lawn is now used for activities ranging from lounging in the open air, picnics, casual recreation activities and for special events including community festivals, weddings and receptions.

Recreational Needs and Public Involvement:

This site has long been regarded as an open space on the Pamlico River for public use. The Renaissance Plan -Downtown Washington Strategic Plan and Implementation Projects dated 1996 designates this area as public park with an amphitheater. The Dixon Plan-Downtown Washington Revitalization Strategy dated August 2005 refers to this site as Festival Park 'providing a location for farmer's and artisan markets and festivals'.

In 2008, the City developed a Master Plan for Waterfront Recreation Facilities and Connections, a conceptual plan that builds upon the efforts of various groups that provide for continuous public waterfront access along the Pamlico River with connections to existing parks, downtown Washington and neighborhoods. A broad based focus group consisting of representatives of Downtown Washington on the Waterfront, City Council, City Planning Department, Parks and Recreation Advisory Commission, Parks and Recreation Department and a resident of the project area guided this planning effort. This Master Plan for Waterfront Recreation Facilities includes recommendations for Festival Park that include a multipurpose amphitheater, open area for informal play, picnic area near the Estuarium, shade trees, pedestrian dock and public restrooms. The Parks and Recreation Master Plan dated 2008 incorporated extensive public involvement. This plan recognizes the future development of Festival Park in multiple locations. In the analysis of Stewart Parkway and Waterfront Docks it recommends the development of a waterfront festival area. In Item 2 of the Recommendations and Action Plan. 2. Strategically incorporate or unify the land use plan and harbor management plan with the parks and recreation master plan. Develop a Waterfront Festival Area on existing property or acquire additional property. Item 11 of the recommendations: Incorporate history and tourism into parks and recreation to offer other potential recreation opportunities. Explore additional opportunities to capitalize on the waterfront and water recreation. This Parks and Recreation Master Plan supports the development of Festival Park.

Both the Downtown Washington on the Waterfront organization and the City Parks and Recreation Advisory Committee have long supported the development of Festival Park. In 2009, Land Design, a planning firm updated the plans for downtown Washington in a document 404 Design of Washington North Carolina. They involved the public using a series of interactive charettes. The resulting plans included festival park with the open lawn, an amphitheater, restrooms and children's' play feature. The report stressed the importance of this public park to the revitalization of downtown Washington.

The most recent planning effort for Festival Park involved members for the City's Parks and Recreation Advisory Commission, DWOW, the Committee for Revitalization of Downtown and City Staff. This group of involved citizens represents the interests of groups most impacted by the future development of the park. Their focus is to fine tune the master plan for Festival Park to be a plan that meets the needs and desires of the community and is practical to implement within budgetary constraints of the City. The 1/9/20 10 4 Festival Park resulting master plan is one that is cost effective and contains the most desired elements. In January 2010, this committee held a public meeting to present the site plan. Approximately 50 citizens attended the meeting with positive comments.

This plan for Festival Park provides for flexible use of the open lawn, events stage and picnic shelter. Uses of the park will include informal recreation, enjoyment of the riverfront scenery, festivals and gatherings, weddings, picnics, performances. The restrooms will benefit strollers on the Pamlico River Promenade and park users. The walkways and benches are features that are convenient and accessible. The children's play area is a family friendly feature. The centerpiece of Festival Park is the multi-purpose open lawn that can be used for general recreation, from which spectators can view performances and where special community events can be held. The site plan expands the utilization of the park property, enhances the Estuarium and builds upon the success of the Riverfront Promenade. Development of Festival Park will complement the efforts to continue to revitalize downtown Washington and the historic neighborhoods. The centerpiece of Festival Park is the multi-purpose open lawn that can be used for general recreation, from which spectators can view performances and where special community events can be held.

Mr. Mobley thanked those persons/committees assisting with the project and that it could not have been done without them. Mayor Jennings thanked Mr. Mobley for recognizing those assisting with the project and their support and assistance have made this project successful.

Public Comment

Don Stroud, President of Washington Area Historic Foundation stated the Foundation supports and endorses the PARTF Grant being applied for by the City of Washington and Recreation Advisory Committee to help fund a Festival Park on the waterfront.

A letter was received from Rebecca Clark and Monica Ferrari, Co-Chairs of the Off-Lease Dog Park Committee offering support in the efforts of the Parks and Recreation Department to obtain a grant for improvements to the green area on Stewart Parkway. They feel this park will be an asset to our community and a huge draw to downtown. The Off-leash Dog Park will support fund raising efforts to help offset the costs of building these improvements, which will benefit the community as a whole.

Ross Hamory, stated the Citizens for Revitalization Committee supports and unanimously recommends the Council endorse the grant application. This is the first step toward getting the park built.

Judy Hickson, 627 W. 2nd Street fully supports the efforts in applying for the grant for Festival Park.

Victoria Radar, 113 South Harvey Street strongly supports the efforts in applying for the grant for Festival Park.

Jerry Edmunds, Century 21/Downtown Washington, endorses and supports this project.

By motion of Councilman Davis, seconded by Councilman Moultrie, Council adopted a resolution adding “Addendum A” called “Master Plan for Festival Park” as an amendment to the City of Washington Comprehensive Parks and Recreation Master Plan. Councilman Mercer noted Council supports the concept only, that the drawing presented is not cast in stone.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASHINGTON
ADOPTING AN ADDENDUM TO THE PARKS AND RECREATION MASTER PLAN**

WHEREAS, on April 2008, the City Council of the City of Washington adopted the “Parks and Recreation Master Plan” as the comprehensive plan to address the recreational needs of the citizens of Washington and to make recommendations regarding programs and facilities; and

WHEREAS, the Recreation Master Plan sets goals and objectives for the City of Washington to acquire additional land and develop additional recreational facilities to address public needs; and

WHEREAS, the Recreation Advisory Committee has now initiated a Master Plan addendum to include the “Festival Park” area as a potential recreation and park site; and

WHEREAS, on January 7, 2010 the Recreation Advisory Committee held a special hearing in order to receive public comment on the potential use of the “Festival Park” for recreational activities and park space; and

WHEREAS, at its regular meeting of January 11, 2010 the Parks and Recreation Advisory Committee recommended the addendum of the “Festival Park” be adopted by City Council to be incorporated into the Parks and Recreation Master Plan; and

WHEREAS, the City of Washington’s Waterfront Visualization and Reinvestment Strategy supported the creation of a “Festival Park” area that would be designed to support live performances, provide open space for people to relax, create children play areas, and allow opportunities for water access.

NOW, THEREFORE, BE IT RESOLVED that the City Council, after receiving public comments on the proposed addendum, supports the adoption of the “Festival Park” addendum to the Washington Parks and Recreation Comprehensive Master Plan.

ADOPTED, this the 19th day of January 2010.

s/Cynthia S. Bennett
City Clerk

s/N. Archie Jennings, III
Mayor

**PUBLIC HEARING - ADOPT – ORDINANCE ADOPTING AND ENACTING A
NEW CITY CODE**

Mayor Pro tem Roberson suggested continuing this item for 30 days to allow further review by Council and to allow the comments and concerns to be incorporated into the Code. Mayor Jennings explained we are bound to have the scheduled public hearing, then if Council wants to withhold action, that can be considered at the appropriate time.

Franz Holscher, City Attorney stated he is thrilled to be nearing the end of this long process and has confidence in the new code. There will also be an electronic version that will be updated as ordinance changes are adopted. Mr. Holscher, thanked his assistant Carolyn Stroud in doing a wonderful job with this project and further thanked Councilman Mercer for his thorough review of the changes. Jim Smith, City Attorney also thanked Cynthia Bennett, City Clerk and Carolyn Stroud for finalizing this project that has been looming for 5 years.

Mayor Pro tem Roberson voiced concerns with consistency with some titles in the code regarding Tax Collector, Finance Officer, etc.

There was no one present from the public to speak during the public hearing. Mayor Jennings closed the public hearing.

Councilman Mercer suggested Council assemble a list of concerns regarding the Code and forward those to Carolyn Stroud at the City Attorney's Office. Mr. Holscher said the ordinance could be adopted then make such changes as long as they were not substantive. Mayor Jennings suggested adopting the ordinance with the minor changes and subsequently adopting the other changes later. Carolyn Stroud stated the Code is a "snapshot" of the incorporated changes up to August 2009. The code will be updated on-line as ordinance changes are adopted and supplements will be printed on an annual basis.

By motion of Mayor Pro tem Roberson, seconded by Councilman Pitt, Council tabled the adoption of an ordinance enacting a new City Code until the February Council meeting.

BILL WALKER - LITTLE WASHINGTON SAILING CLUB

Bill Walker of the Little Washington Sailing Club explained they are an enterprise of DWOW, operating as a committee of DWOW. We support and enhance the goal of DWOW to bring revitalization, positive activity, and people to the downtown and waterfront areas.

GOALS:

- To provide the youth of our community (ages 10-18) an opportunity to participate in and enjoy our Pamlico River regardless of economic station.
- To learn the basics of sailing along with water safety, self confidence, self reliance, teamwork, and respect for the environment and others.
- To provide scholarships to the youth of the community on a need basis.
- To be self sustaining through program fees and private donations.

INAUGURAL 2009 SEASON:

Our 2009 season, (June 15 through August 14) was an unqualified success considering several challenges that were encountered.

HIGHLIGHTS:

- Enthusiastic and committed group of volunteers.
- 47 students.
- 5 students were awarded scholarships. 3 of the students were referred by Bishop Jones of Purpose of God and Beaufort County Department of Social Services.
- Many positive comments from the community at large and student parents/guardians. Some parents have become volunteers for the 2010 season.
- Great support from DWOW, the Washington Daily News, and City agencies.

2009 Challenges:

- LWSC was inexperienced with this type of program.
- As an unknown entity, fund raising and sponsorship was a challenge. (cost without scholarship is \$200)
- Our CAMA permit restricted us to using only 3 of our 6 dinghies at the Estuarium dock
- The dinghies had to remain in the water resulting in fouled hulls and barnacle damage to the bailers.
- We had 4 additional scholarships to offer but we could not locate kids who could pass the swim test requirement.

2010 Season:

Our new season is off to a great start. With our inaugural season behind us we now have experience to draw upon. Here are some of the projected highlights for this year.

- We have approx. 30 volunteers on our roles.
- CAMA has agreed to issue us a “Temporary Special Use Permit” which will allow us to base our operation anywhere along the Washington waterfront without restriction as to the number of boats or amount of platform square footage.
- Grady White has come on board as a new sponsor.
- We are purchasing 4 additional sections of floating platform to join with the one we have currently at the Estuarium dock. The 5 sections,(8ft. x 20ft.) when joined together, will provide a 20ft. x 40ft. platform. This will allow us to utilize all of our dinghies as well as take them out of the water each day.
- We will have more emphasis on student awareness and recruitment within the middle and high schools of the community.
- The swim lessons provided by the Boys and Girls Club at the Aquatic Center will help some underprivileged kids qualify for scholarships.

Needs Request of City Council

- Permission to use one of the free docks on the Washington waterfront (preferably J or K dock) from mid April through mid September. The platform will be stored ashore during the off-season.
- Waive the 2 day maximum stay requirement for the free docks.

Councilman Pitt suggested having an alumni session for those that have completed the course to allow them to come back and sail. Mr. Walker noted that some of the members have

donated their time and larger sailboats to allow graduates to experience sailing on larger sailboats. Councilman Moultrie feels this is a constructive and positive step for the young people in this area. Philip Mobley, Parks and Recreation Director stated we should prepare a lease agreement with the Sailing Club to outline the terms of the agreement.

Jeff Hunnings, Pirates Pub and Grill voiced concern over the dinghies taking up space for other boaters that need to dock to come eat and shop in downtown Washington, especially on the weekends. Mr. Walker will talk with Mr. Hunnings to coordinate this effort with the least impact on all.

By motion of Councilman Moultrie, seconded by Councilman Pitt, Council granted permission to the Little Washington Sailing Club to use ½ of dock “J” and waive the two day maximum stay requirement for the free docks.

**DENISE NEUNABER – NC COALITION TO END HOMELESSNESS
(CONTINUUM OF CARE)**

Bianca Gentile, Special Projects introduced Denise Neunaber, Executive Director of the NC Coalition to End Homelessness. Mrs. Neunaber presented a slide presentation to Council regarding homelessness. As of January 28, 2009 there were 12,746 homeless persons in North Carolina; with Beaufort County reporting 10 single men as homeless. Jim Smith, City Manager noted the reason there is only 10 men being reported as being homeless, is our shelter only holds 10 and we have currently do not have a women’s facility. The applications for Continuum of Care funds are available every year. Ms. Neunaber suggested the following recommendations to the City:

1. Provide staff for CoC Regional Committee
2. Assess homelessness & at-risk of homelessness population
3. Ensure population is included in census
4. Become an Organizational Member of NCCEH

HPRP Program	Housing Status	Situational Characteristics
McKinney-Vento Or HPRP	Literally Homeless	<ul style="list-style-type: none"> • Staying in emergency shelter or transitional housing, including hotel or motel voucher paid for by a social service or charitable organization, OR • Staying in place not meant for human habitation (e.g. streets, parks, and abandoned buildings), OR • Leaving current housing or institutional setting and has no safe, non-emergency housing to stay in tonight, AND • Lack the resources and support networks needed to maintain or obtain safe, non-emergency housing tonight
HPRP	Imminently Homeless Housed and at imminent risk of losing housing	<ul style="list-style-type: none"> • Currently housed and being evicted, being asked to leave, or need to leave for other reason (e.g. health/safety concerns, unaffordable rent, institutional discharge, host family/friend risk, family conflict, etc.) AND • Expected to lose their housing within one week (7 days), AND • Lacking the resources and support networks needed to maintain or obtain housing
	Precariously Housed: Housed and at-risk of losing housing	<ul style="list-style-type: none"> • Currently housed and potentially at-risk of losing housing due to eviction, being asked to leave, or need to leave for other reason (e.g. health/safety concerns, unaffordable rent, service termination, host family/friend risk, family conflict, etc.) AND • May or may not have resources and support networks needed to maintain or obtain housing
Not Eligible for Assistance	Stably Housed	<ul style="list-style-type: none"> • Currently housed and not at-risk of losing housing, AND/OR • Have resources and support networks needed to maintain or obtain housing

ADOPT – AMENDMENT TO 2009-2010 CAPITAL IMPROVEMENT PLAN TO INCLUDE FESTIVAL PARK

Jim Smith, City Manager stated in order to strengthen the grant application the Capital Improvement Plan will need to be amended to include the park improvements. Councilman Mercer has difficulty with putting approximately \$600,000 for this project in the FY10/11 budget year. He would prefer the funds be spread over a broader period of time.

A motion was made by Councilman Davis and seconded by Mayor Pro tem Roberson to amend the 2009/2010 CIP (Capital Improvement Plan) to include the Festival Park project. Councilman Davis stated the amount is the total cost of the grant, if we were to get the grant we would only have to come up with half of that amount for the match. We will have 24 months from approval time to come up with our portion, in turn covering several budget years. Councilman Davis states this is not committing any funds, this allows the mechanism to apply for the grant. If the grant is not approved the money will not be spent. Councilman Mercer again voiced concern over the CIP amendment showing the entire \$590,250 in next budget year and would prefer this be shown over several budget years. Mayor Pro tem Roberson made a note that the Community was planning on raising funds to help support this project. Voting for the motion: Councilman Davis, Mayor Pro tem Roberson, Councilman Pitt, Councilman Moultrie. Voting against: Councilman Mercer. The motion carried 4-1.

AUTHORIZE - MAYOR TO SIGN APPLICATION FOR 2009-2010 NC PARKS AND RECREATION TRUST FUND GRANT

The City of Washington Parks and Recreation Department has been working with a team of citizens over the last two months specifically for this grant. This grant continues to be a work in process as they have been working and meeting to put together this application before the deadline dated February 1, 2010. Also, with public involvement and in cooperation with the C4R Advisory Committee and Sub-Committee for this park site, the Washington Recreation Advisory Committee and Sub-Committee for this park site, a Public Meeting was held on January the 7th at 5:30 pm in the Peterson Building with a public showing of the site plan for this application. All these groups and meetings have been positive in our effort to develop this park site and meet the deadline for this grant application.

This PARTF Grant requires a 50/50 cash match by the City of Washington. This grant (Project) can be constructed over a three year period which will allow us to spread the City's 50% cost over a three budget period. But through donations and gifts to the City for this project the cost to the City will be lower than a 50% cost, DWOW is already holding money for site improvements and other denotation are pending at this time. The Washington Recreation Advisory Committee and C4R Sub-Committees, PARTF Application Team (Public involvement group) Citizens at the Public Meeting held January 7, 2010 and City staff are on record as supporting this positive venture. By applying for the PARTF Grant (50/50) cash match it will allow the City to move forward with the C4R (Land Design Plan).

By motion of Councilman Davis, seconded by Councilman Moultrie, Council authorized the Mayor to sign the application for the 2009-2010 North Carolina Parks and Recreation Trust Fund Grant.

CONSIDER – REQUEST OF NC ESTUARIUM TO RELOCATE THE WESTERN BOUNDARY OF THEIR JOINT-USE AGREEMENT

By motion of Councilman Mercer, seconded by Councilman Davis, Council agreed to continue this request until February. Jim Smith, City Manager stated we didn't want any conflict between the boarders in the grant application with the request for new boarders. This is no reflection of staff's recommendation to move the boarders or the intention to do so.

DISCUSSION AND STATUS OF CURRENT GRANTS

Bianca Gentile, Special Projects reviewed several of the funding opportunities/projects with Council. (Bureau of Justice – Rural Law Enforcement) Mayor Pro tem Roberson noted that when an employee is hired under a grant they should be hired under a contract basis noting that when the grant/contract ends, their position is terminated and they are not guaranteed a full time position with the City. Jim Smith, City Manager stated this particular grant allows the utilization of a current employee. Councilman Mercer stated the current employee's position was funded by a grant which was ending and Council agreed the individual could continue employment under the new grant. Mr. Smith stated there is not a direct relationship between the individual employee and the grant funding, the position would be eliminated.

In regards to USDA Rural Development grants and/or loans, Councilman Mercer inquired when staff was authorized to apply for grants/loans of such a large amount. Mr. Smith stated the Council authorized staff last year to apply for ARRA (stimulus grants and loans) with the understanding if grants are received, Council has to authorize the acceptance of said grants. Therefore all grants or loans are tentative until accepted or authorized by Council. Mayor Jennings suggested that we continue to receive input from Council to determine the size, site location and funding opportunities for the new Police facility. Councilman Mercer asked if the loan was approved by USDA for \$4.35 million and we only decided to use half of that amount could we turn down the other remaining portion Mr. Smith stated we are allowed to only borrow what we need.

The current Emergency Operations Center is currently housed at Fire Station #2 funding is available to support construction of a new EOC within the new Police Department. This is a onetime annual grant opportunity which would cover \$457,000 for approximately 1400 sq. ft. within the police facility and requires a 25% match from the City. This includes a construction and equipment budget needed to operate an EOC. It is noted the current location is only a temporary location and does not allow for the proper personnel of 12, due to size limitations there is only room for 5 personnel to operate out of the EOC.

Councilman Mercer voiced concerns over the Energy Efficiency Conservation Block Grant. Ms. Gentile stated this grant only includes lighting retrofits and has included the Boys and Girls Club and the N.C. Estuarium with a savings of approximately \$14,000 per year. Mr. Smith stated these numbers have been confirmed by the State Energy Office and now includes

a total of ten buildings. We are proposing to use the available funds for the lighting upgrades in ten buildings.

Mayor Jennings asked if there were any other questions regarding the grants, if not we ask Ms. Gentile to provide this summary every month. Councilman Mercer has concerns with staff applying for grants above \$5000 prior to applications being submitted. He voiced concern over the following statement on the summary report, "It is important for the council to discuss whether or not City staff may file grants without council's prior approval." By concurrence Council agreed to prior approval before applications are submitted. Mr. Smith stated that stimulus funding opportunities are a onetime funding source. These opportunities open and close very quickly. This can reduce the opportunities that the City has to apply for grants, such as we find out about grants and the applications are due two weeks later. We would likely have to pass over certain grants. Mayor Jennings stated Council does its best work when we have the opportunity to prepare properly and submit a better grant application. Ms. Gentile stated there are programs "in play" and new programs are made public regularly, although the unveiling of new, stimulus related program is expected to slow down significantly. Councilman Moultrie thanked Ms. Gentile for her efforts in finding grants for the City.

American Recovery and Reinvestment Act (Stimulus) funding opportunities/projects

Grant Program	Project	Applied/Deadline	Amount	Other	Status
Bureau of Justice: Rural Law Enforcement	2-year gang/crime investigator, plus license plate recognition technology for patrol cars	Yes: award notification September 30	\$191,408 DEPT: PD	*Award reflects actual amount.	\$191,308 awarded; all ARRA reports current.
Bureau of Justice: Local Solicitation	Hire Law Enforcement Development Planner	Yes: award notification July 31	\$40,234 DEPT: PD	Direct appropriation	\$40,234 awarded; all ARRA reports current.
USDA Rural Development: community facilities	Construction of New Police facility	October, 2009	Project estimated @ \$4.35M	Loan package submitted Must determine site, so it may go through environmental state clearinghouse	\$4.35M Loan/grant request submitted to USDA on 10.17.09 Grant: \$100K (tentatively awarded)
Dept. of Homeland Security	Construction of new police facility; EOC	Pre-app due Jan. 20th, 2010 Final February 12th, 2010	TBD: Dependent on square footage of EOC	Funding is available to support construction of an Emergency Operations Center (EOC) within new PD	\$TBD: Highly competitive federal process
Build American Bonds	Construction of new police facility	Submit request to LGC	\$TBD:	Bonds program available from 2009-2010	\$TBD: 35% reimbursement of interest paid from federal government/tax credit
Weatherization Assistance Program	Create city centered weatherization program (average of \$4K per home to weatherize)	N/A	\$800,000 (MCCA manages funds)	MCCA to lease office space at City Hall Lease start date: 1/06/10	\$800,000 in home renovations, plus 6 contractor jobs to be created and 1 coordinator hired.
Energy Efficiency Conservation Block Grant	Lighting retrofit project on 9 municipal buildings and two civic buildings (Estuarium and boys and girls club)	Jan. 15th and Jan 31st 2010	Max. request: \$200,000 10% match Grant development: BG	Developed local energy plan to qualify for program. Project developed per results of Detailed Energy Audit Bianca: manage/finance	\$200,000/max request. Will submit for a lighting retrofit project on 9 municipal buildings and 2 local nonprofits. (1 yr project, competitive grant but not untouchable)
State Energy Program	Existing and new Construction homes weatherization program (no income limitations)	Guidelines will be released early January, 2010	Pending RFP No dept assigned	Under this opportunity City could launch a revolving loan fund allowing homeowners to weatherize homes w/no or low interest loans	\$TBD: Waiting for the Request For Proposals (RFP)
Main Street	Energy retrofits for public and	January 31, 2010	\$250,000	50% grant/match (no admin	\$250,000; available. Little interest

Energy Fund	private buildings/street lighting		DEPT: Planning/BG/DWOW	allowed) DWOV assisted with handing out info, advertising on Public Access.	from building owners. City may want to consider looking into street lighting retrofits.
Alternative Fuel Vehicles	Improve municipal vehicular emissions	TBD	N/A	Developed Green Fleet Policy. Will partner with NC Solar Center on Application. Relationship established.	\$TBD: waiting for RFP on state level

Non-American Recovery and Reinvestment Act (Stimulus) funding opportunities/projects

Grant Program	Project	Applied/Deadline	Amount	Other	Status
Federal Emergency Management Agency : NC Division of Emergency Management	Repetitive Loss; Houses	August, 2009* Letter of Interest submitted (May, 09)	\$293,755 Notification: July, 2010 DEPT: Planning and Public Works	Partnered w/ Washington Park and HCP to elevate/demo structures suffering from repetitive environmental damage	\$293,755: Total project budget. Partnered with County (HCP managing) to submit joint application. 4/15 homes qualify for participation within City. Application submitted, fundable project.
Federal Emergency Management Agency : NC Division of Emergency Management	Repetitive Loss: Old Health Department	August, 2009 Letter of Interest submitted (May, 09)	\$184,000 (covers acquisition and demo costs) Notification: July, 2010. Dept: Planning	Increase in budget reflects use of 2010 property values and actual demo estimates	\$184,000 requested. City must match 25% of project total with in kind or cash matches. Application submitted, pending federal approval. Fundable project.
Federal Emergency Management Agency : NC Division of Emergency Management	Culvert Project	LOI due May, 2010	Dept: Public Works		Culverts will be a NCDM priority next funding cycle (FY10)
NC Department of Transportation : Bicycle Master Plan Project	Master Bike Plan, City of Washington	December 4, 2009	\$35,000 Dept: Parks and Recreation	Worked with Parks and Recreation Dept. 20% or \$7,000 match required. If awarded, Parks Recreation Dept will manage.	\$35,000 Request Submitted to NCDOT per planning efforts for city bike/greenway plan. Will link to Greenville/Washington Greenway system. Pending approval.
North Carolina Housing Finance Agency: Urgent Repairs Program	Low income home repairs	December 11, 2009	\$75,000 Dept: Planning/BG	Planning department will manage the repair of low income homes. \$5K per home available	\$75,000 project. Requested and pending approval. Highly competitive grant climate (slim chance of award)
Community Development Block Grant (CDBG) : Housing development grant	Washington Housing, Inc.	Yes, submitted October, 2009	\$250,000 (22,700 admin) Dept:Planning/BG	Application submitted and pending approval	\$250,000. Grant award expected in May, 2010. Competitive grant environment
Historic Preservation Grant	Rehab plan, Old City Hall	Feb. 12, 2010	\$25,000 Up to Dept: Planning/bg	Match can be either kind or cash, 40% required	\$10,000 request expected. Use funds to develop plan for old city hall. Fundable project.

Project management

Grant Program	Project	Applied/Deadline	Amount	Other	Status
Community Development Block Grant (CDBG) : Capacity Building grant	Washington Housing, INC	Y; drawdown process beginning	75,000 (10% admin) Dept: planning/BG	Partnered with Washington Housing, Inc. Matt/I reorganizing CDBG oversight to ensure goals are met	Grant's first drawdown was made and annual site visit in September, 2009.

NOTE: Also managing Bureau of Justice grants to ensure compliance with ARRA reporting requirements;

Summary American Recovery and Reinvestment Act Funding Opportunities

Not awarded project (application declined)	\$0	
Technical assistance	N/A	ECU Geography department, W/G Greenway mapping
Income	\$ 1,207,542.00	LEPD, Gang Investigator, CDBG Capacity, weatherization, USDA Grant (pending acceptance of loan)
Pending awards (submitted applications)	\$ 5,097,755.00	Loan USDA, Old Health Department, Repetitive Loss, Greenway planning, Urgent Repairs Application, CDBG Housing Development
Money on the table (no application submitted to date)	\$ 450,000.00	Energy Efficiency Conservation Block Grant Program (EECBG), Main Street Funding, Alternative Fuel Program, State Energy Program
Total Project Portfolio	\$6,755,297.00	Project management, stimulus and other funds

Other 2010 Departmental Grants (active or identified)

Grant Program	Project	Applied/Dead-line	Amount	Other	Status
DEPARTMENT: PARKS AND RECREATION, Philip Mobley					
NC Recreational Trails Program	"Build 3000" walkway along Jack's Creek	Yes	\$100,000	25% match. Funds have been allocated through admin/cash	\$100,000 awarded.
Boating Infrastructure Grant Program (BIG-P)	Construct 12 Transient Slips along Waterfront	Yes	\$200,000	Match allocated: \$25,300 cash match and \$104,676 in-kind match	Project in Process, Will begin CAMA permitting process soon
The North Carolina Parks and Recreation Trust Fund (PARTF)	Develop Festival Park	February 1, 2010	\$575,000	50% match, although you 3 years do allocate	Grant currently being developed with team of volunteers from public and private sector
DEPARTMENT: PLANNING AND COMMUNITY DEVELOPMENT: John Rodman					
Div. of Coastal Management – Public Beach & Coastal Access Grant	Waterfront Dockmaster and Public Restroom Facilities for western end of Stewart Parkway (Maritime Quarter)	Pre-application due March 2010 - DEPT: PLANNING	\$325,000	10% match of grant award with 5% of that amount available as in-kind Final Application , May, '10 Awarded, September, '10	\$3 million available for 20 coastal counties - \$200,000 average grant award
DEPARTMENT: FIRE, Interim Chief Robert Rose					
FEMA 2009 Fire Act Grant	Replacement of 22 complete sets of turn-out-gear	Yes DEPT: FIRE	\$50,930	\$2,546- required.'	Award number has been posted on online application; have not received official notification.
DEPARTMENT: POLICE, Chief G. M. Reed					
NC Gov Crime Commission	2 year drug market / gang reduction called Project Next	Awarded 07/01/2008 DEPT: POLICE	284,212	\$71,053.00	Grant is active and in final year
NC Gov Crime Commission	2 year drug market / gang reduction called Project Next Step based on needed to continue civilian staff salary	1/29/2010 DEPT: POLICE	\$69,370	\$17,342.00	Will apply by 01/29/2010
US Department of Justice: Office of Justice	Bulletproof Vest Partnership Program	Awarded FY 2008 DEPT: POLICE	\$ 6,822.50	Paid 50% of Vest purchases, max 20	Still active through 2010
NC League of Municipalities	Soft Body Armor Reimbursement Program	Yearly DEPT: POLICE	\$2,500	\$250 per vest, 10 max	N/A
CEDAP - Commercial Equipment Direct Assistance Program	Providing technology and equipment, along with the training required to operate that equipment.	As requested DEPT: POLICE	N/A	N/A	No funds available 2009
The Counterdrug Technology Assessment Center (CTAC)	Provides LE equipment for the purpose of fighting the war on drugs.	As requested DEPT: POLICE	N/A	N/A	As Needed
NC Crime Control & Public Safety Law Enforcement Services (LESS)	Provides excess Department of Defense equipment free of charge to state and local law enforcement agencies to use in law enforcement activities.	As requested DEPT: POLICE	N/A	1/2 % of requested equipment value.	As Needed
NC Gov Highway Safety Program - Grant	Initiative to combat the increase in drunk driving arrests and impaired driving accidents in the surrounding counties.	March 31, 2010 DEPT: POLICE	\$25,000 - \$30,000	Estimated 25% Match	N/A
DEPARTMENT: PUBLIC WORKS, Allen Lewis					
Rural Center:	Extension of 16" water line from	Awarded;	\$500,000	\$23,462- allotted	Project complete. To be closed

Infrastructure	Industrial Park to BC water tower to serve Flanders Filters	DEPT: PUBLIC WORKS			out end of January '10
CDBG: Economic Development	Extension of 16" water line from Industrial Park to BC water tower to serve Flanders Filters	Awarded DEPT: PUBLIC WORKS	\$336,600	No match	Project complete. To be closed out end of January '10
CDBG: Infrastructure	24" gravity sewer line along Pennsylvania Ave	Awarded DEPT: PUBLIC WORKS	\$500,000	\$40,000- allotted	Scheduled for completion January '10
DPPEA	Roll-out cart recycling grant	No deadline Grant submitted DEPT: PUBLIC WORKS	\$100,000	No match required from agency but \$100,000 is needed to completely fund project	Very good chance project will be awarded. Notification: February, 2010.
DEPARTMENT: LIBRARY, GLORIA MOORE					
NC State Library: LSTA Technology Assistance	Mobile Lab Unit; to purchase laptops to teach computer literacy classes, install wireless upstairs	Feb 17 , 2010	\$25,0000	20% Match, not yet allocated	Letter of Intent submitted, will submit application on 2.17.09 and notification, June 2010
DWOW: Beth Byrd and Board of Directors					
USDA: Farmer Market Promotion Program (FMPP)	Promoting domestic farmers' markets	April 2010	\$5,000	No Match	No read on status.
Total 2010 Departmental Active or Identified Grant Opportunities			\$3,335,435		

Total Potential Funding Impact Summary

Not awarded project (application declined)	\$0	
Income	\$ 1,147,142.00	LEPD, Gang Investigator, CDBG Capacity (admin), weatherization, Gang Investigator, USDA Grant
Pending awards (submitted applications)	\$ 5,225,061.00	Loan USDA, Old Health Department, Repetitive Loss, Greenway planning, Urgent Repairs Application, CDBG Housing Development
Money on the table (no application submitted to date)	450,000.00	Energy Efficiency Conservation Block Grant Program (EECBG), Main Street Funding, Alternative Fuel Program, State Energy Program
Total Stimulus/Non-stimulus Project Portfolio	\$6,722,203.00	
Departmental Active/2010 Identified Grant Opportunities	\$3,335,435.00	
TOTAL FUNDING POTENTIAL 2010	\$10,057,638.00	

*PROJECT MANAGEMENT is collaborative in many cases. City staff does a good job working across departmental lines to ensure fiduciary compliance and grant goals are met in a timely manner.

BASEBALL & SOFTBALL FEES

Mayor Jennings reminded Council of the prior discussions regarding the proposal of baseball and softball fees being increased from \$30 to \$50. Council acknowledged the increase was due to increased lighting expenses at the complex and other various reasons. Therefore the Council suspended the fee increase until further discussions could take place. Councilman Mercer noted we need to try to do everything to keep our cost down to allow everyone the chance to play ball.

In support of the fee decrease was Dallas Tucker of the Softball League and he urged Council to strongly consider going with the \$30 fee for the upcoming season as it helps with maximum participation. The fee will be \$30 for everyone.

By motion of Councilman Mercer, seconded by Councilman Davis, Council retained the \$30 fee for softball and baseball participants for the coming year.

DISCUSSION: OLD HEALTH DEPARTMENT

Mayor Jennings stated we need to clarify exactly where we are in this process due to the various pools of money that are involved. Jim Smith, reminded Council that we purchased the old health department from a non-profit group that was in default at the time. At that time, we were informed by FEMA they were only going to pay for the building, but not the land although financially, this still works out for us. Bianca Gentile stated we purchased the property for approximately \$67,798.72. The adjusted property value is \$54,352, we are allowed to recoup project management fees in addition to grading and seeding for a total net acquisition of \$73,000 through the FEMA acquisition program. Mayor Jennings noted the property under the building is not encumbered through this process.

TOURISM DEVELOPMENT AUTHORITY

Lynn Lewis, TDA Director submitted the December/January report to Council. While the Board of Directors for the WTDA haven't officially met since its November meeting, the WTDA has been turning out a number of projects for the new year.

- January — June 2010 official calendar of events will be released within the week. It is currently being printed locally.
- 2010 updated county maps are in production. The WTDA took the lead in this project, initiating updates, changes and corrections to the official map. Partners were sought to assist in funding the maps.
- To date, three billboards (2 south and 1 north) have been secured on Highway 17 before the bypass encouraging travelers to use Business 17. The billboards are in the design phase. Three Washington hotels have partnered on these billboards. Additional billboards are being considered as they become available.
- Three new board members received their orientation to the WTDA. Topics of the orientation included: funding, relationship with the City, role in the community, programs, and current marketing efforts.
- We participated in the Association Executives of North Carolina annual trade show to attract meetings to the Civic Center. This was the 3rd year of participating in the show. Awareness of Washington and the Civic Center is growing.
- With the launch of the new website in November, internet inquiries and traffic are up significantly from the previous site.

DOWNTOWN WASHINGTON ON THE WATERFRONT

Beth Byrd, DWOW submitted the DWOW and Citizens for Revitalization reports to Council. DWOW currently has staff and volunteers involved in many projects:

Citizens for Revitalization Committee Formed committee which built consensus on vision, retained LandDesign and created the Visualization and Reinvestment Strategy for downtown Washington. DWOW provided financial and administrative support, as well as leadership.

Saturday Market- weekly farmers market and monthly artisan market held in downtown Washington attracting hundreds to downtown Washington.

Little Washington Sailing Club Completed successful first season of youth sailing classes, teaching 47 students with the involvement of over 30 volunteers from the boating community.

Harbor Management Plan Committee Helping to protect our most valuable asset.

Old City Hall Use Study Hoping to spur revitalization efforts for this distinct historical structure

Spring Sweep .Clean-up day for downtown

When it was discovered that the City of Washington's Façade Improvement Grant Program had not been funded, DWOW recommended to City Council that the central business district would be better served by reassigning DWOW's \$15,000 appropriation for alley improvements to the façade grant improvement program, which the City Council approved. With the help of many volunteers, downtown organizations and sponsors DWOW is proud to bring these events to downtown:

BC Traditional Music Festival-April 2009

Major financial supporter of the first BC Traditional Music Festival brought to you by the BC Arts Council.

Pickin on the Pamlico August 2009 4th Annual DWOW fund raiser that brings a memorable evening of great music & great local seafood to the Pamlico river banks for over 550 people. Even though we experienced deplorable weather causing a 50% drop in bar sales we were still able to make very close to previous year's profits of \$9,000.

Pirates Beach Music Festival - September 2009

Attracted over 2,000 people from many parts of NC and other areas. Event raised \$8,000 for a permanent music park on the old Evans Seafood property site and \$4,000 for DWOW's coffers.

Smoke on the Water -October 2009

Annual festival traditionally put on by the Merchants Association. DWOW assumed many of the responsibilities of the non functioning Association.

Washington Haunts... A Ghost Walk October 2009

Walking tour of historic sites. Tour groups met outside a downtown restaurant which reported a 25% increase in sales for the night.

Art Walk November 2009

Very successful evening brought to you in conjunction with the BC Arts Council promoting all of downtown's many art galleries.

7th Annual Christmas Flotilla & Toys for Tots Campaign -December 2009

Bringing hundreds of people downtown to kick off the holiday season.

Hometown Holiday December 2009

A festive night to listen to the carolers, visit with Santa and shop downtown. DWOW instituted and publishes these promotional pieces for Downtown.

Downtown Happenings-a monthly electronic newsletter that highlights downtown businesses, different events happening that month and interesting buys one might find downtown. Sent to approximately 1,000 people from the DWOW contact database.

Washington Dollar— promotional piece that helps attract visitors to Washington into downtown stores via discount offers. Distributed through the Washington Visitor Center, the Dockmaster Office and the Chamber of Commerce.

'Visit Washington' tourism brochure distributed to all N.E. State Visitor Centers created in partnership with the WTDA and Merchants Association. DWOW has worked diligently to create alliances with all downtown organizations, where in the past there were none. BC Arts Council, WTDA, Chamber of Commerce, Washington Area Historic Foundation, PTRF, the Turnage and others are all working together to make downtown Washington a better place. Prior to the death of the Downtown Merchants Association President Gary Tomosulo, DWOW was in talks exploring the possibility that DWOW and the Merchants Association merge so that the two organizations become a more cohesive group to service the unique needs of the downtown. Mr. Tomosulo was in favor of this idea but we were not able to accomplish the task of merging before his untimely death.

DWOW continues to work towards this endeavor. Administration has developed good working relationships with City Staff and assists the City and Parks and Recreation whenever possible.

FINANCIAL REPORTS

Matt Rauschenbach, Chief Financial Officer noted the reports will be discussed in full at the Committee of the Whole meeting. Council members will email Mr. Rauschenbach their questions regarding the financial statements. During the transition committee meeting, it was recommended that a summary sheet of the funds be presented, which was done. We would also like an estimated fund balance on a monthly basis.

Capital Improvement Plan is posted on the City's webpage for Council review. We would like to focus on two segments this time using years 2-5 as a planning document. The threshold for CIP projects is \$25,000. He would like Council to consider including extraordinary items that come up that may not be included in the original CIP. Looking at years 2010-2011 will be the cornerstone for what we budget next year. Mayor Jennings noted the CIP review is a good topic for the Committee of the Whole in February. Councilman Mercer suggested that the IT Department be responsible for submitted the list for replacement computers and new computers would come from the respective department. The budget schedule will be discussed at the Committee of the Whole on February 2nd.

Mr. Rauschenbach pointed to the Budget Transfer in the FYI section of the agenda stating the Budget Officer transferred \$1,000 in the General Fund from the Planning/Zoning Department to the Recreation Administration Department to provide funds for a survey of the downtown festival park area on January 4, 2010. NC GS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

FIREMAN'S RELIEF FUND

Councilman Mercer noted the two gentlemen have done an outstanding job and recommends re-appointing both of them. By motion of Councilman Mercer, seconded by Councilman Pitt, Council reappointed William Alligood and Raymond Williams to the Fireman's Relief fund for a new term of two years, term to expire in January 2012.

APPROVE – AMENDED HANGAR GROUND SITE LEASE AGREEMENT FOR MR. CRAIG GOESS

Mr. Smith noted this lease is similar to the ground lease to Public Relations Transportation, L.L.C. A prior draft was approved by Council October 12, 2009. Mr. Goess intends to invest an additional \$10,000 to \$15,000 in the hangar and wishes to have a full 25 years to depreciate the improvements before turning the hangar over to the City.

A motion was made by Councilman Pitt and seconded by Mayor Pro tem Roberson to approve the amended hanger ground site lease agreement for Craig Goess. Franz Holscher noted Council has previously approved this lease and needed to reapprove subject to the additional six year term. After much discussion, a vote was taken on the motion. Voting for the motion: Council members: Pitt, Moultrie, Davis and Roberson; Against: Councilman Mercer. Motion passes 4-1.

ACCEPT – AMERICAN RECOVERY INVESTMENT ACT GRANT FROM DEPT. OF JUSTICE AND ADOPT GRANT PROJECT ORDINANCE AMENDMENT (\$191,308)

- For the past several years, the Washington Police Department has operated an investigator position utilizing funding from the Governor’s Crime Commission. That funding expired at the end of the fiscal year, June 30, 2009 and additional funding requests were subsequently denied.
- During the FY 2009-2010 Budget Discussion, Council authorized funding for the position for FY 2009-2010; and was advised during the presentation of Ms. Gentile on April 27, 2009 of anticipation of grant funding from the Department of Justice a Drug/Gang Investigator position, along with technology for two (2) years.
- On September 22, 2009 the Washington Police Department was notified of receipt of grant funding for a Gang/Drug Investigator position. On December 22, 2009, upon receipt of formal grant review, the Washington Police Department was notified of the formal grant award in the amount of (\$191,308). This is a two (2) year grant cycle awarding with no local match requirement.

By motion of Councilman Davis, seconded by Councilman Moultrie, Council accepted the American Recovery Investment Act Grant from the Department of Justice and adopt a Grant Project Ordinance Amendment (\$191,308).

APPROVE – APPROPRIATE FUNDS IN THE AMOUNT OF \$77,627 FROM FY 08/09 TO FY 09/10 FOR WIRELESS PUBLIC SAFETY COMMUNICATIONS UPGRADE

Jim Smith, City Manager noted that in June of 2009, funds in the amount of (\$77,627) in the 2009-2010 budget were appropriated for the Wireless E911 Upgrades to the Police Department’s E911 Communications System. These upgrades allow for the Communication Center to receive wireless E911 calls within the City limits, and for Washington to become eligible to receive funding from the State E911 Board once more. Due to an oversight, a purchase order was not generated before the end of June 2009 and those appropriated funds were not brought forward to fiscal year 2009/2010 though the work was initiated and the upgrade is complete. There was an administrative error due to the fact this was not brought forward with the other purchase orders in September 2009 and this is the only way to correct that. The amendment was applied to last fiscal year during budget discussions. An invoice is due and this budget ordinance is necessary to provide funds.

On June 15, 2009 Council authorized funding one half of a \$40,000 independent study to evaluate options for the City and County E911 Communications operations. The County declined to participate. We have proceeded with the RFP (request for proposal) process and have received four responses. We did not receive the anticipated grant funding.

Councilman Mercer reviewed the history of this item with Council to bring the new members up to date.

A motion was made by Councilman Mercer and seconded by Mayor Pro tem Roberson to deny the budget ordinance to re-appropriate funds in the a amount of \$77,627 from the Fiscal Year 2008-2009 to Fiscal Year 2009-2010 to pay for wireless E911 upgrades.

Discussion. Mr. Smith noted the purchase orders were approved by Council and this is a legitimate debt of the City. We are open to have an independent consultant come in and review this. Mr. Rauschenbach stated there is adequate funding in the E911 fund balance to cover the equipment updates, the funds will not be appropriated from the General Fund. Mayor Jennings suggested a workshop be held at the Committee of the Whole to fully discuss the E911 program and hopefully the County will have representation at this meeting.

Motion to deny the budget ordinance to re-appropriate funds in the amount of \$77,627 from the Fiscal Year 2008-2009 to Fiscal Year 2009-2010 to pay for wireless E911 upgrades fails with a vote of 1-4. Voting for the motion: Councilman Mercer; Against: Council members: Roberson, Pitt, Davis and Moultrie.

By motion of Mayor Pro tem Roberson, seconded by Councilman Davis, Council agreed to have a full review of the information on the E911 system at the next Committee of the Whole meeting scheduled for January 25, 2010 (Comm. of Whole was rescheduled later in the night to February 2nd at 8:00am) and ask for participation from the County at this meeting.

APPROVE – NATIONAL LEAGUE OF CITIES PRESCRIPTION DISCOUNT CARD PROGRAM

Jim Smith, City Manager explained as a member of National League of Cities (NLC) the City can offer residents a FREE prescription discount card that provides average savings of 20% off the retail price of prescription medication. This will provide residents who are without health insurance or a traditional pharmacy benefit plan, or have prescriptions not covered by insurance will have a method to obtain medications at a discount. The City will be provided with marketing material and tools to promote and launch the program. Printed ID cards and display materials (customized with the City name and logo) will be provided to give City residents easy access to the program. The City will work with a CVS Caremark representative to launch the prescription discount card program which takes approximately eight weeks after receiving the application.

Listed below are some of the benefits that will be provided:

- Average savings of 20%
- Easy access, nine out of 10 pharmacies nationwide participate in the program
- No enrollment or membership fees
- No limit on how many times the card can be used
- No age requirements
- All family members are covered
- Pet medications that are also used to treat a human condition are covered

By motion of mayor Pro tem Roberson, seconded by Councilman Moultrie, Council approved joining the National League of Cities (NLC) Prescription Discount Card Program at no cost to the City in collaboration with NLC.

DISCUSSION - WILDLIFE ARTS FESTIVAL –DOCK DOG CLARIFICATION

Kristi Hardison, Special Events stated on May 11, 2009 we presented information regarding the dock dog competitions to coincide with the Wildlife Show. We requested the City to assist the guild by sharing in the cost and requested a 50/50 split of the cost. Councilman Jennings, seconded by Mayor Pro tern Mercer, made a motion to commit \$5,750 from the

current budget for the addition of the Dock Dog Competition to the Wildlife Show for the weekend of February 4-7, 2010.

During the discussion, Mayor Jennette asked if the water for the tank would be purchased from the City. At that time, we were not sure of the events location, but felt sure that the water would be purchased from the City. We are seeking clarification to confirm whether the Guild will only be responsible for the \$2,500 net cost or if we will be responsible for the \$2,500 plus the cost of the water, which is \$250. The charge on a cubic foot basis will be a total of \$246.83 + \$5 for each section of fire hose needed. The estimated number of hoses, without an exact location for the tank, will be two. Ms. Hardison stated the guild pays the \$2500 and anything over that the City pays.

By motion of Councilman Davis, seconded by Councilman Moultrie, Council agreed to support the Wildlife Arts Festival with an additional \$250 from fund balance to cover the cost of the water for the dock dog competition.

ADOPT BUDGET ORDINANCE AMENDMENT FOR SEWER IMPROVEMENTS ALONG PENNSYLVANIA AVENUE (\$23,572)

Allen Lewis, Public Works Director explained that we are in the process of making sewer improvements along Pennsylvania Avenue between James Drive and Havens Street. Due to change orders as a result of conditions in the field, we need to reallocate \$23,572 from the contingency line item of this project into the construction line item. This cost is due to the need for an additional manhole to replace and existing manhole near the intersection of Havens Street and Pennsylvania Avenue. It has become apparent during construction that the existing manhole is not structurally sound and is in need of being replaced. This project should be completed in the next few weeks and we are not aware of any other issues that should cause the need for further expenses beyond the current project budget.

By motion of Councilman Mercer, seconded by Councilman Pitt, Council adopted a budget ordinance to re-allocate funds for sewer improvements along Pennsylvania Avenue in the amount of \$23,572.

AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, NC FOR THE FISCAL YEAR 2009-2010

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

Section 1. That the Contingency portion of the CDBG Grant Fund Pennsylvania Avenue Sewer Extension project be decreased in the amount of \$23,572, account number 71-90-8000-9900.

Section 2. That account number 71-90-8000-4500, Construction portion of the CDBG Grant Fund Pennsylvania Avenue Sewer Extension project be increased in the amount of \$23,572.

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 19th day of January, 2010.

s/Cynthia S. Bennett
City Clerk

s/N. Archie Jennings, III
Mayor

**AUTHORIZE– MANAGER TO SIGN BROWN STREET BRIDGE REPLACEMENT
ENGINEERING AGREEMENT**

Franz Holscher, City Attorney asked if Council chose to approve the document to allow staff and the Attorney to correct some internal inconsistencies in the document and to add a pre-audit certificate.

Allen Lewis, Public Works Director stated at the November 10, 2008 Council meeting, Council authorized the Mayor and City Clerk to execute a municipal agreement for participation in the NCDOT Municipal Bridge Program. The program provides federal aid funds for 80% of the project cost with the remaining 20% being a local match by the City. The project is in the STIP with \$500,000 in funding requiring a \$100,000 match. After requesting letters of interest from engineering firms per the municipal agreement, 20 submittals were received. We selected a Ramey Kemp & Associates, Inc. to serve the City on this project.

By motion of Councilman Mercer, seconded by Councilman Pitt, Council authorized the manager to enter into an engineering agreement with Ramey Kemp & Associates, Inc., to perform engineering and other services necessary for the Brown Street bridge replacement project at Jack's Creek.

(copy attached)

**ADOPT – ORDINANCES AMENDING CHAPTER 2, ADMINISTRATION REGARDING TIME,
CHANGE IN DATE, AND ORDER OF BUSINESS OF CITY COUNCIL MEETINGS**

Mayor Jennings noted this item has been discussed earlier and we are operating under this proceedings tonight.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council continued this item until the review of the City Code is complete.

ADOPT – ENERGY MANAGEMENT PLAN

Jim Smith, City Manager stated the grant is only for the lighting project, and not the chillers, although the Energy Management Plan shows all changes that could be done, but are not cost effective. Summary data was submitted to Council stating the City of Washington will submit an application to participate in the Energy Efficiency Conservation Block Grant program, an American Recovery and Reinvestment Act opportunity offered through the State Energy Office. Up to \$200,000 may be requested. The City proposes to use funds for a lighting retrofit project that will upgrade ballasts and blubs in 8 city buildings, the Boys and Girls Club and the Estuarium. Lighting Upgrades will include:

- T-12 to T-8 Retrofits
- Incandescent to CFL Retro fits
- LED Exit Sign Retro fits

A complete lighting survey was conducted to determine the type and quantities of existing lighting fixtures and the light levels within the buildings. The lighting survey also identified existing lighting load intensities and potential savings for each intervention. This project is estimated to save over \$1 4,500/year in utility bills and 488 million BTU's annually. A grant match is not required, but if offered gives priority to an application. The project is estimated to open and close within a 12-month time period, as a measurement and verification component requires the City to track energy savings. In order to apply for funds, a municipality must have an energy management plan aligning with the goals of the grant proposal. The existing energy plan was developed using the results of the Detailed Energy Audit conducted by TAC and followed a "sample energy plan" template supplied by the State Energy Office.

A motion was made by Councilman Mercer, seconded by Councilman Davis adopt the Energy Management Plan, a requirement for the Energy Efficiency Conservation Block Grant program. Discussion. There being no further discussion the motion passed unanimously.

**APPROVE – BUDGET ORDINANCE TURNAGE THEATER TAX INCENTIVE CREDIT
(\$38,532)**

Matt Rauschenbach, CFO explained the \$38,532 is the total for the remaining six years to cover the agreement. The City entered into a seven year agreement to provide a portion of the Turnage Theater Tax Incentive credit. 2008-2009 was the first year of the agreement with an incentive of \$6,743. \$40,800 was appropriated in 2008-2009 but the \$34,057 balance was not carried over into 2009-2010 with a purchase order and as a result went into fund balance. Six years remain and based on the current year amount funds of \$38,532 are needed to cover the balance of the agreement.

Councilman Mercer voiced concern over the amount to be appropriated, and suggested the appropriation be set each year to coincide with the tax valuation and the current year would be \$6,422. Mr. Rauschenbach stated we wanted to make sure this item didn't fall through the crack and this would simplify the process, by appropriating the entire amount.

By motion of Mayor Pro tem Roberson, seconded by Councilman Pitt, Council approved a budget ordinance to appropriate General Fund balance for the Turnage Theater Tax Incentive Credit in the amount of \$6,422 or a sum adequate to cover the current year taxes.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2009-2010**

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

Section 1. That account number 10-00-4650-4511, Turnage Theater Tax Incentive, Economic Development department of the General Fund appropriations budget, be increased in the amount of \$6,422 to provide funds for the City's portion of the incentive.

Section 2. That account number 10-00-3991-9910, Fund Balance Appropriated portion of the General Fund revenue budget, be increased in the amount of \$6,422.

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 19th day of January, 2010.

s/Cynthia S. Bennett
City Clerk

s/N. Archie Jennings, III
Mayor

GOALS FOR THE CITY MANAGER FOR THIS YEAR

The Mayor asked Council to submit 3-5 goals for the City Manager.

PAST DUE FUNDS – COMMITTEE NEEDS TO BE FORMED

Mayor Jennings asked Council to appoint a Committee to make recommendations to the Council on how to deal with the past due funds. A motion was made by Councilman Davis, seconded by Councilman Pitt to form the subcommittee consisting of: Council members Moultrie, Roberson and Mercer.

PARTNERSHIP FOR THE SOUNDS MEMBERSHIP APPROVAL FOR MAYOR

A motion was made by Councilman Davis, seconded by Councilman Mercer to approve Mayor Jennings' membership as a representative of the City Council on the Partnership for the Sounds board.

RECONSIDER JOINT-USE AGREEMENT FOR KUGLER FIELD

Mayor Jennings stated he and the City Attorney have been contacted by the school board regarding the use of Kugler Field. The school board is asking the City to reconsider the joint use agreement to allow the Church League Softball teams to continue using Kugler Field. Discussion. Franz Holscher noted if Council agreed he would bring this agreement before Council in February.

A motion was made by Councilman Mercer and seconded by Mayor Pro tem Roberson to review a proposal by the Beaufort County Board of Education for the use of Kugler Field. Councilman Davis discussed the Community Schools Act with Council. The motion passed unanimously.

RECONSIDER DATE FOR COMMITTEE OF WHOLE

Mayor Jennings asked Council to reconsider the date for the Committee of the Whole. Council discussed alternate dates for the meeting. A motion was made by Councilman Mercer, seconded by Mayor Pro tem Roberson to move the Committee of the Whole from January 25th at 5:30pm to February 2, 2010 at 8:00am. The motion passed unanimously.

Mayor Jennings made a ruling to allow a vote for Council to proceed with the City Code change to amend Chapter 2 which includes among other things, changing the meeting time to 5:30pm. Councilman Davis challenged the Mayor's ruling to allow a vote. Mayor Jennings called for a vote for allowing his ruling. Voting for allowing the Mayor's ruling were Council members: Roberson, Pitt, Mercer and Moultrie; against: Davis. The Mayor's ruling to allow a vote to

proceed with the ordinance change stands by a vote of 4-1. A vote was taken to proceed with the ordinance to change the City Code to move the meeting time to 5:30pm. Voting to proceed with the ordinance change were Council members: Mercer, Pitt, Roberson and Moultrie. Against: Davis. Therefore, the Council will hold its regular meetings at 5:30pm by a vote of 4-1.

**CLOSED SESSION – UNDER NCGS 143-318.11(A)(3) ATTORNEY/CLIENT PRIVILEGE,
JAMES ALLEN TRIP VS. CITY OF WASHINGTON AND NCGS 143-
318.11(A)(5) ACQUISITION OF PROPERTY LOCATED IMMEDIATELY SOUTH AND EAST OF
THE CURRENT HIGHWAY 17 BRIDGE**

A motion was made by Councilman Mercer and seconded by Mayor Pro tem Roberson, Council entered into closed session under NCGS 143-318.11(A)(3) Attorney/Client Privilege, James Allen Tripp vs. City of Washington and under NCGS 143-318.11(A)(5) Acquisition of property located immediately South and East of the current Highway 17 bridge.

A motion was made by Councilman Mercer, seconded by Councilman Moultrie to come out of closed session at 10:25pm.

ADJOURN

By motion of Councilman Davis seconded by Mayor Pro tem Roberson, Council adjourned the meeting until February 2, 2010 at 8:00 am in the Council Chambers at the Municipal Building for the Committee of the Whole meeting.

(Subject to the Approval of the City Council)

**Cynthia S. Bennett
City Clerk**



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: February 8, 2010
Subject: Budget Ordinance for Reallocation of Property, Casualty, & Liability Insurance Cost

Applicant Presentation: N/A
Staff Presentation: Anita Radcliffe

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance to reallocate the property, casualty, and liability insurance cost.

BACKGROUND AND FINDINGS:

The property, casualty, and liability insurance cost has been reallocated among areas using a method that more closely matches the risk of what's insured. The actual premiums were charged to each area based on the reallocation and a budget amendment is necessary to realign the budget accordingly.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *[Signature]* Concur _____ Recommend Denial _____ No Recommendation
4/3/10 Date February 8, 2010
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**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2009-2010**

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

Section 1. That account number 10-00-4400-5400, Insurance & Bonds, Miscellaneous Non-Departmental portion of the General Fund appropriations budget be decreased \$53,885 to reflect a reallocation of property, casualty, and liability insurance premium from the amount budgeted.

Section 2. That the Estimated Revenues in the General Fund be decreased \$53,885 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 3. That account number 30-90-6610-5400, Insurance & Bonds, Miscellaneous Non-Departmental portion of the Water Fund appropriations budget be increased \$48,927.

Section 4. That account number 30-90-9990-9900, Contingency, Contingency Department portion of the Water Fund appropriations budget be decreased \$48,927.

Section 5. That account number 32-90-6610-5400, Insurance & Bonds, Miscellaneous Non-Departmental portion of the Sewer Fund appropriations budget be increased \$446.

Section 6. That the Estimated Revenues in the Sewer Fund be increased \$446 in the account Fund Balance Appropriated, account number 32-90-3991-9910.

Section 7. That account number 34-90-5710-5400, Insurance & Bonds, Miscellaneous Non-Departmental portion of the Storm Water Fund appropriations budget be decreased \$1,245.

Section 8. That account number 34-90-9990-9900, Contingency, portion of the Storm Water Fund appropriations budget be increased \$1,245.

Section 9. That account number 35-90-6610-5400, Insurance & Bonds, Miscellaneous Non-Departmental portion of the Electric Fund appropriations budget be increased \$16,258.

Section 10. That the Estimated Revenues in the Electric Fund be increased \$16,258 in the account Fund Balance Appropriated, account number 35-90-3991-9910.

Section 11. That account number 38-90-6610-5400, Insurance & Bonds portion of the Solid Waste Fund appropriations budget be decreased \$4,181.

Section 12. That account number 38-90-9990-9900, Contingency, Solid Waste Fund appropriations budget be increased \$4,181.

Section 13. That account number 37-90-4530-5400, Insurance & Bonds, Warren Field Airport Fund appropriations budget be decreased \$6,352.

Section 14. That account number 39-90-9990-9900, Contingency, portion of the Warren Field Airport Fund appropriations budget be increased \$6,352.

Section 15. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 16. This ordinance shall become effective upon its adoption.

Adopted this the 8th day of February, 2010.

MAYOR

ATTEST:

CITY CLERK



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Michael Whaley, Purchasing Agent
Date: January 29, 2010
Subject: Declare Surplus/Authorize Electronic Auction of Vehicles through GovDeals

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

RECOMMENDATION:

I move that City Council declare surplus and authorize the sale of the following vehicles through electronic auction using GovDeals.

BACKGROUND AND FINDINGS:

The purpose of this Council Action is to declare surplus the following city vehicles and authorize the sale of these vehicles through electronic auction using GovDeals.

<u>Vehicle Number</u>	<u>Make/Model</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
620	2002 Ford Ranger Truck	1FTYR10U12TA68200	148,261
658	1996 Jeep Cherokee 4X4	1J4FJ28S1TL202335	66,644

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *[Signature]* Concur _____ Recommend Denial _____ No Recommendation
 _____ Date February 8, 2010
 2/2/10
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City of Washington
REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: G.M. Reed, Chief of Police
Date: February 8, 2010
Subject: Budget Amendment E911 Special Revenue Fund
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach & G. M. Reed

RECOMMENDATION:

Whereas City Council resolves to postpone pursuing a combined Emergency Communication Center with the County at this time I move that City Council adopt a budget ordinance amendment to provide funds for the PSAP compliant wireless upgrade of the E-911 phone system.

BACKGROUND AND FINDINGS:

The upgrades to the E-911 phone system enabled the City to regain PSAP (Public Safety Answering Point) compliance. Seventeen months of past funding (\$105,364) was restored in the last fiscal year and \$6,198 per month for the current year is being received (\$74,374 annually).

The total upgrade cost can be provided from the E911 Special Revenue Fund:

\$37,627 Contract services- expected unexpended budget
50,875 Fund Balance Appropriation
\$88,502 Total Upgrade Cost

\$21,891 Fund Balance Projected 6/30/10 after \$50,875 appropriation

PREVIOUS LEGISLATIVE ACTION

2009 – 2010 budget amendment for cash capital outlay

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

911 Contract Services Analysis (Allowable Expenses)

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *[Signature]* Concur _____ Recommend Denial _____ No Recommendation
2/3/10 Date February 8, 2010
Page 34 of 114

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2009-2010**

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

Section 1. That account number 14-70-4310-4501, Contract Services – E911 System, E-911 Surcharge Fund appropriations budget be decreased \$37,627.

Section 2. That the Estimated Revenues in the E-911 Surcharge Fund be increased \$50,875 in Fund Balance Appropriated, account number 14-70-3991-9910.

Section 3. That account number 14-70-4310-7400, Capital Outlay, E-911 Surcharge Fund appropriations budget be increased \$88,502 to provide funds to pay for wireless upgrade.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall become effective upon its adoption.

Adopted this the 8th day of February, 2010.

MAYOR

ATTEST:

CITY CLERK

911 Contract Services Analysis (Allowable Expenditures)

	Budget	12/31/09 YTD	6/30/10 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>

Fund Balance	6/30/09	72,766
Underspent Contract Services		<u>37,627</u>
Fund Balance (before upgrade)	6/30/10	110,393
911 Wireless Upgrade		<u>(88,502)</u>
Fund Balance (after upgrade)	6/30/10	21,891

911 Fund Balance Available 6/30/09

911 Fund Balance Available 6/30/09

72,766

Notes:

** Part of the \$88,502 wireless upgrade. Will be moved to capital outlay account.

Highway 17 Association

Mission Statement and Goals

2009 – 2010

October 1, 2009 – September 30, 2010

Mission Statement

It is the mission of the Highway 17 Association to assure, through collective action and constancy of purpose, that the inclusion and funding of all unfunded portions of the US Highway 17 corridor shall be part of the NC Department of Transportation's 2011 Transportation Improvement Program (TIP) or as soon thereafter as possible.

The Highway 17 Association will accomplish its mission by:

- Protecting Highway 17 projects now fully funded in the TIP.
- Being regional in vision and scope and not advancing one local project at the expense of another.
- Anticipating and resolving local issues and concerns, and facilitating solutions where local conflicts exist.
- Helping the DOT solve problems in planning, design, right-of-way acquisition and construction, in order to advance Highway 17 projects.
- Being an active partner with federal, state, regional and local stakeholders who share an interest in the completion of a fully controlled access, four-lane Highway 17 from Virginia to South Carolina.

Highway 17 Association

Mission Statement and Goals

Goals, Strategies and Tactics

Government Relations 2009 - 10

- Continue to meet regularly with County and City governing bodies in the Highway 17 corridor to keep elected officials apprised of progress and to address issues or concerns.
 - Who: Marc Finlayson
 - When: Throughout 2009-10 as appropriate.

Progress 10/1/09 – 12/31/09: Since the beginning of the Association’s fiscal year (October 1, 2009) Finlayson has made a concerted effort to expand support for the Highway 17 Association among local governments who have here-to-fore not been official members. Working through tourism professionals in the northeast region, Finlayson secured financial support from both Camden and Pasquotank Counties for 2010. Finlayson met with Sabrina Bengel, newly elected alderman from the City of New Bern to discuss continued support. At the public hearing in Maysville on R-2514, Finlayson had a chance to visit with Jones County Commissioners Joe Wiggins, Sondra Riggs and Jesse Ray Eubanks and Onslow County Commissioner Bill Keller. Highway 17 board members Lionell Midgett (Onslow Commissioner), Jay Bender (Pollocksville Mayor) and Larry Meadows (Jones County Economic Developer) also attended. Mickie Wilson has begun setting up local government briefings for Finlayson. Dates for Brunswick County and the City of Jacksonville have been confirmed.

- Continue to meet regularly with the DOT Board members representing the Highway 17 corridor and with key DOT staff to stay up to date on progress, issues and concerns.
 - Who: Marc Finlayson.
 - When: Throughout 2009-10.

Progress 10/1/09 – 12/31/09: Finlayson participated in the regular quarterly briefing on Highway 17 projects held in conjunction with the October DOT Board meeting in Raleigh. New Board of Transportation members Hugh Overholt (Division 2) and Leigh McNairy (at-large) participated, along with Stan White (Division 1) and Lanny Wilson (Division 3). Mr. White was named Chairman of the Highway 17 Committee for NCDOT. Rob Hanson, Project Development Engineer for eastern North Carolina conducted the meeting, joined by Jerry Jennings, Neil Lassiter and Allen Pope, Chief Division Engineers for Divisions 1,2 and 3 respectively. At this particular meeting DOT Chief Operating Officer Jim Trogdon participated in order to discuss the upcoming public hearing for the R-2514 project in Jones County. Finlayson met with Neil Lassiter in Greenville to discuss the R-2514 hearing in more detail. Finlayson participated in the public meeting in Bear Grass on the R-2511 project (Washington to Williamston) where he met with project manager Olivia Farr, as well as DOT staff from Divisions 1 and 2. Finlayson presented

prepared remarks on behalf of the Association at the public hearing in Maysville on the R-2514 project; specifically the Association's preference for alternative 2A bypassing both Maysville and Belgrade. At the Jones County hearing Finlayson met with project manager Mark Pierce to discuss progress and timing. Along with several other transportation leaders, Finlayson met in Raleigh at DOT with Transportation Secretary Gene Conti, COO Jim Trogdon and Deputy Secretary Susan Coward to discuss the funding outlook for transportation projects in 2010 and beyond.

- Continue to nurture relationships with North Carolina's Congressional delegation and key staff and grow in knowledge of federal highway funding and administration.
 - Who: Marc Finlayson
 - When: Throughout 2009-10.

Progress 10/1/09 – 12/31/08: As a follow up to his September trip to Washington, DC, Finlayson corresponded with the offices of the NC Senators and Representatives with whom he visited; particularly Chris Wall in the office of Sen. Richard Burr concerning misappropriated funding for Highway 17. Finlayson is corresponding with Kim McClellan in the office of Rep. Mike McIntyre (7th District) to request appropriations for Highway 17 projects in the coming federal appropriations bill. Finlayson assisted state Senator Harry Brown in drafting correspondence to Rep. Walter Jones (3rd District) seeking a change in position by the US Army Corps of Engineers on the R-2514 project. Finlayson also met with Board of Transportation member Hugh Overholt about Rep. Jones' involvement.

- Continue to nurture relationships with the Highway 17 corridor's state legislative delegation, and grow in knowledge of state highway funding and administration.
 - Who: Marc Finlayson
 - When: Throughout 2009-10.

Progress 10/1/09 – 12/31/09: Finlayson worked closely with Sen. Harry Brown (R-Onslow) as he prepared remarks and correspondence about the R-2514 project in Jones and Onslow Counties. Finlayson monitored the December meeting of the Transportation Oversight Committee of the NC General Assembly and had a chance to speak with Highway 17 corridor legislators Rep. Arthur Williams (D-Beaufort) and Rep. Danny McComas (R-New Hanover), as well as House Co-Chairman Nelson Cole (D-Rockingham).

- Continue to nurture relationships with other stakeholders and organizations concerned with transportation issues in North Carolina, to develop a productive network of allies on issues of interest or concern to the Highway 17 Association.
 - Who: Marc Finlayson
 - When: Throughout 2009-10.

Progress 10/1/09 – 12/31/09: Finlayson continues to participate in the Tourism initiative coordinated by the three eastern North Carolina economic development partnerships, including a planning session held at the NC East

Region offices in Kinston. The goal of the initiative is to have Highway 17 designated as a Heritage Highway by the federal government. Finlayson continues to serve as co-chair of NC Go!, the statewide transportation advocacy group and meets regularly with other transportation leaders in and out of government, among them Jay Stem, Executive Director of the NC Aggregates Association, with whom Finlayson met in November to discuss transportation funding prospects. Finlayson briefed the regular meeting of the Downeast Rural Planning Organization (RPO) on Highway 17 progress and issues. Finlayson met with Mark Sutherland, newly named Director of the Military Growth Task Force, to discuss transportation issues associated with the region's military growth; specifically the Jones County project. Deputy Director Jay Bender (of the Highway 17 Association board) also participated. Finlayson gave a Highway 17 update to the Breakfast Rotary Club of New Bern whose members included elected officials from the cities of New Bern and River Bend.

Goals, Strategies and Tactics

Public / Media Outreach and Marketing 2009 - 10

- Continue to expand and improve the Highway 17 Association web site. Add features that will make the site more informative, interactive and interesting to prospective viewers.
 - Who: Marc Finlayson and Mickie Wilson.
 - When: Throughout 2009-10.

Progress 10/1/09 – 12/31/09: Finlayson has corresponded with Rob Will and Alex Rickard of the Downeast RPO to monitor progress on the interactive map of the Highway 17 corridor that the RPO staff is building for the Association. This collaboration would enable viewers to the Highway 17 Association web site to monitor progress on discreet projects along the corridor by clicking the appropriate section of highway. It would also contain statistics pertinent to the highway such as traffic counts and accident records.

- Continue to nurture relationships with editors and reporters covering transportation for the newspapers and television stations within the Highway 17 corridor, and respond to inquiries by the news media.
 - Who: Marc Finlayson with appropriate local directors.
 - When: Throughout 2009-10.

Progress 10/1/09 – 12/31/09: Finlayson provided interviews to WITN-TV and Public Radio East on the R-2514 project in Jones County; speaking particularly to the Association's support for the 2A alternative bypass around Maysville and Belgrade. Finlayson provided an interview with *The Washington Daily News* concerning an update on the R-2510 Washington Bypass project. While in Raleigh, Finlayson met with Lynn Bonner of *The News & Observer* of Raleigh to discuss transportation issues generally and other governance, public policy and political subjects.

- Continue to distribute news releases or other appropriate information to the media at least quarterly and follow up to ensure coverage.
 - Who: Marc Finlayson and Mickie Wilson.
 - When: Throughout 2009-10.

Progress 10/1/09 – 12/31/09: No newsletters or news releases were distributed during the period; however interviews have been scheduled with project managers and contractors to update progress on the Washington Bypass and New Bern Bypass projects. The next newsletter is expected to be published during the second quarter (January – March).

- Pursue research studies, grants and other opportunities that can advance the cause of Highway 17 planning, funding and construction. Publish or otherwise market such information in appropriate media and determine other ways to use the information to promote Highway 17.
 - Who: Marc Finlayson.
 - When: Throughout 2009-10 as appropriate.

Progress 10/1/09 – 12/31/09: Finlayson and Mickie Wilson have been working with Pamela Bostic of the Elizabethtown office of the federal Economic Development Administration (EDA) to seek a grant to fund the economic impact study for the Association. Ms. Wilson has downloaded the files and walked through the application process with Ms. Bostic. The federal grant requires a one-for-one match so Finlayson is pursuing money from the NC Department of Commerce as a potential match. If the Association is successful in getting the grant it already has a scope of work and budget in hand through a partnership of UNC-Wilmington and a private consulting firm. At the same time, Tom Thompson has said he is working with UNC-Charlotte to put a proposal together and to identify potential funding sources independent of EDA.

Goals, Strategies and Tactics

Administrative / Financial 2009 - 10

- Continue to disseminate monthly budget and expense information to the Board and / or Finance Committee; Help the treasurer prepare reports for the Board meetings as appropriate.
 - Who: Marc Finlayson and Mickie Wilson.
 - When: Throughout 2009-10.

Progress 10/1/09 – 12/31/09: Mickie Wilson continues to provide monthly financial information to the Finance Committee and receives authorization to reimburse the Association's operating account for travel and promotional expenditures. Finlayson and Ms. Wilson prepared the 2009-10 budget that was approved by the Board at its September meeting. Ms. Wilson helped Treasurer Larry Meadows prepare the fiscal year-end Treasurer's Report to the Board at that time. Finlayson and president Lionell Midgett have executed the management contract for the 2009-10 fiscal year. The Association has already received some \$172,000 from its local government funding partners for fiscal 2009-10.

- See that tax returns are properly filed with the IRS and the NC Department of Revenue and ensure that the annual audit is conducted in a thorough and timely manner.
 - Who: Marc Finlayson and Mickie Wilson.
 - When: By the appropriate dates in fiscal year 2009-10.

Progress 10/1/09 – 12/31/09: Finlayson and Mickie Wilson have met with our auditor to provide information for the 2008-09 fiscal year audit. Ms. Wilson is also preparing and providing information that will enable the auditor to file our 2009 tax return for our 501(c)(6) organization.

- Continue to explore innovative ways to generate more income for the Association and its mission, including soliciting private donations for special events and seeking grant money for special projects.
 - Who: Marc Finlayson and Mickie Wilson.
 - When: Throughout 2009-10.

Progress 10/1/09 – 12/31/09: At the Board's request from its September meeting, Finlayson prepared a brochure with which the Association can solicit private-sector support for the organization. Board members have pledged to identify and contact at least five private companies in their respective counties to solicit. Finlayson will accompany Board members on these calls during the second fiscal quarter (January – March). Depending on the amount of contributions, the private-sector fundraising campaign may preclude the need for additional corporate support for the 2010 annual meeting. That is being determined by Finlayson and Ms. Wilson.



CITY OF WASHINGTON

MEMORANDUM

DATE: 2, February 2010

TO: Mayor and City Council

FROM: Bianca Gentile, Special Projects

SUBJ: 2010 Departmental, American Recovery and Reinvestment Act (ARRA) and Non-ARRA funding opportunities

Respectfully submitted is a project update related to the City's funding opportunities.

February Table highlights:

1. **Emergency Operation Center** grant submitted on behalf of the Police Department to the Department of Homeland Security (total project = \$610,000/ total request = \$457,000). Project: Fund the construction of an emergency operations center in the new police facility.
2. **State Historic Preservation Grant** will be submitted to NC State Historic Preservation Office on behalf of the Planning and Community Development Department, February 12, 2010 (total request = \$10,000, 35% match required). Project: Architectural Survey and Construction Plan Development for Old City Hall
3. **Work First:** Human Resources Department submitted request to Joblink to use stimulus funds to place workers in transitional/temporary work opportunities. For example, stimulus funds will 100% (pay up to \$8.75/hour) of workers wage to assist the Library with front desk work. No match required
4. **PARTF:** Parks and Recreation Trust Fund grant was submitted in a timely fashion by the Parks and Recreations Department to fund the construction of festival park. Project Total: \$575,000/match 50%, over three years)
5. The State Energy Office is set to release a Request for Proposals for the **Main Street Energy Fund**, a program designed to assist NC Main Street municipalities with energy upgrades in the central business district. Up to \$250,000 available for interested small business owners and municipalities. Currently, running an ad on the Public Access Channel to inform citizens of potential funding availability.

American Recovery and Reinvestment Act (Stimulus) funding opportunities/projects

Grant Program	Project	Department	Applied/ Deadline	Amount	Match	Other	Status
Bureau of Justice: Rural Law Enforcement	2-year gang/crime investigator, plus license plate recognition technology for patrol cars	Police	Yes: award notification September 30	\$191,408	None	*Award reflects actual amount.	\$191,308 awarded; all ARRA reports current.
Bureau of Justice: Local Solicitation	Hire Law Enforcement Development Planner	Police	Yes: award notification July 31	\$40,234	None	Direct appropriation	\$40,234 awarded; all ARRA reports current.
USDA Rural Development: community facilities	Construction of New Police facility	Police	October, 2009	Project estimated @ \$4.35M	None	Loan package submitted Must determine site, so it may go through environmental state clearinghouse	\$4.35M Loan/grant request submitted to USDA on 10.17.09 Grant: \$100K (tentatively awarded)
Dept. of Homeland Security	Construction of new police facility; EOC	Police	Pre-app due Jan. 22, 2010 Final February 22, 2010	\$457,000	25% or \$157,000	Funding is available to support construction of an Emergency Operations Center (EOC) within new PD	\$457,000 Highly competitive federal process. Granting agency recommends contact politicians for support
Build American Bonds	Construction of new police facility	Police	Submit request to LGC	\$TBD:	N/A	Bonds program available from 2009-2010	\$TBD: 35% reimbursement of interest paid from federal government/tax credit
Weatherization Assistance Program	Create city centered weatherization program (average of \$4K per home to weatherize)	N/A	N/A	\$800,000 (MCCA manages funds)	None	MCCA to lease office space at City Hall Lease start date: 1/06/10	\$800,000 in home renovations, plus 6 contractor jobs to be created and 1 coordinator hired.

Energy Efficiency Conservation Block Grant	Lighting retrofit project on 9 municipal buildings and two civic buildings (Estuarium and boys and girls club)	Public Works	SUBMITTED : JAN 15, 2010	\$188,000	5.3% or \$10,000	Developed local energy plan to qualify for program. Project developed per results of Detailed Energy Audit Bianca: manage/finance	\$188,000 Submitted for a lighting retrofit project on 8 municipal buildings and 2 local nonprofits. (1 yr project, competitive grant but not untouchable)
State Energy Program	Existing and new Construction homes weatherization program (no income limitations)	N/A	Guidelines will be released early January, 2010	Pending RFP	TBD	Under this opportunity City could launch a revolving loan fund allowing homeowners to weatherize homes w/no or low interest loans	\$TBD: Waiting for the Request For Proposals (RFP)
Main Street Energy Fund	Energy retrofits for public and private buildings/street lighting	Planning and Community Development	January 31, 2010	\$250,000	50% or TBD (building owners will match their project)	50% grant/match (no admin allowed) DWOW assisted with handing out info, advertising on Public Access.	\$250,000; available. Increased interest from business owners. Consider offering Breezeplay program (digital thermostats) to downtown building owners. NO PROJECT TO DATE
Alternative Fuel Vehicles	Improve municipal vehicular emissions	N/A	TBD	N/A	N/A	Developed Green Fleet Policy.	\$TBD: waiting for RFP on state level. Hope to partner with NC Solar Center. Relationship established.

Grant Program	Project	Department	Applied/Deadline	Amount	Match	Other	Status
Federal Emergency Management Agency : NC Division of Emergency Management	Repetitive Loss; Houses	Planning and Community Development/Public Works	August, 2009* Notification: July, 2010	\$293,755	None or \$ 0	Partnered w/ Washington Park and HCP to elevate/demo structures suffering from repetitive environmental damage	\$293,755: Total project budget. Partnered with County (HCP managing) to submit joint application. 4/15 homes qualify for participation within City. Application submitted, fundable project.
Federal Emergency Management Agency : NC Division of Emergency Management	Repetitive Loss: Old Health Department	Planning	August, 2009 Letter of Interest submitted (May, 09)	\$184,000 (covers acquisition and demo costs) Notification: July, 2010.	None	Increase in budget reflects use of 2010 property values and actual demo estimates	\$184,000 requested. City must match 25% of project total with in kind or cash matches. Application submitted, pending federal approval. Fundable project.
Federal Emergency Management Agency : NC Division of Emergency Management	Culvert Project	Public Works	LOI due May, 2010	TBD	TBD		Culverts will be a NCDEM priority next funding cycle (FY10)
NC Department of Transportation : Bicycle Master Plan Project	Master Bike Plan, City of Washington	Parks and Recreation	December 4, 2009	\$35,000	20% or \$7,000	Worked with Parks and Recreation Dept. 20% or \$7,000 match required.	\$35,000 Request Submitted to NCDOT per planning efforts for city bike/greenway plan. Pending approval.
North Carolina Housing Finance Agency: Urgent Repairs Program	Low income home repairs	Planning and Community Dev'mt	December 11, 2009	\$75,000	None	Planning department will manage the repair of low income homes. \$5K per home	\$75,000 project. Requested and pending approval. Highly competitive grant climate (slim chance of award)

						available	
Community Development Block Grant (CDBG) : Housing development grant	Washington Housing, Inc.	Planning and Community Dev'mt	Yes, submitted October, 2009	\$250,000 (22,700 admin)	None	Application submitted and pending approval	\$250,000. Grant award expected in May, 2010. Competitive grant environment
Historic Preservation Grant	Rehab plan, Old City Hall	Planning and Community Dev'mt	Feb. 12, 2010	\$25,000 Up to Dept: Planning/bg	40% or \$4,000	Match can be either kind or cash, 40% required	\$10,000 request expected. Use funds to develop plan for old city hall. Fundable project.

PLEASE NOTE: Stimulus funding opportunities are a onetime funding source. These opportunities open and close very quickly. There are still programs "in play" and new programs are made public regularly, although the unveiling of new, stimulus related programs is expected to slow down significantly in 2010.

Non-American Recovery and Reinvestment Act (Stimulus) funding opportunities/projects

Project management

Grant Program	Project	Department	Applied/Deadline	Amount	Match	Other	Status
Community Development Block Grant (CDBG) : Capacity Building grant	Washington Housing, INC will develop capacity to manage housing development projects	Planning and Community Dev'mt	Y; drawdown process beginning	75,000 (10% admin)	None	Partnered with Washington Housing, Inc. Matt/I reorganizing CDBG oversight to ensure goals are met	Grant's first drawdown was made and annual site visit in September, 2009.

Summary American Recovery and Reinvestment Act Funding Opportunities

Match Monies Required	\$178,000	Represents total amount of match funds required for awards or pending applications (does not include debt service on USDA loan)
Not awarded project (application declined)	\$0	
Technical assistance	N/A	ECU Geography department, W/G Greenway mapping
Income	\$ 1,007,542	LEPD, Gang Investigator, CDBG Capacity, weatherization
Pending awards (submitted applications)	\$ 5,547,755	Loan USDA Loan/Grant, Old Health Department, Repetitive Loss, Greenway planning, Urgent Repairs Application, CDBG Housing Development, EECBG
Potential projects with no application/awaiting RFP	\$ 250,000	Main Street Funding, Alternative Fuel Program, State Energy Program
Total Project Portfolio	6,983,297	Project management, stimulus and other funds

Active or identified grants by department (non-ARRA funding opportunities)

Grant Program	Project	Department	Applied/Deadline	Amount	Match	Other	Status
DEPARTMENT: PARKS AND RECREATION, Philip Mobley							
NC Recreational Trails Program	"Build 3000" walkway along Jack's Creek	Parks and Recreation	Yes	\$100,000	\$25,000	25% match. Funds have been allocated through admin/cash	\$100,000 awarded.
Boating Infrastructure Grant Program (BIG-P)	Construct 12 Transient Slips along Waterfront	Parks and Recreation	Yes	\$200,000	\$25,300	Match allocated: \$25,300 cash match and \$104,676 in-kind match	Project in Process, Will begin CAMA permitting process soon
The North Carolina Parks and Recreation Trust Fund (PARTF)	Develop Festival Park	Parks and Recreation	February 1, 2010	\$575,000	\$287,500	50% match, although you 3 years do allocate	Grant currently being developed with team of volunteers from public and private sector

DEPARTMENT: PLANNING AND COMMUNITY DEVELOPMENT: John Rodman

Div. of Coastal Management – Public Beach & Coastal Access Grant	Waterfront Dockmaster and Public Restroom Facilities for western end of Stewart Parkway	Planning and Community Development	Pre-application due March 2010 -	\$325,000	\$32,500	10% match of grant award with 5% of that amount available as in-kind Final Application , May, '10	\$3 million available for 20 coastal counties - \$200,000 average grant award Awarded, September, '10
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DEPARTMENT: FIRE, Interim Chief Robert Rose

EMA 009 Fire Act Grant	Replacement of 22 complete sets of turn-out-gear	Fire Department	Yes	\$50,930	\$2,546		Award number has been posted on online application; have not received official notification.
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DEPARTMENT: POLICE, Chief G. M. Reed

IC Gov Crime Commission	2 year drug market / gang reduction called Project Next	Police Department	Awarded 07/01/2008	284,212	\$71,053		Grant is active and in final year
IC Gov Crime Commission	2 year drug market / gang reduction called Project Next Step based on needed to continue civilian staff salary	Police Department	1/29/2010	\$69,370	\$17,342		Will apply by 01/29/2010
IS Department of Justice: Office of Justice	Bulletproof Vest Partnership Program	Police Department	Awarded FY 2008	\$ 6,822.50	3,411.25	Paid 50% of Vest purchases, max 20	Still active through 2010
IC League of Municipalities	Soft Body Armor Reimbursement Program	Police Department	Yearly	\$2,500		\$250 per vest, 10 max	N/A

EDAP - Commercial equipment Direct Assistance Program	Providing technology and equipment, along with the training required to operate that equipment.	Police Department	As requested	N/A		N/A	No funds available 2009
The Counterdrug Technology Assessment Center (CTAC)	Provides LE equipment for the purpose of fighting the war on drugs.	Police Department	As requested	N/A		N/A	As Needed
IC Crime Control & Public Safety Law Enforcement Services (LESS)	Provides excess DoD funds to local PD's to buy equipment free of charge to state and local law enforcement agencies	Police Department	As requested	N/A		1/2 % of requested equipment value.	As Needed
IC Gov Highway Safety Program - Grant	Initiative to combat the increase in drunk driving arrests and impaired driving accidents in the surrounding counties.	Police Department	March 31, 2010	\$25,000 - \$30,000	\$7,500	Estimated 25% Match	N/A

DEPARTMENT: HUMAN RESOURCES, Susan Hodges

Joblink: Work Experience	Public works = painting/prep work, library = desk help, electric = meter reading	Human Resources will manage in conjunction w/benefitting departments	Submitted	\$11,880*	None	Actual amount will vary on ability to match applicants with our needs	Request pending with Joblink. NOTE: Stimulus funding opportunity
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DEPARTMENT: PUBLIC WORKS, Allen Lewis

Rural Center: Infrastructure	Extension of 16" water line from Industrial Park to BC water tower to serve Flanders Filters	Public Works	Awarded;	\$500,000	\$23,462- allotted	\$23,462- allotted	Project complete. To be closed out end of March, 2010
DBG: Economic Development	Extension of 16" water line from Industrial Park to BC water tower to serve Flanders Filters	Public Works	Awarded	\$336,600	No match	No match	Project complete. To be closed out end of March, 2010
DBG: Infrastructure	24" gravity sewer line along Pennsylvania Ave	Public Works	Awarded	\$500,000	\$40,000- allotted	\$40,000- allotted	Scheduled for completion January, 2010
OPPEA	Roll-out cart recycling grant	Public Works	No deadline Grant submitted	\$100,000		No match required from agency but \$100,000 is needed to completely fund project	Very good chance project will be awarded. Notification: February, 2010.
Department of Environmental and Natural Resources; Division of Water Quality	Main and Repress Sewer Lift Station	Public Works	Submitted March, 2009 potential award March, 2010	\$600,000	\$300,000 (0% interest loan)	\$300,000 (principal forgiveness loan)	Very good chance project will be awarded. Notification: March, 2010.

DEPARTMENT: DWOW, Beth Byrd

JDSA: Farmer Market Promotion Program (FMPP)	Promoting domestic farmers' markets	DWOW	April 2010	\$5,000	No Match		
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DEPARTMENT: Library, Gloria Moore

JC State Library: LSTA Technology Assistance	Mobile Lab Unit; to purchase laptops to teach computer literacy classes, install wireless upstairs	Library	Feb 17 , 2010	\$25,000	20% Match, not yet allocated	
Total 2010 Departmental Active or Identified Grant Opportunities				\$3,947,315		

Total Potential Funding Impact Summary

Match	\$ 815,639	Match represents potential and pending awards. Match total is 13% of total potential awards
Not awarded project (application declined)	\$0	
Income	\$ 1,147,142	LEPD, Gang Investigator, CDBG Capacity (admin), weatherization, Gang Investigator, USDA Grant
Pending awards (submitted applications)	\$ 5,225,061	Loan USDA, Old Health Department, Repetitive Loss, Greenway planning, Urgent Repairs Application, CDBG Housing Development, DWQ
Money on the table (no application submitted to date)	450,000	Energy Efficiency Conservation Block Grant Program (EECBG), Main Street Funding, Alternative Fuel Program, State Energy Program
Total Stimulus/Non-stimulus Project Portfolio	\$6,722,203	
Departmental Active/2010 Identified Grant Opportunities	\$3,947,315	
TOTAL FUNDING POTENTIAL 2010	\$10,669,518	

*PROJECT MANAGEMENT is collaborative in many cases. City staff does a good job working across departmental lines to ensure fiduciary compliance and grant goals are met in a timely manner.

**Downtown Washington on the Waterfront (DWOW) Report
Monday, Feb. 8, 2010 City of Washington Council Meeting**

Downtown Merchants/Restaurateurs

Prior to the death of Downtown Merchants Association President, Gary Tomosulo, DWOW was exploring the possibility that the two groups merge under the DWOW umbrella. Since Gary's death DWOW was instrumental in helping to bring the annual Merchants Association fundraiser, Smoke on the Water to the citizens of Beaufort County. On January 12th a meeting was held downtown and all merchants were invited. DWOW is happy to report that many of the downtown merchants and restaurateurs attended. Ross Hamory, DWOW President conducted the meeting. Ross explained that the DWOW board believes that the Merchant's and DWOW are a good match, and that the Downtown Merchant's most logically fell under the Promotions organizational arm of DWOW (here he referred those present to the handout explaining how DWOW was organized). He said that one option which had been discussed was for the Merchants to comprise the membership of the Promotions committee and to elect a chairperson who would become part of the DWOW board. He stated that DWOW had worked hard over the past two years to become a grassroots/bottom up organization, and he and his board did not want to presume that they knew what the merchant's wanted, that was the purpose of this meeting. It is the position of DWOW that the merchants are the ones who know what is needed to make enhance their businesses and that they should be the ones who determine what activities DWOW supports to promote the downtown businesses. DWOW needs to know what past activities the merchants think should be continued, what should be changed, and what new things should be started.

After more about 40 minutes of discussion Ross asked the group if they believed that organizing under DWOW was a good idea. Everett Duncan of the Purser's Chest proposed that the group signify by a show of hands their desire to form a group under DWOW. The vote was unanimous. Everett further proposed that "block captains" be chosen for the segments of Market and Main Streets. These individuals would be responsible for communicating with and representing their fellow merchant's. This proposal also met with unanimous consent.

Ross then stated he would ask Jean Thompson to continue representing the Merchant's until her replacement could be identified.

These additional points were made (Action taken since meeting is in red):

1. How can we better coordinate opening and closing times of stores?
2. While many promotions/events benefit the downtown, most merchants are a family operation and cannot find the time to both run their businesses and support the event by volunteering.
3. Events need to be structured to get people to Main Street, not just to the waterfront.

4. We need to figure out ways to attract more of the Greenville/New Bern Market
5. Can we Co-op/join forces to combine advertizing. Billboards and signage. Full page advertisement with 8 participating merchants ran Sunday, January 31 in the Daily Reflector. Beth Byrd is meeting with advertising sales reps to identify other marketing opportunities.
6. We need make Main Street Two way. Citizens for Revitalization continues to work with Jim Smith and Allen Lewis on this. DOT has been contacted and we are waiting for a reply.
7. Downtown needs to do something about the 2 hour parking restrictions. Beth Byrd contacted Mick Reed who has looked into the possibility of a parking "pass". This placard would be given out by the merchant and it would allow the consumer to enjoy unrestricted parking for that day. We hope to discuss this idea further at the next Merchants meeting.
8. Representing the merchant's interests to the city council
9. How do we market ourselves to those coming to town for the Wildlife Festival? Beth Byrd emailed suggestions from Sandra Gossett to merchants.
10. Facebook is an excellent tool to use for publicizing downtown happenings and it's free!

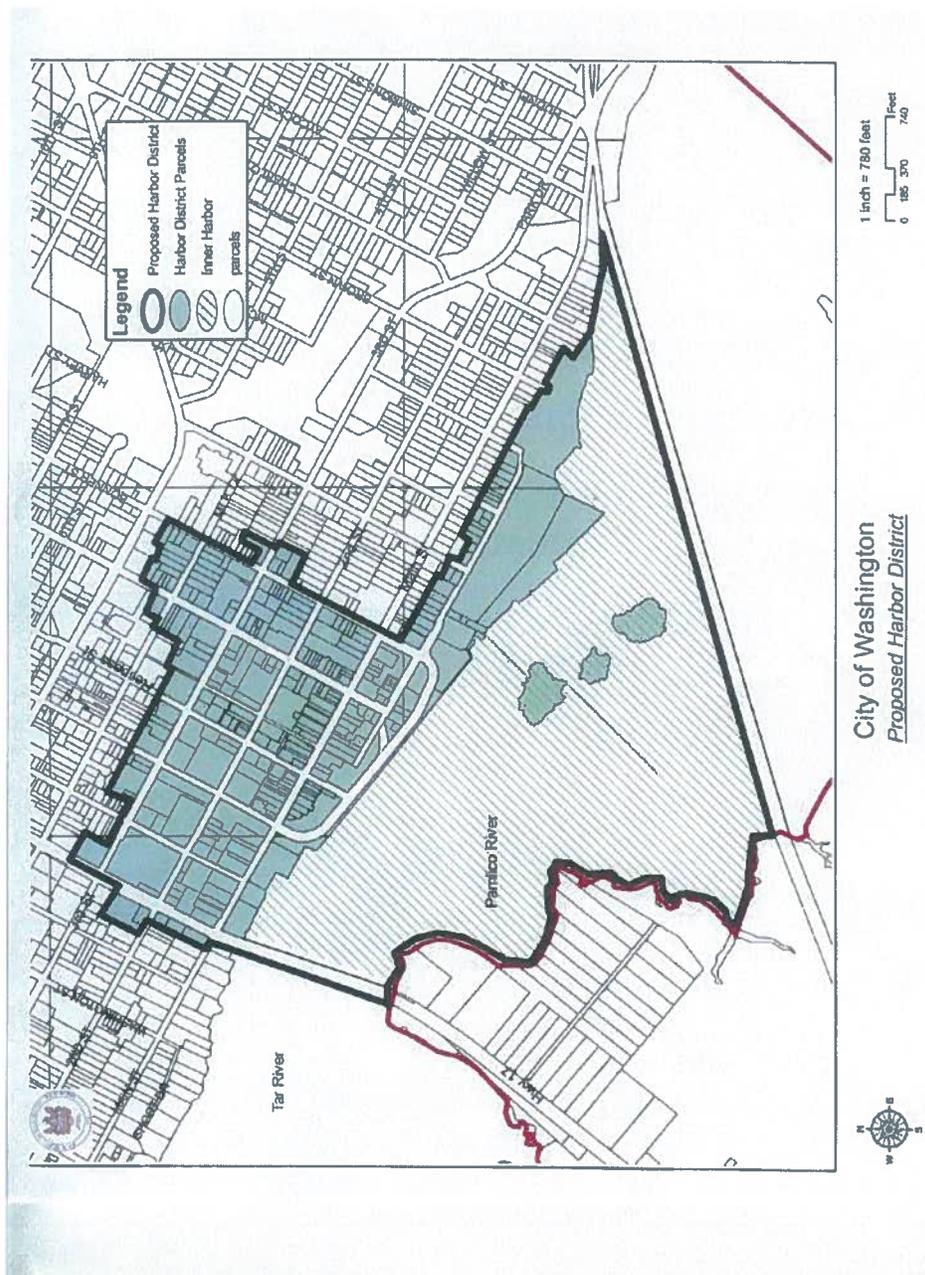
**NC Main Street Conference
January 27th – 28th New Bern, NC**

DWOW is happy to report a record attendance from Washington at the recent conference in New Bern. DWOW Board members; Ross Hamory– Pres. Sharon Pettey– Secretary, Bill Sykes– Treasurer, Garleen Woolard and Beth Byrd– DWOW Program Administrator attended. As well as, from the City of Washington; Bobby Roberson, John Rodman and Lynn Lewis. The three days were packed with information on many topics and was a great opportunity to network with other Main Street Organizations.

Citizens for Revitalization Report
Monday, Feb. 8, 2010 City of Washington Council Meeting

1. Update on establishing Washington Harbor District Boundaries

- As suggested by Visualization & Reinvestment Strategy and presented by Chris Furlough at the Nov. 9, 2009 City Council meeting, Citizens for Revitalization would like the council to establish a “Washington Harbor District” to be used for branding purposes only.
- Citizens for Revitalization has addressed the recommendations made by Council at the Nov. 9, 2009 meeting and would like to suggest the boundaries outlined in the attached graphics. Which shows the boundaries of the district as: The water's edge of the river on the South. Bridge Street (both East and West sides of the street) to the West, Third Street (both sides) to Market Street on the north and then north on Market Street to midway between Third and Fourth Streets (corresponding to the current B1H Zoning). Then from Market Street East along Water Street (both sides) to include the Builder's First Source Property.



2. Restrooms and Dockmaster Facility

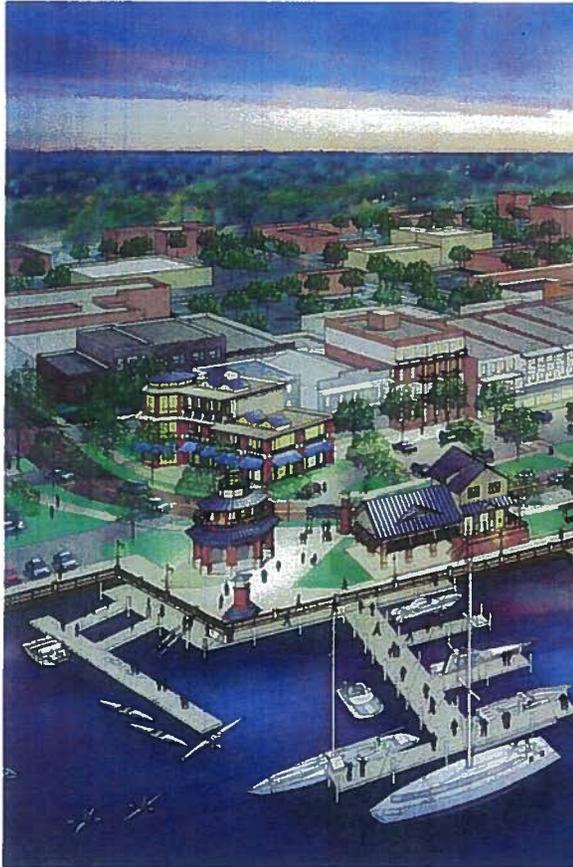
Following the adoption of the City's Waterfront Visualization and Reinvestment Strategy the Citizens for Revitalization Committee proposed a list of priorities for the implementation strategy of the new plan. One of the priorities established was the development of restroom and dockmaster facilities for the western end of Stewart Parkway. This area would be known as the "Maritime Quarter". Maritime activity was a core component of Washington's downtown waterfront. Following community direction, a series of improvements were developed and shown as part of the vision for the western end of the parkway and the maritime quarter.

The following conceptual drawings were created by LandDesign to show the proposed new dockmaster building and related restroom and support facilities. The dockmaster building is shown as a two story structure with the ground floor dedicated to boater, visitor and community information and a new restroom area. The upper level of the building will provide an office and a harbor observation area. The building is designed architecturally to reflect the historic Pamlico Lighthouse.

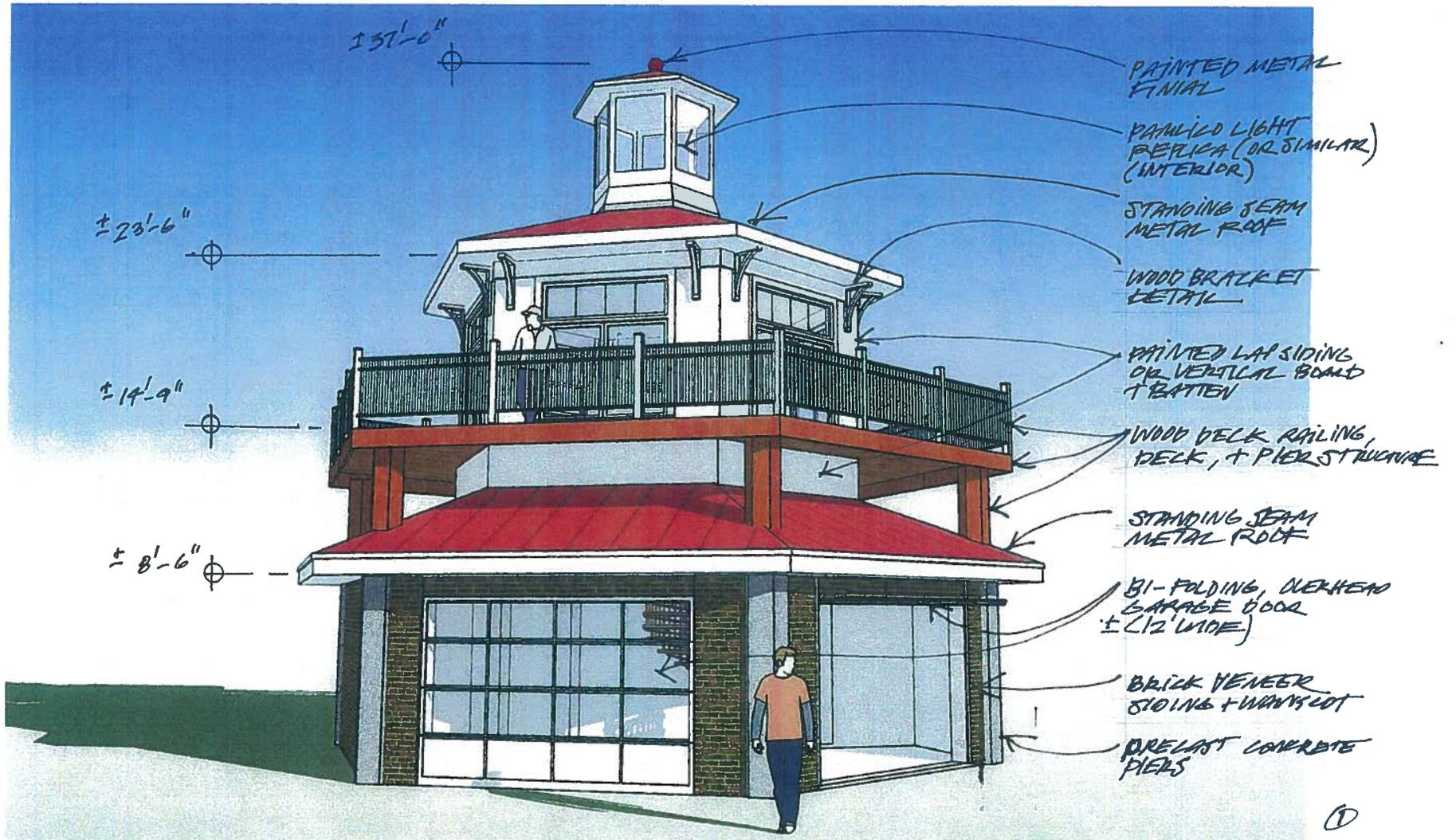
The design concept will be used for future grant opportunities. (See attached PDF Dockmaster_schematic LandDesign)



MARITIME QUARTER

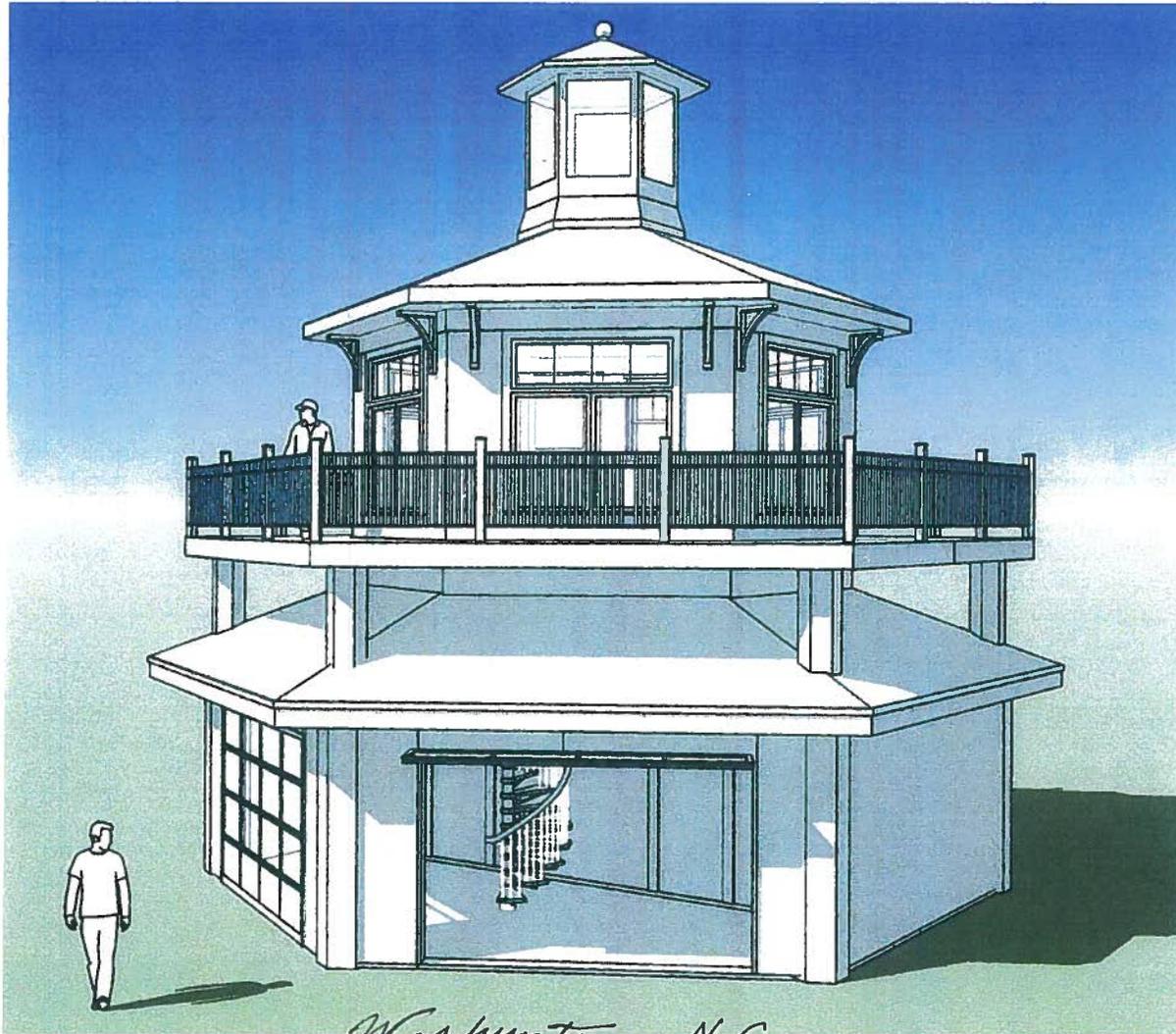


CITY OF WASHINGTON WATERFRONT *Visualization + Reinvestment Strategy*



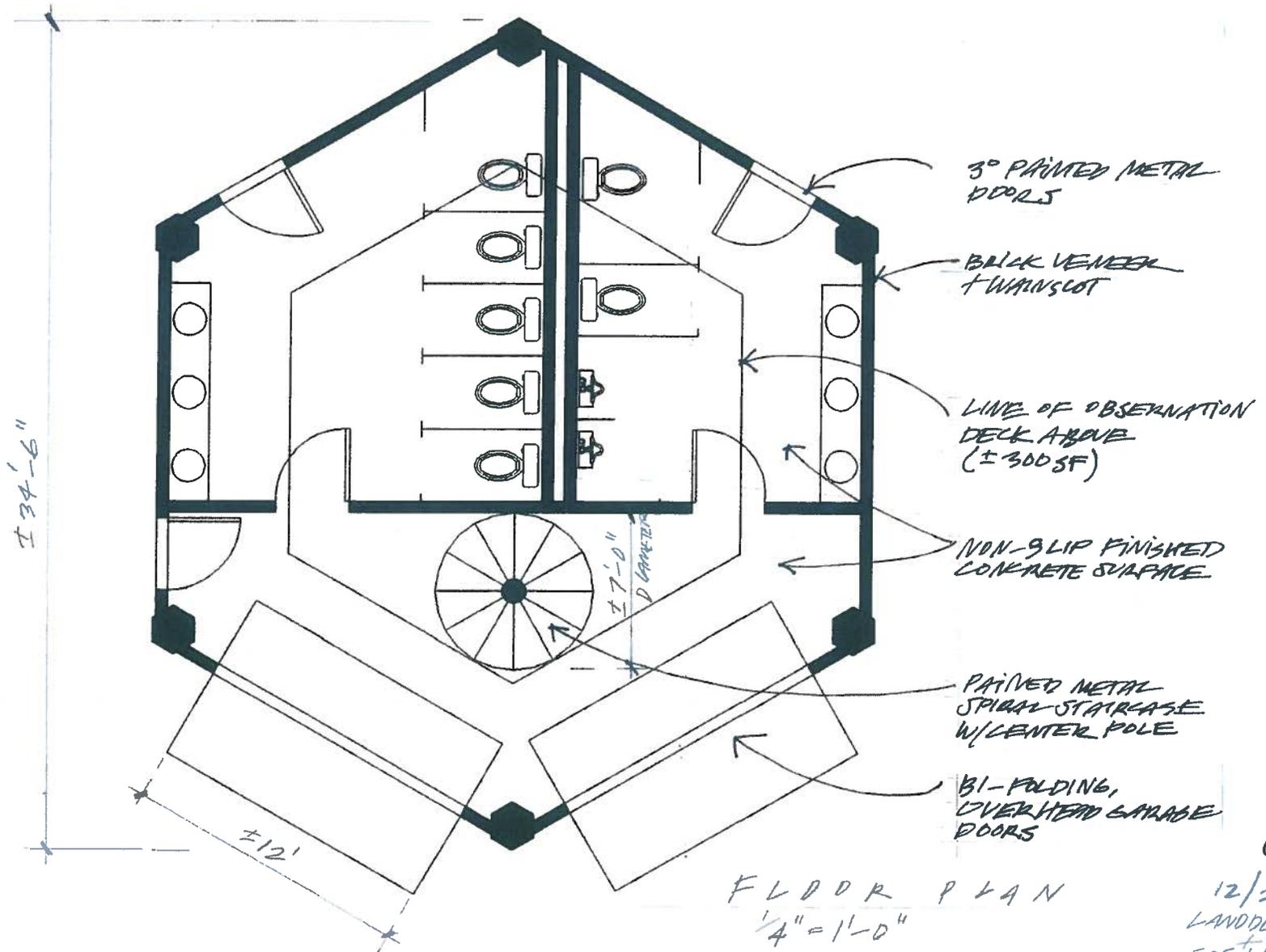
DOCK MASTER BLDG.
NOT TO SCALE

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12/21/2009
LAND DESIGN
+
505 DESIGN



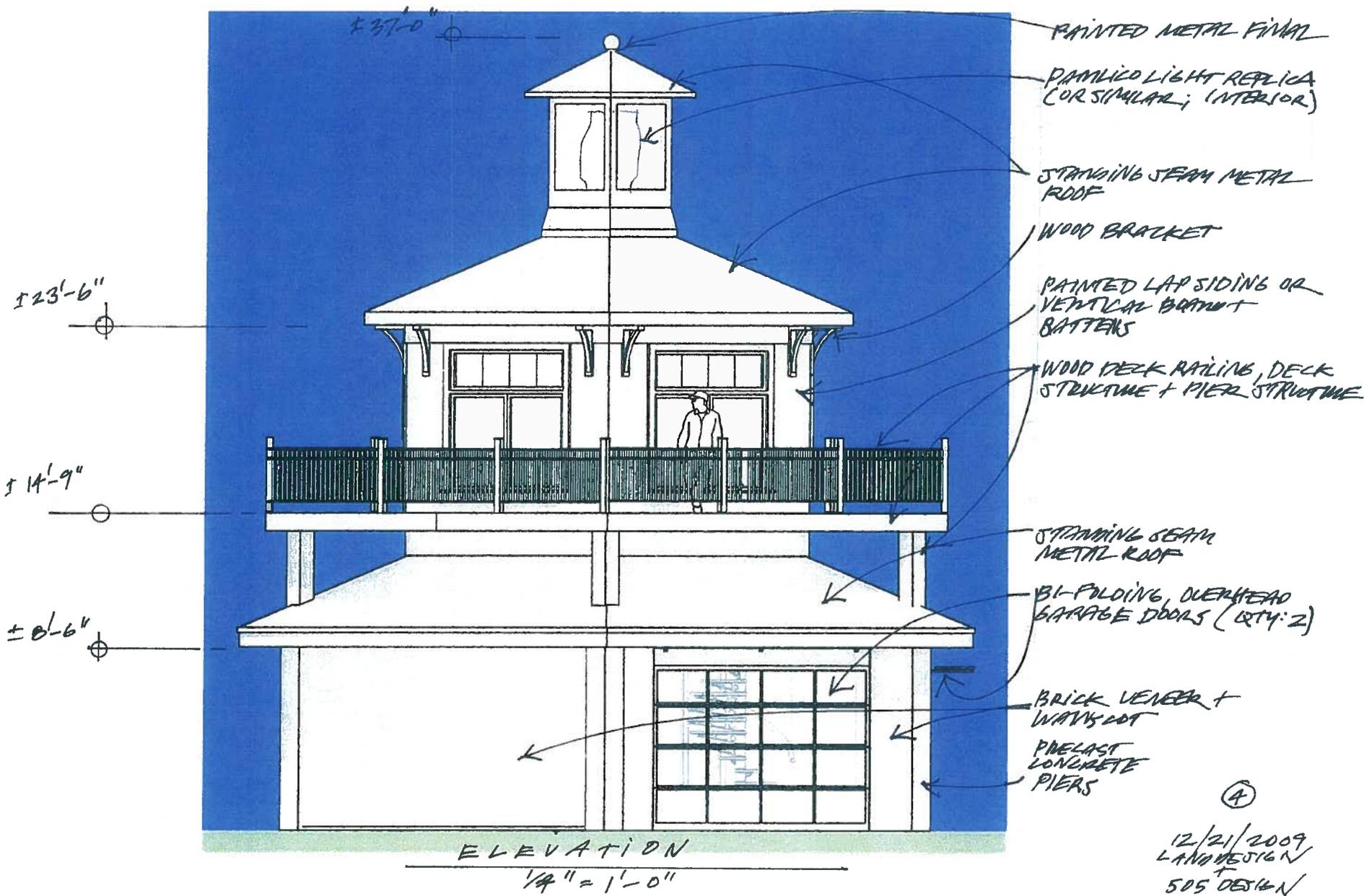
Washington, N.C.
DOCK MASTER BLDG
NOT TO SCALE

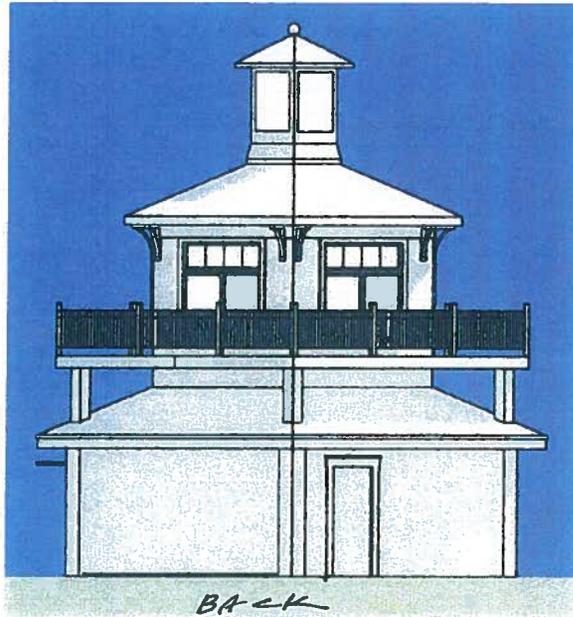
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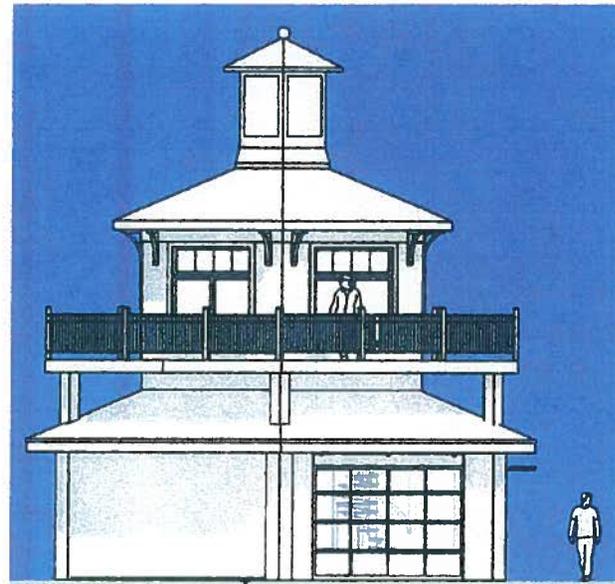
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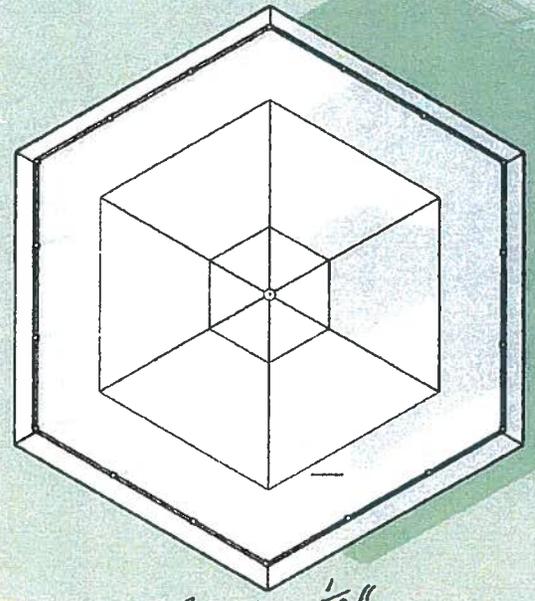




BACK
1/8"



FRONT
1/8"

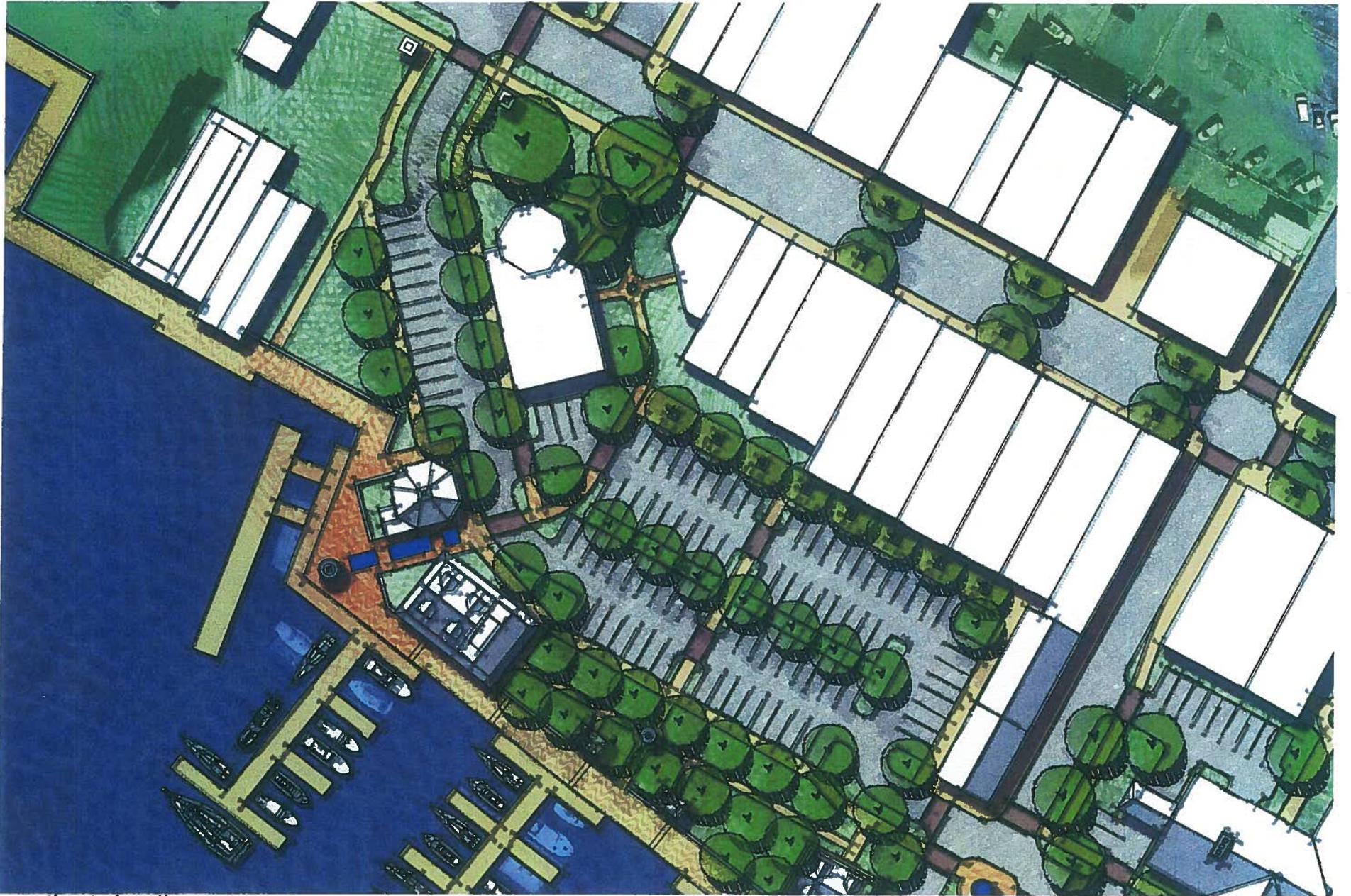


ROOF
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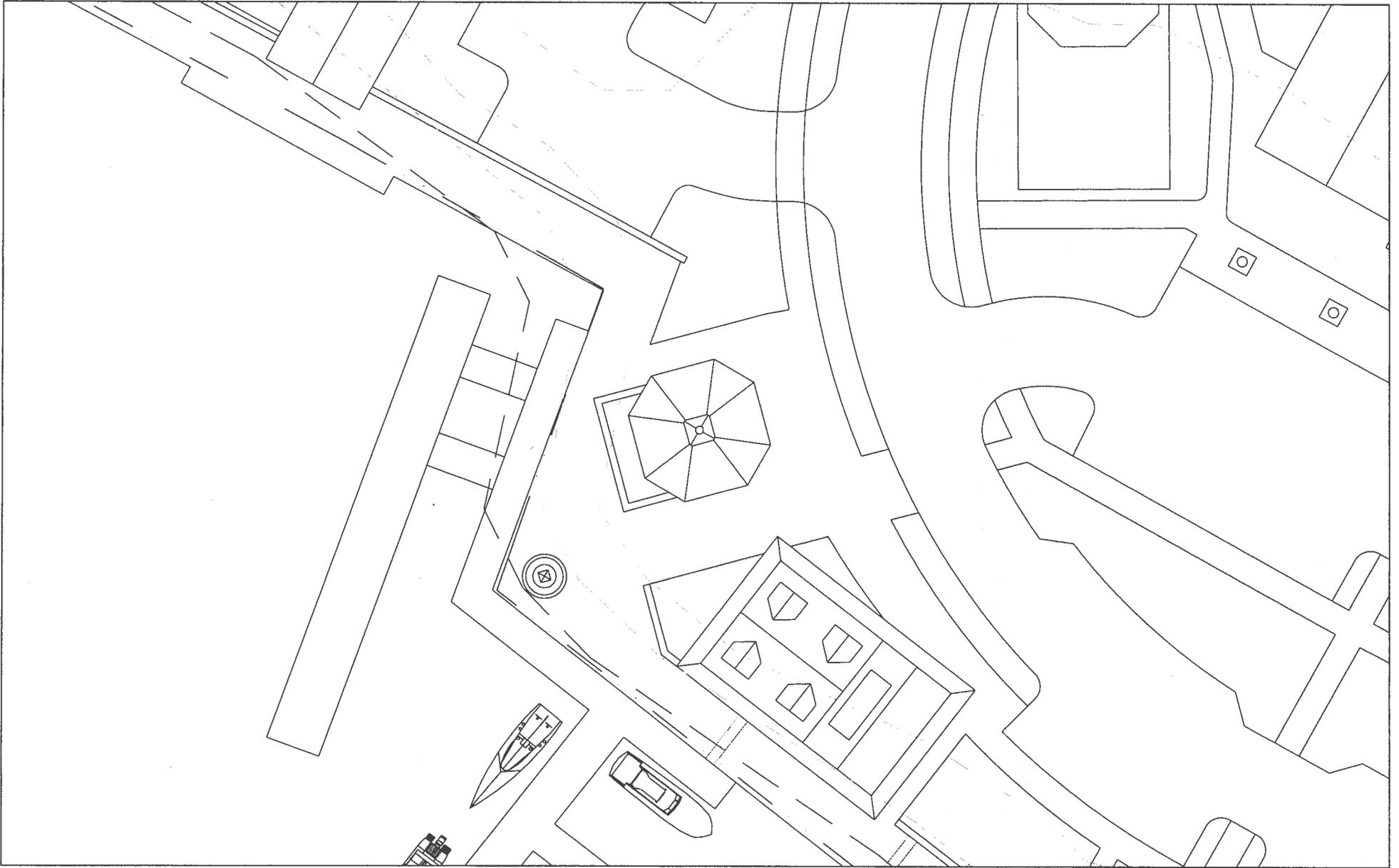
⑤
12/21/2009
LAND DESIGN
505 DESIGN



WASHINGTON NC
PHOTO BIRDSEYE



14-5040"





HUMAN RELATIONS COUNCIL

102 East 2nd Street

Washington, NC 27889

Phone: 252-975-1280

Fax: 252-974-6461

Human Relations Council (HRC) Report Monday, February 8, 2010 City Council Meeting

Update – Project Next Step

Chief Reed introduced Gang Investigator, Detective Issac Barrett. The call in session that was held in April identified five new clients and they were placed in the program.

Brotherhood/Sisterhood Month & “Taste of Washington”

This event has been scheduled for Thursday, February 25 from 6 – 8 pm. Restaurants should be contacted ahead of time for flyers and information on delicacies they would like to have included.

Proclamation – Ed (Edward) Peed Day

Edward Peed was the first known fire fighter to die in the line of duty in North Carolina. It was suggested that Council Liaison Pitt contact the Fire Department and the Mayor to schedule time and place for this event.

Dixon Social Interactive Services, Inc. (DSIS)

Council discussed inviting DSIS to one of their meeting for a presentation. DSIS believes that anyone who experiences any mental health illness or substance abuse has an opportunity to recover and/or sustain, believing that people have the ability to transform their lives if they are empowered with the knowledge to do so. Presently, they are serving 13 counties.

DSIS provides the following services:

- Community Support/Mentoring
- Day Treatment Enrichment program
- Individual and Family Therapy
- Diagnostic Assessment
- Intensive in home services
- Mediation
- Sex Offender/Forensic Counseling
- Music/Play Therapy
- Crisis Intervention
- Community Support Team (Peer Support)



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Allen Lewis, Public Works Director *Allen Lewis*
Date: 02-03-10.
Subject: Authorize the City Manager to negotiate with NCDOT and execute a contract for the repayment of water and sewer utility relocation costs totaling \$1,753,129 as a result of the US 17 Bypass project.

Applicant Presentation: N/A
Staff Presentation: Allen Lewis

RECOMMENDATION:

I move Council authorize the City Manager to negotiate with NCDOT and execute a contract for the repayment of water and sewer utility relocation costs totaling \$1,753,129 as a result of the US 17 Bypass over a twelve (12) year period.

BACKGROUND AND FINDINGS:

As discussed numerous times over the last 3+ years, the City has incurred cost for the relocation of water and sewer lines as a result of the US 17 Bypass project. These costs total \$1,753,129 and are now due as a result of the utilities being within existing NCDOT right of ways through encroachment agreements prior to the bypass project. After many meetings between City staff and NCDOT staff, NCDOT is willing enter into an agreement allowing for the repayment of these costs over a twelve (12) year period. We have convinced NCDOT to allow us to pay this back by them withholding Powell Bill funds over the 12 year time period in equal amounts (\$146,094.08) until this debt is paid. This fiscal year the total amount of Powell Bill funding was \$284,259.90. This figure varies every year based on State revenues, miles of City-maintained roads, population and other factors. The first withholding of these funds is proposed to take place next fall when we receive our Powell Bill funding for FY 10/11 (usually September).

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: _____ Concur _____ February 8, 2010
 Recommendation _____ Denial _____ No Recommendation _____ Date _____
 Page 68 of 114

	FY	09/10	10/11	11/12	12/13	13/14	14/15	15/16
SEWER FUND (32) \$ 646,797 (09/10 benefits)								
BOND PAYMENTS	\$	532,614	\$ 332,893	\$ 327,932	\$ 320,944	\$ 231,066	\$ 147,280	
REVOVLING LOAN		182,840	179,651	176,461	173,271	170,081	166,892	163,702
WACHOVIA INSTALLMENT NOTE # 32		7,850						
WACHOVIA INSTALLMENT NOTE # 33		39,300	17,864					
BB&T INSTALLMENT NOTE # 4		13,125	13,125	9,844				
BB&T INSTALLMENT NOTE # 6		34,415	34,415	34,415	34,415	20,092		
US 17 UTILITY RELOCATION	\$	631,732	52,644	52,644	52,644	52,644	52,644	52,644
EXIST. DEBT TOTAL	\$	810,145	\$ 630,592	\$ 601,296	\$ 581,275	\$ 473,884	\$ 366,816	\$ 216,346
CIP:								
* Cash Capital (\$30m generator recurring item)		90,000						
* Chlorine Disinfection @ WWTP (\$40K)	40,000		40,000					
* Odor and Grease Control (\$25K)	25,000		25,000					
***** Generators @ Lift Stations (already budg.)	158,000							
***** Rehab Collection System (\$100K/YR, alrea	500,000							
* Rehab MH in Basin 17 (\$100K/YR x 5YRS)	450,000		50,000	100,000	100,000	100,000	100,000	50,000
* Replace Degritter @ WWTP (\$40K)	40,000		40,000					
*** New Force Main along Airport Canal) (\$35	350,000					23,525	23,525	23,525
**** Flood-Proof Main & Respess (\$600K)	600,000		15,000	15,000	15,000	15,000	15,000	15,000
*** Flood-Proof Water & Bonner (\$500K)	500,000				33,608	33,608	33,608	33,608
** Replace Backhoe # 420 (\$90K)	90,000			21,099	21,099	21,099	21,099	21,099
* Equipment Shelter (\$50K of \$150K total)	50,000			50,000				
** Re-Line Wet Well @ 5th & Respess	150,000			35,165	35,165	35,165	35,165	35,165
*** 4th Pump & Parallel Force Main (\$2M)	2,000,000						134,431	134,431
*** Flood-Proof Short Drive (\$500K)	500,000					33,608	33,608	33,608
	5,453,000	\$ 900,145	\$ 800,592	\$ 822,560	\$ 786,146	\$ 735,888	\$ 763,253	\$ 562,783
5% increase in salary & benefits for budgeting purposes			\$ 32,340	\$ 33,957	\$ 35,655	\$ 37,437	\$ 39,309	\$ 41,275
			\$ 832,932	\$ 856,517	\$ 821,801	\$ 773,326	\$ 802,562	\$ 604,057
vs.	\$ 900,145		\$ (67,213)	\$ (43,628)	\$ (78,344)	\$ (126,819)	\$ (97,583)	\$ (296,087)

Notes:	* Cash	Interest %	Term	Principal Forgiveness
**	Installment note	5%	4.92	
***	Revolving Loan	3%	20.00	
****	Principal forgiveness loan	0%	20	50%
*****	Included as normal operating cost that normal operating revenue has covered in the past due to recurring nature			
*****	US 17 Relocation	0%	12	

Figures on this sheet do not include operating budgets or any increase in revenues.



City of Washington REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: John Rodman, Planning & Development
Date: January 31, 2010
Subject: Resolution: Adopt a resolution designating the Waterfront Harbor District

Applicant Presentation: Chris Furlough, C4R
Staff Presentation: John Rodman, Planning and Development

RECOMMENDATION:

I move that the City Council adopt the resolution designating the Washington Waterfront Harbor District.

BACKGROUND AND FINDINGS:

The City Council authorized the Citizens for Revitalization Committee to retain LandDesign to create a downtown waterfront plan in July 2009. LandDesign established the Washington Waterfront Visualization and Reinvestment Strategy and the plan was adopted by City Council in October 2009. The Citizens for Revitalization Committee formed a strategy for implementation of the plan including the designation of the Waterfront Harbor District. The Citizens for Revitalization Committees recommends that City Council adopt the harbor district for branding purposes.

PREVIOUS LEGISLATIVE ACTION

N/A

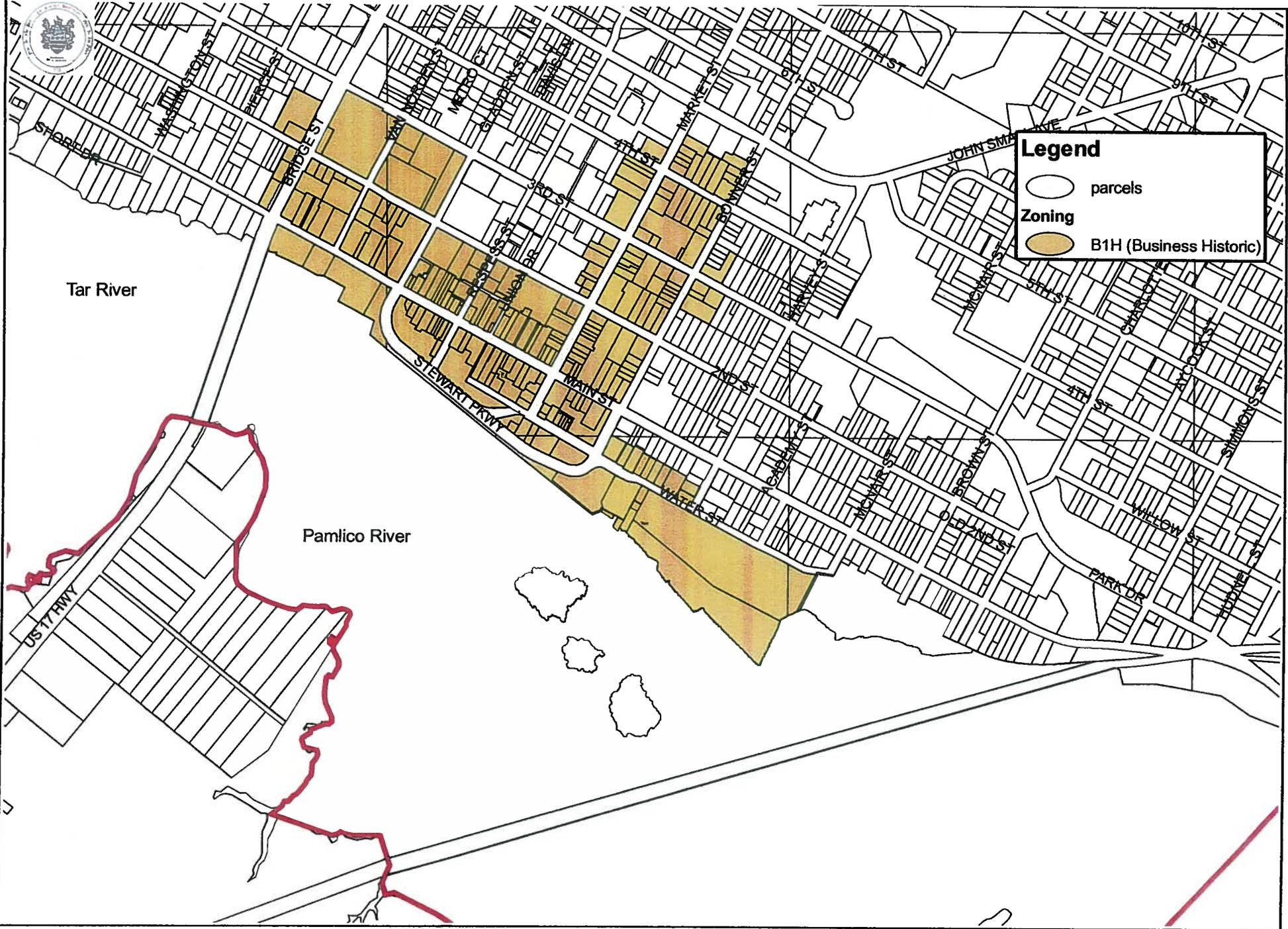
FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Resolution
District Map

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: John Rodman Concur _____ Recommend Denial _____ No Recommendation
2/11/10 _____ Date

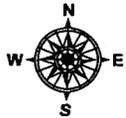


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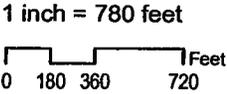
- parcels
- Zoning**
- B1H (Business Historic)

Tar River

Pamlico River



City of Washington
Business Historic District





Legend

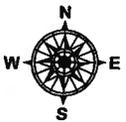
-  parcels
-  Proposed Harbor District
- Zoning**
-  B1H (Business Historic)

Tar River

Pamlico River

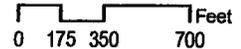
US 17 HWY

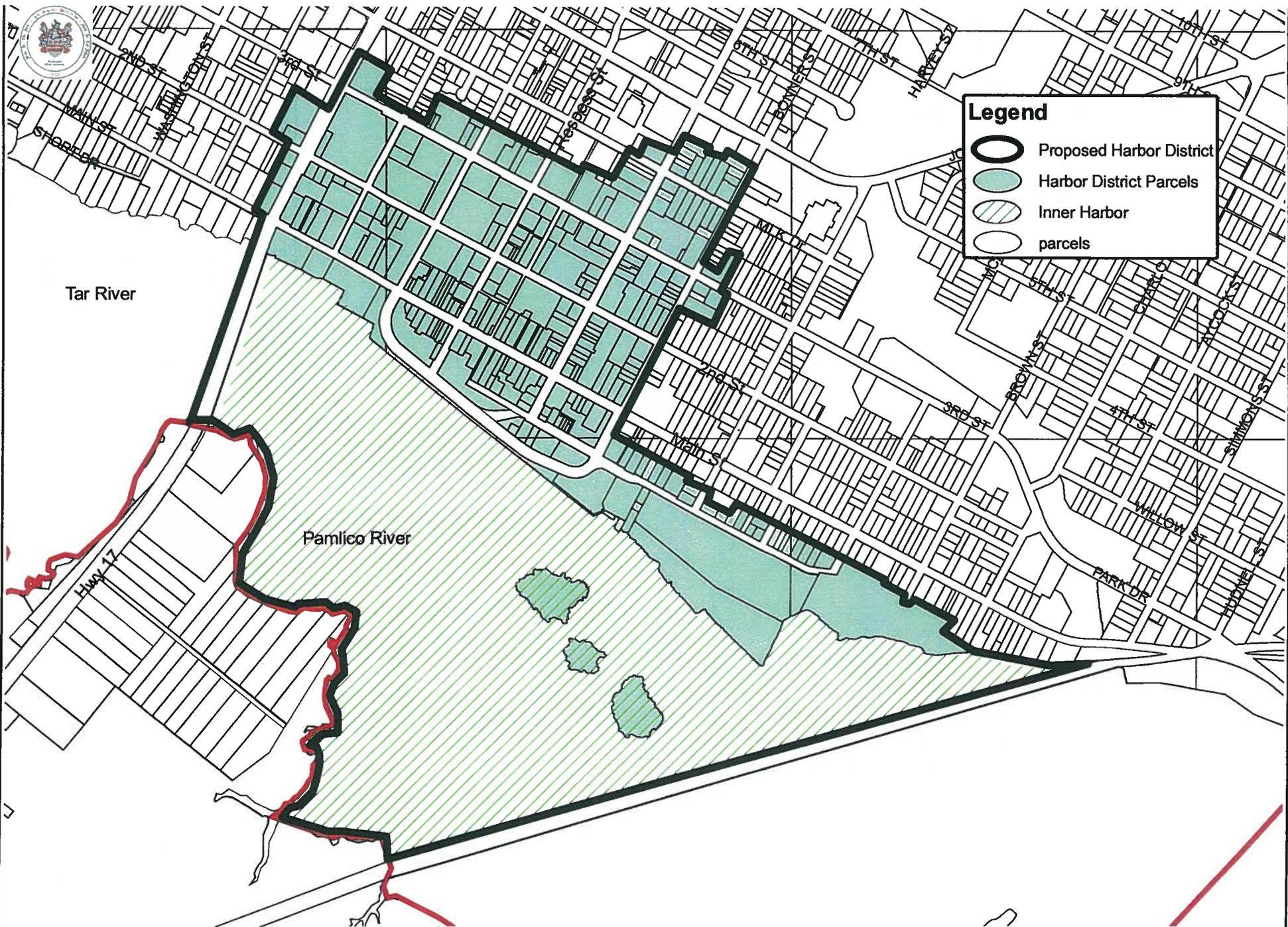
JOHN SMA



City of Washington
Proposed Harbor District

1 inch = 780 feet





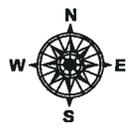
Legend

- Proposed Harbor District
- Harbor District Parcels
- Inner Harbor parcels
- parcels

Tar River

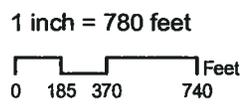
Pamlico River

Hwy 17



City of Washington
Proposed Harbor District

February 8, 2018
 Page 74 of 114



A RESOLUTION DESIGNATING THE WATERFRONT HARBOR DISTRICT
OF THE CITY OF WASHINGTON, NORTH CAROLINA

WHEREAS, the City Council of the City of Washington has adopted the Waterfront Visualization and Reinvestment Strategy for revitalization of the downtown waterfront; and

WHEREAS, the Visualization and Reinvestment Strategy recognizes the importance of establishing a waterfront harbor district; and

WHEREAS, the City Council of the City of Washington has received a request from the Citizens for Revitalization Committee to designate said district for the purposes of branding; and

WHEREAS, the Citizens for Revitalization Committee has addressed the recommendations made by Council at the Nov. 9, 2009 meeting and would like to suggest the boundaries outlined in the attached graphics; and

WHEREAS, the City Council of the City of Washington desires to adopt this resolution to designate a Waterfront Harbor District;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WASHINGTON recommends approval of the Washington Waterfront Harbor District.

DULY ADOPTED this 8th day of February, 2010.

N. Archie Jennings III, Mayor

ATTEST:

Cynthia S. Bennett, City Clerk



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: James C. Smith, City Manager
Date: February 2, 2010
Subject: Joint Use Agreement for Kugler Field
Applicant Presentation: N/A
Staff Presentation: James C. Smith, City Manager

RECOMMENDATION:

I move that Council authorize the Mayor to enter into the proposed agreement with Beaufort County Board of Education for the joint use of Kugler Field.

BACKGROUND AND FINDINGS:

Many years ago, the Kugler family donated a large parcel of land located in the City's east end to the Washington School district for use by the community for athletic events. The donation transferred to the Beaufort County Board of Education when the County and City districts merged. The City of Washington operated Kugler Field for the benefit of the community for many years, facilitating its use by several entities including the Board of Education baseball, soccer, football and various athletic leagues. In recent years, school athletic programs have moved to Washington High School and other school campuses rather than utilizing Kugler Field. Two years ago, the school superintendent entered into an agreement with the Washington Youth Football League authorizing their exclusive use of Kugler Field during the league's football season. The City continued to operate and maintain Kugler during the balance of the year, primarily for the use of the church softball leagues as well as some youth baseball practice. The City has offered to assume ownership and operation responsibilities for Kugler Field. However, the Board of Education has indicated it wishes to retain ownership. The proposed agreement lays out the terms of the City's use of Kugler Field between April 1st and August 9th annually and recognizes the Board of Education's intent to authorize third parties to utilize Kugler Field at other times. It also contains miscellaneous provision with regard to maintenance and liability.

PREVIOUS LEGISLATIVE ACTION

None

FISCAL IMPACT

[X] Currently Budgeted in General Fund Revenue Requires additional appropriation No Fiscal Impact
Currently budgeted in the Recreation Parks and Grounds Maintenance budget. No additional fees or charges are proposed.

SUPPORTING DOCUMENTS

Joint Use Agreement.

City Attorney Review: Date By: (if applicable)
Finance Dept Review: Date By: (if applicable)
City Manager Review: [Signature] Concur Recommend Denial No Recommendation 2/2/10 Date

STATE OF NORTH CAROLINA

COUNTY OF BEAUFORT

**JOINT USE AGREEMENT
FOR KUGLER FIELD**

This Agreement for the joint use of Kugler Field (hereinafter referred to as "Agreement") is made and entered into as of the ___ day of _____ 2010, by and between the CITY OF WASHINGTON, a municipal corporation of the State of North Carolina (hereinafter referred to as "City"), and the BEAUFORT COUNTY BOARD OF EDUCATION (hereinafter referred to as "Board") and collectively referred to as the "Parties".

WITNESSETH

THAT WHEREAS, the Parties recognize that joint cooperation and action between the Board and the City shall ensure that the best facilities and services are provided to the citizens of Beaufort County with the least expenditure of public funds; and

WHEREAS, the Parties are mutually interested in quality education and recreation programs for Beaufort County students and citizens; and

WHEREAS, the Parties are authorized to enter into agreements with each other to do any and all things necessary or convenient to aid and cooperate in the cultivation of citizenship by providing quality programs and facilities; and

WHEREAS, the Board owns certain real property at 901 East Fifth Street, Washington, North Carolina which is known as Kugler Field; and

WHEREAS, the Parties desire to enter into an agreement for the joint use of Kugler Field for the benefit of the school and the community; and

WHEREAS, the Board desires to permit the City to use Kugler Field when said property is not being used by the Board; and

WHEREAS, the City desires to assist the Board with maintenance of Kugler Field; and

WHEREAS, community use of school property and facilities is encouraged by the Community Schools Act, North Carolina General Statute (N.C.G.S.) 115C-203 et seq.; and

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to the provisions of N.C.G.S. 115C, Article 13; N.C.G.S. 115C-518; N.C.G.S. 115C-524(b); and N.C.G.S. 160A-274.

NOW, THEREFORE, pursuant to N.C.G.S. 115C, Article 13, N.C.G.S. 115C-524(b), and N.C.G.S. 160A-274 and in consideration of the above-stated desires of the Parties and such other mutual promises and covenants as are hereinafter set forth, the receipt and legal sufficiency

of which consideration are hereby acknowledged, the Board and the City do hereby agree as follows.

1. **Property Description.**

Kugler Field is located at 901 East Fifth Street, Washington, North Carolina and shown on Attachment "A".

2. **Term.**

The Agreement term shall run from the date entered hereinabove through and including August 9, 2018.

3. **Enhancements, Modifications, Renovations, or New Construction at Kugler Field.**

The Board may make any enhancements, modifications, renovations, or new construction on Kugler Field necessary for educational programming needs. The Board may make such enhancements, modifications, renovations, or new construction in its sole discretion and without approval from the City; however, the Board shall notify the City that it is making such improvements. The City shall be responsible for any enhancements, modifications, renovations, or new construction for City needs; however, no such improvements may be made by the City without the Board or Board designee's prior written approval. After the Board approves the plans and schedule for such improvements proposed by the City, the City shall proceed with such improvements at its expense.

4. **Ownership.**

All future improvements made to or upon Kugler Field shall be the property of the Board, unless the Parties agree otherwise in writing.

5. **Appropriate Use.**

Use of Kugler Field shall be consistent with the proper care and preservation of public school property as required by N.C.G.S. 115C-524.

6. **Joint Use and Scheduling of Kugler Field.**

The Parties agree that the use of Kugler Field shall be in accordance with the following conditions and provisions.

A. **Administrative Control.**

The Superintendent of the Beaufort County Schools or designee shall have administrative control over Kugler Field at all times.

B. **Use and Scheduling.**

Use of Kugler Field shall be in accordance with the following conditions and provisions.

- (1) The Board shall have first priority of use at all times of Kugler Field for school system activities.
- (2) Between April 1st and August 9th of each year, the City may use Kugler Field during those times that Kugler Field is not needed for school system activities.

- (3) For the purposes of this Agreement, City use shall be defined as those non-profit programs, activities, leagues, and events that the City initiates, perpetuates, or assists.
- (4) For the purposes of this Agreement, third party use is defined as non-Board and non-City use.
- (5) The Parties agree to meet each year on or before the first week of March and on or before the first week of August to inspect Kugler Field and coordinate their respective usage and maintenance schedules. The City shall have the option, in its sole discretion and without recourse by the Board, to terminate this Agreement without prior notice if, as a result of said inspection, the City finds the condition of Kugler Field to be unacceptable for its purposes and the Board refuses to remedy, or cause to be remedied, Kugler Field to a condition acceptable to the City for its purposes.
- (6) The Parties shall maintain on-going, open, reciprocal communication while acting in good faith to build a positive reciprocal relationship.
- (7) Each party hereto shall designate one person as the point-of-contact for communication with the other party. The respective points-of-contact and/or other responsible members shall:
 - (a) Communicate as needed to confirm or update usage or maintenance schedules;
 - (b) Be responsible for making participants aware of any cancellations or rescheduling of municipal activities; and
 - (c) Be aware of special circumstances such as emergency weather conditions.

B. Inclement Weather.

The Board may make decisions on when to close Kugler Field due to inclement weather. The City shall comply with the Board's inclement weather determinations and will not access Kugler Field when the same is closed due to inclement weather.

C. Supervision and Security of Kugler Field.

- (1) The City shall provide for appropriate supervision and adhere to all applicable Board rules and policies while using Kugler Field.
- (2) The City shall be responsible for providing sufficient and appropriate security for its programs, activities, and events.
- (3) In the event of damage attributed to the City's use or maintenance of Kugler Field, the City shall restore such damage at least to its condition immediately before such damage.

D. Fees/Charges.

Except as expressly stated in this Agreement, there shall be no additional fees and/or charges associated with each party's use of Kugler Field unless mutually agreed upon.

E. **Income from City Programs.**

The Parties agree that the income and revenues generated from City use that are subject to this Agreement shall be retained by the City.

F. **Income from School Programs.**

The Parties agree that the income and revenues generated from Board use that are subject to this Agreement shall be retained by the Board.

G. **Concession Operations.**

- (1) The Board or its operating agent has the right to operate concessions on Kugler Field when the same is being used for Board purposes and the proceeds shall be retained by the Board.
- (2) The City or its operating agent has the right to operate concessions on Kugler Field when the same is being used for City purposes and the proceeds shall be retained by the City or its operating agent.
- (3) Proceeds from concessions shall be shared by the Board and City based upon mutually agreed upon percentages when operated jointly or when Board and City events are scheduled simultaneously.

7. **Housekeeping, Routine/Preventive Maintenance and Major Repair or Life Cycle Maintenance.**

A. **General Guidelines.**

- (1) The City shall be responsible for general cleanup of Kugler Field after City use to maintain acceptable appearance and required safety levels.
- (2) The City shall be responsible for maintaining Kugler Field from April 1st to August 9th throughout the term of this Agreement. Said maintenance shall be limited to the following:
 - (a) Routine lawn maintenance, including mowing and trimming from April 1st to August 9th each year;
 - (b) Adding dirt and/or soil to areas that are washed out between April 1st and August 9th each year as needed; and
 - (c) Maintaining bathrooms on the northwest side of Kugler Field and the field house on the north side of Kugler Field in good working order and appearance from April 1st to August 9th each year.
- (3) Nothing herein shall be construed to require the City to remedy any condition of Kugler Field that is not attributable to the City's use or maintenance of Kugler Field.

8. **Utilities.**

The City shall be responsible for providing all utilities (i.e., electricity, water, sewer, etc.) for City use of Kugler Field from April 1st until August 9th throughout the term of this Agreement.

9. **Insurance.**

The Parties shall maintain at all times during the term of this Agreement and during any and every extension thereof public liability insurance in the amount of \$1,000,000 /

\$2,000,000, or the minimum required by North Carolina State Law, covering personal injury for each accident or occurrence growing out of their respective use or maintenance of Kugler Field pursuant to this Agreement and at least \$1,000,000 or the minimum required by North Carolina State Law to cover property damage growing out of each such accident or occurrence. Participation by the City in the North Carolina League of Municipalities IRFFNC or its equivalent and participation by the Board in the North Carolina School Boards' Trust or its equivalent will satisfy the Parties' respective requirement of liability insurance. Board and City are each responsible for insuring the replacement value of their respective fixtures and personal property.

10. **Open to Beaufort County Residents.**

The City agrees to provide its program services within the space available to all residents of Beaufort County.

11. **Nondiscrimination.**

The City shall not discriminate against any employee or applicant for employment because of race, color, creed, sex, age, religion, or national origin. Neither the City nor its employees shall discriminate against any person or organization on the basis of race, color, creed, sex, age, religion, or national origin by refusing to furnish such person or organization services for privileges offered to or enjoyed by residents of Beaufort County, nor shall the City or their employees publicize the facilities provided hereunder in any manner that would directly or inferentially reflect negatively on any person because of race, color, creed, age, sex, religion, or national origin. Nothing contained herein shall be construed to prohibit the City from adopting a disparate fee schedule based upon residency.

12. **Default/Termination.**

- A. In the event either party should fail to keep, perform or abide by the terms, conditions or covenants of this Agreement for a period of thirty days after written notice of such failure by the non-breaching party, then the non-breaching party may elect to terminate this Agreement upon an additional thirty days written notice.
- B. Either party may terminate this Agreement at any time upon one hundred twenty days prior written notice.

13. **Notices.**

All notices, requests, approvals, or consents required to be given hereunder shall be in writing and hand delivered or sent by certified mail, return receipt requested, postage prepaid, and addressed as follows:

Board: The Board of Education
 Beaufort County Public School System
 321 Smaw Road
 Washington, NC 27889

City: Director of Parks and Recreation

City of Washington
310 W. Main St.
Washington, North Carolina 27889

or to such other address as either party may specify in the manner hereinabove prescribed.

14. **Severability.**

In the event any term or provision of this Agreement shall be adjudged to be partially or completely invalid or unenforceable, then such term or provision shall be severed from this Agreement, and the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

15. **Non-Assignment.**

The Parties may not assign this Agreement. The Parties may use Kugler Field only as provided in this Agreement and shall not allow any other person, organization, or corporation to use Kugler Field without the express written permission of the other party.

16. **Entire Agreement.**

The Parties agree that this document and its Attachment listed below constitute the entire agreement between the Parties and may only be modified by a written mutual agreement signed by the Parties. To the extent that there is any conflict between the terms of this Agreement and any prior understanding or agreement between the Parties, the terms of this Agreement shall control. Attachment A – Kugler Field

17. **Agreement in Counterparts.**

This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Beaufort County Board of Education has caused this Agreement to be signed by its Chair, attested by its Superintendent/Secretary, and sealed with its corporate seal, and the City has caused this Agreement to be signed by its Mayor attested to by its Clerk, and sealed with its seal, by order of the respective governing board duly given as of the day and year first written above.

PRE-AUDIT CERTIFICATE

This Agreement has been pre-audited pursuant to N.C.G.S. § 159-28 in the manner required by the Local Government Budget and Fiscal Control Act.

Matt Rauschenbach, Chief Finance Officer
City of Washington

PRE-AUDIT CERTIFICATE

This Agreement has been pre-audited in the manner required by the School Budget and Fiscal Control Act.

_____, School Finance Officer
Beaufort County Board of Education

BEAUFORT COUNTY BOARD OF EDUCATION

ATTEST

By: _____ (SEAL)
Superintendent/Secretary

By: _____ (SEAL)
Chair

(Affix Corporate Seal)

CITY OF WASHINGTON

ATTEST

By: _____ (SEAL)
Clerk

By: _____ (SEAL)
Mayor

(Affix Corporate Seal)

**NORTH CAROLINA
BEAUFORT COUNTY**

The undersigned, a Notary Public of the County and State aforesaid, hereby certified that _____ appeared before me this day, and being duly sworn by me, acknowledged that he is Superintendent/Secretary of the Beaufort County Board of Education, and that by authority duly given and as the act of the Board the forgoing instrument was signed by its Chair, sealed with its corporate seal and attested by him as its Superintendent/Secretary.

Witness my hand and notary seal this _____ day of _____ 2010.

My Commission expires: _____

Notary Public

**NORTH CAROLINA
BEAUFORT COUNTY**

The undersigned, a Notary Public of the County and State aforesaid hereby certified that Cynthia Bennett personally appeared before me this day, and being duly sworn by me acknowledged that she is Clerk of the City of Washington, and that by authority duly given and as the act of the City, the forgoing instrument was signed by its Mayor, sealed with its corporate seal and attested by her as its Clerk.

Witness my hand and notary seal this _____ day of _____ 2010.

My Commission expires: _____

Notary Public

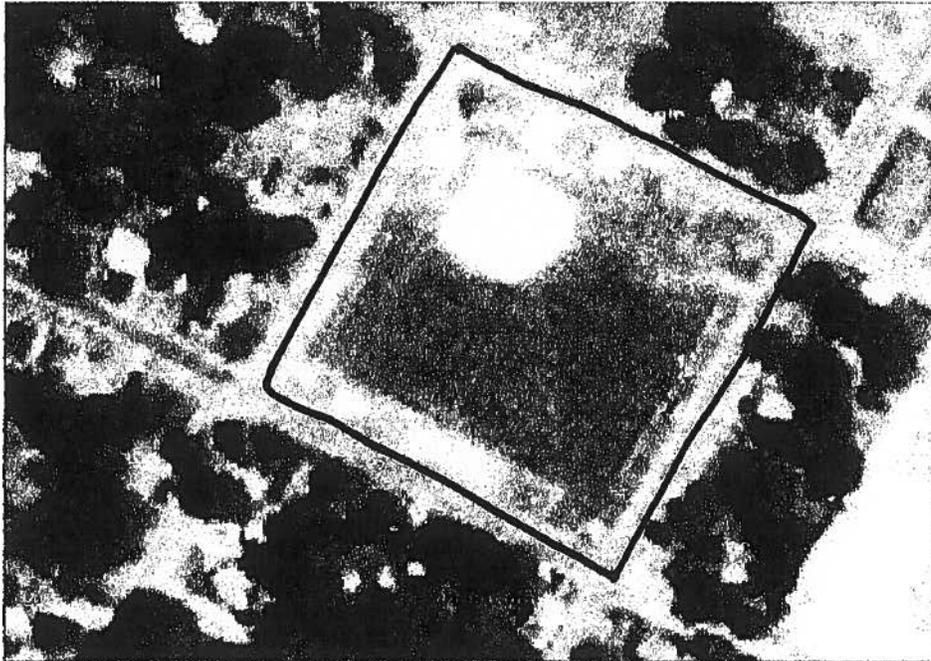
Attachment A

Google Maps

Page 1 of 1

Kugler Field

Google
Maps



<http://maps.google.com/maps?hl=en&tab=wi>

11/18/2008

PARTNERSHIP
for the **Sounds**

December 18, 2009

The Honorable Archie Jennings, Mayor
City of Washington
102 E. 2nd Street
Washington, NC 27889

Dear Mayor Jennings and City Council:

The Partnership for the Sounds requests your approval to meet with City officials for the purpose of reviewing the boundaries of the North Carolina Estuarium's property easement in order to clarify planning issues relevant to the greenspace west of the Estuarium.

As you may be aware, the western boundary of our current easement was set as part of the original construction of the Estuarium in 1996. However, the rerouting of Stewart Parkway in 2002 and other changes have now rendered that line somewhat confusing and unwieldy. In order to eliminate potential conflicts about who has jurisdiction over what as enhancement of greenspace is pursued, we feel it would benefit both of us if a more easily identifiable boundary could be established.

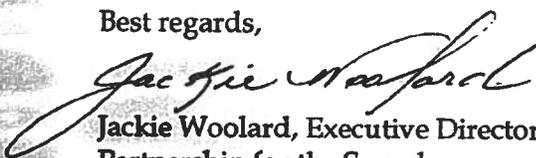
Per the attached proposal, a simplified line would give the Estuarium greater control over space that more directly influences our operations and possible expansion, while the City would gain full control over sections of greater value in the greenspace's conversion to a park and performance area. We fully support the City's proposed enhancement of the greenspace, but we feel it is vital that considerable thought and planning be given to the siting of the constructed elements.

We would like to meet with the City Manager and other appropriate staff to see if a mutually-agreed upon redrawing of our easement boundary can be developed and then taken back to Council and the Partnership Board for review and approval.

Please let us know if you are agreeable to this request. You can contact me or Tom Stroud at the Estuarium, 974-1044, if you have questions or wish to set up a meeting.

Thank you for your consideration of this proposal. I and all the Estuarium staff wish you great success leading Washington into the new year, and we look forward to continuing the very positive and supportive relationship we have shared with the City since 1993.

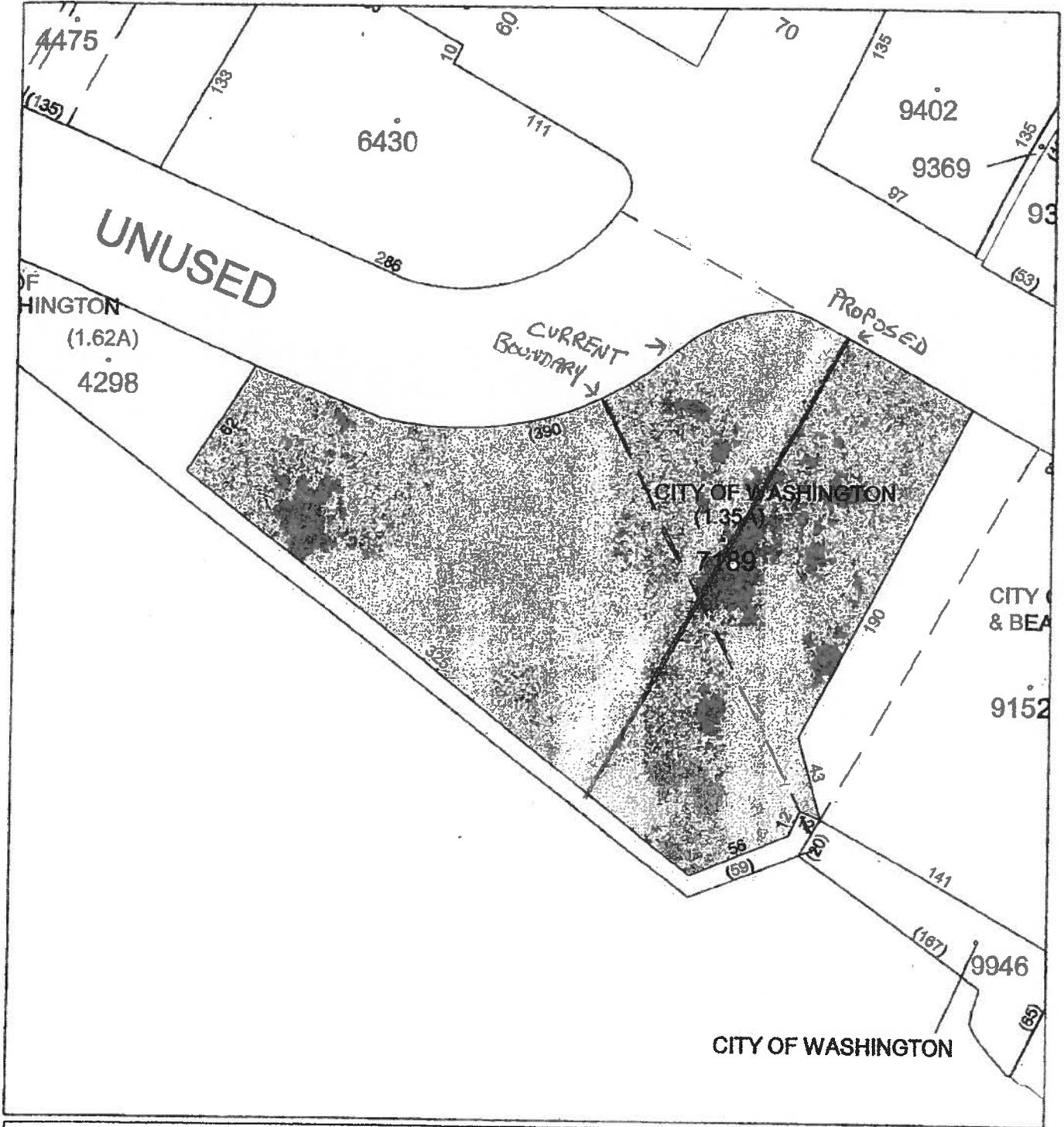
Best regards,


Jackie Woolard, Executive Director
Partnership for the Sounds

COLUMBIA • WASHINGTON • MATTAMUSKEET • WINDSOR

P.O. box 55 COLUMBIA • NC 27925
PH 252 796 • 1000 FX 252 796 • 0218

PH 252 974 • 1044 (WASHINGTON) February 8, 2010

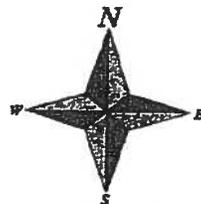


Beaufort County

TAX PIN : 15010373

Date : 12/02/2008

Scale : 1 Inch = 72 Feet.



***** DISCLAIMER *****

THIS MAP IS PREPARED FOR THE INVENTORY OF REAL PROPERTY IN ACCORDANCE WITH N.C. LAND RECORDS TECHNICAL SPECIFICATIONS FOR BASE, CADASTRAL AND DIGITAL MAPPING SYSTEMS. GRAPHIC ILLUSTRATIONS HEREON ARE COMPILED FROM RECORDED DEEDS, PLATS AND OTHER PUBLIC RECORD RESOURCES. PERSONS ARE HEREBY NOTIFIED TO CONSULT ALL APPLICABLE PUBLIC RECORDS FOR VERIFICATION. BEAUFORT COUNTY AND ITS AGENTS ASSUME NO LEGAL RESPONSIBILITY FOR THE ACCURACY OF INFORMATION DEPICTED ON THIS MAP.

Land Records / GIS



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: February 8, 2010
Subject: Set Date for Sewer Assessment Review Committee Meeting
Applicant Presentation: N/A
Staff Presentation: Anita Radcliffe

RECOMMENDATION:

I move that City Council schedule a meeting of the Sewer Assessment Review Committee for February ____, 2010 at ____ a.m./p.m in the Mayor's Conference Room.

BACKGROUND AND FINDINGS:

A sewer assessment review committee has been formed to review the 1999 sewer assessments for the Macswoods, Runyon Hills, and Slatestone Hills subdivisions.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *Jed* Concur _____ Recommend Denial _____ No Recommendation
2/3/10 Date



City of Washington
REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: February 8, 2010
Subject: Set Date for CIP Review Sessions
Applicant Presentation: N/A
Staff Presentation: Anita Radcliffe

RECOMMENDATION:

I move that City Council schedule a meeting to discuss the proposed 2011-2015 Capital Improvement Plan (CIP) with City Staff on February ____, 2010 at ____ a.m./p.m. in the Council Chambers

BACKGROUND AND FINDINGS:

A proposed CIP has been prepared by City Staff and will be presented to Council for input, comments, and changes.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Proposed CIP is in the Budget section of the City's intranet and internet.

CIP Memo attached

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: JCS Concur _____ Recommend Denial _____ No Recommendation
2/3/10 Date



City of Washington
MEMORANDUM

DATE: February 8, 2010
TO: Mayor and City Council
FROM: Matt Rauschenbach
SUBJECT: CIP (Capital Improvement Plan) 2011-2015

The proposed CIP for 2011-2015 is available online on the intranet and internet in the Budget section. Two categories of review and discussion are recommended:

1. 2012-2015 as a planning document
2. 2011 Capital Plan for next year's budget

A history of capital additions by fund will be provided prior to the February CIP work sessions.

Notes:

- CIP project threshold is \$25,000, Capital Assets only (maintenance excluded)
- Capital Assets have an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years.
- Proposed Capital Assets less than \$25,000 will be discussed in the budget workshops.
- Additional unforeseen items not included in the adopted CIP may come up prior to budget development and will be considered during the budget process.



City of Washington

P.O. Box 1988, Washington, NC 27889-1988
102 E. 2nd St - Telephone 252 975-9300 - Fax 252 946-1965

MEMORANDUM

DATE: February 8, 2010
TO: Mayor and City Council
FROM: Matt Rauschenbach
SUBJECT: Budget Schedule

Attached is the budget schedule with Council's revisions from the Committee of the Whole meeting on February 2, 2010. This is a working document and will change as we work through this process.

Budget Schedule 2010 - 2011

Week Of	Scheduled Date	Budget Task
1/4/2010	Complete	CIP Review- Manager
1/18/2010	2/15/2010	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 (OS agency budget, United Way funding request)
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- Electric Fund
5/3/2010		Budget Workshop- Benefits & Pay, General Fund
5/17/2010		Budget Workshop- Water/Sewer/Storm Water/Solid Waste/Cemetery Funds
5/24/2010		Public Hearing
6/14/2010		Budget Adopted (complete budget included, not just workshop changes and budget ordinance)



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Cynthia Bennett, City Clerk; Franz Holscher, City Attorney
Date: January 28, 2010
Subject: Adopt Ordinances Amending Chapter 2, Administration regarding time, change in date, and order of business of City Council meetings
Staff Presentation: Cynthia Bennett, City Clerk; Carolyn Stroud, Paralegal for City Attorney

RECOMMENDATION:

I move that City Council adopt an ordinance amending Chapter 2, Administration, of the Code of the City of Washington, NC to establish a new order of business for City Council’s regular meetings.

AND

I move that City Council adopt an ordinance amending Chapter 2, Administration of the Code of the City of Washington, NC to establish procedures for setting the time and changing the date of the City Council’s regular meetings.

BACKGROUND AND FINDINGS:

As requested and consistent with City Council’s direction at the December 14, 2009 meeting, two ordinances have been prepared by the City Attorney for consideration by Council. Both ordinances would amend Chapter 2, Administration. The first ordinance amends Section 2-29 to give Council the flexibility to set, at its organizational meeting, the time for its regular monthly meetings on the second Monday of each month (the City Code currently requires these meetings to begin at 4:30). The amendment to Section 2-29 also would establish a procedure for changing the date of any regularly scheduled Council meeting.

The second ordinance amends Section 2-33 to allow the Council to establish the Order of Business at the organizational meeting and include a non-exclusive list of potential items/categories for the agenda. This list has been rearranged from the Order of Business as currently listed in the City Code.

Also attached is Section 2-29 and 2-33 as they will appear in the City Code once adopted and codified.

REVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Ordinances

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *[Signature]* Date February 8, 2010 Concurrence Yes Denial ___ No Recommendation ___

**AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, OF THE CODE
OF THE CITY OF WASHINGTON, NORTH CAROLINA TO ESTABLISH A NEW
ORDER OF BUSINESS FOR CITY COUNCIL'S REGULAR MEETINGS**

WHEREAS, North Carolina General Statute §160A-71(c) provides that a council may adopt its own rules of procedure, not inconsistent with the city charter, general law, or generally accepted principles of parliamentary procedure and

WHEREAS, Section 2-36 of Chapter 2, Administration, of the City Code of the City of Washington, North Carolina provides that the parliamentary procedural rules governing the meeting of the City Council shall be the "Suggested Rules of Procedure for a City Council" published by the School of Government, University of North Carolina at Chapel Hill, excluding Rule No. 6, Order of Business.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Washington, North Carolina that Chapter 2, Administration, of the Code of the City of Washington shall be amended as follows.

Section 1. Section 2-33 is hereby amended by replacing the current language in its entirety with the language that reads as follows.

Items shall be placed on the City Council Agenda according to the Order of Business, which Order shall be established at the organizational meeting of Council and shall include but not be limited to the following.

- Opening of meeting
- Invocation
- Roll call
- Approval of minutes
- Approval/amendments to agenda
- Consent agenda
- Comments from the public
- Public hearings on zoning
- Public hearings on other
- Scheduled public appearances
- Correspondence and special reports from members of City Council
- Reports from Boards, Commissions and Committees
- Appointments
- Old business
- New business
- Any other business from the City Manager
- Any other business from the Mayor or other members of City Council
- Adjournment

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

Section 3: Should any provision of this ordinance be declared invalid or unconstitutional by any court of any competent jurisdiction, such declaration shall not affect the validity of the ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Section 4: This ordinance shall take effect and be in force from and after the date of its adoption.

This the 8th day of February, 2010.

**N. ARCHIE JENNINGS, III, MAYOR
CITY OF WASHINGTON**

ATTEST:

**CYNTHIA S. BENNETT,
CITY CLERK CITY OF WASHINGTON**

AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, OF THE CODE OF THE CITY OF WASHINGTON, NORTH CAROLINA TO ESTABLISH PROCEDURES FOR SETTING THE TIME AND CHANGING THE DATE OF THE CITY COUNCIL'S REGULAR MEETINGS

WHEREAS, North Carolina General Statute §160A-71(a) provides that a council shall fix the time and place for its regular meetings and

WHEREAS, Section 2.5 of the Charter of the City of Washington, North Carolina provides that the City Council shall establish a suitable time and place for its regular meetings in accordance with general law.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Washington, North Carolina that Chapter 2, Administration, of the Code of the City of Washington shall be amended as follows.

Section 1. Section 2-29 is hereby amended by replacing the current language in its entirety with the language that reads as follows.

The regular meeting place of the Mayor and City Council shall be in the Council chambers on the second Monday of each month at a time established by Council during Council's organizational meeting. The date of any regularly scheduled meeting may be changed only by an affirmative vote equal to or greater than two-thirds of all the actual membership of the Council, excluding vacant seats, and not including the Mayor.

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

Section 3: Should any provision of this ordinance be declared invalid or unconstitutional by any court of any competent jurisdiction, such declaration shall not affect the validity of the ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Section 4: This ordinance shall take effect and be in force from and after the date of its adoption.

This the 8th day of February, 2010.

**N. ARCHIE JENNINGS, III, MAYOR
CITY OF WASHINGTON**

ATTEST:

**CYNTHIA S. BENNETT,
CITY CLERK CITY OF WASHINGTON**

Sec. 2-29. Meetings-Regular.

The regular meeting place of the Mayor and City Council shall be in the Council chambers on the second Monday of each month at a time established by Council during Council's organizational meeting. The date of any regularly scheduled meeting may be changed only by an affirmative vote equal to or greater than two-thirds of all the actual membership of the Council, excluding vacant seats, and not including the Mayor.

Sec. 2-33 Agenda and Order of Business.

Items shall be placed on the City Council Agenda according to the Order of Business, which Order shall be established at the organizational meeting of Council and shall include but not be limited to the following.

- Opening of meeting
- Invocation
- Roll call
- Approval of minutes
- Approval/amendments to agenda
- Consent agenda
- Comments from the public
- Public hearings on zoning
- Public hearings on other
- Scheduled public appearances
- Correspondence and special reports from members of City Council
- Reports from Boards, commissions and committees
- Appointments
- Old business
- New business
- Any other business from the City Manager
- Any other business from the Mayor or other members of City Council
- Adjournment



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Cynthia Bennett, City Clerk; Franz Holscher, City Attorney
Date: February 3, 2010
Subject: Adopt Ordinance Adopting and Enacting a New City Code
Staff Presentation: Cynthia Bennett, City Clerk; Carolyn Stroud, Paralegal for City Attorney

RECOMMENDATION:

I move that City Council adopt an ordinance adopting and enacting a new code for the City of Washington, North Carolina with the exception of Section 2-97(i); providing for the repeal of certain ordinances not included therein; providing a penalty for the violation thereof; providing for the manner of amending such code; and providing when such code and this ordinance shall become effective.

BACKGROUND AND FINDINGS:

We are nearing the end of a four-year process to update and recodify the City Code using the services of Municipal Code Corporation (MCC). This process involved conducting a thorough review of the City Code by City staff, City Council members, and the City Attorney's office to address editorial, organizational and legal issues as well as incorporating ordinance amendments adopted since the last update through August 2009. The end result is a complete version of the City Code as amended through August 2009.

The recodification is now ready for adoption by City Council. Once adopted, the recodification will replace the current version of the City Code in its entirety. The recodified City Code will be available in printed, loose-leaf format as well as electronic format accessible and searchable over the internet through a link from the City's website. Following adoption, MCC will prepare supplements at least annually to incorporate and codify new ordinance amendments. Between these supplements, amendments to the City Code will be viewable over the internet.

This matter was continued last month in order to give Council additional time to review the same and to allow for consideration of feedback from Council.

PREVIOUS LEGISLATIVE ACTION

January 19, 2010 Public Hearing
November 18, 2005 Contract entered with Municipal Code Corporation as authorized through FY 2005/2006
 City Budget

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

- Attachment 1 – Ordinance adopting new City Code
- Attachment 2 – Comments received from Council and Manager following January 19, 2010 discussion

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: _____ Date _____ Concur _____ Recommend Denial _____ No Recommendation _____

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF WASHINGTON, NORTH CAROLINA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, NORTH CAROLINA:

Section 1. With the exception of Section 2-97(i), the Code entitled "The Code of the City of Washington, North Carolina," published by Municipal Code Corporation, consisting of Chapters 1 through 40, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before August 10, 2009, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in Section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued pursuant thereto shall be punished as provided by North Carolina General Statute § 14-4. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense unless otherwise expressly provided. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section hereafter enacted, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the City may pursue other remedies authorized law, including but not limited to abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the City to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after August 10, 2009 that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective February 8, 2010.

Passed and adopted by the City Council this 8th day of February, 2010.

N. Archie Jennings, III
Mayor

ATTEST:

Cynthia S. Bennett
City Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true copy of the ordinance passed at the regular meeting of the City Council, held on the 8th day of February, 2010.

Cynthia S. Bennett
City Clerk

City Code Revisions

After the January 19th Council meeting, the following comments were received by Rodman, Holscher, Francisco & Peck (RHFP) concerning the proposed revisions to the recodification of the City Code. The history of each revision and/or RHFP's response follows.

2-31 Councilman Doug Mercer - Time for notice dropped from 48 to 6 hours.

NCGS § 143.318.12(b)(2) requires the City to give the media 48 hours notice before any special meeting. NCGS § 160A-71(b)(1) requires the City to give Council 6 hours notice before any special meeting.

Councilman Mercer's initial comment during review was that 6 hours is not sufficient notice to Council members for a special meeting, especially in light of the notice afforded to the media. Therefore, RHFP revised the language to increase the notice required to be given to Council members for a special meeting from 6 to 48 hours as follows.

The Mayor, the Mayor Pro Tem of the City Council or any two (2) members thereof may at any time call a special meeting by causing a written notice, stating the time and purposes of holding such meeting and signed by a person calling the same, to be delivered in hand to each member or left at his usual dwelling place at least six (6) hours before the time of such meeting. Meetings of the City Council may also be held at any time when all the members of the Council are present and consent thereto. The Council may consider at such meetings only those matters mentioned in the notice of the special meeting. The Mayor, the Mayor Pro Tem or any two (2) members of the City Council may at any time call a special council meeting by signing a written notice stating the time and place of the meeting as well as the subjects to be considered. Said written notice shall be delivered in hand to each member or left at each member's usual dwelling place at least forty-eight (48) hours before the time of such special meeting called in this manner. Only those matters of business specified in said notice may be transacted at a special meeting called in this manner. In addition to the procedures set forth herein, a person or persons calling a special meeting in this manner shall cause the notice requirements of Article 33C of General Statutes Chapter 143 to be complied with.

This change establishes a different period of notice for Council (48 hours versus 6) but is still in accordance with UNC-School of Government's "Rules of City Council Procedure," and the specifications of NCGS § 160A-71(b)(1).

Jim's recent reply to Councilman Mercer: 48 hours allows time for the public to be notified of a meeting in a newspaper of general circulation, the normal basis for public notice. It has never been a problem and is really a protection for the public.

Council needs to decide whether it desires 48 or 6 hours notice.

2-97(i) Councilman Mercer - Manager given authority to set fees not set by Council.

This issue has been discussed. Based upon RHFP's understanding of this discussion, we have deleted this provision.

Prior to Council review, RHFP discovered a discrepancy between Section 1-7 and Section 2-97 regarding the authority to set fees. FFH's handwritten notes ask whether insertion of language to allow the City Manager to adjust disputed fees was needed for clarification. We sought direction from the City Manager in our October 1, 2008 memo and a follow up meeting with the Manager and City Clerk. During this meeting, Section 2-97 was revised to

Agenda Date: February 8, 2010

allow the City Manager to “set or delegate the authority to set fees and charges, other than those established by Council, for services provided, up to \$2,500.00” In a December 2008 meeting with RHFP, Councilman Mercer asked that subsection (i) containing the above referenced edit be removed. Based upon RHFP’s understanding of Council’s January 19th discussion of this issue, the adopting ordinance has been revised to delete this provision.

Jim’s recent reply to Councilman Mercer: There needs to be some deminimis level for the Manager to set fees such as \$50 or less. i.e. copies, various water and waste water appliance components as purchase prices change, electrical components as purchase prices change, copies of plans or publications resold or copied, etc. Also, what is a fee vs. a charge? There are sales taxes, etc which the City collects and liens placed by the tax collector.

2-169 & 2-170 Section 2-169 requires the Council to appoint a Tax Collector and Section 2-170 requires the Tax Collector so appointed to perform specific duties, most of which are in addition to those specified in the General Statutes. Councilman Mercer’s comment: We need to eliminate and add language in other sections to account for these duties or add words in this section stating that Council may not appoint a Tax Collector and assign his duties to other members of the staff.

NCGS § 105-349 et seq requires governing bodies of municipalities to appoint a tax collector and prohibits the appointment of a chief financial officer to this position without the permission of the Local Government Commission.

RHFP recommends adopting the recodification as written with the understanding that these discrepancies will be clarified through future code amendments.

10-3 Councilman Mercer - There are still specific dollar amounts in this section. I thought we were going to be consistent and use statement about fees as established by Council.

Good point. We need to revise Sec. 10-3(a)(2) to delete the fee and add a reference to the fee schedule. We should also advise the Electric Director and Chief Finance Officer that this fee needs to be included in the fee schedule, if not already included. Please note that Sec. 10-3(b) lists a reward. Although specific dollar amounts for fees, rates and charges were removed from all chapters and are now listed in a Fees and Charges Schedule as an Appendix to the City Budget Ordinance, specific dollar amounts for locally established fines, rewards, penalties, insurance, options, and bonds were retained.

RHFP recommends adopting the recodification as written with the understanding that this section will be revised with a future code amendment.

10-45(a)(3) Councilman Mercer - Council has adopted new language regarding deposits.

RHFP is preparing code amendments to present to Council for adoption following enactment of the recodification. These amendments will revise this section to reflect the deposit and other policy changes recently adopted by Council.

RHFP recommends adopting the recodification as written with the understanding that these discrepancies will be clarified through future code amendments.

16-25 Councilman Mercer - Reference to Tax Collector

February 8, 2010

See explanation for Sections 2-169 and 2-170 above.

16-26 Councilman Mercer - Reference to Tax Collector (Doug Mercer)

See explanation for Sections 2-169 and 2-170 above.

16-153(a) and 16-153(d) Councilman Mercer - Specific dollar civil penalty specified. Is civil penalty set by G.S.?

Although specific dollar amounts for fees, rates and charges were removed from all chapters and are now listed in a Fees and Charges Schedule as an Appendix to the City Budget Ordinance, specific dollar amounts for locally established fines, rewards, penalties, insurance, options, and bonds were retained.

N.C.G.S. § 160A-175 states that a city may by ordinance "provide by express statement that the maximum fine . . . to be imposed for a violation is some amount of money . . . less than the maximum imposed by G.S. 14-4." N.C.G.S. § 14-4 states that the maximum fine, other than for parking violations, is \$500.00 and that "No fine shall exceed fifty dollars (\$50.00) unless the ordinance expressly states that the maximum fine is greater than fifty dollars (\$50.00)."

However, this chapter, Licenses and Business Regulations, did not get much review (or at least no comments were returned) during the department review.

RHFP recommends adopting the recodification as written. RHFP further recommends that, after adoption, we be authorized to research any statutory guidance in regard to this type of fine and propose a future code amendment if Council desires to revise this section.

18-13. Councilman Mercer - Schedule of specific fines. Should these be left or use the set by Council language?

Although specific dollar amounts for fees, rates and charges were removed from all chapters and are now listed in a Fees and Charges Schedule as an Appendix to the City Budget Ordinance, specific dollar amounts for locally established fines, rewards, penalties, insurance, options, and bonds were retained.

If Council desires to reconsider this approach, RHFP recommends it do so through future code amendments after enactment of the recodification.

20-39(a)(5) Councilman Mercer - Reference to Tax Collector

See explanation for Sections 2-169 and 2-170 above.

20-39(a)(6) Councilman Mercer - Reference to Tax Collector

See explanation for Sections 2-169 and 2-170 above.

22-65 Councilman Mercer - Prohibits coolers at any sporting event at the McConnell complex. Should be deleted if we are not going to enforce (are you going to allow coolers for bottled water for teams during games?).

This comment was made to RHFP during the earlier review process and forwarded to the City Manager and Director of Parks and Recreation for consideration.

Agenda Date: February 8, 2010

RHFP awaits further direction in this regard and recommends that any further discussion or consideration of this issue occur after the recodification is adopted.



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennette & Members of the City Council
From: Philip Mobley, Director Parks and Recreation *pwm*
Date: February 8, 2010
Subject: Authorize City Manager to sign the Authorized Agent Consent Agreement to obtain the Temporary CAMA Permit for the Waterfront
Applicant Presentation: None
Staff Presentation: None

RECOMMENDATION:

1. I move City Council authorize the City Manager sign the Authorized Agent Consent Agreement as the Property Owner, to obtain the Temporary CAMA Permit on the Waterfront.

BACKGROUND AND FINDINGS:

January 19, 2010 City Council approved the Little Washington Sailing Club to attach their floating dock to a Free Dock on the Waterfront for their program for the 2010 Season.
 In order for the Little Washington Sailing Club to attach a floating dock to our dock CAMA requires them to have a Temporary CAMA Permit.
 The Little Washington Sailing Club is seeking permission to apply for the CAMA permit on behalf of the City of Washington. A copy of the application will be reviewed, by City Staff and the City Attorney before it is submitted to CAMA.

PREVIOUS LEGISLATIVE ACTION

January 19, 2010 City Council approved the Little Washington Sailing Club to attach their floating dock to a Free Dock on the Waterfront.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Authorized Agent Consent Agreement

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *[Signature]* Concur _____ Recommend Denial _____ No Recommendation 2/2/10 Date

Authorized Agent Consent Agreement

I City of Washington, hereby authorize Little Washington to act on
(Property Owner) Sailing Club
(Authorized Agent)

my behalf in obtaining CAMA permits for the location listed below.

Property Address:

301 Stewart Parkway Dock "J"

Washington, N.C. 27889

Property Owner's Mailing Address:

P.O. Box 1988

Washington, N.C. 27889

Property Owner's Signature: _____ (City of Washington)

Authorized Agent Signature: _____ (L W S C)

Date: 2 - 8 - 2010



City of Washington REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: John Rodman, Planning & Development
Date: January 28, 2010
Subject: Investigate a non-contiguous satellite annexation petition for LJ's Body Shop Inc. received under General Statutes 160A-58.1

Applicant Presentation: N/A
Staff Presentation: John Rodman

RECOMMENDATION:

Adopt the attached resolution directing the City Clerk to investigate a non-contiguous satellite annexation petition received under General Statutes 160A-58.1

BACKGROUND AND FINDINGS:

On January 20, 2010 LJ's Body Shop Inc presented a petition for a non-contiguous satellite annexation for the property located on Hwy 264 East approximately 1000' east of the Beaufort County Animal Shelter. The property contains 2.96 acres and is currently vacant.

When a petition for annexation is received the governing body must direct the clerk to investigate the sufficiency of the petition. After directing the Clerk to investigate the petition the City will proceed with the annexation process.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Attached map, legal description, petition, resolution

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: _____ Concur _____ Recommend Denial
 _____ No Recommendation 2/2/10 Date

PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

Date: 1/27/10

To the City Council of the City of Washington:

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the City of Washington.

2. The area to be annexed is non-contiguous to the City of Washington and the boundaries of such territory are as follows:

ATTACHED

(Insert Metes and Bounds Description of Boundaries)

3. A Map is attached showing the area proposed for annexation in relation to the primary corporate limits of the City.

4. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.) ATTACHED

<u>Name</u>	<u>Address</u>	<u>Do you declare vested rights?</u> (Indicate yes or no.)	<u>Signature</u>
1. <i>LT'S BODY SHOP, INC</i>	<i>8838 US 264 EAST</i>	<i>YES</i>	<i>William J. [Signature]</i>
<i>X</i>	<i>WASHINGTON, N.C 27889</i>		
<i>X</i>			

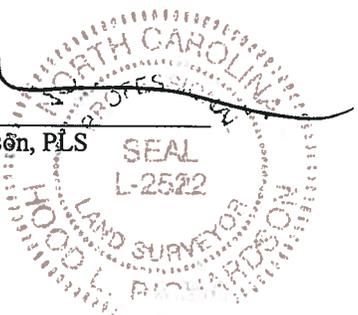
**LEGAL DESCRIPTION
SATELITE ANNEXATION**

**LJ'S BODY SHOP, INC.
US 264 EAST**

**LONG ACRE TOWNSHIP
BEAUFORT COUNTY**

BEGINNING at an iron rod in the intersection of the northerly right of way line of US Highway 264 and a James Mitchell Cutler lot which is a part of the land described in Deed Book 993 at page 817, the said beginning point is North 79 degrees 13 minutes 17 seconds West 352.58 feet with the said northerly right of way line of US Highway 264 from a North Carolina Department of Transportation concrete right of way monument in the intersection of the said Highway 264 with SR 1313 also known as Asbury Church Road: thence from the said beginning iron rod North 79 degrees 13 minutes 17 seconds West 184.81 feet with the said northerly right of way line of US 264 to an iron pipe, a corner to the said James Mitchell Cutler lot; thence with the said Cutler line North 05 degrees 23 minutes 56 seconds East 40.18 feet to and iron pipe and then North 79 degrees 13 minutes 17 seconds West 40.18 feet to an iron pipe, a corner to the said Cutler and the Rufus Boyd lot of record in Deed Book 1509 at page 492, thence North 05 degrees 23 minutes 56 seconds East 550.20 feet to an iron rod in the Ada and George B. Hurley Heirs line of record in Deed Book 522 at page 629: thence with the said Hurley line South 75 degrees 44 minutes 14 seconds East 226.71 feet to and iron rod the the first said Cutler line: thence South 05 degrees 23 minutes 56 seconds West 576.54 feet with the said Cutler line to the BEGINNING: being the lot described in Deed Book 1591 at page 144 and shown on the map recorded in Plat Cabinet G at Slide 144 Beaufort County Register of Deeds.


Hood L. Richardson, PLS



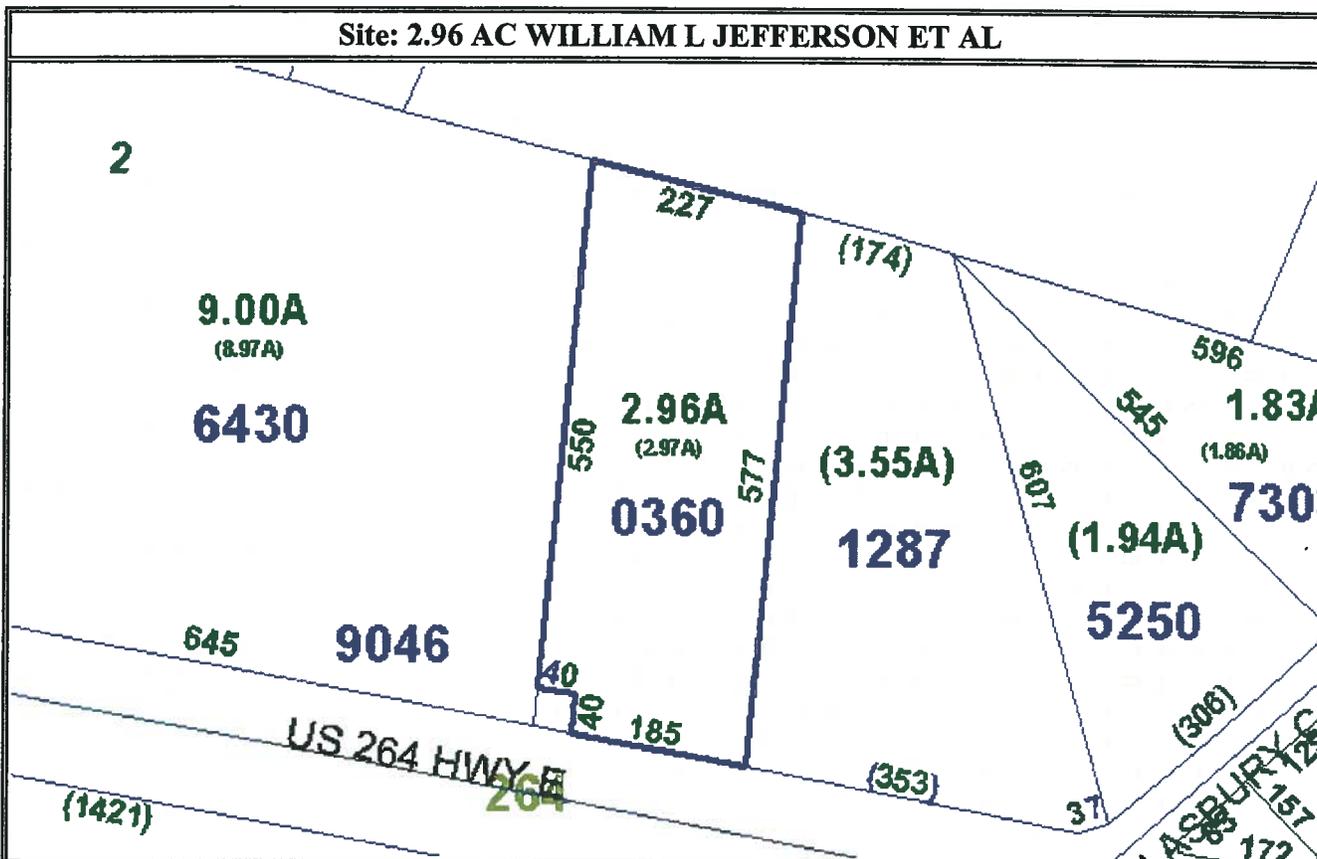
D

ZONING VESTED RIGHTS

Use of the property for the repair, maintenance, and sale of automobiles and other on and off the road vehicles and the wholesale and retail of items. This includes the painting of vehicles and items and the manufacture of automotive items.

Use of the property to include all of the rights conveyed in permits issued by the US Army Corps of Engineers and the North Carolina Department of Environment and Natural Resources.

D



Property Details:

PIN	15024461	GPIN	5695-97-0360
GPINLONG	5695-97-0360	NAME1	LJS BODY SHOP INC
NAME2		ADDR1	8838 US 264 EAST
ADDR2		CITY	WASHINGTON
STATE	NC	ZIP	27889
PROP_ROAD	US 264	ACRES	2.96
ACCT_NBR	885858	MAP_SHEET	569500
NBR_BLDG	0	DATE	6/19/2007
DB_PG	1591/0144	LAND_VAL	44400
BLDG_VAL	0	DEFR_VAL	0
TOT_VAL	44400	NBHD_CDE	A
NBHD_DESC	AVERAGE	SUB_CDE	
SUB_DESC		STAMPS	120
SALE_PRICE	60000	ZONE	
LAND_USE		DISTRICT	05
PROP_DESC	2.96 AC WILLIAM L JEFFERSON ET AL	MBL	569500188
EXMPT_PROP		EXMPT_AMT	0
ROAD_TYPE	P		
CENSUS_BLK			
PREVASSESS	0		

DISCLAIMER: These maps and information either in digital or hardcopy format are provided solely as a public service and they do not meet surveying accuracy standards. This map data is prepared from the inventory of real property found within this jurisdiction and is compiled from recorded deeds, plats, and other public records and data. Users of any maps generated on this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on any maps. The county of Beaufort assumes no legal responsibility for the information contained on these maps.

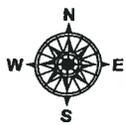


Legend

- City Limits
- ETJ
- parcels

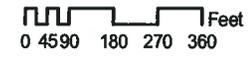
Zoning

- AP
- B1H
- B2
- B3
- B4
- CP
- I1
- I2
- O&I
- PUD
- R15S
- R6S
- R9S
- RA20
- RHD
- RMF
- RMH
- WPark



City of Washington
 Petition for Annexation
 LJ's Body Shop, Inc.
 February 8, 2010
 Page 112 of 114

1 inch = 390 feet



**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160 A-58.1**

WHEREAS, a petition requesting annexation of an area described in said petition was received on February 8, 2010 by the Washington City Council; and

WHEREAS, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Washington deems it advisable to proceed in response to this request for annexation:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington that:

The City Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the City Council the result of her investigation.

N. Archie Jennings III, Mayor

ATTEST:

Cynthia S. Bennett, Clerk

Annexation #10-A-01
LJ'S Body Shop Inc.



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: February 8, 2010
Subject: Award Contract to Audit Accounts for Fiscal Year 2009-2010
Applicant Presentation:
Staff Presentation: Anita Radcliffe

RECOMMENDATION:

I move that City Council award the contract to audit accounts for fiscal year 2009-2010 to Martin, Starnes, and Associates, CPA, PA located in Hickory, NC at a cost of \$38,000.

BACKGROUND AND FINDINGS:

Martin, Starnes and Associates, CPA, PA has submitted their proposal for performing the City's annual audit for fiscal year 2009-2010, in the amount of \$38,000. This proposal is at the same cost as the audits for the previous two fiscal years. City staff has been very pleased with the services provided by Martin, Starnes, and Associates, CPA, PA and highly recommends to Council the awarding of this year's audit contract to them.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact in FY 08/09 budget; will be paid out of FY 09/10 budget.

SUPPORTING DOCUMENTS

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *[Signature]* Concur _____ Recommend Denial _____ No Recommendation
[Signature] Date