



City of  
**Washington**  
NORTH CAROLINA  
Council Agenda  
NOVEMBER 14, 2016  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from October 10, 2016 (**page 3**)

Approval/Amendments to Agenda

Recognition: ***Brent Hamilton – Associates Degree in Fire Protection***

I. Consent Agenda:

- A. Approve – Application by Washington Fire Department for the 2016 FEMA Assistance to Firefighters Grant (**page 7**)
- B. Approve – Purchase and Purchase Order for Phillips Cardiac Heartsmart Monitor from Southeastern Emergency Equipment (**page 8**)
- C. Adopt - Resolution Designation of Applicant’s Agent for Hurricane Matthew (**page 9**)
- D. Adopt - Budget Ordinance Amendment – Hurricane Matthew (**page 12**)

II. Comments from the Public:

III. Public Hearing 6:00PM– Zoning: None

IV. Public Hearing 6:00PM - Other:

- A. Adopt – Ordinance to Condemn as Unsafe the Structure Located at 523 North Gladden Street and Award the Demolition Contract (**page 18**)

V. Scheduled Public Appearances:

- A. Catherine Glover – Retire NC Request for Support (**page 27**)
- B. Linda Witchell – Flooding on 12<sup>th</sup> Street
- C. Richard Young – Request for Stop Sign on East Main and Bonner Street

VI. Correspondence and Special Reports:

- A. Memo – Save the Pool Fundraiser Update (**page 28**)
- B. Memo – Extra-Territorial Jurisdiction Reduction (**page 29**)
- C. Memo – Asset Inventory & Assessment Grant Application Re-Submittal (**page 46**)
- D. Memo – NCDOT – Division of Aviation Airport Improvements (**page 47**)



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5:30 PM

- VII. Reports from Boards, Commissions and Committees:  
A. Human Relations Council (**page 48**)
- VIII. Appointments:  
A. Appointment – Library Board of Trustees (**page 50**)  
B. Appointment – Washington Electric Utilities Advisory Board (**page 53**)
- IX. Old Business:  
A. Approve – Purchase Order to Miller Supply Co. for AMR Water Meters (**page 58**)  
B. Award – Bid to Atlantic Power Systems of NC to Replace Generator at the Communications Center (**page 60**)  
C. Approve – Purchase Order to Feyer Ford for Ford F350 Cab and Chassis - Replacement for Vehicle #601 (**page 61**)  
D. Approve – Purchase Orders to Tech Products, Inc. and McLean Engineering for Electric System GIS Mapping Project (**page 64**)
- X. New Business:  
A. Adopt – Resolution Authorizing Mayor to execute NCDOT Division of Aviation Grant for Runway 5-23 Rehabilitation (**page 73**)
- XI. Any other items from City Manager:  
A. Discussion – Date for Public Hearing – 15<sup>th</sup> Street Project  
B. Discussion – November & December 2017 meeting dates
- XII. Any other business from the Mayor or other Members of Council:  
A. Discussion – Councilman William Pitt – NCLM Updates (**page 89**)
- XIII. Closed Session: Under NCGS§143-318.11 (A)(3) Attorney Client Privilege and (A)(5) Potential Land Acquisition {Property bound by 2<sup>nd</sup>, 3<sup>rd</sup>, Van Norden and Hwy 17} and NCGS § 143-318.11(A)(1) Disclosure of Confidential Information, NCGS § 143-318.10(E) Public Records Act
- XIV. Adjourn – Until Monday, December 12, 2016 at 5:30 pm, in the Council Chambers

The Washington City Council met in a regular session on Monday, October 10, 2016 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; Richard Brooks, Councilmember; Larry Beeman; Councilmember and William Pitt, Councilmember. Also present: Bobby Roberson, City Manager; Franz Holscher, City Attorney and Cynthia S. Bennett, City Clerk.

Mayor Hodges called the meeting to order and Councilmember Mercer delivered the invocation.

**APPROVAL OF MINUTES:**

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the minutes of September 26, 2016 as presented.

**APPROVAL/AMENDMENTS TO AGENDA:**

Mayor Hodges and members of Council thanked all the City of Washington staff for their work during Hurricane Matthew.

Mayor Hodges reviewed the requested amendments to the agenda:

- Add: Under Other Items from Manager: Rescind Curfew
- Add: Under Other Items from Manager: Update from Jeff Clark – Electric Utilities

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the agenda as amended.

**RECOGNITION:**

***BATTALION CHIEF, RM FLOWERS – ASSOCIATES DEGREE IN FIRE PROTECTION***



*Mayor Hodges poses for a photo with Fire Chief, Robbie Rose; Battalion Chief, RM Flowers and Police & Fire Services Director, Stacy Drakeford*

***COUNCILMEMBER, WILLIAM PITT – ADVANCED LEADERSHIP CERTIFICATION***



*Mayor Hodges poses for a photo with Councilmember William Pitt*

**CONSENT AGENDA:**

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the consent agenda as presented.

A. **Approve** – Municipal Records Retention and Disposition Schedule Updates

*The Municipal Records Retention and Disposition Schedule is a document that allows every department to dispose of records listed in the schedule. In accordance with the provision of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified in the schedule. Records are authorized to be destroyed or otherwise disposed of after Council adopts the schedule without having to go back to Council for further approval each time records need to be disposed of. The new schedule updates supersede the schedule approved in 2012 and will remain in effect from the date of approval until it is reviewed and updated again.*

**COMMENTS FROM THE PUBLIC: NONE**

**PUBLIC HEARING – ZONING: NONE**

**PUBLIC HEARING – OTHER: NONE**

**SCHEDULED PUBLIC APPEARANCES: NONE**

**CORRESPONDENCE AND SPECIAL REPORTS:**

**MEMO – SAVE THE POOL FUNDRAISER UPDATE**

*Memo from Kristi Roberson, Parks and Recreation Director - We have completed 6 fundraisers and are continuing to sell T-shirts and Tiles. We have currently raised \$25,944.90.*

*The following fundraisers are scheduled:*

- October 1-31            Save the Pool – 50/50 Raffle*
- October 11            Save the Pool - Golf Tournament (will be rescheduled)*
- October 28            Save the Pool – Boo Bash Splash*
  
- November 4           Save the Pool – Movie Night*
- November 7           Save the Pool – Pizza Inn (10% of the proceeds and 100% of our tips)*
- November 19          Save the Pool – Comedy for a Cause (Sponsored by Arts of the Pamlico)*
  
- December 16          Save the Pool – Swim with Santa*

**MEMO – DRAINAGE IMPROVEMENTS – COST ESTIMATES**

*Memo from Frankie Buck, Public Works Director - During the September 26, 2016 Council Meeting, I was instructed to provide cost estimates for drainage improvements in the Jack’s Creek Basin. Within the Jack’s Creek area improvements should begin downstream at East 8<sup>th</sup> Street before upstream improvements are made. As a result of findings in the September 2007 Study, improvements have been made from Charlotte Street to East 8<sup>th</sup> Street with the exception of the box culvert replacement under John Small Avenue (U.S. 264 belonging to NCDOT. The upstream improvements including replacing the box*

*culvert at John Small Avenue cost was \$5,200,000.00 in 2007. This project area will be from Oak Drive to East 8<sup>th</sup> Street. This estimate is from the September 2007 Drainage Study by Rivers and Associates.*

*The second area of concern is Brown Street and East 12<sup>th</sup> Street near Hospital Pharmacy. In February 2009, a study was done by Rivers and Associates for this area. This recommendation requires a series of concrete box culverts along Simmons and Willow Streets. This system will enter Jack's Creek upstream of Park Drive. The benefit is to avoid disturbing neighboring backyards west of Simmons Street. However, utility conflicts may increase the cost. The project estimate for this area is \$4,900,000.00 in 2009. The total cost for drainage improvements in the areas of concern was \$10,100,000.00. These costs do not include easement acquisition, engineering or utility conflicts.*

Councilmember Mercer discussed various parts of the City that flood and the need to get the water moved more quickly. Mr. Buck explained the areas mentioned in the memo are the two areas that are the primary drainage ways to get the water out of town. There are several culverts in town that are undersized, but belong to NCDOT. Councilmember Brooks noted the need to install larger pipes. Mr. Buck said that in regard to Iron Creek we are trying to keep Mitchell Branch clean by removing beaver dams etc. as well as cleaning ditches, but the area is low and difficult to drain. Mr. Roberson explained that beginning in January, staff will bring all of the stormwater improvements for Council to review in order to determine if they want to have a bond issued.

**APPOINTMENT: NONE**

**OLD BUSINESS:**

**AWARD – CONTRACT FOR SHERWOOD FOREST SUBDIVISION**

***BACKGROUND AND FINDINGS:***

*We have bid this project out to three different companies:*

*T&D Solutions*

*Underground solutions Inc.*

*Baynor Construction Inc.*

*When the bids were received Baynor Construction was the low bid.*

*Account: 35-90-8390-4500)*

Jeff Clark, Electric Director mentioned that all of the overhead lines will now become underground in the Sherwood Forest Subdivision. All of the overhead right-of-ways will become underground right-of-ways. This bid is for all of the underground piping. Councilmember Mercer discussed the cost associated with this project.

By motion of Councilmember Mercer, seconded by Mayor Pro tem Finnerty, Council awarded a contract to Baynor Construction Inc. for the installation of underground pipe in the Sherwood Forest Subdivision.

**NEW BUSINESS: NONE**

**ANY OTHER ITEMS FROM CITY MANAGER:**

**LAND DESIGN PLAN**

John Rodman, Community & Cultural Services Director distributed the Land Design Plan to Council. Mr. Rodman asked Council to review the plan and noted this would be included on the November 14<sup>th</sup> agenda for further discussion.

**CURFEW – RESCIND**

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council rescinded the curfew that was in effect from 7:00pm – 7:00am due to Hurricane Matthew.

**JEFF CLARK – UTILITIES UPDATE**

Jeff Clark, Electric Director thanked his staff for their work during the hurricane. All of the sub-stations should be back on this evening. Mr. Clark also thanked Electricities and Duke Energy for their efforts in getting the power back on sooner than expected.

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL: NONE**

**CLOSED SESSION: UNDER NCGS §143-318.11 (A) (3) ATTORNEY CLIENT PRIVILEGE AND (A) (5) POTENTIAL LAND ACQUISITION {PROPERTY BOUND BY 2<sup>ND</sup>, 3<sup>RD</sup>, VAN NORDEN AND HWY 17}**

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council agreed to go into closed session at 6:05pm under NCGS § 143-318,11 (A)(3) Attorney/Client Privilege and under (A)(5) Potential Land Acquisition {property bound by 2<sup>nd</sup>, 3<sup>rd</sup>, Van Norden and Hwy. 17}.

By motion of Councilmember Pitt, seconded by Mayor Pro tem Finnerty, Council agreed to come out of closed session at 7:10pm.

Mike Voss, Washington Daily News reported Beaufort County was made aware tonight that the Federal Government has declared Beaufort County and its municipalities eligible for public assistance and individual assistance.

**ADJOURN:**

By motion of Councilmember Brooks, seconded by Mayor Pro tem Finnerty, Council adjourned the meeting at 7:15 pm until Monday, November 14, 2016 at 5:30 pm, in the Council Chambers.

(Subject to approval of City Council)

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



## REQUEST FOR CITY COUNCIL ACTION

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**To:** Mayor Hodges & Members of the City Council  
**From:** Robbie Rose, Fire Chief  
**Date:** November 7, 2016  
**Subject:** 2016 AFG Grant  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that the City Council approve and support an application by Washington Fire Department for the 2016 FEMA Assistance to Firefighters Grant.

**BACKGROUND AND FINDINGS:**

This grant request is in the amount of \$52,000. This request represents a 95% federal share of \$49,400 and our 5% match of \$2,600. The application will be for the replacement of our SCBA-Breathing Air fill system. The application period for this grant is October 11, 2016 thru November 18, 2016.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

(X) Requires 5% matching funds of \$2,600

**SUPPORTING DOCUMENTS**



## REQUEST FOR CITY COUNCIL ACTION

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**To:** Mayor Hodges & Members of the City Council  
**From:** Robbie Rose, Fire Chief  
**Date:** November 7, 2016  
**Subject:** Purchase & Purchase Order Approval  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that the City Council approve the purchase and required purchase order in the amount of \$26,946.58 for a Phillips Cardiac Heartstart Monitor from Southeastern Emergency Equipment.

**BACKGROUND AND FINDINGS:**

This purchase is in accordance with our replacement schedule for cardiac monitors used at the paramedic level of care. We are purchasing the Phillips brand which is consistent and compatible with our existing cardiac equipment, supplies and accessories.

**PREVIOUS LEGISLATIVE ACTION:**

**FISCAL IMPACT:**

XX Budgeted FY 16/17 in Account 10-10-4341-7400 \_\_\_ Requires additional appropriation  
\_\_\_ No Fiscal Impact

**SUPPORTING DOCUMENTS:**

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City Manager Review: BKR Concur \_\_\_ Recommend Denial \_\_\_ No Recommendation

11/9/16 Date



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/CFO  
**Date:** November 14, 2016  
**Subject:** Adopt Resolution Designation of Applicant's Agent for Hurricane Matthew  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move that City Council adopt a resolution designating Matt Rauschenbach as primary agent and Robbie Rose as secondary agent for the Hurricane Matthew disaster.

### BACKGROUND AND FINDINGS:

This resolution authorizes the primary and secondary agents to execute and file applications for federal and state assistance and represent the City of Washington in all matters with the State and FEMA pertaining to disaster assistance.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

Currently Budgeted  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

Resolution Designation of Applicant's Agent

**RESOLUTION  
DESIGNATION OF APPLICANT'S AGENT**

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) City of Washington	Disaster Number: FEMA-4285-DR-NC
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):	
Applicant's Fiscal Year (FY) Start Month: July Day: 1	
Applicant's Federal Employer's Identification Number ██████████	
Applicant's Federal Information Processing Standards (FIPS) Number - -	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name <b>Matt Rauschenbach</b>	Agent's Name <b>Robbie Rose</b>
Organization <b>City of Washington</b>	Organization <b>City of Washington</b>
Official Position <b>Chief Financial Officer</b>	Official Position <b>Fire Chief</b>
Mailing Address <b>P.O. Box 1988</b> <span style="float:right;">+</span>	Mailing Address <b>410 North Market Street</b> <span style="float:right;">+</span>
City ,State, Zip <b>Washington, NC 27889</b>	City ,State, Zip <b>Washington, NC 27889</b>
Daytime Telephone <b>(252) 975-9312</b>	Daytime Telephone <b>(252) 948-9400</b>
Facsimile Number <b>(252) 946-1965</b>	Facsimile Number <b>(252) 948-0035</b>
Pager or Cellular Number <b>(252) 945-4050</b>	Pager or Cellular Number <b>(252) 943-9466</b>

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title <b>Jay M. Hodges, Mayor</b>	Name <b>Cynthia S. Bennett</b>
Name and Title	Official Position <b>City Clerk</b>
Name and Title	Daytime Telephone <b>(252) 975-9318</b>

**CERTIFICATION**

I, Cynthia S. Bennett, (Name) duly appointed and City Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of City of Washington (Organization) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Rev. 06/02

## APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

## STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/CFO  
**Date:** November 14, 2016  
**Subject:** Adopt Hurricane Matthew Budget Ordinance Amendment  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move that City Council adopt a Budget Ordinance to appropriate funds for expenses related to Hurricane Matthew and the reimbursement from FEMA.

### BACKGROUND AND FINDINGS:

The City has estimated its cost associated with Hurricane Matthew to be \$377,801.64. Staff is working with FEMA on the reimbursement of eligible expenses. Adjustments will be made as expenditures and the reimbursement claims are finalized. The initial estimated cost by fund is:

General Fund	\$ 226,556.59
Water Fund	8,105.45
Sewer Fund	62,558.19
Storm Water	2,327.86
Electric Fund	14,876.77
Airport Fund	251.83
Solid Waste Fund	62,549.55
Cemetery Fund	<u>575.00</u>
Total	\$ 377,801.64

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

\_\_\_ Currently Budgeted \_\_\_X\_\_\_ Requires additional appropriation \_\_\_ No Fiscal Impact

### SUPPORTING DOCUMENTS

Budget Ordinance Amendment  
Cost Estimate

**City Manager Review:** \_\_\_ Concur \_\_\_ ~~Recommend~~ Denial \_\_\_ No Recommendation  
 \_\_\_ Date November 14, 2016

Hurricane Matthew Expenditure Estimate

11/14/2016

Department	Description				\$	Summary	Account
Police	Roof				5,400.00	5,400.00	10-00-4400-5730
	Vehicle fuel		Gallons	\$/gallon			
		regular	511.5	1.545	790.27	790.27	10-00-4400-5730
		Diesel	90.5	1.662	150.41	150.41	10-00-4400-5730
	Fence				2,500.00	2,500.00	10-00-4400-5730
	Food				307.60	307.60	10-00-4400-5730
	LP Gas				48.12	48.12	10-00-4400-5730
	Regular vehicle gas				230.96	230.96	10-00-4400-5730
	Boots- 3 pair				180.00	180.00	10-00-4400-5730
			<b>Salaries</b>	<b>Retirement</b>	<b>FICA</b>		
			<b>0.0725</b>	<b>0.0765</b>			
	Salaries- OT	12,712.54	921.66	972.51	14,606.71	14,606.71	10-00-4400-5730
	Salaries- regular	4,143.09					
Civic Center	Cancellation revenue				1,355.00	1,355.00	10-00-4400-5730
	Clerestory windows				56,000.00	56,000.00	10-00-4400-5730
		<b>Salaries</b>	<b>Retirement</b>	<b>FICA</b>			
			<b>0.0725</b>	<b>0.0765</b>			
Fire	Salaries- OT	188.21	13.65	14.40	216.25	216.25	10-00-4400-5730
	Salaries- regular	364					
	Food					110.87	10-00-4400-5730
	Flood water protective gear	hrs.	\$/hr			431.00	10-00-4400-5730
	Station 2 generator	44	63			2,772.00	10-00-4400-5730
	2 1/2 ton military truck	12	62			744.00	10-00-4400-5730
	Repair 2 1/2 ton military truck					500.00	10-00-4400-5730
Public Works							
	<b>Streets</b>						
	Salaries	8,055.48	584.02	616.24	9,255.75	9,255.75	10-00-4400-5730
	Equipment	37,961.75			37,961.75	37,961.75	10-00-4400-5730
	Purchases	-			-	-	10-00-4400-5730
Water	Salaries	4,173.54	302.58	319.28	4,795.40	4,795.40	30-90-6610-5730
	Equipment	3,064.00			3,064.00	3,064.00	30-90-6610-5730
	Purchases	182.09			182.09	182.09	30-90-6610-5730

Hurricane Matthew Expenditure Estimate

11/14/2016

Department	Description				\$	Summary	Account
<b>Sewer</b>	Salaries	5,336.24	386.88	408.22	6,131.34	6,131.34	32-90-6610-5730
	Equipment	43,892.10			43,892.10	43,892.10	32-90-6610-5730
	Purchases	12,534.75			12,534.75	12,534.75	32-90-6610-5730
<b>Storm Water</b>	Salaries	1,607.06	116.51	122.94	1,846.51	1,846.51	34-90-5710-5730
	Equipment	-			-	-	34-90-5710-5730
	Purchases	481.35			481.35	481.35	34-90-5710-5730
<b>Airport</b>	Salaries	219.17	15.89	16.77	251.83	251.83	37-90-4530-5730
	Equipment	-			-	-	37-90-4530-5730
	Purchases	-			-	-	37-90-4530-5730
<b>Solid Waste</b>	Salaries	701.28	50.84	53.65	805.77	805.77	38-90-4710-5730
	Equipment	1,672.70			1,672.70	1,672.70	38-90-4710-5730
	Purchases	8,496.08			8,496.08	8,496.08	38-90-4710-5730
	Debris grinding	51,575.00			51,575.00	51,575.00	38-90-4710-5730
<b>Cemetery</b>	Cemetery	575.00			575.00	575.00	39-90-4740-5730
<b>Library</b>	ADS security- svc. Call, battery				100.30	100.30	10-00-4400-5730
<b>Warehouse supply usage</b>							
	Electric				3,273.25	3,273.25	35-90-6610-5730
	Water				63.96	63.96	30-90-6610-5730
	General Fund				1,464.51	1,464.51	10-00-4400-5730
			Gallons	\$/gallon			
<b>Fuel purchases</b>	Diesel for generators	1,203.4	1.8162		2,185.62	2,185.62	35-90-6610-5730
	Diesel for generators	2,750.5	1.8167		4,996.83	4,996.83	35-90-6610-5730
	Gas tank #3	4,477.0	1.545		6,916.97	6,916.97	10-00-4400-5730
	Diesel tank #2	4,476.0	1.662		7,439.11	7,439.11	10-00-4400-5730
	Diesel for generators	475.4	1.8338		871.79	871.79	35-90-6610-5730
	Diesel for generators	1,953.7	1.8167		3,549.29	3,549.29	35-90-6610-5730
<b>Warehouse</b>		<b>Salaries</b>	<b>Retirement</b>	<b>FICA</b>			
			<b>0.0725</b>	<b>0.0765</b>			

Hurricane Matthew Expenditure Estimate

11/14/2016

Department	Description				\$	Summary	Account
	Overtime	324.11	23.50	24.79	372.40	372.40	10-00-4400-5730
	Cups				2.87	2.87	10-00-4400-5730
	Gatorade				3.61	3.61	10-00-4400-5730
<b>Finance</b>	Food				70.00	70.00	10-00-4400-5730
		<b>Salaries</b>	<b>Retirement</b>	<b>FICA</b>			
			<b>0.0725</b>	<b>0.0765</b>			
	Overtime	276.00	20.01	21.11	317.12	317.12	10-00-4400-5730
<b>Parks &amp; Rec</b>							
<b>Aquatic Center:</b>	Gutter					1,520.00	10-00-4400-5730
	Exterior camera					455.00	10-00-4400-5730
	Roof					48,000.00	10-00-4400-5730
<b>Bug House Park:</b>	Tennis courts					7,000.00	10-00-4400-5730
<b>Havens Garden</b>	Engineered wood chips					2,136.00	10-00-4400-5730
<b>PCM Skatepark</b>	Skatepark concrete wash out					4,650.00	10-00-4400-5730
<b>Bobby Andrews Rec. ( Gutters</b>						1,100.00	10-00-4400-5730
<b>Peterson Building:</b>	WHDA office- mold remediation leaks					2,390.00	10-00-4400-5730
	WHDA office- replace carpet/flooring					3,247.00	10-00-4400-5730
	Mold remediation in basement					4,925.00	10-00-4400-5730
	Sump pumps					250.00	10-00-4400-5730
	HVAC #8 repair					185.00	10-00-4400-5730
<b>Waterfront Docks:</b>	Disconnect & restore power					180.00	10-00-4400-5730
	Broken light at Estuaurium walkway					180.00	10-00-4400-5730
			Gallons	\$/gallon			
	Ton truck	Diesel	30	1.662	49.86	49.86	10-00-4400-5730
	Tractor	Diesel	25	1.662	41.55	41.55	10-00-4400-5730

<b>Grand total</b>	<b>377,801.64</b>
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**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2016-2017**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$226,557 in the account FEMA Funds-Hurricane, account number 10-00-3350-0013.

Section 2. That account number 10-00-4400-5730, Hurricane Matthew Expenses, Miscellaneous Non-Departmental portion of the General Fund appropriations budget be increased in the amount of \$226,557 to cover hurricane expenses.

Section 3. That the Estimated Revenues in the Water Fund be increased in the amount of \$8,106 in the account FEMA Funds-Hurricane, account number 30-90-3350-0013.

Section 4. That account number 30-90-6610-5730, Hurricane Matthew Expenses, Miscellaneous Non-Departmental portion of the Water Fund appropriations budget be increased in the amount of \$8,106 to cover hurricane expenses.

Section 5. That the Estimated Revenues in the Sewer Fund be increased in the amount of \$62,559 in the account FEMA Funds-Hurricane, account number 32-90-3350-0013.

Section 6. That account number 32-90-6610-5730, Hurricane Matthew Expenses, Miscellaneous Non-Departmental portion of the Sewer Fund appropriations budget be increased in the amount of \$62,559 to cover hurricane expenses.

Section 7. That the Estimated Revenues in the Electric Fund be increased in the amount of \$14,877 in the account FEMA Funds-Hurricane, account number 35-90-3350-0013.

Section 8. That account number 35-90-6610-5730, Hurricane Matthew Expenses, Miscellaneous Non-Departmental portion of the Electric Fund appropriations budget be increased in the amount of \$14,877 to cover hurricane expenses.

Section 9. That the Estimated Revenues in the Storm Water Fund be increased in the amount of \$2,328 in the account FEMA Funds-Hurricane, account number 34-90-3350-0013.

Section 10. That account number 34-90-4710-5730, Hurricane Matthew Expenses, line item portion of the Storm Water Fund appropriations budget be increased in the amount of \$2,328 to cover hurricane expenses.

Section 11. That the Estimated Revenues in the Airport Fund be increased in the amount of \$252 in the account FEMA Funds-Hurricane, account number 37-90-3350-0013.

Section 12. That account number 37-90-4530-5730, Hurricane Matthew Expenses, line item portion of the Airport Fund appropriations budget be increased in the amount of \$252 to cover hurricane expenses.

Section 13. That the Estimated Revenues in the Solid Waste Fund be increased in the amount of \$62,550 in the account FEMA Funds-Hurricane, account number 38-90-3350-0013.

Section 14. That account number 38-90-4710-5730, Hurricane Matthew Expenses, line item portion of the Solid Waste Fund appropriations budget be increased in the amount of \$62,550 to cover hurricane expenses.

Section 15. That the Estimated Revenues in the Cemetery Fund be increased in the amount of \$575 in the account FEMA Funds-Hurricane, account number 39-90-3350-0013.

Section 16. That account number 39-90-4740-5730, Hurricane Matthew Expenses, line item portion of the Cemetery Fund appropriations budget be increased in the amount of \$575 to cover hurricane expenses.

Section 17. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 18. This ordinance shall become effective upon its adoption.

Adopted this the 14<sup>th</sup> day of November, 2016.

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**MAYOR**

**ATTEST:**

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**CITY CLERK**



**FISCAL IMPACT**

Currently Budgeted (Account 10-10-4350-4500)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

Ordinance  
Bids Submitted

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City Manager Review: BLR Date Concur 11/9/16 Recommend Denial \_\_\_\_\_  
No Recommendation \_\_\_\_\_

**Bids Submitted:**

St. Clair Trucking	six thousand three hundred dollars	\$6,300
Dudley Landscaping	six thousand four hundred dollars	\$6,400

If the structure is removed or demolished by the City, the City shall sell the usable materials of the building. The amounts incurred by the City in connection with the demolition shall be a lien against the real property upon which the cost was incurred.

# Beaufort County Property Photos

**PIN: 01022467**

Photo: 01022467.jpg



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- Parcels 
- Property Land Owners 
- Annotation
- Interior Tract Lines
- Centerlines
- County Line 
- County Line (Solid)
- State

<b><u>GPIN</u></b> 5676-80-6380	<b><u>GPIN LONG</u></b> 5676-80-6380	<b><u>OWNER NAME</u></b> WILDER ABRAM
<b><u>OWNER NAME2</u></b>	<b><u>MAILING ADDRESS</u></b> 7810 KING ARTHUR CT	<b><u>MAILING ADDRESS2</u></b>
<b><u>CITY</u></b> WHITE PLAINS	<b><u>STATE</u></b> MD	<b><u>ZIP</u></b> 20695
<b><u>PROPERTY ADDRESS</u></b> 523 GLADDEN ST	<b><u>ACRES</u></b> 0.09	<b><u>NBR BLDG</u></b> 1
<b><u>DATE</u></b> 1/1/1900 12:00:00 AM	<b><u>DEED BOOK and PAGE</u></b> 0000/00000	<b><u>LAND VAL</u></b> 5500
<b><u>BLDG VAL</u></b> 17341	<b><u>DEFR VAL</u></b> 0	<b><u>TOT VAL</u></b> 22841
<b><u>NBHD CDE</u></b> GLAD	<b><u>NBHD DESC</u></b> GLADDENTOWN	<b><u>STAMPS</u></b>
<b><u>SALE PRICE</u></b> 0	<b><u>LAND USE</u></b>	<b><u>PROP DESC</u></b> 1 LOT 523 GLADDEN STREET
<b><u>MBL</u></b> 567620456	<b><u>EXEMPT AMT</u></b>	<b><u>ROAD TYPE</u></b> PAVED
<b><u>YR BUILT</u></b> 1920	<b><u>SQ FT</u></b> 2319	<b><u>SUB CDE</u></b> BLUS01
<b><u>SUB DESC</u></b> SINGLE FAMILY RESIDENCE	<b><u>NBR BED</u></b> 4	<b><u>NBR BATHS</u></b> 1
<b><u>EFF YR</u></b> 1946	<b><u>REID</u></b> 42596	<b><u>PREV ASSES</u></b> 22841
<b><u>TOWNSHIP</u></b> 1	<b><u>EXEMPT PROP</u></b>	<b><u>NBR STORIES</u></b> 1
<b><u>NBR HALF BATHS</u></b> 0	<b><u>OBJECTID</u></b> 8349	<b><u>TAXABLE VA</u></b> 22841
<b><u>PIN</u></b> 01022467		

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**AN ORDINANCE FINDING THAT THE BUILDING DESCRIBED HEREIN IN THE CITY OF WASHINGTON IS CONDEMNED AS UNSAFE AND DIRECTING THAT IT BE DEMOLISHED**

**WHEREAS**, the City Council of the City of Washington finds that the structure having an address of 523 North Gladden Street, Washington, North Carolina and being owned by Mary Elisa Keech and Spouse, Geraldine Wilder and Spouse, Lewis T. Ligon Jr. and Spouse, and Angela Wilder and Spouse is condemned as, among other things, unsafe pursuant to North Carolina General Statute § 160A-426 and that all applicable statutory provisions have been complied with as a condition of the adoption of this Ordinance.

**WHEREAS**, the structure located on said property should be demolished and removed as directed by the Senior Building Official for, among other things, the reasons stated by the Senior Building Official in his August 10, 2016 Order to Remedy Defective Condition and Findings of Fact that was served on the property owner(s).

**WHEREAS**, the owner(s) of the structure have been given a reasonable opportunity to bring the structure into compliance with the applicable standards of the City Code as well as State statute in accordance with North Carolina General Statute § 160A-426 as well as pursuant to the Order issued by the Senior Building Official in said Notice of Decision.

**WHEREAS**, said owner (s) have failed to comply with said Order.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Washington as follows.

**Section 1.** The Senior Building Official is hereby authorized and directed to proceed to demolish and remove the above described structure located at 523 North Gladden Street in accordance with applicable provisions of the City Code and North Carolina General Statute § 160A-426 *et seq.*

**Section 2.** The cost of the demolition and removal of the structure shall constitute a lien against the real property upon which the cost was incurred as provided in North Carolina General Statute § 160A-432.

**Section 3.** This Ordinance shall be recorded in the Office of the Register of Deeds of Beaufort County, North Carolina.

This Ordinance shall become effective on this date of adoption November 14, 2016.

\_\_\_\_\_  
Jay MacDonald Hodges, Mayor

Attest:

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

**Notice of Public Hearing  
Washington City Council**

NOTICE IS HEREBY given that the City Council of the City of Washington will conduct a public hearing on the 14th day of November, 2016 at 6:00 p.m., in the City Council Chambers, on the second floor of the municipal building, located at 102 East 2<sup>nd</sup> Street. The purpose of the public hearing is to adopt an ordinance to have the structure located at 523 North Gladden Street demolished and removed. The City of Washington finds that the structure and property at this location is deemed unsafe under the provisions of the City Ordinance and pursuant to G.S. 160A-441 and should be demolished. The public is welcome to attend the public hearings and present evidence either in support of or in opposition to the demolition of the structure. Members of the public with disabilities planning to attend the meeting should call 975-9383 to verify building accessibility. Prior to the meeting, questions may be directed to the Planning Office by calling 975-9384 Monday through Friday 8:00 am to 5:00 pm

**Mayor**  
Mac Hodges

**City Manager**  
Bobby Roberson



**Washington City Council**

Larry Beeman  
Richard Brooks  
Doug Mercer  
William Pitt  
Virginia Minnerty

**COPY**

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**NOTICE OF COUNCIL MEETING  
ORDER TO DEMOLISH**

November 3, 2016

Mary Elisha Keech and Spouse  
6573 English Oaks Drive  
Raleigh, NC 27615

Lewis T. Ligon Jr. and Spouse  
7810 King Arthur Court  
White Plains, MD 20695

Geraldine Wilder and Spouse  
224 West 5<sup>th</sup> Street  
Washington, NC 27889

Angela Wilder and Spouse  
3060 Zacharys Keep Ct  
Winston Salem, NC 27103

Re: 523 North Gladden Street  
PIN No.: 01022467

This is to notify you that the City Council will vote on the ordinance to demolish the structure located at 523 North Gladden Street on November 14, 2016. Based upon findings of fact and conclusions, you were ordered, pursuant to North Carolina General Statute § 160A-429, to remove and demolish said structure within sixty (60) days. The 60 day period has expired.

The City may, pursuant to North Carolina General Statute § 160A-432, cause the structure to be removed or demolished. The amounts incurred by the City in connection with the removal or demolition of the structure shall be a lien against the real property upon which the cost was incurred. The lien shall be filed, have the same priority, and be collected in the same manner as liens for special assessments provided in Article 10 of Chapter 160A of the North Carolina General Statutes.

The City Council will vote on the ordinance during their regularly scheduled Council meeting at the following date and time:

**Date:** Monday, November 14, 2016

**Place:** City Council Chambers - City Hall - Municipal Building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor.

**Time:** 6:00 P.M.

If you have any questions or if I may assist you in any way, please feel free to contact me.

Respectfully,

*Allen Pittman*

Allen Pittman  
Senior Building Official  
City of Washington  
PO Box 1988  
Washington, NC 27889  
(252) 975-9334

cc: Mr. John Rodman, Planning and Development  
Mr. Franz Holscher, City Attorney

File

## MEMORANDUM

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TO: Mayor Mac Hodges & Washington City Council  
FROM: Catherine Glover, Washington Beaufort County Chamber of Commerce  
DATE: November 1, 2016  
RE: Retire NC Request for Support

On behalf of the members of the Retire NC committee I would like to request the financial support of the City of Washington for the Retire NC certification efforts.

Retire NC is a certification program for communities wishing to attract retirees. The program is coordinated through Visit NC and the Economic Development Partnership of North Carolina.

A steering committee was created following a community meeting in June that indicated there was interest in pursuing the certification. The steering committee has been working since that time to determine if Retire NC was the right approach for Washington and Beaufort County and laying out a plan to achieve the certification and operate the program once certification is received.

This committee has developed an action plan that will be implemented upon certification. This plan includes marketing efforts to respond to inquiries, attract retirees to Washington and Beaufort County, and coordinate their visit when they arrive.

There are two key components that need funding: certification and marketing. The total anticipated project budget is \$25,000. Of that, \$10,000 is needed for the five-year certification. The remainder of the funds will be used for marketing expenses, printing, design, advertising, website, etc.

The committee is seeking financial assistance from partners, including the City of Washington, for this effort. Contributors to the effort thus far are: Washington Tourism Development Authority, Washington Harbor District Alliance, Washington-Beaufort County Chamber of Commerce, Beaufort County. Each has committed \$2,000. Additional commitments of support have been received from Vidant and Tideland EMC. Ongoing efforts to garner support include presentations to civic organizations and stakeholders and individual meetings with partners.

Your assistance and consideration of supporting the efforts to become a certified retirement community are greatly appreciated.

### *Steering Committee Members*

Catherine Glover, WBC Chamber of Commerce	
Rebecca Clark, Harbor District Alliance	Debra Torrence, Arts of the Pamlico
Lynn Wingate, Washington Tourism	Beth Byrd, Washington Tourism
Heidi Smith, Tideland EMC	Pam Shadle, Vidant
Nikki Klapp, First South Bank	Lawrence Howard, Cypress Landing
Carol Nash, Beacon Street Development	Justin Hime, Beacon Street Development



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# Memo

To: Mayor Hodges & Members of City Council  
From: Kristi Roberson, Parks & Recreation Director  
Date: November 14, 2016  
Subj: Save the Pool Fundraiser Update

We are continuing to sell t-shirts and tiles. We have currently raised \$28,578.25.

The following fundraisers are scheduled:

Oct 1-Nov 18	Save the Pool – 50/50 Raffle
November 18	Save the Pool - Golf Tournament
November 7	Save the Pool – Pizza Inn (10% of the proceeds and 100% of our tips)
November 19	Save the Pool – Comedy for a Cause (Sponsored by Arts of the Pamlico)
December 16	Save the Pool – Swim with Santa

**Mayor**  
Mac Hodges

**City Manager**  
Bobby Roberson



**Washington City Council**  
Larry Beeman  
Richard Brooks  
Doug Mercer  
William Pitt  
Virginia Finnerty

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**MEMORANDUM**

DATE: November 7, 2016  
TO: Mayor Hodges & Members of City Council  
FROM: John Rodman, Planning & Development  
RE: Extra-Territorial Jurisdiction Reduction

**Extraterritorial jurisdiction (ETJ)** is the legal ability of a government to exercise authority beyond its normal boundaries.

**What is an ETJ?**

Extraterritorial Jurisdiction (ETJ) is a zoning "overlay" that allows a town to zone areas outside its limits in order to plan for future growth. In North Carolina, the state gives municipalities broad powers to control planning and growth for up to three miles beyond their borders (up to one mile for smaller towns). NC General Statute 160A-360(b) provides that the area chosen must be based on "existing or projected urban development and areas of critical concern to the city, as evidenced by officially-adopted plans for its development." Smaller towns are less likely to have ETJs than larger cities, but most North Carolina towns have taken advantage of the statutory authority to exercise extraterritorial zoning.

Staff has been asked to investigate the procedure for possible reduction of the Extraterritorial Jurisdiction (ETJ) in the Washington area as requested. The areas for the proposed reduction in ETJ limits are indicated on the maps included in the "report". Staff recommendation is that the ETJ relinquishment be limited to these areas. The adjustment will more accurately reflect the potential future growth patterns and utility service areas of the City of Washington.

In researching this, it was determined that there is a procedure that is driven by the North Carolina General Statutes, and that the following schedule is being suggested for Council consideration:

√1) Present report to City Council

2) Planning Board Public Hearing

**Mayor**  
Mac Hodges

**City Manager**  
Bobby Roberson



**Washington City Council**

Larry Beeman  
Richard Brooks  
Doug Mercer  
William Pitt  
Virginia Finnerty

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3) City Council Public Hearing/Adopt Resolution

4) Establish effective Date for Offer to Relinquish

The North Carolina General Statute essentially provides for a sixty-day period during which the City would maintain zoning jurisdiction over the area or until the regulation of the area is adopted by the County, not to exceed 60 days.

A consensus is needed to allow staff to proceed with the investigation of a possible reduction in the City's ETJ and approve the schedule as submitted.

## Report for the Reduction of the Extra-Territorial Jurisdiction In the City of Washington

North Carolina municipalities are authorized to exercise zoning, subdivision, building code, and other development regulations in a defined area just outside of the municipal boundary. The purpose for this authority is rooted the basics of community growth.

As zoning and other land use regulations first came into widespread use in North Carolina, this activity was almost exclusively a municipal concern. While most cities of any size were adopting zoning, only a few counties were doing so. As the post-World War II development boom took off, a good deal of the development occurred along the urban fringe, often in unregulated areas just outside of city corporate limits, and often in a “relatively chaotic fashion.” The result in North Carolina, as in many states, was to authorize city “perimeter zoning,” which is now known as municipal extraterritorial jurisdiction (often referred to as ETJ).

Raleigh, Chapel Hill, Gastonia, and Tarboro were granted a one-mile ETJ for planning regulations in 1949. By 1958, nineteen municipalities had secured similar local legislation as extraterritorial zoning authority had been granted to Carrboro, Chapel Hill, Charlotte, Elizabeth City, Farmville, Gastonia, Goldsboro, Greensboro, High Point, Jacksonville, Kinston, Mooresville, Raleigh, Salisbury, Snow Hill, Spencer, Statesville, Tarboro, and Winston-Salem. At this point the legislature decided to look into whether this authority should be extended to all cities.

North Carolina cities have since 1959 had the authority to apply their land development regulations to a perimeter area around the city. Many North Carolina cities have exercised this authority to apply city planning and development regulations to these perimeter areas.

The maximum size of an ETJ request is contingent upon the population of the municipality according to the state’s annual official estimates of municipal population:

Municipal population	Maximum ETJ area
Up to 10,000	1 mile
10,000 to 25,000	2 miles
Over 25,000	3 miles

The City of Washington received special legislative permission in order to extend their ETJ boundary to a 1.5 mile radius.

The City of Washington first established an ETJ in the 1970's in order to address growth and development adjacent to Washington's city limits. At that time, Beaufort County did not have county-wide zoning and an ETJ was a way to protect properties outside of the city limits from incompatible development.

The purpose of ETJ is to help cities and towns plan for developing areas that may require municipal services in the future by applying consistent guidelines for

development. ETJ extensions should only be granted for areas anticipated to be substantially developed and annexed within ten (10) years.

Through the years many municipalities have established extraterritorial jurisdiction, overseeing development regulation of limited areas just across the municipal boundary. According to a 2005 School of Government survey, 62 percent of responding municipalities had adopted extraterritorial zoning. The number rose to 85 percent for municipalities with a population greater than 10,000.

The single most important issue for municipalities in regulating activities in the ETJ often tends to be enforcement issues, not whether activities are statutorily authorized to be regulated in the ETJ.

Occasionally, though, municipalities decide to relinquish that authority for administrative, financial, political, or other reasons.

How does the City reduce the ETJ? State statutes give clear procedures for establishing extraterritorial jurisdiction, or ETJ, but there is less clarity for relinquishment. A good rule is this: Follow the statutory notice and procedures for establishing ETJ under GS 160A-360.

The statutes offer little guidance for the procedures needed to relinquish ETJ. Below are some of the particular questions.

**1. *Do we need a hearing?***

There is not a clear requirement for a public hearing for ETJ relinquishment, but a hearing is prudent. The rules for establishing or extending ETJ call for a public hearing to adopt an ordinance specifying the area to be included in the ETJ.

**2. *What notice should be provided?***

As with the hearing, it is not clear that any mailed notice is required for relinquishment, but if we follow the procedures for exercising ETJ as a rule of thumb then mailed notice is prudent.

**3. *How do we draw the boundary?***

In order to change or eliminate the ETJ boundary, council must amend or repeal the ordinance that initially established the ETJ boundary pursuant. The new ordinance-specified boundaries should be drawn on a map, set forth by written description, or both.

**4. *How do we record the new boundary?***

The delineation of the ETJ boundary must be maintained by the city clerk the same as the municipal boundary (as provided at GS § 160A-22) and recorded with the county register of deeds.

**5. Can a town relinquish ETJ unilaterally?**

There is no requirement for a town to get county approval for relinquishing an ETJ. Still, it is prudent for a town to coordinate the action with the county.

**6. Does relinquishment require notice of a rezoning?**

For a town that is exercising zoning in the ETJ, relinquishment may effectively change the zoning for that property. Does that require notice and process for a rezoning? Probably not. Once the relinquishment is accomplished, there is no zoning to remove.

**7. What does the county need to do?**

Following relinquishment, GS § 160A-360(f1) states that city regulations remain in effect until the county has adopted regulations or a period of 60 days has elapsed, whichever is sooner.

**8. What about planning board and board of adjustment representation?**

The composition of the town planning board and board of adjustment may change after relinquishment. GS § 160A-362 requires municipal planning boards and boards of adjustment to have proportional representation based on the population of residents in the ETJ area. Depending on the extent of relinquishment (all ETJ, or some portion) and the population of the area relinquished, a town may be authorized to reduce the ETJ representation on those boards.

Staff will study four (4) areas to see if a reduction of an ETJ area is warranted.

**Area #1 – Whichards Beach and Sand Hole Road Area**

This area under review for reduction contains 3,082 acres and has a total value \$54,165,761. It contains 436 parcels of property with 190 of those being vacant property. The study area contains 424 residential parcels with an estimated population of 1,018, not counting the individual campers at Twin Lakes Campground. Seventy five (75%) percent of the zoning classification is RA-20 (Residential Agricultural).

**Area #2 – US Hwy 17 N and Market Street Ext. Area**

This area under review for reduction contains 1,165 acres and has a total value of \$4,836,541. It contains 46 parcels of property with 23 of those being vacant property. The study area contains 20 residential parcels with an estimated population of 48. Ninety five (95%) percent of the zoning classification is RA-20 (Residential Agricultural).

### Area #3 – Cherry Road and Corsica Road to CBH Lodge Road Area

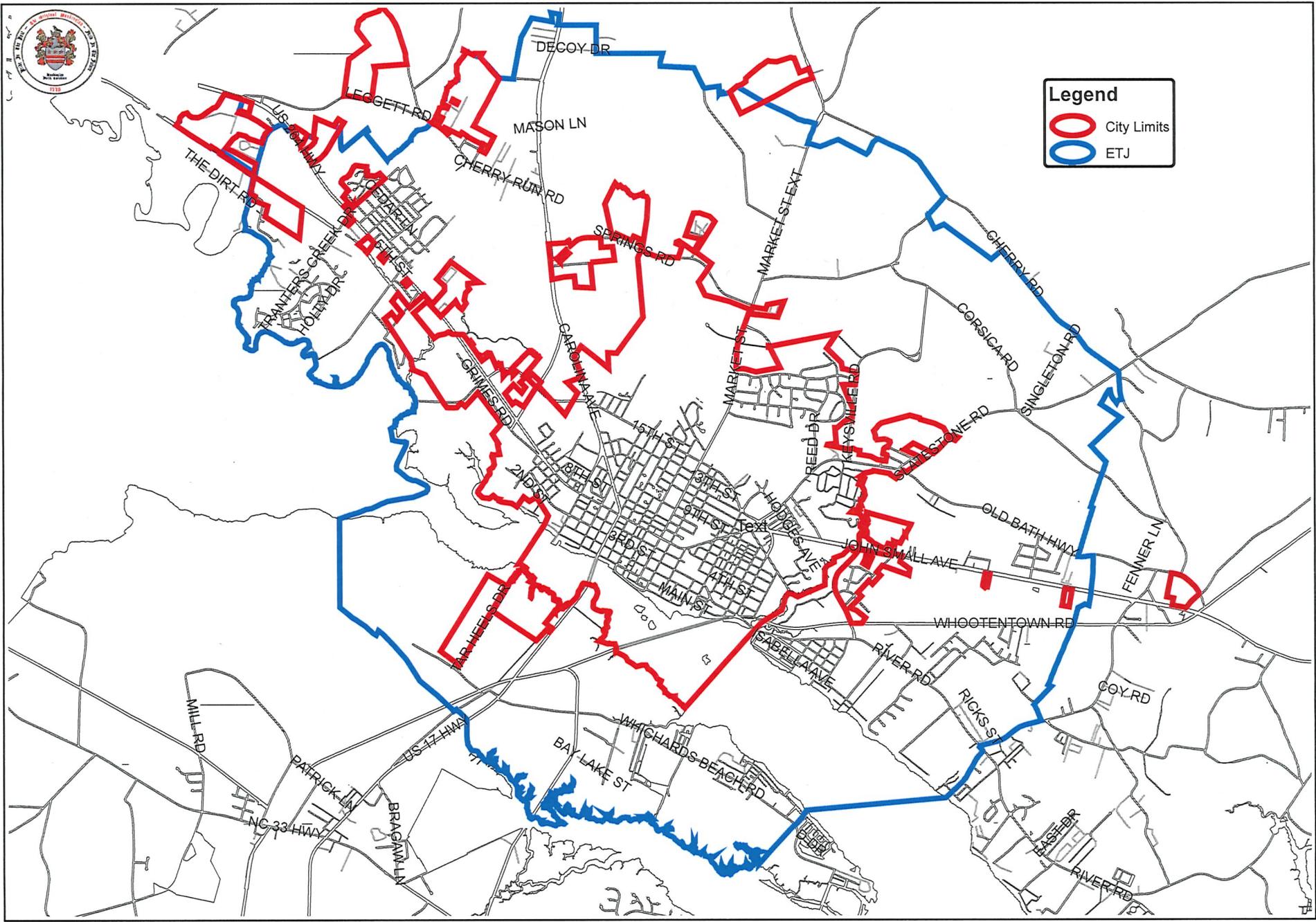
This area under review for reduction contains 1,257 acres and has a total value of \$16,380,898. It contains 190 parcels of property with 74 of those being vacant property. The study area contains 95 residential parcels with an estimated population of 228. One hundred (100%) percent of the zoning classification is RA-20 (Residential Agricultural).

### Area #4 – Asbury Church Road and Mimosa Shores Road Area

This area under review for reduction contains 637 acres and has a total value of \$26,147,759. It contains 188 parcels of property with 66 of those being vacant property. The study area contains 60 residential parcels with an estimated population of 144, not including the total mobile homes in Ash-Ma-Tau trailer park and Mimosa Mobile Manor. Eight percent (80%) percent of the zoning classification is RA-20 (Residential Agricultural) with ten (10%) percent classified as Mobile Home Park and ten (10%) classified as B-2 (General Business).

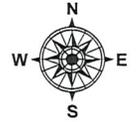
### Guide to Attached Maps:

- Map #1: City of Washington ETJ and City Limits
- Map #2: City of Washington 1.5 mile territorial jurisdiction
- Map #3: City of Washington ETJ Reduction Areas
- Map #3a: Reduction Area #1
- Map #3b: Reduction Area #2
- Map #3c: Reduction Area #3
- Map #3d: Reduction Area #4
- Map #4a: Reduction Area #1 – Current Zoning
- Map #4b: Reduction Area #2 – Current Zoning
- Map #4c: Reduction Area #3 – Current Zoning
- Map #4d: Reduction Area #4 – Current Zoning



**Legend**

- City Limits
- ETJ



**City of Washington**  
*ETJ & City Limits*  
November 17, 2016  
 Page 35 of 94

**Map #1**

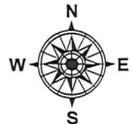
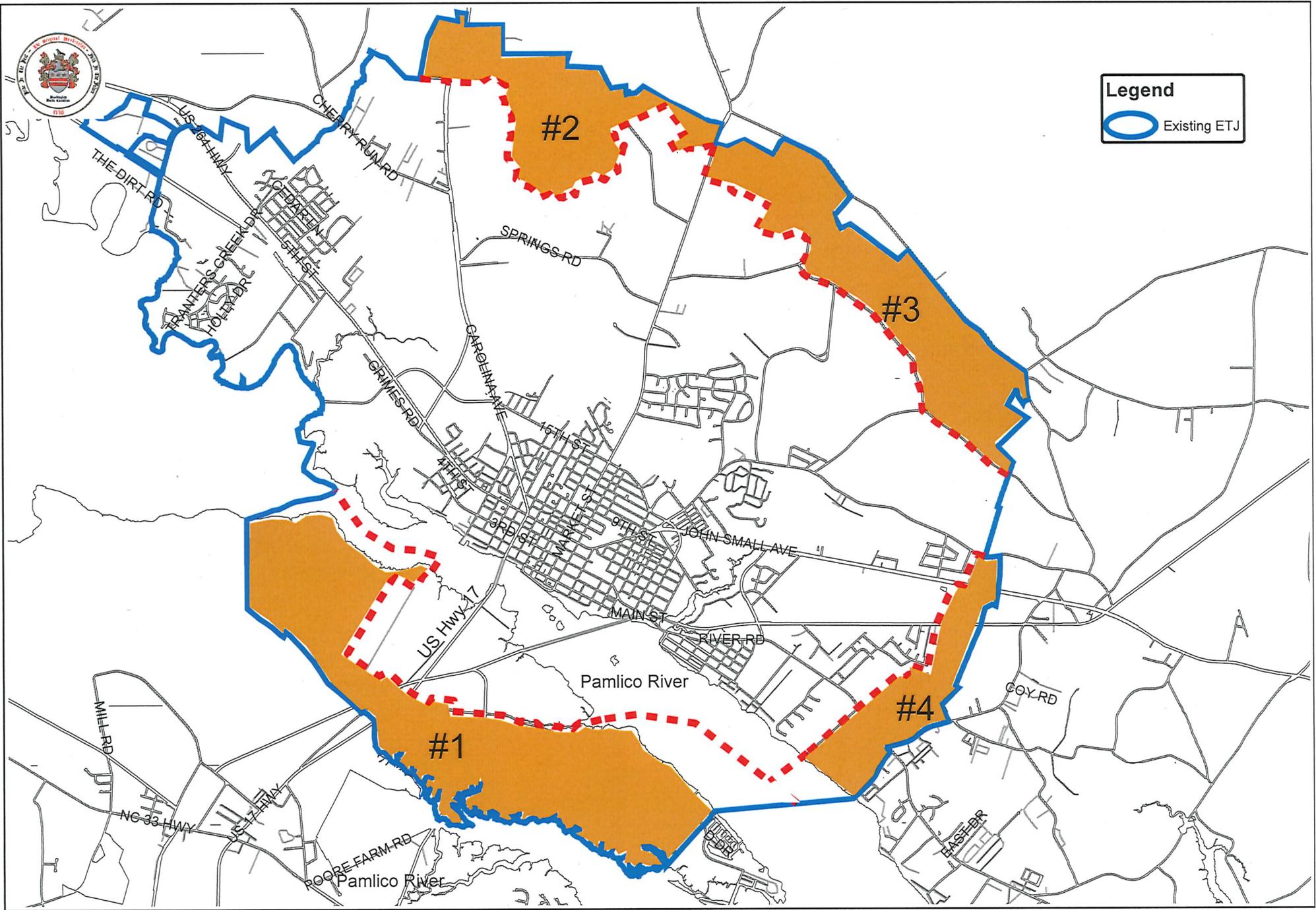
1 inch = 5,400 feet  
  
 0.0 0.2 0.4 0.6 Miles





**Legend**

 Existing ETJ



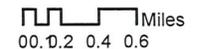
 Proposed ETJ

**City of Washington**

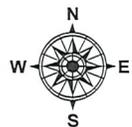
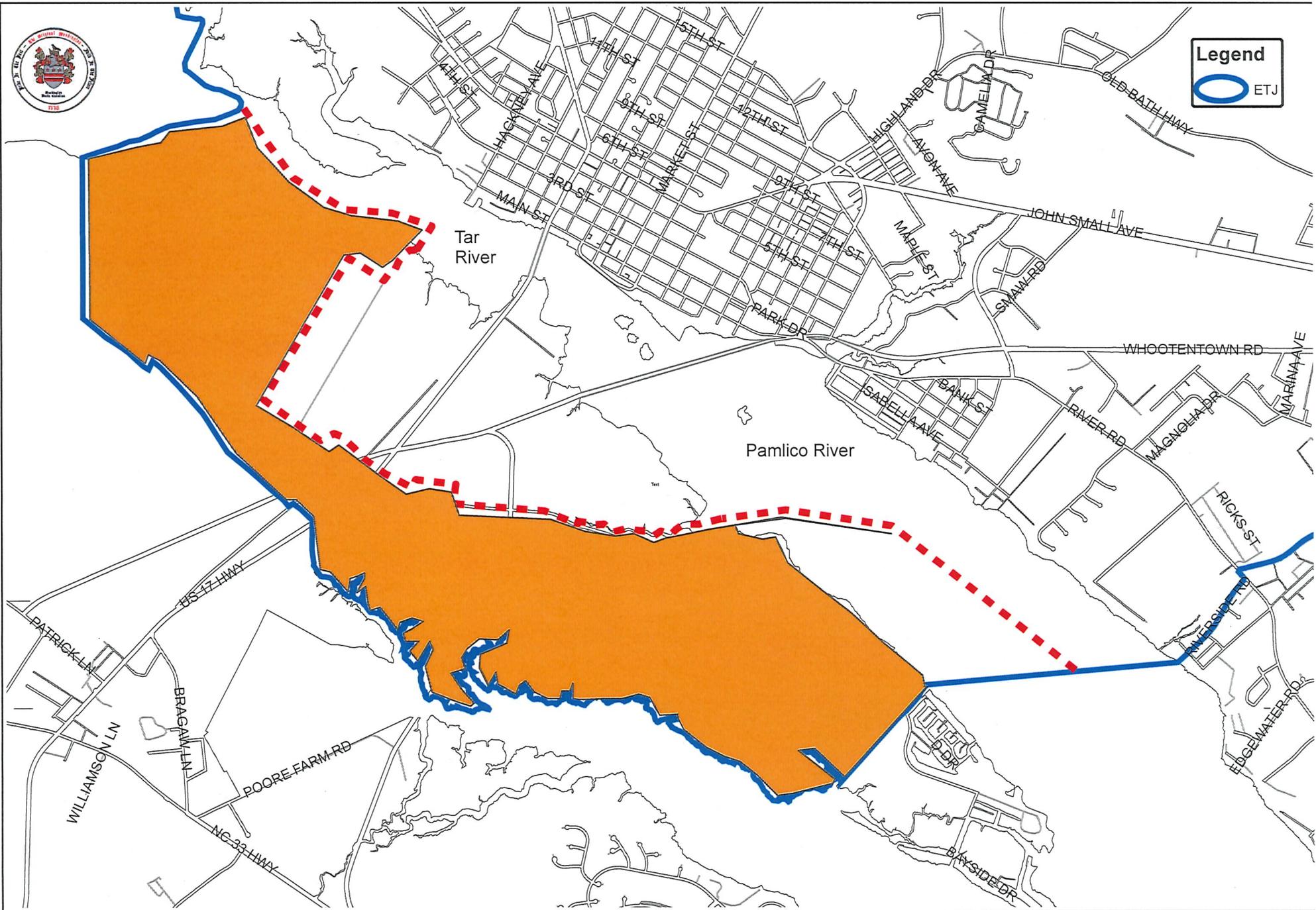
*ETJ Reduction*  
November 11, 2016  
Page 37 of 94

 Reduction Area

1 inch = 5,300 feet



**Map #3**



--- Proposed ETJ

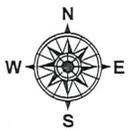
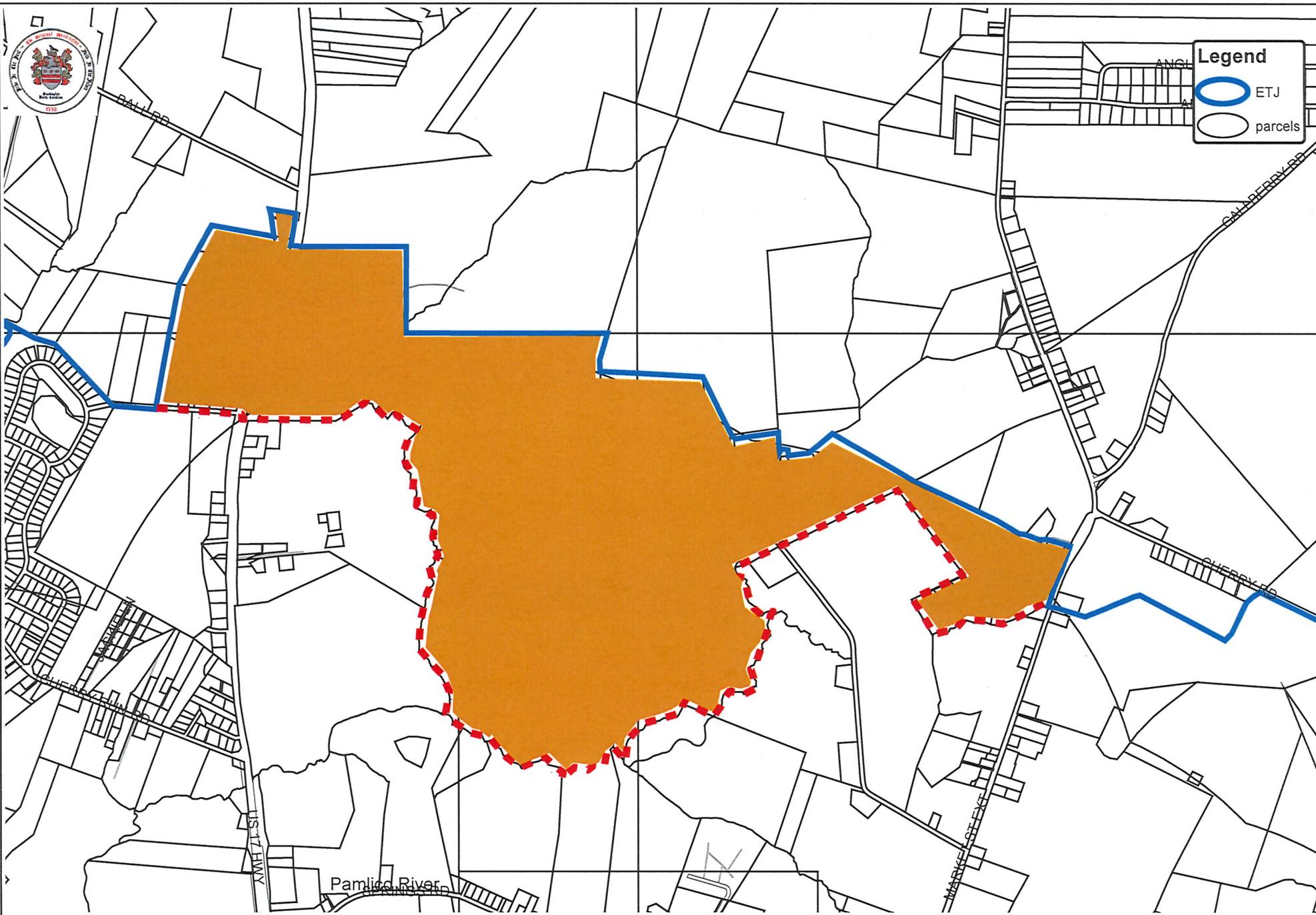
# City of Washington

November 10, 2015  
Page 38 of 94  
ETJ Reduction  
Area #1

Map #3a

1 inch = 3,000 feet

0.05 0.2 0.3 Miles

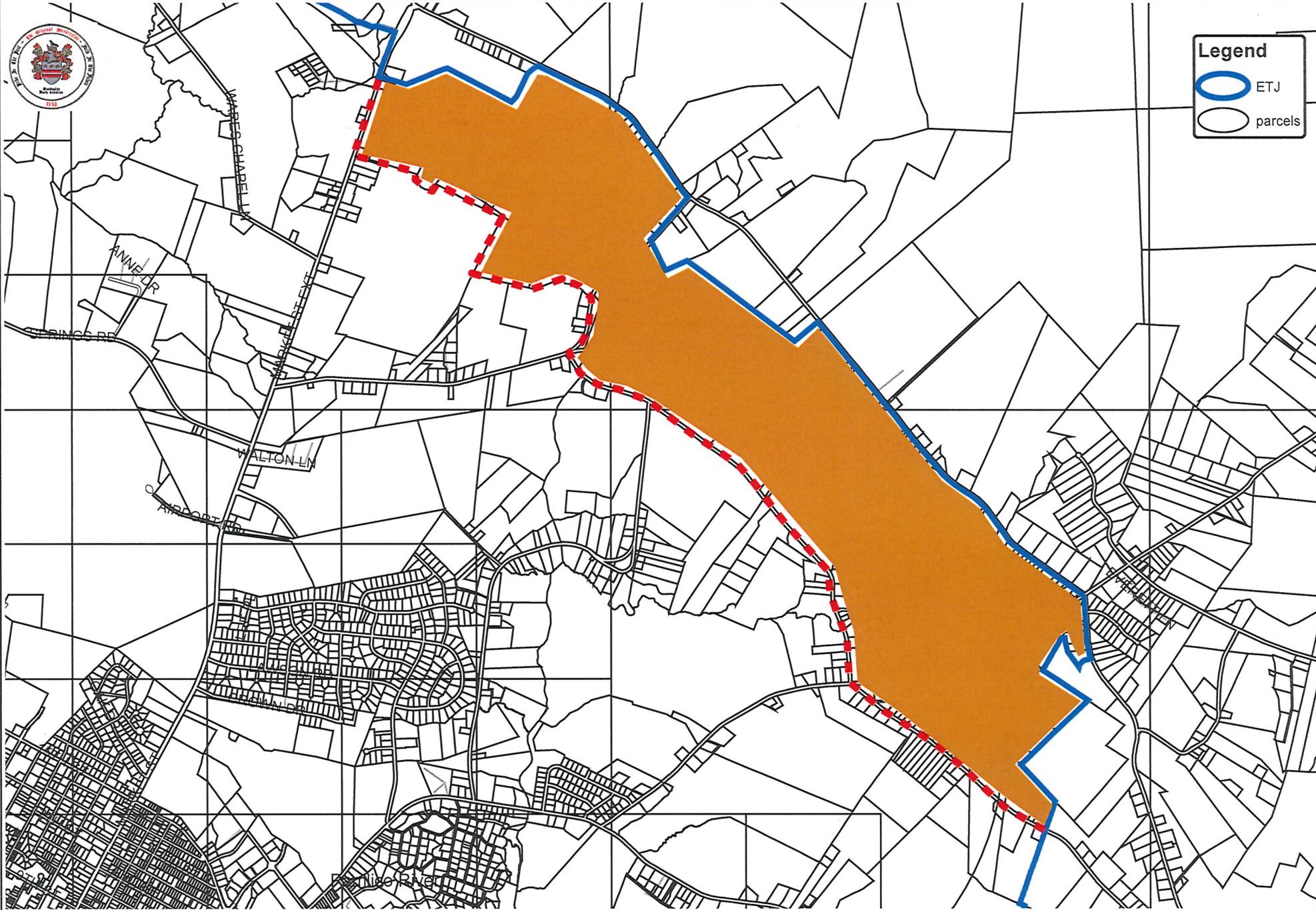


----- Proposed ETJ

City of Washington  
 ETJ Reduction  
 November 2016  
 Page 39 of 94  
 Area #2

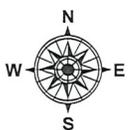
Map #3b

1 inch = 1,800 feet  
 0.0697 0.14 0.21 Miles



**Legend**

- ETJ
- parcels

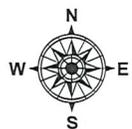
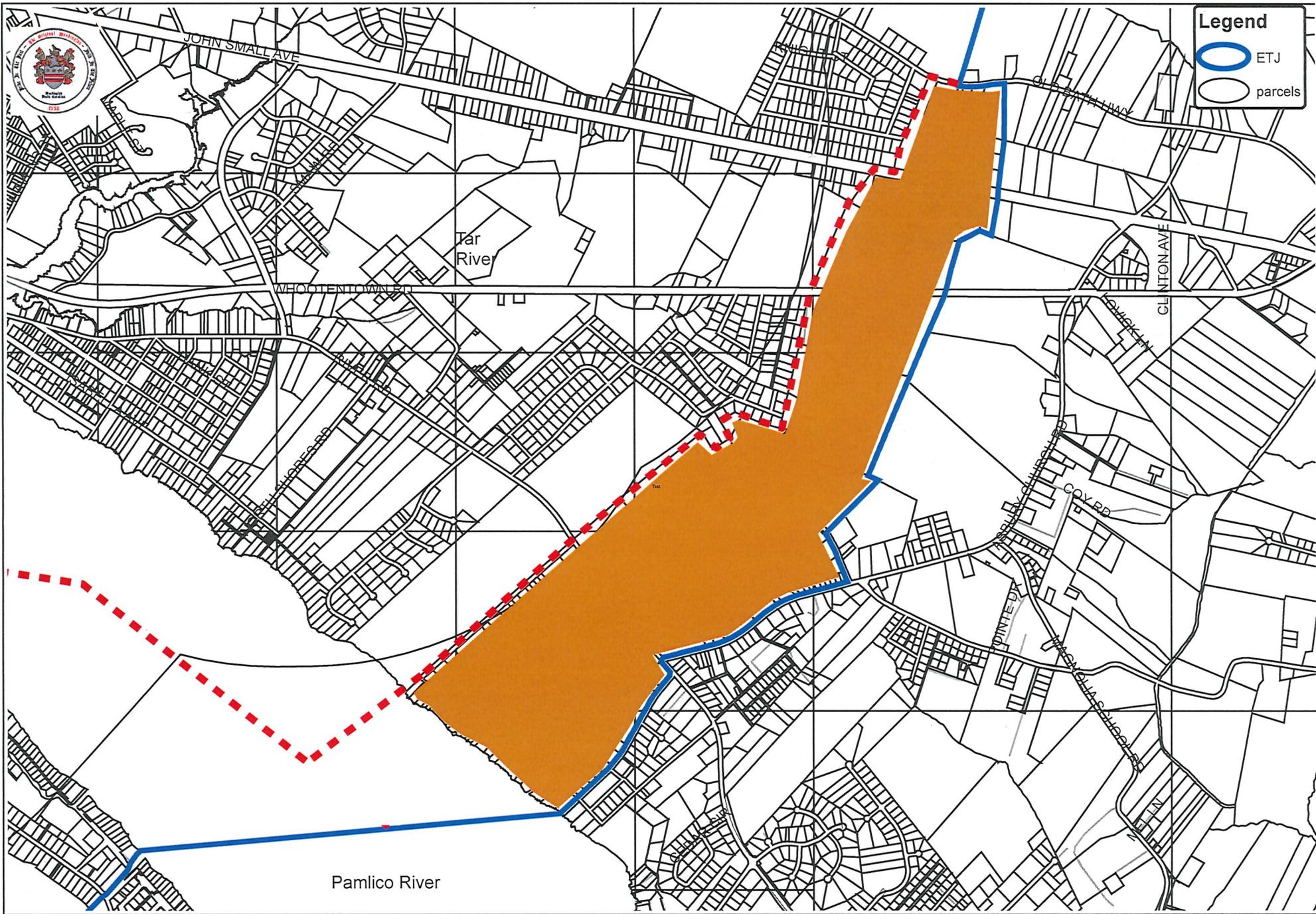


Proposed ETJ

City of Washington  
 ETJ Reduction  
 November 2016  
 Page 40 of 94  
 Area #3

Map #3c

1 inch = 2,400 feet  
  
 0 0.1 0.2 0.3 Miles



--- Proposed ETJ

# City of Washington

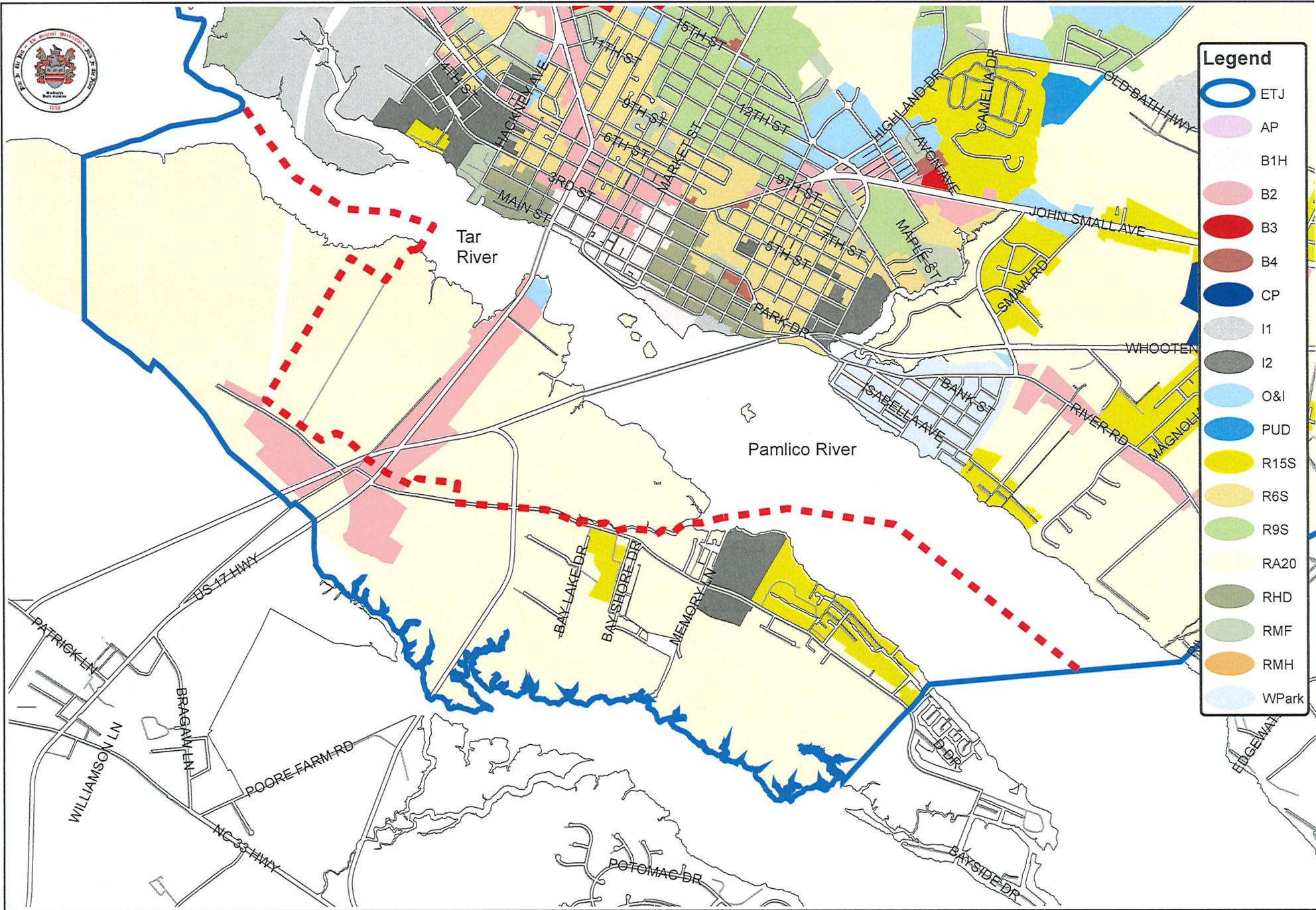
November 11, 2016  
 ETJ Reduction  
 Page 41 of 94

## Area #4

Map #3d

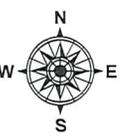
1 inch = 1,800 feet

0.06 0.07 0.14 0.21  
 Miles



**Legend**

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

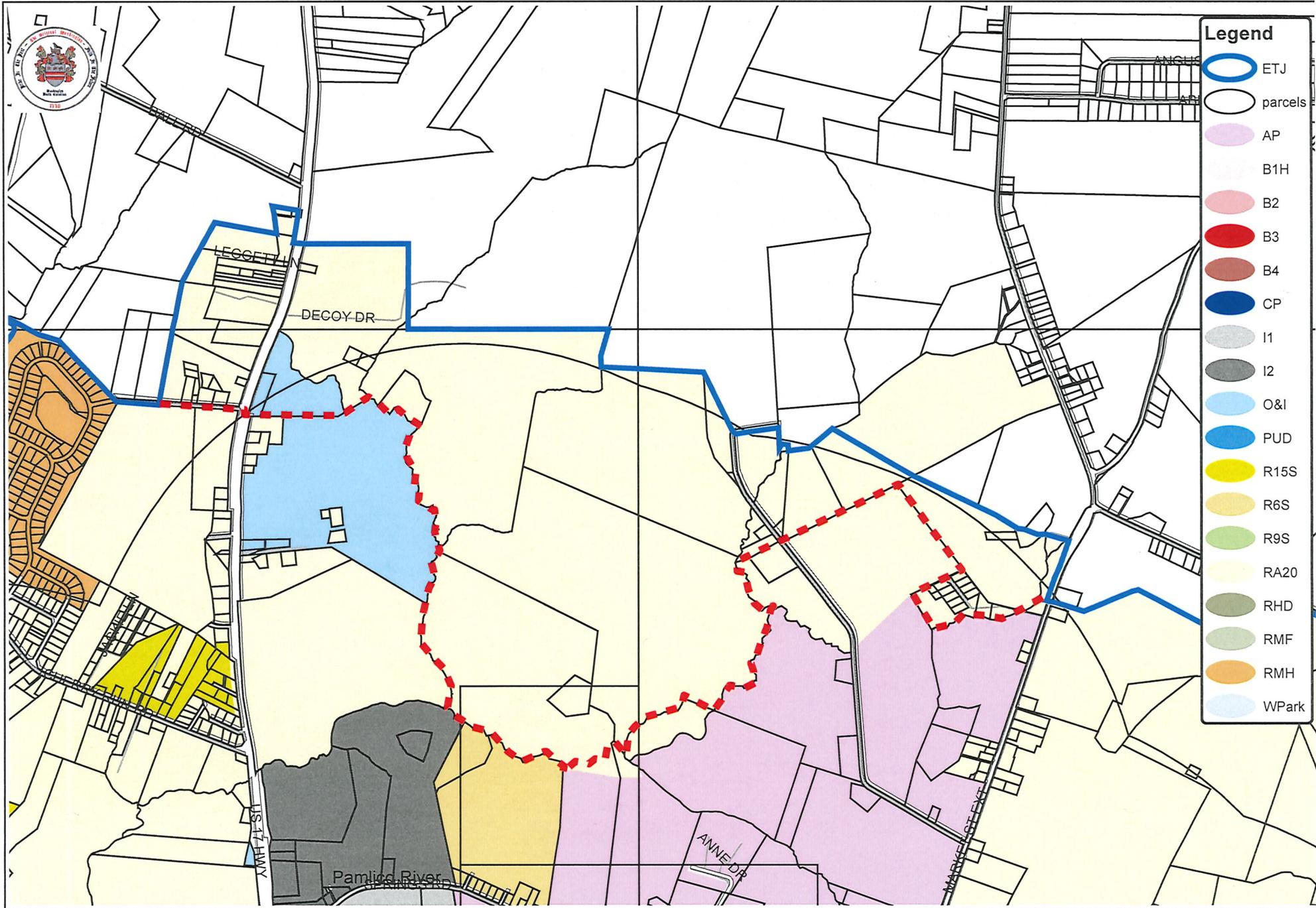


Proposed ETJ

**City of Washington**  
*ETJ Reduction*  
 November 11, 2016  
 Page 42 of 94  
**Area #1 - Current Zoning**

**Map #4a**

1 inch = 3,000 feet  
 Miles  
 0.05 0.1 0.2 0.3



**Legend**

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

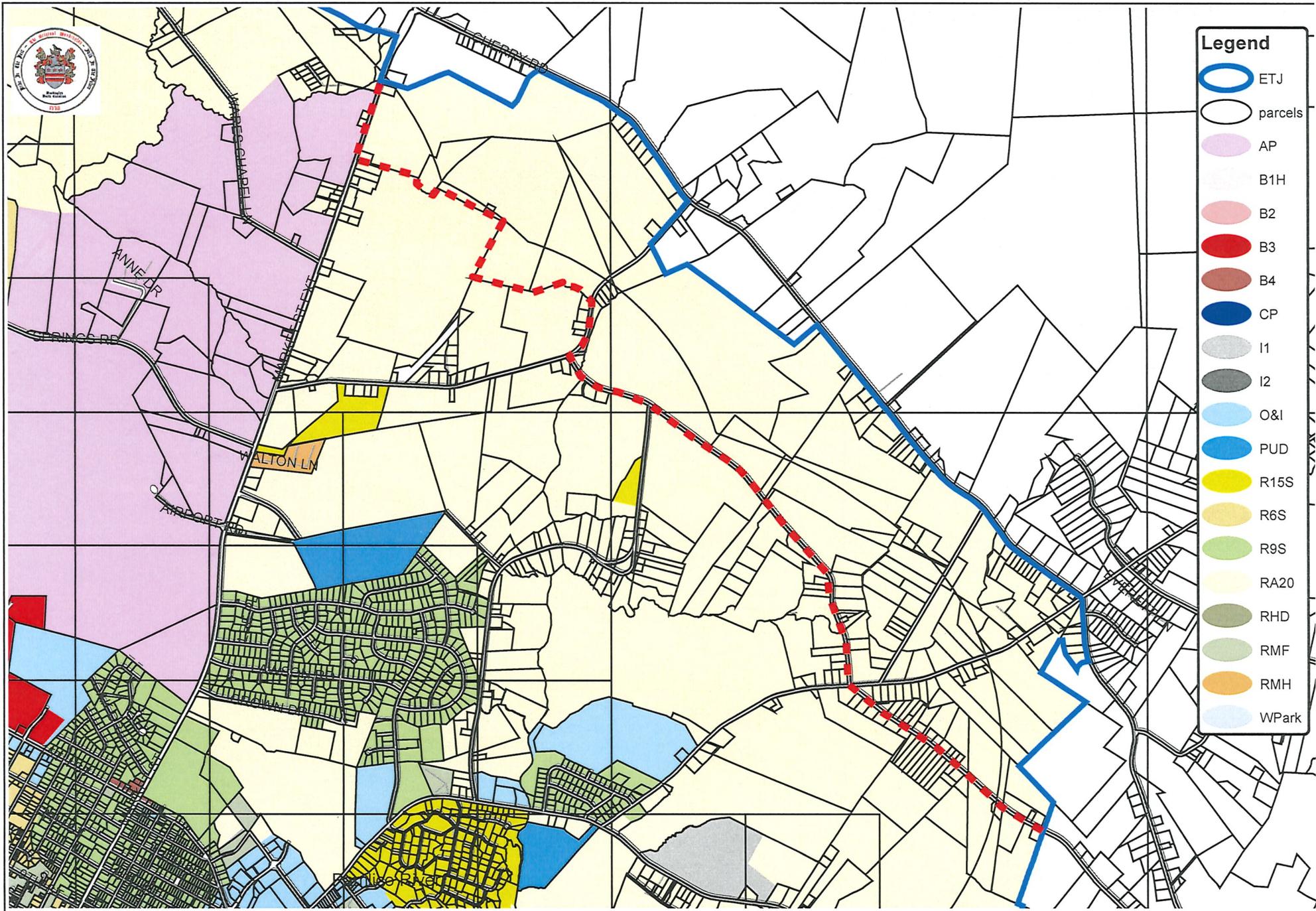


Proposed ETJ

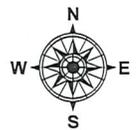
City of Washington  
 November 11, 2016  
 ETJ Reduction  
 Page 43 of 94  
 Area #2 - Current Zoning

Map #4b

1 inch = 1,800 feet  
 Miles  
 0.0625 0.14 0.21



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

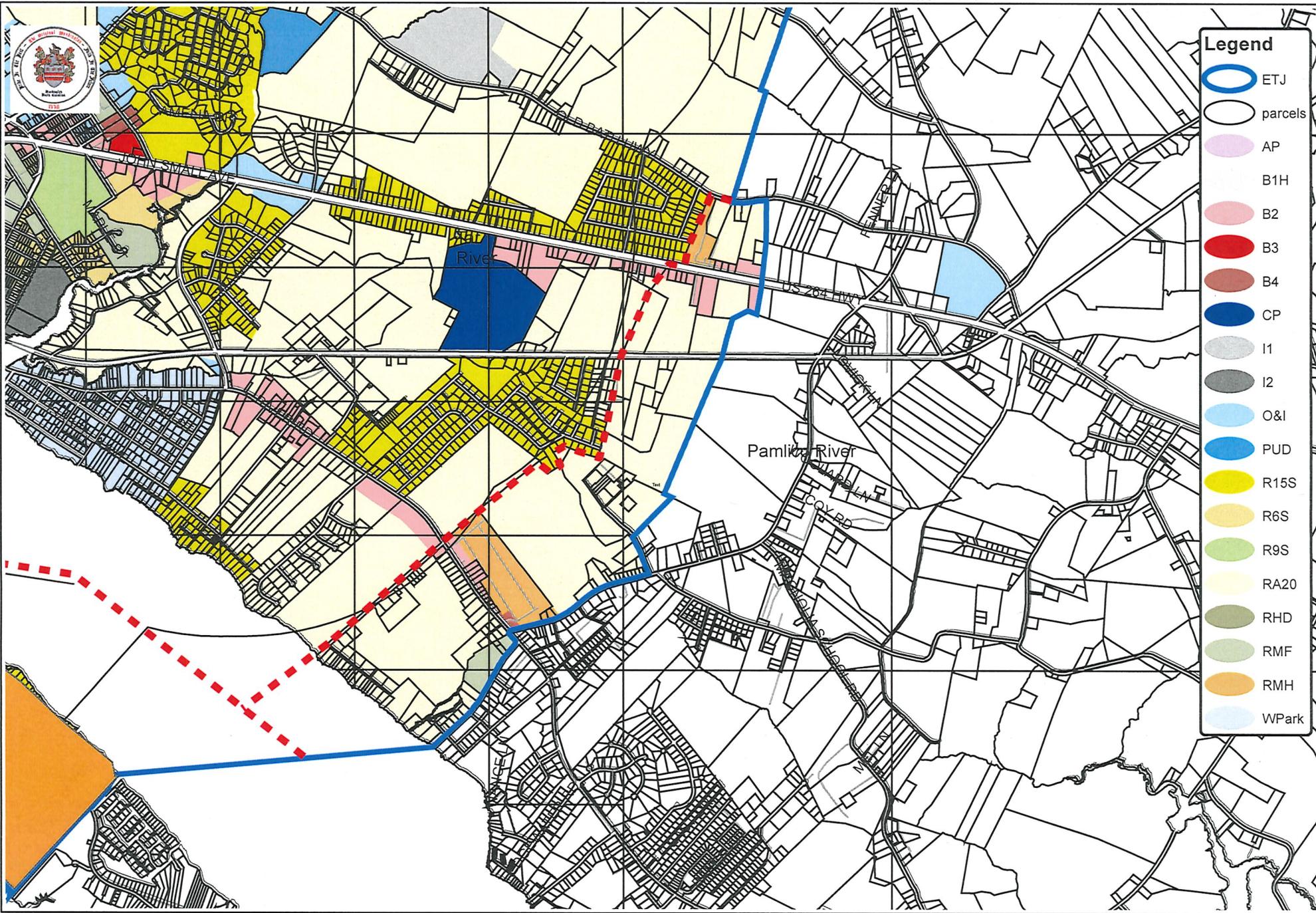


Proposed ETJ

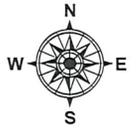
City of Washington  
 ETJ Reduction  
 November 14, 2016  
 Page 44 of 94  
 Area #3 - Current Zoning

Map #4c

1 inch = 2,400 feet



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



Proposed ETJ

City of Washington  
 November 11, 2019  
 ETJ Reduction  
 Page 45 of 94  
 Area #4 - Current Zoning

Map #4d

1 inch = 2,400 feet  
 Miles  
 0.0 0.1 0.2 0.3

September 30, 2016

Ms. Amy Simes, P.E.  
Senior Program Manager  
NCDEQ Division of Water Infrastructure  
8<sup>th</sup> Floor, Archdale Building  
512 North Salisbury Street  
Raleigh, NC 27604

SUBJECT: Asset Inventory & Assessment Grant Application  
April 2016 Re-Submittal for Fall 2016 Re-Consideration  
Washington, North Carolina

Dear Ms. Simes:

Attached are one (1) original and one (1) copy of the Asset Inventory & Assessment Grant Application for the City of Washington Wastewater System. This is a re-submittal of the application filed with, and scored by, NCDEQ-DWI on April 29, 2016. After discussion with you, we retrieved these documents from your office and replaced the narrative with updated pages. The narrative has been modified in accordance with my conversation with you in hopes of having a positive impact on the application scoring by NCDEQ-DWI.

The original narrative discussed a rate increase planned for July 1, 2016. That planned increase took effect July 1, 2016. The revised narrative contains a discussion reflective of the recent rate increase including impacts to original rate information illustrated on page 2 of the common application form and LGC 108C page 2. The current water/sewer fee schedule for FY 2016/17 is provided as supporting documentation on Compact Disk.

Enclosed with each bound application is a Compact Disk that includes a digital copy of the entire application, including supporting documents that are referenced in the Narrative portion of the application. Also enclosed in each application is the executed Authorizing Resolution to Apply for State Grant Assistance.

Should you have any questions, please feel free to contact our office at 252-752-4135. Thank you for your consideration.

With Best Regards,

  
Marvin E. Garter, Jr., AICP  
Vice-President

Enclosures

Cc: Bobby Roberson, City Manager  
Frankie Buck, Public Works Director w/ enclosure  
Matt Rauschenbach, Chief Financial Officer/Assistant City Manager  
Adam Waters, Water Resources Superintendent  
File w/ enclosure



Transportation

PAT McCrory  
Governor

NICHOLAS J. TENNYSON  
Secretary

October 12, 2016

The Honorable Archie Jennings, Mayor  
City of Washington  
P. O. Box 1988  
Washington, NC 27889

Dear The Honorable Jennings:

On behalf of Governor Pat McCrory, Transportation Secretary Nicholas Tennyson, and the NC Board of Transportation, please be advised that FAA *Non-Primary Entitlement* funds have been allocated under the State Block Grant Program for Federal Fiscal Year (FFY) 2016 for the Warren Field. Please note, these funds are intended for airside safety needs first, at which point other needs can be considered. Furthermore, this award must be fully expended no later than June 1, 2020 or any unspent funds will be taken down.

The specific funding allocation is noted below:

Award ID	Description	Federal Funds	Local Funds
36237.38.NPE.16	Airport Improvements	\$150,000	\$16,667

The NCDOT-Division of Aviation is excited to partner with you and we appreciate your commitment and contribution to our state's aviation system. Please work closely with your Airport Project Manager for grant execution.

Sincerely,

Bobby L. Walston, P.E  
Director of Aviation

BLW/vh

- cc: Governor Pat McCrory
- Nicholas J. Tennyson, Secretary NCDOT
- Keith Weatherly, Deputy Secretary for Transit
- Richard Burr, United States Senate
- Thom Tillis, United States Senate
- G.K. Butterfield, United States Congress
- Hugh Overholt, BOT Representative
- John D. Lennon, BOT At-Large Member
- Aaron Berry, Airport Manager

Nothing Compares™



# HUMAN RELATIONS COUNCIL

Human Relations Council (HRC) report for the month of October  
Monday, November 14, 2016 City Council Meeting

## **MISSION STATEMENT**

- To promote social and economic equality in the community, working with Local Government and other resources
- To appreciate the cultural and ethnic diversity of the citizens of Washington and Beaufort County
- To encourage citizens to live and work together in harmony and mutual respect

**SCHEDULED PUBLIC APPEARANCES: NONE**

**OLD BUSINESS: NONE**

### **NEW BUSINESS:**

**Discussion – Unexcused absence:** Chairperson Wright addressed the absenteeism of Board member Hammonds. It was noted that due to her business endeavors a conflict has developed with her attending meetings. Board member Hammonds missed three (3) consecutive un-excused absences and three (3) consecutive excused absences for a total of six (6) consecutive absences.

By consensus, the Board agreed to remove Board member Hammonds from the Human Relations Council and expressed their gratitude for her attendance and participation when time permitted.

**Brainstorm – Future project:** Board member Griffin spoke on the subject of race relations in the City of Washington and requested input from Board members. Board member Griffin voiced he would like to explore this issue before we are confronted with a situation like Ferguson.

### **Discussion/Concerns:**

Board member O'Pharrow inquired where the City stands on the Law Enforcement side. Captain Chrismon stated racial profiling is not tolerated and that respect is shown to everyone. All officers are being trained to address individuals with physical and/or psychological problems.

### **Training includes:**

- Does this individual require any assistance and not just law enforcement?
- Weigh out the situation before intervention.
- Response is now with quality of life.
- Individual feeling response was unjust or not adequate – person can go directly to Director Drakeford if not resolved.
- Review Board for use of force report.

### **Brainstorming discussion/suggestions:**

- Venue (neutral)
- Transportation
- School bus accessibility
- Sponsoring an event idea for all
- Kids' activity
- Kids' coming together with a common goal (i.e. track, scout, etc.)
- Unity Day at the Park

- Citizens actually engaging
- Neighbors being neighbors ~ looking out for each other
- Breakfast before church with area churches coming together “Take the party on the Road”

**OTHER BUSINESS:**

**FYI** – All FYI items and reminders were discussed inclusive of the July 12, 2016 report submitted to City Council and the financial report.

**OPEN DISCUSSION:**

- Captain William Chrismon shared his experience and spoke on the importance of cataloging and taking pictures of everything in your home. He expressed his heartfelt appreciation for the assistance offered to him and his family in the recovery from the loss of their home.



## REQUEST FOR CITY COUNCIL ACTION

---

To: Mayor Hodges & Members of the City Council  
From: Cynthia S. Bennett, City Clerk  
Date: November 7, 2016  
Subject: Appointment to Library Board of Trustees  
Applicant Presentation: N/A  
Staff Presentation: N/A

**RECOMMENDATION:**

**(William Pitt )**

I move that the City Council appoint \_\_\_\_\_ to the Library Board of Trustees to fill the un-expired term of Joe Phipps. Term to expire June 30, 2019.

**BACKGROUND AND FINDINGS:**

Council liaison Pitt will make a recommendation for the appointment to the Library Board of Trustees.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Board Applications

November 14, 2016

City Manager Review:

*BD* Date Concur *11/9/16* Recommend Denial \_\_\_ No recommendation \_\_\_

Requested Board Brown Library

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Barbara Allen Grimes

ADDRESS 100 Summer Haven Lane

PHONE (WORK) retired (HOME) 946-6446

E-MAIL ADDRESS bgrimes10@suddenlink.net

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 44 YEARS

YEARS OF EDUCATION MLS - Masters in Library Science

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO

IF YES, PLEASE INDICATE Washington City Board of Education

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN \_\_\_\_\_

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): Use back of sheet if additional space is needed.

Classroom teacher - Junior High for 7 years; School Librarians for 26 years (K-12); Washington City Board of Education - 10 years - Chairman for 2; head of Altar Guild at St. Peter's Episcopal Church for 4 years; many other duties at church; Community Concert Association officer years ago;

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

Aug. 22, 2016  
Date

Barbara A. Grimes  
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: November 14, 2016

requested board Brown Library

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Diane Tomlinson

ADDRESS 135 Fairway Dr Washington

PHONE (WORK) 923-9141 (HOME) 940-0390

E-MAIL ADDRESS dtomlinson1109@gmail.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 2 YEARS

YEARS OF EDUCATION 23 yrs

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO

IF YES, PLEASE INDICATE \_\_\_\_\_

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? NO IF YES, EXPLAIN \_\_\_\_\_

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): Use back of sheet if additional space is needed.

- 1. Have served on boards in past
- 2. Have managed boards
- 3. Believe strong library imp't to community
- 4. Reading / Librarians have always been imp't to me

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

9/29/16  
Date

Diane Tomlinson  
Signature



## REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Hodges & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk  
**Date:** November 7, 2016  
**Subject:** Appointment to Electric Utilities Advisory Board  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### **RECOMMENDATION:**

I move that the City Council appoint \_\_\_\_\_ to the Electric Utilities Advisory Board, to fill a vacant inside position, term to expire June 30, 2019.

I move that the City Council appoint \_\_\_\_\_ to the Electric Utilities Advisory Board, to fill a vacant inside position, term to expire June 30, 2017.

I move that the City Council appoint \_\_\_\_\_ to the Electric Utilities Advisory Board, to fill a vacant position representing Washington Park, term to expire June 30, 2017.

### **BACKGROUND AND FINDINGS:**

Nominations will be made by the Council liaison (Larry Beeman) at the November 14, 2016 Council meeting.

### **PREVIOUS LEGISLATIVE ACTION**

N/A

### **FISCAL IMPACT**

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

### **SUPPORTING DOCUMENTS**

Board Applications

---

**City Manager Review:** \_\_\_\_\_ Date \_\_\_\_\_ Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No recommendation \_\_\_\_\_

Requested Board Washington Electric Utilities Board

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Pat Griffin

ADDRESS 414 Lodge Rd, Washington

PHONE (WORK) 252-946-7700 <sup>cell</sup> (HOME) \_\_\_\_\_

E-MAIL ADDRESS patgriffin4@aol.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 38 YEARS

YEARS OF EDUCATION 16

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO

IF YES, PLEASE INDICATE Human Relations, Downtown Development Comm

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN \_\_\_\_\_

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

11-7-16  
Date

Pat Griffin  
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: \_\_\_\_\_

Requested Board Washington Electric Utilities Board

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME VANN P. KNIGHT

ADDRESS 231 E. MAIN ST. WASHINGTON, NC 27889

PHONE (WORK) 321-514-1231 (HOME) 321-514-1231

E-MAIL ADDRESS KNIGHT.VANN@YAHOO.COM

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 2 YEARS

YEARS OF EDUCATION 18 B.S. - WEST POINT / MBA - WAKE FOREST

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO

IF YES, PLEASE INDICATE \_\_\_\_\_

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? NO IF YES, EXPLAIN \_\_\_\_\_

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I HAVE WORKED IN SEVERAL INDUSTRIES (LOCOMOTIVE, FORKLIFT, EXCAVATOR + BOAT MANUFACTURING) IN VARIOUS ROLES OF INCREASING RESPONSIBILITY. I AM CURRENTLY THE OPERATIONS MANAGER FOR THE ENTIRE MANUFACTURING OPERATION OF HYSTER-YALE CORPORATION IN GREENVILLE. I HAVE EXTENSIVE EXPERIENCE WITH MAKING OPERATION IMPROVEMENTS AND REDUCING COMPLEXITY AND COSTS.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

5  
OVER

11/9/16  
Date

NOTE: Application will remain on file for six (6) months. Expiration Date: \_\_\_\_\_

I SERVED IN THE ARMY AS AN INFANTRY OFFICER FOR 8 YEARS  
IN GERMANY AND WITH THE 101<sup>ST</sup> AIRBORNE DIVISION. I LOVED SERVING  
MY COUNTRY AND WOULD LOVE THE OPPORTUNITY TO SERVE MY  
COMMUNITY.

Ven. P. K. A

**CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON**

NAME Jack Mitchell

ADDRESS 605 Shorewood Drive - Washington, NC 27889 (Washington Park)

PHONE (WORK) 252-946-2421 (HOME) 252-946-7156

E-MAIL ADDRESS \_\_\_\_\_

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 40 YEARS

YEARS OF EDUCATION 16

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO

IF YES, PLEASE INDICATE \_\_\_\_\_

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? NO IF YES, EXPLAIN \_\_\_\_\_

**STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL):** *Use back of sheet if additional space is needed.*

I have been very fortunate to own and operate a small business in Washington. During the years of service my business skills have developed and I would like to apply those talents in helping the Electric Advisory Board.

**NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.**

11-08-2016  
Date

Jack Mitchell  
Signature



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/CFO  
**Date:** November 14, 2016  
**Subject:** Approve Miller Supply Co. Purchase Order  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move that City Council approve the \$92,529 purchase order to Miller Supply Co. for AMR water meters.

### BACKGROUND AND FINDINGS:

Miller Supply Co. is the sole source supplier of the City's standard AMR water meters. \$100,000 are budgeted for these expenditures.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

Currently Budgeted  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

Requisition

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

**Requisition #:** 2679  
**PO #:** 55853  
**User Name:** FBUCKJR

**Date:** 10/25/2016  
**Approved By:** FBUCKJR  
**Approved Code:** DEPT LEVEL APPROVAL  
**Total Amount:** \$92,529.00  
**Ship To:** CITY OF WASHINGTON CITY HALL (PW)

MILLER SUPPLY CO., INC.  
PO BOX 1745  
LAURINBURG, NC 28353

**SHIP TO ATTENTION BILL WYNNE**

Quantity	Item Description	Project Number	Unit Price	Extended
9	1.5" Q-4 CUBIC FT. READ METERW/ ENCODER & 100 W ERT		\$1,915.00	\$17,235.00
23	2" Q4 CUBIC FT. READ WATER METER W/ENCODER. & 100W ERT		\$2,388.00	\$54,924.00
200	100 W- ITRON ERTS		\$80.00	\$16,000.00
23	2" SPOOL PIECES FOR 2" METERS		\$190.00	\$4,370.00

<b>Sub Total</b>	\$92,529.00
<b>Shipping</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$92,529.00

Account Number	Account Description	Amount
30-90-7250-7000	NONCAPITALIZED PURCHASES	\$92,529.00
<b>Total</b>		<b>\$92,529.00</b>

**Requisition Approval History**

Approval Date	Approval Description	Approved by	PO Number
10/25/2016	DEPT LEVEL APPROVAL	FBUCKJR	55853



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Jeff Clark, Electric Director  
**Date:** October 28, 2016  
**Subject:** Award Bid to Atlantic Power Systems of NC  
**Applicant Presentation:** Jeff Clark  
**Staff Presentation:** Jeff Clark

**RECOMMENDATION:**

I move that the City Council award the bid to Atlantic Power Systems of NC, to replace the generator at the Communications Center.

**BACKGROUND AND FINDINGS:**

We put this out for bid and had two responses: one from Gregory Poole for \$33,245.00 and the other from Atlantic Power Systems of NC for \$33,000.00. Atlantic Power Systems was the low bid with an additional cost of \$4,395.00 to install the unit for a total replacement cost of \$37,395.00. This request is to replace the unit that failed during Hurricane Matthew as the repair cost for this unit was \$28,960.00.

**PREVIOUS LEGISLATIVE ACTION:**

**FISCAL IMPACT**

Currently Budgeted (Account 35-90-8375-1600)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS:**

Bid Results



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Mike Whaley, Purchasing Agent  
**Date:** November 2, 2016  
**Subject:** Ford F350 Cab and Chassis  
**Applicant Presentation:** Jeff Clark  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council approve the purchase order to purchase a Ford F350 Cab and Chassis from Feyer Ford. This vehicle will replace vehicle #601 for the Electric Department.

**BACKGROUND AND FINDINGS:**

<u>Vendor</u>	<u>Cost</u>
Pecheles Ford /Toyota	\$40,735.00
Piedmont Truck (State)	\$40,180.00
Feyer Ford	\$39,974.00
Sherriffs Association	\$53,425.00
Lee Chevrolet	\$40,159.00
Washington Dodge	no bid

**PREVIOUS LEGISLATIVE ACTION:**

**FISCAL IMPACT:**

\$55,000 Currently Budgeted (Account 35-90-8390-7436)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS:**

Bid Tabulation

BID TABULATION

Bid for: #601 Elec. Dept Work Truck  
Opened: 10:00 AM, Friday  
October 28, 2016

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<u>Item</u>	<u>Description</u>	<u>Piedmont Truck (State)</u>	<u>Feyer Ford</u>	<u>Lee Chevrolet</u>	<u>Sherriffs Asscoc.</u>	<u>Pecheles</u>	<u>Washington Dodge</u>
1	2017 Cab and Chassis Truck, Diesel, Crew Cab, 4 X 4, F350 or comparable, automatic	\$40,180.00	<b>\$39,974.50</b>	\$40,159.00	\$53,425.00	\$40,735	no bid

Recommendation: Purchase from Feyer Ford.

Signed: Michael Whaley

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

**Requisition #:** 2705  
**PO #:** Not Assigned  
**User Name:** mwwhaley

**Date:** 11/2/2016  
**Approved By:**  
**Approved Code:**  
**Total Amount:** \$39,974.00  
**Ship To:** CITY OF WASHINGTON  
WAREHOUSE (ELEC)

FEYER FORD LINCOLN MERCURY, INC.  
1677 US HWY 17  
WILLIAMSTON, NC 27892

**Warehouse for Elec. Dept., Mike Whaley, 252-975-9308. Replaces vehicle #601.**

Quantity	Item Description	Project Number	Unit Price	Extended
1	2017 F350 4X4 Crew Cab DRW Chassis, automatic, V8 diesel, power group and rear camera prep kit. A) Color: White, B) Interior : blue or gray vinyl, C) Freight Included, D) Title to: City of Washington, PO Box 1988, Washington, NC 27889.		\$39,974.00	\$39,974.00

<b>Sub Total</b>	\$39,974.00
<b>Shipping</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$39,974.00

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
35-90-8390-7436	VEHICLE #601-2 TON TRUCK -CONSTRUCTION BODY	\$39,974.00
	<b>Total</b>	\$39,974.00

**Requisition Approval History**

Approval Date	Approval Description	Approved by	PO Number
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# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Jeff Clark, Electric Director  
**Date:** November 14, 2016  
**Subject:** Approve Electric System GIS Mapping Purchase Orders  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move that City Council approve purchase orders to McClean Engineering in the amount of \$96,157 and Tech Products, Inc. in the amount of \$24,490 for the GIS Mapping Project of our electric system.

### BACKGROUND AND FINDINGS:

\$169,000 is included in the FY 2017 budget for phase 1 of the GIS mapping project and \$15,000 for maintenance of the data base. Budget was based on quotes from Booth & Associates.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

Currently Budgeted  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

Requisitions  
Proposal & supporting Documentation

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

**Requisition #:** 2650  
**PO #:** Not Assigned  
**User Name:** epruden

**Date:** 10/19/2016  
**Approved By:**  
**Approved Code:**  
**Total Amount:** \$24,490.00  
**Ship To:** CITY OF WASHINGTON  
WAREHOUSE (ELEC)

TECH PRODUCTS, INC.  
105 WILLOW AVE.  
STATEN ISLAND, NY 10305

**Electric Dept. Ed Pruden 252-975-9365 Quote Dated 10/18/2016**

Quantity	Item Description	Project Number	Unit Price	Extended
15500	ELHKY-BAR ASSEMBLY, Everlast long-lasting poly tags – vertically installed in aluminum holders (AH106) with bar code. (6) tag assembly -Includes. (6) Tag assembly fee.		\$1.58	\$24,490.00

<b>Sub Total</b>	\$24,490.00
<b>Shipping</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$24,490.00

Account Number	Account Description	Amount
35-90-7220-0402	GIS MAPPING PROJECT	\$24,490.00
<b>Total</b>		\$24,490.00

**Requisition Approval History**

Approval Date	Approval Description	Approved by	PO Number
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**TECH PRODUCTS, INC.**

105 Willow Avenue Staten Island, NY 10305  
PHONE: 800-221-1311 FAX: 718-442-2124

**65 Years of Excellence**

**QUOTATION**

October 18, 2016

Total number of pages: 1  
(Including this one)

TO: Washington Electric  
Utilities  
ATTN: Edmund Pruden  
FROM: Richard Failla

Dear Ed

Thank you for your interest in our EVERLAST Tags and/or Signs. As requested, the pricing and delivery on your present requirement is as follows:

Description	Item Number	Quantity	Unit Price
Everlast long-lasting poly tags – vertically installed in aluminum holders (AH106) with bar code. (6) tag assembly -Includes. (6) Tag assembly fee.	ELHKY-BAR ASSEMBLY	15,500	1.58 <i>24,490</i>

Thank you for the opportunity to quote on your requirement. This quote is valid for 90 days. If you have any additional questions or concerns, please call toll free at 1-800-221-1311 or fax your request to 718-442-2124.

Best Regards,  
Richard Failla

NOTES	TERMS
<ul style="list-style-type: none"> <li>• Min. Order Dollar Value is \$50.00</li> <li>• Std. Packaging: Bulk (Unless otherwise stated)</li> <li>• Freight charges are Prepaid &amp; Added</li> <li>• Surcharges will apply for broken packages or for special packaging other than above</li> <li>• All custom order qty's are subject to a +/- 10%</li> </ul>	<ul style="list-style-type: none"> <li>• Net 30 (Upon Credit Approval), US Currency</li> <li>• FOB our plant, Staten Island NY 10305</li> </ul> <p><b><u>DELIVERY</u></b></p> <ul style="list-style-type: none"> <li>• 40-50 Business days after art approval for custom or assembled items.</li> </ul>

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

**Requisition #:** 2651  
**PO #:** Not Assigned  
**User Name:** epruden

**Date:** 10/19/2016  
**Approved By:**  
**Approved Code:**  
**Total Amount:** \$96,157.00  
**Ship To:** CITY OF WASHINGTON  
WAREHOUSE (ELEC)

MCLEAN ENGINEERING  
PO BOX 2587  
MOULTRIE, GA 317762587

**Electric Dept. Ed Pruden 252-975-9365**

Quantity	Item Description	Project Number	Unit Price	Extended
1	Joint Use Attachment Inventory, GIS Asset Verification and Pole Tagging		\$84,757.00	\$84,757.00
1	Ongoing Joint Use Attachment Management and GIS Map Updates Setup		\$11,400.00	\$11,400.00

<b>Sub Total</b>	\$96,157.00
<b>Shipping</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$96,157.00

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
35-90-7220-0402	GIS MAPPING PROJECT	\$96,157.00
<b>Total</b>		<b>\$96,157.00</b>

**Requisition Approval History**

Approval Date	Approval Description	Approved by	PO Number
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**MCLEAN**  
**ENGINEERING**  
 Power Engineers Since 1936

October 18, 2016

Mr. Edmund J. Pruden, III  
 Utilities Support Superintendent  
 Washington Electric Utilities  
 250 Plymouth Street  
 Washington, NC 27889

**Reference:** Proposal for Mapping and Pole Attachment Services

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Dear Mr. Pruden:

Thank you for the opportunity to provide this proposal for mapping and pole attachment services.

Pursuant to the scope of work provided and our subsequent discussions, we propose for your consideration the following services:

Joint Use Attachment Inventory, GIS Asset Verification and Pole Tagging:	\$84,757
Ongoing Joint Use Attachment Management and GIS Map Updates:	
Set-up cost:	\$11,400
Monthly cost:	\$2,030

Please find detailed cost estimates accompanying this document. While unit prices provided are fixed, all quantities are estimated based on guidance from Washington Electric Utilities staff. All other services are hourly-billed services and costs provided are estimates.

Please don't hesitate to contact me if you have any questions or concerns regarding this proposal. If Washington is in acceptance of this proposal as detailed above, please sign below and return to me via email at [sean.knowles@mcleanengineering.com](mailto:sean.knowles@mcleanengineering.com) or via mail at P.O. Box 2587, Moultrie, GA 31776-2587.

Thank you for your consideration.

Best Regards,

Sean Knowles  
 Vice President, Business Development/Co-Owner

Online: [www.mcleanengineering.com](http://www.mcleanengineering.com) •

---

Phone: (229) 985-1148 • Toll-Free: (877) 985-1148 • Fax: (229) 985-2248

**Accept Proposal**

By signing and dating this letter below, I, Edmund J. Pruden, III, accept this agreement on behalf of Washington Electric Utilities as offered by McLean Engineering Company, Inc.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Online: [www.mcleanengineering.com](http://www.mcleanengineering.com) •   

Phone: (229) 985-1148 • Toll-Free: (877) 985-1148 • Fax: (229) 985-2248



**MCLEAN**  
ENGINEERING  
Power Engineers Since 1936

**Cost Estimate**

**Washington Electric Utilities  
Project Summary**

**Date: 10/18/2016**

<b>Project</b>	<b>Project Cost</b>
<b>Joint Use Attachment Inventory</b>	<b>\$35,715</b>
<i>Kick-off Meeting and GIS Data Preparation (Hourly Cost Estimate)</i>	<i>\$3,680</i>
<i>Inventory (15,000 poles @ \$2.00 /pole)</i>	<i>\$29,955</i>
<i>Invoice preparation and recovery of back rent (Hourly Cost Estimate)</i>	<i>\$2,080</i>
<b>GIS Asset Verification</b>	<b>\$38,045</b>
<i>15,500 points (including poles and UG-fed equipment) @ \$2.45 per point</i>	<i>\$38,045</i>
<b>Pole Tagging (Labor Only)</b>	<b>\$10,997</b>
<i>Apply RFID Enabled Pole Tags to 15,500 points @ \$0.71 /point</i>	<i>\$10,997</i>
<b>Total Project Cost</b>	<b>\$84,757</b>

For More Information:  
Sean Knowles  
404.520.0288  
sean.knowles@mcleanengineering.com



**MCLEAN**  
**ENGINEERING**  
Power Engineers Since 1936

**Cost Estimate**

**Washington Electric Utilities  
Distribution System GIS Maps - Ongoing Work**

**Date: 10/18/2016**

<b>Project</b>	<b>Set-up</b>	<b>Monthly Cost</b>	<b>Annual Cost</b>
Joint Use Attachment Management	\$6,400	\$330	\$3,960
GIS Map Updates	\$5,000	\$1,700	\$20,400
<b>Total Project Cost</b>	<b>\$11,400</b>	<b>\$2,030</b>	<b>\$24,360</b>

For More Information:  
Sean Knowles  
404.520.0288  
sean.knowles@mcleanengineering.com

# Washington Electric Utilities

## Joint-Use/GIS Project Highlights

### Operational Benefits from Improved Map Information

- Shorter response times in the field for line crews & trucks and for service crews & trucks
  - Faster outage response
  - More efficient/cheaper field work
- Improved documentation for FEMA claims in the case of storm damage.
- Less time spent coordinating with contractors for Engineering & GIS Depts.
- Less time spent coordinating with Joint-Users for Engineering & GIS Depts.
- More accurate drawings and fewer mistakes for Engineering/Staking Depts.
- Data is in standard formats that can be used in multiple platforms (ESRI, Google Earth, etc.)

### Benefits of GIS Asset Verification

- In addition to operational benefits mentioned above:
  - Current records indicate 1,595 security lights exist on the system.
  - Field verifying/billing for just over 3% additional lights (60 lights) would provide over **\$7,000** every year.

### Benefit of Joint Use Attachment Inventory

- Industry standard practice is to conduct this inventory every 5 years.
- An increased number of attachments would create annually recurring revenue increases.
- Attachers typically pay a share of the inspection costs.
- McLean will provide data as part of the GIS product. This improved record will remove ambiguity and can help resolve pole ownership disputes if they arise.
- McLean identifies code violations attachers are causing on Washington's poles, removing a liability for the city and potentially providing revenue through pole replacements paid by attachers.
- McLean works hard to improve Washington's relationships with attachers to help get Washington paid faster and find opportunities for mutual benefit with the attachers.



## REQUEST FOR CITY COUNCIL ACTION

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**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/CFO  
**Date:** November 14, 2016  
**Subject:** Adopt Resolution Authorizing Execution of DOA Vision Grant  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### **RECOMMENDATION:**

I move that City Council adopt a resolution authorizing the Mayor to execute the NC DOA Runway 5-23 Pavement Rehabilitation Grant.

### **BACKGROUND AND FINDINGS:**

Appropriation of funds for this grant were included in the adopted FY 2017 Airport Fund budget.

### **PREVIOUS LEGISLATIVE ACTION**

Adoption of FY 2017 Budget

### **FISCAL IMPACT**

Currently Budgeted  Requires additional appropriation  No Fiscal Impact

### **SUPPORTING DOCUMENTS**

Approval to Proceed Letter  
Request for Aid Application  
Grant Agreement

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**City Manager Review:**  Concur  Recommend Denial  No Recommendation  
 Date



PAT McCRORY  
Governor

NICHOLAS J. TENNYSON  
Secretary

November 1, 2016

Matt Rauschenbach  
CITY OF WASHINGTON  
DBA WARREN FIELD AIRPORT  
PO Box 1988  
WASHINGTON NC 27889

Request for Aid(Application) #: 1000004331  
Program: AV\_STATE\_GRANT  
WBS # : 36244.51.11.1  
Project : RUNWAY 5-23 PAVEMENT REHABILITATION- OVE

SUBJECT: APPROVAL OF REQUEST FOR AID APPLICATION

Dear Matt Rauschenbach:

The NCDOT-Division of Aviation has completed its final review of your above referenced Request for Aid 1000004331 form for Warren Field in the amount of \$ 164,074.00 and it is approved to proceed to the next stage of the funding process.

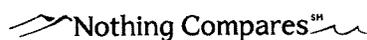
1. Attached to the online Request for Aid application is the grant agreement for the funding of Project 36244.51.11.1, including the State and Federal Assurances, for Federal Block Grants. **Please print two (2) originals of the unsigned agreement (single-sided only; preferably on bond paper).** The appropriate governmental body must execute these agreements. Upon completion, both original copies of the agreement must be returned to this office, **to the attention of the Grants Administrator. Please remember that all signatures and seals must be original and not reproduced copies.** The Department will fill in the date on the first page of the agreement once the Secretary of Transportation signs the documents.

2. The next step of the funding process is the Acceptance of Assurances, and the Pinning of the above Request for Aid (Application) form online through the Partner Connect - Grant Management System: <https://partner.ncdot.gov/irj/portal>

Should you have any questions, please do not hesitate to contact the Division of Aviation Grant Administrator or your regional Airport Project Manager. The NCDOT-Division of Aviation appreciates your commitment and contribution to our state aviation system. With aviation partners like you, North Carolina will continue to be First in Flight.

Sincerely,

Bobby L. Walston, PE  
Director of Aviation



<b>Airport Name</b>	Warren Field	<b>Application Number</b>	1000004331
<b>Airport ID</b>	OCW	<b>Vendor ID</b>	1000024234
<b>Project Request</b>	00002999	<b>WBS</b>	36244.51.11.1
<b>Description</b>	RUNWAY 5-23 PAVEMENT REHABILITATION- OVERLAY DESIGN		
<b>Long Description</b>	Design Overlay for Runway 5-23 to rehabilitate the pavement surface and strengthen existing pavement to accommodate aircraft up to 60,000 lb. Grip Flex was applied to the runway surface approximately 10 years ago and the surface is exhibiting significant cracking which is beginning to result in a FOD issue on the airport. The 2014 Pavement Management Inspection Report indicates that the Runway 5-23 PCI is 54 (Poor Condition).		

**Request For Aid**

<b>Sponsor</b>	<b>Name of Agency</b>	CITY OF WASHINGTON		
	<b>Contact Person</b>	Matt Rauschenbach		
	<b>Address</b>	DBA WARREN FIELD AIRPORT PO Box 1988 WASHINGTON, NC 27889		
	<b>Telephone Number</b>	+1 (252) 975-9312	<b>Email</b>	mrauschenbach@washingtonnc.gov
<b>Accounting</b>	<b>Name of Budget Official *</b>	Matt Rauschenbach		
	<b>Title *</b>	Finance Director		
	<b>Address *</b>	PO Box 1988 Washington, NC 27889		
	<b>Telephone Number *</b>	(252) 975-9312	<b>Email *</b>	fbuckjr@washingtonnc.gov
<b>Consultant</b>	<b>Name of Firm</b>	Talbert & Bright, Inc		
	<b>Project Manager</b>	John Massey, PE		
	<b>Address</b>	4810 Shelley Drive Wilmington, NC		
	<b>Telephone Number</b>	(910) 763-5350	<b>Email</b>	jmassey@tbiilm.com

**Certification of Local Funds and Accounting Information**

STATE AID AIRPORTS PROJECT     
  STATE MATCH/AIP GRANT     
  FEDERAL BLOCK GRANT PROGRAM

<b>Approved Project Cost</b>	\$182,305				
Local Matching Funds Required: \$18,231.00 representing a 10.00000% local share of the project	Fiscal Yr: <table border="1" style="display: inline-table;"><tr><td>2</td><td>0</td><td>1</td><td>7</td></tr></table>	2	0	1	7
2	0	1	7		
If this is a Federal Aid (AIP) Project indicate Federal Project Number					

**WORK ELEMENTS AND FUNDS REQUESTED (round funds to the nearest dollar)**

Work Element	State Aid Requested	FAA Funds Proposed	Local Funds Committed	Total Estimated Cost
Runway 5-23 Pavement Rehabilitation Overlay (design only)	\$164,074.00		\$18,231.00	\$182,305.00
<b>TOTALS</b>	\$164,074.00		\$18,231.00	\$182,305.00



<b>Airport Name</b>	Warren Field	<b>Application Number</b>	100004331
<b>Airport ID</b>	OCW	<b>Vendor ID</b>	1000024234
<b>Project Request</b>	00002999	<b>WBS</b>	36244.51.11.1
Code & Category of Expenditure			Estimated Cost
Remaining Amount (Informational Only)			\$0.00
A101 - Administrative Expense			\$900
A102 - Preliminary Eng., Planning, Testing			\$53,495
A103 - Land Acq., Str./Utility Relocation			
A104 - Engineering Services Basic Fees			\$127,910
A105 - Project Inspection, QA, Testing			
A106 - Const. & Project Improvement Cost			
A107 - Equipment(i.e. nav aids, Fire Truck			
A108 - Miscellaneous(specify)			
A109- In-Kind			
<b>Expenditure &amp; In-Kind Total</b>			<b>\$182,305</b>

Billable     Non-Billable

Estimated Project Funding	Percent	Project Req Amt	Amount
FEDERAL		\$0.00	\$0.00
STATE	90.00000%	\$164,074.00	\$164,074.00
LOCAL	10.00000%	\$18,231.00	\$18,231.00

**Application Request Certifications**

<input checked="" type="checkbox"/>	I hereby certify that the local matching share for this project has been officially approved, placed into the budget of the Sponsoring local governmental unit and will be available for expenditure upon execution of the State Aid to Airports Grant Agreement and start of this project. I further certify that the authority of the Sponsoring local governmental unit to enter into contracts with the state of North Carolina has been reviewed by the governmental attorney and, in his opinion, the Sponsoring local governmental unit is duly authorized to commit the Sponsor to an Agreement with the North Carolina Department of Transportation.								
<input checked="" type="checkbox"/>	I further certify that all expenditures of this project will be accounted for in a manner consistent with the requirements of the State Auditor, that the Sponsor has made appropriate arrangements to have its accounts audited on an annual basis in conformance with the Single Audit Act of the State of North Carolina, and that each annual Single Audit will contain the required information about this project.								
<input checked="" type="checkbox"/>	I certify that, to the best of my knowledge, the estimated costs shown above were derived from careful analysis of the project, include all anticipated project expenses, and represent the intended budget of the Sponsor for this project.								
<input checked="" type="checkbox"/>	I acknowledge the above DBE/MBE/WBE goal and certify that it was used in the bid documents for the project according to applicable federal law CFR Title 49 Part 26 and state statutes GS 136-28.4; EO 106: GS 143-48; GS 136-28.10.								
	<table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Pin</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Matt Rauschenbach</td> <td>CFO</td> <td>****</td> <td>10/21/2016</td> </tr> </tbody> </table>	Name	Title	Pin	Date	Matt Rauschenbach	CFO	****	10/21/2016
Name	Title	Pin	Date						
Matt Rauschenbach	CFO	****	10/21/2016						



<b>Airport Name</b>	Warren Field	<b>Application Number</b>	1000004331
<b>Airport ID</b>	OCW	<b>Vendor ID</b>	1000024234
<b>Project Request</b>	00002999	<b>WBS</b>	36244.51.11.1

**Grant Submittal Certification**

<input type="checkbox"/>	I certify that terms and conditions/agreement along with assurances are attached herewith.			
	<b>Name</b>	<b>Title</b>	<b>Pin</b>	<b>Date</b>
<b>Sponsor/Representative Authorization</b>				11/09/2016

Pin & Save

**GRANT AGREEMENT**

STATE AID TO AIRPORTS

AIRPORT: **WARREN FIELD  
AIRPORT**

BETWEEN

THE N. C. DEPARTMENT OF TRANSPORTATION,  
AN AGENCY OF THE STATE OF NORTH CAROLINA

AND

PROJECT NO: **36244.51.11.1**

**CITY OF WASHINGTON**

THIS AGREEMENT made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as "Department") and **CITY OF WASHINGTON**, the public agency owning the **WARREN FIELD AIRPORT** (hereinafter referred to as "Sponsor").

**WITNESSETH**

WHEREAS, Chapter 63 of the North Carolina General Statutes authorizes the Department, subject to limitations and conditions stated therein, to provide State Aid in the forms of loans and grants to cities, counties, and public airport authorities of North Carolina for the purpose of planning, acquiring, and improving municipal, county, and other publicly-owned or publicly controlled airport facilities, and to authorize related programs of aviation safety, education, promotion and long-range planning; and

WHEREAS, the Sponsor has made a formal application dated **October 21, 2016** to the Department for State Financial Aid for the **WARREN FIELD AIRPORT**; and

WHEREAS, a grant in the amount of **\$164,074** not to exceed **90 percent** of the non-federal share of the final, eligible project costs has been approved subject to the conditions and limitations herein; and

WHEREAS, the Grant of State Airport Aid funds will be used for the following approved Project (if a federal aid project, this scope shall also include any modifications thereto by the Federal Aviation Administration):

NOW THEREFORE, the Sponsor and Department do mutually hereby agree as follows:

**PROJECT DESCRIPTION:**

**RUNWAY 5-23 PAVEMENT REHABILITATION – OVERLAY DESIGN**

1) That the Sponsor shall promptly undertake the Project and complete all work on the Project prior to the 1st day of JULY 2020, unless a written extension of time is granted by the Department.

2) Work performed under this Agreement shall conform to the approved project description. Any amendments to, or modification of, the scope and terms of this Agreement shall be in the form of a Modified Agreement mutually executed by the Sponsor and the Department, except that an extension of time may be granted by the Department by written notice to the Sponsor.

3) Debarment and Suspension: The Grantee agrees to comply, and assures the compliance by each of its third party contractors and sub recipients at any tier, with the provisions of Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, and U.S. DOT regulations on Debarment and Suspension at 49 C.F.R. Part 29.

4) The Sponsor certifies that it has adhered to all applicable laws, regulations, and procedures in the application for and Sponsor's approval of the Grant.

5) For a material breach of this Agreement or the Sponsor's Assurances, the Sponsor shall be liable to the Department for the return of all grant monies received.

6) The Sponsor agrees to adhere to the standards and procedures contained in the State Aid to Airports Program Guidance Handbook (third edition, dated January 1997), unless the Department issues a written waiver.

7) The Sponsor agrees to comply with the "Sponsor's Assurances" contained as a part of this Agreement.

8) N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this grant agreement, you attest, for your entire organization and its employees or agents that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN WITNESS WHEREOF, THE PARTIES HERETO EXECUTED THIS GRANT AGREEMENT THE DAY AND YEAR FIRST WRITTEN ABOVE:

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:**

**NCDOT SEAL**

BY: \_\_\_\_\_  
Deputy Secretary for Transit

ATTEST: \_\_\_\_\_

**SPONSOR:**

Signed: \_\_\_\_\_

**Title:** \_\_\_\_\_

**SPONSOR SEAL**

Attest: \_\_\_\_\_

STATE OF NORTH CAROLINA, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that \_\_\_\_\_ personally came before me this day and acknowledged that he is \_\_\_\_\_ of the \_\_\_\_\_  
(Title) (Sponsor)

(hereinafter referred to as "Sponsor") and by authority duly given and as an act of said Sponsor, the foregoing instrument was signed by him, attested by \_\_\_\_\_ of the Sponsor, and  
(Name and Title)

the Seal of the Sponsor affixed hereto.

WITNESS my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (Signature)

My Commission expires: \_\_\_\_\_

**SEAL**

**RESOLUTION**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
(Name and Title)

\_\_\_\_\_ for the adoption of the following Resolution, and upon being put to a  
(Name and Title)

vote was duly accepted:

WHEREAS, a Grant in the amount of **\$164,074** has been approved by the Department based on total estimated cost of **\$182,305**; and

WHEREAS, an amount equal to or greater than **ten percent (10%)** of the total estimated project cost has been appropriated by the Sponsor for this Project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE \_\_\_\_\_  
(Title)

of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon modification thereof.

I \_\_\_\_\_ of the  
(Name and Title)

\_\_\_\_\_ do hereby certify that  
(Sponsor)

the above is a true and correct copy of an excerpt from the minutes of the

\_\_\_\_\_ of a meeting  
(Sponsor)

duly and regularly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

This, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**SPONSOR SEAL**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Of The: \_\_\_\_\_

DOA FORM (12/10)

**SECTION A: SPONSOR'S ASSURANCES: GENERAL CONDITIONS**

A-1. The Sponsor certifies that it holds fee simple title to the property on which this project is to be constructed. In the event any work is proposed on property which has an easement or lease in the Sponsor's name, the Sponsor agrees that it will comply with the Department's conditions and receive written approval prior to any construction on such lease or easements. This condition does not apply to planning projects.

A-2. The Sponsor agrees to operate the Airport for the use and benefit of the general public and shall not deny reasonable access to public facilities by the general public.

A-3. The Sponsor agrees to operate, maintain, and control the Airport in a safe and serviceable condition for a minimum of twenty (20) years following the date of this Agreement and shall immediately undertake, or cause to be undertaken, such action to correct safety deficiencies as may be brought to its attention by the Department.

A-4. The Sponsor agrees that any land purchased, facilities constructed, or equipment acquired under this Agreement shall not be sold, swapped, leased or otherwise transferred from the control of the Sponsor without written concurrence of the Department.

A-5. The Sponsor agrees that the state share of any land purchased, facilities constructed, or equipment acquired under this Agreement shall be credited to the Department in a manner acceptable to the Department in the event such land, facilities or equipment are subsequently disposed of through sale or lease.

A-6. Insofar as it is within its power and reasonable, the Sponsor shall, either by the acquisition and retention of property interest, in fee or easement, or by appropriate local zoning action, prevent the construction of any object which may constitute an obstruction to air navigation under the appropriate category of Federal Air Regulation Part 77, 14 CFR 77.

A-7. Insofar as it is within its power and reasonable, the Sponsor shall, restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and taking off of aircraft and the noise produced by such operations by adoption of zoning laws, by acquisition and the retention of property interest, in fee or easement.

A-8. Terminal building spaces constructed under this Grant Agreement shall be for the use of the general public. The Sponsor agrees that it will not use any space so constructed for private use, or charge fees for the use of such space, without the written approval of the Department.

**SECTION B: SPONSOR'S ASSURANCES: PROJECT ADMINISTRATION**

B-1. The Airport shall comply with all requirements of the State Aid to Airports Program Guidance Handbook (third edition, January 1997).

B-2. It is the policy of this State, to encourage and promote participation by disadvantaged minority owned and women owned businesses (MBE and WBE) in contracts let by the Department pursuant to GS 136-28.4 for the planning, design, preconstruction, construction, alteration, or maintenance of State transportation infrastructure construction, and in the procurement of materials for these projects. All State agencies, institutions, and political subdivisions shall cooperate with the Department of Transportation and among themselves in all efforts to conduct outreach and to encourage and promote the use of disadvantaged minority owned and women owned businesses in these contracts. This is designed to ensure minority MBEs and WBEs have maximum opportunity to participate in performance of NCDOT contracts let using state funding. The sponsor assures and certifies with respect to this grant that they will pursue these requirements as stipulated by the Department in the advertising, award and administration of all contracts, and require the same for all contractors, sub recipient or subcontractors.

MBE\WBE program is governed by G.S. 136-28.4 and administered in accordance with Title 19A Chapter 02 Subchapter D Section .1101 - .1112 of North Carolina Administrative Code (19A NCAC 02D.1101).

B-3. The Sponsor shall submit draft plans and specifications, or approved alternate, for the project for review by the Department prior to advertising for bids on the Project. Should bids not be required on the project, the Sponsor shall submit a detailed scope of work and estimated costs prior to requesting "Project Concurrence and Notice to Proceed" form (AV-CONCUR/AV-503) for undertaking the project. All plans (and alternate) shall be supported by engineer's report. A list of deliverable(s) from the Sponsor to the Department is as follows:

Planning Projects

1. Interim Planning Submittals – All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copy: PDF format. Paper copy, if requested: bond copy – true half-size.
2. Final Submittal - All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond– true half-size for plan sheets / sketches
  - a. All reports, projections – PDF Format. Any element of the documents shall be delivered in its original electronic format (i.e. MSWord, Excel, AutoCAD...) if requested by the Department
  - b. Sketches and drawings – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond – true half-size for plan sheets / sketches.

## Construction Projects

1. Interim Design Submittals (i.e. 30%, 60%, 90%....) – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate and Engineers Report – electronic copy: PDF format. Paper copy, if requested: bond true half-size for plan sheets.
2. 100% Design and Issue for Bid Submittals – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate, Engineer’s Report, and Bid Tab – Any element of the documents shall be delivered in electronic format (i.e. MS Excel and PDF format) and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
3. As-built / Record Drawings
  - a. Contract Documents (Plan and Detail Sheets, Technical Specifications) – electronic copies: PDF format and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
  - b. Technical Specifications – electronic copies: MS Word File and PDF format
  - c. Final Engineers Report – electronic copies: PDF format unless otherwise requested.

B-4. Bids will be taken in accordance with N. C. General Statute 143-129. Following bid opening or final contract negotiations, the Sponsor shall submit the "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) request along with the bid tabulations to the Department for review. The Department will take action on the request including the approval or disapproval of the Sponsor's Employment of specific contractors within ten (10) days of receipt. Approval will be communicated via a Contract Goal Requirements Letter sent directly to the Sponsor.

B-5. All contractor(s) who bid or submit proposals for contracts in connection with this project must submit a statement of non-collusion to the Sponsor.

B-6. The Sponsor shall not commence construction or award construction contracts on the project until a written "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) is co-signed by the Sponsor's Representative and the Department or alternate written approval is provided by the Department.

B-7. The Sponsor shall submit quarterly status reports (AV-STATUS/AV-502) to the Department, unless otherwise instructed, and will immediately notify the Department of any significant problems which are encountered in the completion of the project.

B-8. The Sponsor shall notify the Department of any significant meetings or inspections involving the Sponsor, his contractor(s), consultant(s), and/or federal funding agencies concerning Project.

B-9. The Sponsor shall notify the Department within thirty (30) days of completion of all work performed under this agreement for the purpose of final acceptance inspection and completion of audit requirements by the Department.

B-10. The Sponsor has full responsibility for assuring the completed Project meets the requirements of the Department and appropriate federal funding agencies. The Sponsor further certifies that all local, state, and federal requirements for the conduct of this Project shall be met.

B-11. It is the policy of the Department not to award contracts to contractors who have been removed from the Department's list of pre-qualified bidders without subsequent reinstatement. Therefore, no State funds will be provided for any work performed by the contractor(s), or sub-contractor(s) which had been removed from the Department's list of pre-qualified bidders without subsequent reinstatement as of the date of the signing of the construction contract. It shall be the responsibility of Sponsor to insure that only properly qualified contractors are given construction contracts for work.

### **SECTION C: SPONSOR'S ASSURANCES: PROJECT ACCOUNTING AND PAYMENT**

C-1. The Sponsor shall record all funds received under this Agreement and shall keep the same in an identifiable Project account. The Sponsor, and his contractor(s) and/or consultant(s), shall maintain adequate records and documentation to support all Project costs incurred under this Grant. All records and documentation in support of the Project costs must be identifiable as relating to the Project and must be acceptable costs only. Acceptable costs are defined as those costs which are acceptable under "Federal Acquisition Regulations 1-31.6, 48 CFR (OMC Circular A-87)". Acceptable items of work are those referenced in the State Aid to Airports Program Guidance Handbook and North Carolina General Statutes. The Sponsor's accounting procedures which were established for work as set out in this Agreement must be reviewed and accepted by the Department prior to the final execution of this Agreement and payment of State funds, except for Sponsor reporting under OMB Circular A-133.

C-2. The Sponsor and his contractor(s) and/or consultant(s) shall permit free access to its accounts and records by official representatives of the State of North Carolina. Furthermore, the Sponsor and contractor(s) and/or consultant(s) shall maintain all pertinent records and documentation for a period of not less than five (5) years from the date of final payment.

C-3. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" ([www.whitehouse.gov/wh/eop/omb](http://www.whitehouse.gov/wh/eop/omb)), the Airport shall arrange for an independent financial and compliance audit of its fiscal operations. The Airport shall furnish the Department with a copy of the independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Airports fiscal year ends.

The Airport shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Airport shall make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this agreement, for inspection and audit by the Department's Fiscal Section

C-4. Payment of the funds obligated under this Grant Agreement shall be made in accordance with the following schedule, unless otherwise authorized by the Department:

A. Payments from NCDOT to the Sponsor are made on a reimbursement basis. The Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department's reimbursement.

B. Payments will be made on the basis of progress payments which may be requested by the Sponsor as costs are incurred, but not more frequently than monthly. Progress payments will be made provided the following requirements have been met.:

- (1) The Grant Agreement has been executed and a Project Concurrence (AV-CONCUR/AV-503) issued.
- (2) The Project has received an appropriate environmental finding.
- (3) The Sponsor has submitted a Proposed Project Budget (AV-BUDGET/AV-504) accurately reflecting costs to date. The initial and revised AV-BUDGET/AV-504 shall be approved by the Department. With each AV-BUDGET/AV-504, the Sponsor shall provide the following documentation:
  - a) Scope of Services for the project, Consultant Fee - Man-hours Breakdown by task with hourly rates, Breakdown of Sub-consultant and / or Vendor Cost, Schedule of Deliverables, Estimated Construction Cost, Plan Sheet List
  - b) Actual Bidding Cost (once a project is bid) – Bid Tabulation / Bid Schedule, Recommendation for Award.
- (4) Additional information shall be provided as requested.
- (5) The Sponsor has submitted an executed Interim Payment Request (AV-PAY/AV-505) accurately reflecting costs incurred to date.
- (6) The Sponsor has complied with all applicable conditions of the State Aid to Airports Program Guidance Handbook

C. The submission of progress payments is expected to parallel the value of work actually completed and costs incurred. At such point the Sponsor has requested payments equaling 100% of the State Grant, it is expected that the approved Project will be 100% complete.

D. Upon receipt of 100% of the State Grant, the Sponsor will promptly complete Project acceptance and submit the Project Completion and Final Payment Request (AV-FINAL/AV-506).

C-5. If after the acceptance of the Project by the Department, the final State share of approved eligible items is less than the amount of State funds actually disbursed for the Project, the Sponsor shall reimburse the Department in an amount equal to the difference between the amount of State funds actually disbursed and the final State share of the final, audited, approved eligible Project costs within thirty (30) days of notification by the Department of the amount due.

C-6. If after the acceptance of the Project by the Department, the final State share of approved eligible Project costs shall be more than the amount of State funds obligated for the Project, the Sponsor may make application to the Department for a corresponding increase which will be considered for funding in accordance with their relative priority versus other applications for available State funds.

C-7. Under certain conditions, projects originally involving only state and local funds may subsequently be eligible for reimbursement from federal funding agencies. In such cases, the Sponsor shall notify the Department of its intent to apply for federal reimbursement and shall keep the Department informed of the status of such application. In the event federal funds are obtained for all or a portion of the Project, the Sponsor shall refund to the Department an amount equal to the difference between State funds originally disbursed for the work item(s) subsequently receiving federal funds and the final State share of the costs of the affected item(s) of work. Reimbursement will be made within ninety (90) days of the date of the final execution of the FAA Grant Agreement affecting the work elements in the approved Project.

C-8. For the purpose of calculating the State share of the Project, federal funds are defined as funds provided by an agency of the federal government for the specific purpose of undertaking the Project, including Block Grant funds administered by the Department.

#### **SECTION D: SPONSOR'S ASSURANCES: REAL PROPERTY ACQUISITION**

D-1. The acquisition of land, buildings, and other real property involving the use of State Airport Aid funds shall be in compliance with the provisions of this Section.

D-2. The Sponsor shall depict each parcel to be acquired on an airport property map containing the identity of the parcel and its metes and bounds.

D-3. The acquisition cost of each parcel, building, or other real property acquired with State financial assistance shall be based on the fair market value of the property as determined by an appraisal process acceptable to the Department.

D-4. For each parcel or building with an estimated cost of \$100,000 or less, fair market value shall be established by a single original appraisal and a review appraisal. For complex acquisitions, fair market value shall be established by two original appraisals and one review appraisal.

D-5. All original and review appraisals shall be conducted by qualified appraisers who have no financial or other interest in the property to be acquired.

D-6. The fair market value of a parcel will be established by the review appraiser based upon the information contained in the original appraisal or appraisals.

D-7. No negotiation for property acquisition shall be commenced between the Sponsor and the property owner until the fair market value of the property has been established. Initial negotiations shall be based upon the fair market value.

D-8. Negotiated values above the fair market value shall not be eligible for State funds unless, prior to the final agreement for acquisition, the Sponsor has received the concurrence of the Department for paying such negotiated values in lieu of the appraised fair market value.

D-9. Sponsors who adhere to the federal "Uniform Guidelines for the Acquisition of Property" shall be deemed to have conformed to the Department's guidelines, except that Paragraph 8 above shall also be applicable under such acquisitions.

D-10. In the event the Project is a low value, non-complex acquisition, the Department, at its option, may accept the original appraisal without the review appraisal. In such cases, all other provisions of this Section shall apply.

D-11. Failure to follow the requirements of this Section shall disqualify the property from State participation for any parcel which has not been acquired in accordance with such standards.

**SECTION E: Sponsor's Acknowledgement of Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32**

E-1 Sponsor acknowledges and agrees that it is unlawful for any vendor or contractor ( i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:

- (1) have a contract with a governmental agency; or
- (2) have performed under such a contract within the past year; or
- (3) anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

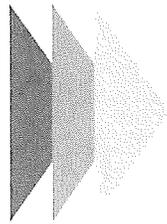
**Revised 1/2/13**

## **2017-18 Municipal Advocacy Goals**

- Seek opportunities to support the passage of the federal e-fairness legislation.
- Seek legislation to allow room occupancy tax revenues to be used to fund municipal service and infrastructure costs in order to support travel and tourism.
- Seek legislation to provide municipalities with additional locally-controlled revenue options.
- Support legislation which defends the fiscal integrity of the Local Government Employees' Retirement System and its defined benefit structure, promotes reasonable pension reforms that are prospective in nature, and meets the needs of local employees, employers, and retirees.
- Seek legislation to alter the current statutes governing distribution of local sales taxes by requiring a one-year delay in implementation when a county or the legislature changes its method of distributing sales tax revenue.
- Seek legislation eliminating municipalities' repayment of water- and sewer- growth related fees that have been previously collected, and providing municipalities with the authority to assess the level of fees and charges necessary for continued growth and economic development in the future.
- Support legislation that will provide sufficient funding at the state level for incentive programs such as a competitive film incentive program, robust state historic preservation tax credits, and the Main Street Solutions fund necessary to grow jobs and the economy.
- Oppose legislation that interferes with local management or ownership of local assets.
- Support municipal authority over municipal personnel issues.
- Support legislation that provides for municipal elections to be determined by local municipal authority.
- Support legislation to revise the tier method of measuring levels of economic distress to focus on the causes of distress and taking sub-county data into account.
- Support legislation to bolster the state's mental health and intellectual/developmental disabilities (I/DD) treatment resources, including resources and solutions to lessen the strain on sworn law enforcement officers when providing custody of individuals in crisis.
- Seek legislative and administrative changes to the STIP process that give local priorities increased weight in the allocation of transportation funds.
- Seek legislation to increase state-level funding for municipal infrastructure needs.
- Support legislation that recognizes that management of a public utility is best determined by the local owning entity due to their consideration of financing, engineering, and regulatory responsibilities.



# VISION 2030

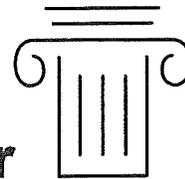


Building a better  
North Carolina  
through stronger  
cities & towns.

The visioning process  
of 2014 led to the  
development of  
Operating Principles  
and Strategic Pillars  
in 2015 & 2016.

# SIX OPERATING PRINCIPLES

1. Municipal governments exercise greater control over their revenues, structures, and functions.
2. Municipalities demonstrate the value they add to the community's quality of life.
3. Technology is widely used for service delivery, citizen engagement, and economic development.
4. Municipalities widely practice productive partnerships with counties, other governments, and the private sector.
5. Urban and rural municipalities routinely work together for economic success.
6. Municipalities are able to quickly adapt to cultural and demographic changes in their communities.



## Four Pillars

- Reaching and Empowering North Carolina Citizens
- Improving NCLM Political Positioning and Influence
- Expanding Effectiveness and Value of Membership Services
- Bolstering Leadership Development of City Officials

## achievements: 2015 & beyond...



Here We Grow  
Campaign



Lobbying &  
Advocacy Wins



Municipal Equation  
Podcast



Grassroots  
Engagement



Southern City  
Magazine

# ON THE HORIZON

November 14, 2016  
Page 90 of 94

new partnerships with  
chambers of commerce  
and other groups.



mentorships and  
leadership  
development



**Report of the  
2016 NCLM Nominating Committee  
October 24, 2016**

The League membership was informed of the composition and work of the 2016 Nominating Committee in an electronic mailing September 8, 2016. The committee received nominations through October 5, 2016, and held a formal hearing at 4:00 p.m. on Sunday, October 23, 2016, at the Raleigh Convention Center in Raleigh.

The Nominating Committee presents the following recommendations for membership on the NCLM Board of Directors for 2016-17. Officer terms are for one year. All other terms for Board seats are for two years with the exception of three of the large city seats. In order to stagger terms of the six new (this year) large city seats, three were randomly designated as one-year terms and three were designated as two-year terms.

**Nominations for League Officers:**

- President: Bob Matheny  
Mayor, Zebulon (District 6)
- Vice President: Michael Lazzara  
Mayor Pro Tem, Jacksonville  
(District 2)
- Past President: Lestine Hutchens  
Mayor, Elkin (District 10)  
*(automatically assumes office)*

**Director At Large:**

Terry Mann; Mayor, Whiteville

**Managers:**

Alison Melnikova, Laurel Park  
Roger Stancil, Chapel Hill

**Undesignated Affiliate Organization:**

Michelle Daniels  
NC Local Government Budget Association

**Nominations for League Districts:**

- District 2: William Pitt  
Council Member, Washington
- District 4: Gloristine Brown; Mayor, Bethel
- District 6: Liz Johnson; Council Member  
Morrisville
- District 8: Jim Taylor; Mayor, Matthews
- District 10: Ben Willis; Mayor Pro Tem, Lenoir
- District 12: Bob Scott; Mayor, Franklin

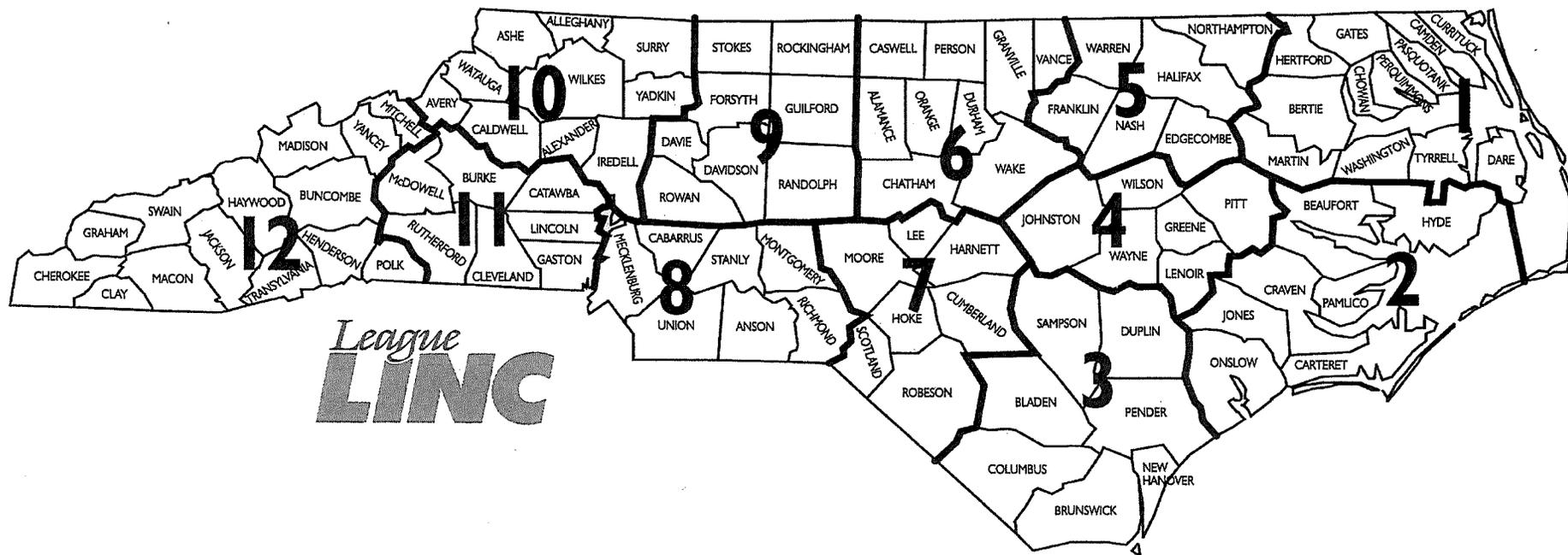
**Large City Seats (>200,000 population):**

**One-Year Term**

Charlotte: Ed Driggs, Council Member  
Durham: Cora Cole-McFadden  
Mayor Pro Tem  
Greensboro: Nancy Vaughan; Mayor

**Two-Year Term**

Fayetteville: Nat Robertson, Mayor  
Raleigh: Kay Crowder, Mayor Pro Tem  
Winston-Salem: Derwin Montgomery  
Council Member



League  
**LINC**

Requested Board Washington Electric Utilities Board

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME VANN P. KNIGHT

ADDRESS 231 E. MAIN ST. WASHINGTON, NC 27889

PHONE (WORK) 321-514-1231 (HOME) 321-514-1231

E-MAIL ADDRESS KNIGHT.VANN@YAHOO.COM

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 2 YEARS

YEARS OF EDUCATION 18 B.S. - WEST POINT / MBA - WAKE FOREST

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO

IF YES, PLEASE INDICATE \_\_\_\_\_

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? NO IF YES, EXPLAIN \_\_\_\_\_

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I HAVE WORKED IN SEVERAL INDUSTRIES (LOCOMOTIVE, FORKLIFT, EXCAVATOR + BOAT MANUFACTURING) IN VARIOUS ROLES OF INCREASING RESPONSIBILITY. I AM CURRENTLY THE OPERATIONS MANAGER FOR THE ENTIRE MANUFACTURING OPERATION OF HYSTER-YALE CORPORATION IN GREENVILLE. I HAVE EXTENSIVE EXPERIENCE WITH MAKING OPERATION IMPROVEMENTS AND REDUCING COMPLEXITY AND COSTS.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

5  
OVER

11/9/16  
Date

NOTE: Application will remain on file for six (6) months. Expiration Date: \_\_\_\_\_

I SERVED IN THE ARMY AS AN INFANTRY OFFICER FOR 8 YEARS  
IN GERMANY AND WITH THE 101<sup>ST</sup> AIRBORNE DIVISION. I LOVED SERVING  
MY COUNTRY AND WOULD LOVE THE OPPORTUNITY TO SERVE MY  
COMMUNITY.

V. P. K. A