



FEBRUARY 11, 2013  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from January 14 and January 28, 2013 **(page 4)**

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Declare Surplus/Authorize – Electronic Auction of Vehicle through GovDeals **(page 31)**
- B. Adopt – Budget Ordinance Amendment to paint the street light poles along Stewart Parkway **and** Adopt a Grant Project Amendment to close Weir Valve Grant **(page 32)**
- C. Approve – Purchase orders to purchase a Ford Cab and Chassis from Capital Ford through State Contract and a dump body from Quality Truck Bodies (\$32,840.09) **(page 35)**
- D. Authorize – Purchase order to purchase a Ford Explorer through State Contract (\$25,470.50) **(page 36)**
- E. Approve – Purchase orders to purchase a Ford Cab and Chassis from Pecheles Ford Toyota and a work body from Quality Truck Bodies (\$43,571.14) **(page 37)**
- F. Approve – Purchase Orders >\$20,000 **(page 39)**

II. Comments from the Public:

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

- A. None –

IV. Public Hearing – Other:

- A. Kevin Richards – Community Development Block Grant (CDBG) - Economic Development & Building Reuse and Approve Language Access Plan **(page 42)**
- B. Adopt – City's Comprehensive Plan update **(page 53)**



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- C. Adopt/Authorize – Adopt a Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement **and** Authorize Matt Rauschenbach to act as the Authorized Agent **(page 134)**
- V. Scheduled Public Appearances:
- A. Mr. Tom Johnson – Young Life (5K color throw)
  - B. Mr. Mark Hamblin – 2013 United Way Campaign
- VI. Correspondence and Special Reports:
- A. Memo – Contracts for Warren Airport Fuel **(page 138)**
  - B. Memo – Auxiliary Fundraiser **(page 140)**
- VII. Reports from Boards, Commissions and Committees:
- A. Human Relations Council **(page 141)**
  - B. Washington Harbor District Alliance **(page 143)**
  - C. Financial Reports **(emailed as available)**
- VIII. Appointments:
- A. None –
- IX. Old Business:
- A. None –
- X. New Business:
- A. Approve – Recommended changes to EMS charges **(page 146)**
  - B. Approve – Purchase order to NEO Corporation to perform the asbestos abatement of the Old Health Department (\$27,000) **(page 149)**
  - C. Award - Financing Bid for Installment Financing USDA Refinance(\$2,075,000) **(page 151)**
  - D. Award – Audit Contract for fiscal year 2012-2013 (\$33,000) **(page 162)**
- XI. Any Other Items From City Manager:
- A. None



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- XII. Any Other Business from the Mayor or Other Members of Council
  - A. Discuss – Use of FEMA Lots as Community Gardens
  
- XIII. Closed Session – Under § NCGS 143-318.11(a)(3) Attorney Client Privilege – including City of Washington vs. Anne & Harry Meredith, et al (08-CVS-105), and NCGS 143-318.11(a)(4) Economic Development
  
- XIV. Adjourn – Until Monday, February 25, 2013 at 5:30 pm, in the Council Chambers at the Municipal Building.

The Washington City Council met in a regular session on Monday, January 14, 2013 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Bobby Roberson, Mayor Pro tem; Josh Kay, City Manager; Cynthia Bennett, City Clerk and Franz Holscher, City Attorney. Councilman Ed Moultrie was absent.

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

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

**APPROVAL OF MINUTES FROM DECEMBER 10, 2012**

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council approved the minutes of December 10, 2012 as presented.

**PRESENTATION – DAVID AND SANDRA GOSSETT**

Mayor Jennings presented a clock to David and Sandra Gossett with the inscription “With gratitude from the City of Washington for your countless hours spent organizing the East Carolina Wildlife Arts Festival”. Mayor Jennings said that time is the only debt that can’t be repaid and he thanked the Gossett’s for organizing the East Carolina Wildlife Arts Festival for the past 17 years. Lynn Lewis, TDA Director participated in the presentation.



**APPROVAL/AMENDMENTS TO AGENDA**

Mayor Jennings reviewed the following amendments to the agenda:

1. New Business Item C: should read “Approve Purchase Order”
2. Remove: Old Business Item B: Approve – Sublease of Goess Hangar
3. Remove: New Business Item A: Adopt/Accept – Resolution of Intent to enter into a Recreational Lease with PTRF and Accept the Memorandum of Understanding

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

**CONSENT AGENDA**

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the consent agenda as presented.

- A. Authorize/Adopt – Repurchase of Cemetery Lot P-59, Plots 1-8 in Oakdale Cemetery for \$700.00 **and** Adopt Budget Ordinance Amendment

AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013

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

Section 1. That the Estimated Revenues in the Cemetery Fund be increased in the amount of \$700 in the account Transfer from General Fund, account number 39-90-3980-1000.

Section 2. That account number 39-90-4740-490 1, Repurchase Cemetery Lots, portion of the Cemetery Fund appropriations budget be increased in the amount of \$700 to provide funds for the repurchase of cemetery lot P-59, plots 1-8.

Section 3. That account number 10-00-4400-3900, Transfer to Cemetery Fund, Miscellaneous portion of the General Fund appropriations budget be increased in the amount of \$700.

Section 4. That the Estimated Revenues in the General Fund be increased in the amount of \$700 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. This ordinance shall become effective upon its adoption.

Adopted this the 14<sup>th</sup> day of January, 2013.

**Attest:**

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

**s/N. Archie Jennings, III**  
**Mayor**

- B. Approve – Parks and Recreation Department to apply for the North Carolina’s Adopt-A-Trail Grant Program (\$10,000)  
(background) The Parks and Recreation Department is requesting permission to apply for a grant in the amount of \$10,000 from the North Carolina’s Adopt-A-Trail Grant Program. The grant application is to construct a canoe/kayak launch at the Havens Gardens Boat Ramp. This would be an access point for the Tar-Pamlico Blue Trail and connect two existing trails. The application is due on January 31, 2013. The funds will be awarded in October 2013. The scope of the project is not estimated to exceed \$10,000. Any additional costs would be included in the 2013-2014 budget. The Recreation Advisory Committee unanimously voted on December 4, 2012 to proceed with the NC Adopt- A-Trail Grant Program, pending approval by City Council.

The Recreation Department will be partnering with PTRF for grant application assistance, as well as involvement in the Blue Trail Project. The project is ready to build. A cost estimate has been obtained for the purchase of the safe launch and the associated labor to install it. A CAMA permit has already been obtained for this project. This is a reimbursement grant. No matching funds are required.

C. Adopt – Budget Ordinance Amendment Gustnado Repairs

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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

Section 1. That the Estimated Revenues in the Airport Fund be increased in the amount of \$591,539 in the account Miscellaneous Revenue, account number 37-90-3839-0000.

Section 2. That account number 37-90-4530-5740, Gustnado Expense, Warren Field Airport portion of the Airport Fund appropriations budget be increased in the amount of \$266,339.

Section 3. That account number 37-90-4530-6600, Transfer to Grant Project, Warren Field Airport portion of the Airport Fund appropriations budget be increased in the amount of \$325,200.

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

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

Adopted this the 14<sup>th</sup> day of January, 2013.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

D. Approve – Purchase of Sewer Flusher through piggyback of Wise County (VA) Contract (\$55,944)

**COMMENTS FROM THE PUBLIC:**

**Lloyd May** asked Council the following questions regarding the Spinrite grant:

1. What is the number of jobs added/saved for the two grants together, pending the performance measurements are met?
2. While reading the original grant, there are three different companies mentioned; Spinrite Inc., Spinrite Services Inc., and Spinrite Acquisitions. Which company is the agreement with?
3. What is the relationship of National Spinning to the three corporations and has the City examined their financials to make sure that Spinrite is a viable investment for public money? What is the collateral behind the loan?

Mayor Jennings explained that this topic would be discussed later in the meeting and he would make sure that the questions were answered at that time.

**Dot Moate** announced that Ruth’s House, a domestic violence home for women and children, would officially open on February 4, 2013.

**Mal Collins – Boys & Girls Club of Beaufort County** thanked Council for their continued financial support of the Boys & Girls Club. She continued by explaining the mission of the club and noted that they provide care for their members on weekdays from 2:30pm-6:00pm (formally 7:00pm, but reduced due to budget constraints). Members are engaged in enrichment programs, tutoring, arts, student government and access to a computer lab as well as a gym and recreational/educational field trips. There is a potential threat of the Club closing due to a lack of funding in the amount of \$45,280.48, this is just to cover current accounts payable. Funds needed to stay ahead are in the amount of approximately \$30,000. The funding need is immediate.

**John Hayes** discussed a sublease for the Goess hanger at the airport and a clause in the lease that states the sublease may not use the hanger/hanger ground site for any aeronautical service/business or other operation. His business, Carolina Crop Care, is actually purchasing the hanger to be used as a base of operations for his company. Therefore, he would be in violation of the terms of the lease. He continued by discussing his business plan that was presented to the City Manager. Why is he being limited to his uses of a corporate hanger? If he can’t get the current hanger lease to accommodate his business, then he is looking for land space to build his own hanger to use in conjunction with his business.

Councilman Mercer asked why this clause was brought up at the last minute and why he didn’t discuss this issue when he first began negotiations with Mr. Goess? This item is listed on the agenda to be discussed at a later time tonight.

**PUBLIC HEARING ON ZONING: NONE**

**PUBLIC HEARING: KEVIN RICHARDS – COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - ECONOMIC DEVELOPMENT & BUILDING REUSE**

Mayor Jennings opened the public hearing. Kevin Richards, Mid East Commission explained that Federal funds are made available annually through the U.S. Department of Housing and Urban Development (HUD) to the State of North Carolina for the Small Cities Community Development Block Grant (CDBG) program. Application for Economic Development (ED) assistance may be made by eligible local governments to the N.C. Department of Commerce, Commerce Finance Center throughout the year. ED grant awards are limited to a maximum of \$1 million to a unit of local government during a program funding year. The maximum for all CDBG programs is \$1.25 million per funding year. CDBG funds are granted to local governments for various types of infrastructure improvements to assist for profit businesses create or retain jobs. Economic Development funds in North Carolina are intended to benefit low to moderate income persons through job creation or retention. Program priorities are placed on permanent, full time jobs, at least 60% of which are made available to persons with prior low to moderate family income status. Economic Development category projects may involve:

1. Building Reuse
2. Assistance for public facilities such as water and wastewater

3. Loans for publicly owned industrial shell buildings

Other types of CDBG grants include NC Catalyst, Infrastructure, Scattered Site Housing, Small Business Entrepreneurial Assistance, Talent Enhancement Capacity Building and the Neighborhood Stabilization Program. This is the first public hearing, the second public hearing will be more detailed relating to a specific project.

Councilman Mercer inquired if there was a specific project in mind at this time and Mr. Richards noted the specifics would be discussed at the 2<sup>nd</sup> public hearing in February.

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

**LYNN LEWIS – CIVIL WAR EVENT IN WASHINGTON (APRIL 12-14, 2013)**

Lynn Lewis, TDA Director said that March 2013 marks the 150<sup>th</sup> anniversary of the Siege of Washington. A small committee has formed to determine the feasibility of hosting an event to commemorate the date. The committee consists of Bill Zachman, Ray Midgett, Terry Rollins, and me. We will be calling on additional volunteers for the committee in the near future. The Parks and Recreation Department has also been engaged in the early stages of this planning. It was determined, after meeting with Josh Kay, that we should pursue the opportunity to have a living history event the weekend of April 12-14. At the present time, various re-enactor groups from eastern North Carolina have expressed an interest in participating and have encouraged us to move forward with our plans.

While the specifics are still being nailed down we do know that the event will likely be held at Veteran’s Park. Besides the re-enactors, plans also include a guided walking tour and lectures. The Phoenix Historical Society plans to participate to share the story of Big Bob and the arming of refugees from enslavement. At the present time, we do not have any specific requests of City Council. This presentation serves to communicate our intentions with you. As additional details are confirmed, we will communicate those with you.

**CHARLIE HERITAGE – (WEAVER-KIRKLAND) REQUESTING THE WAIVING OF TAP AND IMPACT FEES IN ORDER TO APPLY FOR NCFHA TAX CREDITS FOR A MULTI-FAMILY PROJECT FOR THE BELK & HOTEL LOUISE BUILDINGS**

Charlie Heritage of Weaver-Kirkland Development, Greensboro, NC discussed the potential redevelopment of the former Belk and Hotel Louise Buildings on Main Street. The development company would like to turn the two buildings into multi-family units, this will be a \$9 million project. They are seeking tax credits in the amount of \$8.6 million both in the low income housing tax credit program and historic tax credit programs. The remaining \$400,000 will be through a low interest loan. In order to apply for tax credit with the North Carolina Housing Finance Agency, the City must agree to one of the three things listed below:

1. Donate \$75,000 to the project
2. Donate a piece of land
3. Waive any associated tap/impact fees (estimated at \$14,000)

Mr. Heritage is asking the Council to vote on allowing the City Manager to write a letter stating that the City agrees to waive the impact fees. If the letter is written, his company can proceed with applying for the tax credits for the project. Tonight is not a vote on approving the project, it is only allowing him to take the first step in the process.



Bill Zachman came forward and recommended that Council authorize the City Manager to write the letter advising that the City will waive the associated tap/impact fees for this project. Discussions were held regarding zoning, parking, apartment sizes and income requirements for potential residents of this project. Councilman Mercer felt this was a last minute request and the Council would need more time to review the project. Councilman Brooks noted that he has concerns with waiving the fees for this project. Councilman Pitt asked if we miss the January 25, 2013 deadline when is the next time we can submit an application? Mr. Heritage noted the next time would be January 2014 and apologized for the short notice.

By motion of Councilman Mercer, seconded by Councilman Brooks, based on the timing of the request Council voted to not take any action on this matter tonight.

#### **MEMO – REFINANCE USDA LOAN**

The USDA loan for Fire Station 2 has a principal balance of \$2,656,120 with twenty six years of \$171,934 in annual payments outstanding at an interest rate of 4.3%. If we use fund balance to pay down \$581,120 and refinance the remaining \$2,075,000 for fifteen years our interest rate will drop to approximately 2.79% and the annual payment will remain the same. This will allow the debt to be paid off eleven years early and will save \$1,302,591 net of the \$581,120 pay down. \$171,934 is currently reserved in fund balance for the annual USDA payment and will no longer be required with the refinancing so the effective impact on available fund balance is \$409,186. The refinancing of the debt requires approval of the LGC. Council directed staff to proceed with pursuing this opportunity.

#### **HUMAN RELATIONS COUNCIL**

Appoint a Sub-committee for Ed Peed Commemoration the following is an updated list of Board members that volunteered to serve on the sub-committee in honor of the Edward Peed Commemoration: Florence Lodge, Emma Howard, Allen Hughes, Keisha Jennette, Betty Moore (citizen) and Councilman Pitt.

Discussion: Asheville-Buncombe Community Relations Council (ABCRC) This item will be addressed more fully during the January 8, 2013 meeting. The members will decide if they wish to support this organization, if so, what dollar amount will be contributed.

FYI items addressed at this time inclusive of December report to be submitted to City Council on January 14, 2013, financial report and public notification. (report approved as presented)

#### **FINANCIAL REPORTS (EMAILED AS AVAILABLE)**

Councilman Mercer noted that receipts in the General Fund, year-to-date are at 35% of what we budgeted. Our expenditures are running slightly above 50% of what we budgeted/projected, not considering transfers. Mr. Kay stated the projections are trending on pace and reminded Council that property taxes do not come in until January/February/March.

#### **APPOINTMENT – FIREMAN’S RELIEF FUND**

City Manager Josh Kay explained the request is to consider the reappointment of William M. Alligood Jr. (Fire Department Appointee) and reappointment of Richard Brooks (City Council Appointee) by the City Council to the Local Fireman’s Relief Fund Board. Both of these current appointments expire January 2013.

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council reappointed William M. Alligood Jr. as the Fire Department designated appointee, and reappointed Richard Brooks as the City Council designated appointee to the Local Fireman’s Relief Fund Board for a new term of two years to expire in January 2015.

**AWARD – CONTRACT – CLEARING OF 5 LOTS AT KEYS LANDING SUBDIVISION**

City Manager, Josh Kay explained that Keys Landing Subdivision is a Community Development Block Project jointly through the City of Washington and Metropolitan Housing. The initial expenses related to Keys landing included the entire 13 lot subdivision. After the bids for the project came in over bid the project was decided to be constructed in two phases. Phase I would include 5 lots. In order to have a balanced budget additional expense were removed from the budget list. One of the items removed included the clearing of each lot in order to construct single family homes. We are asking that a contract be approved for the clearing of these lots so that construction on the houses may begin.

<b>Bid Proposals:</b>	<b>Anticipated Start Date</b>	<b>Amount</b>	<b>Days to Complete</b>
Rick Stevens Builders	Jan. 15	\$20,000	5-7 days
Matt’s Mowing Service	?	\$20,000	?
St. Clair Trucking	Jan. 15	\$20,000	10-14 days

By motion of Councilman Brooks, seconded by Mayor Pro tem Roberson, Council awarded the contract for the completion of the lot clearing for the five (5) lots in Keys Landing Subdivision to St. Clair Trucking in the amount not to exceed twenty thousand (\$20,000) dollars.

**APPROVE – SUBLEASE OF GOESS HANGAR – Item removed from agenda**

**ADOPT/ACCEPT – RESOLUTION OF INTENT TO ENTER INTO A RECREATIONAL LEASE WITH PTRF AND ACCEPT THE MEMORANDUM OF UNDERSTANDING – Item removed from agenda**

**AMEND – ELECTRIC RATE RIDER**

Mr. Kay noted that in March 2003 the City Council adopted a rate schedule to credit customers that install residential and small commercial renewable energy generators based on the kWh energy delivered to the City’s electric system. The rate schedule was adopted on an experimental basis. The Federal Energy Regulatory Commission and the North Carolina Utilities Commission require that investor-owned utilities (i.e. Duke Energy, Progress Energy) provide benefit to these energy producers at a level equal to the utilities avoided costs of net generation. Traditionally municipal and cooperative owned electric systems have provided credits based on their avoided cost of energy purchases. When this rate was adopted we did not have the data to accurately estimate the effective avoided purchase power costs on the City’s electric system. The avoided cost included in the initial rate schedule was based solely on our wholesale energy cost at the time.

Data collected over the last ten years indicates that these renewable energy systems provide greater savings on the City’s wholesale power costs than initially estimated. Based on the current data I recommend that the energy credit in the current rider be increased from \$0.03952 per kWh to \$0.0630 per kWh.

Currently we have one customer that participates in this program. The previous year's credits this customer received were \$183.56. This proposed change if adopted it will increase their annual credits to \$294.21.

Councilman Mercer expressed concern with our Energy Rebate Program and requested that this needs to be reviewed by our consultants.

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council adopted the amended Renewable Energy Facilities Credit Rider Number 1 to be effective for electric service billed on or after 1 January 2013.

WASHINGTON ELECTRIC UTILITIES  
 Washington, North Carolina  
 Renewable Energy Facilities Credit Rider Number 1  
*[Photovoltaic Generating Systems]*  
 (Schedule REF-1)

AVAILABILITY

This Rider is available on an experimental basis in conjunction with service under the Washington Electric Utilities (WEU) all applicable Rate Schedules to customers who operate photovoltaic generating systems without battery storage; located and utilized at the customer's primary residence or business where a part or all of the electrical requirements of the customer can be supplied from the customer's generating system. The rated capacity of the generating system shall not exceed the lesser of the customer's estimated maximum annual kilowatt (kW) demand or 10 kilowatts for a residential system or 100 kilowatts for a non-residential system. The generating system that is in parallel operation with service from WEU and located on the customer's premises must be manufactured, installed, and operated in accordance all governmental and industry standards, in accordance with all requirements of the local code official and fully conform with WEU's applicable renewable energy interconnection interface criteria. Customers with qualified systems may apply for NC GreenPower credits.

This Rider is available on a first come, first serve basis, except that the aggregate capacity of all customer renewable generators shall not exceed 5.0% of WEU's retail peak load for the prior calendar year. If a customer's proposed installation results in WEU exceeding this limit, the customer will be notified that service under this Rider will not be allowed.

MONTHLY CREDIT

Energy Credit:

All kWh delivered ( <i>to</i> WEU)	\$0.0630 per kWh
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CONTRACT PERIOD

Service will be provided under this Schedule only after a service agreement is executed including special terms and conditions for the customer's requirements, if any, satisfactory to the Utility.

GENERAL

Service rendered under this Schedule is subject to the provisions of the Service Regulations of the City of Washington contained in the City Code of Ordinances. Washington Electric Utilities Meters may be read in units of 10 kWh and credits rendered accordingly.

**SPECIAL CONDITIONS**

The customer must complete any applicable alternative energy interconnection request (Application) and submit same to WEU prior to receiving service under this Rider.

The customer’s service shall be metered with two meters, one of which measures all energy provided by WEU and used by the customer, and the other measures the amount of energy generated by the customer’s photovoltaic energy generator.

In the event WEU determines that it is necessary to install a dedicated transformer or other equipment to protect the safety and adequacy of electric service provided to other customers, the customer shall pay a Monthly Facilities Charge of 2.0% of the total installed cost of the additional facilities. The Monthly Facilities Charge shall not be less than \$25.00.

WEU reserves the right to test the customer’s photovoltaic energy generator for compliance with the applicable interface criteria. Should it be determined that the customer’s installation is in violation WEU will disconnect the photovoltaic energy generator from WEU’s distribution system and it will remain disconnected until the installation is brought back into compliance.

**APPROVE – PURCHASE ORDER FOR AN ALTEC BUCKET TRUCK FROM ALTEC THROUGH NJPA (\$234,541)**

Mr. Kay said the purpose of this request is to inform City Council and seek approval to purchase an Altec Bucket Truck from Altec through NJPA contract #060311-AII. This type of purchase is authorized through statute G.S. 143-129(e)(3). \$240,000 was budgeted for this purchase so we are coming in under budget.

<u>Vendor</u>	<u>Cost Per Unit</u>	<u>Delivery</u>	<u>Less Trade-In</u>
Altec	\$234,541.00	240 - 270 days	N/A
		<b>Grand Total</b>	<b>\$234,541.00</b>

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council approved the purchase order for an Altec bucket truck from Altec through NJPA in the amount of \$234,541.00.

**APPROVE/ADOPT – WORK AUTHORIZATION FOR TERMINAL BUILDING DESIGN, APPROVE CORRESPONDING PURCHASE ORDER AND ADOPT GRANT PROJECT ORDINANCE (\$112,185)**

Mr. Kay explained the request is to approve the work authorization for the new terminal building at the airport. He reminded Council that at the October 8, 2012 Council meeting, Council authorized the Manager to sign a reimbursement agreement with NCDOT for the design and construction of a new terminal building at Warren Field Airport. The attached work authorization authorizes Talbert and Bright to perform the design and bidding services for this project. As noted in the October 8 meeting, Council will be given the opportunity to review and approve the design as work progresses. The work scope and fee have been reviewed and approved by the NC Division of Aviation. The attached grant project ordinance establishes funding for the terminal construction project. The City contribution is being funded with insurance proceeds.

Councilman Brooks discussed the benefit for rebuilding and improving the terminal building at the airport as well as future improvements that are to be made.

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council approved the work authorization for Talbert and Bright for design and bidding services, approved the corresponding purchase order, and adopted a grant project ordinance for the airport terminal construction project.

GRANT PROJECT ORDINANCE FOR AIRPORT TERMINAL  
GRANT AWARDS CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013

**BE IT ORDAINED** by the City Council of the City of Washington, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is to provide funds for the design and construction of an airport terminal.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the grant agreements and documents.

Section 3. The following amounts are appropriated for the project:

66-90-4530-0400	Professional Services	\$ 250,000
66-90-4530-4500	Construction	700,000
66-90-4530-2102	Rental Building	27,000
66-90-4530-3304	Furnishings	51,220
66-90-4530-9900	Contingency	<u>96,980</u>
	Total	\$1,125,200

Section 4. The following revenue is anticipated to be available to complete this project:

66-90-3490-0001	State Aid to Airports	\$ 500,000
66-90-3490-0002	State Aid- NPE 2012	150,000
66-90-3490-0003	State Aid- NPE 2013	150,000
66-90-3352-0000	City Contribution	<u>325,200</u>
	Total	\$1,125,200

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to satisfy the requirements of the State Aid to Airport Programs grant agreements.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments that are due. Reimbursement requests should be made to the granting agency in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this grant project in every budget submission made to the City Council.

Section 9. Copies of this grant project ordinance shall be furnished to the City Clerk, Budget Officer, and Finance Director for direction in carrying out this project.

Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 11. This ordinance shall become effective upon its adoption.

Adopted this the 14th day of January, 2013.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**ADOPT/AUTHORIZE – RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR AIRPORT/SAFETY/MAINTENANCE PROJECTS**

Mr. Kay explained this agreement allows NCDOT to make minor repairs to airport runways and taxiways, as well as drainage improvements, at no cost to the City, under the terms of this agreement with the exception of providing assistance in closing runways/taxiways. Councilman Mercer asked if the repairs have to be listed in our program of activities? Mr. Kay explained he didn't think it had to be.

By motion of Councilman Brooks, seconded by Mayor Pro tem Roberson, Council adopted the resolution authorizing the Mayor to sign the Agreement for Airport Safety/Maintenance Projects with the North Carolina Department of Transportation.

**AGREEMENT FOR AIRPORT SAFETY/MAINTENANCE PROJECTS  
(FIVE YEAR TERM)**

By and Between the  
North Carolina Department of Transportation (Division of Aviation)  
and the  
City of Washington  
(Airport Owner)

For the Warren Field Airport  
(Official Airport Name)

THIS AGREEMENT, made this the 14th day of January, 2013<sup>3</sup>  
by and between the North Carolina Department of Transportation (Division of Aviation), an  
agency of the State of North Carolina (hereinafter referred to as "Department") and the  
City of Washington (hereinafter referred to as "Sponsor").  
(Airport Owner)

WITNESSETH

WHEREAS, the Department and the Sponsor are concerned with maintaining the  
facilities of the Warren Field Airport to enhance the safety of  
the traveling public and flight operations, and

WHEREAS, the Department and the Sponsor may determine that certain paved surfaces  
and adjacent areas on the airport have aged and deteriorated and are in need of  
maintenance, and

WHEREAS, pursuant to Article 7 of North Carolina General Statute 63, the Department  
is authorized to undertake safety improvements of these areas, on publicly owned and  
operated airports, and

WHEREAS, the Department and the Sponsor desire that the needed improvements be  
undertaken by the Department in conformance with the provision of North Carolina  
General Statute 63.

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

1. The Department, using NCDOT state forces and/or under a Purchase Order Contract,  
shall perform improvements to the Sponsor's airport. This work may include, but not  
be limited to, any of the following:

- Joint and Crack Sealing
- Pavement Repairs and Patching
- Surface Treatments
- Maintenance Overlays
- Drainage Improvements
- Pavement Markings

2. The Department will notify the Sponsor prior to any work being performed.
  3. The Sponsor hereby assures the Department that the title to the pavement and adjacent areas are vested under the Sponsor and hereby authorizes the Department and authorized Contractor(s) to enter onto the premises of the Sponsor and accomplish any of the work items as described in Paragraph 1 above.
  4. The Sponsor agrees to provide a duly authorized representative who will be present and/or available at all times work is in progress to monitor project operations and assist the Department's representative.
  5. The Sponsor agrees to provide a duly qualified operator who will monitor the airport's UNICOM radio transceiver at all times work is in progress and issue airport advisories as necessary on the UNICOM radio transceiver.
  6. The Sponsor agrees, when needed, to formally close any runway, taxiway, or apron at all times work is in progress on that pavement and to take appropriate steps to prohibit use of such areas by aircraft and/or ground vehicles.
  7. The Sponsor agrees to issue and keep current the necessary Notices to Airmen (NOTAMS) through the Federal Aviation Administration (FAA) until all work is completed and the Department's representative notifies the Sponsor's representative that the affected areas may be returned to service.
  8. The Department may, in its sole discretion, determine the design, scope of work, materials to be used, and methods of accomplishing this safety improvement project.
  9. To the maximum extent allowed by law, the Sponsor shall indemnify and hold harmless the Department and its officers and employees from all suits, actions, or claims of any character because of injury or damage received or sustained by any person, persons, or property resulting from work performed under this Agreement or on account of, or in consequence of any negligence in safeguarding the performance of said work.
  10. At its sole and unlimited discretion, the Department shall have the right to terminate this Agreement and immediately stop all work being performed pursuant to this Agreement.
  11. The Sponsor must be in good standing on all State and Federal Grant Requirements and Assurances before any project shall be performed under this agreement.
  12. This Agreement shall not be binding upon the Department and the Sponsor, nor any work performed by the Department, until this Agreement has been fully executed by both the Department and the Sponsor.
  13. Subject to the provisions of paragraph 10 above, this Agreement will expire five years. Subject to the provisions of paragraph 10 above, this agreement may be terminated by either the Department or the Sponsor by providing written notification of termination. The effective date of termination pursuant to this paragraph shall be the date of receipt of the notice of written termination by the non-terminating party.
-



IN WITNESS WHEREOF, the Department and the Sponsor have executed this Agreement on the date first written on Page 1 of this.

FOR THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

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

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

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

SEAL OF THE DEPARTMENT  
OF TRANSPORTATION

FOR THE LOCAL AIRPORT SPONSORING AGENCY

Signed: [Signature]

Title: Mayor

Official Sponsor: City of Washington

Attest: Cynthia S. Barnett, City Clerk



Resolution of the Sponsor

A motion was made by Councilman Brooks  
(Name and title)

and seconded by Mayor Pro Tem Roberson  
(Name and title)

for the adoption of the following resolution, upon being put to a vote it was duly adopted:

THAT WHEREAS City of Washington (hereinafter referred  
(Airport Owner)

to as "Sponsor") has requested the North Carolina Department of Transportation (hereinafter referred to as "Department") to provide and oversee safety improvements on the operational surfaces of the Warren Field Airport; and

WHEREAS, the Department has agreed to provide safety improvement services as defined in Paragraph 1 of this Agreement in accordance with the provisions of North Carolina General Statute 63.

NOW THEREFORE, BE IT AND IS HEREBY RESOLVED, that the Mayor  
(Title of Official)  
of the Sponsor be and he is hereby authorized and empowered to enter into an Agreement with the Department, thereby binding the Sponsor to fulfillment of its obligation as incurred under this resolution and its Agreement with the Department.

\*\*\*\*\*

I, Cynthia S. Bennett, City Clerk, of the  
(Name and title)  
City of Washington, do hereby certify that the above  
(Name of Sponsoring Agency)  
is a true and correct copy of the minutes of the Washington City Council  
(Name of Authorizing Board)  
January 14, 2013  
(Date of Meeting)  
of the Sponsoring Agency)

WITNESS my hand and the official seal of the Sponsor.

This the 14th day of January, 2012, 2013.

Signed: Cynthia S. Bennett



**ADOPT – BUDGET ORDINANCE AMENDMENT CAPITAL OUTLAY**

Mr. Kay thanked Matt Rauschenbach and his staff for their work on this project. Adequate fund balance is available in the General Fund, Water Fund, Storm Water Fund, and Electric Fund and can be used to reduce our installment financing for capital projects by \$733,968. Debt service will be reduced \$42,385 this year and \$169,540/year for the next four. Councilman Mercer as well commended the City Manager and entire staff for working towards “pay as you go” financing.

Installment Purchases FY 12-13

12/17/2012

Fund	Department	Item	Budget	Recommend	Reduction	6/30/2012 Fund Balance
General	Information Services	Utilities Server	45,000		(45,000)	
General	Information Services	Fiber for Network	65,000		(65,000)	
General	Municipal Building	Replace Chillers	90,000		(90,000)	
General	Police	Two Police Vehicles, #134 & #159	55,000		(55,000)	
General	Powell Bill	Street Sweeper #462	240,000	240,000	-	
General	Library	Server Replacement & PC Virtualization	47,568		(47,568)	
General	Civic Center	Decking Replacement	129,600		(129,600)	
General	Parks & Grounds Maintenance	Storage Bldg. at Complex	9,000		(9,000)	
General	Parks & Grounds Maintenance	Mower	13,000		(13,000)	
General	Parks & Grounds Maintenance	Grapple Hook	2,800		(2,800)	
General	Parks & Grounds Maintenance	Wetlands Boardwalk	19,000		(19,000)	
General	Parks & Grounds Maintenance	Soccer Field Lighting	10,000		(10,000)	
General	Parks & Grounds Maintenance	Waterfront Bathroom Grant Match	50,000	-	(50,000)	
<b>Total General</b>			<b>775,968</b>	<b>240,000</b>	<b>(535,968)</b>	<b>6,142,129</b>
<b>Water</b>	Water Meter Service	3/4 Ton Truck # 413	<b>38,000</b>		<b>(38,000)</b>	<b>1,887,522</b>
<b>Storm Water</b>	Operations	F-150 Truck #457	<b>30,000</b>		<b>(30,000)</b>	<b>299,500</b>
Electric	Substation Maintenance	38 KV Regulators Main Substation	60,000		(60,000)	
Electric	Substation Maintenance	7 EPA Generator Catalyst Installations	190,805	190,805	-	
Electric	Load Management	Load Management Switches	70,000		(70,000)	
Electric	Power Line Construction	Bucket Truck #616	240,000	240,000	-	
<b>Total Electric</b>			<b>560,805</b>	<b>430,805</b>	<b>(130,000)</b>	<b>5,648,682</b>
<b>Cemetery</b>	Operations	1 Ton Dump Truck #513	<b>35,000</b>	<b>35,000</b>	-	<b>14,399</b>
<b>Grand Total</b>			<b>1,439,773</b>	<b>705,805</b>	<b>(733,968)</b>	

Installment Purchases 2013

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council adopted a budget ordinance amendment to fund a portion of the current years budgeted installment purchases with fund balance instead of installment financing.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, N.C. FOR THE FISCAL YEAR 2012-2013**

**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 or decreased in the following accounts and amount:

10-00-3920-9101	Proceeds From Lease Purchase	\$(535,968)
10-00-3991-9910	Fund Bal. Appropriated	<u>505,604</u>
		\$( 30,364)

Section 2. That the General Fund appropriations budget be increased or decreased in the following fund accounts and amount:

10-00-4132-7401	Installment Purchases	\$(110,000)
10-00-4260-7401	Installment Purchases	( 90,000)
10-10-4310-7401	Installment Purchases	( 55,000)
10-40-6110-7401	Installment Purchases	( 47,568)
10-40-6125-7401	Installment Purchases	(129,600)
10-40-6130-7401	Installment Purchases	(103,800)
10-00-4132-7400	Capital Outlay	110,000
10-00-4260-7400	Capital Outlay	90,000
10-10-4310-7400	Capital Outlay	55,000
10-40-6110-7400	Capital Outlay	47,568
10-40-6125-7400	Capital Outlay	129,600
10-40-6130-7400	Capital Outlay	103,800
10-50-4020-8000	Proposed Installment Note Payments	<u>( 30,364)</u>
		\$( 30,364)

Section 3. That the Estimated Revenues in the Water Fund be increased or decreased in the following accounts and amount:

30-90-3920-9100	Installment Note Proceeds	\$( 38,000)
30-90-3991-9910	Fund Bal. Appropriated	<u>35,825</u>
		\$( 2,175)

Section 4. That the Water Fund appropriations budget be increased or decreased in the following fund accounts and amount:

30-90-7250-7401	Installment Purchases	\$( 38,000)
30-90-7250-7400	Capital Outlay	38,000
30-90-4020-8300	Installment Note Principal	( 1,800)
30-90-4020-8301	Installment Note Interest	<u>( 375)</u>
		\$( 2,175)

Section 5. That the Estimated Revenues in the Storm Water Fund be increased or decreased in the following accounts and amount:

34-90-3920-9100	Installment Note Proceeds	\$( 30,000)
34-90-3991-9910	Fund Bal. Appropriated	<u>28,312</u>
		\$( 1,688)

Section 6. That the Storm Water Fund appropriations budget be increased or decreased in the following fund accounts and amount:

34-90-5710-7401	Installment Purchases	\$( 30,000)
34-90-5710-7400	Capital Outlay	30,000
34-90-4020-8300	Installment Note Principal	( 1,388)
34-90-4020-8301	Installment Note Interest	( 300)
		\$( 1,688)

Section 7. That the Estimated Revenues in the Electric Fund be increased or decreased in the following accounts and amount:

35-90-3920-9100	Installment Note Proceeds	\$( 130,000)
35-90-3991-9910	Fund Bal. Appropriated	121,842
		\$( 8,158)

Section 8. That the Electric Fund appropriations budget be increased or decreased in the following fund accounts and amount:

35-90-8370-7401	Installment Purchases	\$( 60,000)
35-90-8375-7401	Installment Purchases	( 70,000)
35-90-8370-7400	Capital Outlay	60,000
35-90-8375-7400	Capital Outlay	70,000
35-90-4020-8300	Installment Note Principal	( 5,653)
35-90-4020-8301	Installment Note Interest	( 2,505)
		\$( 8,158)

Section 9. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 10. This ordinance shall become effective upon its adoption.

Adopted this the 14<sup>th</sup> day of January, 2013.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**AUTHORIZE/APPROVE – BID AWARD FOR THE REPAIR OF WARREN FIELD AIRPORT HANGARS TO MOSELY CONSTRUCTION AND APPROVE THE PURCHASE ORDER)**

Mr. Kay explained this project is to continue repair to properties/structures damaged at the airport by the tornado in July. Repairs to hangars 4,5,6, and the Corporate hangar were bid with Mosely Construction being the low bid. Insurance proceeds are adequate to cover these repairs.

Vendor	Bid	Start Date	Days to Complete
Mosley Construction	\$34,000.00	immediately	30 days
Paul Woolard Construction	\$52,030.00	immediately	90 days

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council authorized the bid award for the repair of the Warren Field Airport hangars to Mosely Construction and approved the purchase order to be written to cover the repair.

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

**DISCUSS –**

**DESIGNATION OF VOTING DELEGATES (NCLM ADVOCACY GOALS)**

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council designated Councilman Pitt as the voting delegate for the NCLM Advocacy Goals Conference.

**ANNOUNCEMENTS:**

Martin Luther King area celebrations

Coffee with Council – January 29, 2013 at 8:00am at Zaitona Restaurant

January 22<sup>nd</sup> at 6:30pm Washington High School wrestling team will be wrestling for Conference Championship

**ANY OTHER ITEMS FROM CITY MANAGER: NONE**

**CLOSED SESSION – UNDER § NCGS 143-318.11(A)(3) ATTORNEY CLIENT PRIVILEGE – INCLUDING CITY OF WASHINGTON VS. ANNE & HARRY MEREDITH, ET AL (08-CVS-105), JAMES L. DAVIS VS. CITY OF WASHINGTON, ET AL 12-CVS-571 AND NCGS 143-318.11(A)(4) ECONOMIC DEVELOPMENT**

By motion of Councilman Pitt, seconded by Councilman Mercer, Council entered into closed session at 6:40pm under § NCGS 143-318.11(a)(3) Attorney Client Privilege – including City of Washington vs. Anne & Harry Meredith, et al (08-CVS-105), James L. Davis vs. City of Washington, et al 12-CVS-571 and NCGS 143-318.11(a)(4) Economic Development.

By motion of Councilman Brooks, seconded by Councilman Pitt, Council came out of closed session at 8:15pm.

**ADOPT/AUTHORIZE – RESOLUTION AUTHORIZING THE APPLICATION FOR NC RURAL CENTER BUILDING REUSE AND RESTORATION GRANTS FOR SPINRITE (\$440,000)**

Councilman Mercer requested that action be delayed on this matter until after closed session.

Mr. Kay explained that Spinrite, a textile-related industry, desires to expand its presence in the National Spinning building to encompass approximately 330,000 square feet. Currently, Spinrite rents approximately 220,000 square feet in this building. The City is a secondary party to a One NC Grant, this grant requires Spinrite to create 60 jobs. The total jobs created would be 95-100 including the initial

60 jobs. In order for this expansion to occur, building renovations must occur. Spinrite and National Spinning have approached the City about applying for a NC Rural Center Building Reuse and Restoration Grant in an amount up to \$500,000. The grant will require a 5% match; however, National Spinning/Spinrite has agreed to transfer this amount to the City. Additionally, if awarded, the grant will become a performance loan with Spinrite and National Spinning(exactly like the Weir Valve project) that will require the creation of jobs over a period of time or will require the payback of the “grant” to the City and subsequently to the NC Rural Center. The resolution is required for the application to be reviewed by the NC Rural Center.

The city would be dealing with Spinrite Inc(lessee), as well as National Spinning (building owner). The grant will be in the amount of \$480,000.

A motion was made by Councilman Pitt, seconded by Councilman Brooks, I move that Council adopt and authorize the Mayor to sign the resolution authorizing an application for the NC Rural Center Building Reuse and Restoration Grant for Spinrite.

Councilman Mercer offered to amend the motion to authorize the City Manager to prepare a contract similar to Weir Valves which insures the performance standards for Spinrite. Councilman Pitt and Councilman Brooks accepted the amendment. Motion carried.

Councilman Brooks noted that if City Council had not stepped up to save these jobs, then this expansion would not have occurred.

**AUTHORIZING RESOLUTION BY GOVERNING BODY OF THE APPLICANT  
NC BUILDING REUSE AND RESTORATION GRANTS PROGRAM**

WHEREAS, the Occupied Building Category of the Building Reuse and Restoration Grants Program of the North Carolina Rural Economic Development Center is designed to assist with the expansion and renovation of buildings currently in use by companies; and

WHEREAS, the City of Washington is engaged in activities to assist local industries to increase the number of jobs in the area; and,

WHEREAS, the City of Washington intends to request grant assistance from the Building Reuse and Restoration Grants program for Spinrite, a local industry;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY OF WASHINGTON CITY COUNCIL;  
That the City of Washington will provide 5% of the grant amount for the renovation project, if approved for the grant.

That the grantee with assistance from the City and the grant administrator will provide for effective administration, implementation and operation/maintenance of the project.

That the Mayor is hereby authorized to execute and file an application on behalf of the city of Washington with the North Carolina Rural Economic Development Center.

That the Mayor is hereby authorized and directed to furnish such information as the North Carolina Rural Economic Development Center may request in connection with the grant application and project; to make assurances as contained above and to execute such other documents as may be required in connection with the application.

That the City of Washington has substantially complied or will substantially comply with all Federal, State, and local laws, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this the 14th day of January, 2013.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**ADJOURN**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 8:30pm until January 28, 2013 at 5:30pm in the Council Chambers at the Municipal Building.

(Subject to the Approval of the City Council)

Cynthia S. Bennett, CMC  
City Clerk



**CITY COUNCIL MINUTES  
WASHINGTON, NORTH CAROLINA**

**January 28, 2013**

The Washington City Council met in a continued session on Monday, January 28, 2013 at 5:30 pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; Edward Moultrie, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Josh Kay, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

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

Mayor Jennings called the meeting to order and Mayor Pro tem Roberson delivered the invocation.

**APPROVAL/AMENDMENTS TO AGENDA**

Councilman Pitt requested adding item # 1A – Update – North Carolina League of Municipalities (NCLM) Advocacy Goals.

By motion of Councilman Moultrie, seconded by Councilman Brooks, Council approved the agenda as amended.

**DISCUSSION: OF RECREATION FACILITY NEEDS**

Josh Kay, City Manager explained recreational facilities are being maxed out due to increase in players with demands on facilities. He reviewed the two page document containing the recreation facility needs:

(Begin document):

**Background**

- 2000 to 2012
  - Baseball & Softball – March to July
  - Soccer – August to October
  - Basketball – November to March
- 2013 – due to increased participation, addition of tournaments, the need to maintain certain games in order to qualify for all-star tournaments, and to essentially increase youth recreation opportunities by the leagues, league seasons are now overlapping more consistently

**Concerns**

- Staffing – facility management and security

- Facilities – physical space to house the number of participants and the required games
  - Baseball & Softball
    - Anticipated growth will require additional fields in order to maintain the quality and quantity of games offered.
    - Additional fields will be required in order for the City of Washington to better attract tournaments. Tournaments create greater revenue potential for the leagues and City, but more importantly the City’s restaurants, hotels, and other businesses.
  - Basketball
    - Current facility is too small for current numbers of participants and guests
    - Scheduling of facility is becoming challenging during league seasons with
    - one facility
  - Soccer
    - Increased growth in participants will require either additional fields, or the installation of lighting to allow for night games
    - Additional fields are essential in order to attract tournaments.

**Solutions**

- Staffing
  - Allowing leagues limited management of facilities during non-peak times, thus maintaining current staffing levels
  - Utilizing league volunteers to assist in tournament preparation and management activities, i.e. parking control, trash control, etc....
  - Increase in overtime for security will be required

**Proposed Facility Solutions**

**Baseball & Softball**

- Repair or Replace bathroom facilities at Todd Maxwell Complex in order to allow constant use, in order to reduce use of the McConnell Complex.
  - Option 1: Repair existing building as is - \$12,500
    - Only includes restroom repairs
    - Does not impact flooding and ADA issues
  - Option 2: Remodel existing structure to meet ADA compliance - \$20,000
    - Does not address flooding issues
    - Will not meet current code requirements for minimum restroom facilities
    - Will not be ready by season opening
  - Option 3: Demolish & Rebuild New Facility - \$61,000
    - Cannot be ready by season opening
  - Option 4: Install Prefabricated Restroom facility - \$80,000
    - Can be located to another facility in future

- Cannot be ready by season Opening
- Other Todd Maxwell Complex repairs
  - Fencing (safety requirements) \$7,500
  - Light repair - \$5,000
  - Purchase of bleachers - \$6,500
- Long-term – convert current soccer fields into additional baseball/softball fields if soccer complex is constructed in the future.

#### Basketball

- In conversation with the Beaufort County School System to discuss a possible joint Use Agreement to utilize one of the School Systems gyms for November to March.
  - Costs to the City may include:
    - Bleacher purchase, installation, or refurbishment
    - Flooring improvement
    - Facility attendants and security

#### Soccer

- McConnell Sports Complex improvements for short-term:
  - Lighting - \$150,000 (Current in 2013 CIP)
    - This will allow current fields to be utilized longer during weekends, and potentially during week nights
    - Lights will be configured to allow for baseball/softball expansion in the future is soccer complex is ever constructed.
- Long-term
  - The location and construction of a soccer complex to include fields, restroom facilities, concession stand, parking, lighting, etc.... (end memo)

Mayor Jennings noted the challenge was laid out very well and the other feature to this is we are not just playing soccer in the fall we are talking about playing soccer in the spring as well and baseball being played in the fall and not just spring and summer. This puts an additional stress on our access to facilities; the manager concurred and stated it puts additional stress on staff as well. Mr. Kay touched on staffing needs when leagues are being used for practice and voiced Council will see some increase cost (salary/overtime) particularly related to basketball and other operations. Also, there will be further recommendations at a later date on some things that will be implemented in the near future dealing with facility management.

Mr. Kay reviewed restroom facilities at Todd Maxwell Complex noting the current restrooms are there but have not been maintained very well. Leadership is in place to be able to maintain the facilities but the facilities do not meet ADA requirements. Also, we have some flooding issues and staff is seeking direction from Council.

Mr. Kay noted that he and Kristi met with Chip Edwards, President of the Cal Ripken League to review his plans. Mr. Edwards stated his goal will be to take all of his youngest participants and make the Todd Maxwell their facility.

Councilman Mercer commented he heard Mr. Edwards's presentation at the Recreational Advisory Committee and Mr. Edwards indicated that the entire program had approximately 350 participants. Out of the 350 participants that there are three (3) teams from Bath and some from Chocowinity. Mr. Kay stated that's correct and the teams are rotated from Washington to Bath as well. Councilman Mercer voiced if you take out Bath and Chocowinity teams it would reduce the number of participants. Councilman Mercer suggested making the long term plan a part of the CIP and budget and feels this is where we need to be headed. Mr. Kay agreed but requested short term fixes as well. Mayor Jennings expressed some of the safety concerns (different configurations, certain fields to certain age groups, maximum capacity, parking, increasing participants and foul balls/child endangerment).

Councilman Moultrie allocated fixing it. Mayor Pro tem Roberson suggested contacting the families of Todd Maxwell who built the facility to advise we have outrun the facility and need to take it down as a matter of courtesy. Mayor Jennings suggested prioritizing the needs and recommended need fixing the fencing at Todd Maxwell because it is dangerous and to address parking at McConnell. Mr. Kay noted there is \$10,000 in current budget for soccer lighting and suggested redirecting these funds to repair the fencing at Maxwell but reiterated staff is seeking guidance from Council. Councilman Mercer recommended taking the \$10,000 from the current budget for soccer lighting and pulling the remaining \$2,500 from the Recreation budget and Mr. Kay suggested or another general fund budget for the \$2,500.

Councilman Mercer addressed the absence of funding from the County when it comes to the City's recreational programs. Councilman Mercer stated "for many years, we received an annual contribution from the County for our recreational programs of about \$15,000 and that the last two years, we haven't received any contribution". Council reiterated its request that Beaufort County pay its fair share to help run the City's sports programs. Many participants in the aforementioned sports programs live in the County and the ETJ and not in the City.

Mr. Kay recommended long-term 5-10 years from now looking at the possibility of a new soccer complex and take the current soccer fields and turn those into baseball fields and this will give us expansion capabilities. Hopefully, turn McConnell into a baseball/softball complex and have a separate soccer complex. Mr. Kay voiced we are in a good place with basketball but we do have crowding in those facilities. Also, from a long term prospective look at where we would put tennis courts. Mayor Jennings recommended if we construct new tennis courts or if we will be the venue for outdoor tennis for Beaufort County the County needs to be a part of that construction process. Particularly since we gave a certain number of tennis courts to the County via the school system. Mayor Pro tem Roberson agreed with Mayor Jennings. Councilman Moultrie discussed the 7<sup>th</sup> Street Recreation bleachers stating they are outdated and need to be improved. Councilman Mercer suggested the need for facility inventory in all areas. Discussion followed.

Mayor Jennings thanked the softball league for getting the State Tournament.

Mayor Jennings directed staff to present a short term recommendation at the February 11<sup>th</sup> Council meeting. Also, have Tony Hale and Chip Edwards to speak with Cal Ripken about what we can do together to make Todd Maxwell the best facility it can be for the coming season. Mr. Kay voiced Cal Ripken will be looking for a plan of attack and will be fine with that as long as they know where we are going.

**UPDATE: NORTH CAROLINA LEAGUE OF MUNICIPALITIES (NCLM)  
ADVOCACY GOALS**

Councilman Pitt provided an update on the advocacy goals from his meeting with North Carolina League of Municipalities. The governor presented his outlook for the 2013-2014 goals and some of those goals are listed below:

- Electronic legal notice in lieu of public action in newspaper
- Three statutes: 1: seek 2: support and 3: protect
- Internet sweepstakes
- Relocation of electric and sewer lines
- Mopeds

Councilman Pitt voiced out of the three committees the league was submitted with 117 goals and 25 were approved.

Mayor Pro tem Roberson suggested notifying representatives Mr. Cook and Mr. Tine through the City Manager's office about the proposal of water and sewer construction. The bill will be introduced and the City has a direct interest in the program. Councilman Mercer inquired where Mr. Kay stood on scheduling local session with local legislators and Mr. Kay stated he is still trying to line up those dates.

**CLOSED SESSION – UNDER § NCGS 143-318.11(a)(3) ATTORNEY CLIENT PRIVILEGE – INCLUDING JAMES L. DAVIS VS. CITY OF WASHINGTON, et al 12-CVS-571; (a)(5) POTENTIAL ACQUISITION OF PROPERTY – LOCATED AT 150 WEST MAIN STREET OWNED BY TURNAGE THEATER, LLC FOR THE POTENTIAL USE OF THE ARTS; (a)(4) ECONOMIC DEVELOPMENT**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to enter closed session under § NCGS 143-318.11(a)(3) Attorney Client Privilege – including James L. Davis vs. City of Washington, et al 12-CVS-571; (a)(5) Potential Acquisition of Property – located at 150 West Main Street owned by Turnage Theater, LLC for the potential use of the Arts; (a)(4) Economic Development at 6:30 PM.

By motion of Councilman Moultrie, seconded by Councilman Brooks, Council agreed to come out of Closed Session at 6:50 pm.

**ANNOUNCEMENTS AND REMINDERS:**

Town Hall Day, scheduled in Raleigh on Wednesday, March 27, 2013.

Coffee with Council, scheduled for Tuesday, January 29, 2013. The meeting was set for 8:00 am at Zaitona.

**ADJOURN – UNTIL MONDAY, FEBRUARY 11, 2013 AT 5:30 PM IN THE  
COUNCIL CHAMBERS AT THE MUNICIPAL BUILDING**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 6:52 pm until Monday, February 11, 2013 at 5:30 pm in the Council Chambers at the Municipal Building.

**(Subject to the Approval of the City Council)**

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

DRAFT



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Allen Lewis/ Keith Hardt  
**Date:** January 14, 2013  
**Subject:** Declare Surplus/Authorize Electronic Auction of Vehicle through GovDeals

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

**RECOMMENDATION:**

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

**BACKGROUND AND FINDINGS:**

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

<u>Vehicle Number</u>	<u>Make/Model Description</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
#413	1998 Dodge Ram 2500 Truck	3B6KC26Z2WM243854	139,177
#457	1998 Ford F150 Truck	1FTZF1762WNB25339	102,218
#605	2000 Ford F750 Bucket Truck	3EDXE75HXYMA22614	129,813

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *AL* Concur  **Recommend**  **Denial** \_\_\_\_\_ **No Recommendation** \_\_\_\_\_  
 \_\_\_\_\_ Date *2/5/13* Page 31 of 166



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Allen Lewis, Public Works Director  
**Date:** February 11, 2013  
**Subject:** Waterfront Lights Budget Amendment & Weir Valve Grant Amendment  
**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

**RECOMMENDATION:**

I move that City Council adopt a budget ordinance amendment to provide funds to paint the street light poles along Stewart Parkway and adopt a grant project amendment to close the Weir Valve grant.

**BACKGROUND AND FINDINGS:**

Weir Valve has announced their closure and the NC Rural Economic Development Center Grant was not executed. The General Fund transferred \$20,500 last fiscal year for the City match to the grant. These funds with interest are being transferred back to the General Fund and \$16,000 will be used to paint the street light poles along Stewart Parkway and adjacent parking lots.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

\_\_\_ Currently Budgeted \_\_\_ Requires additional appropriation  X  No Fiscal Impact in FY

**SUPPORTING DOCUMENTS**

Budget & Grant Project Amendments

**City Attorney Review:** \_\_\_ Date By: \_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_ Date By: \_\_\_ (if applicable)  
**City Manager Review:** AL Concur \_\_\_ Recommend Denial \_\_\_ No Recommendation  
2/5/13 Date



**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

**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 or decreased in the following accounts and amounts:

10-00-3990-6300	Residual Equity Transfer from CPF	\$20,512
10-00-3990-9910	Fund Balance Appropriated	( 4,512)

Section 2. That account number 10-20-4512-1600, Maintenance/Repair Expense, Street Lighting portion of the General Fund appropriations budget be increased in the amount of \$16,000 to provide funds to repaint the street light poles along Stewart Parkway and adjacent parking lots.

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

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

Adopted this the 11<sup>th</sup> day of February, 2013.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCE FOR THE  
NC RURAL ECONOMIC DEVELOPMENT CENTER GRANT  
GRANT AWARD #2012-220-60501-118  
CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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

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

74-60-3990-9910	Fund Balance Appropriated	\$20,512
74-60-8152-9710	Residual Equity Transfer GF	20,512

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

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

Adopted this the 11th day of February, 2013.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**



## City of Washington REQUEST FOR CITY COUNCIL ACTION

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**To:** Mayor Jennings & Members of the City Council  
**From:** Michael Whaley, Purchasing Agent  
**Date:** January 23, 2013  
**Subject:** Dump Truck #513  
**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis/ Eddie Gurganus

**RECOMMENDATION:**

I move that City Council approve purchase orders to purchase a Ford Cab and Chassis from Capital Ford through State Contract #58 dated 10/25/2012 and a dump body from Quality Truck Bodies.

**BACKGROUND AND FINDINGS:**

<u>Vendor</u>	<u>Cost Per Unit</u>	<u>Delivery</u>
Capital Ford	\$25,685.00	60 - 90 days
Quality Truck Bodies	\$7,038.09	14 - 21 days
<b>Grand Total</b>	<b>\$32,840.09</b>	

This vehicle will replace vehicle # 513 at the cemetery.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

\$35,000 Currently Budgeted (Account 39-90-4740-7401)     Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

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**City Attorney Review:** \_\_\_\_\_ Date By: February 11, 2013 (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: Page 35 of 166 (if applicable)  
**City Manager Review:** AW Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
2/5/13 Date



City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Michael Whaley, Purchasing Agent  
**Date:** January 9, 2013  
**Subject:** Purchase of Vehicle through State Contract  
**Applicant Presentation:** Keith Hardt / Al Leggett  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City council authorize the purchase of a Ford Explorer through State contract 070G, Item 62.

**BACKGROUND AND FINDINGS:**

<u>Vendor</u>	<u>Cost Per Unit</u>	<u>Delivery</u>	<u>Less Trade-In</u>
Capital Ford	\$25,470.50	90 days	N/A
	<b>Grand Total</b>	<b>\$25,470.50</b>	

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

\$30,000 Currently Budgeted (Account 35-90-8390-7400) \_\_\_ Requires additional appropriation  
\_\_\_ No Fiscal Impact

**SUPPORTING DOCUMENTS**

**City Attorney Review:** \_\_\_ Date By: \_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_ Date By: \_\_\_ (if applicable)  
**City Manager Review:** TC Concur \_\_\_ Recommend Denial \_\_\_ No Recommendation  
2/5/13 Date



City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Michael Whaley, Purchasing Agent  
**Date:** January 23, 2013  
**Subject:** Electric Work Truck #619  
**Applicant Presentation:** N/A  
**Staff Presentation:** Al Leggett / Keith Hardt

**RECOMMENDATION:**

I move that City Council approve the purchase orders to purchase a Ford Cab and Chassis from Pecheles Ford Toyota and a work body from Quality Truck Bodies.

**BACKGROUND AND FINDINGS:**

<u>Vendor</u>	<u>Cost Per Unit</u>	<u>Delivery</u>
Pecheles Ford Toyota	\$33,267.96	60 - 90 days
Quality Truck Bodies	\$10,303.18	14 - 21 days
<b>Grand Total</b>	<b>\$43,571.14</b>	

This vehicle will replace vehicle #619.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

\$50,000 Currently Budgeted (Account 35-90-8390-7400) \_\_\_ Requires additional appropriation  
\_\_\_ No Fiscal Impact

**SUPPORTING DOCUMENTS**

Bid Tabulation

**City Attorney Review:** \_\_\_ Date By: \_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_ Date By: \_\_\_ (if applicable)  
**City Manager Review:** JC Concur \_\_\_ Recommend Denial \_\_\_ No Recommendation  
2/5/13 Date

BID TABULATION

Bid for: ELEC. DEPT. WORK TRUCK  
Opened: 10:00 AM, Monday  
January 14, 2013

=====

<u>Item</u>	<u>VENDOR</u>	<u>Net Price</u>	<u>Delivery</u>
1	Pecheles Ford Toyota	\$33,267.96	60 -90 days
2	Feyer Ford	\$34,969.96	60 -90 days
3	Lee Chevrolet	\$36,701.20	60 -90 days

Recommendation: The recommendation is to purchase from Pecheles Ford Toyota.

Signed: Michael Whaley



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** February 11, 2013  
**Subject:** Purchase Orders > \$20,000 Approval  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council approve the attached purchase orders.

**BACKGROUND AND FINDINGS:**

Requisition #12105, \$45,875.32, to Butler Chrysler Dodge Jeep for two Dodge Chargers for the Police Department to replace vehicle #134, a 2005 with 121,232 miles, and #159, a 2005 with 106,022 miles and currently out of service mechanically. The vehicles will be purchased through the State contract and \$55,000 is budgeted for the purchase in 10-10-4310-7400.

Requisition #12472, \$20,550, to Booth & Associates for engineering services on substation rebuild, accounts 35-90-7220-0400 & 35-90-8370-0400.

**PREVIOUS LEGISLATIVE ACTION**

2011-2012 adopted budget and amended budget.

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Requisitions

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** JK Concur \_\_\_\_\_ Recommend \_\_\_\_\_ Denial \_\_\_\_\_ No Recommendation  
2/5/13 Date February 11, 2013

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #: 12405

PO #: Not Assigned

User Name: Jimmy Pollard

Date: 01/17/2013

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$45,875.32

Ship To:

WASHINGTON POLICE DEPARTMENT

201 WEST 3RD STREET

WASHINGTON, NC 27889

BUTLER CHRYSLER DODGE JEEP

1555 SALEM ROAD

BEAUFORT, SC 29902

Vendor Instructions: WASHINGTON POLICE DEPARTMENT

CAPT. POLLARD

1-252-948-9432

Quantity	Description	Job Number	Unit Price	Extended
2	2013 Dodge Charger state contract Police Package		\$22,854.00	\$45,708.00
2	CKJ Vinyl flooring, deduct \$104.34		(\$104.34)	(\$208.68)
2	LNF Driver's Side Spot Lamp		\$188.00	\$376.00
<b>Sub Total</b>				<b>\$45,875.32</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$45,875.32</b>

Account Number	Account Description	Amount
10-10-4310-7400	CAPITAL OUTLAY	\$45,875.32
<b>Total</b>		<b>\$45,875.32</b>

## Approval List

Dept Level Approval: \_\_\_\_\_

Department Head: \_\_\_\_\_

PO Level Approval: \_\_\_\_\_

Purchase Order Prep: \_\_\_\_\_

February 11, 2013

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# Requisition Form

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

Requisition #:12472  
PO #: Not Assigned  
User Name: Ed Pruden

Date: 02/05/2013  
Approved By:  
Approved Code: Awaiting Final Approval  
Total Amount: \$20,550.00

BOOTH & ASSOCIATES, INC.  
5811 GLENWOOD AVE., SUITE 109  
RALEIGH, NC 27612

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

Vendor Instructions:ELECTRIC DEPT, ED PRUDEN 252-975-9365

Quantity	Description	Job Number	Unit Price	Extended
1	ENGINEERING COSTS ELECTRIC FACILITIES REBUILD FOR SUBSTATION 15 kV & 35 kV CIRCUITS. TO INCLUDED TASK # 7002 STAKING-FIELD, # 7003 STAKING-OFFICE, # 7005 DESIGN CALCULATIONS, # 7007 PREPARATION OF UNITS & MATERIALS LISTS, # 7012 PREPARATION OF CONTRACT DRAWINGS		\$20,550.00	\$20,550.00
<b>Sub Total</b>				<b>\$20,550.00</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$20,550.00</b>

Account Number	Account Description	Amount
35-90-7220-0400	PROFESSIONAL SERVICES	\$3,000.00
35-90-8370-0400	PROFESSIONAL SERVICES	\$17,550.00
<b>Total</b>		<b>\$20,550.00</b>

## Approval List

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

City of Washington CDBG-Building Reuse  
Second Public Hearing Information

This is the second of two public hearings that are required in the application process for the Community Development Block Grant program.

The County is proposing to apply for a \$320,000 grant for the up fit of the former Brooks Boatworks building in the Industrial Park.

The total anticipated cost for the up fit is \$640,000.

The eligible grant amount is based on a projection of 16 new jobs at 20,000 per job created by Oak Ridge Metal Works. The company had 9 employees during 2012.

The company will design and build automation equipment for industry.

**A Resolution to Apply is required. You should have a copy of one in your board package.**

**RESOLUTION FOR THE CITY OF WASHINGTON APPLICATION FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE OAK  
RIDGE METAL WORKS- BUILDING REUSE PROJECT**

**WHEREAS**, the City Council has previously indicated its desire to assist in economic development efforts within the City; and,

**WHEREAS**, the City Council has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit Oak Ridge Metal Works; and,

**WHEREAS**, the City Council wishes the City to pursue a formal application for Community Development Block Grant funding to benefit Oak Ridge Metal Works;

**WHEREAS**, the City Council certifies it will meet all federal regulatory and statutory requirements of the Small Cities Community Development Block Grant Program,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council that the City of Washington is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant for Economic Development to benefit Oak Ridge Metal Works.

Adopted this the 11th day of February, 2013 in Washington, North Carolina.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Language Access Plan  
4-1  
City of Washington, North Carolina

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

In order to avoid discrimination on the grounds of national origin, managers of all federally-funded programs or activities administered by the City of Washington, North Carolina, must take adequate steps to ensure that their policies and procedures do not deny or have the effect of denying LEP individuals with equal access to benefits and services for which such persons qualify. This Policy defines the responsibilities of the City of Washington to ensure that LEP individuals can communicate effectively.

This policy and plan is effective February 11, 2013.

**I. Scope of Policy**

These requirements will apply to all partially or wholly federally-funded activities undertaken by the City of Washington (herein referred to as "the agency") including subcontractors, vendors, and subrecipients.

The agency will ensure that LEP individuals are provided meaningful access to benefits and services provided through contractors or service providers receiving subgrants from the agency.

**II. Definitions**

- A. Limited English Proficient (LEP) individual -Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.
  
- B. Vital Documents -These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance; and other outreach materials.

- C. Title VI Compliance Officer: The person or persons responsible for compliance with the Title VI LEP policies.
- D. Substantial number of LEP: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

**III. Providing Notice to LEP Individuals**

- A. The agency will take appropriate steps to inform all applicants, recipients, community organizations, and other interested persons, including those whose primary language is other than English, of the provisions of this policy. Such notification will also identify the name, office telephone number, and office address of the Title VI compliance officer(s).

List the current name, office telephone number and office address of the Title VI compliance officer(s):

Mr. Josh Kay, Washington City Manager  
 102 East 2<sup>nd</sup> Street, PO Box 1988  
 Washington NC 27889 Telephone (252) 975-9319

**(Note: The agency must notify the DCA compliance office immediately of changes in name or contact information for the Title VI compliance officer.)**

- B. The agency will post and maintain signs in regularly encountered languages other than English in waiting rooms, reception areas and other initial points of contact. These signs will inform applicants and beneficiaries of their right to free language assistance services and invite them to identify themselves as persons needing such services.

**Identify areas within the agency where these signs will be posted:**

- 1. County Social Services Department
  - 2. County Administration Building
  - 3. County Health Department
  - 4. Sheriff's Office
  - 5. County Schools
- C. The agency will include statements of the right to free language assistance in Spanish and other significant languages in all outreach material that is routinely disseminated to the public (including electronic text).

D. The agency will also disseminate information in the following manner:  
*(Describe how information will be disseminated. This may include, but not be limited to: dissemination of pamphlets explaining the rights in this policy.)*

1. Pamphlets in waiting rooms of county offices outlined in Section III-B
2. City of Washington website

#### IV. Provision of Services to LEP Applicants/ Recipients

##### A. Assessing Linguistic Needs of Potential Applicants and Recipients

1. The agency will assess the language needs of the population to be served, by identifying:
  - a. the language needs of each LEP applicant/recipient
  - b. the points of contact where language assistance is needed; and
  - c. the resources needed to provide effective language assistance, including location, availability and arrangements necessary for timely use.

##### 2. Determining the Language Needs of the Population to be Served

The agency is responsible for assessing the needs of the population to be served. Such assessment will include, but not be limited to the following:

- a. The non-English languages that are likely to be encountered in its program will be identified.
- b. An estimate of the number of people in the community for whom English is not the primary language used for communication will be completed and updated annually. To identify the languages and number of LEP individuals, local entities should review:
  - 1) Census data
  - 2) school system data
  - 3) reports from federal, state, and local governments
  - 4) community agencies' information, and
  - 5) data from client files.
- c. The points of contact in the program or activity where language assistance is likely to be needed will be identified.

##### 3. Determining the Language Needs of Each Applicant/Recipient

The agency will determine the language needs of each applicant/recipient. Such assessment will include, but not be limited to the following:

- a. At the first point of contact, each applicant/recipient will be assessed to determine the individual's primary language.

Check all methods that will be used:

- ✓ multi-language identification cards, a poster-size language list, or the use of "I speak" peel-off language identification cards for indicating preferred languages
  - ✓ English proficiency assessment tools, provided they can be administered in a manner that is sensitive to and respectful of individual dignity and privacy
- b. If the LEP person does not speak or read any of these languages, the agency will use a telephone interpreting service to identify the client's primary language.
  - c. Staff will not solely rely on their own assessment of the applicant or recipient's English proficiency in determining the need for an interpreter. If an individual requests an interpreter, an interpreter will be provided free of charge. A declaration of the client will be used to establish the client's primary language.
  - d. When staff place or receive a telephone call and cannot determine what language the other person on the line is speaking, a telephone interpreting service will be utilized in making the determination.
  - e. If any applicant/recipient is assessed as LEP, they will be informed of interpreter availability and their right to have a language interpreter at no cost to them with a notice in writing in the languages identified in Section C. Provisions of Written Translations.

## B. Provision of Bilingual/Interpretive Services

1. The agency will ensure that effective bilingual/interpretive services are provided to serve the needs of the non-English speaking population. The provision of bilingual/interpretive services will be prompt without undue delays. In most circumstances, this requires language services to be available during all operating hours. This requirement will be met by available bilingual staff, employees of local community action organizations, and telephone interpreters.
2. The agency will provide language assistance at all levels of interaction with LEP individuals, including telephone interactions.

Describe how this requirement will be met:

The City of Washington will utilize qualified bilingual employees, qualified employees of local community action agencies, and paid interpreters or telephone interpreters when qualified county or community action agencies are not available.

3. Interpreter Standards

- a. Those providing bilingual/interpretive services will meet the linguistic and cultural competency standards set forth below. The agency will ensure that interpreters and self-identified bilingual staff, have first been screened to ensure that the following standards are met before being used for interpreter services:
- 1) Can fluently and effectively communicate in both English and the primary language of the LEP individual
  - 2) Can accurately and impartially interpret to and from such languages and English
  - 3) Has a basic knowledge of specialized terms and concepts used frequently in the provision of the agency's services
  - 4) Demonstrates cultural competency
  - 5) Understands the obligation to maintain confidentiality
  - 6) Understands the roles of interpreters and the ethics associated with being an interpreter

Describe how the agency ensures the competency of bilingual staff and interpreters:

The City of Washington will conduct competency review sessions of qualified bilingual/interpretive employees as part of employee's annual review process. The county department heads will personally evaluate the LEP qualifications of paid interpreters and employees of local community action organizations utilized for outsourcing of LEP-related tasks utilizing the criteria outlined above.

- b. When staff members have reason to believe that an interpreter is not qualified or properly trained to serve as an interpreter, the staff member will request another interpreter.

4. Using Family Members or Friends as Interpreters

- a. Applicants/recipients may provide their own interpreter; however, the agency will not require them to do so.
- b. The agency will first inform an LEP person, in the primary language of the LEP person, of the right to free interpreter services and the potential



problems for ineffective communication. If the LEP person declines such services and requests the use of a family member or friend, the agency may utilize the family member or friend to interpret only if the use of such person would not compromise the effectiveness or services or violate the LEP person's confidentiality. The agency will monitor these interactions and again offer interpreter services, if it appears there are problems with this arrangement.

- c. The agency will indicate in the LEP individual's file that an offer of interpreter services was made and rejected; that the individual was informed of potential problems associated with using friends or family members and the name of the person serving as an interpreter at the LEP individual's request.
  - d. Only under extenuating circumstances shall the agency allow a minor (under the age of 18 years) to temporarily act as an interpreter. The agency will keep a written record of when it has used a minor as an interpreter, and this information will be shared with the DCA upon request.
5. The agency will not require the applicant/recipient to pay for bilingual/interpretive services.

#### C. Provision of Written Translations

1. The agency must provide written materials in languages other than English where a substantial number or percentage of the population eligible to be served or likely to be directly affected by the program needs services or information in a language other than English to communicate effectively.
2. Translation of Vital Documents
  - a. The agency will ensure that vital documents for locally designed programs are translated into Spanish.
  - b. When forms and other written material related to federal assistance programs contain spaces in which the local entity is to insert information, this inserted information will also be in the individual's primary language. When such forms are completed by applicants/recipients in their primary language, the information must be accepted.
  - c. If, as a result of the local language assessment, it appears there are a substantial number of potential applicants or recipients of the agency (defined as 5% or 1,000 people, whichever is less) who are LEP and speak a language other than Spanish, the agency will translate and provide vital documents in the appropriate language.
  - d. The agency will keep a record of all vital documents translated, and will submit this information to interested state/federal agencies at their request.
3. If the primary language of an LEP applicant or recipient is a language other than Spanish AND the language does not meet the threshold for translation as defined in the preceding paragraph, the LEP individual will be informed in their own

language of the right to oral translation of written notices. The notification will include, in the primary language of the applicant/recipient, the following language: IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.

D. Documentation of Applicant/Recipient Case Records

1. The agency will maintain case record documentation in sufficient detail to permit a reviewer to determine the agency's compliance with this policy.
2. The agency will ensure that case record documentation, including computerized records if appropriate, identifies the applicant's/recipient's ethnic origin and primary language. In those cases where the applicant/recipient is non-English speaking, the agency will:
  - a. Document the individual's acceptance or refusal of forms or other written materials offered in the individual's primary language.
  - b. Document the method used to provide bilingual services, e.g., assigned worker is bilingual, other bilingual employee acted as interpreter, volunteer interpreter was used, or client provided interpreter. When a minor is used as interpreter, the agency will document the circumstances requiring temporary use of a minor and will provide this information to interested state/federal agencies upon request.
3. Consent for the release of information will be obtained from applicants/recipients when individuals other than agency employees are used as interpreters and the case record will be so documented.

E. Staff Development and Training

1. The agency will provide staff training at new employee orientation and continuing training programs. The training will include, but not be limited to:
  - a. Language assistance policies and procedures, resources available to support such procedures, methods of effective use of interpreters, and familiarization with the discrimination complaint process.
  - b. Cultural awareness information, including specific cultural characteristics of the groups served by the agency to provide a better understanding of, and sensitivity to, the various cultural groups to ensure equal delivery of services.
2. The agency will provide or ensure training is provided for bilingual staff and interpreters employed or utilized by the agency. This includes the ethics of interpreting, including confidentiality; methods of interpreting; orientation to the

organization; specialized terminology used by the agency; and cultural competency.

3. The agency will ensure that applicable grantees, contractors, cooperative agreement recipients, and other entities receiving state or federal dollars are trained in the requirements of this policy.

Describe how this provision will be met:

A copy of this policy will be provided to all subrecipients/agencies and management contractors who participate in federally-funded programs managed by the City of Washington.

4. The agency will collect and maintain the following information about training provided to staff: the date(s) of such training, the content of such training, the number and types of credit hours awarded; and the names and identifying information of each attendee at the training. The agency will ensure that grantees, contractors, cooperative agreement recipients, and other applicable funded entities collect and maintain such information as well.

## **V. Compliance Procedures, Reporting and Monitoring**

### **A. Reporting**

The agency will complete an annual compliance report and send this report to interested state/federal agencies.

### **B. Monitoring**

1. The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system providing by the interested state/federal agencies. These reports will be maintained and stored by the Title VI compliance officer and will be provided to the interested state/federal agencies upon request.
2. The agency will cooperate, when requested, with special review by the interested state/federal agencies.

## **VI. Applicant/Recipient Complaints of Discriminatory Treatment**

### **A. Complaints**

1. The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee, and briefly describe the alleged violation of this policy.

2. The agency will maintain records of any complaints filed, the date of filing, actions taken, and resolution.
3. The agency will notify the appropriate state/federal agency and the Division of Community Assistance of complaints filed, the date of filing, actions taken, and resolution. This information will be provided within 30 days of resolution.

B. Investigation

1. The state/federal agency's Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
2. The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

C. Resolution of Matters

1. If the investigation indicates a failure to comply with the Act, the local unit of government, Agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.
2. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the U.S. Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency .
3. If not resolved by the Division of Community Assistance, the complaint will be forwarded to the Department of Justice (DOJ), HUD Field Office, or other appropriate DOJ contact.

This the 11<sup>th</sup> day of February, 2013.

SUBMITTED AND APPROVED BY:

---

N. Archie Jennings, III  
Mayor



# City of Washington REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** John Rodman, Planning & Development  
**Date:** January 31, 2013  
**Subject:** Hold Public Hearing: Adopt City's Comprehensive Plan Update.  
**Applicant Presentation:** Roger Walden, Clarion and Associates  
**Staff Presentation:** Dot Moate, Planning Board Chairman  
 John Rodman, Planning and Development

**RECOMMENDATION:**

I move that the City Council accept the recommendation of the Planning Board and adopt the City's Comprehensive Plan Update as provided.

**BACKGROUND AND FINDINGS:**

In November 2010, the Council authorized Planning & Development to proceed with a competitive process to secure a qualified firm to assist with the preparation of a Comprehensive Plan for the City of Washington.

In 2011 the Comprehensive Plan Update project was awarded to Clarion and Associates in the amount \$30,000. Clarion and Associates worked through the Planning Board to receive public input for the project and establish goals and objectives for the plan.

**PREVIOUS LEGISLATIVE ACTION**


Planning Board – acted as lead agency  
 City Council – draft presented December 2012  
 Planning Board – approve final draft January 2013

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Public Hearing Notice  
 Comprehensive Plan Update

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: February 11, 2013 (if applicable)  
**City Manager Review:**  \_\_\_\_\_ Page 53 of 166 Recommend Denial \_\_\_ No  
 Recommendation 2/5/13 Date

**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 11th day of February, 2013 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 receive comments on the final draft of the City's Comprehensive Plan Update. The public is welcome to attend the public hearing and offer comments or suggestions to the revision of the plan. 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



*Pride in the Past,  
Faith in the Future*

**2023**

**COMPREHENSIVE  
PLAN**

**WASHINGTON, NC**

**DRAFT**

**February 1, 2013**

**C L A R I O N**

# City of Washington 2023 Comprehensive Plan

*Pride in the Past, Faith in the Future*

WASHINGTON, NORTH CAROLINA

*DRAFT*  
February 1, 2013



---

# Acknowledgements

## Washington City Council

Mayor Archie Jennings  
Mayor Pro Tem Bobby Roberson  
Councilman Doug Mercer  
Councilman Richard Brooks  
Councilman William Pitt  
Councilman Edward Moultrie

## Washington Planning Board

Jane Alligood  
Dan McNeil  
Dot Moate  
Steve Moler  
John Tate  
Robert Henkel  
Marie Barber

## Washington Harbor District Alliance

Chris Furlough, President  
Amy Ward, Secretary  
Clinton Sorenson, Treasurer  
Trent Tetterton, VP Economic Development  
Bobby Roberson, Design Co-Chair  
Selden Taylor, Design Co-Chair  
LaVon Drake, Promotions Chair  
Garleen Woolard, Organization Co-Chair  
Rebecca Clark, Organization Co-Chair  
Catherine Glover, Past President/Chamber of Commerce  
Lynn Lewis, Washington Tourism Development Authority  
Beth Byrd, Manager

## Washington City Staff

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Glen Moore, Planning Administrator

## Consultant Team

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Roger S. Waldon, FAICP  
Dorothy Ariail

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# SECTION I: PLAN SUMMARY



## Plan Summary

The City of Washington, North Carolina is a place animated by a sense of unmatched, irreplaceable history, shaped by civic involvement and economic vitality. This is a City of pride and opportunity.

- A. Preface
- B. Community Context
- C. Key Issues and Goals

# A. Preface

Washington, North Carolina. January, 2013.

This 2023 Comprehensive Plan has been prepared for the City of Washington to articulate a vision for the community’s future, and establish a road map for how to achieve that future. This Plan is an update of the community’s last adopted Comprehensive Plan, adopted by the Washington City Council in 2006. Washington’s Comprehensive Plan is a strategic document that compiles information, community dialogue, and preferred public policy choices for the City.

This plan provides policy guidance on a variety of complementary community issues, including coordinating growth and infrastructure, highlighting economic development pursuits, and protecting environmental resources. The plan is organized around ten key themes:

- Downtown and the Waterfront
- Economic Development
- Community Appearance
- Historic Preservation
- Tourism and Eco-tourism
- Transportation and Mobility
- Public Services and Facilities
- Commercial Business Districts
  - Housing
- Neighborhoods

This updated Comprehensive Plan provides a policy framework, establishing the context for decision-making on projects and helping the community set priorities for action. This Plan suggests priorities for attention and action. The plan both sets forth the long-term vision, and serves as a resource for day-to-day decision-making.



This Comprehensive Plan is organized as follows:

- Section I summarizes the Comprehensive Plan and the City’s vision for its future.
- Section II describes the area and existing conditions in the City.
- Section III refreshes the City’s Land Use Policy Framework.
- Section IV pulls together an action plan, with suggested priorities.

At the beginning of each part of this plan, there is a summary page that describes the contents of that part and the ways in which the information in that part fits into the whole – a series of short “Executive Summaries” that tell the story.

## B. Community Context

### *Introduction*

When people seek to describe what makes Washington an attractive place to live and do business, they often resort to phrases like “good quality of life,” “small town atmosphere,” and “strong sense of place.” These phrases say much about the values of the community, but developing policies that can maintain and enhance them requires a more substantial definition. Attention to the community’s physical, social, and economic attributes is the key.

### *Vision Statement*

During the public process of adopting the CAMA Core Land Use Plan in 2007, the Washington City Council adopted a Vision Statement to guide city decision-making. The core of that vision appears below, setting out the fundamental values upon which that Comprehensive Plan is based.

**Establish balanced policies, plans, and development regulations while continuing to encourage economic and residential development that:**

- Is cooperatively planned and implemented with the city staff and appropriate external agencies.
- Provides objectively perceived economic incentives and benefits to the citizens of the City of Washington.
- Does not pose obvious adverse impacts to the city’s abundant natural resources or established neighborhood character and aesthetics.



That 2007 vision is a good starting point. But the circumstances and possibilities in Washington today call for a more specific description of how we see ourselves now and in the future. The Vision Statement should serve as the guide to the rest of the plan, and the plan serves as a blueprint for the goals, policies, recommendations, and actions for the future. Being clear about the Washington we want is important.

Accordingly, drawing from contemporary community documents that describe our aspirations for the future, this Comprehensive Plan offers the following enhanced Vision Statement as the description of how we view the future of this community:

We see Washington as a historically rich and presently vibrant community, situated at the key location of the joining of the Tar and Pamlico Rivers. Recognizing and respecting the heritage and culture, Washington citizens enjoy a high quality of life and look to the future with pride and enthusiasm. Redevelopment of the downtown and waterfront areas has turned this historic area into a modern-day center of commerce, leisure, arts, and entertainment. Retail businesses and services are convenient in multiple locations. A diversity of neighborhoods and housing styles provides a connected community fabric. It is easy and pleasant to walk and bike around the City. Eco-tourism brings visitors and energy to the City, as residents share the richness of this place with others. Local businesses provide goods and services and are successful. And all of this takes place within the context of a natural environment that is being protected so that it can continue to contribute to the lives of future generations of Washington residents. This is a City that has pride in its past, and faith in its future.

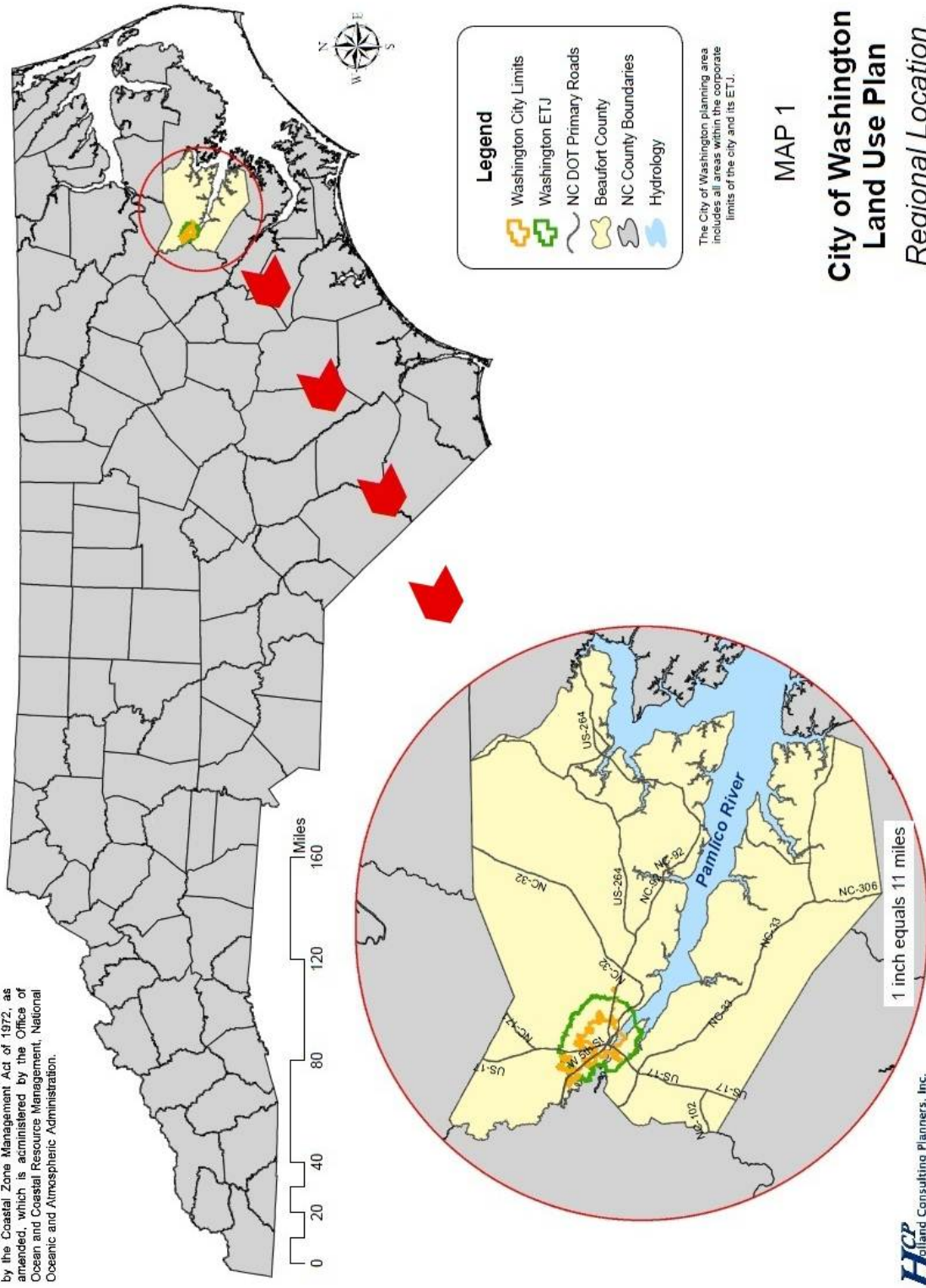
A map appears on the following page, excerpted from the City's 2007 CAMA Core Land Use Plan, showing the basic geography of Washington and its surrounding context (map prepared by Holland Consulting Planners, Inc.)

## C. Key Issues and Goals

### *Plan Framework*

This Comprehensive Plan lays out a framework for reaching this vision for the city. An important component of this process is articulating a set of goals, which follow after the regional map which appears on the next page. These goals for Washington's future are organized by issue areas. In the chapters that follow, these issues and goals are made operational by an accompanying set of action initiatives.

The preparation of this map was financed, in part through a grant provided by the North Carolina Coastal Management Program, through funds provided by the Coastal Zone Management Act of 1972, as amended, which is administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration.



MAP 1

**City of Washington  
Land Use Plan**  
*Regional Location*

**HCP**  
Holland Consulting Planners, Inc.

ISSUE: DOWNTOWN / WATERFRONT AREA

**Downtown/Waterfront Goal 1:** The character of Washington’s historic area and city center environment will be protected and enhanced to preserve our sense of place, promote economic strength, and ensure the city’s continuing appeal to residents, business people, and visitors.

**Downtown/Waterfront Goal 2:** The core downtown area will continue to serve as a center of commerce, culture, and community, and will increasingly generate revenues to ensure the economic stability and longevity of the City.

**Downtown/Waterfront Goal 3:** The City will capitalize on the Tar and Pamlico Rivers as community amenities for enjoyment by residents and visitors.

**Downtown/Waterfront Goal 4:** Redevelopment and revitalization of the waterfront area will result in an engine of commerce for the City.

**Downtown/Waterfront Goal 5:** Redevelopment and revitalization of the waterfront area will consist of buildings and structures that set a highly appealing tone for the character of downtown and the waterfront.

**Downtown/Waterfront Goal 6:** Downtown will have well defined connectivity to the Pamlico River, and capitalize on the river as both an economic and aesthetic resource that strengthens downtown.



ISSUE: ECONOMIC DEVELOPMENT



**Economic Development Goal 1:** Washington will have a strong and diverse economy, providing quality jobs, and generating local government revenues that allow for the continued provision of quality public services and facilities.

**Economic Development Goal 2:** Washington will be a community that is friendly to local businesses, with varied employment opportunities.

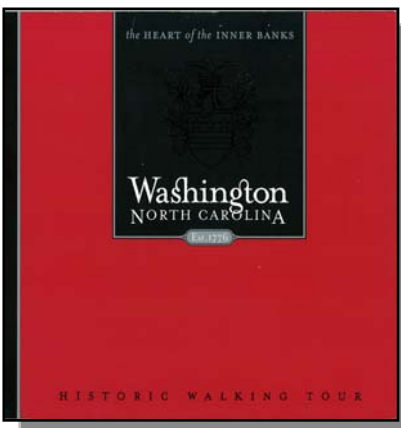


**ISSUE: COMMUNITY APPEARANCE**

**Community Appearance Goal 1:** Gateways and entrances to the City will be enhanced with landscaping and signage in a manner that announces entrance to the community and welcomes visitors.

**Community Appearance Goal 2:** Road corridors and streetscapes will be landscaped in strategic locations, with attention to lighting and public improvements that add visual character to the corridors, in addition to ongoing attention to road maintenance.

**Community Appearance Goal 3:** New development and redevelopment in the City will incorporate high standards of design that enhance the visual character of the community.



**ISSUE: HISTORIC PRESERVATION**

**Historic Preservation Goal 1:** The City of Washington will continue to recognize and protect significant architectural, historical, and archaeological resources that are part of the community's heritage.

**Historic Preservation Goal 2:** Washington's cultural heritage will be preserved in a manner that enhances the active connection between residents and the city's past, and provides visitors of the city with an authentic historical experience.

**Historic Preservation Goal 3:** The City of Washington will encourage repair and pursue abatement of nuisances for historic structures that have been neglected.

**ISSUE: TOURISM AND ECO-TOURISM**

**Tourism and Eco-Tourism Goal 1:** The City of Washington will be a travel and tourism destination of choice, drawing upon interest in historic and natural features to attract visitors and contribute to the local economy.

**Tourism and Eco-Tourism Goal 2:** Washington will protect the City's natural resources and community character, while simultaneously achieving a vibrancy in downtown and waterfront areas that complements the existing historic forms.

**Tourism and Eco-Tourism Goal 3:** The City of Washington will be a center of walking, biking, boating, and fishing activities that promote appreciation, preservation, and use of environmentally sensitive land and water features in and surrounding the City.



### ISSUE: TRANSPORTATION AND MOBILITY



**Transportation and Mobility Goal 1:** Advance the development of a transportation system that is safe, functional, and attractive for users of all modes of transportation, and makes the community accessible to all citizens.

**Transportation and Mobility Goal 2:** Provide safe, convenient, and efficient opportunities for pedestrian and bicycle movement.

**Transportation and Mobility Goal 3:** Make Washington a walkable city.

**Transportation and Mobility Goal 4:** Reduce existing traffic congestion and safety problems.

**Transportation and Mobility Goal 5:** Ensure that new development improves, not worsens, traffic and safety concerns, and is sensitive to environmental concerns.

**Transportation and Mobility Goal 6:** Support the development and implementation of the Beaufort County Comprehensive Transportation Plan.

### ISSUE: PUBLIC FACILITIES AND SERVICES

**Public Facilities and Services Goal 1:** The City's public services will be provided in an efficient and effective manner to all residents of the City.

**Public Facilities and Services Goal 2:** Washington will provide a safe and secure environment for those who live, work, and visit the City through high quality public safety facilities and systems.

**Public Facilities and Services Goal 3:** The Beaufort County School System will continue to provide an exceptional education to the City's students.

**Public Facilities and Services Goal 4:** The City's parks and open space facilities, as well as recreational programming, will meet the needs of the full community, including families, youth, seniors, and citizens with special needs.

**Public Facilities and Services Goal 5:** The City will meet or exceed State requirements to improve water quality and help assure a safe drinking water supply, including



implementing best management practices for stormwater management, erosion and sediment control, and improving treatment of wastewater.

**Public Facilities and Services Goal 6:** Public facilities and public lands will be utilized at their highest and best use, except for public lands in environmentally sensitive locations, where conservation should be the objective.

**Public Facilities and Services Goal 7:** Provide Adequate Fire, Police and Emergency Service in all incorporated and response areas of the City.

**ISSUE: COMMERCIAL BUSINESS DISTRICTS**

**Commercial Business Districts Goal 1:** The commercial business districts will provide high quality shopping and entertainment opportunities to the City and region for the long-term future.

**Commercial Business Districts Goal 2:** The commercial business districts will continue to provide a strong economic benefit to the City for the long-term future.



**Commercial Business Districts Goal 3:** New commercial business districts will complement the downtown and business corridors and will contain a mix of retail businesses, offices, restaurants, and entertainment/education facilities that offer a wide variety of goods, services, and jobs to residents.



**ISSUE: HOUSING**

**Housing Goal 1:** Promote an adequate supply of safe, affordable, and suitable housing options for residents.

**Housing Goal 2:** All persons who live and work in Washington should have the opportunity to rent or purchase safe, decent, accessible, and affordable housing.

**Housing Goal 3:** Washington will provide a variety of housing opportunities throughout the City, both in terms of the housing type and the price of housing, that respect the existing character of the community.

**Housing Goal 4:** Homeownership in Washington should be encouraged and opportunities sought to increase homeownership.

**Housing Goal 5:** The City's housing stock will be maintained, protected, and expanded to ensure an adequate supply of housing for future generations.

### ISSUE: NEIGHBORHOODS

**Neighborhoods Goal 1:** Preserve the character of the City's existing neighborhoods.

**Neighborhoods Goal 2:** Enhance the quality of the City's residential neighborhoods to promote livability and a strong sense of community.

**Neighborhoods Goal 3:** The residential areas of the City will comprise a collection of distinct and attractive neighborhoods, each possessing a unique sense of place and shared identity.

**Neighborhoods Goal 4:** The residential neighborhoods will be adequately served with efficient transportation, parking, sidewalks, street trees, lighting, and other public facilities that are compatible with their neighborhood scale.



## Section II:

# EXISTING CONDITIONS



### Existing Conditions:

Washington is a vibrant community made up of distinctive neighborhoods and business districts. The geography of this city revolves around downtown and the waterfront, supported by a network of corridors that serve both transportation and economic needs.

#### A: Regional Setting

#### B: Current Conditions

1. Demographics
2. Housing
3. Economy
4. Community Facilities/Services
5. Natural Systems
6. Land Suitability
7. Current Land Use

#### C: Current Plans, Policies, Regulations

## A. Regional Setting

### *History*

Washington is a historic community that dates back to the pre-colonial era. The city, originally named, "Forks of the Tar," changed its name in 1776 to the City of Washington to honor General George Washington, becoming the first city in the nation to do so. The city has a rich history of shipping and waterfront development. During the Revolutionary War, the city was one of the principal supply ports in the region, and its waterfront location made it an economic center of agriculture, fishing, and commerce trades.



Unfortunately, much of the city's central business district was destroyed by fire on September 3, 1900. However, the rebuilding of the downtown area in the next decade led to the beautiful Victorian architecture that has become a hallmark of downtown Washington. Today, the city is known for its beautiful, historically significant commercial downtown, beautiful stately homes, and vintage commercial buildings of Main Street.

### *Regional Context*

The City of Washington is located in eastern North Carolina along the Pamlico-Tar Rivers within Beaufort County, North Carolina in the inland coastal region of North Carolina. Encompassing 8.2 square miles, the city is the largest city in the county, and serves as the county seat, as well as the primary retail and employment center for the county and its other six incorporated municipalities — Aurora, Bath, Belhaven, Chocowinity, Pantego, and Washington Park.

The city is bordered on the north by Martin and Washington Counties, on the east by Hyde County, on the south by Pamlico and Craven Counties and on the west by Pitt County. The city is bisected by US 17, which serves as the major north/south corridor, and SR 264, which is the region's primary east/west corridor connecting the east coast beaches to western North Carolina. Washington is located less than 20 miles east of the city of Greenville, which is home to East Carolina University.

East Carolina University, along with its medical school and associated hospitals, accounts for much of the recent growth of the area. The City of Washington, with its family-friendly culture, waterfront, recreational opportunities, and reasonable

commuting distance from Greenville, is increasingly viewed as a desirable place to live for individuals and families associated with ECU.



While the city is completely contained within the Tar-Pam watershed, the city is divided into two parts by the Tar-Pamlico River. The Tar-Pamlico River is made up of two ecologically and geographically distinct portions of river with different names. The upper portion, the Tar River, originates in Person County as a freshwater spring and flows southeast about 140 miles to Washington. At Washington, the name changes to the Pamlico River, where it becomes an estuary, characterized by a wide, shallow bed, and brackish water. Here salt water from the ocean mixes with fresh, inland water flowing down the Tar. From Washington the Pamlico flows 40 miles to its confluence with the Pamlico Sound.

Map #2 in the Map Appendix at the back of this Plan shows the City of Washington Planning Area, along with zoning designations.

## B. Current Conditions

The following section documents the demographic data and existing conditions for the City of Washington. This summary of existing conditions provides the background data and statistical analysis that should serve as the foundational information for making policy decisions during the planning process. This document includes several analyses of existing conditions for Washington, using data obtained from the 2010 U.S. Census, the 2005-2009 American Community Survey (ACS), the North Carolina Office of State Budget and Management (OSBM), the North Carolina Department of Commerce, the City of Washington, and Beaufort County.

### *Demographics*

#### POPULATION

According to information from the U.S. Census Bureau, Washington has grown steadily in population since reaching a low point in 1980. The growth can primarily be attributed to the annexation of adjacent areas, the development of subdivisions along the eastern and western ends of the city, and the natural increase in population. The growth rate has been slowly declining since 1990, with a significant drop in the last decade. The city's growth rate, however, has been relatively slow compared to county and state rates, and has been decreasing. Over the last decade, the city's growth rate was just 1.7%, while Beaufort County's growth rate was 6.2% and the North Carolina growth rate was 18.5%. The following table charts the actual population changes and average annual compounded growth rates over the last 5 decades for the city, Beaufort County, and North Carolina.

Year	Washington Population	Average Annual Compounded Growth Rate	Beaufort County	Average Annual Compounded Growth Rate	North Carolina	Average Annual Compounded Growth Rate
1970	8,961	-1.03	35,980	-0.01	5,084,411	1.10
1980	8,418	-0.62	40,355	1.15	5,881,766	1.47
1990	9,075	0.75	42,283	0.47	6,628,637	1.20
2000	9,583	0.55	44,958	0.62	8,049,313	1.96
2010	9,744	0.17	47,759	0.61	9,535,483	1.71



Moving forward, The OSBM expects Washington’s population will continue to grow, but at a relatively small rate of growth. The table below shows the projected population growth for the city as well as the county in the state of North Carolina.

	Washington Population	Beaufort Co. Population	State Population
2015	10,740	51,142	10,331,630
2020	11,418	54,372	11,062,090
2025	12,096	57,601	11,780,936
2030	12,774	60,828	12,491,837

The City of Washington is often compared to New Bern because of similarities in history and downtown waterfront opportunities. New Bern has seen more aggressive growth in recent decades, accompanied by public and private investment in the downtown / waterfront area. New Bern’s growth rate had been very low until the decade of the 1980’s.

	Washington Population	New Bern Population
1980	8,418	14,557
1990	9,075	17,363
2000	9,583	23,128
2010	9,744	29,524

## ETHNICITY

The face of Washington has remained relatively unchanged since the last census, and the city remains quite evenly distributed among those who identify themselves as White (49%) and those who identify themselves as Black or African American (46%).

While the city has not traditionally had many Hispanics or Latinos as residents, the number is increasing slightly. In 2000, only 2.7% of the population identified themselves as Hispanic or Latino. This number increased in 2010 to 5.5%. These changes will likely impact the community in many ways, such as new housing and education needs. The table below shows the racial diversity found in Washington and North Carolina in 2010.

Race	Washington	% of Total	North Carolina	% of Total
White	4,778	49.0%	6,528,950	68.5%
Black or African American	4,433	45.5%	2,048,628	21.5%
American Indian or Alaska Native	22	0.2%	122,110	1.3%
Asian	51	0.5%	208,962	2.2%
Native Hawaiian/Pacific Islander	8	0.1%	6,604	0.1%
Other	303	3.1%	414,030	4.3%
Multi-Race	149	1.5%	206,199	2.2%
<b>Total</b>	<b>9,744</b>	<b>100%</b>	<b>9,535,483</b>	<b>100%</b>

## 16 EXISTING CONDITIONS

### TRENDS IN AGE

Overall, data show that the population for the city and county is slightly older than the state averages. Based on the most recent U.S. Census figures, the median ages of the populations for the City of Washington increased from 39.5 to 41.6, and the percentage of people over 65 was from 19%, compared to the state percentage of 13%.

Looking forward, the trend appears to be continuing; Washington's future population will likely include a larger percentage of seniors and lower percentages of persons under 65 than the present population. While this is a trend that is being seen around the nation as the baby boomer generation ages, OSBM projects that Beaufort County will have a considerably higher percentage of adults over the age of 65 than the state of North Carolina over the next two decades. As shown in the table listed below, in 2030, it is projected that Beaufort County will have 28% of its population over the age of 65, compared to North Carolina, which will have only 19%. The City of Washington's age profile is very similar to, but slightly younger than, the Beaufort County Profile. For Washington in 2010: 24% under 18; 60% 18-64; and 16% over 64.

	Under 18		18 – 64		Over 64	
	Beaufort County	NC	Beaufort County	NC	Beaufort County	NC
2010	22%	24%	59%	63%	19%	13%
2015	21%	23%	57%	62%	22%	15%
2020	20%	23%	56%	61%	25%	16%
2025	19%	23%	54%	59%	27%	18%
2030	19%	23%	53%	58%	28%	19%

### Housing

#### HOUSING TRENDS

According to the U.S. Census Bureau, Washington had 4,973 housing units in 2010, meaning the city added 574 new housing units in the last decade. While the number of actual occupied units increased over the last decade, however, the number of vacancies, as well as the vacancy rate increased as well. In 2010, approximately 89% of all units were occupied and 11% were vacant, an increase in the vacancy rate by 1.3%. Tenancy in Washington is split fairly evenly, with owner-occupied housing accounting for approximately 48% of all housing units, and rental housing accounting for 52%.



	2000		2010		Change (2000-2010)	
	Total	% of Total	Total	% of Total	Total	% of Total
<b>Total Housing Units</b>	4,399	100%	4,973	100%	574	100.0%
Vacant	431	9.8%	552	11.1%	121	21.1%
Occupied	3,968	90.2%	4,421	88.9%	453	78.9%
Owner-Occupied	2,043	51.5%	2,113	47.8%	70	15.4%
Renter-Occupied	1,925	48.5%	2,308	52.2%	383	84.6%

February 11, 2013  
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The city's housing stock is representative of the city's history, with much of the single family housing being slightly older than the average age of housing in North Carolina. In 2010, the median building-year for owner-occupied homes in the City of Washington was 1964, compared to the statewide median building-year for owner occupied housing of 1985. The median home value in 2010 was \$151,700 and the average household size was 2.1 persons per household.

### Economy

Key 2010 data on local economic conditions for Washington include:

- 2010 Median Household Income = \$26,990
- 2010 Per Capita Income = \$18,937
- 2010 Unemployment Rate = 10.7%

Washington's median household income for 2010 was estimated to be almost half of that for Beaufort County as a whole. The percentage of people whose income was below the poverty level in 2010 was slightly higher in Washington at 25.3%, compared to the County poverty rate of 17.2%.

	Washington		Beaufort County		North Carolina	
	#	%	#	%	#	%
Civilian Labor Force	4,145		22,127		4,640,229	
Unemployment		10.7%		10.4%		5.6%
Median Household Income	26,990		40,653		45,570	
Income Ranges						
Less than \$10,000	814	18.4%	2,148	10.7%	307,800	8.5%
\$10,000 to \$14,999	493	11.2%	1,666	8.3%	229,967	6.3%
\$15,000 to \$24,999	765	17.3%	2,743	13.7%	440,441	12.1%
\$25,000 to \$34,999	491	11.1%	2,225	11.1%	431,763	11.9%
\$35,000 to \$49,999	655	14.8%	3,148	15.7%	552,640	15.2%
\$50,000 to \$74,999	615	13.9%	3,851	19.2%	676,157	18.6%
\$75,000 to \$99,999	252	5.7%	2,099	10.5%	409,499	11.3%
\$100,000 to \$149,999	239	5.4%	1,530	7.6%	359,150	9.9%
\$150,000 to \$199,999	32	0.7%	312	1.6%	112,540	3.1%
\$200,000 or more	65	1.5%	337	1.7%	106,222	2.9%
Percent with incomes Below Poverty Level, 2010		25.3%		17.2%		15.5%

Historically, as with much of the State of North Carolina, manufacturing has been the base of the city's local economy, with a relatively high average weekly wage paid to employees. However, the number of persons as well as percentage engaging in manufacturing employment continues to decrease. In 2000, 15.2% of Washington's work force was in manufacturing, compared to just 9.6% in 2010. Retail trade also declined over the last decade from 13% of the work force to 9.5%.

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Emerging trends, however, can be seen in Construction, which almost doubled, from 6.9% to 12.3% and the Finance and Insurance industry, which increased from 3.9% to 6.4%. The city's workforce also increased almost 2% in the arts, entertainment, recreation, and accommodation sector, a trend which bodes well for the city's tourism industry.

The table below provides a closer analysis of various other forms of employment in the area compared to Beaufort County and the state.

Civilian Employment by Industry	Washington		Beaufort County		North Carolina	
	#	%	#	%	#	%
Agriculture, forestry, fishing and hunting, and mining	130	4.0%	1,443	7.3%	61,011	1.4%
Construction	405	12.3%	2,247	11.4%	349,220	8.2%
Manufacturing	316	9.6%	2,804	14.2%	568,153	13.4%
Wholesale trade	49	1.5%	419	2.1%	128,111	3.0%
Retail trade	312	9.5%	2,048	10.4%	489,411	11.6%
Transportation and warehousing, and utilities	52	1.6%	701	3.5%	186,796	4.4%
Information	10	0.3%	153	0.8%	82,087	1.9%
Finance and insurance, and real estate and rental and leasing	212	6.4%	978	5.0%	278,182	6.6%
Professional, scientific, and management, and administrative and waste management services	179	5.4%	916	4.6%	388,417	9.2%
Educational services, and health care and social assistance	967	29.4%	4,736	24.0%	956,181	22.6%
Arts, entertainment, and recreation, and accommodation and food services	387	11.8%	1,338	6.8%	362,590	8.6%
Other services, except public administration	145	4.4%	1,097	5.6%	202,053	4.8%
Public administration	125	3.8%	876	4.4%	181,875	4.3%

### *Community Facilities /Services*

#### ELECTRIC, WATER, AND SEWER

The City of Washington owns electric, water, and sewer utilities to provide these services to residents, businesses and industries of Washington, North Carolina.

The water supply source for the City of Washington is groundwater from the Castle Hayne Aquifer. The city currently has more than adequate water and sewer capacity to meet the needs of its residents. The average annual daily water use for the City of Washington in 2004 was only 55% of system capacity and the average annual daily discharge is only at 49% of the plant's permitted wastewater treatment capacity.

The city has also adopted the Wellhead Protection Plan to ensure that potential contaminants will not reach the city's wells. Through this plan, the City monitors the quality of the City's water supply and mitigates any potential contamination.

## TRANSPORTATION

There are several major thoroughfares in the city, most notably the traditional Highway 17, the new Highway 17 Bypass, and Highway 264. According to the City's Thoroughfare Plan, completed in 2000, sections on both Highway 17 and 264 are operating near or over capacity. It was anticipated that by the year 2030, if no improvements were made to the existing system, the majority of those roadways would be over capacity.



The North Carolina Department of Transportation (NCDOT) recently completed the new 6.8-mile Highway 17 Bypass around Washington, including a 2.8-mile structure over the Tar River, which should alleviate the capacity concerns with Highway 17. A key related challenge for the City now is to be thinking about land use patterns in the vicinity of the interchanges for this new bypass.

NCDOT is currently working with Beaufort County and the City of Washington on an update of the regional transportation plan and programs for funding additional road improvements. The new Beaufort County Comprehensive Transportation Plan (CTP) includes coordination with the communities of Aurora, Bath, Belhaven, Pantego, Chocowinity, Washington, and Washington Park. The initiative started in August, 2011, and is currently focusing on data collection and modeling. A draft plan with recommendations for priority improvements will be ready for community review in November, 2012.

Also in the works is a new initiative with the Mid-East Commission to prepare a new Bicycle Master Plan for the City of Washington. This initiative was approved in March, 2012, and will begin shortly.



Public transportation services are provided by the Beaufort Area Transit System (BATS). BATS was established to meet the needs of the general public, special needs of the elderly, persons with disabilities, and disadvantaged persons for whom mass transportation services are unavailable, insufficient or inappropriate. Beaufort Area Transit was developed through a partnership between Beaufort County and the NC Department of Transportation, when the Beaufort County Developmental Center agreed to serve as the county's lead transportation agency.

Beaufort Area Transit is a coordinated rural transportation system made up of four, twelve passenger conversion vans, one minivan, four lift equipped vans, one eighteen passenger bus with lift, one twenty four passenger bus and one 10 passenger LTV with lift.

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The system provides transportation to citizens in small towns and rural areas of the county. The system provides rural residents with access to employment, education, social events, medical and recreational activities.

The City is served by twice-per-day Greyhound bus service, taxi service, and rental car agencies.

Beaufort Area Transit focuses on providing transportation to:

- Nutritional sites for meals
- Doctor's appointments
- Sources of medical treatment
- Drug Stores
- Grocery Stores
- Some Social Events
- Work
- Class/School
- Shopping



For air transportation: The closest major airports are Raleigh-Durham International Airport in North Carolina and Norfolk International in Virginia. Raleigh is one hour and 45 minutes (depending on traffic) west of Washington via US 64 and 264. Norfolk is 2 hours or more (again, depending on traffic) north of Washington (routes vary). Additionally, offering regional air transport service near the City of Washington are the Pitt County-City of Greenville Airport and the Coastal Carolina Regional Airport in New Bern, North Carolina.

The City of Washington has its own airfield, Warren Field (OCW), for private aviation services. Improvements to facilities are currently underway, including runway repairs, and management options are under consideration. Key facts about Warren Field:



- Located on Airport Road off of Market Street
- General and corporate traffic
- Two 5,000-foot runways, one concrete and the other asphalt
- Both runways lighted with instrument approach
- Tie-downs available for individual airplanes.

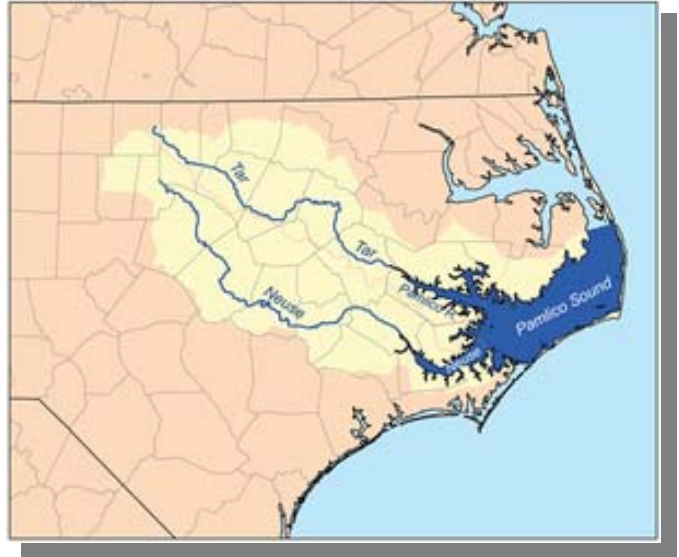
This facility has significant potential for growth and contribution to Washington's economic activity, and represents an important opportunity as the City of Washington continues to explore ways to attract new businesses and employment centers. The City's goal is to grow the Airport in a manner that maintains convenience to local businesses and the flying community, that helps recruit new industry/business, and that achieves economic self-sustainability for the facility.

## Natural Systems

The current CAMA Core Land Use Plan includes detailed analysis and descriptions of natural features, systems, and hazards for the city. The intent of this comprehensive plan is to carry forward this information and use it as a basis for making future land use and conservation policy decisions. This section provides a summary of the analysis and descriptions found in the CAMA plan.

### NATURAL ENVIRONMENT

Washington is located in the low coastal plain physiographic province of North Carolina, along the banks of the Tar/Pamlico River. The city's terrain averages about ten feet above sea level, and generally slopes from the north and west towards the south and east, with slopes ranging from level to 4%. The low-lying land and proximity to surface water make flooding due to storm surge from ocean overwash associated with hurricanes or other tropical weather events a considerable threat for city residents. The map on the following page, prepared by Holland Consulting Engineers, Inc. as part of the CAMA Core Land Use Plan in 2006, illustrates the important environmental areas and features found in Washington and described in the pages following the map.



Map #3 in the Map Appendix at the end of this Plan shows a composite of environmental features. In looking at the map, ranges of environmental sensitivity are classified by references to Class 1, 2, or 3. Class 1 is defined as land that contains only minimal hazards and limitations that can be addressed by commonly accepted land planning and development practices. Class 2 refers to land that has hazards and limitations for development that can be addressed by restrictions on land uses, special site planning, or the provision of public services such as water and sewer. Class 3 is land that has serious hazards and limitations, and can generally support only very low-intensity uses such as conservation and open space.

-  Class 1
-  Class 2
-  Class 3

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### SOILS

A detailed soils survey of Beaufort County was completed by the Natural Resources Conservation Service in 1983. The survey includes a description of the soils and their location, and a discussion of the suitability, limitations, and management of the soils for specified uses. Based on that survey, there are 30 different soil types located within Washington's planning jurisdiction, several of which are hydric soils that are prone to flooding and thus present constraints to development. Only 23% of the city, however, has soils that present severe problems for development and the majority of those soils are located on the land east of the Tar and Pamlico Rivers and land immediately adjacent to the river tributaries. Therefore, the majority of the city has soils that do not present severe development limitations.

### FLOODPLAINS

The low elevations, hydric soils, and presence of surface waters collectively create a system of Special Flood Hazard Areas (SFHAs) throughout the city. A SFHA is defined as a land area with a greater than 1% chance per year of flooding and is also known as a "floodplain." Approximately 51% of Washington and 44% of the area in the City's extraterritorial jurisdiction (ETJ) lies within a SFHA. According to the Federal Emergency Management Agency, a home located within an SFHA has a 26% chance of suffering flood damage during the term of a 30-year mortgage. Map #3A in the Map Appendix at the end of this Plan shows flood hazard areas from the 2007 CAMA Plan. Three flood designations of flood hazard areas are shown on the map: Zone AE refers to floodplain areas, those areas with a one percent annual chance of flooding. Zone AEFW refers to floodway areas, referring to the channel of a stream. Zone "Shaded X" refers to areas outside of the 1% chance floodplain (AE), but still considered to be a supplemental flood hazard area, in which there is a 0.2% chance per year of flooding (also known as the "500-year floodplain.")

### COMPOSITE ENVIRONMENTAL CONDITIONS

According to the 2007 CAMA Plan, state designated fragile areas in coastal North Carolina include coastal wetlands, ocean beaches and shorelines, estuarine waters and shorelines, public trust water, complex natural areas, areas sustaining remnant species, unique geological formations, registered natural landmarks, swamps, prime wildlife habitats, areas of excessive slope, areas of excessive erosion, scenic points, archeological sites, historical sites, wetlands.

In addition, maritime forests and outstanding resource waters are also included but not formally designated by the state. Areas of environmental concern (AEC) for Washington include coastal wetlands, estuarine waters, estuarine shorelines, and public trust areas. These areas were mapped and evaluated as part of the CAMA planning process. A composite map of environmentally sensitive areas was developed to identify three tiers of potential for land development limitations and hazards.





## COASTAL WETLANDS

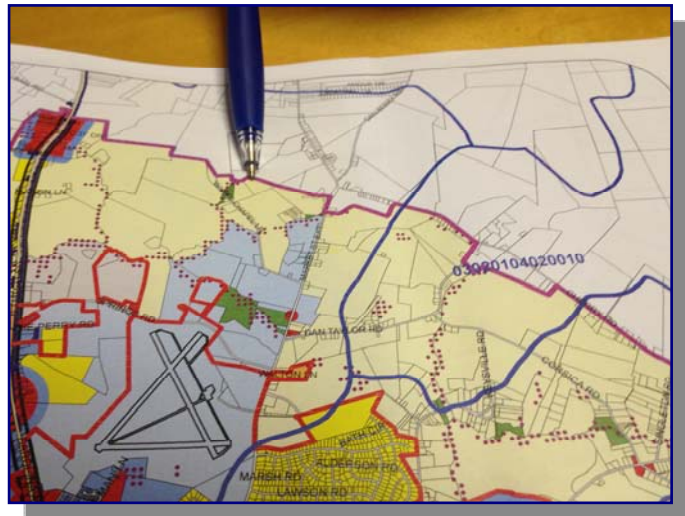
Coastal wetlands are marshes that regularly or occasionally flood by lunar or wind tides, and that have at least one of the ten types of plants designated by the Coastal Resources Commission. Coastal wetlands are one of Washington's Areas of Environmental Concern. According to NC Department of Coastal Management's 2003 Coastal Wetlands Inventory, approximately 129 acres of the city, or 2.51% of the city's land area, are classified as coastal wetlands.

### *Land Suitability*

The CAMA Core Land Use Plan also includes detailed information about land suitability in the City and the City's ETJ. Overall, land in the city is predominantly suitable for development. The majority of the land within the city determined to have a high suitability rating is located within the city limits, while much of the land south of the Tar-Pamlico River is unsuitable due to severe environmental constraints, such as wetlands.

### *Current Land Use*

Review of existing land use in Washington is a starting point for consideration of future possibilities. A map of existing land use was prepared as part of this Comprehensive Plan, and developed using multiple Geographic Information System (GIS) layers of data. A base existing land use layer that included residential, forest, wetland, and agricultural lands was compared to current zoning, parcel ownership and building values to identify categories of land use. This information was then mapped and two Current Land Use Maps were prepared, included in the Map Appendix. Map #4 shows Existing Land Use for the entire City of Washington. Map #4A focuses on Existing Land Use in the Downtown area. Following are definitions of land uses that are used on the map.



## EXISTING LAND USE CATEGORIES

**PARKS – OPEN SPACE:** This category includes open space that is used or intended for use as a recreational area. Open Space land uses are typically located in areas that contain existing parkland. Existing and proposed City parks, as well as recreational facilities, fall into this category.

**UNDEVELOPED:** Land which is expected to remain in an essentially undeveloped state has been designated under this general category. This designation acknowledges the existing constraints and limitations in floodplain areas and resource protection areas along the Tar – Pamlico Rivers. Single-family detached residential units may be permitted within some designated land use areas, but at a density not to exceed one unit per two acres.

**RESIDENTIAL:** Residential land uses have been divided into three separate land use categories based on associated variable residential densities. These categories include: Low Density, Medium Density, and High Density Residential.

Low Density Residential: This category permits up to four (4) dwelling units per acre and pertains generally to conventional subdivision development. Clustering concepts and innovative development lay-out planning are encouraged to achieve open space and sensitive lands preservation and conservation.

Medium Density Residential: This category permits up to eight (8) dwelling units per acre and may include a planned mixture of single family detached and attached units. This residential density is applicable to many infill and transition areas, to permit new development to be consistent with existing neighborhood residential patterns.

High Density Residential: This category permits up to 12 dwelling units per acre and is typically associated with the apartment type of development. Although denser residential developments already exist in the City, no additional land is anticipated to be designated or zoned to allow development in excess of 12 units per acre.

**COMMERCIAL:** There are two categories here: Commercial-General and Commercial-Office.

Commercial-General: Areas with this designation are generally characterized by retail and wholesale trade activities, services (including financial institutions), offices, and restaurants. The City has developed a separate Commercial Shopping Center district to encourage development of local shopping centers with neighborhood-oriented retail uses such as grocery stores, personal service establishments, and similar operations that serve specific community or neighborhood areas. The City also incorporates Highway Commercial zoning.

Commercial-Office: This category provides for the location of predominantly non-retail commercial uses such as small scale office developments. These less intensive uses, with appropriate landscaping and screening, are intended to serve as suitable transitions between residential areas and more intensive commercial development.

**INDUSTRIAL:** This designation is associated where manufacturing, wholesale and limited ancillary retail uses, warehousing, office uses, and distribution facilities are located.

**INSTITUTIONAL:** This land use category includes public and semi-public uses such as City-owned buildings, schools and churches as well as larger institutions.

## C. Current Plans, Policies, and Regulations

Planning efforts in the City of Washington, as well as Beaufort County, have been going on for decades, and a number of policy documents and directives are already in place, providing guidelines for decision makers, planners, developers, and residents. While this comprehensive plan encompasses a broad array of community planning topics, it is designed to be integrated with the other planning documents and recommendations previously adopted by the city. This section discusses some of the more prominent planning initiatives that are currently relevant with respect to planning policies in the city of Washington. The first three plans deal with land use and transportation; while the next four deal with downtown development; and the final two are related plans: one addressing historic district guidelines and one addressing parks and recreational facilities.

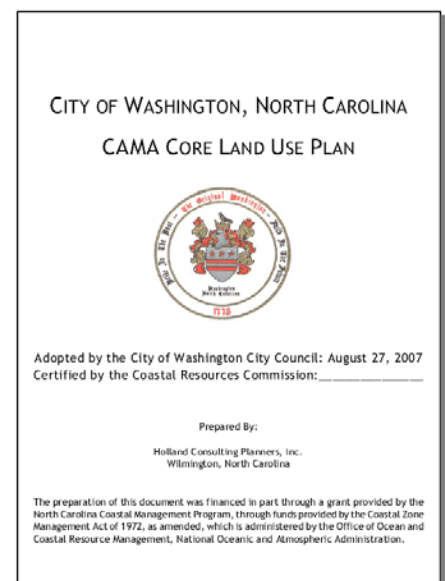
1. The *CAMA Core Land Use Plan*;
2. *Thoroughfare Plan for the City of Washington and Comprehensive Transportation Plan*;
3. The *Pedestrian Master Plan*;
4. The *Economic Repositioning Program*;
5. The *Downtown Revitalization Strategy*;
6. The *City of Washington Visualization and Reinvestments Strategy*;
7. The *Parking Study for Downtown Washington*;
8. The City's *Historic District Brochure and Design Guidelines*; and
9. The *Washington Parks and Recreation Master Plan*.

### A. Land Use and Transportation Plans

The city relies on two major land use plans to guide land use decisions in the planning area: The CAMA Core Land Use Plan and this document, the city's Comprehensive Plan. The city's Parks and Recreation Plan and Thoroughfare Plan also provide guidance. Summaries of the plans follow in the section below.

#### I. THE CAMA CORE LAND USE PLAN

Along with the adoption of a Comprehensive Plan in 2007, the city of Washington also adopted a CAMA Core Land Use Plan that same year. CAMA Core Land Use Plans are a product of the North Carolina Coastal Area Management Act (CAMA), which was adopted by the North Carolina General Assembly in 1974. The act requires the 20 counties in the coastal areas of North Carolina to adopt land use



## 26 EXISTING CONDITIONS

plans in order ensure polices are in place to address growth issues such as the protection of productive resources (i.e., farmland, forest resources, fisheries), desired types of economic development, natural resource protection and the reduction of storm hazards.

Municipalities are not technically required to complete a CAMA Land Use Plan. However, if the city does not complete its own certified CAMA plan, state and federal reviewing bodies would automatically use the Beaufort County CAMA Land Use Plan instead. Since Washington faces issues that are distinct from Beaufort County, the City Council commissioned its own CAMA plan for the city beginning in 2004.

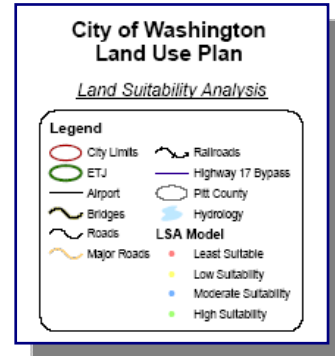
Washington's CAMA Core Land Use Plan serves two key purposes: (1) to comply with state planning requirements for the CAMA (Coastal Area Management Act) as certified by the Coastal Resources Commission, and (2) to provide a blueprint plan for land use in the county through a vision, policy framework, future land use plan, and implementation strategies to achieve the county's vision.

The plan is a data-rich document, providing numerous details on the city's population, economy, and land use patterns, and environmental conditions. The CAMA Plan also documents key growth related issues that were identified through a robust public planning process. The key issues identified in the Plan are:

- Improving the Central Business District;
- Managing the development and impacts along the new Highway 17 Bypass;
- Developing and Improving Gateways into the City;
- Prioritizing Areas for Annexation; and
- Stabilizing and improving neighborhoods.

The CAMA plan also includes a number of policies and implementation steps that cover a range of topics. These policy topics include: Public Access; Land Use Compatibility; Infrastructure Carrying Capacity; Transportation; Natural Hazard Areas; Water Quality; and Local Areas of Concern, including cultural, historic, and scenic areas, economic development; downtown revitalization; marinas/shoreline development; and general health and human service's needs.

This Comprehensive Plan does not replace Washington's current CAMA Core Land Use Plan as one of the city's key policy documents. Indeed, while the two documents complement the other in policies and land use directives, they serve quite different purposes. CAMA plans are adopted solely to help communities protect sensitive coastal and estuarine resources known as "Areas of Environmental Concern." In the city of Washington Areas of Environmental Concern include coastal wetlands, estuarine waters, estuarine shorelines, and public trust areas. Since the majority of land in the city's planning area is not an AEC, it is important to have a policy document that can help guide development and land use decisions throughout the city's entire planning area and not just the specific Areas of Environmental Concern.



## 2. THE THOROUGHFARE PLAN FOR THE CITY OF WASHINGTON

The Thoroughfare Plan documents the findings of a study by the North Carolina Department of Transportation (NCDOT) to update the 1979 Washington-Washington Park Thoroughfare Plan. The study was initiated 1997 in response to a request from local officials to evaluate the increased congestion on US 17 and US 264. The Plan was adopted by the City Council in 2000. The purpose of the study was to reexamine the present and future transportation needs of the Washington area and make recommendations as a guide for providing a coordinated, adequate, and economical major street system.

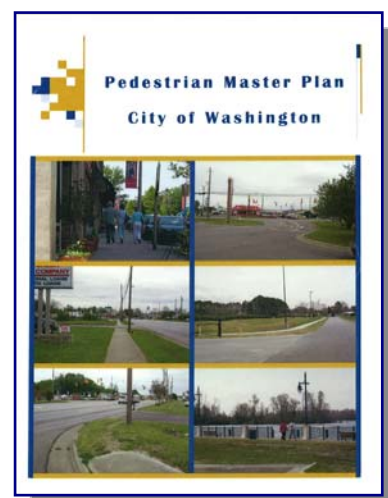
Based on the results of a traffic forecast model that uses data on traffic, population, housing, employment, and vehicle ownership to simulate travel patterns, the Thoroughfare Plan recommend several upgrades for major and minor thoroughfares in the city. Some of these recommendations, such as the construction of a US 17 Bypass, have been completed over the years; others have not.

However, new planning efforts are underway to update the city's transportation plans. Beaufort County, in a joint effort with the City of Washington, and the towns of Aurora, Bath, Belhaven, Chocowinity, Pantego, and Washington Park, the North Carolina Department of Transportation, and the Mid-East Rural Planning Organization, is in the process of developing a new Comprehensive Transportation Plan (CTP).

A CTP is a multi-modal plan, which addresses the concerns of transit users, bicyclists, and pedestrians in addition to highway users. It provides solutions that will promote and provide for safe, efficient, cost-effective transportation systems, while addressing current and future travel needs. The CTP Study is currently in the very early stages of initial data collection and is scheduled to be completed in the fall of 2013. Upon completion of the CTP, the city's 2000 Thoroughfare Plan should be archived.

## 3. PEDESTRIAN MASTER PLAN

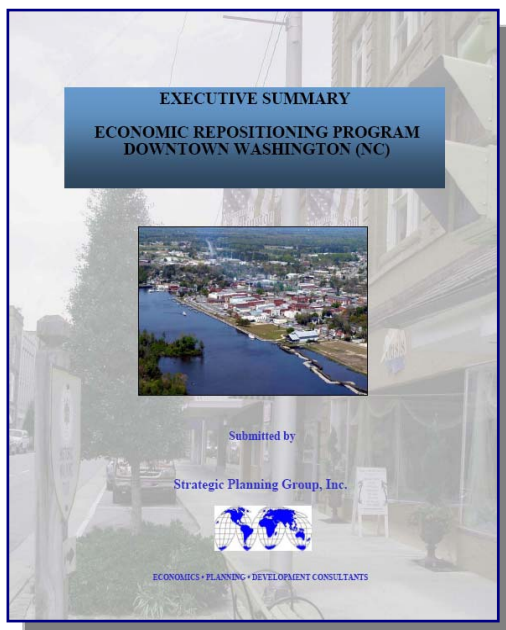
This 2006 Master Plan contains an inventory of existing pedestrian facilities and programs, along with a description of plans for additional pedestrian facilities. The Master Plan also discusses regulations that impact pedestrian facilities, transportation issues related to public schools, and current barriers to walking. Recommendations include work on pedestrian facilities to meet Americans with Disabilities Guidelines, (such as installation of ramps, repairing damaged sidewalks, and improving the timing of signalized crosswalks). The Plan also recommends that the City provide incentives to existing businesses to upgrade their properties to include sidewalks that connect the public walkway to the customer entrance of businesses. The Plan calls for regulations that require sidewalks on public streets when properties develop fronting on such streets. In addition, the City's Bicycle Plan is currently being updated.



## *B. Downtown Development Plans*

Revitalization efforts in the downtown began 20 years ago, when the city developed the 1996 *Downtown Washington Strategic Plan and Implementation Projects* (aka, the Renaissance Plan) to provide a strategic plan to jump start the revitalization of Downtown in 1996. Then, in 2002, the City commissioned the North Carolina Downtown Development Association to provide further revitalization recommendation. That report suggested that the city adopt the “Main Street” approach to revitalization and provided 33 suggestions and insights divided into the four Main Street categories: Organization, Economic Restructuring, Design/Planning and Promotion.” Since then, changes in the local economy and real estate market, led the town to pursue other plans and strategies for the downtown district; a summary of those initiatives can be found below.

### 4. THE ECONOMIC REPOSITIONING PROGRAM



As part of Washington’s efforts to reposition the downtown as a highly-visible, active downtown, the Washington City Council, endorsed the formation of Downtown Washington on the Waterfront, Inc. (DWOW), a 501c3, non-profit corporation in early 2003. The DWOW was tasked with managing the efforts to revitalize the downtown district.

In 2004, the DWOW commissioned Strategic Planning Group, Inc. to develop a Downtown Revitalization Strategy based on “sound economic/marketing principles and community input.” The Economic Repositioning Program document is the summary those efforts. The document lays out the history and current inventory of downtown Washington and evaluates the downtown’s strengths and weaknesses. It also sets forth a vision for the downtown: By bundling the area-wide resources, downtown Washington will become “The

Heart of the Inner Banks.”

Importantly, the document also sets forth implementation steps to “make the downtown vision a reality.” The recommended implementation steps include:

- Establishing a strong linkage to the Greenville market;
- Promoting additional marina space and supporting facilities;
- Create activity centers on the Riverfront;
- Promoting connectivity to Main Street;
- Improving appearance/façade of buildings;
- Promoting additional lodging;
- Promoting downtown housing;

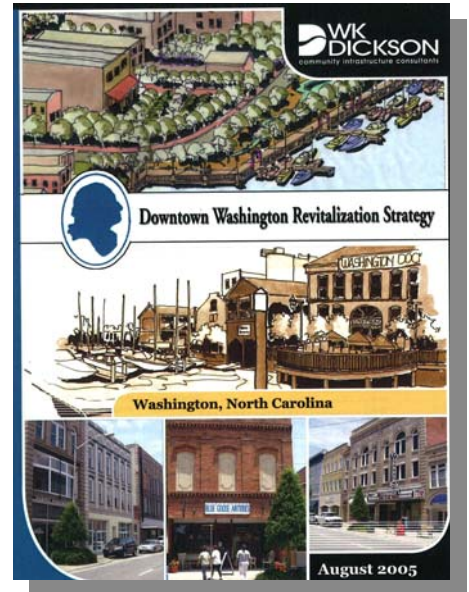
- Providing additional parking, establish a management plan for parking, create two-way streets, provide service vehicle access; and
- Cultivating visual, performing arts-cultural, and historic resources and activities.

The paper also documents the potential for revitalization, determining that it may be possible to intensify and enhance its economic activity without greatly changing the existing character that is prized by residents.

### 5. DOWNTOWN WASHINGTON REVITALIZATION STRATEGY

This 2005 document contains a large inventory of market-based and design ideas to help facilitate the revitalization of Downtown Washington and the Waterfront area. Included are a series of sketches illustrating possible streetscape improvements and street tree planting options. Also included are a set of recommendations suggesting consideration of the following initiatives:

- Improvements to the backs of buildings facing the waterfront.
- Overlooks and fountains at/near the waterfront.
- Increased pedestrian connections between downtown and the waterfront.
- Enhancement of gateways to the downtown area.
- Revisiting parking strategies for downtown.



### 6. VISUALIZATION AND REINVESTMENTS STRATEGY

In 2009, new challenges and opportunities on the waterfront prompted the Washington City Council, working through the Waterfront Harbor District Alliance, to hire a consulting firm to put together a compelling visualization of key investments to show what the future of Washington’s downtown and waterfront should hold over the next twenty years.



CITY OF WASHINGTON WATERFRONT  
*Visualization + Reinvestment Strategy*

Seven key goals for the project effort were established by the Committee:

- Connect Main Street to the river through strong pedestrian linkages and activation of street edges with retail, commercial, public spaces and other uses;
- Assure the provision of public and private parking in support of increased development and activity;
- Reinforce the premier status of the waterfront as a space for public use and assembly;
- Augment the circulation pattern within and adjacent to the study area in such a way that maximizes connectivity while minimizing public expense;
- Establish a vision and reinvestment strategy that enhances the brand of Washington's downtown as a "Central Business District on the River";
- Ensure creation of an implementable, pragmatic strategy that considers financing issues, zoning, urban design, community input and other elements; and,
- Ensure the strategy favorably contributes to the City's tax base of upwards of \$60 to \$90 million by creating designs which include both new construction and adaptive reuse of existing buildings.

Based on extensive community engagement and involvement, Washington's unique downtown character, and a knowledge of factors that have traditionally proven to help downtown markets become successful, the document recommends a series of initiatives and public improvements.

### 7. THE PARKING STUDY FOR DOWNTOWN WASHINGTON

In 2006, the Washington City Council established a Parking Task Force for the purpose of evaluating downtown parking issues. The Washington Harbor District Alliance, a non-profit focused on the revitalization of downtown, volunteered to help the Task Force in the preparation of the study. WHDA also enlisted the services of the North Carolina Main Street Program to provide technical assistance, provide the guidelines for collecting data, conduct the analysis of the information, and prepare the written report.

The study examined parking in the "downtown area", specifically, the twenty-four city blocks extending from the riverfront to Third Street and US 17 to just east of Bonner Street. The study concluded that there is currently no shortage of parking supply based on observation of the parking activity in downtown Washington. Indeed, the survey of parking occupancy levels suggest between 50%-75% of the spaces within the study area are available at any given time. However, there are shortages in certain areas at certain times, and some residents perceive that the problem is greater than it actually is. The study recommended that the city:

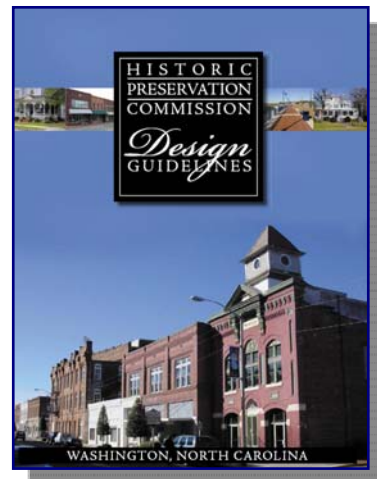


- **Manage parking supply by** (1) installing a comprehensive wayfinding signage system; (2) designating parking; (3) making alley improvements to help with connectivity; (4) considering two-way streets in downtown; and (5) finding alternatives to parking.
- **Enforce regulations through:** (1) time limits; (2) fines; and (3) enforcement personnel.
- **Debunk parking misconceptions by:** (1) disseminating the information in this report to the media and general public; (2) developing a marketing theme that can be incorporated into advertisements; and (3) providing informational brochures on off-street parking availability and how it can be used.
- **Plan for development of additional supply by:** (1) considering parking lot consolidation; (2) planning for future parking infrastructure; (3) anticipating parking requirements for new development; (4) establishing a special service district; (5) establish a parking or development authority; and (6) exploring joint venture partnerships.

### *C. Related Plans*

#### 8. THE CITY'S HISTORIC DISTRICT BROCHURE AND DESIGN GUIDELINES

The City of Washington's ongoing preservation efforts have made its historic district one of the most historically intact districts in the State. It has retained its historic nineteenth century character. The city's Zoning Ordinance designates the boundaries for the city's Historic District in downtown Washington. The District, which encompasses around 600 properties, is also on the National Register of Historic Places. Exterior improvements, new construction, or changes to property in the Historic District require review by the city to ensure that changes will comply with Historic District Guidelines. A Certificate of Appropriateness must be issued before a property owner can make changes to the exterior portions of a building and other outdoor property design features.



#### 9. WASHINGTON PARKS AND RECREATION MASTER PLAN

Washington's City Council adopted the city's most recent Parks and Recreation Master Plan in February 2008. The Plan inventories and evaluates the city's 29 parks/facilities, noting the constraints, as well as the potential for each park/facility. The Plan also compares the city facilities with National standards and while the city is generally providing adequate facilities, it recognizes there are some unmet needs in the community. Based on that, the Plan recommends:

- Building both a West Side and North Side Park;
- Making the temporary Dock Station and Restroom Facilities permanent facilities;

## 32 EXISTING CONDITIONS

- Adding parking at Bobby Andrews Recreation Center;
- Building a gymnasium; and
- Developing additional adult fields.

The Plan also recommends a Landscape Beautification Plan for all current and future city properties and incorporating the Harbor Management Plan into the Recreation Master Plan. The Plan also includes general policies and guidelines for the city to consider with respect to recreation and park facilities.

## SECTION III:

# LAND USE POLICY FRAMEWORK

### Land Use Policy Framework:

Washington's Land Use Plan translates the vision, goals, and action strategies into a desired future pattern of land uses. It establishes the City's vision and expectation for how land will develop and be used. A set of land use categories is defined, and every parcel of land within the City carries a Land Use Designation.

- A: Vision**
- B: Guiding Principles**
- C: Goals/Objectives**
- D: Future Land Use Map**

## A. Vision

Washington's Land Use Plan has been and will be an important policy document for the City, reflecting a blend of existing land use patterns and goals for future land use. The Land Use Plan is the foundation for projecting future population and employment growth, expected traffic patterns, and future infrastructure needs. The vision for the future of this community, the end state to which citizens aspire, can be expressed as follows:

We see Washington as a historically rich and presently vibrant community, situated at the key location of the joining of the Tar and Pamlico rivers. Recognizing and respecting the heritage and culture, Washington citizens enjoy a high quality of life and look to the future with pride and enthusiasm. Redevelopment of the downtown and waterfront areas has turned this historic area into a modern-day center of commerce, leisure, arts, and entertainment. Retail businesses and services are convenient in multiple locations. A diversity of neighborhoods and housing styles provides a connected community fabric. It is easy and pleasant to walk and bike around the City. Eco-tourism brings visitors and energy to the City, as residents share the richness of this place with others. Local businesses provide goods and services and are successful. And all of this takes place within the context of a natural environment that is being protected so that it can continue to contribute to the lives of future generations of Washington residents. This is a City that has pride in its past, and faith in its future.

## B. Guiding Principles

Supplementing the vision is a set of Guiding Principles that capture the main messages and values that are expressed in the various plans and policies for the City of Washington. Eleven overarching land use principles serve as a guide for future development and inform decision-making:

### 1. PROMOTE DEVELOPMENT OF THE DOWNTOWN WATERFRONT

Public investments should be targeted to the waterfront area to accomplish desirable infrastructure, pedestrian amenities, parking, lighting, and walking paths, in combination with encouragement of private development activity oriented toward the waterfront.

**2. PROMOTE DOWNTOWN AS THE TOURISM AND RECREATION CENTER OF WASHINGTON**

Public investments should be targeted to the downtown area to continue emphasis on downtown as the heart of the community, with multiple community events and celebrations on an ongoing basis, in cooperation with multiple organizations.

**3. FOSTER ECONOMIC DEVELOPMENT THROUGHOUT THE COMMUNITY**

Infrastructure and development decisions should be focused on creating new opportunities that advance economic development efforts and lead to local job creation.

**4. PROTECT/ENHANCE HISTORIC AREAS AND STRUCTURES**

Continue to emphasize the value of Washington's historic culture and structures as defining components of the community's identity.

**5. PROTECT/ENHANCE EXISTING RESIDENTIAL NEIGHBORHOODS**

Continue to encourage and support neighborhood organizations, along with attention to development regulations to help ensure neighborhood preservation as development and redevelopment occur in the community.

**6. PROTECT THE RIVERFRONT SHORELINE AND NATURAL RESOURCES**

Continue to enforce environmental regulations to help maintain the quality and integrity of Washington's many aquatic resources. Explore additional opportunities to promote eco-tourism as a means of encouraging visitors, recreation, and tourism while simultaneously raising attention to the community importance of environmental protection.

**7. PROVIDE WALKING AND BIKING OPTIONS THROUGHOUT THE CITY**

In addition to pursuing planned investments in streets and roads, increase attention to options that serve non-automobile mobility. Construct additional pedestrian walkways, especially connecting downtown to the waterfront, that will promote pedestrian activity.

**8. MAINTAIN FISCAL HEALTH OF GOVERNMENTS WHILE ENCOURAGING GROWTH THAT PAYS FOR ITSELF**

Assure that the fiscal health of the City is maintained/enhanced, not damaged, as growth occurs. The costs of providing public services to growing areas (both initial capital and ongoing operational costs) shall be sufficiently accounted for through appropriate funding mechanisms.

**9. ENCOURAGE QUALITY COMMERCIAL DEVELOPMENT AND SERVICES THAT ENHANCE COMMUNITY CHARACTER, WITH SPECIAL ATTENTION TO KEY COMMERCIAL CORRIDORS AND MAJOR GATEWAYS**

As The City of Washington grows, special attention should be paid to encouraging and requiring quality design in new development that enhances the visual character of the City, especially along key corridors and at gateway entrances to the City.

**10. PLAN FOR EXPANSION OF PUBLIC FACILITIES ACCORDING TO A SCHEDULE THAT WILL SATISFY DEMANDS IN A FISCALLY EFFICIENT MANNER**

The City of Washington shall provide the full range of basic public facilities and services needed for modern urban life: a top quality educational system, public safety services, parks and recreation, and others.

**11. PROVIDE GUIDANCE AND DIRECTION REGARDING FUTURE TRANSPORTATION EFFORTS IN THE CITY OF WASHINGTON**

Ensure a balanced and efficient transportation system serving Washington that will shape and serve growth areas and provide a safe, efficient transportation system.

## C. Goals/Objectives

### *Key Elements of the Plan*

The Washington Comprehensive Land Use Plan Framework consists of the essential elements of the plan that will guide future decision-making by the City. The plan framework includes the City's vision statement, goals, objectives, and specific action strategies. These elements work together in a structured hierarchy to describe different levels of community planning guidance:

***Community Vision Statement:*** A Community Vision Statement describes the community's aspirations for Washington in 2023. This vision statement articulates an end state that the City will strive to achieve in future years.

***Goals:*** Goals are statements about what the City aims to achieve over the next 10 years. Goals give decision-makers and citizens a clear idea about the City's intended direction.

***Objectives:*** Objectives provide more specific guidance for elected and appointed officials, community leaders, staff, and administrators as they make decisions about development, programs, and capital investments in the City.

***Action Strategies:*** Action Strategies provide specific action steps for achieving objectives.

Following are a set of Goals and Objectives for the City of Washington, organized according to the ten major issue areas, to help guide the City toward achieving its vision.



**ISSUE I: DOWNTOWN / WATERFRONT**

**Downtown / Waterfront Goal 1:** The character of Washington’s historic area and city center environment will be protected and enhanced to preserve our sense of place, promote economic strength, and ensure the city’s continuing appeal to residents, business people, and visitors.

- Continue to invest in downtown streetscape amenities to enhance the pedestrian experience and celebrate downtown vitality.
- Assure the provision of public and private parking in support of increased development and activity.
- Implement the City of Washington Visualization and Reinvestments Strategy using the suggested phasing approach identified in the strategy.
- Establish a program to conduct routine maintenance on public infrastructure in the waterfront and downtown areas to ensure longevity of these investments over time.
- Establish a formal security program to protect existing public infrastructure, such as the Festival Park and the promenade.
- Improve the aesthetic experience of the community gateway to downtown at Main and Gladden.



**Downtown / Waterfront Goal 2:** The core downtown area will continue to serve as a center of commerce, culture, and community, and will increasingly generate revenues to ensure the economic stability and longevity of the City.

- Continue to work with the Washington-Beaufort County Chamber of Commerce, the Beaufort County Economic Development Commission, the Washington Harbor District Alliance, the Main Street Organization, and the Arts Council to establish downtown as an enticing place for shoppers, investors and visitors.
- Increase and bolster the number of key destinations near the downtown and waterfront to provide multiple components and uses catering to different audiences.
- Seek out opportunities to enhance downtown as a center of arts and cultural resources. Promote efforts to enhance the visibility and use of the historic Turnage Theater.
- Increase public infrastructure to serve perennial events, such as the Farmers Market and concerts at Festival Park.

**Downtown / Waterfront Goal 3:** The city will continue to capitalize on the Tar and Pamlico Rivers as community amenities for enjoyment by residents and visitors.

- Continue to build partnerships to create a consistent revitalization program and develop effective management and leadership downtown.
- Expand municipal boat slips along with successful managing and marketing.

**Downtown / Waterfront Goal 4:** The redevelopment and revitalization of the waterfront area will result in an engine of commerce for the City.

- Continue to work with and support the Washington Harbor District Alliance as a primary organization focused on reviving the downtown Washington Harbor District.
- Create a Downtown Waterfront Master Plan to guide redevelopment and revitalization efforts, and to address public access to water, need for new boat slips, community art, boater amenities, and alleyway improvements.
- Design and construct wayfinding signage to orient visitors within the downtown and waterfront areas and to identify key destinations and attractions.



**Downtown / Waterfront Goal 5:** The redevelopment and revitalization of the waterfront area will consist of buildings and structures that set a highly appealing tone for the character of downtown and the waterfront.

- Improve community and public access between downtown users and the water's edge by allowing improved access corridors, expanding the public promenade and providing zones where people can walk to the water.
- Work with the Waterfront Harbor District Alliance to attract a hotel developer to the downtown-waterfront district.



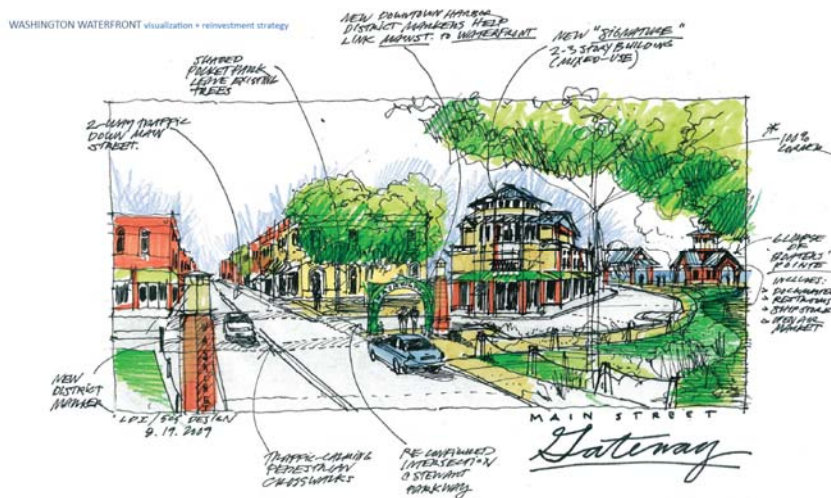
**ISSUE 2: ECONOMIC DEVELOPMENT**

**Economic Development Goal 1:** Washington will have a strong and diverse economy, providing quality jobs, and generating local government revenues that allow for the continued provision of quality public services and facilities.

- Strengthen the existing economic assets of the City while diversifying the economic base.
- Partner with the Beaufort County Chamber of Commerce, the Beaufort County Economic Development Commission, and the Waterfront Harbor District Alliance to recruit new businesses.

**Economic Development Goal 2:** Washington will be a community that is friendly to local businesses and that provides a variety of employment opportunities to the local workforce.

- Review City regulations and procedures to assure a business-friendly process to new business development.



Source of Graphic: Washington Visualization and Reinvestments Strategy

### ISSUE 3: COMMUNITY APPEARANCE

**Community Appearance Goal 1:** Gateways and entrances to the City will be enhanced with landscaping and signage in a manner that announces entrance to the community and welcomes visitors.

- Identify strategic gateway locations at the entrances to Washington and to the downtown areas along key corridors. Prepare designs for public improvements, entry signage, wayfinding signage, and landscaping.

**Community Appearance Goal 2:** Road corridors and streetscapes in strategic locations will be landscaped, with attention to lighting and public improvements that add visual character to the corridors, in addition to ongoing attention to road maintenance.

- Identify a long-term phasing plan for streetscape improvements along strategic public corridors into and within the City. Establish priorities and timetables for pursuing improvements, along with phased public investment in the improvements. Arrange for overhead utility lines to be placed underground wherever feasible.



**Community Appearance Goal 3:** New development and redevelopment in the City will incorporate high standards of design that enhance the visual character of the community.

- Prepare / enhance Design Guidelines to establish expectations regarding the form of new development and redevelopment of structures within the City. Emphasize blending with existing context and consistency with City character.



#### ISSUE 4: HISTORIC PRESERVATION

**Historic Preservation Goal 1:** The City of Washington will continue to recognize, protect, and interpret significant architectural, historical, and archaeological resources that are part of the community's heritage, including preservation of a locally designated Historic District, and a series of individual structures listed on the National Register of Historic Places.

- Continue to promote and publicize the public and private benefits of historic preservation in the Community.

**Historic Preservation Goal 2:** Washington's cultural heritage will be preserved in a manner that enhances the active connection between residents and the city's past, and provides visitors of the city with an authentic historical experience.

- Encourage re-use of vintage buildings for residential and non-residential purposes, to avoid demolition.

**Historic Preservation Goal 3:** The City of Washington will encourage repair and pursue abatement of nuisances for historic structures that have been neglected.

- Promote maintenance and abate nuisances caused by neglect.



## ISSUE 5: TOURISM AND ECO-TOURISM

**Tourism and Eco-Tourism Goal 1:** The City of Washington will be a travel and tourism destination of choice, drawing upon interest in historic and natural features to attract visitors and contribute to the local economy.

- Identify new opportunities to attract recreational boaters and outdoor activity.
- Seek ways to enhance tourism dollars.
- Modify the current regulation that prohibits commercial use of public docks, so as to permit commercial eco-tourism uses.

**Tourism and Eco-Tourism Goal 2:** Washington will protect the City's natural resources and community character, while simultaneously achieving a vibrancy in downtown and waterfront areas that complements the existing historic forms.

- Assure that as changes are planned for improvements to the downtown and especially the waterfront area, that consideration is given to access issues and to environmentally-friendly building techniques.
- Increase public access to water.

**Tourism and Eco-Tourism Goal 3:** The City of Washington will be a center of walking, biking, boating, and fishing activities that promote appreciation, preservation, and use of environmentally sensitive land and water features in and surrounding the City.

- Continue to pursue construction of greenways and walking trails.
- Expand the City's inventory of boat slips.
- Consider creation of a Conservation Overlay Zoning District to help protect sensitive areas.

- Improve the infrastructure at City boat docks to increase visitation. Infrastructure improvement to include picnic tables, benches, boater bathrooms, a dock attendant’s station, and other amenities near public ramps and waterfront destinations.
- Provide non-motorized craft access ramps to encourage safe access for paddlers.
- Improve community access to water by developing a community pier.



## ISSUE 6: TRANSPORTATION AND MOBILITY

**Transportation and Mobility Goal 1:** Advance the development of a transportation system that is safe, functional, and attractive for users of all modes of transportation, and makes the community accessible to all citizens.

- Support the development and implementation of the Beaufort County Comprehensive Transportation Plan – place priority projects on the City and County TIP and identify preferred routes.

**Transportation and Mobility Goal 2:** Provide and encourage safe, convenient, and efficient opportunities for pedestrian and bicycle movement.

- Implement design improvements for a city bikeway, bike lanes, wider travel lanes, wider shoulders, and signage for local roadways.
- Apply for NCDOT pedestrian and bicycle grants in order to plan safe pedestrian and bicycle facilities.
- Budget funds annually to complete priority segments that connect the residential and commercial areas of the City in accordance with the Pedestrian Master Plan.

### **Transportation and Mobility Goal 3:** Make Washington a walkable city.

- Encourage walking by developing educational programs that increases public awareness of the benefits of walking and by supporting and participating in events for pedestrians.
- Ensure that convenient and safe pedestrian access is provided between adjacent neighborhoods.
- Develop and implement a system for providing and maintaining crosswalks at every pedestrian path and street crossing, as well as at other strategic and appropriate midblock locations.



### **Transportation and Mobility Goal 4:** Reduce existing traffic congestion and safety problems.

- Work to provide adequate maintenance of roads – Identify priorities for needed maintenance and work with transportation agencies (NCDOT & Public Works) to secure funding for improvements.

### **Transportation and Mobility Goal 5:** Ensure that new development improves, not worsens, traffic and safety concerns, and is sensitive to environmental concerns.

- Create Better Connectivity and Accessibility within New Developments – consider development of access and circulation standards for new commercial and mixed use developments.
- Access from to main roadways should be limited to reduce conflicts associated with vehicle turning movements.

**ISSUE 7: PUBLIC FACILITIES AND SERVICES**

**Public Facilities & Services Goal 1:** The City’s public services will be provided in an efficient and effective manner to all residents of the City.

- Ensure that fire and EMS, police, and other community facilities and services are sized, located, and managed to protect the environment while providing adequate levels of service to meet the needs of citizens.
- Provide public information and public services in an efficient and effective manner that maximizes information technology opportunities and provides the City’s residents with easy access to public information.



**Public Facilities & Services Goal 2:** Washington will provide a safe and secure environment for those who live, work, and visit the City through high quality public safety facilities and systems.

- Provide efficient, cost-effective facilities for Police Department Operations.
- Identify innovative solutions to future public safety needs.
- Continue community policing strategies to prevent crime.
- Provide for expansion of staff and facilities to meet future community needs for police protection and services. Upgrade police facilities and take other action as necessary to meet community protection needs.

**Public Facilities & Services Goal 3:** The Beaufort County School System will continue to provide an exceptional education to the City’s students.

- The City of Washington will continue to support a high quality public education experience to the City’s student population.
- Select sites for additional public school facilities that are consistent with City land use plans and policies.

**Public Facilities & Services Goal 4:** The City's parks and open space facilities, as well as recreational programming, will meet the needs of the full community, including families, youth, seniors, and citizens with special needs.

- Perform an assessment within the City limits of all current and potential locations for parks, playgrounds, open space, and needed amenities therein.
- Develop and implement a plan to meet future community needs for park and recreational facilities.
- Evaluate park facilities to determine usage and redesign or replace underutilized facilities. Community preferences change with time and demographic change, so some recreational facilities may no longer be needed. Replacement of these facilities with popular amenities, such as dog parks, will save valuable parkland and prevent wasted maintenance expenses. The evaluation of facilities should be integrated as a component of the Parks and Recreation Master Plan.
- Develop a wide variety of both passive and active recreation programming reflective of the interests of the citizens of Washington.
- Consider pursuing a payment-in-lieu of providing open space/parks within new residential developments as an option for developments occurring outside of targeted development. The purpose is to use these resources to develop larger community-serving parks.

**Public Facilities & Services Goal 5:** The City will meet or exceed State requirements to improve water quality and help assure a safe drinking water supply, including implementing best management practices for stormwater management, erosion and sediment control, and improving treatment of wastewater.

- Improve the City's wastewater treatment service to a level that meets/exceeds federal standards.
- Strengthen controls on development within flood-prone and wetland areas by improving existing ordinances, such as the erosion and sediment control ordinance, zoning ordinance, subdivision ordinance, flood plain regulations and other development regulations.
- Establish priorities for future public services and establish future capital improvement priorities.



**Public Facilities & Services Goal 6:** Public facilities and publicly owned lands will be used at their highest and best use, except for those public lands that are in environmentally sensitive locations, where conservation should be the objective.

- Continuously work to identify the most appropriate use for existing public lands.
- Explore options for incorporating LEED (Leadership in Energy and Environmental Design) standards set by the Green Building Council into planning and construction for all new public facilities.
- Support development of local eco-tourism and water recreation opportunities by providing additional public access points and infrastructure for boaters and citizens.

**Public Facilities & Services Goal 7:** Provide Adequate Fire, Police and Emergency Service in all incorporated and response areas of the City.

- To continue to develop a stronger, more comprehensive Fire and Rescue training and safety program for improved Departmental functioning and community service.
- To provide firefighting facilities which offer maximum protection and services to the citizens of Washington.

**ISSUE 8: COMMERCIAL BUSINESS DISTRICTS**

**Commercial Business Districts Goal 1:** The commercial business districts will provide high quality shopping and entertainment opportunities to the City and region for the long-term future.



- Improve commercial zoning standards during future updates to the City’s development regulations. Standards could include building heights, setbacks, density ground floor uses, floor area ratios, building materials, permitted special exceptions, and other design standards.
- Implement state-of-the-art development standards for new development and redevelopment related to site layout, building configuration, landscaping, signage, parking lot design and layout, vehicular and pedestrian circulation, stormwater management, environmental protection, and others.

- Provide adequate public facilities, such as roads and sidewalks to support the economic viability of the area.

**Commercial Business Districts Goal 2:** The commercial business districts will continue to provide a strong economic benefit to the City for the long-term future.

- Promote the inclusion of business owners in local economic development activities and monitoring.
- Create conditions favorable for healthy economic expansion in the area.
- Create a targeted list of business prospects for recruitment.

**Commercial Business Districts Goal 3:** New commercial business districts will complement the downtown and business corridors and will contain a mix of retail businesses, offices, restaurants, and entertainment/education facilities that offer a wide variety of goods, services, and jobs to residents.

- Attract new industry and businesses to strengthen Washington's role as a commercial activity center.
- Consider providing incentives for new commercial and mixed use developments located in development areas.

## ISSUE 9: HOUSING

**Housing Goal 1:** Promote an adequate supply of safe, affordable, and suitable housing options for residents.

- The City will work with the Washington Housing Authority and appropriate federal and state agencies in identifying and providing for housing at various rent and price ranges to ensure low and moderate income needs are appropriately addressed.
- Improve and revitalize existing neighborhoods.



**Housing Goal 2:** All persons who live and work in Washington should have the opportunity to rent or purchase safe, decent, accessible, and affordable housing.

- Ensure residential rental properties are properly maintained in a condition that is safe and sanitary.
- Eliminate vacant and abandoned housing through aggressive property maintenance standards.
- Enforce the City's minimum housing code to ensure that all occupied structures are fit for human habitation.

**Housing Goal 3:** Washington will provide a variety of housing opportunities throughout the City, both in terms of the housing type and the price of housing, that respect the existing character of the community.

- Promote the development of a variety of housing types (e.g., single-family units, townhouses, loft apartments, accessory apartments, etc.) throughout the City, while promoting homeownership.

**Housing Goal 4:** Homeownership in Washington should be encouraged and opportunities sought to increase homeownership.

- Develop strategies that increase homeownership opportunities while also ensuring the City achieves an appropriate balance of other housing choices (rental housing, housing for the aged, etc.).
- To identify innovative pre- and post- home ownership programs for low-income home buyers and home owners.

**Housing Goal 5:** The City's housing stock will be maintained, protected, and expanded to ensure an adequate supply of housing for future generations.

- Maintain the supply of affordable housing through rehabilitation of existing owner occupied housing, and improve the physical quality of housing and neighborhoods through appropriate community development programs.



## ISSUE 10: NEIGHBORHOODS

**Neighborhoods Goal 1:** Preserve the character of the City's existing neighborhoods.

- Neighborhoods are the critical building blocks of our community and should be planned, developed, enhanced, and protected.

**Neighborhoods Goal 2:** Enhance the quality of the City's residential neighborhoods to promote livability and a strong sense of community.

- Neighborhoods are our barometer on quality of life issues.
- To ensure that Washington neighborhoods are safe and secure Community Oriented Policing shall be available to all neighborhoods.

**Neighborhoods Goal 3:** The residential areas of the City will comprise a collection of distinct and attractive neighborhoods, each possessing a unique sense of place and shared identity.

- Develop a Neighborhood Planning Handbook establishing acceptable planning guidelines and standards for all neighborhoods to develop appropriate plans on their own or with outside facilitation.

**Neighborhoods Goal 4:** The residential neighborhoods will be adequately served with efficient transportation, parking, sidewalks, street trees, lighting, and other public facilities that are compatible with their neighborhood scale.

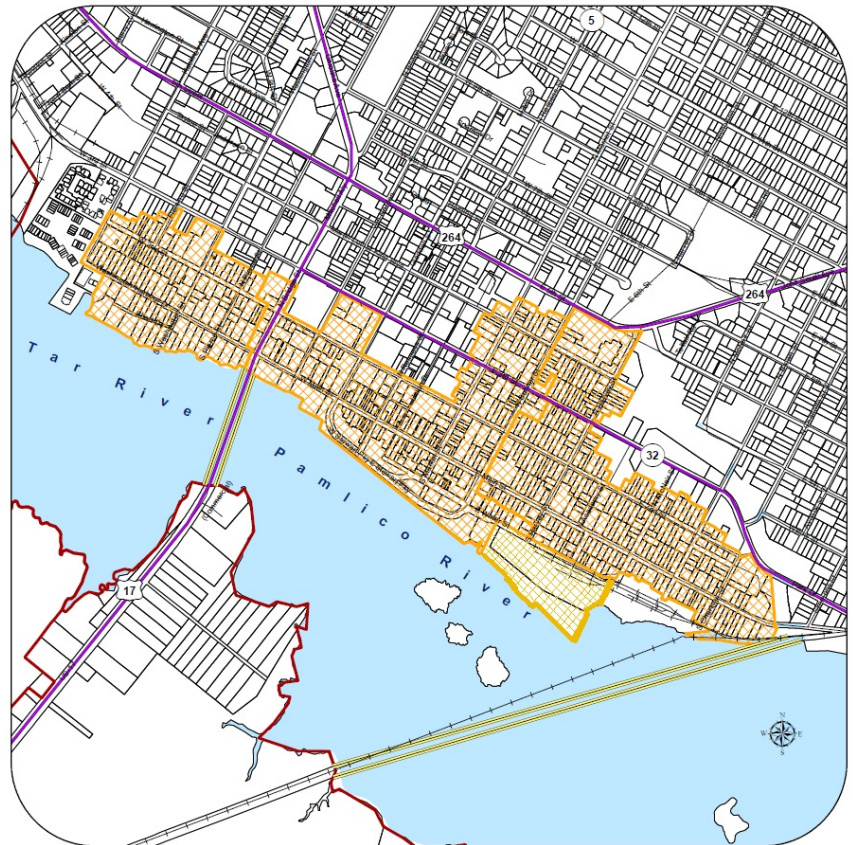
- Existing and future neighborhoods shall be planned with "adequate" infrastructure improvements including sewer, water, electrical, communication, drainage, streets, and parks.

# D. Future Land Use Map

Washington’s Land Use Plan has been an important policy document for the City, reflecting a blend of existing land use patterns and goals for future land use. The Land Use Plan is the foundation for projecting future population and employment growth, expected traffic patterns, and future infrastructure needs.

Three maps tell this story of what the land use implications are of the ideas and objectives contained in this Comprehensive Plan. To the right is a map showing one of the main pieces of geography in the City of Washington, the Historic District (excerpt from the CAMA Core Land Use Plan, prepared by Holland Consulting Planners, Inc.). In the Map Appendix at the end of this Plan there are two more key maps: Map #6 illustrates desired future land use patterns for the entire City and its Planning Area; Map #7 is an enlargement of the Future Land Use map for the downtown and waterfront areas specifically.

The Future Land Use Plan is a key component of the City’s Updated Comprehensive Plan, and should be referred to and used as a guide to decision-making when land use and zoning decisions are under consideration by the City.



**Legend**

- City Limits
- ETJ
- Bridges
- Roads
- Major Roads
- Railroads
- Historic District
- Hydrology

The City of Washington planning area includes all areas within the corporate limits of the city and its ETJ.

1 inch equals 1,000 feet

0 0.05 0.1 0.2 0.3 Miles

The preparation of this map was financed in part through a grant provided by the North Carolina Coastal Management Program, through funds provided by the Coastal Zone Management Act of 1972, as amended, which is administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration.



**Map 5: Washington  
Land Use Plan**  
*Historic District*

## SECTION IV: ACTION PLAN



### **Action Plan:**

**Given Washington's vision for its future, and the description/analysis of current conditions and strategic objectives, the path to that future begins to come into focus. This Part IV includes a specific Action Plan with priorities.**

- A: What Needs to be Done**
- B: Priority Designations**
- C: Plan Monitoring and Updating**

## A. What Needs to be Done

Beginning on page 54 is a list of specific actions that should be considered to help promote the goals identified in this Comprehensive Plan. More initiatives may be added as discussion of the Plan continues and opportunities emerge. This list is intended to facilitate discussion, priority-setting, and action on high-priority initiatives.

## B. Priority Designations

All the goals and related initiatives are important. However, it is not possible to do everything at once, and gaining consensus and support behind the most compelling ideas will contribute to the likelihood of success. Accordingly, this Comprehensive Plan concludes with identification of the most compelling and time-sensitive initiatives for immediate attention.

The initiatives that should be pursued first, with appropriate dedication of resources, are:

1. Supporting efforts to promote the Downtown/Waterfront areas;
2. Actions that are feasible, inexpensive, and relatively easy to complete quickly; and
3. New opportunities to implement and pursue medium- and long-term ideas.

The following tables list Action Steps that should be pursued, with indications of priority. Following are definitions of the priority designations:

- **Top Priority Initiatives** should be initiated upon adoption of the Plan and should be well underway within two years of Plan adoption.
- **Ongoing Initiatives** are existing projects or actions that should continue to be a priority for the City.
- **Initiatives that Need Attention** are important actions which should be pursued as resources and circumstances permit.

## C. Monitoring / Updating

This 2023 Comprehensive Plan gathers and updates information for the City of Washington, and also summarizes the status of other ongoing planning related initiatives. There is a great deal of energy and investment in Washington. It is helpful to have an umbrella document that considers all current and best thoughts about future possibilities for the City. Accordingly, it is also important to periodically update the data and information that make up this overall policy framework for Washington. The suggestion here is that the City set a schedule of revisiting the Comprehensive Plan every five years, with a monitoring report delivered to the City Council annually to describe what actions were undertaken during the prior 12 months, what steps were completed, what circumstances have changed (if any), along with suggestions for priorities during the upcoming 12 months.



Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 1: Downtown / Waterfront</b>			
1	Install more streetscape amenities downtown.	Medium	
2	Modify the City's development regulations to permit commercial use of public docks.	Short	
3	Provide more and wider pedestrian connections between downtown and the waterfront.	Medium	
4	Increase and bolster the number of activity centers / key destinations near the downtown and waterfront.	Long	
5	Develop a formal public infrastructure maintenance program.	Medium	
6	Expand the number of municipal boat slips along with aggressive marketing and management. Provide additional infrastructure at docks, such as picnic tables, benches, boater bathrooms and a dock attendant's station.	Medium	
7	Create a Waterfront Master Plan to address access to water, boat slips, community art, and boater amenities.	Medium	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 1: Downtown / Waterfront</b>			
8	Implement the City of Washington Visualization and Reinvestments Strategy, by using the phasing approach outlined in the strategy document.	Short-Term, Ongoing	
9	Expanding policing programs to enhance protection of existing public infrastructure, such as the Festival Park and the promenade.	Short	
10	Develop a strategy for improving the City's community gateway at Main St. and Bridge St	Long	
11	Promote efforts to enhance the visibility and use of the Turnage Theater.	Ongoing	
12	Increase public infrastructure to serve perennial events, such as the Farmers Market and Festival Park. Work with the Waterfront Harbor District Alliance to identify infrastructure needs.	Long	
13	Design and construct wayfinding signage in downtown and the waterfront area.	Medium	
14	Work with the WHDA to attract a hotel developer to downtown.	Long	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 2: Economic Development</b>			
1	Diversify the City's existing economic base.	Long	
2	Recruit new businesses.	Medium	
3	Review / Adjust regulations and procedures to be as business-friendly as possible.	Short	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 3: Community Appearance</b>			
1	Identify strategic gateway locations and prepare plans to enhance. A priority shall be the gateway at Main St. and Bridge St.	Short	
2	Prepare a coordinated wayfinding sign system to post at gateways and around downtown.	Medium	
3	Prepare plans for additional streetscape improvements along key corridors.	Medium	
4	Pursue initiatives to relocate overhead utility lines underground in strategic corridors.	Medium	
5	Enhance regulations and guidelines for design of new buildings.	Short	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 4: Historic Preservation</b>			
1	Expand efforts to promote and publicize benefits of historic preservation to property owners and the community.	Short	
2	Adopt policies and create incentives to encourage re-use of vintage buildings.	Short	
3	Create a strategy for demolishing old structures that cannot feasibly be brought back to use.	Medium	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 5: Tourism and Eco-Tourism</b>			
1	Identify new opportunities to attract recreational boaters and outdoor activity.	Medium	
2	Review regulations and procedures to assure consideration to access issues as improvements are planned in the waterfront area.	Short	
3	Continue to pursue construction of greenways and walking trails throughout the community.	Medium	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 5: Tourism and Eco-Tourism</b>			
4	Expand the City's inventory of boat slips, and improve infrastructure at new and existing boat docks to include picnic tables, benches, boater bathrooms, a dock attendant's station, and other amenities.	Medium	
5	Provide non-motorized craft access ramps to encourage safe access for paddlers.	Medium	
6	Improve community access to water by developing a community pier.	Long	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 6: Transportation and Mobility</b>			
1	Support the development and implementation of the Beaufort County Comprehensive Transportation Plan – place priority projects on the City and County TIP and identify preferred routes.	Short	
2	Implement design improvements for a city bikeway, bike lanes, wider travel lanes, wider shoulders, and signage for local roadways.	Medium	
3	Apply for NCDOT pedestrian and bicycle grants in order to plan safe pedestrian and bicycle facilities.	Medium	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 6: Transportation and Mobility</b>			
4	Budget funds annually to complete priority segments that connect the residential and commercial areas of the City in accordance with the Pedestrian Master Plan.	Short	
5	Encourage walking by developing educational programs that increases public awareness of the benefits of walking and by supporting and participating in events for pedestrians.	Short	
6	Ensure that convenient and safe pedestrian access is provided between adjacent neighborhoods.	Medium	
7	Develop and implement a system for providing and maintaining crosswalks at every pedestrian path and street crossing, as well as at other strategic and appropriate midblock locations.	Medium	
8	Work to provide adequate maintenance of roads – Identify priorities for needed maintenance and work with transportation agencies (NCDOT & Public Works) to secure funding for improvements	Medium	
9	Create Better Connectivity and Accessibility within New Developments – consider development of access and circulation standards for new commercial and mixed use developments.	Medium	
10	Access from to main roadways should be limited to reduce conflicts associated with vehicle turning movements.	Medium	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 7: Public Facilities and Services</b>			
1	Ensure that fire and EMS, police, and other community facilities and services are sized, located, and managed to protect the environment while providing adequate levels of service to meet the needs of citizens.	Medium	
2	Provide public information and public services in an efficient and effective manner that maximizes information technology opportunities and provides the City's residents with easy access to public information.	Short	
3	Provide efficient, cost-effective facilities for Police Department Operations.	Short	
4	Identify innovative solutions to future public safety needs.	Medium	
5	Continue community policing strategies to prevent crime.	Short	
6	Provide for expansion of staff and facilities to meet future community needs for police protection and services. Upgrade police facilities and take other action as necessary to meet community protection needs.	Medium	
7	The City of Washington will continue to support a high quality public education experience to the City's student population.	Medium	
8	Select sites for additional public school facilities that are consistent with City land use plans and policies.	Long	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 7: Public Facilities and Services</b>			
9	Perform an assessment within the City limits of all current and potential locations for parks, playgrounds, open space, and needed amenities therein.	Long	
10	Develop and implement a plan to meet future community needs for park and recreational facilities.	Long	
11	Evaluate park facilities to determine usage and redesign or replace underutilized facilities. Community preferences change with time and demographic change, so some recreational facilities may no longer be needed. Replacement of these facilities with popular amenities, such as dog parks, will save valuable parkland and prevent wasted maintenance expenses. The evaluation of facilities should be integrated as a component of the Parks and Recreation Master Plan.	Medium	
12	Develop a wide variety of both passive and active recreation programming reflective of the interests of the citizens of Washington.	Medium	
13	Consider pursuing a payment-in-lieu of providing open space/parks within new residential developments as an option for developments occurring outside of targeted development. The purpose is to use these resources to develop larger community-serving parks.	Medium	
14	Improve the City's wastewater treatment service to a level that meets/exceeds federal standards.	Long	



Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 7: Public Facilities and Services</b>			
15	Strengthen controls on development within flood-prone and wetland areas by improving existing ordinances, such as the erosion and sediment control ordinance, zoning ordinance, subdivision ordinance, flood plain regulations and other development regulations.	Medium	
16	Establish priorities for future public services and establish future capital improvement priorities.	Short	
17	Continuously work to identify the most appropriate use for existing public lands.	Medium	
18	Explore options for incorporating LEED (Leadership in Energy and Environmental Design) standards set by the Green Building Council into planning and construction for all new public facilities.	Medium	
19	Support development of local eco-tourism and water recreation opportunities by providing additional public access points and infrastructure for boaters and citizens.	Medium	
20	Continue to develop a stronger, more comprehensive Fire and Rescue training and safety program for improved Departmental functioning and community service.	Short	
21	Provide firefighting facilities which offer maximum protection and services to the citizens of Washington.	Medium	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 8: Commercial Business Districts</b>			
1	Improve commercial zoning standards during future updates to the City's development regulations. Standards could include building heights, setbacks, density ground floor uses, floor area ratios, building materials, permitted special exceptions, and other design standards.	Medium	
2	Implement state-of-the-art development standards for new development and redevelopment related to site layout, building configuration, landscaping, signage, parking lot design and layout, vehicular and pedestrian circulation, stormwater management, environmental protection, and others.	Medium	
3	Provide adequate public facilities, such as roads and sidewalks to support the economic viability of the area.	Long	
4	Promote the inclusion of business owners in local economic development activities and monitoring.	Short	
5	Create conditions favorable for healthy economic expansion in the area.	Long	
6	Create a targeted list of business prospects for recruitment.	Ongoing	
7	Attract new industry and businesses to strengthen Washington's role as a commercial activity center.	Medium	
8	Consider providing incentives for new commercial and mixed use developments located in development areas.	Medium	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 9: Housing</b>			
1	The City will work with the Washington Housing Authority and appropriate federal and state agencies in identifying and providing for housing at various rent and price ranges to ensure low and moderate income needs are appropriately addressed.	Medium	
2	Improve and revitalize existing neighborhoods.	Medium	
3	Ensure residential rental properties are properly maintained in a condition that is safe and sanitary.	Short	
4	Eliminate vacant and abandoned housing through aggressive property maintenance standards.	Medium	
5	Enforce the City's minimum housing code to ensure that all occupied structures are fit for human habitation.	Short	
6	Promote the development of a variety of housing types (e.g., single-family units, townhouses, loft apartments, accessory apartments, etc.) throughout the City, while promoting homeownership.	Medium	

Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 9: Housing</b>			
7	Develop strategies that increase homeownership opportunities while also ensuring the City achieves an appropriate balance of other housing choices (rental housing, housing for the aged, etc.).	Medium	
8	To identify innovative pre- and post-home ownership programs for low-income home buyers and home owners.	Short	
9	Maintain the supply of affordable housing through rehabilitation of existing owner occupied housing, and improve the physical quality of housing and neighborhoods through appropriate community development programs.	Medium	

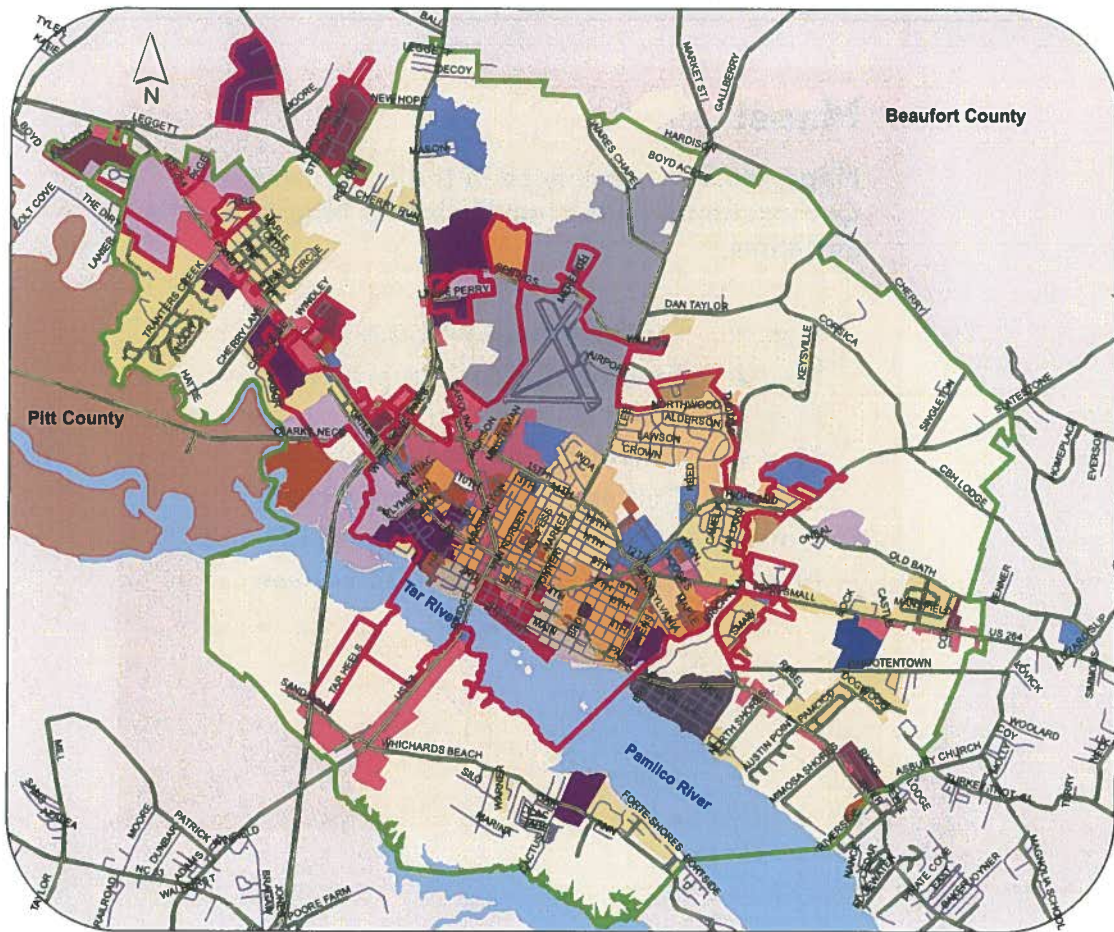
Issue	Action Step	Short, Medium, Long Term	Priority
<b>Issue 10: Neighborhoods</b>			
1	Neighborhoods are the critical building blocks of our community and should be planned, developed, enhanced, and protected.	Medium	
2	Neighborhoods are our barometer on quality of life issues.	Medium	
3	To ensure that Washington neighborhoods are safe and secure Community Oriented Policing shall be available to all neighborhoods.	Short	
4	Develop a Neighborhood Planning Handbook establishing acceptable planning guidelines and standards for all neighborhoods to develop appropriate plans on their own or with outside facilitation.	Short	
5	Existing and future neighborhoods shall be planned with "adequate" infrastructure improvements including sewer, water, electrical, communication, drainage, streets, and parks.	Ongoing	

# MAP APPENDIX

## Maps:

Maps that are referenced in the text of this Comprehensive Plan appear in this Map Appendix as follows:

- Map 2: Planning Area with Zoning**
- Map 3: Environmental Composite**
- Map 3A: Flood Hazard Areas**
- Map 4: Current Land Use - Citywide**
- Map 4A: Current Land Use-Downtown**
- Map 6: Future Land Use – Citywide**
- Map 7: Future Land Use – Downtown**



**Map 2: City of Washington Comprehensive Plan**

Zoning Districts

**Legend**

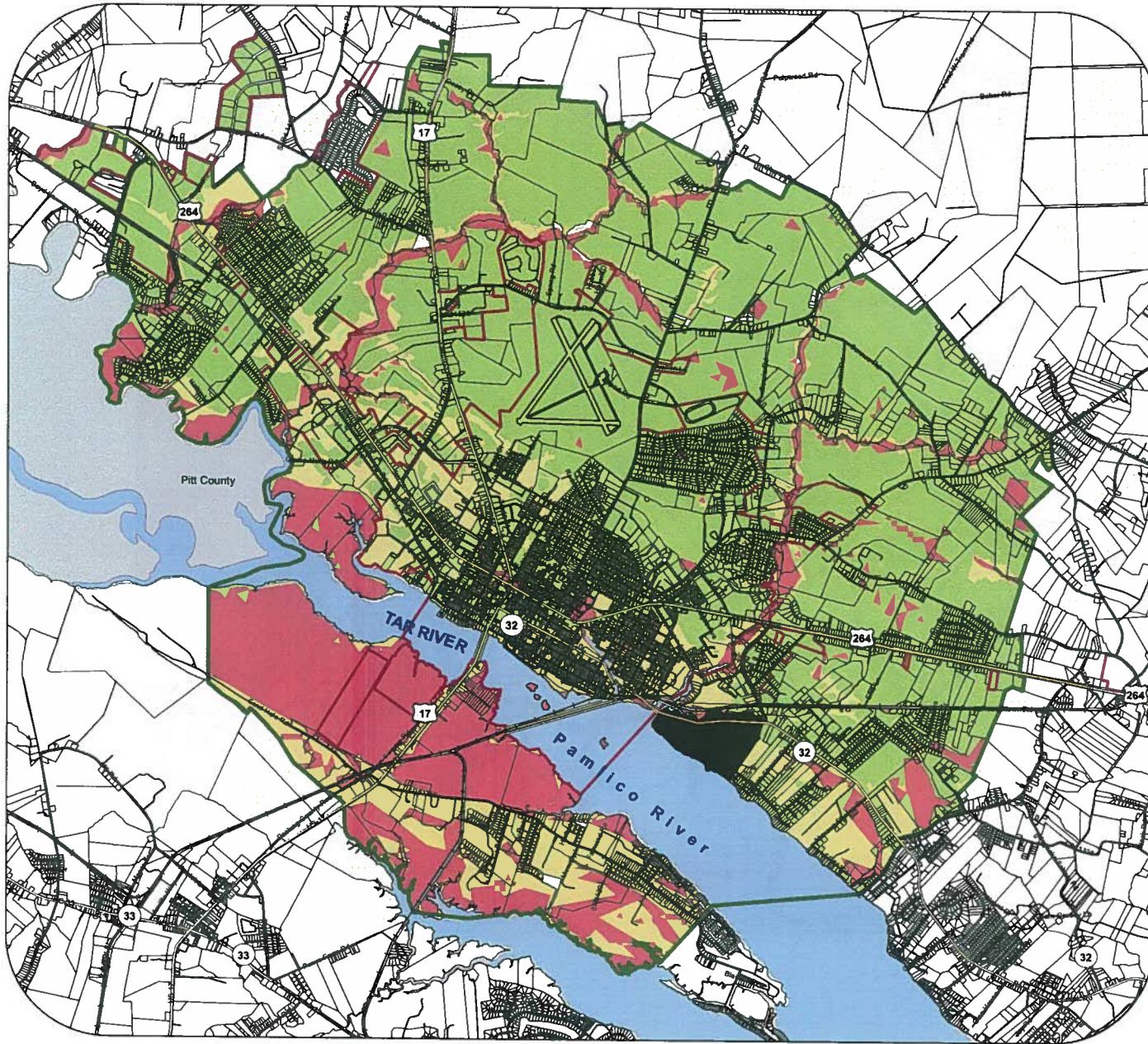
- Airport
- Extraterritorial Jurisdiction
- City of Washington Corporate Limits
- DOT Major Roads
- Roads
- Parcels
- Beaufort County
- Pitt County
- Town of Washington Park

**Zoning Districts**

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



**CLARION ASSOCIATES**  
May 2012



MAP 3  
**City of Washington**  
**Land Use Plan**  
*Environmental Composite*

**Legend**

- City Limits
- ETJ
- Pitt County
- Washington Park Planning Area
- Airport
- Bridges
- Major Roads
- Roads
- Railroads
- Hydrology

**Environmental Composite**

- Class 1
- Class 2
- Class 3

The City of Washington planning area includes all areas within the corporate limits of the city and its ETJ.

The preparation of this map was financed in part through a grant provided by the North Carolina Coastal Management Program, through funds provided by the Coastal Zone Management Act of 1972, as amended, which is administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration.



1 inch equals 3,900 feet



















Map 3A

City of Washington  
Land Use Plan

**Flood Hazard Areas**

**Legend**

 City Limits	 Railroads
 ETJ	 Hydrology
 Pitt County	 Flood Hazard Area
 Washington Park Planning Area	 AE
 Airport	 AEFW
 Bridges	 SHADED X
 NC DOT Roads	
 Major Roads	

The City of Washington planning area includes all areas within the corporate limits of the city and its ETJ.

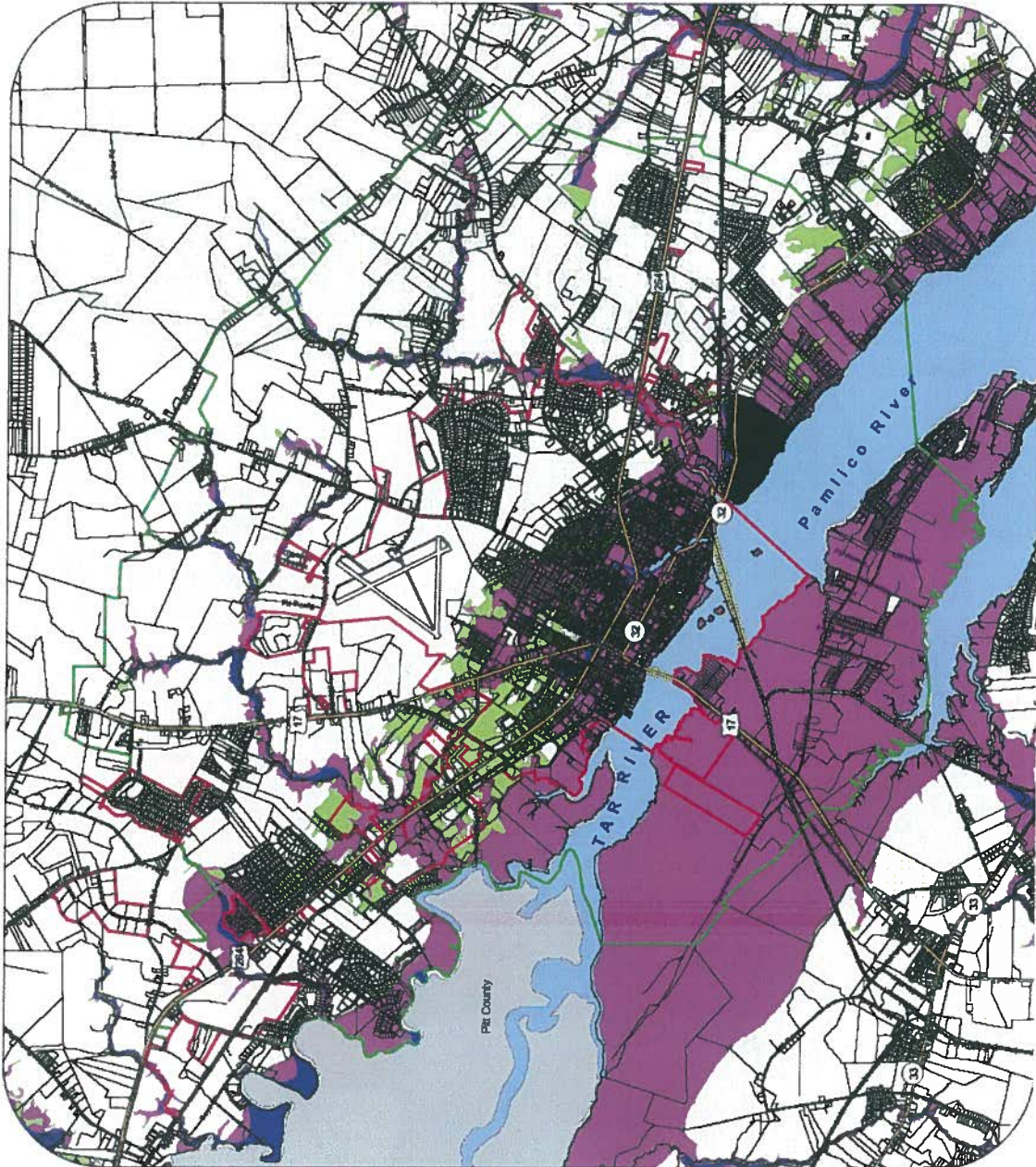
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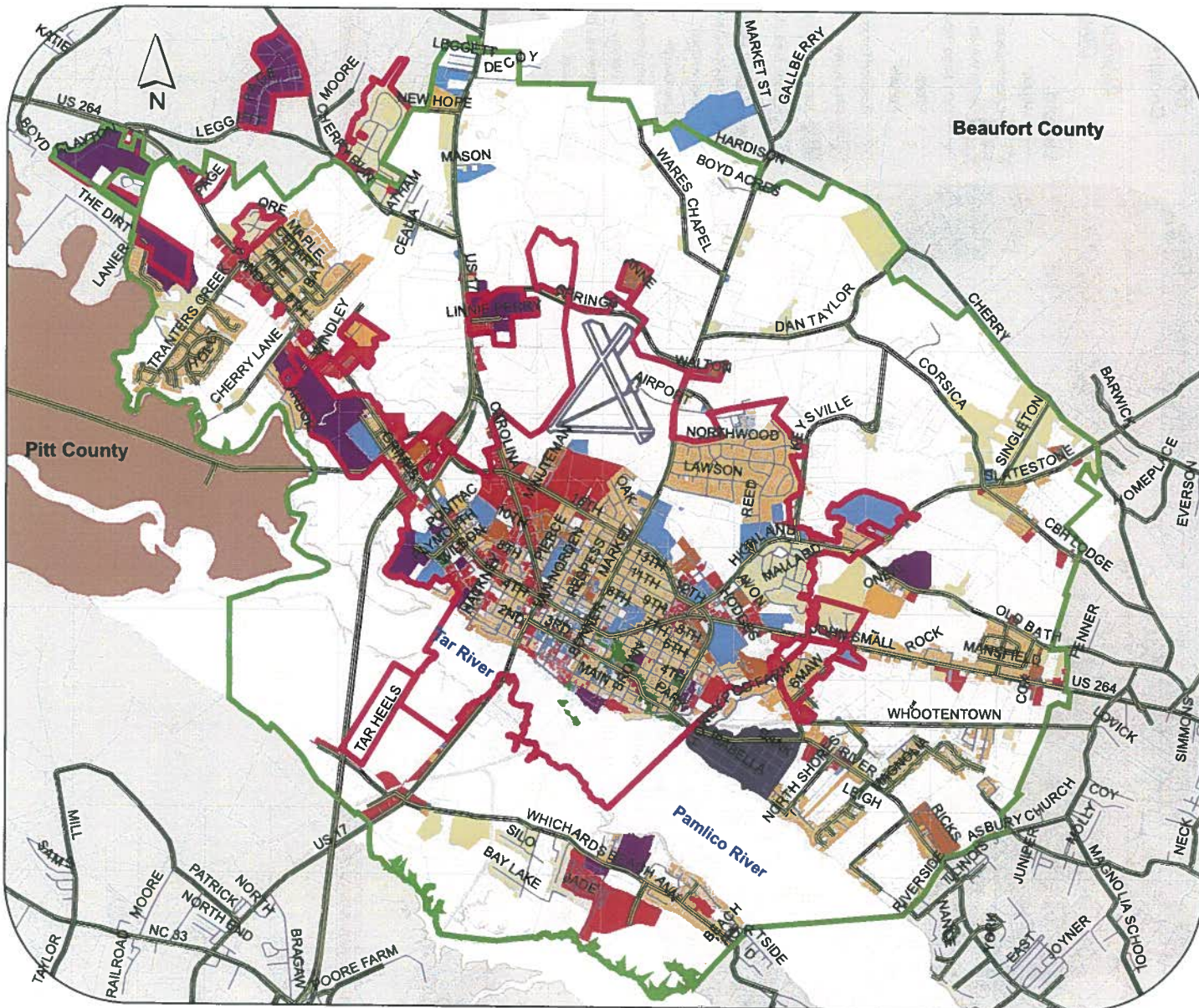


1 inch equals 3,841 feet



**HCP**  
Holland Consulting Planners, Inc.





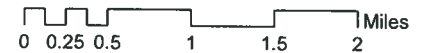
**Map 4: Washington  
Comprehensive Plan  
Existing Land Use  
Planning Area**

**Legend**

- Airport
- Extraterritorial Jurisdiction
- City of Washington Corporate Limits
- DOT Major Roads
- Roads
- Parcels
- Beaufort County
- Pitt County
- Town of Washinton Park Planning Area

**Existing Land Use**

- Parks-OpenSpace
- Undeveloped
- Low Density
- Medium Density
- High Density
- Commercial / Office
- Industrial
- Public-Institutional

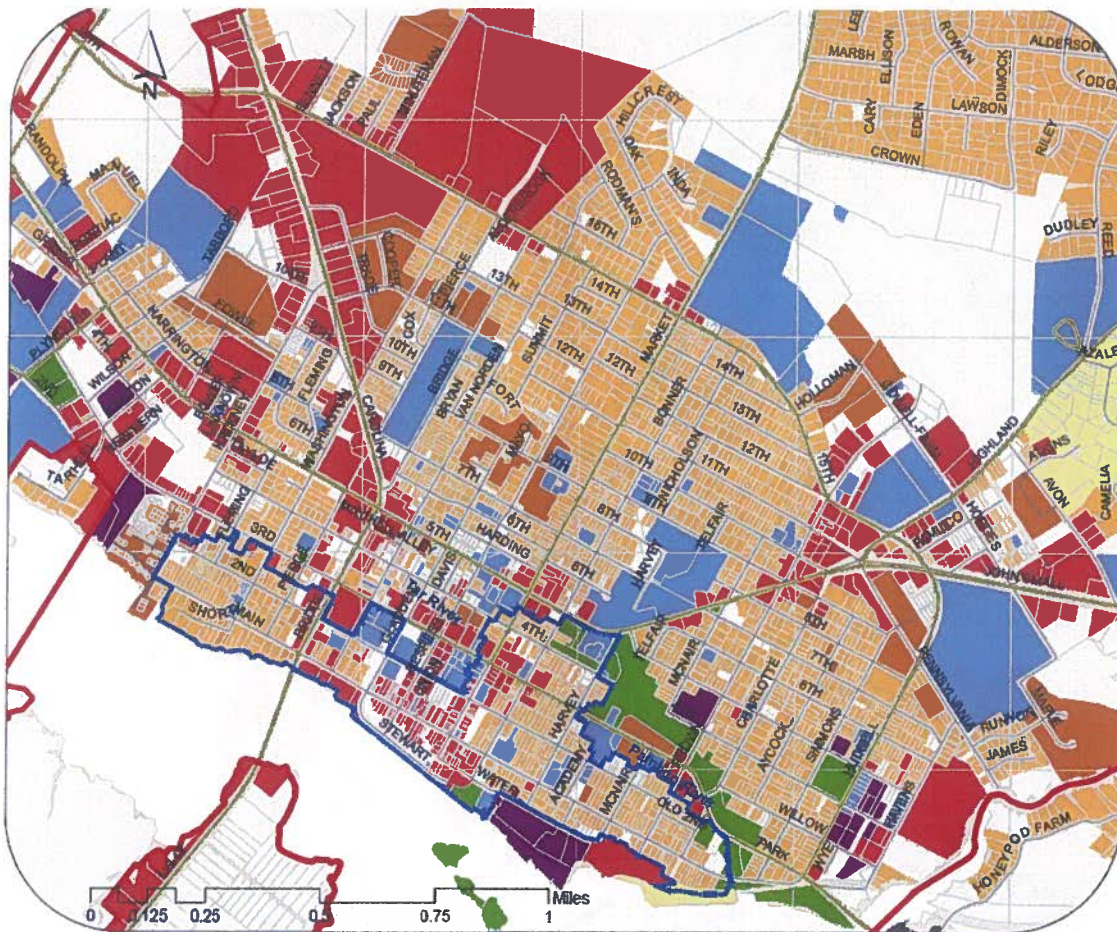


**CLARION ASSOCIATES**  
May 2012

# Map 4A

## City of Washington Comprehensive Plan

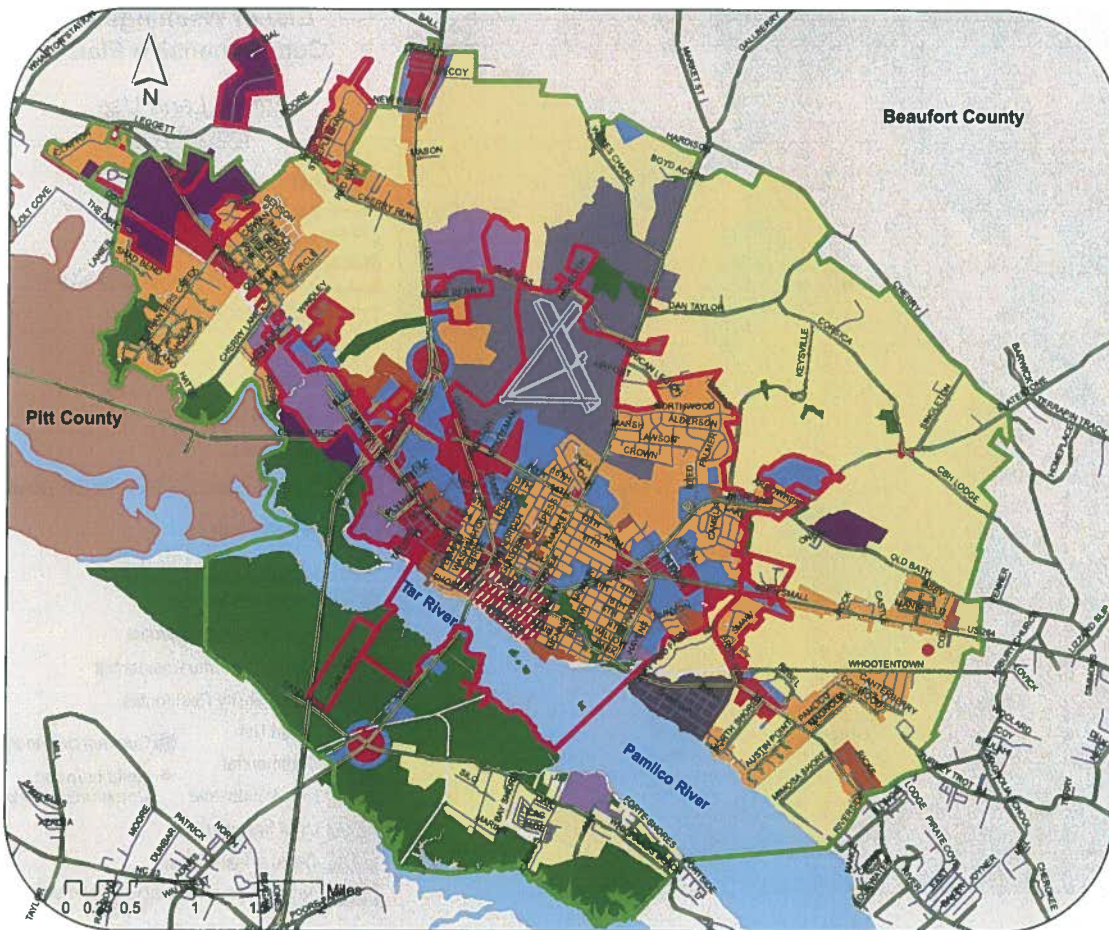
### Existing Land Use Downtown



#### Legend

- Airport
  - Extraterritorial Jurisdiction
  - City of Washington Corporate Limits
  - DOT Major Roads
  - Roads
  - Parcels
  - Beaufort County
  - Pitt County
  - Town of Washinton Park Planning Area
  - Historic District
- Existing Land Use**
- Parks-OpenSpace
  - Undeveloped
  - Low Density
  - Medium Density
  - High Density
  - Commercial / Office
  - Industrial
  - Public-Institutional

**CLARION ASSOCIATES**  
March 2012



**Map 6: City of Washington Comprehensive Plan**

***Future Land Use***  
***City-wide***

- Legend**
- Airport
  - Extraterritorial Jurisdiction
  - City of Washington Corporate Limits
  - DOT Major Roads
  - Roads
  - Parcels
  - Beaufort County
  - Pitt County
  - Town of Washington Park Planning Area

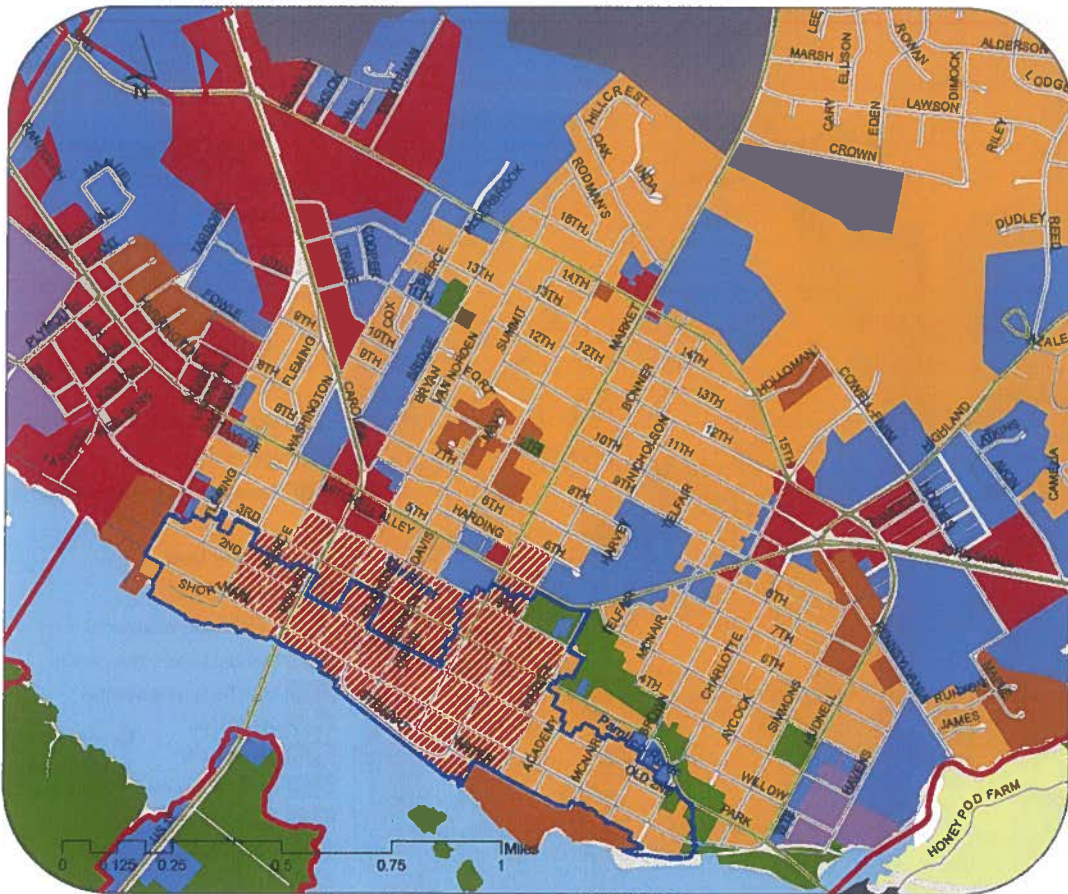
- Future Land Use**
- Conservation
  - Low Density Residential
  - Medium Density Residential
  - High Density Residential
  - Mixed Use
  - Commercial
  - Heavy Industrial
  - Light Industrial
  - Office & Institutional
  - Airport
  - Commercial Node
  - Neighborhood Commercial Node

**CLARION ASSOCIATES**  
May 2012

## Map 7

### City of Washington Comprehensive Plan

#### Future Land Use Downtown



#### Legend

- Airport
  - Extraterritorial Jurisdiction
  - City of Washington Corporate Limits
  - DOT Major Roads
  - Roads
  - Parcels
  - Beaufort County
  - Pitt County
  - Town of Washinton Park Planning Area
  - Historic District
- #### Future Land Use
- Conservation
  - Low Density Residential
  - Medium Density Residential
  - High Density Residential
  - Mixed Use
  - Commercial
  - Heavy Industrial
  - Light Industrial
  - Office & Institutional
  - Airport
- Commercial Node
  - Neighborhood Commercial Node
- CLARION ASSOCIATES**  
May 2012



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** February 11, 2013  
**Subject:** Public Hearing- Adopt Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement and Authorized Agent

**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council adopt a resolution authorizing the filing of an application for approval of a financing agreement authorized by NC General Statute 160A-20 for the issuance of an Installment Purchase Contract to refinance the USDA loans for the construction of Fire Station 2 and authorize Matt Rauschenbach to act as the Authorized Agent for this application.

**BACKGROUND AND FINDINGS:**

This resolution of findings along with a public hearing on the refinancing are requirements of the application of approval of installment purchases by the State of NC Department of State Treasurer, Local Government Commission. The application is scheduled to be submitted to the LGC February 14<sup>th</sup> and will be on the agenda for the LGC's review on March 5<sup>th</sup>.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Resolution

**City Attorney Review:** \_\_\_ Date By: \_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_ Date By: \_\_\_ (if applicable)  
**City Manager Review:** \_\_\_ Concur \_\_\_ Page 134 of 166  
 \_\_\_ Date Recommendation Denial \_\_\_ No Recommendation

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20**

WHEREAS, the City of Washington, North Carolina desires to refinance the USDA loans for Fire Station 2 (the "Project") with the proceeds from the issuance of an Installment Purchase Contract purchased by a single financing institution to better serve the citizens of Washington; and

WHEREAS, The City of Washington desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Washington, North Carolina, meeting in regular session on the 11<sup>th</sup> day of February, 2013, make the following findings of fact:

1. The proposed contract is necessary and expedient because the USDA loans can be refinanced at a lower interest rate with the same annual payments and result in the debt being repaid eleven years earlier.
2. The proposed contract is preferable to a bond issue for the same purpose because the issuance cost and interest rate is higher for general obligation bonds and the issuance of an Installment Purchase Contract can be done in a more expedient manner.
3. Based upon information provided to the Council, the costs of the financing described above is favorably comparable to the costs associated with other alternative means of financing and is acceptable to the Council.
4. The City of Washington's debt management procedures and policies have been carried out in strict compliance with law.
6. No increase in ad valorem taxes is necessary to service this debt.
7. The City of Washington is not in default in any of its debt service obligations.
8. The attorney for the City of Washington will render an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to act on behalf of the City of Washington in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 11<sup>th</sup> day of February, 2013.

The motion to adopt this resolution was made by Councilman \_\_\_\_\_, seconded by Councilman \_\_\_\_\_ and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

This is to certify that this is a true and accurate copy of Resolution No. \_\_\_\_\_ Adopted by the  
Washington City Council on the 11<sup>th</sup> day of February, 2013.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date



## PUBLIC HEARING

### Application for Approval of a Financing Agreement Authorized by NC General Statute 160A-20

The City Council of the City of Washington will hold a public hearing on February 11, 2013, at 6:00 PM, on the second floor of the Municipal Building, located at 102 East Second Street for the purpose of considering a resolution authorizing the filing of an application with the State & Local Government Finance Division of the NC Department of State Treasurer for approval of a financing agreement as authorized by NC General Statute 160A-20. The financing agreement for an amount not to exceed \$2,075,000 is to refinance existing debt for the construction of Fire Station 2.

Please publish January 30, 2013  
Publisher's affidavit required



**MEMORANDUM**

DATE: January 18, 2013  
 TO: Mayor and City Council  
 FROM: Michael Whaley  
 SUBJ: Information only – Contracts for Warren Airport Fuel

The purpose of this request is to inform City Council of contract commitments for Warren Airport fuel products for the City from February 28, 2013 through March 1, 2018.

Contract awarded as follows:

	<u>Vendor</u>	<u>Cost per Gallon</u>	<u>Estimated Usage/Year</u>	<u>Cost per Year</u>
A.	<u>Eastern Aviation Fuels</u> Jet A Fuel	\$3.25795	8,000 gallons	\$26,063.60
B.	<u>Eastern Aviation Fuels</u> AV Gas 100LL	\$4.13735	16,000 gallons	\$66,197.60
			<b>TOTAL</b>	<b>\$92,261.20</b>

The contract for fuel will be for 5 years.

Supporting Document

Bid Tabulation Sheet

BID TABULATION

Bid for: Aviation Fuel  
Opened: 2 :00 pm, Wednesday  
January 16, 2013

=====

<u>Item</u>	<u>Description</u>	<u>Eastern Aviation</u>	<u>AvFuel Corp.</u>	<u>Campbell Oil Co.</u>
1	Jet A Fuel	<b>\$3.25795</b>	\$3.26910	\$3.51400
2	AV Gas 100LL	<b>\$4.13735</b>	\$4.13960	\$4.36200
3	Monthly lease of Jet Fuel Refueler	<b>\$700.00</b>	\$1,250.00	\$670.49

Recommendation: The recommendation would be to purchase from Eastern Aviation Fuels.

Signed: Mike Whaley




# CITY OF WASHINGTON

## Department of Fire-Rescue-EMS

*Dedicated to Serve Trained to save*

### MEMORANDUM

**TO:** Josh Kay, Mayor Jennings, City Council

**FROM:** Chief Robbie Rose 

**SUBJECT:** Auxiliary Fundraiser

**DATE:** January 31, 2013

In late March, the Washington Fire-Rescue-EMS Auxiliary is planning a fundraising effort in conjunction with Summit Productions. The Summit group will sell portrait packages in our response area and will use the department for the photo sessions. All proceeds are routed through the Auxiliary group who now is a certified 501 (c) (3) non-profit group. The Auxiliary group has worked with Summit Productions in the past and have been successful in the fundraising efforts to provide needed equipment for the department.



## HUMAN RELATIONS COUNCIL

*102 East 2nd Street*

*Washington, NC 27589*

*Phone: 252.975.1280*

*Fax: 252.974.6461*



### **Human Relations Council (HRC) Report for the month of January Monday February 11, 2012 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:**

Ms. Beth Byrd discussion on “Taste the Good Life” event to be held on Thursday, February 21, 2013 at the Washington Civic Center from 6:00 to 8:30 pm. This event is similar to the “Taste of Washington” sponsored by the Human Relations Council and Ms. Byrd invited the Human Relations Council to participate with the Washington Harbor District Alliance and Washington/B.C. Chamber of Commerce. The event “Taste the Good Life” will be in observance of George Washington’s Birthday.

Ms. Nancy Daniels, a resident of 323 Martin Luther King Jr. Drive, addressed the Human Relations Council concerning issues occurring in her neighborhood.

Chief Robbie Rose voiced co-partnering with the Human Relations Council to purchase a marker for the burial site of Ed Peed at Beebe Park as a project for next year. Chief Rose stated the estimated cost of the marker would be in the neighborhood of \$595 and would not include any artwork.

By motion of Board member Hughes, seconded by Board member Howard, by consensus, the Human Relations Council approved supporting this project as one of our major events for the next fiscal year.

#### **Discussion – Support of Asheville-Buncombe Community Relations Council (ABCRC)**

By consensus, the Human Relations Council agreed not to support Asheville-Buncombe Community Relations at this time due to funding the events planned by the Human Relations Council

**Discussion – Proclamations:**

- Human Relations Council Month
- Edward Peed Day
- Brotherhood/sisterhood Week
- ASALH/Black History Month

Board members requested to meet at City Hall on February 11, 2013 for the proclamations signage with Mayor Jennings.

**FYI – items addressed at this time** – inclusive of January report, funds deposited into the Human Relations account from the Christmas Social, financial report, and public notification.



## 2012 in Review

*2012 was marked with WHDA taking great strides in Economic Restructuring*

### Organizational Changes:

- Elected Chris Furlough as president replacing long term president Ross Hamory. Chris previously served as chair of Economic Restructuring.
- Created a new WHDA Vice President position and elected Trent Tetterton to fill the position. Trent will also serve as chair of Economic Restructuring replacing Chris Furlough.
- Elected long-time Music in the Streets organizer LaVon Drake to chair the Promotions committee.
- Elected Secretary of the CFA Society North Carolina, Clinton Sorenson to serve in the Treasurer position.
- Elected Selden Taylor, of Stocks and Taylor to Co-Chair the Design Committee with Bobby Roberson

### Economic Restructuring Team (ERT):

- Petitioned city council and received approval for WHDA to serve as facilitator for the sale of Old City Hall. A suitable buyer was identified and the sale sanctioned by the city council. The new owner will open a landmark “destination restaurant” that will contribute to Washington as a tourist destination. WHDA worked with the new owners to successfully apply for and receive a \$200,000 grant offered through the NC Main Street Center. After many months of the new owner and WHDA working with Main Street, and state and national historical preservation organizations to finalize grants qualification terms and conditions including architectural plans, construction is finally scheduled to begin in early 2013 and be completed in the summer.
- Held meetings of interested parties regarding The Turnage Theater’s foreclosure and collected public input on the future scenarios for this important community cultural and arts asset. Continuing to work with City manager to pursue opportunities regarding The Turnage.
- Recruited and/or assisted several potential restaurant owners in opening new restaurants in the harbor district. Downtown Washington now has more good dining options than at any time in recent history....and yet another will be opening in the summer.
- Working with the city manager, property owners and prospective investors in promoting downtown hotel sites.

- Formed an active Maritime Team sub-committee to specifically address issues associated with our harbor district waterfront.

Maritime Team:

- Completed preliminary design plans for a lighthouse-like structure that will house boater and public bathrooms, and a new dock master station. Held public meetings to get the community's input. Presented those findings to the Mayor and City Council and received approval to proceed. Applied for and received a \$200,000 CAMA grant for funding the project.
- Provides recommendation to local government on how our waterfront can be utilized to maximize its economic potential for the downtown.
- Formulated a timely report which the city's parks and recreations department is using as input into a new management plan for the waterfront docks going forward.
- Developed and presented to city management a detailed waterfront lighting plan highlighting deficiencies in current lighting and non-functional fixtures.
- Initiated discussions concerning providing fuel for boaters and a mariners store on the waterfront.

General:

- Organized an ongoing Coffee with Council meeting, giving the downtown businesses an opportunity to meet directly with the Washington City Council and Mayor.
- Updated WHDA organizational and operational by-laws.
- Raised \$45,400 in sponsor donations.
- Campaigned for 72 foot schooner the Jeannie B to make Washington its homeport to support Washington as a tourism destination.
- Published the Beaufort County Wedding Guide to promote Washington as a wedding destination.
- Created a downtown Washington Business Directory.
- Created a music CD to promote WHDA's Music in the Streets (MITS) events and Washington's very talented local musicians who performed at MITS.
- Created new program that celebrates Washington's past by hanging large window displays of historic images in the vacant buildings downtown.
- Participated in Branding initiative for Washington.
- Hosted NC Downtown Development Association Eastern NC Spring Conference.
- Hosted a three part "webinar" (property owners, public sector and tenants (retailers) to-do-list) by Roger Brooks titled "20 Ingredients of an outstanding downtown".

Events:

- Expanded the Washington Marine Market & joined forces with BC Arts Council for all day musical entertainment at the event.
- Held Music in the Streets the third Friday of every month April-October.



- Created a new concert entitled “Downtown Motown” which brought people from the community and surrounding areas together to enjoy a day of Motown music in Festival Park.
- Held the 7<sup>th</sup> Annual Pickin' on the Pamlico which raised \$5,000 for WHDA
- Worked with the Washington Noon Rotary helping to bring musical entertainment to Friday night of Smoke on the Water.
- Successfully hosted the 2<sup>nd</sup> Annual Washington Marine Market, which went from break even event to a money maker for WHDA
- Artwalk expanded from two dates a year to four dates a year.
- Added patriotic decorated boat contest to 4<sup>th</sup> of July event.
- Added Popular 12 days of Christmas scavenger hunt to Hometown Holidays celebration.
- Continued hosting Saturday Market every Saturday and helped to expand the market to Wednesday's at Beaufort County Developmental Center.

#### WHDA 2013 Board of Directors

Chris Furlough	President
Amy Ward	Secretary
Clinton Sorenson	Treasurer
Trent Tetterton	VP Economic Development
Bobby Roberson	Design Co-Chair
Selden Taylor	Design Co-Chair
LaVon Drake	Promotions Chair
Garleen Woolard	Organization Co-Chair
Rebecca Clark	Organization Co-Chair

#### EX-OFFICIO

Catherine Glover	Past President/Chamber of Commerce
Josh Kay	City Manager
Lynn Lewis	Tourism Authority

#### ACTIVE ADVISORS

Mac Hodges	Promotions
Rich Morin	Logistics
Tom Miller	Sat. Market Manager/LWSS
Doris "Dot" Moate	LWSS
Jayne Meisell	Merchants /Events
Leonard Huber	Sat. Market
David Carraway	IT- Video and Photography assistance
John Schermhorn	Window Clings/Design
Allen Futrell	MITS Music Coordinator
Fred Watkins	Chair Maritime Committee
Bill Sykes	Maritime Committee Past Treasurer
Alexis Sideris Davis	PR
Virginia Finnerty	Merchants, Events



City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

To: Mayor Jennings & Members of the City Council  
From: Robbie Rose, Fire Chief  
Date: January 31, 2013  
Subject: EMS Charges  
Applicant Presentation: Robbie Rose, Fire Chief  
Staff Presentation:

**RECOMMENDATION:**

I move that the City Council approve the recommended changes to EMS charges concurrent with the 2013 calendar year prior to the FY 13/14 budget and effective upon approval.

**BACKGROUND AND FINDINGS:**

By recommendation of EMS Management & Consultants, Inc. in the attached information, and in following the 2013 calendar schedule for Medicare Rates; we should adopt the proposed fee schedule prior to July to enable us to implement fees for the 2013 calendar year. Specifically we are recommending the addition of the ALS Level 2 charge which we currently do not use, and the increase of the loaded mileage transport fee. All other fees will remain unchanged.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

\_\_\_ Currently Budgeted (Account \_\_\_\_\_)

[ ] Requires additional appropriation: Matching funds currently not designated pending award of grant which typically occur in February.

**SUPPORTING DOCUMENTS**

See attached chart and e-mail copy

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City Attorney Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
Finance Dept Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
City Manager Review: JK Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation 2/5/13 Date

**Medicare 2013 Allowable Amounts - EMS Management & Consultants, Inc.**

**Rural**

**27889**

Description	2013 Medicare Allowable (Rural)	Current Charge	Recommended Charge 130% of Medicare Fee Schedule
ALS Emg. Transport A0427	\$401.46	\$550.00	\$521.90
BLS Emg. Transport A0429	\$338.08	\$450.00	\$439.50
ALS Level 2 Emg. Transport A0433	\$581.07	No Current Chg.	\$755.39
Urban Mileage or Rural Mileage 18+ A0425	\$7.16	\$13.00	\$13.96
Rural Mileage 1 - 17	\$10.74	\$13.00	\$13.96

**CURRENT / PROPOSED CHARGES**

Prepared by: Robbie Rose, Fire Chief

Description	Current	Proposed	
ALS Emg. Transport - Co. Resident	\$550.00	\$550.00	
ALS Emg. Transport - Non-Co. Resident	\$655.00	\$655.00	
ALS Level 2 Emg Transport	0	\$755.39	* New
BLS Emg. Transport - Co. Resident	\$450.00	\$450.00	
BLS Emg. Transport -Non-Co. Resident	\$555.00	\$555.00	
ALS Treatment No Transport	\$350.00	\$350.00	
BLS Treatment No Transport	\$250.00	\$250.00	
Patient Transport Mileage Charge	\$13.00	\$14.00	* Change

ALS = Advance Life Support

BLS = Basic Life Support

Note: Level 2 ALS transport involves 3 or more ALS patient procedures

Note: Level 2 ALS transport charges same for County & Non-County Residents

**Robbie Rose**

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**From:** Marissa Mamone [marissa.mamone@emsbilling.com]  
**Sent:** Monday, January 21, 2013 4:50 PM  
**To:** Amber Carter; Robbie Rose  
**Subject:** 2013 Medicare Rates  
**Attachments:** City of Washington - 2013 NC Charge Profile.xls

Good Afternoon,

In the attached file, I have provided the 2013 Medicare Fee Schedule updates as they compare to your agency's current charges.

EMS|MC recommends an EMS Agency's charges to be calculated at least 130% - 150% of the Medicare Fee Schedule which is standard for the EMS Industry. If the Current Charge column is highlighted in yellow, it indicates that your current charge for this service is less than the Medicare Allowed Amount or I want to bring it to your attention. Please consider having us add an ALS2 charge for you. I believe we discussed this in the past. Medicare's reimbursement is based on the Medicare Fee Schedule or the Charged Amount, whichever is less. In these cases, you are not maximizing the potential revenue for Medicare claims.

**Medicare Fee Schedule Updates**

Effective for dates of service 01/01/2013, the Medicare Fee Schedule has increased to reflect a 0.8% Ambulance Inflation Factor.

Due to the American Taxpayer Relief Act ("Fiscal Cliff"), several key ambulance provisions were included:

- 2% Urban, 3% Rural, 22.6% Super Rural Adjustments - extended to December 31, 2013
- 10% Reduction for BLS Non-Emergency Transportation to Dialysis - effective October 1, 2013
- 2% Sequestration Reduction - delayed until March 1, 2013 (unless Congress intervenes)

Thank you!

**Marissa Mamone, Client Analyst****Client Relations Department**

*EMS Management and Consultants, Inc.*

*Provider Line 800.948.7991 ext 105*

*Direct 336.245.6035*

*Cell 336.830.5763*

*fax 336.766.1279*

February 11, 2013

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City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Michael Whaley, Purchasing Agent  
**Date:** February 4, 2013  
**Subject:** Asbestos Abatement of Health Department  
**Applicant Presentation:** N/A  
**Staff Presentation:** John Rodman

**RECOMMENDATION:**

I move that City Council approve a purchase order to NEO Corporation to perform the asbestos abatement of the Old Health Department located at 403 Harvey Street through a FEMA grant project number PDM-PJ-04-NC-2010-003.

**BACKGROUND AND FINDINGS:**

<u>Vendor</u>	<u>Cost</u>	<u>Completion Date</u>
NEO Corporation	\$27,000.00	March 8, 2013
<b>Grand Total</b>	<b>\$27,000.00</b>	

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

\$185,021.000 Currently Budgeted (Account 69-60-4930-8000)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

Bid Tabulation Sheet

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**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: February 11, 2013 (if applicable)  
**City Manager Review:** *[Signature]* Concur  Page 40 of 160 Recommended Denial \_\_\_\_\_ No Recommendation  
*3/5/13* Date

# BID TABULATION

Bid for: Health Department  
Date: January 31, 2013

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<u>Item</u>	<u>Description</u>	<u>NEO Corporation</u>	<u>W. F. Bulow Insp.</u>	<u>Enviro Assessment</u>
1	Asbestos Abatement	\$27,000.00	\$28,565.00	\$27,165.00
		\$27,000.00	\$28,565.00	\$27,165.00

Recommendation: Recommend we proceed with NEO Corporation.

Signed: Michael Whaley



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** February 11, 2013  
**Subject:** Award Financing Bid for Installment Financing USDA Refinance  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council award a \$2,075,000 installment purchase financing bid to BB&T contingent on approval from the LGC, adopt a resolution approving financing terms, authorize the C.F.O. to execute the necessary documents to close this transaction, and adopt a budget ordinance amendment.

**BACKGROUND AND FINDINGS:**

Council agreed to refinance the USDA loans in the January Council Meeting. Four proposals were received from financial institutions (see bid tab) on January 30, 2013. The budget ordinance amendment appropriates the payoff of the USDA loans and debt service for the new loan. Closing costs of \$7,900 will be paid from loan proceeds.

**PREVIOUS LEGISLATIVE ACTION**

January 14, 2013 Council Meeting

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

- Budget Ordinance Amendment
- Financial institution bids
- Financing proposal
- Resolution Approving Financing Terms

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** \_\_\_\_\_ Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
 \_\_\_\_\_ Date.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

**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 or decreased in the following accounts and amount to pay off the USDA loans:

10-00-3920-9101	Proceeds From Lease Purchase	\$2,067,100
10-00-3991-9910	Fund Bal. Appropriated	<u>561,855</u>
	Total	\$2,628,955

Section 2. That the General Fund appropriations budget be increased or decreased in the following fund accounts and amount:

10-50-4020-8002	Principal Payment USDA Loan	\$2,598,400
10-50-4020-8005	Interest Payment USDA Loan	( 18,149)
10-50-4020-8100	Principal Payment Notes	33,031
10-50-4020-8300	Interest Payment Notes	<u>15,673</u>
	Total	\$2,628,955

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

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

Adopted this the 11<sup>th</sup> day of February, 2013.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**



**Resolution Approving Financing Terms**

**WHEREAS:** The Washington City ("City") has previously determined to undertake a project for refinancing the City's existing USDA debt (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The City hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated January 30, 2013. The amount financed shall not exceed \$2,075,000, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.58%, and the financing term shall not exceed 15 years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
SEAL

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

	First South	First Bank	Select Bank	BB&T
Interest rate	2.63%	3.00%	3.75%	2.58%
Interest	444,843.00	504,322.43	641,175.64	429,727.00
Monthly Payment	13,999.13	14,329.57	15,100.00	13,915.15
Prepayment	0	0	0	1%
Fee	10,375	300	10,375	2,900
Closing Costs	5,000	5,000	5,000	5,000
Term	15 years	15 years	15 years	15 years



**BB&T Governmental Finance**

5130 Parkway Plaza Blvd.  
Charlotte, N.C. 28217  
(704) 954-1700  
Fax (704) 954-1799

January 30, 2013

Mr. Matt Rauschenbach, CFO  
City of Washington  
102 East 2<sup>nd</sup> Street  
Washington, North Carolina 27889

Dear Mr. Rauschenbach:

Branch Banking and Trust Company (“BB&T”) is pleased to offer this proposal for the refinancing of existing USDA loans, as requested by the City of Washington, North Carolina (the “City”).

- (1) **Project:** Refinancing us USDA Loan
- (2) **Amount To Be Financed:** \$2,075,000.00
- (3) **Interest Rates, Financing Terms and Corresponding Payments:**

<b>Term</b>	<b>Rate</b>
15 years	2.58%

Payments shall be monthly in arrears, as requested. See the attached amortization schedule(s) for information on payments based on the debt service as requested.

The interest rates stated above are valid for a closing not later than 45 days after today. A convenient date and time shall be mutually agreed upon for closing. Closing is contingent upon completing documentation acceptable to BB&T, upon the condition of the property acceptable to BB&T and a payoff letter from USDA. BB&T shall provide a list of required documentation for closing should we be the successful proposer. At a minimum, BB&T shall require flood certification, if applicable, copies of the plans and specifications and an estimated expenditure budget two weeks in advance of closing for our review. Additionally, we shall review your most recent financial statements before funding this transaction.

Remuneration for our legal review expenses and underwriting for this financing transaction shall be \$2,900.00. All applicable taxes, surveys, zoning, appraisals, permits, costs of environmental studies, title insurance premiums, LGC approval fees, costs of counsel for the City and any other costs shall be the City’s responsibility and separately payable by the City. The documents shall allow prepayment of the principal balance in whole on an anniversary date with a 1% prepayment premium.

The stated interest rates assume that the City expects to borrow less than \$10,000,000 in calendar year 2013 and that the City shall comply with IRS Code Sections 141, 148, 149(e) and Section 265(b)(3).

BB&T reserves the right to terminate its interest in this bid or to negotiate a mutually acceptable rate if the financing is not a qualified tax-exempt financing.

**(4) Security:**

This financing shall be secured by a first lien security interest on (a) all personal property acquired with financing proceeds, (b) all improvements to real estate that are constructed or improved with financing proceeds, and all associated real estate, and (c) all real estate acquired with financing proceeds.

**(5) Financing Documents:**

BB&T and its counsel shall prepare the deed of trust and all documentation for the City. We shall provide a sample of those documents to you should BB&T be the successful proposer.

\* \* \* \* \*

BB&T appreciates the opportunity to provide this proposal and requests to be notified within ten days of this proposal should BB&T be the successful proposer.

BB&T shall have the right to cancel this offer by notifying the City of its election to do so (whether or not this offer has previously been accepted by the City) if at any time prior to the closing there is a material adverse change in the City's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the City or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to BB&T. We reserve the right to negotiate and/or terminate our interest in this transaction should we be the successful proposer.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to BB&T. If your board adopts this resolution, then BB&T shall not require any further board action prior to closing the transaction.

Please call me at 336.376.0254 with your questions and comments. We look forward to hearing from you.

Sincerely,

**BRANCH BANKING AND TRUST COMPANY**



Alison W. Peeler  
Senior Vice President

Washington, NC

Compound Period: Monthly

Nominal Annual Rate: 2.580%

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	1/30/2013				2,075,000.00
1	2/28/2013	13,915.15	4,610.28	9,304.87	2,065,695.13
2	3/31/2013	13,915.15	4,441.24	9,473.91	2,056,221.22
3	4/30/2013	13,915.15	4,420.88	9,494.27	2,046,726.95
4	5/31/2013	13,915.15	4,400.46	9,514.69	2,037,212.26
5	6/30/2013	13,915.15	4,380.01	9,535.14	2,027,677.12
2013 Totals		69,575.75	22,252.87	47,322.88	
6	7/31/2013	13,915.15	4,359.51	9,555.64	2,018,121.48
7	8/31/2013	13,915.15	4,338.96	9,576.19	2,008,545.29
8	9/30/2013	13,915.15	4,318.37	9,596.78	1,998,948.51
9	10/31/2013	13,915.15	4,297.74	9,617.41	1,989,331.10
10	11/30/2013	13,915.15	4,277.06	9,638.09	1,979,693.01
11	12/31/2013	13,915.15	4,256.34	9,658.81	1,970,034.20
12	1/31/2014	13,915.15	4,235.57	9,679.58	1,960,354.62
13	2/28/2014	13,915.15	4,214.76	9,700.39	1,950,654.23
14	3/31/2014	13,915.15	4,193.91	9,721.24	1,940,932.99
15	4/30/2014	13,915.15	4,173.01	9,742.14	1,931,190.85
16	5/31/2014	13,915.15	4,152.06	9,763.09	1,921,427.76
17	6/30/2014	13,915.15	4,131.07	9,784.08	1,911,643.68
2014 Totals		166,981.80	50,948.36	116,033.44	
18	7/31/2014	13,915.15	4,110.03	9,805.12	1,901,838.56
19	8/31/2014	13,915.15	4,088.95	9,826.20	1,892,012.36
20	9/30/2014	13,915.15	4,067.83	9,847.32	1,882,165.04
21	10/31/2014	13,915.15	4,046.65	9,868.50	1,872,296.54
22	11/30/2014	13,915.15	4,025.44	9,889.71	1,862,406.83
23	12/31/2014	13,915.15	4,004.17	9,910.98	1,852,495.85
24	1/31/2015	13,915.15	3,982.87	9,932.28	1,842,563.57
25	2/28/2015	13,915.15	3,961.51	9,953.64	1,832,609.93
26	3/31/2015	13,915.15	3,940.11	9,975.04	1,822,634.89
27	4/30/2015	13,915.15	3,918.67	9,996.48	1,812,638.41
28	5/31/2015	13,915.15	3,897.17	10,017.98	1,802,620.43
29	6/30/2015	13,915.15	3,875.63	10,039.52	1,792,580.91
2015 Totals		166,981.80	47,919.03	119,062.77	
30	7/31/2015	13,915.15	3,854.05	10,061.10	1,782,519.81
31	8/31/2015	13,915.15	3,832.42	10,082.73	1,772,437.08
32	9/30/2015	13,915.15	3,810.74	10,104.41	1,762,332.67
33	10/31/2015	13,915.15	3,789.02	10,126.13	1,752,206.54

34	11/30/2015	13,915.15	3,767.24	10,147.91	1,742,058.63
35	12/31/2015	13,915.15	3,745.43	10,169.72	1,731,888.91
36	1/31/2016	13,915.15	3,723.56	10,191.59	1,721,697.32
37	2/29/2016	13,915.15	3,701.65	10,213.50	1,711,483.82
38	3/31/2016	13,915.15	3,679.69	10,235.46	1,701,248.36
39	4/30/2016	13,915.15	3,657.68	10,257.47	1,690,990.89
40	5/31/2016	13,915.15	3,635.63	10,279.52	1,680,711.37
41	6/30/2016	13,915.15	3,613.53	10,301.62	1,670,409.75
2016 Totals		166,981.80	44,810.64	122,171.16	
42	7/31/2016	13,915.15	3,591.38	10,323.77	1,660,085.98
43	8/31/2016	13,915.15	3,569.18	10,345.97	1,649,740.01
44	9/30/2016	13,915.15	3,546.94	10,368.21	1,639,371.80
45	10/31/2016	13,915.15	3,524.65	10,390.50	1,628,981.30
46	11/30/2016	13,915.15	3,502.31	10,412.84	1,618,568.46
47	12/31/2016	13,915.15	3,479.92	10,435.23	1,608,133.23
48	1/31/2017	13,915.15	3,457.49	10,457.66	1,597,675.57
49	2/28/2017	13,915.15	3,435.00	10,480.15	1,587,195.42
50	3/31/2017	13,915.15	3,412.47	10,502.68	1,576,692.74
51	4/30/2017	13,915.15	3,389.89	10,525.26	1,566,167.48
52	5/31/2017	13,915.15	3,367.26	10,547.89	1,555,619.59
53	6/30/2017	13,915.15	3,344.58	10,570.57	1,545,049.02
2017 Totals		166,981.80	41,621.07	125,360.73	
54	7/31/2017	13,915.15	3,321.86	10,593.29	1,534,455.73
55	8/31/2017	13,915.15	3,299.08	10,616.07	1,523,839.66
56	9/30/2017	13,915.15	3,276.26	10,638.89	1,513,200.77
57	10/31/2017	13,915.15	3,253.38	10,661.77	1,502,539.00
58	11/30/2017	13,915.15	3,230.46	10,684.69	1,491,854.31
59	12/31/2017	13,915.15	3,207.49	10,707.66	1,481,146.65
60	1/31/2018	13,915.15	3,184.47	10,730.68	1,470,415.97
61	2/28/2018	13,915.15	3,161.39	10,753.76	1,459,662.21
62	3/31/2018	13,915.15	3,138.27	10,776.88	1,448,885.33
63	4/30/2018	13,915.15	3,115.10	10,800.05	1,438,085.28
64	5/31/2018	13,915.15	3,091.88	10,823.27	1,427,262.01
65	6/30/2018	13,915.15	3,068.61	10,846.54	1,416,415.47
2018 Totals		166,981.80	38,348.25	128,633.55	
66	7/31/2018	13,915.15	3,045.29	10,869.86	1,405,545.61
67	8/31/2018	13,915.15	3,021.92	10,893.23	1,394,652.38
68	9/30/2018	13,915.15	2,998.50	10,916.65	1,383,735.73
69	10/31/2018	13,915.15	2,975.03	10,940.12	1,372,795.61
70	11/30/2018	13,915.15	2,951.51	10,963.64	1,361,831.97
71	12/31/2018	13,915.15	2,927.94	10,987.21	1,350,844.76
72	1/31/2019	13,915.15	2,904.32	11,010.83	1,339,833.93
73	2/28/2019	13,915.15	2,880.64	11,034.51	1,328,799.42
74	3/31/2019	13,915.15	2,856.92	11,058.23	1,317,741.19
75	4/30/2019	13,915.15	2,833.14	11,082.01	1,306,659.18
76	5/31/2019	13,915.15	2,809.32	11,105.83	1,295,553.35
77	6/30/2019	13,915.15	2,785.44	11,129.71	1,284,423.64
2019 Totals		166,981.80	34,989.97	131,991.83	
78	7/31/2019	13,915.15	2,761.51	11,153.64	1,273,270.00

79	8/31/2019	13,915.15	2,737.53	11,177.62	1,262,092.38
80	9/30/2019	13,915.15	2,713.50	11,201.65	1,250,890.73
81	10/31/2019	13,915.15	2,689.42	11,225.73	1,239,665.00
82	11/30/2019	13,915.15	2,665.28	11,249.87	1,228,415.13
83	12/31/2019	13,915.15	2,641.09	11,274.06	1,217,141.07
84	1/31/2020	13,915.15	2,616.85	11,298.30	1,205,842.77
85	2/29/2020	13,915.15	2,592.56	11,322.59	1,194,520.18
86	3/31/2020	13,915.15	2,568.22	11,346.93	1,183,173.25
87	4/30/2020	13,915.15	2,543.82	11,371.33	1,171,801.92
88	5/31/2020	13,915.15	2,519.37	11,395.78	1,160,406.14
89	6/30/2020	13,915.15	2,494.87	11,420.28	1,148,985.86
2020 Totals		166,981.80	31,544.02	135,437.78	
90	7/31/2020	13,915.15	2,470.32	11,444.83	1,137,541.03
91	8/31/2020	13,915.15	2,445.71	11,469.44	1,126,071.59
92	9/30/2020	13,915.15	2,421.05	11,494.10	1,114,577.49
93	10/31/2020	13,915.15	2,396.34	11,518.81	1,103,058.68
94	11/30/2020	13,915.15	2,371.58	11,543.57	1,091,515.11
95	12/31/2020	13,915.15	2,346.76	11,568.39	1,079,946.72
96	1/31/2021	13,915.15	2,321.89	11,593.26	1,068,353.46
97	2/28/2021	13,915.15	2,296.96	11,618.19	1,056,735.27
98	3/31/2021	13,915.15	2,271.98	11,643.17	1,045,092.10
99	4/30/2021	13,915.15	2,246.95	11,668.20	1,033,423.90
100	5/31/2021	13,915.15	2,221.86	11,693.29	1,021,730.61
101	6/30/2021	13,915.15	2,196.72	11,718.43	1,010,012.18
2021 Totals		166,981.80	28,008.12	138,973.68	
102	7/31/2021	13,915.15	2,171.53	11,743.62	998,268.56
103	8/31/2021	13,915.15	2,146.28	11,768.87	986,499.69
104	9/30/2021	13,915.15	2,120.97	11,794.18	974,705.51
105	10/31/2021	13,915.15	2,095.62	11,819.53	962,885.98
106	11/30/2021	13,915.15	2,070.20	11,844.95	951,041.03
107	12/31/2021	13,915.15	2,044.74	11,870.41	939,170.62
108	1/31/2022	13,915.15	2,019.22	11,895.93	927,274.69
109	2/28/2022	13,915.15	1,993.64	11,921.51	915,353.18
110	3/31/2022	13,915.15	1,968.01	11,947.14	903,406.04
111	4/30/2022	13,915.15	1,942.32	11,972.83	891,433.21
112	5/31/2022	13,915.15	1,916.58	11,998.57	879,434.64
113	6/30/2022	13,915.15	1,890.78	12,024.37	867,410.27
2022 Totals		166,981.80	24,379.89	142,601.91	
114	7/31/2022	13,915.15	1,864.93	12,050.22	855,360.05
115	8/31/2022	13,915.15	1,839.02	12,076.13	843,283.92
116	9/30/2022	13,915.15	1,813.06	12,102.09	831,181.83
117	10/31/2022	13,915.15	1,787.04	12,128.11	819,053.72
118	11/30/2022	13,915.15	1,760.97	12,154.18	806,899.54
119	12/31/2022	13,915.15	1,734.83	12,180.32	794,719.22
120	1/31/2023	13,915.15	1,708.65	12,206.50	782,512.72
121	2/28/2023	13,915.15	1,682.40	12,232.75	770,279.97
122	3/31/2023	13,915.15	1,656.10	12,259.05	758,020.92
123	4/30/2023	13,915.15	1,629.74	12,285.41	745,735.51
124	5/31/2023	13,915.15	1,603.33	12,311.82	733,423.69
125	6/30/2023	13,915.15	1,576.86	12,338.29	721,085.40

2023 Totals		166,981.80	20,656.93	146,324.87	
126	7/31/2023	13,915.15	1,550.33	12,364.82	708,720.58
127	8/31/2023	13,915.15	1,523.75	12,391.40	696,329.18
128	9/30/2023	13,915.15	1,497.11	12,418.04	683,911.14
129	10/31/2023	13,915.15	1,470.41	12,444.74	671,466.40
130	11/30/2023	13,915.15	1,443.65	12,471.50	658,994.90
131	12/31/2023	13,915.15	1,416.84	12,498.31	646,496.59
132	1/31/2024	13,915.15	1,389.97	12,525.18	633,971.41
133	2/29/2024	13,915.15	1,363.04	12,552.11	621,419.30
134	3/31/2024	13,915.15	1,336.05	12,579.10	608,840.20
135	4/30/2024	13,915.15	1,309.01	12,606.14	596,234.06
136	5/31/2024	13,915.15	1,281.90	12,633.25	583,600.81
137	6/30/2024	13,915.15	1,254.74	12,660.41	570,940.40
2024 Totals		166,981.80	16,836.80	150,145.00	
138	7/31/2024	13,915.15	1,227.52	12,687.63	558,252.77
139	8/31/2024	13,915.15	1,200.24	12,714.91	545,537.86
140	9/30/2024	13,915.15	1,172.91	12,742.24	532,795.62
141	10/31/2024	13,915.15	1,145.51	12,769.64	520,025.98
142	11/30/2024	13,915.15	1,118.06	12,797.09	507,228.89
143	12/31/2024	13,915.15	1,090.54	12,824.61	494,404.28
144	1/31/2025	13,915.15	1,062.97	12,852.18	481,552.10
145	2/28/2025	13,915.15	1,035.34	12,879.81	468,672.29
146	3/31/2025	13,915.15	1,007.65	12,907.50	455,764.79
147	4/30/2025	13,915.15	979.89	12,935.26	442,829.53
148	5/31/2025	13,915.15	952.08	12,963.07	429,866.46
149	6/30/2025	13,915.15	924.21	12,990.94	416,875.52
2025 Totals		166,981.80	12,916.92	154,064.88	
150	7/31/2025	13,915.15	896.28	13,018.87	403,856.65
151	8/31/2025	13,915.15	868.29	13,046.86	390,809.79
152	9/30/2025	13,915.15	840.24	13,074.91	377,734.88
153	10/31/2025	13,915.15	812.13	13,103.02	364,631.86
154	11/30/2025	13,915.15	783.96	13,131.19	351,500.67
155	12/31/2025	13,915.15	755.73	13,159.42	338,341.25
156	1/31/2026	13,915.15	727.43	13,187.72	325,153.53
157	2/28/2026	13,915.15	699.08	13,216.07	311,937.46
158	3/31/2026	13,915.15	670.67	13,244.48	298,692.98
159	4/30/2026	13,915.15	642.19	13,272.96	285,420.02
160	5/31/2026	13,915.15	613.65	13,301.50	272,118.52
161	6/30/2026	13,915.15	585.05	13,330.10	258,788.42
2026 Totals		166,981.80	8,894.70	158,087.10	
162	7/31/2026	13,915.15	556.40	13,358.75	245,429.67
163	8/31/2026	13,915.15	527.67	13,387.48	232,042.19
164	9/30/2026	13,915.15	498.89	13,416.26	218,625.93
165	10/31/2026	13,915.15	470.05	13,445.10	205,180.83
166	11/30/2026	13,915.15	441.14	13,474.01	191,706.82
167	12/31/2026	13,915.15	412.17	13,502.98	178,203.84
168	1/31/2027	13,915.15	383.14	13,532.01	164,671.83
169	2/28/2027	13,915.15	354.04	13,561.11	151,110.72
170	3/31/2027	13,915.15	324.89	13,590.26	137,520.46



171	4/30/2027	13,915.15	295.67	13,619.48	123,900.98
172	5/31/2027	13,915.15	266.39	13,648.76	110,252.22
173	6/30/2027	13,915.15	237.04	13,678.11	96,574.11
2027 Totals		166,981.80	4,767.49	162,214.31	
174	7/31/2027	13,915.15	207.63	13,707.52	82,866.59
175	8/31/2027	13,915.15	178.16	13,736.99	69,129.60
176	9/30/2027	13,915.15	148.63	13,766.52	55,363.08
177	10/31/2027	13,915.15	119.03	13,796.12	41,566.96
178	11/30/2027	13,915.15	89.37	13,825.78	27,741.18
179	12/31/2027	13,915.15	59.64	13,855.51	13,885.67
180	1/31/2028	13,915.15	29.48	13,885.67	0.00
2028 Totals		97,406.05	831.94	96,574.11	
Grand Totals		2,504,727.00	429,727.00	2,075,000.00	



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** February 11, 2013  
**Subject:** Award Contract for fiscal year 2012-2013  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council award the audit contract for fiscal year 2012-2013 to Martin Starnes and Associates, CPA, PA located in Hickory, NC at a cost of \$33,000.

**BACKGROUND AND FINDINGS:**

In 2011 the Finance Department went out to bid for an independent auditor to perform the fiscal year 2010-2011 audit and Martin Starnes was awarded the bid. The Request for Proposal stated that the City intended to continue the relationship with the auditor for 5 years on the basis of annual negotiation after the completion of the first year's audit. The contract is consistent with the bid submitted and we are recommending that Council award the audit contract for fiscal year 2012-2013 to Martin Starnes, & Associates, CPA, PA in the amount of \$33,000.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

\_\_\_ Currently Budgeted \_\_\_ Requires additional appropriation \_\_\_X\_\_\_ No Fiscal Impact in FY 12/13 budget; will be paid out of FY 13/14 budget.

**SUPPORTING DOCUMENTS**

Audit Contract

**City Attorney Review:** \_\_\_ Date By: \_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_ Date By: \_\_\_ (if applicable)  
**City Manager Review:** JE Concur \_\_\_ Recommend Denial \_\_\_ No Recommendation  
2/5/13 Date

**CONTRACT TO AUDIT ACCOUNTS**  
Of City of Washington, NC  
Governmental Unit

On this 25th day of January, 2013, Martin Stames & Associates, CPAs, P.A.  
Auditor

730 13th Avenue Drive SE, Hickory, NC

Mailing Address

, hereinafter referred to as

the Auditor, and City Council of City of Washington, NC, hereinafter referred  
Governing Board Governmental Unit

to as the Governmental Unit, agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning July 1, 2012, and ending June 30, 2013. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the LGC. If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners.
3. This contract contemplates an unqualified opinion being rendered. If financial statements are not prepared in accordance with generally accepted accounting principles (GAAP), or the statements fail to include all disclosures required by GAAP, please provide an explanation for that departure from GAAP in an attachment.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, July 2007 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the Local Government Commission prior to the execution of the audit contract. (See Item 22) If the audit firm received a peer review rating other than pass, the auditor shall not contract with any Local Government Units without first contacting the Secretary of the Local Government Commission for a peer review analysis that may result in additional contractual requirements.  
  
If the audit engagement is not subject to *Government Accounting Standards*, the Auditor shall provide an explanation as to why in an attachment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLGFD within four months of fiscal year end. Audit report is due on: October 31, 2013. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the Local Government Commission for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as the systems relate to accountability of funds, adherence to budget requirements, and adherence to law requirements. In addition, the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU 325 of the *AICPA Professional Standards*. The Auditor shall file a copy of that report with the Secretary of the Local Government Commission.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the Local Government Commission. This includes annual or special audits, agreed upon procedures related to Internal Control, bookkeeping or other assistance necessary to prepare the Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the Local Government Commission. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] The process for invoice approval has changed, 2013 invoices for Audit work must be submitted by email in PDF format to the Secretary of the Local Government Commission. Page 103 of 106 invoices must be emailed to: [lgc.invoices@nctreasurer.com](mailto:lgc.invoices@nctreasurer.com)

Email Subject line should read "unit name – invoice. The PDF invoice marked approved with approval date will be returned by email to the Auditor for them to present to the Local Government Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this agreement, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the Local Government Commission, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

**Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] \_\_\_\_\_**

**Audit \$27,850**

**Preparation of the annual financial statements \$5,150**

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) auditors may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. The 75% cap for interim invoice approval for this audit contract is \$ 24,750

10. The auditor working with a local governmental unit that has outstanding revenue bonds will include in the notes to the audited financial statements, whether or not required by the revenue bond documents, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the Local Government Commission simultaneously with the local government's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the governmental unit and all of its component units prepared in accordance with generally accepted accounting principles, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the Local Government Commission to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Unit of Government will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed Audit being submitted to the Local Government Commission. The pre-issuance report must accompany the audit report upon submission to the Local Government Commission.
13. The Auditor shall electronically submit the report of audit to the Local Government Commission when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the Local Government Commission, becomes a matter of public record for inspection and review in the offices of the Secretary by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the Local Government Commission. These audited financial statements are used in the preparation of Official Statements for debt offerings (the auditors' opinion is not included), by municipal bond rating services, to fulfill secondary market disclosure requirements of the Securities and Exchange Commission, and other lawful purposes of the government, without subsequent consent of the auditor. If it is determined by the Local Government Commission that corrections need to be made to the unit's financial statements they should be provided within three days of notification unless, another time frame is agreed to by the Local Government Commission.

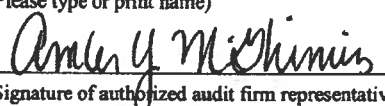
The Local Government Commission's process for submitting contracts, audit reports and Invoices are subject to change. Auditors should use the submission process in effect at the time of submission.

In addition, if the North Carolina Office of the State Auditor designates certain programs to be audited as major programs, a turnaround document and a representation letter addressed to the State Auditor shall be submitted to the Local Government Commission.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the Local Government Commission, this agreement may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the Local Government Commission for approval. The portal address to upload your amended contract and Letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the Local Government Commission, the Governing Board, and the Auditor.

16. Whenever the Auditor uses an engagement letter with the client, Item 17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 22 of this contract. Engagement letters containing indemnification clauses will not be approved by the Local Government Commission.
17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
19. The contract must be executed, pre-audited, physically signed by all parties and submitted in PDF format including unit and auditor signatures to the Secretary of the Local Government Commission. The current portal address to upload your contractual documents is http://nctreasurer.slgfd.leapfile.net. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of March 5, 2012. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the Local Government Commission. The staff of the Local Government Commission shall notify the unit and auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the Local Government Commission.
22. All of the above paragraphs are understood and shall apply to this agreement, except the following numbered paragraphs shall be deleted: (See Item 16.)
23. All communications regarding Audit contract requests for modification or official approvals will be sent to the email Addresses provided in the following areas.

**Audit Firm Signature:**  
 Firm Martin Starnes & Associates, CPAs, P.A.

By Amber Y. McGhinnis, Audit Manager  
 (Please type or print name)  
  
 (Signature of authorized audit firm representative)

Email Address of Audit Firm:  
amcghinnis@martinstarnes.com

Date January 25, 2013

**Unit Signatures:**  
 By N. Archie Jennings, III, Mayor  
 (Please type or print name and title)

(Signature of Mayor/Chairperson of governing board)

Date \_\_\_\_\_

Date Governing Body Approved Audit Contract - G.S. 159-34(a)

**Unit Signatures (continued):**  
 By N/A  
 (Chair of Audit Committee- please type or print name)

\_\_\_\_\_  
 (Signature of Audit Committee Chairperson)

Date N/A  
 (If unit has no audit committee, this section should be marked "N/A.")

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

Matt Rauschenbach, Chief Financial Officer  
 Governmental Unit Finance Officer (Please type or print name)

\_\_\_\_\_  
 (Signature)

Email Address of Finance Officer

mrauschenbach@washingtonnc.gov

Date \_\_\_\_\_  
 (Preaudit Certificate must be dated.)



SYSTEM REVIEW REPORT

May 22, 2012

Martin, Starnes & Associates, CPAs, PA and the  
Peer Review Committee, North Carolina Association  
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin, Starnes & Associates, CPAs, PA (the firm) in effect for the year ended December 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Martin, Starnes & Associates, CPAs, PA, in effect for the year ended December 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin, Starnes & Associates, CPAs, PA has received a peer review rating of *pass*.

*Koonce, Wooten & Haywood, LLP*

Koonce, Wooten & Haywood, LLP