



Council Agenda

June 8, 2020

5:30pm

**Due to COVID-19 precautionary measures, the Washington City Council meeting will be held as a virtual meeting.
* The meeting will be streaming live on our Vimeo channel <https://vimeo.com/washingtonnc> as well as Facebook live <https://www.facebook.com/CityOfWashingtonNC/>. Comments can be sent via email to cbennett@washingtonnc.gov prior to the meeting. Please note attendance inside the Council Chambers will be very limited due to the order from Governor Cooper limiting the size of gatherings indoors.*

Opening of Meeting

Pledge of Allegiance

Invocation

Roll Call

Approval of minutes from April 28 & May 11, 2020 (**page 3**)

Approval/Amendments to Agenda

I. Consent Agenda: None

II. Comments from the Public:

III. Public Hearing - Zoning: None

IV. Public Hearing - Other:

A. Public Hearing: Economic Development Performance Grant – Project River Breeze (**page 20**)

B. Public Hearing: Adopt an Ordinance to Amend Ch. 40, Article X – Flood Prevention of the Washington City Code and Adopt new FEMA Flood Hazard Risk Area Mapping (**page 21**)

V. Scheduled Public Appearances: None

VI. Correspondence and Special Reports:

A. Memo – Budget Transfers (**page 73**)

B. Memo – PO's > \$50,000 (**page 82**)

C. Memo – Contracts for Petroleum Products (**page 83**)

D. Memo – Contracts for Chemicals (**page 85**)

VII. Reports from Boards, Commissions and Committees: None

- VIII. Appointments: Various Boards, Commissions, and Committees (**page 87**)
- IX. Old Business:
- A. Adopt – Budget Ordinance for Fiscal Year 2021, Set Ad Valorem Tax Rate and User Fee Schedule (**page 113**)
 - B. Adopt – Budget Ordinance Amendment – Bicycle Mobility (**page 136**)
 - C. Approve – John Lucas Tree Experts Contract Extension (**page 138**)
 - D. Adopt – Appropriations to Community Partners Policy (**page 139**)
- X. New Business:
- A. Authorize – City Manager to execute the Belhaven-Washington Utilities Services Agreement (**page 147**)
 - B. Adopt – Budget Ordinance Amendment for Edging Overgrown Sidewalks & Curbs (**page 158**)
 - C. Adopt – Budget Ordinance Amendment – Workers Compensation (**page 160**)
- XI. Any other items from City Manager:
- A. Discussion – League Fees/Reductions
- XII. Any other business from the Mayor or other Members of Council:
- A. Discussion on districts for Council members (Councilmember Pitt)
 - B. Discussion on the Cities are Essential program (Councilmember Pitt)
- XIII. Closed Session: None
- XIV. Adjourn – Until Monday, July 13, 2020 in the Council Chambers at 5:30pm

The Washington City Council met in a regular session/budget workshop on Tuesday, April 28, 2020 at 3:00pm in the City Council Chambers at the Municipal Building. Present: Mac Hodges, Mayor; Donald Sadler, Mayor Pro tem; Richard Brooks, Councilmember; Virginia Finnerty, Councilmember; Betsy Kane, Councilmember and William Pitt, Councilmember. Also present: Jonathan Russell, City Manager, and Cynthia S. Bennett, City Clerk. Councilmember Brooks absent at the start of meeting, but joined at 3:15pm. **The meeting was held as a virtual meeting. Members physically present: Hodges, Sadler, Brooks and Pitt; Kane and Finnerty accessed the meeting remotely.*

Mayor Hodges called the meeting to order and Mayor Pro tem Sadler delivered the invocation.

BUDGET REVIEW

- o Enterprise Funds
 - Public Works Funds (Water, Sewer, Storm Water, Airport, Solid Waste, Cemetery)
 - Revenue overview
 - Expenditure overview
 - Fee manual changes
 - Questions
 - Electric Fund
 - Revenue overview
 - Expenditure overview
 - Fee manual changes
 - Questions
- o Internal Service Funds
- o Capital Project Fund

Matt Rauschenbach, CFO reviewed the following accounts and spreadsheets with City Council.

WATER FUND-*No questions on Water Fund

SEWER FUND - *No questions on Sewer Fund

STORMWATER FUND

Mr. Rauschenbach reviewed the salaries will be moved back into the stormwater fund. These positions were paid for out of the general fund, but they need to be paid for out of the fund they work in, which is stormwater. The fee schedule was re-visited and staff is proposing the stormwater fee be included on the property tax bill instead of the utility bill. The fee will be charged to each parcel, not the utility account anymore. Mayor Hodges and Mayor Pro tem Sadler disagreed with the proposal to place the fee on the property tax bill. Mr. Rauschenbach reviewed the formula used to calculate the charges. After much discussion, Council agreed to

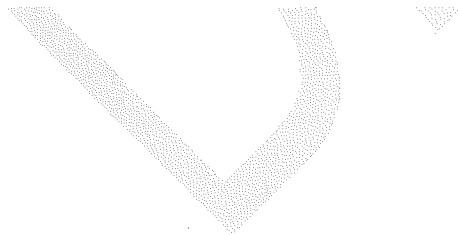
approve the amount presented in the budget. Staff will keep the charges on the utility bill and bring back the billing portion (formula) in May.

Enterprise Fund Financial Health

4/27/2020

<u>Fund Balance</u>	Water	Sewer	Electric	Stormwater	Airport	Solid Waste	Cemetery
6/30/2018 (Actual)							
Available for Non-current Obligations	4,056,754	2,535,177	15,729,749	416,462	174,735	833,517	86,970
Operating Expenses	2,654,292	3,313,757	30,004,015	668,427	429,170	1,251,883	226,382
Available %	153%	77%	52%	62%	41%	67%	38%
6/30/2019 (Actual)							
Available for Non-current Obligations	4,467,960	2,613,811	17,060,596	793,379	180,620	849,921	107,589
Operating Expenses	2,955,599	3,003,635	31,329,356	584,850	468,788	1,385,965	287,662
Available %	151%	87%	54%	136%	39%	61%	37%
Change in Available Resources FY19 to FY18	411,206	78,634	1,330,847	376,917	5,885	16,404	20,619
6/30/2020 (Budget)							
Fund Balance Appropriated	-	477,432	-	-	-	-	-
Transfers In (Subsidy)	-	-	-	-	244,219	-	126,607
Capital Expenditures	175,000	498,000	2,065,000	215,000	45,000	-	9,350
Transfer to Capital Project Fund	32,800	125,000	3,380,002	158,301	-	-	-
Contingency	-	-	-	-	-	25,883	-
Debt Service	-	234,518	-	435,418	-	-	-
Total Capital & Debt Service	<u>207,800</u>	<u>857,518</u>	<u>5,445,002</u>	<u>808,719</u>	<u>45,000</u>	<u>25,883</u>	<u>9,350</u>
Capital Project Fund Balance 6/30/19			445,491	346,160			
Sewer Facility Upgrade FY 24							
Project Cost		9,000,000					
Annual debt service, 15 yrs/4%		798,864					
Sewer Sales/yr		3,370,276					
Rate increase to service debt		23.7%					
Increase/yr FY 20-24 to service debt		4.7%					

Enterprise Fund Health.xlsx



Summary of Fee Changes

<u>Service</u>	<u>Rate Code/Description</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
Recreation-Aquatic Center	Water Aerobics-Non- Member	\$35 per month	\$5 per visit
	Yoga-Non- Member	\$38 for 15 lessons	\$5 per visit
	Group Swim Lessons- Members	\$25	\$30
	Locker Fees - Small	\$4 per month	\$5 per month
	Locker Fees - Large	\$8 per month	\$10 per month
Events & Facilities	Pickleball Punch Cards	NEW	\$20/10 visits
Inspections Commercial Projects	Change of Use/Tenant	\$90.00	\$135.00
Electrical Permits	Electrical Generator Installation	\$50.00	\$100.00
	Electrical Change of Service	\$50.00	\$100.00
Mechanical Permits	Mechanical Change Out	\$50 per address	\$50 per unit
	Duck work only	NEW	\$50.00
	Commercial Hood Fan	NEW	\$100.00
Inspections	Working without a permit- Residential	\$100	\$150 plus cost of permit
	Working without a permit - Commercial	\$110	\$150 plus cost of permit
	Re-inspection	\$65	\$150 plus cost of permit
All Utilities Base Rate	Water, Sewer, & Electric Funds	Various	Increase the greater of 2% or CPI each fiscal year 2.1% fy 20/21
Storm Water Fees	Stormwater	Various	\$ 67 per year for each ERU (Equivalent Residential Units)1 ERU = 3,164 square feet
Solid Waste	Residential Garbage Fee(9curbside pickup)	\$15 per month/cart	\$16 per month/cart
	Commercial tipping fees	Various rates based on cubic yard	Increase rates 21%

AIRPORT

Councilmember Kane asked for an airport profitability plan. She also asked for history of the revenues and expenditures for the airport. Mr. Rauschenbach will prepare a summary of the last 3-4 years of revenues and expenditures. Council discussed the fuel sales at the airport as well as the airport management agreement. Mayor Pro tem Sadler asked if the City owns any vehicles at the airport. Adam Waters, Public Works Director reviewed there is one service vehicle (pickup) and a courtesy van (for pilots).

SOLID WASTE FUND

- Fee change to residential garbage from \$15 to \$16 per month.
- Commercial tipping fees has an increase as well to cover our increase in cost.
- The installment note purchase will go away because Council approved borrowing money for the equipment, this will be moved to debt service.

Mayor Pro tem Sadler inquired about administrative charges and Mr. Rauschenbach reviewed the following spreadsheet and formula used to calculate administrative charges to the General Fund.

CEMETERY FUND - *No questions on Cemetery Fund

ELECTRIC FUND - *No questions on Electric Fund

ADMINISTRATION CHARGES TO GENERAL FUND
Fiscal Year 2021

Basis	General	%	TDA	%	Water	%	Sewer	%	Electric	%	Solid Waste	%	Airport	%	Cemetery	%	Total
Mayor	7,573	44.36%	126	0.74%	1,443	8.45%	1,512	8.85%	5,316	31.14%	642	3.76%	328	1.92%	133	0.78%	17,074
*1 City Council	28,167	44.36%	469	0.74%	5,365	8.45%	5,623	8.85%	19,772	31.14%	2,389	3.76%	1,221	1.92%	496	0.78%	63,501
*1 City Manager	174,774	44.36%	2,907	0.74%	33,291	8.45%	34,889	8.85%	122,688	31.14%	14,825	3.76%	7,575	1.92%	3,075	0.78%	394,025
*2 Personnel	246,905	63.60%	3,249	0.84%	24,366	6.28%	25,990	6.69%	60,102	15.48%	19,492	5.02%	1,624	0.42%	6,497	1.67%	388,225
*3 Finance	181,589	28.78%	3,021	0.48%	34,589	5.48%	36,260	5.74%	349,120	55.32%	15,403	2.44%	7,870	1.25%	3,195	0.51%	631,037
*4 Purchasing	4,707	3.08%	-	0.00%	13,443	8.79%	6,747	4.41%	128,047	63.72%	-	0.00%	-	0.00%	-	0.00%	152,944
*5 Information Systems	367,708	72.19%	10,895	2.14%	43,580	8.56%	16,343	3.21%	54,475	10.70%	5,448	1.07%	5,448	1.07%	5,448	1.07%	509,344
*3 Revenue Collections	111,804	28.78%	1,860	0.48%	21,296	5.48%	22,319	5.74%	214,963	55.32%	9,484	2.44%	4,846	1.25%	1,967	0.51%	388,528
*3 License Plate Agency																	-
*7 Utility Billing	28,171	15.50%	-	0.00%	27,721	15.25%	26,191	14.41%	71,204	39.17%	28,507	15.68%	-	0.00%	-	0.00%	181,795
*7 Customer Service	59,738	15.38%	-		58,576	15.08%	55,535	14.29%	153,701	39.56%	60,979	15.69%	-		-		388,528
*1 Legal	63,562	44.36%	1,057	0.74%	12,107	8.45%	12,689	8.85%	44,620	31.14%	5,392	3.76%	2,755	1.92%	1,118	0.78%	143,300
*1 Municipal Building	114,731	44.36%	1,909	0.74%	21,854	8.45%	22,903	8.85%	80,539	31.14%	9,732	3.76%	4,973	1.92%	2,019	0.78%	258,659
*6 Equipment Services	78,295	50.00%	-	0.00%	10,874	6.94%	8,700	5.56%	41,323	26.39%	10,874	6.94%	2,175	1.39%	4,350	2.78%	156,591
Miscellaneous	-	15.00%	-		-	25.00%	-	25.00%	-	25.00%	-	10.00%	-		-		-
*8 Planning	279,709	72.50%	-		28,935	7.50%	28,935	7.50%	28,935	7.50%	19,290	5.00%	-		-		385,806
*9 Inspections	281,932	80.00%	-		17,621	5.00%	17,621	5.00%	17,621	5.00%	17,621	5.00%	-		-		352,415
Total	<u>2,029,366</u>		<u>25,492</u>		<u>355,061</u>		<u>322,245</u>		<u>1,392,415</u>		<u>220,078</u>		<u>38,815</u>		<u>28,299</u>		<u>4,411,772</u>
FY 20	1,823,542		21,399		419,850		403,416		1,418,071		231,432		30,771		25,566		4,374,037
+/-	(205,824)		(4,093)		64,789		81,171		25,656		11,354		(8,044)		(2,743)		(37,735)
																	2,382,406

- *1 Based on total operating budget less purchase power cost
- *2 Based on the number of employees by fund
- *3 Based on total budget
- *4 Based on inventory at warehouse by fund
- *5 Based on computers by fund
- *6 Based on number of vehicles in city fleet
- *7 Based on number of utility accounts
- *8 Based on 32.5% of Planning spent on development review
- *9 Based on amount of Inspections/Code Enforcements time spent on Enterprise Fund related projects
- *10 Storm Water Fund administrative charges were eliminated in FY 11 and absorbed by the General Fund



CAPITAL PROJECT FUNDS

Capital Recommended FY 2020-2021

General Fund Department	Amount	Description
IT	45,000	Storage Area Network (X2)
IT	60,000	Fiber Cabling
IT	50,000	Video Security System
IT	10,000	Networks with Upgrades
IT	5,000	Cloud Based Storage for App
Municipal Building	52,305	Replace Cooling Tower
EMS	14,000	Power Stretcher
Brown Library	31,650	Expand History Room/Tech Services
Senior Programs	75,000	Interior and Exterior Brick work
Aquatic Center	28,000	Locker Replacement
Buildings & Grounds	35,000	Replace Tractor #8014
Buildings & Grounds	25,000	Replace Cub Cadet
Buildings & Grounds	105,000	Havens Gardens Bulkhead Phase 3
Buildings & Grounds	40,000	Expansion of McConnell Maint. Shop
Buildings & Grounds	130,000	PSJM Park Playground
Vehicle Replace Fund	593,197	Funding for fund 86 to replace GF vehicles
General Fund Total	1,299,152	

Water Fund Department	Amount	Description
Water Treatment	125,000	Replace Water Plant Roof
Water Treatment	150,000	Waste Holding Basin #1 Rehab.
Water Distribution Construction	115,000	Replace 2011 Caterpillar Backhoe/Loader #420
Water Fund Total	390,000	

Sewer Fund Department	Amount	Description
Wastewater Treatment Plant	150,000	Clarifier #1 Rehab.
Wastewater Treatment Plant	50,000	Actuator Replacements
Lift Stations	50,000	Upfit Penn & Haven Lift Station
Sewer Fund Total	250,000	

Stormwater Fund	Amount	Description
Stormwater	100,000	Drainage Improvements at various locations
Stormwater Fund Total	100,000	

Electric Department	Amount	Description
Electric Meter Services	35,000	Replace Vehicle #656
Electric Substation	100,000	Regulators 15Kv
Electric Substation	50,000	Reclosures/Breakers
Electric Power Line Maint.	1,000,000	Smallwood Phase II & III
Electric Power Line Maint.	450,000	Cherry/Dan Taylor Rebuild
Electric Power Line Maint.	270,000	Replace Vehicle #602 Line Truck

Electric Power Line Maint.	600,000	Downtown Transformer Replacement
Electric Power Line Maint.	300,000	W. Main St. Rebuild
Electric Power Line Maint.	150,000	River Road Feeder Rebuild Eng.
Electric Power Line Maint.	50,000	Rosedale Sub. Eng.
Electric Fund Total	<u>3,005,000</u>	

Airport Department	Amount	Description
Airport Fund Total	<u>-</u>	

Solid Waste Collection	Amount	Description
Solid Waste Fund Total	<u>-</u>	

Cemetery Department	Amount	Description
Cemetery	45,061	Replace Backhoe
Cemetery Fund Total	<u>45,061</u>	

Grand Total	<u>5,089,213</u>	
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INTERNAL SERVICE FUNDS
FACILITY MAINTENANCE FUND - *no questions

Account Number	Account Description	19/20 Budget	19/20 Actual	20/21 Department Request	20/21 Manager Recommends	20/21 Council Approved	+/- Budget
Fund: 087 - Facility Maintenance Fund							
087-3831-0000	INTEREST EARNED	8,000	5,083	4,300	0		-8,000
087-3991-9910	FUND BALANCE APPROPRIATED	335,590	0	0	130,000		-205,590
	Total Facility Maintenance Fund Revenue	343,590	5,083	4,300	130,000		-213,590

VEHICLE REPLACEMENT FUND – GENERAL FUND VEHICLES - *no questions

Account Number	Account Description	19/20 Budget	19/20 YTD Activity	20/21 Department Request	20/21 Manager Recommends	20/21 Council Approved	+/- Budget
Fund: 086 - Vehicle Maintenance Fund							
Department: 5008 - 5017 General Fund Vehicle Purchase							
086-5007-7490	VEHICLE PURCHASE-PURCHASING/WAREHOUSE			0	36,000		36,000
086-5008-7490	VEHICLE PURCHASE-EQUIPMENT SERVICES	35,500	0	0	0		-35,500
086-5009-7444	VEHICLE PURCHASE-POWELL BILL	290,000	261,681	0	0		-290,000
086-5010-7490	VEHICLE PURCHASES-POLICE	306,796	71,010	165,000	165,000		-141,796
086-5011-7490	VEHICLE PURCHASES-FIRE	0	0	950,000	950,000		950,000
086-5014-7490	RESERVED FOR FUTURE CAPITAL EXPENDITURE	13,768	0	0	0		-13,768
086-5015-7490	VEHICLE PURCHASES-STREETS	69,919	35,967	140,000	140,000		70,081
086-5017-6130	VEHICLE PURCHASES-RECREATION MAINTENANCE	32,500	0	35,000	35,000		2,500
	Total	748,483	368,657	1,290,000	1,326,000		577,517

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WORKER'S COMP FUND – *no questions

Account Number	Account Description	Budget	Actual	Department Request	Manager Recommends	Council Approved	Budget
Fund: 085 - Workers Compensation Fund							
085-3831-0000	INTEREST EARNED	16,000	11,601	14,900	14,900		-1,100
085-3940-0010	PAYMENTS FROM GENERAL FUND	50,000	50,000	50,000	50,000		0
085-3940-0030	PAYMENTS FROM WATER FUND	1,000	1,000	1,000	1,000		0
085-3940-0032	PAYMENTS FROM SEWER FUND	1,000	1,000	1,000	1,000		0
085-3940-0035	PAYMENTS FROM ELECTRIC FUND	40,000	40,000	40,000	40,000		0
085-3940-0038	PAYMENTS FROM SOLID WASTE FUND	20,000	20,000	20,000	20,000		0
085-3940-0039	PAYMENTS FROM CEMETERY FUND	1,000	1,000	1,000	1,000		0
085-3991-9910	FUND BALANCE APPROPRIATED	0	0	0	0		0
	Total Workers Compensation Fund Revenue	129,000	124,601	127,900	127,900		-1,100

Account Number	Account Description	19/20 Budget	19/20 YTD Activity	20/21 Department Request	20/21 Manager Recommends	20/21 Council Approved	+/- Budget
Fund: 085 - Workers Compensation Fund							
Department: 5000 -5039 WC Claims							
085-5000-6300	WC CLAIMS - GENERAL FUND	66,000	-26,074	64,900	64,900		-1,100
085-5030-6300	WC CLAIMS - WATER FUND	1,000	5	1,000	1,000		0
085-5032-6300	WC CLAIMS - SEWER FUND	1,000	5	1,000	1,000		0
085-5035-6300	WC CLAIMS - ELECTRIC FUND	40,000	6,851	40,000	40,000		0
085-5038-6300	WC CLAIMS - SOLID WASTE FUND	20,000	12,727	20,000	20,000		0
085-5039-6300	WC CLAIMS - CEMETERY FUND	1,000	2,593	1,000	1,000		0
	Total	129,000	-3,894	127,900	127,900		-1,100

EXPANSION BUDGET
Expansion Summary

Expansion #	Expansion Request	Department	Amount
1	2.1% Cost of Living Adjustment	Finance	281,864
2	2.1% or \$1,290 Cost of Living Adjustment	Finance	397,110
3	Employee Holiday Gift	City Manager	6,989
4	Reclassify HR Technician to HR Specialist	Human Resources	2,772
5	HR Assistant Position	Human Resources	47,616
6	Special Separation Allowance for Fire/EMS workers	Fire	-
7	Separate Fire & EMS Staffing	Fire & EMS	937,472
8	NCGS Chapter 160D Ordinance Update and UDO Creation	Planning	50,000
9	City Wide Beautification Plan & Development	Planning	25,000
10	Inspections Software	Inspections	37,000
11	Brown Library Expansion	Library	100,000
12	Relocate House @ 411 W 2nd Street	Library	58,000
13	Part Time Salaries for Bobby Andrews Rec. Center & Sports Complex	Parks & Recreation	1,600
14	PT Custodian for Senior Center	Parks & Recreation	6,630
15	Pt Recreation Maintenance Worker (seasonal)	Parks & Recreation	19,088
16	2 Full Time Recreation Maintenance Workers	Parks & Recreation	78,520
17	Expend Aquatic Center Operating Hours	Parks & Recreation	3,100
18	Reclassify Engineering Tech. to Senior GIS/Engineering Specialist	PW Director	3,245
19	City Sidewalks	Public Works	200,000
20	Reclassify Cemetery Main. Worker I to Maintenance Worker III	Cemetery	1,373
	Total		\$2,257,379

Council discussed tabling the expansion budget at this time as a result of the potential decline in revenue due to COVID-19.

By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council voted to table the expansion budget at this time due to the unknown impacts of COVID-19. Motion carried 4-1 with Councilmember Kane opposing.

SIDEWALKS

Mayor Hodges discussed the need to fund the sidewalk project.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council approved \$200,000 for the installation of sidewalks on 15th Street, Highland Drive and Avon Avenue.

OUTSIDE/SUPPORT AGENCY FUNDING/ECONOMIC DEVELOPMENT FUNDING

Account Number	Account Description	19/20 Budget	19/20 YTD Activity	20/21 Department Request	20/21 Manager Recommends	20/21 Council Approved	+/- Budget
Department: 6170 - Outside/Support Agencies							
010-6170-9105	BOYS & GIRLS CLUB	10,500	10,500	20,000	10,500		0
010-6170-9107	ZION SHELTER	6,100	6,100	8,000	6,100		0
010-6170-9108	WRIGHT FLIGHT	2,250	2,250	5,000	2,250		0
010-6170-9110	THE BLIND CENTER	800	800	800	800		0
010-6170-9116	EAGLE WINGS	1,000	1,000	1,050	1,000		0
010-6170-9121	SPECIAL OLYMPICS IN KIND RENTAL	0	0	0	0		0
010-6170-9122	PAMLICO PALS/HORIZON IN KIND RENTAL	0	0	0	0		0
010-6170-9123	PAL IN KIND RENTAL	0	0	0	0		0
010-6170-9124	SOUND RIVERS IN KIND RENTAL	0	0	0	0		0
010-6170-9136	PURPOSE OF GOD	13,000	13,000	15,000	13,000		0
010-6170-9165	CORNER STONE WORSHIP CTR.	6,480	6,480	8,000	6,480		0
010-6170-9166	INNER BANKS STEM CENTER	0	0	5,000	0		0
010-6170-9167	OPEN DOOR COMMUNITY	0	0	7,500	0		0
	Total	40,130	40,130	70,350	40,130		0

Account Number	Account Description	19/20 Budget	19/20 YTD Activity	20/21 Department Request	20/21 Manager Recommends	20/21 Council Approved	+/- Budget
Department: 4650 - Economic Development							
010-4650-0400	PROFESSIONAL SERVICES	1,402	1,401	5,000	5,000		3,598
010-4650-4501	ED PROJECTS	49,001	34,690	60,000	60,000		10,999
010-4650-4503	HARBOUR DISTRICT ALLIANCE	125,176	115,132	40,176	40,176		-85,000
010-4650-4506	ESTUARIM PAYMENTS	17,067	17,067	12,960	12,960		-4,107
010-4650-4507	ARTS COUNCIL PAYMENT	13,368	13,368	13,368	13,368		0
010-4650-4508	CHRISTMAS PARADE	972	972	972	972		0
010-4650-6125	CIVIC CENTER SUBSIDY	35,000	23,333	35,000	35,000		0
010-4650-6127	CIVIC CENTER MAINTENANCE	53,289	49,155	15,000	15,000		-38,289
010-4650-6128	CIVIC CENTER INSURANCE	9,137	8,832	9,137	9,137		0
010-4650-9280	AIRPORT SUBSIDY	244,219	244,219	249,085	232,842		-11,377
	Total	548,631	508,169	440,698	424,455		-124,176

Councilmember Brooks inquired if funding was going to be reduced by 10% to the outside agencies, as this had been discussed in the past. Councilmember Finnerty explained the funding was not reduced 10% last year. Mayor Pro tem Sadler stated we should reduce the funding as it's not meant to be a lifetime source of income for these agencies. Councilmember Finnerty disagreed stating they need the funding. Mayor Hodges suggested leaving the funding as it is. Councilmember Kane noted she didn't have a strong opinion on reducing funding and would be in support of leaving the funding as is. Mayor Pro tem Sadler suggested putting the organizations on notice, letting them know in future years their funding may be reduced.

Mr. Russell explained this falls under discretionary spending and can change from year to year. We can establish a reduction policy, noting that funding could go away or be reduced every year. The total request for funding this year is approximately \$40,000.

POLICE STATION

Councilmember Brooks asked for and received an update from Mr. Russell on the police station project.

BEAUFORT COUNTY COMMISSIONER - RESOLUTION

Mayor Hodges said he had a call from Beaufort County Commissioner Hood Richardson. Mr. Richardson is asking the City Council to send a resolution to Governor Cooper asking him to re-open Washington, NC. Council was unanimously opposed to submitting a resolution, noting Governor Cooper already has a plan in place for re-opening.

AMENDMENT TO CAPITAL IMPROVEMENT PLAN

By motion of Councilmember Kane, seconded by Councilmember Finnerty, Council approved an amendment to the Capital Improvement Plan to include the following items:

- rebuilding of the Short Drive Lift Station to flood proof it above the 100-year flood elevation
- rehabilitation of approximately 3200 linear feet of gravity sewer in the Runyon Creek Outfall,
- Back-up Generator to provide emergency power supply at the Water Treatment

ADJOURN

By motion of Councilmember Finnerty, seconded by Councilmember Kane, Council adjourned the meeting at 4:50pm until May 11, 2020 at 5:30pm in the City Council Chambers.

(subject to approval of City Council)

s/Cynthia S. Bennett, MMC
City Clerk

The Washington City Council met in a regular session on Monday, May 11, 2020 at 5:30pm in the City Council Chambers at the Municipal Building. Present: Mac Hodges, Mayor; Donald Sadler, Mayor Pro tem; Richard Brooks, Councilmember; Virginia Finnerty, Councilmember; Betsy Kane, Councilmember and William Pitt, Councilmember. Also present: Jonathan Russell, City Manager, Chip Edwards, Attorney and Cynthia S. Bennett, City Clerk. **The meeting was held as a virtual meeting. Members physically present: Hodges, Sadler, Brooks; Pitt, Kane and Finnerty accessed the meeting remotely.*

Mayor Hodges called the meeting to order. Councilmember Brooks led the Pledge of Allegiance and delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilmember Brooks, seconded by Councilmember Finnerty, Council approved the minutes of April 13 & 27, 2020 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

- Remove: New Business Item G: Adopt Budget Ordinance for FY 2021, Set Ad Valorem Tax Rate and User Fee Schedule (move to June)
- Add: Under items from Mayor & Council: Council wear, COVID-19 & NLC, City Essentials (Councilmember Pitt)
- Add: Under items from Mayor & Council: Discussion of noise ordinance and loitering/public assembly on City property (Councilmember Kane)

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council approved the agenda as amended.

CONSENT AGENDA: NONE

COMMENTS FROM THE PUBLIC:

Project River Breeze

Public Comment Title: Request to provide an economic development performance grant to the EDPNC Project River Breeze to establish a manufacturing plant in the City of Washington.

Presenter: Martyn Johnson, Beaufort County Economic Development Director

Summary of Information: Project River Breeze is an expansion of an existing manufacturing company into a new air purification product line. The high-quality air filters will be manufactured for use in medical labs, bio-manufacturing facilities and hospitals. Given the current pandemic, the company anticipates there will be a large global demand for its new product line.

The company currently has plans to locate a facility in the City of Washington, NC or an out-of-state location. The State is providing incentives to compete with the out-of-state location and assist Project River Breeze in the start-up of their new manufacturing plant. Currently the State package being discussed includes:

- \$500,000 Building Reuse Grant
- \$200,000 OneNC
- \$ 76,000 Community College Training Grant

Investment and Jobs: The company plans to invest \$2,600,000 in a facility and \$1,000,000 in equipment. Once at full capacity after 5 years, Project River Breeze will employ 76 full-time employees paying an average annual wage of \$38,224. The average 2020 County wage rate is \$38,008. The jobs will include managers, engineers, shift managers, assemblers (60 jobs @ \$32K/year), and administration positions.

Economic Development Grant: If approved the economic development performance grant will be paid out over 5 years only after the City has collected Project River Breeze’s property taxes for the year and will not exceed the property taxes paid in that year. The grant will require the company to achieve its capital investment and job creation goals plus be current on all its City tax and utility obligations to receive the proposed grant funding. If the jobs are not created and/or held for the specified time period, the economic development performance grant will be returned to the City proportional to the number of jobs not created.

Submitter Recommendations/Motions: When I return to your June 8th Council meeting after a public hearing on that same evening I will be requesting the City Council vote to direct the City Manager, County Economic Developer and City Attorney to work with Project Rivers Breeze to provide an estimated \$85,000 (\$17,000 per year) five (5) year economic development performance grant to support with the aid of NCDOT, EDPNC and other economic development allies the creation of 76 full-time jobs and an investment of \$3,600,000 in the City of Washington, NC.

REPRESENTATIVE KEITH KIDWELL

Rep. Kidwell provided updates from Raleigh and what they anticipate in the near future as it relates to COVID-19. He discussed possible funding being made available to North Carolina counties and hopefully municipalities as it relates to COVID-19. He reviewed that many agencies have delayed deadlines, such as taxes, license plates and license extensions.

WILLIAM TAYLOR, SR. – VICE PRESIDENT, FIRST BANK

William Taylor, Sr. reviewed the following letter with City Council regarding 15th Street.

To: Members of the City Council, the Mayor and the City Manager
Date: May 11, 2020

As you know, there is a large group of citizens in Washington who are intensely interested in the process of redesigning 15th Street. On April 13, we wrote you a letter expressing our support for the City’s decision to hire an engineering firm to conduct an in-depth study of alternative designs and to work with the NC DOT to implement a design chosen by the City.

We understand that the City received six responses to its RFQ and that last week the designated committee met to review and rank the applications. Since the process of selecting the engineering firm is well underway, we felt it was important for us to restate our hopes and expectations.

The outcome of this project could have a major positive impact on the future of the whole town. A properly designed 15th Street would create safe avenues for auto, pedestrian, and bicycle traffic; provide proper access to homes, businesses and neighborhoods; preserve and even improve property values; and beautify this section of town. In short, it would be a boon for both businesses and residents.

It will succeed, however, only if the right engineering firm is hired. There are two things that we believe are most important for the committee to consider:

- The first is that the chosen engineering firm must have a proven track record of many successful projects using Complete Streets methodology.
- The second is that the firm must have demonstrated in numerous projects its ability to put a vibrant public input process at the center of its work.

We are asking you to ensure that you hire not just a good firm but the best that can be found. This investment will pay off in many ways far into the future. We believe that Washington is worth it and we hope that you do as well.

Thank you.

Signed by 44 citizens B (with permission) representing the larger business and residential community:

- Dave Alton, Alton Insurance Services, Inc., 15th St.
- Bill Mac Alligood, owner, Alligood’s Garage
- Tom Atkins, President & General Manager, The Rich Company, 15th St. & Hwy. 17
- Liz Barnhardt and Brent Wilson, 110 W. 13th St.
- Laura and Tripp Biley, 1207 Summit Ave.
- Clay Carter, 325 E. Main St.
- Lou Carter, 500 Fairview Ave.
- Mrs. Georgie Clagett, 211 W. 15th St.
- John Conway, owner, Beaufort Monument Co., 15th St.
- Polk and Cathy Culpepper, 1301 Summit Ave.
- Jane DeVos, 1211 Summit Ave.
- Karen Etheredge and Christine Floyd, 128 W. 12th St.
- Sonny and Marla Fields, 1301 N. Respass St.
- Barry Friedland and Kay Mitchell, 1307 Summit Ave.
- Pat Griffin, Properties Down East, 15th St.
- Barbara Grimes, 100 Summer Haven Lane
- Nancy M. Hamblin, 103 E. 10th St.
- Ed Hodges, 101 E. 10th St.
- Grace Lekson, 924 N. Market St.
- Tomp Litchfield, commercial property owner
- Walker Lynch, Bragaw & Co. Insurance, 15th St.
- Mary Day Mordecai and Ned Hulbert, 1232 N. Market St.
- Sarah Ninan, 621 W. Main St.
- William Page, Page Management LLC, 15th St.
- Charles Phillips, Member/Manager, Midtown Crossing Shopping Center, 15th St.
- Greg Purser, 1001 N. Market St.
- Bob Rich, Member, Midtown Crossing Shopping Center, 15th St.
- Beth Sloan, business property owner, 15th St.
- Robin and Jim Skillen, 118 W. 11th St.
- Terry and Debie Speer, 1106 N Respass St.
- William Taylor, Sr. Vice President, First Bank, 15th St.
- Tracy Warren and Melonie Grooms, 1308 N. Market St.
- Ryan Whitford, owner, Allstate Insurance, 15th St.
- Roland Wyman, 200 Washington Harbor

PUBLIC HEARING – ZONING – None

PUBLIC HEARING (OTHER): FISCAL YEAR 2020-2021 PROPOSED BUDGET

(Public hearing recessed/left open from 4-27-20 meeting to allow for additional comments)

Mayor Hodges asked for any additional comments from the public. There being no one present to speak and no comments received in advance by the Clerk, Mayor Hodges closed the budget public hearing at this time.

Councilmember Brooks inquired about the policy for funding outside agencies that was discussed during the goal setting session in October 2019, he noted we need to come to some type of conclusion before we pass the budget.

Mayor Hodges discussed the stormwater fees and that Council agreed to leave them on the utility bills. He asked staff to review the stormwater fees again in order to assign the fees more equitably.

Councilmember Kane asked for a fiscally sustainable plan for the airport. She also asked that \$20,000 be included in the budget for improving bicycle mobility, she expressed her appreciation for including funding for sidewalks. Mayor Pro tem Sadler supports funding for improving bicycle mobility.

Councilmember Pitt commented the budget was planned before the COVID-19 pandemic and we need to look very closely at this budget and be cautious in our spending.

SCHEDULED PUBLIC APPEARANCES: NONE

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – July 4th (accepted as presented)

In March of 2012 City Council authorized the City Manager to sign the Release, Hold Harmless and Indemnification agreement with Bridge Harbor, LLC. City Council also authorized the City Manager to sign the Agreement with East Coast Pyrotechnics, INC. The Manager was authorized to sign these agreements for future years as long as the release or agreement did not change. Due to the COVID-19 Pandemic, there are multiple facets of this process that are not falling into place.

Staff recommends reallocating the 2020 July 4th Firework funds to assist the Chamber of Commerce with their 2020 Summer Festival Celebration. The Summer Festival is tentatively scheduled for September.

- *The Recreation Department currently does not have a contract because the company does not currently have a driver that can transport explosives at this time. Drivers are required to have a Federal CDL license for explosives. These drivers have not been able to renew their licenses because of COVID-19 closures of re-licensing agencies.*
- *Washington Tourism Development Authority has supported this recommendation by sending an email, last week, stating that they do not feel comfortable supporting July 4 fireworks with a gathering. They were able to reschedule their band to support another community event later this fall.*
- *Staff is discussing options with other Recreation Departments and many anticipate canceling their 2020 July 4th Celebration too.*
- *Staff is concerned about safety of participants. Traditionally, traffic and safe use of our facilities is a challenge during “good” times. Our fireworks viewing area is a wide- open area with multiple points of entry. The city easily has 5,000-10,000 spectators during the July 4th show.*

Mr. Russell noted the cost for the fireworks is typically \$12,000 and a majority of municipalities are cancelling or delaying their 4th of July celebrations. The Chamber would provide the Summer Festival and the City would provide the fireworks.

REPORTS FROM BOARDS, COMMISSIONS & COMMITTEES: NONE

APPOINTMENTS: NONE

OLD BUSINESS:

ADOPT – RESOLUTION AND AUTHORIZE MAYOR TO EXECUTE CIVIC CENTER LEASE

BACKGROUND AND FINDINGS: The current one-year lease expires on June 30, 2020. The proposed lease for a one-year term fixes the City subsidy at \$35,000/year and includes a 50/50 profit sharing provision between the two entities based on the change in net assets as reported in the independent auditor's report.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council approved the resolution which authorizes the Mayor to execute the lease agreement for the Civic Center with the TDA. **(copy attached)**

APPROVE – JOINT USE AND IMPROVEMENT AGREEMENT FOR P.S. JONES MEMORIAL PARK

BACKGROUND AND FINDINGS: In addition to the funding that the City Council committed toward the development of P.S. Jones Memorial Park, the City of Washington has obtained grant funds through Kate B. Reynolds Charitable Trust to support this park improvement project. The improvement and joint-use agreement proposal is pending for the Beaufort County School Board of Education's approval.

The City Manager noted the agreement should be for another five-year term. Chip Edwards explained the agreement has been forwarded to Superintendent Cheeseman and he will be forwarding the document to the Board of Education for approval.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council authorized the Mayor to enter into the proposed agreement with the Beaufort County Board of Education for the improvement and joint use of P.S. Jones Memorial Park. **(copy attached)**

DISCUSSION – 15TH STREET ENGINEERS

Jonathan Russell, City Manager explained six firms were interviewed and the firms have now been narrowed down to two. We will be soliciting pricing from the two firms, which are North Carolina based firms that have previous experience with this type of project. Once the pricing is received, this will come back to Council for approval.

NEW BUSINESS:

ADOPT – ORDINANCE ADDING NEW CHAPTER 31, STORMWATER UTILITY TO THE WASHINGTON CITY CODE

BACKGROUND AND FINDINGS: The purpose of this chapter is to establish the Stormwater Utility requirements of the City of Washington to include structural, natural stormwater and drainage systems of all types owned and maintained by the City of Washington. The cost to maintain and operate the Stormwater Utility shall be financed with revenues from the Stormwater Service Fees.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council adopted an Ordinance adding a new Chapter 31, Stormwater Utility, to the Washington City Code. **(copy attached)**

ADOPT – RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT GRANT ASSISTANCE FROM NC DEPARTMENT OF ENVIRONMENTAL QUALITY DIVISION OF WATER INFRASTRUCTURE FOR ASSET INVENTORY ASSESSMENT GRANT, APPROVE BUDGET ORDINANCE AMENDMENT, APPROVE GRANT PROJECT ORDINANCE

BACKGROUND AND FINDINGS: At the September 9, 2019 City Council meeting, Council authorized the Mayor to request grant assistance from the NC Department of Environmental Quality Division of Water Infrastructure. The Asset Inventory and Assessment Grants were created to fund water and wastewater projects. The Grant has a limit of \$150,000 per application over three years. Funds are used to inventory the existing water system and document the condition of the inventoried item in our

infrastructure. The City of Washington has been awarded this grant in the amount of \$150,000. The match percentage for this grant is 5% or \$7,500. In-kind services will apply as part of the match.

By motion of Councilmember Pitt, seconded by Councilmember Finnerty, Council adopted a resolution authorizing the Mayor to accept grant assistance from the NC Department of Environmental Quality Division of Water Infrastructure for an Asset Inventory Assessment, Approved Budget Ordinance Amendment, and Approved Grant Project Ordinance. **(copy attached)**

APPROVE – COVID-19 “THANK YOU” BONUS AND ADOPT CORRESPONDING BUDGET ORDINANCE AMENDMENT

BACKGROUND AND FINDINGS: Our first responders are out on the frontlines protecting the public and responding to calls across the city. The vast majority of our staff have been working on the frontlines providing the city with basic services, despite the public health crisis. Because of the employee’s dedication to their jobs and to the community, they accepted this challenge with courage and professionalism. The “thank you” bonus will be paid based on the following:

- *Essential Personnel (high risk exposure) \$600 full-time, \$300 part-time*
- *Mission Critical (moderate risk exposure) \$500 full-time, \$250 part-time*
- *Support Mission Critical (little to no exposure) \$200 full-time, \$100 part-time*

There are 206 employees who will receive a one-time “thank you” bonus at the following cost:

<i>\$ 87,800</i>	<i>Thank You Bonus</i>
<i>15,726</i>	<i>Fringe Benefits</i>
<i>\$103,526</i>	<i>Total</i>

By motion of Mayor Pro tem Sadler, seconded by Councilmember Kane, Council approved a one-time “Thank you” bonus for employees who have been working in many high-risk positions, along with support staff delivering basic services to the City of Washington during the Covid-19 health crisis and adopt the corresponding Budget Ordinance Amendment. **(copy attached)**

ADOPT – GRANT PROJECT ORDINANCE AND AUTHORIZE THE MAYOR TO EXECUTE THE KATE B. REYNOLDS CHARITABLE TRUST GRANT CONTRACT

BACKGROUND AND FINDINGS: The City has committed \$130,000.00 in the 2020-2021 budget year. In addition, the Kate B. Reynolds grant will provide an additional \$82,500.00. The funds will provide a playground at PS Jones Memorial Park.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council adopted the grant project ordinance and authorized the Mayor to execute the Kate B. Reynolds Charitable Trust Grant Contract. **(copy attached)**

APPROVE – CANCELLATION AND REFUNDS FOR 2020 SUMMER PROGRAM PARTICIPANTS

BACKGROUND AND FINDINGS: Due to the COVID-19 pandemic and guidelines being issued through the CDC, we do not feel as though we can offer a quality program to our participants. Transportation is not allowed and children will be required to wear masks. In addition, we do not know what the guidelines

will be for the facilities we planned to visit. We may attempt to offer swim lessons during late July or August, depending on the guidelines issued. At this time, we have not held registration for swim lessons.

By motion of Councilmember Pitt, seconded by Councilmember Kane, Council approved the Recreation Department to cancel all 2020 Summer Programs offered through the Events and Facilities Division and allowed staff to refund money to participants.

APPROVE – RESOLUTION ADOPTING 2019 PAMLICO SOUND REGIONAL HAZARD MITIGATION PLAN

BACKGROUND AND FINDINGS: The Pamlico Sound Regional Hazard Mitigation Plan is drafted to assist in the protection of the people and the property of the Pamlico Sound Region from the effects of natural and human-caused hazards and to maintain eligibility for mitigation funding from the Federal Emergency Management Agency (FEMA). Having this plan in place also contributes to the City of Washington's FEMA CRS rating which helps to reduce Federal Flood Insurance rates for property owners. The plan was last adopted in 2015. The new plan is the 2019 update that has been developed over a year long process which included public participation. The Pamlico Sound Region includes the counties of Beaufort, Craven, Pamlico and Carteret and all participating cities and towns within those counties. A copy of the 653 page plan along with other pertinent information can be found at www.pamlicohmp.com.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council approved a resolution to adopt the 2019 Pamlico Sound Regional Hazard Mitigation Plan. **(copy attached)**

ADOPT – BUDGET ORDINANCE FOR FISCAL YEAR 2021, SET AD VALOREM TAX RATE AND USER FEE SCHEDULE (item moved to June agenda)

DISCUSSION – TRAFFIC CALMING EFFORTS ON MAIN STREET (COUNCILMEMBER KANE)

Councilmember Kane proposed traffic calming efforts on Main Street and asked Council to authorize staff to install a pop-up traffic calming project. She is also asking the Police Department to evaluate the area before and after the project. This is an experimental project that will be up for one-two weeks. She also discussed installation of a temporary stop sign.

Council, by consensus authorized staff to review and implement this pop-up traffic calming project on a temporary basis.

**ANY OTHER ITEMS FROM CITY MANAGER:
DISCUSSION – NEW HORIZONS STATUS UPDATE**

The City Manager provided an update on the New Horizons project, noting a new financial plan is in process.

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

The City Council discussed Governor Cooper's phased re-opening plan and possible ways to help businesses during this time.

**DISCUSSION: COUNCIL WEAR, COVID-19, NLC, CITIES ESSENTIAL
(Councilmember Pitt)**

No discussion was held at this time.

**DISCUSSION: NOISE ORDINANCE AND LOITERING ON CITY PROPERTY
(Councilmember Kane)**

No discussion was held at this time.

CLOSED SESSION: NONE

ADJOURN

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council adjourned the meeting at 7:00pm until Monday, June 8, 2020 in the Council Chambers at 5:30pm

(subject to approval of City Council)

s/Cynthia S. Bennett, MMC
City Clerk

DRAFT

City of Washington Agenda Abstract

Meeting June 8, 2020 5:30 PM

Agenda Title: Request to provide an economic development performance grant to the EDPNC Project River Breeze to establish a manufacturing plant in the City of Washington.

Presenter: Martyn Johnson, Economic Development Director

Summary of Information: Project River Breeze is an expansion of an existing manufacturing company into a new air purification product line. The high-quality air filters will be manufactured for use in medical labs, biomanufacturing facilities and hospitals. Given the current pandemic, the company anticipates there will be a large global demand for its new product line.

The company currently has plans to locate a facility in the City of Washington, NC or an out-of-state location. The State is providing incentives to compete with the out-of-state location and assist Project River Breeze in the start-up of their new manufacturing plant. Currently the State package being discussed includes:

\$300,000 Building Reuse Grant

\$ 43,000 Community College Training Grant

Investment and Jobs: The company plans to invest \$2,100,000 in a facility and \$950,000 in equipment. Once at full capacity after 5 years, Project River Breeze will employ 43 full-time employees paying an average annual wage of \$39,651. The average 2020 County wage rate is \$38,008. The jobs will include managers, engineers, shift managers, assemblers (\$32K/ year 30 jobs), and administration positions.

Economic Development Grant: If approved the economic development performance grant will be paid out over 5 years only after the City has collected Project River Breeze's property taxes for the year and will not exceed the property taxes paid in that year. The grant will require the company to achieve its capital investment and job creation goals plus be current on all its City tax and utility obligations to receive the proposed grant funding. If the jobs are not created and/or held for the specified time period, the economic development performance grant will be returned to the City proportional to the number of jobs not created.

Submitter Recommendations/Motions: When I come back on June 8th after a public hearing I will be requesting the City Council vote to direct the City Manager, County Economic Developer and City Attorney to work with Project Rivers Breeze to provide an estimated \$65,000 (\$13,000 per year) five (5) year economic development performance grant to support with the aid of NCDOC, EDPNC and other economic development allies the creation of 43 full-time jobs and an investment of \$3,050,000 in the City of Washington, NC.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Mike Dail, Community & Cultural Services Director
Date: June 1, 2020
Subject: Ordinance to Amend Ch. 40, Article X - Flood Damage Prevention and adoption of the FEMA Flood Hazard Risk Area Mapping
Applicant Presentation: N/A
Staff Presentation: Mike Dail, Community & Cultural Services Director

RECOMMENDATION:

I move that the City Council adopt an Ordinance to Amend Ch. 40, Article X - Flood Damage Prevention of the Washington City Code and adopt the new FEMA Flood Hazard Risk Area Mapping.

BACKGROUND:

This amendment to the Flood Damage Prevention Ordinance will update the referenced date of FEMA’s flood hazard mapping of flood risk areas and will align our ordinance with the North Carolina Model Flood Damage Prevention Ordinance. All Jurisdiction have to adopt FEMA’s new flood hazard mapping of flood risk areas by June 19, 2020 in order to remain eligible for the National Flood Insurance Program.

The new flood hazard mapping of flood risk areas will remove a significant amount of Washington’s Jurisdiction from flood hazard areas. Because of this many property owners will no longer be required to carry flood insurance, which will be a great cost savings to our citizens.

This ordinance amendment also includes a provision to increase the minimum flood elevation requirement for structures from Base Flood Elevation to Base Flood Elevation plus one foot. The increase in the base flood elevation to plus one foot is a requirement to maintain our current FEMA CRS rating of 7. If this amendment is not made our FEMA CRS rating will become a 9 and cause flood insurance premiums to increase for property owners.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Ordinance, Maps, Letter from FEMA, FEMA EA Q15, and Base Flood Elevation Change

An Ordinance to Amend Chapter 40, Zoning
of the Washington City Code

WHEREAS, NCGS 160A-364 and NCGS 160A-381 authorizes local governments to amend ordinances regulating land use within their jurisdiction; and

WHEREAS, the amendment set out below is made in accordance with NCGS 160A-364; and

WHEREAS, following the public hearing, the City Council of the City of Washington hereby finds that the amendment set out below is not inconsistent with the comprehensive plan or any other officially adopted plan that is applicable and is both reasonable as well as in the public interest because it is designed to promote the public health, safety and/or general welfare; and

WHEREAS, the amendments set out below is intended to promote the public health, safety and welfare by amending the Zoning Ordinance to reflect changes in the FEMA Flood Hazard Risk Area Maps and align the Flood Damage Prevention Article with the North Carolina Model Ordinance.

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

Section 1. That Chapter 40. Table of Contents for Article X. Flood Damage Prevention, be deleted in its entirety and be replaced with the following:

ARTICLE X. FLOOD DAMAGE PREVENTION

Sec. 40-259. Statutory authorization, findings of fact, purpose and objectives.

Sec. 40-260. Definitions

Sec. 40-261. General Provisions

Sec. 40-262. Administration

Sec. 40-263. Provisions for flood hazard reduction

Sec. 40-264. Legal Status Provision

Secs. 40-265-40-286. Reserved

Section 2. That Chapter 40. Article X. Flood Damage Prevention, be deleted in its entirety and be replaced with the following:

ARTICLE X. FLOOD DAMAGE PREVENTION

Sec. 40-259. Statutory authorization, findings of fact, purpose and objectives.

(a) *Statutory Authorizations.*

- (1) The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Article 7, 9, and 11 of Chapter 160D (Effective January 1, 2021) of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.
- (2) Therefore, the City Council of the City of Washington, North Carolina, does ordain as follows:

(b) *Findings of fact.*

- (1) The flood prone areas within the jurisdiction of The City of Washington are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- (2) These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards.

(c) *Statement of purpose.* It is the purpose of this ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

- (1) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- (5) Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

(d) *Objectives.* The objectives of this ordinance are to:

- (1) Protect human life, safety, and health;
- (2) Minimize expenditure of public money for costly flood control projects;

- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business losses and interruptions;
- (5) Minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (6) Minimize damage to private and public property due to flooding;
- (7) Make flood insurance available to the community through the National Flood Insurance Program;
- (8) Maintain the natural and beneficial functions of floodplains;
- (9) Help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- (10) Ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

Sec. 40-260. Definitions.

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance it's most reasonable application.

Accessory Structure (Appurtenant Structure) means a structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

Addition (to an existing building) means an extension or increase in the floor area or height of a building or structure.

Alteration of a watercourse means a dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Appeal means a request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance.

Area of Shallow Flooding means a designated Zone AO or AH on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

Area of Special Flood Hazard see "Special Flood Hazard Area (SFHA)".

Base Flood means the flood having a one (1) percent chance of being equaled or exceeded in any given year.

Base Flood Elevation (BFE) means a determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a "Special Flood Hazard Area", it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the "Freeboard", establishes the "Regulatory Flood Protection Elevation".

Basement means any area of the building having its floor subgrade (below ground level) on all sides.

Breakaway Wall means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or the supporting foundation system.

Building see "Structure".

Chemical Storage Facility means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

Coastal Area Management Act (CAMA) means North Carolina's Coastal Area Management Act, this act, along with the Dredge and Fill Law and the Federal Coastal Zone Management Act, is managed through North Carolina Department of Environmental Quality (NCDEQ) Division of Coastal Management (DCM).

Coastal A Zone (CAZ) means an area within a special flood hazard area, landward of a V zone or landward of an open coast without mapped V zones. In a Coastal A Zone, the principal source of flooding must be astronomical tides, storm surges, seiches, or tsunamis, not riverine flooding. During the base flood conditions, the potential for wave heights shall be greater than or equal to 1.5 feet. Coastal A Zones are not normally designated on FIRMs. (see Limit of Moderate Wave Action (LiMWA)).

Coastal High Hazard Area means a Special Flood Hazard Area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM, or other adopted flood map as determined in Sec. 40-261(b) of this ordinance, as Zone VE.

Design Flood: See "Regulatory Flood Protection Elevation."

Development means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

Development Activity means any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

Digital Flood Insurance Rate Map (DFIRM) means the digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

Disposal means, as defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwater.

Elevated Building means a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

Encroachment means the advance or infringement of uses, fill, excavation, buildings, structures or development into a special flood hazard area, which may impede or alter the flow capacity of a floodplain.

Existing building and existing structure means any building and/or structure for which the "start of construction" commenced before the community entered the NFIP, dated February 2, 1977.

Existing Manufactured Home Park or Manufactured Home Subdivision deleted as not allowed in Washington

Flood or Flooding means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (a) The overflow of inland or tidal waters; and/or
- (b) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood Boundary and Floodway Map (FBFM) means an official map of a community, issued by the FEMA, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

Flood Hazard Boundary Map (FHBM) means an official map of a community, issued by the FEMA, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

Flood Insurance means the insurance coverage provided under the National Flood Insurance Program.

Flood Insurance Rate Map (FIRM) means an official map of a community, issued by the FEMA, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated. (see also DFIRM)

Flood Insurance Study (FIS) means an examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the FEMA. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

Flood Prone Area see "Floodplain"

Flood Zone means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

Floodplain means any land area susceptible to being inundated by water from any source.

Floodplain Administrator is the individual appointed to administer and enforce the floodplain management regulations.

Floodplain Development Permit means any type of permit that is required in conformance with the provisions of this ordinance, prior to the commencement of any development activity.

Floodplain Management means the operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.

Floodplain Management Regulations means this ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

Floodproofing means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real

estate or improved real property, water and sanitation facilities, structures, and their contents.

Flood-Resistant Material means any building product [material, component or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

Floodway means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

Floodway encroachment analysis means an engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and models.

Freeboard means the height added to the BFE to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, and the hydrological effect of urbanization of the watershed. The BFE plus the freeboard establishes the "Regulatory Flood Protection Elevation".

Functionally Dependent Facility means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

Hazardous Waste Management Facility means, as defined in NCGS 130A, Article 9, a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

Highest Adjacent Grade (HAG) means the highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

Historic Structure means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a local inventory of historic landmarks in communities with a "Certified Local Government (CLG) Program"; or
- (d) Certified as contributing to the historical significance of a historic district designated by a community with a "Certified Local Government (CLG) Program."

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

Letter of Map Change (LOMC) means an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- (a) Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- (b) Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- (c) Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.
- (d) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate

Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

Light Duty Truck means any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

- (a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- (b) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
- (c) Available with special features enabling off-street or off-highway operation and use.

Limit of Moderate Wave Action (LiMWA) means the boundary line given by FEMA on coastal map studies marking the extents of Coastal A Zones (CAZ).

Lowest Adjacent Grade (LAG) means the lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

Lowest Floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building's lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

Manufactured Home means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

Manufactured Home Park or Subdivision means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Map Repository means the location of the official flood hazard data to be applied for floodplain management. It is a central location in which flood data is stored and managed; in North Carolina, FEMA has recognized that the application of digital flood hazard data products carries the same authority as hard copy products. Therefore, the NCEM's Floodplain Mapping Program websites house current and historical flood hazard data. For effective flood hazard the NC FRIS website (<http://FRIS.NC.GOV/FRIS>) is the map repository, and for historical flood hazard data the Flood.NC website (<http://FLOOD.NC.GOV/NCFLOOD>) is the map repository.

Market Value means the building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.

New Construction means structures for which the "start of construction" commenced on or after the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

Non-Conversion Agreement means a document stating that the owner in V Zone will not convert or alter what has been constructed and approved. Violation of the agreement is considered a violation of the ordinance and, therefore, subject to the same enforcement procedures and penalties. The agreement must be filed with the recorded deed for the property. The agreement must show the Chief Building Official's or recorder's stamps and/or notations that the filing has been completed.

Non-Encroachment Area (NEA) means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

Otherwise Protected Area (OPA) see "Coastal Barrier Resources System (CBRS)".

Post-FIRM means construction or other development for which the "start of construction" occurred on or after February 2, 1977, the effective date of the initial Flood Insurance Rate Map.

Pre-FIRM means construction or other development for which the "start of construction" occurred before February 2, 1977, the effective date of the initial Flood Insurance Rate Map.

Principally Above Ground means that at least 51% of the actual cash value of the structure is above ground.

Public Safety" and/or "Nuisance" means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

Recreational Vehicle (RV) means a vehicle, which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck;

- (d) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use, and
- (e) Is fully licensed and ready for highway use.

Reference Level is the top of the lowest floor for structures within Special Flood Hazard Areas designated as Zones A, AE, AH, AO, A99. The reference level is the bottom of the lowest horizontal structural member of the lowest floor for structures within Special Flood Hazard Areas designated as Zone VE.

Regulatory Flood Protection Elevation means the "Base Flood Elevation" plus the "Freeboard". In "Special Flood Hazard Areas" where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE +1 foot of Freeboard. In "Special Flood Hazard Areas" where no BFE has been established, this elevation shall be at least the closest existing BFE.

Remedy a Violation means to bring the structure or other development into compliance with state and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

Riverine means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

Salvage Yard means any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.

Sand Dunes means naturally occurring accumulations of sand in ridges or mounds landward of the beach.

Shear Wall means walls used for structural support but not structurally joined or enclosed at the end (except by breakaway walls). Shear walls are parallel or nearly parallel to the flow of the water.

Solid Waste Disposal Facility means any facility involved in the disposal of solid waste, as defined in NCGS 130A-290(a)(35).

Solid Waste Disposal Site means, as defined in NCGS 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.

Special Flood Hazard Area (SFHA) means the land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Sec. 40-261(b) of this ordinance.

Start of Construction includes substantial improvement, and means the date the building permit was issued provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

Structure means a walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

Substantial Damage means damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of "substantial improvement".

Substantial Improvement means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either:

- (a) Any correction of existing violations of state or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (b) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to Sec. 40-262(e) of this ordinance.

Technical Bulletin and Technical Fact Sheet means a FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the

development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

- (a) It should be noted that Technical Bulletins and Technical Fact Sheets provide guidance on the minimum requirements of the NFIP regulations. State or community requirements that exceed those of the NFIP take precedence. Design professionals should contact the community officials to determine whether more restrictive State or local regulations apply to the building or site in question. All applicable standards of the State or local building code must also be met for any building in a flood hazard area.

Temperature Controlled means having the temperature regulated by a heating and/or cooling system, built-in or appliance.

Variance is a grant of relief from the requirements of this ordinance.

Violation means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Articles 4 and 5 is presumed to be in violation until such time as that documentation is provided.

Water Surface Elevation (WSE) means the height, in relation to NAVD 1988, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

Watercourse means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

Sec. 40-261. General provisions.

- (a) *Lands to which this ordinance applies.* This ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction, including all extra-territorial jurisdictions (ETJs) as allowed by law, of The City of Washington, NC.
- (b) *Basis for establishing the special flood hazard areas.* The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its FIS dated June 19, 2020 for Beaufort County and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto.
- (c) *Establishment of floodplain development permit.* A Floodplain Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities within

Special Flood Hazard Areas determined in accordance with the provisions of Sec. 40-261(b) of this ordinance.

- (d) Compliance. No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this ordinance and other applicable regulations.
- (e) *Abrogation and greater restrictions.* This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- (f) *Interpretation.* In the interpretation and application of this ordinance, all provisions shall be:
 - (1) Considered as minimum requirements;
 - (2) Liberally construed in favor of the governing body; and
 - (3) Deemed neither to limit nor repeal any other powers granted under State statutes.
- (g) *Warning and Disclaimer of liability.* The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of The City of Washington, NC, or by any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.
- (h) *Penalties for violation.* Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$100.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent The City of Washington, NC, from taking such other lawful action as is necessary to prevent or remedy any violation.

Sec. 40-262. Administration.

- (a) *Designation of Floodplain Administrator:* The Chief Building Official, hereinafter referred to as the "Floodplain Administrator", is hereby appointed to administer and implement the provisions of this ordinance. In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and implement this ordinance, the Floodplain Administrator shall be responsible for the coordination and

community's overall compliance with the National Flood Insurance Program and the provisions of this ordinance.

(b) *Floodplain development application, permit and certification requirements.*

(1) *Application Requirements.* Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:

- a. A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
 1. The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
 2. The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Sec. 40-261(b), or a statement that the entire lot is within the Special Flood Hazard Area;
 3. Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Sec. 40-261(b);
 4. The boundary of the floodway(s) or non-encroachment area(s) as determined in Sec. 40-261(b);
 5. The Base Flood Elevation (BFE) where provided as set forth in Sec. 40-261(b); Sec.40-262(c); or Sec. 40-263(d);
 6. The old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
 7. The boundary and designation date of the Coastal Barrier Resource System (CBRS) area or Otherwise Protected Areas (OPA), if applicable; and
- b. Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
 1. Elevation in relation to NAVD 1988 of the proposed reference level (including basement) of all structures;
 2. Elevation in relation to NAVD 1988 to which any non-residential structure in Zones A, AE, AH, AO, A99 will be floodproofed; and
 3. Elevation in relation to NAVD 1988 to which any proposed utility systems will be elevated or floodproofed.
- c. If floodproofing, a Floodproofing Certificate (FEMA Form 086-0-34) with supporting data, an operational plan, and an inspection

and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.

- d. A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this ordinance are met. These details include but are not limited to:
 - 1. The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
 - 2. Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Sec. 40-263(b)(4)d when solid foundation perimeter walls are used in Zones A, AE, AH, AO, A99.
 - 3. The following, in Coastal High Hazard Areas, in accordance with the provisions of Sec. 40-263(b)(4)e and Sec. 40-263(g) and Sec. 40-263(h) if applicable):
 - i. V-Zone Certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs. In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.
 - ii. Plans for open wood latticework or insect screening, if applicable; and
 - iii. Plans for non-structural fill, if applicable. If non-structural fill is proposed, it must be demonstrated through coastal engineering analysis that the proposed fill would not result in any increase in the BFE or otherwise cause adverse impacts by wave ramping and deflection on to the subject structure or adjacent properties
- e. Usage details of any enclosed areas below the lowest floor.
- f. Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.
- g. Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.
- h. Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Sec. 40-263(b)(6) and (7) of this ordinance are met.

- i. A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.
- (2) *Permit Requirements.* The Floodplain Development Permit shall include, but not be limited to:
- a. A complete description of all the development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.).
 - b. The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Sec. 40-261(b).
 - c. The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.
 - d. The Regulatory Flood Protection Elevation required for the protection of all public utilities.
 - e. All certification submittal requirements with timelines.
 - f. A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of Sec. 40-263(f) have been met.
 - g. The flood openings requirements, if in Zones A, AE, AH, AO, A99.
 - h. *Limitations of below BFE enclosure uses (i.e., parking, building access and limited storage only).*
 - i. *A statement, if in Zone VE, that there shall be no fill used for structural support.*
 - j. *A statement, that all materials below BFE/RFPE must be flood resistant materials.*
- (3) *Certification Requirements.*
- a. Elevation Certificates.
 - 1. An Elevation Certificate (FEMA Form 086-0-33) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to

submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.

2. An Elevation Certificate (FEMA Form 086-0-33) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.
 3. A final Finished Construction Elevation Certificate (FEMA Form 086-0-33) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" x 3". Digital photographs are acceptable.
- b. Floodproofing certificate.

1. If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.
2. A final Finished Construction Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.
- c. If a manufactured home is placed within Zones A, AE, AH, AO, A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Sec. 40-263(b)(3)b.
- d. If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects

to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.

- e. Certification Exemptions. The following structures, if located within Zones A, AE, AH, AO, A99, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:
 - 1. Recreational Vehicles meeting requirements of Sec. 40-263(b)(6)a;
 - 2. Temporary Structures meeting requirements of Sec. 40-263(b)(7); and
 - 3. Accessory Structures that are 150 square feet or less or \$5,000 or less and meeting requirements of Sec. 40-263(b)(8).
 - f. A V-Zone Certification with accompanying design plans and specifications is required prior to issuance of a Floodplain Development permit within coastal high hazard areas. It shall be the duty of the permit applicant to submit to the Floodplain Administrator said certification to ensure the design standards of this ordinance are met. A registered professional engineer or architect shall develop or review the structural design, plans, and specifications for construction and certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this ordinance. This certification is not a substitute for an Elevation Certificate. In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.
- (4) *Determinations for existing buildings and structures.* For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:
- a. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market

- value before the damage occurred and before any repairs are made;
- b. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
 - c. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
 - d. Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.
- (c) *Duties and responsibilities of the floodplain administrator.* The Floodplain Administrator shall perform, but not be limited to, the following duties:
- (1) Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this ordinance have been satisfied.
 - (2) Review all proposed development within Special Flood Hazard Areas to assure that all necessary local, state and federal permits have been received, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
 - (3) Notify adjacent communities and the North Carolina Department of Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).
 - (4) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.
 - (5) Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Sec. 40-263(f) are met.
 - (6) Obtain actual elevation (in relation to NAVD 1988) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the provisions of Sec. 40-262(b)(3).
 - (7) Obtain actual elevation (in relation to NAVD 1988) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Sec. 40-262(b)(3).
 - (8) Obtain actual elevation (in relation to NAVD 1988) of all public utilities in accordance with the provisions of Sec. 40-262(b)(3).
 - (9) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in

accordance with the provisions of Sec. 40-262(b)(3) and Sec. 40-263(b)(2).

- (10) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.
- (11) When BFE data has not been provided in accordance with the provisions of Sec. 40-261(b), obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a federal, state, or other source, including data developed pursuant to Sec. 40-263(d)(2)c in order to administer the provisions of this ordinance.
- (12) When BFE data is provided but no floodway or non-encroachment area data has been provided in accordance with the provisions of Sec. 40-261(b), obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a federal, state, or other source in order to administer the provisions of this ordinance.
- (13) When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a Special Flood Hazard Area is above the BFE, the property owner has the option to apply for a Letter of Map Amendment (LOMA) from FEMA. However, if the property is to be removed from the V Zone it must not be located seaward of the landward toe of the primary frontal dune. Maintain a copy of the LOMA issued by FEMA in the floodplain development permit file.
- (14) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.
- (15) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
- (16) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in

writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.

- (17) Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.
 - (18) Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
 - (19) Follow through with corrective procedures of Sec. 40-262(d).
 - (20) Review, provide input, and make recommendations for variance requests.
 - (21) Maintain a current map repository to include, but not limited to, historical and effective FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with the provisions of Sec. 40-261(b) of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.
 - (22) Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).
- (d) *Corrective procedures*
- (1) Violations to be corrected: When the Floodplain Administrator finds violations of applicable state and local laws; it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
 - (2) Actions in Event of Failure to Take Corrective Action: If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:

- a. That the building or property is in violation of the floodplain management regulations;
 - b. That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and
- (3) Order to Take Corrective Action: If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than sixty (60) calendar days, nor more than least ninety (90) calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.
- (4) Appeal: Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the City Clerk within ten (10) days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.
- (5) Failure to Comply with Order: If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58 and shall be punished at the discretion of the court.
- (e) *Variance procedures*
- (1) The Board of Adjustment as established by The City of Washington, hereinafter referred to as the "appeal board", shall hear and decide requests for variances from the requirements of this ordinance.
 - (2) Any person aggrieved by the decision of the appeal board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.
 - (3) Variances may be issued for:
 - a. The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;

- b. Functionally dependent facilities if determined to meet the definition as stated in Article 2 of this ordinance, provided provisions of Sec. 40-262(e)(9)b, c & e have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; or
 - c. Any other type of development provided it meets the requirements of this Section.
- (4) In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and
- a. The danger that materials may be swept onto other lands to the injury of others;
 - b. The danger to life and property due to flooding or erosion damage;
 - c. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - d. The importance of the services provided by the proposed facility to the community;
 - e. The necessity to the facility of a waterfront location as defined under Article 2 of this ordinance as a functionally dependent facility, where applicable;
 - f. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 - g. The compatibility of the proposed use with existing and anticipated development;
 - h. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - i. The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - j. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - k. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (5) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (6) Upon consideration of the factors listed above and the purposes of this ordinance, the appeal board may attach such conditions to the

granting of variances as it deems necessary to further the purposes and objectives of this ordinance.

- (7) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the BFE and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE may result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- (8) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the FEMA and the State of North Carolina upon request.
- (9) Conditions for Variances:
 - a. Variances shall not be issued when the variance will make the structure in violation of other federal, state, or local laws, regulations, or ordinances.
 - b. Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
 - c. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - d. Variances shall only be issued prior to development permit approval.
 - e. Variances shall only be issued upon:
 1. A showing of good and sufficient cause;
 2. A determination that failure to grant the variance would result in exceptional hardship; and
 3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (10) A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
 - a. The use serves a critical need in the community.
 - b. No feasible location exists for the use outside the Special Flood Hazard Area.

- c. The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.
- d. The use complies with all other applicable federal, state and local laws.
- e. The City of Washington, NC, has notified the Secretary of the North Carolina Department of Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance.

Sec. 40-263. Provisions for flood hazard reduction.

- (a) *General standards.* In all Special Flood Hazard Areas, the following provisions are required:
 - (1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
 - (2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage in accordance with the FEMA Technical Bulletin 2, Flood Damage-Resistant Materials Requirements.
 - (3) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.
 - (4) All new electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall be located at or above the RFPE or designed and installed to prevent water from entering or accumulating within the components during the occurrence of the base flood. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, water heaters, and electric outlets/switches.
 - a. Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.
 - b. Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consistent with the code and requirements for the original structure.
 - (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
 - (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.

- (7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
 - (8) Nothing in this ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance.
 - (9) New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in Sec. 40-262(e)(10). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of Sec. 40-262(b)(3).
 - (10) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.
 - (11) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
 - (12) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
 - (13) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
 - (14) When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.
 - (15) When a structure is located in multiple flood hazard zones or in a flood hazard risk zone with multiple base flood elevations, the provisions for the more restrictive flood hazard risk zone and the highest BFE shall apply.
- (b) *Specific standards.* In all Special Flood Hazard Areas where BFE data has been provided, as set forth in Sec. 40-261(b), or Sec. 40-263(d) the following provisions, in addition to the provisions of Sec. 40-263(a), are required:
- (1) *Residential Construction.* New construction and substantial improvement of any residential structure (including manufactured

homes) shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance.

- (2) *Non-Residential Construction.* New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance. Structures located in Zones A, AE, AH, AO, A99 may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with Sec. 40-263(i)(2). A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Sec. 40-262(b)(3), along with the operational plan and the inspection and maintenance plan.

(3) *Manufactured Homes.*

- a. New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance.
- b. Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
- c. All enclosures or skirting below the lowest floor shall meet the requirements of Sec. 40-263(b)(4).
- d. An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and

approved by the Floodplain Administrator and the local Emergency Management Coordinator.

- (4) *Elevated Buildings.* Fully enclosed area, of new construction and substantially improved structures, which is below the lowest floor or below the lowest horizontal structural member in VE zones:
- a. Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
 - b. Shall not be temperature-controlled or conditioned;
 - c. Shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and
 - d. Shall include, in Zones A, AE, AH, AO, A99 flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:
 1. A minimum of two flood openings on different sides of each enclosed area subject to flooding;
 2. The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
 3. If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
 4. The bottom of all required flood openings shall be no higher than one (1) foot above the higher of the interior or exterior adjacent grade;
 5. Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
 6. Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.
 - e. Shall, in Coastal High Hazard Areas (Zone VE), meet the requirements of Sec. 40-263(g).
 - f. Property owners shall be required to execute and record a non-conversion agreement prior to issuance of a building permit declaring that the area below the lowest floor shall not be

improved, finished or otherwise converted to habitable space; The City of Washington, NC, will have the right to inspect the enclosed area. The City of Washington will conduct annual inspections. This agreement shall be recorded with the Beaufort County Register of Deeds and shall transfer with the property in perpetuity.

- g. Release of restrictive covenant. If a property which is bound by a non-conversion agreement is modified to remove enclosed areas below BFE, then the owner may request release of restrictive covenant after staff inspection and submittal of confirming documentation.

(5) *Additions/Improvements.*

- a. Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - 1. Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
 - 2. A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.
- b. Additions to pre-FIRM or post-FIRM structures that are a substantial improvement with no modifications/rehabilitations/improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.
- c. Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - 1. Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction consistent with the code and requirements for the original structure.
 - 2. A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- d. Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a one (1) year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started must comply with the standards for new construction. For each building or structure, the one (1) year minimum year period begins on the date of the first

improvement or repair of that building or structure subsequent to the effective date of this ordinance. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:

1. Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions.
2. Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

(6) *Recreational Vehicles.* Recreational vehicles shall either:

- a. Temporary Placement
 1. Be on site for fewer than 180 consecutive days; or
 2. Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions.)
- b. Permanent Placement. Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.

(7) *Temporary Non-Residential Structures.* Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:

- a. A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
- b. The name, address, and phone number of the individual responsible for the removal of the temporary structure;
- c. The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
- d. A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
- e. Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.

(8) *Accessory Structures.* When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

- a. Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
 - b. Accessory structures shall not be temperature-controlled;
 - c. Accessory structures shall be designed to have low flood damage potential;
 - d. Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
 - e. Accessory structures shall be firmly anchored in accordance with the provisions of Sec. 40-263(a)(1);
 - f. All service facilities such as electrical shall be installed in accordance with the provisions of Sec. 40-263(a)(1); and
 - g. Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Sec. 40-263(b)(4).
 - h. An accessory structure with a footprint less than 150 square feet or that is a minimal investment of \$5,000 or less and satisfies the criteria outlined above is not required to meet the elevation or floodproofing standards of Sec. 40-263(b)(2). Elevation or floodproofing certifications are required for all other accessory structures in accordance with Sec. 40-262(b)(3).
- (9) *Tanks.* When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
- a. *Underground tanks.* Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
 - b. *Above-ground tanks, elevated.* Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
 - c. *Above-ground tanks, not elevated.* Above-ground tanks that do not meet the elevation requirements of Sec. 40-263(b)(2) of this ordinance shall be permitted in flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.

- d. *Tank inlets and vents.* Tank inlets, fill openings, outlets and vents shall be:
 - 1. At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
 - 2. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

(10) *Other development.*

- a. Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Sec. 40-263(f) of this ordinance.
- b. Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Sec. 40-263(f) of this ordinance.
- c. Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Sec. 40-263(f) of this ordinance.

(c) *Reserved.*

(d) *Standards for floodplains without established base flood elevations.* Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Sec. 40-261(b), where no BFE data has been provided by FEMA, the following provisions, in addition to the provisions of Sec. 40-263(a), shall apply:

- (1) No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (2) The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:
 - a. When BFE data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this ordinance

and shall be elevated or floodproofed in accordance with standards in Sec. 40-263(a) and (b).

- b. When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Sec. 40-263 (b) and (f).
 - c. All subdivision, manufactured home park and other development proposals shall provide BFE data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such BFE data shall be adopted by reference in accordance with Sec. 40-261(b) and utilized in implementing this ordinance.
 - d. When BFE data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in Article 2. All other applicable provisions of Sec. 40-263(b) shall also apply
- (e) *Standards for riverine floodplains with base flood elevations but without established floodways or non-encroachment areas.* Along rivers and streams where BFE data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:
- (1) Standards of Sec. 40-263(a) and (b); and
 - (2) Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point.
- (f) **FLOODWAYS AND NON-ENCROACHMENT AREAS.** Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Sec. 40-261(b). The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in Sec. 40-263(a) and (b), shall apply to all development within such areas:
- (1) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
 - a. It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood discharge, based on hydrologic and hydraulic

- analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit; or
- b. A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained within six months of completion of the proposed encroachment.
- (2) If Sec. 40-263(f)(1) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.
 - (3) Manufactured homes may be permitted provided the following provisions are met:
 - a. The anchoring and the elevation standards of Sec. 40-263(b)(3); and
 - b. The encroachment standards of Sec. 40-263(f)(1).
- (g) *Coastal high hazard area (Zone VE).* Coastal High Hazard Areas Are Special Flood Hazard Areas established in Sec. 40-261(b), and designated as Zones VE. These areas have special flood hazards associated with high velocity waters from storm surges or seismic activity and, therefore, all new construction and substantial improvements shall meet the following provisions in addition to the provisions of Sec. 40-263(a) and (b):
- (1) All new construction and substantial improvements shall:
 - a. Be located landward of the reach of mean high tide;
 - b. Comply with all applicable CAMA setback requirements.
 - (2) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings or columns) is no lower than the regulatory flood protection elevation. Floodproofing shall not be utilized on any structures in Coastal High Hazard Areas to satisfy the regulatory flood protection elevation requirements.
 - (3) All new construction and substantial improvements shall have the space below the bottom of the lowest horizontal structural member of the lowest floor either be free of obstruction or constructed with breakaway walls, open wood latticework or insect screening, provided they are not part of the structural support of the building and are designed so as to breakaway, under abnormally high tides or wave action without causing damage to the elevated portion of the building or supporting foundation system or otherwise jeopardizing the structural integrity of the building. The following design specifications shall be met:
 - a. Material shall consist of open wood or plastic lattice having, or
 - b. Insect screening; or
 - c. Breakaway walls shall meet the following design specifications:
 - 1. Breakaway walls shall have flood openings that allow for the automatic entry and exit of floodwaters to minimize damage

- caused by hydrostatic loads, per Sec. 40-263(b)(4)d; and
2. Design safe loading resistance shall be not less than 10 nor more than 20 pounds per square foot; or
 3. Breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by State or local codes) shall be certified by a registered professional engineer or architect that the breakaway wall will collapse from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.
- (4) All new construction and substantial improvements shall be securely anchored to pile or column foundations. All pilings and columns and the structure attached thereto shall be anchored to resist flotation, collapse, and lateral movement due to the effect of wind and water loads acting simultaneously on all building components.
- a. Water loading values used shall be those associated with the base flood.
 - b. Wind loading values used shall be those required by the current edition of the North Carolina State Building Code.
- (5) For concrete pads, including patios, decks, parking pads, walkways, driveways, pool decks, etc. the following is required: Water loading values used shall be those associated with the base flood.
- a. Shall be structurally independent of the primary structural foundation system of the structure and shall not adversely affect structures through redirection of floodwaters or debris; and
 - b. Shall be constructed to breakaway cleanly during design flood conditions, shall be frangible, and shall not produce debris capable of causing damage to any structure. (The installation of concrete in small segments (approximately 4 feet x 4 feet) that will easily break up during the base flood event, or score concrete in 4 feet x 4 feet maximum segments is acceptable to meet this standard); and
 - c. Reinforcing, including welded wire fabric, shall not be used in order to minimize the potential for concreted pads being a source of debris; and
 - d. Pad thickness shall not exceed 4 inches; or

- e. Provide a Design Professional's certification stating the design and method of construction to be used meet the applicable criteria of this section.
- (6) For swimming pools and spas, the following is required:
- a. Be designed to withstand all flood-related loads and load combinations.
 - b. Be elevated so that the lowest horizontal structural member is elevated above the RFPE; or
 - c. Be designed and constructed to break away during design flood conditions without producing debris capable of causing damage to any structure; or
 - d. Be sited to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure.
 - e. Registered design professionals must certify to local officials that a pool or spa beneath or near a VE Zone building will not be subject to flotation or displacement that will damage building foundations or elevated portions of the building or any nearby buildings during a coastal flood.
 - f. Pool equipment shall be located above the RFPE whenever practicable. Pool equipment shall not be located beneath an elevated structure.
- (7) All elevators, vertical platform lifts, chair lifts, etc., the following is required:
- a. Elevator enclosures must be designed to resist hydrodynamic and hydrostatic forces as well as erosion, scour, and waves.
 - b. Utility equipment in Coastal High Hazard Areas (VE Zones) must not be mounted on, pass through, or be located along breakaway walls.
 - c. The cab, machine/equipment room, hydraulic pump, hydraulic reservoir, counter weight and roller guides, hoist cable, limit switches, electric hoist motor, electrical junction box, circuit panel, and electrical control panel are all required to be above RFPE. When this equipment cannot be located above the RFPE, it must be constructed using flood damage-resistant components.
 - d. Elevator shafts/enclosures that extend below the RFPE shall be constructed of reinforced masonry block or reinforced concrete walls and located on the landward side of the building to provide increased protection from flood damage. Drainage must be provided for the elevator pit.
 - e. Flood damage-resistant materials can also be used inside and outside the elevator cab to reduce flood damage. Use only stainless-steel doors and door frames below the BFE. Grouting in of door frames and sills is recommended.

- f. If an elevator is designed to provide access to areas below the BFE, it shall be equipped with a float switch system that will activate during a flood and send the elevator cab to a floor above the RFPE.
- (8) Accessory structures, regardless of size or cost, shall not be permitted below elevated structures.
- (9) A registered professional engineer or architect shall certify that the design, specifications and plans for construction are in compliance with the provisions of Sec. 40-262(b) and Sec. 40-263(g)(3) and (4), on the current version of the North Carolina V-Zone Certification form or equivalent local version. In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.
- (10) Fill/Grading
 - a. Minor grading and the placement of minor quantities of nonstructural fill may be permitted for landscaping and for drainage purposes under and around buildings and for support of parking slabs, pool decks, patios and walkways.
 - b. The fill material must be similar and consistent with the natural soils in the area.
 - c. The placement of site-compatible, non-structural fill under or around an elevated building is limited to two (2) feet. Fill greater than two (2) feet must include an analysis prepared by a qualified registered design professional demonstrating no harmful diversion of floodwaters or wave run-up and wave reflection that would increase damage to adjacent elevated buildings and structures.
 - d. Nonstructural fill with finished slopes that are steeper than five (5) units horizontal to one (1) unit vertical shall be permitted only if an analysis prepared by a qualified registered design professional demonstrates no harmful diversion of floodwaters or wave run-up and wave reflection that would increase damage to adjacent elevated buildings and structures.
- (11) No manufactured homes shall be permitted except in an existing manufactured home park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring and elevation standards of this Section have been satisfied.
- (12) Recreational vehicles may be permitted in Coastal High Hazard Areas provided that they meet the Recreational Vehicle criteria of Sec. 40-263(b)(6)a.
- (13) A deck that is structurally attached to a building or structure shall have the bottom of the lowest horizontal structural member at or above the Regulatory Flood Protection Elevation and any supporting members

that extend below the Regulatory Flood Protection Elevation shall comply with the foundation requirements that apply to the building or structure, which shall be designed to accommodate any increased loads resulting from the attached deck. The increased loads must be considered in the design of the primary structure and included in the V-Zone Certification required under Sec. 40-262(b)(3)f.

- (14) A deck or patio that is located below the Regulatory Flood Protection Elevation shall be structurally independent from buildings or structures and their foundation systems, and shall be designed and constructed either to remain intact and in place during design flood conditions or to break apart into small pieces to minimize debris during flooding that is capable of causing structural damage to the building or structure or to adjacent buildings and structures.
- (15) In coastal high hazard areas, development activities other than buildings and structures shall be permitted only if also authorized by the appropriate state or local authority; if located outside the footprint of, and not structurally attached to, buildings and structures; and if analyses prepared by qualified registered design professionals demonstrate no harmful diversion of floodwaters or wave run-up and wave reflection that would increase damage to adjacent buildings and structures. Such other development activities include but are not limited to:
 - a. Bulkheads, seawalls, retaining walls, revetments, and similar erosion control structures;
 - b. Solid fences and privacy walls, and fences prone to trapping debris, unless designed and constructed to fail under flood conditions less than the design flood or otherwise function to avoid obstruction of floodwaters.
- (16) No more than four (4) electrical outlets and no more than four (4) electrical switches may be permitted below RFPE unless required by building code.
- (h) *STANDARDS FOR COASTAL A ZONES (ZONE CAZ) LIMWA:* Structures in CAZs shall be designed and constructed to meet V Zone requirements, including requirements for breakaway walls. However, the NFIP regulations also require flood openings in walls surrounding enclosures below elevated buildings in CAZs (see Technical Bulletin 1, *Openings in Foundation Walls and Walls of Enclosures*). Breakaway walls used in CAZs must have flood openings that allow for the automatic entry and exit of floodwaters to minimize damage caused by hydrostatic loads. Openings also function during smaller storms or if anticipated wave loading does not occur with the base flood.
 - (1) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings or columns) is no lower than the regulatory flood protection elevation. Floodproofing shall not be

utilized on any structures in Coastal A Zones to satisfy the regulatory flood protection elevation requirements.

- (2) All new construction and substantial improvements shall have the space below the bottom of the lowest horizontal structural member of the lowest floor either be free of obstruction or constructed with breakaway walls, open wood latticework or insect screening, provided they are not part of the structural support of the building and are designed so as to breakaway, under abnormally high tides or wave action without causing damage to the elevated portion of the building or supporting foundation system or otherwise jeopardizing the structural integrity of the building. The following design specifications shall be met:
 - a. Material shall consist of open wood or plastic lattice having an opening ratio of at least 40 percent, or
 - b. Insect screening; or
 - c. Breakaway walls shall meet the following design specifications:
 1. Breakaway walls shall have flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the design criteria in Sec. 40-263(b)(4)d and
 2. Design safe loading resistance shall be not less than 10 nor more than 20 pounds per square foot; or
 3. Breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by State or local codes) shall be certified by a registered professional engineer or architect that the breakaway wall will collapse from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.
- (3) Concrete pads, including patios, decks, parking pads, walkways, driveways, etc. must meet the provisions of Sec. 40-263(g)(5).
- (4) All new construction and substantial improvements shall meet the provisions of Sec. 40-263(g)(3).
- (5) A registered professional engineer or architect shall certify that the design, specifications and plans for construction are in compliance with

the provisions of Sec. 40-262(b) and Sec. 40-263(g)(3) and (4), on the current version of the North Carolina V-Zone Certification form or a locally developed V-Zone Certification form.

- (6) Recreational vehicles may be permitted in Coastal A Zones provided that they meet the Recreational Vehicle criteria of Sec. 40-263(b)(6)a.
 - (7) Fill/Grading must meet the provisions of Sec. 40-263(g)(10)
 - (8) Decks and patios must meet the provisions of Sec. 40-263(g)(13) and (14).
 - (9) In coastal high hazard areas, development activities other than buildings and structures must meet the provisions of Sec. 40-263(g)(16)
- (i) *Standards for areas of shallow flooding (Zone AO).* Located within the Special Flood Hazard Areas established in Sec. 40-261(b), are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Sec. 40-263(a) and (b), all new construction and substantial improvements shall meet the following requirements:
- (1) The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, above the highest adjacent grade; or one foot above the highest adjacent grade if no depth number is specified.
 - (2) Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Sec. 40-263 (i)(1) so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Sec. 40-262(b)(3) and Sec. 40-263(b)(2).
 - (3) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.
- (j) *Standards for areas of shallow flooding (Zone AH).* Located within the Special Flood Hazard Areas established in Sec. 40-261(b), are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to Sec. 40-263(a) and (b), all new construction and substantial improvements shall meet the following requirements:

- (1) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

Sec. 40-264. Legal status provision.

- (a) *Effect on rights and liabilities under the existing flood damage prevention ordinance.* This ordinance in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted December 12, 1977, as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the Flood Damage Prevention Ordinance of the City of Washington, NC, enacted on December 12, 1977, as amended, which are not reenacted herein are repealed. The date of the initial Flood Damage Prevention Ordinance for Beaufort County is February 3, 1987.
- (b) *Effect upon outstanding floodplain development permits.* Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this ordinance.
- (c) *Severability.* If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.
- (d) *Effective date.* This ordinance shall become effective June 19, 2020.

Sec. 40-265-40-286. Reserved.

Section 3. This Ordinance shall become effective upon on June 19, 2020.

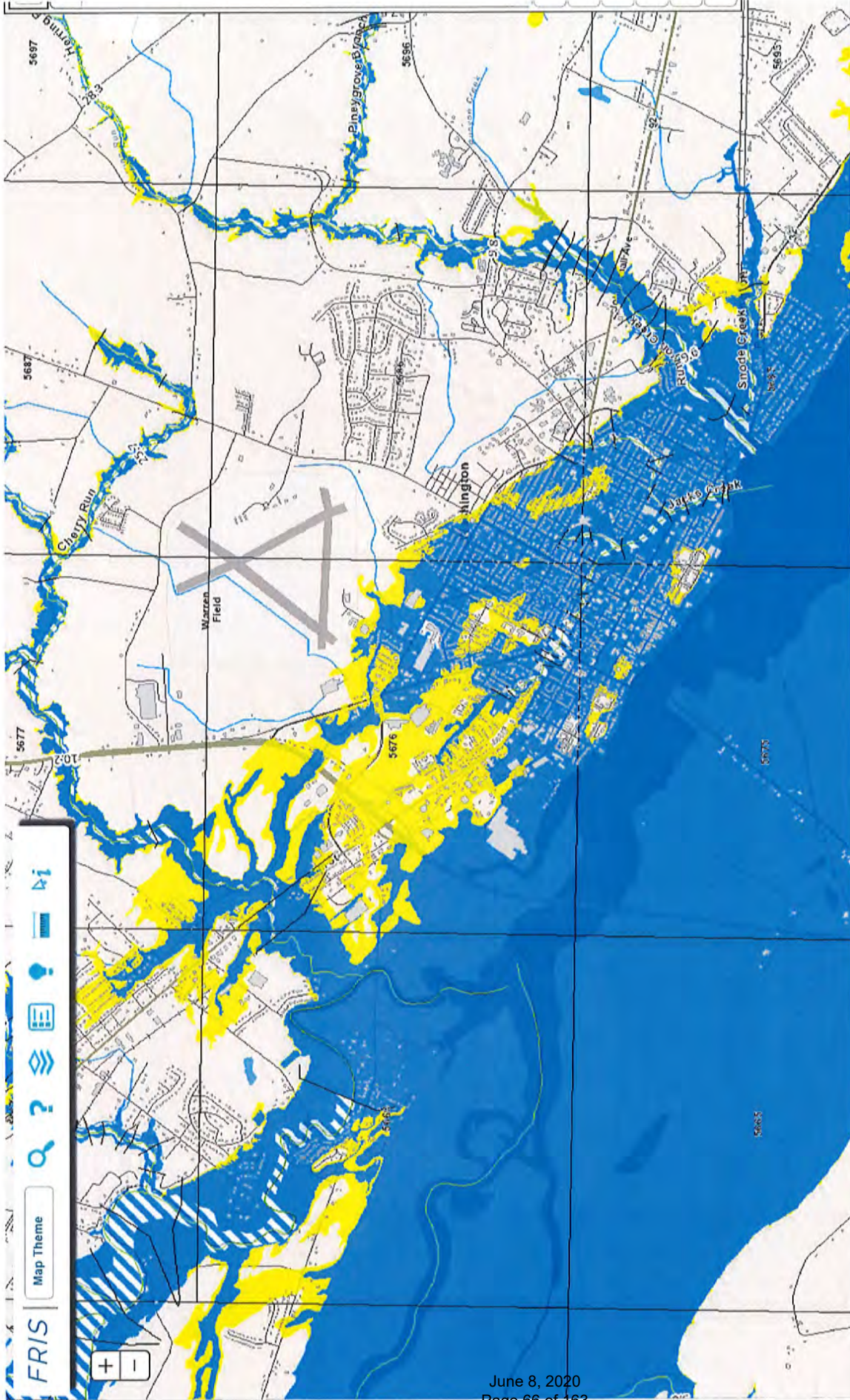
Section 4. All Ordinances or parts in conflict herein are repealed.

Adopted this 8th day of June, 2020.

Mac Hodges, Mayor

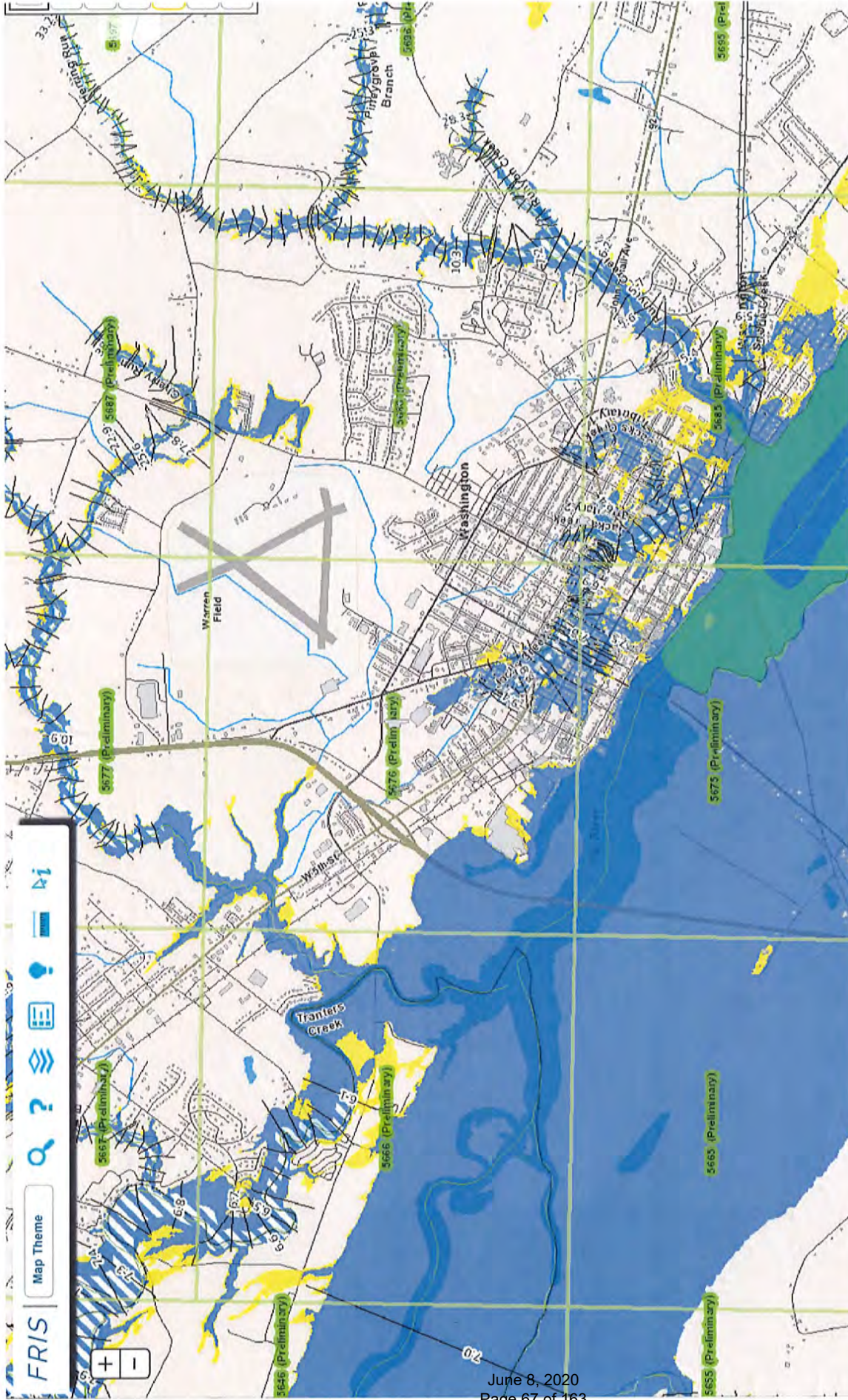
ATTEST:

Cynthia S. Bennett, City Clerk



June 8, 2020
Page 66 of 163

CURRENT FLOOD MAP



NEW FLOOD MAP



FEMA

May 15, 2020

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

The Honorable Mac Hodges
Mayor, City of Washington
102 East Second Street
Washington, North Carolina 27889

Dear Mayor Hodges:

I am writing this letter as an official reminder that the City of Washington, North Carolina, has until June 19, 2020, to adopt and have the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Regional Office approve floodplain management measures that satisfy 44 Code of Federal Regulations (CFR) Section 60.3(d) and (e) of the National Flood Insurance Program (NFIP) regulations.

The City of Washington must adopt floodplain management measures, such as a floodplain management ordinance, that meet or exceed the minimum NFIP requirements (copy enclosed) by June 19, 2020, to avoid suspension from the NFIP. If suspended, your community becomes ineligible for flood insurance through the NFIP, new insurance policies cannot be sold, and existing policies cannot be renewed.

Under the Flood Disaster Protection Act of 1973, as amended, flood insurance must be purchased by property owners seeking any Federal financial assistance for construction or acquisition of buildings in Special Flood Hazard Areas (SFHAs). This financial assistance includes certain federally guaranteed mortgages and direct loans, federal disaster relief loans and grants, as well as other similarly described assistance from FEMA and other agencies.

In addition, all loans individuals obtain from Federally regulated, supervised, or insured lending institutions that are secured by improved real estate located in SFHAs are also contingent upon the borrower obtaining flood insurance coverage on the building. However, purchasing and maintaining flood insurance coverage on a voluntary basis is frequently recommended for properties located outside SFHAs.

Your NFIP State Coordinator and FEMA would like to assist the City of Washington to ensure it remains in good standing with the NFIP and avoids suspension from the Program. If your community is suspended, it may regain its eligibility in the NFIP by enacting the floodplain management measures established in 44 CFR Section 60.3 of the NFIP regulations. As stated in my previous correspondence, I recommend you contact your NFIP State Coordinator or the FEMA Regional Office if the City of Washington is encountering difficulties in enacting its measures.

The Honorable Mac Hodges

May 15, 2020

Page 2

I recognize that your community may be in the final adoption process or may have recently adopted the appropriate floodplain management measures. Please submit these measures to the Floodplain Management Program at the North Carolina Department of Public Safety, Risk Management Section. John D. Brubaker, P.E., CFM, the NFIP State Coordinator, is accessible by telephone at (919) 825-2300, in writing at 4218 Mail Service Center, Raleigh, North Carolina 27699-4218, or by electronic mail at dan.brubaker@ncdps.gov.

The FEMA Regional staff in Atlanta, Georgia, is also available to assist you with your floodplain management measures. The FEMA Regional Office may be contacted by telephone at (770) 220-5200 or in writing. Please send your written inquiries to the Director, Mitigation Division, FEMA Region IV, at 3003 Chamblee Tucker Road, Atlanta, Georgia 30341.

In the event your community does not adopt and/or submit the necessary floodplain management measures that meet or exceed the minimum NFIP requirements, I must take the necessary steps to suspend your community from the NFIP. This letter is FEMA's final notification before your community is suspended from the Program.

Sincerely,



Rachel Sears, Director
Floodplain Management Division
Mitigation Directorate | FEMA

Enclosure

cc: Gracia Szczech, Regional Administrator, FEMA Region IV
John D. Brubaker, P.E., CFM, NFIP State Coordinator, North Carolina Department of Public Safety, Risk Management Section
Mike Weldin, Chief Building Inspector, City of Washington

NFIP's Community Rating System (CRS) Class 8 Freeboard Prerequisite

Frequently Asked Questions

May 2020

The CRS is a voluntary program that provides flood insurance premium discounts to communities that implement programs and measures that exceed the minimum floodplain management requirements of the National Flood Insurance Program (NFIP). The CRS determines discounts based on credit points provided for floodplain management activities. To achieve certain CRS class ratings, communities must meet certain program prerequisites in addition to the credit points. In January 2021, the Community Rating System (CRS) will implement a new Class 8 prerequisite for freeboard for all participating and new CRS communities. Below are some frequently asked questions about the CRS Class 8 freeboard prerequisite.

What is the new CRS Class 8 freeboard prerequisite?

Section 211 of the 2017 *CRS Coordinator's Manual* will be changed to read, "In order to be a Class 8 or better . . .

- (1) The community must meet all the Class 9 prerequisites.
- (2) The community must adopt and enforce at least a 1-foot freeboard requirement (including equipment or mechanical items) for all residential buildings constructed, substantially improved, and/or reconstructed due to substantial damage, throughout its Special Flood Hazard Area (SFHA) where base flood elevations have been determined on the Flood Insurance Rate Map (FIRM) or in the Flood Insurance Study (FIS), except those areas that receive open space credit under Activity 420 (Open Space Preservation)."

Why is FEMA making freeboard a Class 8 prerequisite in the CRS?

The goal is to further the flood resiliency in our Nation. FEMA is working to ensure that homes are built to better withstand natural disasters, including floods. The CRS credits community efforts that exceed the minimum floodplain management requirements of the NFIP. Freeboard—a margin of safety added to the level of the base flood—definitively exceeds those minimum standards. Research shows that higher regulatory standards reduce future flood damage, and the importance is recognized by over 80% of CRS communities who already require freeboard. With freeboard in place, homes are not only better protected from flood damage, but also flood insurance costs less. The expense of elevating a new home an additional foot often can be recaptured in lower flood insurance premiums over 5 years or less.

How will the change in the 2017 *CRS Coordinator's Manual* be made?

FEMA will issue an addendum to the 2017 *CRS Coordinator's Manual* that will be effective on January 1, 2021. CRS communities and the Insurance Services Office, Inc. (ISO) will continue to use the 2017 *Coordinator's Manual* along with the 2021 Addendum, until such time that FEMA issues a new *Coordinator's Manual*, likely not before 2023.

Which CRS communities does the Class 8 freeboard prerequisite affect?

The Class 8 freeboard prerequisite affects Class 5 through Class 8 communities. The prerequisite will not affect Class 9 communities. Communities in Classes 1 through 4 already meet the new freeboard prerequisite.

When will the Class 8 freeboard prerequisite be applied to participating CRS communities?

The Class 8 freeboard prerequisite will be required of CRS communities at their first CRS cycle verification visit after January 1, 2021. Ordinance, regulatory, or building code language that meets the Class 8 prerequisite must be adopted, and provisions must be enforced, no later than the first cycle visit after January 1, 2021. However, an earlier date for community enforcement of the Class 8 freeboard prerequisite may be required in a new (2023 or later) *CRS Coordinator's Manual*. This means that communities that are not due for a cycle visit until 2023 or later should not wait to adopt the freeboard requirement.

Can a community still join or participate in the CRS without a freeboard requirement?

Yes. Any community that meets the CRS Class 9 prerequisites can apply to join the CRS and become a Class 9 community. Any already-participating CRS community that cannot meet the Class 8 freeboard prerequisite at its first cycle visit after 2021 will change to a Class 9 community (see previous question).

Where must a community require at least 1 foot of freeboard?

Communities must enforce the freeboard requirement for all residential buildings that are new, substantially improved, and/or reconstructed due to substantial damage throughout the SFHA where base flood elevations have been determined on the FIRM or in the FIS. This means all “numbered zones” in the SFHA. The CRS will not require freeboard in unnumbered zones within the SFHA.

The prerequisite includes all residential buildings. Does this include manufactured homes?

Yes. At least 1 foot of freeboard is required for manufactured homes, including equipment and mechanical items.

If a community adopts the International Code Council codes, will they meet the requirements for the Class 8 freeboard prerequisite?

Yes, provided that the adopted building code includes freeboard for residential buildings and the community is enforcing the freeboard provisions. This includes adopted state building codes that are enforced in the community. The CRS credits other higher standards included in building codes. For example, coastal CRS communities that have adopted and enforce recent building codes and have newer FIRMs often can qualify for Coastal A Zones credit under Activity 430 (Higher Regulatory Standards).

Should a community require more than one foot of freeboard?

All communities are encouraged to consider adopting additional freeboard. This may mean freeboard in all flood zones. It may mean more than 1 foot of freeboard. It may mean applying the freeboard standard to all building types. Remember, CRS credit is available for the enforcement of freeboard under CRS Activity 430 (Higher Regulatory Standards).

Will communities receive CRS credit for the enforcement of freeboard for residential buildings?

Yes. Communities will continue to receive freeboard credit (FRB) under Activity 430 (Higher Regulatory Standards) for enforcing freeboard for residential buildings. Communities that already receive FRB credit will continue to receive FRB credit. The basic FRB credit in the CRS is 100 points. FRB credit is higher when more freeboard is required or when elevation on fill is not allowed. An impact adjustment is applied to FRB credit.

What should CRS communities do in light of the Class 8 prerequisite?

Communities that currently enforce freeboard should check their floodplain ordinances and/or building codes to be sure that equipment and mechanical items are included, that substantially improved buildings are included, and that the provisions are being enforced.

Communities that do not currently enforce at least 1 foot of freeboard for all new or substantially improved residential buildings, including equipment and mechanical items, within numbered zones of the SFHA will need to make changes to their floodplain ordinance and/or building code. Adoption and enforcement of the freeboard must occur before the community's first CRS cycle visit after January 1, 2021.

What if a community has questions about the Class 8 prerequisite or the CRS?

A community should contact its ISO/CRS Specialist with questions about the prerequisite and the CRS. A list of ISO/CRS Specialists can be found on the [CRS Resources website](https://www.crsresources.org) (CRSresources.org). State NFIP Coordinators or FEMA Regional CRS Coordinators can assist with model ordinance or sample regulatory language for freeboard, and other higher regulatory standards. Contact information for FEMA is available at the [FEMA website](https://www.fema.gov) (www.fema.gov).

Mayor
Mac Hodges

City Manager
Jonathan Russell



Washington City Council
Richard Brooks
Virginia Finnerty
Elizabeth A. Kane
William Pitt
Donald R. Sadler

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: June 2, 2020
Subject: Budget Transfers

The Budget Officer reallocated appropriations among various departmental totals of expenditures within authorized funds.

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

Request for Transfer of Funds

Date: 05/20/2020

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

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

	Department	Account Number	Object Classification	Amount
FROM:	010	4400	0207	500
TO:	010	4700	0200	500

For the purpose of: To cover predicted overspent salary accounts at year end.

Jammy A. Swindell
 Supervisor

 Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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

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

[Signature]
 City Manager or Finance Director

5/20/2020
 Date

Request for Transfer of Funds

Date: 05/20/2020

TO: City Manager or Finance Director

FROM: Finance

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Object Classification	Amount
FROM:	010	4400	0207	5000
TO:	010	4135	0200	5000

For the purpose of: To cover predicted overspent salary accounts at year end.

Jammy A. Swindell

Supervisor

Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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

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

[Signature]

City Manager or Finance Director

5/26/2020

Date

Request for Transfer of Funds

Date: 05/07/2020

TO: City Manager or Finance Director

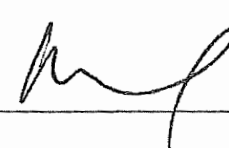
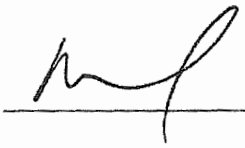
FROM: Planning Department

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Object Classification	Amount
FROM:	Planning	010-4910	0400	\$4523.00
TO:	Crab Park	010-6124	7400	\$4523.00

For the purpose of: Services for the following: Installation of sump pump, electrical services for installation of sump pump, and installation of irrigation system along water front area

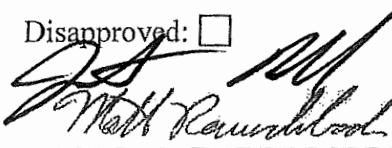
Supervisor:  Department Head: 

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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


 City Manager or Finance Director

 5/7/20
 Date

Request for Transfer of Funds

Date: May 12, 2020

TO: City Manager or Finance Director


FROM: Shane Lewis

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Object Classification	Amount
FROM:	035	8375	3101	\$2,200
TO:	035	7230	0201	\$2,200

For the purpose of: Cover payroll expenses in OT salary account



Supervisor



Department Head

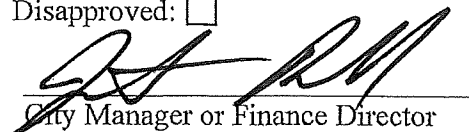
ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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

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



City Manager or Finance Director

5/12/20

Date

Request for Transfer of Funds

Date: May 12, 2020

TO: City Manager or Finance Director
 FROM: Shane Lewis
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Object Classification	Amount
FROM:	035	8375	3101	\$5,000
TO:	035	7230	0300	\$5,000

For the purpose of: Cover payroll expenses in part-time salary account



 Supervisor



 Department Head

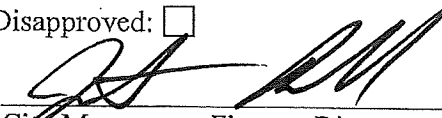
ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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

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



 City Manager or Finance Director

5/12/20

 Date

Request for Transfer of Funds

Date: 05/12/2020

TO: City Manager or Finance Director
 FROM: Planning Department
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Object Classification	Amount
FROM:	Planning	010-4910	0400	\$3400.00
TO:	Rec Maintenance	010-6130	7000	\$3400.00

For the purpose of: Services for the following: Purchase of a Bedmast F-791H Steerable with Honda Engine. The equipment will be for edging flower beds for the City of Washington.

Supervisor: _____ Department Head: Matt Reynolds

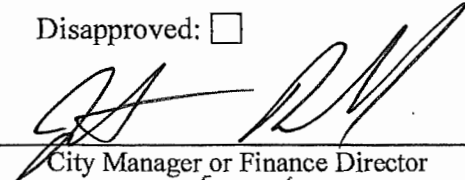
ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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

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



 City Manager or Finance Director
5/12/20

 Date

Request for Transfer of Funds

Date: 5/29/2020

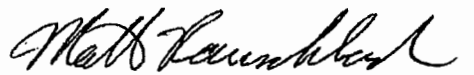
TO: City Manager or Finance Director
 FROM: Matt Rauschenbach
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Object Classification	Amount
FROM:	010-4400	5701	Miscellaneous	3,500
TO:	010-4130	7000	Non capital purchases	3,500

For the purpose of: Replace laptop and remote station for CFO

 Supervisor


 Department Head

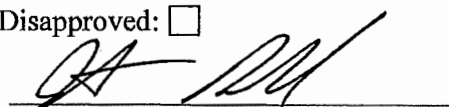
ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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

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


 City Manager or Finance Director

5/29/2020
 Date

Request for Transfer of Funds

Date: 05/20/2020

TO: City Manager or Finance Director
 FROM: Planning Department
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Object Classification	Amount
FROM:	Planning	010-4910	0400	\$60.00
			1100	\$51.00
			1400	\$80.00
			3300	\$20.00
			5300	\$60.00
			5701	\$40.00
TO:	Crab Park Dock Expansion	010-6124	7400	\$311.00

For the purpose of: Services for the following: Shortfall in account 010-6124-7400 (Dock Expansion).

Supervisor:  Department Head:  5/20/2020


ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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

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


 City Manager or Finance Director
5/22/2020
 Date

Mayor
Mac Hodges

City Manager
Jonathan Russell



Washington City Council
Richard Brooks
Virginia Finnerty
Elizabeth A. Kane
William Pitt
Donald R. Sadler

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: June 1, 2020
Subject: PO's > \$50,000

The following budgeted purchase orders that are in excess of \$50,000 have been issued:

<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
\$55,285.90	Brady Trane Service	Waterfront camera system
\$185,000.00	Rivers & Associates	Construction administration & observation for Streetscape
\$3,415,340.96	B.E. Singleton & Sons	Streetscape: Utilities, streets, & sidewalks along Main St.
\$111,600.00	Anixter	Poles for 3 rd St project
\$83,378.20	Westinghouse Electric Supply	3 rd St project material
\$249,685.67	Amick Equipment	Replace vehicle # 484-front load garbage truck
\$288,854.58	White's Tractor & Truck	Replace vehicle #'s 485 & 488-2 rear load garbage trucks
\$119,000.00	Sawyer's Residential & Marine Construction	Phase II of bulkhead replacement at Havens
\$88,105.00	Siemens Energy	245 kV outdoor gas circuit breaker
\$467,181.64	C.W. Wright Construction Company	3 rd St rebuild project
\$135,422.00	Cella Ford	4-2020 Ford Explorers
\$67,200.00	Itron Distributed Energy Management	Capacitors
\$62,427.00	EZ Docks Solutions.com	Kayak launch
\$87,230.00	State Electric Supply Company	Streetscape: Holophane lights, poles, & fixtures
\$205,255.00	Sawyer's Residential & Marine Construction	Buildings & Grounds-Capital Outlay Projects

Mayor
Mac Hodges

City Manager
Jonathan Russell



Washington City Council
Richard Brooks
Virginia Finnerty
Elizabeth A. Kane
William Pitt
Donald R. Sadler

To: Mayor Hodges & Members of the City Council
From: Jennifer Alligood Purchasing Agent
Date: May 29, 2020
Subject: Contracts For Petroleum Products

The purpose of this request is to inform Council of contract commitments for petroleum product requirements for the City for a period of 2 years from July 1ST 2020 through June 30TH 2022.

Contract awarded as follows:

Vendor	OPIS	Margin	Cost per Gallon	Estimated Usage
A. <u>Pitt Country Mart</u> Ethanol Free Gasoline (Transport Loads)	\$1.204	\$.0256	\$1.2296	\$491,840.00
B. <u>Pitt Country Mart</u> Ethanol Free Gasoline (Tankwagon Loads)	\$1.204	\$.2556	\$1.4596	\$4,378.80
C. <u>Potter Oil</u> Non-Highway Diesel Fuel (Tankwagon Loads) Generators	\$.8803	\$.32454	\$1.20484	\$324,101.96
D. <u>Pitt Country Mart</u> Diesel Fuel (Transport Loads)	\$.8753	\$.0396	\$.9149	\$146,384.00
E. <u>Pitt Country Mart</u> Kerosene Grade 1-K	N/A	\$0.0000	\$2.499	\$6,497.40
			TOTAL	\$ 973,202.16

Price fluctuations will be governed by the bid margin above or below the OPIS Average Rack price for the commodity on the day May 11, 2020 at Selma, NC. The City will pay the Average Rack price for the commodity on the day of delivery plus or minus the margin bid on May 11, 2020.

BID TABULATION

Bid For - Petroleum Products
Opened - Thursday May 21 2020 2:00 PM

Item	Pitt Country Mart	Potter Oil	Lykins	Go Energies	Sampson Bladen	Petroleum Traders	Domestic Fuels
1 Ethanol Free Gasoline 87 Octane (Transport Loads)	\$245,920.00	\$246,128.00	\$277,680.00	\$250,330.60	\$250,488.00	N/B	N/B
2 Ethanol Free Gasoline 87 Octane (Tankwagon Loads)	\$2,189.40	\$2,190.96	N/B	N/B	N/B	N/B	N/B
3 Non - Highway Diesel Fuel (Tankwagon Loads) Generators	\$265,368.50	\$162,050.98	N/B	N/B	N/B	N/B	N/B
4 Diesel Fuel (Transport Loads)	\$73,192.00	\$76,227.20	\$81,355.44	\$157,238.64	\$76,992.00	N/B	N/B
5 Kerosene Grade 1-K Fuel (Tankwagon Loads)	\$3,248.70	N/B	N/B	N/B	N/B	N/B	N/B

Recommendation: Ethanol Free Gasoline 87 Octane (Transport Loads) - I recommend Pitt Country Mart
 Ethanol Free Gasoline 87 Octane (Tankwagon Loads) - I recommend Pitt Country Mart
 Non - Highway Diesel Fuel (Tankwagon Loads) Generators - I recommend Potter Oil
 Diesel Fuel (Transport Loads) - I recommend Pitt Country Mart
 Kerosene Grade 1-K (Tankwagon Loads) - I recommend Pitt Country Mart

Signed - JENNIFER ALLIGOOD

Mayor
Mac Hodges

City Manager
Jonathan Russell



Washington City Council
Richard Brooks
Virginia Finnerty
Elizabeth A. Kane
William Pitt
Donald R. Sadler

To: Mayor Hodges & Members of the City Council
From: Jennifer Allgood Purchasing Agent
Date: May 29, 2020
Subject: Chemical Bid Pricing

On May 26, 2020, bids were received from 8 chemical suppliers for 8 bulk supplied chemicals used in the water and wastewater treatment processes. The term of the bids specified is for a two-year period to run from July 1, 2020 through June 30, 2022.

Contracts will be as follows:

<u>Vendor</u>	<u>Cost Per Unit</u>	<u>Estimated Use Per Year</u>	<u>Estimated Cost Per Year</u>
<u>Chemical</u>			
<u>Shannon</u>			
Potassium Permanganate	\$1.63/lb	21,000 lb/year	\$34,230.00
Sodium Hexametaphosphate	\$0.952/gal	20,000 gal/year	\$19,040.00
<u>Cargill</u>			
Sodium Chloride	\$133.99/ton	1700 tons/year	\$224,400.00
<u>Water Guard</u>			
Sodium Hypochlorite	\$0.835/gal	60,000 gal/year	\$50,100.00
Sodium Bisulfite	\$1.92/gal	20,000 gal/year	\$38,400.00
<u>Amerochem</u>			
Hydroflousillic Acid	\$0.248/lb	35,000 lb/year	\$8,680.00
Liquid Aluminum Sulfate	\$374.73/ton	85 tons/year	\$31,852.05
<u>Tanner</u>			
Anhydrous Ammonia	\$0.88/lb	9,500 lb/year	\$8,360.00

Bid tabulation sheet attached.

BID TABULATION

**Bid For -
Opened -**

Water Treatment Chemicals
Tuesday May 26 2020 2:00 PM

Item	Chemtrade	Amerochem	Tanner	Water Guard	GEO	Shannon	Sterling Water	Cargill	Chem South	Morton Salt	Univar	Coyne Chemical
1 Potassium Permanganate	N/B	1.756	N/B	1.9	N/B	1.63	N/B	N/B	N/B	N/B	N/B	N/B
2 Sodium Chloride	N/B	N/B	N/B	N/B	N/B	N/B	N/B	133.99	N/B	N/B	N/B	N/B
3 Sodium Hypochlorite	N/B	1.02	N/B	0.835	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B
4 Hydroflousilicic Acid	N/B	0.248	N/B	0.32	N/B	0.434	N/B	N/B	N/B	N/B	N/B	N/B
5 Anhydrous Ammonia	N/B	N/B	0.88	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B
6 Liquid Aluminum Sulfate	401.00	374.73	N/B	N/B	464.5	N/B	N/B	N/B	N/B	N/B	N/B	N/B
7 Sodium Hexametaphosphate	N/B	N/B	N/B	0.97	N/B	0.952	0.9943	N/B	N/B	N/B	N/B	N/B
8 Sodium Bisulfite	N/B	2.23	N/B	1.92	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B

Recommendation: (Potassium Permanganate - I recommend Shannon) (Sodium Chloride - I recommend Cargill) (Sodium Hypochlorite - I recommend Water Guard)
(Hydroflousilicic Acid - I recommend Amerochem) (Anhydrous Ammonia - I recommend Tanner) (Liquid Aluminum Sulfate - I recommend Amerochem)
(Sodium Hexametaphosphate - I recommend Shannon) (Sodium Bisulfite - I recommend Water Guard)

Signed - JENNIFER ALLIGOOD



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: June 8, 2020
Subject: Appointments to Various Boards, Commissions, and Committees
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

See attached recommended motions

BACKGROUND AND FINDINGS:

Advertisements were published in the Washington Daily News, Cable 9 and Facebook for vacancies for expiring terms on various boards, commissions, and committees. Appointments will be made by the City Council at the June 8, 2020 Council meeting. *Additional applications are needed to fill vacant/expiring terms on the Human Relations Council, Washington Electric Utilities Advisory Board and Animal Control Appeals Board.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Applications

ACTIONS SUGGESTED:

A. Planning Board- (William Pitt – Liaison)

I move that the City Council appoint/re-appoint _____ to the Planning Board, to fill the expiring term of **Jane Alligood**, term to expire June 30, 2023.

I move that the City Council appoint/re-appoint _____ to the Planning Board to fill the expiring term of **D. Howell Miller**, term to expire June 30, 2023.

APPLICATIONS RECEIVED: Jane Alligood, D. Howell Miller

B. Board of Adjustment – Alternate Member (Richard Brooks – Liaison)

I move that the City Council appoint _____ to the Board of Adjustment- Alternate Member, to fill the expiring term of **Andy Olsen**, term to expire June 30, 2023.

APPLICATIONS RECEIVED: James Skillen, Sr.

C. Enlarged Board of Adjustment - (Richard Brooks – Liaison)

I move that the City Council appoint/re-appoint _____ to the Board of Adjustment, to fill the expiring term of **Steve Fuchs**, term to expire June 30, 2023.
(Appointment to be confirmed by Beaufort County Board of Commissioners)

APPLICATIONS RECEIVED: Steve Fuchs

D. Board of Library Trustees – (Betsy Kane– Liaison)

I move that the City Council appoint/re-appoint _____ to the Board of Library Trustees to fill the expiring term of **Leesa Payton Jones**, term to expire June 30, 2023.

I move that the City Council appoint/re-appoint _____ to the Board of Library Trustees to fill the expiring term of **Laura Toth**, term to expire June 30, 2023.

APPLICATIONS RECEIVED: Leesa Payton Jones, Laura Toth

E. Recreation Advisory Committee – (Richard Brooks – Liaison)

I move that the City Council appoint/re-appoint _____ to the Recreation Advisory Committee to fill the expiring term of **Neal Dixon (outside)** term to expire June 30, 2023.

I move that the City Council appoint/re-appoint _____ to the Recreation Advisory Committee to fill the expiring term of **Meredith Loughlin (inside)** term to expire June 30, 2023.

I move that the City Council appoint _____ to the Recreation Advisory Committee to fill the expiring term of **Will Tyson (inside)** term to expire June 30, 2023.

APPLICATIONS RECEIVED: Neal Dixon (outside), Meredith Loughlin (inside), Linda Hess (inside), Stephen Barnes (inside), Butch Strickland (inside)

F. Historic Preservation Commission – (Virginia Finnerty – Liaison)

I move that the City Council appoint/re-appoint _____ to the Historic Preservation Commission to fill the expiring term of **Colleen Knight**, term to expire June 30, 2023.

I move that the City Council appoint _____ to the Historic Preservation Commission to fill the expiring term of **Karen Mann**, term to expire June 30, 2023.

I move that the City Council appoint _____ to the Historic Preservation Commission to fill the expiring term of **Kathleen Couch**, term to expire June 30, 2023.

APPLICATIONS RECEIVED: Colleen Knight, Kathy Burdi, John Carbone, Elizabeth Stallings

G. Washington Tourism Development Authority – (Virginia Finnerty – Liaison)

I move that the City Council appoint _____ to the Washington Tourism Development Authority to fill the expiring term of **Manfred Alligood**, term to expire June 30, 2023.

APPLICATIONS RECEIVED: Roland Wyman, Stephen Barnes

H. Human Relations Council – (William Pitt – Liaison)

I move that the City Council appoint/re-appoint _____ to the Human Relations Council to fill the expiring term of **Nicholas Blackford**, term to expire June 30, 2023.

APPLICATIONS RECEIVED: Nicholas Blackford

I. Animal Control Appeals Board – (Donald Sadler – Liaison)

I move that the City Council appoint _____ to the Animal Control Appeals Board to fill the expiring term of **Phyllis Schulte**, term to expire June 30, 2023.

APPLICATIONS RECEIVED: Elizabeth Stallings

Requested Board Planning

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

NAME Jane L Alligood
ADDRESS 218 Simmons Street
PHONE (WORK) 946-8840 ^{cell} (HOME) 258-6076
E-MAIL ADDRESS jalligood@aol.com
DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES NO
HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 72 YEARS
YEARS OF EDUCATION 18
HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES NO
IF YES, PLEASE INDICATE Planning Board
DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? no IF YES, EXPLAIN _____

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

I have served for several years and feel that my history helps in decision making.

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

4-29-20
Date

Jane L Alligood
Signature

Requested Board Planning Board

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

NAME D Howell Miller

ADDRESS 308 Lawson Road, Washington NC

PHONE (WORK) Cell-252-947-0192 (HOME) 252-946-4909

E-MAIL ADDRESS howellm65@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 33 YEARS

YEARS OF EDUCATION 20+

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

IF YES, PLEASE INDICATE Planning Board

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

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

I have served on the Planning Board as its Vice Chairman for the past year and have been on the Board for several past years. This experience qualifies me for the Board

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

May 1, 2020
Date

D. Howell Miller
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: November 1, 2020

Requested Board Board of Adjustment

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

NAME James M. Skillen, Sr.

ADDRESS 118 West 11th Street

PHONE (WORK) 252-402-2451 (HOME) 252-402-2451

E-MAIL ADDRESS jskillen1@suddenlink.net

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 29 YEARS

YEARS OF EDUCATION BS in Chemistry, UNC-CH 1982

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

IF YES, PLEASE INDICATE _____

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

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

I have more than 30 years experience working in the field of government relations. I am familiar with all of the environmental statutes.

I have worked for three national trade associations and have testified (written & in person) for and against legislation(s) and or regulation(s) across the United States.

My resume is attached.

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

March 23, 2020

Date

James M. Skillen, Sr.

Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: June 8, 2020
Page 93 of 163

Requested Board Board of Adjustment (Enlarged BOA)

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

NAME Steven C. Fuchs

ADDRESS 125 Honey Pod Farm Rd., Washington, NC 27889

PHONE (WORK) _____ (HOME) 252-943-8200

E-MAIL ADDRESS sfuchs1020@aol.com

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

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

YEARS OF EDUCATION 18 years - Masters Degree

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

IF YES, PLEASE INDICATE Board of Adjustment

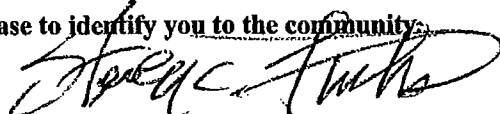
DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? NO IF YES, EXPLAIN _____

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

I have served on the BOA since 1990 and have been elected Chairman since 1996. Since that time I believe our BOA has made many very difficult but fair decisions with little controversy. I have strived to lead and conduct the BOAs actions in the best interest of the applicant and the City of Washington. This is extremely difficult and requires knowledge and focus on the facts, evidence, and the rules which govern the BOA actions. I feel extremely qualified to continue to conduct the BOAs business in a fair, professional, and unbiased manner. I am devoutly committed to this board having missed only two meetings since 1990. I bring a wealth of knowledge, experience, and stability to the BOA which is greatly needed as board members terminate their service and new members, with little or no experience in BOA rules and procedures, begin to serve. I would greatly appreciate the opportunity to continue to serve.

Thank You
Steven C. Fuchs

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



Steven C. Fuchs

27 April 2020

Date

Signature

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

Brown Library Board Of Trustees
Requested Board _____

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

NAME Leesa Payton Jones

ADDRESS 1411 Nicholson Street Washington, NC 27889

PHONE (WORK) _____ **(HOME)** 252-833-0995

E-MAIL ADDRESS Leesawisdom@aol.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 19 YEARS

YEARS OF EDUCATION 14

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

IF YES, PLEASE INDICATE Brown Library Board Of Trustees

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

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

I feel I am qualified for this appointment as I have served two terms on the Brown Library Board Of Trustees. During those terms I believe I have been able to help in planning and implementing ideas that contributed to the Board and the Library's outreach and growth. For example, I shared with the Board the idea it should become part of the National Library Week's campaign to celebrate our Library, and, to ask Mayor Hodges to make a Proclamation to help us celebrate National Library Week at the Brown Library. I truly enjoy being a part of the dynamic team that the Board Of Trustees is and the belief we have a team qualified to continue to make the Brown Library one of the best in the state and a beacon in our community. I would like to continue with this endeavor.

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

May 18, 2020
Date

Leesa P Jones
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: June 8, 2020
Page 95 of 163

Requested Board Library

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

NAME Laura Toth

ADDRESS 116 Merrimack Place, Chocowinity, 27817

PHONE (WORK) N/A (HOME) 252-946-0399

E-MAIL ADDRESS JLTOTH132@SUDDENLINK.NET

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 19 YEARS

YEARS OF EDUCATION B.S. - Education, MA Counseling, + 3 years post-grad,

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

IF YES, PLEASE INDICATE Brown Library Board of Trustees

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

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

I believe the Library provides very important resources to our community. The Library strengthens and informs people of all ages in our community. Additionally, the Library is a great economic benefit to our community, in particular the City of Washington.

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

May 15, 2020
Date

Laura Toth
Signature

Requested Board Recreation Advisory Committee

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

NAME Neal Dixon

ADDRESS 106 Bluegill Drive Washington NC 27889

PHONE (WORK) 252-258-2026 (HOME) 252-975-2456

E-MAIL ADDRESS ndixon@hackneyev.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 46 YEARS

YEARS OF EDUCATION Associate Degree in Mechanical Engineering and Design Technology

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

IF YES, PLEASE INDICATE Recreation Advisory Committee

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

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

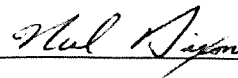
As a resident of Beaufort County for 46 years, I attended the Washington School System and participated in in several of the recreational sports programs growing up. Along with participating myself in the recreation programs, my son and daughter have participated in the recreation sports programs where I recognized the improvements from my younger years to my kids as they were of age to participate. I would like to continue to participate on the committee in an effort to continue to improve our parks and recreation facilities for future youth to come. In addition, to continue to develop and improve our city's (see attached page)

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

5-20-20

Date

Signature



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

(continued from application) offerings in the parks and recreation to attract new residents as Washington continues to expand into the future. Through my daughter playing competitive travel softball and business, I have been able to visit many recreational facilities in the southeast and mid-Atlantic regions of the country which provides an expanded view of what facilities can be and how they can attract residents from outside the area. I feel as part of the committee that I continue to provide input along with the other to continue to help Washington strive and achieve quality parks and recreation facilities.

Thank you

Requested Board Recreation Advisory Committee

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

NAME Meredith Loughlin

ADDRESS 209 Camelia Drive

PHONE (WORK) 252-947-2553 (HOME) 252-947-2553

E-MAIL ADDRESS mere.loughlin@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 17+12 YEARS

YEARS OF EDUCATION Bachelor's Degree

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

IF YES, PLEASE INDICATE Recreation Advisory Committee

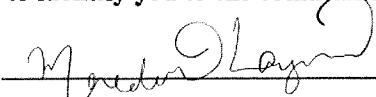
DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN _____

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

I have served on the Recreation Advisory Committee for three years, and I have greatly enjoyed it. I love public spaces, parks, nature, and creating opportunities for active living within our community. If you'll have me again, I would love to continue to serve on the board.

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

05-01-2020
Date


Signature

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

Requested Board Recreation Advisory Committee

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

NAME Linda Hess

ADDRESS 625 E. Main St

PHONE (WORK) n/a (HOME) 203-470-6109 (cell)

E-MAIL ADDRESS lindahess1@att.net

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 8 months YEARS

YEARS OF EDUCATION 16 yrs - BS in Accounting

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

IF YES, PLEASE INDICATE _____

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

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

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

5/14/20
Date

Linda Hess
Signature

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

My husband and I moved to Washington Sept 2019 from Newtown CT where we had lived for 25 years. We have two sons that did recreation, travel and high school sports, and with their soccer, I became involved as team manager and then scheduler for our town's soccer club. I worked with Parks & Rec staff with various aspects including field assignments & allocation, lining, repairs and working with other sports groups, and began attending the P&R Commission meetings as they related to my involvement with the soccer club. When there was an opening on the Commission, I applied and was accepted in 2016 and was a Commissioner until the time of our move.

Besides my involvement with P&R Commission and Newtown Soccer Club, I had been preparing returns during tax season, employed at a local toy & gift store, and doing some bookkeeping. I am still involved with Newtown Soccer Club from here but would like to get involved in the community in our new home, would like to make a positive contribution, and feel the Recreation Advisory Committee may be a good fit.

Requested Board Recreation Advisory Committee

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

NAME Stephen Barnes

ADDRESS 303 E. Main St.

PHONE (WORK) 252-721-8143 (HOME) Same

E-MAIL ADDRESS sbarnes802@aol.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 1 YEARS

YEARS OF EDUCATION Undergrad Degree

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

IF YES, PLEASE INDICATE _____

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? _____ IF YES, EXPLAIN _____

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

I have over 15 years of coaching experience on the rec, middle and high school level. I also have athletic administrative experience. I understand how a solid athletic program should operate and know that a strong one is a positive example of a progressive community. I think parents, players, coaches, administrators and officials should work together to create a life long love of athletics based on good sportsmanship, being part of a team and developing a healthy lifestyle.

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

5/5/2020
Date

Stephen Barnes
Signature

Recreation Advisory Committee
Requested Board _____

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

NAME Butch Strickland

ADDRESS 705 East Main Street, Washington, NC

PHONE (WORK) 919-612-3397 (HOME) _____

E-MAIL ADDRESS butchstrickland1@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 1 1/2 YEARS

YEARS OF EDUCATION MBA

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

IF YES, PLEASE INDICATE _____

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

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

Involvement in sports programs for kids for over 10 years.

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

05/18/2020

Date

Butch Strickland

Signature

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

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

NAME Colleen Knight

ADDRESS 231 E. Main St., Washington, NC 27889

PHONE (WORK) 843-476-1837 (HOME) _____

E-MAIL ADDRESS colleenknight.art@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 5 YEARS

YEARS OF EDUCATION 14

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

IF YES, PLEASE INDICATE HPC

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

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

I live in the district and have been through the process of restoring our historic home. I have also served on this board for 3 years now and am very familiar with the guidelines

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

5/28/2020

Date



Signature

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

Requested Board Historic Preservation

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

NAME Kathy Burdi

ADDRESS 239 East Second St

PHONE (WORK) _____ (HOME) 919-622-8979

E-MAIL ADDRESS burdikathy@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 2 1/2 YEARS

YEARS OF EDUCATION 14

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

IF YES, PLEASE INDICATE _____

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

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

~~Reired after 25 years as a custom user interface designer for an HVAC controls company in Raleigh NC. My duties included management and training my staff, working closely with engineers and clients to design an interface system for enviromental control at their facilites as well as designing and building the actual display systems.~~
~~I have worked with the Historic Preservation Committee as we continue to renovate our circa 1890's Victorian home and have a deep appreciation for the aesthetics and beauty of this historic town. I would like to be a part of the team that guides in preserving Washington's homes and businesses.~~

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

5/14/2020
Date

Kathy Burdi
Signature

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

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

NAME John Stephen Carbone, MD, JD

ADDRESS 720 West Main Street, Washington NC 27889

PHONE (WORK) _____ (HOME) 919-452-4413

E-MAIL ADDRESS vadocdoc@outlook.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? three (3) YEARS

YEARS OF EDUCATION 12+

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

IF YES, PLEASE INDICATE _____

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

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

see attachment

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

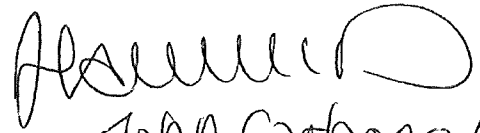
5/12/2020

Date

[Signature]
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: June 8, 2020

Since 2017, I have come into possession of three lovely homes in the Washington Historic District → one a charming WWI-vintage craftsman bungalow, one a stately Victorian manse, and one (the Myers House) a Federal period structure that is the oldest extant building in town. I am honored to be the caretaker of these properties, preserving them for future generations whilst enjoying them day-to-day in the present. Having been schooled in both W^{MS}Burg VA and Charlottesville VA - two municipalities steeped in history - I came early to appreciate that the material culture of the past, once lost, cannot be regained. Because of my deep personal interest in the mission of the Washington Historic Preservation Commission, and my roots here, I feel strongly that I am qualified to assist the commission in the fulfillment of its preservation mandate.


JOHN CARBONE MD

Requested Board Historic Preservation Commission

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

NAME Elizabeth Stallings

ADDRESS 120 Charlotte St

PHONE (WORK) _____ (HOME) 973-487-8667

E-MAIL ADDRESS elizstall@hotmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 4 YEARS

YEARS OF EDUCATION doctoral degree, social science

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

IF YES, PLEASE INDICATE _____

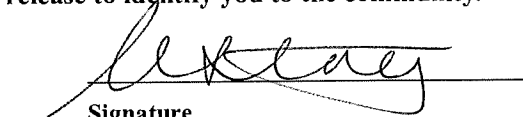
DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN _____

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

As a resident of the Historic District I feel our responsibility is to balance the maintenance of historic standards with innovative ways to support the residents who are seeking to improve their properties. As our downtown area continues to develop, we will hopefully continue to see a growth in our neighborhoods and the opportunity for many new restorative projects to homes currently in need of repair. I have worked in administrative capacities and have excellent cooperative and teamwork skills; I feel capable of objective decision-making and contributing to the ongoing evaluation and implementation of historic guidelines.

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

5/26/20
Date


Signature

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

Requested Board Tourism Development Authority

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

NAME Roland Wyman

ADDRESS 200 Washington Harbour - Washington

PHONE (WORK) 252-512-2215 (HOME) _____

E-MAIL ADDRESS roland@rolandwyman.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 6 YEARS

YEARS OF EDUCATION B.S.

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

IF YES, PLEASE INDICATE City Council

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

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

Approximately 30 years in marketing functions.

20 years in corporate marketing, B2B.

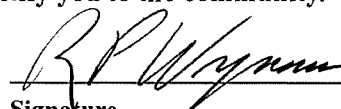
10 years in marketing consultancy.

I'm fairly familiar with the city's needs in raising national awareness of our region as a destination.

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

16 March 2020

Date


Signature

Requested Board Washington Tourism Development

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

NAME Stephen Barnes

ADDRESS 303 E. Main St.

PHONE (WORK) 252-721-8143 (HOME) Same

E-MAIL ADDRESS sbarnes802@aol.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 1 YEARS

YEARS OF EDUCATION Undergrad degree

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

IF YES, PLEASE INDICATE _____

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? _____ IF YES, EXPLAIN _____

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

I think Washington is an undiscovered gem and should be marketed as such. Tourism brought us to Washington a year ago and I would bring a fresh perspective to the board. Tourism could be a major revenue source and I look forward to being a part of the discovery process.

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

5/5/2020
Date

Stephen Barnes
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: June 8, 2020

Requested Board Human Relations Council

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

NAME Nicholas Blackford

ADDRESS 6573 Clarks Neck Road, Washington, NC

PHONE (WORK) _____ (HOME) 2529408629

E-MAIL ADDRESS nicholasblackford2@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 7 YEARS

YEARS OF EDUCATION Currently earning an associate degree at Beaufort County Community C

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

IF YES, PLEASE INDICATE Human Relations Council

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? ^{no} _____ IF YES, EXPLAIN _____

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

Both my previous service to the board which I am seeking a position in again here, as well as service to the community through other organizations such as Gamma Beta Phi, Beaufort County Community College's Student Government, and Beaufort County Community College's Board of Trustees as an Ex-officio member, all done over the past two years.

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

5/19/2020
Date

Nicholas Blackford
Signature

Animal Control Appeals Board
Requested Board _____

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

NAME Elizabeth Stallings _____

ADDRESS 120 Charlotte St Washington , NC 27889 _____

PHONE (WORK) _____ (HOME) 973-487-8667 _____

E-MAIL ADDRESS elizstall@hotmail.com _____

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 4 _____ YEARS

YEARS OF EDUCATION doctoral degree _____

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

IF YES, PLEASE INDICATE _____

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

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

interest in animal welfare and the effect on public health and the community: many years experience in non-profit animal rescue

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

4/28/20

Date



Signature



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, C.F.O./Administrative Services Director
Date: May 22, 2020
Subject: Adopt Budget Ordinance for Fiscal Year 2021, Set Ad Valorem Tax Rate and User Fee Schedule
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council adopt the Budget Ordinance for Fiscal Year 2021, set the 2020 Advalorem Tax rate at \$0.53 per \$100.00 value with \$.01924 designated for the Public Safety Capital Reserve and \$.02 towards the Police Station Capital Project Fund, and set the user fee schedule included in the appendix of the budget.

BACKGROUND AND FINDINGS:

Attached is the Budget Ordinance for Fiscal Year 2021, totaling \$94,314,453. This ordinance appropriates the following amounts in the funds listed for operational expenses during the fiscal year:

General Fund	\$17,959,199
Water Fund	3,581,342
Sewer Fund	3,735,334
Storm Water Management Fund	1,248,770
Electric Fund	35,979,995
Airport Fund	815,228
Solid Waste Fund	1,536,904
Cemetery Fund	330,812
Library Trust Fund	3,000
Cemetery Trust Fund	9,000
Public Safety Capital Reserve Fund	166,970
Water Capital Reserve Fund	6,000
Sewer Capital Reserve Fund	1,900
Workers Compensation Fund	127,900
Vehicle Replacement Fund	1,326,000
Facility Maintenance Fund	130,000
CDBG-NR #14-D-2971 Fund	775,000
Streetscape Project	4,092,178
Havens Garden Pier Grant	98,000
Downtown Revitalization Grant	50,000

Police Station Capital Project Fund	2,780,381
Financial Software Capital Project Fund	400,000
Façade Grant	20,000
Way Finding Capital Project Fund	172,638
Library Expansion Project	2,000
Castle Island CDBG Grant	500,000
Kayak Access Grant	68,127
EPA Brownfield's Grant Fund	300,000
DOT Bridge #3 Pipeline Relocation Fund	2,281,962
Water Capital Project Fund	65,600
Wastewater Asset Inventory Grant	157,500
Sewer Plant Expansion Fund	250,000
Storm Water Project Fund	783,334
Electric Project Fund	3,825,493
DOT Hwy 17 Relocation Fund	2,881,805
Airport Runway Design	458,017
Airport Rehabilitation Grant	460,121
Corporate Hangar Design Grant	702,696
Taxiway/Apron Pavement Grant	3,299,677
Pavement Rehab Grant	<u>2,931,570</u>
Grand Total	\$94,314,453

PREVIOUS LEGISLATIVE ACTION

Budget workshop discussions

FISCAL IMPACT

Currently Budgeted (Account) Requires additional appropriation
 No Fiscal Impact

SUPPORTING DOCUMENTS

- Annual budget
- Budget Ordinance
- Budget Workshop Changes

CITY OF WASHINGTON, NORTH CAROLINA
BUDGET ORDINANCE FOR FISCAL YEAR 2021

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

Section 1. The following amounts are hereby appropriated for the operation of the City of Washington government and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, according to the following schedules:

Schedule A. General Fund

General Government

City Council	63,501
Mayor	17,074
City Manager	396,891
Communications	67,469
TDA Director	165,304
Human Resources	391,559
Finance	635,443
Purchasing	154,600
Information Systems	511,244
Billing	183,037
Customer Services	784,564
License Plate Agency	170,800
Planning/Zoning	390,067
Code Enforcement	356,931
Legal	143,300
Economic Development	424,455
Miscellaneous	917,427
Debt Service	170,327
Contingency	0

Public Safety

Police	3,853,558
E-911 Communication	362,602
Fire	1,089,018
Emergency Medical Services	2,127,887

Public Works

Administration	95,103
Municipal Building	260,668
Equipment Services	159,075
Street Maintenance	956,487
Powell Bill	295,695
Street Lighting	0
Storm Water Improvements	0

Cultural and Leisure

Brown Library	588,407
Recreation Administration	141,078
Recreation Events & Facilities	215,247
Senior Programs	212,050
Waterfront Docks	100,185
Civic Center	87,801
Aquatic Center	367,856
Building & Grounds	1,062,359
Outside Agencies	<u>40,130</u>
Total General Fund Appropriations	\$17,959,199

Schedule B. Water Fund

Debt Services	0
Miscellaneous	1,062,300
Administration	109,206
Water Meter Services	187,685
Water Treatment	1,622,799
Water Distribution Maintenance	341,851
Water Distribution Construction	257,501
Contingency	<u>0</u>
Total Water Fund Appropriations	3,581,342

Schedule C. Sewer Fund

Debt Service	231,329
Miscellaneous	1,037,465
Administration	104,436
Wastewater Collection Maintenance	313,628
Wastewater Collection Construction	238,420
Wastewater Treatment	1,396,079
Wastewater Stations	413,977
Contingency	<u>0</u>
Total Sewer Fund Appropriations	3,735,334

Schedule D. Storm Water Management Fund

Debt Service	419,085
Operations	758,462
Nutrient Control	71,223
Contingency	<u>0</u>
Total Storm Water Management Fund Appropriations	1,248,770

Schedule E. Electric Fund

Debt Service	0
Miscellaneous	3,971,926
Administration	461,793
Utility Communications	345,737
Electric Meter Services	687,291
Purchase Power	22,728,795
Substation Maintenance	578,407
Load Management	585,816
Power Line Maintenance	2,673,530
Power Line Construction	3,946,700
Contingency	0
Total Electric Fund Appropriations	<u>35,979,995</u>

Schedule F. Airport Fund

Operational Expenses	815,228
Contingency	0
Total Airport Fund Appropriations	<u>815,228</u>

Schedule G. Solid Waste Fund

Debt Service	116,842
Solid Waste Operations	1,420,062
Contingency	0
Total Solid Waste Fund Appropriations	<u>1,536,904</u>

Schedule H. Cemetery Fund

Debt Service	0
Operational Expenses	330,812
Contingency	0
Total Cemetery Fund Appropriations	<u>330,812</u>

Schedule I. Library Trust Fund

Administration Charges to General Fund for Library Operations	<u>3,000</u>
Total Library Trust Fund Appropriations	3,000

Schedule J. Cemetery Trust Fund

Administration Charges to Cemetery Fund for Operations	<u>9,000</u>
Total Cemetery Trust Fund Appropriations	9,000

Schedule K. Public Safety Capital Reserve Fund

Transfer to General Fund	<u>166,970</u>
Total Public Safety Capital Reserve Fund Appropriations	166,970

Schedule L. Water Capital Reserve Fund

Reserved for Future Capital Projects	<u>6,000</u>
Total Water Capital Reserve Fund Appropriations	6,000

Schedule M. Sewer Capital Reserve Fund

Reserved for Future Capital Projects	<u>1,900</u>
Total Sewer Capital Reserve Fund Appropriations	1,900

Schedule N. Internal Service Fund

Worker's Compensation Claim Payments	<u>127,900</u>
Total Internal Service Fund Appropriations	127,900

Schedule O. Vehicle Replacement Fund

Vehicle Replacement Fund	<u>1,326,000</u>
Total Vehicle Replacement Fund Appropriations	1,326,000

Schedule P. Facility Maintenance Fund

Facility Maintenance Fund	<u>130,000</u>
Total Facility Maintenance Fund Appropriations	130,000

Schedule Q. CDBG-NR #14-D-2971 Fund

CDBG-NR #14-D-2971	<u>775,000</u>
Total CDBG-NR #14-D-2971 Appropriations	775,000

Schedule R. Streetscape Project Fund

Streetscape Fund	<u>4,092,178</u>
Total Streetscape Project Fund Appropriations	4,092,178

Schedule S. Havens Garden Pier Grant

Havens Garden Pier Grant	<u>98,000</u>
Total Havens Garden Pier Grant Appropriations	98,000

Schedule T. Downtown Revitalization Grant #2018

Downtown Revitalization Grant #2018	<u>50,000</u>
Total Downtown Revitalization Grant #2018 Appropriations	50,000

Schedule U. Police Station CPF

Police Station CPF	<u>2,780,381</u>
Total Police Station CPF Appropriations	2,780,381

Schedule V. Financial Software CPF

Financial Software CPF	<u>400,000</u>
Total Financial Software CPF Appropriations	400,000

Schedule W. Facade Grant

Facade Grant	<u>20,000</u>
Total Facade Grant Appropriations	20,000

Schedule X. Wayfinding Project

Wayfinding Project	<u>172,638</u>
Total Wayfinding Project Appropriations	172,638

Schedule Y. Library Expansion Project

Library Expansion Project	<u>2,000</u>
Total Library Expansion Project Appropriations	2,000

Schedule Z. Castle Island CDBG Grant

Castle Island CDBG Grant	<u>500,000</u>
Total Castle Island CDBG Grant Appropriations	500,000

Schedule A1. Kayak Access Grant Fund

Kayak Access Grant Fund	<u>68,127</u>
Total Kayak Access Grant Fund Appropriations	68,127

Schedule B1. EPA Brownfield's Grant Fund

EPA Brownfield's Grant Fund	<u>300,000</u>
Total EPA Brownfield's Grant Fund Appropriations	300,000

Schedule C1. DOT Bridge #3 Pipeline Relocation Fund

DOT Bridge #3 Pipeline Relocation	<u>2,281,962</u>
Total DOT Bridge #3 Pipeline Relocation Appropriations	2,281,962

Schedule D1. Water Capital Project Fund

Water Capital Project Fund	<u>65,600</u>
Total Water Capital Project Fund Appropriations	65,600

Schedule E1. Wastewater Asset Inventory Grant

Wastewater Asset Inventory Grant	<u>157,500</u>
Total Wastewater Asset Inventory Grant Appropriations	157,500

Schedule F1. Sewer Plant Expansion Fund

Sewer Plant Expansion Fund	<u>250,000</u>
Total Sewer Plant Expansion Fund Appropriations	250,000

Schedule G1. Stormwater Project Fund

Stormwater Project Fund	<u>783,334</u>
Total Stormwater Project Fund Appropriations	783,334

Schedule H1. Electric Project Fund

Electric Project Fund	<u>3,825,493</u>
Total Electric Project Fund Appropriations	3,825,493

Schedule I1. DOT Hwy 17 Relocation Fund

DOT Hwy 17 Relocation Fund	<u>2,881,805</u>
Total DOT Hwy 17 Relocation Fund Appropriations	2,881,805

Schedule J1. Airport Runway Design

Airport Runway Design	<u>458,017</u>
Total Airport Runway Design Appropriations	458,017

Schedule K1. Airport Rehabilitation Grant

Airport Rehabilitation Grant	<u>460,121</u>
Total Airport Rehabilitation Grant Appropriations	460,121

Schedule L1. Corporate Hanger Design Grant

Corporate Hanger Design Grant	<u>702,696</u>
Total Corporate Hanger Design Grant Appropriations	702,696

Schedule M1. Taxiway/Apron Pavement Grant

Taxiway/Apron Pavement Grant	<u>3,299,677</u>
Taxiway/Apron Pavement Grant Appropriations	3,299,677

Schedule N1. Pavement Rehab Grant

Pavement Rehab Grant	<u>2,931,570</u>
Pavement Rehab Grant Appropriations	2,931,570

Total Appropriations for all Funds	\$94,314,453
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Section 2. It is estimated that the following revenue will be available during the year beginning July 1, 2020, and ending June 30, 2021 to meet the foregoing appropriations

Schedule A. General Fund

Ad Valorem Taxes	4,493,737
Other Taxes & Licenses	3,453,662
Unrestricted Intergovernmental Revenue	2,133,146
Restricted Intergovernmental Revenue	457,602
Permits & Fees	119,020
Sales and Services	850,976
Investment Earnings	165,000
Miscellaneous	25,300
Transfers From	2,116,610
Administrative Charges	2,970,350
Long Term Debt Issued	0
Fund Balance Appropriated	<u>1,173,796</u>
Total General Fund Revenues	17,959,199

Schedule B. Water Fund

Water Charges	94,300
Sales and Services	3,100,000
Interest Earnings	72,000
Miscellaneous	500
Installment Note Proceeds	0
Rents	37,400
Transfer from Water Capital Reserve	0
Fund Balance Appropriated	<u>277,142</u>
Total Water Fund Revenues	3,581,342

Schedule C. Sewer Fund

Wastewater Charges	36,100
Sales and Services	3,300,000
Interest Earnings	44,000
Assessments	1,596
Miscellaneous	1,000
Fund Balance Appropriated	352,638
Total Sewer Fund Revenues	<u>3,735,334</u>

Schedule D. Storm Water Management Fund

Interest Earnings	16,000
Storm Water Charges	1,191,770
Interest Rebates (RZEDB)	34,000
Other Fees	7,000
Fund Balance Appropriated	0
Total Storm Water Management Fund Revenues	<u>1,248,770</u>

Schedule E. Electric Fund

Electric Charges	34,188,162
Sales and Services	485,300
Interest Earnings	303,900
Miscellaneous	178,000
Fund Balance Appropriated	553,732
Administration Charges from Other Funds:	
Water	198,347
Sewer	<u>72,554</u>
Total Electric Fund Revenues	<u>35,979,995</u>

Schedule F. Airport Fund

Rentals	100,571
Sales & Services	290,700
Miscellaneous	1,115
Grants	190,000
Transfer from General Fund:	
General Fund	232,842
Fund Balance Appropriated	<u>0</u>
Total Airport Fund Revenues	<u>815,228</u>

Schedule G. Solid Waste Fund

Interest Earnings	7,845
Solid Waste Tax	6,000
Fees	1,523,059
Fund Balance Appropriated	<u>0</u>
Total Solid Waste Fund Revenues	1,536,904

Schedule H. Cemetery Fund

Interest Earnings	500
Sales & Services	166,000
Adm. Charges from Cemetery Trust	9,000
Transfer from Electric Fund	155,312
Fund Balance Appropriated	<u>0</u>
Total Cemetery Fund Revenues	330,812

Schedule I. Library Trust Fund

Interest Earnings	<u>3,000</u>
Total Library Trust Fund Revenues	3,000

Schedule J. Cemetery Trust Fund

Interest Earnings	<u>9,000</u>
Total Cemetery Trust Fund Revenues	9,000

Schedule K. Public Safety Capital Reserve Fund

Transfer from General Fund	166,970
Fund Balance Appropriated	<u>0</u>
Total Public Safety Capital Reserve Fund Revenues	166,970

Schedule L. Water Capital Reserve Fund

Impact Fees	0
Interest Earnings	6,000
Fund Balance Appropriated	<u>0</u>
Total Water Capital Reserve Fund Revenues	6,000

Schedule M. Sewer Capital Reserve Fund

Impact Fees	
Interest Earnings	1,900
Fund Balance Appropriated	<u>0</u>
Total Sewer Capital Reserve Fund Revenues	1,900

Schedule N. Internal Service Fund

Worker's Compensation Fund	<u>127,900</u>
Total Internal Service Fund Revenues	127,900

Schedule O. Vehicle Replacement Fund

Vehicle Replacement Fund	<u>1,326,000</u>
Total Vehicle Replacement Fund Revenues	1,326,000

Schedule P. Facility Maintenance Fund

Facility Maintenance Fund	<u>130,000</u>
Total Facility Maintenance Fund Revenues	130,000

Schedule Q. CDBG-NR #14-D-2971 Fund

Grant Funds	750,000
Transfer from General Fund	<u>25,000</u>
Total CDBG-NR #14-D-2971 Revenues	775,000

Schedule R. Streetscape Project

Transfer from General Fund	2,429,698
Transfer from Water Fund	373,295
Transfer from Sewer Fund	96,816
Transfer from Stormwater Fund	269,889
Transfer from Electric Fund	909,881
Interest Earned	<u>12,599</u>
Total Streetscape Project Revenues	4,092,178

Schedule S. Havens Garden Pier Grant

Havens Garden Pier Grant	<u>98,000</u>
Total Havens Garden Pier Grant Revenues	98,000

Schedule T. Downtown Revitalization Grant #2018

Downtown Revitalization Grant #2018	<u>50,000</u>
Total Downtown Revitalization Grant #2018 Revenues	50,000

Schedule U. Police Station CPF

Police Station CPF	<u>2,780,381</u>
Total Police Station CPF Revenues	2,780,381

Schedule V. Financial Software CPF

Financial Software CPF	<u>400,000</u>
Total Financial Software Revenues	400,000

Schedule W. Facade Grant

Facade Grant-Transfer from General Fund	<u>20,000</u>
Total Facade Grant Revenues	20,000

Schedule X. Wayfinding Project

Wayfinding Project	<u>172,638</u>
Total Wayfinding Project Revenues	172,638

Schedule Y. Library Expansion Project

Transfer from General Fund	<u>2,000</u>
Total Library Expansion Project Revenues	2,000

Schedule Z. Castle Island CDBG Grant

Castle Island CDBG Grant	<u>500,000</u>
Total Castle Island Project Revenues	500,000

Schedule A1. Kayak Access Grant Fund

Kayak Access Grant Fund	<u>68,127</u>
Total Kayak Access Grant Fund Revenues	68,127

Schedule B1. EPA Brownfield's Grant Fund

EPA Brownfield's Grant Fund	<u>300,000</u>
Total EPA Brownfield's Grant Fund Revenues	300,000

Schedule C1. DOT Bridge #3 Pipeline Relocation Fund

DOT Reimbursement	<u>2,281,962</u>
Total DOT Bridge #3 Pipeline Fund Revenues	2,281,962

Schedule D1. Water Capital Project Fund

Water Capital Project Fund	<u>65,600</u>
Total Water Capital Project Fund Revenues	65,600

Schedule E1. Wastewater Asset Inventory Grant

Wastewater Asset Inventory Grant	<u>157,500</u>
Total Wastewater Asset Inventory Grant Revenues	157,500

Schedule F1. Sewer Plant Expansion Fund

Sewer Plant Expansion Fund	<u>250,000</u>
Total Sewer Plant Expansion Fund Revenues	250,000

Schedule G1. Stormwater Project Fund

Transfer from Stormwater Fund	<u>783,334</u>
Total Stormwater Project Fund Revenues	783,334

Schedule H1. Electric Project Fund

Electric Project Fund	<u>3,825,493</u>
Total Electric Project Fund Revenues	3,825,493

Schedule I1. DOT Hwy 17 Relocation Fund

DOT Hwy 17 Relocation Fund	<u>2,881,805</u>
Total DOT Hwy 17 Relocation Fund Revenues	2,881,805

Schedule J1. Airport Runway Design

Airport Runway Design Revenues	<u>458,017</u>
Total Airport Runway Design Revenues	458,017

Schedule K1. Airport Rehabilitation Grant

Airport Rehabilitation Grant	<u>460,121</u>
Total Airport Rehabilitation Grant Revenues	460,121

Schedule L1. Corporate Hanger Design Grant

Corporate Hanger Design Grant Fund	<u>702,696</u>
Total Corporate Hanger Design Grant Fund Revenues	702,696

Schedule M1. Taxiway/Apron Pavement Rehab Grant

Taxiway/Apron Pavement Rehab Grant Fund	<u>3,299,677</u>
Total Taxiway/Apron Pavement Rehab Grant Fund Revenues	3,299,677

Schedule N1. Pavement Rehab Grant

Pavement Rehab Grant Fund	<u>2,931,570</u>
Total Pavement Rehab Grant Fund Revenues	2,931,570

Total Estimated Revenues for all Funds	\$94,314,453
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Section 3. There is hereby levied the following rate of tax on each one hundred dollars (\$100.00) valuation of estimated taxable property listed for taxes as of January 1, 2020, for the purpose of raising the revenues from property taxes, as set forth in the foregoing estimates, and in order to finance the foregoing appropriations:

General Fund
Total Rate per \$100 of
Valuation of Taxable Property .53

Such rate of tax is based on an estimated total assessed valuation of property tax for the purpose of taxation of \$860,490,377 with an estimated rate of collections of ninety-seven percent (97.00%). A general reappraisal of real property was undertaken in 2018 resulting in a revenue neutral tax rate of \$.5291. The rate adopted is \$.53.

Section 4. Some estimates of revenue other than the property tax exceed the amount actually realized in cash from each source in the preceding fiscal year, but the facts warrant the expectations that in each case the estimated amount will actually be realized in cash during the budget year.

Section 5. Appropriations are authorized by department totals. The Finance Officer is authorized to reallocate departmental appropriations among various line item objects of expenditures and revenues as necessary during the budget year. The City Manager is authorized to reallocate appropriations among the various departmental totals of expenditures within the General Fund, Water Fund, Sewer Fund, Electric Fund, Storm Water Management Fund, Airport Fund, Solid Waste Fund, and Cemetery Fund as allowed by North Carolina General Statute 159-15. Any such transfers between departments shall be reported to the City Council at its next regular meeting following the transfer and shall be entered into the official minutes of the City of Washington.

Section 6. Copies of this ordinance shall be filed with the Finance Director of the City of Washington, to be kept on file by him for his direction in the disbursement of City funds.

Section 7. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 8. This ordinance shall become effective July 1, 2020.

Adopted this the 8th day of June, 2020.

MAYOR

ATTEST:

CITY CLERK

General Fund			
Account	Changes	Department	Description
Revenues			
010-3340-1200	(30,358)	General Fund Revenue	Intern Grant funds added
010-3970-0124	(1,656)	General Fund Revenue	TDA admin charges-insurance changes
010-3970-1700	(1,228)	General Fund Revenue	Civic Center admin charges-insurance changes
010-3991-9910	(124,180)	General Fund Revenue	FB Appropriated-sidewalks added by council
010-3980-3500	<u>(100,000)</u>	General Fund Revenue	Transfer from electric sidewalks added by council
Total GF Revenue	(257,422)		
Expenditures			
010-4130-5300	(775)	Finance	Rotary dues removed
010-4400-0602	(101,653)	Misc. GF medical insurance	Insurance placeholder
various	159,850	all GF departments with benefits	Insurance redistributed to departments
010-4510-4501	<u>200,000</u>	Streets GF	Sidewalks added by council
Total GF Expenditures	257,422		

Account	Changes	Department	Description
Water Fund			
Revenues			
030-3991-9910	(4,442)	FB Appropriated	To balance fund
Expenditures			
030-6610-0602	(9,811)	Misc. Water fund medical insurance	Insurance placeholder
various	<u>14,253</u>	all departments with benefits	Insurance redistributed to departments
Total Water Expenditures	4,442		

Account	Changes	Department	Description
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Sewer Fund

Revenues

032-3991-9910	(4,632)	FB Appropriated	To balance fund
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Expenditures

032-6611-0602	(10,067)	Misc. Sewer fund medical insurance	Insurance placeholder
various	<u>14,699</u>	all departments with benefits	Insurance redistributed to departments

Total Sewer Expenditures	4,632		
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Account	Changes	Department	Description
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Stormwater Fund

Revenues

034-3571-5134	(1,523)	SW fees	To balance fund
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Expenditures

034-5710-0601	1,523	Retiree insurance	Insurance placeholder
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Account	Changes	Department	Description
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Electric Fund

Revenues

035-3991-9910	(96,546)	FB Appropriated	To balance fund
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Expenditures

035-6612-9210	100,000	Misc. Electric Transfer to GF	Sidewalks
035-6612-9298	414	Transfer to Cemetery Fund	To balance Cemetery Fund
035-6612-0601	(42,586)	Misc. insurance	Insurance placeholder
various	<u>38,718</u>	all departments with benefits	Insurance redistributed to departments

Total Electric Fund Expenditures	96,546		
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Airport Fund

Revenues

037-3350-8901	(115)	Misc. Revenue	To balance fund
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Expenditures

037-4530-0602	(713)	Insurance placeholder	Insurance placeholder
037-4530-0600	<u>828</u>	Insurance final	Insurance redistributed to departments

Total Airport Fund Expenditures	115		
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Account	Changes	Department	Description
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Solid Waste Fund

Revenues

038-3831-0000	(4,155)	Interest earnings	To balance fund
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Expenditures

038-4710-0600	12,109	insurance	final insurance
038-4710-0601	(10,821)	Insurance placeholder	placeholder
038-4710-7401	(122,285)	Installment notes	moved to debt
038-9020-8300	103,843	Debt principal	Debt moved from installment to debt dept.
038-9020-8301	<u>12,999</u>	Debt interest	Debt moved from installment to debt dept.

Total Solid Waste Fund Expenditures	(4,155)		
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Cemetery Fund

Revenues

039-3980-3500	(414)	Transfer from Electric Fund	To balance fund
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Expenditures

039-4740-0600	2,980	Insurance final	Insurance redistributed to departments
039-4740-0602	<u>(2,566)</u>	Insurance placeholder	Insurance placeholder

Total Cemetery Fund Expenditures	414		
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REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Adam Waters, Public Works Director
Date: 6/8/2020
Subject: Adopt Budget Ordinance Amendment – Bicycle Mobility
Applicant Presentation: N/A
Staff Presentation: Adam Waters

RECOMMENDATION:

I move that City Council adopt the Budget Ordinance Amendment in the amount of \$20,000 to appropriate funds for improving bicycle mobility in Washington.

BACKGROUND AND FINDINGS:

This Budget Ordinance is at the request of Council to fund the improvements to bicycle mobility.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Budget Amendment Ordinance

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2019-2020**

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

Section 1. That the following accounts of the General Fund revenue budget be increased or decreased by the respective amounts indicated:

010-3991-9910	Fund Balance Appropriated	\$ 20,000
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Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts indicated to begin improving bicycle mobility throughout the City:

010-4510-4506	Contract Services-Bicycle	\$ 20,000
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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 8th day of June, 2020.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges and Members of City Council
From: Matt Rauschenbach/Admin. Services & Interim Electric Director
Date: June 1, 2020
Subject: John Lucas Tree Experts Contract Extensions
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that the City Council approve to extend the existing contract with John Lucas Tree Experts for one (1) year.

BACKGROUND AND FINDINGS:

The City has an existing contract with John Lucas Tree Experts for power line tree trimming that is scheduled to expire June 30, 2020. Other options are being explored; however, due to COVID-19 those efforts had to cease temporarily. Should the Electric Department be able to secure a different contract crew to work with the Right of Way Coordinator provisions are in the contract to terminate said contract with a thirty (30) day notice.

*The City reserves the right to cancel the contract by giving a thirty (30) day notice to the contractor awarded the contract. The City also reserves the right to extend the contract period for two (2) one-year terms if yearly cost of living and fuel adjustment increases are agreeable to both parties in the agreement.”

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account 035-8380-4501) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Jonathan Russell, City Manager
Date: June 1, 2020
Subject: Appropriations to Community Partners Policy
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopts the proposed Appropriations to Community Partners Policy.

BACKGROUND AND FINDINGS:

The Appropriations to Community Partners Policy has been drafted to establish guidelines for granting requests for public funds to Outside Agencies, also called “Community Partners.” The intent is to facilitate the application and appropriation process by taking staff and council recommendations into consideration.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Appropriations to Community Partners Policy

APPROPRIATIONS TO COMMUNITY PARTNERS POLICY

Purpose

This document defines the public funds appropriation policy for the City of Washington, the “City” hereinafter. The public funds appropriation policy establishes guidelines to request and grant requests for public funds for Outside Agencies, also called “Community Partners.”

General Guidelines

Pursuant to N.C.G.S. § 160A-20.1, the City may contract with and appropriate money to any person, association, or corporation, in order to carry out any public purpose in which the City is authorized to engage.

In consideration of this authority, the City may grant (and thereby also loan) funds to outside – non-profit, tax exempt, community partner – agencies. Funds availability for these grants or loans depends on staff recommendations and council approval. These funds shall come from the City’s General Fund and shall only be expended on projects, programs, services, or activities that the City is authorized to finance directly.

Applicant Eligibility

Agencies must meet the following criteria to be eligible for financial assistance from the City:

- **Not-for-Profit Status** – Grants may be awarded only to non-profit agencies, chartered by the State of North Carolina, that have federal and state tax-exempt status and can provide letters from the Internal Revenue Service (IRS) and North Carolina Department of Revenue.
- **Non-Discrimination** – Grants may be awarded only to agencies that certify, in a clause in the contract between them and the City, that they will comply with Federal non-discrimination laws which proscribe discrimination on the basis of race, color, national origin, sex, disabilities, and age.
- **Accessibility** – Applicants must demonstrate that facilities and projects will be accessible to people with disabilities.
- **Active Board** – The agencies are encouraged to have year-round managerial leadership and an active board of directors in compliance with IRS Section 501(c)(3).
- **Financial Controls** – The applicant must have an adequate financial management system in place to maintain effective control and accountability over all funds, property and other assets covered by this proposal, and to produce sufficient backup documentation to be reimbursed for eligible expenses. Any property taxes and liabilities due to the City must be paid in full.

- **Community Partners** – All applicants must have been operating within the City for at least one (1) year prior to the application deadline.

Each application must address only one project. Applicants may submit more than one application as long as each is for a distinct project, with no duplication or program overlap. Application responses must be individualized for each project.

Restrictions on Use of Funds

Should the funds not be used for the purpose as described in the application, or should there be misrepresentations in the application, the agency shall repay the City for all ineligible expenses. Ineligible expenses include:

- The duplication of services or programs offered by the City
- Social functions, parties, receptions, fund-raising benefits, refreshments or beverages
- Licensing fees of any kind
- Acquiring interests in real property
- Underwriting, investments, bonds, or any financial obligation
- Interest and/or depreciation on loans, fines, penalties, or costs of litigation.
- Retroactive funding or operating deficits
- Office equipment or furniture, including computers
- Purchases that would have been previously supported through government funding

Application Timeline and Deadlines

All funding request must be submitted using the City’s official application forms which are made available by mail and on the City’s website by mid-December. These forms can also be obtained upon request from the City Manager’s office.

- **Submission** – Applications must be received by mail or e-mail each year by 5:00 PM on the last Friday of the month of January. Applications must be complete and accurate by the grant submission deadline. No additional information is accepted after the deadline date and time unless specifically requested by the City.
- **Review** – From February through April, applications are reviewed and scored by an internal City staff committee, comprising the City Manager, the City Clerk, the City’s Finance Director, and their designees. The committee provides recommendations to City Council. A scoring matrix totaling 100 points is used to evaluate applications. The following table lists the aggregate points available by category in the matrix:

Categories – Scoring Criteria	Possible Points
Project (i.e. description, goals, objectives, scope)	20
Strategic Plan / Performance Measures (Strategy to assist the community in addressing an identified need and meeting objectives)	30
Fiscal Responsibility (cost effectiveness, leveraging funding, and sustainability)	30
Organizational Capacity	20

- Notice of Award** – City Council determine funding for all applicants at the budget meeting in June. When funding is approved, agencies receive contracts specifying the terms and conditions of funding, procedures for payment of funds, reporting, monitoring and evaluation requirements and a detailed schedule of services to be provided. The agencies must sign and return the contracts, signifying agreement to the terms and conditions. No major changes can then occur, either in activities, financing or use of funds, without requesting and receiving approval in writing from the City.

Payment

Payments are made quarterly on a reimbursement basis only. All payments must be requested in writing with verification of expenditures. Invoices for expenses must be submitted to the City for payment. Expenses remaining after mid-June will not be paid with City grant funds.

Reporting

Nonprofit agencies that receive over \$5,000 of public funding within a fiscal year must comply with N.C.S.G. § 55A-16-24 by providing their latest annual financial statements as well as their most recently completed and filed Internal Revenue Service Form 990 or Form 990-EZ upon written request from any member of the public

Additionally, pursuant to N.C.S.G. § 159-40, the City may require that agencies (with certain exceptions listed in N.C.S.G. § 159-40(d)) to which the City appropriate one thousand dollars (\$1,000) or more in any fiscal year have an audit performed for the fiscal year in which the funds are received. The City may also require that these agencies file a copy of the audit report with the City.

City of Washington, North Carolina
REQUEST FOR CITY FUNDING SUPPORT

Budget Form 1

Agency: _____ Amount Requested \$ _____

	FY-2018-19 Actual	FY-2019-20 Budget	FY-2019-20 Est. Actual Expenses	FY2021 Budget Request
REVENUES:				
Requested from Washington				
Federal				
State				
County				
United Way				
All Cities/Towns other than Washington				
Other:				
Donations/Fundraisers				
Fees/Dues				
Sales				
Miscellaneous				
Beginning Balance (Deficit)				
TOTAL:				
EXPENSES:				
Personal Services				
Programs Services				
Contractual Services				
Commodities & Supplies				
Fundraisers				
Capital				
Other				
TOTAL:				

Organizational Data

President:
 Executive Director:
 Treasurer:
 Other Officers:

Completed by: _____ Date: _____
 (Signature)

 (Name)

 (Title) Phone: _____

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES
Budget Form 2

Agency: _____

Support Revenue & Expenses	Fiscal 2018-19 Last Year Actual	Fiscal 2019-20 This Year Est. or Actual	Fiscal 2021 Next Year Proposed
1. Allocation from United Way			
Public Support & Revenue – All Sources			
2. Membership Dues.....			
3. Contributions/Donations.....			
4. Special Events/Fundraisers.....			
5. Legacies & Bequests.....			
6. Fees & Grants from Government Agencies.....			
7. Program Services Fees & Net Incidental Revenue			
8. Sales of Materials.....			
9. Investment Income.....			
10. Miscellaneous Revenue.....			
11. TOTAL REVENUES			
Expenses			
12. Salaries.....			
13. Employee Benefits (insurance, retirement, travel)			
14. Payroll Taxes (Soc. Sec., etc.).....			
15. Professional Fees (cpa, legal, &/or consulting)			
16. Supplies.....			
17. Telephone.....			
18. Postage & Shipping.....			
19. Occupancy (rent, utilities, insurance, etc.).....			
20. Rental & Maintenance of Equipment.....			
21. Printing & Publications.....			
22. Travel.....			
23. Conferences, Conventions & Meetings.....			
24. Specific Assistance to Individuals.....			
25. Membership Dues.....			
26. Awards & Grants to individuals or organizations			
27. Miscellaneous.....			
28. TOTAL EXPENSE			
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....			
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....			

**City of Washington, North Carolina
PROGRAM PARTICIPANTS STATISTICS**

Budget Form 3

Agency: _____

1. WHOM DO YOU SERVE?	Fiscal 2018-19 Last Yr Actual	Fiscal 2019-20 This Yr Estimated	Fiscal 2021 Next Yr Projected
Unduplicated count of individuals served <i>(if family, please count individual members)</i> TOTAL:			
1a. Total continuing from previous fiscal year			
1b. Total new for the year			
1c. Total terminated during the year			
2. RESIDENCE OF PARTICIPANTS TOTAL:			
2a. Washington City Limits			
2b. Washington Extra Territorial Jurisdiction			
2c. Washington Park			
2d. Chocowinity			
2e. Bath			
2f. Belhaven			
2g. Aurora			
2h. Pantego			
2i. Pinetown			
2j. Outside Beaufort County or Unknown			
3. AGE GROUP TOTAL:			
3a. Infants through 4 years of age			
3b. 5 through 12 years of age			
3c. 13 through 17 years of age			
3d. 18 through 29 years of age			
3e. 30 through 64 years of age			
3f. 65 and over			
3g. Not known or not applicable			
4. INCOME OF PARTICIPANTS TOTAL:			
4a. Below official poverty level (\$ 9,084)			
4b. At or near poverty level			
4c. Middle income (\$ 30,280)			
4d. Upper income (\$ 55,999+)			
4e. Not known or not applicable			
5. SEX TOTAL:			
5a. Male			
5b. Female			
5c. Not recorded			

City of Washington
Request for City Appropriation
Budget Form 4

AGENCY: _____

Contact Information: _____

Amount Requested: _____

Please outline what the City appropriation will **specifically** be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

Completed By: _____
Printed Name & Position

Signature & Date



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges and Members of City Council
From: Matt Rauschenbach/Admin. Services & Interim Electric Director
Date: May 31, 2020
Subject: Belhaven-Washington Electric Services Agreement
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that the City Council authorize the City Manager to execute the Belhaven Washington Utility Services Agreement contingent on final review and revision by the City Attorney.

BACKGROUND AND FINDINGS:

The City has been assisting Belhaven in electric system outage and scheduled project management since January 2020 through a mutual aid agreement. The arrangement has worked well for both municipalities. ElectriCities has facilitated the development of an agreement to expand this relationship for Washington to perform all routine and emergency maintenance, repairs and construction on Belhaven's electric system. Compensation for services is reimbursement of:

1. Labor and materials at actual cost
2. Equipment at published FEMA rates
3. G&A cost at a rate of 10% of labor

A budget ordinance amendment will be presented at the first Council meeting of FY 2021 to budget the projected revenue and appropriate related expenditures..

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Belhaven Washington Utility Services Agreement Draft

BELHAVEN - WASHINGTON SERVICES AGREEMENT

THIS AGREEMENT, dated as of the ____ day of _____, _____, is entered into by and between the City of Washington, North Carolina. ("Washington", a municipal corporation organized under Chapter 160A of the General Statutes of North Carolina (the "General Statutes"), and The Town of Belhaven ("Belhaven"), a municipal corporation organized under Chapter 160A of the General Statutes.

WHEREAS, Washington and Belhaven have a mutual aid agreement that allows either party to provide aid and assistance to other party; and

WHEREAS, Belhaven desires that Washington provide certain services to Belhaven, as more particularly described herein, all pursuant to the terms and conditions set forth herein; and

WHEREAS, Washington desires, through its employees, agents, and consultants to provide the services to Belhaven all pursuant to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual undertakings set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, IT IS AGREED:

ARTICLE I.

SERVICES PROVIDED AND COMPENSATION FOR SERVICES RENDERED

1.1. Washington agrees to provide those services to Belhaven described in the written Statement of Work (Attachment I) attached hereto and made a part hereof (the "Services"). Belhaven and Washington, from time to time, may make changes in the Services, either adding to or deleting from the Services to be performed. Any changes in the Services shall be made by either a written amendment to the Statement of Work executed by both Belhaven and Washington, or the addition of a new Project with an additional Statement of Work and Washington Fees. If such change(s) increase or decrease either the cost of or time required to perform the Services, the parties will mutually agree to an equitable adjustment to the compensation and/or the time to perform the Services.

1.2. Belhaven agrees to pay Washington according to the pricing specified in the written Washington Fees (Attachment II). Unless otherwise specified in the Statement of Work or Attachment II, Washington fees for performing the Services will be based primarily on the hourly rates specified in Attachment II. In addition, all third-party expenses incurred by Washington in connection with providing the Services shall be paid by Belhaven. Belhaven agrees to pay Washington for the Services provided and for third party expenses incurred upon presentation of invoice according to the terms set forth in the Statement of Work and Attachment II.

1.3. All Services provided pursuant to this Agreement shall be performed in accordance with Good Utility Practice, consistent and in compliance with all applicable laws, standards, codes, rules, regulations and operating procedures. "Good Utility Practice" shall

mean, at a particular time, any of the practices, methods and acts which, in the objective exercise of reasonable judgment in light of the facts and circumstances (including, but not limited to, the practices, methods and acts engaged in or approved by a significant portion of the municipal electric industry prior thereto) known at the time the decision was made, would have been expected to accomplish the desired result at a reasonable cost consistent with reliability and safety. Good Utility Practice is not intended to be limited to the optimum practice, method or act, to the exclusion of all others, but rather to be a number of possible practices, methods or acts. In evaluating whether any matter conforms to Good Utility Practice as used in this Agreement, the parties hereto shall take into account, among other factors, (A) the fact that each of Washington and the Belhaven is a public body and a body corporate and politic organized under the laws of the State of North Carolina, with the statutory duties and responsibilities thereof, and (B) the intended purposes and obligations of Washington and the Belhaven under this Agreement.

1.4. In providing the Services pursuant to this Agreement, Washington may utilize, in addition to persons employed by Washington, such other persons, firms or entities, independent of Washington and/or Belhaven (“Agents or Consultants”), as Washington shall deem necessary and appropriate to assist it in performing its obligations under to this Agreement.

1.5. Washington acknowledges that it is an independent contractor and will at all times act as such in providing the Services under this Agreement. Washington is not an employee, partner, or agent of Belhaven and has no authority to contract for or bind Belhaven in any manner except to the extent specified in the Statement of Work. The parties agree that Washington shall be responsible for and shall have full control over developing its own means and methods as it deems appropriate in providing the Services.

ARTICLE II.
PERFORMANCE WARRANTY

2.1. Washington warrants that the Services shall be performed in accordance with Good Utility Practice, where applicable, and sound and generally accepted practices and industry standards by managerial and administrative personnel fully qualified in the respective disciplines required. Washington shall be fully responsible for the quality, technical accuracy, and timely completion of the Services provided under this Agreement. Washington shall, without additional compensation and at its sole cost and expense, correct or revise any errors, omissions, or other deficiencies in the Services performed for which Washington, or its Agents, or its Consultants, is at fault.

ARTICLE III.
INSURANCE

3.1. Washington and Belhaven shall obtain and maintain at all times during the term of this Agreement the minimum insurance coverage set forth below:

TYPE	LIMITS
WORKER'S COMPENSATION	Statutory
EMPLOYER'S LIABILITY	Each Accident Disease- \$1,000,000
	Policy Limit Disease- \$1,000,000
	Each Employee \$1,000,000
COMMERICAL GENERAL LIABILITY	Each Occurrence \$1,000,000
	Aggregate \$2,000,000

Washington and Belhaven both waive their respective rights of subrogation and the rights of subrogation of their insurers against each other as respects all Workers Compensation claims and each shall have their policies include a provision memorializing this waiver.

Commercial General Liability Policy shall be written on an occurrence form, including premises/operations, products-completed, operations, personal injury and contractual coverage.

All insurance policies shall be written by a fully qualified insurance company licensed to provide insurance in the state of North Carolina with an A M best rating of at least A-VL.

3.2. Prior to commencing any performances hereunder, and at all times during the term of this Agreement at the request of Belhaven, Washington shall submit satisfactory evidence to Belhaven that such insurance is in effect and shall not be canceled until at least thirty (30) days prior written notice has been given to Belhaven.

3.3. Washington shall require that its Agents and Consultants providing Services shall maintain Workers' Compensation and Liability coverage as required in paragraph 4.1, subject to the same limits and conditions specified therein. Washington and Belhaven shall be included as additional insureds under the Commercial General Liability policy of the Agents on a primary and non-contributory basis.

3.4. Belhaven and Washington hereby waive their respective rights of recovery and release each other from any claim for damages caused to any of their property (including buildings, personal property, vehicles and equipment) to the extent such damages are covered by insurance and shall each have any insurance policies covering such properties endorsed to include waiver of subrogation.

ARTICLE IV. INDEMNIFICATION

4.1. To the fullest extent permitted by applicable law, Washington shall indemnify, defend, and hold harmless Belhaven against any and all losses, damages, expenses (including reasonable legal and other fees and expenses), liabilities or claims (or actions in respect thereof) to which Belhaven may become subject caused by or arising from negligent or intentional acts, errors or omissions of Washington or its Agents and Consultants in providing Services under this Agreement; provided, however, that Washington shall not be required to indemnify Belhaven in the event that any such loss, damage, expense, liability or claim is the result of negligence on the part of Belhaven or its council members, employees, agents or attorneys. The indemnity provided under this paragraph will extend upon the same terms and conditions to the mayor, council members, employees, agents, and attorneys of Belhaven (each an "Indemnified Party"). Such defense by Washington extends, without limitation, to any and all expenses whatsoever reasonably incurred by any Indemnified Party in connection with investigating, preparing for or defending against, or providing evidence, producing documents or taking any other reasonable action in respect of, any loss, damage, expense, liability or claim referred to in this paragraph (or action in respect thereof), whether or not resulting in any liability. The indemnity will include the aggregate amount paid in settlement of any litigation, commenced or threatened, or of any claim whatsoever as set forth herein, if such settlement is affected with the written consent of Washington. Neither the mayor, council members, agents, employees nor attorneys of Belhaven shall be personally liable for the performance of any of Belhaven's obligations to Washington under this Agreement.

4.2. To the fullest extent permitted by applicable law, Belhaven shall indemnify, defend and hold harmless Washington against any and all losses, damages, expenses (including reasonable legal and other fees and expenses), liabilities or claims (or actions in respect thereof), to which Washington may become subject, caused by or arising from negligent or intentional acts, errors or omissions of Belhaven or its Agents in performing its obligations under this Agreement; provided, however, that Belhaven shall not be required to indemnify Washington in the event that any such loss, damage, expense, liability or claim is the result of negligence on the part of Washington, or its officers, commissioners, directors, members, employees, agents or attorneys. The indemnity provided under this paragraph will extend upon the same terms and conditions to each officer, commissioner, director, Belhaven, employee, agent or attorney of Washington (each an "Indemnified Party"). Such indemnity will also extend, without limitation, to any and all expenses whatsoever, reasonably incurred by any Indemnified Party in connection with investigating, preparing for or defending against, or providing evidence, producing documents or taking any other reasonable action in respect of, any loss, damage, expense, liability or claim referred to in this paragraph (or action in respect thereof), whether or not resulting in any liability. This indemnity will include the aggregate amount paid in settlement of any litigation, commenced or threatened, or of any claim whatsoever as set forth herein, if such settlement is affected with the written consent of Belhaven. Neither the officers, commissioners, directors, employees, agents nor attorneys of Washington shall be personally liable for the performance of any of Washington's obligations under this Agreement.

ARTICLE V. TERM

5.1. The initial term of this Agreement shall be for a period of three (3) years after the date of this Agreement. Thereafter, this Agreement shall renew automatically for successive one-year terms unless terminated in accordance with the provisions of Article VII herein.

ARTICLE VI.
TERMINATION

6.1. If Belhaven, or, where appropriate, the governing body of Belhaven, shall fail to perform any of its obligations or covenants set forth in this Agreement, Washington may terminate this Agreement by serving written notice thereof upon Belhaven specifying the reason(s) for such termination. If, after the expiration of thirty (30) days following the date of said notice, Belhaven shall have failed to rectify the reason(s) given for termination, or if the reason(s) given for termination shall be of a nature that it cannot be completely rectified or remedied in said thirty (30) day period, this Agreement may be terminated by Washington at any time thereafter; provided, however, that Washington shall give Belhaven not less than thirty (30) days written notice of the date it intends to terminate this Agreement.

6.2. If Washington shall fail to perform any of its obligations or covenants set forth in this Agreement, Belhaven may terminate this Agreement by serving written notice thereof upon Washington specifying the reason(s) for the termination. If, after the expiration of thirty (30) days following the date of said notice, Washington shall have failed to rectify the reason(s) given for termination, or if the reason(s) for termination shall be of a nature that it cannot be completely remedied in said thirty (30) day period, this Agreement may be terminated by Belhaven at any time thereafter; provided, however, that Belhaven shall give Washington not less than thirty (30) days written notice of the date it intends to terminate this Agreement.

6.3. Notwithstanding any provision of this Agreement to the contrary, either party to this Agreement may terminate this Agreement upon written notice of the intent to terminate to the other party hereto not less than ninety (90) days prior to the intended date of termination.

6.4. In any event the Agreement is terminated for any reason, Belhaven is required to pay Washington for all services rendered up to the time of termination.

ARTICLE VII.
DISPUTE RESOLUTION

7.1. Notwithstanding any other provision of this Agreement to the contrary, any dispute, disagreement or other controversy between the parties, either with respect to the interpretation of any provision of this Agreement or with respect to the provision of Services, shall be resolved as provided in this Section. Prior to the initiation of litigation or arbitration, the parties shall first attempt to resolve their dispute informally. Every effort should be made to resolve all disputes at the lowest possible level of authority. If the parties fail to agree through normal channels and procedures, the parties shall attempt to resolve any disputes arising hereunder in the following manner. Upon the written notice of a dispute by a party, each party, within five (5) days after receipt of such notice, will designate an authorized representative

whose task will be to meet for the purpose of endeavoring to resolve the noticed dispute within not more than sixty (60 days).

Initiation of litigation or arbitration for the resolution of a dispute may be commenced after the earlier of (i). the designated representatives concluding in good faith that amicable resolution through continued negotiation of the matter does not appear likely, or (ii) sixty (60) days after the initial notice of dispute is received.

Each party agrees to continue performing its obligations under this Agreement while a dispute is being resolved unless and until such obligations are terminated by the termination or expiration of this Agreement.

ARTICLE VIII. SURVIVAL

8.1. Where any covenants, obligations, indemnities or other provisions contained in this Agreement, or in any other instrument executed in connection with the transactions described herein, by its context or otherwise, evidences the intent of the parties that such provision should survive the termination of the Agreement, the provision shall survive the termination. Without limiting the generality of the foregoing, the parties specifically acknowledge and agree that all covenants, obligations and indemnities made in Sections 6 of this Agreement shall survive the termination.

ARTICLE IX. ASSIGNMENT

9.1. This Agreement shall not be assigned by either party without the prior written consent of the other party hereto. Any assignment of this Agreement without the prior written consent of the non-assigning party shall be void ab initio.

ARTICLE X. MODIFICATION

10.1. This Agreement may not be modified, altered or amended in any manner except (A) by an agreement in writing duly executed by each of the parties hereto, or (B) as may be required by law, regulation, governmental agency or court in order to be in compliance with law.

ARTICLE XI. SEVERABILITY

11.1. Should any portion of this Agreement become void or invalid, the remaining portions of this Agreement shall remain in full force and effect as if the void or invalid portion was severable and not a part of this Agreement.

ARTICLE XII.
NOTICE

12.1. Any notices to be given hereunder by one party to another shall be in writing and delivered either by personal delivery or by overnight or regular mail. Mailed notices shall be addressed to the parties at the addresses appearing below. Each party may change its address by written notice in accordance with this paragraph.

If to Washington: _____

If to Belhaven: _____

ARTICLE XIII.
GOVERNING LAW

13.1. The obligations of each party under this Agreement shall be governed and interpreted under the laws of the state of North Carolina.

ARTICLE XIV.
BINDING EFFECT

14.1. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

ARTICLE XV.
NO IMPLIED WAIVER

15.1. Either party may, at any time, waive, solely for that party, compliance by the other party with any obligation, covenant or condition contained in this Agreement. No such waiver, however, shall be deemed to constitute the waiver of any other obligation, covenant or condition in any other circumstance or the waiver of any other obligation covenant or condition. The failure by either party hereto from time to time to exercise any right or power provided

herein shall not be construed as a waiver by such party to exercise such right or power at any subsequent time or against the other party.

ARTICLE XVI.
COMPLIANCE WITH LAWS

16.1. Each party to this Agreement shall at all times comply with all applicable laws and regulations and shall obtain and maintain all licenses necessary for it to perform its obligations under to this Agreement.

ARTICLE XVII.
COUNTERPARTS

17.1. More than one counterpart of this Agreement may be executed by the parties hereto, and each fully executed counterpart shall be deemed an original without production of the others.

ARTICLE XVIII.
ENTIRE AGREEMENT

18.1. This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, superseding any and all previous agreements, whether written or oral, between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in each case by authority of their respective governing bodies duly given.

Executed the ____ day of _____, _____

WASHINGTON OF NORTH CAROLINA, INC.

By: _____

BELHAVEN

By: _____

ATTACHMENT I

STATEMENT OF WORK

Project 1: Utility Services

During the term of this Agreement, Washington shall operate and maintain the Electric System of the Town in an economical, efficient, safe, adequate and reliable fashion in accordance with Usual Utility Practice. Without limiting the generality of the foregoing, Washington shall provide such services to the Town as are necessary and appropriate to carry out its obligations hereunder, which services shall include, but not be limited to, the following:

- i. Performing all routine and emergency maintenance, repairs and construction on the Electric System;
- ii. Making all modifications, extensions, additions and improvements in and to the Town's Electric System as shall from time to time be required or necessary to serve, in an economical, efficient, safe, adequate and reliable fashion, the electric power requirements of the Town and its customers, both present and future;
- iii. Furnishing all labor, supervision and services and, in the event not furnished by the Town, transportation, equipment, materials, supplies and tools of whatsoever kind or nature as shall from time to time be required or necessary to carry out the terms and provisions of this Agreement, including, but not limited to, and field staffs, as shall be required or necessary to meet the needs and requirements of the Town and its customers, both present and future;
- iv. Furnishing to the Town periodic accountings and reports, with supporting data covering activities engaged in and work performed by Washington pursuant to this Agreement;
- v. Installing transformers, switches, cutouts, poles, lines and other facilities on the Electric System as required for repairs, maintenance, replacements, new customers and system expansions;
- vi. Performing necessary and required substation work, including, but not limited to, inspecting, maintaining, installing meters and protective devices, voltage regulators, breakers and power and control cables, calibration and other work as required;
- vii. Removing underground and overhead facilities no longer required for the Electric System;
- viii. Performing other work on underground and overhead systems as necessary or required, including, but not limited to, line repair, clearance and inspection;

- ix. Planning and assembling work orders for (A) the installation of electric equipment to serve new and existing customers of the Town as such customers initiate or increase their requirements for the Town, and (B) maintenance jobs on the Town's overhead, underground or substation facilities, or any other part of the Electric System;
- x. Carrying out troubleshooting activities, including, but not limited to, responding to dispatches from the Town, assessing and estimating failures or damages and potential failures and damages, safely restoring service as quickly as possible, and reporting to the Town on the status of the Electric System;
- xi. Provide troubleshooting services for all metering equipment and facilities of the Electric System, including, but not limited to, electric revenue meters, as requested by the Town;
- xii. Providing engineering, management, and other support services as shall, from time to time, be required, including, but not limited to, transmission and distribution planning and engineering, substation and protection system modifications and additions, and other required services;
- xiii. Providing electric service and other related services to the Town for municipal facilities, street lighting, the installation of requested equipment, and other services as requested by the Town within normal work schedules including, but not limited to, hanging lights and banners in the Town event coordination and support.;
- xiv. Washington will not be responsible for the preparation or filing of taxes.
- xv. Washington will assist the Town's existing electric system staff obtain task hours needed to adequately complete each level of the ElectriCities Career Development Program.
- xvi. Any other services required or necessary to carry out the terms and provisions of this Agreement.

***Note: from a service perspective, the line of demarcation can be considered the meter base. Washington would be responsible for the design, construction and maintenance of the Town's electric system up to the meter base. Facilities owned by the customer such as weather heads and meter bases are not Washington's responsibility.**



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Mike Dail, Community & Cultural Services Director
Date: June 1, 2020
Subject: Adopt Budget Ordinance Amendment for Edging Overgrown Sidewalks & Curbs
Applicant Presentation: N/A
Staff Presentation: Mike Dail, Community & Cultural Services Director

RECOMMENDATION:

I move that the City Council adopt a Budget Ordinance Amendment in the amount of \$29,000 for the purpose of edging all over grown edges on sidewalks and curbs from Hackney to Harvey Streets on Main, 2nd, 3rd, MLK, 5th, 6th and 7th Streets.

BACKGROUND:

This amendment would transfer \$29,000 from account 010-3991-9910 – Fund Balance Appropriated to 010-4510-4503 – Contract Services-Sidewalks.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2019-2020**

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

Section 1. That the following accounts of the General Fund revenue budget be increased or decreased by the respective amounts indicated:

010-3991-9910	Fund Balance Appropriated	\$ 29,000
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Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts indicated to edge all over grown edges on sidewalks and curbs from Hackney to Harvey streets on Main, 2nd, 3rd, MLK, 5th, 6th, and 7th streets:

010-4510-4503	Contract Services-Sidewalks	\$ 29,000
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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 8th day of June, 2020.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges and Members of City Council
From: Matt Rauschenbach/Admin. Services & Interim Electric Director
Date: June 2, 2020
Subject: Adopt Workers Comp Budget Ordinance Amendment
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to increase the funding of the self-funded Workers Compensation Internal Service fund consistent with FY 2020 claims activity.

BACKGROUND AND FINDINGS:

Workers compensation claims have exceeded our budget for the year. Claims must be fully reserved at year end to cover projected cost for all active claims.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment
Workers Comp Activity Analysis

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2019-2020**

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

Section 1. That the following accounts of the General Fund revenue budget be increased or decreased by the respective amounts indicated:

010-3991-9910	Fund Balance Appropriated	\$83,374
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Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts indicated for expenditures related to worker's compensation claims:

010-4400-5402	Workers Comp Insurance	\$83,374
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Section 3. That the following accounts of the Water Fund appropriations budget be increased or decreased by the respective amounts indicated to for expenditures related to worker's compensation claims:

030-9990-9900	Contingency	\$(1,301)
030-6610-5402	Workers Comp Insurance	\$ 1,301

Section 4. That the following accounts of the Sewer Fund appropriations budget be increased or decreased by the respective amounts indicated to for expenditures related to worker's compensation claims:

032-6610-5402	Workers Comp Insurance	\$ 1,301
032-9990-9900	Contingency	\$(1,301)

Section 5. That the following accounts of the Cemetery Fund revenue budget be increased or decreased by the respective amounts indicated:

039-3991-9910	Fund Balance Appropriated	\$ 39,636
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Section 6. That the following accounts of the Cemetery Fund appropriations budget be increased or decreased by the respective amounts indicated to for expenditures related to worker's compensation claims:

039-4740-5402	Workers Comp Insurance	\$ 39,636
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Section 7. That the following accounts of the Solid Waste Fund revenue budget be increased or decreased by the respective amounts indicated:

038-3991-9910 Fund Balance Appropriated \$ 50,109

Section 8. That the following accounts of the Solid Waste Fund appropriations budget be increased or decreased by the respective amounts indicated to for expenditures related to the Thank You compensation for Covid-19 essential services personnel:

038-4710-5402	Worker's Comp Insurance	\$ 67,622
038-9990-9900	Contingency	\$ (17,513)

Section 9. That the following accounts of the Worker's Compensation revenue budget be increased or decreased by the respective amounts indicated:

085-3940-0010	Payment from the General Fund	\$83,374
085-3940-0030	Payment from the Water Fund	\$1,301
085-3940-0032	Payment from Sewer Fund	\$1,301
085-3940-0038	Payment from Solid Waste Fund	\$67,622
085-3940-0039	Payment from Cemetery Fund	\$39,636

Section 10. That the following accounts of the Worker's Compensation Fund appropriations budget be increased or decreased by the respective amounts indicated for expenditures related to worker's compensation claims:

085-5000-6300	WC Claims-General Fund	\$83,374
085-5030-6300	WC Claims-Water Fund	\$1,301
085-5032-6300	WC Claims-Sewer Fund	\$1,301
085-5038-6300	WC Claims-Sanitation Fund	\$67,622
085-5039-6300	WC Claims-Cemetery Fund	\$39,636

Section 11. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 12. This ordinance shall become effective upon its adoption.

Adopted this the 8th day of June, 2020.

MAYOR

ATTEST:

CITY CLERK

Workers Comp 2020 Budget Amendment

6/2/2020

	Original Budget	Amended Budget	YTD April Activity	June	Reserve	Total 2020	BOA	Operating Accounts	WC Internal Service Fund Accounts
General Fund	66,000.00	44,000.00	12,721.12	24,805.64	89,846.77	127,373.52	83,373.52	010-4400-5402	085-5000-6300
Water Fund	1,000.00	1,000.00	252.50	443.10	1,604.91	2,300.50	1,300.50	030-6610-5402	085-5030-6300
Sewer Fund	1,000.00	1,000.00	252.47	443.10	1,604.91	2,300.47	1,300.47	032-6610-5402	085-5032-6300
Electric Fund	40,000.00	40,000.00	7,137.11	-		7,137.11	(32,862.89)	035-6612-5402	085-5035-6300
Solid Waste Funds	20,000.00	20,000.00	17,458.83	15,179.99	54,982.40	87,621.22	67,621.22	038-4710-5402	085-5038-6300
Cemetery Fund	1,000.00	23,000.00	20,445.23	9,128.18	33,062.53	62,635.93	39,635.93	039-4740-5402	085-5039-6300
Total	129,000.00	129,000.00	58,267.26	50,000.00	181,101.50	289,368.76	160,368.76		