



Council Agenda
July 13, 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 June 8, 2020 (**page 3**)

Approval/Amendments to Agenda

I. Consent Agenda:

A. Accept – LSTA Mini-Grant Amendment and Adopt a Budget Ordinance Amendment (**page 25**)

II. Comments from the Public:

III. Public Hearing 6:00pm - Zoning:

A. Approve – Request to rezone a 0.09 acre parcel of land at the northeast corner of W. 5th Street and Gladden Street from R6S(Residential) toB-2 (Business Commercial) (**page 27**)

B. Approve – Request to rezone 4.98 acres of land on Brick Kiln Road from RA20 (Residential Agriculture) to O&I (Office & Institutional) (**page 36**)

IV. Public Hearing 6:00pm- Other:

V. Scheduled Public Appearances:


A. Roland Wyman – Airport Strategy Team

VI. Correspondence and Special Reports:

A. Memo – Budget Transfers (**page 44**)

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

C. Memo – Communications/PIO/City Events Department (**page 51**)



City of
Washington
NORTH CAROLINA
Council Agenda
July 13, 2020
5:30pm

- VII. Reports from Boards, Commissions and Committees: None
- VIII. Appointments: Human Relations Council (**page 53**)
- IX. Old Business:
- A. Adopt – Budget Ordinance Amendment – Kate B. Reynolds Trust Fund Grant Project for PS Jones Memorial Park (**page 60**)
- X. New Business:
- A. Approve – Request to Operate Commercial Charter Tour Service at the Waterfront Docks (**page 62**)
- B. Approve – Request to Operate an AirBnB at the Waterfront Docks (**page 69**)
- C. Adopt – Ordinance to Amend Chapter 18, Section 77 – Stop Intersections (**page 80**)
- D. Adopt – Budget Ordinance Amendment – SCBA Air Packs (**page 82**)
- E. Adopt – National League of Cities Resolution {Councilmember Pitt}
- XI. Any other items from City Manager:
- A. Discussion – Draft Traffic Calming Policy (**page 84**)
- B. Discussion – Washington-Warren Airport Budget
- XII. Any other business from the Mayor or other Members of Council:
- XIII. Closed Session: NCGS 143-318.11 (A)(3) Attorney/Client Privilege
- XIV. Adjourn – Until Monday, August 10, 2020 in the Council Chambers at 5:30pm

The Washington City Council met in a regular session on Monday, June 8, 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, Finnerty; Kane accessed the meeting remotely.*

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

APPROVAL OF MINUTES:

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the minutes of April 28 & May 11, 2020 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

- Add: Under Closed Session NCGS 143-318.11(A)(6) Personnel
- Add: Under items from Mayor & Council: Item C - Statement by Councilmember Pitt

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

CONSENT AGENDA: NONE

COMMENTS FROM THE PUBLIC: NONE

PUBLIC HEARING – ZONING – NONE

SCHEDULED PUBLIC APPEARANCES: NONE

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – BUDGET TRANSFERS

(accepted as presented)

The Budget Officer reallocated appropriations among various departmental totals of expenditures within authorized funds. NCGS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

| | 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.

| | 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.

| | 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

| | 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.

| | 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

| | 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

| | 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

| | Department | Account Number | Object Classification | Amount |
|-------|--------------------------|----------------|--|--|
| FROM: | Planning | 010-4910 | 0400 1100 1400 3300 5300 5701 | \$60.00 \$51.00 \$80.00 \$20.00 \$60.00 \$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).

MEMO – PO’S > \$50,000 (accepted as presented)

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 |

MEMO – CONTRACTS FOR PETROLEUM PRODUCTS (accepted as presented)

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 I-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 | \$248,128.00 | \$277,600.00 | \$250,330.60 | \$250,488.00 | N/B | N/B |
| 2 Ethanol Free Gasoline 87 Octane (Tankwagon Loads) | \$2,189.40 | \$2,150.96 | N/B | N/B | N/B | N/B | N/B |
| 3 Non - Highway Diesel Fuel (Tankwagon Loads) Generators | \$265,368.50 | \$162,050.93 | 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

MEMO – CONTRACTS FOR CHEMICALS *(accepted as presented)*

To: Mayor Hodges & Members of the City Council
 From: Jennifer Alligood 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:

| Vendor Chemical | Cost Per Unit | Estimated Use Per Year | Estimated Cost Per Year |
|--|---------------|------------------------|-------------------------|
| <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> Hydrofluosillicic 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 - Water Treatment Chemicals
 Opened - 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 Hydrofluosilicic 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)
 (Hydrofluosilicic 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

REPORTS FROM BOARDS, COMMISSIONS & COMMITTEES: NONE

APPOINTMENTS: VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES

Planning Board- (William Pitt – Liaison)

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council reappointed Jane Alligood to the Planning Board, term to expire June 30, 2023.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council reappointed D. Howell Miller to the Planning Board, term to expire June 30, 2023.

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

Appointment continued

Enlarged Board of Adjustment - (Richard Brooks – Liaison)

By motion of Councilmember Brooks, seconded by Councilmember Finnerty, Council reappointed Steve Fuchs to the Enlarged Board of Adjustment, term to expire June 30, 2023.
(Appointment to be confirmed by Beaufort County Board of Commissioners)

Board of Library Trustees – (Betsy Kane– Liaison)

By motion of Councilmember Kane, seconded by Mayor Pro tem Sadler, Council reappointed Leesa Payton Jones to the Board of Library Trustees, term to expire June 30, 2023.

By motion of Councilmember Kane, seconded by Mayor Pro tem Sadler, Council reappointed Laura Toth to the Board of Library Trustees, term to expire June 30, 2023.

Recreation Advisory Committee – (Richard Brooks – Liaison)

By motion of Councilmember Brooks, seconded by Mayor Pro tem Sadler, Council reappointed Neal Dixon (outside) to the Recreation Advisory Committee, term to expire June 30, 2023.

By motion of Councilmember Brooks, seconded by Councilmember Kane, Council reappointed Meredith Loughlin (inside) to the Recreation Advisory Committee, term to expire June 30, 2023.

By motion of Councilmember Brooks, seconded by Councilmember Finnerty, Council appointed Linda Hess (inside) to the Recreation Advisory Committee to fill the expiring term of Will Tyson (inside), term to expire June 30, 2023.

Historic Preservation Commission – (Virginia Finnerty – Liaison)

By motion of Councilmember Finnerty, seconded by Councilmember Brooks, Council reappointed Collen Knight to the Historic Preservation Commission, term to expire June 30, 2023.

By motion of Councilmember Finnerty, seconded by Councilmember Brooks, Council appointed Kathy Burdi to the Historic Preservation Commission to fill the expiring term of Karen Mann, term to expire June 30, 2023.

By motion of Councilmember Finnerty, seconded by Mayor Pro tem Sadler, Council appointed Elizabeth Stallings to the Historic Preservation Commission to fill the expiring term of Kathleen Couch, term to expire June 30, 2023.

By motion of Councilmember Finnerty, seconded by Mayor Pro tem Sadler, Council appointed Mike Renn to the Historic Preservation Commission to fill the un-expired term of Rebecca Clark, term to expire June 30, 2021.

Human Relations Council – (William Pitt – Liaison)

Appointments continued until July

Animal Control Appeals Board – (Donald Sadler – Liaison)

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council appointed Elizabeth Stallings to the Animal Control Appeals Board to fill the expiring term of Phyllis Schulte, term to expire June 30, 2023.

Washington Electric Utilities Advisory Board (Donald Sadler – Liaison)

By motion of Mayor Pro tem Sadler, seconded by Councilmember Brooks, Council appointed Christopher Satchell to the Washington Electric Utilities Advisory Board to fill the expiring term of Pat Griffin, term to expire June 30, 2023.

Washington Tourism Development Authority – (Virginia Finnerty – Liaison)

By motion of Councilmember Finnerty, seconded by Mayor Pro tem Sadler, Council appointed Rebecca Clark to the Washington Tourism Development Authority to fill the expiring term of Manfred Alligood, term to expire June 30, 2023.

OLD BUSINESS:
ADOPT – BUDGET ORDINANCE FOR FISCAL YEAR 2021, SET AD VALOREM TAX
RATE AND USER FEE SCHEDULE

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

Council discussed the airport subsidy and the need to reduce the subsidy. The discussion included various suggestions on the amount of the reduction. Council, by consensus agreed to challenge staff to determine where to cut at least 5% from the airport budget, (the presented budget would be approved with the above stipulation and allow staff to present the minimum 5% reduction to Council in July).

By motion of Councilmember Finnerty, seconded by Mayor pro tem Sadler, Council adopted the Budget Ordinance for Fiscal Year 2021, set the 2020 Ad valorem 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.

(Copy attached)

ADOPT – BUDGET ORDINANCE AMENDMENT – BICYCLE MOBILITY

BACKGROUND AND FINDINGS: This Budget Ordinance is at the request of Council to fund the improvements to bicycle mobility.

By motion of Councilmember Pitt, seconded by Councilmember Finnerty, Council adopted the Budget Amendment Ordinance in the amount of \$20,000 to appropriate funds for improving bicycle mobility in Washington.

**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

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

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.

ATTEST:
s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

APPROVE – JOHN LUCAS TREE EXPERTS CONTRACT EXTENSION

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.”

By motion of Councilmember Kane, seconded by Councilmember Finnerty, Council approved extending the existing contract with John Lucas Tree Experts for one (1) year.



CONTRACT PROPOSAL

| | | | | |
|------------------------------------|--|-------------------|--|--|
| Billing Name City of Washington | | | Phone 252-946-1965 | |
| Street P.O. Box 1988 | | | E-mail address alston@standard@washingtnc.gov | |
| City Washington | | | Date 6.2.20 | |
| State/Province North Carolina | | Zip code 27889 | Work Address | |
| Contact Person Alston Tankard | | | | |

We hereby submit the following rates to amend Bid/Contract No. Electric 2018/2019 for cost of living adjustments.

- All pricing is valid for a period of 12 months ranging from July 1, 2020 through July 1, 2021
- All hours worked over 40 per employee, or outside our normal working hours of 6:00 am to 5:30 pm Monday through Friday, will be invoiced at an overtime rate of 1.5 times the normal billing rate. All hours worked on holidays will be invoiced based on a premium rate of 2.0 times the normal billing rate
- Storm work for Out of Service Area crews will be governed under a separate storm contract.

| Rate Description | 2020 - 2021 City of Washington |
|-----------------------|--------------------------------|
| Generator | \$ 25.20 |
| Aerial Trimmer | \$ 28.90 |
| Lumber | \$ 25.95 |
| Contract | \$ 28.50 |
| Bucket Truck GS | \$ 23.00 |
| Bucket Truck TS | \$ 29.15 |
| Light GS | \$ 21.80 |
| Crane | \$ 5.50 |
| 17' Choker | \$ 9.50 |
| Chimney | \$ 2.00 |
| Back Hoze | \$ 45.00 |
| Pole Top | \$ 12.00 |
| Limbing Truck | \$ 20.00 |
| 1 Ton Crew Cab | \$ 17.00 |
| Jeep | \$ 75.00 |
| ATV | \$ 8.00 |
| Port Drum | \$ 45.00 |
| Hauling/Loading Misc. | Cost + 10% |
| Overhead Rate | Over 40 hours/employee |
| Overhead Rate | 1.5 times |
| Premium Rate | Lucas Tree Holiday |
| Premium Rate | 2 times |

Lucas Representative:
Deven Morrill

| | | |
|--|-------------------------------------|---|
| BRUSH/ DEBRIS | WOOD | HAZARDS |
| <input type="checkbox"/> Dice Brush on site | <input type="checkbox"/> Haulwood | <input type="checkbox"/> Septic Tanks |
| <input type="checkbox"/> Chip & Dump on site | <input type="checkbox"/> Leave wood | <input type="checkbox"/> Lights |
| <input type="checkbox"/> Blow Chips | <input type="checkbox"/> Cut wood | <input type="checkbox"/> Dog Fence |
| | | <input type="checkbox"/> Irrigation |
| | | <input type="checkbox"/> Underground Cables |

We hereby Prepare to furnish material and labor—complete with the above specifications for the sum of
See Above Pricing Schedule

Payments to be made as follows: Upon Completion Credit card # _____ (X) – Weekly, Net 30 days

ACCEPTANCE OF CONTRACT

All contracts are subject to acceptance by the corporate in the State of Maine, where the agreement shall be deemed to have been made and according the law of which it shall be construed and interpreted. All contracts are subject to weather and labor conditions and Lucas reserves the right to cancel. This proposal is subject to revisions if not accepted within 30 days and is subject to extra charges for cancelled contingencies. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Our company workers are full covered by workmen's compensation, auto, property and liability insurance.

| | | |
|---|--------------------|------|
| Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. | Customer Signature | Date |
|---|--------------------|------|

CANCELLATION OF CONTRACT

Any cancellation must be made in writing to be binding and must be received by Lucas Tree in a reasonable time before expected work date.

SERVICE CHARGE

Overdue accounts are subject to a 1.5% per month, 18% per annum service charge plus cost of collection, if any.

PUBLIC HEARING (OTHER): 6:00PM
PUBLIC HEARING: ECONOMIC DEVELOPMENT PERFORMANCE GRANT –
PROJECT RIVER BREEZE

City of Washington Agenda Abstract

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, 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:

\$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.

Mayor Hodges opened the public hearing at this time. There being no comments from the public, Mayor Hodges closed the public hearing.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Finnerty, Council directed the City Manager, County Economic Developer and City Attorney to work with Project River 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. *The motion is adopted on 6-8-20 contingent that no additional written comments are received within the required 24-hour period following the public hearing, otherwise a special meeting will be scheduled to receive the comments and approve the motion.*

Following the 24-hr required period after the public hearing, no written comments were received and therefore the motion became effective/adopted on 6-8-20.

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

Mike Dail, Community & Cultural Services Director presented the request to Council. 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.

Councilmembers reviewed the proposed revisions to the flood maps and ordinance amendment.

Mayor Hodges opened the public hearing at this time. Steve Fuchs came forward and stated he was in agreement with the revised flood maps/ordinance and asked Council to approve the changes. There being no additional comments from the public, Mayor Hodges closed the public hearing.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Finnerty, Council adopted 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. *The motion is adopted on 6-8-20 contingent that no additional written comments are received within the required 24-hour period following the public hearing, otherwise a special meeting will be scheduled to receive the comments and approve the motion.*

Following the 24-hr required period following the public hearing, no written comments were received and therefore the motion became effective/adopted on 6-8-20.

(copy attached)

ADOPT – 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.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Finnerty, Council adopted the proposed 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 |
|---|------------------------|
| <i>Project (i.e. description, goals, objectives, scope)</i> | 20 |
| <i>Strategic Plan / Performance Measures (Strategy to assist the community in addressing an identified need and meeting objectives)</i> | 30 |
| <i>Fiscal Responsibility (cost effectiveness, leveraging funding, and sustainability)</i> | 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 | | | | |
| Program Services | | | | |
| Contractual Services | | | | |
| Commodities & Supplies | | | | |
| Fundraisers | | | | |
| Capital | | | | |
| Other | | | | |
| TOTAL | | | | |

Organizational Data

President:
Executive Director:
Treasurer:
Other Officers:

Completed by: _____ (Signature) _____ Date: _____
 _____ (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, & IT 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 EXPENSES | | | |
| 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
Request for City Appropriation
Budget Form 4**

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 (if Agency, please count individual members) | | | |
| 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. Bala | | | |
| 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 (\$ 9,024) | | | |
| 4b. At or near poverty level | | | |
| 4c. Middle income (\$ 10,280) | | | |
| 4d. Upper income (\$ 55,999+) | | | |
| 4e. Not known or not applicable | | | |
| 5. SEX TOTAL: | | | |
| 5a. Male | | | |
| 5b. Female | | | |
| 5c. Not recorded | | | |

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

NEW BUSINESS:
AUTHORIZE – CITY MANAGER TO EXECUTE THE BELHAVEN-WASHINGTON UTILITIES SERVICES AGREEMENT

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. Jason Thigpen, ElectriCities reviewed the following presentation with Council.

ELECTRICITIES
OF NORTH CAROLINA, INC.

Belhaven/Washington Utility Services Agreement

June 8, 2020

Agenda

- Background
- Scope of work
- Implementation of the agreement

ELECTRICITIES OF NORTH CAROLINA, INC.

ELECTRICITIES
OF NORTH CAROLINA, INC.

Background

June 8, 2020

Background

- Since January 2020, the City of Washington (Washington) has been supporting the Town of Belhaven (Belhaven) under the terms and conditions of their previously established mutual aid agreement.
- Under the agreement, Washington provides emergency services to Belhaven if needed/requested. The agreement also allows for Belhaven to provide emergency services to Washington.
- When the agreement is called upon, the requesting party must reimburse the responding party for all cost. Reimbursement under this agreement is at the rates adopted by FEMA for labor, and equipment (i.e., trucks, chainsaws, etc.)

ELECTRICITIES OF NORTH CAROLINA, INC.

Background

- Since March 2020, Belhaven and Washington have been in talks to move forward with a more permanent utility service agreement.
- A new service agreement would allow Washington to provide additional support to Belhaven, such as system planning and ongoing maintenance to the electric system.
- A draft agreement is being reviewed by attorneys representing each city and a copy has been included in the agenda.

ELECTRICITIES OF NORTH CAROLINA, INC.

ELECTRICITIES
OF NORTH CAROLINA, INC.

Scope of Work (Attachment 1)

June 09, 2020

Scope of work

Electric System Maintenance

- Performing all routine and emergency maintenance, repairs and construction on the Electric System (i)
- Removing underground and overhead facilities no longer required for the Electric System (vi)
- Performing other work on underground and overhead systems as necessary or required, including, but not limited to, line repair, clearance and inspection (viii)

ELECTRICITIES | The energy behind public power

Scope of work

New Construction

- Modifications, extensions, additions and improvements in and to Belhaven's Electric System (ii)

ELECTRICITIES | The energy behind public power

Scope of work

Labor

- Furnishing all labor, supervision and services and, in the event not furnished by Belhaven, 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 Belhaven and its customers, both present and future (iii)

ELECTRICITIES | The energy behind public power

Scope of work

Accounting and reports

- Furnishing to the Belhaven periodic accountings and reports, with supporting data covering activities engaged in and work performed by Washington pursuant to this Agreement (iv)

ELECTRICITIES | The energy behind public power

Scope of work

Installation of facilities

- Installing transformers, switches, cutouts, poles, lines and other facilities on the Electric System as required for repairs, maintenance, replacements, new customers and system expansions (v)

ELECTRICITIES | The energy behind public power

Scope of work

Substation work


- 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 (vi)

ELECTRICITIES | The energy behind public power

Scope of work

Work orders


- Planning and assembling work orders for (A) the installation of electric equipment to serve new and existing customers of Belhaven as such customers initiate or increase their requirements for Belhaven, and (B) maintenance jobs on Belhaven's overhead, underground or substation facilities, or any other part of the Electric System (ix)



Scope of work

Troubleshooting


- Carrying out troubleshooting activities, including, but not limited to, responding to dispatches from Belhaven, assessing and estimating failures or damages and potential failures and damages, safely restoring service as quickly as possible, and reporting to Belhaven on the status of the Electric System (x)
- Provide troubleshooting services for all metering equipment and facilities of the Electric System, including, but not limited to, electric revenue meters, as requested by Belhaven (xi)



Scope of work

Support services


- 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 (xii)



Scope of work

Belhaven facilities



- Providing electric service and other related services to Belhaven for municipal facilities, street lighting, the installation of requested equipment, and other services as requested by Belhaven within normal work schedules including, but not limited to, hanging lights and banners in Belhaven event coordination and support (xiii)




Scope of work

Career development

- Washington will assist Belhaven's existing electric system staff obtain task hours needed to adequately complete each level of the Electricities Career Development Program (xv)

Implementation




June 08, 2020


Implementation

Once the agreement is executed...

- Washington will be reimbursed under a new cost structure:
 - Labor and materials at actual cost
 - Equipment at published FEMA rates
 - Administrative and General (A&G) cost at a rate of 10% of labor
- Belhaven and Washington will start developing and moving forward with system planning, and developing procedures and protocols for ongoing electric system operation.



Questions



Council members discussed the terms of the agreement and staff explained there is an “out clause” included.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Finnerty, Council authorized the City Manager to execute the Belhaven Washington Utility Services Agreement contingent on final review and revision by the City Attorney.

ADOPT – BUDGET ORDINANCE AMENDMENT FOR EDGING OVERGROWN SIDEWALKS & CURBS

BACKGROUND: This amendment would transfer \$29,000 from account 010-3991-9910 – Fund Balance Appropriated to 010-4510-4503 – Contract Services-Sidewalks.

By motion of Mayor Pro tem Sadler, seconded by Councilmember Finnerty, Council adopted 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.

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 \$ 29,000

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

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.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

ADOPT – BUDGET ORDINANCE AMENDMENT – WORKERS COMPENSATION

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.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council adopted a Budget Ordinance Amendment to increase the funding of the self-funded Workers Compensation Internal Service fund consistent with FY 2020 claims activity.

**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

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

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

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

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.

ATTEST:
 s/Cynthia S. Bennett
 City Clerk

s/Mac Hodges
 Mayor

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 | | |

**ANY OTHER ITEMS FROM CITY MANAGER:
DISCUSSION – LEAGUE FEES/REDUCTIONS**

By motion of Mayor Pro tem Sadler, seconded by Councilmember Finnerty, Council approved a 20% reduction of league fees for city/county residents for one fiscal year.

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:
DISCUSSION ON DISTRICTS FOR COUNCIL MEMBERS (COUNCILMEMBER PITT)**

Item removed by Councilmember Pitt

DISCUSSION ON THE CITIES ARE ESSENTIAL PROGRAM (COUNCILMEMBER PITT)

Councilmember Pitt discussed the Cities are Essential Program offered through the National League of Cities and encouraged Council members to research this program.

“STATEMENT” (COUNCILMEMBER PITT)

Councilmember Pitt reviewed and noted a simple statement “Be nice to each other – it’s a time to Reset America”.

THANK YOU (MAYOR HODGES)

Mayor Hodges and members of the Council thanked Director Drakeford and his staff for their efforts during the events from this past week.

CONCERT (MAYOR HODGES)

Mayor Hodges discussed the possibility of a free concert at Festival Park on July 12 featuring Alabama Blues Hall of Fame member Deidre Ruffin. Council, by consensus supported this event.

EFFORTS TO IMPROVE HOUSING (MAYOR HODGES)

Mayor Hodges discussed a meeting recently held with the Washington Housing Authority regarding efforts to improve housing in Washington and attempts to increase home ownership. Council, by consensus was in agreement with the proposed partnership to construct affordable homes in Washington. Councilmember Brooks discussed the possibility of grants to help individuals repair their homes and asked staff to research this possibility.

CLOSED SESSION:

UNDER NCGS 143-318.11 (A)(6) PERSONNEL

By motion of Councilmember Pitt, seconded by Councilmember Finnerty, Council entered into closed session under NCGS 143-318.11 (A)(6) Personnel at 6:55pm.

By motion of Councilmember Pitt, seconded by Mayor Pro tem Sadler, Council agreed to come out of closed session at 7:20pm.

ADJOURN

By motion of Mayor Pro tem Sadler, seconded by Councilmember Pitt, Council adjourned the meeting at 7:20pm until Monday, July 13, 2020 in the Council Chambers at 5:30pm

(subject to approval of City Council)

s/Cynthia S. Bennett, MMC
City Clerk



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Sandra Silvey, Library Director
Date: July 13, 2020
Subject: LSTA 2019-2020 COVID-19 Response Mini-Grant Amendment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council accept the LSTA Mini Grant Amendment and adopt a Budget Ordinance Amendment.

BACKGROUND AND FINDINGS:

The \$1000.00 no match grant was awarded June 2, 2020.

PREVIOUS LEGISLATIVE ACTION

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 2020-2021**

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:

| | | |
|---------------|--------------------|----------|
| 010-3610-3306 | Library Grant-LSTA | \$ 1,000 |
|---------------|--------------------|----------|

Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts indicated for an award of the LSTA Mini Grant:

| | | |
|---------------|----------|----------|
| 010-6110-3300 | Supplies | \$ 1,000 |
|---------------|----------|----------|

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 13th day of July, 2020.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Glen Moore, Planning Administrator
Date: June 29, 2020
Subject: Public Hearing – Rezoning Request on W. 5th Street
Applicant Presentation: James Whitney
Staff Presentation: Mike Dail, Director Community & Cultural Services

RECOMMENDATION:

I move that City Council accept the recommendation of the Planning Board to deny the request from Mr. James Whitney to rezone parcel #5676-80-5140 from R6S (Residential) to B-2 (Business Commercial).

-OR-

I move that City Council deny the recommendation of the Planning Board and adopt the request from Mr. James Whitney to rezone parcel #5676-80-5140 from R6S (Residential) to B-2 (Business Commercial).

BACKGROUND AND FINDINGS:

This is a request by James Whitney to rezone a 0.09 acre parcel of land at the northeast corner of W. 5th Street and Gladden Street. The property is identified by the Beaufort County Tax Office as parcel #5676-80-5140 and is currently zoned R6S (Residential). The proposed zoning requested is B-2 (Business Commercial)

The future land use map recommends medium density residential for the specific location of this property. The plan recommends commercial and office & institutional development for areas just to the east and west along 5th Street. The area in the immediate vicinity of the subject property is primarily single family residential. There is a mix of existing commercial uses along 5th Street to the east and west. In Staff’s opinion the requested zoning is not compatible with the existing land uses in the area and does not meet the intent of the Comprehensive Plan’s Future Land Use Map.

On June 23, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board voted unanimously to recommend denial of the rezoning request to City Council.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Resolution, Staff Report, List of uses in the R6S and B2 zoning districts and Location Map



**RESOLUTION OF THE CITY OF WASHINGTON
FOR A PROPOSED ZONING MAP AMENDMENT**

WHEREAS, A request has been made to rezone a 0.09 acre parcel of land at the northeast corner of W. 5th Street and Gladden Street from R-6S (Residential) to B-2 (Business Commercial). The property is identified by the Beaufort County Tax Office as parcel # 5676-80-5140 and is further described in Deed Book 1982, Page 553 of the Beaufort County Register of Deeds; and

WHEREAS, effective January 1, 2006, North Carolina General Statute 160A-383 requires that "prior to adopting or rejecting any zoning amendment" each local governing board "shall adopt a statement describing whether its action is consistent with an adopted comprehensive land use plan and explaining why the board considers the action taken to be reasonable and in the public interest"; and

WHEREAS, this zoning request was duly advertised and was the subject of a public hearing by the Council of the City of Washington on July 13, 2020; and

WHEREAS, following said public hearing, the City Council of the City of Washington hereby finds that the proposed rezoning request is consistent 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.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, North Carolina that, the proposed rezoning of the subject parcel presented by the Planning Board be approved.

Adopted this 13th day of July 2020.

Jay MacDonald Hodges, Mayor

ATTEST:

Cynthia Bennett, Clerk



Rezoning Request Staff Report

Development Services,
Planning & Zoning Division

Request:

A request has been made to rezone a 0.09 acre parcel of land at the northeast corner of W. 5th Street and Gladden Street. The property is identified by the Beaufort County Tax Office as parcel # 5676-80-5140 and is currently zoned R-6S (Residential). The proposed zoning requested is B-2 (Business Commercial).

Parcel #: 5676-80-5140

Lot Size: 0.09 acres

Existing Zoning: R-6S (Residential)

Proposed Zoning: B-2 (Business Commercial)

Required Notices:

Adjoining property owner notices were mailed and a notice sign was placed on the property on June 2, 2020. The public hearing notices were advertised on July 1, 2020 and July 11, 2020.

Surrounding Land Uses and Zoning:

The land uses in the area are primarily residential in the vicinity of the subject property, with some mixed use commercial areas in both directions along 5th Street. R-6S (Residential) zoning surrounds the subject property with B-2 (Business Commercial) zoning along 5th Street to the east and west.

Development Notes:

The subject property is located in the floodway of Jacks Creek. The floodway flood zone is the most restrictive flood zone, because of this the property may not be able to be developed.

The property is of such small size that commercial development requirements may not be able to be met without recombining this property with other surrounding property.

Comprehensive Plan:

The future land use map recommends medium density residential for the specific location of this property. The plan recommends commercial and office & institutional development for areas just to the east and west along 5th Street. The area in the immediate vicinity of the subject property is primarily single family residential. There is a mix of existing commercial uses along 5th Street to the east and west.

In Staff's opinion the requested zoning is not compatible with the existing land uses in the immediate area and does not meet the intent of the Comprehensive Plan's Future Land Use Map.

Planning Board Action:

On June 23, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board made the following motion:

"Motion to recommend denial of the proposed rezoning request, to advise that it is not consistent with the comprehensive plan and other applicable plans, and to adopt the staff report which addresses plan inconsistency and other matters."

The Planning Board voted unanimously to recommend denial of the Rezoning Request.



**R6S RESIDENTIAL
SINGLE FAMILY DISTRICT**

DEPARTMENT OF
PLANNING AND DEVELOPMENT

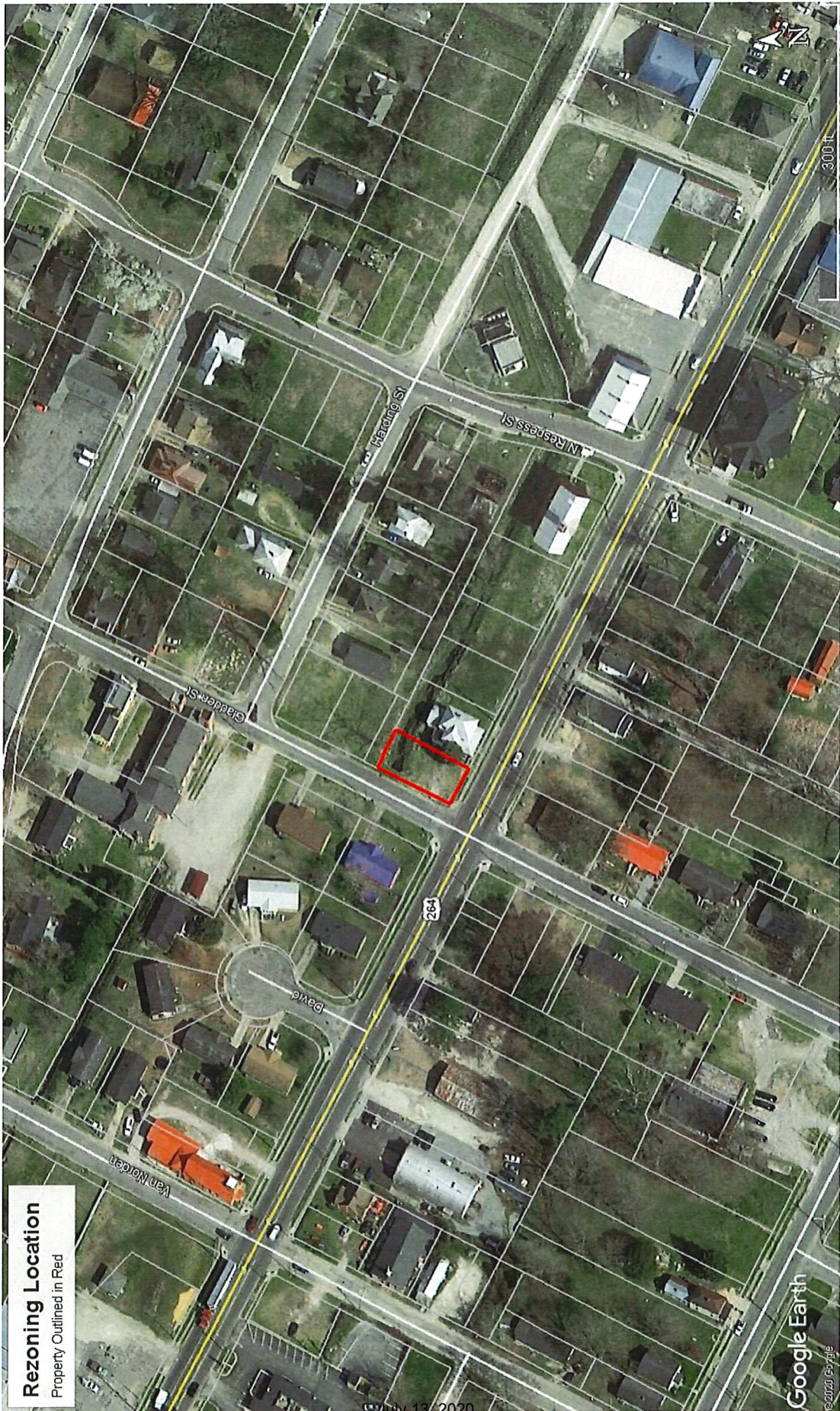
| R6S RESIDENTIAL - SINGLE FAMILY DISTRICT | | |
|---|-------------------------------------|-----------------------------------|
| Permitted Uses | Developmental Standards | Special Use Permits |
| Accessory Uses & Structures | Athletic Fields | Cemeteries/Mausoleums |
| Agricultural Production (crops) | Day Care Centers, Adult (5 or less) | Churches |
| Auto Park Lots, Grade Level | Day Care Centers, Child (5 or less) | Congregate Care Facilities |
| Common Area Recreation | Family Care Homes (6 or less) | Elementary or Secondary Schools |
| Gardens | Fire Stations | Group Care Facilities |
| Pump Stations | Home Occupation | Multifamily Dwellings |
| SF Detached Dwellings | Police Stations | Swim and Tennis Clubs |
| Shelters, Emergency | Public Parks | Telecommunication Towers |
| Utility Lines and Appurtenances | Public Recreation Facilities | Tourist Homes, B & B |
| Utility Substations | Satellite Dishes/TV/Radio Antennas | Two Family Dwellings (twin & dup) |
| | Swimming Pools | |
| | Temporary Events | |

| B2 GENERAL BUSINESS DISTRICT | | |
|-------------------------------------|------------------------------------|--------------------------------------|
| Permitted Uses | Developmental Standards | Special Uses Permits |
| ABC Stores | Athletic Fields | Auto Repair Services, Major |
| Accessory Uses and Structures | Elementary or Secondary Schools | Bars |
| Account, Audit or Bookkeeping | Government Offices | Billiard Parlors |
| Ad Agencies or Representatives | Kennels or Pet Grooming Facilities | Boat Storage, Dry Stack |
| Admin or Management Services | Libraries | Care Taker Dwellings |
| Ambulance Services | Manufactured Home Sales | Clubs or Lodges |
| Antique Stores | Public Parks | Equip. Rental & Lease (outside) |
| Apparel, Piecegoods & Notions | Public Recreation Facilities | Equipment Repairs, Heavy |
| Appliance Stores | Satellite Dishes/T.V. & Radio Ant. | Flea Markets, Outdoor |
| Arts and Crafts | Swimming Pools | Fortune Tellers, Astrologers |
| Auditor, Coliseums, or Stadiums | Temporary Events | Marinas |
| Auto Park Lots, Grade Level | | Recycling Collection Points |
| Auto Parking (commercial) | | Refrigerator or Large Appli. Repairs |
| Auto Parking, Commercial | | Stitching & Embroidery Shops |
| Auto Rental or Leasing | | Telecommunication Towers |
| Auto Repair Services, Minor | | Warehouses (self storage) |
| Auto Services (spray on bodies) | | |
| Auto Supply Sales | | |
| Auto Towing & Storage | | |
| Bakeries | | |
| Banks, Savings or Credit Unions | | |
| Barber Shops | | |
| Batting Cages | | |
| Beauty Shops | | |
| Bingo Games | | |
| Bldg Supply Sales(no stor yard) | | |
| Boat Repairs | | |
| Boat Sales | | |
| Books, Period, & Newspapers | | |
| Bookstores | | |

| | | |
|---------------------------------|--|--|
| Bowling Centers | | |
| Building Maintenance Services | | |
| Bus Terminals | | |
| Cake Decorating Supply Stores | | |
| Camera Stores | | |
| Candle Shops | | |
| Candy Stores | | |
| Car Washes | | |
| Churches | | |
| Civic, Trade, or Business Org. | | |
| Clothing Alterations or Repair | | |
| Clothing, Shoe and Acc. Stores | | |
| Coin Operated Amusements | | |
| Coin, Stamp or Collectable Shop | | |
| College or University | | |
| Comm or Broadcasting Facilities | | |
| Computer Maintenance & Repair | | |
| Computer Sales | | |
| Computer Services | | |

| B2 ZONING DISTRICT | | |
|----------------------------------|----------------------------------|-------------------------------|
| Permitted Uses | Permitted Uses | Permitted Uses |
| Contactors, General Building | Insurance Agencies (on site) | Skating Rinks |
| Contractors (no outside storage) | Internal Service Facilities | Sport & Rec. Goods & Supplies |
| Convenience Stores (gas pumps) | Jewelry Stores | Sporting Goods Store |
| Convenience Stores (no gas) | Jewelry, Watches, & Stones | Sports & Rec Clubs, Indoor |
| Cosmetic Shops | Landscape & Horti. Services | Sports Instructional Schools |
| Country Clubs, Golf Courses | Laundromats, Coin Operated | Stationery Store |
| Courier Service Substations | Laundry or Dry Cleaning Plants | Stock, Sec, or Comm Brokers |
| Dairy Products Stores | Laundry or Dry Cleaning Subst | Tanning Salons |
| Dance Schools | Law Offices | Taxi Terminals |
| Day Care Centers, Adult (5 or <) | Luggage or Leather Goods | Taxidermists |
| Day Care Centers, Adult (6 or >) | Market Showrooms (furniture) | Television or Radio Studios |
| Day Care Centers, Child (5 or <) | Martial Arts Instruction Schools | Theaters, Indoor |
| Day Care Centers, Child (6 or >) | Medical or Dental Labs | Tire Sales |
| Depmnt, Variety, or Gen. Merc. | Medical, Dental, or Related Off | Tobacco Store |
| Drugs and Sundries | Miscellaneous Retail Sales | Toys & Hobby Goods & Supp. |
| Drugstores | Motion Picture Productions | Travel Agencies |
| Durable Goods, Sundries | Motor Vehi. Sales, New & Used | Truck & Semi Rental, Heavy |

| | | |
|----------------------------------|----------------------------------|------------------------------------|
| Econ, Soci, Educ. Research | Motorcycle Sales | Truck & Trailer Rental, Light |
| Electrical Goods | Museums or Art Galleries | Truck Driving School |
| Employment Agencies | Musical Instrument Sales | Truck Stops |
| Engineer, Architect, or Survey | Newsstands | TV, Radio, or Electronic Repairs |
| Equipment Repairs, Light | Noncommercial Research Org. | TV, Radio, or Electronic Sales |
| Fabric or Piece Goods Stores | Office Machine Sales | Utility Company Offices |
| Farm Implement Sales | Office Uses Not Classified | Utility Lines and Appurtenances |
| Farmers Market | Optical Goods Sales | Utility Service Faci. (no outside) |
| Finance or Loan Offices | Paint and Wallpaper Sales | Utility Substations |
| Fire Stations | Paper & Paper Products | Veterinary Services |
| Fish Market | Pawnshops or Used Mer Stores | Video Tape Rental & Sales |
| Flea Markets, Indoors | Pest or Termite Control Services | Voca, Busi, or Secre. Schools |
| Floor Cov, Drap, or Upholstery | Pet Stores | Wallpaper & Pain Brushes |
| Florists | Photo Finishing Laboratories | Warehouses, (gen. stor outside) |
| Flowers, Nurs.& Florist Supplies | Photocopying & Dupl Services | Watch or Jewelry Repair Shops |
| Food Stores | Photography Studios | |
| Funeral Homes or Crematoriums | Physical Fitness Centers | |
| Furniture & Home Furnishings | Police Stations | |
| Furniture Sales | Post Offices | |
| Garden Centers or Retail Nurs. | Printing and Publishing | |
| Gardens | Pro. & Comm. Equip & Supplies | |
| Gift or Card Shops | Pump Stations | |
| Go-cart Raceways | Real Estate Offices | |
| Golf Courses | Record, Tape, and CD Stores | |
| Golf Courses, Miniature | Recreational Vehicle Sales | |
| Golf Driving Ranges | Rehab. Or Counseling Services | |
| Groceries & Related Products | Restaurants, Conventional | |
| Hardware | Restaurants, Fast Food | |
| Hardware Stores | Retreat Centers | |
| Hobby Shops | School Admin. Facilities | |
| Home Furnishings, Misc. | Security Services | |
| Hotels or Motels | Service Stations, Gasoline | |
| Ice | Shelter, Emergency | |
| Insurance Agencies (no on site) | Shoe Repair & Shoeshine Shops | |



Rezoning Location
Property Outlined in Red



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Glen Moore, Planning Administrator
Date: June 29, 2020
Subject: Public Hearing – Rezoning Request on Brick Kiln Road
Applicant Presentation: Michael Weaver
Staff Presentation: Mike Dail, Director Community & Cultural Services

RECOMMENDATION:

I move that City Council accept the recommendation of the Planning Board and adopt the request from Michael Weaver to rezone parcel #5685-76-7123 from RA20 (Residential Agricultural) to O&I (Office & Institutional).

-OR-

I move that City Council deny the recommendation of the Planning Board to adopt the request from Michael Weaver to rezone parcel #5685-76-7123 from RA20 (Residential Agricultural) to O&I (Office & Institutional).

BACKGROUND AND FINDINGS:

This is a request by Michael Weaver to rezone a 4.98 acre parcel of land on Brick Kiln Road, just northeast of its intersection with Whootentown Road. The property is identified by the Beaufort County Tax Office as parcel #5685-76-7123 and is currently zoned RA20 (Residential Agricultural). The proposed zoning requested is O&I (Office & Institutional)

The future land use map recommends office and institutional and medium density residential development for this area. In Staff’s opinion the requested zoning generally meets the intent of the Comprehensive Plan and Future Land Use Map.

It is important to note that a high density development option does exist as a permitted use within the O&I zoning district and this parcel was the subject of a rezoning request by Steve Fuchs that was heard and denied by City Council in April of this year.

On June 23, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board voted unanimously to recommend approval of the rezoning request to City Council.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Resolution, Staff Report, List of uses in RA20 and O&I zoning districts and Location Map



**RESOLUTION OF THE CITY OF WASHINGTON
FOR A PROPOSED ZONING MAP AMENDMENT**

WHEREAS, The City of Washington received a request to rezone 4.98 acres of land on Brick Kiln Road just northeast of its intersection with Whootentown Road from RA20 (Residential Agricultural) to O&I (Office & Institutional). The property is identified by the Beaufort County Tax Office as parcel # 5685-76-7123 and is further described in Deed Book 1962, Page 725 of the Beaufort County Register of Deeds; and

WHEREAS, effective January 1, 2006, North Carolina General Statute 160A-383 requires that "prior to adopting or rejecting any zoning amendment" each local governing board "shall adopt a statement describing whether its action is consistent with an adopted comprehensive land use plan and explaining why the board considers the action taken to be reasonable and in the public interest"; and

WHEREAS, this zoning request was duly advertised and was the subject of a public hearing by the Council of the City of Washington on July 13, 2020; and

WHEREAS, following said public hearing, the City Council of the City of Washington hereby finds that the proposed rezoning request is consistent 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.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, North Carolina that, the proposed rezoning of the subject parcel presented by the Planning Board be approved.

Adopted this 13th day of July 2020.

Jay MacDonald Hodges, Mayor

ATTEST:

Cynthia Bennett, Clerk



Rezoning Request Staff Report

Development Services,
Planning & Zoning Division

Request:

A request has been made to rezone a 4.98 acre parcel of land on Brick Kiln Road, just northeast of its intersection with Whootentown Road. The property is identified by the Beaufort County Tax Office as parcel # 5685-76-7123 and is currently zoned RA20 (Residential Agricultural). The proposed zoning requested is O&I (Office & Institutional)

Parcel #: 5685-76-7123

Lot Size: 4.98 acres

Existing Zoning: RA20 (Residential Agricultural)

Proposed Zoning: O&I (Office & Institutional)

Required Notices:

Adjoining property owner notices were mailed and a notice sign was placed on the property on June 2, 2020. The public hearing notices were advertised on July 1, 2020 and July 11, 2020.

Surrounding Land Uses and Zoning:

The land uses within subject property's area are primarily residential with some mixed use commercial areas just to the south along River Road. Most of the properties in the area are zoned RA20 (Residential). The adjacent property to the north is zoned R15S (Residential). Just to the south in the mixed use area there are some tracts zoned O&I (Office and Institutional) and B-2 (Business/Commercial).

Development Notes:

The subject property is located in the City Limits and is outside of any flood zone per the new flood zone maps.

Water and Sewer are available to the subject property.

Comprehensive Plan:

The future land use map recommends office and institutional and medium density residential development for this area. There is a mixed use area just to the south of the subject property with areas of O&I and B-2 zoning districts. In Staff's opinion the requested zoning generally meets the intent of the Comprehensive Plan's Future Land Use Map.

It is important to note that a high density development option does exist as a permitted use within the O&I zoning district and this parcel was the subject of a rezoning request by Steve Fuchs that was heard and denied by City Council in April of this year.

Planning Board Action:

On June 23, 2020, the Planning Board held a public hearing on the request. After the hearing and discussion, the Board made the following motion:

"Motion to recommend approval of the proposed rezoning request, to advise that it is consistent with the comprehensive plan and other applicable plans, and to adopt the staff report which addresses plan consistency and other matters."

The Planning Board voted unanimously to recommend approval of the Rezoning Request.



**RA20 RESIDENTIAL
AGRICULTURAL DISTRICT**

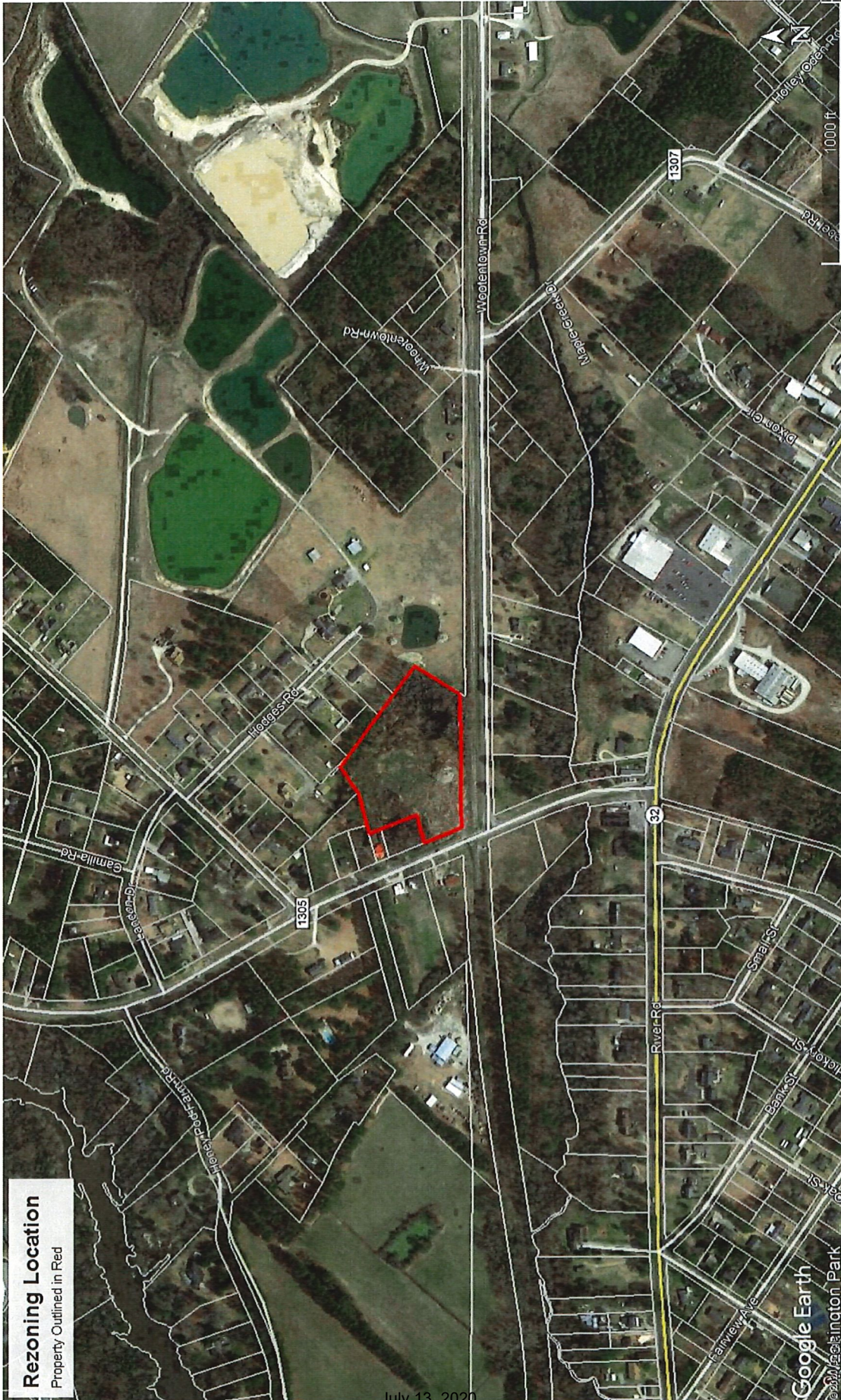
**DEPARTMENT OF
PLANNING AND DEVELOPMENT**

| RA20 ZONING DISTRICT | | |
|---------------------------------|--|----------------------------------|
| Permitted Uses | Permitted Use Subject to Specific Developmental Standards | Special Uses |
| Accessory Uses & Structures | Agricultural Production (livestock) | Cemeteries/Mauseleoms |
| Agricultural Production (crops) | Animal Feeder/Breeder | Civic, Trade, or Business Org. |
| Auto Park Lots, Grade Level | Animal Services (livestock) | Clubs or Lodges |
| Churches | Animal Services (other) | Country Clubs/Golf Courses |
| Common Area Recreation | Athletic Fields | Elementary or Secondary Schools |
| Fish Hatcheries | Daycare Centers, Adult (5 or less) | Flowers, Nursery Stock, Supplies |
| Forestry | Daycare Centers, Child (5 or less) | Golf Courses |
| Gardens | Family Care Homes (6 or less) | Golf Course, Miniature |
| Horticultural Specialities | Fire Stations | Golf Driving Ranges |
| Pump Stations | Home Occupation | Logging & wood, Raw Materials |
| Retreat Centers | Kennels or Pet Grooming | Migrant Labor Housing |
| SF Detached Dwellings | Police Stations | Orphanages |
| Shelters, Emergency | Public Parks | Recreation Facilities (other) |
| Utility Lines & Appurtenances | Public Recreation Facilities | RV Parks or Campsites |
| Utility Substations | Riding Stables | School Admin. Facilities |
| Veterinary Services | Satellite Dishes/TV/Radio Antennas | Sports Instructional Schools |
| Veterinary Services (livestock) | Swimming Pools | Swim and Tennis Clubs |
| Wayside Stand, Farm Produce | Temporary Events | Telecommunication Towers |
| | | Theaters, outdoors |
| | | Tourist Homes, B & B |

| O & I ZONING DISTRICT | | |
|----------------------------------|--|--------------------------------------|
| Permitted Uses | Permitted Use Subject to Specific Developmental Standards | Special Uses |
| Acc. Dwelling Units, Attached | Athletic Fields | Care Taker Dwellings |
| Accessory Uses and Structures | Board & Room Houses (4 or less) | Dare Care Centers, Adult (6 or more) |
| Account, Audit or Bookkeeping | Dare Care Centers, Adult (5 or less) | Day Care Centers, Child (6 or more) |
| Ad Agencies or Representatives | Day Care Centers, Child (5 or less) | Drug Stores |
| Admin or Management Services | Elementary or Secondary Schools | Fraternities or Sororities |
| Ambulance Services | Family Care Homes (6 or less) | Musical Instrument Sales |
| Auto Park Lots, Grade Level | Government Offices | Restaurants, Conventional |
| Banks, Savings or Credit Unions | Home Occupation | Restaurants, Fast Food |
| Barber Shops | Kennels or Pet Grooming Facilities | Telecommunication Towers |
| Beauty Shops | Libraries | |
| Churches | Public Parks | |
| Clubs or Lodges | Public Recreation Facilities | |
| Comm or Broadcasting Facilities | Satellite Dishes/T.V. & Radio Ant. | |
| Common Area Recreation | Swimming Pools | |
| Computer Services | Temporary Events | |
| Congregate Care Facility | | |
| Courier Service Substations | | |
| Econ, Soci, Educ. Research | | |
| Employment Agencies | | |
| Engineer, Architect, or Survey | | |
| Finance or Loan Offices | | |
| Fire Stations | | |
| Funeral Homes or Crematoriums | | |
| Gardens | | |
| Group Care Facilities | | |
| Hospitals | | |
| Hotels or Motels | | |
| Insurance Agencies (no on site) | | |
| Insurance Agencies (on site) | | |
| Internal Service Facilities | | |

| | | |
|---------------------------------|--|--|
| Law Offices | | |
| Medical or Dental Labs | | |
| Medical, Dental, or Related Off | | |
| Multi-Family Dwellings | | |
| Museums or Art Galleries | | |
| Noncommercial Research Org. | | |
| Nursing & Convalescent Homes | | |
| Office Uses Not Classified | | |
| Optical Goods Sales | | |
| Orphanages | | |
| Photocopying & Dupl Services | | |
| Photography Studios | | |
| Photography, Commercial | | |
| Physical Fitness Centers | | |
| Police Stations | | |
| Post Offices | | |
| Psychiatric Hospitals | | |
| Pump Stations | | |
| Real Estate Offices | | |

| O & I ZONING DISTRICT | | |
|----------------------------------|--|--|
| Permitted Uses | | |
| Rehab. Or Counseling Services | | |
| School Admin. Facilities | | |
| Shelter, Emergency | | |
| Single Family Dwellings | | |
| Specialty Hospitals | | |
| Stock, Sec, or Comm Brokers | | |
| Swim and Tennis Clubs | | |
| Tanning Salons | | |
| Tourist Homes, B&B | | |
| Travel Agencies | | |
| Utility Company Offices | | |
| Utility Lines and Appurtenances | | |
| Utility Substations | | |
| Veterinary Services | | |
| Video Tape Rental & Sales | | |
| Voca, Busi, or Secre. Schools | | |



Rezoning Location
Property Outlined in Red

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: July 13, 2020
Subject: Budget Transfers

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

NCGS 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: 06/22/2020

TO: City Manager or Finance Director
 FROM: Finance, Tammy Swindell
 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: | Vehicle Replacement Fund | 086-5014-7490 | Reserve for future capital purchases | 8,650 |
| TO: | Vehicle Replacement Fund | 086-5008-7490 | Equipment Services | 1,000 |
| | | 086-5010-7490 | Police | 6,800 |
| | | 086-5017-6130 | Rec. Maintenance | 850 |

For the purpose of: To cover the cost of taxes and tags for vehicle replacements.

Tammy Swindell
JMM
 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.

JMM
JA PM
 City Manager or Finance Director
6/22/20
6/30/2020
 Date

Request for Transfer of Funds

Date: 06/29/2020

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: | Sewer | 032-6611-0207 | Salary Adjustments | 1,301 |
| TO: | Sewer | 032-9990-9900 | Contingency | 1,301 |

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

James Kendall
 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

6/29/2020
 Date

Request for Transfer of Funds

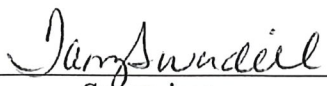
Date: 6/22/2020

TO: City Manager or Finance Director
 FROM: Tammy Swindell
 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: | 010-4125 010-4400 | 4505 0207 | Wellness Salary Adj. | 16,506 8,194 |
| TO: | 010-4400 | 5701 | Miscellaneous | 24,700 |

For the purpose of: IRS 1095-C penalty



 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

6/22/20

 Date

Request for Transfer of Funds

Date: 06/30/2020

TO: City Manager or Finance Director

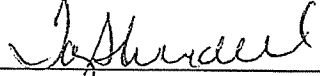
FROM: Finance

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 | 544.00 |
| TO: | 010 | 5710 | 0200 | 544.00 |

For the purpose of: To cover overspent account.



 Supervisor



 Department Head

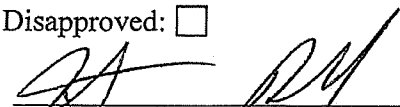
ACTION OF CITY MANAGER OR FINANCE DIRECTOR

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

Date

7/8/2020

Request for Transfer of Funds

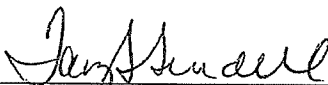
Date: 06/30/2020

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 | 5082.00 |
| TO: | 010 | 6121 | 0200 | 5082.00 |

For the purpose of: To cover overspent account.



 Supervisor



 Department Head

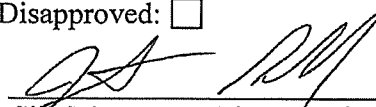
ACTION OF CITY MANAGER OR FINANCE DIRECTOR

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

 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: July 13, 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> |
|---------------|--------------------------------|------------------------------|
| \$368,030.00 | Mosely Architects | Design for new PD |
| \$95,692.90 | Titan Contractor Services, LLC | Castle Island CDBG Project |
| \$100,050.00 | KBS Construction Company, LLC | Repair manhole |
| \$51,284.17 | Lee Chevrolet Buick | Chevrolet Truck Chassis 6500 |

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, Admin. Services/Interim Electric Director
Date: July 10, 2020
Subject: Communications/PIO/City Events Department

The Communications/PIO/City Events Department has been established as of July 1, 2020 under the leadership of Erin Rule as PIO and Gabrielle Whitlock as assistant. 25% of these employee's time will be utilized to perform the functions of this new department and the remainder supporting the efforts of the Washington Tourism Authority.

Funds have been appropriated for this department in the current and past fiscal year and are adequate for the startup. The biggest budget variable is the number and level of participation in City events. Budget transfers have been made within the adopted appropriation and are reflected in the attached schedule.

Communications Budget

7/9/2020

| Account | Description | Adopted Budget | Revised Budget | Transfer | Requested Difference | |
|----------------|-----------------------|---------------------------|---------------------------|-----------------|-----------------------------|----------------|
| 010-4123-0200 | Salaries | 43,300 | 25,066 | (18,234) | | |
| 010-4123-0500 | FICA | 3,364 | 1,944 | (1,420) | | |
| 010-4123-0600 | Group Insurance | 8,530 | 4,208 | (4,322) | | |
| 010-4123-0700 | Retierment | 4,425 | 2,454 | (1,971) | | |
| 010-4123-0701 | 401k | 1,350 | 675 | (675) | | |
| 010-4123-3300 | Departmental Supplies | 5,000 | 8,300 | 3,300 | 8,300 | - |
| 010-4123-1201 | Marketing | | 16,500 | 16,500 | 16,500 | - |
| 010-4123-4806 | Events | | 8,322 | 8,322 | 10,000 | (1,678) |
| 010-4123-5302 | Permits | | | | 4,000 | (4,000) |
| 010-4123-7000 | Non Cap Purchases | <u>1,500</u> | <u>-</u> | <u>(1,500)</u> | <u>-</u> | <u>-</u> |
| | Total | 67,469 | 67,469 | - | 38,800 | (5,678) |



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: June 29, 2020
Subject: Appointments to Human Relations Council
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

Human Relations Council – (William Pitt – Liaison)

I move that the City Council appoint _____ to the Human Relations Council to fill the expired term of Nicholas Blackford, term to expire June 30, 2023.

I move that the City Council appoint _____ to the Human Relations Council to fill the expired term of Olivia Taylor, term to expire June 30, 2023.

I move that the City Council appoint _____ to the Human Relations Council to fill the expired term of Mary Ellen Tyrrell, term to expire June 30, 2023.

I move that the City Council appoint _____ to the Human Relations Council to fill the expired term of Pat Griffin, term to expire June 30, 2023.

I move that the City Council appoint _____ to the Human Relations Council to fill an un-expired vacant term. Term to expire June 30, 2021.

APPLICATIONS RECEIVED: Alice Mills-Sadler, Barbara Gaskins, Mary Ellen Tyrrell, Anthony Tyre, Watsi Sutton

BACKGROUND AND FINDINGS:

Appointments were continued from the June 8, 2020 City Council meeting.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Applications

Requested Board Human Relations Council

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

NAME Alice Mills-Sadler

ADDRESS 145 Atkins Drive

PHONE (WORK) N/A (HOME) 252-975-3208

E-MAIL ADDRESS aliceisretired@suddenlink.net

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 60+ YEARS

YEARS OF EDUCATION Graduate Level College (2 Masters and 1 EDS)

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

IF YES, PLEASE INDICATE Presently Vice Chair of the WHA 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.*

An HRC member asked me to apply for this post and I welcome the opportunity to fill one of the vacancies on this Council. As a life-long citizen, educator and public servant, I think I can be an asset to the HRC and would love to help with the expansion of their programs.

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.

June 20, 2020
Date


Signature

Requested Board HUMAN RELATIONS COUNCIL

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

NAME BARBARA D. GASKINS

ADDRESS 4934 RIVER ROAD 1

PHONE (WORK) 252. 402. 6445 (HOME) 252. 623.1431

E-MAIL ADDRESS BDGASKINS@BSU.EDU

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 11 YEARS

YEARS OF EDUCATION MASTERS DEGREE IN JUSTICE AND SECURITY ADMINISTRATION (CRIMINAL JUSTICE)

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

IF YES, PLEASE INDICATE HUMAN RELATIONS AROUND 2010, JAIL 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.*

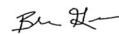
I have great skills with organizing and creating programs, events, etc

I hold several certifications that may prove useful in helping our community come together.

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.

6/22/2020

Date



Digitally signed by Barbara Gaskins
Date: 2020.06.22 13:22:47 -04'00'

Signature

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

Requested Board Human Relations Council

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

NAME Mary Ellen Tyrrell

ADDRESS 308 Bay View Drive Chocowinity 27817

PHONE (WORK) N/A - retired (HOME) 252-945-4591

E-MAIL ADDRESS CFC.maryellen@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 18 YEARS

YEARS OF EDUCATION Nursery School + College (14 years)

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.

I have served recently on the Council and my term is expiring as of 6/30/20. I wish to commit again to focus on unifying culture & the appreciation of diversity within the City & surrounding areas.

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.

6/23/2020
Date

Mary Ellen Tyrrell
Signature

Requested Board HRC Advisory Board

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

NAME Anthony Tyre

ADDRESS 3231 Idalia Rd, Aurora, NC 27806

PHONE (WORK) 252-481-1007 (HOME) _____

E-MAIL ADDRESS anthonytyre@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 20 YEARS

YEARS OF EDUCATION 7

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

IF YES, PLEASE INDICATE Beaufort County ABC Board, Beaufort County Behavioral Health Task Force, Beaufort County Health Eating Active Living Cooperative

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? None 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

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.

6/24/2020
Date

Anthony Tyre, MA Digitally signed by Anthony Tyre, MA
Date: 2020.06.25 10:07:15 -04'00'
Signature

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

Statement of Reason Why I Feel Qualified for Appointment:

I am a native of Beaufort County with a mission to support and uplift all that live within our county and community. I began my public service by joining the US Army and retiring in 2014. I am a retired Correctional Supervisor with a final duty assignment being Associate Warden in Afghanistan and the US Disciplinary Barracks at Fort Leavenworth, KS. It was through this experience I had the opportunity to lead, train, and educate many through the face of adversity. Utilizing interpersonal communication skills allowed me to train and constantly self-educate in a way that allowed the voice of others to be heard. After retirement, I moved back to my community with the hopes of continuing my service. I am the Founder and Director of a community-based nonprofit, Eastern Community Care Foundation, that vows to create opportunities, promote individual choice, and change the lives of children and adults in rural areas by maximizing their individual potential to live, learn and work in their communities.

My formal education includes a BA in Criminal Justice, MA in Clinical Mental Health Counseling, and a MA in Vocational and Career Counseling. I was awarded a master's level Fellowship through the Substance Abuse and Mental Health Services Administration (SAMHSA) for their Minority Fellowship Program (MFP). The Minority Fellowship Program aims to reduce health disparities and improve health care outcomes for racial and ethnic populations. I have since created Clear Point, located in Washington, NC. Clear Point vows to create opportunities, promote individual choice; while working to change the lives of children, adolescents, adults, and families living with Mental Health, Behavior Health, and Substance Use Disorders.

Since returning to my home community, I have had the opportunity to work with many community partners throughout Beaufort County. I am currently a member of our Beaufort/Hyde Partnership for Children Advisory Board, Beaufort County ABC Board, Beaufort County Healthy Eating Active Living (H.E.A.L) Advisory Board, Beaufort County BC360 Advisory Board, and Beaufort County Behavioral Health Task Force (co-chair).

I look forward to continuing service through appointment to our county's HRC board as a way to continue supporting those living within our community.

Sincerely,



Anthony Tyre

Requested Board Human Relations Council

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

NAME Watsi M. Sutton

ADDRESS 111 Smaw Road, Washington, NC 27889

PHONE (WORK) 252-946-1897 (HOME) 252-362-1163

E-MAIL ADDRESS wmsutton@sutton-firm.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 34 YEARS

YEARS OF EDUCATION High School Diploma, B.S. Economics, Juris Doctorate (J.D.) 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 _____

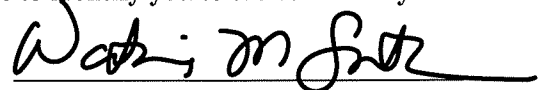
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I am a native of the City of Washington and have served the communities of this City and County in several capacities as a volunteer board member with several nonprofit organizations, a business owner within the City for 14 years, and as an attorney, advocating for persons of all backgrounds to achieve equity in our local courts. Examining ways in which our City can be more inclusive and equitable is both a personal and professional mission.

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.

07/09/2020

Date



Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: 01/09/2021



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: July 13, 2020
Subject: Adopt Budget Ordinance Amendment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move City Council adopt a budget ordinance amendment for the Kate B. Reynolds Trust Grant Project for the PS Jones Memorial Park.

BACKGROUND AND FINDINGS:

The City has committed \$130,000.00 in the FY 2021 budget. Those funds are now being appropriated. The Kate B. Reynolds Charitable Trust Grant award is for \$82,500.00. The funds will provide a playground at PS Jones Memorial Park.

PREVIOUS LEGISLATIVE ACTION

none

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 2020-2021**

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

Section 1. That the General Fund appropriations budget be increased or decreased in the following fund accounts and amount to transfer budgeted PS Jones Memorial Park playground capital from the General Fund to the Kate B. Reynolds Trust Grant Project:

| | | |
|---------------|----------------------------|-------------|
| 010-6130-7400 | Capital Outlay | \$(130,000) |
| 010-4400-9203 | Transfer to Grant Projects | 130,000 |

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

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

Adopted this the 13th day of July, 2020.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Mike Dail, Community & Cultural Services Director
Date: July 2, 2020
Subject: Request to Operate a Commercial Charter Tour Service at the Waterfront Docks
Applicant Presentation: Capt. Scott Hammond
Staff Presentation: Mike Dail, Community & Cultural Services Director

RECOMMENDATION:

I move that the City Council approve the request to allow a commercial activity by Scott Hammond to operate a commercial charter tour service at the waterfront docks.

-OR-

I move that the City Council deny the request to allow a commercial activity by Scott Hammond to operate a commercial charter tour service at the waterfront docks.

BACKGROUND:

The applicant is requesting to operate a commercial charter tour service at the Waterfront Docks to provide water tours to the public around the Pamlico Sound and Tar River areas. The vessel is a 20 foot center console style boat. There is a history of this type of commercial activity at the Waterfront Docks. City Council has authorized this type of use to The Jeanie B, The Belle of Washington, Inshore Explorer and Miss Bea II. All of these have ceased to operate at the Waterfront Docks.

If approved the applicant will be required to rent a dock space and enter into a docking and commercial activity agreement written specific for this use as drafted by City Staff and the City Attorney.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Applicant supplied materials

Applicant's Proposal

CAPT. SCOTT (OWNER)
XPLOREIBX CHARTERS, LLC
WASHINGTON, NC 27889
252.945.6059
XPLOREIBX@GMAIL.COM

Presentation to City Council

- Seeking approval to operate a business on the Waterfront of Down town.
- Table top RACK cards with a snapshot of owner/operator, choice of service offered, price list

OBJECTIVE:

Provide a family friendly experience on the Washington waterfront within the City of Washington North Carolina jurisdiction, and conduct conservative commercial processes that are inclusive of advertising by banners, signs, flags, and uniform attire that is like store front businesses in Washington NC.

My objective is to provide a service or products that meet the desire and needs of a customer. In order to maintain a professional service and product, I will provide a professional environment around my area of interest and conduct business with all people fairly. Xploreibx charters LLC. reserve the right to refuse a potential customer at the discretion of the Captain in charge of the vessel.

Xploreibx charters will need the freedom of all pedestrian traffic to approach and depart from the dockage either as potential customers or guest of Xploreibx Charters, LLC. and for private usage.

As the owner and investor of a small young business, that will be vulnerable to competition, I have established a business plan for success and recommend it, to protect to the public.

- Xploreibx charters, LLC is registered with the North Carolina Secretary of State and updated annually.
- Maintain CPR / First Aid Certification
- Safety equipment exceeds standards
- Proper business name displayed for window shoppers and customers to conduct research prior to participating
- Safety Briefing prior to boarding vessel to minimize liability
- Comprehensive underwriter is maintained by CHUBB INSURANCE
- Prices are posted for review
- Appropriate uniform attire will be worn by employees
- Member of the Maritime Consortium, INC. (Random drug testing)
- U.S.C.G Auxiliary Inspection on "For Hire" vessels

TITLE, SKILLS, ABILITIES:

March 2019-
Present

U.S. MERCHANT MARINE OPERATOR, XPLOREIBX CHARTERS, LLC

The key purpose and role of Xploreibx Charters is to provide a service for a fee. This service currently includes knowledgeable staff, and watercraft and advanced safety equipment. An excellent educational experience which includes history of the area, opportunities for photography hobbyist, private time for Grandparents with their children, create memories of anniversaries, birthdays, on the beautiful waters around my hometown since 1976. I'm proud of the community I live in and have served more than 30 years in government work. My skills and abilities meet the minimum requirements for United States Coast Guard licensing for 6 paid passengers in boat operations conducting commercial activities.

•

EDUCATION:

2017

Successfully completed a U.S.C.G. APPROVED TRAINING & TESTING for the OUPV (Operator of Uninspected Passenger Vessels License)

DEFINITION:

The **Operator of Uninspected Passenger Vessels (OUPV) License**, commonly referred to as a 6-Pack License, For the purpose of the OUPV endorsement an uninspected passenger vessel is a vessel of less than 100 GRT (about 65 feet) carrying six or fewer passengers for hire

COMMUNICATION:

“Friendliest Boat Charter” is my action phrase to attract a potential customer that connects a person to a positive experience that they want to be part of.

Capt. Scott

BOAT RIDES



252-945-6059

The Noble Eagle • Captain Scott

Veteran Owned & Operated Boat Charter

Harbor District Tour or Pamlico River Ride

1/2 Hour or Full Hour*

| | |
|--------------------|-----------|
| 1 or 2 People..... | \$25 / 50 |
| 3 People | \$35 / 60 |
| 4 People | \$45 / 70 |
| 5 People | \$55 / 80 |
| 6 People | \$65 / 90 |

*Weekday appointments welcome
with a 1-hour minimum.

Notes:

- Priced for single parties at a slow and easy comfort ride.
- Departure points are at the discretion of Boat Captain and based on atmospheric conditions.
- Over 20 years experience
- Holding valid USCG license
- Safety gear inspected before each launch
- Boat inspected by USCG Auxiliary
- Safety briefing prior to departure
- Visit www.xploreibxcharters.com
- Google Search "Friendliest Boat Charter"

All rights reserved by XploreIBX Charters, LLC

BOAT RIDES

XploreIBX Charters, LLC

About Capt. Scott

As a professional, and an experienced boater, Capt. Scott has many years around and on the waters of the Pamlico Sound, Pamlico River, Tar River, and Near Coastal Waters. Capt. Scott welcomes your customized requests. Thank you for taking your time to learn of our region's new Tourism business and energized staff that work hard to provide the experience you want.

The Boat – "Noble Eagle"

The boat is very safe and stable and proves its seaworthiness off shore of North Carolina! The Noble Eagle is a model "Challenger 206" hand built fiberglass Center Console style. The OAL (Over All Length) is just shy of 21 feet. The seating arrangements are at the "Bow" and will seat 4 adults and 2 children cozy and safe. (Jump seats are available at the stern (most rear) for your pleasure as well. The Noble Eagle will meet your small boat expectations and a relaxing time during your cruise.

Call Us To Schedule! 252-945-6059

www.xploreibxcharters.com

Veteran Owned & Operated Boat Charter





REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Mike Dail, Community & Cultural Services Director
Date: July 2, 2020
Subject: Request to Operate an AirBnB at the Waterfront Docks
Applicant Presentation: Natalie Edwards
Staff Presentation: Mike Dail, Community & Cultural Services Director

RECOMMENDATION:

I move that the City Council approve the request to allow a commercial activity by Natalie Edwards to run an AirBnB at the waterfront docks.

-OR-

I move that the City Council deny the request to allow a commercial activity by Natalie Edwards to run an AirBnB at the waterfront docks.

BACKGROUND:

The applicant is requesting to operate an AirBnB rental aboard their 34 foot sportfisher style boat at the Waterfront Docks. There has been one vessel approved for this type of use by Council in the past which, was the Inshore Explorer that could accommodate up to six people. This vessel no longer operates at the Waterfront Docks.

If approved the applicant will be required to rent a dock space and enter into a docking and commercial activity agreement written specific for this use as drafted by City Staff and the City Attorney.

It is important to note that there has been some concern expressed by current slip holders of the constant presences and turnover of unfamiliar people associated with this type of use entering the dock area.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Applicant supplied materials

Applicant's Proposal

Anthony and Natalie Edwards, 490 Bay Lake Drive, Chocowinity NC are requesting permission to use their boat as an AirBnb on the waterfront docks. Vessel is currently moored on the D Dock

Background

We fell in love with Washington/Chocowinity about 7 years ago after camping at Twin Lakes for many years. On Sunday nights, we found ourselves not wanting to leave and ultimately made major changes to relocate. We have been welcomed with open arms and spend as much time enjoying local activities and supporting local businesses as possible.

Last summer, we stayed on a houseboat in Manteo, and that is when the idea of a boat AirBnb came to us. Without a hotel downtown, an Airbnb on the water would create a unique experience as well as allow others to enjoy our great town. In addition, a boat AirBnb would keep tourist dollars downtown, which in turn, would support small businesses owned by friends and neighbors.

We purchased a boat to make this concept a reality. We take great pride in our boat and our town and certainly would not do anything that would jeopardize our property, the docks, other vessels, or our town that has become our home.

Benefits

The first priority is to introduce new people to our amazing waterfront. "Data shows that Airbnb attracts new visitors who stay longer than traditional tourist, spend more on local businesses and are more likely to be return guests to the market because of their experience. These realities fundamentally strength the tourism industry and create additional opportunities for growth without requiring new investment or infrastructure on the part of the City.

The second priority is to bring tourism and tourism dollars to downtown Washington. Small businesses have greatly suffered this year due to COVID-19, and keeping tourists downtown would surely provide an influx of expenditures they desperately need.

Operations

We currently charge \$75 per night with a 2-night minimum stay. Peak season and weekend may be at a higher rate depending on supply and demand in the area.

Guests are not permitted to drive or move the boat. The keys have been removed for safety.

All reservations must be booked directly through the Airbnb site to ensure guests are verified with a driver's license or passport, payments are processed, occupancy taxes are paid, and additional insurances are in place. Further, profiles and reviews of former stays can be evaluated prior to accepting reservations, which will weed out troublesome guests.

Guest are met on the docks and we provide orientation to the waterfront, the rules and regulations of the dock and the features of the boat.

A manual is provided to ensure guests have all the safety information and rules and regulations in writing.

The boat is equipped with safety equipment, such as a first aid kit, life jackets and fire extinguishers.

We are local during all stays in the event there is a concern that needs to be addressed we are readily available.

The attached report outlines the Shared Opportunity: How Airbnb Benefits Communities provides useful information for communities to consider.

Approval Process

We have heard a few concerns about having an Airbnb at the Waterfront Docks that we would like to address.

Teenagers getting on boats

All Airbnb guests must be 18. To create a profile on the Airbnb site guest must provide:

- Full name
- Email address
- Confirmed phone number
- Introductory message
- Agree to any house rules for property they would like to rent
- Valid payment information

In addition, we meet each guest before they get on the boat. We value our property and our relationships with our neighbors. ***We would not permit a guest who is underage.***

Liability

- We have the required liability insurance the dock required and have named the Waterfront Docks as an additional insured.
- Airbnb will also reimburse up to 1 million for damages to property. This is an unmatched level of protection in the travel industry. Information on coverage can be provided by visiting <https://www.airbnb.com/d/host-protection-insurance>
- If a guest is injured in an Airbnb property, the Host protection insurance program provides coverage under a commercial liability policy.

Strangers

- Based on the Airbnb requirements and our orientation process, I would argue that we know more about our guests than the town knows about many of theirs. Referencing

the information provided directly from the Waterfront Docks website, our docks are boater friendly and transient friendly. Anyone can pull up to the free docks without any type of registration.

- Unlocked Chains are the only thing that keeps passersby from entering a dock or a vessel. We find it highly unlikely someone will make a reservation with all their contact information and credit card information, meet us, and then cause damage to someone else's vessel when you can just walk up and come in for free.
- Transient slips with electricity and water are available for a charge of \$1.25 per day per foot of vessel. Short-term docking with access to power and water is available for \$10.00 for up to six hours.
- Transient slips have a dual 30-amp power connection, and a 50-amp connection is available on each dock. There is a \$5 daily charge for 30-amp power or \$7 for 50-amp.
- Free dockage is available at no charge for up to 48 hours along bulkhead docks on the east end of the waterfront. Water and electricity are not available. For stays longer than 48 hours on Free Docks there is a cost of \$.75 per foot per night.
- There is no need to register on the Free Docks unless you plan to stay overnight. Call the Dock Attendant about available space, for assistance in docking, or to register for an overnight stay.

We also have an Airbnb in Belhaven. It is a house not a boat. Belhaven recently went through a process to approve Airbnb's in town. We understand the need for regulation and are open to:

- Obtaining a permit on an annual basis to operate an Airbnb
- Complying with insurance requirements of the dock
- Complying to safety regulations

Thank you for your consideration of our request.



Shared Opportunity: How Airbnb Benefits Communities

Founded in August of 2008 and based in San Francisco, California, Airbnb is a trusted community marketplace for people to list, discover, and book unique accommodations around the world – online or from a mobile phone.

Our company and the Airbnb community are leaders in the new Sharing Economy, a movement that will represent a significant part of the world's future economic growth. Millions of micro-entrepreneurs are now empowered to help make ends meet using their underutilized assets. This movement is distributing economic opportunities across diverse neighborhoods and providing millions of people with a trusted platform they can use to benefit their families, earn additional income as a host or find unique lodging opportunities as a guest.

Since 2008, over 35 million guests have had a safe and positive experience on Airbnb. We have worked hard to provide tools and resources that promote transparency and trust, and we are proud to be a global leader in providing education on these issues for our community.

Simply put, Airbnb allows anyone to belong anywhere. Our platform helps strangers see a city as a local does and lets hosts become ambassadors for the communities they love, using communication, payment, and trusted tools to empower users around the world.

Economics of the Sharing Economy

There are a range of benefits associated with home sharing, including positive social and environmental impacts. For hosts, the economic benefit of Airbnb is often life-changing, and for cities, it is revitalizing for neighborhoods and small businesses alike.

The economic benefits of home sharing are distributed across at least three categories:

1. Positive impacts on consumers and the tourism industry,
2. Positive impacts on neighborhoods and local businesses, and
3. Positive impacts on residents and households.



Positive Impacts on Consumers and the Tourism Industry

The growth and mainstream adoption of home sharing is leading to fundamental changes in how people travel and experience destinations. These trends are resulting in increased travel, increased spending, and an engagement with different parts of a city than visitors have typically visited.

Our data shows that Airbnb attracts new visitors who stay *longer* than traditional tourists, spend *more* on local businesses, and are *more likely* to be return guests to the market as a result of their experience. These realities fundamentally strengthen the tourism industry and create additional opportunities for growth without requiring new investment or infrastructure on the part of the city.¹

- 35 percent of Airbnb guests report that without Airbnb, they either would not have traveled at all, or would have shortened their trip.
- In addition, on average, Airbnb guests stay 2.1 times longer and spend 1.8 times more than typical visitors.

This additional travel and spending has happened while travel in traditional accommodations has also continued to grow. Recent analysis shows that hotel occupancy rates in the United States are at their highest level in over 20 years, having climbed over 10 percent since 2009, the first full year Airbnb was in the marketplace.²

Positive Impacts on Neighborhoods and Local Businesses

In addition to changing *how* guests travel, Airbnb has changed *where* guests stay when they travel. By staying in less concentrated neighborhoods, Airbnb guests distribute the economic impacts of travel to neighborhoods that have not traditionally received the benefits of the tourism industry.³

- 74 percent of Airbnb properties in major cities are located outside of traditional hotel districts.

¹ Airbnb internal data based on surveys of hosts and guests in key markets around the world. (2012- 2015)

² <http://www.pwc.com/us/en/asset-management/hospitality-leisure/publications/assets/pwc-hospitality-directions-us-january-2015.pdf>

³ Airbnb internal data based on surveys of hosts and guests in key markets around the world. (2012- 2015)



- Not only are guests staying in different parts of the city, but research indicates that 42 percent of guest daytime spending remains in the neighborhoods in which they stay.

This means that more money is being spent outside of traditional tourist neighborhoods - strengthening local communities and businesses. Such investments in local commercial districts benefit both hosts and non-hosting residents.

Positive Impacts on Residents and Households

Since Airbnb was founded in 2008, hundreds of thousands of hosts worldwide have welcomed guests into their homes. Hosting fundamentally helps hosts make ends meet, keeping residents in communities amid increasing living costs and income inequality.

Airbnb host's income levels closely reflect the income distribution of Americans across the country, and the economic benefits often allow them to remain in their communities.⁴

- Over 80 percent of hosts share the home in which they live.
- 52 percent of Airbnb hosts live in low to moderate income households.
- A typical Airbnb host in the United States earns roughly \$7,500 per year, helping them make ends meet.
- 48 percent of the income hosts earn through hosting on Airbnb is used to pay for regular household expenses like rent and groceries.
- 53 percent of hosts report that income earned from hosting has helped them stay in their homes.

Airbnb hosts rely on this supplemental income to help pay bills and contribute to their savings, and the income has also played an important role in neighborhood resilience.

A Platform Built on Community Trust

The extensive economic benefits are possible only because of the tools and resources that help our users promote trust. We not only leverage tools and

⁴ Ibid.



practices that businesses have relied on for decades, but we also continue to develop new features and capabilities to help our users.

- **The Team:** Airbnb's global Trust and Safety team consists of nearly 200 experts trained to help our hosts and guests. This group works around the clock to support our community while also ensuring that hosts and guests have a 24/7 contact they can reach by email or telephone.
- **Trust and Safety Tools:** From the first time a user interacts with Airbnb to the end of a booking, Airbnb provides a range of tools, both online and offline, that support our community:
 - **Verified ID:** Verified ID links a person's offline identification (such as a driver's license or a passport) with the online profile they've created on Airbnb, giving both hosts and guests helpful information before they proceed with a reservation.
 - **Payments Processing:** By processing payments on the Airbnb platform, Airbnb controls payouts. This provides a significant safeguard against fraud and abuse by allowing Airbnb to deny payment to a host on the rare occasion an accommodation is not as it was described. Hosts are not paid until 24 hours after a guest checks in.
 - **Home Safety Program:** Airbnb partners with our hosts and guests to provide best practices, tips, and tools, such as Safety Cards and Emergency Messaging that increase the safety of our community. We partner with experts - ranging from local authorities to the American Red Cross - to provide our community with information that increases preparedness and safety.
 - **The Host Guarantee:** The Host Guarantee will reimburse hosts for up to \$1,000,000 for eligible damage to their listing property, for every booking, at no extra cost to hosts. This is an unmatched level of protection in the travel industry.
 - **Host Protection Insurance Program:** If a guest is injured in a listing or elsewhere on the building property during a stay, the Host Protection Insurance program provides coverage for Airbnb hosts and, where applicable, their landlords under a general commercial liability policy.
 - **Robust Profile and Review Systems:** Prior to a reservation, guests and hosts can get to know one another thanks to



- detailed profiles and authentic, two-way, reviews. The review system allows reviews only from users the host or guest has had a previous reservation with, ensuring that users can benefit from real feedback sourced from those who have had a real interaction with the individual.
- **Host and Guest Messaging:** Before making a reservation, hosts and guests can message each other through our platform to ask any questions that may arise about a pending trip. This ability continues through the reservation, to allow continued communication within the confines of the Airbnb website, diminishing fraud.
 - **Resolution Center:** The Resolution Center lets users request or send money for elements related to Airbnb bookings, including claims on security deposits or damage payment requests.

The Future Regulatory Environment

For the sharing economy to continue to thrive, regulators and local communities must craft rules that embrace innovative new marketplaces and protect the public interest. As with other advances in the marketplace, this means regulators should be wary of incumbents promoting unfounded criticisms that do not square with the real life experience of millions of consumers and community members.

Today, online tools offered by platforms like Airbnb can make homesharing more transparent and accessible than ever before. Authentic reviews, payments protections, and trust and safety tools can provide peace of mind. While specific permitting and registry schemes may have made sense for a full-time commercial bed and breakfast business, most hosts on Airbnb are simply sharing the home in which they live on a part time basis and regulations should reflect the substantial differences in these activities.

While many of the antiquated laws in cities across the country were written for a much different time, many other cities have found ways to responsibly unlock the opportunities of homesharing for their residents, benefitting working families and their own budgets.

Consider the example of San Jose, California's third largest city. In December 2014, the San Jose City Council approved legislation allowing residents to share their homes, giving them the opportunity to supplement income and help pay their bills. Under the new law, short-term rentals are allowed as an



accessory use in all zoning districts that allow residential use. The ordinance imposes no limit on the number of days a host may share their home if the host is physically present during the stay (hosted rental), and a 180-day limit on un-hosted short term rentals when the host is not home during the guest's stay. This agreement also empowers Airbnb to collect and remit to the city associated taxes on behalf of our hosts, making it more convenient for the city and host alike.

Cities around the world are also making changes. Earlier this year, the UK government implemented progressive new rules that ensure that residents in London are free to share homes for up to 90 days a year without registration requirements. This allows visitors to one of the world's most iconic cities to experience it like a local and help regular people afford rising living costs. The UK government also unveiled a series of measures to support the sharing economy in the Chancellor's annual budget statement in response to recommendations in the independent review of the sharing economy. London has joined a growing list of cities in Europe - including Paris, Hamburg and Amsterdam - which have updated their rules to enable home sharing.

Our experience shows that these kinds of sensible regulations can and should be replicated across the United States, ensuring that individuals across the country can continue to benefit from the supplemental income and additional support to their communities provided by this platform.

In this changing economy, we look forward to continuing to work with you towards smart and sensible oversight that supports expanded tourism, and ensures residents can rely on this resource to help pay their bills.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Adam Waters, Public Works Director
Date: 7/13/2020
Subject: Amend Chapter 18, Section 77 – Stop Intersections
Applicant Presentation: N/A
Staff Presentation: Adam Waters

RECOMMENDATION:

I move Council adopt an ordinance to amend Chapter 18, Section 77 – Stop Intersections in reference to the intersection of Main Street and Charlotte Street as outlined in the attached ordinance, with an effective date of July 14, 2020.

BACKGROUND AND FINDINGS:

The attached ordinance amendment will implement a 3-way stop condition for traffic on Main Street at Charlotte Street.

Attached is the amended portion of the ordinance for your consideration.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Ordinance Amendment

AN ORDINANCE TO AMEND CHAPTER 18, SECTION 77. STOP
INTERSECTIONS, OF THE WASHINGTON CITY CODE

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

Section 1. That Chapter 18 Section 18-77 Stop Intersections, be amended to add the following;

Sec. 18-77 – Stop Intersections

Main Street from Charlotte Street

Charlotte Street from Main Street

Section 2. All ordinances in conflict with this ordinance are hereby repealed.

Section 3. This ordinance shall be effective July 14, 2020

This the 13th day of July 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 29, 2020
Subject: Adopt SCBA Air Pack Budget Ordinance Amendment
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to purchase SCBA Air Packs that are at the end of their useful life for the fire department.

BACKGROUND AND FINDINGS:

The replacement of the SCBA air packs have been included in the CIP for the past four years and were inadvertently omitted when the budget was adopted.

PREVIOUS LEGISLATIVE ACTION

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 2020-2021**

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

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

| | | |
|---------------|---------------------------|-----------|
| 086-3991-9910 | Fund Balance Appropriated | \$300,000 |
|---------------|---------------------------|-----------|

Section 2. That the following accounts of the Vehicle Replacement Fund appropriations budget be increased or decreased by the respective amounts indicated to purchase SCBA air packs that are at the end of their useful life:

| | | |
|---------------|------------------------|-----------|
| 086-5011-7490 | Vehicle Purchase- Fire | \$300,000 |
|---------------|------------------------|-----------|

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 13th day of July, 2020.

MAYOR

ATTEST:

CITY CLERK

CITY OF WASHINGTON: TRAFFIC CALMING POLICY

Purpose

In an effort to mitigate speeding traffic concerns within residential neighborhoods, the City of Washington, the “City” hereinafter, has developed the Traffic Calming Policy to establish guidelines for residents requesting placement of traffic calming devices, such as: speed humps, multi-way stop signs, speed limit reductions, or pavement markings.

The City has general authority to maintain traffic calming measures and any landscaping, signing, or pavement markings associated with these measures as granted in N.C.G.S. 20-141, N.C.G.S. 20-158, N.C.G.S. 20-169, and N.C.G.S. 160A-296. The City Council may also initiate a traffic calming project on City maintained public streets when so doing is determined to be in the interest of public safety.

General Guidelines

Any resident may initiate a request for a traffic calming project to address consistent speeding problems along a street within a residential neighborhood. A traffic calming project may include physical and visual measures, as well as enforcement and educational activities. This project shall help reduce the speed and volume of traffic to acceptable levels and shall provide a safer environment for motorized and non-motorized street users.

Upon request and application submission, the City staff shall consider the qualifying criteria below in order to approve a traffic calming project:

- **General Eligibility Criteria (*all of the following must be met*)**
 - The functional classification of the street must be a two-lane, local, residential street.
 - The street’s current posted speed limit must be 25 (or less) m.p.h.
 - Average Annual Daily Traffic (AADT) volume must be greater than 500 and less than 4,000.
 - The primary access to commercial or industrial sites is not eligible.
 - The proposed physical traffic calming measure must not compromise the health, safety, or welfare of citizens and the peace and dignity of the City as described in N.C.G.S. 160A-174.
 - Local enforcement and emergency agencies endorse the traffic-calming project and commit to increase presence/enforcement activity in the area.
 - A letter of endorsement from the neighborhood association **or** a petition signed by at least 75% of all residents of the impact area is required. If a petition is required, the City shall define the impact area and issue the petition. If a letter of endorsement from the neighborhood association can be provided, the

neighborhood association is required to notify residents within the impact area of the impending traffic calming measure.

- Additional considerations depend upon which traffic calming device is proposed
- **Evaluation Criteria**
 - A traffic evaluation of current speeds and volumes (for motorized and non-motorized users) for both directions of the road(s)
 - Study of crashes and fatalities along the street resulting from speed related causes
 - Pedestrian generators (i.e., schools, bike routes, parks, pools, greenways, on-street parking, or transit stops) located in the area affected by speeding vehicles

Traffic Calming Measures

The City shall consider non-physical traffic calming measures, such as temporary targeted speed enforcement by the police department and educational activities, before installing any physical measure or device. The installation of physical traffic calming devices listed below shall be considered according to recommendations from City Staff. Each physical traffic calming device shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the North Carolina Supplement to the MUTCD. There shall be a 30-day appeal period before Council approval of any physical traffic control device.

- **Speed Limit Bollards**

Upon approval from the City Council, the City shall install a sign affixed to a bollard, indicating a speed limit of 25 (or less) m.p.h. The bollard shall be located on the centerline within the street to serve as a more visible reminder to drivers of the speed limit.

- **Speed Limit Reductions**

This measure consists of replacing current speed limit signs with new ones designating a lower speed limit. Notwithstanding the speed limit criteria, speed limit reduction requests may be submitted for residential streets with a posted speed limit of 35 (or less) m.p.h. The City shall consider this measure only after a speed study shows that a lower speed limit is appropriate and would be effective.

- **Multi-Way Stop Signs**

Multi-way stop signs are designed to reduce cut-through traffic and speeding around the intersection. Neighborhood residents may request multi-way stop sign controls at any intersection. All intersecting streets must meet the General Eligibility Criteria and the following criteria:

- Intersections may not include thoroughfare streets
- The intersection must be three-way or four-way
- The collective minimum AADT volume for all intersecting streets must be at 500
- The 85th percentile speed of traffic volume should be equal to or greater than 5 mph over the posted speed limit

- If a petition is required, then the petition shall encompass all residents within 1200 linear feet of the proposed device

If the qualifying criteria above are met, the procedure for adopting such a measure involves the following steps:

- A study of the number of collisions or crashes that have occurred at the intersection within the last year,
- An assessment of the sight distance for each approach at the intersection.

- **Pavement Markings**

Pavement markings visually indicate travel lanes or travel conditions, using painted lines to delineate shoulders, crosswalks, permitted lane usages, or bike lanes. City staff shall determine if or which pavement markings are appropriate in accordance with MUTCD.

- **Speed Humps**

Speed humps may be approved for installation on City maintained streets where conditions meet the following additional criteria:

- The maximum average annual daily traffic (AADT) volume must be 2000 vehicles per day
- The street must be paved and provide adequate drainage
- Speed humps may be placed a maximum of 750 feet apart (275 foot intervals is ideal) and a minimum of 200 feet from intersections where approaches of the street in question are controlled by traffic signals or stop signs. On streets where the intersection approaches are uncontrolled, humps may be placed a minimum of 100 feet from the intersection. Speed humps should be installed so as to avoid several street features, such as drainage features, utilities, driveways, severe horizontal or vertical curves and traffic control devices
- Speed humps shall not be placed on streets less than 750 feet in length
- A petition signed by at least 75% of all residents of the impact area is required
- The installation of speed humps is subject to the availability of funding. Streets that do not meet these criteria shall be considered for alternative measures where appropriate.

- **Combination of Traffic Calming Measures**

Certain neighborhood streets may be eligible for multiple traffic calming measures. Requests for additional traffic calming measures may be submitted one (1) year after installation of the previous traffic calming device. The City shall follow the approval guidelines established in this policy for all requests.

Funding

Traffic calming projects are borne by the City. The City shall be responsible for obtaining the funding for such projects. Due to funding limitations, the City must prioritize all requests with a prioritization system based on speed levels and the amount of pedestrian and vehicular activity. The City may determine which projects may move forward only after all requests are received and evaluated.

The City only covers the cost of standard traffic calming devices; however, applicants may elect to pay the additional amount to upgrade a traffic calming device. The standard speed hump is asphalt with white traffic markings. If applicants elect to upgrade to the deluxe speed hump, the City shall stamp and color the top of the speed hump(s) in accordance with MUTCD. The cost to upgrade shall be given to the applicant at the beginning of Phase 2 if requested by the applicant. In order to qualify for the upgrade to the deluxe speed hump, a complete payment must be paid by check to the City and submitted with the completed and signed petition. The cost associated with the stamping and coloring may vary.

Process

Depending upon which traffic calming device is selected, the traffic calming project may take 30 days to four months. The timeframe for speed humps installation may take several months longer since speed humps are only installed once a year: in the spring and summer. Placement of traffic calming measures involves the phases below:

1. Application/Introduction

Any neighborhood resident may submit a request for a traffic calming project using the City's Traffic Calming Program Application Form. Washington Planning Department Staff evaluates the application to determine whether the street meets the qualifying criteria for the requested traffic calming device. If these criteria are met, the applicant receives a written notice from the City and the project is moved to the second phase.

2. Citizen Approval

At this phase, the Staff defines the impact area and requests a letter of endorsement from the neighborhood association **or** a petition signed by at least 75% of all residents of the impact area as required. The City shall provide an official petition form to the applicant and mail a letter to property owners listed on the petition based on tax records. This letter shall notify property owners of: the traffic calming measure(s), the petition provided to the applicant, and the applicant's contact information. It is the applicant's responsibility to obtain all necessary signatures and return the completed petition to the City. The project is moved to the next phase if all qualifying requirements are met.

3. Council Approval

City Staff submits a list of projects and recommendations, to the City Council for approval. The City Council may add, remove, or modify recommendations as needed. If recommended projects

exceed the funds appropriated in the current fiscal year, the City Council shall decide whether a project shall be prioritized in the current fiscal year or carried over to the next fiscal year based on speed levels and the amount of pedestrian and vehicular activity.

4. Installation and After Studies

The City shall install traffic calming devices according to established guidelines for construction projects. A speed and volume study shall be conducted after 6 months of project completion to determine the effectiveness of the installations.

If a project does not receive Citizen or Council approval, the applicant must wait at least one (1) fiscal year to submit a new request for a traffic calming evaluation.

Removal

- **City-Initiated**

With Council approval, the City may remove any traffic calming device at any time when it is in the best interest of the City as determined by the City Manager. The cost of this removal is borne by the City. There shall be no refund in the case that the City received any payment from other funding sources for the installation of the traffic calming device.

- **Resident-Initiated**

Residents may submit a request for the removal of a traffic calming device through a petition process signed by at least 75% of all residents of the impact area. City staff shall review the request and make appropriate recommendations to the City Council. If approved, the cost of this removal is borne by the City. There shall be no refund in the case that the City received any payment from other funding sources for the installation of the traffic calming device. Denied removal requests may be eligible for a written appeal to the City, and City staff shall make a determination on the appeal within Thirty (30) days.

Traffic Calming Program Application Form

Applicant _____

Address _____

Street Name _____

Street/Route # _____

Boundaries _____

Contact Person _____

Phone Number _____

Email Address _____

Attach additional documentation as needed

Description of Problem (cut-through traffic, speeding, safety)

General idea of the requested calming measures and which streets they are requested on

Verification of eligibility *(All of the following are to be met)*

- Street functional classification = two-lane, local, residential street.
- Current posted speed limit is 25 (or less) m.p.h. [**speed limit is 35 (or less) m.p.h. for speed reduction requests**]
- Average Annual Daily Traffic (AADT) volume is greater than 500 and less than 4,000 [**less than 2,000 for speed hump requests**]
- The primary access to commercial or industrial sites is not eligible.
- The proposed physical traffic calming measure does not compromise the health, safety, or welfare of citizens and the peace and dignity of the City as described in N.C.G.S. 160A-174.

Checklist for Initial Internal Review

- Street functional classification = two-lane, local, residential street.
- Current posted speed limit is 25 (or less) m.p.h. [**speed limit is 35 (or less) m.p.h. for speed reduction requests**]
- Average Daily Traffic (ADT) volume is greater than 500 and less than 4,000 [**less than 2,000 for speed hump requests**]
- The primary access to commercial or industrial sites is not eligible.
- The proposed physical traffic calming measure does not compromise the health, safety, or welfare of citizens and the peace and dignity of the City
- Description of impacted area, with map (The impacted area is generally a neighborhood area, but can be the same as the petition area, as defined by the City.)
- Description of petition area, with map (The petition area is the area bounded by surrounding roads, as defined the City)
- Average speed and 85th percentile speed in both directions within petition area meet the qualifying criteria
- Graphical representation of all traffic control devices, signs, markings, and signals within impacted area, including speed limits, stop signs, school zones, etc.
- Character of area including current zoning, current use, facilities such as schools, parks, hospitals, nursing homes, existing speed limit within impacted area, etc.
- Description of roadways in impacted area including width, pavement condition, curb and gutter, sidewalks, shoulder width, ditch type, etc.

Additional Information Required

| Speed Studies for both directions on | Turning volume movements at the intersection of | Percentage of cut-through traffic on |
|--------------------------------------|---|--------------------------------------|
| | | |

| | |
|---|--|
| <input type="checkbox"/> Require additional information <input type="checkbox"/> Project information completed <input type="checkbox"/> City/Council approval obtained <input type="checkbox"/> Petition with signatures obtained <input type="checkbox"/> Approval contingent upon: <hr/> <hr/> <hr/> <hr/> | Approval for Temporary Measures <hr/> |
| | Approval for Permanent Measures <hr/> |