



COMMITTEE OF THE WHOLE
MAY 29, 2012
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

1. Discussion: Outside Agency Funding (**page 2**)
2. **6:00pm – BUDGET PUBLIC HEARING**
3. Discussion: Fees (**page 13**)
4. Discussion: Waterfront Docks Business Plan (**page 52**)
5. Discussion: Warren Field Airport Business Plan (**page 61**)
6. Discussion: Electric Rate Reduction Plan (**page 71**)
7. Discussion: Other Changes to the Budget (**page 73**)
8. Adjourn – Until Monday, June 11, 2012 at 5:30pm in the Council Chambers at the Municipal Building.



City of Washington
MEMORANDUM

To: Mayor Jennings & Members of the City Council
From: Joshua L. Kay, City Manager
Date: May 23, 2012
Subject: Outside Agencies Funding Request
Applicant Presentation: N/A
Staff Presentation: N/A

During the budget workshop session held on 5-08-2012, Council directed the City Manager to provide a one page summary report for Outside Agencies Funding request for FY 2012-13.

<u>Agency</u>	<u>Original Request</u>	<u>Manager Recommends</u>	<u>Forms Returned</u>
Arts Council	\$24,000	\$16,000	Yes
Boys & Girls Club	\$35,000	\$16,000	Yes
Zion Shelter	\$10,500	\$ 5,000	Yes
Wright Flight	\$ 5,000	\$ 3,500	Yes
East Carolina Wildlife Guild	\$ 7,900	\$ 7,045	Yes
Blind Center	\$ 2,500	\$ 1,000	Yes
Eagle Wings	\$ 3,000	\$ 1,000	Yes
Human Relations Council	\$ 1,500	\$ 1,000	Yes
Purpose of God Annex	\$50,000	\$25,000	Yes
Washington Comm. Care	\$ 0	\$ 250	No
Christmas Parade	Hand out on Tuesday	\$ 1,500	_____
Washington Harbor District	\$66,000	\$66,000	Yes

City of Washington
Request for City Appropriation
Budget Form 2

AGENCY: **Beaufort County Arts Council**

Contact Information: Joey Toler, BCAC Executive Director
108 Gladden Street
Washington, NC 27889
(252) 946-2504

Amount Requested: **\$16,000**

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.

Annual City Christmas Concert	\$ 1,150
Annual BoCO Music Festival	\$ 1,000
Annual Market Street Brass Concert	\$ 500
Eastern Youth Orchestra Concert	\$ 350
BCAC Administration Expenses	\$13,000
Total Program Costs	\$16,000

Completed By: Joey Toler, BCAC Executive Director
Printed Name & Position

Signature & Date

City of Washington
Request for City Appropriation
Budget Form 2

AGENCY: **Boys & Girls Club of Beaufort County**

Contact Information: Wali Saleem, Chairman
1089 Bridge Street
Washington, NC 27889

Amount Requested: **\$35,000**

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.

Utilities/Operations **\$30,000**

Payroll **\$ 5,000**

Total Program Cost **\$35,000**

Completed By: Wali Saleem, Chairman
Printed Name & Position

Signature & Date

City of Washington
Request for City Appropriation
Budget Form 2

AGENCY: **Zion Shelter**

Contact Information: Harlan MacKendrick
105 Ridgewood Circle
Washington, NC 27889
(252) 946-0949

Amount Requested: **\$9,000**

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.

This amount will be used to help fund the salaries of our 3 paid employees who operate our

homeless male housing and prepare and serve 1,000 meals per month

Total Program Costs

\$9,000

Completed By: Harlan Mackendrick, Secretary
Printed Name & Position

Signature & Date

City of Washington
Request for City Appropriation
Budget Form 2

AGENCY: **Wright Flight of Beaufort County**

Contact Information: Lydie Jennings
328 West Main Street
Washington, NC 27889
(252) 975-2383

Amount Requested: **\$5,000**

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.

To fund 50 of the 317 students

Supplies (course material, notebook) (50 x 15) **\$ 750**

T-Shirt, Award certificate & pin (50 x 20) **\$1,000**

Planes/Pilot/Fuel (50 x 65) **\$ 3,250**

Total Program Costs **\$5,000**

Completed By: Ms. Lydie Jennings
Printed Name & Position

Signature & Date

City of Washington
Request for City Appropriation
Budget Form 2

AGENCY: **East Carolina Wildlife Arts Festival**

Contact Information: Michael Hicks, Show Chairman
194 Old Bath Highway
Washington, NC 27889

Amount Requested: **\$7,900**

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.

<u>Dock Dog Sponsorship</u>	<u>\$5,250</u>
<u>½ of cost of permits, fees, various expenses</u>	<u>\$2,650</u>
<u>Total Program Cost</u>	<u>\$7,900</u>

Completed By: Michael Hicks, Show Chairman
Printed Name & Position

Signature & Date

City of Washington
Request for City Appropriation
Budget Form 2

AGENCY: **The Blind Center**

Contact Information: Deborah H. Waters, Assistant Director
PO Box 491
Washington, NC 27889
(252) 946-6208

Amount Requested: **\$2,500**

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.

To help defray the general operating costs of our center **\$2,500**

Total Program Costs **\$2,500**

Completed By: Ms. Deborah H. Waters, Assistant Director
Printed Name & Position

Signature & Date

City of Washington
Request for City Appropriation
Budget Form 2

AGENCY: **Eagle's Wings Food Pantry**

Contact Information: Sally Love, Executive Director
932 West 3rd Street
Washington, NC 27889

Amount Requested: **\$3,000**

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.

Purchase Food for Clients

Flour, Sugar, Spaghetti, Cereal, Canned Items & other staples **\$3,000**

Total Program Cost **\$3,000**

Completed By: Sally Love, Executive Director
Printed Name & Position

Signature & Date

City of Washington
Request for City Appropriation
Budget Form 2

AGENCY: **Human Relations Council**

Contact Information: William O'Pharrow, Chairman
102 East Second Street
Washington, NC 27889
(252) 975-9333

Amount Requested: **\$1,000**

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.

Ed Peed Commemoration	\$ 250
Fair Housing	\$ 200
'Taste of Washington'/Brotherhood/Sisterhood Wk.	\$ 250
Multicultural Festival	\$ 600
Supplies	\$ 200
Total Program Costs	\$1,500

Completed By: Mr. William O'Pharrow, Chairman
Printed Name & Position

Signature & Date

City of Washington
Request for City Appropriation
Budget Form 2

AGENCY: **Purpose of God Annex Outreach Center**

Contact Information: Mother Regina Jones
1015 East 6th Street
Washington, NC 27889
(252) 974-1484

Amount Requested: **\$25,000.00**

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.

Staff Salaries: Case Manager (\$9/hr 40 hr. x 47 wks.) **\$16,920.00**

Staff Fringe: FICA @ 7.65% **\$ 1,294.38**

Staff Fringe: SUTA @ 1.80% **\$ 304.56**

Staff Fringe: Workers Compensation @ 1.25% **\$ 211.50**

***Occupancy Costs** **\$ 5,868.00**

****Other Participant Services** **\$ 401.56**

Total Program Costs **\$25,000.00**

Completed By: Mother Regina Jones, Chief Administrative Officer
Printed Name & Position

Original Request \$ 50,000

Signature & Date

City of Washington
Request for City Appropriation
Budget Form 2

AGENCY: Washington Harbor District Alliance

Contact Information: Beth Byrd, Director WHDA
PO Box 1988
Washington, NC 27889
(252) 946-3969

Amount Requested: \$66,000

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.

City contribution – advertising outside Beaufort County **\$18,772**

Salaries & related expenses for one employee **\$48,963.60**

Total Program Costs **\$67,735.60**

Completed By: Beth Byrd, Director WHDA
Printed Name & Position

Signature & Date



City of Washington

P. O. Box 1988, Washington, NC 27889-1988

MEMORANDUM

TO: Mayor & City Council

FROM: Josh Kay, City Manager *JK*

DATE: May 23, 2012

RE: City Fees

The following attachments to this memo provide information to City Council on the fees charged by the City. In areas where possible, staff has provided information related to the actual cost to provide the service and/or comparable fees charged by organizations in our area providing similar services. Where appropriate, staff has also made recommendations to the fee structures; however, we look to City Council for direction.

Cemetery

- Internment fees. \$550 weekday and \$650 weekend/holiday
 - Pamlico Memorial Gardens: \$625 weekday and \$675 weekend/holiday

Water & Sewer

- Water & Sewer Rates are not presented
- Impact Fees

	<u>Washington Charge</u>	<u>GUC</u>
3/4" Water-tap & Impact Fee	\$983.00	\$2,525.00
3/4" Sewer-tap & Impact Fee	\$1,373.00	\$1,589.00
Total	\$2,356.00	\$4,114.00

All other fees and comparisons are attached herein.

FIRE INSPECTION FEES & PROPOSED FEES

Description	Current	Proposed	Greenville	Williamston
New Occupancy Inspection	\$25	\$25	0	\$25
Periodic Inspections	0	0	0	0
1st Re-inspection-compliant	0	0	\$50	0
2nd Re-inspection-noncompliant	\$25	\$25	\$50	0
3rd or more Non-compliant Insp.	\$25	\$25	\$50	0
Construction Permits Per Fire Code	\$100	Same	\$60	\$30 to \$200
Operational Permits Per Fire Code	\$100	Same	\$60	\$30 to \$200
Building Plans Review	0	No fee < 2500 sq ft Fees for > 2500	\$60 City - \$90 ETJ	0
Sub-Division Plans Review	0	?	0	0
Auto Fire Extinguishing Systems	\$100	0.015 per sq ft \$100 min. \$1000 max	\$100 City - \$130 ETJ	\$50
Fire Alarm Systems	\$100	0.015 per sq ft \$100 min. \$1000 max	\$60 City - \$90 ETJ	\$50 + .009 per sf
Tent Permit - One / Two or More	\$50/\$100	Same	\$50	\$25
Fireworks Display Permit	\$100	\$100	\$50	\$200
Foster Home Inspections	\$0	? - Includes initial & Annual Inspections	City \$50 ETJ \$80	\$25
UST & AST Tank Removal (per tank)	\$100	\$100	\$100 remove - \$125 install	\$50

Note: All permits include plans review and multiple inspections as required by type of permit

FIRE INSPECTION FINES

Current: Civil penalties of one hundred and fifty dollars (\$150.00) for violations of chapter 10 of the NC Fire Code, and fifty dollars (\$50.00) for violations of the remaining chapters contained in the NC Fire Code. Each day that any violation continues may be considered a separate violation.

Proposed: Civil penalties of two hundred dollars (\$200.00) for violations of chapter 10 of the NC Fire Code, and one hundred dollars (\$100.00) for violations of the remaining chapters contained in the NC Fire Code. Each day that any violation continues may be considered a separate violation.

Note: Chapter 10 of the NC Fire Code covers Exits & Means of Egress

EMS FEES

	Current	2102 Medicare Allowable (Rural)	EMS/MC Recommended 125% above Medicare
ALS Transport Non-Co. Resident	\$655	\$398.27	\$497.84
ALS Transport Co. Resident	\$550	\$398.27	\$497.84
BLS Transport Non-Co. Resident	\$555	\$335.39	\$419.24
BLS Transport Co. Resident	\$450	\$335.39	\$419.24
Loaded Mileage Charge Per Mile	\$13	\$7.10	\$8.88
ALS Treatment W/No Transport	\$350	N/A	N/A
BLS Treatment W/No Transport	\$250	N/A	N/A
Recommended charge for ALS 2 Comprehensive Transport			
ALS 2 Comprehensive Transport	N/A	\$576.44	\$720.55

Comparisons

	Washington	Broad Creek	Chocowinity
ALS Transport Non-Co. Resident	\$655	\$550	\$425
ALS Transport Co. Resident	\$550	\$550	\$425
BLS Transport Non-Co. Resident	\$555	\$550	\$550
BLS Transport Co. Resident	\$450	\$550	\$550
Loaded Mileage Charge Per Mile	\$13	\$8.50	\$9.50
ALS Treatment W/No Transport	\$350	0	0
BLS Treatment W/No Transport	\$250	0	0
ALS 2 Comprehensive Transport	0	0	0

Note: ALS 2 Comprehensive Transport involves multiple ALS procedures

Schedule of Fees Comparison

<u>Service Type</u>	<u>City of Washington</u>	<u>Greenville</u>	<u>New Bern</u>	<u>Ahoskie</u>	<u>Roanoke Rapids</u>
Copies of Accident Reports	\$5	\$5	N/C		\$6
Victim/Patry Involved	N/C	N/C			\$6
Copies of Incident Reports	\$5	\$5			\$6
Victim/Patry Involved	N/C	N/C			\$6
Copies of Criminal Reports/Driver History	\$.15 per page				
Escorts - Business	\$20				
Escorts - Funeral	N/C		\$50, 2 officers	\$20	
Extra Duty Employment	\$45/hr 2 hr min pd to City \$35 pd to officer	\$30 pd to City \$27 pd to officer	\$25/hr 2 hr min pd to officer		
Fingerprinting	\$5	\$15	\$10		\$10
Lamination of Taxi Cab ID Cards	\$1				

Permits

Amplification Permit	\$50	\$50	N/C		
Demonstration Permit	\$25				
Parade Permit	\$50	\$50			
Street Closing Permit	\$25	\$25			

Fee/Charge	Washington Charge	Washington Cost	New Bern	Tarboro	Edenton	Kinston	GUC	Ayden
Decorative Area Lighting	Differential cost between standard offer and decorative pole/fixture. See attached schedule.	Actual material cost varies on the market. Installation cost for decorative area light poles is approximately \$600		N/A	Differential cost between standard offer and decorative pole/fixture.		Differential cost between standard offer and decorative pole/fixture.	
Decorative Street Lighting	Differential cost between standard offer and decorative pole/fixture. See attached schedule.	Actual material cost varies on the market. Installation cost for decorative area light poles is approximately \$600		N/A	Differential cost between standard offer and decorative pole/fixture.		Differential cost between standard offer and decorative pole/fixture.	
Electric Meter Testing (High Bill Complaint)	\$10; deposit/fee. See attached schedule.	Approximately \$75 per meter tested		\$0	No fee for the first test. Fee for second test. Unable to find fee amount.		\$10	
Overhead Primary Extension	\$500 per span less \$1,000 per each residential dwelling served. See attached schedule.	Approximately \$4,500 per span		\$0	No charge. Revision under evaluation.		Full cost of construction less 4 years of revenue credit.	
URD Subdivision Service Fees	\$500 per lot. See attached schedule.	Approximately \$750 per lot		\$0	Total Installation cost.		Differential cost between underground and overhead installation.	
URD Secondary Fees	See attached schedule.	Varies based on distance and wire size. Charges based on differential cost on installation.		\$0	\$300 per residential dwelling. Revision under evaluation.		\$150 per lot up to 110 feet. Thereafter, actual cost.	

NO RESPONSE TO PHONE OR EMAIL REQUESTS

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NO RESPONSE TO PHONE OR EMAIL REQUESTS

WASHINGTON ELECTRIC UTILITIES
Washington, North Carolina

Decorative Street Lighting Service

AVAILABILITY

This Schedule is available for lighting of public streets in residential and commercial subdivisions within the City of Washington corporate limits with mercury vapor, sodium vapor, and metal halide lighting units. Decorative lighting fixtures will be installed by the Utility on Utility owned, Utility standard decorative poles and brackets in accordance with normal operating standards.

An agreement for Decorative Street Lighting Service is required before service will be provided. The requestor of decorative lighting will reimburse Washington Electric Utilities for the cost of infrastructure based on the schedule herein. Service will include installation, maintenance, and illumination from dusk to dawn.

Size, intensity, location, and spacing of lighting fixtures will be determined by and based on Washington Electric Utilities public street lighting standards.

All service from Washington Electric Utilities is subject to the City of Washington's Code of Ordinances and Electric Service Policies. The City Code, Electric Service Policies, and this Rate Schedule may be amended by the Washington City Council.

INITIAL CHARGES

The requestor shall reimburse Washington Electric Utilities in advance of construction the current differential purchase cost of the standard street lighting pole and fixture and the decorative street lighting pole and fixture. The total initial reimbursement will be determined as follows:

<u>Number of Lighting Units Required</u>	<u>Requestor Reimbursement</u>
1 to 9	Differential Cost per Unit, plus Total Cost of One Unit
10 to 19	Differential Cost per Unit, plus Total Cost of Two Units
20 to 29	Differential Cost per Unit, plus Total Cost of Three Units
30 to 39	Differential Cost per Unit, plus Total Cost of Four Units
40 to 49	Differential Cost per Unit, plus Total Cost of Five Units

This reimbursement schedule is extended based on a formula of the differential cost per unit plus one additional total cost unit for each ten units required.

Effective: 1 July 2005

WASHINGTON ELECTRIC UTILITIES
Washington, North Carolina

Outdoor Lighting Service

AVAILABILITY

This Schedule is available for lighting of outdoor areas with mercury vapor, sodium vapor, and halide lighting units. Lighting fixtures will be installed by the Utility on Utility owned poles with brackets in accordance with normal operating standards.

An agreement for Outdoor Lighting Service is required before service will be provided. Service will include installation, maintenance, and illumination from dusk to dawn. If a lamp is not operating properly, repairs will be made during normal working hours as soon as practical following notification by the customer.

All electric service from Washington Electric Utilities is subject to the City's Code of Ordinances and Electric Service Policies. The City Code, Electric Service Policies, and this Rate Schedule may be amended by the City Council.

MONTHLY RATE

Basic Charges cover one area or directional lighting unit with standard wood pole, if applicable, installed with overhead service. Reimbursement of other costs not normally incurred with installation of lighting units will be required (see "Other Costs" below).

<u>Fixture Type</u>	<u>Approximate Lumens</u>	<u>Monthly Kilowatthours</u>	<u>Without Pole</u>		<u>With Standard Pole¹</u>	
			<u>Basic Charge</u>	<u>Rate Code</u>	<u>Basic Charge</u>	<u>Rate Code</u>
Mercury Vapor						
175 watts	7,000	70	\$11.47	A13	\$13.49	A01
400 watts	20,000	150			\$22.48	A03
Sodium Vapor						
35 watts	4,800	15	N/A	--	\$8.03	A12
150 watts	14,000	70	\$14.59	A14	\$16.67	A02
250 watts	23,000	105			\$21.64	A11
Metal Halide						
1,000 watts	53,000	360	\$31.14	A07	\$43.46	A06

Rates per Unit per Month

¹Applicable for all existing service unless the customer notifies Utility that a separate pole was not installed.

Directional Lighting Service

<u>Fixture Type</u>	<u>Approximate Lumens</u>	<u>Monthly Kilowatthours</u>	<u>First Unit on Pole</u>		<u>Each Additional Unit on Same Pole</u>	
			<u>Basic Charge</u>	<u>Rate Code</u>	<u>Basic Charge</u>	<u>Rate Code</u>
Mercury Vapor						
400 watts	20,000	150	\$23.67	A04	\$18.49	A09
1,000 watts	53,000	360	\$43.46	A06	\$31.14	A07
Sodium Vapor						
250 watts	23,000	105	\$21.64	A05	\$20.31	A10
Extra Facilities			\$26.06	A08		
Miscellaneous Charges				A99		
Rates per Unit per Month						

OTHER COSTS

Other Costs include, but are not limited to, the following: Refer also to the Utility's Electric Service Policies and City Code Section 25-17.

1. Multiple area lighting fixtures may be installed on one pole subject to the Utility's review and approval. The monthly charge for each additional fixture will be the Basic Charge for service not requiring a separate pole. The customer will reimburse the estimated installed cost of facilities necessary to serve the multiple fixture installation in excess of that normally required to provide standard lighting service.
2. For extension of primary conductor, the customer will reimburse the Utility's costs.
3. For an underground circuit up to 150 feet, \$40.00 will be charged if the fixture is installed with basic underground service and \$80.00 if installed later. For an underground circuit in excess of 150 feet, the estimated installed cost of the excess circuit will be charged.
4. The customer will provide for underground installation under paved surfaces and will be responsible for restoration of pavement and landscaped areas following underground installations.
5. In the event that rock, unstable soil, or other conditions require the use of material and methods of installation other than normal materials and methods, the customer will pay the additional cost.
6. For a special pole and/or fixture, the estimated installed cost in excess of the

estimated installed cost of standard facilities will be paid to the Utility.

7. Basic Charges do not include the conversion of existing overhead secondary conductors to underground. Should the customer desire such conversion under this schedule, the customer will contribute to the Utility any termination charges which may be applicable and initiate a new Agreement for underground service.

SALES TAX

North Carolina State Sales Tax will be added to charges for service.

PAYMENT TERMS

Bills are due when received and are payable within ten days of the due date of the bill. For unpaid bills, a notice will be issued twenty-one days after the billing date stating electric service will be terminated in approximately twelve days if the bill remains unpaid. A late payment fee of 5.0% will be charged on any balance outstanding twenty-five days after the billing date (see City Code Section 25-10).

CONTRACT PERIOD

The Contract Period shall not be less than three years and shall extend from year to year thereafter until terminated by the customer or Utility. The customer may terminate the Agreement before the expiration of the initial Contract Period by paying to the Utility a sum of money equal to 50% of the bills which otherwise have been rendered for the unexpired months of the initial Contract Period.

WASHINGTON ELECTRIC UTILITIES
Washington, North Carolina

Schedule of Fees and Charges

Underground Secondary Service - Direct Bury - Cost per Foot Installed

(Customer Supplied Conduit)

4/0 AWG Triplex	\$2.50	Parallel 4/0 AWG Triplex	\$4.50
350 MCM Triplex	\$4.50	Parallel 350 MCM Triplex	\$8.50
350 MCM Quadraplex	\$6.25	Parallel 350 MCM Quadraplex	\$12.00
500 MCM Triplex	\$7.00	Parallel 500 MCM Triplex	\$11.50
500 MCM Quadraplex	\$8.50	Parallel 500 MCM Quadraplex	\$14.25

Underground Secondary Service - Direct Bury - Cost per Foot Installed

(Utility Supplied Conduit)

4/0 AWG Triplex	\$5.75	Parallel 4/0 AWG Triplex	\$9.50
350 MCM Triplex	\$8.00	Parallel 350 MCM Triplex	\$13.75
350 MCM Quadraplex	\$9.50	Parallel 350 MCM Quadraplex	\$17.00
500 MCM Triplex	\$10.50	Parallel 500 MCM Triplex	\$16.75
500 MCM Quadraplex	\$12.00	Parallel 500 MCM Quadraplex	\$19.50

Underground Primary Extension - Direct Bury - Cost per Foot Installed

(Customer Supplied Conduit)

Single Phase Primary URD Extension	\$8.00
Three Phase Primary URD Extension	\$13.50

Underground Primary Extension - Direct Bury - Cost per Foot Installed

(Utility Supplied Conduit)

Single Phase Primary URD Extension	\$11.50
Three Phase Primary URD Extension	\$17.00

Service fees and extension costs shall be adjusted quarterly based on the cost of materials, fuel and contract and force account labor.

Effective: 1 January 2007

**Washington Tourism Development Authority
FY2012-13 FEE Considerations**

Currently the only fees charged by the WTDA are rental fees and related charges for use of the Washington Civic Center. There are no true comparables because of the nature of the Civic Center. Over the last 30 years the uses have evolved making it more of a community living room than a convention center.

To compare rates for the Civic Center to those of the Greenville or New Bern Convention Centers would not be an accurate comparison. The same could be said for Yankee Hall Plantation, perhaps our most direct competitor for weddings and reunions. Yankee Hall is a full service venue. There are no flat rental fees because food and beverage service are considered in the pricing.

The most comparable venue in the area would be the North Carolina Estuarium. Even this is a stretch as it isn't available for daily rentals, only after-hours rentals. However, rates are shown below as a point of comparison.

Washington Civic Center Rates

	All Day	1/2 Day	City Rate
Entire Building (14,000 sq. ft)	\$1,000	\$500	\$300
Pamlico Ballroom & Kitchen	\$700	\$400	\$225
Belk Bracy Gallery & Kitchen	\$500	\$350	\$150
Pamlico Ballroom	\$500	\$250	\$150
Belk Bracy Gallery	\$300	\$200	\$90
Catering Kitchen**	\$100	\$75	\$30
Leff Room (35)	\$125	\$75	\$40
Gibbs Room (15)	\$75	\$50	Free
Van Norden Room (10)	\$55	\$40	Free
Set-up & Break-down (meetings)	\$100		
Staff Time	\$12/hr.		

Package Pricing

Package pricing includes a full day rental, 8 hours of staff time, PLUS use of round tables and white chairs to seat 160 people.

Entire Building	\$1,500
Pamlico Ballroom & Kitchen	\$1,200

NC Estuarium Rates

\$125/hour plus a \$100 cleaning fee

Fee Considerations

The WTDA Board of Directors sets the rates for the Civic Center. Consideration by management is presently being given to most frequently rented days (Friday & Saturday) to make these more profitable. Also under consideration are package offerings taking into account most frequently used services and equipment.

Costs of Operation

Daily fixed costs to operate the Civic Center = \$339/day

Current rental rates and fees account for approximately \$60,000 - 70,000 of the overall \$123,000 proposed budget.

**Planning and Zoning
Development Permit Fee Cost Comparison**

Permit	Washington	Chocowinity	Greenville	New Bern	Smithfield	Edenton
Zoning Compliance	\$0	\$50/\$75	?	\$35	\$25/\$100	\$50
Special Use Permit	\$125	\$300/\$350	\$385	\$300	\$300	\$350
Rezoning Request	\$150	\$300	\$550 + \$50 per acre	\$350	\$300	\$300
Variance Request	\$125	\$300/\$350	\$385	\$250	\$300	\$300
Text Amendment	\$125	\$300	\$440	\$350	\$300	\$300
Sketch Plan Review	\$0	\$150	\$0	\$0	\$0	\$100
Preliminary subdivision Plat	\$50	\$250 + \$25 per lot	\$550 + \$50 per acre	\$150 + \$150	\$250 + \$5 per lot	\$50 + \$15 per lot
Final Subdivision Plat	\$50	\$150	\$440 + \$50 per acre	\$200	\$250	\$100 + \$15 per lot
Minor Subdivision	\$0	\$0	\$0	\$100	\$50 + \$5 per lot	\$25 per lot
Site Plan Review (Commercial)	\$0	\$500	\$495 + \$50 per acre	\$200	\$300 + \$1 per 1000 sq. ft	\$0
Appeal of Decision	\$125	\$300/\$500	\$500	\$250	\$300	\$250
Planned Unit Development	\$0	\$250	\$880	\$200	\$300 + \$5 per unit	\$0
Annexation Request (Voluntary)	\$0	\$500	\$440	?	?	?
Temporary Sign	\$0	\$100		\$30	\$75	\$0
Permanent Sign	\$1.25 per sq. ft.	\$100		\$30	\$50	\$50
Home Occupation Form	\$0			\$25		

**Code Enforcement – Building Inspections Department
Permit Fee Cost Comparisons**

Permit fees- New 2000 sq ft home

City of Washington
\$720 – all trades

City of Greenville
\$942 – all trades

City of New Bern
\$845 – all trades

Town of Tarboro
\$779 – all trades

Permit fees- New 5000 sq ft commercial building

City of Washington
\$1900 – all trades

City of Greenville
\$1855 – all trades

City of New Bern
\$1980 – all trades

Town of Tarboro
\$1170 – all trades

Permit fees- New 500 sq ft detached accessory building

City of Washington
\$75 – building and electrical

City of Greenville
\$95 – building and electrical

City of New Bern
\$115 – building and electrical

Town of Tarboro
\$65 – building and electrical

Permit fees – Modular (on-frame) & Manufactured Home

City of Washington

\$100 – singlewide
\$125 – doublewide
\$130 – modular

City of Greenville

\$200 – all manufactured homes

City of New Bern

\$100 – singlewide
\$150 – doublewide

Town of Tarboro

\$100 – singlewide, approx. (based on construction cost)
\$150 – doublewide, approx. (based on construction cost)

Code Enforcement – Building Inspections Proposed Fee Schedule changes

Commercial

Penalty for starting work without permit-

Current - double permit fee
Proposed - double permit fee or \$100 (minimum fee), whichever greater

Repairs/renovations- building only

Current - \$0.15 per sq ft, same as new construction
Proposed - \$0.10 per sq ft
Justification - fewer inspections

Re-roof/ re-shingle permit

Current - \$25
Proposed - \$100

Commercial kitchen hood (new)

Current - \$0
Proposed- \$100 – minimum 2 inspections

Day care inspection (new)

Current - \$0
Proposed - \$40 – initial inspection

Residential

Penalty for starting work without permit-

Current - double permit fee
Proposed - double permit fee or \$100 (minimum fee), whichever greater

Repairs/renovations- building only

Current - \$0.15 per sq ft, same as new construction

Proposed - \$0.10 per sq ft

Justification - fewer inspections

Inspection for lights (minimum housing)-

Current - \$25

Proposed - \$35 (make fee same as minimum fee)

Mobile/modular(on-frame) -

Doublewide -

Current - \$125

Proposed - \$150

Modular (on-frame) -

Current - \$130

Proposed - \$150

City of Washington

Customer Service Fee/Policy Comparison

<u>Service</u>	<u>Elizabeth City</u>	<u>New Bern</u>	<u>Greenville</u>	<u>Edenton</u>	<u>Progers Energy</u>	<u>Tideland</u>	<u>Washington</u>
Electric Deposit - Residential	\$200	\$0 to 2 months avg. bill	\$0 to \$100	\$0 to \$200 depending on credit	not available	\$0 to \$300 depending on credit	\$0 to \$300 depending on credit
Electric Deposit - Commercial	2 months avg. bill	1-2 months avg. bill	not available	2 months avg. bill	not available	\$0 to 2 months avg. bill depending on credit	\$0 to 2 months avg. bill depending on credit
Water Deposit - Residential	\$10	\$0 to 2 months avg. bill	\$0 to \$50	\$20	not applicable	not applicable	\$0 to \$50 depending on credit
Water Deposit - Commercial	2 months avg. bill	1-2 months avg. bill	not available	\$20	not applicable	not applicable	\$0 to 2 months avg. bill depending on credit
Connect Fees - Electric	\$25	\$30	\$20	\$25	\$17	\$20	\$25
Connect Fees - Water	included with electric connect fee	included with electric connect fee	none listed	\$25	not applicable	not applicable	\$15
Reconnect Fees	\$25	\$30	\$30	\$25	\$30	\$90	same as connect fee (\$25 elec. \$15 water)
After Hours	\$20	\$75	\$10	Do not offer service.	not available	\$55	\$50
Temporary Construction-Residential	\$30	\$30	\$61.80	\$40	not available	not available	\$50
Temporary Construction-Commercial	\$30	\$30	\$103	\$40	not available	not available	\$100
Delinquent Fees	5% per month	2.5% per month	1% per month	5% per month	1% of outstanding balance	Minimum \$5 or 1.5%	5% per month
# days from billing date to penalty	17 days	15 days	Approximately 28 days	23 days	25-30 days from reading date	Penalty added on next bill	25 days
# of days from billing date to cut-off	Approximately 30 days	25 days	Approximately 30 days	30 days	Approximately 35 days	7 days after next month's bill	33 days
Courtesy Call	No	No.	No. They send out "red" letter	Yes			Yes
Budget Billing Available	Yes	Yes	Yes	Yes	Yes.	Yes.	Yes
Extensions Available	Yes. Extension up to 5 days after due date 5 extensions allowed per year.	Yes. Allow extensions on every bill if requested. Due by the following month's cut-off date.	Yes. As determined by CS Supervisor.	Yes. 2 per year, may do a 3rd depending on circumstances. 1/2 of amt. due in 10 days; bal due 5 days after that.	Yes.	Yes. 2 per year up to 2 months.	Yes. Usually 4 extensions per year allowed. Amount due in 14 days. Exceptions may be made by CS Manager.
Payment Plans Available	Yes. Usually over a 3 month period.	Yes. Extenuating circumstances only. Past due balance is paid back over a period of usually not more than 6 months.	Yes - Past due balance is paid back over a period of not more than 6 months.	Yes. Varies depending on circumstances.	Yes - Past due balance paid in equal installments over a 6 month period	Yes. One active arrangement per customer at one time. Max 2 month pay back period.	Yes. Past due balance is paid over a 3-6 month period as determined by CS Manager.

Customer Service Fees

City of Washington
Finance Department Fees
May 15, 2012

Type of Fee	Amount Charged	Annual Revenue	Comments
Payment by Internet or Phone	\$0	\$0	\$5 per transaction fee was removed in order to receive much lower "utility rate" for merchant services and encourage participation
Privilege License Tax	varies	\$183,000	See attached schedule for changes in privilege license fees over the past 4 years. Many of these fees are regulated by general statute.
Returned Check Fee	\$25	\$10,500	\$25 is max allowed by General Statute.
Vehicle License Registration Tax	\$5	\$38,000	Other municipalities charge higher amounts. Cary, NC is \$15.
Vehicle Rental Tax	1.50%	\$17,000	Amount allowed by General Statute.
Heavy Equipment Rental Tax	1.50%	\$0	Amount allowed by General Statute.
Deposits Water/Electric	See Policy	not applicable	This was changed by Council in 2010.
Tampering - Electric	\$400 + lost revenue + meter damage	\$10,000	This fee was raised from \$150 to \$400 in FY 09/10
Tampering - Water	\$400 + lost revenue + meter damage	\$5,000	This fee was raised from \$150 to \$400 in FY 09/10
Electric Utility Charges	See attached spreadsheet	\$350,000*	Customer Service fee comparison was completed in Sept. '09

*Electric utility charges include connection fees, service fees, new construction fees, and late penalties.

City of Washington
Privilege License Fee Changes
For FY 08/09 through FY 12/13

<u>Type of Business</u>	<u>FY 08/09</u>	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13 Proposed</u>
Retail/Wholesale Maximum Fee	\$2,500	\$1,500	\$1,500	\$1,500	\$1,500
Manufacturer Maximum Fee	\$2,500	\$1,500	\$1,500	\$1,500	\$1,500
Service Establishment Maximum Fee	\$500	\$750	\$1,000	\$1,250	\$1,500
Retail/Wholesale Gross Receipts	\$0.75/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000
Manufacturer Gross Receipts	\$0.75/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000
Service Establishment Gross Receipts	\$0.75/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000	\$0.80/\$1,000 > \$25,000
Internet Cafes			\$250 per machine	\$250 per machine	\$250 per machine

Notes:

1. Maximum fees for Retail/Wholesale and Manufacturers were raised to \$2,500 with the adoption of the FY 08/09 budget but subsequently reduced to \$1,500. Refunds were made to customers that paid in excess of \$1,500.
2. Minimum fee is \$50
3. FY 09/10 Council approved increasing service establishment max \$250/year for four years to be consistent with retail and manufacturer max of \$1,500.
4. These categories represent 90% of privilege license revenue
5. The \$1,500 maximum is achieved with gross receipts of \$1.8 million
6. Comparisons
 - 300+ cities charge a privilege license tax
 - State laws provide numerous exceptions and caps that favor some businesses over others
 - many different structures from flat rate to gross receipts
 - maximum fees range from \$300 to \$20,000 and some without a cap. See separate comparison schedule.

Business Privilege License Tax Comparison
Apr. '12

	City	Schedule of BPLT Rates	Cap	Date(s) of last rate change(s)	Additional Info
	Aberdeen				Population - 5,000
1	Albemarle	\$0.25 per \$1,000; Min=\$50; No Cap	in 2007 NO CAP	6/99 was .10 per 1,000 with max of 3,000, increased in 2007	Population - 15,665
2	Archdale	\$0.50 per \$1,000 for first 1,000,000; Min=\$50; No Maximum	No Cap	Effective in 2006-07	Population 9,692 Revenue thus far in '06 \$55,287.18 (Jan)
3	Asheboro	Retail on gross receipts of \$15 for first \$20,000 +.65 for each add'l \$1,000. Mfg and Wholesale on a graduated table, others are a flat rate.	No Cap on Retail	Jun-05	Population -22,957
4	Asheville	Retail & Mfrg \$25 for first \$15,000 + .60 for each add'l \$1,000 in GR. \$1,500 max. Service \$25 for first \$15,000 + .60 for each add'l \$1,000 in GR. \$1,000 max. Wholesale \$45 for first \$100,000 + .35 for each add'l \$1,000. \$1,500 max.	\$1,000 / \$1,500	5/21/91 Increased rates used to calculate fees for retail and wholesale merchants, service establishments and manufacturers.	Uses the State's guidelines for other businesses that are not based on GR. Population - 73,239
5	Beaufort	4 tier: 1) small retail minimum \$10.00 up to \$250. and >\$3,000=\$35.00. 2)<\$5,000 is \$40.00; and >\$20,000 = \$75.00. 3) < \$35,000 is 25.00 and >\$100,000,000= \$100.00; 4) <\$30,000 is \$95.00 and >\$1,000,000 = \$155.00	\$35 / \$75 /100 /155	1997	N/A Uses the State's guidelines for other businesses that are not based on GR. Population - 4,261 in 2006
6	Burlington	Graduated tax until receipts reach - \$110,001 - \$990,000 is \$10.00 for each \$20,000 in gross receipts, in addition to the previous tax levels.	No cap on Retail or Wholesale		All other classifications are flat rates. Population 44,917
7	Burnsville	Retail is 0 to \$15,000 = \$15.00. Each additional \$1,000 is .50, with a maximum tax of \$1,200. Manufacturers & Service is 0 to \$15,000 = \$15.00 and .50 per 1,000 with max of \$750.00. Wholesale is 0 to \$100,000 = \$35.00, each add'l \$1,000 is .25 with a max of \$1,200.	\$750 - Service & Manufacturer \$1,200 - Retail & Wholesale	2000	Est. population - 1,623
8	Carolina Beach	\$30.00 for gross receipts <\$20,000; \$40 for \$20,001 to \$40,000; \$60 for \$40,001 to \$60,000; \$80 for \$60,001 to \$80,000; \$100 for \$80,001 to \$100,000; \$140 for 100,001 to \$150,000; \$180 for \$150,001 to \$200,000; \$220 for \$200,001 to \$250,000 \$260 for \$250,001 to \$300,000; \$300 for \$300,001 to \$350,000; \$350 for \$350,001 to \$400,000; >\$400,000 - tax of \$20 for each add'l \$50,000 or part thereof.	No Max	N/A	Est. population - 5,625 in 2006

Business Privilege License Tax Comparison
Apr. '12

	City	Schedule of BPLT Rates	Cap	Date(s) of last rate change(s)	Additional Info
9	Carrboro	\$25.00 for GR< \$25,000; \$50 for 25,001-\$50,000; \$100 for \$50,001-\$500,000; \$200 for \$500,001-\$1,000,000; > \$1,000,000 is \$200 plus \$200 per each \$1,000,000 or portion over \$1,000,000	Mo Max	Previous schedule was \$50.00 for GR< \$100,000; \$100 for 100,001-\$500,000; \$200 for \$500,001-\$1,000,000; \$200 plus \$200 per each \$1,000,000 or portion over \$1,000,000	Population 16,785
10	Cary	Graduated tax up to gross receipts of \$100,000; then \$100 plus \$0.50 per \$1,000 or fraction thereof for GR > \$100,000.	\$5,000	Effective in 06/07	Population is 115,854. 05/06 Revenue \$1,191,867
11	Chapel Hill	Graduated tax until receipts reach max tax of \$300.00	\$300	2003	Population 48,751
12	Charlotte	\$0.60 per \$1,000; Min=\$50; Max=\$10,000	\$10,000	1988-All businesses taxed based on gross receipts with max @\$2,000. Increase to \$10,000 went into affect in fy '06/07	When change was made in 1988, Council made a suggestion to review the cap every 5 years to maintain equitability in light of growth
13	Concord	Merchant Retail: Graduated tax up to \$400,000; 3) \$60 plus \$0.60 per \$1,000 for gross receipts; Merchant Wholesale: 1) \$50 for gross receipts up to \$50,000; 2) \$50 plus \$0.40 per \$1,000 for \$51,000-\$450,000; 3) \$50 plus \$0.20 per \$1,000 for gross receipts >\$450,000	Retail cap is \$10,000 Manufacturers & Service cap is \$4,000 Wholesale cap is \$2,000.	2003-Raised cap on retail from \$2000, lowered rate per \$1000 to make it more small business friendly. 2007 Raised cap would only effect large corporations.	population 57,000
14	Conover	Minimum tax of \$100, with gross receipts up to \$1,000,000. \$.60 for each add'l \$1,000 > than \$1,000,000	No max	Effective 2012/13	
15	Cornelius	\$0.60 per \$1,000; Min=\$50; Max=\$2,000	\$2,000	6/2004-Set cap for gross receipts based tax at \$2,000	Population - 11,969
16	Davidson	The town of Davidson does not require a business license.	N/A	N/A	Population - 7,139
17	Durham	Schedule A: Section 72,73A,73D&74: The tax rate is \$50.00 for the first \$15,000.00 plus \$.50 per each additional \$1000.00.Section 73B:\$50.00 for the first \$100,000.00 plus \$.25 per each additional \$1000.00.	\$ 72= \$8,000 max; . \$ 73A & 73D= no max; \$ 74 & 73B= \$2,500 max.	June-04	Population 209,009

Business Privilege License Tax Comparison
Apr. '12

Table 2
 3 of 16

	City	Schedule of BPLT Rates	Cap	Date(s) of last rate change(s)	Additional Info
18	Elizabeth City	Retail - \$25 minimum; >\$50,000 is \$.50 per \$1,000. Wholesale - \$50 minimum; >\$100,000 is \$.50 per \$1,000	No Max	2007	Approx. 17,500
19	Farmville	Graduated tax with a maximum of \$1,500.	\$1,500	6/2/2002 Tax increase was doubled in FY'04	Population - 4,302
20	Fayetteville	1) \$50 for gross receipts up to \$500,000; 2) Level 1 plus \$0.10 per \$1,000 for \$500,001-\$1,000,000; 3) 1&2 plus \$0.20 per \$1,000 for \$1,000,001 - \$4,999,999; 4) 1, 2 &3 plus \$0.30 per \$1,000 for \$5,000,000	No Cap	3/27/2000 - Set rates based on gross receipts, effective July 1, 2000	Population 168,033
21	Gastonia	Flat Rates &/or Number of Employees		Per Municode	
22	Granite Falls	\$30 minimum; Gross Receipts >\$1,500,000 @ \$.60 per \$1,000 NO maximum.	No Max	Effective 7/1/2011	
23	Greensboro	\$50 minimum; Gross Receipts >\$15,000@ \$.50 per \$1,000 with maximum \$1,200	\$1,200	Retail, Wholesale, Manufacturing & Services - 1992; Soliciting - 1993	Recommendations for increases in 2001 & 2002 were not adopted due to slow economy and to avoid additional hardship on local businesses.
24	Greenville	\$50.00 minimum; Gross Receipts > \$25K are \$0.50 per \$1,000. Maximum fee of \$2,000.00 per year, per business classification.	\$2,000 Max.	1994	N/A Approx. Population - 75,500
25	Haveloc	Graduated tax up to . . . Over \$500,000 = \$200.00 plus \$20 each additional \$50,000	No Cap	N/A	Approx. Population - 22,000
26	Hendersonville	Up to 250,000.00 = \$35.00; \$250,000.00 - 500,000.00 = \$70.00; over \$500,000; \$0.60 per \$1,000.	No Maximum	2010/2011	Estimated population 12,997
27	Hickory	Retail & Service - Graduated tax up to \$20,000; \$65 plus \$0.60 per \$1,000 for gross receipts >\$20,000; Wholesale GR up to \$50,000 = \$55.00, \$51,000 - \$450,000 = \$.40 per \$1,000 Each \$1,000 in excess of \$450,000 = \$.20 per \$1,000	No Max on Retail or Service. Wholesale max of \$2,000	N/A	Estimated population 37,222
28	High Point	Annual gross sales receipts not exceeding \$15,000 = \$50.00 Each additional \$1,000 or fraction thereof = \$0.50	Max fee \$5,000 for Retail Max fee \$400 for Manufacturer, Wholesale & Service	N/A	Estimated population 85,800
29	Huntersville	The town of Huntersville does not require a business license.	May 29, 2012	N/A	Estimated population 24,960

Business Privilege License Tax Comparison
Apr. '12

City	Schedule of BPLT Rates	Cap	Date(s) of last rate change(s)	Additional Info
30 Indian Trail	Gross receipts of \$0.40 per \$1,000 with a minimum of \$30.00; maximum \$500.	\$500. Max.	Considering change in 2011	Estimated population in 2006 - 17,491 Collections appx \$100,000
31 Jacksonville	Graduated tax up to \$400,000; 13) \$350 plus \$20 per \$50,000 for gross receipts >\$400,000	No Cap	N/A	Population \$72,000+ Collections \$500,000+
32 Kannapolis	Enacted privilege license tax in July 2003	Max tax on gross receipts for (Retail & Wholesale) \$4,000.	July-03	Population 38,245 Average collection \$125,000
33 Knightsdale	Gross/Sq footage graduated sales/footage (\$25 to \$100 then .50 per \$1000 after \$100,000. Max 450.00	Max \$450.00		Population - 8,933
34 Leland	\$20,000 or Less = \$30.00; \$20,001 to \$40,000 = \$40.00; 40,001 to \$60,000 = \$60.00; 60,001 to \$80,000 = \$80.00; 80,001 to \$100,000 = \$100.00; 100,001 to \$150,000 = \$140.00; graduated thru 400,001 to \$450,000 = \$350.00; For each additional \$50,000 or fraction thereof, over \$450,000 tax is \$20.00	No Maximum	Approx. 2010	N/A Population - 2620
35 Lenoir	\$30.00 for gross receipts up to \$1,000,000; \$.60 per \$1,000 thereafter	Retail sales only; No Cap	2010-2011	Population 18,950
36 Lumberton	1) \$25 for gross receipts up to \$5 million; 2) Level 1 plus \$0.25 per \$1,000 for \$5,000,001-\$20,000,000 gross receipts; 3) 1 & 2 plus \$0.50 per \$1,000 for \$20,000,001-\$25,000,000; 4) 1, 2 & 3 plus \$1 per \$1,000 for >\$25,000,001	No Max on Retail \$10,000 on others	4/21/04-Lifted cap on retailers and established current rate structure, 5/24/04-Current rate adopted by Council	Approx. Population - 21,000
37 Matthews	\$0.00-\$50,000 = \$25.00; \$50,001-\$100,000 = \$35.00; \$100,001-\$150,000 = \$50.00; \$150,001-\$200,000 = \$75.00; \$200,001-\$250,000 = \$100.00; Over \$250,000, then tax is \$100.00 plus \$0.20 per \$1000, max \$2000	\$2,000	Changed to tiered with gross 2011	population, 25,000. Revenue collected \$200,000 to \$300,000
38 Maxton	\$25.00 from zero to \$200,000; \$.125 per \$1,000 thereafter	No Cap	Changed to gross in 2007, prior license was flat rate of \$25.00.	Population 2,527. 104 businesses. Revenue increased \$8,000.

Business Privilege License Tax Comparison
Apr. '12

	City	Schedule of BPLT Rates	Cap	Date(s) of last rate change(s)	Additional Info
39	Mayodan	Retail - \$25 up to \$50,000; \$50 for \$50,001 to \$100,000, \$10 per \$50,000 or portion thereof. Max. \$750. Wholesale - \$30 up to \$100,000; \$5 for each \$10,000 or portion thereof. Max \$750. Manufacturing - \$25.00 up to \$100,000 and \$2 for each add'l \$10,000 or portion thereof. Max \$750.00	Cap of 750	336-427-0241	2,420
40	Mint Hill	The town of Mint Hill does not require a business license.	N/A	N/A	Population - 19,767
41	Monroe	\$0.20 per \$1,000; Min=\$50; Max=\$5,000	\$5,000	N/A-Increased rate from \$0.05 per \$1,000 and increased cap from \$3,000	Population 31,633
42	Mooresville	Use old Statute levels, not Gross Receipts		Unchanged since 1971. Researching to go to gross receipts in 2009	Moving to Gross Receipts method. Population - 21,708
43	Morrisville	\$100.00 up to \$100,000; 6) \$100 plus \$0.80 per \$1,000 or fraction thereof for gross receipts >\$100,000	\$5,000	changed for 06/07 to \$2,000 & 08/09 increased add'l \$1,000. Increased to \$5,000 by FY '10/11.	Population - 5,200
44	New Bern	\$0 - \$100,000 = \$50.00. Over \$100,000 to \$1,000,000 is \$.50 for each \$1,000 in gross, over \$1,000,000 is \$500.00 + \$0.35 for each add'l \$1,000.	No Cap		population 24,000
45	Newport				
46	Oxford	\$0 - \$3,000,000 = \$50.00. Over \$3,000,000 is \$.60 per \$1,000	No Cap	FY2010 Renewals	Approx. \$145,000 (Going to GR increased)
47	Pembroke	0 to \$1,000,000 = \$25.00; \$0.15 per \$1,000 for \$1,000,001 - \$15,000,000, \$0.25 per \$1,000 for \$15,000,001 to \$25,000,000; \$0.35 per \$1,000 over \$25,000,000	No Max	2008	Population - 2,400
48	Pineville	\$0.60 per \$1,000; Min=\$50; Max=\$5,000	\$5,000	2006	Population - 6,500
49	Raleigh	Graduated tax up to \$100,000; \$100 plus \$0.60 per \$1,000 for GR >\$100,000	\$20,000 in 2007/08 FY	FY 05/06 max. was \$10,000 & voted to increase to \$20,000 for FY 07/08	Population: 342,194 (as of 7/1/2005)
50	Roanoke Rapids	\$0 - \$100,000 = \$25.00. Over \$100,000 for Retail is \$20.00 for each \$100,000 and for Wholesale is \$15.00 for each \$100,000.	No Cap		Population - 16,505 estimated in 2006

Business Privilege License Tax Comparison
Apr. '12

	City	Schedule of BPLT Rates	Cap	Date(s) of last rate change(s)	Additional Info
51	Roxboro	0 - 1,000,000 = \$75.00; 1,000,001 - 3,000,000 = \$275.00; 3,000,001 - 5,000,000 = \$475.00; 5,000,001 - 7,000,000 = \$675.00; 7,000,001 - 9,000,000 = \$875.00; 9,000,001 - 11,000,000 = \$1,075.00; 11,000,001 - 13,000,000 = \$1,275.00; 13,000,001 - 15,000,000 = \$1,475.00; 15,000,001 - 17,000,000 \$1,675.00; 17,000,001 - 19,000,000 = \$1,875.00; 19,000,001 - 21,000,000 = \$2,075.00; 21,000,001 - 23,000,000 = \$2,275.00; 23,000,001 - 25,000,000 = \$2,475.00; 5,000,001 and up \$2,675.00	\$2,675	Adopted in 2011	Population 8362
52	Rutherfordton	\$0 - \$25,000 = \$25; \$25,001 - \$50,000 = \$50; \$50,001 - \$75,000 = \$75; \$75,001 - \$100,000 = \$100. Over \$100,000 = \$100 plus .50 per \$1,000, with a maximum of \$5,000.	\$5,000	2007	Population - 4,131
53	Salisbury	Gross Sales Schedule: \$25 for Sales < \$10,000; \$30 for \$10,001- \$20,000; \$45 for \$20,001-\$30,000; \$60 for \$30,001-\$40,000; \$75 for \$40,001-\$50,000; \$90 for \$50,001-\$60,000; \$105 for \$60,001- \$70,000; \$120 for \$70,001-\$80,000; \$135 for \$80,001-\$90,000; \$150 for \$90,001-\$100,000; Sales > \$100,000 - \$150 plus, per \$1,000 or portion thereof in excess of \$100,000 @ \$0.225.	\$3,000 cap other than those with a specific limit	FY1995-96 Adopted Budget, cap was increased from \$750 to \$3,000 and rates increased in each category	N/A Population - 28,480 estimated in 2006
54	Sanford	Retail & Rental \$50 for GR < \$500,000; .50 per \$1,000 thereafter, No Cap. Manufacture/Wholesale/Service \$50 for GR < \$500,000; \$.25 per \$1,000 thereafter with a maximum of \$2,500	Retail/Property Rental - No Cap Manufacture/Wholesale/ Service \$2,500		Population - 27,771 Estimated in 2006
55	Siler City	Retail Gross receipts up to \$20,000 = \$15.00; .65 per \$1,000 thereafter. Manufacturers & Wholesale tiered gross up to \$150.	Retail - No Cap; Manufacture/Wholesale - \$150	2011	
56	Smithfield				
57	Stallings	Retail & Wholesale - \$15.00 plus \$.40 per \$1,000, over \$5,000; Max \$1,000. Manufacturers - graduated gross schedule up to \$1,000.	Maximum \$1,000		Population - 4,100 Estimated in 2006
58	Statesville	Graduated tax up to \$100,000; GR > \$100,000 - \$150 plus, per \$1,000 or portion thereof in excess of \$100,000 @ \$0.225.	\$2,000	Jun-04	Population - 25,511 in 2006

Business Privilege License Tax Comparison
Apr. '12

	City	Schedule of BPLT Rates	Cap	Date(s) of last rate change(s)	Additional Info
59	Surf City	Minimum \$10 up to \$10,000; \$20 for \$10,001 - \$20,000; \$30 for \$20,001 - \$30,000; \$40 for \$30,001 - \$40,000; \$50 for 40,001 - \$50,000; \$60 for \$50,001 - \$60,000; \$70 for \$60,001 - \$70,000; \$80 for \$70,001 - \$80,000; \$90 for \$80,001 - 90,000; \$100 for \$90,001 - \$100,000; More than \$100,000 is \$100 plus, \$.15 per \$1,000 or portion thereof	No Max	Jun-05	Population - 1,813 in 2006
60	Sylva	Gross receipts for all city classifications; \$.30 per \$1,000, with a \$50 minimum up to \$3,000,000 with no max	No Max	Adopted August 2011	
61	Washington	First \$25,000.00 is \$50 (minimum) and after that it is 80 cents per thousand with a cap of \$1500.00.	Max \$1,500		
62	Waxhaw	Gross receipts for all city classifications; \$.30 per \$1,000, a \$30 minimum with no max	No Max	Adopted Jan 2010	Est. population 2,700
63	Wendell	0 - \$250,000 = \$25.00; \$250,001 - \$500,000 = \$50.00; \$500,001 - \$750,000 = \$75.00; \$750,000 - \$1,000,000 = \$100.00. Over \$1,000,000 is .15 per \$1,000 plus \$100.00.	\$2,000	Adopted for FY '08-09	Est. population 4,800
64	Wesley Chapel	Gross Receipts for Retail, Wholesale at \$15.00 plus \$.40 per \$1,000 over \$5,000; maximum \$5,000. Manufacturers	Maximum \$5,000	Increased maximum for FY '08-09	Estimated population of 3,625 in 2006
65	Whiteville	\$.25 per \$1,000 with a \$50.00 minimum, no max.	No Max	Adopted for FY '08-09	N/A Estimated Population - 11,010
66	Wilkesboro	0 to \$500,000 is \$50.00; \$.40 per \$1,000 thereafter, for Retail and Service	No Cap	Adopted for FY '12-'13	
67	*Wilmington	1) \$30 for gross receipts up to \$20,000; 2) \$20 per additional \$20,000 up to \$400,000 plus \$20 per \$50,000 for gross receipts > \$400,000	No Cap	N/A	Population - 75,838 in 2000

Business Privilege License Tax Comparison
Apr. '12

City	Schedule of BPLT Rates	Cap	Date(s) of last rate change(s)	Additional Info
68 Wilson	\$50 up to \$125,000; 125,001 to \$2,500,000 x .0004; \$2,500,001 to \$5,000,000 x .000375 plus \$1,000; \$5,000,001 to \$7,500,000 x .00035 plus \$1,937.50; \$7,500,001 to \$10,000,000 x .000325 plus \$2,812.50; > \$10,000,001 x .0003 plus \$3,625.00	\$7,500		Population of 45,000
69 Winston Salem	Level I-\$50 for gross receipts up to \$80,000; Level II-\$50 plus \$0.30 per \$1,000 for \$80,000.01-\$1 million, max of \$276; Level III-Level I & II plus \$0.60 per \$1,000 for \$1 million-\$14 million; Level IV-Level I, II, & III plus \$0.90 per \$1,000 for >\$14 million.	\$11,000-Retail Merchants & General Business; \$3,500-Wholesale Merchants, Manufacturers, & Processors	7/1/2003-Added Level IV, increased cap for wholesale merchants, manufacturers & processors from \$2,500 and cap for retail merchants & general business from \$8,000	July 2003 was the first rate increase in over 20 years, due to a budget shortfall. Collect approximately \$2,300,000. a year. Population is 220,000.

* April 2002, Feb 2007, Nov 2007, Feb 2008, Sept 2008
 June 2010, Oct. 2010, Nov. 2011, April 2012 data
 Update as needed

Flat Rates:

Angier	Shalotte,	Spring Lake
Franklin	Elkin,	Swansboro
Butner	Laurinburg,	Williamston
Graham	Marshville,	Zebulon
Selma	Wingate	
Bryson City	Atlantic beach	
Ocean Isle	Eden	
Wake Forest	Nags Head \$25.00	
Hillsborough	Kill Devil Hills \$50.00 flat	
Murfreesboro	Boone \$25.00 flat	
Black Mountain	Morganton	
Creedmoor	Morehead City	
Emerald Isle	Cape Carteret	
Pine Knolls Shores	Waynesville	
Dunn	Blowing Rock	
Maggie Valley	Long View	
White Lake	Kinston	
Clinton	Fletcher	
Gibsonville	Oakboro	
North Topsail Beach	Thomasville \$50.00 flat	

Considering Gross receipts

Davidson - for upcoming year
 Mint Hill - for upcoming year
 Mooresville - Chamber asked to research further.
 Reidsville
 Maggie Valley
 Kinston
 Spring Lake

Zebulon ? Tried and increased flat rate

No Privilege License tax

Fairview, Kenersville
 Newton, Hemby Bridge
 Village of Lake Park
 Village of Marvin
 Mineral Springs
 Unionville, Fuquay-Varina
 Weddington
 Bald Head Island
 Sunset Beach
 Cedar Point

Internet Sweepstakes Fees

TOWN/COUNTY	PER ESTABLISHMENT	PER MACHINE	COMMENTS
Aberdeen	\$ 2,000.00	\$ 2,500.00	
Albemarle	NONE	\$2,000.00 1st 2-\$3,000.00 each addn'l	Max 20 machines
Archdale		\$ 500.00	
Belmont	\$ 2,000.00	\$ 2,500.00	
Black Mountain	\$ 2,000.00	\$ 500.00	
Boone		\$2,000.00 1st 4-\$2,500.00 each addn'l	
Butner	\$ 2,000.00	\$ 1,000.00	
Canton		\$2,500.00 1st 4-\$700.00 each addn'l	
Carolina Beach		\$250.00 1st 4-\$1,000.00 each addn'l	Was \$.50./machine+ % of gross receipts
Cary	\$ 2,500.00	\$ 1,000.00	\$5,000.00 Max fee
Chadbourn		\$ 500.00	No complaints-should charge \$750.00
China Grove		\$ 1,000.00	Under consideration
Clayton	\$ 2,500.00	\$ 350.00	
Clinton		\$ 1,000.00	Max 32 machines. Fee was \$2,500.00/machine
Creedmore	\$ 2,000.00	\$ 750.00	June 2012 fees may possibly increase
Dunn	\$ 2,600.00		May look at \$/machine
Durham	\$ 25.00	\$ 5.00	Was gross receipt and \$50.00 charged for \$15,000.00
Elizabeth City	\$ 2,000.00	\$ 500.00	
Elkin	\$ 5,000.00	\$ 500.00	
Fairmont		\$ 2,500.00	Was \$1,500.00 for business and \$3,000.00/machine
Fayetteville	\$ 2,000.00	\$ 2,500.00	
Franklin	\$ 2,600.00	\$ 1,000.00	
Gibsonville	\$ 350.00		
Goldsboro	\$ 2,500.00	\$ 500.00	
Graham	\$ 1,000.00	\$ 50.00	Was \$25.00/machine
Granite Falls		\$ 500.00	
Greensboro	\$ 2,500.00	\$ 500.00	
Henderson	\$ 2,000.00	\$ 1,000.00	
Hendersonville	NONE	\$2,600.00 1st 5-\$500.00 each addn'l	
Hillsborough	\$ 75.00		
Kannapolis		\$500.00 + gross rept	
Kinston		\$ 500.00	
Knighdale		\$ 500.00	
Kure Beach	\$ 2,000.00	\$ 2,500.00	
Laurinburg	\$ 2,000.00	\$ 2,500.00	
Leland	\$ 4,000.00	\$ 350.00	Was \$3,000.00/machine
Long View	\$ 1,000.00	NONE	
Lumberton	\$ 5,000.00	\$ 2,500.00	
Maggie Valley	NONE	\$2,500.00 1st 4-\$750.00 each addn'l	
Matthews	\$ 2,000.00	NONE	
Mayodan	\$ 5,000.00		\$5,000.00 flat fee with a max of 12 machines
Morganton	\$ 2,000.00	\$ 1,500.00	
Mount Airy	\$ 2,500.00	\$ 500.00	
North Wilkesboro	\$ 2,600.00		
Oak Island		\$ 500.00	
Oxford	\$ 500.00	\$ 1,000.00	
Pembroke		\$1500.00 non-internet or \$3,000.00 internet	
Pinebluff	\$ 2,000.00	\$ 1,000.00	
Plymouth	\$ 500.00	\$ 100.00	
Raleigh		\$3,500.00 1st machine-\$1,000.00 each addn'l	
Red Springs	\$ 2,500.00	\$ 1,500.00	
Roanoke Rapids		\$2,000.00 1st 5-\$500.00 each addn'l	
Rowland		\$ 300.00	
Roxboro	\$ 1,000.00	\$ 500.00	
Saint Pauls	\$ 1,500.00	\$ 1,500.00	
Shallote		\$ 400.00	
Spring Lake	\$ 500.00	\$ 300.00	Was \$1,000.00
Statesville	gross receipts		
Sylva		\$2,500.00 1st 4-\$700.00 each addn'l	
Thomasville	\$ 50.00		
Washington	NONE	\$ 250.00	Was \$500.00
Waxhaw	\$	\$ 100.00	
Wendell	\$1,000.00 + gross rept		No machines in town. \$25 min. tax \$250K-\$500K=\$50 tax
White Lake	\$ 1,000.00	\$ 250.00	
Whiteville		\$ 1,000.00	Was based on gross receipts \$25 min fee; then \$500.00/machine
Wilkesboro	\$ 2,600.00	\$ 1,000.00	
Williamston		\$ 500.00	
Wilmington		\$3,000.00 24 hr or \$2,000.00 8am-11pm	Was \$3,000.00/machine
Winston Salem	\$ 2,500.00	\$ 500.00	
Winterville	\$ 2,500.00	\$ 500.00	
Zebulon		\$ 200.00	

Average	\$ 2,009.52	\$ 1,242.02
Median	\$ 2,000.00	\$ 1,000.00

Washington Parks and Recreation Fees 11/12

Aquatic and Fitness Center Membership Fees

A.

Aquatic Membership Individual Only	\$30 per month if paid monthly plus \$100 application fee. \$75 per quarter if paid quarterly plus \$75 application fee. \$240 per year if paid annually plus \$50 application fee.
Aquatic and Fitness Membership Individual Only	\$35 per month if paid monthly plus \$100 application fee. \$90 per quarter if paid quarterly plus \$75 application fee. \$300 per year if paid annually plus \$50 application fee.
Aquatic Membership Family (4 or less dependents)	\$40 per month if paid monthly plus \$100 application fee. \$105 per quarter if paid quarterly plus \$75 application fee. \$360 per year if paid annually plus \$50 application fee.
Aquatic and Fitness Membership Family (4 or less dependents)	\$45 per month if paid monthly plus \$100 application fee. \$120 per quarter if paid quarterly plus \$75 application fee. \$420 per year if paid annually plus \$50 application fee.
Aquatic Membership Family (over 4 dependents)	Above family membership and application fees plus \$3 per month per additional dependent over 4 if paid monthly. Above family membership and application fees plus \$9 per quarter per additional dependent over 4 if paid quarterly. Above family membership fees plus \$35 per year per additional dependent over 4 if paid annually.
Aquatic and Fitness Membership Family	Above family membership and

(over 4 dependents)

application fees plus \$5.50 per month per additional dependent over 4 if paid monthly.

Above family membership and application fees plus \$14.50 per quarter per additional dependent over 4 if paid quarterly.

Above family membership fees plus \$50 per year per additional dependent over 4 if paid annually.

Aquatic Membership Individual Only – Corporate

\$195 per year if paid annually plus \$50 application fee.

Aquatic and Fitness Membership Individual Only – Corporate

\$260 per year if paid annually plus \$50 application fee.

Aquatic Membership Family Only – Corporate

\$325 per year if paid annually plus \$50 application fee.

Aquatic and Fitness Membership Family Only – Corporate

\$390 per year if paid annually plus \$50 application fee.

Aquatic and Fitness Membership Family (City Employees)

\$280 per year if paid annually.

B. It costs \$102.25/ hour to operate this facility

C. Compared to other similar facilities, our prices are slightly cheaper or comparable.

**The goal of this facility it to teach individuals to swim and drown proof Beaufort County.

Miscellaneous Fees – Aquatic Center

A.

Open Pool Fee

\$5 per visit

Swimming Lessons - Non-Member

\$65 for 8 sessions

Swimming Lessons – Members

\$35 for 8 sessions

Facility Rental for Party Non-Member

\$85 per rental(1 hr in pool 1 hr in classroom)

Facility Rental for Pool Party- Members

\$55 per rental (1 hr in pool 1 hr in classroom)

Facility Rental for Summer Groups (Jun-Aug)

(1 hour in pool) \$65

Facility Rental for Non-Profit Groups

(1 hour in pool) \$55

Facility Rental extra people in pool

\$2/child after attendance reaches 15 kids

20 children - \$10 for extra lifeguard.

\$10 for additional guards for each additional 10 children

Member's Guest Daily Pass	\$5 per day
Daily Pass – Fitness	\$5 per day
Water Aerobics – Non-Member	\$35 per month
Yoga – Non-Members	\$38 for 15 sessions
Locker Fees	\$3 per month for small \$4 per month for medium \$8 per month for large
Classroom Rental	\$20 per hour
Lap Lane Rental	\$10 per hour
Lifeguard course	\$150 per person

- B. It costs \$102.25/ hour to operate this facility
- C. Compared to other similar facilities, our prices are slightly cheaper or comparable.

**The goal of this facility it to teach individuals to swim and drown proof Beaufort County.

Bobby Andrews Recreation Center

A.

Gym Rental - No Admission Charged	\$75 for 4 hours
Gym Rental - Admission Fee Charged	\$100 for 4 hours
Small Meeting Room Rental	\$35 for 4 hours
Large Meeting Room Rental	\$45 for 4 hours
Rental After first 4 hours	\$20 per hour
Staffing for Event or Rental	\$10/hr. 4 hour minimum
Cleaning Fee when food is served	\$30 per rental
Deposit – Refundable	\$50 per rental

- B. It costs \$18/ hour to operate this facility.
- C. Compared prices with other Athletic Departments and we are consistent with their fees.
No fee changes suggested for 2012-2013.

Event Deposits/Late Fees

A.

Large Event Deposit	\$100 Refundable
Large Event Late Filing Fee	\$25-\$50 Non Refundable
Small Event Deposit	\$25 Refundable
Small Event Late Filing Fee	\$10 Non Refundable

B.

C. Our small event deposit and late fee charges are significantly lower than other organizations that provide the same types of services.

Facility and Field Rentals

Peterson Building Rental	\$12 per foot
Peterson Building – Water Fowl Event Only (1 st floor of building)	\$350 per day

A.

McConnell Complex Baseball and Softball Field	\$50 first field, \$25 each additional
McConnell Complex Soccer Field	\$50 first field, \$25 each additional
Field Rental All Others	\$25 for 4 hours
Shelter Rental 1-4 hours	\$25
Shelter Rental 5-10 hours	\$40
Stewart Parkway Rental (includes closing Stewart Parkway)	\$100 per event
Park Rentals All Others	\$20 per day
Facility Use Fee	\$30/\$50 depending on activity
Bleacher Rental	\$100 per bleacher

B. Maintenance/Public Works Division to provide.

C. Compared prices with other Athletic Departments and we are consistent with their fees. No fee changes suggested for 2012-2013.

**An agreement was made during a meeting with City Staff, Mayor Jennings, and Softball League Representatives to allow travel ball tournaments to utilize the Complex fields and facilities free of charge. The City will prepare all fields on Friday and the leagues will do all field dressing (hand dragging and raking only) through the remainder of the tournament. Leagues have opted to pay City Staff to redo fields throughout tournaments.

Field Lighting, Lining, and Staff

A.

Lights at Athletic Field	\$25 per field per night
Lining Baseball Field	\$10 per field per time
Lining Football Field	\$50 per field per time
Staffing of Maintenance Personnel	\$25 per hour

B. Maintenance/Public Works Division to provide.

C. Compared prices with other Athletic Departments and we are consistent with their fees. No fee changes suggested for 2012-2013.

**We no longer have access to Football Field and should remove that charge.

Miscellaneous Other

A.	
Fire Inspection of 1 Tent	\$50 10-10-3434-4100 Fire Inspection Fees
Fire Inspection of 2 or more Tents	\$100 10-10-3434-4100 Fire Inspection Fees
Electric POD Installation	\$25 Each 35-90-3350-8000 Misc. Revenue
Portable Toilets	Cost to City 10-40-3612-4802 Recreation Fees – Special Events
Potable Water Tank	\$50 30-90-3350-8000 Misc. Revenue
Potable Water Tank Key Deposit	\$10 Refundable 10-40-2500-0002 Deposits – Special Events
Wrist Bands	\$1 Per Person Consuming Alcohol 10-40-3612-4802 Recreation Fees – Special Events
Bandstand Power Activation	\$25 35-90-3350-8000 Misc. Revenue
Bandstand Power Activation – After Hours	\$125 35-90-3350-8000 Misc. Revenue
Roll Out Carts (.5 Cubic Yards)	\$3 Each 38-90-3471-4100 Residential Garbage Services
Dumpsters (8 Cubic Yards)	\$25 Each 38-90-3471-4100 Residential Garbage Services

- B. Individuals Departments would need to provide cost.
- C. These fees are set by the other City Departments or the vendor themselves, but are a part of the Special Events Application.

**Event Planners typically request City Council to wave the wrist band fee and it is usually approved. If that continues to be the direction of Council, I recommend removing the fee.

**Potable Water access in no longer available and should be removed.

Permits

These fees are set by the Police Department, but are a part of the Special Events Application.

- A.

Amplification Permit	\$50
Parade Permit	\$50
Street Closing Permit	\$25

- B.
- C. These fees are set by the Police Department, but are a part of the Special Events Application.

Water Front Docks

- A.

Daily Dockage (6 hours maximum)	\$7.50
Monthly Dock Lease	\$260 per month
Quarterly Dock Lease	\$750 per quarter
Semi-Annual Dock Lease	\$1,410 for 6 months
Annual Dock Lease	\$2,700 annually
Transient Dockage	\$1.25 per foot, per day
Sewage Pump Out	\$3 per pump out

Stays longer than 48 hours on free docks \$.75 per foot per day

- B. \$70,000 (70% of budget)
- C. Compared prices with other Marinas and we are consistent with their fees. No changes suggested for 2012-2013.

Festival Park

- A.

4 Hour Events:

Picnic Shelter	\$80.00
Electricity at Picnic Shelter	\$10.00

Stage/Bandstand	\$100.00
Electricity at Stage/Bandstand	\$25.00
Park	\$50.00
Festival Park Refundable Deposit	\$500.00

Same Date, Over 4 Hours

Picnic Shelter	\$120.00
Electricity at Picnic Shelter	\$10.00
Stage/Bandstand	\$150.00
Electricity at Stage/Bandstand	\$25.00
Park	\$75.00
Festival Park Refundable Deposit	\$500.00

Partner Sponsored Event – 3 Day Max

Picnic Shelter	\$80.00
Electricity at Picnic Shelter	\$10.00
Stage/Bandstand	\$100.00
Electricity at Stage/Bandstand	\$25.00
Park	\$0
Festival Park Refundable Deposit	\$0

240 volt 100 amp direct hook up \$25 + after hour prices if needed
(after hour hook up and disconnects \$150 each)

B. This cost would need to be calculated with Maintenance and Public Works and utility bills. At this time, not enough info to provide.

C. We did check with other local facilities, however partner groups came together to establish these fees. The community overall has seemed satisfied.

**The refundable deposit has been an issue for some nonprofit organization that may only be putting on a 5k run or small function. Even though the fee is refundable, they do not have extra funds to be tied up until the deposit is refunded.

Brown Library Patron Fees and Fines are as follows:

Library cards

No charge to Beaufort County residents with proof of residency.

Out of county library card fee is \$ 25.00 per year.

Replacement fee for lost library card is \$ 5.00.

Cost of service: 1 borrower's card cost \$1.39 + each card has to be imprinted with the library's name and shipping is added.

Photocopies

\$.25 per copy for black and white photocopies.

\$.50 per copy for double sided photocopies.

\$.35 per copy for microfilm printing

Service costs = toner, staff time, electricity, shipping for toner

Late Fines

Books accrue at \$.20 per day; \$ 10.00 maximum fine.

Audiovisual materials accrue at \$1.00 per day; \$ 10.00 maximum fine. (This includes DVD's, CD's, VHS and cassettes)

Service cost = postage, staff time with debt-set off (16 staff hrs X \$9.00 per hr.

Processing fee = \$10, each case costs approximately \$3.39 or more.

Lost items and processing Fees

Patron is responsible for the cost of the individual item in addition to a processing fee per item of \$ 10.00. (The processing fee is nonrefundable.)

Interlibrary Loans

Each item requested as an interlibrary loan is \$5.00. Please note that late fees for interlibrary loans accrue at \$.25 per day.

Service Cost :Shipping, staff time processing

Faxes

Local and toll free faxes are \$.50 per page.

Long distance faxes are \$ 2.00 for the first page; \$ 1.00 for every additional page.

Incoming faxes are \$.50 per page.

No charge for cover sheets.

Service cost = staff time, phone costs, use of toner.

Service costs varies depending on where the fax is sent

Divorce Packet

Divorce Papers \$3.00 per package

Service cost – Each packet contains 6 printed sheets, use of toner and staff time. One shipment of toner is \$965. We print over 100 of these packets in 3 months.

Multipurpose Room Rental

**\$15.00 per hour, not to exceed:
\$50.00 for one half day (4 hours) and
\$100 per day (8 hrs.)**

Replacement fee for broken or lost cases:

Music CD cases

Single \$2.00
Double \$2.50

DVD cases

Single \$1.80
Double \$2.00

Spoken Word CD cases

2 album \$4.00
4 album \$4.60
6 album \$5.00
8 album \$5.50
10 album \$5.60
12 album \$6.00
24 album \$8.00

Washington Waterfront Docks Business Plan



May 2012

Prepared By:
City of Washington

1. Executive Summary

The Washington Waterfront Docks are owned and operated by the City of Washington for the use and enjoyment of the residents and visitors of the City. The vision of the City Council for the Waterfront Docks is to create and maintain an operational structure and plan that allows the docks to be self-sufficient while continuing to provide a high level of service to its users. This business plan provides the City Council, as well as any other interested party or organization, the pertinent information in order to make informed decisions for the operation and marketing of the docks in order to reach this vision.

The contents of this plan outline the following:

- Current status and operation of the docks;
- Market Analysis, including a comparison of current operations to competition;
- Goals and objectives for the future operations of the docks; and
- Recommendation for the future management and operation of the docks.

2. Business Description & Current Financials

The Washington Waterfront Docks are owned and operated by the City of Washington with both waterside and limited landside components that provide services, opportunities, and enjoyment to hundreds of citizens and visitors each year. The Waterfront Docks feature 48 usable slips, consisting of 31 permanent slips rented on a monthly or annual basis, 7 transient slips for short term rental, 10 free or visitor bulkhead docks, a pump-out dock, and a dinghy dock. Included in the 31 leased slips are four commercial slips rented/provided to the Belle of Washington and the Jeanie B, one slip for use by the Estuarium, and one slip utilized by East Carolina University for a research vessel.

Number of Slips	Type of Slip	Monthly Charge	Notes to Charge	Water & Electricity
25	Permanent Slip - Monthly	\$260	per month	Yes - Free
	Permanent Slip - Quarterly	\$250	\$750 per quarter	Yes - Free
	Permanent Slip - Semi-Annually	\$235	\$1,410 every 6 months	Yes - Free
	Permanent Slip - Annual	\$225	\$2,700 annually	Yes - Free
7	Transient - Daily	\$1.25	per foot per day	Yes - Free
10	Transient - Visitor	\$0		No
	Transient - Visitor	\$0.75	per ft-per day after 48 hrs	No
6	Commercial	Varies		No
2	Unusable			

On the land-side, current services offered include limited restroom and shower facilities and a dock attendant station. Current staffing for the Waterfront Docks include four to six part-time dock attendees and one full-time administrative support specialist, who oversees reservations, staffing, and day-to-day oversight. Maintenance on the docks is performed by the City's Public Works staff and is limited in scope and availability.

Current operational expenditures (Fiscal Year 2011/2012) are estimated to be in excess of \$102,000 with revenues of approximately \$76,000, for an estimated annual loss of \$26,000.

Expenditures	2006/2007 Actual	2007/2008 Actual	2008/2009 Actual	2009/2010 Actual	2010/2011 Actual	2011 Budget	2011 Year- End Estimate
Personnel	\$47,830	\$49,187	\$47,806	\$50,294	\$49,051	\$53,366	\$52,706
Utilities	\$25,609	\$30,081	\$33,039	\$33,011	\$36,924	\$36,000	\$36,000
Other Operations	\$4,293	\$5,439	\$3,180	\$9,235	\$4,379	\$7,240	\$6,640
Facility Maintenance	\$1,944	\$7,318	\$1,362	\$3,565	\$3,091	\$6,044	\$6,000
Capital Outlay	\$6,995	\$0	\$33,750	\$20,612	\$85,221	\$0	\$0
TOTAL	\$86,671	\$92,024	\$119,137	\$116,717	\$178,666	\$102,650	\$101,346

Revenue	2006/2007 Actual	2007/2008 Actual	2008/2009 Actual	2009/2010 Actual	2010/2011 Actual	2011 Budget	2011 Year- End Estimate
Slip Rental	\$101,000	\$98,786	\$79,203	\$74,662	\$85,001	\$75,000	\$70,162
Waterfront Fees	\$296	\$252	\$420	\$399	\$398	\$400	\$400
Waterfront Concessions	\$1,033	\$940	\$1,559	\$1,182	\$1,200	\$1,000	\$100
Grants ¹	\$0	\$0	\$0	\$18,000	\$0	\$0	\$50,389
TOTAL	\$102,329	\$99,978	\$81,182	\$94,243	\$86,599	\$76,400	\$121,051

Profit/(Loss) **\$15,658** **\$7,953** **(\$37,954)** **(\$22,474)** **(\$92,067)** **(\$26,250)** **\$19,705**

There are currently twenty-six (26) slips (of the total 31 available) that are either under contract for lease or are pending lease renewals. Of these twenty-six, four (4) are leased at no charge: Sea Tow, Little Washington Sailing Club, and two slips at the Estuarium. An additional four slips are rented at below-market rates to encourage commercial activity – two for the Belle of Washington and two for the Jeannie B. This leaves a total of eighteen (18) slips that are “market-rate” slip rentals and five (5) current vacancies. At 100% occupancy, these twenty-three (23) slip rentals would result in minimum annual revenue of \$62,100 (23 slips X \$2700 annual lease). Additional dock revenue is generated by daily transient rental fees and the rental fees charged to the two commercial entities.

¹ Grants denoted were used for capital improvements in previous fiscal years and were not used for operational expenditures.

3. Market Analysis

Within a ten-mile radius, Washington competes with four locally-owned marinas.

- *Carolina Wind Yachting Center*

- Located in downtown Washington, NC, the marina provides 22 deep-water slips and 10 mooring hooks. Restrooms, showers and laundry facilities are provided. Rates are based on transient, monthly, or annual leases include electricity and water.

	<u>Transient</u>	<u>Monthly</u>	<u>Annual</u>
Slips	\$1.50 ft/per day	\$300	\$3,600
Mooring	\$10 per day	\$150	\$1,200

- *McCotter's Marina*

- Located approximately 8 miles from the Washington Waterfront Docks, McCotter's is privately owned and provides 180 slips for transient and permanent boaters who must also pay annual membership and/or association fees. Options include covered, uncovered, electric, water, and pump-out capacity. Other services include boat loading facilities and parking for vehicles and trailers.

	<u>Transient</u>	<u>Monthly</u>	<u>Annual²</u>
Covered Slips	\$8.00	\$224.00	\$2,688.00
Uncovered Slips	\$6.00	\$168.00	\$2,016.00

- *Washington Yacht and Country Club*

- Located approximately nine miles from the Washington Waterfront Docks, this private marina offers 177 total slips (113 uncovered and 64 covered), 8 landing slips, and one launch ramp. This location is the only marina within the ten-mile radius that offers fuel for boaters.

	<u>Transient</u>	<u>Monthly</u>	<u>Annual³</u>
Covered Slips	N/A	\$246.66	\$2,959.92
Uncovered Slips	\$1.00	\$227.54	\$2,730.48

- *The Marina at Moss Landing*

- Located approximately ¼ of a mile from the Washington Waterfront Docks, this marina offers, or will offer, 92 slips, which include water, electric, and pump-out services. The marina is privately owned and slips are sold to users.

In further developing the market analysis, staff relied on surveying city-owned marinas. These surveys gathered information on rental fees, utilities provided and charges associated with the usage of those services, and the management structure and operations within each marina. The surveys provided a wealth of information; however, Washington is unique and should not

² Assumes a 28-foot boat with required monthly membership.

³ Assumes minimum charges (\$44.16 minimum covered, \$25.04 uncovered) with monthly membership (\$180 month) and other monthly minimum requirements (\$22.50 single, dining minimum).

attempt to merely replicate their strategy. The next section of this plan will make recommendations dealing with a revised management structure, which encompasses best practices utilized in marina management with Washington's unique goals and objectives.

Manteo Town Waterfront NC features 57 slips plus free dock for transient overnight use. Breakdown of slips 33 permanent dockage with 4 designated as commercial use, 24 transient slips. Annual revenue from dockage \$160-180K. Operational staff, one full time employee designated Waterfront Services coordinator, one part time assistant used on hourly basis as needed. Additional assistance provided by Public Works on an as needed basis. Waterfront Coordinator reports directly Town Manager and assistant Town Manager/Finance Manager. Docks are operated as an income producing enterprise and serve as a gateway to Roanoke Island for boaters and tourists. An advertising budget of \$15,000 is used to promote waterfront facilities and partnered with other marinas for increased visibility.

Edenton Harbor NC features 10 slips plus Tee head to accommodate 12-14 transient boaters, free dockage for 48hrs plus electric surcharge after 48 hrs \$1.00/ft, no permanent slips. Slips are furnished with electric/water and cable TV. Marina is part of County Parks and Rec. Staff of 3 part time dock attendants are employed by Town Public Works. Marina is destination for transient boaters wishing to visit Edenton. Town managers consider marina to be major boost to tourism with 200 plus boats visiting annually. There is no profit basis. Dockage is used to offset operational and maintenance costs. No dedicated promotional funds.

Columbia NC Town Dock features 175 ft of bulkhead dockage with no water/electric or permanent slippage. Town manager serves as dock master with assistance from town employees as needed. Dockage is free for 72 hrs after which a fee of \$1.00/ft applies. Dock is used exclusively as gateway to Columbia for boaters. In hopes of increasing dock usage Town plans to add 6 slips this spring with water/electric available and pump out at each slip for transient boaters. While there is no profitability factor Town manager states that increased revenues will help to offset operational and construction costs. Town works in conjunction with county to promote boating/tourism in the area.

City of Wilmington NC Docking Services features 650 ft of floating bulkhead docks plus 11 slips to accommodate transient boaters, no permanent dockage. Fee for dockage is \$1.25/ft plus electric charge. Operated by City Parks and Recreation which is a division of Department of Community Services. One full time dock master assisted on days off by department manager. In summer season 5 part time Parks and Recreation employees are available on and as needed basis for special events. Docks are not operated for profit but as a gateway for tourism. Annual revenues of approximately \$30,000 cover 70% of operating costs. Marina serves 500-600 boats per year for overnight dockage. Advertising budget of \$1,600/yr for Waterway Guide ad.

4. Goals & Objectives

The business plan goals and objectives are integral to developing a clear vision for the Waterfront Docks' future and will provide a framework for decisions about the it's development. The following table outlines the primary differences between goals and objectives:

Goals	Objectives
Broad	Narrow
General Intentions	Precise
Intangible	Tangible
Abstract	Concrete
Cannot be Validated	Can be Validated

Each goal and objective should have clear, measurable performance measures in order to provide an objective means to measure progress, as well as the effectiveness and efficiency of the Waterfront Docks' business plan.

GOAL 1: Create and maintain a user-fee structure for the docks and services at the Docks, which will make the Docks as self-sustaining as possible, while staying competitive with those serving the market area.

Objectives:

- Minimize operating costs through a restructuring of dock management and operations.
- Evaluate user-fees for rentals and services in order to maintain a competitive advantage over similar service providers.
- Evaluate the possibility of creating new "profit centers"
- Develop an internal fund in order for "profits" to be reinvested back into dock facilities and services.

Performance Measures:

- Operating costs
- Operating revenue; number of sources of revenue
- Fees in comparison to competition
- "Fund Balance" for dock operations

GOAL 2: Operate all dock facilities in a safe and serviceable condition with a high level of maintenance that meets or exceeds the expectations of dock users.

Objectives:

- Ensure that all dock facilities meet applicable federal, state, and city safety standards.
- Ensure that all necessary safety equipment is in place at each dock and each city-staff person is trained to respond to basic emergency operations.

- Develop and institute a preventative maintenance plan for each dock.

Performance Measures:

- All dock facilities meet applicable standards
- City owns all necessary equipment and is in place; all staff are properly trained and training is documented
- Annual cost of maintenance
- Number of preventable accidents

GOAL 3: Serve the boating needs of the community and visitors for the present and future growth.

Objectives:

- Increase slip rentals.
- Attract transient boaters to the Washington waterfront.
- Develop a long-range facility plan to increase and improve services and amenities to all boaters.

Performance Measures:

- Number of slip rentals
- Number of transient boaters per week
- Long-range plan; implementation schedule

GOAL 4: Increase awareness and positive image of the Washington Waterfront Docks, including its direct and indirect benefit to the community's economy.

Objectives:

- Advertise Washington Waterfront Docks in local and regional publications.
- Establish contacts with local, state, and regional agencies and organizations that focus on waterfront activities and destinations.
- Develop and provide welcome materials for boaters to educate them about Washington and the many Washington businesses.
- Publicize the Waterfront Docks and its accomplishments.
- Partner with organizations and agencies to increase knowledge and usage of docks.

Performance Measures:

- Annual number of ads featured in publications
- Number of contacts with agencies and organizations
- Number of promotional materials distributed
- Number of articles/stories referencing or featuring Washington Waterfront Docks
- Frequency of updates to website(s)
- Number of internet site "hits"
- Number of "community events" with partners

5. Recommended Management Structure

With the current financial structure outlined above and with the proposed goals and objectives for the Washington Waterfront Docks, it is proposed that a new management structure be instituted to:

- Reduce operational costs in managing and operating the docks;
- Focus the attention and efforts of the new management structure in the operation, maintenance, and marketing of the docks to improve both the profitability of the docks as well as the visibility and use of the docks by the community and tourists;
- Evaluate new profit centers that can be easily added to improve annual financial outcomes; and
- Create a renewed sense of ownership in the operation and maintenance of the dock and its associated facilities, by utilizing staff and volunteers that are passionate about boating and the Washington Waterfront.

The following management structure is proposed:

Personnel

- Creation of a Dock-master position whose responsibility would be to oversee staffing, scheduling, marketing, reservations/leasing, and facility and dock maintenance.
 - Initially, part-time at 30 hours per week year-round;
 - Hourly pay rate between \$10 and \$15 per hour; and
 - Reporting directly to the Parks and Program Manager.
- Reduction of part-time dock attendees to three part-time dock attendants, who report to the Dock-master.
 - One dock attendant would work year round at approximately 20 hours per week with a pay of \$9 per hour;
 - One dock attendant would work seasonally (April – September) for 20 hours per week with a pay of \$9 per hour; and
 - A final dock attendant would only work during peak months (May-August) for 20 hours per week with a pay of \$9 per hour.

Community & Investor Guidance

- Creation of an ad-hoc committee to assist the Dock-master and the Parks and Programs Manager.
 - All members appointed/approved by City Council.
 - Membership should represent the slip tenants, the at-large boating community, and the at-large Washington Waterfront community.
- The ad-hoc committee would be responsible for making recommendations to the City Manager and City Council, through the Parks and Program Manager, in regard to operations, marketing, and long-range facilities management.

With the installation of the proposed revised management structure as well as the institution of a limited fee structure for the use of water and electric utilities by boaters (Waterfront Fees), the Washington Waterfront Docks would continue to see an annual operating loss of approximately \$7,500. Further analysis should be made to the slip lease rates in order to maintain a competitive

advantage, while also improving revenue flow toward the Docks' operations. Additional profit centers, such as laundry facilities, fuel, and limited boating supplies, could be added to improve the annual operating loss and should be evaluated by the ad-hoc committee.

5-Year Projections

Expenditures	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Personnel	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000
Utilities	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000
Other Operations	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Facility Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Capital Outlay	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL	\$102,000	\$102,000	\$102,000	\$102,000	\$102,000

Revenue	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Slip Rental	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Waterfront Fees	\$7,500	\$8,000	\$8,000	\$8,000	\$8,000
Waterfront Concessions	\$1,000	\$1,500	\$1,500	\$1,500	\$1,500
Grants	\$0	\$0	\$0	\$0	\$0
TOTAL	\$93,500	\$94,500	\$94,500	\$94,500	\$94,500

Profit/(Loss)	(\$8,500)	(\$7,500)	(\$7,500)	(\$7,500)	(\$7,500)
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6. Conclusion

The Washington Waterfront Docks should be viewed as a business, with profit/loss capabilities and its management should maintain operational expenditures as greatly as possible to live within its dedicated revenue streams. The Docks should also serve as a gateway to the greater Washington community and therefore, all care should be made to have attractive, inviting, and usable facilities in order to attract boaters to Washington. This duality of purpose can create confusion and frustration to proponents of both sides; however, both roles are vital to the long-term success of the Washington Waterfront.

Success is possible with the Washington Waterfront Docks and its success has a tremendous effect on the many businesses, people, and activities that are drawn to one of Washington's greatest assets – the Pamlico River.

Warren Field Airport Business Plan



May 2012

Prepared By:
City of Washington

1.0 Executive Summary

Warren Field Airport (OCW) is owned and operated by the City of Washington for the use and enjoyment of the residents and visitors of the City. The vision of the City Council for Warren Field is to create and maintain an operational structure and plan that allows the airport to be self-sufficient while continuing to provide a high level of service to its users. This business plan provides the City Council, as well as any other interested party or organization, the pertinent information in order to make informed decisions for the operation and marketing of the airport in order to reach this vision.

The contents of this plan outline the following:

- Current status and operation of the airport;
- Goals and objectives for the future operations of the airport; and
- Options for the future management and operation of the airport.

2.0 Business Description & Current Financials

The Warren Field Airport is owned by the City of Washington and is currently operated by a contracted third-party FBO (fixed-base operator). The FBO is responsible for the daily operation of the airport and is paid a fixed contract amount plus rebates for fuel sold to customers.

Current operational expenditures (Fiscal Year 2011/2012) are estimated to be in \$659,264 with revenues of approximately \$670,662. Within these revenues include an \$86,649 transfer from the City of Washington's General Fund.

Expenditures	2006/2007 Actual	2007/2008 Actual	2008/2009 Actual	2009/2010 Actual	2010/2011 Actual
Salaries	\$22,650	\$0	\$0	\$0	\$0
Utilities	\$15,479	\$13,905	\$16,934	\$19,021	\$19,065
FBO Subsidy	\$22,984	\$55,836	\$50,000	\$45,833	\$54,167
FBO Rebates	\$14,349	\$39,470	\$18,230	\$14,668	\$19,776
Fuel Purchases	\$119,614	\$257,194	\$129,732	\$97,596	\$97,540
Operations	\$63,525	\$54,023	\$54,989	\$49,480	\$48,960
Depreciation Expenses	\$144,456	\$146,065	\$130,421	\$127,584	\$127,199
Administrative Charges to City	\$0	\$516	\$9,344	\$9,996	\$27,866
Grant Expenditures	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$588,048	\$248,026	\$25,210	\$305,159	\$190,423
TOTAL	\$991,104	\$815,034	\$434,859	\$669,338	\$584,996

Revenue	2006/2007 Actual	2007/2008 Actual	2008/2009 Actual	2009/2010 Actual	2010/2011 Actual
Fuel Sales	\$194,884	\$316,468	\$157,732	\$109,085	\$161,051
Hangar Rentals	\$58,271	\$59,233	\$60,336	\$58,481	\$59,395
Tie Down Rentals	\$2,284	\$1,044	\$1,375	\$1,950	\$1,643
Other Fees	\$60,650	\$29,340	\$8,041	\$1,254	\$3,097
Fund Balance	\$0	\$0	\$0	\$0	\$0
General Fund Transfer	\$138,667	\$75,487	\$105,000	\$100,000	\$95,633
Grants ¹	\$529,243	\$223,223	\$23,471	\$289,246	\$171,381
TOTAL	\$983,999	\$704,796	\$355,956	\$560,015	\$492,200
Profit/(Loss)	(\$7,106)	(\$110,238)	(\$78,903)	(\$109,323)	(\$92,796)

2.1 Airport Layout Plan

The City of Washington has contracted with a private engineering firm to provide and update the Warren Field Airport Layout Plan. This layout plan provides a current view of the airport's facilities – hangars, runways, and terminal buildings. The layout plan is provided as Exhibit A.

3.0 Goals & Objectives

The business plan goals and objectives are integral to developing a clear vision for the Airport's future and will provide a framework for decisions about the it's development. The following table outlines the primary differences between goals and objectives:

Goals	Objectives
Broad	Narrow
General Intentions	Precise
Intangible	Tangible
Abstract	Concrete
Cannot be Validated	Can be Validated

Each goal and objective should have clear, measurable performance measures in order to provide an objective means to measure progress, as well as the effectiveness and efficiency of the Airport's business plan.

¹ Grant funds are used solely for capital expenditures or capital related planning and/or engineering.

GOAL 1: Maintain a fee and rental structure for the facilities and services provided at the airport, which will make the airport as self-sustaining as possible, while also staying competitive with other facilities serving the market area.

Objectives:

- Minimize operating costs while maximizing revenues and services to users.
- Develop airport facilities, which will attract additional aircraft.
- Evaluate the management structure of the airport to determine most effective and efficient method.
- Constantly evaluate fuel prices, hangar rentals, tie downs, and other fees/charges in market area to ensure competitiveness.

Performance Measures:

- Operating costs
- Operating revenue;
- Fees/charges in comparison to competition.

GOAL 2: Operate all airport facilities in a safe and serviceable condition with a high level of maintenance that meets or exceeds the expectations of the Airport users.

Objectives:

- Ensure that airport facilities meet applicable federal and state criteria and safety standards.
- Protect FAA-mandated safety areas, runway protection zones, and other clear areas.

Performance Measures:

- Number of airport facilities that meet FAA criteria
- Annual cost of maintenance
- Number of preventable accidents

GOAL 3: Serve the transportation needs of the community for both the present and future growth.

Objectives:

- Preserve and enhance existing airport facilities.
- Develop airport facilities using concepts that provide flexibility to respond to changes in FAA standards, changes in the nature of aviation services, and/or changes in aviation demand.
- Ensure that the airport terminal, grounds, and facilities are attractive to potential corporate users.
- Fund and develop projects in accordance with a project priority ranking system.

Performance Measures:

- Update Airport Layout Plan every five to ten years.
- Percentage of county businesses who say that the airport meets their current and/or future needs.
- All airport pavements are adequately maintained and in good condition or develop a pavement management plan.
- Airport grounds are well maintained.

GOAL 4: Increase awareness and positive image of Warren Field Airport, including its direct and indirect benefit to the community's economy.

Objectives:

- Advertise the airport and services offered in local and regional publications.
- Establish contacts with local, state, and regional agencies and organizations that focus on aviation.
- Develop promotional materials for the airport.
- Publicize the airport and its accomplishments.
- Ensure that local and regional businesses know about the airport's resources.
- Host community events at the airport.

Performance Measures:

- Annual number of ads featured in publications
- Number of contacts with agencies and organizations
- Number of promotional materials distributed
- Number of articles/stories referencing or featuring Warren Field Airport
- Frequency of updates to website(s)
- Number of internet site "hits"
- Number of "community events"

3.1 Warren Field Transportation Improvement Plan

The City of Washington has completed a transportation improvement plan (TIP) that outlines and prioritizes suggested improvements to Warren Field. The TIP is provided as Exhibit B.

4.0 Management Structure Options

There are four options for the future management of the Warren Field Airport:

1. **In house Airport Operations:** Bring all operations in house and hire a City of Washington employee to run the day-to-day operations. This option would result in an annual operating loss (without an annual General Fund transfer) of approximately \$55,000 per year. A detailed 5-year projection is presented in Exhibit C.
2. **Contract FBO:** Continue to contract the airport operations with a third-party FBO. City Council authorized staff to advertise for proposals and a very limited response was

garnered; therefore, if this is the desired option, the recommendation would be to re-advertise and combine all services (FBO, jump-school, and maintenance) into one contract. Utilizing current FBO contract costs, the airport would continue to see an annual operating loss of \$80,000. A detailed 5-year projection is presented in Exhibit D.

3. **Renegotiate FBO Contract:** City Council could authorize City Staff to negotiate an FBO contract with the only firm that offered a proposal in the latest round of request for proposal (RFP) advertisements. This option could provide the City with an outside management contract with a small operating budget; however, it is assumed that there will be still be an annual operating loss due to the limited revenue sources and increasing operation expenses.
4. **Close Airport:** A final possibility could be the eventual closing of Warren Field. City Council should thoroughly evaluate all options; however, it appears that General Fund funding will be required in all scenarios in order for the airport to be “break-even” at minimum.

5.0 Conclusion

The Warren Field Airport should be viewed as a business, with profit/loss capabilities and its management should maintain operational expenditures as greatly as possible to live within its dedicated revenue streams. The Airport should also serve as a gateway to the greater Washington community and therefore, all care should be made to have attractive, inviting, and usable facilities in order to attract greater usage of the facility and visitors to Washington. This duality of purpose can create confusion and frustration to proponents of both sides; however, both roles are vital to the long-term success of the Warren Field Airport.

Exhibit C

5- Year Projections – With In-house Airport Operations

Expenditures	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Salaries	\$50,000	\$51,250	\$52,531	\$53,845	\$55,191
Utilities	\$20,000	\$20,400	\$20,808	\$21,224	\$21,649
FBO Subsidy	\$0	\$0	\$0	\$0	\$0
FBO Rebates	\$0	\$0	\$0	\$0	\$0
Fuel Purchases	\$140,000	\$147,000	\$154,350	\$162,068	\$170,171
Operations	\$58,000	\$60,900	\$63,945	\$67,142	\$70,499
Depreciation Expenses	\$0	\$0	\$0	\$0	\$0
Administrative Charges to City	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Grant Expenditures	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
TOTAL	\$295,000	\$306,550	\$318,634	\$331,278	\$344,510

Revenue	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Fuel Sales	\$168,000	\$176,400	\$185,220	\$194,481	\$204,205
Hangar Rentals	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Tie Down Rentals	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Other Fees	\$12,000	\$12,600	\$13,230	\$13,892	\$14,586
Fund Balance	\$0	\$0	\$0	\$0	\$0
General Fund Transfer	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0
TOTAL	\$241,500	\$250,500	\$259,950	\$269,873	\$280,291

Profit/(Loss)	(\$53,500)	(\$56,050)	(\$58,684)	(\$61,406)	(\$64,218)
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Assumptions

1. Salaries – One fulltime employee with benefits and one part-time employee for 20 hours per week with no benefits.
2. Utilities – 2% annual increase
3. Fuel Purchases – 5% annual increase
4. Operations – 5% annual increase
5. Administrative Charges – Contracted flat amount
6. Grant Expenditures – Required 10% match for Vision 100 grants
7. Fuel Sales – 20% mark-up on fuel purchases
8. Grants – None budgeted since they are non-operating expenditures

Exhibit D

5- Year Projections - With Continued FBO Contract

Expenditures	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Salaries	\$0	\$0	\$0	\$0	\$0
Utilities	\$20,000	\$20,400	\$20,808	\$21,224	\$21,649
FBO Subsidy	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
FBO Rebates	\$20,160	\$21,168	\$22,226	\$23,338	\$24,505
Fuel Purchases	\$140,000	\$147,000	\$154,350	\$162,068	\$170,171
Operations	\$58,000	\$60,900	\$63,945	\$67,142	\$70,499
Depreciation Expenses	\$0	\$0	\$0	\$0	\$0
Administrative Charges to City	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Grant Expenditures	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
TOTAL	\$315,160	\$326,468	\$338,329	\$350,772	\$363,823

Revenue	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Fuel Sales	\$168,000	\$176,400	\$185,220	\$194,481	\$204,205
Hangar Rentals	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Tie Down Rentals	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Other Fees	\$12,000	\$12,600	\$13,230	\$13,892	\$14,586
Fund Balance	\$0	\$0	\$0	\$0	\$0
General Fund Transfer	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0
TOTAL	\$241,500	\$250,500	\$259,950	\$269,873	\$280,291

Profit/(Loss)	(\$73,660)	(\$75,968)	(\$78,379)	(\$80,899)	(\$83,532)
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Assumptions

1. FBO Subsidy – Constant at \$50,000 per year
2. FBO Rebates – 12% rebate on total fuel sales
3. Operations – 5% annual increase
4. Administrative Charges – Contracted flat amount
5. Grant Expenditures – Required 10% match for Vision 100 grants
6. Fuel Sales – 20% mark-up on fuel purchases
7. Grants – None budgeted since they are non-operating expenditures



City of Washington
MEMORANDUM

To: Mayor Jennings & Members of the City Council
From: Matt Rauschenbach, CFO
Date: May 29, 2012
Subject: 1% Residential Electric Rate Reduction
Applicant Presentation: N/A
Staff Presentation: N/A

Council requested staff evaluate a 1% residential electric rate reduction for the FY 2012-2013 budget. A 1% reduction represents a permanent \$202,550 decrease in revenue. Expenditures were carefully reviewed and a corresponding reduction has been compiled and can be found on the attached schedule. It should be noted that \$50,065 of the reductions are permanent and recurring while the remaining \$152,485 represent deferrals and a reduction in contingency that won't be available in future years to offset the recurring rate reduction.

Other notes for consideration:

- 5% City resident reduction of \$415,000 was implemented July 2011
- The electric fund is projected to experience a loss of \$1.5 million in FY 2011/2012
- Fund balance at 6/30/11 was \$5.6 million (15%) and is anticipated to be \$3.9 million (11%) at 6/30/12
- Net revenue on purchased power is down \$2 million in FY 2011/12 from prior year and is projected to improve \$1.1 million in the FY 2012/13 budget
- NCEMPA projects rate increases of approximately 2.5% beginning FY 2013/2014
- Debt service on \$1,060,000 of installment purchases- 3 months or \$60,000 is included in FY 2012/13 budget. A full years debt service will be included in the FY 2013/14 budget representing an increase of \$179,000.
- Disaster events utilize fund balance pending reimbursement. Hurricane Irene expenses were \$1.3 million.

A 1% rate decrease can be accomplished in the FY 2012/13 budget but will be challenging and difficult to sustain in future budgets given the considerations outlined above. The reduction of fund balance is also of concern especially given the volatility of net revenue that is weather dependent.

1 % Residential Electric Rate Reduction

5/22/2012

Account	Department	Account Description	Reduction Proposed	\$
Revenue:				
35-90-3710-5100		Sale of Electricity	1% reduction all residential	202,550
Expenditure:				
35-90-8380 & 8390	PL Maint. & Construction	Salary, benefits, uniforms	Line worker 1 vacancy not filled	45,265
35-90-7220-1400	Electric Director	Employee Development	Eliminate IEEE T&D Exposition	1,800
35-90-7250-4500	Meter Services	Contract services	Meter testing reduced from \$30,000 to \$10,000	20,000
35-90-8370-7400	Substation Maintenance	Capital Outlay	Defer Highland Dr. to Slatestone recloser	35,000
35-90-8380-1500	PL Maintenance	Maint & Repair Building	Defer parking lot paving	23,000
35-90-8380-1500	PL Maintenance	Maint & Repair Building	Defer office area remodel	20,000
35-90-8380-4501	PL Maintenance	Contract Service- Tree Trimming	Reduce extra trimming from 8 to 4 weeks	12,500
35-90-8390-5603	PL Construction	Material Special Lights	Eliminate Christmas lighting	3,000
35-90-9990-9900	Contingency	Contingency	Reduce contingency	<u>41,985</u>
			Total	202,550



City of Washington
MEMORANDUM

To: Mayor Jennings & Members of the City Council
From: Matt Rauschenbach, CFO
Date: May 29, 2012
Subject: FY 2012/2013 Budget Changes
Applicant Presentation: N/A
Staff Presentation: N/A

Some changes are proposed for the budget as originally presented to Council as a result of better information that is now available vs. when the budget was compiled and feedback from the Council during the informal budget workshops. These changes are captured on the attached schedule by fund. They reflect those with a financial impact as well as others that have no budget impact such as justification clarifications.

The schedule also shows the contingency position as a result of these changes. This schedule will be updated with other changes that surface during the Committee of the Whole meeting.

<u>Items</u>	<u>General Fund</u>	<u>Electric Fund</u>	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Storm Water</u>	<u>Solid Waste</u>	<u>Cemetery</u>	<u>Total</u>
Final retirement rates received from State	\$ (14,983)	\$ (4,072)	\$ (1,555)	\$ (1,430)	\$ -	\$ (880)	\$ (369)	\$ (23,289)
Final dental and vision premiums received	3,492	697	407	408	-	260	100	5,364
Final worker's comp stop loss insurance premium received	4,745	1,240	220	585	-	510	-	7,300
Remove City match for rescue equip. truck (Fire Dept.)	(17,500)							(17,500)
Add purchase of 1 Inspection Dept. vehicle	17,500							17,500
Remove staffing for midnight basketball & skating (Rec Dept.)	(5,000)							(5,000)
Remove gator (Sewer Fund)				(7,500)				(7,500)
Reduce EDC operations line item from \$61,780 to \$60,000	(1,780)							(1,780)
Remove tax incentive payment to Turnage Theater	(8,821)							(8,821)
Total Changes	(22,347)	(2,135)	(928)	(7,937)	-	(110)	(269)	(33,726)

Contingency Position:

Beginning proposed contingency	\$ -	\$ 48,327	\$ 15,439	\$ 23,071	\$ 22,738	\$ 952	\$ -	\$ 110,527
Budget changes above	22,347	2,135	928	7,937	-	110	269	33,726
New Proposed Contingency	\$ 22,347	\$ 50,462	\$ 16,367	\$ 31,008	\$ 22,738	\$ 1,062	\$ 269	\$ 144,253

Justification/Fee Manual/Other Changes (no budget impact)

Rec Dept 10-40-6120-0200	Change salary justification from 2 to 1
Rec Dept 10-40-6126-0200	Change salary justification from 2 to 1
Rec Dept 10-40-6130-0200	Change salary justification from total of 6 to 5
PD Dept. 10-10-4310-0200	Change salary justifications from 42 to 39
Elec Dept. 35-90-7220-0200	Change salary justification from 3 to 2
PD Dept. 10-10-4310-4500	Remove animal control officer from justification
Airport 37-90-3453-0005	Change description from Hunting Lease to Vision 100 Grant
Airport 37-90-4530-4521	Add account (impacts FY 11/12 amended budget only)
Sewer Fund 30-90-8100-7400 & 1700	Move rehab of #553 from capital to maintenance
Reallocate 3 Construction Dept.	Affects prior year column only (full accrual entry)
Sewer Fund 32-90-3980-8400	Affects prior year column only (zero out full accrual entry)
Sewer Fund 32-90-4020-8002	Affects prior year column only add back SRL pmt. full accrual entry
Storm Water 34-90-3920-9200	Affects prior year column only (zero out full accrual entry)
Storm Water 34-90-3980-8400	Affects prior year column only (zero out full accrual entry)
Electric Fund 35-90-3920-9100	Add back installment notes proceeds prior year full accrual entry
Solid Waste Fund 38-90-3920-9101	Add back installment notes proceeds prior year full accrual entry
Finance Dept. 10-00-4130-7000	2 computers are in wrong dept. (1 goes to CS; 1 to Billing Dept.)
Fee manual - credit card/phone payments	Remove page (no longer charge this fee)