



City of
Washington
NORTH CAROLINA
COMMITTEE OF THE WHOLE
FEBRUARY 24, 2014
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

1. **Approve** - First Amendment to Real Estate Purchase Agreement
{Inspection Period Extension Request – idX Purchase Agreement} **(page 2)**
2. **Discussion** - East Carolina Wildlife Arts Festival Update **(no write-up)**
3. **Discussion** - Grant Updates **(page 5)**
4. **Closed Session** - Under NCGS § 143-318.11 (a)(6) Personnel
5. **Adjourn** – Until Monday, March 10, 2014 at 5:30pm in the Council Chambers at the Municipal Building.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Brian M. Alligood, City Manager
Date: February 24, 2014
Subject: Inspection Period Extension Request – idX Purchase Agreement
Applicant Presentation: N/A
Staff Presentation: Brian M. Alligood

RECOMMENDATION:

I move that City Council approve the attached “First Amendment to Real Estate Purchase Agreement” which amends the November 25, 2013 Real Estate Purchase Agreement between the City and idX Impressions, LLC, by extending the inspection period to March 24, 2014.

BACKGROUND AND FINDINGS:

The City of Washington and idX Impressions, LLC entered into a real estate purchase agreement dated November 25, 2013 for the purchase of the real estate and improvements located at 234 Springs Road by idX from the City. As part of that agreement, idX was provided an inspection period to perform physical, mechanical and environmental inspections of the property and all books, records and financial information pertaining to the property. The original inspection period deadline was February 24, 2014. idX has requested that the inspection period be extended until March 24, 2014 in order to complete some environmental inspections and have a ALTA survey prepared. "ALTA" stands for American Land Title Association. An ALTA survey is a more detailed survey that is completed in accordance with standards established by the Association. idX is paying all costs associated with this additional survey.

PREVIOUS LEGISLATIVE ACTION

November 25, 2013 Real Estate Purchase Agreement

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: _____ Concur _____ Recommend _____ Denial _____ No Recommendation _____
Date: February 24, 2014

FIRST AMENDMENT TO
REAL ESTATE PURCHASE AGREEMENT

THIS FIRST AMENDMENT TO REAL ESTATE PURCHASE AGREEMENT (this "Amendment") is made as of the ____ day of February, 2014 by and between idX Impressions, LLC, a Delaware limited liability company ("Purchaser"), and the City of Washington, a body politic and corporate under Chapter 160A of the North Carolina General Statutes ("Seller"), under the following circumstances:

A. Seller and Purchaser entered into a Real Estate Purchase Agreement dated November 25, 2013 (the "Agreement") whereby Seller agreed to sell and Purchaser agreed to purchase the real estate and improvements located at 234 Springs Rd., Washington, North Carolina 27889.

B. The parties desire to amend the Agreement as set forth below.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The first sentence of Section 3.1 is hereby deleted in its entirety and the following is hereby inserted in lieu thereof: "For the period (the "Inspection Period") commencing on the Effective Date and ending on March 24, 2014 (the "Inspection Period Expiration Date"), Purchaser shall have the right to have performed (i) such physical, mechanical and environmental inspections of the Property as Purchaser deems necessary to determine the physical condition of the Property, and (ii) such inspections of all books and records and financial information pertaining to the Property as Purchaser deems necessary."

2. Capitalized terms not defined in this Amendment shall have the meaning ascribed to such terms in the Agreement.

3. Except as modified by this Amendment, the Agreement remains in full force and effect.

4. The Agreement, as modified by this Amendment, is hereby ratified and confirmed.

[Signature page follows]

IN WITNESS WHEREOF, this Amendment has been executed by the parties hereto as of the date first written above.

PRE-AUDIT CERTIFICATE

This Agreement has been pre-audited pursuant to North Carolina General Statute § 159-28 in the manner required by the Local Governmental Budget and Fiscal Control Act.

THE CITY OF WASHINGTON

Name: _____
Title: _____

PURCHASER:

IDX IMPRESSIONS, LLC
a Delaware limited liability company

By: _____
Name: Fritz Baumgartner
Title: Chief Financial Officer

SELLER:

THE CITY OF WASHINGTON
a North Carolina municipal Corporation

By: _____
Name: _____
Title: _____

(corporate seal)

ATTEST:

Name: _____
Title: _____

Grant Executive Summary
as of 1/31/2014

Fund	Grant Description	Dates			Financials				Deliverable				Compliance Reporting Status	Notes
		Award	Expiration	Completion	Revenue		Expense		Metric	Total	Achieved	Bal.		
					Budget	Actual	Budget	Actual						
50	CDBG Affordable Housing	04/09/10	12/31/13	10/31/14	227,700	185,719	227,700	185,719	LMI homes	10	5	5	01/31/14	Performance extension to 10/31/14, City Hall promotional event
51	Blue Goose	03/01/13	03/01/15	02/01/15	350,000	265,707	350,000	241,707	Jobs (60%LMI)	16	16	0		Job creation targets met, facility renovations continue
52	Comprehensive Bicycle Plan	05/26/11	12/31/13	06/30/14	35,000	30,430	35,000	30,863				0		DOT reviewing draft, distribute for Council review in March
55	idX/Impressions NC One Grant	09/30/13	09/30/16		300,000		300,000		Jobs/investment	143		143	01/31/14	Grant agreements executed 2/11/14
57	CDBG for Job Creation	07/06/12	01/16/15	07/06/14	200,000	114,926	200,000	145,920	Jobs(7 new/1 ret.)	8	6	2		All equip procured, request Comm. Devl. Academy approval
61	Pedestrian Plan Grant	05/20/13	09/30/13	12/31/14	10,000	10,000	10,000	-				0		Start delayed for bike plan adoption, committee meets in Feb.
	Adopt a Trail Grant			n/a	10,000	-	10,000	-				0		Grant not funded, re-apply if funding becomes available
65	Econ. Development- Spinrite	01/07/12	01/07/15	01/07/15	90,000	90,371	90,000	67,500	Jobs	100	76	24		75% of job target met and reimbursed
66	Airport Terminal Grant	04/04/13	07/01/15	03/31/15	1,255,902	400,028	1,255,902	174,945				0		Waiting on NCDQA agreement, construction begins in March
67	Façade Grant Program	07/01/13	06/30/14	06/30/14	20,090	20,109	20,090	16,910				0		\$10,090 add'l authorized in Jan, GF transfer in February
68	Old City Hall Rehab	04/10/12	02/23/15		200,000	-	200,000	-				0		Re-conveyance decision extended to 4/11/14, explore alternative
70	Parks & Rec Master Plan	05/20/13	09/30/13	02/28/14	50,000	50,000	50,000	47,500				0		Draft review presented 2/10/14, Council agenda 3/10/14
76	EDA Water Projects	09/11/13	03/11/17	02/28/17	1,428,262	-	1,428,262	-				0		Eng. bid awarded, topo surveys begun, award const. Dec 2014
77	EDA Sewer Grants	09/11/13	03/11/17	02/28/17	1,423,894	-	1,423,894	183				0		Eng. bid awarded, topo surveys begun, award const. Dec 2014
78	Light House RR & Boater Facility	01/17/12	01/17/15	06/30/14	344,397	94,397	344,397	13,175				0		Construction begun, on schedule to complete June 2014
	CDBG Keysville Rd.	2005	6/4/2013	06/30/16	320,000	320,000	320,000	320,000				0	01/31/14	Constr. & add'l \$ to complete TBD, progress meetings w/MEC

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: CDBG Housing Development Program

Grant Number: CDBG 09-C-2050 (HD)

Grant Agency: Department of Commerce

Contract Grant Administrator: Holland Consultants

City Grant Administrator: Matt Rauschenbach

Award Date: 4/9/10 Grant Expiration Date: 12/13/13 Projected Completion Date: 10/31/14

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$227,700.00	\$185,718.62	\$227,700.00	\$185,718.62
City Match	0	0	0	0
Other Match				
Total	\$227,700.00	\$185,718.62	\$227,700.00	\$185,718.62
Reimbursement to Date:		\$185,718.62		
Outstanding Reimbursement requests:		0		
Total Reimbursement:		\$185,718.62		

Grant Status

Prior Activity: Loans on 5 have closed to date, fifth house is under construction. WHI deposits \$6,000 for each grant lot closing in a the City Attorney's trust account until the City no longer has exposure to pay back grant funds.

Status:

10	LMI home commitment
2	Conveyed- non grant lots
2	Conveyed- grant lots
<u>1</u>	Construction/LMI loan- grant lot
5	Remaining balance

\$18,000 Trust account balance

Projected Activity for next Month: Three applicants are in the pre-approval process. A promotional event was hosted at City Hall on 2/13/14 resulting in eight candidate appointments with the WHI counselor, Gina Amaxopulos. A similar event will be promoted by Beaufort County.

City of Washington Grant Update

Is project on schedule, if not what action is being taken: Achievement of the remaining five homes by 10/31/14 is a challenge that has an opportunity to be accomplished with a collaborative focus on qualified applicant recruitment during February and March.

Other Notes/Council Actions required (Anticipated Date of Council Action): None

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: Blue Goose (Oak Ridge Metal Works)

Grant Number: 12-E-2404

Grant Agency: CDBG- Building Reuse

Contract Grant Administrator: Kevin Richards, Mid-East Commission

City Grant Administrator: Matt Rauschenbach

Award Date: 3/1/13 Grant Expiration Date: 3/1/15 Projected Completion Date: 2/1/15

Financial Status:

	Total Budgeted Revenues	Actual Revenues Project to Date	Total Budgeted Expenditures	Actual Expenditures Project to Date
Grant Funds	\$320,000.00	\$231,706.51	\$320,000.00	\$231,706.51
City Match	30,000.00	30,000.00	30,000.00	10,000.00
Other Match	0	4,000.00	0	0
Total	\$350,000.00	\$265,706.51	\$350,000.00	\$241,706.51

Reimbursement to Date:	\$231,706.51
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$231,706.51

Grant Status

Prior activity: Renovation of Oak Ridge Metal Works Building (Former Brooks Boatworks facility), job creation target met.

Activity during month: Continued renovation of facility (parking lot, storm water drainage & pond).

Projected activity for next month: Continued renovation of facility, schedule developed for landscaping and paving improvements.

Is project on schedule, if not what action is being taken: On schedule.

Other notes/Council actions required (anticipated date of council action): None

**City of Washington
Grant Update**

Agenda Date: February 24, 2014

Grant Name: Comprehensive Bicycle Plan
Grant Number: 52-60-4930
Grant Agency: Mid-East Commission/NCDOT
Contract Grant Administrator: Justin Oakes
City Grant Administrator: Kristi Roberson

Award Date: 5/26/11 Grant Expiration Date: 12/31/13 Projected Completion Date: 6/30/14

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$28,000.00	\$23,430.00	\$ 28,000.00	\$24,690.00
City Match	7,000.00	7,000.00	7,000.00	6,172.50
Other Match				
Total	\$ 35,000.00	\$ 30,430.00	\$ 35,000.00	\$30,862.50

Reimbursement to Date:	\$ 23,430.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$ 23,430.00

Grant Status

Prior activity:

Field Evaluation; Public Input Survey; Steering Committee Meetings (5); Public Open House (2); Exhibit at BoCo Festival; Mapping

Activity during month:

NCDOT reviewing draft.

Projected activity for next month:

Complete and distribute final Draft Plan

Is project on schedule, if not what action is being taken:

Project was slowed from its initial schedule in an effort to receive more public input; as a result more time will be needed for NCDOT Review. Mid-East has coordinated with NCDOT Bike and Pedestrian Division and the Parks and Recreations department to adjust schedule and contract completion date accordingly.

City of Washington Grant Update

Other notes/Council actions required (anticipated date of council action):

Council action required upon completion of the plan; completion date dependent upon review time needed by NCDOT.

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: idX NC One Grant
Grant Number: 2012-9573
Grant Agency: NC Dept. of Commerce One NC Grant Fund
Contract Grant Administrator:
City Grant Administrator: Matt Rauschenbach

Award Date: 09/03/13 Grant Expiration Date: 09/03/16 Projected Completion Date: 09/03/16

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$300,000.00	\$0	\$300,000.00	\$0
City Match	0	0	0	0
Other Match				
Total	\$ 300,000.00	\$0	\$ 300,000.00	\$0

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:	_____	0
Total Reimbursement:	\$	0

Grant Status

Prior activity: Grant awarded, grant and company performance agreements received.

Activity during month: Annual incentive match payment report submitted to DOC.

Projected activity for next month: Council authorized Manager as authorized official to execute agreements & C.F.O. for disbursement requests. Executed agreements will be submitted to DOC.

Is project on schedule, if not what action is being taken: On schedule

Other notes/Council actions required (anticipated date of council action): None at this time

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: Jumpstart Washington
Grant Number: CDBG 11-C-2340
Grant Agency: Department of Commerce, CDBG SBEA
Contract Grant Administrator: The Wooten Company, Billie Hansen
City Grant Administrator: John Rodman

Award Date: 7/6/12 Grant Expiration Date: 1/16/15 Projected Completion Date: 7/6/14

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$200,000.00	\$114,925.65	\$200,000.00	\$145,919.80
City Match	0	0	0	0
Other Match				
Total	\$200,000.00	\$114,925.65	\$200,000.00	\$145,919.80

Reimbursement to Date:	\$114,914.65
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$114,925.65

Grant Status

Prior Activity: Procured and or purchased: utility truck, Yale forklift and tractor for Park Boat; plumbing equipment for FRE Plumbing; RX Drugs for Tayloe Pharmacy; skid steer loader for Pamlico Fence Company; six pieces of diagnostic equipment and one computer for Eastern Carolina Import Cars (ECIS) to complete all project scheduled equipment purchases.

Activity during Month: On-going monitoring of job creation.

Projected Activity for Next Month: Request approval from the Department of Commerce to utilize Alliance for Bright Ideas budget for City staff and local stakeholders to attend the School of Government's Community Development Academy. This six-day course covers the concepts, methods, and strategies of community economic development. The course provides community development practitioners with significant perspective and practical skills surrounding community development in North Carolina. Attendees will also learn about the overhaul to

City of Washington Grant Update

North Carolina's CDBG programs from representatives of the newly-established Rural Economic Development Division at the North Carolina Department of Commerce.

Other Notes/Council Actions required (Anticipated Date of Council Action): None at this time.

**City of Washington
Grant Update**

Agenda Date: February 24, 2014

Grant Name: Comprehensive Pedestrian Plan
Grant Number:
Grant Agency: Mid-East Commission/NCDOT
Contract Grant Administrator: Justin Oakes
City Grant Administrator: Kristi Roberson

Award Date: 5/20/13 Grant Expiration Date: 9/30/13 Projected Completion Date: 12/31/14

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$10,000.00	\$10,000.00	\$ 10,000.00	\$0
City Match	0		0	
Other Match				
Total	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$0

Reimbursement to Date:	\$10,000.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$10,000.00

Grant Status

Prior activity:

Steering Committee Created.

Activity during month:

None at this time.

Projected activity for next month:

Begin Steering Committee Meetings.

Is project on schedule, if not what action is being taken:

Project has been delayed in starting due to the continued work on the Comprehensive Bicycle Plan. Mid East plans to set up a steering committee meeting and begin work in February.

Other notes/Council actions required (anticipated date of council action): Council action required upon completion of the plan.

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: Economic Development Incentives – Spinrite Services
Grant Number: N/A
Grant Agency: City of Washington
Contract Grant Administrator: N/A
City Grant Administrator: Matt Rauschenbach

Award Date: 1/7/12 Grant Expiration Date: 1/7/15 Projected Completion Date: 1/7/15

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$0	\$0	\$0	\$0
City Match	90,000.00	90,000.00	90,000.00	67,500.00
Interest Earned		371.18		
Total	\$90,000.00	\$90,371.18	\$90,000.00	\$67,500.00

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:	_____	0
Total Reimbursement:	\$	0

Grant Status

Prior activity: Beaufort County is the Local Government administering the NC One Fund Grant. The City expenditure to date of \$67,500 reflects our portion of the grant match based on actual jobs created. Reimbursement to date is based on 76 jobs created of 100 committed or 75%. Next threshold will be 100 total jobs for the remaining 25%.

Activity during month:

Projected activity for next month:

Is project on schedule, if not what action is being taken: yes

Other notes/Council actions required (anticipated date of council action):

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: New Terminal Building (Design and Bidding)

Grant Number: 36237.38.12.1 (2012 Vision Funds)

Grant Agency: NCDOT Division of Aviation

Contract Grant Administrator: Talbert & Bright

City Grant Administrator: Allen Lewis

Award Date: 4/4/13 Grant Expiration Date: 7/1/15 Projected Completion Date: March 2015

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$100,967.00	\$74,828.43	\$100,967.00	\$99,694.67
City Match	\$11,218.00	\$8,314.27	\$11,218.00	\$11,077.19
Other Match				
Total	\$112,185.00	\$83,142.70	\$112,185.00	\$110,771.86

Reimbursement to Date:	\$74,828.43
Outstanding Reimbursement requests:	<u>24,866.24</u>
Total Reimbursement:	\$99,694.67

Grant Status

Prior activity: Design was complete in October 2013 and bids were received in November 2013. Bids were presented to City Council in December 2013. Reimbursement requests for design and bidding phase costs were submitted to the NCDOT Division of Aviation on 07-31-13, 10-08-13, 11-12-13 and 01-07-14.

Activity during month: The City is still waiting to be reimbursed for the expenses included on the reimbursement request dated 01-07-14. A final invoice was prepared for this project and a final reimbursement request submitted to the NCDOT Division of Aviation. With the final reimbursement request submission to the NCDOT DOA, the grant will be closed. Grant funds that are not spent will be available for use in a separate grant at a later date.

Projected activity for next month: Hopefully we will receive our reimbursements from NCDOA.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): N/A.

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: New Terminal Building (Construction)
Grant Number: 36237.38.13.1 (New Terminal Building)
Grant Agency: NCDOT Division of Aviation
Contract Grant Administrator: Talbert & Bright
City Grant Administrator: Allen Lewis

Award Date: Pending Grant Expiration Date: Pending Projected Completion Date: March 2015

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$199,277.00	\$0	\$199,277.00	\$0.00
City Match	\$22,142.00	\$22,142.00	\$22,142.00	\$0.00
Other Match				
Total	\$221,142.00	\$22,142.00	\$221,142.00	\$0.00

Reimbursement to Date:	\$0.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$0.00

Grant Status

Prior activity: No activity. City was waiting on grant agreement from NCDOA.

The grant application submitted includes 2012 Vision 100 Funds in the amount of 49,277.00 and 2013 Vision 100 Funds in the amount of \$150,000.

Activity during month: This grant was approved by council on February 10, 2014 and mailed to DOA on February 14, 2014.

Projected activity for next month: Contract documents will be finalized for construction to begin in March

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): N/A

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: Façade Grants
Grant Number:
Grant Agency: City of Washington
Contract Grant Administrator:
City Grant Administrator: John Rodman

Award Date: 7/1/13 Grant Expiration Date: 6/30/14 Projected Completion Date: 6/30/14

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds				
City Match	\$20,090.00	\$20,090.00	\$20,090.00	\$16,910.00
Interest		19.07		
Total	\$20,090.00	\$20,109.07	\$20,090.00	\$16,910.00

Reimbursement to Date:	\$ 0
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$ 0

Grant Status

Prior activity:

Activity during month: An additional appropriation in the amount of \$10,090 was made by Council at the January meeting. A total of 4 projects were reimbursed in the amount of \$7,556 out of those funds.

Projected activity for next month: Additional projects will be completed and reimbursements will be made.

Is project on schedule, if not what action is being taken: Project is on schedule. Anticipate close-out prior to end of the year.

Other notes/Council actions required (anticipated date of council action): N/A

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: Main Street Solutions

Grant Number: MSSF – Washington2011

Grant Agency: Department of Commerce

Contract Grant Administrator: Washington Harbor District Alliance, Beth Byrd

City Grant Administrator: John Rodman

Award Date: 4/10/2012 Grant Expiration Date: 2/23/2015 Projected Completion Date:

Financial Status:

	Total Budgeted Revenues	Actual Revenues Project to Date	Total Budgeted Expenditures	Actual Expenditures Project to Date
Grant Funds	\$200,000	\$0	\$200,000	\$0
City Match	0	0	0	0
Other Match				
Total	\$200,000	\$0	\$200,000	\$0

Reimbursement to Date:	\$0
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$0

Grant Status

Prior activity: Meetings set with City Attorney and City Manager to inquire about extending the deadline (Dec. 16, 2013) of the Preservation Agreement between the City of Washington and Cedar Grove Plantation LLC stipulated in the purchase of the property called "Old City Hall"

City replied to inquiry giving Cedar Grove Plantation until January 15, 2014 to confirm with the City that the LLC has secured the necessary financing to move forward with the rehabilitation of Old City Hall, with evidence of financing, a concrete timeline and related deliverables.

In response to the January 15th deadline Kathryn Pisciotta, Partner in Cedar Grove Plantation LLC responded on January 15, 2014 by email:

With regret I must inform you that I have exhausted all opportunities to secure Partners to continue the "Georges of Washington" project for the following reasons.

City of Washington Grant Update

- *Inability for investors to negotiate favorable terms for bank financing*
- *Lack of interest in the size and financial expenditure of the project*
- *Unwillingness to deal with grant and historical restrictions*
- *Time and finance taken up by other on-going projects.*
- *Short timeframe in which to evaluate a new investor involvement.*
- *Competitive businesses recently opened in the district.*

I therefore request that the City purchase back the Old City Hall in the amount of \$25,000 and per our agreement.

The City then started proceedings to reacquire the Old City Hall property.

Activity during month: On February 10, 2014 the City Manager met with a managing partner of Cedar Grove Plantation, LLC and potential new partners of the LLC and was informed that a restructuring of the LLC is being considered and was asked for a 60 day delay on the repurchase proceedings. The City Manager agreed to the 60 day extension. At the time of this most recent request from Cedar Grove Plantation, LLC it was stated that the potential new partners in the LLC would not pursue the use of the Main Street Solutions Fund Grant.

WHDA requested that the NC Main Street Center inform the City on how to terminate the "Old Town Hall" grant.

Projected activity for next month: Letter needs to be sent to North Carolina Main Street Center:

Liz Parham's Instructions- Main Street's typical protocol has been for the Mayor or City Manager to simply send a letter stating that the project cannot be completed as outlined in the application and that you wish to be release your grant funds that were awarded to the City of Washington for the Old City Hall Project.

Is project on schedule, if not what action is being taken:

Other notes/Council actions required (anticipated date of council action): None

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: City of Washington Parks & Recreation Master Plan

Grant Number: N/A

Grant Agency: Pitt County Community Transformation Grant

Contract Grant Administrator: John H. Morrow, MD, MPH

City Grant Administrator: Kristi Roberson

Award Date: 5/20/13 Grant Expiration Date: 9/30/13 Projected Completion Date: 2/28/14

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$45,000.00	\$45,000.00	\$45,000.00	\$42,750.00
City Match	5,000.00	5,000.00	5,000.00	4,750.00
Other Match				
Total	\$50,000.00	\$50,000.00	\$50,000.00	\$47,500.00

Reimbursement to Date:	\$45,000.00
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$45,000.00

Grant Status

Prior activity:

- *Introduction section is 90% developed
- *Goals and objectives section has been drafted
- *Data for City profile section has been compiled and being entered into report
- *Location maps and figures for Profile section are being entered into the report
- *Inventory and Evaluation has been completed and information has been entered into the report
- *Public Involvement / Process results have been received and are being reviewed and incorporated into the report.
- *Unmet Needs are being compiled
- *Recommendations are being considered in light of survey results
- *Action Plan will be produced once all public input has been evaluated.
- *Public Involvement / Process has been received
- *Maps, graphics and figures are at 75% completion
- *Update information into report
- *Recommendations being drafted based on survey findings
- *Draft document sent to City for review

City of Washington Grant Update

- *Location maps and figures for Profile section will be finalized based on City review and comments
- *Inventory and Evaluation will be finalized based on City review and comments
- *ECU & Rivers public Involvement / process will be reviewed with City staff for accuracy
- *Unmet Needs will be finalized based on City review and comments
- *Recommendations will be updated will be finalized based on City review and comments
- *Action Plan will be finalized based on City review and comments

Activity during month:

- *Public Involvement / Process was incorporated into the draft master plan document
- *Maps, graphics and figures are at 100% completion
- *Recommendation meetings held and incorporated into draft master plan
- *Revised draft master plan document was presented to City for review
- *Draft master plan document was presented to the Recreation Advisory Committee

Projected activity for next month:

- *Draft document presented to City Council for review
- *Incorporate City Council comments into document and produce final master plan

Is project on schedule, if not what action is being taken:

- *not based on original contract completion date – extension was given to reach the projected 400 person response rate for the random phone survey efforts.
- *results are being finalized and will then be incorporated into the master plan document

Other notes/Council actions required (anticipated date of council action): The grant completion date is September 2013, however work can continue after that date. CTG requires monthly updates until the work is completed.

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: EDA Water Projects

Grant Number: EDA Project No. 04-79-06833

Grant Agency: USDOC - EDA

Contract Grant Administrator: Mid-East Commission

City Grant Administrator: Allen Lewis

Award Date: 09-11-13 Grant Expiration Date: 03-11-17 Projected Completion Date: 02-28-17

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$722,129	\$0	\$722,129	\$1,252
City Match	\$706,133	\$0	\$706,133	\$1,252
Other Match				
Total	\$1,428,262	\$0	\$1,428,262	\$2,504

Reimbursement to Date: \$0
 Outstanding Reimbursement requests: \$0
 Total Reimbursement: \$0

Grant Status

Prior activity: Topographic surveying started on project.

Activity during month: Topographic surveys are continuing and have begun.

Projected activity for next month: Design work is continuing.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): Council action will be required to award construction project in December 2014, once design is completed and project is bid. Reimbursement requests for design cannot be made until 25% of the total construction project has been completed per grant requirements.

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: EDA Sewer Projects

Grant Number: EDA Project No. 04-79-06833

Grant Agency: USDOC - EDA

Contract Grant Administrator: Mid-East Commission

City Grant Administrator: Allen Lewis

Award Date: 09-11-13 Grant Expiration Date: 03-11-17 Projected Completion Date: 02-28-17

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$719,920	\$0	\$719,920	\$4,849
City Match	\$703,974	\$0	\$703,974	\$4,847
Other Match				
Total	\$1,423,894	\$0	\$1,423,894	\$9,696

Reimbursement to Date: \$0
 Outstanding Reimbursement requests: \$0
 Total Reimbursement: \$0

Grant Status

Prior activity: Topographic surveying started on project.

Activity during month: Topographic surveys are continuing and have begun.

Projected activity for next month: Design work is continuing..

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): Council action will be required to award construction project in December 2014, once design is completed and project is bid. Reimbursement requests for design cannot be made until 25% of the total construction project has ben completed per grant requirements.

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: Lighthouse Restrooms

Grant Number:

Grant Agency: Public Access Funds/Division of Coastal Management

Contract Grant Administrator: John Thayer, DCM

City Grant Administrator: John Rodman

Award Date: 1/17/12 Grant Expiration Date: 1/17/15 Projected Completion Date: June 2014

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$250,000.00	\$0	\$250,000.00	\$9,563.82
City Match	94,397.00	94,397.00	94,397.00	3,611.18
Other Match				
Total	\$344,397.00	\$94,397.00	\$344,397.00	\$13,175.00

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:	<u>0</u>	
Total Reimbursement:	\$	0

Grant Status

Prior activity:

Invitation to Bid & Documents Released: *August 21, 2013*

Pre-Bid Meeting: *August 29, 2013*

Bids Received: *September, 18, 2013*

City of Washington Grant Update

Activity during month:

Received bids and Council accepted low bid after contractor negotiations – Attorney began work on contract – completed contract this month – waiting on all signatures in order to issue Notice to Proceed.

Projected activity for next month:

Issue Notice to Proceed - begin purchase of materials – begin site preparation – begin construction phase

Is project on schedule, if not what action is being taken:

Project is on schedule to be completed by contract date

Other notes/Council actions required (anticipated date of council action):

No action required at this time

City of Washington Grant Update

Agenda Date: February 24, 2014

Grant Name: Keysville Road Subdivision Grant
Grant Number: CDBG 05-C-1490
Grant Agency: Division of Community Assistance
Contract Grant Administrator: Holland Consultants
City Grant Administrator: Matt Rauschenbach

Award Date: 2005 Grant Expiration Date: 6/4/13 Projected Completion Date: 7/1/16

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$250,000.00	\$250,000.00	\$250,000.00	250,000.00
City Match	70,000.00	70,000.00	70,000.00	70,000.00
Other Match				
Total	\$320,000.00	\$320,000.00	\$320,000.00	\$320,000.00

Reimbursement to Date:	\$250,000.00
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$250,000.00

Grant Status

Prior activity: Grant was closed for non-performance. Five lots have been cleared, water/sewer infrastructure, curb and gravel road are in place. \$25,000 of grant funds returned in July 2012, \$225,000 balance to be reimbursed in \$75,000 increments over the next three years net of a \$50,000 allowance/qualifying home, no recapture mechanism once funds are returned.

Activity during month: Staff met with Metropolitan Housing representatives to discuss approach on construction financing. Construction loans for LMI individuals and a developer construction loan with a local lender may be available.

Projected activity for next month: Meet with Metropolitan Housing representatives to discuss status.

City of Washington Grant Update

Is project on schedule, if not what action is being taken: No, construction financing is a challenge and the source of funds for additional investment necessary to complete the project is yet to be determined.

Other notes/Council actions required (anticipated date of council action): \$75,000 appropriation in FY 2015, 2016, & 2017 budgets.