



City of  
**Washington**  
NORTH CAROLINA  
COMMITTEE OF THE WHOLE  
JUNE 23, 2014  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

1. **Adopt** – Resolution Authorizing Advertisement of Offer to Purchase - 126 N. Market St. **(page 2)**
2. **Discussion** – Grant Updates **(page 6)**
3. **Discussion** – Project Updates **(page 31)**
4. **Adjourn** – Until Monday, July 14, 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:** June 16, 2014  
**Subject:** Adopt Resolution Authorizing Advertisement of Offer to Purchase – 126 North Market St.  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council adopt the Resolution authorizing the advertisement of an offer to purchase certain real property located at 126 North Market Street, Washington, North Carolina also known as “Old City Hall” for the sum of \$20,100.

**BACKGROUND AND FINDINGS:**

An offer to purchase the property located at 126 North Market Street, known as Old City Hall was received on June 13, 2014 in the amount of \$20,100.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

- Resolution to advertise property
- Offer to purchase
- Public Notice

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *Cap/17/14* Date *June 23, 2014* Concur  Recommend  Denial  No recommendation \_\_\_\_\_

William J. Cummings  
101 Nanticoke Court  
Chocowinity, NC 27817

RECEIVED JUN 13 2014

June 12, 2014

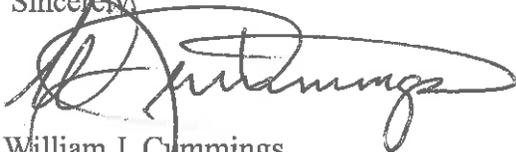
Mr. Brian M. Alligood  
City Manager, City of Washington  
102 E. Second Street  
Washington, NC 27889

Dear Mr. Alligood

Please accept this letter as an offer to negotiate the purchase of the Old City Hall located on North Market St. Washington, North Carolina, either personally or by an entity I would form for that purpose. My intent would be to pay the sum of \$20,100, contingent upon usual and customary rights of inspection and review of covenants that would be contained in a formal contract. My intent is to provide a Historic Rehabilitation of the Property and, in the process, create an Adaptive Reuse to Retail/Office/Hospitality.

I would appreciate it if you take the necessary steps required to process this offer to City Council. It is not my intent that this Letter of Intent be deemed or constitutes a legally binding obligation but is merely an offer to negotiate. This Letter of Intent is only a list and summary of proposed points that may or may not become part of any final agreements between us. It is not based on any binding agreement. It is not intended to impose any obligation whatsoever on either party, including without limitation an obligation to bargain in any way other than at arms' length. I do not intend to be bound by any agreement until a formal written Contract is agreed upon and signed, and neither I nor the City may reasonably rely on any promises inconsistent with this paragraph. This paragraph supersedes all other conflicting language.

Sincerely,



William J. Cummings

RESOLUTION AUTHORIZING THE ADVERTISEMENT OF  
AN OFFER TO PURCHASE CERTAIN REAL PROPERTY

WHEREAS, the City Council of the City of Washington ("City") desires to dispose of certain surplus real property of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council that:

1. The following described real property, having an address of 126 North Market Street(Old City Hall), has been declared to be surplus to the needs of the City.
2. The City Council has received an offer to purchase the property described above for the sum of twenty -thousand-one hundred dollars (\$20,100.00). Said offer, including additional terms, is available for public inspection in the office of the Purchasing Agent, 203 Grimes Road, Washington, NC 27889.
3. Any person desiring to submit an upset bid shall submit an upset bid within ten (10) days of the date the notice provided for herein is published. Any such upset bid shall raise the offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000.00) and five percent (5%) of the remainder of said offer or any subsequent upset bid. Any person making an upset bid and any subsequent upset bid must deposit with the Purchasing Agent a sum equal to five percent (5%) of the upset bid or any subsequent upset bid by cash or check.
4. The City Council proposes to accept said offer, subject to the amendments stated herein, unless a qualifying upset bid shall be made.
5. The Purchasing Agent shall cause a notice of such offer, subject to the amendments stated herein, to be published in accordance with North Carolina General Statute § 160A-269.
6. If a qualifying upset bid is received, the Purchasing Agent is directed to re-advertise the offer at the increased upset bid amount and to continue with this process until a ten (10) day period has passed without receipt of a subsequent qualifying upset bid.
7. Notwithstanding anything herein to the contrary, the City, in its discretion and without recourse from any individual making an offer or any subsequent qualifying upset bid (new offer), reserves the right to reject any and all offers as well as upset bids and to cancel this upset bid process at any time.

Adopted this 23<sup>rd</sup> day of June, 2014.

ATTEST:

\_\_\_\_\_  
Cynthia S. Bennett,  
City Clerk

\_\_\_\_\_  
Mac Hodges  
Mayor

## PUBLIC NOTICE

The City Council for the City of Washington, North Carolina, has received an offer to purchase certain real property located at 126 North Market Street, Washington, North Carolina for the sum of \$20,100, said property is also known as "Old City Hall".

Persons desiring to submit a qualifying upset bid to said offer must submit a written upset bid to the Purchasing Agent at 203 Grimes Road, Washington, North Carolina, by 5:00 p.m. on July 7, 2014. Any such upset bid shall raise the offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000.00) and five percent (5%) of the remainder of said offer or any subsequent upset bid. Any person making an upset bid and any subsequent upset bid must deposit, by cash or check, with the Purchasing Agent a sum equal to five percent (5%) of the upset bid or any subsequent upset bid. The highest such qualifying upset bid received by the Purchasing Agent shall become a new offer. If there is more than one qualifying upset bid in the highest amount, the first such qualifying upset bid received will become the new offer.

The Purchasing Agent will advertise any new offer at the increased amount and continue this process until a ten (10) day period has passed without receipt of a subsequent qualifying upset bid (new offer).

Inquiries regarding the sale may be directed to the Purchasing Agent at 203 Grimes Road, Washington, North Carolina 27889.

Notwithstanding anything herein to the contrary, the City, in its discretion and without recourse from any individual making an offer or any subsequent qualifying upset bid (new offer), reserves the right to reject any and all offers as well as upset bids and to cancel this upset bid process at any time.

This notice is published in accordance with North Carolina General Statute § 160A-269.

Mike Whaley  
Purchasing Agent for the City of Washington

Publish on June 26, 2014

**Grant Executive Summary**  
as of 5/31/2014

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	10/31/14	10/31/14	227,700	185,719	227,700	185,719	LMI homes	10	5	5	04/30/14	Applicant promotion & qualification
51	Blue Goose	03/01/13	03/01/15	02/01/15	350,000	347,256	350,000	323,224	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	32,288				0		DOT reviewing 3rd draft
55	idX/Impressions NC One Grant	09/30/13	09/30/16		300,000	-	300,000	-	Jobs/investment	160		160	01/31/14	Submit 25% reimbursement
57	CDBG for Job Creation	07/06/12	01/16/15	07/06/14	200,000	195,539	200,000	195,921	Jobs(7 new/1 ret.)	8	6	2	04/30/14	Most equip procured, admin. ED activity will continue through fall
61	Pedestrian Plan Grant	05/20/13	09/30/13	12/31/14	10,000	10,000	10,000	-				0		Steering committee & public input in progress, complete by 6/30
65	Econ. Development- Spinrite	01/07/12	01/07/15	01/07/15	90,000	90,398	90,000	67,500	Jobs	90	76	14		84% of job target met and 75% reimbursed
66	Airport Terminal Grant	04/04/13	07/01/15	03/31/15	1,255,902	425,019	1,255,902	215,727				0		Construction begun
67	Façade Grant Program	07/01/13	06/30/14	06/30/14	20,090	20,127	20,090	20,090				0		Complete
69	Way Finding				150,000	150,000	150,000	2,100						Design development in progress
71	Airport Lighting Rehab				361,111	36,111	361,111	-						Grant project ordinance in June
76	EDA Water Projects	09/11/13	03/11/17	02/28/17	1,428,262	706,133	1,428,262	28,449				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	703,974	1,423,894	108,237				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	94,447	344,397	178,469				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	04/30/14	Construct 3 homes w/qualified individuals by 6/30/14

**Applications**

	Pre-App	Selected	Final App	Grant	Match	Total	
CDBG Infrastructure, basin 11 13th & Bridge				1,100,000	50,000	200,000	Not selected 1st or 2nd round, submit for 2015
Public Access- Peoples Pier	2/28/14			120,000	30,000	200,000	Application submitted
Public Access- Havens Garden	5/30/14	6/20/14	9/15/14	180,000	20,000	200,000	May memo to Council
Vidant- EMS Paramedic Level				22,000		22,000	Not awarded, pursuing through corporate
FEMA- Fire vehicle, turnout wash/dry, vehicle exhaust				399,000	21,000	420,000	Did not make it through peer review
TAG- Sanitary sewer study				35,000	0	35,000	Tenatively awarded
Historic Preservation Grant				14,000	4,000	18,000	Tenatively awarded, inventory/walking tour info development
NC Cardinal			7/1/14	22,345	0	22,345	Grant awarded, complete by 6/30/15
Police Bullet Proof Vests							

## City of Washington Grant Update

Agenda Date: June 23, 2014

**Grant Name:** Fund 50 - 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: 10/31/14    Projected Completion Date: 10/31/14

**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	\$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:** Five homes have been constructed and occupied. 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.

<b>Status:</b>	10	LMI home commitment
	2	Conveyed- non grant lots
	3	Conveyed- grant lots
	5	Remaining balance

\$18,000    Trust account balance

**Activity during month:** Fifth home construction

## **City of Washington Grant Update**

**Projected Activity for next Month:** Continued emphasis on qualifying applicants, three are in the pre-approval process. A promotional effort similar to the one hosted at City Hall will be pursued with Beaufort County. Meet with Beaufort County HR group.

**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.

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

## City of Washington Grant Update

Agenda Date: June 23, 2014

**Grant Name: Fund 51 - 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 <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$320,000.00	\$313,223.72	\$320,000.00	\$313,223.72
City Match	30,000.00	30,000.00	30,000.00	10,000.00
Other Match	0	4,000.00	0	0
Interest Earned	0	32.15		
<b>Total</b>	<b>\$350,000.00</b>	<b>\$347,255.87</b>	<b>\$350,000.00</b>	<b>\$323,223.72</b>

Reimbursement to Date:	\$347,255.87
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$347,255.87

**Grant Status**

**Prior activity:** Renovation of Oak Ridge Metal Works Building (Former Brooks Boatworks facility), job creation target met 9/26/13.

**Activity during month:** Met with Oak Ridge Metal Works and they are trying to come up with invoice for remaining amount.

**Projected activity for next month:** They are working on a final invoice. Then we would be able to requisition remaining funds and close out project.

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

**City of Washington  
Grant Update**

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

## City of Washington Grant Update

Agenda Date: June 23, 2014

**Grant Name: Fund 52 - 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:**

	Total Budgeted Revenues	Actual Revenues Project to Date	Total Budgeted Expenditures	Actual Expenditures Project to Date
Grant Funds	\$28,000.00	\$23,430.00	\$ 28,000.00	\$25,830.00
City Match	7,000.00	7,000.00	7,000.00	6,457.50
Other Match				
Total	\$ 35,000.00	\$ 30,430.00	\$ 35,000.00	\$32,287.50

Reimbursement to Date:	\$ 30,430.00
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$ 30,430.00

**Grant Status**

**Prior activity:**

Field Evaluation; Public Input Survey; Steering Committee Meetings (5); Public Open House (2); Exhibit at BoCo Festival; Mapping  
Completed addressing comments from City and NCDOT and submitted second draft for City and NCDOT review; worked to complete roadway inventory data gathering of roadway characteristics to provide to NCDOT to assist in review of proposed projects; discussed with Mid-East RPO

**Activity during month:** Still awaited NCDOT review of draft 3; NCDOT contacted Mid-East on June 12 saying review would take place over the next couple of days.

**Projected activity for next month:** Await draft review from NCDOT and provide anything requested; take before City once approved by NCDOT

## City of Washington Grant Update

**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 was needed for NCDOT review of initial draft. Completion of second draft was slowed slightly, but has been submitted. Staff continues continued to collect roadway characteristic data to assist NCDOT in project review. Mid-East staff has made completion of the plan a top departmental priority and will work to get project completed as quickly as possible. Coordination between the Mid-East, the City, and NCDOT will continue through the completion of the project.

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

Council action required upon completion of the plan; completion date dependent upon review/correct time needed by NCDOT and Mid-East.

## City of Washington Grant Update

Agenda Date: June 23, 2014

**Grant Name: Fund 55 - 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:**

	<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	\$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. Annual incentive match payment report submitted to DOC.

**Activity during month:**

**Projected activity for next month:** 25% reimbursement request submitted for creating 40 new qualifying jobs while retaining 84.

**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: June 23, 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: 8/30/14

**Financial Status:**

	Total Budgeted Revenues	Actual Revenues Project to Date	Total Budgeted Expenditures	Actual Expenditures Project to Date
Grant Funds	\$200,000.00	\$195,539.49	\$200,000.00	\$195,921.41
City Match	0		0	
Other Match				
<b>Total</b>	<b>\$200,000.00</b>	<b>\$195,539.49</b>	<b>\$200,000.00</b>	<b>\$195,921.41</b>

\*Detailed Revenue and Expenditure Statement is attached.

Reimbursement to Date:	\$195,539.49
Outstanding Reimbursement requests:	0
<b>Total Reimbursement:</b>	<b>\$195,539.49</b>

**Grant Status**

**Prior Activity:** Purchased utility truck for Park Boat, plumbing equipment for FRE Plumbing and RX Drugs for Tayloe Pharmacy (considered working capital). Purchased Yale forklift and tractor for Park Boat. Procured and delivered skid steer loader for Pamlico Fence Company. Procured a BMW Diagnostic, Mercedes Benz Diagnostic, VW Diagnostic, Getac Semi-Rugged Computer, Dell Computer, LaunchPad and CarDaq M for Eastern Carolina Import Cars.

**Activity during Month:** The remaining one new job creation was made by ECIS during May. Early in July ECIS will provide a copy of their NCUI-101 employment form for the first quarter 2014, which will illustrate that the new employee was hired and appears on their payroll. This documentation will allow us to request that DCA release ECIS from further employment monitoring. A letter was sent to DCA in May requesting that FRE Plumbing, Pamlico Fence, Park Boat and Tayloe Pharmacy be released from further employment monitoring. To date a response letter has not been received from DCA. With the new hire made by ECIS, the grant

## **City of Washington Grant Update**

hiring commitments will be fulfilled. Two additional equipment purchases were made for ECIS during May, which will complete their grant purchases. Project companies are, or have previously, submitted proof of their required monetary match for the program.

**Projected Activity for Next Month:** CDBG Requisition # 4 will be prepared for submission after the remaining ECIS equipment purchases are complete and the full \$5,000 Planning Fee (for CD Academy charges and other) has also been paid. On-going monitoring of job creation will continue until all jobs are in place and the funding agency releases all companies from further employment monitoring.

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

## City of Washington Grant Update

Agenda Date: June 23, 2014

**Grant Name: Fund 61 - Comprehensive Pedestrian Plan**

**Grant Number:**

**Grant Agency: Mid-East Commission**

**Contract Grant Administrator: Justin Oakes**

**City Grant Administrator: Kristi Roberson**

**Award Date: 5/20/13 Grant Expiration Date: 6/30/14 Projected Completion Date: 6/30/14**

**Financial Status:**

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

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

**Grant Status**

**Prior activity:**

Steering Committee Meeting; review of existing pedestrian plan; site visits to locations included in the plan; census data collection, public survey preparation

Prepared and distributed four sections of the draft plan to Steering Committee members for review; prepared materials and presentation for Steering Committee Meeting, which had to be distributed via e-mail as there were no members present at the meeting; Administered public input survey and prepared materials for public open house.

**Activity during month:**

Continue drafting plan document; finalize recommended projects;

**Projected activity for next month:** Finalize draft plan; present to committee, hold public open house.

## **City of Washington Grant Update**

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

While start was initially delayed due to the continued work on the Comprehensive Bicycle Plan, Mid-East is currently working to complete the plan update by the June 30th date; additional time may be needed to receive public comment on draft document.

**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: June 23, 2014

<b>Grant Name:</b> Fund 65 - Economic Development Incentives – Spinrite Services
<b>Grant Number:</b> N/A
<b>Grant Agency:</b> City of Washington
<b>Contract Grant Administrator:</b> N/A
<b>City Grant Administrator:</b> 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		398.02		
<b>Total</b>	<b>\$90,000.00</b>	<b>\$90,398.02</b>	<b>\$90,000.00</b>	<b>\$67,500.00</b>

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

**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 90 committed or 84%. Next threshold will be 90 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: June 23, 2014

**Grant Name:** Fund 66 - 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: April 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	\$100,967.00	\$99,694.66	\$100,967.00	\$99,694.66
City Match	\$11,218.00	\$11,177.19	\$11,218.00	\$11,077.19
Other Match				
Total	\$112,185.00	\$110,771.85	\$112,185.00	\$110,771.85

Reimbursement to Date:	\$99,694.66
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$99,694.66

**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 02-04-14. A final invoice was prepared for this project and a final reimbursement request submitted to the NCDOT Division of Aviation. Reimbursement received 04-11-14. Grant funds (\$1,272) that are not spent will be available for use in a separate grant at a later date.

**Activity during month:** N/A.

**Projected activity for next month:** N/A. **Project complete.**

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

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

## City of Washington Grant Update

Agenda Date: June 23, 2014

**Grant Name:** Fund 66 - 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: 2/24/12 Grant Expiration Date: 7/1/17 Projected Completion Date: June 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	\$199,277.00	\$0	\$199,277.00	\$ 0
City Match	\$22,142.00	\$22,142.00	\$22,142.00	\$ 0
Other Match				
Total	\$221,142.00	\$22,142.00	\$221,142.00	\$ 0

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

**Grant Status**

**Prior activity:** This grant was approved by the State on February 24, 2014 and received by the City on March 1, 2014. 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. Contract documents were finalized and construction started on March 31, 2014. Surcharge pile was removed and partial foundation excavated and poured.

**Activity during month:** Remaining portion of foundation was poured, including elevator pit. Floor slab is scheduled to be poured the week of June 9, weather permitting.

**Projected activity for next month:** Once floor slab is complete, rough framing of the structure will begin.

**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: June 23, 2014

**Grant Name:** Fund 66 - New Terminal Building (Construction)  
**Grant Number:** 36244.51.9.1 (State Discretionary Funding 12/13)  
**Grant Agency:** NCDOT Division of Aviation  
**Contract Grant Administrator:** Talbert & Bright  
**City Grant Administrator:** Allen Lewis

Award Date: 2/24/14 Grant Expiration Date: 7/1/17 Projected Completion Date: June 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	\$500,000.00	\$0	\$500,000.00	\$66,558.08
City Match	\$55,556.00	\$55,556.00	\$55,556.00	\$ 7,395.34
Other Match				
Total	\$555,556.00	\$55,556.00	\$555,556.00	\$73,953.42

Reimbursement to Date:	\$ 0
Outstanding Reimbursement requests:	<u>66,558.08</u>
Total Reimbursement:	\$66,558.08

**Grant Status**

**Prior activity:** This grant was approved by the State on February 24, 2014 and received by the City on March 1, 2014. Contract documents were finalized and construction started on March 31, 2014. Surcharge pile was removed and partial foundation excavated and poured.

**Activity during month:** Remaining portion of foundation was poured, including elevator pit. Floor slab is scheduled to be poured the week of June 9, weather permitting.

**Projected activity for next month:** Once floor slab is complete, rough framing of the structure will begin.

**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: June 23, 2014

**Grant Name: Fund 67 - 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>
<b>Grant Funds</b>				
City Match	\$20,090.00	\$20,090.00	\$20,090.00	\$20,090.00
Interest		37.21		
<b>Total</b>	<b>\$20,090.00</b>	<b>\$20,127.21</b>	<b>\$20,090.00</b>	<b>\$20,090.00</b>

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

**Grant Status**

**Prior activity:**

**Activity during month: One project was reimbursed in the amount of \$1,991.28.**

**Projected activity for next month:**

**Is project on schedule, if not what action is being taken: Project is complete for this fiscal year.**

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

## City of Washington Project Update

Agenda Date: June 23, 2014

**Grant Name: Fund 69 – Way Finding Project**

**Engineer/Architect:**

**Construction Company:**

**City Project Administrator: John Rodman**

**Project Start Date: 10/1/13**

**Projected Completion Date: 7/1/14**

**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>
City Funds	\$150,000	\$150,000	\$150,000	\$2,100
Interest Earnings			0	0
Other				
Total	\$150,000	\$150,000	\$150,000	\$2,100

**Project Status**

**Prior Activity:**

Project Steering Committee stakeholders invited to participate in Phase 1 of the Wayfinding project. A total of 6 meetings have been held that consisted of getting started, developing goals and objectives, naming attractions and destinations, selecting preferred routes and gateways, gathering data on existing inventory and conditions, and analyzing that data.

**Projected Activity for next Month:**

Completion of the Phase 1 Report for Council. Drafting an RFP for the Design Development Phase of the Project which will consist of design criteria and specifications. It will also include an Implementation Plan for signage construction.

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

Project is on schedule to be completed in FY 2015

**Other Notes/Council Actions required (Anticipated Date of Council Action):**

## City of Washington Grant Update

Agenda Date: June 23, 2014

**Grant Name:** Fund 71 – Airport Lighting Rehabilitation Project  
**Grant Number:** 36244.51.10.1 (State Discretionary Funding 13/14)  
**Grant Agency:** NCDOT Division of Aviation  
**Contract Grant Administrator:** Talbert & Bright  
**City Grant Administrator:** Allen Lewis

Award Date: 03/07/14 Grant Expiration Date: 07/01/18 Projected Completion Date: June 2018

**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	\$325,000	\$0	\$325,000	\$0
City Match	\$36,111	\$36,111	\$36,111	\$0
Other Match				
Total	\$361,111	\$36,111	\$361,111	\$0

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

**Grant Status**

**Prior activity:** The City received notification dated March 7, 2014, that the above noted funds had been allocated for this project. Approved project ordinance agreement – 04-14-14. Submitted application to State for grant agreement – 06-10-14.

**Activity during month:** Waiting of grant agreement from State for execution.

**Projected activity for next month:** If grant agreement is received in time, ask Council for authorization to execute grant agreement.

**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):** Possible acceptance and authorization to execute grant agreement – July 14, 2014.

**City of Washington  
Grant Update**

Agenda Date: June 23, 2014

<b>Grant Name:</b> Fund 76 - EDA Water Projects
<b>Grant Number:</b> EDA Project No. 04-79-06833
<b>Grant Agency:</b> USDOC - EDA
<b>Contract Grant Administrator:</b> Mid-East Commission
<b>City Grant Administrator:</b> 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	\$14,383.82
City Match	\$706,133	\$706,133.00	\$706,133	\$14,065.20
Other Match				
<b>Total</b>	<b>\$1,428,262</b>	<b>\$706,133.00</b>	<b>\$1,428,262</b>	<b>\$28,449.02</b>

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

**Grant Status**

**Prior activity:** Topographic surveying and design work started and ongoing.

**Activity during month:** Design work is continuing.

**Projected activity for next month:** Design work to continue.

**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: June 23, 2014

**Grant Name:** Fund 77 - 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	\$54,724.38
City Match	\$703,974	\$703,974	\$703,974	\$53,512.26
Other Match				
Total	\$1,423,894	\$703,974	\$1,423,894	\$108,236.64

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

**Grant Status**

**Prior activity:** Topographic surveying and design work started and ongoing.

**Activity during month:** Design work is continuing.

**Projected activity for next month:** Design work to continue.

**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: June 23, 2014

**Grant Name:** Fund 78 - Lighthouse Restrooms

**Grant Number:** Grant Contract Number 5026

**Grant Agency:** Public Access Funds/Division of Coastal Management

**Contract Grant Administrator:** Meghan Meehan, 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	\$129,552.01
City Match	94,397.00	94,397.00	94,397.00	48,917.29
Interest Earned	0	49.88	0	0
<b>Total</b>	<b>\$344,397.00</b>	<b>\$94,446.88</b>	<b>\$344,397.00</b>	<b>\$178,469.30</b>

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

**Grant Status**

**Prior activity:**

*Three bids received for project.*

*Contract awarded to White Construction and Design.*

*Contract negotiations with White Construction resulted in \$18,710 in reductions from the bid price.*

*Contract signed and Notice to Proceed issued in January 2014*

**City of Washington  
Grant Update**

**Activity during month:**

*Construction began on the project with the site preparation and the foundation. Construction continues with the installation of the plumbing and the block wall installation. Steel beams for the second floor are being installed. Second floor walls will begin this month.*

**Projected activity for next month:**

*Construction will continue with the second floor walls being completed and the installation for the roof supports being added.,*

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

*After a few weather delays the project is on schedule and will 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: June 23, 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:**

	<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	\$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. \$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. Metropolitan committed to the construction and occupancy of two qualifying homes by June 30, 2014 to avoid the \$75,000 July 1 claw back.

**Activity during month:** Three homes are under construction, two nearing completion.

**Projected activity for next month:** Meet with Metropolitan Housing representatives to discuss status. Owners committed for all three homes, two loans should close prior to 6/30/14.

**City of Washington  
Grant Update**

**Is project on schedule, if not what action is being taken:** Monthly status meetings with Metropolitan.

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

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>General Fund:</b>								
IT	10-00-4132-7400	Virtualization Migration	30,000	0	0	30,000	On Hold - to create plan for future	
		PEG Channel Equipment	75,000	0	0	75,000	On Hold - to create plan for future	
		SSG Cisco Smartnet	9,148	0	0	9,148	Recurring cost of support	1
		Westinghouse Electric	2,066	4,964	0	(2,898)	Hardware associated with fiber	1
		SSG Fiber- Peterson Bldg.	8,340	1,192	0	7,148	Complete	1
		Fiber Project	24,113	49,561	1,206	(26,654)	Phase I complete	2
		Total IT	148,667	55,717	1,206	91,744		
		Actual	148,667	55,717	1,206	91,744		
Municipal Building	10-00-4260-7400	City Hall Chiller	87,270	87,270	0	0	Complete	
		Actual	87,270	87,270	0	0		
Police	10-10-4310-7400	Police vehicles	88,700	80,070	0	8,631	Complete	
		Vehicle equipment	4,395	4,431	0	(36)	Complete	2
		Total Police	93,095	84,500	0	8,595		
		Actual	93,095	84,500	0	8,595		
Fire	10-10-4340-7400	Fire Utility Vehicle	27,904	27,904	0	0	Complete	
		Thermal Imaging Camera	10,000	0	8,105	1,895	On order	
		Total Fire	37,904	27,904	8,105	1,895		
		Actual	37,904	27,904	8,105	1,895		
Inspections	10-10-4350-7400	Inspections vehicle	19,996	19,995	0	1	Complete	
		Actual	19,996	19,995	0	1		
Street Maintenance	10-20-4510-7400	Air Compressor	21,200	20,428	0	772	Complete	
		Actual	21,200	20,428	0	772		
Library	10-40-6110-7400	Library lighting	25,100	24,981	0	119	Complete	
		Actual	25,100	24,981	0	119		
Recreation Admin.	10-40-6120-7400	Peterson Building Roof	38,420	38,420	0	0	Complete	
		Peterson Building HVAC	10,000	9,970	0	30	Complete	
		Total Recreation Admin.	48,420	48,390	0	30		
		Actual	48,420	48,390	0	30		
Senior Center	10-40-6123-7400	Sr. Center Entrance & Ramp	34,000	33,800	0	200	Complete	
		Actual	34,000	33,800	0	200		
Civic Center	10-40-6125-7400	Concrete drive	1,300	1,233	0	67	Complete	
		Actual	1,300	1,233	0	67		
Aquatic Center	10-40-6126-7400	Phase 1 Dectron Unit Replace	16,200	16,200	0	0	Complete	
		Actual	16,200	16,200	0	0		
Rec. Maintenance	10-40-6130-7400	Boardwalk Replacement	26,177	26,177	0	(0)	Complete	
		Todd Maxwell Restrooms	58,299	0	57,930	369	In progress, complete by 8/15/14	

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
		Total Rec. Maintenance	84,476	26,177	57,930	369		
		Actual	84,476	26,177	57,930	369		
		<b>Total General Fund</b>	<b>617,628</b>	<b>446,596</b>	<b>67,241</b>	<b>103,791</b>		
		Actual	617,628	446,595	67,241	103,791		
<b>Water:</b>								
Water Meter Svc.	30-90-7250-7000	AMR Meters	100,000	89,276	10,000	724	2nd round of meters on order, complete 6/30/14	
Water Meter Svc.	30-90-7250-7400	AMR Meters	235	0	0	235	Completion by 6/30/14	
Water Treatment	30-90-8100-7400	Maint. & Repair of Cameras &	25,000	21,276	0	3,724	Complete	
Water Maintenance	30-90-8140-7400	Replace Truck #414	60,000	0	59,755	245	Complete	
Water Construction	30-90-8180-7400	6' Summitt Ave.WL	179,000	9,693	4,350	164,957	Design in process, complete project October 1	
		<b>Total Water Fund</b>	<b>364,235</b>	<b>120,245</b>	<b>74,105</b>	<b>169,884</b>		
		Actual	364,235	120,245	74,105	169,884		
<b>Sewer:</b>								
Wastewater Treatment	32-90-8220-7400	Liquid Feed Constr. Admin.	4,464	2,495	0	1,969	Complete	
Wastewater Treatment	32-90-8220-7400	Replace Return Sludge Pump	21,000	20,916	0	84	Complete	
Lift Stations	32-90-8230-7400	Generator for Fountain Pump	90,000	36,952	12,086	40,962	Project under construction, complete by 6/30/14	
		<b>Total Sewer Fund</b>	<b>115,464</b>	<b>60,364</b>	<b>12,086</b>	<b>43,014</b>		
		Actual	115,464	60,364	12,086	43,014		
<b>Electric:</b>								
Electric Meter Service	35-90-7250-7400	Meters	50,000	21,912	10,831	17,257	In Progress	
		AMR Mobile Collector	20,000	20,000	0	0	Completed	
		<b>Total Electric Meter Svc.</b>	<b>70,000</b>	<b>41,912</b>	<b>10,831</b>	<b>17,257</b>		
		Actual	70,000	41,912	10,831	17,257		
Substation Maint.	35-90-8370-7400	Highland Drive Recloser	30,000	31,620	0	(1,620)	Completed	
		Highland Dr. Breaker Replace	40,000	36,342	0	3,658	Completed	
		RTAC (White Post substation	6,000	6,040	0	(40)	Completed	
		Distribution reclosers	20,000	14,955	0	5,045	In Progress	
		Capacitors	8,000	6,436	0	1,564	Completed	
		Replace Truck #651	25,000	23,896	0	1,104	Completed	
		<b>Total Substation</b>	<b>129,000</b>	<b>119,289</b>	<b>0</b>	<b>9,711</b>		
		Actual	129,000	119,289	0	9,711		
				0				
Load Management	35-90-8375-7400	Load Management Switches	66,000	65,693	0	307	Completed	
		Actual	66,000	65,693	0	307		
Power Line Construction	35-90-8390-7400	2nd St./5th St Rebuild Engine	100,000	20,904	4,990	74,106	In Progress, completed by 6/30/14	
	35-90-8390-7400	High School Feeder relocatio	180,000	65,912	2,317	111,772	OH complete, UG bid awarded 6/9/14	
	35-90-8390-7400	Grimesland Feeder Engineeri	90,000	0	50,000	40,000	In Progress, completed by 6/30/14	
	35-90-8390-7400	NC 32 Feeder Engineering	50,000	2,894	30,000	17,106	In Progress, completed by 6/30/14	
	35-90-8390-7400	White Post/Slatestone Feede	100,000	0	0	100,000	Delayed until FY 2014-15	
	35-90-8390-7400	Equipment Shelter	42,000	46,500	0	(4,500)	Completed	
	35-90-8390-7400	Row Bushog	12,000	10,591	0	1,409	Completed	
	35-90-8390-7400	Trencher Trailer	8,000	7,055	0	945	Completed	

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
Power Line Construction	35-90-8390-7400	Rope Pulling Machine	25,708	24,368	0	1,340	Completed	2
	35-90-8390-7400	Vehicle #651	44,580	45,174	0	(594)	Completed	2
	35-90-8390-7401	Bucket Truck #616	235,547	235,541	0	6	Completed	2
		Total Power Line Construct	887,835	458,939	87,307	341,589		
		Actual	887,835	458,939	87,307	341,589		
		<b>Total Electric Fund</b>	<b>1,152,835</b>	<b>685,833</b>	<b>98,138</b>	<b>368,864</b>		
		<b>Actual</b>	<b>1,152,835</b>	<b>685,833</b>	<b>98,138</b>	<b>368,864</b>		
<b>Airport:</b>								
Warren Field Airport	37-90-4530-7400	John Deere Rotary Mower	15,752	15,751	0	1	Complete	
		Total Solid Waste	15,752	15,751	0	1		
		Actual	15,752	15,751	0	1		
<b>Solid Waste:</b>								
Solid Waste Collection	38-90-4710-7400	Replace Truck #438	131,350	579	124,965	5,806	On order	
		Total Solid Waste	131,350	579	124,965	5,806		
		Actual	131,350	579	124,965	5,806		
<b>Cemetery:</b>								
Cemetery Fund	39-90-4740-7400	Kubota Tractor	35,000	35,000	0	0	Complete	
		Total Cemetery	35,000	35,000	0	0		
		Actual	35,000	35,000	0	0		
<b>Grand Total</b>								
		<b>Grand Total</b>	<b>2,432,264</b>	<b>1,364,369</b>	<b>376,535</b>	<b>691,360</b>		
		<b>Actual</b>	<b>2,432,264</b>	<b>1,364,367</b>	<b>376,536</b>	<b>691,360</b>		

Notes:

- 1 PO carryforward
- 2 Project carryforward