

Invocation

Opening of Meeting

Pledge of Allegiance

Roll Call

Approval of minutes from October 13, 2025 **(page 3)**

Approval/Amendments to Agenda

I. Consent Agenda: *(The Consent Agenda is where routine items are approved as a group without Council discussion. If any Council member would like a separate vote or discussion on any Consent Agenda item, the item may be removed from the Consent Agenda and moved to New Business.)*

- A. Adopt – Fiscal Year 2026/2027 Budget Preparation and Adoption Schedule **(page 24)**
- B. Adopt – Capital Project Ordinance to accept donations for History Center & Museum Project **(page 26)**
- C. Approve – NC Emergency Management Grant Application **(page 28)**

II. Comments from the Public:

- * Each speaker must sign-in on the sign-up sheet on the table at the back of the Council Chambers.
- * During the Comments from the Public portion of the agenda, the City Manager will call on individuals signed in to address Council.
- * When called to speak, each speaker will identify him/herself by giving his/her **name and address**.
- * Each speaker will be limited to speaking one time on any topic. When you are finished speaking please step away from the podium and be seated.
- * Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of five (5) total minutes**. Each group is encouraged to designate a single spokesperson for their group.

III. Public Hearing 6:00pm - Zoning: NONE

IV. Public Hearing 6:00pm- Other: NONE

V. Scheduled Public Appearances: NONE

VI. Correspondence and Special Reports:

- A. Memo – PO's > \$50,000 **(page 29)**
- B. Memo – Budget Transfers: **(page 30)**

- VII. Reports from Boards, Commissions and Committees:
- A. Report – Washington Tourism Development Authority
 - B. Report – Washington-Warren Airport Authority
 - C. Report – Human Relations Council
 - D. Report – Washington Electric Advisory Board
 - E. Report – Other Boards/Commissions/Committees
- VIII. Appointment:
- A. Appointment – Planning Board {Alternate Member} **(page 33)**
 - B. Appointment – Washington Housing Authority **(page 35)**
- IX. Old Business: NONE
- X. New Business:
- A. Approve – Grant Manager position from part-time to full-time and Adopt corresponding Budget Ordinance Amendment **(page 37)**
 - B. Approve – Lead Service Line Inventory Engineering Agreement Amendment and Adopt a Budget and Grant Project Ordinance Amendment **(page 41)**
 - C. Approve – Change Order #1 for the Medical District Project **(page 46)**
 - D. Adopt – Updated fees for Washington Warren Airport **(page 51)**
 - E. Approve – Development Agreement for Avon Avenue Extension **(page 54)**
- XI. Any other items from City Manager:
- XII. Any other business from the Mayor or other Members of Council:
- XIII. Closed Session: Under NCGS 143-318.11 (A)(3) Attorney/Client and (A)(6) Personnel
- XIII. Adjourn: Until December 8, 2025 at 5:30pm in the City Council Chambers.

**CITY COUNCIL MINUTES
WASHINGTON, NORTH CAROLINA**

October 13, 2025

The Washington City Council met in a regular session on Monday, October 13, 2025 at 5:30pm in the Council Chambers at the Municipal Building. Present: Donald Sadler, Mayor; Anthony Tyre, Mayor Pro tem; Lou Hodges, Councilmember; William Pitt, Councilmember; Antwan Horton, Councilmember and Richard Brooks, Councilmember. Also present, Jonathan Russell, City Manager; Franz Holscher, City Attorney and Cynthia Sullivan Bennett, City Clerk.

Invocation by Rev. Louis Gillespie.

Mayor Sadler called the meeting to order and Mayor Pro tem Tyre led the Pledge of Allegiance.

APPROVAL OF MINUTES:

By motion of Mayor Pro tem Tyre, seconded by Councilmember Brooks, Council approved the minutes of September 8, 2025 as presented.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

APPROVAL/AMENDMENTS TO AGENDA

By motion of Councilmember Horton, seconded by Councilmember Pitt, Council approved the agenda as presented.

CONSENT AGENDA:

(The Consent Agenda is where routine items are approved as a group without Council discussion. If any Council member would like a separate vote or discussion on any Consent Agenda item, the item may be removed from the Consent Agenda and moved to New Business.)

COMMENTS FROM THE PUBLIC:

1. *Each speaker must sign-in on the sign-up sheet on the table at the back of the Council Chambers.*
2. *During the Comments from the public portion of the agenda, the City Manager will call on individuals signed in to address Council*
3. *When called to speak, each speaker will identify him/herself by giving his/her **name and address**.*
4. *Each speaker will be limited to speaking one time on any topic. When you are finished speaking please step away from the podium and be seated.*
5. *Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of five (5) total minutes**. Each group is encouraged to designate a single spokesperson for their group.*

Steve Dillion asked for permission to offer boat rides from the waterfront. Hope Woolard, Public Works Director will take his contact information and direct him to the correct staff member.

SCHEDULED PUBLIC APPEARANCES: NONE

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – PO’S > \$50,000

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

<u>PO Number</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
069592	\$88,530.00	Talbert & Bright	WO #4207-2501 Amendment # 1 North GA area Hangars and Drone Pad

MEMO – BUDGET TRANSFERS - NONE

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:

REPORT – WASHINGTON TOURISM DEVELOPMENT AUTHORITY

Erin Ruyle, Public Information Officer & Interim Director of the Washington Tourism Development Authority provided the following update to Council.

Board Training

The TDA Board and staff recently completed a full-day training with the UNC School of Government. This session helped strengthen our governance practices, clarify roles, and set the stage for continued growth in our tourism efforts.

Tourism Open House

- On **Sunday, November 2, from 2:30–4:00 pm at the Washington Civic Center**, we will host a Tourism Open House.
- This event is designed to connect local businesses, community members, and partners with the WTDA. Our goals are to:
 - **Build Relationships** – provide opportunities for business owners and residents to meet our staff and board.
 - **Share Resources** – highlight how tourism initiatives support local businesses and the broader community.
 - **Encourage Collaboration** – open the door for new ideas and partnerships to strengthen Washington as a visitor destination.
 - **Celebrate Washington** – showcase our community’s vibrancy while building local pride.

Strategic Focus Areas

- We are placing a high emphasis on **outreach and partnerships**, supporting events both large and small.
- We are adopting a broader mindset that goes beyond “heads in beds.” Today’s day-tripper has the potential to become tomorrow’s overnight guest, and every positive visitor experience strengthens our long-term tourism economy.
- We are also focused on **re-establishing past relationships and building new ones**, ensuring the WTDA is an active partner in driving community and economic vitality.
 - We’re collaborating with several partner organizations to enhance this year’s **Light Up the City** event. In addition, we’re working jointly on the **New Year’s Eve**

Washington Crab Drop and Washington’s 250th Celebration, continuing our commitment to community partnerships and memorable local experiences.

REPORT – WASHINGTON-WARREN AIRPORT AUTHORITY

Mr. Russell noted we are still moving forward with projects funded by the legislative appropriation (3) 60x60 hangars are under construction as well as a dedicated drone hangar and launch pad. The STEM building is currently under construction at the intersection of Airport Road and Market Street. We are slated to have an additional four structures constructed in the next twelve months.

REPORT – HUMAN RELATIONS COUNCIL – No Report

REPORT – WASHINGTON ELECTRIC ADVISORY BOARD - No Report

REPORT – OTHER BOARDS/COMMISSIONS/COMMITTEES – No Report

APPOINTMENTS:

APPOINTMENT – HUMAN RELATIONS COUNCIL

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council appointed Jennifer Folayan to the Human Relations Council to fill a VACANT unexpired position. Term to expire June 30, 2026.

APPOINTMENT – WASHINGTON TOURISM DEVELOPMENT AUTHORITY

By motion of Mayor Pro tem Tyre, seconded by Councilmember Brooks, Council appointed Susan Strickland to the Washington Tourism Development Authority to fill a VACANT unexpired position. Term to expire June 30, 2026.

Councilmember Hodges asked if the TDA is required to have someone from the hospitality community on their board and Mayor Pro tem Tyre replied, no.

APPOINTMENT – HUMAN RELATIONS COUNCIL

By motion of Mayor Pro tem Tyre, seconded by Councilmember Brooks, Council appointed Constance (Connie) Grady to the Human Relations Council to fill a VACANT unexpired position. Term to expire June 30, 2026.

OLD BUSINESS: NONE

NEW BUSINESS:

ADOPT – BUDGET ORDINANCE AMENDMENT FOR THE REPLACEMENT OF THE 8” ASBESTOS CONCRETE WATER LINE ALONG 11TH STREET

BACKGROUND AND FINDINGS: The 8” water line on 11th Street between Highland Drive and Brown St. is closer to the proposed excavation for the Medical District Drainage Project than original plans indicated. This line is also asbestos concrete (AC) making it very unstable and vulnerable to rupture when excavating in its current proximity. Replacing this line during the excavation for the new culvert will not only speed up the process, but it will reduce the amount of asbestos water line in the City’s Water System.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council adopted a Budget Ordinance Amendment in the amount of \$100,000 for the replacement of the 8” asbestos concrete water line along 11th Street.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2025-2026**

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

Section 1. That the following accounts of the Water Fund revenue budget be increased or decreased by the respective amounts indicated for the water line replacement:

030-3991-9910 Fund Balance Appropriated \$ 100,000

Section 2. That the following accounts of the Water Fund appropriations budget be increased or decreased by the respective amounts:

030-8140-7400 Capital Outlay \$ 100,000

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 13th day of October 2025.


MAYOR

ATTEST:


CITY CLERK



**ACCEPT – 2024 ASSISTANCE TO FIREFIGHTERS GRANT AND ADOPT
CORRESPONDING GRANT PROJECT BUDGET ORDINANCE**

BACKGROUND AND FINDINGS: Grant funds will be used to purchase fire hose and associated appliances. Last awarded this gran in 2013.

By motion of Councilmember Horton, seconded by Councilmember Pitt, Council approved and supported the acceptance of the 2024 Assistance to Firefighters Grant in the amount of \$189,350 and adopted the corresponding grant budget ordinance.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

**A GRANT PROJECT ORDINANCE FOR
FEMO GO 2024 ASSISTANCE TO FIREFIGHTERS GRANT
GRANT # EMW-2024-FG-01603
CITY OF WASHINGTON, N.C.
FOR FISCAL YEAR 2025-2026**

BE IT ORDAINED, by the City Council of the City of Washington, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby established:

Section 1. The project authorized is for the 2024 Fema Go Assistance to Firefighters grant for fire equipment.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the grant agreements.

Section 3. The following amounts are appropriated for the project:

122-4342-3602	Equipment Project 2024 Firefighters Assistance	\$189,350
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Section 4. The following revenue is anticipated to be available to complete this project:

122-3347-0520	FEMA GO Project 2024 Firefighters Assistance	180,333
122-3980-1000	Transfer from General Fund Project 2024 Firefighters Assistance	<u>9,017.00</u> \$189,350
	Total	

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.

Section 6. Funds may be advanced by the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grant agencies in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this grant project in every budget submission made to the City Council.

Section 9. Copies of this grant project ordinance shall be furnished to the City Clerk, and to the Budget Officer, and to the Finance Director for direction in carrying out this project.


Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 11. This ordinance shall become effective upon its adoption.

This the 13th day of October, 2025.


 Mayor

Attest:


 City Clerk



ADOPT – GRANT PROJECT ORDINANCE AMENDMENT TO CLOSE THE SEWER REHAB GRANT PROJECT

BACKGROUND AND FINDINGS: This Sewer Rehab project is complete and needs to be closed. This will improve our capacity at the treatment plant.

By motion of Councilmember Horton, seconded by Councilmember Brooks, Council adopted the Grant Project Ordinance Amendment to close the Sewer Rehab grant and project that is complete.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

**AN ORDINANCE TO AMEND THE BUDGET, CAPITAL & GRANT PROJECT
ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2025-2026**

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

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

305-3980-3200	Transfer from Sewer Fund Project Sewer Rehab	\$ 3,819
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Section 2. That the following accounts of the Sewer Grant Fund appropriations budget be increased or decreased by the respective amounts to close the Sewer Rehab project:

305-8250-0403	Engineering Project Sewer Rehab	\$ 3,819
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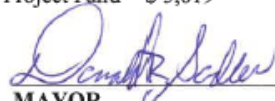
Section 3. That the following accounts of the Sewer Fund revenue budget be increased or decreased by the respective amounts indicated:

032-3991-9910	Fund Balance Appropriated	\$3,819
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Section 4. That the following accounts of the Sewer Grant Fund appropriations budget be increased or decreased by the respective amounts to close the Sewer Rehab project:

032-6611-9276	Transfer to Capital Project Fund	\$ 3,819
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Adopted this the 13th day of October, 2025.


MAYOR

ATTEST:
CITY CLERK



**AUTHORIZE – CITY MANAGER TO APPROVE AN UPDATED JOB DESCRIPTION
AND SALARY GRADE FOR THE HUMAN RESOURCES SPECIALIST**

BACKGROUND AND FINDINGS: This request is to update the job description of the HR Specialist to include supervisory duties. The HR Specialist will begin directly supervising the HR Assistant position, and includes a 5% increase in salary and move to salary grade 20. This reclassification will cost \$1,680 for the rest of the fiscal year and will be paid from the current budget. This change will assist in the succession planning for the Human Resources department.

By motion of Councilmember Horton, seconded by Councilmember Brooks, Council authorized the City Manager to approve an updated job description and salary grade for the Human Resources Specialist.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	



Job Description

Title:	Human Resources Specialist		
Department:	Human Resources	FLSA Status:	Non-Exempt
Pay Grade:	19 20	Created Date:	July 1, 2017
Last Revision Date:	August 8, 2025	Reviewed By:	
HR Reviewed:	N. Williams	Approved Date	

Summary

Responsible for processing personnel actions, assisting with benefits administration, provides technical guidance and support for recruitment and selection, assists with performance evaluation system administration and related activities. Work is performed under general supervision of the Human Resources Director.

Essential Duties and Responsibilities

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

- Processes benefit plan enrollments, terminations and changes; conducts benefits orientations for new hires; explains benefits and assists new employees completing enrollment forms; assists employees with questions, claim forms and understanding benefits; assists employees throughout the year with any questions regarding City provided benefits, processes yearly open enrollment forms for employees and retirees who have had changes.
- Coordinates the exit process of employees and related benefits; reviews termination of benefits, COBRA, transfer of leave, collects exit interview information and reports on trends.
- **Assigns, directs, and supervises the Human Resources Administrative Assistant**
- Wellness and benefits fair for employees and retirees; secures location, vendors and informs employees and retirees.
- Manages the recruitment process; prepares job announcements, posts announcements on NEOGOV; refers qualified applicants; schedules interviews; prepare offer letters for HR Director’s review, extends employment offers.
- Schedules pre-employment testing including background checks; prepares paperwork for new hires; coordinates start dates and coordinates with payroll and IT to ensure new employee is set up prior to start.
- Enters personnel actions in the HR Database (new hires, promotions, demotions, transfers and position assignment changes).
- Host small group training sessions for supervisors on NEOGOV and Performance Pro platforms.
- Manage FMLA administration process.
- Manage Performance Pro database; generates review notices, monitors performance review and processes appraisals in the HR database; works closely with payroll to ensure accurate pay for employees.
- Assists with the City’s wellness programs (finance/retirement seminars, flu shots, biometric screening) and development of wellness challenges/passport activities and communication.
- Assist the HR Director throughout the employee retirement process and completion of various benefits forms.
- Works in conjunction with the Human Resource Administrative Assistant in the maintenance employee files in accordance with NC Records and Retention Policy.
- Performs other related duties as required.

Human Resources Specialist
Page 2

Required Education and/or Experience

Associate’s degree from a college or University in Industrial Relations, Human Resources Management, or closely related field of study; and 3 or more years related experience or equivalent combination of education and experience.

Special Requirements:

- Notary Public required (ability to obtain within 6 months)
- PHR, SPHR or IPMA-HR certification preferred

Knowledge, Skills, and Abilities:

- Working knowledge of the state and federal employment laws, especially those relating to personnel records, privacy, and HIPAA, and of City’s personnel policies and procedures generally.
- Working knowledge of theories, principles and practices of personnel administration, especially for assigned functions.
- Skill in using HRIS system, computerized word processing, database management, Microsoft Excel, and other similar software.
- Ability to gather and analyze information, compose and implement reports and procedures.
- Ability to maintain the confidentiality of personnel records and discussions.
- Ability to establish and maintain effective working relationship with City officials, department directors, employees, and the general public.

Physical Requirements:

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Must be able to physically perform the basic life operational functions of balancing, reaching, standing, walking, pushing, pulling, fingering, talking, hearing, and repetitive motions.. Must possess the visual acuity to compile data and statistics, operate a computer, proof read materials, and do extensive reading

Working Conditions:

Work in this class is performed primarily in an environmentally controlled office setting and employee is not substantially exposed to adverse environmental conditions.

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The City of Washington reserves the right to assign or otherwise modify the duties assigned to this classification.

I certify that I have read the physical requirements as set forth above and am physically able to perform the necessary duties as indicated.

I have received, reviewed and understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Signature: _____ Date: _____

APPROVE – UPDATE TO PERSONNEL POLICY ARTICLE III, SECTION 8 OUTSIDE EMPLOYMENT

BACKGROUND AND FINDINGS: The Outside Employment policy applies to all employees. Our part-time, temporary, and seasonal employees may have a full-time position with another employer. In that case, the City of Washington is the outside or secondary employer. We can’t expect, in that case, the city would have precedence over their full-time position. The proposed change to Outside Employment is to still required all employees to report outside employment, but “having precedence over other employment” will only apply to full-time employees.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council approved the requested update to the Personnel Policy Article III, Section 8 Outside Employment.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

Current

V. Section 8. Outside Employment

The work of the City shall have precedence over other employment interests of employees.

In order to protect the interests of the employee and the City, all outside employment, whether for salaries, wages, commission, self-employment or otherwise must be reported in advance to the employee’s department head (or in the case of a department head, to the City Manager). The department head, in consultation with the City Manager, will determine whether the outside work would create a conflict of interest or otherwise be incompatible with service to the City. Conflicting or unreported outside employment is grounds for disciplinary action, up to and including dismissal. Documentation of the approval will be placed in the employee’s personnel file and must be updated and approved annually.

Requested

V. Section 8. Outside Employment

In order to protect the interests of all employees and the City, all outside employment, whether for salaries, wages, commission, self-employment or otherwise must be reported in advance to the employee’s department head (or in the case of a department head, to the City Manager). *The work of the City shall have precedence over other employment interests of full-time employees.* The department head will determine whether the outside work would create a conflict of interest or otherwise be incompatible with service to the City, consulting with the City Manager, if needed. Conflicting or unreported outside employment is grounds for disciplinary action, up to and including dismissal. Documentation of the approval will be retained in the Human Resources office and must be updated and approved annually.

APPROVE – ELECTRIC BASE RATE REDUCTION

BACKGROUND AND FINDINGS: The North Carolina Eastern Municipal Power Agency (NCEMPA) completed its final debt payment in July 2025 to end over 40 years of obligations. This debt represented the purchase of power plants in 1982, giving cities more control over their power supply. This debt retirement provides financial flexibility to cities to address operating costs, capital

improvements, and future wholesale rate changes. This reduction will provide and equitable distribution of savings to our customer base.

Press release from NCEMPA

A major milestone was reached on July 1, 2025: North Carolina Eastern Municipal Power Agency (NCEMPA) made the final payment on its generating asset debt that traces back to the 1980s.

NCEMPA was formed in 1976 to address urgent electricity needs and preserve a reliable power supply for eastern North Carolina. Made up of 32 public power communities including your community's name, NCEMPA purchased power plant ownerships shares in the early 1980s. In 2015, NCEMPA and Duke Energy Progress (DEP) completed a \$1.2 billion sale of NCEMPA's generating assets to DEP. The July 2025 debt payoff signifies those communities' commitment to providing affordable, reliable power to their public power customers.

Public power communities provide electric service as a municipal utility. A division of local government like schools and libraries, public power providers are owned by the community and run by boards of local officials who are accountable to its citizens.

"The completion of the long-term debt plan represents the determination and fortitude of public power communities and leaders in eastern North Carolina," said Mayor Eddie Braxton, chairman of the NCEMPA Board of Commissioners. "This is a significant milestone for the 32 communities that make up NCEMPA."

"When NCEMPA made its last debt payment on July 1, 2025, public power made history and forged a stronger future for our eastern North Carolina communities," said Roy Jones, CEO of ElectriCities of North Carolina. ElectriCities is the membership organization that helps manage power supply and provide other critical services to NCEMPA and other public power communities across the Carolinas and Virginia. "NCEMPA members continue the proud tradition of public power-bringing reliable, affordable, and sustainable electricity to homes and businesses in eastern North Carolina."

NCEMPA consists of 32 cities and towns in eastern North Carolina. NCEMPA members own and operate their local electric systems. The 32 members are Apex, Ayden, Belhaven, Benson, Clayton, Edenton, Elizabeth City, Farmville, Fremont, Greenville Utilities Commission, Hamilton, Hertford, Hobgood, Hookerton, Kinston, La Grange, Laurinburg, Louisburg, Lumberton, New Bern, Pikeville, Red Springs, Robersonville, Rocky Mount, Scotland Neck, Selma, Smithfield, Southport, Tarboro, Wake Forest, Washington, and Wilson.

Mayor Sadler and Mayor Pro tem Tyre asked for and received clarification on the number of communities that are members of NCEMPA.

By motion of Councilmember Brooks, seconded by Councilmember Pitt, Council approved an electric base rate reduction in the amount of 10% for all customers.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

CLOSED SESSION:

UNDER NCGS 143-318.11 (A)(1) DISCLOSURE OF CONFIDENTIAL INFORMATION, 143-318.10(E) PUBLIC RECORDS ACT AND (A)(3) ATTORNEY/CLIENT PRIVILEGE

By motion of Mayor Pro tem Tyre, seconded by Councilmember Horton, Council entered into closed session under NCGS 143-318.11 (a) (1) Disclosure of Confidential Information, 143-318.10(E) Public Records Act and d (A)(3) Attorney/Client Privilege

By motion of Mayor Pro tem Tyre, seconded by Councilmember Brooks, Council returned to open session.

PUBLIC HEARING 6:00PM - ZONING:

ADOPT – ORDINANCE AND APPROVE REZONING REQUEST FROM RAY JOHNSON TO REZONE PARCEL #5685-36-4017 FROM I2 (LIGHT INDUSTRIAL) TO BD (GENERAL BUSINESS COMMERCIAL)

Mayor Sadler opened the public hearing at this time and Domini Cunningham, Interim Community & Cultural Services Director reviewed the request with Council. The requested zoning of B2 is generally consistent with the Comprehensive Plan/CAMA Future Land Use Map. The request could also be found to be consistent with Parks, Natural Areas, & Open Spaces Policy 2, 8, and 10, and Economic Development Policy 1 of the Comprehensive/CAMA Plan.

On September 23, 2025, the Planning Board voted to recommend approval of the rezoning request to City Council based on the finding that the request is generally consistent with the Comprehensive/CAMA Future Land Use Map and that the request is consistent with Parks, Natural Areas, & Open Spaces Policy 2, 8, and 10, and Economic Development Policy 1 contained in the City of Washington’s Comprehensive/CAMA Plan.



*Rezoning Request
Staff Report*

Development Services,
Planning & Zoning Division

Request: Rezoning request from Ray Johnson

Parcel #: 5685-36-4017

Lot Size: 0.27 acres

Existing Zoning: I2 (Light Industrial)

Proposed Zoning: B2 (General Business Commercial)

Required Notices:

Adjoining property owner notices were mailed and a notice sign was placed on the property on October 3, 2025. The public hearing notice advertisement date was October 1st & 11th, 2025.

Surrounding Land Uses and Zoning:

The subject property is surrounded by some vacant tracts, some light industrial uses and some commercial uses. The property has approximately 150 feet of frontage on Runyon Creek. Backwater Jacks restaurant is located directly across the street and the NC Wildlife boat ramp is located beside the property. All of the adjacent properties are zoned Light Industrial. There is also a small commercial marina directly across Runyon Creek from the subject property that is within the Town of Washington Park.

Development Notes:

The subject property is currently being used as a welding shop with adjacent commercial uses. The property is located within the 100-year floodplain (See attached flood map). Further development of the property will be subject to the City's Flood Damage Prevention Ordinance.

Comprehensive Plan/CAMA Land Use Plan Recommendations:

The Comprehensive/CAMA Future Land Use Map identifies this property as Conservation, Parks, Open Space, or Environmentally Constrained Character Areas with Light Industrial Character Areas within close proximity. The existing zoning of I2 is considered a light industrial zoning district. The requested zoning of B2 is not considered a light industrial zoning district and is not specifically consistent with the newly adopted Future Land Use Map. If this property is rezoned by the City Council, it will be considered an amendment to the Future Land Use Plan

based on State Law. The subject property will then be classified as the Commercial Marina Character Area.

To further support the requests' inconsistency with the Comprehensive/CAMA Plan it could be found that the request does not meet the Comprehensive/CAMA Plan's Parks, Natural Areas & Open Space Policy 1 and 5 and that the rezoning is unreasonable and not in the public interest because the uses allowed in B2 may be detrimental to the relationship between the current permissible development on the property and adjacent areas.

However, the proposed rezoning could be found to be generally consistent with the Comprehensive/CAMA Plan's Parks, Natural Areas, & Open Spaces Policy 2, 8, and 10, and Economic Development Policy 1 because of the uses that are allowed in the B2 zoning district, and that it is reasonable and in the public's interest to rezone the property since it would provide an additional access point to the water and additional job opportunities

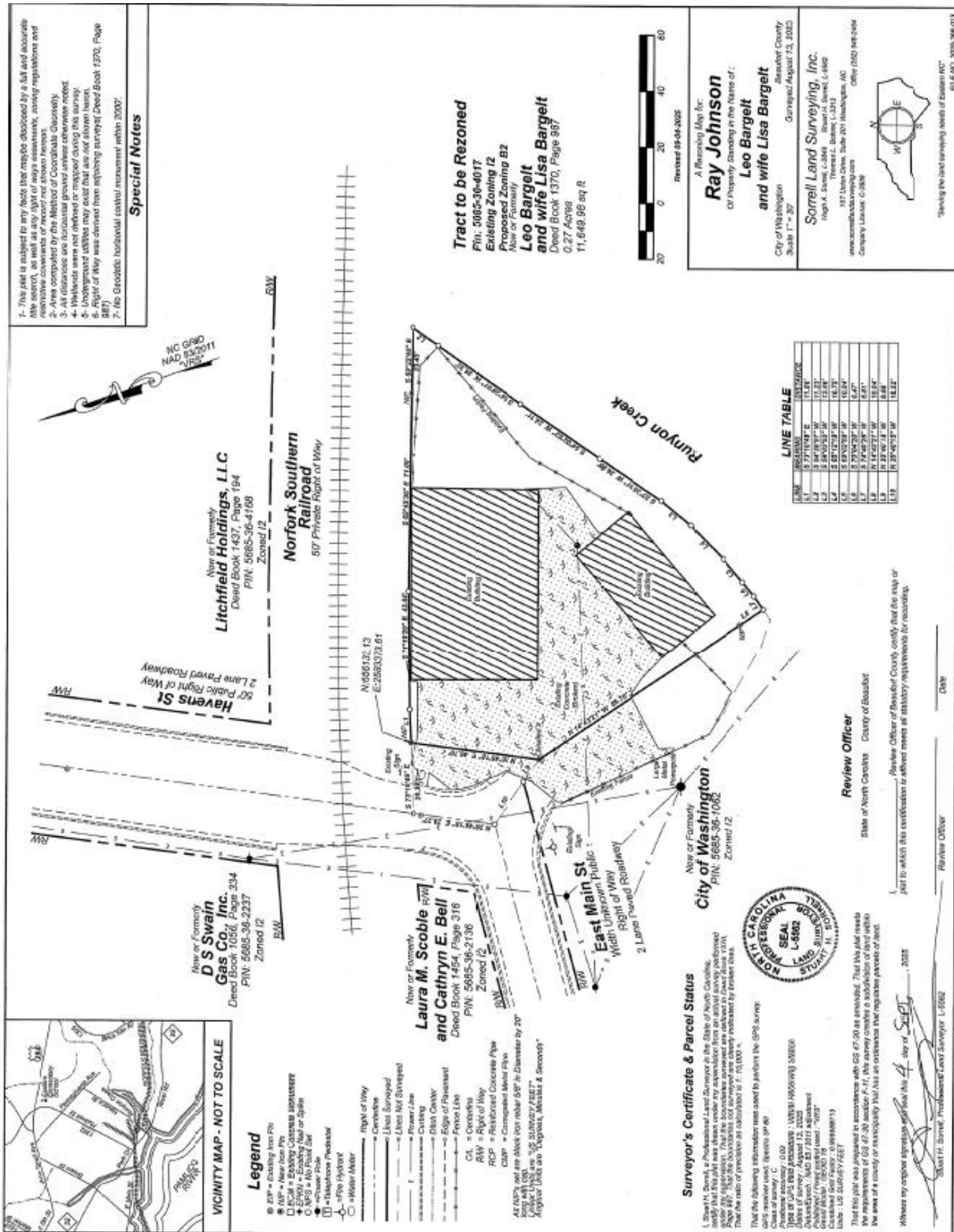
Referenced Comprehensive/CAMA Plan Policies

Parks, Natural Areas, & Open Spaces

- Policy 1: Continue parks planning efforts.
- Policy 2: Continue enhancements to existing parks.
- Policy 5: Discourage traditional development patterns adjacent to beneficial wetlands and environmentally-sensitive natural areas.
- Policy 8: Update the shoreline and water access plan. Identify priority areas (street ends, vacant parcels, etc.) where property could be purchased and/or developed to provide water access. Priority should be given to small craft launches (kayaks, canoes, paddle boards) and fishing and crabbing access.
- Policy 10: Increase access (including handicapped accessible access) and opportunities to enjoy Washington's public waterways and waterfront.

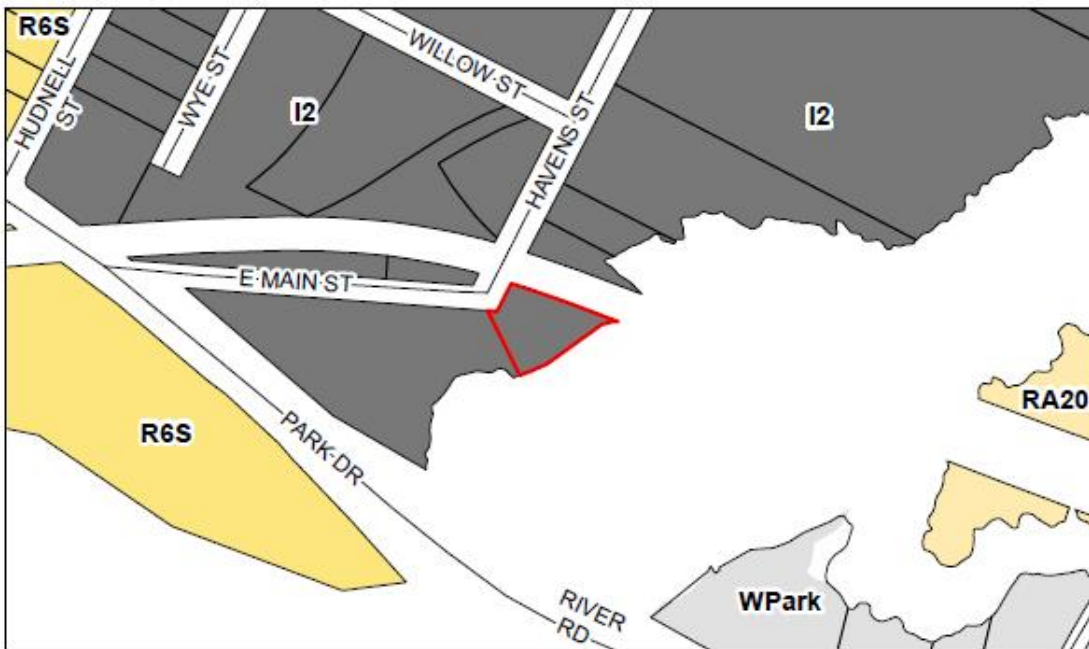
Economic Development

- Policy 1: Review regulations and procedures to assure a business-friendly process for new business development and existing business expansion

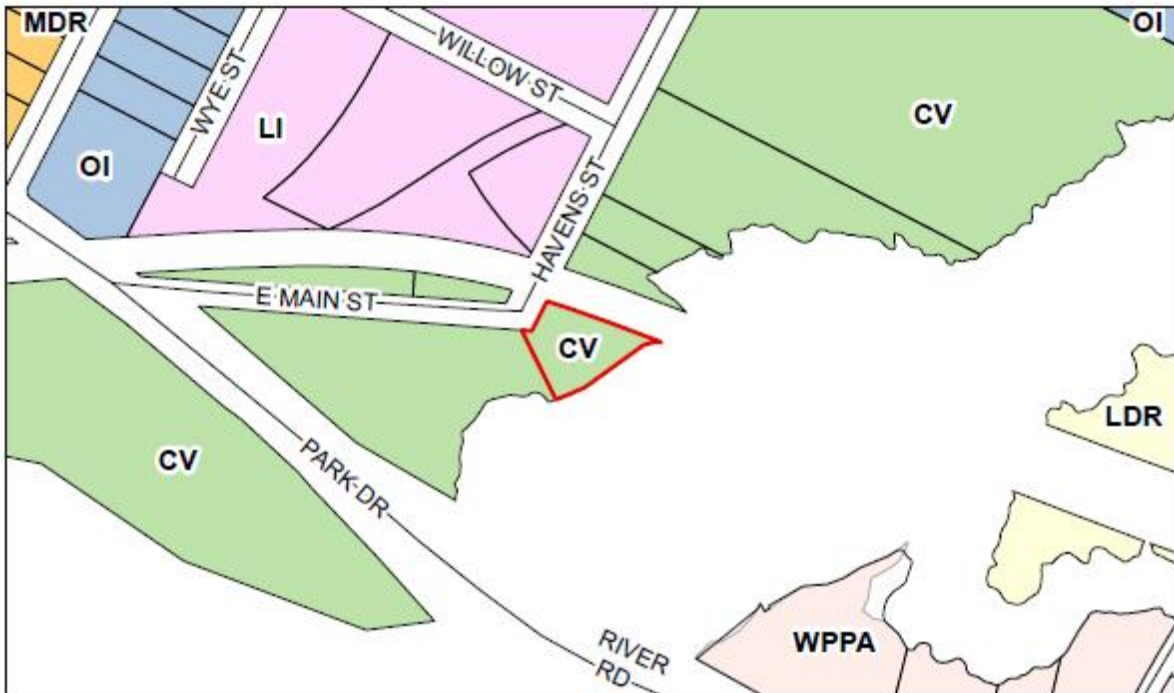




Location Map



Zoning Map



Future Land Use Map



Flood Zone Map

Ray Johnson presented his request to City Council and noted he is the owner of Sun Ray’s Marine Construction. He believes this property would be a great place for a dock/marina.

There being no comments from the public or Council, the hearing was closed at this time.

By motion of Mayor Pro tem Tyre, seconded by Councilmember Pitt, Council adopted an ordinance and approved the requested rezoning from I2 to B2 based on the findings that 1) the request is generally consistent with the Comprehensive/CAMA Future Land use Plan’s Commercial Marina Character Area 2) the request is consistent with the Comprehensive/CAMA Plan’s Parks, Natural Areas, & Open Spaces Policy 2, 8, and 10, and Economic Development Policy 1 and because of the uses allowed in the B2 zoning district and 3) that it is reasonable and in the public’s interest to rezone the property since it would provide an additional access point to the water and additional job opportunities. Council further moved to amend the Future Land Use Map to designate the subject area from Conservation, Parks, Open Space, or Environmentally Constrained Character Areas to Commercial Marina Character Area, consistent with this action.

VOTE:	YES	NO
Mayor Pro tem Tyre	x	
Councilmember Hodges	x	
Councilmember Brooks	x	
Councilmember Horton	x	
Councilmember Pitt	x	

ORDINANCE FOR A PROPOSED ZONING MAP AND FUTURE LAND USE MAP AMENDMENT THE CITY OF WASHINGTON, NORTH CAROLINA

WHEREAS, A request has been made to rezone the 0.27 acres, parcel number 5685-36-4017 from I2 (Light Industrial) to B2 (General Business). The property is further described as:

Lying and being in the City of Washington, County of Beaufort, State of North Carolina and more particularly described as follows:

BEGINNING at a NEW IRON PIN with cap with NC Grid Coordinates of: N: 656133.13, E: 2583373.61; thence S 73°10'48" E a distance of 11.86' to a Point Not Set; thence S 71°19'29" E a distance of 42.64' to a Point Not Set; thence S 69°45'36" E a distance of 71.00' to a New Iron Pin with Cap; thence S 69°22'46" E a distance of 23.45' to a Point Not Set; thence S 54°28'07" W a distance of 11.23' to a Point Not Set; thence S 54°28'07" W a distance of 36.33' to a Point Not Set; thence S 54°02'02" W a distance of 34.11' to a Point Not Set; thence S 53°36'07" W a distance of 26.98' to a Point Not Set; thence S 59°03'52" W a distance of 13.66' to a Point Not Set; thence S 65°12'19" W a distance of 16.75' to a Point Not Set; thence S 69°02'09" W a distance of 10.84' to a Point Not Set; thence S 70°04'20" W a distance of 6.47' to a Point Not Set; thence S 74°40'25" W a distance of 5.81' to a Point Not Set; thence N 14°43'21" W a distance of 10.04' to a New Iron Pin with Cap; thence N 14°43'21" W a distance of 86.70' to a Chiseled X In Concrete; thence N 26°46'18" E a distance of 46.70' to a New Iron Pin with Cap; which is the point of beginning, having an area of 11,649.98 square feet, 0.27 acres and further shown on the survey map by Sorrell Land Surveying, Inc. for Ray Johnson, dated August 13, 2025. Reference is herein made to said survey, and the same is incorporated for a more complete and adequate description.

WHEREAS, the City Council of the City of Washington, North Carolina in accordance with Chapter 160D of the General Statutes of North Carolina, caused a public notice to be published once a week for two successive weeks in the Washington Daily News setting forth that the City Council would, on the 13th day of October 2025 conduct a public hearing on the zoning map amendment; and


WHEREAS, the City Council has been informed of and has considered the City of Washington Planning Board’s recommendation on the subject zoning map amendment; and

WHEREAS, in accordance with the applicable provisions of North Carolina General Statute 160D-605, the City Council does hereby find and determine that the adoption of the ordinance is generally consistent with the adopted Comprehensive/CAMA Plan and other officially adopted plans that are applicable and that the adoption of the ordinance zoning the following described property is reasonable and in the public interest due to its consistency with the Comprehensive/CAMA Plan and other officially adopted plans that are applicable and, as a result, its furtherance of the goals and objectives of the comprehensive plan and other officially adopted plans that are applicable; and

WHEREAS, as a further explanation as to why the action taken is reasonable and in the public interest in compliance with the applicable provisions of North Carolina General Statute 160D-605, the City Council of the City of Washington does hereby find and determine that the adoption of this ordinance will, in addition to the furtherance of other goals and objectives, promote the safety and general welfare of the community because the requested zoning is consistent with the recommended Future Land Use Map Commercial Marina Character Area.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Washington, North Carolina that, this proposed zoning map amendment of be approved and the Comprehensive/CAMA Future Land Use Map be updated to reflect Marina Character Area within the described area; The Director of Community and Cultural Services is directed to amend the zoning map and future land use map of the City of Washington in accordance with this ordinance; and all ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Adopted this 13th day of October, 2025.


Donald R. Sadler, Mayor

ATTEST:


Cynthia Bennett, Clerk



PUBLIC HEARING 6:00PM- OTHER: NONE

ANY OTHER ITEMS FROM CITY MANAGER:

*Washington High School homecoming parade went well.

*We may be able to partner with Beaufort County Schools to provide additional work space for their students. This will allow them to have access to the internet after school hours.

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL: None

ADJOURN:

By motion of Mayor Pro tem Tyre, seconded by Councilmember Brooks, Council adjourned the meeting until November 10, 2025 at 5:30pm in the City Council Chambers.

(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC
City Clerk



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Tammy Swindell, Administrative Services Director
Date: November 10, 2025
Subject: Adopt FY 2026 Budget Schedule

RECOMMENDATION:

I move that City Council adopt the Fiscal Year 2026/2027 Budget Preparation and Adoption Schedule.

BACKGROUND AND FINDINGS:

The attached budget schedule outlines the budget preparation, review, and adoption schedule.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

FY 2026/2027 Budget Schedule

Budget Schedule 2025-2026

Scheduled

Week Of	Status	Budget Task
12/01/25		CIP template distributed to Management Team
12/22/25		Outside Agency Budget Requests Distributed
12/29/25		Budget Packets Distributed to Management Team
12/29/25		CIP worksheets due back to Finance
01/26/26		CIP review with Manager
01/26/26		Revenue Estimate General Fund- Finance
01/26/26		Outside Agency Budget Requests Submitted
02/09/26		Continuation Budgets & Fee Manual changes submitted to Finance
02/09/26		Expansion Budgets submitted to Finance
02/09/26		CIP review with Council
03/02/26		Budget Compiled by Finance
03/16/26	Schedule 3/16-19	Budget Review with Manager- General Fund
03/16/26	Schedule 3/16-19	Budget Review with Manager- Electric Fund
03/16/26	Schedule 3/16-19	Budget Review with Manager- Public Works
04/13/26		Manager's Recommended Budget Presented to Council
04/13/26		Budget Available for Public Viewing at City Clerk's Office, Library, and Web Site
04/13/26		Advertise Public Hearing for Budget
04/13/26		Council Budget Questions/Clarification to City Manager
04/27/26	Scheduled entire week	Council Budget Workshops
04/27/26		Public Hearing- Budget
05/11/26		Budget Adopted
05/11/26		Budget Posted to Web Site



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Kimberly Davenport, Library Director
Date: 11/4/2025
Subject: Donations to History Center and Museum Project HISCON
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt the Capital Project Ordinance to accept donations in the sum of \$30,000.00 for the History Center and Museum Project 0717-2025.

BACKGROUND AND FINDINGS:

Continued revenue from donations to move this project forward.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Capital Project Ordinance

**CAPITAL PROJECT ORDINANCE FOR GENERAL FUND PROJECT FUND
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2025-2026**

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

Section 1. That the Estimated Revenues in the General Fund Capital Project Fund be increased or decreased in the following accounts and amounts:

125-3609-2001	Donations Project Museum	\$30,000
---------------	-----------------------------	----------

Section 2. That the following appropriation accounts in the General Fund Capital Project Fund be increased or decreased by the following amounts to fund museum repairs:

125-6111-4502	Construction Project Museum	\$30,000
---------------	--------------------------------	----------

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 10th day of November, 2025.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of City Council
From: R.M. Flowers, Fire Chief
Date: October 27, 2025
Subject: NC Emergency Management Grant
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council approve and support a grant application through NC Emergency Management in the amount of \$31,699.

BACKGROUND AND FINDINGS: The money will be used to purchase an off road vehicle side-by-side vehicle to aid in search and rescue purposes.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT:

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

SUPPORTING DOCUMENTS

Mayor
Donald R. Sadler

City Manager
Jonathan Russell



Washington City Council
Richard Brooks
Lou Hodges
Antwan Horton
William Pitt
Anthony Tyre

To: Mayor Sadler & Members of the City Council
From: Tammy Swindell, C.F.O.
Date: November 03, 2025
Subject: PO's > \$50,000

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

<u>PO</u> <u>Number</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
069619	\$110,121.51	WHITE/HERRING TRACTOR & TRUCK LLC	REPLACE EQUIPMENT #414 DUMP TRUCK
069621	\$138,947.14	WHITE/HERRING TRACTOR & TRUCK LLC	REPLACE EQUIPMENT #454 DUMP TRUCK
069628	\$50,784.00	ALLSOURCE ENTERPRISES, LLC	RESCUE EQUIPMENT

Mayor
Donald R. Sadler

City Manager
Jonathan Russell



Washington City Council
Richard Brooks
Lou Hodges
Antwan Horton
William Pitt
Anthony Tyre

To: Mayor Sadler & Members of the City Council
From: Tammy Swindell, C.F.O.
Date: November 03, 2025
Subject: Budget Transfers

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

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

010-4400-5701	-\$126.00
010-4700-8005	\$126.00
035-8380-1700	-\$800.00
035-8390-7400	\$800.00

Original
Copy

Request for Transfer of Funds

Date: 6/30/25

TO: City Manager or Finance Director

FROM: Finance

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Miscellaneous	010-4400-5701		Misc Expenses	126.00
TO:	Public Works Director	010-4700-8005		Lease Fin Prin	126.00

For the purpose of: To cover overspent account.

James Beans
Supervisor

James A. Swindell
Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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

[Signature]
City Manager or Finance Director
Date *10/9/25*

ENTERED
OCT 09 2025

Council

Request for Transfer of Funds

Date: October 15, 2025

TO: City Manager or Finance Director


FROM: Rachel H. Smith – Electric Administrative Support Specialist

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Account Name	Amount
FROM:	Electric	035-8380-1700	Maint/Repair Vehicles	\$800.00
TO:	Electric	035-8390-7400	Capital Outlay	\$800.00

For the purpose of: Cover expenses for capital outlay purchases.



 Supervisor

 Department Head

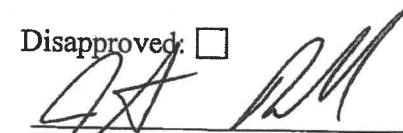
ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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

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



 City Manager or Finance Director

10/16/25

 Date



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of City Council
From: Domini Cunningham, Interim Director of Community & Cultural Services
Date: November 10, 2025
Subject: Appointment: Planning Board {Alternate Member}
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council appoint _____ to the City of Washington Planning Board as the alternate member. Term to expire June 30, 2028.

BACKGROUND AND FINDINGS:

The City Council amended the City Code to add an alternate member position to the Planning Board. Having an alternate member would make it easier for the Board to meet a quorum in the event of an absent member. The alternate member is not held to the board attendance policy. Council may determine the length of the term. The alternate member position is currently vacant.

PREVIOUS LEGISLATIVE ACTION

City Council adopted an amendment to the City Code adding an alternate member position to the Planning Board at the August 4, 2025, Council Meeting.

FISCAL IMPACT

Currently Budgeted Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Application

Requested Board Planning Board

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

NAME Lindsey E. Harris

ADDRESS 205 east 8th street

PHONE (WORK) 252-495-3862 (HOME) _____

E-MAIL ADDRESS lindseyharris622@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 54 YEARS

YEARS OF EDUCATION 12 diploma

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

IF YES, PLEASE INDICATE _____

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

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

I am deeply committed to the future of Beaufort County. I am keen to understand what key qualities or experiences you believe are currently most needed to address our community's pressing issues.

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

11/3/25
Date

Lindsey E. Harris
Signature

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



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: November 10, 2025
Subject: Appointment to Washington Housing Authority
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

(Mayor Sadler - Liaison)

As Mayor, I hereby appoint _____ to the Washington Housing Authority to fill the un-expired term of Alice Mills-Sadler. Term to expire June 30, 2027.

BACKGROUND AND FINDINGS:

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Application

Requested Board Washington Housing Authority

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

NAME Tereša Whitney

ADDRESS 51 York St. Washington, NC 27889

PHONE (WORK) 2529437204 (HOME) 2528330999

E-MAIL ADDRESS Twhit30@suddenlink.net

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 63 YEARS

YEARS OF EDUCATION 19

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

IF YES, PLEASE INDICATE _____

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

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

I'm passionate in serving with others that can provide valuable resources to assist individuals to find affordable and adequate housing. I also enjoy helping others to budget and plan for homeownership.

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

11/6/2025
Date

Teresa Whitney
Signature



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler and Members of City Council
From: Tammy Swindell, Administrative Services Director
Date: November 10, 2025
Subject: Full Time Grant Manager

RECOMMENDATION:

I move that City Council approve the Grant Manager position from part time to full time and approve the corresponding budget ordinance and updated job description.

BACKGROUND AND FINDINGS:

This need for this position in Finance has evolved into a full time need as Finance transitions duties with employees, increased grant compliance, GASB accounting changes, increased audit requirements, as well as the number of grants the city is managing has increased. The estimated cost to make this position full time with benefits is \$23,200 for this fiscal year.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment
Grant Manager job description

Title:	Grant Manager		
Department:	Administrative Services	FLSA Status:	Non-Exempt
Pay Grade:	23	Created Date:	February 3, 2022
Last Revision Date:	November 10, 2025	Reviewed By:	T. Swindell
HR Reviewed:	N. Williams	Approved Date	

Summary

This position is responsible for performing complex and technical accounting work in support of the City's financial accounting functions, with a primary focus on administrative and fiscal management of Federal, State, and Local grants. Primary functions include managing and overseeing the life cycle of the grant processes, monitoring and tracking costs, collaborating with internal and external partners, filing required reports and creating reports for the City.

Essential Duties and Responsibilities

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

- Interpret, administer, and provide oversight of various city projects including grant funded projects
- Prepare and review reports, journal entries, and grant reimbursement reports
- Interact with grantors to resolve grant related questions and issues
- Analyze balance sheets, expenditure, and revenue reports related to grant funding
- Manage and assist with audits, as well as complete the Schedule of Federal and State Awards
- Reconcile various reports to the general ledger
- Serve as the backup and assistant to the Accountant
- Reviews all City grant applications prior to the submittal of the grant application
- Collaboration with City departments to analyze, monitor, reconcile and report on specific funding sources relating to those initiatives and grants awarded to the City of Washington
- Researches/reviews Federal and State regulations to ensure the City is compliant with all grant requirements
- Works with managers in City departments to identify and understand compliance requirements associated with the grant(s)
- Coordinates and supports the grant applicants' draft agenda items associated with grant requests to be considered by City Council to ensure all requirements are disclosed and addressed
- Reviews/coordinates grant compliance reporting and reimbursement requests for all City grants received
- Maintains records in a timely and accurate manner and in accordance with all applicable laws, rules, regulations and directions from granting authorities
- Develops procedures for compliance reporting for each department
- Performs analytical procedures in relation to grants and accounts
- Communicates with project managers, within the City and external agencies
- Performs other duties as assigned

Required Education and/or Experience

Associate degree and five (5) or more years related experience and/or training required; or an equivalent combination of education and experience, preferably in the public sector; Bachelor degree preferred.

Special Requirements

Valid North Carolina driver's license preferred

Knowledge, Skills, and Abilities

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- Knowledge of accounting principles, municipal accounting, general and fund accounting
- Knowledge of methods and techniques of research, analysis and report preparation
- Knowledge of principles and procedures of fiscal record keeping and reporting
- Working knowledge of laws, general statues, rules, and regulations governing specific municipal government accounting tasks
- Considerable knowledge of computer operations as they relate to assigned tasks including the use of various financial package applications and various spreadsheets
- Ability to interpret City code and applicable Federal and State law related to procuring grant funding
- Ability to compile, evaluate, and reconcile a variety of accounting records and reports; ability to make arithmetic computations accurately and with reasonable speed
- Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level
- Ability to develop and maintain effective working relationships with a variety of people including vendors, general public, and other employees and supervisors and to serve as a lead working in providing technical guidance and/or teaching others
- Ability to communicate effectively in oral and written forms

Physical Requirements

Work is generally sedentary requiring the exertion of up to 10 pounds of force occasionally and or a negligible amount of force frequently or constantly to move objects. Constantly operates a computer and other standard office equipment. Must have visual acuity to be able to prepare and analyze data and figures for accounting, perform extensive reading, operate office equipment, determine accuracy and thoroughness of work, observe general surroundings and activities. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels.

Working Conditions

Work is performed in an office with a controlled environment without exposure to harmful conditions.

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The City of Washington reserves the right to assign or otherwise modify the duties assigned to this classification.

I certify that I have read the physical requirements as set forth above and am physically able to perform the necessary duties as indicated.

I have received, reviewed and understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Signature: _____ Date: _____

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2025-2026**

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

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

010-3991-9910	Fund Balance Appropriated	\$	23,200
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Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts for the full time Grant Manager:

010-4130-0200	Salaries	\$	14,000
010-4130-0600	Group Insurance		6,000
010-4130-0700	Retirement Contributions		1,100
010-4130-0500	FICA Tax Withholdings		2,100

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 10th day of November, 2025.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Hope Woolard, Public Works Director
Date: November 10, 2025
Subject: Lead Service Line Inventory Engineering Agreement Amendment and Budget and Grant Project Ordinance Amendment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council approve the Engineering Agreement Amendment with Rivers and Associates for the Lead Service Line Inventory, approve the Budget & Grant Project Ordinance Amendment and approve subsequent purchase order in the amount of \$50,000.

BACKGROUND AND FINDINGS:

The City accepted funding and executed an engineering agreement with Rivers and Associates on September 9, 2024 to inspect the drinking water distribution system and develop an inventory of the lead service lines. This amendment is needed to cover additional services required due to difficult access and additional service connections that were not originally anticipated.

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

- Budget & Grant Project Ordinance Amendment
- Rivers & Associates Amendment to Task Order No. 8

**AN ORDINANCE TO AMEND THE BUDGET & GRANT PROJECT
ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2025-2026**

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

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

206-3980-3000	Transfer from Water Fund Project Lead Service Line Inventory Grant	\$ 50,000
---------------	--	-----------

Section 2. That the following accounts of the Water Grant Fund appropriations budget be increased or decreased by the respective amounts to complete the Lead Service Line Inventory project:

206-8244-0400	Professional Services Project Lead Service Line Inventory Grant	\$ 50,000
---------------	---	-----------

Section 3. That the following accounts of the Water Fund revenue budget be increased or decreased by the respective amounts indicated:

030-3991-9910	Fund Balance Appropriated	\$ 50,000
---------------	---------------------------	-----------

Section 4. That the following accounts of the Water Fund appropriations budget be increased or decreased by the respective amounts indicated:

030-6610-9203	Transfer to Grant Funds	\$ 50,000
---------------	-------------------------	-----------

Adopted this the 10th day of November, 2025.

MAYOR

ATTEST:

CITY CLERK

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated March 13, 2023.

Amendment To Task Order No. 8

1. Background Data:

- a. Effective Date of Task Order Agreement: September 9, 2024
- b. Owner: City of Washington
- c. Engineer: Rivers & Associates, Inc.
- d. Specific Project: Washington - Lead Service Line Inventory

2. Description of Modifications

- a. Engineer shall perform the following Additional Services:
Continue water meter inspections to determine materials for individual water services to existing water connections per EPA requirements.
- b. The Scope of Services currently authorized to be performed by Engineer in accordance with the Task Order and previous amendments, if any, is modified as follows: **Not modified.**
- c. The responsibilities of Owner with respect to the Task Order are modified as follows: **Not modified.**
- d. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:
\$50,000.00 - Hourly Estimated
- e. The schedule for rendering services under this Task Order is modified as follows:
Additional 4 Months
- f. Other portions of the Task Order (including previous amendments, if any) are modified as follows:
Fee Schedule (See revised Attachment 4 to original Task Order)

3. Task Order Summary (Reference only)

a. Original Task Order amount:	<u>\$460,000</u>
b. Net change for prior amendments:	<u>\$0</u>
c. This amendment amount:	<u>\$50,000</u>
d. Adjusted Task Order amount:	<u>\$510,000</u>

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is November 10, 2025.

OWNER:

By: _____

Title: _____

Date

Signed: _____

ENGINEER:

By:  _____

Title: President _____

Date

Signed: 10-31-25 _____

ATTACHMENT 4
RIVERS AND ASSOCIATES, INC.
STANDARD RATES
 Effective: November 1, 2025

EMPLOYEE CLASSIFICATION:

HOURLY RATES:

Principal	\$215.00
Project Manager	\$160.00 to \$210.00
Project Engineer	\$125.00 to \$195.00
Design Engineer	\$105.00 to \$115.00
Landscape Architect	\$120.00 to \$170.00
Landscape Designer	\$100.00 to \$125.00
Planner	\$90.00 to \$110.00
Designer	\$95.00 to \$145.00
CAD Technician	\$80.00 to \$90.00
Project Surveyor	\$105.00 to \$160.00
Party Chief	\$70.00 to \$125.00
Surveyor Technician	\$60.00 to \$80.00
1-Man Robotic	\$115.00 to \$160.00
Resident Project Representative	\$75.00 to \$120.00
Administrative Assistant	\$75.00 to \$90.00
Engineering Tech	\$90.00
Field Tech	\$75.00
Intern Tech	\$50.00
Sub-Consultants and Fees	1.15 x Cost
Travel	Cost
Current IRS Rate	Cost
Miscellaneous Expense	Cost



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Hope Woolard, Public Works Director
Date: November 10, 2025
Subject: Change Order #1 for the Medical District Project
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council approve Change Order #1 for the Medical District Project in the amount of \$4,215 and authorize the City Manager to execute said Change Order, and approve subsequent Purchase Order in the same amount.

BACKGROUND AND FINDINGS:

This request comes as a result of changes in the project as noted in the attached documentation. Some of the changes result in deducts, while others result in additions to cost. The net increase is due primarily to additional concrete work needed for the project. The additional cost will be covered by the budgeted contingencies.

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT

Currently Budgeted (Account: 402-8270-9900) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

- Change Order #1



Change Order No. 1

Date of Issuance: November 3, 2025	Effective Date: November 10, 2025
Owner: City of Washington	Owner's Contract No.:
Contractor: B.E. Singleton & Sons, Inc.	Contractor's Project No.:
Engineer: Rivers and Associates, Inc.	Engineer's Project No.: 2020107
Project: Medical District Drainage Improvements	Contract Name: Contract 1

The Contract is modified as follows upon execution of this Change Order:
 Description: Design modifications to utilize skewed/ mitred box culverts in lieu of cast-in-place junction boxes, price increases due to delay in construction start, adding a junction box, design improvements at outlet and wing wall of John Small outlet, reduction in water line scope, and time extension due to delay in construction start for funding determination.

Attachments: Attachment #1 – Quantity Adjustments (10-31-25), Change Order Pricing from B.E. Singleton (8-12-25), Work Change Directive #1, Work Change Directive #2, and Junction Box Built from Singleton (9-9-25).

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>5,628,825.75</u>	Original Contract Times: Substantial Completion: <u>330</u> Ready for Final Payment: <u>365</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : \$ <u>0</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>5,628,825.75</u>	Contract Times prior to this Change Order: Substantial Completion: <u>330</u> Ready for Final Payment: <u>365</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>4,215.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>282</u> Ready for Final Payment: <u>282</u> days or dates
Contract Price incorporating this Change Order: \$ <u>5,633,040.75</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>June 18, 2026</u> Ready for Final Payment: <u>July 23, 2026</u> days or dates

RECOMMENDED: By: <u>[Signature]</u> Engineer (if required)	ACCEPTED: By: _____ Owner (Authorized Signature)	ACCEPTED: By: _____ Contractor (Authorized Signature)
Title: <u>SR. PROJECT MANAGER</u>	Title: _____	Title: _____
Date: <u>11-3-25</u>	Date: _____	Date: _____
Approved by Funding Agency (if applicable)		
By: _____	Date: _____	
Title: _____		

ATTACHMENT #1 - QUANTITY ADJUSTMENTS
City of Washington - Medical District Drainage Improvements - Contract I
October 31, 2025

Item							
Bid Item No.	Description		Bid Item Quantity	Unit Price	Bid Item Value (\$)	CO #1	CO #1 Value
22	8" Restrained Joint PVC (Water Line)	LF	640	\$60.00	\$38,400.00	(540)	(\$32,400.00)
23	8" Restrained Joint DIP (Water Line)	LF	200	\$125.00	\$25,000.00	(165)	(\$20,625.00)
24	8" Existing Water Main Tie-in	EA	9	\$4,500.00	\$40,500.00	(7)	(\$31,500.00)
29	8" valve (Water Line)	EA	3	\$3,400.00	\$10,200.00	(2.00)	(\$6,800.00)
30	16" Steel Casing (Open Cut)	LF	180	\$175.00	\$31,500.00	(150.00)	(\$26,250.00)
56a	3' x 4' Junction Box	EA	1	\$4,000.00	\$0.00	1.00	\$4,000.00
57	24' x 24' Junction Box 1	EA	1	\$150,000.00	\$150,000.00	(1.00)	(\$150,000.00)
57a	Skew for Junction Box 1	LF	15	\$6,834.00	\$0.00	15.00	\$102,510.00
58	20' x 20' Junction Box 2	EA	1	\$125,000.00	\$125,000.00	(1.00)	(\$125,000.00)
58a	Skew for Junction Box 2	LF	17	\$5,874.00	\$0.00	17.00	\$99,858.00
59	24' x 24' Junction Box 3	EA	1	\$150,000.00	\$150,000.00	(1.00)	(\$150,000.00)
59a	Skew for Junction Box 3	LF	14	\$8,264.00	\$0.00	14.00	\$115,696.00
95	Increase in Time & Materials due to delayed start	LS	1	\$213,726.00	\$0.00	1.00	\$213,726.00
	Work Change Directive #1	LS	1	\$6,500.00	\$0.00	1.00	\$6,500.00
	Work Change Directive #2	LS	1	\$4,500.00	\$0.00	1.00	\$4,500.00
	Totals						\$4,215.00



Work Change Directive No. 1

Date of Issuance: October 7, 2025 Effective Date: October 7, 2025
 Owner: City of Washington Owner's Contract No.: _____
 Contractor: B.E. Singleton & Sons, Inc. Contractor's Project No.: _____
 Engineer: Rivers & Associates, Inc. Engineer's Project No.: 2020107
 Project: Washington Medical District Drainage Contract Name: Contract I – General Construction

Contractor is directed to proceed promptly with the following change(s):
 Description: Complete installation of 12" wide sidewalk extension and concrete apron down to the top of the culvert headwall. Concrete to be 4" thick concrete for each section.

Attachments: *[List documents supporting change]* E-mail from Contractor dated October 7, 2025.

Purpose for Work Change Directive:

Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to:

- Non-agreement on pricing of proposed change.
- Necessity to proceed for schedule or other Project reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price \$ 6,500 [increase] [decrease].
 Contract Time 0 days [increase] [decrease].

Basis of estimated change in Contract Price:

- Lump Sum
- Cost of the Work
- Unit Price
- Other

RECOMMENDED:
 By: [Signature]
 Title: Sr. Project Manager
 Date: 10-7-25

AUTHORIZED BY:
 By: [Signature]
 Title: City Manager
 Date: 10/10/25

RECEIVED:
 By: [Signature]
 Title: President
 Date: 10-14-25

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____



Work Change Directive No. 2

Date of Issuance: October 21, 2025 Effective Date: October 21, 2025
 Owner: City of Washington Owner's Contract No.: _____
 Contractor: B.E. Singleton & Sons, Inc. Contractor's Project No.: _____
 Engineer: Rivers & Associates, Inc. Engineer's Project No.: 2020107
 Project: Washington Medical District Drainage Contract Name: Contract I - General Construction

Contractor is directed to proceed promptly with the following change(s):

Description: Design improvement for grading of business parking area and stream bank. Complete installation of 8" thick cast-in-place concrete retaining wall extension for 8 feet along the top of the wing wall on the southwest side of John Small Avenue. Retaining wall to be at least 3 feet tall at the end of the wing wall.

Attachments: [List documents supporting change] Quote from Contractor dated October 16, 2025 and design drawing by RPA Engineering, P.A., signed and sealed 10-6-25.

Purpose for Work Change Directive:

Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to:

- Non-agreement on pricing of proposed change.
- Necessity to proceed for schedule or other Project reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price \$ 4,500 [increase] {decrease}.
 Contract Time 0 days {increase} {decrease}.

Basis of estimated change in Contract Price:

- Lump Sum Unit Price
- Cost of the Work Other

RECOMMENDED:
 By: [Signature]
 Engineer (Authorized Signature)
 Title: Sr. Project Manager
 Date: 10-20-25

AUTHORIZED BY:
 By: [Signature]
 Owner (Authorized Signature)
 Title: City Manager
 Date: 10/21/25

RECEIVED:
 By: [Signature]
 Contractor (Authorized Signature)
 Title: President
 Date: 10/21/25

Approved by Funding Agency (If applicable)

By: _____ Date: _____
 Title: _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler and Members of City Council
From: Josh Waters, Airport Manager
Date: November 10, 2025
Subject: Update Fees for Washington Warren Airport
Staff Presentation:

RECOMMENDATION:

I move that City Council adopt an updated fee schedule for the Washington Warren Airport.

BACKGROUND AND FINDINGS:

With better understanding of UAS/AAM operations at the airport there are fees that need to be added or adjusted on our current fee schedule to accommodate these situations, at what we believe is a fair market rate. Any items adjusted or added have been highlighted.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Updated Airport Fee Schedule

Airport Fees

Services Required After Hours

Any part of the first hour \$100 (waived with 200 gallon fuel purchase)
Any part of a half hour after the initial first hour \$50

Revenue Code – 037-3350-8901 Miscellaneous Revenue

Tie Down Services at Warren Field Airport

Daily Tie Down \$3 after first 3 days free
Monthly Tie Down \$25

Revenue Code – 037-3453-0007 Tie Down Rentals

T-Hanger Rental Fees

T-Hanger with Electricity availability \$205 per month
End T-Hangers with more sq. ft. \$240 per month

Revenue Code – 037-3454-0004

Push Back and Transport Fees

Single Engines up to 3,500 lbs.	\$10.00
Twin Engines up to 6,000 lbs.	\$15.00
Single Turboprop up to 9,500 lbs.	\$20.00
Twin Turboprop up to 8,000 to 15,000 lbs.	\$25.00
Jets 6,000 – 9,000 lbs.	\$40.00
9,000 – 20,000 lbs.	\$80.00

Revenue Code – 037-3350-8901 Misc. Revenue

Ramp Fees

Piston Aircraft	\$10.00 (waved with any fuel purchase)
Twin Engine Aircraft	\$25.00 (waved with 25 gallon fuel purchase)
Turboprop Aircraft	\$75.00 (waved with 50 gallon fuel purchase)
Jet	\$75.00 (waved with 50 gallon fuel purchase)
Jet (Over 35,000lb)	\$100.00 (waved with 200 gallon fuel purchase)

Revenue Code – 037-3350-8901 Misc. Revenue

Airport Usage Fees

AAM-(Advanced Air Mobility) & UAS-(Unmanned Aerial System)

\$150.00 per day of Airfield Usage (self-sustained access to airfield)

Revenue Code – 037-3453-0075

Ag Operations

\$125.00 per day – 1 Aircraft

\$100.00 per day – 2 or more Aircraft

Revenue Code – 037-4530-8901

Ground Site Land Lease Fee

A ground lease is an agreement in which a tenant can develop property during the lease period, after which it is turned over to the property owner.

\$0.28 per square foot for ground site leases - the first five years of ground lease (Waved if hanger is built within 12 months. (The sixth year would be at a negotiated rate based on fees established by Council at the time.)

Revenue Code – 037-3454-0016 Ground Leases

Conference Room Rental

One Full Day (8 hours) \$75.00

Half Day (4 hours or less) \$40.00

City/County meetings exempt from rental fee

Revenue Code – 037-3350-8901

Drone Operations (removed)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Jonathan Russell, City Manager
Date: November 10, 2025
Subject: Approve development agreement partnership for Avon Avenue Extension
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council approve the development agreement partnership for the Avon Avenue Extension.

BACKGROUND AND FINDINGS:

This improvement has been recommended by the Rural Planning Organization as a potential connector to relieve traffic congestion along 15th street and foster economic development. The roadway extension would run south of Smallwood and Kingswood to N Market St. This would be a two-lane road that would minimize cut through traffic in neighboring subdivisions and improve pedestrian and biking options. The road would also connect to the end of Brown Street and could connect to the back side of Oakdale Cemetery. This development agreement will be in partnership with Sans Souci Development to provide a public roadway for transportation improvements.

Projected Benefits:

- Decrease cut-through traffic that runs through Smallwood.
- Provide quicker access for drivers from N Market St to Highland Dr/John Small Ave. Or vice-versa.
- Establish an alternate route to access Oakdale (Funeral processions, Walkers/Joggers, Visitors).
- Give emergency medical services a quicker route to locations along N Market St (Sports Complex, Smallwood, Kingswood, Somerset).
- Ease AADT counts on 15th Street.
- Provide a route for potential future economic/residential development in this area.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Map

