

City of
Washington
NORTH CAROLINA
Council Agenda
February 9, 2026 ~ 5:30pm

Moment of Silence/Invocation

Opening of Meeting

Pledge of Allegiance

Roll Call

Approval of minutes (**none**)

Approval/Amendments to Agenda

MARTIN STARNES & ASSOCIATES, CPA'S P.A. – AUDIT PRESENTATION (page 4)

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 – Grant Project Ordinance for donations to the History Center and Museum Project HISCON (**page 27**)

B. Authorize – George H. and Laura E. Brown Library to apply for a LSTA Grant (**page 29**)

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. Comments from Mayor/City Council:

IV. Public Hearing 6:00pm - Zoning:

V. Public Hearing 6:00pm- Other:

VI. Scheduled Public Appearances: None

February 9, 2026 ~ 5:30pm

VII. Correspondence and Special Reports:

- A. Memo – PO’s > \$50,000 (**page 30**)
- B. Memo – Budget Transfers: (**page 31**)
- C. Memo – Byrne JAG Grant Application (**page 33**)
- D. Memo – July 4, 2026 (**page 34**)

VIII. Reports from Boards, Commissions and Committees: None


IX. Appointment: NCEMPA Board of Commissioners (**page 37**)

X. Old Business:

- A. Approve – Assistant City Manager Job Description, Salary Range and Budget Ordinance Amendment (**page 41**)
- B. Authorize – City Manager to enter into a farm lease agreement with Arnold Farms, Inc. containing 55 acres (**page 46**)
- C. Authorize – City Manager to enter into a farm lease agreement with Arnold Farms, Inc. containing 60 acres (**page 57**)

XI. New Business:

- A. Presentation– Funding for Outside/Support Agencies (**page 68**)
- B. Award – Engineering services contract for Washington-Warren Airport to Talbert, Bright & Ellington (**page 127**)
- C. Approve – Grant Ordinance Amendment for Airfield Drainage Improvements Phase 2 (**page 156**)
- D. Authorize – Mayor to execute engineering agreement with Rivers and Associates for the Jack’s Creep Pump Station Automated Screen Project (**page 158**)
- E. Adopt – Resolution to apply for T-Mobile Hometown Grant for financial assistance for the Downtown Streetscape Improvement Project Phase 2 (**page 167**)
- F. Authorize - Recreation Director to apply for the Hometown T-Mobile grant in the amount of \$50,000 to develop an adult soccer practice field near the Bobby Andrews Recreation Center (**page 174**)
- G. Authorize – Staff to proceed with eliminating Whichard’s Beach from the City of Washington’s ETJ (**page 175**)
- H. Discussion - CIP Review (**page 177**)



City of
Washington
NORTH CAROLINA
Council Agenda
February 9, 2026 ~ 5:30pm

- I. Adopt – 15th Street Resolution (**page 189**)
- J. Set – Property Tax Rate
- K. Authorize – Washington Electric Utilities Commission to report on how to become an Independent Utilities Commission
- L. Authorize – Staff to review software for Public Records Law Compliance

- XII. Any other items from City Manager:
- XII. Any other business from the Mayor or other Members of Council:
- XIV. Closed Session: Under NCGS 143-318.11 (A)(3) Attorney/Client, Brabo V. City, U.S. District Court, Eastern District Of North Carolina 4:25-CV-00207-D-BM NCGS 143-318.11 (a)(1) Disclosure of Confidential Information, 143-318.10(e) Public Records Act
- XV. Adjourn:



City of Washington

2025 Audited Financial Statements

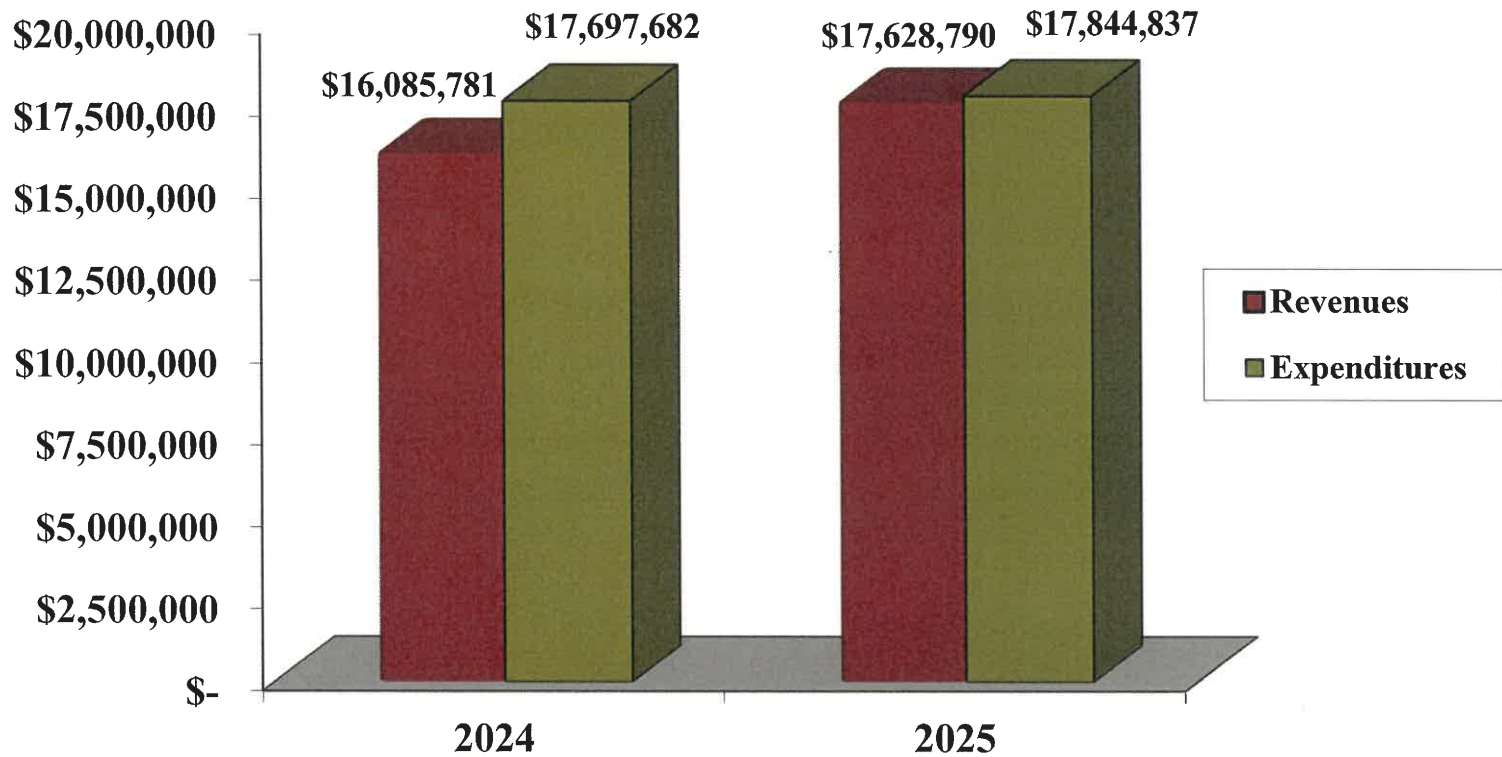


MARTIN ♦ STARNES
& ASSOCIATES, CPAs, P.A.

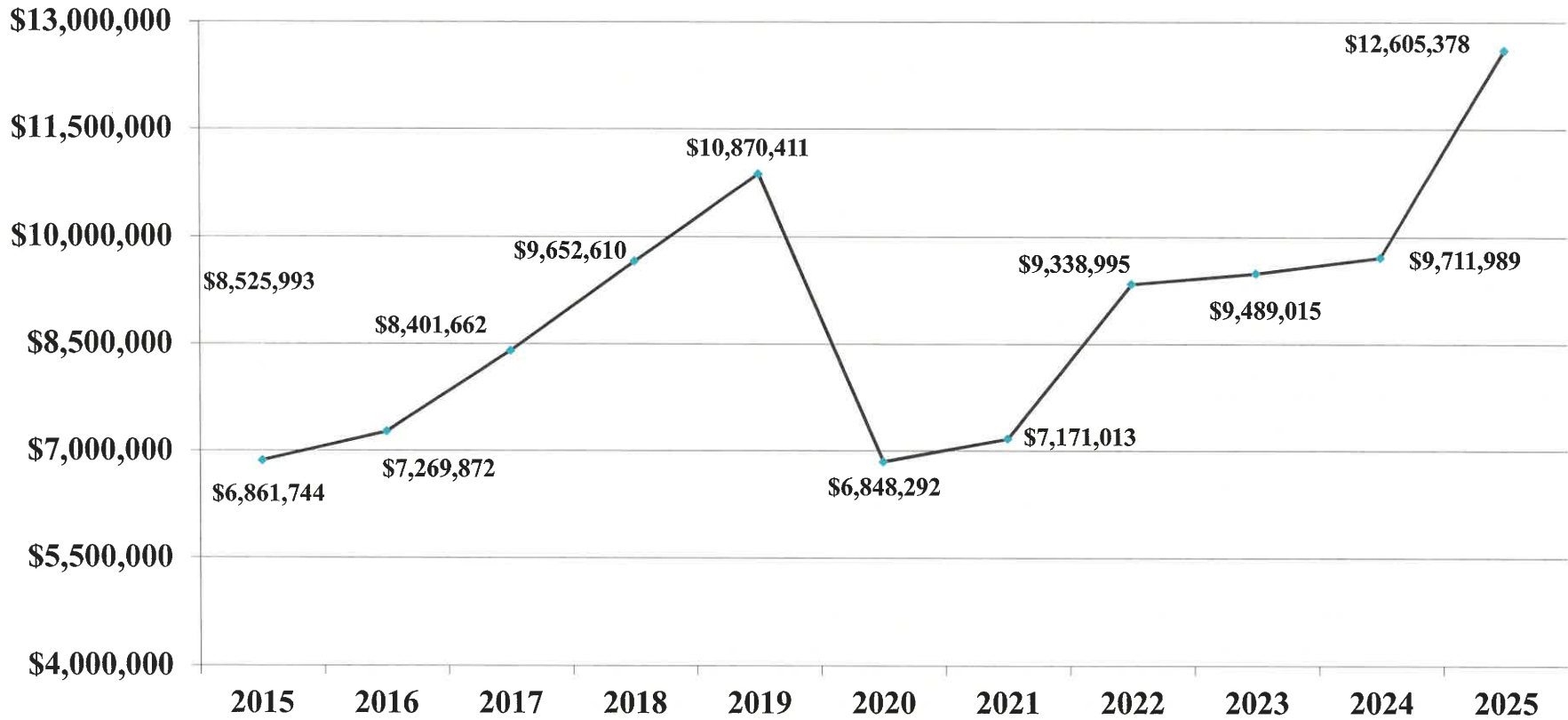
Audit Highlights

- ☐ COOPERATIVE STAFF
- ☐ UNMODIFIED OPINION

GENERAL FUND REVENUE AND EXPENSES (BEFORE TRANSFERS AND DEBT ISSUED)



FUND BALANCE – GENERAL FUND

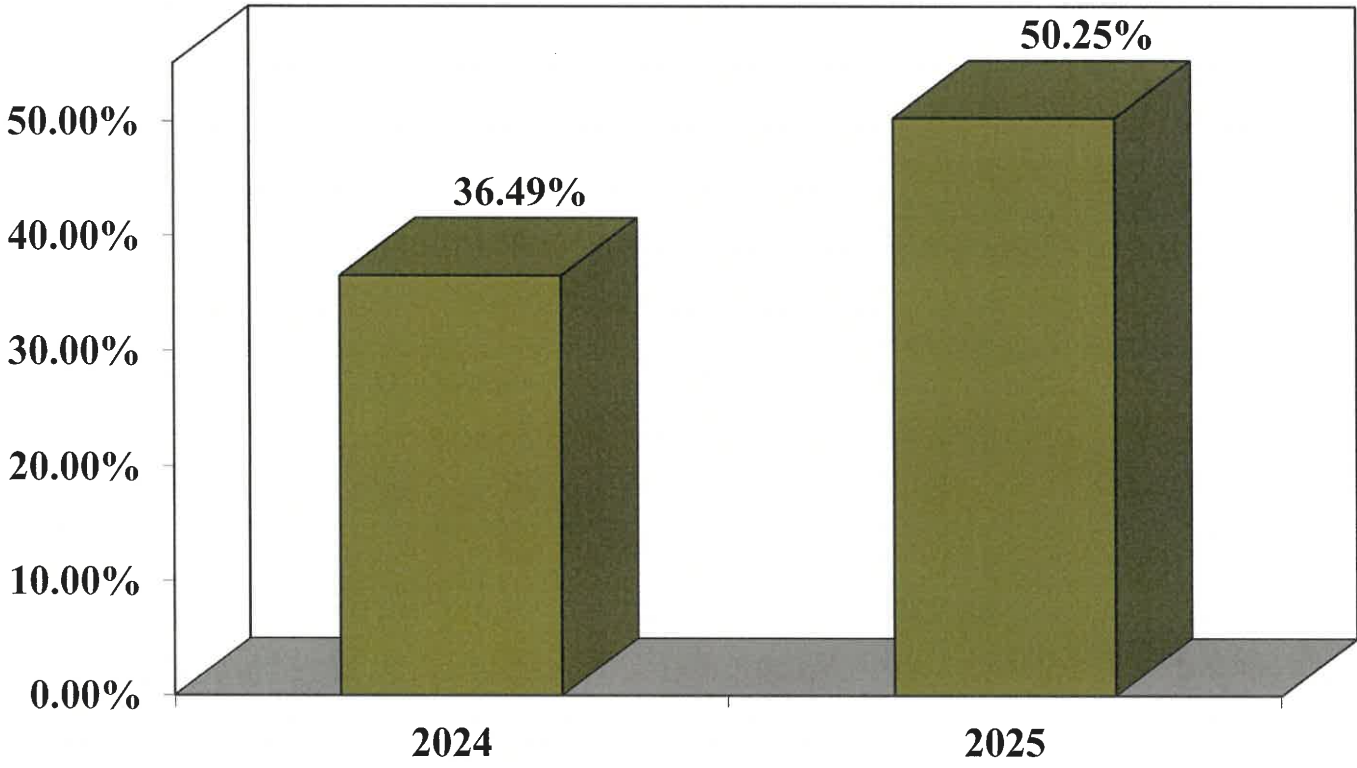


FUND BALANCE POSITION - GENERAL FUND

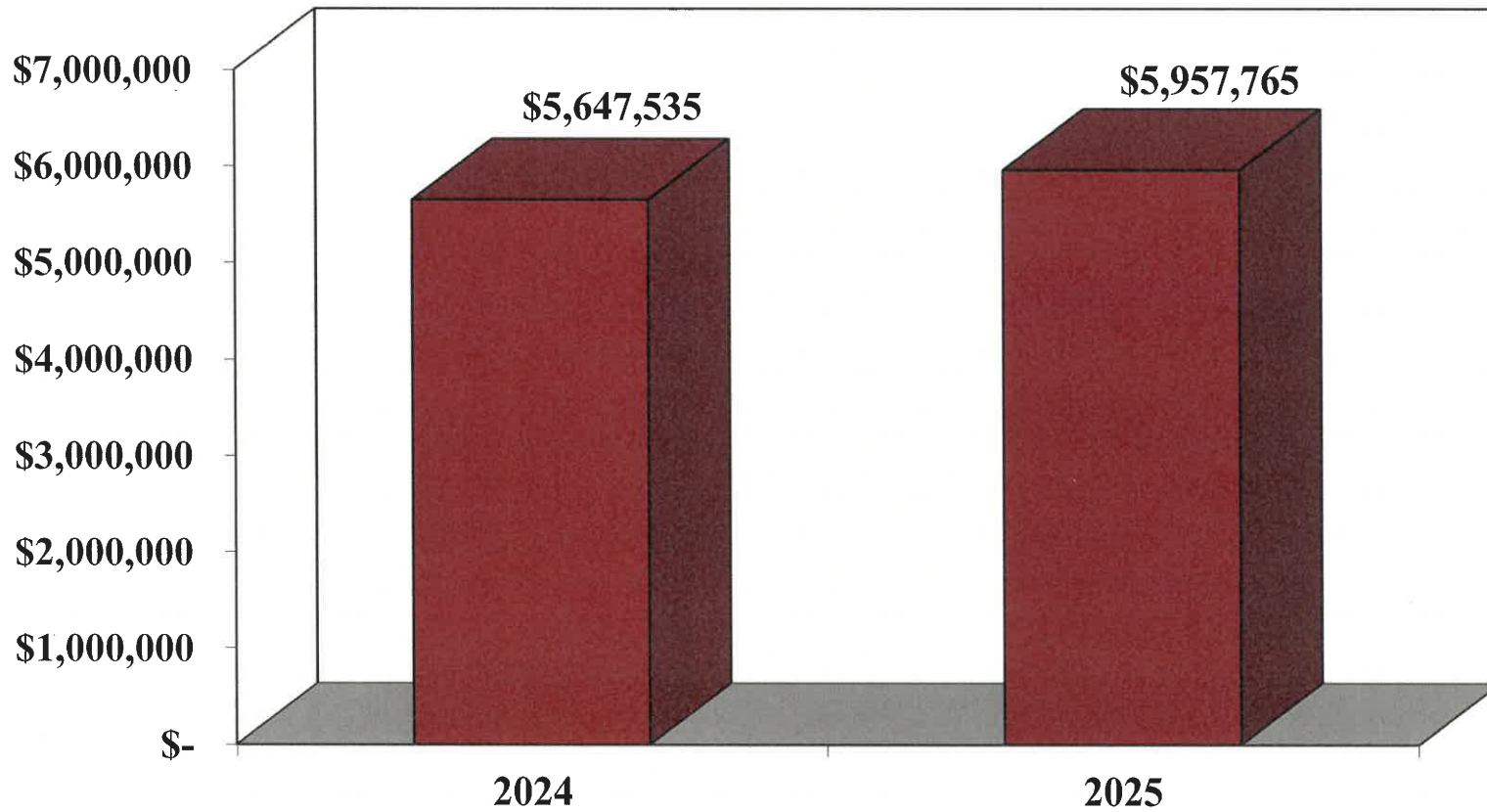
Total Fund Balance	\$	12,605,378
Non-Spendable		(99,933)
Stabilization by State Statute		<u>(3,303,484)</u>
Available Fund Balance	\$	<u><u>9,201,961</u></u>
Available Fund Balance 2024	\$	6,591,903
Increase in Available FB	\$	2,610,058



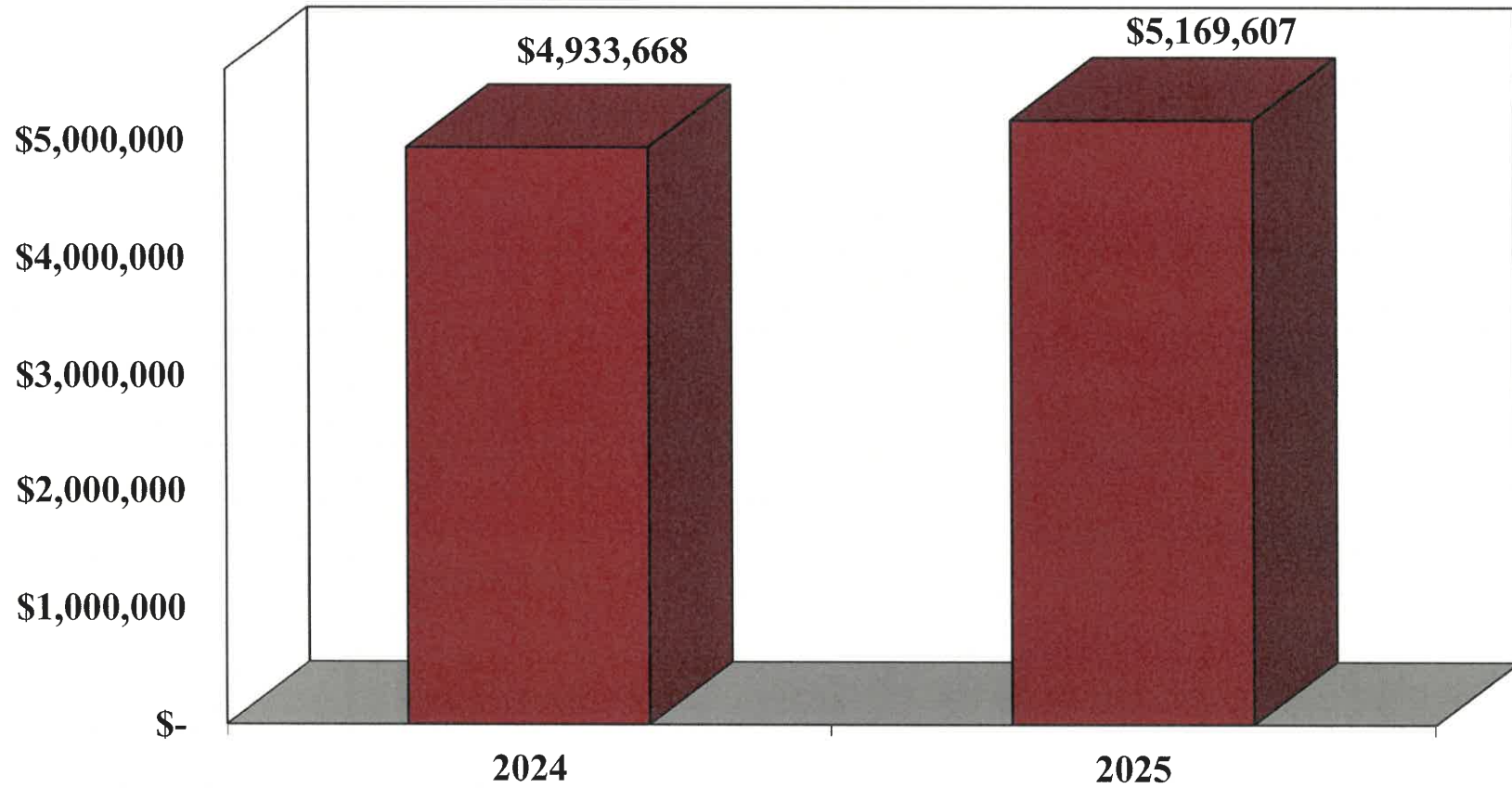
AVAILABLE FUND BALANCE AS A PERCENT OF EXPENDITURES & TRANSFERS OUT – GENERAL FUND



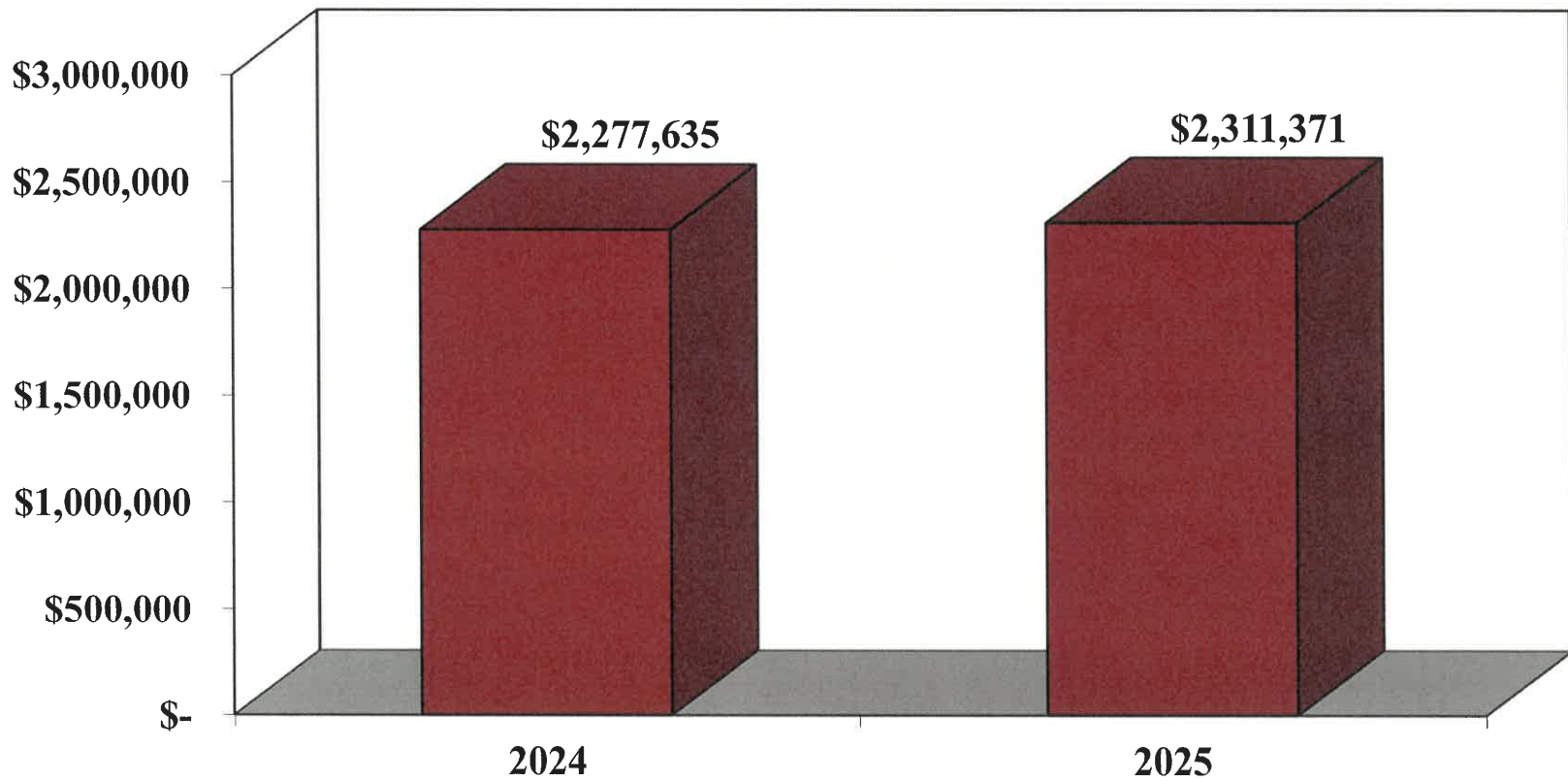
AD VALOREM TAXES



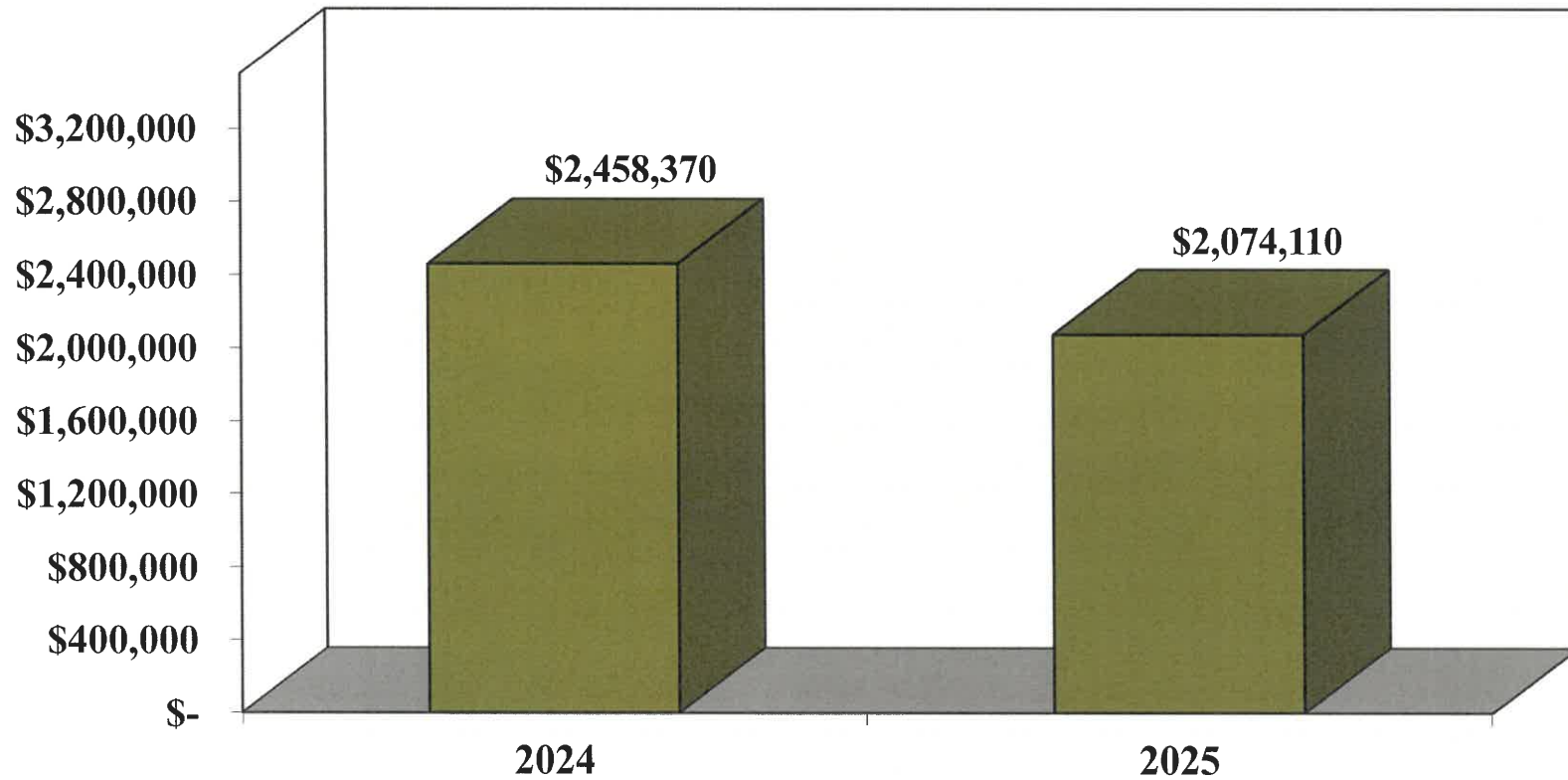
OTHER TAXES AND LICENSES



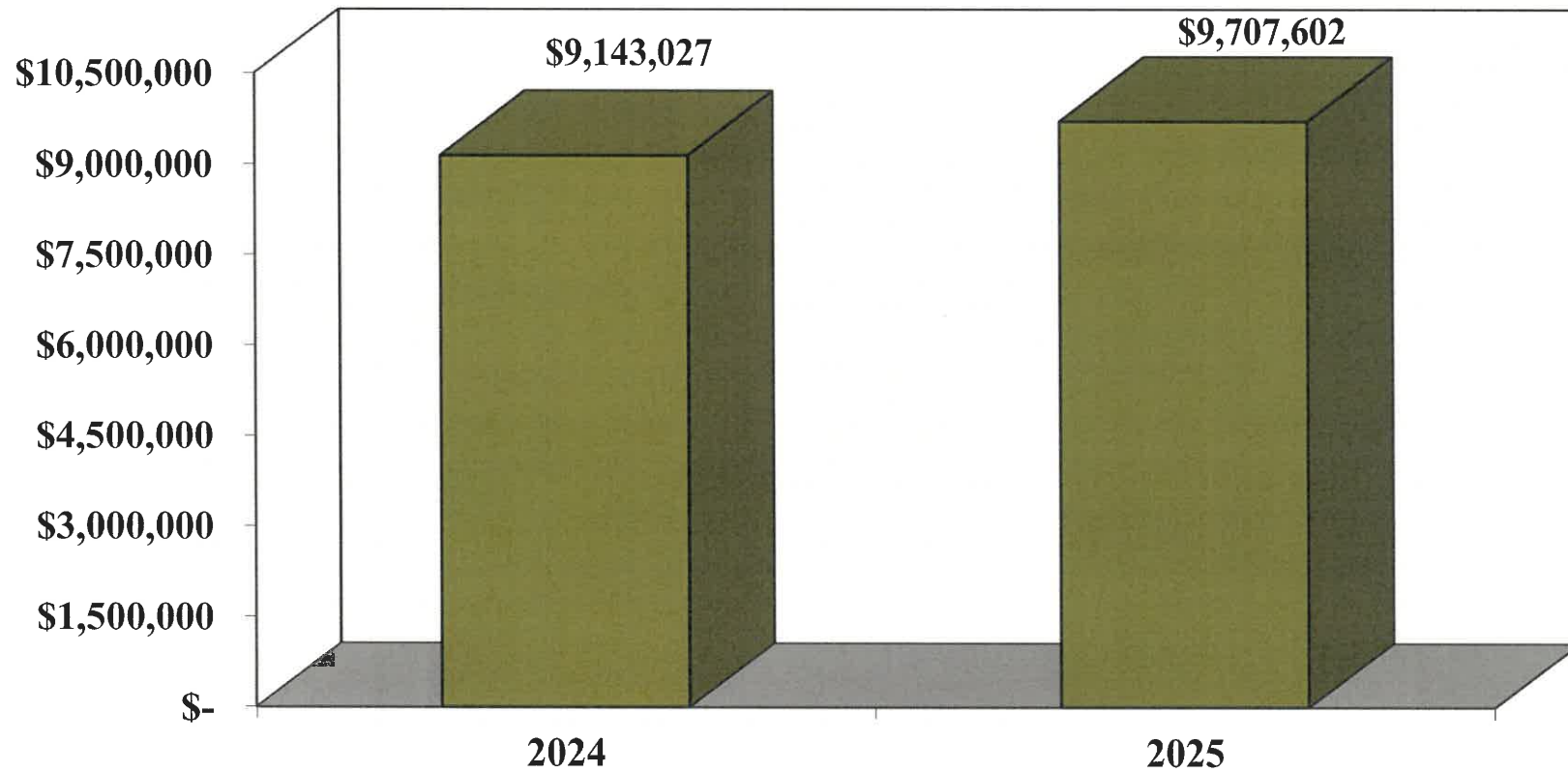
UNRESTRICTED INTERGOVERNMENTAL



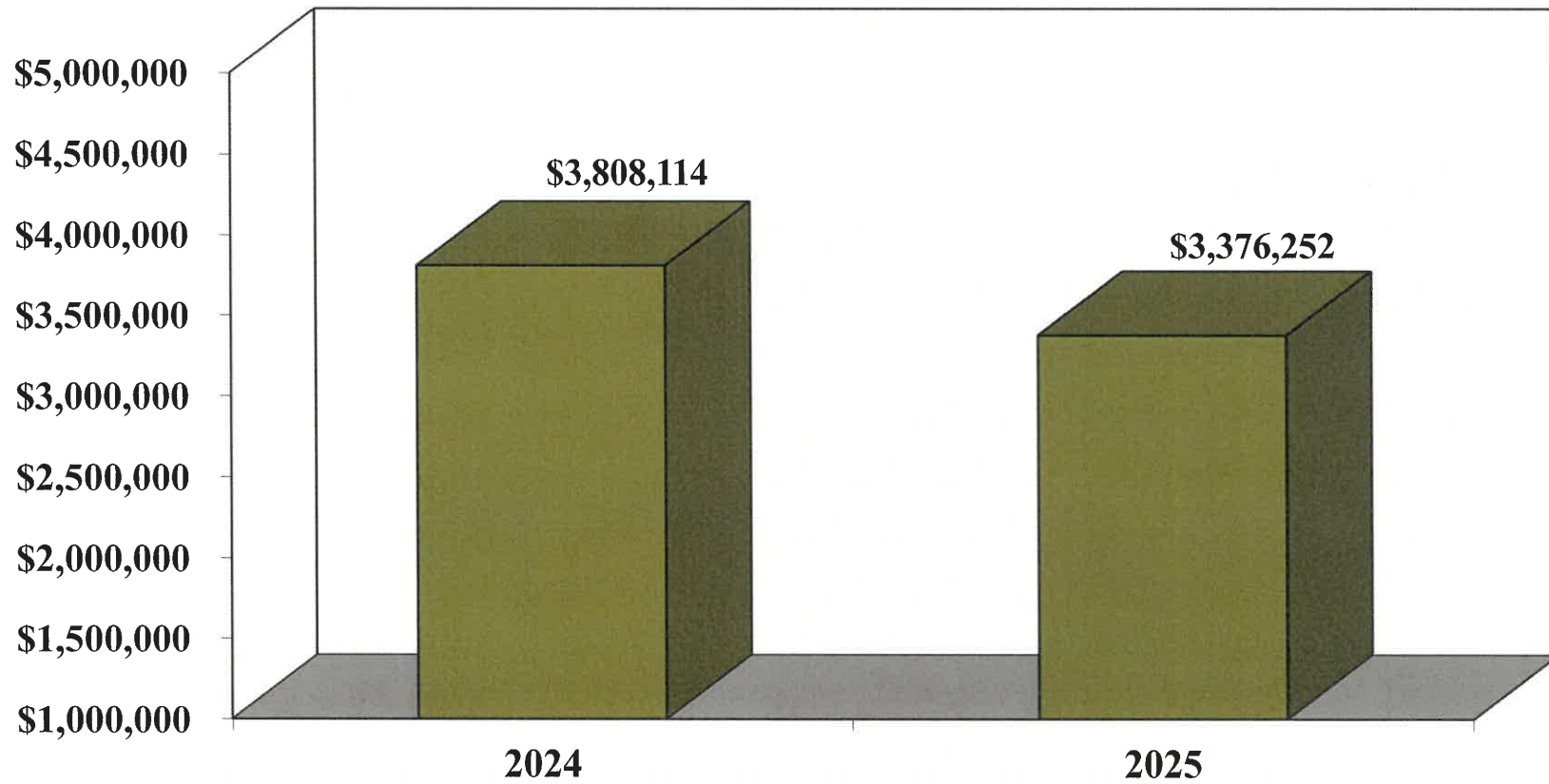
GENERAL GOVERNMENT



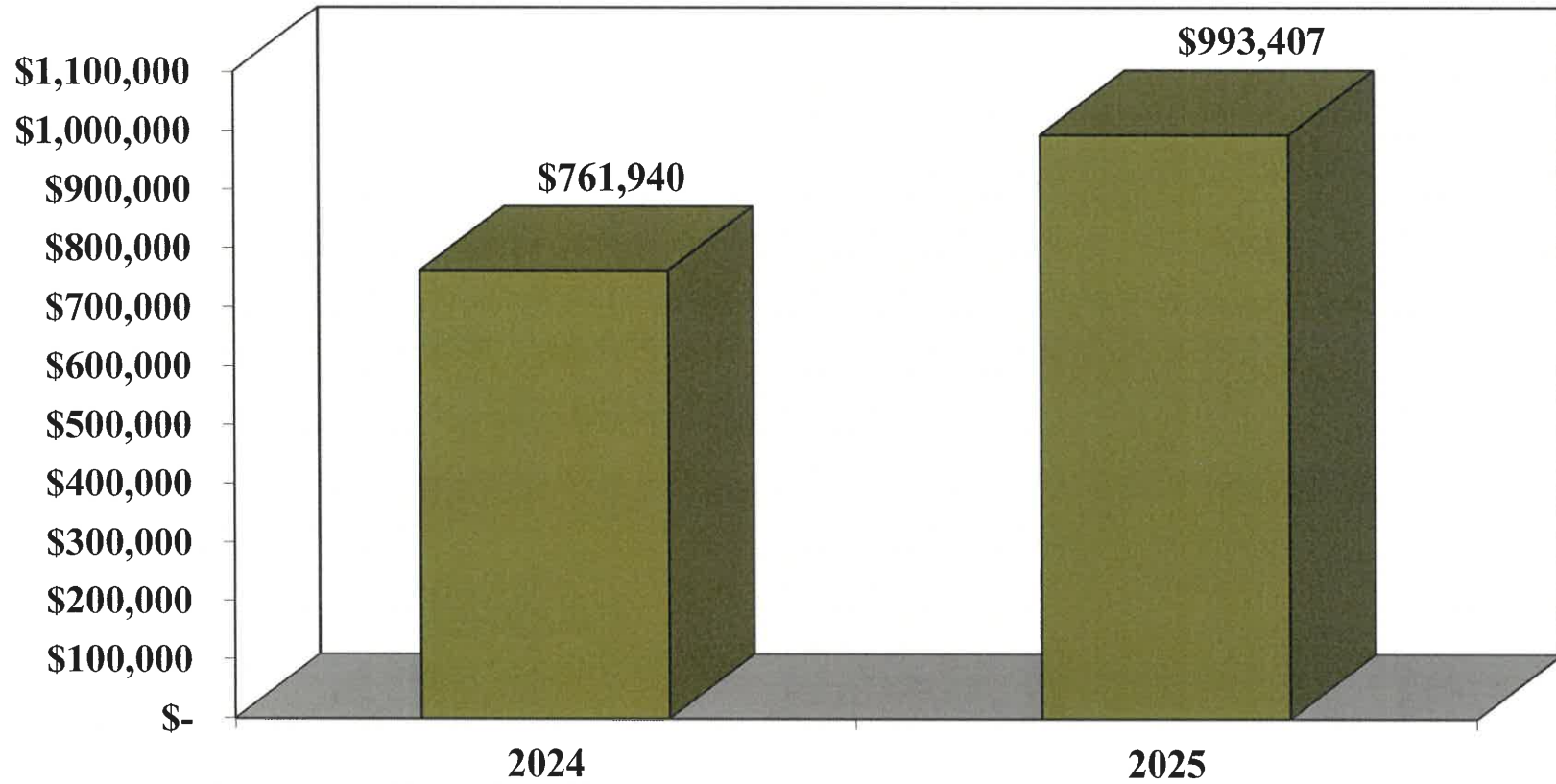
PUBLIC SAFETY



CULTURAL AND RECREATION



DEBT SERVICE



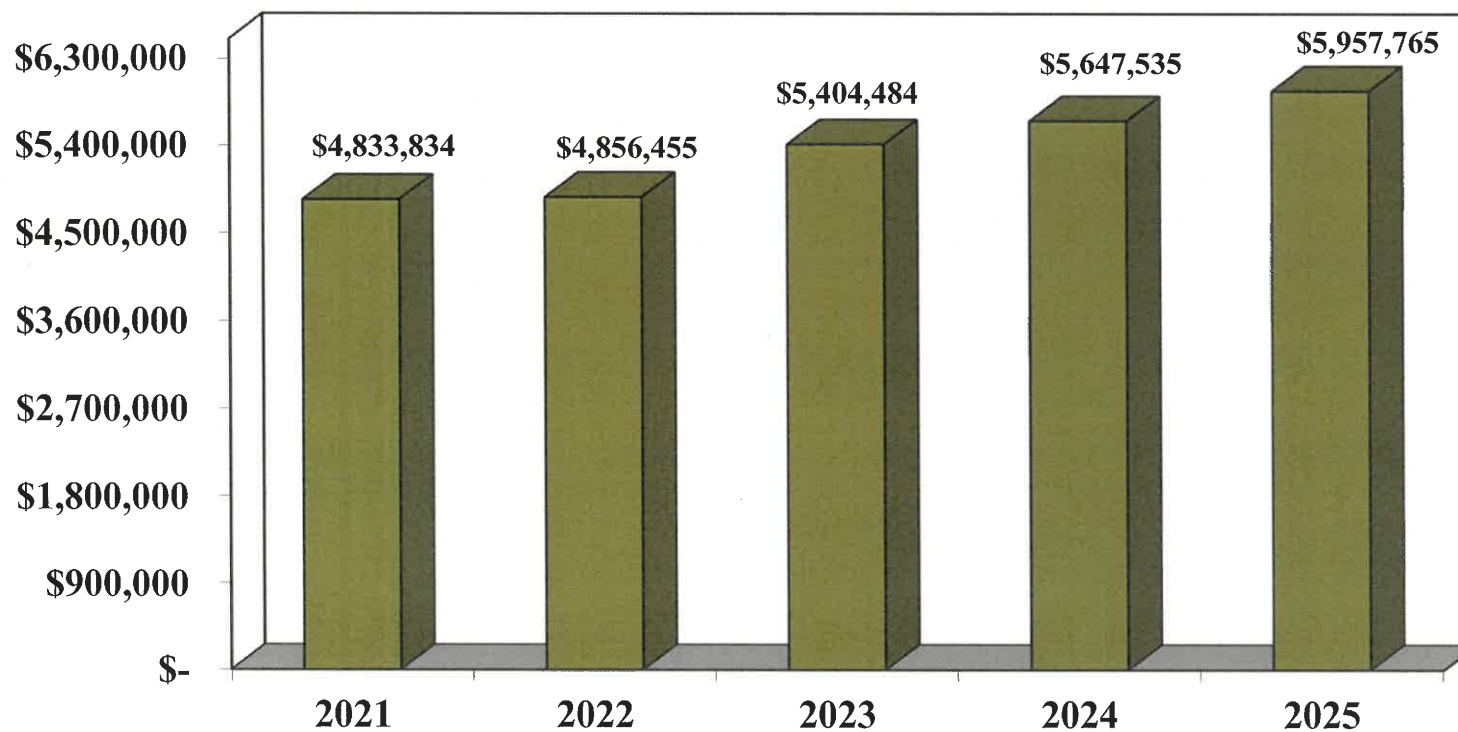
LONG-TERM DEBT

	<u>2024</u>	<u>2025</u>
Governmental Activities	\$ 8,147,641	\$ 8,038,281
Water Fund	4,338	3,136,885
Sewer Fund	2,292,843	2,585,790
Electric Fund	25,844	6,008,230
Stormwater Fund	499,998	1,587,326
Airport Fund	5,339	-
Solid Waste Fund	248,502	119,592
Cemetery Fund	-	-
Total Long-term Debt	<u>\$ 11,224,505</u>	<u>\$ 21,476,104</u>

LEGAL DEBT MARGIN

	<u>2025</u>
Assessed Valuation	\$ 1,023,050,862
Debt Limit - 8% of Assessed Valuation	81,844,069
Long-term Debt	<u>21,191,212</u>
Legal Debt Margin	<u>\$ 60,652,857</u>

PROPERTY TAX TREND FOR COLLECTIONS IN THE FISCAL YEAR OF THE LEVY



ENTERPRISE FUNDS OPERATING INCOME (LOSS) MODIFIED ACCRUAL

	<u>Water</u>	<u>Sewer</u>	<u>Electric</u>	<u>Stormwater</u>	<u>Warren Field</u>	<u>Nonmajor</u>
Income (Loss)	\$ 647,340	\$ (216,229)	\$ (4,583,442)	\$ (25,546)	\$ (48,167)	\$ 15,055
Transfer Out	(55,200)	(125,000)	(2,066,281)	(480,000)	(4,632)	-
Transfer In	-	-	-	3,730	164,627	168,189
Long - Term debt issued	3,227,074		6,264,317	-	-	-
Lease liabilities issued	21,994	10,997	32,991	-	-	-
Net Income (Loss)	<u>\$ 3,841,208</u>	<u>\$ (330,232)</u>	<u>\$ (352,415)</u>	<u>\$ (501,816)</u>	<u>\$ 111,828</u>	<u>\$ 183,244</u>

ENTERPRISE FUNDS

AVAILABLE RESOURCES FOR FUTURE OBLIGATIONS

JUNE 30, 2025

	<u>Water</u>	<u>Sewer</u>	<u>Electric</u>
Unrestricted Cash and Investments	\$ 6,040,181	\$ 2,116,459	\$ 14,287,587
Accounts Receivable	576,851	489,977	3,896,038
Available Resources	6,617,032	2,606,436	18,183,625
Current Liabilities	1,549,532	640,400	6,091,327
Total Available for Noncurrent Obligations	5,067,500	1,966,036	12,092,298
Total Operating Expense	3,915,401	4,482,094	40,255,272
Available Resources % of Expenditures CY	129%	44%	30%

General Fund Available Fund Balance 50.25% of General Fund Expenditures + Transfers

ENTERPRISE FUNDS

AVAILABLE RESOURCES FOR FUTURE OBLIGATIONS

JUNE 30, 2025

	<u>Stormwater</u>	<u>Warren Field</u>	<u>Nonmajor</u>
Unrestricted Cash and Investments	\$ 2,426,088	\$ 1,370,559	\$ 1,446,329
Accounts Receivable	324,460	822,711	238,850
Available Resources	2,750,548	2,193,270	1,685,179
Current Liabilities	908,717	13,193,341	575,718
Total Available for Noncurrent Obligations	1,841,831	(11,000,071)	1,109,461
Total Operating Expense	1,809,848	946,219	2,277,811
Available Resources % of Expenditures CY	102%	-1163%	49%

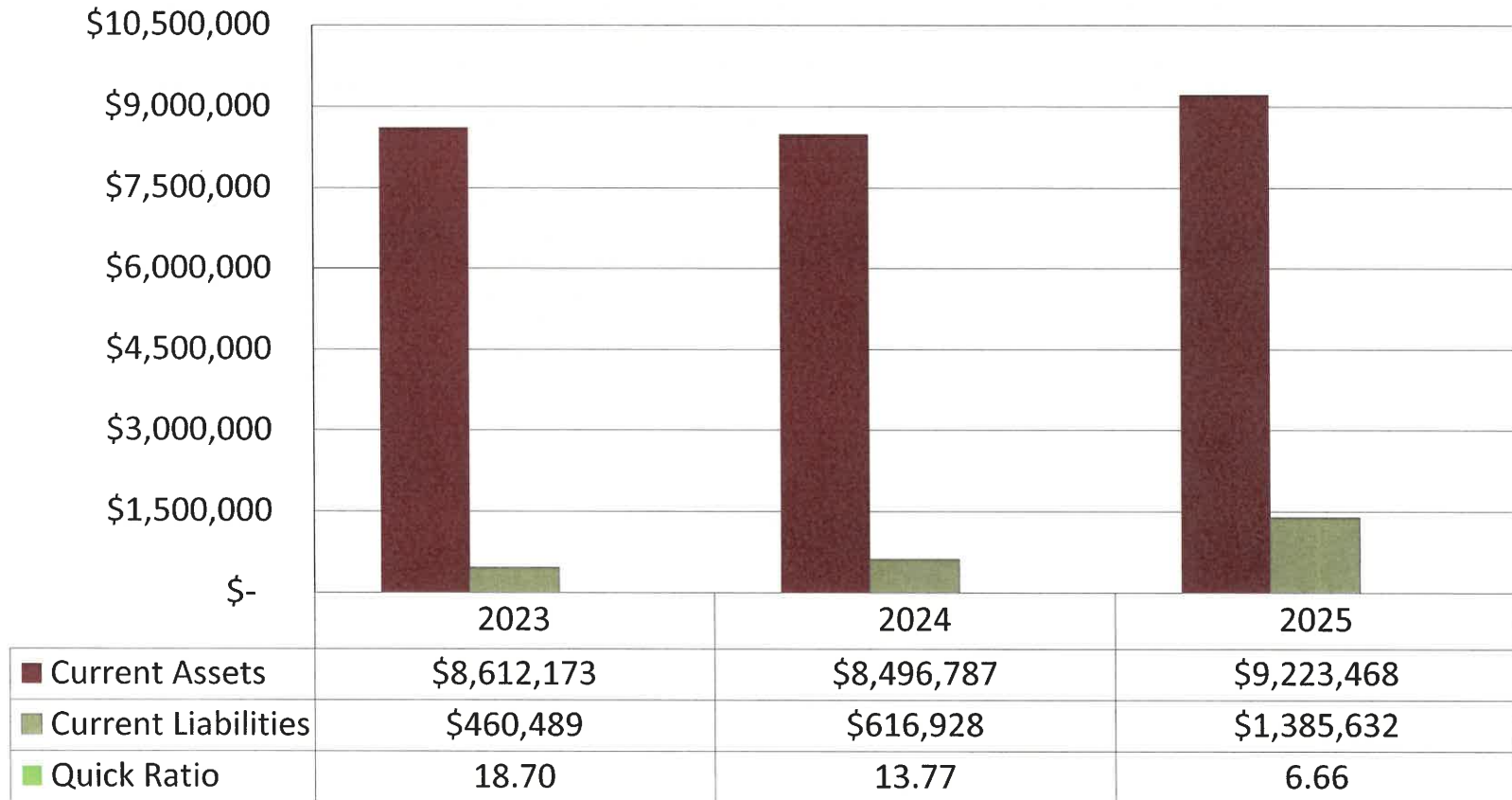
General Fund Available Fund Balance 50.25% of General Fund Expenditures + Transfers

ELECTRIC FUND

AVAILABLE RESOURCES FOR FUTURE OBLIGATIONS

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Unrestricted Cash and Investments	\$ 17,034,100	\$ 18,615,991	\$ 19,709,248	\$ 20,582,750	\$ 14,287,587
Accounts Receivable	3,612,519	4,212,614	3,606,715	3,971,209	3,896,038
Available Resources	20,646,619	22,828,605	23,315,963	24,553,959	18,183,625
Current Liabilities	3,135,816	3,541,956	3,147,027	4,356,862	6,091,327
Total Available for Noncurrent Obligations	17,510,803	19,286,649	20,168,936	20,197,097	12,092,298
Total Operating Expense	28,872,925	30,553,906	30,259,865	32,007,409	40,255,272
Available Resources % of Expenditures	61%	63%	67%	63%	30%

QUICK RATIO – WATER AND SEWER



GENERAL PERFORMANCE INDICATORS

- ❖ Stable property tax valuation & collection %
- ❖ High available FB %
- ❖ Water/Sewer net income and cash to expense ratio
- ❖ One Financial Performance Indicators of Concern





Questions?

(Kelly Gooderham) 
(828.327.2727) 
(kgooderham@msa.cpa) 
www.msa.cpa 

MARTIN STARNES
& ASSOCIATES, CPAs, P.A.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Kimberly Davenport, Library Director
Date: 2/9/2026
Subject: Donations to History Center and Museum Project HISCON
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council budget \$ 11,000.00 in additional donations already received 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 Budget 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	\$11,000
---------------	-----------------------------	----------

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	\$11,000
---------------	--------------------------------	----------

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 9th day of February, 2026.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Kimberly Davenport, Library Director
Date: February 9th, 2026
Subject: LSTA grant
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION: I move that City Council authorize George H. and Laura E. Brown Library to apply for a LSTA Grant. The grant will not exceed \$7,000.00.

BACKGROUND AND FINDINGS: This grant will provide a SMART Board, SMART mobile cart, overhead projector, 3-D printer and accessories to enhance library programming for all ages. The grant requires a 25% match which will be provided by the Friends of Brown Library.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS: N/A

Mayor
Ellen C. Brabo

Interim City Manager
Bobby E. Roberson



Washington City Council
Mayor Pro tem Nick Fritz
Joe Davis
Antwan Horton
Max Perreault
Anthony Tyre

To: Mayor Brabo & Members of the City Council
From: Tammy Swindell, C.F.O.
Date: February 5, 2026
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>
069826	\$102,412.78	EASTERN AVIATION FUELS, INC	AVIATION FUEL PURCHASES
069790	\$270,538.40	TALBERT BRIGHT & ELLINGTON LLC	REPLACES PO#069462 (DUE TO VENDOR NAME CHANGE) #4207-2503 AERO PROJECT TRDF
069791	\$419,722.01	TALBERT BRIGHT & ELLINGTON LLC	REPLACES PO#069207 & PO#069592 (DUE TO VENDOR NAME CHANGE) NORTH GA – CONSTRUCTION ADMINISTRATION

Mayor
Ellen C. Brabo

Interim City Manager
Bobby E. Roberson



Washington City Council
Mayor Pro tem Nick Fritz
Joe Davis
Antwan Horton
Max Perreault
Anthony Tyre

To: Mayor Brabo & Members of the City Council
From: Tammy Swindell, C.F.O.
Date: February 5, 2026
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.

035-8390-7000	-\$4,750.00
035-8380-3600	\$4,750.00

RECEIVED

JAN 09 2026

Request for Transfer of Funds

Date: January 8, 2026

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.

Table with 4 columns: Department, Account Number, Account Name, Amount. FROM: Electric, 035-8390-7000, Noncapitalized Purchases, \$4,750. TO: Electric, 035-8380-3600, Uniforms-Employer's Share, \$4,750.

For the purpose of: Cover expenses for employee uniforms.

Rachel H. Smith
Supervisor

[Signature]
Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved: [checked box]

Disapproved: [empty box]

* 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

1/13/2026
Date

Mayor
Ellen C. Brabo

Interim City Manager
Bobby E. Roberson



Washington City Council
Mayor Pro tem Nick Fritz
Joe Davis
Antwan Horton
Max Perreault
Anthony Tyre

Date: February 4, 2026

To: City Manager Bobby Roberson

From: Interim Chief of Police Phil Rollinson

Reference: Byrne JAG Grant Application

Staff Presentation: N/A

This correspondence is to inform the Washington City Council of the intent of the Washington Police Department to apply for the Edward Byrne Justice Assistance Grant in the amount of \$40,000.00. This award has no match requirement.

Memo:

DATE: February 2, 2026
TO: Mayor and City Council
FROM: Chrissy Rhem, Parks & Recreation
RE: July 4th 2026

In March of 2012 City Council authorized the City Manager to sign the Release, Hold Harmless and Indemnification agreement with Bridge Harbor, LLC. City Council also authorized the City Manager to sign the Agreement with East Coast Pyrotechnics, INC. The Manager was authorized to sign these agreements for future years as long as the release or agreement did not change.

The Release, Hold Harmless and Indemnification Agreement from the City to Bridge Harbor, LLC for the use of Bridge Harbor, LLC's property during the July 4, 2026 has been executed. The Agreement with Pyro Shows East Coast Inc., formerly East Coast Pyrotechnics has also been executed.

**NORTH CAROLINA
BEAUFORT COUNTY**

RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Washington (“City”) has contracted with Pyro Shows East Coast Inc., formerly East Coast Pyrotechnics, Inc. to provide a fireworks show for the public on July 4, 2026.

WHEREAS, the City has requested Bridge Harbor, LLC to allow its property to be used in conjunction with the above.

WHEREAS, Bridge Harbor, LLC desires to permit its property to be used in conjunction with the above upon the condition that the City furnish it with this Release, Hold Harmless and Indemnification Agreement (“Release”).

NOW THEREFORE, know all persons by these presents, upon execution of this Release and in consideration of the foregoing, which consideration is acknowledged to be sufficient and legally binding, the City does hereby agree to unconditionally release, hold harmless, indemnify, acquit and forever discharge Bridge Harbor, LLC, and its respective agents, representatives, insurers, successors, and assigns, and each of them, respectively, of and from all and any manner of action or actions, cause and causes of actions, claims, demands, costs, expenses, attorney’s fees, and consequential, general, special, and punitive damages or liabilities, known or unknown, on account of, or in any way related to or growing out of the use of Bridge Harbor, LLC’s property to produce a firework show for the public on July 4, 2026 as more particularly described hereinabove.

IN WITNESS WHEREOF, the City has caused this instrument to be executed in its name by its City Manager, attested by its City Clerk, and its corporate seal to be hereunto affixed, all by proper corporate authority duly given.

This the 22ND day of January, 2026.

CITY OF WASHINGTON



Attest:

Bobby Roberson (Seal)
Bobby Roberson, Interim City Manager

Cynthia S. Bennett
Cynthia S. Bennett, City Clerk

STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

I, Jessica Green, a Notary Public of the State and County aforesaid, do hereby certify that CYNTHIA S. BENNETT personally appeared before me this day and acknowledged that she is the City Clerk CITY OF WASHINGTON, a body politic and corporate, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its City Manager, sealed with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and Notarial seal, this the 22 day of January, 2026.

Jessica Green

NOTARY PUBLIC

My Commission expires: July 24 2027





VIA E-MAIL

TO: Cynthia S. Bennett 1501.63 Washington
City Clerk

FROM: Amy Blinson
Lead Executive Assistant

DATE: January 11, 2026

SUBJECT: NCEMPA Board of Commissioners

Per recent personnel and elected official changes in Washington, I have attached blank oaths for the BOC positions. Our records reflect the following current appointments: Commission vacant (previously Richard Books); 1st Alt. Comm. vacant (previously Jonathan Russell); and 2nd Alt. Comm. Shane Lewis. If Shane remains as the 2nd Alt. Comm. no action is required for his position.

For the BOC action is required to be taken in official council meeting. The oaths can be administered after the appointments and approved meeting minutes can be sent later.

Currently Shane Lewis is your appointment on the NCEMPA Rate Committee. The alternate position is vacant. If you choose to appoint someone as the alternate this can be handled via email. Council meeting is not required for this committee.

Please let me know if you have any questions.

adb

Attachments



OATH

I, _____, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully and impartially execute and discharge the duties of my office as Commissioner of North Carolina Eastern Municipal Power Agency, and that I will adhere to and abide by the Electricities' Ethical and Professional Code of Conduct, so help me God.

Commissioner

Sworn to and subscribed before me,
this _____ day of _____, 20____.

Notary Public

My Commission Expires:

(NOTARY SEAL HERE)

OATH

I, _____, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully and impartially execute and discharge the duties of my office as First Alternate Commissioner of North Carolina Eastern Municipal Power Agency, and that I will adhere to and abide by the Electricities' Ethical and Professional Code of Conduct, so help me God.

First Alternate Commissioner

Sworn to and subscribed before me,
this _____ day of _____, 20____.

Notary Public

My Commission Expires:

(NOTARY SEAL HERE)

OATH

I, _____, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully and impartially execute and discharge the duties of my office as Second Alternate Commissioner of North Carolina Eastern Municipal Power Agency, and that I will adhere to and abide by the Electricities' Ethical and Professional Code of Conduct, so help me God.

Second Alternate Commissioner

Sworn to and subscribed before me,
this _____ day of _____, 20____.

Notary Public

My Commission Expires:

(NOTARY SEAL HERE)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Nicole Williams, Human Resources Director
Date: February 2, 2026
Subject: Request to approve job description for Assistant City Manager
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

Members of the City Council requested the Interim City Manager and the Human Resources Director to prepare a job description, and salary range for an Assistant City Manager. In order to proceed with the hiring the City Council needs to approve a budget ordinance amendment to appropriate the money from fund balance to fund the Assistant City Manager position.

BACKGROUND AND FINDINGS:

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

Currently Budgeted (Account) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Assistant City Manager job description

**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	\$	68,273
---------------	---------------------------	----	--------

Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts for hiring an Assistant City Manager partial year:

010-4120-0200	Salaries	\$	52,321
010-4120-0700	Retirement Contributions		7,530
010-4120-0500	FICA Tax Withholdings		4,003
010-4120-0600	Insurance		3,867
010-4120-0701	401(K)		<u>552</u>
	Total		68,273

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 9th day of February, 2026.

MAYOR

ATTEST:

CITY CLERK

Title:	Assistant City Manager		
Department:	City Manager	FLSA Status:	Exempt
Pay Grade:	38	Created Date:	December 15, 2025
Last Revision Date		Revised By:	
HR Reviewed:		Approved Date:	

Summary

This position is responsible for professional and administrative work assisting the City Manager with a variety of assignments relating to the planning, direction, control, and evaluation of the operations and programs of city government. Performs professional level management, leadership, budget, research, special projects and administrative functions for the city. Performs complex and difficult work assisting the City Manager in a variety of assignments relating to budget, research, special projects and administrative functions for the city; serves in the absence of the City Manager, does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over assigned subordinate personnel.

Essential Duties and Responsibilities

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

- Assists the City Manager in the daily operations of City departments; acts in the absence of the City Manager; provides technical guidance to the Manager and the Council
- Provides direction, leadership, supervision and guidance to department heads and assigned staff.
- Communicates information to/between city departments regarding City Manager directives, City Council actions; and city projects and initiatives.
- Manages capital improvements projects for the City involving significant scope and expense for a variety of facilities and services.
- Interprets, explains, and answers questions on City ordinances and policies for the public, news media, and City Staff; performs or coordinates sensitive public relations projects.
- Serves as the American with Disabilities Act Coordinator.
- Responds to a wide variety of citizen issues and requests; conducts research as necessary and engages in problem-solving.
- Responds to and/or follows up on inquiries and complaints received by the City Managers office from public and from City Council
- Responds to customers, the press, the public, civic groups and elected officials to resolve concerns and problems and answer questions.
- Assists the City Manager in developing agenda items, background materials and presentations for the council.
- Develops and administers various grants.
- Researches and drafts policies for consideration and implementation by the City Manager and the City Council.
- Responsible for strategic planning with emphasis on economic development initiatives and downtown revitalization.
- Special projects focused on revenue growth and operational efficiency.
- Lead and coordinate business development including recruitment, retention and expansion.

- Create initiatives that encourage private partners to attract new economic opportunities with emphasis on mixed use development.
- Build strong working relationship across public and private sectors.
- Performs related tasks as assigned.

Required Education and Experience:

Bachelor's degree from four-year college or university with a degree in public administration, business administration, economics or related field or four (4) or more years of progressive experience in managing a municipal government as an Assistant City Manager or Senior Executive; or an equivalent combination of education and experience. Experience in the private sector beneficial with emphasis on revitalizing downtown or mixed-use commercial districts. Strong background in media relations.

Special Requirements

- Valid N.C. driver's license and acceptable driving record.
- Must live in City limits.

Preferred Requirements

- Master's Degree in a related field
- Professional certification from the International City Management Association (ICMA) or other leading professional certification bodies
- Completion of the Municipal/County Administration Course from the School of Government, UNC Chapel Hill

Knowledge, Skills and Abilities:

Knowledge of:

- Operations, services and activities of a municipality.
- Advanced principles and practices of public administration and local government administration.
- Principles and practices of policy and program development, implementation and administration.
- Government, council, local and state legislative processes.
- Organizational and management practices as applied to the analysis and evaluation of City programs, policies and operational needs.
- Principles and practices of fiscal and strategic planning.
- Methods of analyzing, evaluating and modifying administrative procedures.
- Principles and practices of municipal finance, budget preparation and administration.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Plan, integrate and direct a broad range of complex municipal services and programs
- Define complex public policy, management and operational issues
- Perform complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations; present proposals and recommendations clearly and logically in public meetings
- Interpret, explain and apply city, state and federal laws and regulations governing the conduct of City operations
- Establish and maintain effective working relationships with the City Council, all levels of City management, other governmental officials, community and civic organizations, employee organizations, employees, the media and the public.

- Exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations.
- Develop and administer City-wide goals, objectives, policies, procedures, work standards and internal controls.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community and representatives of other agencies and organizations.
- Effectively present information to top management, public groups and/or boards of directors.
- Communicate clearly and concisely, both orally and in writing.

Physical Requirements

Most work is performed in an office setting. Must be able to physically perform the basic life operational functions of stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, feeling, grasping, talking, hearing and repetitive motions. Must have visual acuity to perform tasks requiring color and depth perception, and field of vision sufficient to perform tasks associated with the preparation and analysis of figures and data, operation of a computer, extensive reading and writing and operation of a motor vehicle. Vocal communication required for expressing or exchanging ideas. Hearing is required to listen and comprehend the spoken word from others.

Working Conditions

Work is performed in an office with a controlled environment without exposure to harmful conditions. Position may include travel to facilities, working after hours and on weekends.

Disclaimer

This job description has been designed to indicate a summary of the key responsibilities and the general nature and level of work required for competent performance of the job. 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: _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo and Members of City Council
From: Josh Waters, Airport Manager
Date: February 9, 2026
Subject: Arnold Farms, Inc. Farm Lease Agreement
Staff Presentation:

RECOMMENDATION:

I move that City Council authorize the City Manager to enter into a Farm Lease Agreement with Arnold Farms, Inc. containing 55 acres.

BACKGROUND AND FINDINGS:

Farm Lease Agreement with Arnold Farms, Inc. for the property that will become part of the airport industrial park. The property is currently leased for agricultural purposes.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Farm Lease Agreement for Arnold Farms, Inc.

THIS FARM LEASE AGREEMENT ("Lease") is made, entered into, and executed in duplicate originals as of January 1, 2026, by and between the **CITY OF WASHINGTON**, a body politic and corporate under Chapter 160A of the North Carolina General Statutes having a mailing address of P.O. Box 1988, Washington, North Carolina, 27889, ("Lessor") and **ARNOLD FARMS, INC.**, a North Carolina corporation having a mailing address of 2183 Highway 17 North, Washington, North Carolina 27889, ("Lessee").

WITNESSETH

WHEREAS, Lessor is the owner of the Washington-Warren Airport ("Airport") with improvements thereon, which is located in Washington Township, Beaufort County, North Carolina and desires to contract with Lessee in order to obtain certain services, including mowing and maintenance, that will maintain certain areas of property near the Airport in a presentable, acceptable, and satisfactory condition to Lessor as well as to allow Lessee to cultivate, farm, and harvest, for Lessee's business purposes, certain areas of property near the Airport designated by Lessor and

WHEREAS, Lessee desires to contract with Lessor to provide certain services, including mowing and maintenance, that will maintain certain areas of property near the Airport in a presentable, acceptable, and satisfactory condition to Lessor as well as to cultivate, farm, and harvest, for Lessee's business purposes, certain areas of property near the Airport designated by Lessor.

NOW THEREFORE, pursuant to Chapter 63 of the North Carolina General Statutes, including but not limited to North Carolina General Statute §63-53 and other relevant statutory authority, and for and in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, and in consideration of the mutual covenants contained herein as well as valuable consideration paid and to be paid, Lessor does hereby demise and lease unto Lessee, and Lessee does hereby accept from Lessor, upon and subject to the terms and conditions herein set forth, the lands and all improvements now located thereon situated in Washington Township, Beaufort County, North Carolina, more particularly designated as Common Land Units 1-6 on Farm 8933, Tract 937 containing what the parties agree to be 55 acres as more specifically described and depicted on Exhibit "A" which is attached hereto and incorporated herein by reference, hereinafter called the "**Premises**", along with the right of ingress, egress, and regress over and upon said Farm and Tract for such purposes.

The parties hereto agree that the terms and conditions of this Lease are as follows.

1. **Term.** The term of this Lease shall commence as of January 1, 2026 and, unless sooner terminated as hereinafter provided, shall continue for a period of one (1) year, expiring at midnight on December 31, 2026; at which time, this Lease and all of Lessee's rights hereunder shall automatically terminate and cease without prior notice. Except as hereinafter expressly provided, neither Lessee nor Lessee's heirs, successors or assigns shall have any claim to or against Lessor for the value of any unharvested crops existing at the expiration or earlier termination of this Lease, or for any expenses incurred by Lessee in connection with the production of the same.
2. **Lessor's Right to Withdraw Acres.** Lessor reserves the right to withdraw, upon thirty (30) days notice to Lessee, any portion of the Premises at any time as may be needed in connection with improvements to the Premises or Airport. In such event, Lessor shall pay Lessee the average value of the yield per acre for the entire Premises planted with any crop for each acre taken before harvest as a result of Lessor's repossession of any portion of the Premises pursuant to this paragraph for a crop year, or a portion thereof (as may be applicable). The payment shall be only for the crop year, or portion thereof (as may be applicable), in which the repossession occurs.
3. **Condition of Premises.** Lessee's taking possession of the Premises shall be conclusive evidence that Lessee has accepted said Premises AS IS and that Lessor is under no duty to repair anything, furnish any services for, or otherwise improve in any way the subject property.
4. **Use of the Premises by Lessee.**
 - A. Lessee shall occupy and use the Premises during the term of this Lease for the sole purpose of planting, growing and harvesting the following crops: soybeans, wheat, tobacco and such other crops as Lessor gives advance permission. Lessee is **EXPRESSLY PROHIBITED** from growing winter small grains or any other such winter crops that may attract migratory birds. Lessee may not plant any fall seeded crops unless the same can, and will be, harvested by Lessee prior to the expiration of the Lease term.
 - B. Lessee shall perform all farming activities permitted hereunder in such a manner that said activities will not interfere with the use of the Airport by aircraft or in any way obstruct the runways, taxiways, or approaches thereto. Lessee shall not allow any plant, crop, or other growth to grow to a height that will interfere with the landing or taking off of aircraft or other operational activities at the Airport.
5. **Rent.**
 - A. Lessee shall pay Lessor for the use and possession of the Premises the sum of \$120.00 per acre, with the following agreed upon understandings. It is agreed by the parties that the Premises currently are 55 acres of cropland (see Exhibit "A"). As a result thereof, Lessee shall pay Lessor

\$6,600 (based upon 55 acres), payable in 2 (two) installments of \$3,300 being due and payable on or before March 1, 2026 and November 30, 2026. The above acreage of cropland and rental amounts are subject to adjustment consistent with Section 2 above. If any such payment is not received on or before either such due date then, in that event, Lessor may provide Lessee notice that Lessee is in default and, if said rent is not received **WITHIN THIRTY (30) DAYS** of said notice then, in that event, this Lease shall terminate and Lessee shall have no interest in the Premises and shall forfeit any and all crops growing upon the Premises. Any United States Department of Agriculture ("USDA") Farm Program Benefits applicable to the farmed acreage are to be paid one hundred percent (100%) to Lessee. Lessee shall report planted acreage to the Farm Service Agency ("FSA") in a timely manner to ensure cropping history is maintained.

- B. As additional consideration for this Lease, Lessee shall, for Lessor's benefit, mow, and otherwise keep in presentable appearance, the Premises, including all farm ditches, pond banks and road sides within the boundaries of the Premises as more particularly designated, described, and depicted on Exhibit "A". Lessee has farmed the Premises and maintained portions of the surrounding property for several years. Lessee shall continue any such maintenance during the Term.

6. Best Course of Husbandry and Reporting.

- A. In the growing of the crops on the Premises as specified in Paragraph 4 hereof and the performance of any activity on the Premises or surrounding property required or permitted by this Lease, Lessee shall act in accordance with the best course of husbandry and use good and commonly accepted agronomic methods practiced in the geographical vicinity of the Premises with a view not only to the production of bountiful crops in any one year, but further with an effort continuously to improve and preserve the fertility and structure of the soil and, if possible, to increase the value and desirability of said lands as high class farmland. Lessee further covenants that, to the extent applicable, Lessee will cooperate fully with all farm and crop programs sponsored by USDA and any subordinate agencies of the State of North Carolina so as to keep and preserve for the Premises the best programs that are available under such government sponsored programs. Fertilization shall be done pursuant to soil tests and recommendations by a reputable organization performing such tests and making such recommendations.
- B. Lessee shall provide Lessor with the Federal Crop Insurance APH Database Report generated by Lessee's Approved Insurance Provider for the Premises upon Lessee's receipt of the same and no later than May 15th of the year following the previous crop production year.

7. **Alterations and Liens.** Lessee shall not make or permit any other person to make any alterations to the Premises or to any improvement thereon or facility appurtenant thereto without the prior written consent of Lessor. Lessee shall keep the Premises free and clear of any and all liens, claims, and demands for work performed, materials furnished, or operations conducted thereon by or at the instance or request of Lessee.
8. **Hold Harmless.** Lessee shall indemnify, defend, and hold Lessor and the property of Lessor, including the Premises, free and harmless from any and all claims, liability, loss, damage or expenses resulting from Lessee's occupation or use of the Premises, rendition of services required hereunder, or presence on the surrounding property including, but not limited to, any claim, liability, loss, or damage arising by reason of injury to or death of any person or persons or by reason of any damage to any property caused by the condition of the Premises or surrounding property, the condition of any improvements or personal property in or on the Premises or surrounding property, or the acts or omissions of Lessee or any person in or on the Premises or surrounding property with the express or implied consent of Lessee. Such indemnity shall extend to any claim, liability, loss or damage occasioned by reason of Lessee's failure to perform any obligation or condition of this Lease or to comply with any requirement imposed upon Lessee or on the Premises by any duly authorized governmental agency or political subdivision, or by reason of Lessee's failure or inability to satisfy any obligations incurred by Lessee in the operations to be conducted by Lessee on the Premises. Lessee stipulates that the Premises, all improvements on the Premises, and all facilities appurtenant thereto, are now, on the date of this Lease, in good order and repair and in safe and tenantable condition. Lessee further stipulates that Lessee has independently investigated all facts material to Lessee in connection with this Lease and that this Lease has been entered by Lessee as a result of Lessee's own inspections and investigations and not as a result of any representations made by or on behalf of Lessor.
9. **Insurance.** During the term of this Lease, Lessee shall maintain in force a policy of commercial general liability and property damage insurance, including business and auto liability coverage, issued to Lessee and insuring against all claims for personal injury including death, and all claims for destruction of or damage to property, arising out of or in any way in connection with Lessee's use of the Premises or performance of Lessee's obligations hereunder. Lessee shall also maintain worker's compensation insurance in an amount at least equal to the minimum limits established by North Carolina law. All insurance coverage required hereinabove shall be in a form and an amount acceptable to Lessor, in Lessor's sole discretion. Lessee shall furnish Lessor with a copy of the Certificate of Insurance for all insurance policies obtained by Lessee in compliance with this requirement prior to taking possession of the Premises. Lessee agrees to maintain sufficient coverage on current status, to provide Lessor an updated Certificate(s) of Insurance annually, and that all such insurance policies obtained by Lessee in

compliance with this requirement name Lessor as additional insured and provide a thirty (30) day written notice to Lessor of termination or material change in the terms thereof or nonrenewal of such policies.

10. **Subleasing and Assigning.** Lessee shall not encumber, sublease, assign or otherwise transfer this Lease, or any right or interest of Lessee therein or thereunder, without the express written consent of Lessor.
11. **Relationship of Parties.** In carrying out the terms and conditions of this Lease, Lessee is an independent contractor and is not an agent or employee of Lessor. Nothing contained in this Lease shall create or be construed as creating a partnership, joint venture, or employee relationship between Lessee and Lessor.
12. **Lessor's Access.** Lessor specifically reserves the right to go upon the Premises at any time.
13. **Adherence to Regulations.** Lessee agrees to comply with all laws, statutes, codes, acts, ordinances, orders, judgments, decrees, injunctions, rules, regulations, permits, licenses, authorizations, directions and requirements of and agreements with all governments, departments, commissions, boards, Courts, authorities, agencies, officials, officers and other parties, foreseen or unforeseen, ordinary or extraordinary, which now or at any time hereafter may be applicable to the Premises, surrounding property, or any part thereof. Further, Lessee shall comply with any and all local, state and federal laws or other rules and regulations as well as all applicable environmental rules and regulations, including, but not limited to, such rules and regulations regulating hazardous or similar substances or conditions, their storage or disposal. Lessee shall not intentionally or knowingly use the Premises or surrounding property for any purpose or in a manner in violation of any law, ordinance, rule, or regulation adopted or imposed by any Federal, State, County, or other governmental agency. Specifically, this shall include eligibility for any program offered by USDA. Lessee further agrees to indemnify and hold Lessor harmless for any and all damage of any kind arising from Lessee's failure to comply with the aforementioned rules and regulations including, but not limited to, the cost of cleanup, restoration fees, mitigation costs, and attorney's fees caused or occasioned by Lessee.
14. **Reporting Requirements.** Lessee shall keep or cause to be kept complete records of the business it conducts or transacts in relation to the Premises and any additional records reasonably requested by Lessor and, upon request of Lessor, provide such records or reports required by the City Council or its Manager.
15. **Holding Over.** If Lessee shall remain in possession of the Premises or any part thereof after the expiration of the Term of this Lease, either with or without Lessor's acquiescence, Lessee shall be deemed a tenant at will, and such holding over by Lessee shall in no way constitute a renewal of this Lease.
16. **Non-Discrimination.** Lessee will not discriminate against any person because of race, creed, gender, age, national origin, handicap or sexual preference in connection with the performance of this Lease. Lessee shall take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to race, religion, color, sex, age, or national origin. Such action shall include, but is not limited to, the following: employment upgrading, demotion or transfer, recruitment or

advertising, layoff or termination, rate of pay or other forms of compensation. Lessee further agrees to adhere to all labor and minimum wage requirements applicable to this Lease.

17. **Default by Lessee.** All covenants and agreements on the part of Lessee contained in this Lease are declared to be conditions to this Lease and to the Term hereby demised to Lessee. Should Lessee default in the performance of any covenant, condition or agreement contained in this Lease, Lessor may terminate this Lease and reenter and regain exclusive possession of the entire Premises, all with reservation of, and without prejudice to, such other rights and remedies to which Lessor may be entitled as a result of Lessee's default. On termination of this Lease, all rights of Lessee in and to the Premises and any crops on the Premises shall also terminate. Pursuit by Lessor of any particular right or remedy shall not preclude pursuit of any other right or remedy available to Lessor, and no waiver by Lessor of any breach by Lessee of any one or more of the covenants, conditions or agreements contained in this Lease shall bar the enforcement of any rights or remedies of Lessor for any subsequent breach of the same or any other covenant, condition or agreement.
18. **Notices.** Whenever it may be required or permitted that notice or demand be given or served by either party to this Lease, such notice, demand or other communication shall be given in writing by registered or certified mail return receipt requested addressed as follows:

If to Lessor: City of Washington
City Manager
Post Office Box 1988
Washington, North Carolina 27889

If to Lessee: Arnold Farms, Inc.
Andrew Arnold
2183 Highway 17 North
Washington, North Carolina 27889

Such notices will be effective when given if so given, whether or not accepted or received. Such addresses may be changed from time to time by either party by serving notices as provided above.

19. **Heirs and Successors.** This Lease shall be binding upon and shall inure to the benefit of the permitted heirs, executors, administrators, successors and assigns of the parties hereto, but nothing herein shall be construed as consent by Lessor to any assignment of this Lease or any interest therein by Lessee.
20. **Entire Agreement.** The parties agree that the covenants and conditions set forth herein constitute the entire and complete agreement between the parties and that all prior negotiations and conditions have been superseded by this Lease. Any amendments to this Lease shall be in writing and signed by each of the parties hereto.
21. **Wavier.** No waiver of any condition, covenant or restriction of this Lease by either party shall be deemed to imply or constitute a further waiver of the same or any other condition, covenant or restriction of this

Lease.

- 22. Illegal Provisions, Governing Law.** If any provision of this Lease shall be declared illegal, void, or unenforceable, the other provisions hereof shall not be affected, but shall remain in full force and effect. This Lease shall be governed by and construed in accordance with the laws of North Carolina.
- 23. Captions.** The captions of the various sections of this Lease are for convenience only, are not a part of this Lease, and do not in any way limit or amplify the terms and provisions of this Lease.

IN WITNESS WHEREOF, Lessor has caused this instrument to be executed in its name by its Interim City Manager, attested by its City Clerk, and its corporate seal to be hereunto affixed, all by proper corporate authority duly given and Lessee has caused this Lease to be executed in its name as set forth below. This Lease has been executed in duplicate originals, one of which is being retained by each of the parties, all as of the date first above written.

(SIGNATURE PAGES TO FOLLOW)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Tammy Swindell, Administrative Services Director
City of Washington

**LESSOR:
CITY OF WASHINGTON**

BY: _____(SEAL)
Bobby Roberson, Interim City Manager

ATTEST: _____(SEAL)
Cynthia Bennett, City Clerk

**STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT**

I, _____, a Notary Public for the said County and State, do hereby certify that Cynthia Bennett personally appeared before me this day after being by me duly sworn and acknowledged that she is Clerk to the City of Washington City Council, a political subdivision, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its Interim City Manager, sealed with corporate seal, and attested by herself as Clerk to the City of Washington City Council.

WITNESS my hand and Notarial Seal this the ____ day of _____ 2026.

Notary Public _____

My Commission Expires: _____

**LESSEE:
ARNOLD FARMS, INC.**

BY: _____ (SEAL)

Andrew Arnold, President

**STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT**

Before me, the undersigned Notary Public in and for the State and County aforesaid, this day personally appeared ANDREW ARNOLD, who being by me duly sworn says that he is President of ARNOLD FARMS, INC., a North Carolina corporation and that he executed the foregoing instrument for the purposes therein expressed.

WITNESS my hand and Notarial Seal this the ____ day of _____ 2026.

Notary Public _____

My Commission Expires: _____

Exhibit A



Farm 8933
Tract 937

2019 Program Year

CLU/Acres	HEL	Crop
1 4.25	NHEL	
2 3.28	NHEL	
3 16.61	NHEL	
4 3.57	NHEL	
5 6.74	NHEL	
6 24.17	NHEL	
7 23.91	NHEL	Noncropland
8 0.12	NHEL	Noncropland

Page Cropland Total: 58.62 acres

The reason we said 55 acres is where fence look about 3 acres of that land we were farming.

- Map Created October 16, 2018
- Base Image Layer flown in 2016
- Common Land Unit
 - Cropland
 - Non-Cropland
 - Tract Boundary
- Wetland Determination Identifiers
 - Restricted Use
 - Limited Restrictions
 - Exempt from Conservation
 - Compliance Provisions

USDA FSA maps are for FSA Program administration only. This map does not represent a legal survey or reflect actual ownership, rather it depicts the information provided directly from the producer and/or the MAP user. The producer accepts the data as is and assumes all risks associated with its use. The USDA Farm Service Agency assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on the data outside FSA Programs. Wetland identifiers do not represent the size, shape, or specific determination of the area. Refer to your original determination (CPA-026 and attached maps) for exact boundaries and determinations or contact NRCS.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo and Members of City Council
From: Josh Waters, Airport Manager
Date: February 9, 2026
Subject: Arnold Farms, Inc. Farm Lease Agreement
Staff Presentation:

RECOMMENDATION:

I move that City Council authorize the City Manager to enter into a Farm Lease Agreement with Arnold Farms, Inc. containing 60 acres.

BACKGROUND AND FINDINGS:

Farm Lease Agreement with Arnold Farms, Inc. for property that is currently leased for agricultural purposes.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Farm Lease Agreement for Arnold Farms, Inc.

THIS FARM LEASE AGREEMENT ("Lease") is made, entered into, and executed in duplicate originals as of January 1, 2026, by and between the **CITY OF WASHINGTON**, a body politic and corporate under Chapter 160A of the North Carolina General Statutes having a mailing address of P.O. Box 1988, Washington, North Carolina, 27889, ("Lessor") and **ARNOLD FARMS, INC.**, a North Carolina corporation having a mailing address of 2183 Highway 17 North, Washington, North Carolina 27889, ("Lessee").

WITNESSETH

WHEREAS, Lessor is the owner of the Washington-Warren Airport ("Airport") with improvements thereon, which is located in Washington Township, Beaufort County, North Carolina and desires to contract with Lessee in order to obtain certain services, including mowing and maintenance, that will maintain certain areas of property near the Airport in a presentable, acceptable, and satisfactory condition to Lessor as well as to allow Lessee to cultivate, farm, and harvest, for Lessee's business purposes, certain areas of property near the Airport designated by Lessor and

WHEREAS, Lessee desires to contract with Lessor to provide certain services, including mowing and maintenance, that will maintain certain areas of property near the Airport in a presentable, acceptable, and satisfactory condition to Lessor as well as to cultivate, farm, and harvest, for Lessee's business purposes, certain areas of property near the Airport designated by Lessor.

NOW THEREFORE, pursuant to Chapter 63 of the North Carolina General Statutes, including but not limited to North Carolina General Statute §63-53 and other relevant statutory authority, and for and in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, and in consideration of the mutual covenants contained herein as well as valuable consideration paid and to be paid, Lessor does hereby demise and lease unto Lessee, and Lessee does hereby accept from Lessor, upon and subject to the terms and conditions herein set forth, the lands and all improvements now located thereon situated in Washington Township, Beaufort County, North Carolina, as specifically described and depicted on Exhibit "A" which is attached hereto and incorporated herein by reference, hereinafter called the "**Premises**", along with the right of ingress, egress, and regress for such purposes. The parties hereto agree that the Premises to be farmed consists of 60 acres.

The parties hereto agree that the terms and conditions of this Lease are as follows.

1. **Term.** The term of this Lease shall commence as of January 1, 2026, and, unless sooner terminated as hereinafter provided, shall continue until December 31, 2026; at which time, this Lease and all of Lessee's rights hereunder shall automatically terminate and cease without prior notice. Except as hereinafter expressly provided, neither Lessee nor Lessee's heirs, successors or assigns shall have any claim to or against Lessor for the value of any unharvested crops existing at the expiration or earlier termination of this Lease, or for any expenses incurred by Lessee in connection with the production of the same.
2. **Lessor's Right to Withdraw Acres.** Lessor reserves the right to withdraw, upon thirty (30) days notice to Lessee, any portion of the Premises at any time as may be needed in connection with improvements to the Premises or Airport. In such event, Lessor shall pay Lessee the average value of the yield per acre for the entire Premises planted with any crop for each acre taken before harvest as a result of Lessor's repossession of any portion of the Premises pursuant to this paragraph for a crop year, or a portion thereof (as may be applicable). The payment shall be only for the crop year, or portion thereof (as may be applicable), in which the repossession occurs.
3. **Condition of Premises.** Lessee's taking possession of the Premises shall be conclusive evidence that Lessee has accepted said Premises AS IS and that Lessor is under no duty to repair anything, furnish any services for, or otherwise improve in any way the subject property.
4. **Use of the Premises by Lessee.**
 - A. Lessee shall occupy and use the Premises during the term of this Lease for the sole purpose of planting, growing and harvesting the following crops: soybeans, wheat, tobacco and such other crops as Lessor gives advance permission. Lessee is **EXPRESSLY PROHIBITED** from growing winter small grains or any other such winter crops that may attract migratory birds. Lessee may not plant any fall seeded crops unless the same can, and will be, harvested by Lessee prior to the expiration of the Lease term.
 - B. Lessee shall perform all farming activities permitted hereunder in such a manner that said activities will not interfere with the use of the Airport by aircraft or in any way obstruct the runways, taxiways, or approaches thereto. Lessee shall not allow any plant, crop, or other growth to grow to a height that will interfere with the landing or taking off of aircraft or other operational activities at the Airport.
5. **Rent.**
 - A. Lessee shall pay Lessor for the use and possession of the Premises the sum of \$120.00 per acre, with the following agreed upon understandings. It is agreed by the parties that the Premises currently are 60 acres of cropland (see Exhibit "A"). As a result thereof, Lessee shall pay Lessor

\$7,200.00 (based upon 60 acres), payable in 2 (two) installments of \$3,600.00 being due and payable on or before March 1, 2026 and November 30, 2026. The above acreage of cropland and rental amounts are subject to adjustment consistent with Section 2 above. If any such payment is not received on or before either such due date then, in that event, Lessor may provide Lessee notice that Lessee is in default and, if said rent is not received **WITHIN THIRTY (30) DAYS** of said notice then, in that event, this Lease shall terminate and Lessee shall have no interest in the Premises and shall forfeit any and all crops growing upon the Premises. Any United States Department of Agriculture ("USDA") Farm Program Benefits applicable to the farmed acreage are to be paid one hundred percent (100%) to Lessee. Lessee shall report planted acreage to the Farm Service Agency ("FSA") in a timely manner to ensure cropping history is maintained.

- B. As additional consideration for this Lease, Lessee shall, for Lessor's benefit, mow, and otherwise keep in presentable appearance, the Premises, including all farm ditches, pond banks and road sides within the boundaries of the Premises as more particularly designated, described, and depicted on Exhibit "A". Lessee has farmed the Premises and maintained portions of the surrounding property. Lessee shall continue any such maintenance during the Term. It is understood by the parties that Lessee is not responsible for any maintenance of woodlands on the Premises.

6. Best Course of Husbandry and Reporting.

- A. In the growing of the crops on the Premises as specified in Paragraph 4 hereof and the performance of any activity on the Premises or surrounding property required or permitted by this Lease, Lessee shall act in accordance with the best course of husbandry and use good and commonly accepted agronomic methods practiced in the geographical vicinity of the Premises with a view not only to the production of bountiful crops in any one year, but further with an effort continuously to improve and preserve the fertility and structure of the soil and, if possible, to increase the value and desirability of said lands as high class farmland. Lessee further covenants that, to the extent applicable, Lessee will cooperate fully with all farm and crop programs sponsored by USDA and any subordinate agencies of the State of North Carolina so as to keep and preserve for the Premises the best programs that are available under such government sponsored programs. Fertilization shall be done pursuant to soil tests and recommendations by a reputable organization performing such tests and making such recommendations.
- B. Lessee shall provide Lessor with the Federal Crop Insurance APH Database Report generated by Lessee's Approved Insurance Provider for the Premises upon Lessee's receipt of the same

and no later than May 15th of the year following the previous crop production year.

7. **Alterations and Liens.** Lessee shall not make or permit any other person to make any alterations to the Premises or to any improvement thereon or facility appurtenant thereto without the prior written consent of Lessor. Lessee shall keep the Premises free and clear of any and all liens, claims, and demands for work performed, materials furnished, or operations conducted thereon by or at the instance or request of Lessee.
8. **Hold Harmless.** Lessee shall indemnify, defend, and hold Lessor and the property of Lessor, including the Premises, free and harmless from any and all claims, liability, loss, damage or expenses resulting from Lessee's occupation or use of the Premises, rendition of services required hereunder, or presence on the surrounding property including, but not limited to, any claim, liability, loss, or damage arising by reason of injury to or death of any person or persons or by reason of any damage to any property caused by the condition of the Premises or surrounding property, the condition of any improvements or personal property in or on the Premises or surrounding property, or the acts or omissions of Lessee or any person in or on the Premises or surrounding property with the express or implied consent of Lessee. Such indemnity shall extend to any claim, liability, loss or damage occasioned by reason of Lessee's failure to perform any obligation or condition of this Lease or to comply with any requirement imposed upon Lessee or on the Premises by any duly authorized governmental agency or political subdivision, or by reason of Lessee's failure or inability to satisfy any obligations incurred by Lessee in the operations to be conducted by Lessee on the Premises. Lessee stipulates that the Premises, all improvements on the Premises, and all facilities appurtenant thereto, are now, on the date of this Lease, in good order and repair and in safe and tenantable condition. Lessee further stipulates that Lessee has independently investigated all facts material to Lessee in connection with this Lease and that this Lease has been entered by Lessee as a result of Lessee's own inspections and investigations and not as a result of any representations made by or on behalf of Lessor.
9. **Insurance.** During the term of this Lease, Lessee shall maintain in force a policy of commercial general liability and property damage insurance, including business and auto liability coverage, issued to Lessee and insuring against all claims for personal injury including death, and all claims for destruction of or damage to property, arising out of or in any way in connection with Lessee's use of the Premises or performance of Lessee's obligations hereunder. Lessee shall also maintain worker's compensation insurance in an amount at least equal to the minimum limits established by North Carolina law. All insurance coverage required hereinabove shall be in a form and an amount acceptable to Lessor, in Lessor's sole discretion. Lessee shall furnish Lessor with a copy of the Certificate of Insurance for all insurance policies obtained by Lessee in compliance with this requirement prior to taking possession of the Premises. Lessee agrees to maintain sufficient coverage on current status, to provide Lessor an

updated Certificate(s) of Insurance annually, and that all such insurance policies obtained by Lessee in compliance with this requirement name Lessor as additional insured and provide a thirty (30) day written notice to Lessor of termination or material change in the terms thereof or nonrenewal of such policies.

10. **Subleasing and Assigning.** Lessee shall not encumber, sublease, assign or otherwise transfer this Lease, or any right or interest of Lessee therein or thereunder, without the express written consent of Lessor.
11. **Relationship of Parties.** In carrying out the terms and conditions of this Lease, Lessee is an independent contractor and is not an agent or employee of Lessor. Nothing contained in this Lease shall create or be construed as creating a partnership, joint venture, or employee relationship between Lessee and Lessor.
12. **Lessor's Access.** Lessor specifically reserves the right to go upon the Premises at any time.
13. **Adherence to Regulations.** Lessee agrees to comply with all laws, statutes, codes, acts, ordinances, orders, judgments, decrees, injunctions, rules, regulations, permits, licenses, authorizations, directions and requirements of and agreements with all governments, departments, commissions, boards, Courts, authorities, agencies, officials, officers and other parties, foreseen or unforeseen, ordinary or extraordinary, which now or at any time hereafter may be applicable to the Premises, surrounding property, or any part thereof. Further, Lessee shall comply with any and all local, state and federal laws or other rules and regulations as well as all applicable environmental rules and regulations, including, but not limited to, such rules and regulations regulating hazardous or similar substances or conditions, their storage or disposal. Lessee shall not intentionally or knowingly use the Premises or surrounding property for any purpose or in a manner in violation of any law, ordinance, rule, or regulation adopted or imposed by any Federal, State, County, or other governmental agency. Specifically, this shall include eligibility for any program offered by USDA. Lessee further agrees to indemnify and hold Lessor harmless for any and all damage of any kind arising from Lessee's failure to comply with the aforementioned rules and regulations including, but not limited to, the cost of cleanup, restoration fees, mitigation costs, and attorney's fees caused or occasioned by Lessee.
14. **Reporting Requirements.** Lessee shall keep or cause to be kept complete records of the business it conducts or transacts in relation to the Premises and any additional records reasonably requested by Lessor and, upon request of Lessor, provide such records or reports required by the City Council or its Manager.
15. **Holding Over.** If Lessee shall remain in possession of the Premises or any part thereof after the expiration of the Term of this Lease, either with or without Lessor's acquiescence, Lessee shall be deemed a tenant at will, and such holding over by Lessee shall in no way constitute a renewal of this Lease.
16. **Non-Discrimination.** Lessee will not discriminate against any person because of race, creed, gender, age, national origin, handicap or sexual preference in connection with the performance of this Lease. Lessee shall take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to race, religion, color, sex, age, or national origin. Such action shall

include, but is not limited to, the following: employment upgrading, demotion or transfer, recruitment or advertising, layoff or termination, rate of pay or other forms of compensation. Lessee further agrees to adhere to all labor and minimum wage requirements applicable to this Lease.

- 17. Default by Lessee.** All covenants and agreements on the part of Lessee contained in this Lease are declared to be conditions to this Lease and to the Term hereby demised to Lessee. Should Lessee default in the performance of any covenant, condition or agreement contained in this Lease, Lessor may terminate this Lease and reenter and regain exclusive possession of the entire Premises, all with reservation of, and without prejudice to, such other rights and remedies to which Lessor may be entitled as a result of Lessee's default. On termination of this Lease, all rights of Lessee in and to the Premises and any crops on the Premises shall also terminate. Pursuit by Lessor of any particular right or remedy shall not preclude pursuit of any other right or remedy available to Lessor, and no waiver by Lessor of any breach by Lessee of any one or more of the covenants, conditions or agreements contained in this Lease shall bar the enforcement of any rights or remedies of Lessor for any subsequent breach of the same or any other covenant, condition or agreement.
- 18. Notices.** Whenever it may be required or permitted that notice or demand be given or served by either party to this Lease, such notice, demand or other communication shall be given in writing by registered or certified mail return receipt requested addressed as follows:

If to Lessor: City of Washington
City Manager
Post Office Box 1988
Washington, North Carolina 27889

If to Lessee: Arnold Farms, Inc
Andrew Arnold
2183 Highway 17 North
Washington, North Carolina 27889

Such notices will be effective when given if so given, whether or not accepted or received. Such addresses may be changed from time to time by either party by serving notices as provided above.

- 19. Heirs and Successors.** This Lease shall be binding upon and shall inure to the benefit of the permitted heirs, executors, administrators, successors and assigns of the parties hereto, but nothing herein shall be construed as consent by Lessor to any assignment of this Lease or any interest therein by Lessee.
- 20. Entire Agreement.** The parties agree that the covenants and conditions set forth herein constitute the entire and complete agreement between the parties and that all prior negotiations and conditions have been superseded by this Lease. Any amendments to this Lease shall be in writing and signed by each of the parties hereto.
- 21. Wavier.** No waiver of any condition, covenant or restriction of this Lease by either party shall be deemed

to imply or constitute a further waiver of the same or any other condition, covenant or restriction of this Lease.

22. Illegal Provisions, Governing Law. If any provision of this Lease shall be declared illegal, void, or unenforceable, the other provisions hereof shall not be affected, but shall remain in full force and effect.

This Lease shall be governed by and construed in accordance with the laws of North Carolina.

23. Captions. The captions of the various sections of this Lease are for convenience only, are not a part of this Lease, and do not in any way limit or amplify the terms and provisions of this Lease.

IN WITNESS WHEREOF, Lessor has caused this instrument to be executed in its name by its Interim City Manager, attested by its City Clerk, and its corporate seal to be hereunto affixed, all by proper corporate authority duly given and Lessee has caused this Lease to be executed in its name as set forth below. This Lease has been executed in duplicate originals, one of which is being retained by each of the parties, all as of the date first above written.

(SIGNATURE PAGES TO FOLLOW)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Tammy Swindell, Administrative Services Director
City of Washington

**LESSOR:
CITY OF WASHINGTON**

BY: _____ **(SEAL)**
Bobby Roberson, Interim City Manager

ATTEST: _____ **(SEAL)**
Cynthia Bennett, City Clerk

**STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT**

I, _____, a Notary Public for the said County and State, do hereby certify that Cynthia Bennett personally appeared before me this day after being by me duly sworn and acknowledged that she is Clerk to the City of Washington City Council, a political subdivision, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its Interim City Manager, sealed with corporate seal, and attested by herself as Clerk to the City of Washington City Council.

WITNESS my hand and Notarial Seal this the ____ day of _____ 2026.

Notary Public _____

My Commission Expires: _____

LESSEE:

ARNOLD FARMS, INC.

BY: _____ **(SEAL)**

Andrew Arnold, President

**STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT**

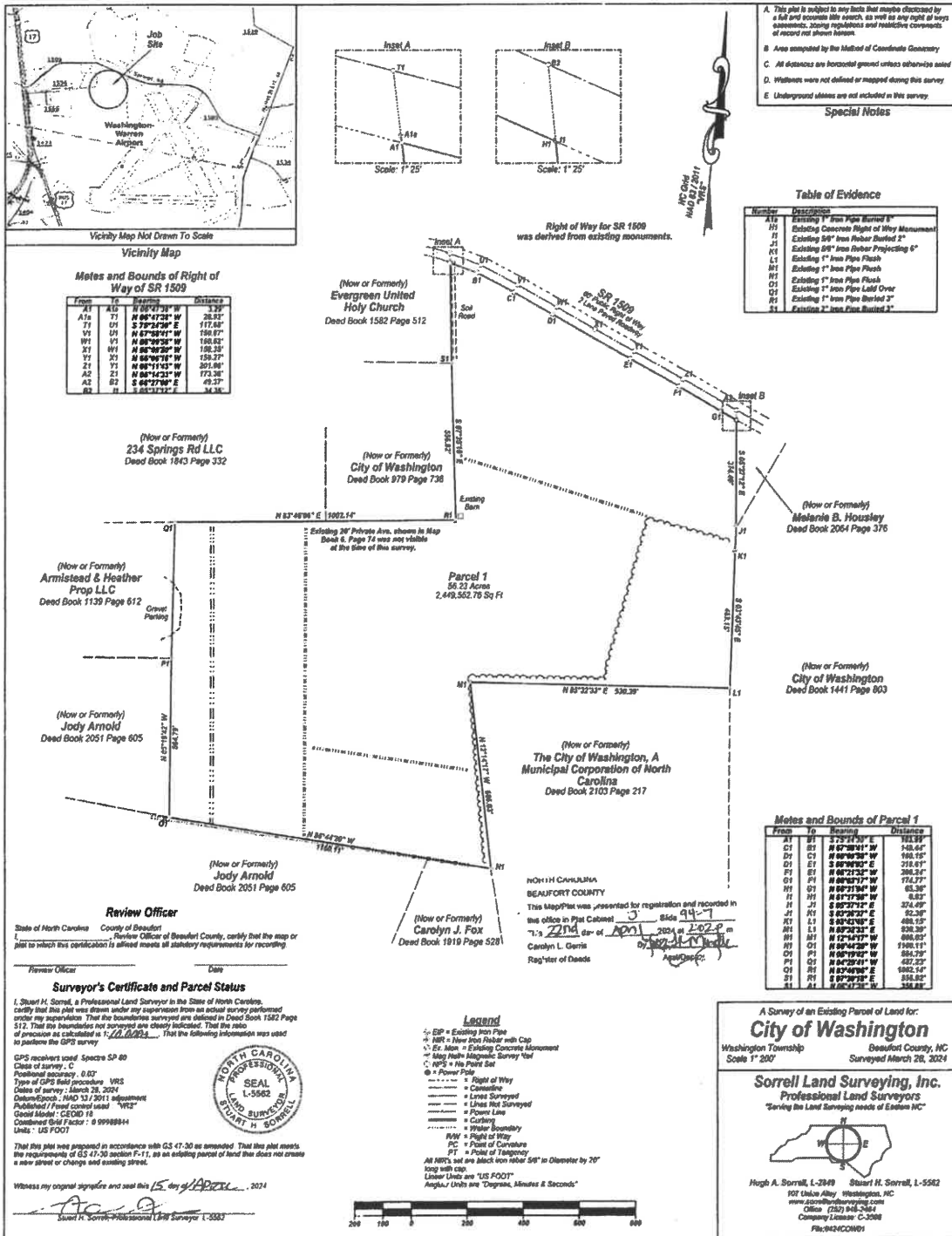
Before me, the undersigned Notary Public in and for the State and County aforesaid, this day personally appeared ANDREW ARNOLD, who being by me duly sworn says that he is President of ARNOLD FARMS, INC., a North Carolina corporation and that he executed the foregoing instrument for the purposes therein expressed.

WITNESS my hand and Notarial Seal this the ____ day of _____ 2026.

Notary Public _____

My Commission Expires: _____

EXHIBIT A





REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Bobby Roberson, Interim City Manager
Date: February 2, 2026
Subject: Funding Outside/Support Agency
Applicant Presentation: See attached sheet
Staff Presentation: Bobby E. Roberson

RECOMMENDATION:

Each Outside/Support Agency will come forward and make their presentation to the Mayor and City Council members. After all the presentations are made, City Council will take action on the funding for each agency. The proposed motions are as follows:

I move to fund Agency _____ in the amount of \$ _____ for fiscal budget 2026/2027.

I move not to fund Agency _____ for fiscal year 2026/2027.

BACKGROUND AND FINDINGS:

The City of Washington has, for many years, funded numerous Outside/Support Agencies within our jurisdiction. Previous funded agencies were asked by the City Manager’s office in December 2025 to complete an application form for funding in fiscal year 2026-2027. The completed applications were due January 26, 2026. We have enclosed each completed application for your review and City Council action.

PREVIOUS LEGISLATIVE ACTION

Funded on an annual basis, by the city, for over 20 years

FISCAL IMPACT

The city staff is finding it difficult to balance the budget for all the municipal services we provide to our local citizens at a lower tax rate.

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

SUPPORTING DOCUMENTS

See enclosed completed applications

City of Washington
 Budget Justification Sheet
 7/1/2025 through 6/30/2026

Account Number	Description	Amount Requested
Fund 010	GENERAL FUND	
Dept. 010-6170	OUTSIDE/SUPPORT AGENCY	CONTRIBUTIC CULTURAL & LEISURE
010-6170-9105	BOYS AND GIRLS CLUB	\$20,000
CITY CONTRIBUTION TO BOYS AND GIRLS CLUB OPERATIONS		
010-6170-9106	RUTH'S HOUSE INC.	\$3,000
ANNUAL CONTRIBUTION		
010-6170-9107	ZION SHELTER	\$10,000
CITY'S CONTRIBUTION TO ZION SHELTER AND KITCHEN FOR HOMELESS INDIVIDUALS		
010-6170-9108	WRIGHT FLIGHT	
CONTRIBUTION TO WRIGHT FLIGHT		
010-6170-9109	SAFE HARBOR HELPLINE	\$2,000
ANNUAL CONTRIBUTION		
010-6170-9110	THE BLIND CENTER	
CITY'S CONTRIBUTION TO THE BLIND CENTER.		
010-6170-9116	EAGLE WINGS	\$2,500
ANNUAL CONTRIBUTIONS		
010-6170-9130	LITERACY VOLUNTEERS OF BEAUFORT COUNT	\$2,500
ANNUAL CONTRIBUTION		
010-6170-9136	PURPOSE OF GOD	\$20,000
CONTRIBUTION FOR THE FISCAL YEAR		
010-6170-9150	RE-LEAF	\$5,000
CONTRIBUTION FOR THE FISCAL YEAR		
010-6170-9165	CORNER STONE WORSHIP CENTER	\$6,500
CONTRIBUTION FOR THE FISCAL YEAR		
010-6170-9166	INNER BANKS STEM CENTER	\$5,000
CONTRIBUTION FOR THE FISCAL YEAR		
010-6170-9167	OPEN DOOR COMMUNITY	\$3,000
CONTRIBUTION FOR THE FISCAL YEAR		

TOTAL FOR DEPARTMENT

OUTSIDE AGENCIES

\$79,500

**City of Washington, North Carolina
REQUEST FOR CITY FUNDING SUPPORT**

Budget Form 1

Agency: Boys and Girls Clubs of the Coastal Plain

Amount Requested \$ 20000

	FY-2024/2025 Actual	FY-2025/2026 Budget	FY-2025/2026 Est. Actual Expenses	FY2026/2027 Budget Request
REVENUES:				
Requested from Washington	20000	20000	20000	20000
Federal	10000	15000	15000	15000
State				
County	3750		3750	
United Way				
All Cities/Towns other than Washington				
Other:				
Donations/Fundraisers	1383	2500	3695	8000
Fees/Dues	3664	21368	3754	16650
Sales				
Miscellaneous				
Beginning Balance (Deficit)				
TOTAL:	38797	58868	46199	59650
EXPENSES:				
Personal Services	145903	136732	151438	144204
Programs Services	51276	17171	49366	80436
Contractual Services				
Commodities & Supplies	6219	3797	5622	6576
Fundraisers				
Capital				
Other	2663	1500	1575	2250
TOTAL:	206061	159200	208001	233466

Organizational Data

President: Mark Holtzman
 Executive Director: Laquitta Staton
 Treasurer: Tim Pate
 Other Officers: Katrina Arnold, Chair

Completed by: Ryan L. O'Neal
 (Signature)

Date: 1/21/2026

Ryan O'Neal
 (Name)

Senoir Accountant
 (Title)

Phone: 252-560-6728

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES
Budget Form 2

Agency: Boys and Girls Clubs of the Coastal Plain

Support Revenue & Expenses	Fiscal 2024- 2025 Last Year Actual	Fiscal 2025- 2026 This Year Est. or Actual	Fiscal 2026- 2027 Next Year Proposed
1. Allocation from United Way			
Public Support & Revenue – All Sources			
2. Membership Dues.....	3664	3754	16650
3. Contributions/Donations.....	1383	3695	8000
4. Special Events/Fundraisers.....			
5. Legacies & Bequests.....			
6. Fees & Grants from Government Agencies.....	33750	38750	35000
7. Program Services Fees & Net Incidental Revenue			
8. Sales of Materials.....			
9. Investment Income.....			
10. Miscellaneous Revenue.....			
11. TOTAL REVENUES	38797	46199	59650
Expenses			
12. Salaries.....	134948	140080	144204
13. Employee Benefits (insurance, retirement, travel)	8809	9937	12155
14. Payroll Taxes (Soc. Sec., etc).....	10955	11357	11524
15. Professional Fees (cpa, legal, &/or consulting)			
16. Supplies.....	6219	5622	6576
17. Telephone.....	2052	2412	2472
18. Postage & Shipping.....			
19. Occupancy (rent, utilities, insurance, etc.).....	37409	33010	48789
20. Rental & Maintenance of Equipment.....	576	1189	576
21. Printing & Publications.....	538	430	
22. Travel.....			3000
23. Conferences, Conventions & Meetings.....			
24. Specific Assistance to Individuals.....			
25. Membership Dues.....			
26. Awards & Grants to individuals or organizations			
27. Miscellaneous.....	4555	3964	4170
28. TOTAL EXPENSE.....	206061	208001	233466
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....			
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	-167264	-161802	-173816

City of Washington, North Carolina
PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: Boys & Girls Clubs of the Coastal Plain - Washington Unit

1. WHOM DO YOU SERVE?	Fiscal 2024-2025 Last Yr Actual	Fiscal 2025-2026 ThisYrEstimate	Fiscal 2026-2027 Next Yr Projection
Unduplicated count of individuals served (if family, please count individual members) TOTAL:	109	115	125
la. Total continuing from previous fiscal year	66	90	100
lb. Total new for the year	43	25	25
lc. Total terminated during the year	0	0	0
2. RESIDENCE OF PARTICIPANTS TOTAL:	109	115	125
2a. Washington City Limits	94	97	108
2b. Washington Extra Territorial Jurisdiction	0	0	0
2c. Washington Park	0	0	0
2d. Chocowinity	15	18	17
2e. Bath	0	0	0
2f. Belhaven	0	0	0
2g. Aurora	0	0	0
2h. Pantego	0	0	0
2i. Pinetown	0	0	0
2j. Outside Beaufort County or Unknown	0	0	0
3. AGE GROUP TOTAL:	109	115	125
3a. Infants through 4 years of age	0	0	0
3b. 5 through 12 years of age	95	100	110
3c. 13 through 17 years of age	14	15	15
3d. 18 through 29 years of age	0	0	0
3e. 30 through 64 years of age	0	0	0
3f. 65 and over	0	0	0
3g. Not known or not applicable	0	0	0
4. INCOME OF PARTICIPANTS TOTAL:	109	115	125
4a. Below official poverty level (\$ 9,084)	20	28	30
4b. At or near poverty level	80	82	78
4c. Middle income (\$ 30,280)	9	15	17
4d. Upper income (\$ 55,999+)	0	0	0
4e. Not known or not applicable	0	0	0
5. SEX TOTAL:			
5a. Male	58	60	65
5b. Female	51	55	60
5c. Not recorded	0	0	0

City of Washington
Request for City Appropriation
Budget Form 4

AGENCY: Boys & Girls Clubs of the Coastal Plain
Contact Information: Laquitta Staton, Vice President of Grants & Government Partnerships
621 W. Fire Tower Road, Winterville, NC 28590
lstaton@bgccp.com (252) 355-2345 ext. 218 or (252) 702-4243

Amount Requested: **\$20,000**

Please outline what the City appropriation will **specifically** be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

Investing in the Future of Washington’s Youth: A Critical Request for Support

The Boys & Girls Clubs of the Coastal Plain – Washington Unit requests **\$20,000** from the City of Washington to sustain essential academic and enrichment programming for **100+ youth ages 6–18** during the 2026–27 program year.

This investment directly supports children and families facing persistent economic and educational barriers and ensures continued access to safe, structured, and affordable out-of-school programming during critical afterschool and summer hours. City funds will be used primarily to support **program supplies, instructional materials, and enrichment resources** that are otherwise inaccessible to low-income families.

Demonstrated Community Need

Data clearly demonstrate the urgency of continued City investment. In Beaufort County:

- Only **45% of third graders read on grade level**
- Just **81.5% of students graduate high school on time**
- Nearly **half of all children live in low-income households**

Among youth served at the Washington Club, need is significantly more concentrated. Without consistent intervention, these conditions place youth at increased risk of academic failure, disengagement, and long-term economic instability. The Washington Club mitigates these risks by providing daily academic support, positive adult mentorship, and structured enrichment opportunities.

Serving Washington's Most Vulnerable Youth

The Washington Unit serves as a **critical community resource**, providing year-round services to youth who lack access to private afterschool care or enrichment programs.

Current membership demographics reflect both need and equity impact:

- **97%** of members qualify for free or reduced-price school meals
- **67%** come from single-parent households
- **68%** live in households earning less than \$25,000 annually
- Membership reflects the diversity of the community: **81% African American, 6% Multiracial, 6% Hispanic, 6% Caucasian, and 1% other racial backgrounds,**

Despite these barriers, participating youth demonstrate improved academic engagement, positive behavior, and social-emotional growth when provided with consistent support and access to high-quality learning resources.

Accessible, Affordable, and Essential Programming

The Washington Club operates **Monday through Friday from 2:30–6:30 p.m. during the school year and 7:00 a.m.–5:30 p.m. on non-school days and throughout the summer.** These hours align with the highest-risk periods for youth.

Programming is intentionally affordable:

- **\$100 annual membership** during the school year
- **Free summer programming**
- **No child is ever turned away due to financial hardship**

In a community where many families cannot afford private afterschool services, the Club fills a critical gap by ensuring youth are safe, supervised, and productively engaged during out-of-school hours.

Proven Impact Through the Formula for Impact

All programming is delivered through the Boys & Girls Clubs of America's **Formula for Impact**, an evidence-based framework that ensures each young person experiences:

- **A safe, positive environment**
- **A sense of belonging**
- **Supportive relationships** with caring adults

- **High expectations** and meaningful opportunities
- **Recognition** for effort and achievement

This model supports measurable outcomes in academic success, youth engagement, and long-term stability.

Strategic Use of City Funds

City of Washington funds will be used to directly support **program supplies and materials**, including instructional resources, academic tools, STEM and enrichment materials, and hands-on learning supplies that strengthen program quality and participant outcomes.

Following the conclusion of prior 21st Century Community Learning Center funding, City investment is increasingly critical to maintaining program continuity and preventing reductions in service. This appropriation ensures resources remain focused on direct youth impact.

Conclusion

The City of Washington's continued investment ensures that vulnerable youth have access to the academic support and enrichment opportunities necessary to succeed. This funding directly strengthens educational outcomes, promotes positive youth development, and supports the long-term wellbeing of Washington's community.

City partnership is essential to sustaining these services and protecting the future of Washington's youth.

Completed By:

Printed Name & Position: Laquitta Staton, Vice President of Grants & Government Partnerships



January 21, 2026

Signature and Date



Boys & Girls Clubs of the Coastal Plain – Washington Unit City of Washington | 2026–27 Funding Request: \$20,000

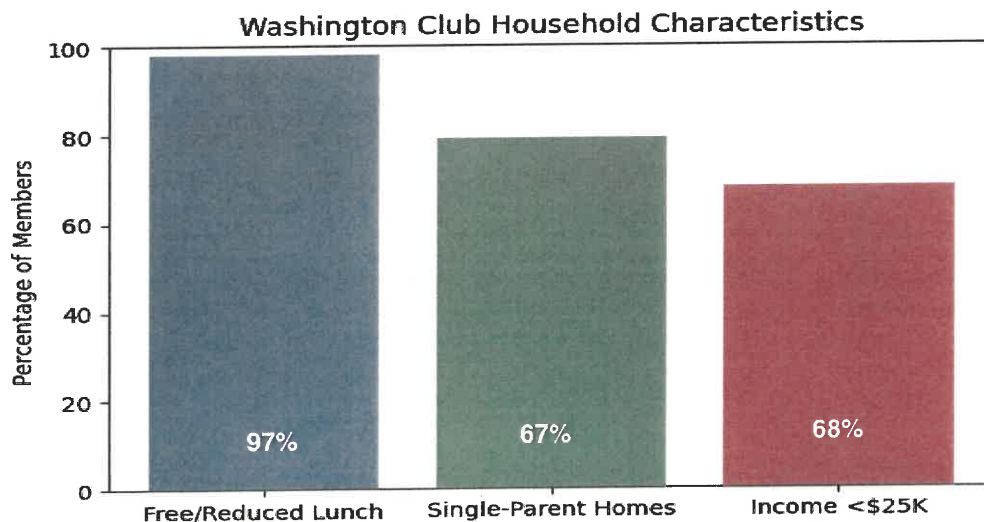
Investing in Washington’s Youth: A 2026–27 Community Priority

The Boys & Girls Clubs of the Coastal Plain’s Washington Unit respectfully requests \$20,000 from the City of Washington to sustain high-quality academic and enrichment programming for 61 youth ages 6–18 during the 2026–27 program year.

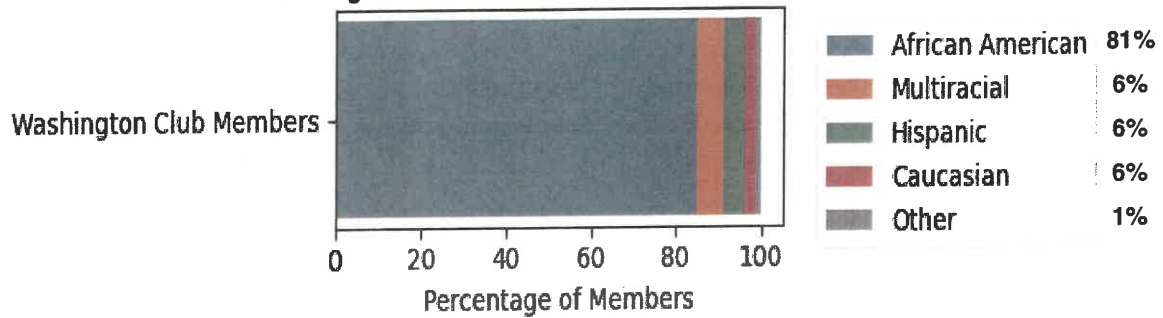
This investment directly supports children and families facing persistent economic and educational barriers. In Beaufort County, only 45% of third graders read on grade level, just 81.5% of students graduate high school on time, and nearly half of all children live in low-income households.

At the Washington Club, these challenges are even more concentrated: 98% of members live in poverty, 79% come from single-parent households, and 50% live in households earning \$25,000 or less annually. Despite these realities, Club youth consistently demonstrate growth when provided with a safe space, caring adults, and structured learning opportunities.

Who We Serve



Washington Club Racial & Ethnic Composition



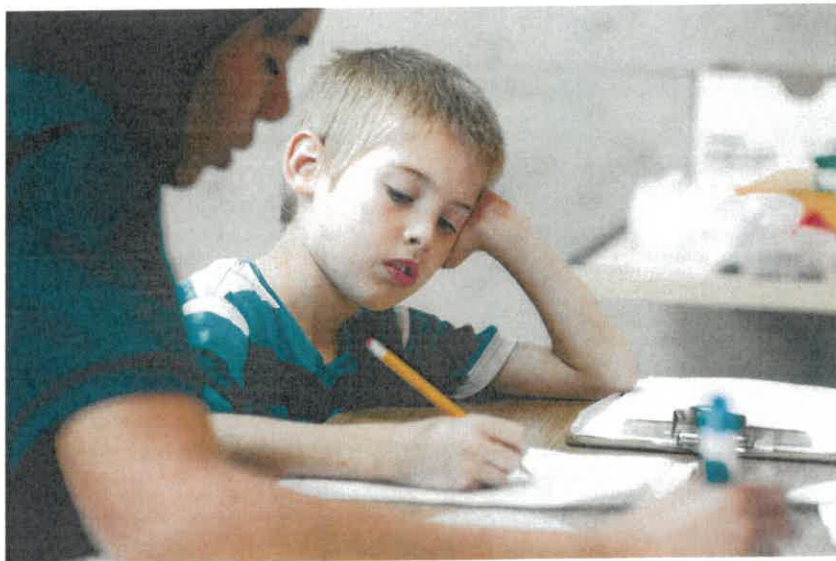
Accessible, Affordable, and Essential Programming

The Washington Club operates year-round, providing afterschool care Monday–Friday from 2:30–6:30 p.m., as well as full-day programming on non-school days and throughout the summer. Annual membership is \$100 during the school year, summer programming is free, and no child is ever turned away due to financial hardship. In a community where many families cannot afford private afterschool care, the Club fills a critical gap—ensuring youth are safe, supervised, and engaged during out-of-school hours.

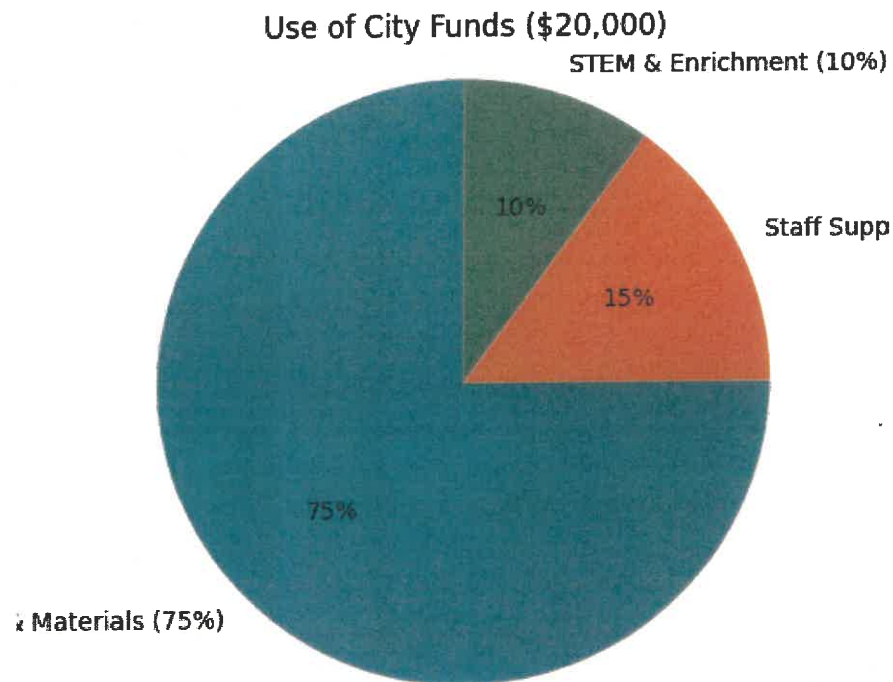
Formula for Impact

Our *Formula for Impact* model stresses the importance of:

- Safe Environment
- Belonging
- Supportive Relationships
- High Expectations
- Recognition



Use of City Funds



Expected Outcomes – 2026–27

Outcomes in the 3 prominent categories of Academic Success, Healthy Lifestyles, Good Character and Citizenship, and Life and Workforce Readiness include:

- 80% of regularly attending members will complete homework daily, with improvement on their report cards
- 65% of participants will demonstrate gains in reading or math
- 90% of youth will participate in Triple Play Daily Challenges or Social Recreation
- 85% of Club members will engage in Social Emotional Wellness programming
- Youth will be served healthy and nutritious meals and snacks daily at the Club
- Youth will participate in hands-on STEM, arts, and enrichment activities
- Improved school engagement and positive behavior outcomes
- 85% of teens will complete College/Career Readiness programming

Completed by: Sonya Howell
Director of Grants Writing
Boys & Girls Clubs of the Coastal Plain

City of Washington, North Carolina
REQUEST FOR CITY FUNDING SUPPORT

Budget Form 1


Agency: Ruth's House, Inc. _____

Amount Requested: \$3,000 _____

	FY-2024/2025 Actual	FY-2025/2026 Budget	FY-2025/2026 Est. Actual Expenses	FY2026/2027 Budget Request
REVENUES:				
Requested from Washington	0	3,000		3,000
Federal	138,657	69,247		
State	92,809.34	99,127.75		
County	2,500	2,500		
United Way	1,381	1,200		
All Cities/Towns other than Washington				
Other:				
Donations/Fundraisers	45,839.60	88,700		
Fees/Dues				
Sales				
Miscellaneous	7,675.97	7,938		
Beginning Balance (Deficit)				
TOTAL:	288,862.91	271,712.75		
EXPENSES:				
Personal Services	216,840.93	208,567.74	115,603.94	208,567.74
Programs Services	76,240.50	46,820.18	27,257.42	46,820.18
Contractual Services	3,930	4,325	1,500	4,325
Commodities & Supplies	9,952.09	5,000	488.31	5,000
Fundraisers	242	2,500	638.36	2,500
Capital				
Other	2,432.64	1,250	265.27	1,250
TOTAL:	309,638.16	268,462.92	145,753.30 July-Nov 25	268,462.92

Organizational Data

President: Tina Jordan
Executive Director: Susan Keusenkothen
Treasurer: Rachel Sullivan
Other Officers: Pastor Daris Scott, Marie Sarratt, Lisa Oliver

Completed by:  Date: 1/15/26
(Signature)

Susan Keusenkothen
(Name)

Executive Director Phone: 252-940-0007
(Title)

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES
Budget Form 2

Agency: Ruth's House, Inc. _____

Support Revenue & Expenses	Fiscal 2024- 2025 Last Year Actual	Fiscal 2025- 2026 This Year Est. or Actual	Fiscal 2026- 2027 Next Year Proposed
1. Allocation from United Way	1,380.70	1,200	500
Public Support & Revenue – All Sources			
2. Membership Dues.....			
3. Contributions/Donations.....	38,172.10	78,700	89,400
4. Special Events/Fundraisers.....	7,667.50	10,000	10,000
5. Legacies & Bequests.....			
6. Fees & Grants from Government Agencies.....	233,966.64	173,874.75	163,874.75
7. Program Services Fees & Net Incidental Revenue			
8. Sales of Materials.....			
9. Investment Income.....	7,675.97	7938	7938
10. Miscellaneous Revenue.....			
11. TOTAL REVENUES	288,862.91	271,712.75	271,712.75
Expenses			
12. Salaries.....	196,206.90	183,879	183,879
13. Employee Benefits (insurance, retirement, travel)	4140	4140	4140
14. Payroll Taxes (Soc. Sec., etc).....	16,494.03	16,134.74	16,134.74
15. Professional Fees (cpa, legal, &/or consulting)	3,930	4325	4325
16. Supplies.....	5,232.90	2,000	2,000
17. Telephone.....	4,237.14	4,164	4,164
18. Postage & Shipping.....	177.55	150	150
19. Occupancy (rent, utilities, insurance, etc.).....	63,053.06	37,889.80	37,889.80
20. Rental & Maintenance of Equipment.....			
21. Printing & Publications.....	785.88	1,000	1,000
22. Travel.....			
23. Conferences, Conventions & Meetings.....	889.94	1250	1250
24. Specific Assistance to Individuals.....	14,064.15	5,000	5,000
25. Membership Dues.....	426.61	745	745
26. Awards & Grants to individuals or organizations			
27. Miscellaneous.....		7,785.38	7,785.38
28. TOTAL EXPENSE.....	309,638.16	268,462.92	268,462.92
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....			
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	-20,775.25	+3,249.83	+3,249.83

City of Washington, North Carolina
PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: Ruth's House, Inc.

1. WHOM DO YOU SERVE?	Fiscal 2024- 2025 Last Yr Actual	Fiscal 2025- 2026 This Yr Estimated	Fiscal 2026- 2027 Next Yr Projected
Unduplicated count of individuals served (<i>if family, please count individual members</i>) TOTAL:	248	250	250
1a. Total continuing from previous fiscal year	49	50	50
1b. Total new for the year	199	200	200
1c. Total terminated during the year	18	20	20
2. RESIDENCE OF PARTICIPANTS TOTAL:	248	250	250
2a. Washington City Limits	83	85	85
2b. Washington Extra Territorial Jurisdiction	0	0	0
2c. Washington Park	0	0	0
2d. Chocowinity	6	10	10
2e. Bath	2	2	2
2f. Belhaven	3	5	5
2g. Aurora	3	5	5
2h. Pantego	0	3	3
2i. Pinetown	2	5	5
2j. Outside Beaufort County or Unknown	149	135	135
3. AGE GROUP TOTAL:	248	250	250
3a. Infants through 4 years of age	5	5	5
3b. 5 through 12 years of age	19	10	10
3c. 13 through 17 years of age	3	5	5
3d. 18 through 29 years of age	12	20	20
3e. 30 through 64 years of age	89	100	100
3f. 65 and over	14	20	20
3g. Not known or not applicable	106	90	90
4. INCOME OF PARTICIPANTS TOTAL:	248	250	250
4a. Below official poverty level (\$ 9,084)	39	50	50
4b. At or near poverty level			
4c. Middle income (\$ 30,280)			
4d. Upper income (\$ 55,999+)			
4e. Nor known or not applicable	209	200	200
5. SEX TOTAL:	248	250	250
5a. Male	21	50	50
5b. Female	144	200	200
5c. Not recorded	83	0	0

City of Washington
Request for City Appropriation
Budget Form 4

AGENCY: Ruth's House, Inc.

Contact Information: Susan Keusenkothen, susank@ruths-house.org

P.O. Box 2843, Washington, NC 27889

Amount Requested: \$3,000 _____

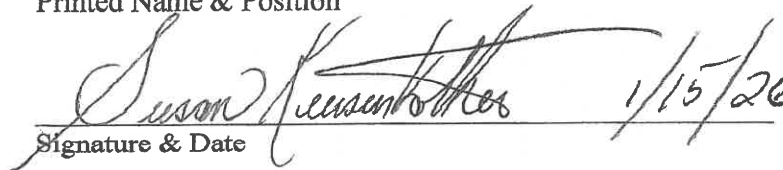
Please outline what the City appropriation will **specifically** be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

Ruth's House is seeking funding assistance to help support our emergency shelter for victims of domestic violence in Washington and Beaufort County. Our shelter services include individual case management plans to guide families towards self-sufficiency and independence. Housing is the final piece in every plan. Due to the lack of affordable housing in our area, residents remain in the shelter for an average of six months. This increases expenses for utilities, maintenance, and client services.

Federal funding has decreased significantly in the last year, and we expect a loss of an additional \$10,000 in 2027. Utilities increased by over \$3,000 from FY24-25 to FY25-26. We have reduced certain budget items by requesting community donations, and we lowered our mortgage payment to the minimum requirement. We are struggling to balance the inconsistencies with increased need and decreased funding.

Ruth's House facilitates a 24-hour crisis hotline for the area, provides court advocacy, assists with safety planning, and offers crisis counseling. We will continue to support survivors and their children by connecting them with the resources, training, and services that will stabilize them in the community. City of Washington funds will be used for utilities and maintenance services that are not covered by our grants. We are grateful for your past support and look forward to our partnership in the future.

Completed By: Susan Keusenkothen, Executive Director
Printed Name & Position


Signature & Date 1/15/26

City of Washington, North Carolina
REQUEST FOR CITY FUNDING SUPPORT

Budget Form 1

Agency: Washington Area Interchurch Shelter and Kitchen, Inc. Amount Requested: \$ 10,000.00
 DBA Zion Shelter and Kitchen

	FY-2024/2025 Actual	FY-2025/2026 Budget	FY-2025/2026 Est. Actual Expenses	FY2026/2027 Budget Request
REVENUES:				
Requested from Washington	10,000.00	10,000.00	10,000.00	10,000.00
Federal		8,500.00	4,250.00	8,500.00
State				
County	12,000.00	12,000.00	12,000.00	12,000.00
United Way				
All Cities/Towns other than Washington				
Other:				
Donations/Fundraisers	231,941.28	74,500.00	60,105.21	80,000.00
Fees/Dues				
Sales				
Miscellaneous	106,763.17	20,300.00	62,949.06	56,000.00
Beginning Balance (Deficit)	1,732,643.12		1,958,547.56	
TOTAL:	2,093,347.57	125,300.00	2,107,851.83	166,500.00
EXPENSES:				
Personal Services				
Programs Services	132,384.40	117,785.00	132,019.93	111,650.00
Contractual Services	8,755.40	6,440.00	14,818.19	11,964.00
Commodities & Supplies	36,129.33	15,800.00	49,536.45	37,600.00
Fundraisers				
Capital	2,352.50		337,852.94	
Other		100.00	567.00	100.00
TOTAL:	179,621.63	140,125.00	534,794.51	161,314.00

Organizational Data

President: Wendy Harris
 Executive Director: Darwin Woolard
 Treasurer: Julius Oden
 Other Officers:

Completed by: *Darwin Woolard*
 (Signature)

Date: 1-23-26

 Julius Oden
 (Name)

 Treasurer
 (Title)

Phone: 252-940-8034

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES

Budget Form 2

Agency: Washington Area Interchurch Shelter and Kitchen, Inc.
 DBA Zion Shelter and Kitchen

Support Revenue & Expenses	Fiscal 2024- 2025 Last Year Actual	Fiscal 2025- 2026 This Year Est. or Actual	Fiscal 2026- 2027 Next Year Proposed
1. Allocation from United Way			
Public Support & Revenue – All Sources			
2. Membership Dues.....			
3. Contributions/Donations.....	231,474.97	60,105.21	80,000.00
4. Special Events/Fundraisers.....	466.31		
5. Legacies & Bequests.....			
6. Fees & Grants from Government Agencies.....	22,000.00	26,250.00	30,500.00
7. Program Services Fees & Net Incidental Revenue			
8. Sales of Materials.....			
9. Investment Income.....	106,763.17	62,949.06	56,000.00
10. Miscellaneous Revenue.....			
11. TOTAL REVENUES	360,704.45	149,304.27	166,500.00
Expenses			
12. Salaries.....	60,337.02	60,871.69	57,600.00
13. Employee Benefits (insurance, retirement, travel)			
14. Payroll Taxes (Soc. Sec., etc.).....	4,615.78	4,670.68	4,440.00
15. Professional Fees (cpa, legal, &/or consulting)	6,781.00	12,355.00	10,380.00
16. Supplies.....	36,100.13	49,536.45	37,200.00
17. Telephone.....	1,974.40	2,463.19	1,584.00
18. Postage & Shipping.....	29.20		400.00
19. Occupancy (rent, utilities, insurance, etc.).....	39,037.36	56,322.76	49,010.00
20. Rental & Maintenance of Equipment.....	7,626.13	1,875.02	600.00
21. Printing & Publications.....			
22. Travel.....	51.68	210.47	
23. Conferences, Conventions & Meetings.....			
24. Specific Assistance to Individuals.....	20,716.43	8,069.31	
25. Membership Dues.....			
26. Awards & Grants to individuals or organizations			
27. Miscellaneous.....	2,352.50	338,419.94	100.00
28. TOTAL EXPENSE.....	179,621.63	534,794.51	161,314.00
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....	179,621.63	534,794.51	161,314.00
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	181,082.82	(385,490.24)	5,186.00

City of Washington, North Carolina

PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: Zion Shelter and Kitchen

1. WHOM DO YOU SERVE?	Fiscal 2024- 2025 Last Yr Actual	Fiscal 2025- 2026 This Yr Estimated	Fiscal 2026- 2027 Next Yr Projected
Unduplicated count of individuals served <i>(if family, please count individual members)</i> TOTAL:		100	104
1a. Total continuing from previous fiscal year		80	84
1b. Total new for the year		9	13
1c. Total terminated during the year		11	7
2. RESIDENCE OF PARTICIPANTS TOTAL:			
2a. Washington City Limits		80	83
2b. Washington Extra Territorial Jurisdiction		9	10
2c. Washington Park		0	0
2d. Chocowinity		4	5
2e. Bath		0	0
2f. Belhaven		3	3
2g. Aurora		2	2
2h. Pantego		1	1
2i. Pinetown		0	0
2j. Outside Beaufort County or Unknown		1	0
3. AGE GROUP TOTAL:			
3a. Infants through 4 years of age		0	0
3b. 5 through 12 years of age		0	0
3c. 13 through 17 years of age		0	0
3d. 18 through 29 years of age		9	11
3e. 30 through 64 years of age		78	76
3f. 65 and over		13	13
3g. Not known or not applicable		0	0
4. INCOME OF PARTICIPANTS TOTAL:			
4a. Below official poverty level (\$ 9,084)		89	90
4b. At or near poverty level		11	10
4c. Middle income (\$ 30,280)		10	4
4d. Upper income (\$ 55,999+)		0	0
4e. Not known or not applicable		0	0
5. SEX TOTAL:			
5a. Male		75	83
5b. Female		25	17
5c. Not recorded		0	0

City of Washington
Request for City Appropriation

Budget Form 4

AGENCY: **Washington Area Interchurch Shelter and Kitchen, Inc**
DBA Zion Shelter and Kitchen

Contact Information: Darwin E. Woolard, Executive Director 252-375-6815 dwoolard@metroprop.org

Amount Requested: \$10,000

Honorable Mayor and Members of the Washington City Council
City of Washington
Washington, North Carolina

Dear Mayor and Council Members,

On behalf of the Zion Shelter and Kitchen Board of Directors, I respectfully submit this request for funding consideration for the City of Washington's FY 2026–2027 funding cycle. The support of the city has been, and continues to be, essential to our ability to respond to homelessness and food insecurity within our community.

In recent years, Zion Shelter and Kitchen have experienced significant operational changes driven by circumstances beyond our control. Due to insurance-related issues, we were required to vacate the basement space at Metropolitan AME Zion Church, which had previously served as a critical component of our shelter operations. Through the commitment and collaboration of our partners, we were able to relocate the shelter component to a residential property at 328 North Market Street, Washington, North Carolina, now known as Zion House. This transition ensured continuity of shelter services for men experiencing homelessness while maintaining safety and compliance.

Since July, the Salvation Army has graciously loaned the Zion Board its emergency food truck, allowing us to prepare and serve lunch to approximately 100 individuals each day. This partnership has enabled us to continue addressing immediate food needs for unsheltered individuals and those experiencing food insecurity throughout the City of Washington. The Zion Shelter and Kitchen Board of Directors made a bold move to purchase a building, which will serve as our kitchen to prepare daily meals. Zion Community Kitchen is the name of the new site.

During the 2025 cold weather season, the City of Washington asked Zion Shelter and Kitchen to assume responsibility for providing shelter for unsheltered individuals during severe weather events. We accepted this responsibility in the spirit of partnership and public service, recognizing

the urgent need for a coordinated response during White Flag conditions. While this role is critical, it also places additional financial demands on our organization.

We have taken deliberate steps to control and reduce costs wherever possible. The Executive Director's salary is shared between two nonprofit organizations—Zion Shelter and Kitchen and Metropolitan Housing and Community Development Corporation—thereby reducing the financial burden on each entity. Additionally, we have established a strong partnership with the Food Bank of the Albemarle, which provides free food that we use to prepare daily meals five days a week for unsheltered individuals and others facing food insecurity. Metropolitan Housing and Community Development Corporation further supports our operations by allowing us to use its truck to transport food from Elizabeth City.

The funds requested from the City of Washington for the FY 2026–2027 cycle will be used strategically and responsibly. Specifically, funding will support the purchase of supplemental food items not provided by the Food Bank of the Albemarle. These items will be ordered in bulk through Sysco Foods to maximize cost savings. In addition, funds will be applied toward essential operating expenses at Zion House, including utilities and basic maintenance, as well as costs associated with White Flag Night operations during the cold weather season.

Zion Shelter and Kitchen remain committed to working collaboratively with the City of Washington to address homelessness and hunger with dignity, accountability, and fiscal responsibility. We respectfully request your continued partnership through funding support so that we may sustain and strengthen these essential services for our most vulnerable neighbors.

Thank you for your consideration and for your ongoing commitment to the well-being of the residents of Washington, North Carolina. We would welcome the opportunity to provide additional information or to meet with the Council to discuss this request in greater detail.

Respectfully submitted,

Darwin Woolard
Executive Director
Zion Shelter and Kitchen
P.O. Box 2324
Washington, NC 27889
252-375-6815
dwoolard@metroprop.org

Completed By: Darwin Woolard 1-23-26 Executive Director

Printed Name & Position

Darwin Woolard 1-23-26

Signature & Date

City of Washington, North Carolina
REQUEST FOR CITY FUNDING SUPPORT

Budget Form 1

Agency: Safe Harbor Helpline

Amount Requested \$ 2,000

	FY-2024/2025 Actual	FY-2025/2026 Budget	FY-2025/2026 Est. Actual Expenses	FY2026/2027 Budget Request
REVENUES:				
Requested from Washington	—	2,000	2,000	2,000
Federal	—			
State	—			
County	—			
United Way	5,781	2,500		
All Cities/Towns other than Washington				
Other:				
Donations/Fundraisers	40,017	28,500	25,500	
Fees/Dues				
Sales				
Miscellaneous				
Beginning Balance (Deficit)	2,731			
TOTAL:	48,899	33,000	27,500	
EXPENSES:				
Personal Services				
Programs Services	47,473	15,000	7,740	
Contractual Services <i>wages</i>		15,000	2,944	
Commodities & Supplies	2,066	3,000	869	
Fundraisers				
Capital				
Other				
TOTAL:	49,539	33,000	11,553	

Organizational Data

President: Sophia Grear
 Executive Director: Sally Love
 Treasurer: Beverly Casey
 Other Officers: Secretary Laurie Stewart

Completed by: Sally Love
 (Signature)

Date: Jan. 21, 2026

Sally Love
 (Name)

Exec. Director
 (Title)

Phone: 252-945-2145

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES

Budget Form 2

Agency: Safe Harbor Helpline

*6 mo
Actual*

Support Revenue & Expenses	Fiscal 2024- 2025 Last Year Actual	Fiscal 2025- 2026 This Year Est. or Actual	Fiscal 2026- 2027 Next Year Proposed
1. Allocation from United Way	5,781		
Public Support & Revenue – All Sources			
2. Membership Dues.....			
3. Contributions/Donations.....	40,017	25,500	31,000
4. Special Events/Fundraisers.....			
5. Legacies & Bequests.....			
6. Fees & Grants from Government Agencies.....		2,000	2,000
7. Program Services Fees & Net Incidental Revenue			
8. Sales of Materials.....			
9. Investment Income.....			
10. Miscellaneous Revenue.....			
11. TOTAL REVENUES	48,899	27,500	33,000
Expenses			
12. Salaries.....			
13. Employee Benefits (insurance, retirement, travel)			
14. Payroll Taxes (Soc. Sec., etc).....			
15. Professional Fees (cpa, legal, &/or consulting)	1,000	2,944	17,000
16. Supplies.....	1,066	374	500
17. Telephone.....		248	750
18. Postage & Shipping.....			250
19. Occupancy (rent, utilities, insurance, etc.).....		244	250
20. Rental & Maintenance of Equipment.....			
21. Printing & Publications.....			
22. Travel.....			
23. Conferences, Conventions & Meetings.....			
24. Specific Assistance to Individuals.....	47,473	7,740	14,250
25. Membership Dues.....			
26. Awards & Grants to individuals or organizations			
27. Miscellaneous.....			
28. TOTAL EXPENSE.....			
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....	49,539	11,552	33,000
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	(640)	15,948	

City of Washington, North Carolina

PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: Safe Harbor Helpline

1. WHOM DO YOU SERVE?	Fiscal 2024-2025 Last Yr Actual	Fiscal 2025-2026 This Yr Estimated	Fiscal 2026-2027 Next Yr Projected
Unduplicated count of individuals served (if family, please count individual members) TOTAL:			
1a. Total continuing from previous fiscal year	7	3	5
1b. Total new for the year	75	40	75
1c. Total terminated during the year	82	43	80
2. RESIDENCE OF PARTICIPANTS TOTAL:			
2a. Washington City Limits			
2b. Washington Extra Territorial Jurisdiction			
2c. Washington Park			
2d. Chocowinity			
2e. Bath			
2f. Belhaven			
2g. Aurora			
2h. Pantego			
2i. Pinetown			
2j. Outside Beaufort County or Unknown			
3. AGE GROUP TOTAL:	82	43	80
3a. Infants through 4 years of age			
3b. 5 through 12 years of age	35	19	35
3c. 13 through 17 years of age			
3d. 18 through 29 years of age			
3e. 30 through 64 years of age	47	24	47
3f. 65 and over			
3g. Not known or not applicable			
4. INCOME OF PARTICIPANTS TOTAL:	32 fam.		
4a. Below official poverty level (\$ 9,084)	32	20	35
4b. At or near poverty level	families		
4c. Middle income (\$ 30,280)			
4d. Upper income (\$ 55,999+)			
4e. Not known or not applicable			
5. SEX TOTAL:	41	20	40
5a. Male	11	5	10
5b. Female	30	15	30
5c. Not recorded <i>Children</i>	—		



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

SAFE HARBOR HELPLINE
C/O SALLY LOVE
303 WEST 13TH STREET
WASHINGTON, NC 27889

Date:
05/22/2025
Employer ID number:
33-4387978
Person to contact:
Name: M Collins
ID number: 3364079
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
April 3, 2025
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053500004015

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

City of Washington
Request for City Appropriation
Budget Form 4

AGENCY: Safe Harbor Helpline

Contact Information: Sally Love
Address

303 West 13th St, Washington, NC 27889

Amount Requested: \$ 2,000

Please outline what the City appropriation will **specifically** be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

Safe Harbor Helpline (SHH) provides a twenty-four/seven information and resource line for families and individuals experiencing homelessness. The SHH case manager screens each caller to determine what information is needed. In some cases, she makes calls to agencies and calls the client back. If it is an emergency and other shelters are full, we place them in a motel for a short time, usually three days, and assist them in finding help. In severe cases the three days might be extended to a week. The funding of \$2,000 will provide 28 nights in the motel. In fiscal year 2024-2025, 32 families were placed in the motel: 30 women, 11 men, and 34 children for 619 nights. Since 2022 we have served 121 families, 330 adult individuals, and 126 children for 1491 nights.

The estimated participants and expenses for 2025-2026 are less than 2024-2025 and 2026-2027 because the motel program was temporarily closed this year from July 15th through December 15th due to a lack of funds. The program reopened on December 15th. The helpline continued to operate throughout the year.

Safe Harbor Helpline received a 501c3 in April 2025.

Thank you for considering this request.

Completed By: Sally Love, Exec. Director
Printed Name & Position

Sally Love 1/21/2026
Signature & Date

City of Washington, North Carolina

REQUEST FOR CITY FUNDING SUPPORT

Budget Form 1

Agency: Eagle's Wings Food Pantry Amount Requested \$ 2500

YTD

	FY-2024/2025 Actual	FY-2025/2026 Budget	FY-2025/2026 Est. Actual Expenses	FY2026/2027 Budget Request
REVENUES:				
Requested from Washington	3000	1000	0	2500
Federal				
State				
County	5000	2000	0	
United Way				
All Cities/Towns other than Washington	0			
Other:				
Donations/Fundraisers	207,500	204,000	110,839	
Fees/Dues	-			
Sales	-			
Miscellaneous <u>GRANTS</u>	64,467	43,000	10,000	
Beginning Balance (Deficit)				
TOTAL:	271,967	249,000	120,839	
EXPENSES:				
Personal Services	6460	6000	1625	
Programs Services				
Contractual Services, <u>SALARY</u>	133,327	162,344	62,268	
Commodities & Supplies				
Fundraisers	2670	750	0	
Capital <u>BUILDING REPAIRS</u>	78,623	26,000	10,081	
Other <u>FOOD COSTS</u>	78,629	79,000	39,082	
TOTAL:	299,709	274,094	113,056	

Organizational Data

President: MICHAEL CRAWFORD
 Executive Director: EMILY SHURR
 Treasurer: NANCY BURROUGHS
 Other Officers: ALICE PHILLIPS, ERNIE HARRISON, DANNIE HAM

Completed by: 
 (Signature)

Date: 1-13-26

MICHAEL CRAWFORD
 (Name)

PRESIDENT - BOARD
 (Title)

Phone: 252 945 7161

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES

Budget Form 2

Agency: EAGLES WINGS

Support Revenue & Expenses	Fiscal 2024- 2025 Last Year Actual	Fiscal 2025- 2026 <i>YTD</i> This Year Est. or Actual	Fiscal 2026- 2027 Next Year Proposed
1. Allocation from United Way			
Public Support & Revenue – All Sources	—	—	
2. Membership Dues.....	207,500	110,839	
3. Contributions/Donations.....			
4. Special Events/Fundraisers.....			
5. Legacies & Bequests.....			
6. Fees & Grants from Government Agencies.....	8,000	0	
7. Program Services Fees & Net Incidental Revenue	0	0	
8. Sales of Materials.....	0	0	
9. Investment Income.....	10,000	3457	
10. Miscellaneous Revenue. <i>Corp. Individual</i>	64,467	10,000	
11. TOTAL REVENUES <i>GRANTS</i>	289,967	124,296	
Expenses			
12. Salaries.....	133,327	62,268	
13. Employee Benefits (insurance, retirement, travel)	0	1300	
14. Payroll Taxes (Soc. Sec., etc).....	11,795	6,203	
15. Professional Fees (cpa, legal, &/or consulting)	4,660	1,625	
16. Supplies.....	4,532	4,515	
17. Telephone.....	3,939	1,240	
18. Postage & Shipping.....	584	146	
19. Occupancy (rent, utilities, insurance, etc.).....	2,947	1,300	
20. Rental & Maintenance of Equipment.....	82,718	1,112	
21. Printing & Publications.....	1,248	270	
22. Travel.....	-	-	
23. Conferences, Conventions & Meetings.....	1,194	1,300	
24. Specific Assistance to Individuals.....	-	-	
25. Membership Dues.....	1,544	115	
26. Awards & Grants to individuals or organizations	4,670	0	
27. Miscellaneous..... <i>FOOD COSTS</i>	78,630	39,082	
28. TOTAL EXPENSE.....	332,088	120,476	
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....			
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	- 42,121	+ 38,20	

City of Washington, North Carolina

PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: EAGLES WINGS

1. WHOM DO YOU SERVE?	Fiscal 2024-2025 Last Yr Actual	Fiscal 2025-2026 This Yr Estimated	Fiscal 2026-2027 Next Yr Projected
Unduplicated count of individuals served (if family, please count individual members) TOTAL:			
1a. Total continuing from previous fiscal year	1251		
1b. Total new for the year	391		
1c. Total terminated during the year	-		
2. RESIDENCE OF PARTICIPANTS TOTAL:			
2a. Washington City Limits			
2b. Washington Extra Territorial Jurisdiction	759		
2c. Washington Park			
2d. Chocowinity	150		
2e. Bath	18		
2f. Belhaven	31		
2g. Aurora	2782		
2h. Pantego	10		
2i. Pinetown	15		
2j. Outside Beaufort County or Unknown	23		
<u>Blounts Creek</u>	24		
3. AGE GROUP TOTAL:		1236 MONTHLY	
3a. Infants through 4 years of age	173	70	
3b. 5 through 12 years of age	668	287	
3c. 13 through 17 years of age	1407	563	
3d. 18 through 29 years of age		563	
3e. 30 through 64 years of age			
3f. 65 and over	595	272	
3g. Not known or not applicable			
4. INCOME OF PARTICIPANTS TOTAL:			
4a. Below official poverty level (\$ 9,084)			
4b. At or near poverty level			
4c. Middle income (\$ 30,280)			
4d. Upper income (\$ 55,999+)			
4e. Not known or not applicable			
5. SEX TOTAL:			
5a. Male			
5b. Female			
5c. Not recorded	X	X	

City of Washington
Request for City Appropriation
Budget Form 4

AGENCY: EAGLES WINGS

Contact Information: SMILY SHURR
Address

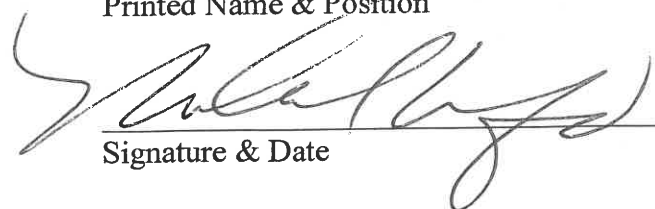
923 W 3RD STREET, WASHINGTON NC

Amount Requested: \$ 2500

Please outline what the City appropriation will **specifically** be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

OUR PRIMARY NEED IS TO COVER
INCREASED FOOD COSTS. WE ALSO
PROVIDE BACKPACK BUDDIES (FOOD FOR
CHILDREN IN NEED) FOR SOME BEAUFORT
COUNTY SCHOOLS. FOOD COSTS HAVE
CONTINUED TO RISE AS DONATIONS
DECREASE

Completed By: MICHAEL CRAWFORD - PRESIDENT BOARD
OF DIRECTORS
Printed Name & Position

 1/13/24
Signature & Date

City of Washington, North Carolina
REQUEST FOR CITY FUNDING SUPPORT

Budget Form 1

Agency: Literacy Volunteers of Beaufort County

Amount Requested \$ 2500

	FY 2024 2025 <u>Actual</u>	FY 2025 2026 Budget	FY 2025 2026 Est. <u>Actual</u> Expenses	FY 2026 2027 Budget Request
REVENUES:				
Requested from Washington	2500	2500	2500	2500
Federal				
State				
County	2500		2500	2500
United Way	2000			
All Cities/Towns other than Washington				
Other:				
Donations/Fundraisers	22,907	18,100	19,101	25,550
Fees/Dues				
Sales				
Miscellaneous	4014	120	1224	1718
Beginning Balance (Deficit)				
TOTAL:	33,921	20,720	25,325	27,268
EXPENSES:				
Personal Services	22,682	22,860	19,019	21,400
Programs Services	3140	4200	9055	6440
Contractual Services				
Commodities & Supplies				
Fundraisers	2242	1000	916	640
Capital		2400		
Other	246			1000
TOTAL:	28,310	30,460	28,990	29,480

Organizational Data

President: Penny Sermons
 Executive Director: Pat Lurvey
 Treasurer: Kim Mayo
 Other Officers:

Completed by: Pam Deese
 (Signature)

Date: 1-14-2026

Pam Deese
 (Name)

Program Coordinator
 (Title)

Phone: 252-974-1812

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES

Budget Form 2

Agency: Literacy Volunteers of Beaufort County

Support Revenue & Expenses	Fiscal 2024- 2025 Last Year <u>Actual</u>	Fiscal 2025- 2026 This Year Est. or <u>Actual</u>	Fiscal 2026- 2027 Next Year <u>Proposed</u>
1. Allocation from United Way	2000		
Public Support & Revenue – All Sources			
2. Membership Dues.....			
3. Contributions/Donations.....	16,277	14,486	15,550
4. Special Events/Fundraisers.....	6,625	2,615	3,000
5. Legacies & Bequests.....			
6. Fees & Grants from Government Agencies.....	5,000	5,000	5,000
7. Program Services Fees & Net Incidental Revenue			
8. Sales of Materials.....	19	1,060	1,200
9. Investment Income.....	4,000	2,164	2,518
10. Miscellaneous Revenue.....			
11. TOTAL REVENUES	33,921	25,325	27,268
Expenses			
12. Salaries.....	14,112	13,697	16,000
13. Employee Benefits (insurance, retirement, travel)			
14. Payroll Taxes (Soc. Sec., etc).....	3,264	included	included
15. Professional Fees (cpa, legal, &/or consulting)			
16. Supplies.....	1,449	2,558	2,280
17. Telephone.....		150	300
18. Postage & Shipping.....		1,253	1,300
19. Occupancy (rent, utilities, insurance, etc.).....	6,760	5,825	6,260
20. Rental & Maintenance of Equipment.....			
21. Printing & Publications.....	718	5,891	1,700
22. Travel.....	246		
23. Conferences, Conventions & Meetings.....			
24. Specific Assistance to Individuals.....			
25. Membership Dues.....			
26. Awards & Grants to individuals or organizations			
27. Miscellaneous.....	1,761	916	1,640
28. TOTAL EXPENSE.....			
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....	28,310	29,990	29,480
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	5,611		

City of Washington, North Carolina

PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: Literacy Volunteers
of Beaufort County

1. WHOM DO YOU SERVE?	Fiscal 2024- 2025 Last Yr Actual	Fiscal 2025- 2026 ^{Actual} This Yr Estimated	Fiscal 2026- 2027 Next Yr Projected
Unduplicated count of individuals served (if family, please count individual members) TOTAL:	40	36	43
1a. Total continuing from previous fiscal year	8	12	9
1b. Total new for the year	18	21	30
1c. Total terminated during the year	14	3	4
2. RESIDENCE OF PARTICIPANTS TOTAL:			
2a. Washington City Limits	19	19	29
2b. Washington Extra Territorial Jurisdiction			
2c. Washington Park			
2d. Chocowinity	2	2	2
2e. Bath			
2f. Belhaven	1	1	
2g. Aurora	1		
2h. Pantego	12	12	10
2i. Pinetown			
2j. Outside Beaufort County or Unknown	5	2	2
3. AGE GROUP TOTAL:			
3a. Infants through 4 years of age			
3b. 5 through 12 years of age			
3c. 13 through 17 years of age			
3d. 18 through 29 years of age	3	4	5
3e. 30 through 64 years of age	32	31	36
3f. 65 and over	5	1	2
3g. Not known or not applicable			
4. INCOME OF PARTICIPANTS TOTAL:			
4a. Below official poverty level (\$ 9,084)			
4b. At or near poverty level			
4c. Middle income (\$ 30,280)	unknown		
4d. Upper income (\$ 55,999+)			
4e. Nor known or not applicable			
5. SEX TOTAL:			
5a. Male	21	16	18
5b. Female	19	20	25
5c. Not recorded			

City of Washington
Request for City Appropriation
Budget Form 4

AGENCY: Literacy Volunteers of Beaufort County

Contact Information: Pam Deese, 252-974-1812
Address email: vliteracybcnc@gmail.com
113 E. 15th St. Washington, NC

Amount Requested: \$2500

Please outline what the City appropriation will **specifically** be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

We appreciate the opportunity to be considered in this year's appropriation. We recognize that current economic uncertainties have reduced available resources, and our organization is experiencing similar challenges.

The majority of the city's allocation will support our upcoming move to the Parix Building (formerly the Cottage Gas Station), which will take place once renovations are complete. We are excited to establish our new home in this historic space.

In addition, funds will be used to update textbooks, enhance student learning materials, and improve our technology infrastructure.

Completed By: Pam Deese Program Coordinator
Printed Name & Position

Pam Deese 1-14-2026
Signature & Date

City of Washington, North Carolina
REQUEST FOR CITY FUNDING SUPPORT
Budget Form 1

Agency: Purpose of God Annex

Amount Requested \$ 20,000.00

	FY-2024/2025 Actual	FY-2025/2026 Budget	FY-2025/2026 Est. Actual Expenses	FY2026/2027 Budget Request
REVENUES:				
Requested from Washington	13,000.00	20,000.00	20,000.00	20,000.00
Federal	0	0	0	
State	0	0	0	
County	0	0	0	
United Way	0	0	0	
All Cities/Towns other than Washington	0	0	0	
Other:				
Donations/Fundraisers	176,994.02	167,508.00	167,508.00	168,000.00
Fees/Dues	1,640.00	30,000.00	30,000.00	30,000.00
Sales				
Miscellaneous	31,448.99	30,228.00	30,228.00	32,000.00
Beginning Balance (Deficit)				
TOTAL:	223,085.01	227,736.00	227,736.00	230,000.00
EXPENSES:				
Personal Services	114,217.49	94,853.26	94,853.26	94,853.26
Programs Services	52,092.09	60,000.00	60,000.00	60,000.00
Contractual Services	17,421.17	21,000.00	21,000.00	21,000.00
Commodities & Supplies	33,063.23	37,000.00	37,000.00	37,000.00
Fundraisers	4,767.21	4,767.21	4,700.00	4,700.00
Capital				
Other	15,245.73	10,182.74	10,182.74	7,446.74
TOTAL:	236,806.92	227,736.00	227,736.00	230,000.00

Organizational Data

President: James E. Martin III
Executive Director: Bishop Samuel Jones Jr.
Treasurer: Charles Bolen
Other Officers: Sec. Nancy Furlough

Completed by: Mother Regina Jones
(Signature)

Date: 1/22/2026

Mother Regina Jones
(Name)

Founder/Chief Administrative Officer
(Title)

Phone: 252-974-1484

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES

Budget Form 2

Agency: Purpose of God Annex

Support Revenue & Expenses	Fiscal 2024- 2025 Last Year Actual	Fiscal 2025- 2026 This Year Est. or Actual	Fiscal 2026- 2027 Next Year Proposed
1. Allocation from United Way			
Public Support & Revenue – All Sources			
2. Membership Dues.....			
3. Contributions/Donations.....	127,983.12	107,508.00	108,000.00
4. Special Events/Fundraisers.....	49,010.00	60,000.00	60,000.00
5. Legacies & Bequests.....			
6. Fees & Grants from Government Agencies.....	13,000.00	20,000.00	20,000.00
7. Program Services Fees & Net Incidental Revenue	1,640.00	20,000.00	20,000.00
8. Sales of Materials.....			
9. Investment Income.....			
10. Miscellaneous Revenue.....	31,448.99	20,228.00	22,000.00
11. TOTAL REVENUES	223,083.01	227,736.00	230,000.00
Expenses			
12. Salaries.....	100,263.79	78,582.40	78,582.40
13. Employee Benefits (insurance, retirement, travel)	1,856.38	4,695.12	4,695.12
14. Payroll Taxes (Soc. Sec., etc.)	12,097.32	11,575.74	11,575.74
15. Professional Fees (CPA, legal, &/or consulting)	17,421.17	17,500.00	17,500.00
16. Supplies.....	33,063.23	41,000.00	43,264.00
17. Telephone.....	5,490.62	5,600.00	5,600.00
18. Postage & Shipping.....	427.91	430.00	430.00
19. Occupancy (rent, utilities, insurance, etc.)	52,092.09	57,600.74	57,600.74
20. Rental & Maintenance of Equipment.....	2,320.01	2,400.00	2,400.00
21. Printing & Publications.....	1,339.40	1,340.00	1,340.00
22. Travel.....	6,184.42	6,200.00	6,200.00
23. Conferences, Conventions & Meetings.....			
24. Specific Assistance to Individuals.....			
25. Membership Dues.....	211.98	212.00	212.00
26. Awards & Grants to individuals or organizations			
27. Miscellaneous.....	4,038.41		
28. TOTAL EXPENSE.....	236,806.92	227,736.00	230,000.00
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES....	236,806.92	227,736.00	230,000.00
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	(13,723.91)		

City of Washington, North Carolina
PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: Purpose of God Annex

1. WHOM DO YOU SERVE?	Fiscal 2024- 2025 Last Yr Actual	Fiscal 2025- 2026 This Yr Estimated	Fiscal 2026- 2027 Next Yr Projected
Unduplicated count of individuals served <i>(if family, please count individual members)</i> TOTAL:	5337	6820	6820
1a. Total continuing from previous fiscal year	3202	4000	4000
1b. Total new for the year	2135	2820	2820
1c. Total terminated during the year	0	0	0
2. RESIDENCE OF PARTICIPANTS TOTAL:	5337	6820	6820
2a. Washington City Limits	4156	5475	5475
2b. Washington Extra Territorial Jurisdiction	128	150	150
2c. Washington Park	480	500	500
2d. Chocowinity	106	130	130
2e. Bath	54	80	80
2f. Belhaven	80	110	110
2g. Aurora	53	75	75
2h. Pantego	111	120	120
2i. Pinetown	112	120	120
2j. Outside Beaufort County or Unknown	57	60	60
3. AGE GROUP TOTAL:	5337	6820	6820
3a. Infants through 4 years of age			
3b. 5 through 12 years of age	12	12	12
3c. 13 through 17 years of age	9	10	10
3d. 18 through 29 years of age	280	300	300
3e. 30 through 64 years of age	2890	3698	3698
3f. 65 and over	2143	2800	2800
3g. Not known or not applicable	0	0	0
4. INCOME OF PARTICIPANTS TOTAL:	5337	6820	3820
4a. Below official poverty level (\$ 9,084)	4270	5456	5456
4b. At or near poverty level	1067	1364	1364
4c. Middle income (\$ 30,280)	0	0	0
4d. Upper income (\$ 55,999+)	0	0	0
4e. Nor known or not applicable	0	0	0
5. SEX TOTAL:	5337	6820	6820
5a. Male	801	1705	1705
5b. Female	4536	5115	5115
5c. Not recorded	0	0	0

City of Washington
Request for City Appropriation
Budget Form 4

AGENCY: Purpose of God Annex

Contact/ Information: Mother Regina Jones
Address: 1015 East 6th Street
Washington, NC 27889

Amount Requested: \$20,000

Please outline what the City appropriation will **specifically** be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

Salary: \$5,120- FICA \$391.68 – SUTA \$222.72 -W/C \$ 67.60 Total: \$5,802.02

Insurance \$2,000.00 – Utilities \$4,000 – Food/Food Supplies \$3,000 – Transportation (Gas, Maintenance, inspections) \$3,000 – Program/Office/General Maintenance Supplies \$ 2,197.98

Completed By: Mother Regina Jones -Founder/Chief Administrative Officer
Printed Name & Position

Mother Regina Jones *1/27/2026*
Signature & Date

City of Washington, North Carolina

REQUEST FOR CITY FUNDING SUPPORT

Budget Form 1

Agency: ReLeaf Washington Amount Requested: \$5,000.00

	FY-2024/2025 Actual	FY-2025/2026 Budget	FY-2025/2026 Est. Actual Expenses	FY2026/2027 Budget Request
REVENUES:	0	0	0	5,000
Requested from Washington				
Federal	0	0	0	0
State	0	0	0	0
County	0	0	0	0
United Way	0	0	0	0
All Cities/Towns other than Washington	0	0	0	0
Other:	6,570.92	12,330.00	2,290.00	12,330.00
Donations/Fundraisers				
Fees/Dues				
Sales				
Miscellaneous				
Beginning Balance (Deficit)	31,720.17	30,405.95		TBD
TOTAL:	38,291.09	42,735.95		17,330.00
EXPENSES:				
Personal Services				
Programs Services				
Contractual Services	6,043.25	10,000.00		15,000.00
Commodities & Supplies	1,058.01	2,330.00		2,330.00
Fundraisers				
Capital				
Other	783.88		944.46	
TOTAL:	7,885.14	12,330.00	12,330.00	17,330.00

Organizational Data

President: Heather Moore Thienpont
 Executive Director: N/A
 Treasurer: Dick Leach
 Other Officers:

Completed by: Heather M. Thienpont
 (Signature)

Date: 23-Jan-2026

Heather M. Thienpont
 (Name)

President
 (Title)

Phone: _____

City of Washington, North Carolina

SUMMARY OF REVENUE AND EXPENSES

Budget Form 2

Agency: ReLeaf Washington FY is July 1 – June 30

Support Revenue & Expenses	Fiscal 2024-2025 Last Year Actual	Fiscal 2025-2026 This Year Est. or Actual	Fiscal 2026-2027 Next Year Proposed
1. Allocation from United Way			
Public Support & Revenue – All Sources			
2. Membership Dues.....			
3. Contributions/Donations.....	6,570.92	8,573.48	12,330.00
4. Special Events/Fundraisers.....			
5. Legacies & Bequests.....			
6. Fees & Grants from Government Agencies.....			
7. Program Services Fees & Net Incidental Revenue			
8. Sales of Materials.....			
9. Investment Income.....			
10. Miscellaneous Revenue.....			
11. TOTAL REVENUES	\$6,570.92	\$8,573.48	\$12,330.00
Expenses			
12. Salaries.....			
13. Employee Benefits (insurance, retirement, travel)			
14. Payroll Taxes (Soc. Sec., etc).....			
15. Professional Fees (cpa, legal, &/or consulting)	6043.25	10,000.00	10,000.00
16. Supplies.....	1058.01	600.00	600.00
17. Telephone.....	192.88	900.00	450.00
18. Postage & Shipping.....	175.00	200.00	300.00
19. Occupancy (rent, utilities, insurance, etc.).....			
20. Rental & Maintenance of Equipment.....			
21. Printing & Publications.....		250.00	300.00
22. Travel.....			
23. Conferences, Conventions & Meetings.....			
24. Specific Assistance to Individuals.....			
25. Membership Dues.....	130.00	130.00	130.00
26. Awards & Grants to individuals or organizations	250.00	250.00	250.00
27. Miscellaneous.....			300.00
28. TOTAL EXPENSE.....	7,849.14	12,330.00	12,330.00
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....			
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	-1,278.22	-3,756.52	0.00

City of Washington, North Carolina

PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: ReLeaf Washington

1. WHOM DO YOU SERVE?	Fiscal 2020-2021 Last Yr Actual	Fiscal 2021-2022 This Yr Estimated	Fiscal 2022-2023 Next Yr Projected
Unduplicated count of individuals served <i>(if family, please count individual members)</i> TOTAL:			
1a. Total continuing from previous fiscal year	1911	3344	4777
1b. Total new for the year	1050	1483	1483
1c. Total terminated during the year	0	0	0
2. RESIDENCE OF PARTICIPANTS TOTAL:			
2a. Washington City Limits	1911	3344	4777
2b. Washington Extra Territorial Jurisdiction	0	0	0
2c. Washington Park	50	50	50
2d. Chocowinity	0	0	0
2e. Bath	0	0	0
2f. Belhaven	0	0	0
2g. Aurora	0	0	0
2h. Pantego	0	0	0
2i. Pinetown	0	0	0
2j. Outside Beaufort County or Unknown	0	0	0
3. AGE GROUP TOTAL:			
3a. Infants through 4 years of age	0	0	0
3b. 5 through 12 years of age	210	367	525
3c. 13 through 17 years of age	267	467	668
3d. 18 through 29 years of age	171	300	429
3e. 30 through 64 years of age	649	1136	1624
3f. 65 and over	573	1003	1433
3g. Not known or not applicable			
4. INCOME OF PARTICIPANTS TOTAL:			
4a. Below official poverty level (\$ 9,084)	535	936	1337
4b. At or near poverty level			
4c. Middle income (\$ 30,280)			
4d. Upper income (\$ 55,999+)	745	1304	1863
4e. Nor known or not applicable	631	1104	1577
5. SEX TOTAL:			
5a. Male	859	1504	2149
5b. Female	1051	1839	2627
5c. Not recorded			

City of Washington
Request for City Appropriation
Budget Form 4

AGENCY: ReLeaf Washington

Contact Information: Heather Moore Thienpont, President
413 Northwood Road, Washington NC 27889

Amount Requested: \$5,000.00

Please outline what the City appropriation will specifically be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

ReLeaf Washington is dedicated to enhancing our city's green spaces and improving quality of life for residents. Since 2019, we have planted over 250 trees, primarily on City property, valued at \$60,000. Our vision is to plant 1,000 trees by 2030 and help Washington become a "Tree City USA" community.

To revitalize Washington's urban landscape after the loss of more than 70 acres of trees cleared for the Washington-Wanen Airport Field in 2022/2023, ReLeaf Washington seeks \$5,000 for a one-year project that will deliver lasting benefits to our community. With this support, we will expand tree planting in Havens Gardens, PS Jones Park, Susie Grey McConnell Complex, and other public spaces—providing much-needed shade, enhancing air quality, and restoring natural beauty. Your investment will not only enable ongoing free tree plantings but also help us engage and educate the public about the critical role trees play in Washington's environmental health and quality of life.

The proposed one-year project will:

1. Leverage a match of \$5,000 from ReLeaf Washington towards fund-raising.
2. Create public awareness materials to share information about the partnership with the City and the benefits of trees.
3. Plant up to an additional 100 trees in coordinated areas with the community by April 2027, focused on high traffic zones that can use additional shade and beautification in our public spaces.

Together, we can create a greener, healthier future for all residents! Thank you for considering our request.

Completed By: Heather M. Thienpont, President of ReLeaf Washington
Printed Name & Position

Heather M. Thienpont
Signature & Date

City of Washington, North Carolina
REQUEST FOR CITY FUNDING SUPPORT

Budget Form 1

Agency: Cornerstone FUN Program

Amount Requested \$6,500.00

	FY-2024/2025 Actual	FY-2025/2026 Budget	FY-2025/2026 Est. Actual Expenses	FY2026/2027 Budget Request
REVENUES:				
Requested from Washington	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00
Federal				
State {JCPC}	\$47,800.00	\$48,000.00	\$26,901.00	\$27,000.00
County {DSS}	\$41,100.00	\$41,100.00	\$50,300.00	\$50,300.00
United Way				
All Cities/Towns other than Washington				
Other:				
Donations/Fundraisers				
Fees/Dues				
Sales				
Miscellaneous				
<i>Beginning Balance (Deficit)</i>				\$656.00
TOTAL:	\$95,400.00	\$95,600.00	\$83,701.00	\$84,456.00
EXPENSES:				
Personal Services				
Programs Services	\$81,764.67	\$82,000.00	\$83,430.99	\$73,299.00
Contractual Services				
Commodities & Supplies	\$4,478.69	\$4,500.00	\$2,791.74	\$2,800.00
Fundraisers				
Capital				
Other {Meals}	\$8,843.48	\$8,845.00	\$7,508.15	\$7,550.00
TOTAL:	\$95,086.84	\$95,345.00	\$93,730.88	\$83,649.00

Organizational Data

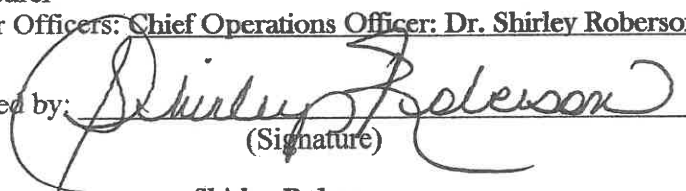
President:

Executive Director: Dr. James McIntyre, Sr.

Treasurer

Other Officers: Chief Operations Officer: Dr. Shirley Roberson

Completed by:



(Signature)

Shirley Roberson

(Name)

Chief Operations Officer

(Title)

Date: January 23, 2026

Phone: 252-946-6109

Cornerstone FUN Program

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES
Budget Form 2

Agency: Cornerstone FUN Program

Support Revenue & Expenses	Fiscal 2024- 2025 Last Year Actual	Fiscal 2025- 2026 This Year Est. or Actual	Fiscal 2026- 2027 Next Year Proposed
1. Allocation from United Way			
Public Support & Revenue – All Sources			
2. Membership Dues.....			
3. Contributions/Donations.....			
4. Special Events/Fundraisers.....			
5. Legacies & Bequests.....			\$656.00
6. Fees & Grants from Government Agencies.....	\$95,400.00	\$83,701.00	\$84,000.00
7. Program Services Fees & Net Incidental Revenue			
8. Sales of Materials.....			
9. Investment Income.....			
10. Miscellaneous Revenue.....			
11. TOTAL REVENUES	\$95,400.00	\$83,701.00	\$84,656.00
Expenses			
12. Salaries.....	\$57,020.00	\$50,510.00	\$51,000.00
13. Employee Benefits (insurance, retirement, travel)			
14. Payroll Taxes (Soc. Sec., etc.)	\$4,362.03	\$3,864.02	\$3,900.00
15. Professional Fees (cpa, legal, &/or consulting)			
16. Supplies.....	\$4,478.69	\$2,791.74	\$2,800.00
17. Telephone.....	\$1,960.45	\$1,671.98	\$1,700.00
18. Postage & Shipping.....	\$880.00	\$750.00	\$750.00
19. Occupancy (rent, utilities, insurance, etc.)	\$12,000.00	\$12,000.00	\$12,000.00
20. Rental & Maintenance of Equipment.....			
21. Printing & Publications.....			
22. Travel.....	\$3,000.00	\$1,500.00	\$1,500.00
23. Conferences, Conventions & Meetings.....			
24. Specific Assistance to Individuals.....			
25. Membership Dues.....	\$144.00	\$144.00	\$144.00
26. Awards & Grants to individuals or organizations	\$2,398.19	\$2,305.11	\$2,305.00
27. Miscellaneous..... {Meals}.....	\$8,843.48	\$7,508.15	\$7,550.00
28. TOTAL EXPENSE.....	\$95,086.84	\$83,045.00	\$83,649.00
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....	\$95,086.84	\$83,045.00	\$83,649.00
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	\$95,400.00	\$83,701.00	\$84,656.00
	\$313.16	\$656.00	\$1,007.00

Cornerstone FUN Program

City of Washington, North Carolina
PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: Cornerstone FUN Program

1. WHOM DO YOU SERVE?	Fiscal 2024- 2025 Last Yr Actual	Fiscal 2025- 2026 This Yr Estimated	Fiscal 2026- 2027 Next Yr Projected
Unduplicated count of individuals served (if family, please count individual members) TOTAL:			
1a. Total continuing from previous fiscal year	0	0	0
1b. Total new for the year	337	353	371
1c. Total terminated during the year	162	165	169
2. RESIDENCE OF PARTICIPANTS TOTAL:	337	353	371
2a. Washington City Limits	327	353	361
2b. Washington Extra Territorial Jurisdiction	0	0	0
2c. Washington Park	0	0	0
2d. Chocowinity	7	0	5
2e. Bath	0	0	0
2f. Belhaven	3	0	3
2g. Aurora	0	0	0
2h. Pantego	0	0	2
2i. Pinetown	0	0	0
2j. Outside Beaufort County or Unknown	0	0	0
3. AGE GROUP TOTAL:	337	353	371
3a. Infants through 4 years of age	65	68	72
3b. 5 through 12 years of age	88	90	91
3c. 13 through 17 years of age	53	55	59
3d. 18 through 29 years of age	57	61	69
3e. 30 through 64 years of age	74	79	80
3f. 65 and over	0	0	0
3g. Not known or not applicable	0	0	0
4. INCOME OF PARTICIPANTS TOTAL:	337	353	371
4a. Below official poverty level (\$ 9,084)	112	118	122
4b. At or near poverty level	146	150	158
4c. Middle income (\$ 30,280)	14	16	20
4d. Upper income (\$ 55,999+)	0	0	0
4e. Not known or not applicable	65	69	71
5. SEX TOTAL:	337	353	371
5a. Male	129	141	144
5b. Female	208	212	227
5c. Not recorded	0	0	0

Cornerstone FUN Program

City of Washington
Request for City Appropriation
Budget Form 4

AGENCY: Cornerstone FUN Program

Contact Information: Post Office Box 444

Washington, North Carolina 27889

Amount Requested: \$6,500.00

Please outline what the City appropriation will **specifically** be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

See Attachment...

Completed By: Shirley Roberson: Chief Operations Officer
Printed Name & Position


Signature & Date

January 23, 2026

Cornerstone FUN Program

**Cornerstone FUN Program
16-Week Session
Operational Budget**

Line-Item Description	Amount Requested	Line-Item Explanation (Narrative)	Amount
Personnel			
	\$3,475.00	\$120.00 / wk. x 16 Program Manager \$75.00 / wk. x 16 Food Service Mgr. \$355.00 FICA Tax	\$ 1,920.00 \$ 1,200.00 \$ 355.00
Total Personnel			\$ 3,475.00
Supplies & Materials	\$825.00	\$55.00 x 15 Families	\$ 825.00
Total Supplies & Materials			\$ 825.00
Operational Expenses of the Organization	\$2,200.00	\$5.50 x 16 wk. x 15 People Meals \$55.00 x 16 wk. Utilities	\$ 1,320.00 \$ 880.00
Total Operational Expenses of the Organization			\$ 2,200.00
Total Amount Request			\$ 6,500.00

Cornerstone Families Understanding Nurturing is seeking funding to provide parenting nurturing skill classes for families in the City of Washington / Beaufort County corridor. The projected funding request of \$6,500.00 will fund a portion of the 16-week session of classes.

Cornerstone Community Based Programs / Cornerstone Families Understanding Nurturing is a non-profit organization and recognized as being tax exempt under section 501C3 of the Internal Revenue Code. Cornerstone Community Based Program EIN number is 88-3197304.

Cornerstone FUN Program

City of Washington, North Carolina

REQUEST FOR CITY FUNDING SUPPORT

Budget Form 1

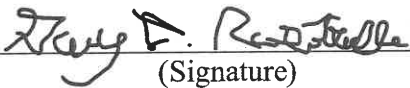
Agency: Inner Banks STEM Center

Amount Requested \$ 5,000

	FY-2024/2025 Actual	FY-2025/2026 Budget	FY-2025/2026 Est. Actual Expenses	FY2026/2027 Budget Request
REVENUES:				
Requested from Washington	3,000	5,000		5,000
Federal				
State	5,000	5,000		5,000
County	5,000	5,000		5,000
United Way		2,000		2,000
All Cities/Towns other than Washington				
Other:				
Donations/Fundraisers	52,547	440,500		55,000
Fees/Dues				
Sales (Sale of Building)	800,000			
Miscellaneous	6,138	15,000		50,000
Beginning Balance (Deficit)	-12,695	118,353		46,853
TOTAL:	858,990	590,853		168,853
EXPENSES:				
Personal Services				
Programs Services	39,278		50,000	
Contractual Services	46,164		50,000	
Commodities & Supplies	2,931		5,000	
Fundraisers	14,204		20,000	
Capital				
Other: Misc & New Bldg Exp	638,060		420,000	
TOTAL:	740,637		545,000	

Organizational Data

President: Alvin Powell
 Executive Director: Evan Lewis (Board Chair)
 Treasurer: Gary Robitaille
 Other Officers: Dr. David Loope (Board Vice-Chair; Executive Committee)

Completed by: 
 (Signature)

Date: 12 Jan 2026

Gary Robitaille
 (Name)

Treasurer
 (Title)

Phone: 802-7340357

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES
Budget Form 2

Agency: Inner Banks STEM Center

Support Revenue & Expenses	Fiscal 2024- 2025 Last Year Actual	Fiscal 2025- 2026 This Year Est. or Actual	Fiscal 2026- 2027 Next Year Proposed
1. Allocation from United Way			2,000
Public Support & Revenue – All Sources			
2. Membership Dues.....			
3. Contributions/Donations.....	31,563	50,000	100,000
4. Special Events/Fundraisers.....	20,983	35,000	35,000
5. Legacies & Bequests.....			
6. Fees & Grants from Government Agencies.....	8,000	15,000	15,000
7. Program Services Fees & Net Incidental Revenue	7,675	8,000	1,000
8. Sales of Materials.....			
9. Investment Income.....	2,794	2,500	1,000
10. Miscellaneous Revenue...& Sale of Building.....	800,670	15,000	20,000
11. TOTAL REVENUES	871,685	475,500	174,000
Expenses			
12. Salaries.....			
13. Employee Benefits (insurance, retirement, travel)			
14. Payroll Taxes (Soc. Sec., etc).....			
15. Professional Fees (cpa, legal, &/or consulting)	46,164	50,000	65,000
16. Supplies.....	2,931	3,000	5,000
17. Telephone.....	1,144	1,500	3,000
18. Postage & Shipping.....	41	100	200
19. Occupancy (rent, utilities, insurance, etc.).....	17,336	20,000	20,000
20. Rental & Maintenance of Equipment.....	1,304	2,000	25,000
21. Printing & Publications.....	696	500	2,000
22. Travel.....	190	200	300
23. Conferences, Conventions & Meetings.....	6,184	6,000	6,000
24. Specific Assistance to Individuals.....			
25. Membership Dues.....	130	150	150
26. Awards & Grants to individuals or organizations			
27. Miscellaneous...& New Building Expenses.	664,517	375,000	45,000
28. TOTAL EXPENSE.....	740,637	471,950	171,650
29. Reserves for Specific Activities for Future Years			
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....	740,637	471,950	171,650
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	131,048	3,550	2,350

City of Washington, North Carolina

PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: Inner Banks STEM Center

1. WHOM DO YOU SERVE?	Fiscal 2024-2025 Last Yr Actual	Fiscal 2025-2026 This Yr Estimated	Fiscal 2026-2027 Next Yr Projected
Unduplicated count of individuals served <i>(if family, please count individual members)</i> TOTAL:	4,018	900	1,395
1a. Total continuing from previous fiscal year	18	50	50
1b. Total new for the year	4,000	955	1,445
1c. Total terminated during the year	NA	NA	NA
2. RESIDENCE OF PARTICIPANTS TOTAL:			
2a. Washington City Limits	560	500	700
2b. Washington Extra Territorial Jurisdiction	35	55	50
2c. Washington Park	NA	40	50
2d. Chocowinity	NA	50	300
2e. Bath	NA	25	25
2f. Belhaven	38	100	100
2g. Aurora	NA	20	20
2h. Pantego/Pinetown	10	10	50
2i. Outside Beaufort County or Unknown	3,375#	100	100
3. AGE GROUP TOTAL:			
3a. Infants through 4 years of age			
3b. 5 through 12 years of age	36% (7-12)	20% (11-12)	20% 11-12
3c. 13 through 17 years of age	64%	80%	80
3d. 18 through 29 years of age			
3e. 30 through 64 years of age			
3f. 65 and over			
3g. Not known or not applicable			
4. INCOME OF PARTICIPANTS TOTAL:			
4a. Below official poverty level (\$9,084)	75%	75%	75%
4b. At or near poverty level	20%	20%	20%
4c. Middle income (\$30,280)	5%	5%	5%
4d. Upper income (\$55,999+)			
4e. Nor known or not applicable			
5. SEX TOTAL:			
5a. Male	45%	45%	45%
5b. Female	55%	55%	55%
5c. Not recorded			

Note: "TOTAL" number of individuals served in 2025 (4,018) consisted of students from: Four high-school and middle school Earth Science events during March-April-1,120; #May 2-4 STEM Career Day-Seymour Johnson Air Force Base-2,800; Mini-camps events between June-August in Beaufort County-98

City of Washington
Request for City Appropriation: 2026
Budget Form 4

Agency: Inner Banks STEM Center (IBX STEM).

Contact Information: Al Powell, President
(609) 412-9743
Email: ibxstem@hotmail.com

Address: 100 Airport Road
Washington-Warren Airport
Washington, NC 27889

Amount Requested: \$5,000 per year

Please outline what the City of Washington (hereafter called the City) appropriation will **specifically** be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

Purpose

These funds are being requested by IBX STEM to help us pay a portion of the following annual operating expenses and STEM programs we conduct for youth in Washington, NC in our new and larger STEM building:

1. \$1,400: To help pay a portion of the commercial liability insurance to cover staff instructors when conducting two mini-camps at designated locations in Washington, NC.

2. \$1,200: To help pay for the annual commercial high-speed Internet service in our new STEM building. This cable service is required to operate our web-based drone simulation systems and virtual reality software. This expense is approximately \$1,900 annually.

3. \$1,200: ACE Drone Mini-Camp
Location: Washington Housing Authority
Washington, NC
Duration: 12 contact hours: 3-days x 4 hour/day
Number of students: 15-20

4. \$1,200: Earth Science Mini-Camp
Location: Boys & Girls Club
Washington, NC;
Duration: 12 hours: 3-days x 4 hour/day
Number of students: 15-20

Note:

Some of the funding support being requested herein is to help IBX SEM pay for our staff instructor expenses and pro-rated insurance costs to conduct two summer mini-camps in Washington, NC. The federal government has reduced or defunded programs that support the Boys & Girls Club and the Washington Housing Authority summer camp activities. IBX STEM is diverting some internal funds and

using funding from this appropriation request to conduct these mini-camps so the students will be afforded the opportunity to attend these mini-camps.

Background Information

IBX STEM is a “independent/stand alone” nonprofit that does not receive any financial support from a parent organization. All fundraising is conducted by IBX STEM personnel located in Washington, NC. All of the funding that we raise is put directly back into the program. The IBX STEM staff are volunteers except the Website Coordinator and Office Manager/IT Coordinator. They receive a small stipend from grant funds. Some IBX STEM staff are compensated by a grant for specific services they provide such as a grant administrator (mandatory position), or an instructor if they have specific subject matter expertise to teach as required by the grant.

Our program exposes all youth, especially minorities, females, underserved or underrepresented groups, socio-economically disadvantaged youth, and students with high-functioning Autism (collectively our at-risk population) to educational options and careers in earth science, aviation, drones, boating, space technology, and research. This is relevant because the Beaufort County Schools and the Beaufort County Community College (BCCC) offer courses in boat building. The Washington Airport Industrial Park is looking to attract technology-based companies to locate there. Our STEM programs will play a youth workforce development role by exposing middle school students to the skill-sets that employers will be looking for.

In 2025, the City of Washington, as part of an arrangement with IBX STEM, leased the former IBX STEM building to BCCC. BCCC began using this building as a classroom. IBX STEM utilized two rooms in this building to operate out of until our new building was completed. Historically, each year, IBX STEM would conduct three two-week summer STEM camps using this STEM building. In May 2025, IBX STEM made a decision to not conduct any summer camps during the summer. This decision was based on logistical, safety and operational reasons inasmuch as insufficient space existed in the former STEM building to conduct summer camps with BCCC conducting classes there.

To make sure we were still able to address the needs of the local community youth, we developed a series of new one day, three-day, and four-day STEM mini-camps and/or workshops to offer in 2025. Because these mini-camps were new, they were unfunded. We reallocated funding from other programs to pay for these mini-camps. We packaged our educational equipment and supplies into portable modules so that we could transport this equipment in our van and set-up the entire “classroom” at a remote location that our community outreach partner designated. This new strategy resulted in us creating a series of programs to address the community needs:

1. Boating Camp; plus, a field trip to the Washington Airport
2. Earth Science Camp with our planetarium; plus, a field trip to the Washington airport.
3. One-day planetarium workshop
4. Restructuring our 18-hour drone mini-camp that we developed several years ago.

Creating a new series of mini-camps, Career Days and Earth Science Workshops:

In May 2025, we created a series of new STEM based communities outreach activities. These activities included the following:

1. March 13, 2025: Mattamuskeet School, Hyde County, NC-Career Day; 6 hours; Earth Science & Planetarium Event; 325 students
2. March 20, 2025 Eastern Elementary School, Washington, NC-Earth Science Day; 5 pm to 7 pm

IBX STEM Center

- [planetarium]; 270 students
- 3. May 2-4, 2025; Seymour Johnson Air Force Base-Career Day, Goldsboro, NC; Earth Science Display with Planetarium; 2,800 students from Wake County
- 4. April 7, 2025; Chowan Middle School, Hereford County, NC-Earth Science Day; 9:30 am to 4 pm. [Part of the STEM East Industry Week initiative]; 250 students
- 5. April 17, 2025; Washington High School, Washington, NC-Teen Day; 9:00 am -2:00 pm. [Planetarium]; 275 students

Summer Mini-camps and Career Day Events Developed and Conducted in 2025:

1. Boating mini-Camp; Belhaven, Hyde and Martin (BHM) Regional Library

Location: Belhaven, NC

Duration: 18 contact hours; 3-day x 6 hour/day

Date: June 16, 17, 18

Time: 10:00 am to 4:00 pm

Students: 21

2. Planetarium Earth Science Day; BHM Regional Library

Location: Belhaven, NC

Duration: 4 hours

Date: July 18, 2025

Time: 10:00 am to 1:00 pm

Students: 15

3. ACE Drone Camp; Beaufort County Community College

Location: Washington, NC

Duration: 12 contact hours; 4-day x 3 hour/day; includes field trip to the Washington Airport.

Date: July 7, 8, 9, 10

Students: 10

4. ACE Boating Camp; Washington, NC Housing Authority

Location: Washington, NC

Duration: 12 contact hours; 4-Day x 3 hour/day; includes field trip to the Washington Airport.

Date: July 14, 15, 16, 17

Students; 15

5. ACE Drone Camp; BCCC

Location: Washington, NC

Duration: 12 contact hours: 3-day x 4 hour/day; includes field trip to the Washington Airport.

Date: July 21, 22, 23, 24

Students: 7

6. ACE Drone Camp; BHM Regional Library

Location: Belhaven, NC

Duration: 12 contact hours: 3-day x 4 hour/day; includes field trip to the Washington Airport.

Date: July 28, 29, 30, 31

Students: 12

7. Earth Science Mini-Camp; Boys & Girls Club

Location: Washington, NC; had newspaper coverage

Duration: 12 contact hours: 3-days x 4 hour/day

Date: August 5, 6 and 7

Students: 18

Fund Raising Efforts to Sustain Our STEM Programs

IBX STEM Center

The objective in all of our STEM programs to provide an exciting and innovative STEM program for the students that attend our programs. We offer scholarships to students that are financially challenged and/or at-risk so they can attend our camps at no cost. We are able to offer these scholarships from funds we obtain from grants, donations, and fund-raising activities, like our annual dinner-dance.

In 2015, we received funding from the Burroughs Welcome Fund to start and sustain our Aviation, Drone, and Boating Camp programs. Funding from this grant ended in 2021; however, our aviation, drone, and boating camps continue to be extremely popular. So, each year we are seeking ways to locate grants, donations, or fund-raising activities to sustain/improve these extremely popular STEM programs and offer no cost scholarships to at-risk students to attend these camps at no costs.

In 2022, we received a \$180,000 Burroughs Wellcome Fund grant (3 years x \$59,900) BWF to start a new three-year Renewable Energy Sources summer camp, a weekend academy program and purchase equipment. Money from this grant funded the Renewable Energy Sources Camps in 2023 and 2024 and allow us to offer full scholarships to financially challenged students. In 2026, we will restructure this camp to be a two-week summer camp called an “Earth Science & Space Camp” and offer it at no cost to the students. We will also offer a two-week Aviation Camp and a two-week Boating Camp in 2026 for a modest fee with scholarships available for the students that are financially challenged.

We have been able to recoup some of STEM programming and staffing expenses from a combination of: (1) obtaining funds from a NC Department of Transportation- Aviation Career Education grant (that the City of Washington Airport submits for us), (2) using funds from this City of Washington grant request, (3) leveraging resources by charging a small fee per student to the community youth organizations that partner with us and recruit/send students to our programs (4) offering the students/families that are not at-risk nor financially-challenged the opportunity to pay a fair fee to attend one of our camps. We also have grants from the Eddie and Jo Allison Family Foundation (Grady-White Boats), and Nutrien to help fund our Aviation and Boating Camps.

We have established partnerships with Iconic Marine and Grady-White Boats that hopefully will result in continued funding support to allow at-risk students to attend our two-week Boating Camp at no cost in 2026. We will be exploring ways to partner with Scouting America that will allow us to offer water activities at the Sea Scout Base at Camp Boddie, Blount’s Creek.

IBX STEM Community Impact

We have been coordinating community service events and conducting STEM programs for at-risk youth since 2012. We expose middle-school students to positive alternatives **before** they get into trouble and lose hope. Approximately 2,200 Beaufort County students have collectively been exposed to our programs since we started. It costs about \$75,000 to incarcerate a juvenile for one year. If we have prevented four (4) of these youth from being incarcerated for one year, our program has saved the City, County, and state residents about \$75,000 in incarceration costs for a year. Since 2018, we have expanded and improved our STEM programs to include the signature programs we currently offer.

Our service to the local community is well documented. BCPAL was named the 2016 “Nonprofit of the Year” by the Washington/Beaufort County Chamber of Commerce because of its contributions to the City and Beaufort County residents. We changed our name to the Inner Banks STEM Center (IBX STEM) in August 2018. In 2022, we received a Community Service Awards from the Washington-Beaufort County Chamber of Commerce and the Governor’s Award for Volunteerism for our community service programs working with youth.

IBX STEM Center

Our new 13,000 square foot IBX STEM Center currently under construction will be a Washington community resource. It will be operational in March 2026. The facility will be used to:

1. Conduct science, technology, engineering and math (STEM) summer camps and afterschool or weekend academy programs for middle-school students.
2. Incorporate age-appropriate life-skills workshops into all of our programs that will allow the City law enforcement authorities to divert resources away from juvenile related criminal activity to other types of criminal activity.
3. Generate positive publicity for the City of Washington and the Washington Warren Airport. Our programs and STEM Career Day events have received widespread media coverage including national circulation in the NASA newsletter, NC STEM Center website, and the Burroughs Welcome Fund international website to name a few.
4. Provide a classroom for the U.S. Coast Guard Auxiliary to conduct boat safety classes, including the NC Boat Safety Course which includes jet ski safety, and a “Kids N Water Safety” course. These courses are also incorporated into our two-week Boating Camp.

Completed By: Alvin D. Powell 1/16/2026
Printed Name & Position

Alvin D. Powell
Signature & Date

**City of Washington, North Carolina
REQUEST FOR CITY FUNDING SUPPORT**

Budget Form 1

Agency: **Open Door Community Center**
(a/k/a) Open Door Women's Shelter

Amount Requested **\$3,000**

	FY-2024/2025	FY-2025/2026	FY-2025/2026	FY2026/2027
	Actual	Budget	Est. Actual	Budget Request
REVENUES:				
Requested from Washington	\$ 2,000	\$ 2,000	\$ 3,000	\$3,000
Federal	\$ -	\$ 31,500	\$ 20,000	\$ -
State	\$ -	\$ -	\$ -	\$ -
County	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
United Way	\$ -	\$ -	\$ -	\$ -
All Cities/Towns other than Washington	\$ -	\$ -	\$ -	\$ -
Other: Interest Investment Income	\$ 8,858		\$ 7,213	
Donations/Fundraisers	\$ 201,401	\$ 190,000	\$ 167,027	\$ 246,000
Fees/Dues	\$ -	\$ -	\$ -	
Sales	\$ -	\$ -	\$ -	
Miscellaneous (Capital Campaign- Shelter Expansion)	\$ 306,591	\$ 680,000	\$ 514,515	
Beginning Balance (Deficit)	\$ -		\$ -	
TOTAL:	\$ 522,850	\$ 907,500	\$ 715,755	\$ 253,000
EXPENSES:				
Personal Services				
Programs Services	\$ 147,265	\$ 214,492	\$ 177,944	\$ 236,395
Contractual Services	\$ 6,300	\$ 5,008	\$ 7,032	\$ 5,500
Commodities & Supplies	\$ -		\$ -	\$ 1,600
Fundraisers	\$ 16,211	\$ 8,000	\$ 15,173	\$ 10,105
Misc. Shelter Expansion	\$ 306,591	\$ 680,000	\$ 514,515	
Other		\$ -		\$ -
TOTAL:	\$ 476,367	\$ 907,500	\$ 714,665	\$ 253,600

Organizational Data

President: Teresa Johnson
 Executive Director: Laurie Stewart
 Treasurer: Beverly Casey
 Other Officers: Vice President: Doreen Trottier, Secretary: Teresa Carraway

Completed by: Beverly A. Casey
 (Signature)
Beverly A. Casey
 (Name)

Date: 01/22/2026

Phone: 919-721-9672

City of Washington, North Carolina
SUMMARY OF REVENUE AND EXPENSES
Budget Form 2

Agency: **Open Door Community Center (a/k/a) Open Door Women's Shelter**

(7/1/24 to 6/30/25) (7/1/25 to 6/30/26) (7/1/26 to 6/30/27)

Support Revenue & Expenses	Fiscal 2024- 2025 Last Year Actual	Fiscal 2025- 2026 This Year Est.	Fiscal 2026- 2027 Next Year Proposed
1. Allocation from United Way	\$ -	\$ -	\$ -
Public Support & Revenue – All Sources			
2. Membership Dues.....	\$ -	\$ -	\$ -
3. Contributions/Donations.....	\$ 165,417	\$ 127,400	\$ 199,100
4. Special Events/Fundraisers.....	\$ 35,984	\$ 39,627	\$ 47,500
5. Legacies & Bequests.....	\$ -	\$ -	\$ -
6. Fees & Grants from Government Agencies.....	\$ 6,000	\$ 27,000	\$ 7,000
7. Program Services Fees & Net Incidental Revenue	\$ -	\$ -	\$ -
8. Sales of Materials.....	\$ -	\$ -	\$ -
9. Investment Income.....	\$ 8,858	\$ 7,213	\$ -
10. Miscellaneous Revenue...Shelter Expansion	\$ 306,591	\$ 514,515	\$ -
11. TOTAL REVENUES	\$ 522,850	\$ 715,755	\$ 253,600
Expenses			
12. Salaries.....	\$ 105,150	\$ 133,212	\$ 149,090
13. Employee Benefits (insurance, retirement, travel)	\$ 1,098	\$ 817	\$ 1,700
14. Payroll Taxes (Soc. Sec., etc.).....	\$ 9,121	\$ 10,000	\$ 11,200
15. Professional Fees (cpa, legal, &/or consulting)	\$ 13,269	\$ 11,536	\$ 10,855
16. Supplies.....	\$ 1,907	\$ 1,539	\$ 2,250
17. Telephone.....	\$ -	\$ -	\$ -
18. Postage & Shipping.....	\$ -	\$ -	\$ -
19. Occupancy (rent, utilities, insurance, etc.).....	\$ 15,807	\$ 15,583	\$ 28,800
20. Rental & Maintenance of Equipment.....	\$ 3,707	\$ 9,258	\$ 9,655
21. Printing & Publications.....	\$ 3,677	\$ 1,150	\$ 5,000
22. Travel.....	\$ -	\$ -	\$ -
23. Conferences, Conventions & Meetings.....	\$ 8,476	\$ 9,244	\$ 7,000
24. Specific Assistance to Individuals.....	\$ -	\$ -	\$ -
25. Membership Dues.....	\$ 170	\$ 1,500	\$ 7,650
Other Officers: Vice President: Doreen Troiter, Secretary: Teresa Carraway	\$ -	\$ -	\$ -
27. Miscellaneous.....	\$ 3,566	\$ 2,500	\$ 4,000
28. TOTAL EXPENSE.....	\$ 165,949	\$ 196,339	\$ 237,200
29. Shelter Expansion	\$ 306,591	\$ 514,515	
30. TOTAL EXPENSES FOR ALL ACTIVITIES.....	\$ 472,540	\$ 710,855	\$ 237,200
31. EXCESS/DEFICIT OF TOTAL SUPPORT & REVENUE OVER EXPENSES.....	\$ 50,311	\$ 4,900	

City of Washington, North Carolina
PROGRAM PARTICIPANTS STATISTICS

Budget Form 3

Agency: Open Door Community Center

1. WHOM DO YOU SERVE?	Fiscal 2024- 2025 Last Yr Actual	Fiscal 2025- 2026 This Yr Estimated	Fiscal 2026- 2027 Next Yr Projected
Unduplicated count of individuals served (if family, please count individual members) TOTAL:	28	45	65
1a. Total continuing from previous fiscal year	0	0	0
1b. Total new for the year	28	45	65
1c. Total terminated during the year	0	0	0
2. RESIDENCE OF PARTICIPANTS TOTAL:			
2a. Washington City Limits (ALL)	28	45	65
2b. Washington Extra Territorial Jurisdiction			
2c. Washington Park			
2d. Chocowinity			
2e. Bath			
2f. Belhaven			
2g. Aurora			
2h. Pantego			
2i. Pinetown			
2j. Outside Beaufort County or Unknown			
3. AGE GROUP TOTAL:			
3a. Infants through 4 years of age	0	1	2
3b. 5 through 12 years of age	4	7	10
3c. 13 through 17 years of age	1	2	6
3d. 18 through 29 years of age	2	6	8
3e. 30 through 64 years of age	20	27	35
3f. 65 and over	1	2	4
3g. Not known or not applicable			
4. INCOME OF PARTICIPANTS TOTAL:			
4a. Below official poverty level (\$ 9,084)	All	All	All
4b. At or near poverty level			
4c. Middle income (\$ 30,280)			
4d. Upper income (\$ 55,999+)			
4e. Nor known or not applicable			
5. SEX TOTAL:			
5a. Male	Some Male	Children	
5b. Female	Adults are all	female	
5c. Not recorded			

City of Washington
Request for City Appropriation
Budget Form 4

AGENCY: Open Door Community Center

Contact/ Information: 1240 Cowell Farm Road
Address

Washington, NC 27889

Amount Requested: \$3,000

Please outline what the City appropriation will **specifically** be used to fund within your agency. Please provide as much detail as possible, and should you need to use additional paper, please place the agency name at the top of each sheet.

Open Door Community Center provides safe, temporary housing for women and their children experiencing homelessness and guides them to develop the skills and resources necessary to move into long-term stable housing. ODCC is requesting \$3,000 to go towards operating expenses. Since January 2019 ODCC has served 158 women and 66 children.

Completed By: Laurie Stewart, Executive Director
Printed Name & Position

Laurie Stewart . 1-22-26
Signature & Date



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo and Members of City Council
From: Josh Waters, Airport Manager
Date: February 9, 2026
Subject: Airport Engineering Contract
Staff Presentation:

RECOMMENDATION:

I move that City Council award the engineering services contract for Washington Warren Airport to Talbert, Bright & Ellington.

BACKGROUND AND FINDINGS:

This adoption identifies our engineer of record to satisfy the North Carolina Department of Aviation policy designating an engineer. Talbert, Bright & Ellington have performed engineering work for the airport on numerous projects in the past performing satisfactorily. This selection was done through an RFQ (Request for Qualification) process.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Talbert, Bright & Ellington Contract

**CONTRACT
FOR ENGINEERING, PLANNING AND RELATED WORK
BETWEEN
WASHINGTON-WARREN AIRPORT FOR THE CITY OF WASHINGTON
AND
TALBERT, BRIGHT & ELLINGTON, LLC**

This AGREEMENT is made this 9TH day of February, 2026 by and between the **City of Washington, 102 E. Second Street, Washington, North Carolina 27889**, a body politic and corporate under the laws of the State of **North Carolina**, hereinafter called the **OWNER**, and **TALBERT, BRIGHT & ELLINGTON, LLC**, a corporation organized and existing under the laws of the State of North Carolina, hereinafter called the **ENGINEER**.

WHEREAS, the **OWNER** intends to perform engineering, planning, and general consulting services. The work includes, but is not limited to master planning, land use planning, environmental analyses, and engineering studies; grading, drainage, utilities and paving of airfield pavements and roadway pavements; hangars, terminal building improvements, fueling systems; storm water improvements; obstruction analysis and removal; airfield lighting, signage and NAVAIDs; grant administration and other related work at the **Washington-Warren Airport** as may be mutually agreed to, hereinafter called the Project(s), and that this contract covers any work that is authorized.

WHEREAS, the **OWNER** desires to engage a qualified and experienced engineer to perform professional engineering services for a period of five (5) and hereinafter set forth, and the **ENGINEER** has represented that it is qualified to provide such services and desires to do so.

NOW THEREFORE, the **OWNER** and the **ENGINEER**, for the consideration hereinafter set forth, agree as follows:

GENERAL

For the purpose of this CONTRACT, the **City of Washington, City Manager** is hereby designated as the **OWNER's** representative to act for the **OWNER** in giving approvals and authorizations for the **OWNER** as hereinafter required and set forth. The **ENGINEER** will be notified in writing of any change in representation.

This Contract shall cover the basic terms of services to be rendered by **ENGINEER** for **OWNER** relating to such Projects for which **OWNER** may engage **ENGINEER** for assistance. Each Project or phase of work will be described in detail in a Work Authorization to be prepared by **ENGINEER** for

review and approval by **OWNER**. When mutually agreed by the **OWNER** and the **ENGINEER**, and after having received from the **OWNER** written approval of the **ENGINEER's** Work Authorization, including an estimated cost for specified services, the **ENGINEER** shall provide professional engineering services as described below.

SECTION I – BASIC SERVICES

- A. **Aviation Planning Services:** After authorization from the **OWNER** to proceed, the **ENGINEER** shall provide aviation planning services. Services, which may be requested, include but are not limited to the following:
1. Design study to establish the framework and detailed work program.
 2. Airport data collection and facility inventories.
 3. Aeronautical activity forecasts and demand/capacity analyses.
 4. Facility requirements determination.
 5. Airfield modeling for capacity and delay.
 6. Airport layout and terminal area plan development.
 7. Airport noise studies under 14 Code of Federal Regulations (CFR) Parts 150 – Airport Noise Compatibility Planning and 161 – Notice and Approval of Airport Noise and Access Restrictions.
 8. Compatible land–use planning in the vicinity of airports.
 9. Airport development schedules and cost estimates.
 10. Airport financial planning and benefit cost analysis.
 11. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.
- B. **Project Development Phase:** After authorization from the **OWNER** to proceed, the **ENGINEER** shall:

1. Consult with **OWNER**, state and federal funding agencies (when required) to define the scope of a project and establish project requirements and review available data.
2. Advise **OWNER** as to the necessity of **OWNER's** providing or obtaining from others data or special services of the types described in Section II – Special Services of this Contract. Assist the **OWNER** in contracting for such services.
3. Prepare preliminary design necessary to determine the type, size, and scope of the Project based upon projected aviation activity and current airport standards in effect at the date of this Contract.
4. Prepare preliminary opinion of probable cost for the Project.
5. Make minor revisions to the airport layout plan as necessary to reflect the details of the Project.
6. Prepare pre-applications for federal and/or state assistance grants for funding of the Project.
7. Furnish copies of drawings, sketches, forms and reports as appropriate to the **OWNER** for submission to funding agencies.
8. When requested, assist the **OWNER** in determining funding justification or assist in obtaining financing for the project.
9. Perform additional work as described and required by the work authorizations.

C. Design Phase: After authorization from the **OWNER**, the **ENGINEER** shall:

1. In consultation with the **OWNER** and other government agencies through conferences, meetings, or submission of preliminary reports as appropriate, determine the extent of the Project and the design criteria to be used in the final design.
2. Prepare an engineer's report in accordance with FAA criteria which shall include but not necessarily be limited to:
 - a. An analysis and reasons for the design choices.
 - b. An analysis of the manner in which the work will be accomplished.
 - c. An opinion of probable construction cost based upon the final design.

3. Advise the **OWNER** of needed special services as described in Section II – Special Services of this Contract and assist the **OWNER** in the evaluation and selection of other professionals to provide special services, such as soil borings, laboratory tests and surveys, or provide such services in accordance with this Contract and any related Work Authorization(s).
 4. Prepare final design, contract drawings, cost opinions, design/construction schedules, specifications and contract documents. Prepare for review and approval by **OWNER** contract agreement forms, general conditions and supplementary conditions, and (where appropriate) bid forms, invitation to bid and instructions to bidders, and assist in the preparation of other related documents.
 5. Prepare construction safety plans (for airside projects).
 6. Assist **OWNER** in submitting appropriate documents to state and federal agencies for necessary approvals and permits.
 7. Furnish to the **OWNER** two (2) copies of completed drawings, specifications, reports, estimates, and contract documents.
 8. Assistance to the **OWNER** in obtaining bids (once), analyzing bid results, and furnishing recommendations in connection with the award of construction contracts. Additional bid openings, if needed, shall be considered as extra work under Section II – Special Services of this Contract.
 9. Perform additional work as described and required by work authorizations.
- D. Construction Phase: After authorization to proceed with the Construction Phase, the **ENGINEER** shall provide the following services:
1. Assistance in preparation of formal contract documents for the award of construction contract.
 2. Consult with and advise the **OWNER** and act as provided in the approved construction specifications and contract documents.
 3. Attend preconstruction conference.
 4. Make visits to the site at intervals appropriate to the various stages of construction, to observe as experienced and qualified design professionals, the progress and quality of the executed work of Contractor(s) and to determine in general if such

work is proceeding in accordance with the contract documents. **ENGINEER** shall not be required to make exhaustive or continuous on-site observations to check the quality or quantity of such work. **ENGINEER** shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). **ENGINEER's** efforts will be directed toward providing a greater degree of confidence for **OWNER** that the completed work of Contractor(s) will conform to the contract documents, but **ENGINEER** shall not be responsible for the failure of Contractor(s) to perform the work in accordance with the contract documents. During such visits and on the basis of on-site observations, **ENGINEER** shall keep **OWNER** informed of the progress of the work, shall endeavor to guard **OWNER** against defects and deficiencies in such work and may disapprove or reject work failing to conform to the contract documents.

5. Review and take appropriate action in respect to shop drawings and samples, the results of tests and inspections and other data which each Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the contract documents (but such review and other action shall not extend to means, methods, sequences, techniques or procedures of construction or to safety precautions and programs incident thereto); determine the acceptability of substitute materials and equipment proposed by Contractor(s); and receive and review (for general content as required by specifications) maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection which are to be assembled by Contractor(s) in accordance with the contract documents.
6. Review laboratory, shop and mill test reports and prepare a tabulation or summary of laboratory test results to assist in monitoring the quality of construction.
7. Recommend to **OWNER** change orders and/or supplemental agreements to the construction contract incidental to existing field conditions or improvements in the project design. Prepare estimates of cost or saving from proposed change order(s), prepare change order(s) along with basis for recommendation and negotiate on behalf of **OWNER** with the Contractor to arrive, if possible, at an appropriate compensation resulting from the proposed revisions. The **ENGINEER** is not required by this provision to accomplish extensive design revisions and drawings resulting from a change in project scope or major changes in design concept previously accepted by the **OWNER** where changes are due to causes beyond the **ENGINEER's** control.
8. Advise the **OWNER** of needed special services and assist the **OWNER** in acquisition

of such services as appropriate.

9. Based upon **ENGINEER's** on-site observations as an experienced and qualified design professional and on review of applications for payment and the accompanying data and schedules, determine the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts; such recommendations of payment will constitute a representation to **OWNER**, based on such observation and review, that the work has progressed to the point indicated, that to the best of **ENGINEER's** knowledge, information and belief, the quality of such work is in accordance with the contract documents (subject to an evaluation of such work as a functioning project upon substantial completion, to the results of subsequent tests called for in the contract documents, and to qualifications stated in his recommendation), and that payment of the amount recommended is due Contractor(s); but by recommending any payment **ENGINEER** will not thereby be deemed to have represented that continuous or exhaustive examinations have been made by **ENGINEER** to check the quality or quantity of the work or to review the means, methods, sequences, techniques or procedures of construction or safety precautions or programs incident thereto or that **ENGINEER** has made an examination to ascertain how or for what purposes any Contractor has used the monies paid on account of the contract price, or that title to any of the work, materials or equipment has passed to **OWNER** free and clear of any lien, claims, security interests or encumbrances, or that Contractor(s) have completed their work exactly in accordance with the contract documents.
10. When requested, prepare **OWNER's** applications for partial and final payments for submission to funding agencies.
11. Conduct an on-site review to determine if the Project is substantially complete and a final on-site review to determine if the work has been completed in accordance with the contract documents and if each Contractor has fulfilled his obligations thereunder so that **ENGINEER** may recommend, in writing, final payment to each Contractor and may give written notice to **OWNER** and the Contractor(s) that the work is acceptable (subject to any conditions therein expressed), but such recommendation and notice shall be subject to the limitations expressed herein.
12. **ENGINEER** will prepare for **OWNER**, on request, a set of record drawing prints showing those changes made during the construction process, based upon the marked-up prints, drawings and other data furnished by Contractor(s) to **ENGINEER** and which **ENGINEER** considers significant.

13. The **ENGINEER** shall not be responsible for the acts or omission of any Contractor, or subcontractor, or any of the Contractor(s) or subcontractor(s)' agents or employees or any other persons (except **ENGINEER**'s own employees and agents) at the site or otherwise performing any of the contractor(s)' work; however, nothing contained herein shall be construed to release the **ENGINEER** from liability for failure to perform properly duties undertaken by the **ENGINEER** under this Contract.

SECTION II – SPECIAL SERVICES

At the request of the **OWNER**, the **ENGINEER** shall perform such special services as required by the **OWNER** to complete the project or phase of work. At the option of the **OWNER**, special services may be provided by the **ENGINEER**. When the **ENGINEER** is requested to provide special services, such services may be provided by **ENGINEER**'s own forces or through subcontracts with other professionals. Compensation for Special Services provided by **ENGINEER** shall be in accordance with one of the methods identified in Section V – Payment of Services of this Contract. Special services, which may be requested include, but are not necessarily limited to the following:

- A. Land surveys as necessary to establish property boundaries required for property acquisition purposes or preparation of property maps.
- B. Appraisals, environmental audits, and relocation services for property acquisition.
- C. Special environmental studies and analyses.
- D. Preparation of or updating the Airport Layout Plan.
- E. Soils and material investigations including test boring, laboratory testing of soils and materials, related analyses, and reports.
- F. Engineering surveys (for design and construction) to include topographic surveys, base line surveys, cross section surveys, etc.
- G. On-site technical observation of construction by full time Resident Project Representative. The duties, responsibilities and limitations of the Resident Project Representative are described in Section IV – Duties and Responsibilities of the Resident Project Representative of this Contract.
- H. Reproduction of additional copies of reports, contract documents and specifications above the specified number furnished in Basic Services.

- I. Assistance to the **OWNER** as expert witness in litigation arising from development or construction of the Project.
- J. The accomplishment of special surveys and investigations, and the preparation of special reports and drawings as may be requested or authorized in writing by the **OWNER** in connection with the Project.
- K. Extra work created by more than one bid opening or design changes, after approval of plans and specifications by the **OWNER** or FAA, and beyond the control of the **ENGINEER**, that may be requested or authorized in writing by the **OWNER** in connection with the Project.
- L. Extra work required to revise or prepare contract documents, plans and specifications to facilitate the award of more than one construction contract, in the event the **OWNER** adopts such construction program.
- M. Services resulting from significant changes in extent of the Project or its design including, but not limited to, changes in size, complexity, **OWNER's** schedule, or character of construction or method of financing; and revising previously accepted studies, reports, design documents or contract documents when such studies, reports, design documents or contract documents when such revisions are due to causes beyond **ENGINEER's** control.
- N. Providing renderings or models for **OWNER's** use.
- O. Investigations involving detailed consideration of operations, maintenance and overhead expenses; providing value engineering during the course of design; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals; assistance in obtaining financing for Project; detailed quantity surveys of material, equipment and labor; and audits or inventories required in connection with construction performed by **OWNER**.
- P. Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work of Contractor(s), (3) prolongation of the contract time of any prime contract by more than ten (10) days, (4) acceleration of the project schedule involving services beyond normal working hours, (5) default by Contractor(s), and (6) the furnishing of a Resident Project Representative under Section IV – Duties and Responsibilities of the Resident Project Representative of this Contract.
- Q. Preparation of operating and maintenance manuals; protracted or extensive assistance in the utilization of any equipment or system (such as initial start-up, testing, adjusting and balancing); and training personnel for operation and maintenance.

- R. Preparation of a Quality Control Plan, when required by the funding agency.
- S. Services after completion of the construction phase, such as monitoring/observation during any guarantee period and reporting observed discrepancies under guarantees called for in any contract for the Project.
- T. Perform additional work as described and required by work authorizations.

SECTION III – RESPONSIBILITIES OF THE OWNER

In connection with the services to be provided pursuant to this contract, the **OWNER** shall:

- A. Make available for **ENGINEER**'s use of all record drawings, maps, soil data, etc.
- B. Designate a person to act with authority on **OWNER**'s behalf and respond in a timely manner to submissions by **ENGINEER** providing approvals and authorizations as appropriate so that work may continue at a normal pace.
- C. Pay all costs associated with special services authorized by the **OWNER**, and all costs associated with obtaining bids from contractors.
- D. Furnish **ENGINEER** as required for performance of **ENGINEER**'s basic services, data prepared by or services of others, including without limitation, core borings, probings, and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys, property descriptions; zoning, deed and other land use restrictions; and other special data or consultations not covered herein; all of which **ENGINEER** may rely upon in performing his services.
- E. Arrange for access to and make all provisions for **ENGINEER** to enter upon public and private property as required for **ENGINEER** to perform his services.
- F. Examine studies, reports, sketches, drawings, specifications, proposals and other documents presented by **ENGINEER**, obtain advice of an attorney, insurance counselor and other consultants as **OWNER** deems appropriate for such examination and render decisions pertaining thereto within a reasonable time so as not to delay the services of **ENGINEER**.
- G. Furnish approvals and permits from all governmental authorities having jurisdiction over

the Project and such approvals and consent from others as may be necessary for completion of the Project.

- H. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services of **OWNER** may require or **ENGINEER** may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing services as **OWNER** may require to ascertain how or for what purpose any Contractor has used the monies paid to him under the construction contract, and such inspection services as **OWNER** may require to ascertain that Contractor(s) are complying with any law, rule or regulation applicable to their performance of the work.
- I. Give prompt written notice to **ENGINEER** whenever **OWNER** observes or otherwise becomes aware of any development that affects the scope of timing of the **ENGINEER's** services, or any defect in the work of Contractor(s).

SECTION IV – DUTIES AND RESPONSIBILITIES OF THE RESIDENT PROJECT REPRESENTATIVE

After authorization from the **OWNER** to furnish a Resident Project Representative, **ENGINEER** may furnish a Resident Project Representative, assistants and other field staff to assist **ENGINEER** in observing performance of the work of the Contractor.

Through more extensive on-site observations of the work in progress and field checks of materials and equipment by the Resident Project Representative and assistants, **ENGINEER** shall endeavor to provide further protection for **OWNER** against defects and deficiencies in the work; but, the furnishing of such services will not make **ENGINEER** responsible for or give **ENGINEER** control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for Contractor's failure to perform the work in accordance with the contract documents.

The duties and responsibilities of the Resident Project Representative are limited to those of **ENGINEER** in **ENGINEER's** agreement with the **OWNER** and in the construction contract documents, and are further limited and described as follows:

- A. General: Resident Project Representative is **ENGINEER's** agent at the site, will act as directed by and under the supervision of **ENGINEER**, and will confer with **ENGINEER** regarding his actions. Resident Project Representative's involvement in matters pertaining to the on-site work shall in general be with the **ENGINEER** and Contractor, keeping **OWNER** advised as necessary. Resident Project Representative's contact with subcontractors shall only be through or with the full knowledge and approval of Contractor. Resident Project

Representative shall generally communicate with **OWNER** with the knowledge of and under the direction of **ENGINEER**.

B. Duties and Responsibilities of Resident Project Representative:

1. **Schedules:** Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with **ENGINEER** concerning acceptability.
2. **Conferences and Meetings:** Attend meetings with Contractor, such as pre-construction conferences, progress meetings, job conferences and other Project related meetings, and prepare and circulate copies of minutes thereof.
3. **Liaison:**
 - a. Serve as **ENGINEER**'s liaison with Contractor, working principally through Contractor's superintendent and assist in understanding the intent of the contract documents; and assist **ENGINEER** in serving as **OWNER**'s liaison with Contractor when Contractor's operations affect **OWNER**'s on-site operations.
 - b. Assist in obtaining from **OWNER** additional details or information, when required for proper execution of the work, according to the contract documents.
4. **Shop Drawings and Samples:**
 - a. Record date of receipt of shop drawings and samples.
 - b. Receive samples, which are furnished at the site by Contractor, and notify **ENGINEER** of availability of samples for examination.
5. **Review of Work, Rejection of Defective Work, Inspections and Tests:**
 - a. Conduct on-site observations of the work in progress to assist **ENGINEER** in determining if the work is, in general, proceeding in accordance with the contract documents.
 - b. Report to **ENGINEER** whenever Resident Project Representative believes that the work is unsatisfactory, faulty or defective or does not conform to the contract documents, or has been damaged, or does not meet the requirements of any inspections, test or approval required to be made; and advise **ENGINEER** of work that Resident Project Representative believes should be corrected or rejected or should be uncovered for observation, or

- requires special testing, inspection or approval.
 - c. Verify that tests, equipment and systems startup, and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to **ENGINEER** appropriate details relative to tests, procedures, and startups.
 - d. When requested by **ENGINEER**, and when advance notice is given by agencies, accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of the inspections and report to **ENGINEER**.
- 6. Interpretation of Contract Documents: Report to **ENGINEER** when clarifications and interpretations of the contract documents are needed and transmit to Contractor clarifications and interpretations as issued by **ENGINEER**.
- 7. Modifications: Consider and evaluate Contractor's suggestions for modifications in drawings or specifications and report with Resident Project Representative's recommendations to **ENGINEER**. Transmit to Contractor decisions as issued by **ENGINEER**.
- 8. Records:
 - a. Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original contract documents including work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, **ENGINEER**'s clarifications and interpretations of the construction contract documents, progress reports, and other Project-related documents.
 - b. Keep a diary or log book, recording Contractor hours on the job site, weather conditions, data relative to questions of work directive changes, change orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to **ENGINEER**.
 - c. Record names, addresses and telephone numbers of Contractors, subcontractors and major suppliers of material and equipment.
- 9. Reports:
 - a. Furnish **ENGINEER** periodic reports as required of progress of the work and of Contractor's compliance with the progress schedule and schedule of shop

- drawings and sample submittals.
 - b. Consult with **ENGINEER** in advance of scheduled major tests, inspections or start of important phases of the work.
 - c. Draft proposed change orders and work directive changes, obtaining backup material from Contractor and recommend to **ENGINEER** change orders, work directive changes, and field orders.
 - d. Report immediately to **ENGINEER** and **OWNER** upon the occurrence of an accident.
10. Payment Requests: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to **ENGINEER**, noting particularly the relationship of the payment requested to the schedule of values, work completed and materials and equipment delivered at the site but not incorporated in the work.
11. Certificates, Maintenance and Operations Manuals: During the course of the work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the contract documents, and have this material delivered to **ENGINEER** for review and forwarding to **OWNER** prior to final payment for work.
12. Completion:
- a. Before **ENGINEER** issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction.
 - b. Conduct on-site review in the company of **ENGINEER**, **OWNER** and Contractor and prepare a final list of items to be completed or corrected.
 - c. Observe that the items on final list have been completed or corrected and make recommendations to **ENGINEER** concerning acceptance.
- C. Limitations of Authority: Resident Project Representative:
- 1. Shall not authorize deviations from the contract documents or substitution of materials or equipment, unless authorized by **ENGINEER**.
 - 2. Shall not exceed limitations of **ENGINEER**'s authority as set forth in the contract documents.
 - 3. Shall not undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent.

4. Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the contract documents.
5. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work.
6. Shall not accept shop drawing or sample submittals from anyone other than Contractor.
7. Shall not authorize **OWNER** to occupy the Project in whole or in part.
8. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by **ENGINEER**.

SECTION V – PAYMENT OF SERVICES

The **OWNER** agrees to compensate the **ENGINEER** for services performed in accordance with one of the following methods as hereinafter set forth. The method of payment and the amount for specified services shall be detailed in a Work Authorization, which shall be prepared by the **ENGINEER** and submitted to the **OWNER** for review and approval. The receipt of an approved Work Authorization will constitute the **ENGINEER**'s Notice-to-Proceed.

The **ENGINEER** is not to undertake any work prior to the receipt of an approved Work Authorization executed and approved by the **OWNER**.

A. **Methods of Payment:** One or more of the following methods of payment shall be used and the method for each phase of the work shall be stated in the appropriate Work Authorization:

1. **Lump Sum:** For work that can be defined and delineated in advance, payment to the **ENGINEER** will be made on the basis of a lump sum. The agreed lump sum shall be established in a Work Authorization and shall represent full payment for payroll, overhead, profit, and other direct non-salary expenses as hereinafter defined. The lump sum will neither increase nor decrease unless there should be a change in the scope, complexity, or duration of the work. In that event, the lump sum would be subject to renegotiation.
2. **Per Diem:** Under this method of payment, the **ENGINEER**'s compensation will be

equal to the days expended on a Project times the rates established in a Work Authorization, which shall be inclusive of overhead and profit. Payment will also be made for direct non-salary expenses as outlined in the Work Authorization.

3. Hourly Rate: Under this method of payment, the **ENGINEER's** compensation will be equal to the hours expended on a Project times the rates established in a Work Authorization, which shall be inclusive of overhead and profit. Payment will also be made for direct non-salary expenses as outlined in the Work Authorization.

B. Terms and Conditions: The basis of compensation described is based upon the following conditions:

1. Time charged to the Project by office engineering personnel will include the time that the applicable employees are engaged in actual work on the Project at the **ENGINEER's** office, or at the site of the Project or travel in connection with the Project.
2. Only the personnel needed and required to accomplish the services in keeping with the prescribed schedule shall be assigned to the Project.
3. Charges will not be made to the Project during periods of sickness, vacation or at any other times when personnel assigned are not gainfully employed on the work.

C. Payment Schedules: Invoices shall be due and payable within 30 days after the date of invoice. A service charge of one (1) percent per month shall be added to overdue accounts.

SECTION VI – MISCELLANEOUS PROVISIONS

A. Estimates: Since the **ENGINEER** has no control over the cost of labor and materials or over competitive bidding market conditions, the opinions of probable construction cost provided for herein are to be made on the basis of experience and qualifications, but the **ENGINEER** does not guarantee the accuracy of such estimates as compared to the Contractor's bids of the Project construction cost.

B. Extra Work: It is mutually understood and agreed that the **OWNER** will compensate the **ENGINEER** for services resulting from significant changes in general scope of the Project or its design, including but not necessarily limited to, changes in size, complexity, Project schedules, character of construction, revisions to previously accepted studies, reports, design documents or contract documents and for preparation of documents for separate bids, when such revisions are due to causes beyond the **ENGINEER's** control and when

requested or authorized by the **OWNER**. Extra work may also include special services as identified in Section II – Special Services of this Contract. Compensation for extra work and any associated special services shall be in accordance with one of the methods identified in Section V – Payment of Services of this Contract.

C. Reuse of Documents: All documents, including drawings and specifications prepared by **ENGINEER** pursuant to this Contract, are instruments of service in respect of the Project and remain the property of the **ENGINEER**. They are not intended or represented to be suitable for reuse by **OWNER** or others on extensions of the Project or on any other Project. Any reuse without written verification or adaptation by **ENGINEER** for the specific purposes intended will be at **OWNER**'s sole risk and without liability or legal exposure to **ENGINEER**; and **OWNER** shall indemnify and hold harmless **ENGINEER** from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle **ENGINEER** to further compensation at rates to be agreed upon by **OWNER** and **ENGINEER**. Notwithstanding these provisions the **OWNER** shall be provided upon request a reproducible copy of any final drawing produced under this Contract at the cost of reproduction.

D. Responsibility of the ENGINEER:

1. The **ENGINEER** shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of designs, drawings, specifications, reports, and other services furnished by the **ENGINEER** under this Contract.
2. Approval by the **OWNER** or FAA of drawings, designs, specifications, reports and incidental engineering work or materials furnished hereunder shall not relieve the **ENGINEER** of his responsibility for the technical adequacy of his work.

E. Period of Services:

1. The provisions of this section and the various rates of compensation for **ENGINEER**'s services provided for in this Contract and in each work authorization have been agreed to in anticipation of the orderly and continuous progress of the Project through completion of the construction phase. **ENGINEER**'s obligation to render services hereunder will extend for a period, which may reasonably be required for the design, award of contracts and construction of the Project.
2. If **OWNER** has requested significant modifications, changes, or delays to the Project, the time of performance of **ENGINEER**'s services and his various rates of compensation shall be adjusted appropriately.
3. If **OWNER** fails to give prompt written authorization to proceed with any phase of

services after completion of the immediately preceding phase, **ENGINEER** may, after giving seven days' written notice to **OWNER**, suspend services under this Contract.

F. Termination:

1. This Contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligation under this Contract through no fault of the terminating party provided that no such termination may be affected unless the other party is given:
 - a. Not less than ten (10) calendar days written notice of intent to terminate.
 - b. An opportunity for consultation with the terminating party prior to termination.
2. This Contract may be terminated in whole or in part in writing by the **OWNER** for its convenience provided that such termination is for good cause (such as legal or financial reasons or major changes in the work requirements or such other good causes as may exist in the exercise of the sole discretion of the **OWNER**) and provided that the **ENGINEER** is given:
 - a. Not less than ten (10) calendar days written notice of the intent to terminate.
 - b. An opportunity for consultation with the terminating party prior to termination.
3. This Contract may be terminated in whole or in part in writing by the **OWNER** for its convenience provided that such termination occurs at the completion of a phase of work or work authorization and that the **ENGINEER** is given:
 - a. Not less than 10 (ten) calendar days written notice of the intent to terminate.
 - b. An opportunity for consultation with the terminating party prior to termination.
4. Upon receipt of a termination notice, the **ENGINEER** shall promptly discontinue all services affected (unless the notice directs otherwise) and deliver or otherwise make available to the **OWNER** copies of data, drawings, specifications, report estimates, summaries, and such other information and materials as may be accumulated by the **ENGINEER** performing this Contract, whether completed or in process.

5. If this Contract is terminated by either party, the **ENGINEER** shall be paid for services rendered and any expenses incurred prior to termination in addition to termination settlement costs reasonably incurred by the **ENGINEER** relating to commitments which have become firm prior to termination. If the termination of the Contract occurs at the conclusion of one phase and prior to authorization of the **OWNER** to begin the next phase, payment by the **OWNER** of the completed phase shall be considered full compensation due the **ENGINEER**.

G. Remedies: Except as may be otherwise provided in this Contract all claims, counter claims, disputes and other matters in question between **OWNER** and the **ENGINEER** arising out of or related to this Contract or the breach thereof will be decided by mediation if the parties hereto mutually agree, or in a state court of competent jurisdiction within the state and county in which the **OWNER** is located.

H. Insurance: The **ENGINEER** shall, during the term of this Contract, maintain at its own expense the following insurance:

1. General Liability Insurance
\$1,000,000
2. Automobile Liability Insurance – Owned, Non-owned, and Hired
\$1,000,000
3. Workers Compensation & Employers Liability
\$500,000 Each Accident
\$500,000 Policy Limit
\$500,000 Each Employee

The Owner will be listed as an additional insured and provide a certificate of insurance to the Owner’s Risk Manager on an annual basis to validate coverage.

Notwithstanding, but in addition to, the foregoing, the **ENGINEER** agrees to fully indemnify and hold the **OWNER** harmless from any all claims against the **OWNER** that may arise out of the performance of the work to be performed by the **ENGINEER**, its employees and agents, and from any other activities of the **ENGINEER** arising from this Agreement for which the **OWNER** is held to be legally responsible, whether jointly or severally, for such claims.

4. Professional Liability: **ENGINEER** maintains professional liability coverage for damages as a result of **ENGINEER’S** negligent acts, errors or omissions. **ENGINEER’S** liability for this Contract will be limited to \$1,000,000 for its negligent acts, errors or

omissions. If a higher limit of liability is desired by the **OWNER**, then an additional fee to offset the additional cost associated with a higher limit of liability can be negotiated. Upon request, a certificate of insurance will be provided as proof of coverage.

I. Audit: Access to Records:

1. The **ENGINEER** shall maintain an acceptable cost accounting system. **ENGINEER** agrees to provide **OWNER**, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives, access to books, documents, papers, and records of the **ENGINEER** which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. **ENGINEER** agrees to maintain books, records and reports required under this contract for a period of not less than three years after final payment is made and pending matters are closed.

J. Civil Rights Act of 1964, Title VI: During the performance of this Contract, **ENGINEER**, for itself, its assignees and successors in interest agrees as follows:

1. Compliance with Regulations: The **ENGINEER** will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The **ENGINEER**, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin), creed, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21 including amendments thereto.
3. Solicitations for Subcontracts, including procurements of materials and equipment: In solicitations either by competitive bidding or negotiation made by **ENGINEER** for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by **ENGINEER** of **ENGINEER's** obligations under this Contract and the Regulations

relative to nondiscrimination on the grounds of race, color or national origin.

4. Information and Reports: **ENGINEER** shall provide information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the **OWNER** or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of **ENGINEER** is in the exclusive possession of another who fails or refuses to furnish this information, **ENGINEER** shall so certify to the **OWNER** or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
 5. Sanctions for Noncompliance: In the event of **ENGINEER**'s noncompliance with the nondiscrimination provisions of this Contract, **OWNER** shall impose such Contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to **ENGINEER** under the Contract until **ENGINEER** complies, and/or
 - b. Cancellation, termination, or suspension of the Contract, in whole or in part.
 6. Incorporation of Provisions: **ENGINEER** shall include the provisions of Section VI(J), subparagraphs 1 through 6 of this Contract, in subcontracts, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. **ENGINEER** shall take such action with respect to any subcontract or procurement as **OWNER** or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event **ENGINEER** becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, **ENGINEER** may request the **OWNER** to enter into such litigation to protect the interests of the **OWNER** and, in addition, **ENGINEER** may request the United States to enter into such litigation to protect the interests of the United States.
- K. Airport and Airway Improvement Act of 1982, Section 520 – General Civil Rights Provisions: **ENGINEER** assures that it will comply with pertinent statutes, Executive orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed,

color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport a program, except where Federal assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases, the provision obligates the party or any transferee for the longer of the following periods:

- a. the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits or
- b. the period during which the airport sponsor or any transferee retains ownership or possession of the property.

In the case of contractors, this provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964 and 49 United States Code (USC) Subsection 47123 – Nondiscrimination.

- L. Clean Air and Water Pollution Control: **ENGINEER** agrees to comply with applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. § 740-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). The **ENGINEER** agrees to report any violation to OWNER immediately upon discovery. OWNER assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration. **ENGINEER** must include this requirement in all subcontracts that exceeds \$150,000.
- M. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: The **ENGINEER** certifies that in accordance with 49 CFR Part 29 – Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-Free Workplace (Grants), by acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in lower tier transactions, solicitations, proposals, contracts, and subcontracts.

Where **ENGINEER** or lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

N. Disadvantaged Business Enterprises (DBE):

1. Contract Assurance: The **ENGINEER**, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The **ENGINEER** shall carry out applicable requirements of 49 CFR Part 26, including any amendments thereto, in the award and administration of DOT-assisted contracts. Failure by the **ENGINEER** to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the Contractor from future bidding as non-responsible.

2. Prompt Payment: **ENGINEER** agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from the **OWNER**. **ENGINEER** agrees further to return retainage payments to each subcontractor within 60 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause. This clause applies to both DBE and non-DBE subcontractors.

O. Distracted Driving: In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

In support of this initiative, **OWNER** encourages the **ENGINEER** to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted

drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The **ENGINEER** must include the substance of this clause in all sub-tier contracts exceeding \$3,500 and involve driving a motor vehicle in performance of work activities associated with the project.

- P. Domestic Preferences for Procurements: The **ENGINEER** certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the **ENGINEER** has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.
- Q. Federal Fair Labor Standards Act: All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR Part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The **ENGINEER** has full responsibility to monitor compliance to the referenced statute or regulation. The **ENGINEER** must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

R. Trade Restriction Clause:

1. **ENGINEER**, by submission of an offer and/or execution of a contract, certifies that it is in compliance with 49 CFR Part 30 – Denial of Public Works Contracts to Suppliers of Goods and Services of Countries that Deny Procurement Market Access to U.S. Contractors:
 - a. Is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR).
 - b. Has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list.
 - c. Has not procured any product nor subcontracted for the supply of any

product for use on the project that is produced in a foreign country on said list.

2. Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR Subsection 30.17 – Waivers, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If **ENGINEER** knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through **OWNER** cancellation of the Contract at no cost to the Government.
3. Further, **ENGINEER** agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. **ENGINEER** may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.
4. **ENGINEER** shall provide immediate written notice to **OWNER** if **ENGINEER** earns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to **ENGINEER** if at any time it learns that its certification was erroneous by reason of changed circumstances.
5. This certification is a material representation of fact upon which reliance was placed when making the award, if it is later determined that the contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through **OWNER** cancellation of the Contract or subcontract for default at no cost to the Government.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
7. This certification concerns a matter within the jurisdiction of an agency of the

United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

- S. Restrictions on Lobbying: The **ENGINEER** Agrees that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 49 CFR Part 20 – New Restrictions on Lobbying.

- T. Occupational Safety and Health Act of 1970: All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor’s compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

- U. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment: **ENGINEER** agrees to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act P.L. 115-232, § 889(f)(1)).

- V. Prohibition of Covered Unmanned Aircraft Systems (UAS) The **ENGINEER** certifies that they are aware of and comply with relevant Federal statutes and regulations, including those from the Federal Aviation Administration (FAA), for operating unmanned aircraft systems (UAS) in accordance, and in compliance with all related requirements in the FAA Reauthorization Act of 2024 (Public Law 118-63), section 936 (49 U.S.C. § 44801 note).

ENGINEER warrants that all UAS operations will be conducted in full compliance with all applicable Federal Aviation Administration (FAA) regulations, including but not limited to 14 CFR Part 107, and any other applicable local, state, or Federal laws and regulations.

Sponsors and subgrant recipients cannot use AIP grant funds to enter into, extend, or renew a contract related to covered unmanned aircraft systems (UAS). This includes both procurement and operational contracts, as well as contracts with entities that operate such systems.

- W. Rights to Inventions: All rights to inventions and materials generated under this Contract are subject to compliance with 49 CFR Part 18 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and regulations issued by the FAA and the Sponsor of the Federal grant under which this Contract is executed.
- X. Seismic Safety: In the performance of design services for new buildings and additions to existing buildings under this contract that are financed in whole or in part through the Airport Improvement Program, the **ENGINEER** agrees to furnish a building design and associated construction specification that conform to a building code standard which provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the **ENGINEER** may furnish OWNER a “certification of compliance” that attests conformance of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.
- Y. Certification of Offeror/Bidder Regarding Tax Delinquency and Felony Convictions: The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

- i. The applicant represents that it is () is not (✓) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely

manner pursuant to an agreement with the authority responsible for collecting the tax liability.

- ii. The applicant represents that it is () is not (✓) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Note: If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to OWNER about its tax liability or conviction to OWNER, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twenty four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

- Z. Veterans Preference: In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

IN WITNESS WHEREOF, the parties hereto have made and executed this Contract as of the date and year first written above.

OWNER:

CITY OF WASHINGTON

BY:

TITLE:

DATE:

WITNESS:

ADDRESS:

ENGINEER:

TALBERT, BRIGHT & ELLINGTON, LLC

BY:

President

TITLE:

DATE:

WITNESS:

ADDRESS:



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo and Members of City Council
From: Tammy Swindell, Administrative Services Director
Date: February 9, 2026
Subject: Grant Ordinance Amendment for Airfield Drainage Improvements

RECOMMENDATION:

I move that City Council approve the Grant Ordinance amendment to adjust the budget to the final funding amount awarded for airfield drainage improvements phase 2.

BACKGROUND AND FINDINGS:

The original funding that was awarded was in the notification of award was \$2,628,000 and the project was set up for that amount. However, once the project work authorization came in, it was at a reduced amount. The budget needs to be adjusted to reflect the updated amount awarded for the project and this action accomplishes that.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Grant Budget Ordinance Amendment

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCE FOR
AIRFIELD DRAINAGE IMPROVEMENTS PHASE 2
PROJECT AFD13.2
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 Airport Grant Project Fund be increased or decreased in the following accounts and amounts:

606-3480-0521	State Appropriation Project AFD13.2	(720,002)
---------------	--	-----------

Section 2. That the following appropriation accounts in the Airport Grant Project Fund be increased or decreased by the following amounts to fund closing cost:

606-8290-4502	Construction Project AFD13.2	(720,002)
---------------	---------------------------------	-----------

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 9th day of February, 2026.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Sadler & Members of the City Council
From: Hope Woolard, Public Works Director
Date: February 9, 2026
Subject: Jacks Creek Pump Station Automated Screens Project
Applicant Presentation: N/A
Staff Presentation: Hope Woolard

RECOMMENDATION:

I move that City Council authorized the Mayor to execute the Engineering Agreement with Rivers and Associates for the Jacks Creek Pump Station Automated Screens Project in the amount of \$340,000 and approve subsequent Purchase Order.

BACKGROUND AND FINDINGS:

The City accepted funding on August 5, 2024 for the Jacks Creek Pump Station Automated Screens Project No.: SRP-SW-0005 from the Local Assistance for Stormwater Infrastructure investments (LASII) funding program that will cover one hundred percent (100%) of eligible design costs up to the awarded amount of \$365,000.

The design will include two automated bar screens at the pump station to help mitigate the current flooding issues occurring within the drainage basin and to alleviate safety concerns for City personnel. The automated screens can operate continuously without the need for personnel to be on-site during storm events. This will improve the ability of the pump station to operate more efficiently, reducing the potential for blinding of the existing manual bar screens and damaging the pumps.

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT

Currently Budgeted (403-8270-0402) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

- Rivers & Associates Task Order No. 12

Attachment 1
SUGGESTED FORM OF
TASK ORDER

This is Task Order No. 12,
consisting of 8 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated March 13, 2023 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Jacks Creek Pump Station Automated Screens Project

B. Description: Engineering Services associated with preparation of Engineering Report/ Environmental Information document, surveying, preliminary and final design, permitting, and Funding Administration.

C. Number of Construction Contracts

The Specific Project is anticipated to be constructed under one Construction Contract(s).

2. Services of Engineer

Study and Report Services

Revise A1.01.A to read as follows:

A. Engineer shall:

1. Consult with Owner to define and clarify Owner's requirements for the Project and available data.
2. Advise Owner of any need for Owner to provide data or services of the types described in Exhibit B which are not part of Engineer's Basic Services.
3. Identify, consult with, and analyze requirements of NCDEQ Division of Water Infrastructure (DWI) to approve the ER, including but not limited to mitigating measures identified in the EID.
4. Identify and evaluate three (3) alternate solutions (one of which will be a "no action" alternative) available to Owner and, after consultation with Owner, recommend to Owner those solutions which in Engineer's judgment meet Owner's requirements for the Project.

Attachment 1
SUGGESTED FORM OF
TASK ORDER

5. Prepare a report (the “Report”) comprising the requirements for the ER and EID. The Report will provide a summary description of the project including current and future situations, flow projections, alternatives evaluation, present worth analysis, environmental considerations, and financial analysis. It will be formatted to comply with the requirements of DWI. It will contain, as appropriate, schematic layouts, sketches, and conceptual design criteria with appropriate exhibits, considerations involved, and preliminary alternative solutions available to Owner. For each feasible alternative Engineer will provide capital and recurring cost estimates and a 20-year Present Worth Analysis. Preliminary recommendations will be clearly summarized in the Executive Summary.
6. Perform or provide the following tasks or deliverables:
 - Engineer’s Report and Environmental Information Document shall comply with requirements of Owner’s Project funding agency, NCDEQ DWI.
 - Assist Owner in submission of Report to DWI, and in receipt of funding agency approval of Report.
7. Furnish one (1) review copy of the Report and any other deliverables to Owner within seventy-five (75) calendar days of the Effective Date and review it with Owner. Within seven (7) calendar days of receipt, Owner shall submit to Engineer any comments regarding the Report and any other deliverables.
8. Revise the Report and any other deliverables in response to Owner’s comments, as appropriate, and furnish three (3) copies of the revised Report and any other deliverables to the Owner within seven (7) calendar days of receipt of Owner’s comments.

Design Services

Revise A1.02 & A1.03 of Part 2 - Design Services as follows:

A1.02 Preliminary Design Phase

- A. Engineer shall on the basis of the above acceptance, selection, and authorization:
 1. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications and written descriptions of the Project.
 2. Provide necessary field surveys and topographic and utility mapping for design purposes. Utility mapping will be based upon information obtained from utility owners.

Attachment 1
SUGGESTED FORM OF
TASK ORDER

3. Advise Owner if additional reports, data, information, or services of the types described in Exhibit B are necessary and assist Owner in obtaining such reports, data, information, or services.
 4. Based on the information contained in the Preliminary Design Phase documents, submit a current opinion of probable Construction Cost and any adjustments to Total Project Costs known to Engineer, which will be itemized as provided in the Study and Report Phase Services section above.
 5. Furnish two (2) copies of Preliminary Design Phase documents to and review them with Owner.
 6. Submit to Owner two (2) final copies of the Preliminary Design Phase documents and revised opinion of probable Construction Cost within the time period set forth in the Task Order.
- B. Engineer's services under the Preliminary Design Phase will be considered complete on the date when final copies of the Preliminary Design Phase documents have been delivered to Owner.

A1.03 *Final Design Phase*

A. Engineer shall:

2. Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor. Where appropriate, prepare Specifications in general conformance with the format of the Construction Specifications Institute.
3. ~~Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of a Specific Project and assist Owner in consultations with appropriate authorities.~~
4. Provide Owner a current opinion of probable Construction Cost and any adjustments to Total **Estimated** Project Costs known to Engineer, itemized as provided in the Study and Report Phase Services section above.
5. Prepare and furnish two (2) copies of Bidding Documents for review and approval by Owner, its legal counsel, and other advisors, as appropriate, and assist Owner in the preparation of other related documents.
6. Submit three (3) final copies of the Bidding Documents and a current opinion of probable Construction Cost to Owner within the time period set forth in the Task Order.

Attachment 1
SUGGESTED FORM OF
TASK ORDER

~~7. Prepare for, coordinate with, participate in, and respond to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructability review requested by Owner, and perform or furnish services required to revise studies, reports, Drawings, Specifications, or other Bidding Documents as a result of such review processes.~~

B. Engineer's services under the Final Design Phase will be considered complete on the date when the required submittals have been delivered to Owner.

Other Services

Revise A2.01 of Part 5 - Other Services as follows:

A2.01

A. Engineer shall:

- ~~1. Prepare applications and supporting documents for private or governmental grants, loans or advances in connection with a Specific Project; prepare or review environmental assessments and impact statements; review and evaluate the effects on the design requirements for a Specific Project of any such statements and documents prepared by others; and assist in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of a Specific Project.~~
- ~~2. Provide services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner.~~
- ~~3. Provide renderings or models for Owner's use.~~
- ~~4. Undertake investigations and studies including, but not limited to, detailed consideration of operations, maintenance, and overhead expenses; the preparation of financial feasibility and cash flow studies, rate schedules, and appraisals; assist in obtaining financing for a Specific Project; evaluate processes available for licensing, and assist Owner in obtaining process licensing; detailed quantity surveys of materials, equipment, and labor, and audits or inventories required in connection with construction performed by Owner.~~
- ~~5. In addition to baselines and benchmarks, provide more extensive construction surveys and staking to enable a Contractor to perform its work and any type of property surveys or related engineering services needed for the transfer of interests in real property; and provide other special field surveys.~~

Attachment 1
SUGGESTED FORM OF
TASK ORDER

- ~~6. Provide assistance in responding to the presence of any Constituent of Concern at any Site, in compliance with current Laws and Regulations.~~
- ~~7. Prepare to serve or serve as a consultant or witness for Owner in any litigation, arbitration or other dispute resolution process related to a Specific Project.~~
- ~~8. Provide necessary field surveys and topographic and utility mapping for design purposes. Utility mapping will be based upon information obtained from utility owners.~~
9. Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of a Specific Project and assist Owner in consultations with appropriate authorities.

Additional Services Requiring an Amendment to Task Order

Part 6 of Exhibit A is incorporated by reference unless otherwise noted.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: No exceptions.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Time starting from Effective Date</u>
Engineering Report/ Environmental Information Document	3 Months
Surveying/ Easement Mapping	3 Months
Preliminary Design Phase	3 Months
Final Design Phase	6 Months
Permitting Phase	3 Months
Funding Administration	<u>Over Project Timeline</u>
Total	18 Months

Attachment 1
SUGGESTED FORM OF
TASK ORDER

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
Study and Report Phase (ER/EID)	Lump Sum	\$25,000.00
Survey	Lump Sum	\$15,000.00
Preliminary Design Phase	Lump Sum	\$65,000.00
Final Design Phase	Lump Sum	\$185,000.00
Permitting Phase	Lump Sum	\$40,000.00
Funding Administration	Lump Sum	<u>\$10,000.00</u>
	Total Compensation	\$340,000.00

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Consultants: RPA Engineering, P.A. – Structural Engineering

Dibble & Pledger, P.A. – Electrical Engineering

7. Other Modifications to Agreement:

Exhibit J3 is included with this Task Order.

8. Attachments: None.

9. Documents Incorporated By Reference: None.

10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

Attachment 1
SUGGESTED FORM OF
TASK ORDER

The Effective Date of this Task Order is February 9, 2026.

OWNER: City of Washington

ENGINEER: Rivers & Associates, Inc.

By: _____

By:  _____

Name: Ellen Brabo

Name: Gregory J. Churchill, P.E.

Title: Mayor

Title: President

Engineer License or Firm's Certificate No. F - 0334

State of: North Carolina

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Hope Woolard

Name: Blaine Humphrey, P.E.

Title: Public Works Director

Title: Sr. Project Manager

Address: 102 E. 2nd Street
P.O. Box 1988
Washington, NC 27889

Address: 107 E. Second Street
P.O. Box 929
Greenville, NC 27858 (27835 – P.O.
Box)

E-Mail Address: hwoolard@washingtonnc.gov

E-Mail Address: bhumphrey@riversandassociates.com

Phone: 252-975-9302

Phone: 252-752-4135

Fax: 252-946-1965

Fax: 252-752-3974

This is **EXHIBIT J3**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated March 13, 2023. As modified for Task Order No. 12 dated February 9, 2026.

Special Provisions

PROJECT DESCRIPTION

The purpose of this project is to complete design for installation of two automated bar screens at the existing stormwater pump station to help mitigate the current flooding issues occurring within the drainage basin and to alleviate safety concerns for City personnel. The existing screens require manual cleaning by City personnel standing on floating platforms to complete this work. The proposed automated screens can operate continuously, without the need for personnel to be on-site or in-water, specifically during major storm events. This will improve the ability of the pump station to operate more efficiently, reducing the potential for blinding of the existing manual bar screens and damaging the pumps.

The project will include an appropriate hydrological study utilizing the U.S. Army Corps of Engineers' Hydraulic Engineering Center – River Analysis System (HEC-RAS) to adequately size the automated screens for the existing pump station. The automated screens are anticipated to be a flex-rake style of debris removal. The design will include the necessary foundation and structural design to support the automated screens, as well as electrical design for operation of the screens. Structure and equipment design will include consideration for conveying debris removal from the automated screens. The design will also include requirements, plans and specifications for bypassing of the stormwater pumping station during construction, as well as staging requirements during construction. Topographic survey will include physical creek soundings and/ or bathymetric surveys of the creek bottom to provide anticipated excavation for the new improvements.

This Task Order for services will provide topographic survey for the stormwater pump station improvements, preliminary and final design of the pump station automated screens and foundation, and final permitting for the project. An Engineering Report and Environmental Information Document will also be completed for potential Division of Water Infrastructure funding. Services also include Funding Administration associated with the Project.

Geotechnical investigation and environmental mitigation funds have been established separately, and are not considered a part of this professional services agreement.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Domini Cunningham, Interim Community & Cultural Services Director
Date: February 4, 2026
Subject: Adopt a Resolution Authorizing the Mayor to Approve the Application for Financial Assistance
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move Council adopt the attached resolution to apply for the T-Mobile Hometown Grant for financing a portion of the cost of engineering and construction of the Downtown Streetscape Improvement Project Phase 2.

BACKGROUND AND FINDINGS:

The City of Washington seeks to continue enhancing the downtown area through Phase 2 of the Streetscape Improvement project. The project will include critical infrastructure improvements, sidewalk enhancements, decorative lighting, landscaping, and street furniture to improve pedestrian safety, accessibility, and overall aesthetic appeal of the downtown business district. The T-Mobile Hometown grant provides an opportunity to secure necessary funding for both engineering and construction phases of this project.

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT

This grant application, if successful, will provide funding for the engineering and construction costs of the Downtown Streetscape Improvement Project Phase 2. There is no fund match for this grant. The maximum grant amount is \$50,000.

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

SUPPORTING DOCUMENTS

- RESOLUTION

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The City of Washington has need for and intends to complete Phase 2 of the Downtown Streetscape Improvement Plan, and

WHEREAS, The City of Washington intends to request funding from the T-Mobile Hometown Grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF WASHINGTON:

That City of Washington, the Applicant, will arrange financing for all remaining costs of the project, if approved for a T-Mobile Hometown Grant award.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the governing body of the Applicant agrees to include in the grant agreement a provision authorizing the State Treasurer, upon failure of the City of Washington to make a scheduled repayment of the loan, to withhold from the City of Washington any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Bobby E. Roberson, Interim City Manager, and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with Main Street America for a grant to aid in the construction of the project described above.

That Ellen C. Brabo, Mayor, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate Grant agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto.

Adopted this the 9th day of February, 2026 at Washington, North Carolina.

Ellen C. Brabo, Mayor

ATTEST:

Cynthia Bennett, City Clerk

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the City of Washington does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Washington City Council duly held on the 9th day of February, 2026; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 9th day of February, 2026.

Cynthia Bennett, City Clerk

(SEAL)

[Home \(https://mainstreet.org/\)](https://mainstreet.org/)

[View Your Submissions \(/login?ReturnUrl=%2Fuser%2Fsubmissions\)](#)



[\(https://mainstreet.org/\)](https://mainstreet.org/)



T-Mobile Hometown Grant Application Q1 2026 (January 5 - March 31, 2026)

Ends on Wed, Apr 1, 2026 1:00 AM

T-Mobile Hometown Grants is a \$25 million, five-year initiative to support the people and organizations who help small rural towns across America thrive and grow. In this grant cycle, up to 25 applicants will be selected to receive a T-Mobile Hometown Grant. Apply for funding to support a community project of your choice, like revitalizing or repurposing a historic structure, creating a downtown asset or destination, or improving a space where friends and neighbors gather. Projects that add to a sense of place or could lead to further investment are of particular interest. We look forward to learning more about your town and your project.

T-Mobile's Hometown Grants program is entering its **final phase**, and there's still time to apply until March 31, 2026.

We launched this program in April 2021 with a five-year commitment to support **up to 500 small towns** across the country with **up to \$25 million** in funding—and we're proud to say that goal is nearly complete.

To date, T-Mobile's Hometown Grants have funded transformative projects in hundreds of communities—revitalizing parks, upgrading technology, supporting public safety, expanding access, and so much more. Each grant of **up to \$50,000** has helped communities **jumpstart local projects** and create lasting impact.

Important Deadline

- The **final opportunity to apply** is open now.
- **All applications must be submitted by March 31, 2026.**
- No applications will be accepted after this date.

We're grateful for every town, partner, and local leader who has brought this program to life. While this chapter is coming to a close, the stories, connections, and community impact will continue to grow for years to come.

HOW TO APPLY

Review the eligibility and grant criteria below to ensure your community and proposed project meets application requirements. Applicants can submit their proposals by completing this application form. **The grant application period will close on Tuesday, March 31, 2026 at 11:59 p.m. Central Time. No late applications will be accepted.** Applications will

be evaluated and selected by a review panel, and all applicants will be sent an award decision by late May 2026. Grant recipients will each receive an award of up to \$50,000 to implement their ideas and will have 12 months (June 1, 2026 - May 31, 2027) to complete their projects. Recipients will be required to submit a progress report at the 6-month mark following the grant disbursement, and a final report will be due at the end of the 12-month implementation period. All reports are to be completed using a template provided.

REVIEW CRITERIA

Your application will be reviewed by an internal T-Mobile review committee and non-profit partner based upon the following criteria. Please note that the letters of support for your project are an important part of this application.

- **Community need** - Proposed project should fill a demonstrated need in the community. This grant funding is intended for shovel-ready projects that would not otherwise be possible to implement through municipal funding. Proposal & letters of support should demonstrate strong community support for the project.
- **Community impact** - Project should connect the community in meaningful, innovative, and creative ways.
- **Partners and engagement** - Strong applications actively involve local organizations by incorporating them into the planning and execution processes and engaging the community in activating the project site. Letters of support should come from a variety of stakeholders within the community.
- **Feasibility** - You should have a shovel-ready plan ready to go and be able to complete your project within your detailed budget and within 12 months of receiving funding, if selected. **Projects must be completed and usable by the public by May 31, 2027. Make sure to consider these parameters when choosing the kind of project you propose for this grant.**
- **Alignment with T-Mobile's small town strategy** - T-Mobile strives to be a force for good. To read more about T-Mobile's many corporate initiatives and key segments, visit <https://www.t-mobile.com/responsibility> (<https://www.t-mobile.com/responsibility>).

ELIGIBILITY

Who may apply?

- This grant program is specifically open to 501(c)(3) and 501(c)(6) nonprofit organizations and local government entities. If selected, the grant award must be managed and deployed by the nonprofit organization or government entity who applied for the grant.
- Grant funds may not be awarded to for-profit businesses, directly or indirectly via pass-through funding to for-profit businesses. Additionally, religious congregations are not eligible for this grant program.
- Applicants must be located in small rural communities with a population of 50,000 people or less.
- Proposals must focus on a physical project benefiting the public.
- The applicant organization must own the site where the proposed project would be implemented OR provide a description/confirmation of adequate permissions to alter the site. If the applicant organization does not own the site, one of the letters of support must come from the owner of the site.
- Applicants may submit up to one (1) application per organization per grant cycle. Applicants may re-apply to subsequent grant cycles if they are not selected in an earlier round.
- Previous T-Mobile Hometown Grant Program grantees are eligible to apply again for later grant cycles. Previous T-Mobile Hometown Grant Program grantees must demonstrate successful completion of their prior grant project in their application.

What types of grant expenses are eligible?

Requested funding must be for a physical placemaking project.

Eligible Grant Uses:

- Construction/installation supplies and materials

- Equipment
- Labor costs for construction/rehabilitation/installation/artist fees
- Artist's supplies and fees associated with a community engagement design process (i.e. a mural or creative crosswalk informed by facilitated community discussions)
- Streetscape and/or indoor furniture for a community space
- Other physical items
- Special events or public space activation programming can only account for up to 10% or \$5,000 of total grant amount.

Ineligible Grant Uses:

- Engineering and architectural plans or fees
- Staff salaries (beyond initial construction/rehabilitation/installation labor)
- Operational and maintenance expenses
- Reimbursement for projects that are already completed
- Pass-through funding to private entities or initiatives

TIMELINE

- Applications Open on January 5, 2026
- Applications Close on Tuesday, March 31, 2026 at 11:59 p.m. CT
- Grant Recipients Notified by late May 2026
- Grant Funds Disbursed to Selected Recipients approximately June 1, 2026
- Project Implementation Period: June 1, 2026 – May 31, 2027
- Final Grant Reports Due June 11, 2027

TIPS FOR SUBMITTING YOUR APPLICATION


- To help avoid losing any work as you complete your application, we encourage you to type your responses into a separate document, saving your work frequently. When you're ready to submit your application, you can copy and paste your responses into this form and click "submit." You can also save your work in the Submittable application form, but we still recommend saving a backup copy of your work.
- Gather cost/pricing information for your budget document early and request letters of support from key stakeholders early so you're ready to upload these materials before the deadline.
- Carefully review your application and file uploads before you submit. No late applications will be accepted, and no changes may be made to your application once submitted.
- Make sure your email address is correct and add notifications@email.submittable.com (<mailto:notifications@email.submittable.com>) to your contacts to receive updates about your proposal. Otherwise, emails sent via the submission portal may end up in your spam folder!
- This grant program is open to communities that are part of the Main Street America network as well as those that are not currently part of the Main Street America network. If your organization is a Main Street America community, you will be asked to enter your Main Street America member ID number in this application. You can find your MSA member number in the [Members Area](https://nmsc.app.neoncrm.com/np/clients/nmsc/login.jsp) (<https://nmsc.app.neoncrm.com/np/clients/nmsc/login.jsp>), on your membership renewal notices, and in renewal confirmation emails. If you need help locating your organization's MSA member number, contact Membership@mainstreet.org (<mailto:Membership@mainstreet.org>) or 312-610-5611.

Award determinations will be made by late May 2026 and funds will be disbursed by approximately June 1, 2026, if selected. You will receive a notification about award determinations via your Submittable account that you use to submit your application. Please note that you cannot make any changes to your application once it has been submitted. We look forward to receiving your project proposal!

Questions? Email TMobileGrant@mainstreet.org (<mailto:TMobileGrant@mainstreet.org>).

We use Submittable to accept and review our submissions.

[Continue \(/login?returnUrl=%2fsubmit%2f345214%2ft-mobile-hometown-grant-application-q1-2026-january-5-march-31-2026\)](/login?returnUrl=%2fsubmit%2f345214%2ft-mobile-hometown-grant-application-q1-2026-january-5-march-31-2026)

 [Technical Help \(https://www.submittable.com/help/submitter?orgId=10786\)](https://www.submittable.com/help/submitter?orgId=10786) | [Privacy Policy \(http://www.submittable.com/privacy\)](http://www.submittable.com/privacy)

 Powered by [Submittable \(https://www.submittable.com/what-is-submittable/?ref=poweredby\)](https://www.submittable.com/what-is-submittable/?ref=poweredby) © 2026



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Kristi Roberson, Parks & Recreation Director
Date: February 9, 2026
Subject: Authorize the Recreation Director to apply for the Hometown T-Mobile grant
Applicant Presentation: N/A
Staff Presentation: Kristi Roberson

RECOMMENDATION:

I move that City Council authorize the Recreation Director to apply for the Hometown T-Mobile grant in the amount of \$50,000 to develop an adult soccer practice field near the Bobby Andrews Recreation Center.

BACKGROUND AND FINDINGS:

T-Mobile is committing up to \$25 million through 2026 to support small towns, villages, and territories across America by funding community projects.

Grants are up to \$50K per town. Applications will be open on a quarterly basis with the following schedule.
Spring: Applications open January–March.

Funding would be used to develop an adult soccer field on the old “band field” near the Bobby Andrews Recreation Center. This field will be used as a practice area and games if requested.

PREVIOUS LEGISLATIVE ACTION

None

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

none



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Bobby Roberson, Intern City Manager
Date: February 5, 2026
Subject: Whichard Beach ETJ
Applicant Presentation: Bobby Roberson
Staff Presentation: Bobby Roberson

RECOMMENDATION:

Requesting City Council to direct the Planning Staff to proceed with eliminating the Whichard Beach area from the City of Washington’s ETJ.

BACKGROUND AND FINDINGS:

For many years North Carolina cities used the “standard and services” provisions to annex property into the corporate limits without the vote of the people. The new area annexed had to be in compliance with the Civil Rights Act of 1965. The extraterritorial limit gave cities the authority to go beyond the corporate limits of the city to regulate land use controls. Property owners in the ETJ had representation on the Planning Board and the Board of Adjustment and could vote as if they were in the city. The ETJ property owners were regulated by the city, but were not allowed to vote or pay city taxes.

PREVIOUS LEGISLATIVE ACTION

Several years ago, the N.C. General Assembly did away with the Standard and Services Provision for cities to annex property.

FISCAL IMPACT

All across the state cities are reducing their ETJ because it’s not cost effective for cities to service areas in the ETJ.

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

SUPPORTING DOCUMENTS

Map



GRAY RD

BRAGAW LN

US 17 HWY

NC 33 HWY E

POORE FARM RD

US 17 HWYS

SANDHOLE RD

TARHEELS DR

VICTORIA DR

SLO DR

BAY LAKE DR

POTOMAC DR

JADE N

SH LN

ANN ST

WATER ST

E 2ND ST

EMANS ST

E 5TH ST

HAVENS ST

0 500,000 2,000 3,000 4,000 Feet

WHIGHAMS BEACH RD

BEACH PL

ISABELLANE

RIVER RD

BROCKLIN RD

Department	Project Name	Rank	2026-27	2027-28	2028-29	2029-30	2030-31		
Fire/EMS	Cardiac Defibrillator	1	\$69,000.00					\$69,000.00	Replacement of 2017 Defibrillator
	Cardiac Defibrillator	1		\$73,500.00				\$73,500.00	Replacement of 2018 Defibrillator
	Cardiac Defibrillator	1			\$78,000.00			\$78,000.00	Replacement of 2019 Defibrillator
	Cardiac Defibrillator	1				\$82,500.00		\$82,500.00	Replacement of 2021 Defibrillator
	Cardiac Defibrillator	1					\$87,500.00	\$87,500.00	Replacement of 2023 Defibrillator
	Repainting Interior Walls Station-2	4	\$30,000.00					\$30,000.00	Walls have not been painted since the station was built in 2008.
	Floor Replacement Station-2	4	\$25,000.00					\$25,000.00	Flooring needs to be replaced in offices and training room.
	Tower Ladder Truck	1	\$2,250,000.00					\$2,250,000.00	Replacement of 2006 model Pierce Tower Truck (230) There is a 30 month lead time on delivery, and does not have to be paid for until delivery. Truck has been out of service numerous times and parts are getting hard to get for repair. This truck is necessary to maintain ISO rating. Truck has been out of service for ten of the last 18 months with repair costs exceeding \$65,000
	EMS Truck	1		\$350,000.00				\$350,000.00	Replacement of 2017 model EMS Truck (430)
	Station-2 Stormwater Retention Pond Replacement	8	\$135,000.00					\$135,000.00	Retention ponds will no longer pass environmental tests, and need to be replaced.
Engine Replacement	1		\$1,300,000.00				\$1,300,000.00	Replacement of 2015 model engine. Build lead time of 24 months, and does not have to be paid for until delivery.	
Technical Rescue Equipment	1	\$60,000.00					\$60,000.00	Updating and replacing aging technical rescue & extrication equipment. Our equipment can no longer be serviced.	
HVAC Replacement	1	\$35,000.00					\$35,000.00	Replacing HVAC units at Station 2.	
Station-1 Replacement	1	\$13,650,000.00					\$13,650,000.00	Replacing Station-1 per recommendation of needs assessment	
Total:			\$16,254,000.00	\$1,723,500.00	\$78,000.00	\$82,500.00	\$87,500.00	\$18,225,500.00	
Police	Police Vehicles		130,000					130,000	Replacement of Vehicles #142 #148
	Police Vehicles			140,000				140,000	Replacement of Vehicles #160 #151
	Upgrade Cradle Points 5g		40,000					40,000	Replacement of 4g Cradle points
	Patrol Vehicles				400,000			400,000	Replacement of Patrol Vehicles
	Patrol Vehicles					420,000		420,000	Replacement of Patrol Vehicles
	Patrol Vehicles						260,000	260,000	Replacement of Patrol Vehicles
	Total		170,000	140,000	400,000	420,000	260,000	1,390,000	
Planning	Street Scape Phase 2		1,500,000					1,500,000	Engineering and Construction for phase 2 of the streetscape project on Market Street from Stewart to 2nd.
Planning	Total		1,500,000	0	0	0	0	1,500,000	
Waterfront Docks	Dock Repairs	1	75,000					75,000	Sub-surface repairs to extend the life of the docks
	Dock Refurb							0	Floating docks to replace existing structures
	Total		75,000	0	0	0	0	75,000	
Library	Library Expansion	1	100,000	100,000	100,000	100,000	100,000	500,000	Expansion fund for Brown Library
	Exterior Building Maintenance	1	30,000					30,000	Repair/refinish or replace exterior crown/trim/fascia board.
	Paint Interior Bldg.	1		55,000				55,000	Paint the interior of the library
	Replace Carpet	1			168,000			168,000	Replace carpet in the library
	Total		130,000	155,000	268,000	100,000	100,000	753,000	

Civic Center	Roof replacement	1	93,000					93,000	Replace roof as there are 100+ missing shingles
	Window replacement	2		33,000				33,000	Replace six 90" x 70" glass windows and repair + paint surrounding wood insulation
	Total		93,000	33,000	0	0	0	126,000	
Recreation B&G									
	Havens Gardens Playground Shelter replacement	1	135,000					135,000	Replace shelter due to rotting posts and deteriorating roofing. These shelters are getting costly to repair and need to be replaced for safety. (Bridge side was replaced in 25-26)
	Repave Havens Garden parking lot	2	65,000					65,000	Repave broken asphalt in the parking lot that has been patched several times over the past 20 years.
	Vehicle Replacement #807	3	60,000					60,000	Current Truck is 10 years old with 105,086 miles.
	Mulch bins at complex	4	38,000					38,000	Build mulch bins by complex maintenance shop to prepare area for future field growth. Bins will allow us to store larger quantities, thus saving money.
	Security Cameras - Sports Complex	5	35,000	35,000	35,000			105,000	Install 4 cameras, mount wires and POE switches for sports complex for security of facility and grounds. (phase 1 of 3)
	Restroom facility for Splashpad			105,000				105,000	Restroom facilities for 7th Street Park, including 80' sidewalk from splash pad to the restroom
	Restroom facility for Bug House			105,000				105,000	Permanent restroom facilities - playground, tennis & pickle ball.
	Total		333,000	245,000	35,000	0	0	613,000	
Senior Center									
	Senior Center Elevator	1	135,000					135,000	Elevator replacement for Senior Center . Replacement parts are getting hard to find and repairs are getting more costly.
	803 Van Replacement	2	65,000					65,000	Replace 2007 15 passenger van with a Ford Transit van. Summer Programs, Senior Trips, Staff Tours, City Council Travel.
	Total		200,000	0	0	0	0	200,000	
Aquatic Center									
	Storage and family restroom at Aquatic Center	1	110,000					110,000	Adding a family restroom for individuals that need access to a facility if their caregiver is a different gender. Also adding needed storage for pool supplies and materials.
	Total		110,000	0	0	0	0	110,000	
Athletics									
	Replace Field Lights at Sports Complex		140,000	140,000	140,000	140,000	140,000	700,000	Replace 25 year old baseball/softball field lights. Some fixtures no longer work and parts are coming hard to find and replace. (Phase 1 of 6) 4 baseball fields & 2 softball fields.
	Shade Structures Field #1, 3, 5			75,000				75,000	Add shade structures over the bleachers
	Shade Structures Field #2, 4, 6				75,000			75,000	Add shade structures over the bleachers
	Adult Softball Field						425,000	425,000	Log and grade area at Susiegray McConnell Sports Complex to install a new adult softball field with lighting and fencing.
	"Band Field" by BARC - turn into practice soccer fields			50,000				50,000	Provide viable practice fields for youth and adults. Additional space will give Complex field opportunity to repair.
	Runyon Creek Boardwalk			325,000				325,000	Connect the kayak launch to the Havens Gardens park side. Apply for CAMA funds
	Complex - Pave Parking Lot					300,000		300,000	Remove railroad ties, increase parking spaces with paving and striping.
Recreation	Total		140,000	590,000	215,000	440,000	565,000	1,950,000	
010 Fund									
Equipment Services									
010-4250	Replace Vehicle - 9410	1		60,000				60,000	Replace Vehicle - 9410, 2011 Chevrolet 1500
010-4250	Replace Vehicle - 512	2				80,000		80,000	Replace Vehicle - 512, 2020 Ford F-250

			-	60,000	-	80,000	-	140,000	
Municipal Building									
010-4260	Replace Vehicle - 138	1	30,000					30,000	Replace Vehicle - 138, 2011 Ford Fusion
010-4260	General Maintenance	2		50,000				50,000	Clean and seal outside of building - Paint windows
			30,000	50,000	-	-	-	80,000	
Streets									
010-4510	Street Resurfacing	1	180,000	180,000	198,000	198,000	198,000	954,000	20 Yr. Resurface Plan/GF Share Addition To Powell Bill
010-4510	Replace Equipment - 468	2	225,000					225,000	Replace Equipment - 468, 2006 John Deere Tractor
010-4510	Replace Vehicle - 455	3	125,000					125,000	Replace Vehicle - 455, 2016 Ford F-650 Dump Truck
010-4510	Replace Equipment - 461	5			200,000			200,000	Replace Equipment - 461, 1992 Caterpillar Motor Grader
010-4510	Replace Equipment - 450	6				70,000		70,000	Replace Equipment - 450, 2019 Asphalt Hot Box
010-4510	Replace Vehicle - 452	7				85,000		85,000	Replace Vehicle - 452, 2019 Ford F-250
								0	
			530,000	180,000	398,000	353,000	198,000	1,659,000	
Powell Bill									
010-4511	Replace Equipment - 466	1			350,000			350,000	Replace Equipment - 466, 2020 Freightliner Street Sweeper
			-	-		-	-	-	
			-	-	350,000	-	-	350,000	
	Total Public Works		560,000	290,000	748,000	433,000	198,000	2,229,000	
	Total General Fund		\$18,015,000.00	\$3,176,500.00	\$1,744,000.00	\$1,475,500.00	\$1,210,500.00	\$25,596,500.00	

039-4740 Cemetery										
039-4740		Replace Equipment - 520	1		50,000			50,000	Replace Equipment - 520, 2013 Kubota Backhoe Loader	
039-4740		Replace Vehicle - 510	2		50,000			50,000	Replace Vehicle - 510, 2016 Ford F-150	
039-4740		Replace Vehicle - 513	3		100,000			100,000	Replace Vehicle - 513, 2013 Ford F-350 Dump Truck	
039-4740		Replace Vehicle - 511	4			50,000		50,000	Replace Vehicle - 511, 2019 Ford F-150	
Cemetery Total					-	200,000	-	50,000	-	250,000
Public Works Grand Total					330,000	1,115,000	748,000	1,258,000	798,000	4,249,000

039-4740 Cemetery										
039-4740		Replace Equipment - 520	1		50,000			50,000	Replace Equipment - 520, 2013 Kubota Backhoe Loader	
039-4740		Replace Vehicle - 510	2		50,000			50,000	Replace Vehicle - 510, 2016 Ford F-150	
039-4740		Replace Vehicle - 513	3		100,000			100,000	Replace Vehicle - 513, 2013 Ford F-350 Dump Truck	
039-4740		Replace Vehicle - 511	4			50,000		50,000	Replace Vehicle - 511, 2019 Ford F-150	
Cemetery Total					-	200,000	-	50,000	-	250,000
Public Works Grand Total					330,000	1,115,000	748,000	1,258,000	798,000	4,249,000

Fund	Department	Project Name	Rank	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036	Total	Description
030 Fund	Water														
030-7250	Water Meter														
030-7250		Replace Vehicle - 413001	1							60,000				60,000	Replace Vehicle - 413001, 2022 Ford F-150
										60,000				60,000	
		<i>Water Meter Total</i>													
030-8100	Water Treatment														
030-8100		Well 5 & Well 6- Replace Clay Valves	1	60,000										60,000	Well 5 & Well 6- Replace Clay Valve & add inline flow meters
030-8100		Paint Clearwells	2	100,000										100,000	Paint 1 MG & 1.5 MG Clearwell
030-8100		Replace Drives for High Service Pumps	3	90,000										90,000	3 drives are currently 20+ Years Old
030-8100		Potassium Permanganate Feed System	4	75,000										75,000	Original feed system installed in 1993 - No backups
030-8100		Replace PLC with Logic	5		75,000									75,000	Replace the original PLC system for the filtration system at the Water Plant
030-8100		In-plant SCADA	6		200,000									200,000	Upgrade plant SCADA for more efficient operations
030-8100		Replace Vehicle - 550	7		60,000									60,000	Replace Vehicle - 550, 2015 Dodge Durango
030-8100		Rehabilitate Brine Storage Room	8		70,000									70,000	Rehabilitate the brine storage room by replacing the doors and concrete floor to address corrosion issues
030-8100		Replace Vehicle - 552	9		45,000									45,000	Replace Vehicle - 552, 2014 Dodge Journey
030-8100		Paint Water Treatment Plant	10		200,000									200,000	Paint inside of Water Treatment Plant, after rehab completed
030-8100		Replace Backwash Pump	11			100,000								100,000	Original pump installed in 1993 - No Backups
030-8100		Re-Asphalt at Plant	12			90,000								90,000	Re-Asphalt main driveways at plant
030-8100		Replace Filter Feed Pumps 1-3	13			90,000								90,000	Current pumps have been in service 25+ years
030-8100		Purchase Land and Perform Test Wells	14			506,000								506,000	Identify and purchase land for future raw water well sites
030-8100		Install a Secondary Backwash Pump	15			170,000								170,000	Install a secondary backwash pump to act as a backup to the current system
030-8100		Run Fiber to Plant and Wells	16				290,000							290,000	Increase communication system at Plant and Wells
030-8100		Well Upfit (1,2,5&6)	17				600,000							600,000	Increase capacity to 1,000 GPM at 4 locations
030-8100		Additional Wells (4)	18				6,000,000							6,000,000	Add 4 new raw water wells as demand increases
030-8100		Replace Raw and Finished Water Sample Pumps	19				60,000							60,000	Replace the original raw water and finished water sample pumps that were installed in 1993, two (2) of the eight (8) pumps are not functioning
030-8100		Replace Bulk Salt Tanks	20					575,000						575,000	Replace existing bulk salt tanks due to age
030-8100		Add Generator at Well 4	21						115,000					115,000	Add a permanent generator at well
030-8100		Additional Effluent Structure	22							590,000				590,000	Construct a second effluent structure to increase the overall capacity of the waste holding system
030-8100		Replace Potassium Permanganate Feed System with Sodium Permanganate	23							480,000				480,000	Replace the original dry potassium permanganate system with a liquid sodium permanganate system
030-8100		Replace Equipment - 553	24							75,000				75,000	Replace Equipment - 553, 2019 Kubota Tractor
030-8100		Replace Vehicle - 565001	25							60,000				60,000	Replace Vehicle - 565001, 2023 Ford F150
030-8100		Replace Vehicle - 547001	26							110,000				110,000	Replace Vehicle - 547001, 2023 International Dump Truck
030-8100		Rehabilitate Bisulfite Building	27								150,000			150,000	Construct an additional bisulfite building to separate the residual analyzer and sampler from corrosive chemicals
030-8100		Replace Portable Generator (555)	28								125,000			125,000	Replace portable generator (555) at RWTP
030-8100		Replace Vehicle - 554001	29									50,000		50,000	Replace Vehicle - 554001, 2025 Chrysler Voyager
030-8100		Add Generator Well 1	30									115,000		115,000	Add Permanent Generator and ATS at Well 1
030-8100		Add Generator Well 2	31									115,000		115,000	Add Permanent Generator and ATS at Well 2
030-8100		Add Generator Well 7	32									115,000		115,000	Add Permanent Generator and ATS at Well 7
		<i>Water Treatment Total</i>		325,000	650,000	956,000	6,950,000	575,000	705,000	555,000	170,000	275,000	395,000	11,556,000	
030-8140	Water Maintenance														
030-8140		Hydrants - Page Road & Hwy 264 W	1		50,000									50,000	Install Hydrants at Page Road and Hwy 264 W for flushing/Fire Protection
030-8140		Replace Vehicle - 418	2				60,000							60,000	Replace Vehicle - 418, 2019 Ford F-150
030-8140		Fire Hydrant Painting and Marking	3					160,000						160,000	Fire Hydrant Painting and Marking
030-8140		Replace Vehicle - 411	4					90,000						90,000	Replace Vehicle - 411, 2020 Ford F-250
030-8140		Replace Vehicle - 410	5					70,000						70,000	Replace Vehicle - 410, 2020 Ford F-150
030-8140		Replace Vehicle - 416	6						70,000					70,000	Replace Vehicle - 416, 2021 Ford F-150
		<i>Water Maintenance Total</i>			50,000		60,000	320,000	70,000					500,000	
030-8180	Water Construction														
030-8180		Replace 2" Waterline -W 11th St to Trade St	1	1,000,000										1,000,000	Replace 2" water line and header - W 11th St to Trade St
030-8180		Quail Ridge Waterline Replacement	2		2,500,000									2,500,000	Replace 1500' of 8" asbestos cement waterline & renew services
030-8180		Replace Equipment - 4011	3		110,000									110,000	Replace Equipment - 4011, 2017 Yanmar Excavator w/Trailer
030-8180		Replace Telfair/6th St Water Line	4				1,500,000							1,500,000	Replace 1000' of 2" galvanized water line and add hydrant to AWWA Specification
030-8180		Replace 3rd St Elevated Tank	5					5,000,000						5,000,000	Tank is 90+ Years Old
030-8180		Replace Equipment - 420	6					120,000						120,000	Replace Equipment - 420, 2020 Caterpillar Backhoe
		<i>Water Construction Total</i>		1,000,000	2,610,000		1,500,000	5,120,000						10,230,000	

032-8230	Upfit 13th & Bridge Lift Station	19										100,000		100,000	Upgrade pumps, motors, and controls
032-8230	Replace Generator at River Birch LS (567)	20											60,000	60,000	Replace Generator (567) at Lift Station
<i>Lift Stations Total</i>			<i>75,000</i>	<i>1,675,000</i>	<i>2,575,000</i>	<i>90,000</i>	<i>250,000</i>	<i>90,000</i>	<i>160,000</i>	<i>200,000</i>	<i>100,000</i>	<i>60,000</i>	<i>5,275,000</i>		
Sewer Total			3,880,000	24,095,000	6,187,000	540,000	805,000	670,000	660,000	750,000	480,000	550,000	38,617,000		
034 Fund Stormwater															
034-5710 Stormwater															
034-5710	Drainage Improvements	1	242,000	242,000	242,000	242,000	266,000	266,000	266,000	266,000	266,000	293,000	2,591,000		Ditch work and pipe repairs in various locations
034-5710	Kinston Street Drainage Improvements	2	300,000										300,000		Improve drainage in the Kinston Street sub basin as per drainage study recommendations
034-5710	Replace Equipment - 4050	3	50,000										50,000		Replace Equipment - 4050, 2016 John Deere Gator
034-5710	Mini Excavator	4	110,000										110,000		Addition to fleet - Needed to perform various drainage maintenance projects
034-5710	Generator Jacks Creek	5		750,000									750,000		650 KW Generator at Jacks Creek stormwater pump station
034-5710	Trash Removal Jacks Creek	6		3,200,000									3,200,000		Automatic Bar Screens at Jacks Creek pump station
034-5710	Brown/Simmons Street Area Improvements	7		8,000,000									8,000,000		Brown Street, Simmons Street Drainage Improvements
034-5710	Dredge Jacks Creek	8			4,000,000								4,000,000		Dredge Jacks Creek from 7th St to the pump station for more storage capacity
034-5710	Upstream Improvements Jacks Creek	9			8,200,000								8,200,000		Phase 2 Stormwater Improvements, Jacks Creek Basin
034-5710	Slip Line Pipe 6,000 Ft. - W 13th St to Summit St	10			1,500,000								1,500,000		Slip line pipe 6,000 Ft. - W 13th St to Summit St.
034-5710	Replace Equipment - 460	11				120,000							120,000		Replace Equipment - 460, 2019 Caterpillar Backhoe
034-5710	Replace Equipment - 471	12							250,000				250,000		Replace Equipment - 471, 2023 Large Tractor with Mid-Mount Mower
034-5710	Replace Vehicle - 453001	13								120,000			120,000		Replace Vehicle - 453001, 2023 International Dump Truck
034-5710	Replace Vehicle - 457001	14								110,000			110,000		Replace Vehicle - 457001, 2024 Chevrolet Silverado Pickup Truck
034-5710	Replace Vehicle- 549001	15								50,000			50,000		Replace Vehicle - 549001, 2023 Ford F-150
Stormwater Total			702,000	12,192,000	13,942,000	362,000	266,000	266,000	266,000	516,000	546,000	293,000	29,351,000		
Public Works Grand Total			5,907,000	39,597,000	21,085,000	9,412,000	7,086,000	1,711,000	1,541,000	1,436,000	1,301,000	1,238,000	90,314,000		

\$ are thousand

Fund	Department	Project Name	Rank	2026-27	2027-28	2028-29	2029-30	2030-31	Total
Electric	Distribution / Transmission								0
		Hwy 17 Sub Tie MT3-2			403				403
		Multiphase Mkt to Slatestone Distribution Tie MT4-1		900					900
		Multiphase Mkt to Slatestone Transmission Tie MT4-1			1,500				1,500
		Multiphase Asbury Church Rd & River Rd Refeed FH-1&2			1,200				1,200
		Hwy 264/John Small 34 kV Rebuild TR-1		504	1,000				1,504
		W 5th St 34 kV Rebuild. Clark Neck to Industrial Pk TR-2		924					924
		Hamilton Beach 34 kV Tap for Hwy 17 Sub TR-3			385				385
		Airport Circuit 34 kV Temporary Feed		1,500					1,500
		15th St Betterments				8,000			8,000
		Distribution Reclosers	S 4	70	70				140
		Hospital Subdivision			3,500				3,500
	Substation	Main Substation Transformer Upgrade MN-4		3,000					3,000
		Main Sub Feeder Upgrades and regulators MN-1,-2 &-3		484					484
		Substation Reclosers	S 3	100	100				200
	Future Substation Construction	Substation 15 & 35 kV Regulators	S 2	120	120				240
		Highway 17 Aviation Substation HWY17-1			7,000				7,000
	Miscellaneous	Advanced Meter Infrastructure	S 1	2,000	2,000				4,000
		GIS/OMS Asset Management		500	500				1,000
		Load Management Switches		50	50				100
		Electric Metering Equipment	M3	50	50				100
		Electric Meter Test Board Replacement		80					80
		Substation Peak Shave Generator		1,000	1,000	1,000			3,000
		Runyon Hills URD			300				300
		Peak Shaving Generator Overhaul/Replacement	M 1	100	100	100			300
		Smallwood Street Light Replacement with Decorative Poles		150					150
		Jack's Creek Tower Replacement		420					420
		Downtown Transclosure Replacements			60	60	60	60	240
		Street/Area Light Replacement with LEDs		25	25				50
	Administration Vehicles								0
	Meter Shop Vehicles	Vehicle #653 - Pick Up Truck		50					50
									0
	Substation / Load Management Vehicles								0
	T&D Vehicles								0
									0
	T&D Equipment	Vehicle #615			60				60
		Vehicle #622			60				60
				12,027	19,483	9,160	60	60	40,790
	Totals								40,790

need general fund amount to include for fire

Fund	Department	Project Name	Rank	2026-27	2027-28	2028-29	2029-30	2030-31	Total	Description
037-4530	Airport	Ventrac Mower		50,000					50,000	Property maintenance equipment used for mowing and can be used for multiple other maintenance jobs with proper attachments.
037-4530	Airport	New Camera System			65,000					New camera system for the airport that will include cameras to monitor hangars, gates and North GA Drone Area.
037-4530	Airport	Tractor				70,000			70,000	Tractor for wide area mowing and bush hogging.
606-8290	Airport	Backup Generator		165,000					165,000	Back up generator for Terminal Building, Airfield Lights and fuel farm. Possibly use State funds with no matching expense.
606-8290	Airport	Taxiway & Apron		700,000					700,000	Environmental Documentation and Design for new Taxiway D and Aircraft Apron near Runway 5 end
606-8290	Airport	Hangar Development		1,200,000					1,200,000	Design and Construction of taxilanes, aprons, access road and hangars
606-8290	Airport	Airport Building Improvements		1,200,000					1,200,000	Design and Construction for improvements to existing airport buildings and hangars
606-8290	Airport	Runway Improvements		2,000,000					2,000,000	Design and Construction Improvements to Runway 17-35 Pavement Surface to improve operational safety
606-8290	Airport	Aerospace Industrial Park Improvements		2,304,500					2,304,500	Environmental Documentation, Design and Construction of Improvements including grading, drainage, utilities, paving, etc. for Aerospace Industrial Park Area.
606-8290	Airport	Fuel Farm Refurbishment		386,900					386,900	Replacement of existing pumps, motors, filters, improvements to piping to provide a properly functioning fuel system.
606-8290	Airport	Localizer Refurbishment		400,000					400,000	Refurbishment of the existing localizer equipment that is old and in need of replacement equipment.
		Total		8,406,400	65,000	70,000	0		8,476,400	

Resolution Opposing NCDOT Project U-5860 and Directing Its Removal from the Statewide Transportation Improvement Program (STIP)

WHEREAS, North Carolina Department of Transportation (NCDOT) Project U-5860, commonly known as the 15th Street Project, has been under consideration for more than a decade; and

WHEREAS, the project, as currently designed and funded, has been repeatedly and overwhelmingly rejected by the residents of the City of Washington; and

WHEREAS, the City Council finds that the project, as proposed, poses irreversible harm to public safety, neighborhood connectivity, economic vitality, and the historic and community character of the City; and

WHEREAS, the continued inclusion of Project U-5860 in the Statewide Transportation Improvement Program (STIP) precludes the City from implementing near-term safety improvements and prevents the consideration of a community-supported, context-sensitive redesign of the 15th Street corridor; and

WHEREAS, the City Council finds that the advancement of Project U-5860, as funded, is inconsistent with the City's adopted policies, planning priorities, and obligation to protect the safety and welfare of its residents;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Washington hereby opposes NCDOT Project U-5860 as currently funded and designed and formally requests its removal from the Statewide Transportation Improvement Program; and

BE IT FURTHER RESOLVED, that the City Council directs that all work to advance Project U-5860 be ceased and that the removal of the project from the STIP is necessary to allow the City to pursue immediate safety improvements and a community-driven, multimodal vision for the 15th Street corridor; and

BE IT FURTHER RESOLVED, that the City Manager is directed to transmit this resolution to NCDOT, the North Carolina Board of Transportation, and appropriate state and regional partners.

ADOPTED this 9th day of February, 2026.