

Moment of Silence/Invocation

Opening of Meeting

Pledge of Allegiance

Roll Call

Approval of minutes from January 12 & 21, 2026 (page 4)

Approval/Amendments to Agenda

RECOGNIZE:

**115TH ANNIVERSARY OF GEORGE H. & LAURA E. BROWN LIBRARY &
BECKETT BOWEN –DISTINGUISHED YOUNG READER AWARD**

- 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. Accept – NCLM soft body armor reimbursement grant and Adopt grant project ordinance (page 80)
 - B. Adopt – Budget Ordinance amendment to close the boardwalk project phase I, II, III out of Fund 121 back to the General Fund (page 84)
 - C. Adopt – Grant & Budget Ordinance Amendment to adjust the budget to the funding amount awarded for the Cherry Run Phase II Project (page 86)
- II. Comments from the Public:
- * Each speaker must sign-in on the sign-up sheet on the table at the back of the Council Chambers.
 - * During the Comments from the Public portion of the agenda, the City Manager will call on individuals signed in to address Council.
 - * When called to speak, each speaker will identify him/herself by giving his/her **name and address**.
 - * Each speaker will be limited to speaking one time on any topic. When you are finished speaking please step away from the podium and be seated.
 - * Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of five (5) total minutes**. Each group is encouraged to designate a single spokesperson for their group.
- III. Public Hearing 6:00pm - Zoning: **None**



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

- IV. Public Hearing 6:00pm- Other:
A. Closeout Grant – FY17 & FY19 CDBG – NR Project Closeout: Grants 17-D-3143 & 19-C-3143 {Kelly Children’s Home} **(page 88)**
- V. Scheduled Public Appearances:
A. Tom Stroud & Harbor Peoples – NC Estuarium NC Seafood School
- VI. Correspondence and Special Reports:
A. Memo – PO’s > \$50,000: **None**
B. Memo – Budget Transfers: **None**
C. Report – George H. and Laura E. Brown Library Annual Report **(page 90)**
- VIII. Reports from Boards, Commissions and Committees:
- IX. Appointments:
A. Appointment: Historic Preservation Commission **(page 96)**
B. Appointment: Washington-Warren Airport Authority **(page 99)**
C. Appointment: Council Liaisons/Representatives for Boards, Commissions, Committees **(page 117)**
- X. Old Business:
A. Approve – Audit contract for fiscal year 2026 to Martin Starnes and Associates, CPA, PA **(page 118)**
- XI. New Business:
A. Adopt– Budget Ordinance Amendment allocating additional overtime funds for Fire and EMS operations **(page 130)**
B. Award – Bid to Atlantic Emergency Solutions for firefighting equipment to be purchased with funds from the Assistance to Firefighters Grant (AFG) **(page 133)**
C. Award – Installment purchasing financing bid to First Bank for sanitation trucks and Authorize Finance Director to execute necessary documents to close this transaction **(page 135)**
D. Adopt – Budget Ordinance Amendment for appropriating Fund Balance in the General Fund for attorney fees **(page 137)**
E. Approve – Water/Sewer Asset Plan to address the Local Government Commission’s required response regarding the water/sewer asset performance indicator of concern **(page 139)**



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

- F. Award – 2025-2026 Street Improvements and Resurfacing contract to Tripp Brothers, Inc. and Approve subsequent Purchase Order (**page 145**)
- G. Update – Archiving Software {IT}
- H. Update – City Manager Hiring Process {HR}
- I. Adopt – Resolution Supporting NCDOT Project U-5860/15th Street (Tyre) (**page 149**)
- J. Discussion – Partnership with Abilene Christian University (Tyre)
- K. Discussion – Washington Tourism Development Authority (Tyre)

- XII. Any other items from City Manager:

- XIII. Any other business from the Mayor or other Members of Council:
 - A. March 20, 2026 at 9:00am – NCDOT Work session

- 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 and

- XV. Adjourn:

The Washington City Council met in a regular meeting on Monday, January 10, 2026 at 5:30pm in the Council Chambers at the Municipal Building. Present: Ellen Brabo, Mayor; Nick Fritz, Mayor Pro tem; Anthony Tyre, Councilmember; Max Perreault, Councilmember; Antwan Horton, Councilmember and Joe Davis, Councilmember. Also present, Bobby Roberson, Interim City Manager; Franz Holscher, City Attorney and Cynthia Sullivan Bennett, City Clerk.

Moment of Silence

Mayor Brabo called the meeting to order and Councilmember Perreault led the Pledge of Allegiance.

APPROVAL OF MINUTES:

By motion of Mayor Pro tem Fritz, seconded by Councilmember Perreault, Council approved the December 10, 15, & 29, 2025 minutes as presented.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton	x	
Councilmember Tyre	x	

APPROVAL/AMENDMENTS TO AGENDA

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

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton	x	
Councilmember Tyre	x	

**PRESENTATION: KEVIN O'BARR, BUREAU CHIEF - NC DEPARTMENT OF LABOR:
10 Year SHARP Awards: Water Treatment Plant, Wastewater Treatment Plant &
Utilities Operation Center**



CONSENT AGENDA: NONE

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

COMMENTS FROM THE PUBLIC:

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Shannon Russell spoke on behalf of a group of residents called the “Main Street Coalition” regarding campaign contributions.

SCHEDULED PUBLIC APPEARANCES:

**LIZ PARHAM, DIRECTOR OF THE MAIN STREET PROGRAM
FOR THE NC DEPT. OF COMMERCE**

Washington has been a part of the Main Street Program since 1980 and was one of the first communities to be designated as part of this program.



Washington Main Street Program

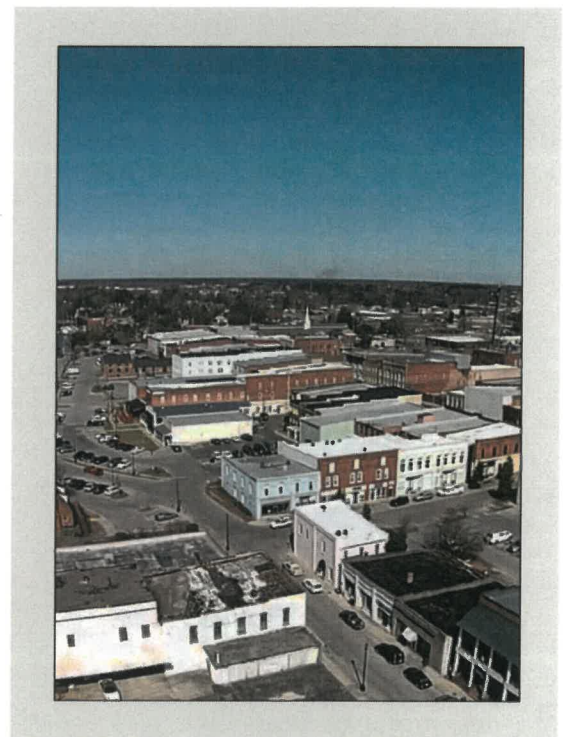
Elizabeth H. Parham, CMSM, Director, NC Main Street & Rural Planning Center
January 12, 2026





Mission

The NC Main Street & Rural Planning Center works in regions, counties, cities, towns, downtown districts and in designated North Carolina Main Street communities, *to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth and jobs.*



Benefits of What Main Street Provides:

01

Strategic Economic Development Planning

- 5-Year Strategic Economic Development Planning
- 1-2 Year Implementation Plan Development

03

Training & Education

- Coordination of statewide or regional training sessions
- Annual Main Street Awards and Champions Recognition Program



02

Technical Assistance

- Consultation on Developing Short-Term Projects in Communities
- Consultation on Developing or Supporting Long-Term Programs

04

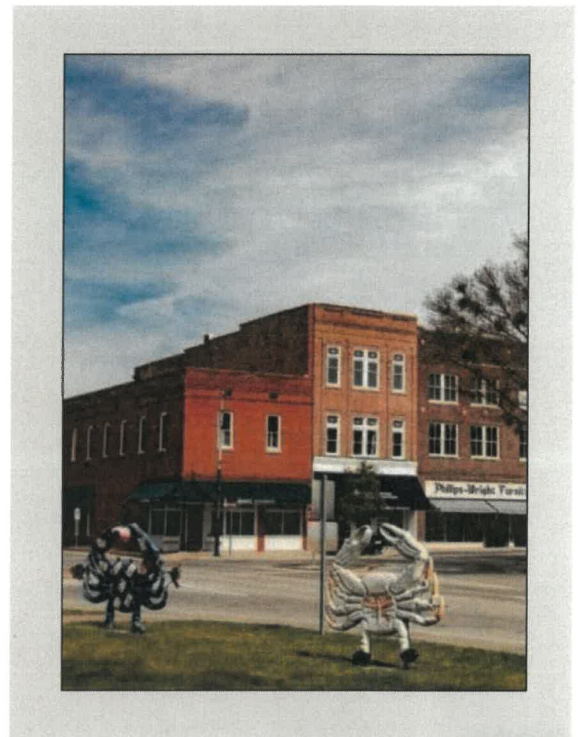
Grants

- Rural Downtown Economic Development Grant Fund

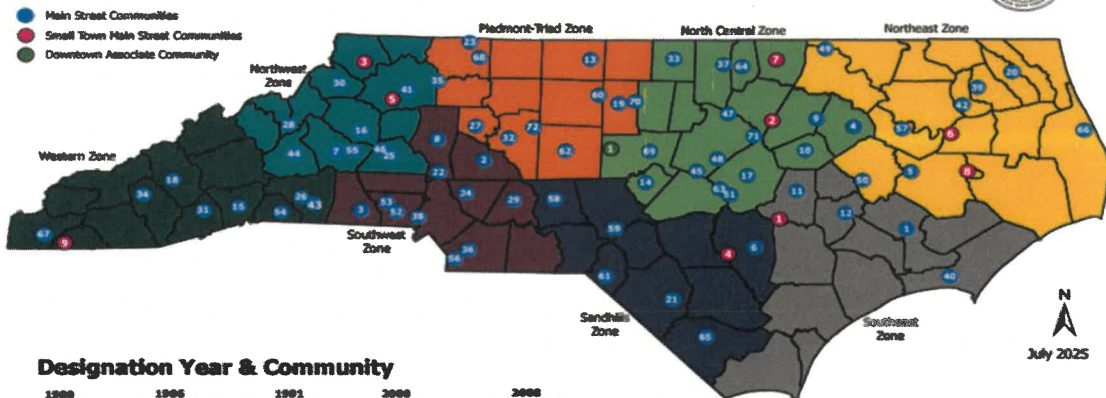
The Main Street Movement



**NORTH CAROLINA
MAIN STREET**



North Carolina Main Street and Small Town Main Street Communities



Designation Year & Community

1900	1906	1901	2000	3	2008	2015	2018	2023
1 New Bern	15 Hendersonville	27 Mocksville	38 Belmont	3 West Jefferson	50 Ayden (STMS 2005-2015)	68 Elan	70 Malboro	
2 Salisbury	16 Lenoir	28 Spruce Pine	39 Hartwood	4 Roanoke	51 Roxon (STMS 2005-2015)	61 Laurinburg	71 Zebulon	
3 Shelby	17 Smithfield	1903	40 Wardsboro City	2009	52 Roxboro City (STMS 2011-2015)	2020		2025
4 Yorkboro	18 Waynesville	29 Albemarle	41 North Wilkesboro	48 Garner	53 Cherryville (STMS 2013-2015)	62 Rabersboro	72 Tharstonville	1 Star City
5 Washington	19 Burlington	30 Greene	42 Edenton	49 Roanoke Rapids	54 Wyan (STMS 2007-2015)	63 Dunn		
6 Clinton	20 Elizabethtown City	31 Stewart	43 Forest City	5	55 Valhalla (STMS 2013-2015)	64 Henderson		
7 Morganton	21 Lumberton	32 Lenoir	44 Marion	6	56 Weldon (STMS 2000-2015)	2021		
8 Statesville	22 Mooresville	33 Rindboro	45 Poppo-Martha	7	57 Winterton (STMS 2003-2015)	2022		
9 Rocky Mount	23 Mount Airy	34 Sylva	1 Mount Olive	2011	2016	2022		
10 Wilson	24 Concord	35 Blinn	2 Spring Hope	2012	38 Troy (STMS 2010-2016)	66 Plattsboro		
11 Gettysburg	25 Newton	36 Plattsboro	2004	8 Salswater	2017	67 Rutherford		
12 Blount	26 Redfox/Gardner	37 Oxford	2006	9 Hillsville	59 Alandam	68 Pittsboro (STMS 2011-2022)		
13 Rutherford			45 Hixson					
14 Sanford			47 White Forest					

Three Organizational Structures



North Carolina
MAIN STREET
Community

1. **Non-profit:** board controls the operation of the organization (sets policy)
2. **City:** council-appointed (advisory) board makes recommendations (does not set policy)
3. **Quasi-Public/Private** has more authority than advisory. There is a non-profit status attached to this model. Director is a liaison between the board and city as they are city employees or city contract employees.

Strengths of 501(c)(3)

- Perception of separation from government control
- Most foundations make grants available to 501(c)(3)'s
- Private individuals can deduct contributions
- Non-profits can offer creative alternatives for benefits
- More flexibility than a government agency

Challenges

- Organizational Stability
- Employee Benefits
- Financial records/accounting
- Organizational mission and work plans must be clear & in accordance with guidelines of a (c)(3)
- Can't contribute to political campaigns & can only engage in limited lobbying
- Can't make substantial income from unrelated activities, such as consulting with other non-profits – IRS requires reporting any earnings over \$1,000
**there are some exceptions to this rule



Strengths of City Program

- Demonstrates buy-in from the city
- Funding stability
- Employee stability
- Benefits provided by city
- Advisory board with direct ear to Council

Challenges

- Imposed restraints
- Political leadership changes
- Engaging the private sector
- Maintaining volunteerism
- Director pulled in too many directions



* NCMS highly encourages a MOU with this model and any non-profit model

Strengths of Quasi Program

- Demonstrates buy-in from the city
- Funding stability
- Employee is a liaison between city & non-profit
- Employee stability
- Benefits provided by city
- Non-Profit status is value added
- Flexibility
- Board has more influence than in an advisory role as with city program

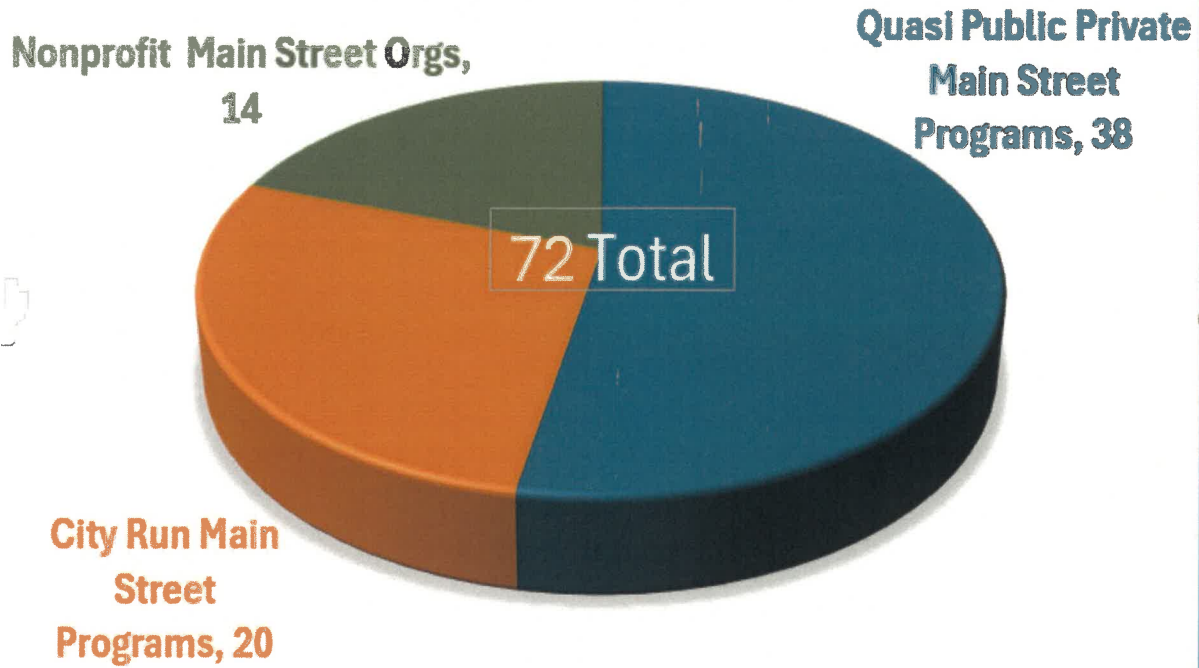
Challenges

- Imposed restraints
- Political leadership changes
- Engaging the private sector
- Maintaining volunteerism
- Director pulled in too many directions

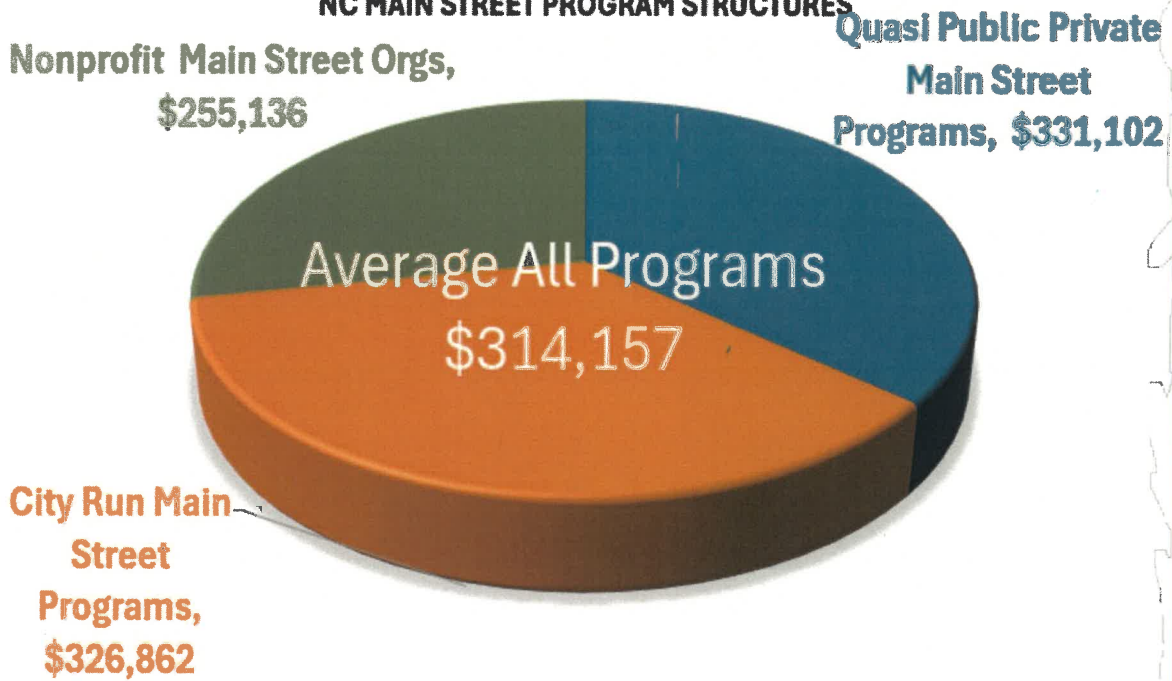


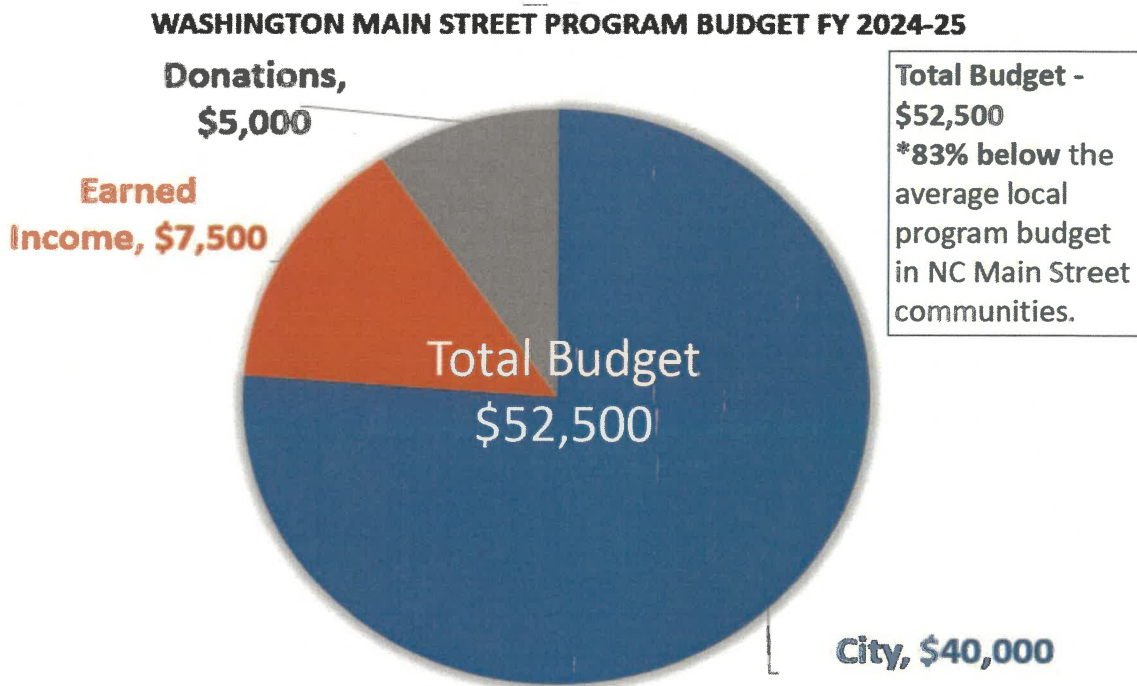
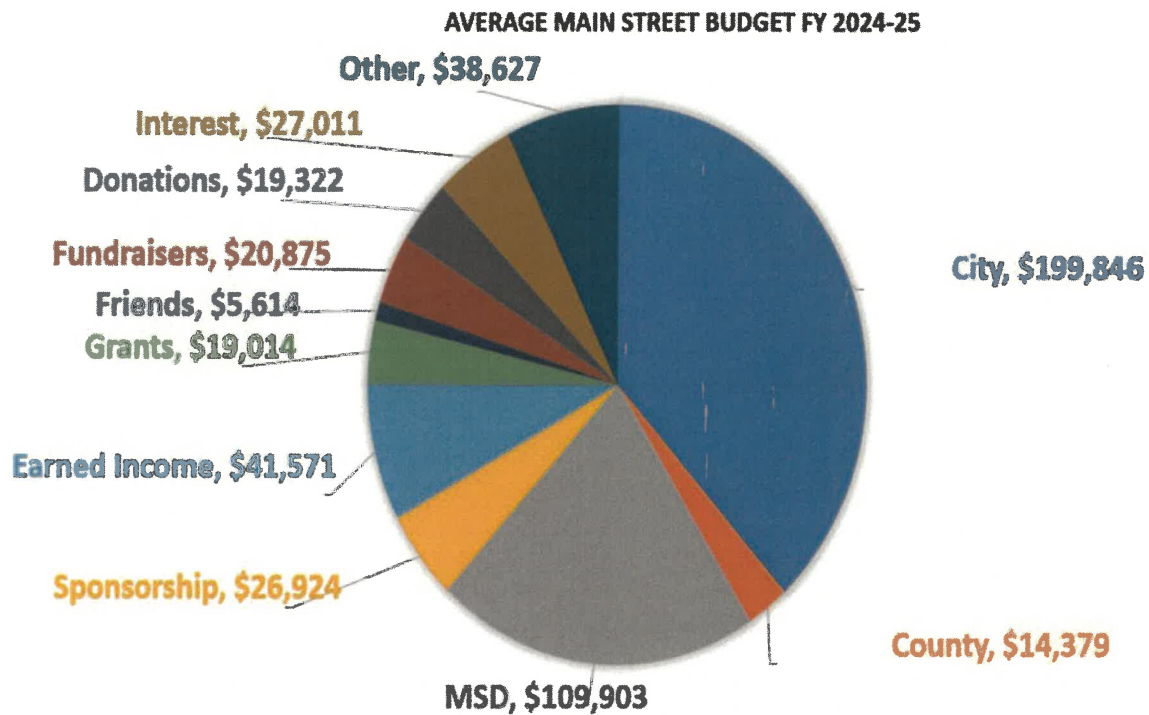
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NC MAIN STREET PROGRAM STRUCTURES



NC MAIN STREET PROGRAM STRUCTURES







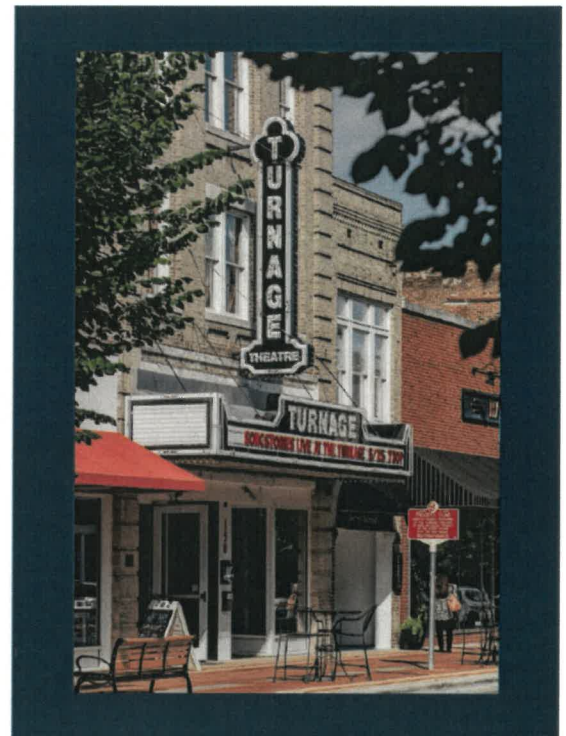
No Matter the Organization Structure

The Key is:

- 1 – It must be a Win-Win
- 2 – Must be Collaborative
- 3 – Must have public AND private sector partners

Requirements

- **Staffing Requirements:** Employ a full-time, 40 hours/week paid professional Main Street Director, who is dedicated to downtown and will coordinate and facilitate the work of the program.
- **Structure:** Obtain/Maintain a 501(c) 3, 4, or 6 nonprofit designation **OR** be designated as a department of the local municipal government.
- **Partnerships:** Establish a **broad-based community commitment** to revitalization for the commercial district with strong support from both the public and private sectors.
- **Community Outreach:** Connect and engage with **ALL** sectors of the community, such as businesses, property owners, workforce, other organizations, and residents

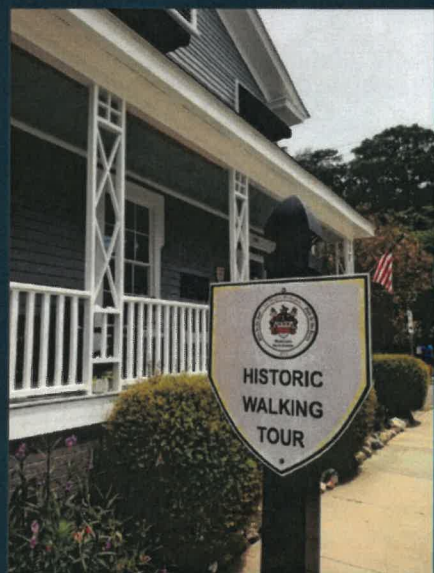


Requirements

- **Inclusive Leadership and Organizational Capacity:** Main Street’s greatest resources are PEOPLE and a belief that everyone in the community has a place in Main Street.
- **Diversified Funding and Sustainable Program Operations:** A successful revitalization program must have the financial resources necessary to carry out its work and sustain its operations.
- **Strategy-Driven Programming.** Change is an important guiding principle for Main Street. Main Street programs should define and manage change from one year to the next through a **strategy-driven work plan and an aligned implementation process.**
- **Preservation-Based Economic Development.** A Main Street organization must adopt and exhibit a Historic Preservation Ethic and Design Management Program.

Requirements

- **Demonstrate Impact and Results:** Demonstrate the Value of Main Street, Measure and Package Quantitative and Qualitative Outcomes and Promote Progress and Demonstrate Impact and Results.
- **Training & Education Requirements:** Main Street Conference, Directors’ Meeting, etc.
- **Reporting:** Submit annual statistical data in July and Budget & Salary information and Program Assessment Survey in January, as requested, to the NCMS&RP Center.
- **Maintain an annual membership** with Main Street America
- **Reimbursement of NC Main Street & Rural Planning Center’s travel expenses,** when traveling to the local community,
- **Sublicense & Logo Placement.** The local Main Street Program **must also sign and follow the National Main Street sublicense agreement.**

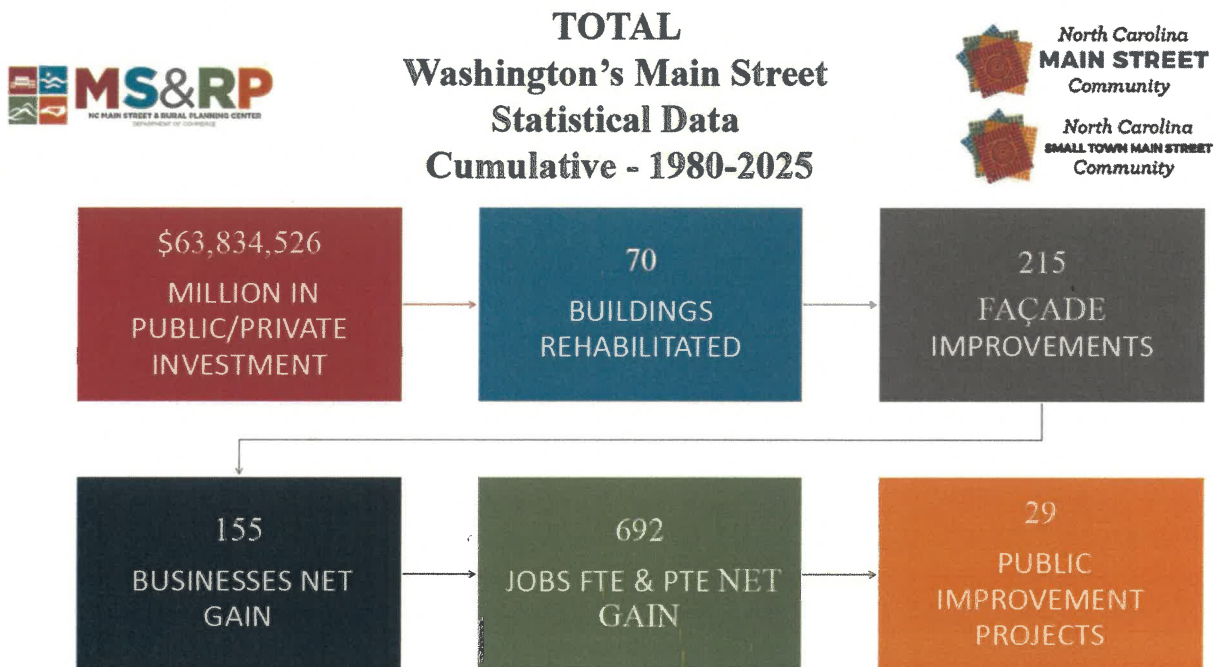
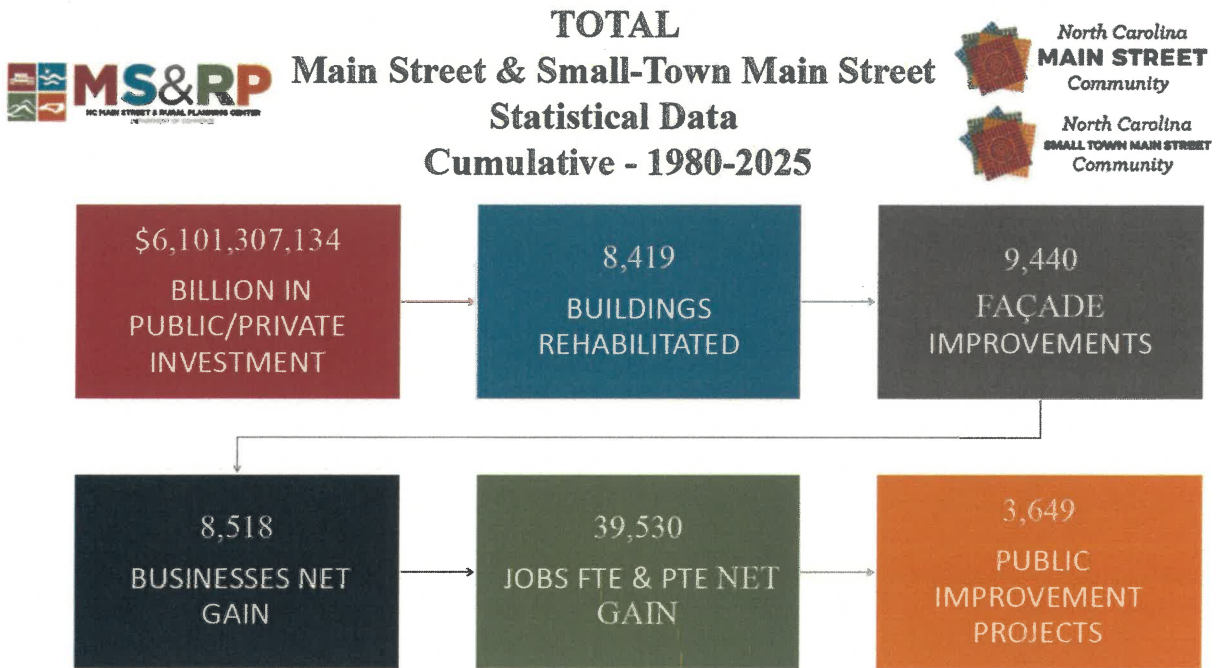


Washington Main Street Program Timeline

- 1980 – Designated as a NC Main Street Community – 1 of the first 30 in the country/1 of the first 5 in NC
- 1982 – Went Inactive in the NC Main Street Program
- 1991 – Became active again in the NC Main Street Program
- 1999 – Went Inactive in the NC Main Street Program
- 2000 – National Main Street Center (now Main Street America) launched the Main Street Accreditation Process
- 2003 - Became active again in the NC Main Street Program
- 2010 – First year achieved National Main Street Accreditation Status (based on 2009 calendar year)
- 2011 – National Main Street Affiliate community (based on 2010 calendar year)

Washington Main Street Program Timeline

- 2015 – Next Year achieved National Main Street Accreditation Status (based on 2014 calendar year)
- 2016 - National Main Street Accreditation Status (based on 2015 calendar year)
- 2017 - National Main Street Accreditation Status (based on 2016 calendar year)
- 2018 - National Main Street Accreditation Status (based on 2017 calendar year)
- 2019 - National Main Street Accreditation Status (based on 2018 calendar year)
- 2020 - National Main Street Accreditation Status (based on 2019 calendar year)
- 2021 - National Main Street Accreditation Status (based on 2020 calendar year)
- 2022 - National Main Street Accreditation Status (based on 2021 calendar year)
- 2023 - National Main Street Accreditation Status (based on 2022 calendar year)
- 2024 - National Main Street Accreditation Status (based on 2023 calendar year)
- 2025 - National Main Street Affiliate community (based on 2024 calendar year)



Questions for Consideration for Washington City Council

- Are you achieving the desired economic development results for downtown Washington and the greater community at large?
- Is the current organizational structure effective in achieving the desired economic results?
- Are the public and private investment levels sufficient to achieve the desired economic results?
- Is there a need to make any changes?



THANK YOU



NC DEPARTMENT
of COMMERCE
RURAL ECONOMIC
DEVELOPMENT

PUBLIC HEARING 6:00PM - ZONING:

ADOPT – ORDINANCE AND APPROVE REQUEST FROM RICHARD GERARD TO REZONE 2.77 ACRES ON HODGES AVENUE FROM O&I (OFFICE & INSTITUTIONAL) TO B2 (BUSINESS COMMERCIAL)

Mayor Brabo opened the public hearing at this time and Domini Cunningham presented the request to Council. **BACKGROUND AND FINDINGS:** This is a vacant lot, there is no floodplain for this property. The Comprehensive/CAMA Future Land Use Map recommends Office Institutional & Multi-Family Residential uses for this area. The requested zoning of B2 is generally consistent with the Comprehensive Plan/CAMA Future Land Use Map. The request could also be found to be consistent with Economic Development Policy 4 of the Comprehensive/CAMA Plan.

On October 28, 2025, the Planning Board voted to recommend approval of the rezoning request to City Council based on the finding that the request is generally consistent with the

Comprehensive/CAMA Future Land Use Map and that the request is consistent with Economic Development Policy 4 contained in the City of Washington’s Comprehensive/CAMA Plan. On September 11, 2017, the City Council voted to close and abandon a portion of Queen Street and Carolina Avenue, which is shown on the survey by Sorrell Land Surveying, Inc.

Request: Rezoning request from Richard Gerard

Parcel #: 5685-59-0916.

Lot Size: 2.77 acres

Existing Zoning: O&I (Office & Institutional)

Proposed Zoning: B-2 (Business Commercial)

Required Notices:

Adjoining property owner notices were mailed, and a notice sign was placed on the property on November 21, 2025. The public hearing notice advertisement dates were December 31, 2025, and January 10, 2026.

Surrounding Land Uses and Zoning:

The subject property is surrounded by commercial uses near the intersection of John Small Avenue and Hodges Street. Most of the adjacent properties are commercial, with some office and institutional and multifamily uses to the rear of the subject property.

Development Notes:

The subject property is currently a vacant lot.

Comprehensive Plan:

The Comprehensive/CAMA Future Land Use Map identifies this property as Office Institutional & Multi-Family Residential Character Areas with Commercial Character Areas within proximity. The existing zoning is O&I (Office and Institutional). The requested zoning of B2, Business Commercial, is not specifically consistent with the Comprehensive Plan/CAMA Future Land Use Map. If this property is rezoned by the City Council, it will be considered an amendment to the Future Land Use Plan based on State Law. The subject property will then be classified as a Commercial Character Area.

To further support the requests’ inconsistency with the Comprehensive/CAMA Plan, it could be found that the request does not meet the Comprehensive/CAMA Plan’s Housing Policy 5 and that the rezoning is unreasonable and not in the public interest because the uses allowed in B2

may be detrimental to the relationship between the current permissible development on the property and adjacent areas.

However, the request could be found to be generally consistent with Economic Development Policy 4 of the Comprehensive/CAMA Land Use Plan because of the uses that are allowed in the B2 zoning district, and that it is reasonable and in the public’s interest to rezone the property since it would provide an opportunity to provide quality jobs and a diverse economic base.

Referenced Comprehensive/CAMA Plan Policies

Economic Development

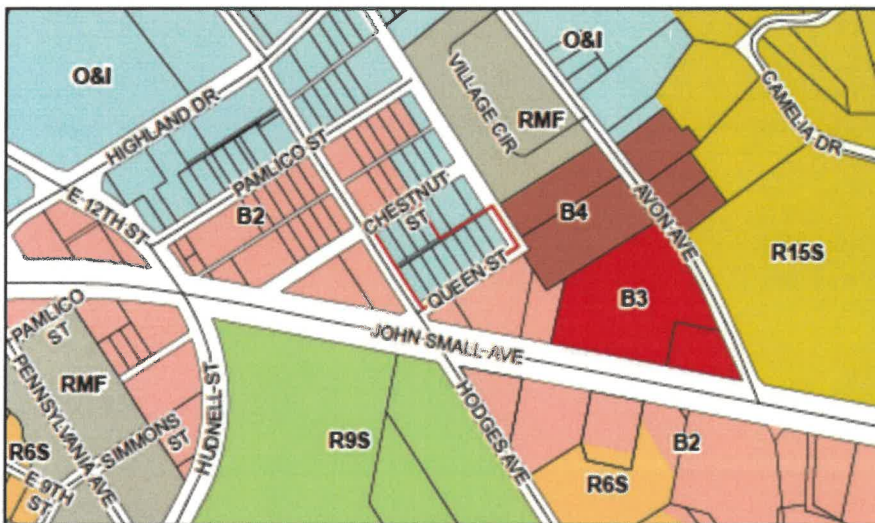
Policy 4: Foster economic development that provides quality jobs and a diverse economic base.

Housing

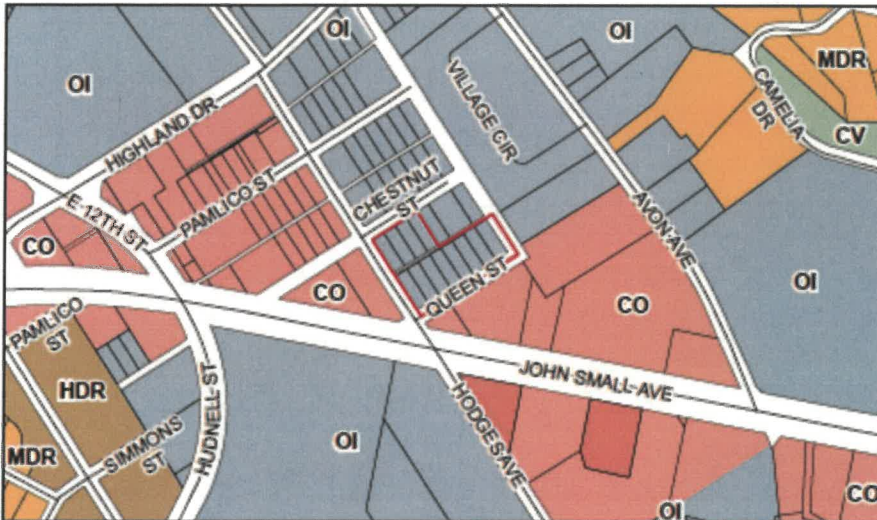
Policy 5: Promote a variety of housing types and opportunities



Location Map



Zoning Map



Future Land Use Map



Flood Zone Map

There were no questions from Council at this time. Richard Gerard stated he owns this property and wants to move the tackle shop over to the vacant property and construct a new tackle shop there. There being no additional comments, the public hearing was closed.

By motion of Councilmember Tyre, seconded by Councilmember Horton, Council adopted the ordinance and approved the requested rezoning from O&I to B2 based on the findings that 1) the request is generally consistent with the Comprehensive/CAMA Future Land Use Plan's Commercial Character Area, 2) the request is consistent with the Comprehensive/CAMA Plan's Economic Development Policy 4 and because of the uses allowed in the B2 zoning district and 3) that it is reasonable and in the public's interest to rezone the property since it would provide an opportunity to provide quality jobs and a diverse economic base and voted to amend the Future Land Use Map to designate the subject area from Office Institutional & Multi-Family Residential Character Areas to Commercial Character Area, consistent with this action.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton	x	
Councilmember Tyre	x	

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

WHEREAS, A request has been made to rezone the 2.77 acres, of parcel number 5685-59-0916 from O&I (Office & Institutional) to B2 (General Business). The property is further described as:

All that certain tract or parcel of land located in the City of Washington, Beaufort County, North Carolina, as shown on the survey prepared by Sorrell Land Surveying, Inc., dated August 20, 2025, and described as follows:

Commencing at Point "A1", said point having NC Grid Coordinates of; N: 660053.32, E: 2584759.58, said point being the POINT OF BEGINNING

thence N 57°11'02" E, a distance of 203.69' to Point "B1" said point being a Existing 1" Iron Pipe Flush; thence S 29°25'40" E, a distance of 8.20' to Point "C1" said point being an Existing ½" Rebar Flush; thence S 31°12'46" E, a distance of 150.85' to point "D1" said point being a NIP Flush; thence S 31°12'46" E, a distance of 5.79' to point "T1" said point being a NIP Flush; thence N 56°55'24" E, a distance of 48.62' to point "U1" said point being a NIP Flush; thence N 57°19'05" E, a distance of 137.42' to point "V1" said point being a No Point Set; thence N 57°24'15" E, a distance of 30.00' to point "W1" said point being a NIP Flush; thence S 32°35'45" E, a distance of 6.03' to point "X1" said point being a No Point Set; thence S 32°35'45" E, a distance of 179.98' to "Y1" said point being a NIP Flush; thence S 57°21'53" W, a distance of 30.00' to point "Z1" said point being a No Point Set; thence S 57°21'53" W, a distance of 278.42' to point "B2" said point being a NIP Flush; thence S 32°25'31" E, a distance of 29.81' to point "S1" said point being a NIP Flush; thence S 32°25'31" E, a distance of 119.47' to point "L2" said point being a NIP Flush; thence S 79°04'49" W, a distance of 152.28' to point "K2" said point being an Existing ½" Rebar Flush; thence N 32°39'01" W, a distance of 20.31' to point "J2" said point being an Existing ½" Rebar Flush; thence N 27°08'51" W, a distance of 60.32' to point "P1" said point being a NIP Flush; thence N 32°56'36" W, a distance of 145.81' to point "J1" said point being a NIP Flush; thence N 32°56'46" W, a distance of 11.62' to point "G1" said point being an Existing 1" Iron Pipe bent; thence N 32°53'09" W, a distance of 149.26' to point "H1" said point being an Existing ½" Iron Rebar Buried 24"; thence N 32°53'09" W, a distance of 6.99' to the POINT OF BEGINNING; said described tract containing 2.77 Acres, more or less.

WHEREAS, the City Council of the City of Washington, North Carolina in accordance with Chapter 160D of the General Statutes of North Carolina, caused a public notice to be published once a week for two successive weeks in the Washington Daily News setting forth that the City Council would, on the 12th day of January 2026 conduct a public hearing on the zoning map amendment; and

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

WHEREAS, in accordance with the applicable provisions of North Carolina General Statute 160D-605, the City Council does hereby find and determine that the adoption of the ordinance is generally consistent with the adopted Comprehensive/CAMA Plan and other

officially adopted plans that are applicable and that the adoption of the ordinance zoning the following described property is reasonable and in the public interest due to its consistency with the Comprehensive/CAMA Plan and other officially adopted plans that are applicable and, as a result, its furtherance of the goals and objectives of the comprehensive plan and other officially adopted plans that are applicable; and

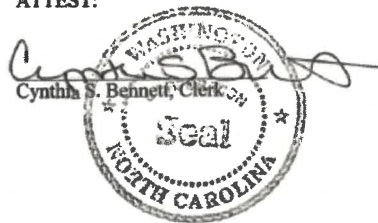
WHEREAS, as a further explanation as to why the action taken is reasonable and in the public interest in compliance with the applicable provisions of North Carolina General Statute 160D-605, the City Council of the City of Washington does hereby find and determine that the adoption of this ordinance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

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

Adopted this 12th day of January, 2026.

Ellen Brabo
 Ellen C. Brabo, Mayor

ATTEST:



PUBLIC HEARING 6:00PM- OTHER: NONE

CORRESPONDENCE AND SPECIAL REPORTS:
MEMO – PO’S > \$50,000

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

<u>PO Number</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
069786	\$237,000.00	PITT COUNTRY MART	FUEL
069734	\$165,000.00	EMA RESOURCES	CONTRACT FOR SLUDGE APPLI
069758	\$136,502.23	RIVERS & ASSOCIATES INC.	ADDEMDUM TO PO 063151-R4

MEMO – BUDGET TRANSFERS

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

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

010-4341-0200 -\$8,500.00
 010-4340-0601 \$8,500.00

	Department	Account Number	Project Account	Account Name	Amount
FROM:	EMS	010-4341-0200	None	Salaries	8500.00
TO:	Fire	010-4340-0601	None	Retire Health Insurance	8500.00

For the purpose of: cover the cost of retiree health insurance for newly retired plan participant

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:
REPORT – WASHINGTON TOURISM DEVELOPMENT AUTHORITY

Erin Ruyle, provided an update to Council noting the recent New Year’s Eve Crab Drop was a very successful event. She reviewed the Placer AI program helped track the number of individuals in the area. Approximately 5000 visitors were in attendance between the area of Pitt Street Brewing and Festival Park.

REPORT – WASHINGTON-WARREN AIRPORT AUTHORITY

Josh Waters, Airport Manager provided a brief update, noting there is a “meet and greet” at Beaufort County Community College on Tuesday, 1-13-26 to discuss aviation and drone technology.

REPORT – HUMAN RELATIONS COUNCIL

Henry Capogna, Human Relations Council Chairman gave a brief update on the recent crab drop event. He also provided an update noting that warm housing for the homeless has been provided tonight thanks to Darwin Woolard.

REPORT – OTHER BOARDS/COMMISSIONS/COMMITTEES - none

APPOINTMENT: WASHINGTON TOURISM DEVELOPMENT AUTHORITY

By motion of Councilmember Perreault, seconded by Councilmember Davis, Council appointed Nick Fritz to the Washington Tourism Development Authority as the City Council representative, term is concurrent with the election cycle.

OLD BUSINESS:

ADOPT – RESOLUTION CONCERNING DEANNEXATION OF PROPERTY LOCATED IN THE CITY’S CORPORATE LIMITS, SPECIFICALLY AT WASHINGTON-WARREN AIRPORT

BACKGROUND AND FINDINGS: In 2024 the property that encompasses Corporate Hangar P at the Washington Warren Airport was meant to be de-annexed as a tax incentive to acquire future tenants on the property. A Council Action was brought before Council on June 13, 2022 with a unanimous vote to move forward with the de-annexation. There was a survey completed in May of 2023 for the purpose of this de-annexation. When the meets and bounds were prepared from the new survey, there was a clerical error, and the old meets and bounds from a de-annexation that occurred in 2009 were attached to the Bill that was submitted to the House of Representatives for approval in April, 2024. This caused the House to vote on a parcel of land that was already de-annexed in 2009. This error was discovered in August, 2025 when the current tenants received a property tax bill for City taxes. The de-annexation of the property should have eliminated City property tax from being charged.

The City Attorney provided a summary of the item presented tonight. Council asked for and received clarification on this item noting this makes sure that the wheels are set back in motion to have the deannaxtion corrected regardless of what happens with the jet owners. No other discussion from council. Councilman Tyre asked if this was already done, why do we have to do it again? Mr. Holscher stated there was a clerical error with the original deannaxtion request when the incorrect metes and bounds description was included in when the General Assembly approved the deannaxtion.

Motion from June 13, 2022: By motion of Mayor Pro tem Brooks, seconded by Councilmember Roberson, Council authorized the Mayor to request legislation from the General Assembly to deannex the remaining portion of the Washington-Warren Airport property along Market Street located to the East of the terminal. All voted in favor.

The City Attorney noted if Council adopts the resolution concerning deannaxtion of property located in the city’s corporate limits specifically at Washington Warren Airport, he would ask that Council add to the motion *(after conversations were held with the Beaufort County Manager, Brian Alligood)* an authorization for the Interim City Manager to send a letter to Beaufort County requesting they not pursue the collection of personal property city tax bills that were impacted by this deannaxtion mistake.

Mayor Brabo asked for a motion to adopt the resolution as presented. By motion of Councilmember Perreault, seconded by Mayor Pro tem Fritz, Council adopted a Resolution concerning deannexation of property located in the City’s corporate limits, specifically at Washington Warren Airport. Motion carried 3-2.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton		x
Councilmember Tyre		x

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WASHINGTON
CONCERNING DEANNEXATION OF PROPERTY LOCATED IN THE CITY'S
CORPORATE LIMITS**

WHEREAS, by virtue of Session Law 2009-469, House Bill 921, enacted by the General Assembly of North Carolina effective January 1, 2010, a portion of the Warren Field Airport (“Airport”) owned by the City of Washington (“City”) was deannexed from the corporate limits of the City in an effort to create tax-incentivized basing location for aircraft at the Airport, as the same is shown on Exhibit 1 attached hereto and incorporated herein by reference (hereinafter referred to as City Deannexation #1);

WHEREAS, the metes and bounds description for City Deannexation #1 and Session Law 2009-469 was for a certain portion of the Airport as described in Exhibit 1;

WHEREAS, the remainder of the Airport was not deannexed from the Airport or the City’s corporate limits;

WHEREAS, by virtue of Session Law 2024-20, House Bill 909, enacted by the General Assembly of North Carolina effective June 30, 2024, the City attempted to achieve deannexation of, and said Bill was intended to deannex, an additional portion of the Airport owned by the City from the corporate limits of the City in an effort to further increase tax-incentivized basing location for aircraft at the Airport, as the same is shown on Exhibit 2 attached hereto and incorporated herein by reference (hereinafter referred to as City Deannexation #2);

WHEREAS, by clerical or other inadvertent mistake (“Mistake”) the metes and bounds description prepared for and provided to the City and/or the North Carolina General Assembly for City Deannexation #2 was not included as the metes and bounds description for said Session Law 2024-20, House Bill 909; instead, the metes and bounds description for City Deannexation #1 was included as the metes and bounds description in City Deannexation #2, which resulted in no additional property in the Airport owned by the City within the City corporate limits being deannexed by the legislative action pertaining to City Deannexation #2;

WHEREAS, in reliance upon said attempted Deannexation #2 and the intended, increased tax incentivized basing location for aircraft associated therewith, numerous owners of personal property, including aircraft, without knowledge of said Mistake, incurred substantial expense relocating or otherwise establishing their personal property, including aircraft, at the Airport within the area that was intended to be deannexed by City Deannexation #2; and

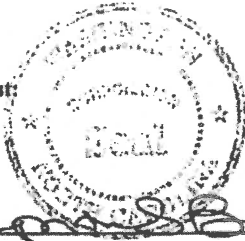

WHEREAS, as a result of said Mistake, said numerous owners of personal property, including aircraft, have been assessed and received 2025 personal property City tax bills from the City’s tax collector, Beaufort County, that they would not have been assessed or received but for said Mistake.

NOW THEREFORE, the City Council of the City of Washington authorizes its appropriate officers and/or representatives to request legislation from the General Assembly of North Carolina to deannex the additional property in the Airport owned by the City from the corporate limits of the City, as intended by Session Law 2024-20, House Bill 909, as described by the metes and bounds description contained in Exhibit 3 attached hereto and incorporated herein by reference.

Adopted this 12th day of January, 2026.

Ellen Brabo

Ellen Brabo, Mayor
City of Washington

Attest: 

Cynthia S. Bennett, City Clerk
City of Washington

NEW BUSINESS:

ADOPT – BUDGET ORDINANCE AMENDMENT FOR THE BEAUFORT COUNTY INDUSTRIAL DEVELOPMENT GRANT MATCH

Susan Squires, Beaufort County Economic Development presented the request to Council. The budget ordinance amendment is for the City of Washington’s portion of the local matching funds for the Washington-Beaufort County Industrial Park Roadway and Utility Expansion Project (Project Passage). This project represents a strategic public investment that will strengthen essential infrastructure, stimulate economic growth, and enhance the overall quality of life in Beaufort County. This project will unlock approximately 35 acres of land within the Industrial Park for new industrial development and extend water, sewer, and roadway infrastructure along the currently unimproved Industrial Drive, providing access to remaining lots. By combining utility and roadway improvements in a coordinated effort, the County is creating a stronger, more competitive foundation for economic development, ensuring the region remains well-positioned to attract and retain industry, create quality jobs, increase the tax base and support a vibrant and sustainable local economy.

Beaufort County completed the required pre-application for the North Carolina Department of Commerce Industrial Development Fund (IDF) Utility Account Grant Program in support of Project Passage. The NC Rural Infrastructure Authority (RIA) met on Thursday, October 16, 2025 and approved Beaufort County’s project pre-application. Governor Stein subsequently approved grant

funding for the County in the amount of \$1,254,675. The total estimated construction cost for the project is \$1,672,900. The required local match of 25% (\$418,225) will be shared between Beaufort County (\$230,023.75) and the City of Washington (\$188,201.25).

Councilmember Tyre asked if these funds were already allocated and Mr. Roberson stated the money will be taken out of Fund Balance.

By motion of Councilmember Perreault, seconded by Mayor Pro tem Fritz, Council adopted the Budget Ordinance Amendment for the Beaufort County Industrial Development Grant Match.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton	x	
Councilmember Tyre	x	

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

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

Section 1. That the following accounts of the General Fund revenue budget be increased or decreased by the respective amounts indicated for the Beaufort County Industrial Development Grant Match:

010-3991-9910 Fund Balance Appropriated \$ 188,202

Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts for the Beaufort County Industrial Development Grant Match:

010-4650-4501 Economic Development Projects \$ 188,202

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 12th day of January, 2026.

Ellen Burks

MAYOR

ATTEST:

Cristina B...
CITY CLERK



ADOPT – BUDGET ORDINANCE AMENDMENT FOR CITY COUNCIL CELL PHONES

Interim City Manager, Bobby Roberson stated we have the money in Fund Balance to cover the cost of the Council cellphones. Councilmember Tyre asked why does City Council need cell phones? Mayor Brabo explained this allows Council members to be properly equipped and in compliance with our communication needs and public records requests. This protects Council members and allows for the separation of personal/work and maintains continuity with phone numbers for future members on Council. Mayor Brabo said there is a \$4500 charge for a forensic imaging review of the phones. Councilmember Tyre suggested that members just use their city issued check to pay for the phones, the citizens shouldn't have to pay for them. Mayor Brabo noted this is a smart responsible best practice across the stated. She said if funds are a concern then they can be paid for out of the Mayor's budget. Councilmember Davis stated he can pay for his phone is needed. Continued discussion was held regarding the need for Council members to have a city issued cell phone. Councilmember Davis asked how many records requests have come through over the last few years for this type of information. Mr. Roberson stated he did not have that information at this time.

By motion of Mayor Pro tem Fritz, seconded by Councilmember Perreault, Council adopted a budget ordinance amendment for fees associated with cell phone charges per month. Motion carried 3-2.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton		x
Councilmember Tyre		x

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

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

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

010-3991-9910	Fund Balance Appropriated	\$	1,200
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Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts for cell phones:

010-4110-1100	Telephones		900
010-4111-1100	Telephones		300
	Total	\$	1,200

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 12th day of January, 2026.

Ellen Brubaker
MAYOR

ATTEST:

Courtney B... CITY CLERK
Seal of the City of Washington, N.C.

DISCUSSION – FUNDING FOR OUTSIDE AGENCIES & ECONOMIC DEVELOPMENT

Mr. Roberson reviewed the list of outside agencies that have been funded by the City. Council will need to determine how much, if any, they want to fund. Previously the applicants would present their request to Council noting what the funds would be used for. Funding requests are due by January 26th. Mr. Roberson also discussed subsidizing the airport and the fee manual.

Councilmember Tyre and Councilmember Horton explained these funding requests are reviewed by the Manager and Council every budget cycle.

Account Number	Account Name	2024/2025 Budget	2024/2025 YTD Actual	2022/2024 Actual	2025/2026 Department Requests	2025/2026 Manager Recommends	2025/2026 Council Approves
010-6170-9103	DEVELOPMENT YOUTH LEAGUE	5,000	0	0	5,000	5,000	0
010-6170-9105	BOYS & GIRLS CLUB	20,000	20,000	20,000	25,000	25,000	20,000
010-6170-9106	RUTH'S HOUSE INC.	0	0	0	3,000	3,000	3,000
010-6170-9107	ZION SHELTER	10,000	10,000	10,000	10,000	10,000	10,000
010-6170-9108	WRIGHT FLIGHT	5,000	0	5,000	0	0	0
010-6170-9109	SAFE HARBOR HELPLINE	0	0	0	2,000	2,000	2,000
010-6170-9110	THE BLIND CENTER	800	0	800	800	800	800
010-6170-9116	EAGLE WINGS	3,000	3,000	3,000	3,000	3,000	3,000
010-6170-9130	LITERACY VOLUNTEERS OF BEAU CO	2,500	2,500	2,500	2,500	2,500	2,500
010-6170-9136	PURPOSE OF GOD	13,000	13,000	13,000	13,000	13,000	13,000
010-6170-9150	RE-LEAF	5,000	0	5,000	5,000	5,000	5,000
010-6170-9165	CORNER STONE WORSHIP CTR.	6,500	6,500	6,500	7,000	7,000	6,500
010-6170-9166	INNER BANKS STEM CENTER	3,000	0	3,000	5,000	5,000	3,000
010-6170-9167	OPEN DOOR COMMUNITY	4,000	2,000	2,000	2,000	2,000	3,000
Department 6170 - Outlets/Support Agencies Total:		77,800	57,800	70,800	83,300	83,900	71,800

Fund 010	GENERAL FUND	
Dept. 610-6170	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	\$0
CONTRIBUTION TO WRIGHT FLIGHT		
010-6170-9109	SAFE HARBOR HELPLINE	\$2,000
ANNUAL CONTRIBUTION		
010-6170-9110	THE BLIND CENTER	\$800
CITY'S CONTRIBUTION TO THE BLIND CENTER.		
010-6170-9116	EAGLE WINGS	\$3,000
ANNUAL CONTRIBUTIONS		
010-6170-9130	LITERACY VOLUNTEERS OF BEAUFORT COUNT	\$2,500
ANNUAL CONTRIBUTION		
010-6170-9136	PURPOSE OF GOD	\$13,000
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	\$3,000
CONTRIBUTION FOR THE FISCAL YEAR		
010-6170-9167	OPEN DOOR COMMUNITY	\$3,000
CONTRIBUTION FOR THE FISCAL YEAR		

Account Number	Account Name	2024/2025 Budget	2024/2025 YTD Actual	2023/2024 Actual	2025/2026 Department Requests	2025/2026 Manager Recommends	2025/2026 Council Approves
010-4650-0400	PROFESSIONAL SERVICES	5,000	0	0	5,000	5,000	5,000
010-4650-4501	ED PROJECTS	37,498	20,735	45,587	60,000	60,000	60,000
010-4650-4503	HARBOUR DISTRICT ALLIANCE	40,176	30,132	40,176	40,176	40,176	40,176
010-4650-4506	ESTUARIM PAYMENTS	12,960	0	12,960	12,960	12,960	12,960
010-4650-4507	ARTS COUNCIL PAYMENT	13,368	13,368	13,368	13,368	13,368	13,368
010-4650-4508	CHRISTMAS PARADE	972	0	1,944	972	972	972
010-4650-5406	ESTUARUM INSURANCE	3,702	3,702	3,183	4,445	4,445	4,445
010-4650-6125	CIVIC CENTER SUBSIDY	35,000	23,333	35,000	35,000	35,000	35,000
010-4650-6127	CIVIC CENTER MAINTENANCE	38,000	11,100	15,671	15,000	15,000	15,000
010-4650-6128	CIVIC CENTER INSURANCE	18,450	18,441	14,682	22,140	22,140	22,140
010-4650-9280	AIRPORT SUBSIDY	164,627	164,627	199,034	192,427	214,531	213,677
Department: 4650 - Economic Development Total:		369,753	285,439	381,605	401,488	423,982	422,738

Fund 010 Dept. 010-4650	GENERAL FUND ECONOMIC DEVELOPMENT	EXECUTIVE	GENERAL GOVERNMENT
010-4650-0400	PROFESSIONAL SERVICES MARKETING AND OTHER PROFESSIONAL SERVICES ASSOCIATED WITH ECONOMIC DEVELOPMENT		\$5,000
010-4650-4501	ED PROJECTS COST ASSOCIATED WITH MID-EAST CONTRACT FOR RESEARCHING GRANT OPPORTUNITIES AND GRANT ADMINISTRATION COSTS NOT REIMBURSABLE FROM GRANT FUNDS. OTHER ECONOMIC DEVELOPMENT PROJECTS.		\$60,000
010-4650-4503	HARBOUR DISTRICT ALLIANCE ANNUAL CONTRIBUTION FOR OPERATIONS		\$40,176
010-4650-4506	ESTUARIM PAYMENT ANNUAL CONTRIBUTION TO OPERATIONS		\$12,960
010-4650-4507	ARTS COUNCIL PAYMENT ANNUAL CONTRIBUTION TO OPERATIONS		\$13,368
010-4650-4508	CHRISTMAS PARADE ANNUAL CONTRIBUTION TO OPERATIONS		\$972
010-4650-5406	ESTURIAM INSURANCE COST FOR BUILDING COVERAGE		\$4,445
010-4650-6125	CIVIC CENTER SUBSIDY TRANSFER TO CIVIC CENTER		\$35,000
010-4650-6127	CIVIC CENTER MAINTENANCE REGULAR ALLOTMENT FOR BUILDING REPAIRS		\$15,000
010-4650-6128	CIVIC CENTER INSURANCE TRANSFER FOR CIVIC CENTER INSURANCE PREMIUM		\$22,140
010-4650-9280	AIRPORT SUBSIDY TRANSFER TO AIRPORT FUND		\$213,677
TOTAL FOR DEPARTMENT	ECONOMIC DEVELOPMENT		\$422,738

DISCUSSION – RAY JOHNSON’S REQUEST TO LEASE CITY PROPERTY FOR PARKING SPACES FOR A PROPOSED MARINA

Bobby Roberson, Interim City Manager introduced Glen Moore, Planning Administrator to present this item to Council. Mr. Moore explained that Ray Johnson came to the Planning Department late July early August 2025 regarding building a marina at 1054 East Main Street on Runyon Creek. This location was previously zoned light industrial as a welding shop. Marinas are only allowed in B2 Commercial zoning districts with a special use permit that has to be approved by the Board of Adjustment. The rezoning application goes before the Planning Board, then the City Council, after that a special use permit goes before the Board of Adjustment. There is a portion of the property that was poured in concrete in 1962 that

encroaches on city property. Mr. Johnson was advised to go to the City Manager and Council in order to possibly lease or purchase a portion of this property. He is required to have one parking space per six boat slips and he would need to provide six on-site parking spaces. The parking requirements are separate from zoning. Mr. Johnson proceeded in good faith and Council approved the rezoning request in October 2025 and the Board of Adjustment approved special use permit in December 2025 contingent upon Mr. Johnson meeting the parking requirement. He was also granted a variance for lot size as well as the special use permit. The minimum lot size for a marina is one acre and this parcel is only .27 acres.

Councilmember Perreault asked why the minimum lot size is one acre and Mr. Moore stated that is what is required by the City Code. Was there a suggested lease term for the property and Mr. Moore stated not that he is aware of. Councilmember Tyre asked if there is parking currently on the plan and Mr. Moore stated the six spaces are shown on the presented plan. Mr. Roberson stated the City Manager does not have the authority to sign leases, that has to go before City Council. Councilmember Tyre noted the request is to lease this piece of property from the City to create parking spaces that do not already exist.

Mayor Brabo asked how this would impact the existing businesses that are already there using parking in this area. Mr. Moore stated we are talking about leasing city land for Mr. Johnson to use to meet his parking requirements and this portion is currently grass. These spaces would be for customers with boats in boat slips not vehicles with trailers.



Location Map

By motion of Councilmember Davis, seconded by Councilmember Tyre, Council voted to table this item to allow for additional review.

VOTE:	YES	NO
Mayor Pro tem Fritz	X	
Councilmember Davis	X	
Councilmember Perreault	X	
Councilmember Horton	X	
Councilmember Tyre	X	

ADD: Section 6. Ethics Awareness Program (PULLED FROM CARY)

In addition to the statutory requirement for ethics training, an ethics awareness program shall be included in the orientation for each new City Council Member by the City Manager or designee.

ADD: VIOLATION; CENSURE; HEARING. (PULLED FROM ELIZABETH CITY)

(A) If a majority of the Council has reason to believe that one of its members has violated a provision of this subchapter, it shall open an investigation into the matter to determine whether probable cause exists to initiate censure proceedings against the member. All information compiled, including the grounds for any findings of probable cause, shall be shared with the member when it is received. All information pertaining to the case shall be open to public inspections and copying pursuant to the state's public records statutes. If, upon investigation, the Council concludes that a violation of a criminal law may have occurred, it shall refer the matter to the local district attorney.

(B) Should the Council determine that it wishes to proceed further with censure proceedings, it shall call for a hearing, to be held at a regular meeting or at a special meeting convened for that purposes. Notice of the hearing stating its time, place and purpose shall be given once a week for two successive calendar weeks in a newspaper having general circulations in the jurisdiction. The notice shall be published the first time not less than ten days or more than 25 days before the date fixed for the hearing. In computing such period, the day of publication is not to be included, but the day of the hearing shall be included. Alternatively, the hearing shall be advertised on the jurisdiction's website for the same period of time, up to and including the date of the hearing. The notice shall state that a detailed list of the allegations against the member is available for public inspection and copying in the office of the Clerk to the Council.

(C) The hearing shall be convened at the time and place specified. The hearing and any deliberations shall be conducted in open session in accordance with the state's open meeting statutes.

(D) The accused Council member shall have the right to have counsel present, to present and cross-examine expert and other witnesses, and to offer evidence, including evidence of the bias of any other Council member or the presiding officer. An audio or video and audio tape of the proceedings shall be prepared. Any and all votes during the hearing shall be taken by the ayes and noes and recorded in the Council's minutes.

(E) Once the hearing is concluded, it shall be closed by vote of the Council. The presiding officer shall next entertain a motion to adopt a non-binding resolution censuring the member based on specified violations of the code of ethics. Any motion made must be an affirmative one in favor of adopting a non-binding resolution of censure. If the motion or resolution does not state particular grounds for censure under the code of ethics, the presiding officer shall rule it out of order.

(F) If a motion to adopt a non-binding resolution of censure stating particular grounds under the code of ethics has been made, the Council shall debate the motion. The accused member shall be allowed to participate in the debate and shall be allowed to vote on the motion to adopt the resolution.

(G) At the conclusion of the debate, the Council shall vote on the resolution. If the motion to adopt the non-binding resolution of censure is approved by a majority vote of those present and voting, a quorum being present, the motion passes and the non-binding resolution of censure is adopted.

(H) The text of the non-binding resolution of censure shall be made a part of the minutes of the Council. Any recording of the Council's proceedings shall be approved by the Council as a permanent part of the minutes. The proceedings shall then be considered concluded, the Council having done all it legally can with respect to the matter in question.

**Resolution Adopting a Code of Ethics for the
City Council of
The City of Washington, North Carolina**

WHEREAS, the Constitution of North Carolina, Article 1, Section 35, reminds us that a "frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty," and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's state motto, Esse quam videri, "To be rather than to seem," and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards and Councils to adopt a code of ethics, and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this town, and with obeying the law, and

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the City of Washington, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the City Council do hereby adopt the following General Principles of Code of Ethics to guide the Council members in its lawful decision-making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- **The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.**
- **Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure in compliance with the letter and intent of the City Charter.**
- **Council members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.**
- **Council members must always remain aware that at various times they play different roles:**
 - **As advocates, who strive to advance the legitimate needs of their citizens.**
 - **As legislators, who balance the public interest and private rights in considering and enacting ordinances and resolutions.**
 - **As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.**

- Council members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- Council members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the City Council and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a Councilmember's best judgment.

Section 1. Council members should obey all laws applicable to their official actions as members of the Council. Council members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, Council members should feel free to assert policy positions and opinions without fear of reprisal from fellow Council members or citizens. To declare that a Council member is behaving unethically because of disagreeing with that Council member on a question of policy (and not because of the Council member's behavior) is unfair, irresponsible, and itself unethical.

Council members should endeavor to keep up to date, through the Council's attorney and other sources, about new or ongoing legal or ethical issues they may face in their official positions. This educational function is in addition to the day-to-day legal advice the Council may receive concerning specific situations that arise.

Section 2. Council members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values.
- Behaving consistently and with respect toward everyone with whom they interact.
- Exhibiting trustworthiness.
- Living as if they are on duty as elected officials regardless of where they are or what they are doing.
- Using their best independent judgment to pursue the common good as they see it, presenting their opinion to all in a reasonable, forthright, consistent manner.
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others.
- Disclosing contracts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.

- **Treating other Council members and the public with respect and honoring the opinions of others even while the Council members disagree with those opinions.**
- **Not reaching conclusions on issues until all sides have been heard.**
- **Showing respect for their offices and not behaving in ways that reflect on those offices.**
- **Recognizing that they are a part of a larger group and acting accordingly.**
- **Recognizing that individual Council members are not generally allowed to act on behalf of the Council but may only do so if the Council specifically authorizes it, and that the Council must take official action as a body.**
- **Avoiding conflicts of interest.**

Section 3. Council members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this Council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the Council member's action would conclude that the action was inappropriate.

If a Council member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the Council's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it.

Section 4. Council members should faithfully perform the duties of their offices. They should act as especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Council members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the Council has authority.

Council members should be willing to bear their fair share of the Council's workload. To the extent appropriate, they should be willing to put the Council's interests ahead of their own.

Section 5. Council members should conduct the affairs of the Council in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should also remember that local government records belong to the public and not to Council members or their employees.

In order to ensure strict compliance with the laws concerning openness, Council members should make clear that an environment of transparency and candor is to be maintained at all times in the government unit. They should prohibit unjustified delay in

fulfilling public record requests. They should take deliberate steps to make certain that any closed sessions held by the Council are lawfully conducted and that such sessions do not stray from the purpose for which they are called.

Adopted this 22nd day of November, 2018.



N. Archie Jennings, III
 N. Archie Jennings, III
 Mayor

Cynthia S. Bennett
 Cynthia S. Bennett
 City Clerk

ADOPT – COMMITTEE OF THE WHOLE PROPOSAL

Mayor Brabo reviewed the Committee of the Whole proposal below. Department heads would rotate on a quarterly basis. The meeting would be open to the public, but no public comments will be permitted. Discussion was held regarding possibly starting this in February at 4:00pm. Councilmember Horton asked if each board would have a representative present each month and Mayor Brabo stated yes. Councilmember Tyre stated our boards are volunteer based and we should work around their schedule. Mr. Roberson stated each board could submit a one page summary and have that presented to Council each month. Mayor Brabo stated this would be in lieu of assigning Council liaisons. Mr. Roberson stated he would also be reimplementing a weekly update that would be emailed to City Council every Friday. Councilmember Tyre disagreed with this method and suggested assigning Council liaisons to each board, this should be the responsibility of the Council to attend their respective board and report back to Council each month. Mayor Brabo noted we could try this and if it doesn't work monthly, maybe try it quarterly. Councilmember Perreault asked when this type of meeting was held in the past and Mr. Roberson stated approximately 8-10 years ago. Councilmember Horton stated if all of our board/commission meetings are opened to the public, then the public should be attending if they are interested in what is going on.

By motion of Councilmember Davis, seconded by Mayor Pro tem Fritz, Council approved the Committee of the Whole proposal.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton		x
Councilmember Tyre		x

The Committee of the Whole serves as a monthly coordination and planning session for City Council, staff leadership, and appointed boards to share updates, identify emerging issues, and improve alignment across City functions. No formal action is taken. It is intended to be Council meeting in a working session. This is to receive briefings and reports, ask clarifying questions, and identify issues for future agenda items.

This meeting is designed to improve efficiency, reduce duplication, and ensure Council meetings remain accessible and action focused. The focus from staff and board representatives should be upcoming actions, resource or coordination needs, and policy friction points.

Participants should include:

1. City Council Members
2. Mayor
3. City Manager
4. City Clerk
5. Department Heads
6. One representative per board / commission

Recommendation is a 90-minute meeting the 4th Monday of the month.

Sample Outline for Meeting:

1. Call to Order (5 min)
2. City Manager Overview (10 min)
 - o High-level operational pulse
 - o Interdepartmental issues
3. Department Head Reports (30 min total)
 - o What's underway?
 - o What's coming that Council/Boards should know?
 - o Where are there dependencies or constraints?
4. Boards & Commissions Roundtable (30 min)
 - o What have you worked on since last meeting?
 - o What's coming up that Council should know about?
 - o Where do you need coordination or support?
5. Wrap Up (15 min)
 - o Identify items for:
 - Future Council agenda
 - Staff follow-up
 - Board collaboration

ADOPT – REVISED SOCIAL MEDIA POLICY

Mayor Brabo reviewed the revised Social Media Policy with Council. Council members expressed concern with some items in the proposed policy and noted the City Attorney needs to have ample time to review this proposal. Discussion was held regarding personal and professional (elected) social media accounts. This is a revision to the existing Social Media Policy that was adopted in 2020. Council suggested tabling this item to allow additional time to for review.

By motion of Councilmember Tyre, seconded by Mayor Pro tem Fritz, Council voted not to adopt the revised social media policy and have the PIO and City Attorney present something back to the City Manager for presentation to Council.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton	x	
Councilmember Tyre	x	



SOCIAL MEDIA POLICY

PURPOSE: The City of Washington leverages social media as a vital tool to foster a transparent, accessible, and responsive government. These platforms allow the City to disseminate timely information, provide emergency updates, and engage with the community more effectively than traditional media alone.

This policy establishes the legal and professional framework by which City Official Pages are managed and sets clear expectations for the conduct of City Staff, Board Members, and Elected Officials when their online presence intersects with their public duties.

Core Objectives:

- **Public Engagement:** To facilitate a digital environment where residents can interact with their government while maintaining a limited public forum that is free from viewpoint discrimination.
- **Legal Compliance:** To ensure all digital communication adheres to the First Amendment of the U.S. Constitution, the North Carolina Public Records Act (G.S. 132), and state ethics requirements.
- **Professional Integrity:** To provide guidance on distinguishing between official government speech and private citizen speech, protecting both the City's reputation and the individual's free speech rights.

Authority: The City Manager and Public Information Officer (PIO) are the designated authorities for the approval, management, and monitoring of all official City social media activity. No department, board, or official shall establish an "Official" City presence without the express authorization of the PIO to ensure technical security and legal compliance.

Section 1. OUR VISION FOR USAGE

A. Strategic Intent: The City of Washington utilizes social media to increase transparency, streamline recruitment, and provide real-time updates, particularly during emergencies.

B. Supplementary Communication: Social media is a supplemental communication tool. It does not replace the City's official website or statutory requirements for public notices, legal advertisements, or formal records requests.

C. Complexity and Context: The City recognizes that social media may be ineffective for discussing complex or controversial multi-layered issues. In such cases, the City will direct users to more appropriate forums, such as public meetings or detailed reports on the City website, to ensure accurate information exchange.

D. Functional Applications:

- **Public Safety:** Social media serves as a vital investigative and dissemination tool for law enforcement regarding missing persons, criminal evidence, and emergency alerts.
- **Recruitment:** Platforms shall be used to promote City employment and volunteer opportunities to reach a diverse candidate pool.
- **Community Outreach:** To share information regarding City programs, home safety, and public utilities.

E. User Feedback and Expectations:

- The City welcomes feedback and inquiry.
- **Public Criticism:** The City acknowledges that not all comments will be favorable. Critical comments that do not violate the **Comment Moderation Policy** (Section Y) will not be removed based on the viewpoint expressed.
- **Moderation Limit:** The City reserves the right to remove content only if it meets the specific criteria for "Prohibited Content" (e.g., obscenity, threats, or malware) as defined in this policy.

Section 2. DEFINITIONS

- **Authorized Accounts** are any social media accounts created and maintained by or on behalf of the City of Washington for the purpose of conducting City business. This includes:
-

- **Departmental Accounts:** Managed by staff for City services (e.g., Washington Police, Parks & Rec).
- **Elected Official Accounts:** Accounts used by the Mayor or Council Members where they possess the authority to speak for the City and purport to exercise that authority.
- *Authorized Agent* is any City employee or official who has been granted specific authority by the PIO and City Manager to manage an Official Account. Authority is granted based on the agent's job description or elected role.
- *City Business* refers to communication that meets both criteria: (A) it relates directly to the City's programs, services, or initiatives; and (B) it is conducted by an official or employee acting in their capacity as a representative of the City of Washington.
- *Personal Accounts* are social media accounts maintained by a City employee or official for private use, not sponsored by the City. These accounts are not "State Action" unless the user represents they are speaking for the City and exercises actual City authority.
- *Public Record* per NC G.S. § 132-1 is all content created or received in connection with the transaction of City business, including posts, comments, and direct messages, regardless of the platform.
- *Social Media Action Plan* is the mandatory prerequisite document required for any department seeking to establish a new Official Account, outlining objectives, staffing, and archiving strategy.
- *Viewpoint Discrimination* is the prohibited practice of removing content or blocking users based on the opinion or perspective they express.

Section 3. MAINTENANCE OF CITY OWNED ACCOUNTS

Management of social media accounts will rest primarily within the Public Information Office and secondarily with the City Managers Office. Maintenance and monitoring of social media accounts will rest primarily with the Department Head. A limited number of city staff members shall have access to social media accounts and passwords, permission and capability to post as the "City of Washington" or a department thereof.

Passwords must be changed and the employee removed as a Page Administrator immediately upon a staff member's departure or change in duties. Requests to initiate or participate in social media outlets should be made to the Public Information Officer.

- Designated City staff members may post comments/replies without advance review or permission of City Management. However, if staff expresses a concern

about the comment/response or requests advance review, those may be made to the appropriate department head or Public Information Officer.

- Other city staff members may request that authorized staff post a message from the City of Washington on their behalf.
 - Department personnel representing the City via social media outlets shall adhere to City standards of conduct. They shall refrain from posts that may be interpreted as a personal attack, and/or are offensive, obscene, inflammatory, irresponsible, or demeaning, or that otherwise express bias against any race, religion, or any protected class of individuals.
 - Departments & City staff that use social media are responsible for complying with applicable Federal, State & Local laws, regulations and policies. This includes adherence to laws and policies regarding public records retention, personnel privacy, First Amendment, HIPAA privacy, the Americans with Disabilities Act, and information security policies established by the City of Washington.
 - To ensure equal access for all residents, all posts must adhere to WCAG 2.1 Level AA standards:
 1. **Alt-Text:** Every image must include a text description for screen readers.
 2. **Captions:** All video content must include accurate, synchronized closed captions.
 3. **Readability:** Hashtags shall use "CamelCase" (capitalizing the first letter of each word).
 - Elected officials, board members, and other staff members are not to post, without advance approval, to the City of Washington pages as representatives of the organization.
 - Staff should resist the temptation to engage in back-and-forth conversation regarding complex, sensitive, controversial, or heated issues. Staff may determine that other means/tools would be more appropriate for responding to citizens' posts, or that it is best not to respond at all.
 - If designated staff determine that an issue has reached "critical mass" within the social media forum, they may request a City response from the Public Information Officer or City Manager.
 - Confidential information should not be posted.
 - Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.
 - Posts to City accounts or pages by employees using their personal accounts are permitted, however, the employee is encouraged to disclose their relationship with the City. Employees are encouraged to include a disclaimer, for example: "Views expressed are strictly my own and do not represent the views of the City of Washington and/or the (name of department)." For safety and security
-

purposes, department personnel such as Police and Fire who use their personal accounts to participate in social media, are cautioned about revealing their employment.

- City staff should consider whether liking, sharing, retweeting, or commenting on any social media posts could be perceived as an endorsement of or about the City, its employees, constituents, other public officials, suppliers, vendors, or contractors.
- Standard replies may be used during sensitive or complex issues, where the user may need additional direction. Consider this, as an example: "The City of Washington appreciates your feedback and concern expressed here. However, complex or controversial topics are not effectively discussed via social media forums like this one. Please contact (employee name) at (employee contact phone number) if you wish to voice your concerns further or obtain additional information."
- City personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.
- Employees who become aware of or have knowledge of a posting or of any website or webpage in violation of this policy shall notify his or her supervisor immediately.
- If staff discovers unauthorized activity on their social media platform, i.e. the account is hacked, staff should:
 - Take screenshots of any unauthorized posts for record-keeping.
 - Immediately notify the I.T. Manager and Public Information Officer.
 - Per NC G.S. § 143B-1379, the City must report the incident to the NC Joint Cybersecurity Task Force within 24 hours of discovery.
 - Immediately try to regain access to the account.
 - Once access to the account is obtained, change the password.
 - Delete messages posted by hackers.
 - Let followers know the account was hacked and what is being done to fix the issue.
 - Review third-party apps. These could be used by hackers to gain access to accounts.

Section 3.a. SOCIAL MEDIA ACTION PLAN: Establishing New Accounts

Prior to the creation of any new official City social media account, the requesting department must submit a Social Media Action Plan to the Public Information Officer (PIO) and City Manager for approval.

The Action Plan must address:

1. **Purpose & Audience:** What specific community need does this account fill?
2. **Staffing:** Who are the two (2) primary "Authorized Agents" responsible for daily monitoring?
3. **Content Strategy:** What types of information will be shared?
4. **Crisis/Hacking Plan:** How will the department respond to emergencies?
5. **Archiving:** Confirmation that the account will be integrated into the City's central records retention system.

Accounts that remain inactive for more than 90 days may be deactivated or merged into the primary City account at the discretion of the PIO.

Section 3.b. CONTINUITY OF ACCOUNTS

To ensure continuity of government operations and security, the Public Information Officer (PIO) shall be a designated 'Full Control' Administrator on every Official City Account, including all departmental, board, and committee pages. While Department Heads manage daily content, the PIO must maintain administrative access to manage permissions, ensure records retention compliance, and intervene during security incidents or policy violations. This requirement does not apply to the personal or official accounts of Elected Officials.

Section 4. CONFIDENTIALITY

No City official, employee, or authorized agent shall disclose confidential or non-public information obtained through their position with the City of Washington on any social media platform. This applies regardless of whether the individual is posting from an Official Account or a Personal Account.

For the purposes of this policy, "Confidential Information" includes, but is not limited to:

1. **Closed Sessions:** Any information, discussion, or documents referenced in a closed session of the City Council or City Boards pursuant to NC G.S. § 143-318.11.
2. **Personnel Records:** Non-public information regarding City employees protected under NC G.S. § 160A-168.
3. **Criminal Investigations:** Sensitive data related to active law enforcement investigations or digital evidence.
4. **Procurement & Legal:** Trade secrets, contract evaluation reports prior to award, and any information protected by attorney-client privilege.
5. **Proprietary Content:** Information subject to copyrights, trademarks, or licensing agreements.

Even when speaking as a private citizen on a personal account, employees and officials remain legally bound to protect the confidentiality of the records and information described above. A violation of this section may result in disciplinary action, up to and including termination, or removal from appointed boards.

Section 5. PERSONAL USE

City of Washington employees may access their personal accounts at work for limited personal communications, as long as it does not interfere with job duties. When creating and using personal accounts, employees are prohibited from:

- o Using a City of Washington email address (i.e., creating a personal Facebook or X account using their washingtonnc.gov email address);
- o Using a brand, logo, emblem, or other City identifiers, such as the Script W or official uniform, without posting a disclaimer in their profile, as described below;
- o Linking to a City website URL without posting a disclaimer in their profile, as described below; and
- o Using the City in their identity or username.

If an employee identifies themselves as a City of Washington employee when conducting personal social media activities, uses a brand, logo, emblem or other City identifiers, or posts a link to a City website URL, the employee must make it clear that they are speaking on his or her own behalf, and not on behalf of the City of Washington. They also should consider stating in their profile that their comments are not representative of the City of Washington government.

Examples include:

- **X Bio:** Tweets are my own.
- **Blog or Website Bio:** While I work for the City of Washington, anything I publish is my personal opinion and not necessarily the opinion or position of the City of Washington.

Whether or not an employee specifies on their personal social media accounts that they work for the City of Washington, their employment with the City is public record. Employees should be mindful that whenever they discuss issues online, whether in a personal or professional capacity, their comments can be tied back to their employment with the City of Washington.

Nothing in this policy is meant to prevent an employee from exercising his or her right to protected First Amendment speech; making a complaint of discrimination or other workplace misconduct; engaging in lawful collective bargaining activity; expressing an opinion on a matter of public concern that does not unduly disrupt City operations; or engaging in other activity protected or privileged by law, including (but not limited to) speech and/or expression protected under federal or state constitutions, as well as labor laws and other applicable laws. Speech that significantly harms the City's ability to provide public services may result in discipline, up to and including termination.

Section 6. PROFESSIONAL USE

All use of social media and social networking must be approved by the Information Technology Department and the Public Information Officer and be in compliance with this policy.

- Where possible, each department's social media page shall include an introductory statement that clearly identifies the purpose and scope of the department's presence on the site.
 - Where possible, the page(s) should link to the City's official website.
 - Where possible, social media pages shall prominently display the department's contact information.
 - The City shall not edit others' posts.
 - Authorized agents shall moderate content that violates the objective standards set forth in the Comment Moderation Policy (Section 7), such as true threats, obscenity, and off-topic solicitations.
 - The City shall not post inaccurate or untruthful information. If an inadvertent inaccuracy is discovered, attention shall be paid immediately to publish a correction.
 - In order to maintain social forum accessibility for all users, posts from the same individual or organization shall be limited to no more than three (3) per day.
 - In general, individual complaints, concerns, or service requests will not be addressed via social media.
 - Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
 - Content is subject to public records laws. Relevant records retention schedules apply to social media content. N.C. Gen. Statute § 132-1 et seq.
 - Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.
 - AI-generated imagery or text should be used sparingly and must be reviewed for accuracy by an Authorized Agent. The City shall not use AI to generate
-

'deepfake' content or misleading representations of public officials or City business.

Section 7. COMMENT MODERATION AND TERMS OF USE

A. Policy Statement: The City of Washington uses social media to interact with residents, businesses, and visitors regarding public issues related to our jurisdiction. This is a moderated online discussion site subject to North Carolina Public Records Laws (G.S. 132) and e-discovery policies.

B. Limited Public Forum: All comments must pertain to items within the jurisdictional control or authority of the City of Washington. The City reserves the right to remove submissions that do not meet this purpose.

C. Prohibited Content: The City will not hide or delete comments based on the viewpoint expressed. However, authorized agents may remove comments that contain:

1. **Off-Topic Content:** Any comments that do not relate to the jurisdiction or authority of the City of Washington.
2. **Profanity/Obscenity:** Language or content that is automatically flagged or blocked by the profanity filters of the respective social media platform.
3. **Political Promotion:** Promotions or content related to political organizations of any type.
4. **Actual Threats:** Direct threats to inflict harm or loss on another person.
5. **Illegal Activity:** Content that promotes, fosters, or perpetuates illegal activity or encourages others to commit a crime.
6. **Commercial/Spam:** Solicitations, advertisements, or links to malware/viruses.
7. **Protected Material:** Content that violates a legal ownership interest, such as copyright or trademark.

D. Enforcement and "Three Strikes" Rule:

1. **Notice:** When a comment is removed for violating this policy, the City shall make a reasonable effort to notify the commenter via the platform's messaging system, citing the specific policy violation.
2. **Strike 1 & 2:** Standard warnings and comment removal.
3. **Strike 3 (Blocking):** If a user violates this policy three times within a 12-month period, the City may block the user from the account for a period of 14 days. Decisions to permanently block a user must be reviewed by the City Attorney.

Section 8. OFFICIAL SOCIAL MEDIA ACCOUNTS FOR ELECTED OFFICIALS

A. Purpose and Scope: This section applies to accounts where an elected official possesses the authority to speak on behalf of the City and purports to exercise that authority. Such accounts are considered "Official Accounts."

B. Distinction of Accounts: Officials are encouraged to clearly label accounts as either "Official" or "Personal/Campaign."

- **Official Accounts:** Must include a disclaimer stating that the account is subject to NC Public Records law.
- **Personal Accounts:** Should include a disclaimer that "The views expressed are my own and do not represent the City of Washington."

C. Ethics and Conduct:

1. Officials must comply with the City's Ethics Policy on **Official Accounts**.
2. On **Personal Accounts**, officials should remain mindful that any post discussing City business in an official capacity may convert that specific post into a public record under NC G.S. 132.

D. Content Guidelines for Official Accounts:

- **Public Records:** All content (including direct messages) must be archived according to State of North Carolina retention schedules.
- **Prohibited Content:** Posts shall not include campaign fundraising, electioneering for oneself or others, or the promotion of private business interests (excepting official City partnerships).
- **Public Interaction:** Because Official Accounts are public forums, the City and its officials shall not practice viewpoint discrimination. Comments may only be moderated if they violate a content-neutral "Terms of Use" policy (e.g., profanity, threats, or spam).

Elected officials are encouraged to use official accounts to:

- Solicit feedback from their constituents prior to an official vote, to help inform their opinion.
- Share explanations of their vote after it has been cast.
- Share City updates and public engagement opportunities.
- Interact with constituents.

ANY OTHER ITEMS FROM CITY MANAGER:

- *Sans Souci Corporation – east/west corridor from Market Street to Highland Drive(discuss in Feb)
- *Moss Landing – They want the city to take over the streets (discuss in Feb)
- *Out of state travel has been restricted and overtime is being reviewed
- *Funding outside agencies and economic development (discuss in Feb)

Councilmember Tyre asked Mr. Roberson what his plans were after his 1000 hours are up? Mr. Roberson stated he would be glad to volunteer his time after 1000 hours. Councilmember Tyre asked for the status of advertising for the City Manager. Mr. Roberson stated Human Resources will post the job this week. Councilmember Tyre asked for clarification regarding potential accusations; would the City be under any type of legal litigation. The City Attorney noted this should be discussed in Attorney/Client Privilege in closed session. Councilmember Tyre stated the Human Resources Department presented best practices for the selection process for the City Manager position and this is the hiring process that should be followed.

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:

- *Discuss Sans Souci at the regular meeting in February
- *Work session with department heads on January 21st at 10:30am at Washington-Warren Airport (overview of each department)
- *Mayor Pro tem Fritz asked the City Manager to prepare a resolution in opposition to NCDOT Project U-5860 (15th Street) for the February meeting

CLOSED SESSION: UNDER NCGS 143-318.11 (A)(3) ATTORNEY/CLIENT AND (A)(6) PERSONNEL

A motion was made by Councilmember Davis to enter into closed session under 143.318.11 (A)(3)Attorney/Client Privilege and (A)(6) Personnel as well as adding Attorney/Client Privilege regarding Brabo V. City, U.S. District Court, Eastern District of North Carolina 4:25-CV-00207-D-BM. Discussion was held regarding the additional closed session. The motion was seconded by Mayor Pro tem Fritz. Motion failed 2-3

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault		x
Councilmember Horton		x
Councilmember Tyre		x

By motion of Councilmember Tyre, seconded by Councilmember Perreault, Council entered into closed session under NCGS 143.318.11 (A)(3)Attorney/Client Privilege and (A)(6) Personnel

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton	x	
Councilmember Tyre	x	

Councilmember Perreault and Mayor Pro tem Fritz agreed to serve on the subcommittee to review Police Chief applications.

By motion of Mayor Pro tem Fritz, seconded by Councilmember Perreault, Council approved listing the Keys Landing property for sale on GovDeals.

ADJOURN:

By motion of Councilmember Tyre, seconded by Councilmember Horton, the meeting was adjourned until January 21, 2026 at 10:30 am at Washington-Warren Airport.

(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC
City Clerk

The Washington City Council met in a work session on Wednesday, January 21, 2026 at 10:30 am at the Washington-Warren Airport Conference Room. Present: Ellen Brabo, Mayor; Nick Fritz, Mayor Pro tem; Max Perreault, Councilmember and Joe Davis, Councilmember. Also, present Bobby Roberson, Interim City Manager; Jessica Green, Deputy City Clerk and City staff.

RM Flowers, Fire-Rescue-EMS Chief PowerPoint Presentation.



City of Washington
Department of Fire-Rescue-EMS
Dedicated to serve, Trained to Save



City of Washington
Department of Fire-Rescue-EMS
Dedicated to serve, Trained to Save





City of Washington
Department of Fire-Rescue-EMS

Dedicated to serve, Trained to Save

MISSION STATEMENT

To professionally serve the needs of our community with pride, dedication, and excellence never failing to deliver quality life safety and emergency services with the highest level of integrity, commitment, and community engagement.



City of Washington
Department of Fire-Rescue-EMS

Dedicated to serve, Trained to Save

North Carolina Department of Insurance
ISO Class 3 Fire Insurance Rating

3,521 Class 3 departments out of over 40,000 in the United States puts WFD in the top 87%.

We were 1.83 points away from going to a Class 2 in 2024



City of Washington
Department of Fire-Rescue-EMS

Dedicated to serve, Trained to Save

Services Provided

Fire Suppression – All Personnel are Firefighter & Emergency Medical Technician Certified

EMS – Paramedic Level

Technical Rescue – Vehicle Extrication, Agricultural Rescue, Confined Space Rescue, Surface Water Rescue, High Angle Rescue

Fire & Life Safety Education Programs

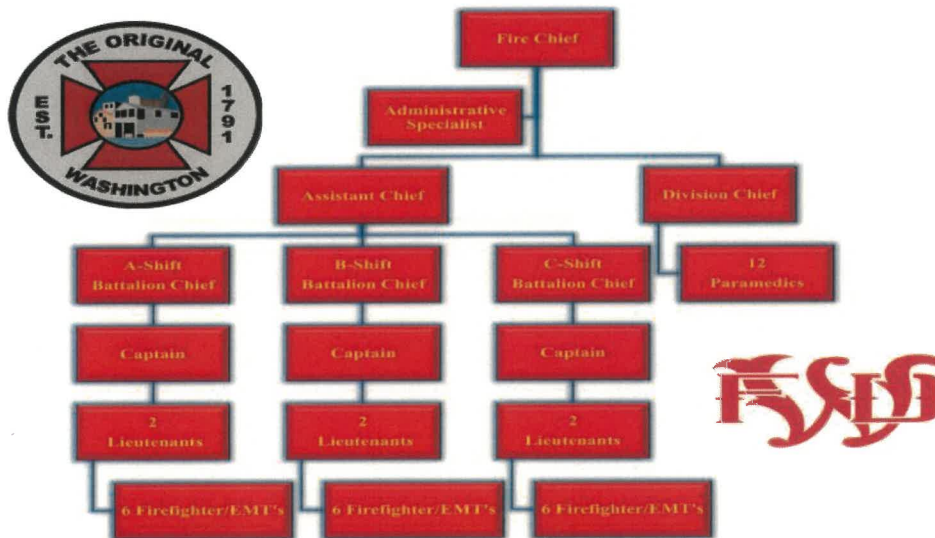
Fire Prevention – Inspections, Plan Reviews, Permitting











City of Washington
Department of Fire-Rescue-EMS
Dedicated to serve, Trained to Save

- Fire Division consists of 30 personnel on 3 shifts (A,B,C)
 - 48 hours on, and 96 off, based on working 2,912 hours per year
 - Possibility of 144 hours of built-in overtime.

- EMS Division consists of 12 personnel on 4 shifts (1,2,3,4)
 - 24 hours on, and 72 hours off, based on working 2080 hours per year
 - Possibility of 211.5 hours of built-in overtime

- Administrative Division consists of 4 personnel
 - Fire Chief
 - Assistant Fire Chief / Fire Marshal
 - Division Chief of EMS operations
 - Administrative Specialist

****Minimum Staffing of 9 personnel per shift.****





City of Washington
Department of Fire-Rescue-EMS
 Dedicated to serve, Trained to Save

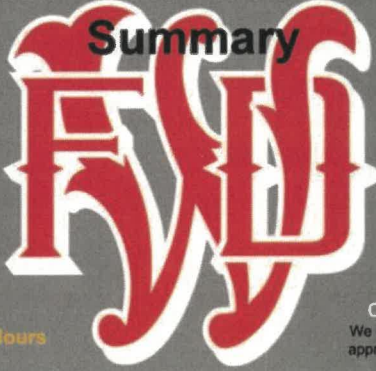
2025 Annual Departmental Data

Engine Responses	2120 (21% Increase)
Property Loss	\$307,400
Property Risk	\$18,161,230 (98% Save Rate)
Fire Fatality	0
EMS Responses	3256 / 2447 Transports (19% Increase)
Overlapping / Calls Turned Over	404
Average Response Time	< 80 Seconds
Total Training Hours	13,205
Fire Prevention Inspections	339
Total Violations Noted	751
Public Education Presentations	48 serving 3,972 participants

Washington Fire/Rescue/EMS 2025 Summary

Fire Statistics

- Total calls: 2,120
- Structure Fire - 24
- Vehicle Fire - 8
- Dumpster / Trash Fire - 6
- Brush / Vegetation Fire - 5
- Other Fires - 5
- Water Responses - 5
- Medical Calls - 1,487
- Motor Vehicle Accidents - 155
- Elevator Rescues - 4
- Automatic Fire Alarms - 167



EMS Statistics

- Total calls: 3,256
- Transports - 2,477
- Patient Refusals - 504

Department Training Hours
13,205.32 Hours

Fire Prevention

- Total Inspections: 321
- Violations Found - 751
- Permits Issued - 46
- Plan Reviews - 89

Community Outreach

We hosted 48 events and contacted approximately 3,972 people at those events.



City of Washington
Department of Fire-Rescue-EMS
 Dedicated to serve, Trained to Save

- EMS charges per patient
 - Basic Life Support Transport = \$851.44
 - Advanced Life Support Transport = \$1,011.10 (Level I)
 - Advanced Life Support Transport = \$1,463.42 (Level II)
 - Mileage = \$27.06 / Mile
 - Average income per call = \$629.37
 - Projected income for placing 2nd EMS unit in service = **\$193,217**
 - **Based on 2025 run statistics**

- FY 24/25 Revenue
 - EMS Billing = \$1,098,832
 - Medicaid Reimbursement = \$295,000
 - Total = **\$1,393,832**



City of Washington
Department of Fire-Rescue-EMS
Dedicated to serve, Trained to Save

- Motor Vehicle Crash Charges
 - Level I = \$602.00
 - Level II = \$687.00
 - Extrication Services = \$1,811.00
 - Creating a Landing Zone = \$553.00

- FY 24/25 Revenue = \$22,508.79



City of Washington
Department of Fire-Rescue-EMS
Dedicated to serve, Trained to Save

Contracts

- Town of Washington Park to provide fire and EMS protection.
 - *FY 25/26 = \$46,760 paid into the general fund*

- Records management system for fire and EMS responses (ESO)
 - *FY 25/26 = \$14,656*

- Fire, Rescue, & EMS Training Software (Target Solutions)
 - *FY 25/26 = \$6,921*

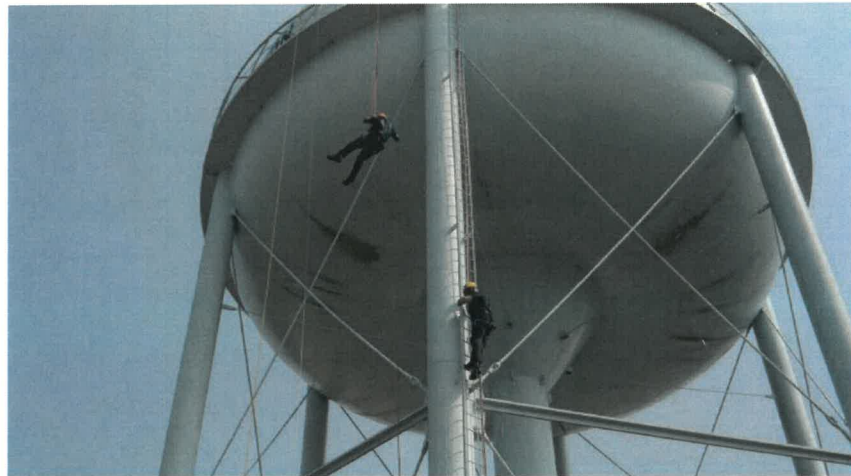


City of Washington
Department of Fire-Rescue-EMS
Dedicated to serve, Trained to Save

Contracts

- EMS Billing (EMS Management)
 - *7.95% of collected revenue*

- Motor Vehicle Crash Billing (Fire Recovery USA)
 - *22% of collected revenue*



City of Washington
Department of Fire-Rescue-EMS
 Dedicated to serve, Trained to Save

Apparatus and Equipment

- 2 Engines
- 100' Tower Ladder
- 78' Stick Ladder
- Heavy Rescue
- 3 EMS Units
- 3 Support Staff Vehicles
- 2 Squads / Special Response Trucks
- Water Rescue Boat
 - Night Vision Capabilities
 - Firefighting Capabilities
- 2 14' Zodiac Rescue Boats
- Water Rescue Trailer
- Command / Communications Trailer
- 4 x 4 ATV Rescue Vehicle
- Surplused military high-water truck







City of Washington
Department of Fire-Rescue-EMS

Dedicated to serve, Trained to Save

Fire Division Physical Agility Test

- 150' Dry Hose Drag
 - 70' Charged Hose Drag (through a diminishing hallway)
 - 24' Ladder Raise and Lower
 - Saw Carry (up a roof ladder on a simulated roof)
 - 20' Attic Crawl
 - Strike A Simulated Roof With An Axe 22 Times
 - 165 Pound Dummy Drag 26'
 - Roof Ladder Carry for 54'
 - 30' Crawling Search
 - Climb 3 Flights Of Stairs (with 100' 1 ¼" hose bundle)
- **Maximum time limit of 8 minutes 28 seconds.****



City of Washington
Department of Fire-Rescue-EMS

Dedicated to serve, Trained to Save

EMS Division Physical Agility Test

- Exit EMS unit and carry trauma bag 32'
 - Stair climb x 2 while carrying trauma bag and cardiac monitor
 - Perform 2 sets of 200 effective chest compressions
 - Climb down stairs while carrying trauma bag and cardiac monitor
 - 165 Pound Dummy Drag 18'
 - Return trauma bag and cardiac monitor to appropriate place in EMS unit
 - 165 Pound Dummy Drag 26'
- **Maximum time limit of 7 minutes 4 seconds.****



City of Washington
Department of Fire-Rescue-EMS

Dedicated to serve, Trained to Save

QUESTIONS ?

Phil Rollinson, Interim Police Chief presented PowerPoint Police Department overview.



Your Police Department

We, the Washington Police Department exist to provide police services, in order to enhance the quality of life in a fair manner, always remembering we are Public Servants.

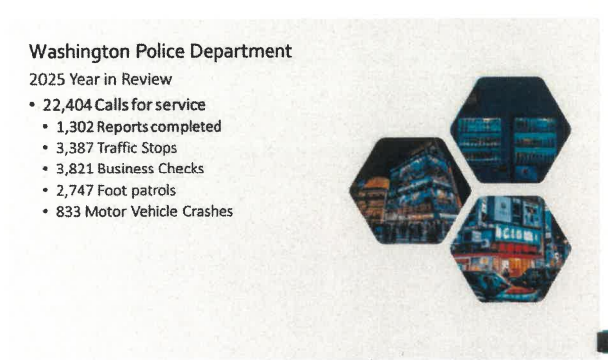
CORE VALUES

- **HONOR** - We serve with honor, by determining what ethical right is, even at personal cost.
- **EMPOWERMENT** - We are dedicated to the idea that developing employees with skills, resources, authority, and opportunity will contribute to their competence and satisfaction.
- **ACCOUNTABILITY** - We are an organization of empowered employees, who are responsible for what they say and do.
- **TEAMWORK** - We support a team environment that encourages individual contributions and recognizes group accomplishments.



Washington Police Department

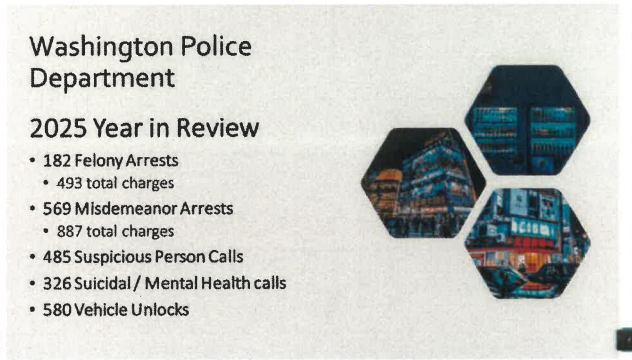
- 20 Sworn Police Officers
- 5 Detectives
- 3 Non-Sworn Employees
- 6 Telecommunicators



Washington Police Department

2025 Year in Review

- 22,404 Calls for service
- 1,302 Reports completed
- 3,387 Traffic Stops
- 3,821 Business Checks
- 2,747 Foot patrols
- 833 Motor Vehicle Crashes



Washington Police Department

2025 Year in Review

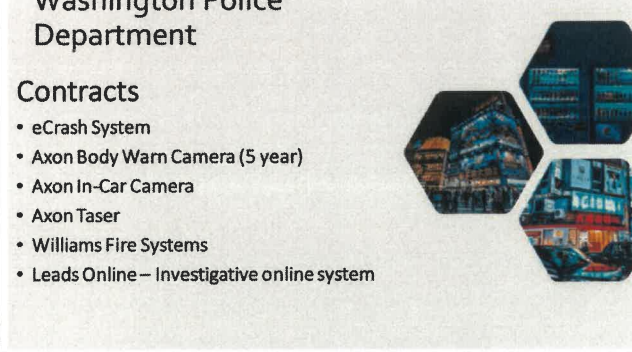
- 182 Felony Arrests
- 493 total charges
- 569 Misdemeanor Arrests
- 887 total charges
- 485 Suspicious Person Calls
- 326 Suicidal / Mental Health calls
- 580 Vehicle Unlocks



Washington Police Department

Contracts

- Southern Software Records Management
- Southern Software MDIS (Mobile Data)
- Heating and Air Contract Police Building
- DCI Connect Fee for Vehicles (eliminate)
- iRecord System for Interview rooms
- CopyPro through IT
- Concise System for Cradle Point In vehicles



Washington Police Department

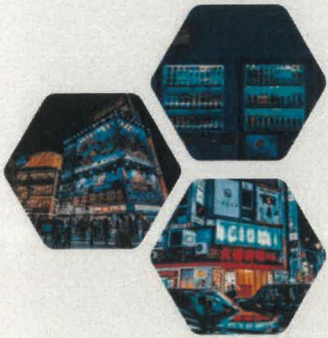
Contracts

- eCrash System
- Axon Body Warn Camera (5 year)
- Axon In-Car Camera
- Axon Taser
- Williams Fire Systems
- Leads Online – Investigative online system

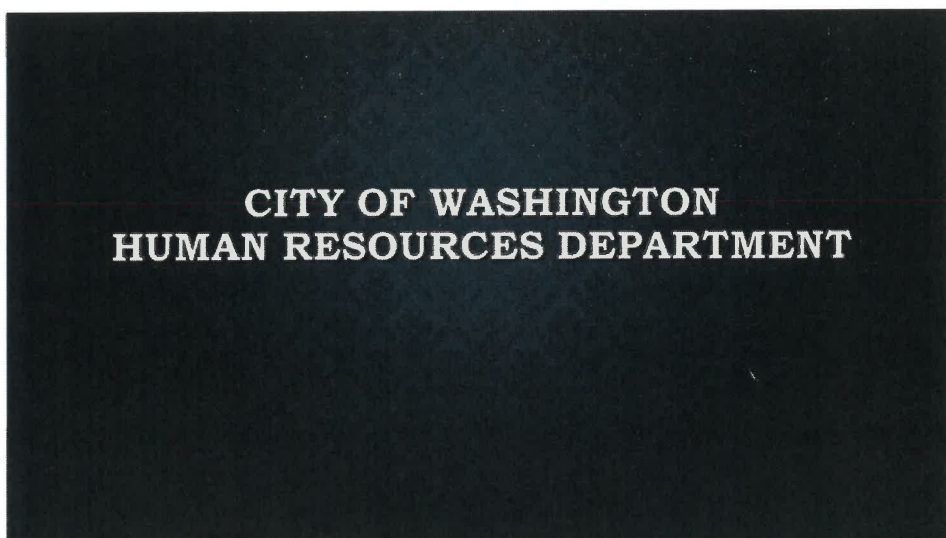


**Washington Police
Department
Communications
Contracts**

- Radio Communication Company Dispatch
 - Zetron Max Dispatch
 - Zetron Max Call Taking System
- Southern Software Computer Aided Dispatch
- Southern Software Support Agreement
- WSI Technologies Recording Systems



Nicole Williams, Human Relations Director presented her PowerPoint and addresses questions and concerns about personnel and employee benefits.



<p>Nicole Williams Director, Human Resources</p> <p>Mitchell Harris Jr. Employee Health, Safety & Risk Manager</p> <p>Morgan Cherry Human Resources Specialist</p> <p>Tiffany McCabe Human Resources Assistant</p>	<p>HR is staffed with four positions, three full time and one part-time.</p> <p>The overall responsibility of Human Resources Department is to assist City Management and Employees with the following:</p> <ul style="list-style-type: none">• Policy Administration• Recruitment & Selection• Onboarding• Performance Management• Compensation & Benefits• Employee Wellness & Events• Risk Management, Safety & Workers Comp
--	---

HUMAN RESOURCES ASSISTANT

- ❖ Part-time Human Resources Assistant responsibilities
 - ❖ Administrative support to the Human Resources team by providing general clerical duties
 - ❖ File management/compliance with records and retention
 - ❖ Lead for the Volunteer Program and Secondary Employment
 - ❖ Maintains rosters for various programs
 - ❖ Scheduling Interviews

HUMAN RESOURCES SPECIALIST

- ❖ Human Resources Specialist responsibilities
 - ❖ Assisting with recruitment, managing our application platform NEOGov
 - ❖ Benefits – main contact for benefits and explaining our benefits to employees
 - ❖ Ensures pay and benefits are correct for employees by working closely with the finance department
 - ❖ Leads New Hire Orientation
 - ❖ Provides training to the HR Assistant
 - ❖ Human Resources Director backup

EMPLOYEE HEALTH, SAFETY & RISK MANAGER

- ❖ Employee Health, Safety & Risk Manager responsibilities
 - ❖ Safety and Training program
 - ❖ Property & Liability insurances
 - ❖ Workers Compensation
 - ❖ Assists HR Director with policy review

POLICY ADMINISTRATION

- ❖ Recommends revisions to the personnel policy to the City Manager for consideration; these revision recommendations are normally due to a statute change or new law
- ❖ Coordinates changes as necessary to maintain an up to date and accurate position classification plan
- ❖ Recommending necessary revisions to the pay plan
- ❖ Recommending which employees shall be subject to the overtime provisions of the Fair Labor Standards Act (FLSA)
- ❖ Maintaining a roster of all persons in the municipal service
- ❖ Administer the safety program and the Alcohol & Drug free workplace policy
- ❖ Advise management and employees on existing policies
- ❖ Manage FMLA process & ensure compliance

RECRUITMENT & SELECTION

- ❖ Develop and administer recruiting programs to obtain qualified applicants to meet the needs of the City
- ❖ Human Resources works directly with Supervisors & Department heads to recruit open positions
- ❖ Involved for the entire process to ensure compliance from the time the position is posted until the employees first day

- ❖ 2025 hired 50 employees – 29 full time
- ❖ 2025 1010 applications received and processed

ONBOARDING

- ❖ New Employees attend New Hire Orientation. This is held the first Thursday of each month, consisting of benefit paperwork, policy review and initial safety training taking place
- ❖ Ongoing training for employees is dependent on their position. Some receive more specified training
- ❖ Annual OSHA training is facilitated for all employees
- ❖ Monthly safety meetings and trainings to keep up to date with any changes and to review current policies

PERFORMANCE MANAGEMENT

- ❖ Employees receive yearly evaluations from their direct supervisor and have the opportunity to complete a self eval, but is not required
- ❖ Evaluations are completed using a program - Performance Pro
- ❖ Employees receive a rating score and that determines if a pay increase is earned
- ❖ Two types of raises – Job Maturity and Merit
- ❖ HR manages this process to ensure appraisals are kept up to date

COMPENSATION & BENEFITS

- ❖ The City has a benefit package that includes health, dental, vision, basic life insurance for full time employees
- ❖ Employees also have the opportunity to elect voluntary benefits such as Aflac policies
- ❖ The City participates in LGERS, which is the retirement system, and supplemental retirement through 401K/457 plans
- ❖ Open enrollment week is held every year for employees to review and make changes to benefits - 2025 was a mandator year with 224 full time employees attending
- ❖ HR also manages retiree benefits - in 2025 60 retirees attended open enrollment
- ❖ HR starts the process for every pay change for employees - ranging from COLA, Educational Attainment, Promotions, and Appraisals

EMPLOYEE WELLNESS & EVENTS

- ❖ Employees are encouraged to participate in wellness challenges sent out by HR, the two 2025 challenges had over 150 participants for each challenge
- ❖ The employee health clinic is available for employees and increased to two days a week for four hours each day in September 2025. The clinic allows employees to be seen quicker and return to work. 2025 the clinic had 206 visits
- ❖ A Wellness and Benefit fair is held annually for employees to have the opportunity to meet various vendors who provide our benefits. The 2025 wellness fair had over 170 employees participate and 34 vendors attend
- ❖ The Employee Appreciation and Service Awards Luncheon is held annually. At this event we recognize employees that have years of service in five-year increments (5, 10, 15, 20, 25, 30, 35, 40) At our 2025 luncheon, we had 25 employees reach different milestones. 8 EE reached 5years; 4 -10 years; 5 - 15 years; 4 - 20 years; 1 - 25 years; 2 - 30 years and one EE has worked a total of 40 years for the City

RISK MANAGEMENT, SAFETY & WORKERS COMP

- ❖ HR manages and oversees the property/liability insurance for the City
- ❖ The Employee Health, Safety and Risk Manager is the chairperson of the Safety Committee which reviews accidents and near miss incidents to identify trends and to prevent reoccurrence. By working with all departments to ensure that employees are working safely, and are provided a safe working environment
- ❖ HR enforces the safety manual and drug testing procedures to ensure our employees comply with our existing policies
- ❖ Workers Compensation is managed for employees that have been injured on the job, keeping the city compliant with state regulations
- ❖ As of January 9, 2026 the City has been a year since a lost time accident

QUESTIONS?



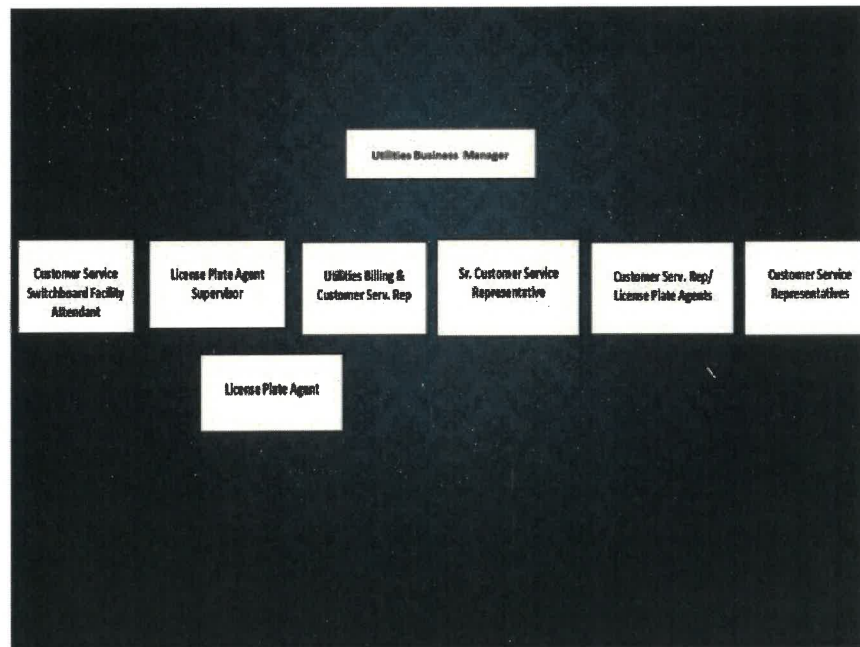
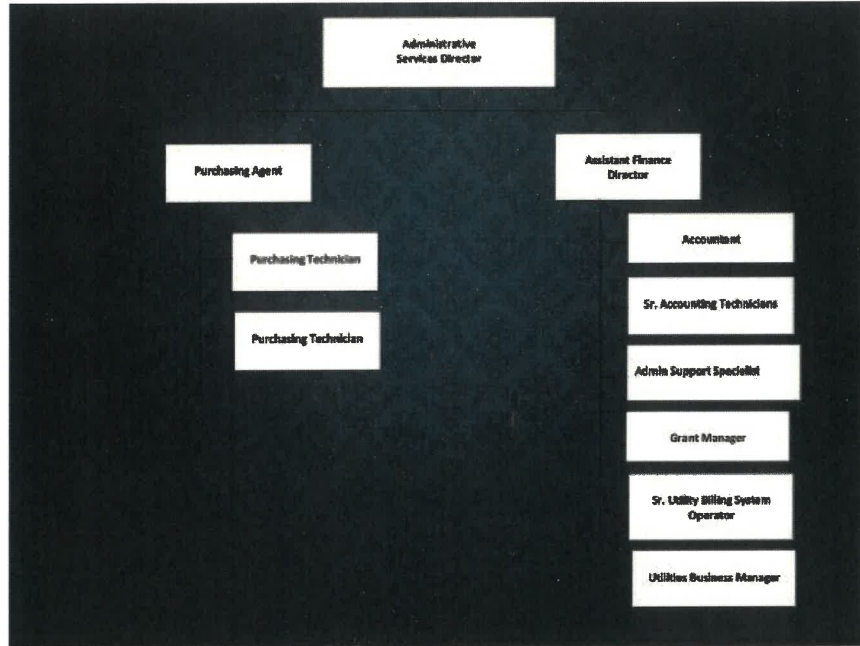
Tammy Swindell, Administrative Services Director presented her PowerPoint and answered questions concerning finances and the City of Washington’s budget.

ADMINISTRATIVE SERVICES DIVISION

January 2026

ADMINISTRATIVE SERVICES ORGANIZATION

- Administrative Services Director (1 employee)
- Finance (6 employees)
- Utility Billing (1.5 employees)
- Customer Service (8 employees)
- License Plate Agency (2.5 employees)
- Purchasing/Warehouse (3 employees)



FINANCE

- Purchase order processing (1,350 annually)
- Accounts Payable (annually 7,400 invoices, transfers, credit cards, escheats, vendor process)
- Payroll/Retirement/Insurance bills (10 monthly insurance bills, 300+ employees)
- General Ledger (statutory requirements)
- Financial Reporting
- EKOS Fuel Management & Outside agency fuel billing(4)
- Accounting for TDA/Civic Center (TDA pays for this service)
- Fixed Asset Accounting
- Annual audit (6 month process)
- Annual Comprehensive Financial Report (Excellence in Financial Reporting from GFOA)
- Capital Improvement Plan (CIP)
- Budget(5-6 month process with statutory requirements)
- State and Federal government reporting
- Investments (\$6,536,861)
- Debt issuance and management
- Assessments
- Grants/project status (105 projects/grants active)
- Grant Compliance
- Vehicle Maintenance/Titles

UTILITY BILLING

- Bill city services weekly (electric, water, sewer, solid waste, and storm water)
- Maintain utility rates
- Processes deposit refunds
- Miscellaneous Accounts Receivable Billing
- 14,928 customers billed with 8,978 paperless 5,950 mailed

CUSTOMER SERVICE

- Establish new accounts and maintain accounts (applications, deposits, service connection average 210 per month)
- Initiate Service Orders(re-reads, line crew, Misc.)
- Work with delinquent customers on extensions, payment plans, energy audits, education
- NC Debt Setoff and Online Utilities Exchange for collection accounts
- Assist customers with budget billing, drafts, and various customer questions
- Disconnect service on delinquent accounts & generates courtesy calls
- Handles tampering cases
- Facility operations
- Collect, reconcile, and deposit revenues daily including occupancy tax for TDA
- Process privilege license
- Utility billing adjustments
- On-line payments, vouchers, bank drafts
- Promote load management program
- Maintain cemetery deeds and records
- Coordinates marketing for utilities and educate customers on utility opportunities energy audits
- 7/1 – 1/12- Customers payments Walk in 16,582 Mail 10,074 phone 979 Online 51,012 Bank Draft 9,303

PURCHASING/WAREHOUSE

- Receive, issue, and maintain materials inventory (\$2 million 260,000 inventory pieces)
- Contract negotiations
- Bid specifications and openings
- Sell and dispose of surplus equipment
- Establish and maintain vendor relationships
- Administers procurement
- City Fire extinguisher yearly maintenance
- Manages the City cell phone and uniform program

LICENSE PLATE AGENCY

- Process title work and vehicle registrations for the State 6,411 average transactions per month
- State pays \$2.25 for standard transactions \$1.38 property tax transaction processed. Average \$12,000 per month state contract
- Notarize documents Average this year 4,400 per month
- Maintain secure inventory per state requirements
- Address all correspondence and emails
- Issue Placards
- Review, correct, and organize daily work and mail to DMV daily.
- Reconcile cash daily
- Process and reconcile deposit daily
- Assist DMV auditor with the monthly audit.

BUDGET

- NC General Statute Requirements
- Balance Budget Ordinance different than private sector budget
- Department Heads submit before April 30th
- Budget Officer presents to board before June 1st budget and city manager message
- Approved by June 30th or Interim Budget for Debt/Payroll





- 6 months process
- Audit is required annually-Due December 31
- This year audit is due February 12, 2026
- Data is not immediately available at 6/30- Post final invoices, accruals, reconcile grants accounts and projects, year end entries
- Single Audit requires grant compliance
- Planning & risk assessment, understand city operations, internal controls, evaluate processes payroll, purchasing, cash handling
- Test transactions, confirm balances, review grants, contracts, leases compliance testing with federal and state grants, which is the most time consuming
- Ensure everything balances
- To ensure the audit is accurate, goes through manager review, partner review, proofing, city staff review
- Compile over 226 page document that meets required standards

FINANCIAL OVERVIEW

- Fund Types (32 Funds)
 - General Fund (Administration, Public Safety, Public Works, Cultural & Recreation)
 - 7 Proprietary Funds (Water, Sewer, Solid Waste, Storm Water, Electric, Airport, Cemetery)
 - 2 Trust Funds (Library & Cemetery)
 - 2 Special Revenue (Water & Sewer Capital Reserve Fund)
 - 18 Capital Project Funds (grants/restricted revenues, construction projects 59 separate projects)
 - 1 Internal Service Funds (Workers Compensation)
 - 1 Outside Agency Fuel Fund

FINANCIAL OVERVIEW (2)

2025-2026 Budget

• Total Budget	\$146,235,421
• General Fund	25,689,137
• Water Fund	4,932,785
• Sewer Fund	4,527,073
• Storm Water Fund	2,013,434
• Electric Fund	40,105,381
• Solid Waste Fund	2,867,202
• Airport Fund	1,149,851
• Cemetery Fund	414,786
• Other Funds	64,513,272

FINANCIAL OVERVIEW (3)

- Ad Valorem Taxes
 - Tax rate \$.485 per \$100 valuation
 - Tax valuations \$1,584,499,045
 - Tax levy \$7,471,959 @ 97% collection rate
 - FY 2025 collection rate 98.7% as of 6/30/25
 - \$.01 of taxes = \$154,061 gross levy collection budget 150,000
 - Last revaluation in 2025, next scheduled 2031

TAX RATE HISTORY

Year	Tax Rate
2006	0.60
2007	0.60
2008	0.60
2009	0.60
2010	0.60
2011	0.50 Revaluation .485 Revenue Neutral
2012	0.50
2013	0.50
2014	0.50
2015	0.50
2016	0.50
2017	0.52
2018	0.52
2019	0.53 Revaluation Revenue Neutral .5291
2020	0.53
2021	0.53
2022	0.58 Paramedics
2023	0.58
2024	0.58
2025	0.58
2026	0.485 Revaluation Revenue Neutral .377

FINANCIAL OVERVIEW (4)

Outstanding Debt		General Fund –Fund Balance	
• 2025	21,476,104	• 2025	8,923,285 (not final, estimate)
• 2024	11,224,505	• 2024	6,591,903
• 2023	10,133,333	• 2023	4,934,778
• 2022	11,295,643	• 2022	6,941,018
• 2021	4,668,663	• 2021	4,540,608
• 2020	4,732,502	• 2020	2,944,511
• 2019	5,418,729	• 2019	8,707,967
• 2018	6,088,577	• 2018	7,732,736

FINANCIAL OVERVIEW (5)

- NC General Statute 159, Local Government Budget and Fiscal Control Act, governs financial and budget practices
- Local Government Commission (LGC) oversees municipal debt and fiscal management
- Certificate of Achievement for Excellence in Financial Reporting- 29 consecutive years
- C.F.O. has completed the NC Public Finance Officers Certification Program with the NC Governmental Finance Officers Association (NC GFOA)

ADJOURN:

The meeting was adjourned until February 9, 2026 at 5:30pm in the City Council Chambers located at the Municipal Building.

Jessica Green
Deputy City Clerk



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Phil Rollinson, Interim Chief of Police
Date: February 24, 2026
Subject: NC League of Municipalities Soft Body Armor Reimbursement
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council accept the NC League of Municipalities Soft Body Armor Reimbursement Grant in the amount of \$2,500.00 and adopt the corresponding budget grant budget ordinance.

BACKGROUND AND FINDINGS:

Grant funds will be used to reimburse the City of Washington for the cost of soft body armor for police officers. Reimbursement will be \$500.00 per vest for five (5) vests for a total of \$2,500.00.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Grant Budget Ordinance
Grant Award Correspondence

**A GRANT PROJECT ORDINANCE FOR
NC LEAGUE OF MUNICIPALITIES BALLISTIC VEST GRANT
CITY OF WASHINGTON, N.C.
FOR FISCAL YEAR 2025-2026**

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

Section 1. The project authorized is for the NC League of Municipalities Ballistic Grant:

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

Section 3. The following revenue is anticipated to be available to complete this project:

122-3350-8901	Misc. Grant Funds- Project Ballistic Vest	\$2,500
---------------	--	---------

Section 4. The following amounts are appropriated for the project:

122-4400-5701	Misc. Grant Expenses- Project Ballistic Vest	\$2,500
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Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.

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

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

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

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

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

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

This the 9th day of March, 2026.

Mayor

Attest:

City Clerk

Cynthia Bennett

From: Phil Rollinson
Sent: Wednesday, February 25, 2026 10:24 AM
To: Cynthia Bennett
Subject: FW: Your Soft-Body Armor Grant Application is Approved CRM:0001961

Grant award email for Council Action

From: RMS Grant Requests <rmsggrantrequests@nclm.org>
Sent: Tuesday, February 24, 2026 8:54 AM
To: Phil Rollinson <prollinson@washingtonnc.gov>
Subject: Your Soft-Body Armor Grant Application is Approved CRM:0001961

Dear Ashley Revels,

Congratulations! Your Soft Body Armor grant request has been approved. You will soon receive reimbursement check for the following approved items.

Approved Items:

Point Blank Alpa Elite Ballistic Vest - Point Blank Enterprises Model Alpha Elite - \$2,500.00
have been approved.

The workers compensation program will reimburse at a flat rate of \$500 per vest for any purchase over \$500. If a vest is less than \$500 it will be reimbursed at 50% of purchase price. A grant request may cover up to 5 Body Armor vests per fiscal year.

Reminder: for all Soft Body Armor reimbursement requests, go to

1. You will then navigate to the Insurance tab listed at the top of the page, and then to the Risk Management tab on the left column.
2. You will find the online Soft Body Armor grant application form located under the Grant Applications tab.
3. You will then select the Soft-Body Armor Grants hyperlink and fill out the online form.

NOTE: You will attach a scanned copy of the invoice or receipt, the department's mandatory body armor wear policy, and a signature from the chief of police. -This is a very quick application process.

Please also look at the Shield Services tab for the latest law enforcement resources and programs free to members of the League's Insurance pools.

I am also your direct contact for any other law enforcement needs and resources.

Sincerely,
Joseph Graziano, Public Safety Risk Management
North Carolina League of Municipalities
Phone: 609-868-9553 , email: jgraziano@nclm.org

[Click here to view your grant request and upload proofs of purchase.](#)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo and Members of City Council
From: Tammy Swindell - Administrative Services Director
Date: March 9, 2026
Subject: Close Boardwalk Project out of fund 121

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to close the boardwalk phase 1,11,and 111 into the general fund.

BACKGROUND AND FINDINGS:

Funds that were left over after the projects were complete need to be closed back to the general fund where the initial funding match originated from.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget & Grant Ordinance Amendments

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

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

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

010-3980-5800	Transfer from Capital Project Fund	\$ 232,940
---------------	---------------------------------------	------------

Section 2. That the following accounts of the General Fund revenue budget be increased or decreased by the respective amounts to close the DEQ Boardwalk project:

010-3991-9910	Fund Balance Appropriated	\$ (232,940)
---------------	---------------------------	--------------

Section 3. That the following accounts of the DEQ Boardwalk Reconstruction revenue budget be increased or decreased by the respective amounts indicated:

121-3991-9910	Fund Balance Appropriated	\$232,940
---------------	---------------------------	-----------

Section 4. That the following accounts of the DEQ Boardwalk Reconstruction appropriations budget be increased or decreased by the respective amounts to close the boardwalk phase 1,11, and 111 projects:

121-4930-9210	Transfer to General Fund	\$ 232,940
---------------	--------------------------	------------

Adopted this the 9th day of March 2026.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo and Members of City Council
From: Tammy Swindell, Administrative Services Director
Date: March 9, 2026
Subject: Grant Ordinance Amendment for Cherry Run Phase II

RECOMMENDATION:

I move that City Council adopt the Grant & Budget Ordinance amendment to adjust the budget to the funding amount awarded for Cherry Run Phase II project.

BACKGROUND AND FINDINGS:

\$360,500 of this project was already set up in the budget September 2024 to allow for admin/legal & engineering services. December 2025 the budget was set up for this project that included the full amount in error, as it should have only been the remaining portion of the construction cost. The budget needs to be reduced as to not duplicate the funding set up previously. The sewer transfer needs to be moved from fund 032 to fund 305.

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 BUDGET & GRANT PROJECT
ORDINANCE FOR CHERRY RUN PUMP STATION & 5TH ST FORCE MAIN
PROJECT SRF-W-0004
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 Cherry Run PS & Force Main Grant Project Fund be increased or decreased in the following accounts and amounts:

305-3480-0508	NCDEQ Funding Project Cherry Run & Force Main	(360,500)
---------------	--	-----------

Section 2. That the following appropriation accounts in the Cherry Run & Force Main Grant Project Fund be increased or decreased by the following amounts to fund closing cost:

305-8250-4502	Construction Project Cherry Run & Force Main	(360,500)
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Section 3. That the Estimated Revenues in the Sewer Fund be increased or decreased in the following accounts and amounts:

032-3991-9910	Fund Balance Appropriated Cherry Run & Force Main	73,899
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Section 4. That the following appropriation accounts in the Sewer Fund be increased or decreased by the following amounts to fund closing cost:

032-6611-9276	Transfer to CPF Cherry Run & Force Main	73,899
---------------	--	--------

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. This ordinance shall become effective upon its adoption.
Adopted this the 9th day of March, 2026.

ATTEST:

CITY CLERK

MAYOR



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Domini Cunningham, Interim Community & Cultural Services
 Director/ Kevin Richards, Wooten Company
Date: March 3, 2026
Subject: Public Hearing – CDBG-NR Grant Closeout
Applicant Presentation:
Staff Presentation:

RECOMMENDATION:

I move that City Council Close out these two CDBG-Neighborhood Revitalization Grants, funds 19-C-3143 and 17-D-3143.

BACKGROUND AND FINDINGS:

The City of Washington received \$750,000 in CDBG-Neighborhood Revitalization (19-C-3143) funds on March 10, 2021. The City received an additional \$470,140 (17-D-3143) on June 10, 2024 for total project funding in the amount of \$1,220,140. The project was funded 100% with CDBG grant funds.

The project was for the renovation of the property located at 300 East 10th Street to house the Kelly Children’s Home. The Center is now named the Kelly Center of Hope. They are a 501(c)(3) nonprofit organization that provides care to teens and young adults in need. Their mission is to serve as a center of hope by providing shelter to homeless youth and addressing the diverse needs of the community. They are committed to promoting healing and teaching essential life skills, empowering individuals to build a positive future.

All project activities are complete and the grant can now be closed out.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

NOTICE OF PUBLIC HEARING
City of Washington
FY17 & FY19 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM-
CDBG-NR PROJECT CLOSEOUT
GRANTS 17-D-3143 & 19-C-3143

Notice is hereby given to residents that City of Washington City Council will hold a public hearing on Monday March 9th, 2026 at 6:00 PM in City Hall located at 102 East Second Street, Washington, NC, to review, assess the performance, and close out the City's 17-D-3143 and 19-C-3143 Community Development Block Grants– Neighborhood Revitalization (NR) grants and allow the citizens of Washington an opportunity to express their views concerning the project.

The City of Washington received two U.S. Department of Housing and Urban Development (HUD) CDBG-NR Grants from the North Carolina Department of Commerce (NC DOC) Rural Economic Development Division (REDD). Grant 17-D-3143 was in the amount of \$470,140.00 and grant 19-D-3143 was in the amount of \$750,000.00 for a total project cost of \$1,220,140.00. The project was 100% funded with CDBG-NR funds. The project was for the renovation of the property located at 300 E.10th Street to house the Kelly Children's Home. The project activities have been completed and the City is in the process of closing the CDBG-NR projects out.

All interested citizens are encouraged to attend the public hearing and make their views about the project known. For additional information or to submit written comments, please contact Cynthia Bennett, City Clerk at 252-975-9318. Comments should be postmarked no later than noon on March 2nd, 2026, and a written response will be made within ten business days.

The City of Washington does not discriminate based on race, color, religion, sex, national origin, handicap, age, or political affiliation in the admission, access to, treatment, or employment in the CDBG program and activities. The City of Washington is an Equal Opportunity Employer.

Persons with disabilities requiring special accommodation should contact one of the following at least 48 hours prior to the scheduled meeting: Cynthia Bennett, at 252-975-9318; NC Relay Number for the Deaf at 1-800-735-8262.

This information is available in Spanish or any other language upon request. for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Cynthia Bennett al 252-975-9318 o en City of Washington City Hall, 102 East Second Street, Washington, NC o en para esta solicitud.



| ANNUAL REPORT 2025 |



A message from the Director:

As we reflect on this past year at Brown Library, we are reminded that a library is more than books and a building. It is people, purpose, and possibility.

In 2025, a grant helped us add a solo study booth with dedicated technology. This single addition made a meaningful difference, offering students a quiet space to focus, job seekers privacy for interviews, and reliable technology for all. It reflects our commitment to meeting real needs.

We took a big step to preserve our community's history by beginning the project to relocate the history room to the historic train depot. Generous donations created an opportunity to safeguard our shared artifacts, create space in the library for more accessible programming, and honor our past as we prepare for the future.

In 2025, partnerships with local organizations brought enriching programs to our library and out in our community, and ensured that resources were shared wisely.

None of this happens alone. Our staff, Board of Trustees, volunteers, donors, and the City of Washington leadership make it all possible.

Brown Library is where children discover reading, families gather, and opportunity begins. With your support, we will keep building a library that serves both today's needs and tomorrow's dreams.

Kimberly Davenport
Kimberly Davenport
Library Director



2025 | YEAR IN REVIEW

Top Books Borrowed by Adults, Teens, and Children:



Most Popular Online Resources:



Libby.

Provides digital ebooks, audiobooks, and magazines to library patrons.

Topics range from business, careers, technology, and more.



53,694
Visitors to the Library

The library averaged over 1,033 visitors each week!

515

New Cardholders




4561
Offsite Program Attendance



90,511
Collection Usage



5,143
Onsite Program Attendance



178,582

Wireless Engagements



52,215

Visits to our website



796

Volunteer Hours



George H & Laura E Brown Library

122 Van Norden | Washington, North Carolina 27889 | (252) 946-4300 | <https://washnc.org/guides.com/home>



2025 | IN ACTION

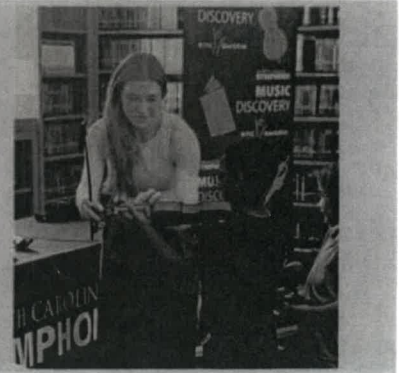
ECU Injury Prevention Program Partner



Early Literacy Toddler Storytime Program



North Carolina Symphony Program Partner



- 90+ programs **COLOR OUR WORLD.**
- 2,000+ attendees
- 1000+ educational kits distributed
- 19,000+ items checked out

Brown Library's 2025 Summer Library Program brought weeks of art, activities, and programs. We even unearthed a time capsule and created a new one for kids to dig up in 2050! We are deeply grateful to the presenters, the many volunteers, and the Friends of Brown Library for making this program a success.



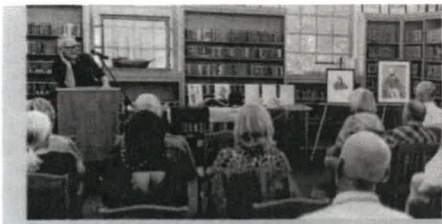
Pick-Up Kit Days



STEAM Clubs



Community Outreach



Bite of History Speaker Series



7th Annual Harry Potter Halloween



George H & Laura E Brown Library

122 Van Norden | Washington, North Carolina 27889 | (252) 946-4300 | <https://www.wasimarch9-2026.org/guides.com/home>

BROWN LIBRARY IS GROWING

Timeline

March 20th, 2025: Plans were presented to the Library Board of Trustees to move the History Room to the historic train depot. The space would be used for exhibits, local history and research, and provide space for archival processing and storage. The location would be considered an annex of the library.

April 14th, 2025: City Council accepted a generous gift of \$ 200,000.00 and granted a capital project ordinance to move the history room and renovate the historic train depot.

July 17th, 2025: The City of Washington issued an official Invitation to Bid (0717-2025).

September 8th, 2025: The City of Washington awarded the project to Down East Preservation, and work began to update the historic train depot.

Donations have continued to come in from individuals and local organizations. The Historic Port of Washington and several Brown Library volunteers have been integral to the project.

Expected Outcomes:

- Provide additional space for preservation.
- Hands-on learning for local students and families to visit, see, and touch artifacts.
- Create opportunities for partnerships with colleges and universities.
- Expand accessible program space for children's storytime and other library programming.
- Ribbon cutting and dedication in 2026.



The Historic Port of Washington is dedicated to preserving the town's rich maritime heritage while actively contributing to its growth and revitalization. They have long advocated for the establishment of an educational hub of Washington's history.

How HPOW Helped:

In 2025, the Historic Port of Washington partnered to enhance programming, contributed much-needed archival supplies, and raised funds to advance the ongoing depot renovation project.



Historic Port of Washington Project

Preserving Washington's maritime history for future generations.



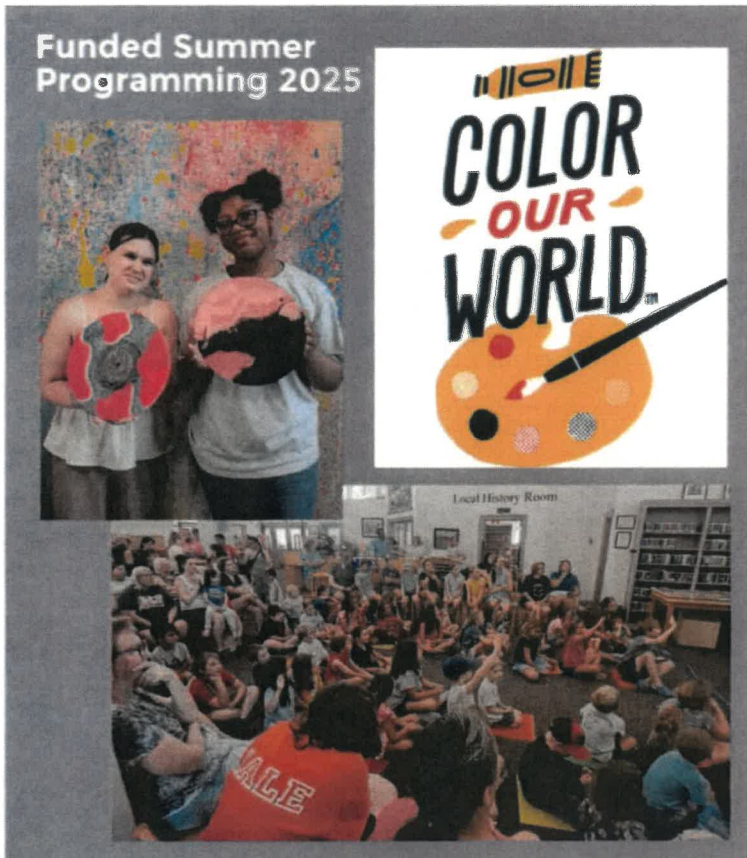
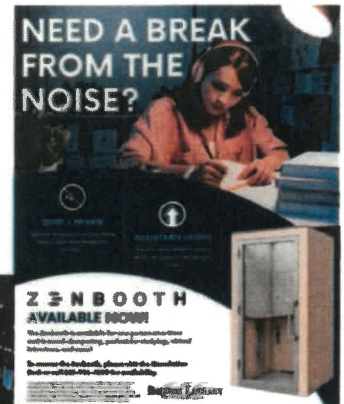
FRIENDS OF BROWN LIBRARY

SUPPORTING THE LIBRARY

The Friends of Brown Library play a vital role by providing volunteer support, advocacy, and supplemental funding for projects and materials that extend beyond the library's budgetary constraints.

How FOBL Helped:

- Provided 25% in matching funds for the solo study booth and laptop grant.
- Purchased a ScanPro 2500 microfiche reader with digitization software.
- Continued funding for Libby, Ancestry, and African American Ancestry.
- Renewed movie licensing and funded Harry Potter Halloween.



A message from the president:

Thanks to the continued community support, we have been able to fund additional programs and resources for the library through dues and our annual book sale. These contributions help strengthen the library's role as an essential community resource, providing access to information, learning opportunities, and services for all ages.

Katie Lake



THANK YOU TO OUR DONORS!

BOARD OF TRUSTEES

2025



Melissa Gonzalez
Vice Chairperson



Joanna Rieg
Secretary



Terry Rollins
Board Member



Ray Midgett
Board Member



Leesa Payton Jones
Board Member



Randa Flournoy
Board Member



Lou Hodges
City Council Liason



Steve Moler
Chairman of
the Board

A message from the chairman:

On the evening of March 17, 1911 a group of 8 Washington citizens assembled in rooms of the "Young Men's Christian League" to devise plans for the establishment of a public library for the City of Washington.

It is the mission of the Board of Trustees to continue their legacy for another 100 years, Brown Library is the heart of our community and a place where citizens of Washington and the surrounding communities can meet and learn.

Please continue to use and support our library throughout the year.

Keep On Reading!

Steve Moler

Goals accomplished:

- Implemented a new health and wellness database for library and community users.
- Partnered with new community organizations to expand and offer more varied programming.
- Applied for and received a Library Services Technology Act (LSTA) Grant, creating a dedicated study booth with an accompanying laptop.
- Upgraded server infrastructure and hardware to enhance technology services for library users.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of City Council
From: Cynthia S. Bennett, City Clerk
Date: March 9, 2026
Subject: Appointment to Historic Preservation Commission
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move the City Council appoint _____ to the City of Washington Historic Preservation Commission to fill an unexpired term. Term to expire on June 30, 2026.

BACKGROUND AND FINDINGS:

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

___ Currently Budgeted ___ Requires additional appropriation x No Fiscal Impact

SUPPORTING DOCUMENTS

Applications

Requested Board Historic Preservation Commission Committee

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

NAME Billie Wilson

ADDRESS 403 Cedar Ln., Washington, NC 27889

PHONE (WORK) 252-802-6021 (HOME) 252-263-6452

E-MAIL ADDRESS billiewilson2020@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 5 YEARS

YEARS OF EDUCATION Four - Bachelor's Degree in Government (Political Science)

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

IF YES, PLEASE INDICATE _____

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

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

I have worked for a local commercial general contractor for 21 years. In my role, I have had the opportunity to be involved in several historic renovation projects, including the Elizabeth City Arts Council, Roanoke River Lighthouse, and the Roanoke River Maritime Museum, among others. Currently, my firm is working on an adaptive reuse project for the historic Sears Building in downtown Edenton. I believe that I bring experience and knowledge of the complex nature of historic preservation, especially as it applies to the commercial buildings. Thank you for your consideration.

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

02/26/2026
Date

Billie Wilson
Signature

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

Requested Board Historic Preservation Commission

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

NAME Amanda Blackmon

ADDRESS 310 Smaw Road Washington, NC 27889

PHONE (WORK) 252-802-6027 (HOME) 404-431-0351

E-MAIL ADDRESS amandablmt@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 29 YEARS

YEARS OF EDUCATION 2

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

IF YES, PLEASE INDICATE _____

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

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

I grew up in Washington, moved away and came back 10 years ago. I fell in love with Washington all over again. I love the historic homes of the city and would hate to see people destroy the beauty of these old homes. I want to see downtown and the historic district maintain its integrity.

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

1/13/26
Date

Amanda Blackmon
Signature

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



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of City Council
From: Cynthia S. Bennett, City Clerk
Date: March 9, 2026
Subject: Appointment to Washington-Warren Airport
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move the City Council appoint _____ to the Washington-Warren Airport Authority to fill an unexpired position. Term to expire June 30, (inside city limits)

I move the City Council appoint _____ to the Washington-Warren Airport Authority to fill an unexpired position. Term to expire June 30, (inside city limits)

I move the City Council appoint _____ to the Washington-Warren Airport Authority to fill an unexpired position. Term to expire June 30, (outside city limits)

I move the City Council appoint _____ to the Washington-Warren Airport Authority to fill an unexpired position. Term to expire June 30, (outside city limits)

BACKGROUND AND FINDINGS:

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

___ Currently Budgeted ___ Requires additional appropriation x No Fiscal Impact

SUPPORTING DOCUMENTS

Applications

Requested Board Washington-Warren Airport Authority Board

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

NAME Charles Brown McFadden

ADDRESS 411 Northwood Rd / Washington NC 27889

PHONE (WORK) 828-545-5148 (retired) (HOME) 252-946-8662

E-MAIL ADDRESS cbmcfadden@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 36 YEARS

YEARS OF EDUCATION 7yrs... BS-ECE MBA, cg-cio also 26 IT Certs

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

IF YES, PLEASE INDICATE _____

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

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

I live next to the airport and kept my plane there for many years. I am a commercial pilot ASELS MEL Instrument, and also a CFI. I hold an MBA and have managed multi-million dollar budgets in many of my past jobs. I am familiar with Drones from my work at BCCC and have marketing experience from by business adventures and with prior jobs. Companies I have worked for include TG-PCS, BCCC, Duke Power, National Spinning. I was a Part 135 Air Taxi Pilot with CaroWings in Rock Hill SC.

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

2/11/26

Date

CB McFadden

Signature

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

Requested Board Airport Authority

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

NAME Daniel Dahlman

ADDRESS 604 Northwood Rd. Washington, NC 27889

PHONE (WORK) +1 (252) 777-2977 (HOME) +1 (252) 833-4866

E-MAIL ADDRESS dpdahlman@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 45 YEARS

YEARS OF EDUCATION 17

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

IF YES, PLEASE INDICATE _____

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

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

I am currently a Pilot/ Comercial Drone Operator, and Part 137 holder for agricultural operations. Passionate about aviation and our local airport. I hold a business and Computer Information Techology degree from ECU and also Veteran from The United States Navy.

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

2/18/2026

Date

Daniel Dahlman

Signature

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

Requested Board Airport Authority

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

NAME Trent Midgette

ADDRESS 672 E Pungo St. Belhaven NC, 27810

PHONE (WORK) 252-945-8263 (HOME) _____

E-MAIL ADDRESS trent.midgette@beaufortccc.edu / trentmidgette@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 34 YEARS

YEARS OF EDUCATION Associates of Applied Science

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

IF YES, PLEASE INDICATE _____

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

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

I am eager to contribute my experience in budget and project management to the Airport Authority.
I am committed to supporting the airport's growth while ensuring it remains a responsible and well managed
asset for our community. My goal is to provide the steady oversight and practical perspective
needed to help our airport thrive as a vital regional gateway.

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

02/04/2026
Date

Trent Midgette
Signature

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

Requested Board Airport Authority

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

NAME Jeffrey Tripp

ADDRESS 148 Blue Heron Dr, Blounts Creek NC 27814, United States

PHONE (WORK) 2529408066 (HOME) _____

E-MAIL ADDRESS jeffbtripp@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 20 YEARS

YEARS OF EDUCATION College

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

IF YES, PLEASE INDICATE _____

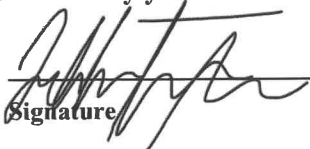
DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A
BOARD/COMMISSION? No IF YES, EXPLAIN _____

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

I a an active pilot and use the airport regularly I can see the potential in the airport and what it can bring to the area. I have a background in real estate and land clearing. I have personally invested in building three hangars.

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

2-5-26
Date


Signature

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

Requested Board Washington-Warren Airport Advisory Board

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

NAME Glen Geisen

ADDRESS 920 Mill Rd, Washington NC 27889

PHONE (WORK) _____ (HOME) 513-252-9669

E-MAIL ADDRESS glen.geisen@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 6 YEARS

YEARS OF EDUCATION 18

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

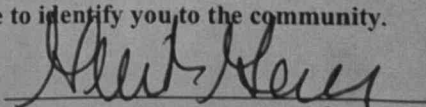
IF YES, PLEASE INDICATE _____

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

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL):
I bring a strong blend of technical systems engineering expertise, rigorous analytical skills, and hands-on problem-solving experience that aligns closely with the advisory role in guiding safe, reliable, and economically vibrant airport operations. My career as a systems engineer in the aerospace industry and defense intelligence community - including designing and testing autonomous systems, system vulnerability assessment and cyber operations - has equipped me with a deep understanding of safety, reliability engineering, and operational integration, all critical to effective airport management and improvement. I excel at distilling complex technical information into clear, data-driven recommendations, enabling me to provide valuable, balanced input on issues such as infrastructure enhancements, safety protocols, and economic development at the Washington-Warren Airport, while supporting the airport's mission to become a self-sustaining regional asset and economic driver for Beaufort County.

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

2/12/2026
Date


Signature Glen R. Geisen

Requested Board Airport

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

NAME Jeffrey Beerer

ADDRESS 111 Harding dr Washington N.C. 27889

PHONE (WORK) 252 623 8104 (HOME) 252 623 8104

E-MAIL ADDRESS jbeerer@yahoo.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 4 YEARS

YEARS OF EDUCATION 12 and some college

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

IF YES, PLEASE INDICATE _____

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

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

See attached:

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

16Apr2026
Date


Signature

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

State the reason you feel qualified for this appointment:

With 28 years in aviation, I bring a deep, hands-on understanding of both military and commercial operations. I spent 16 years as a military mechanic and 4 years as a flying crew chief in combat zones, giving me a strong foundation in high-pressure, mission-critical environments. For 5 years, I traveled to support customers as a Field Service Representative, 4 years working on-site in Europe supporting our European and African customers with GE Aviation, followed by 3 years as a Quality Assurance Manager with GE Aerospace.

I'm an A&P-licensed mechanic and AS9100D certified, with a broad portfolio of technical certifications and upper-management credentials. I'm comfortable working across the flight line, the hangar, and the conference room—connecting frontline realities with leadership expectations. I'm passionate about safety, quality, and helping teams deliver reliable, high-performance aviation solutions. I would like to take this skillset and use it to better our community here in Washington, NC.

Jeffrey Michael Beerer

111 Harding Dr
Washington, N.C. 27889
(252) 623-8104
Jeffrey.Beerer@dowty.com

Objective: To secure a challenging position within the Quality department at Dowty Aerospace, leveraging 28 years of aviation experience, including over 10 years as a Dowty roamer and GME static. With a strong emphasis on quality focal roles, I aim to lead and support field teams with focus to achieve success.

Summary of Qualifications:

- Proficient in Microsoft PowerPoint, Excel, Word, Nitro Pro, and experience in building databases.
- Extensive knowledge of military supply systems utilized by the U.S. Marines and U.S. Air Force.
- Proven ability to anticipate problems and develop effective solutions.
- Skilled in coordinating and communicating maintenance activities with customers.

Experience:

Mar-2021 – Present: Dowty Aerospace

NAVAIR Roaming FSR and Quality Assurance Focal

- Lead 'Tiger Teams' to drive process improvements for the field teams.
- Host Field team to Engineering and QA / Lean bi-weekly meetings.
- Restructured our CofC process, which includes the creation of DAP990 and DAP423 Rev13, to streamline paperwork into a chronological checklist.
- Sourced, purchased, and tested BrightSign into full roll out for the Field teams to display real time information and announcements.
- Present all Quality information at the yearly FSR conferences.
- Wrote the QMP-34 Appendix B to standardize procedures for the field teams.
- Creating a Quality blueprint and plan for the U.S. field teams to have structure and standardization.
- Support NAVAIR maintenance operations.
- Managed the Kuwait program and coordinated getting it successfully turned over to the new FSR.
- Obtain information via team calls regarding S.B.s, TMARFs, Quality Flashes, and quality information.
- Grease Leak Investigation 2022-2024; Consolidated information from Dowty US with Dowty UK Engineering and Quality.
- SMS representative.
- Assist in gathering 5 Why information for the UK Quality team.
- Quality onboarding for new employees.

Jan-2018 – Mar-2021: Dowty / GE Aviation

GME, Ramstein Field Service Representative

- Developed prop storage carts to store props awaiting parts, and single blade holder stand for LEG installs.
- Worked with Engineering with 3 different aircraft investigations.
- Created a training environment for the Air Force school house and taught the propeller section of the A&P program at Ramstein.

Aug-2014 - Jan-2018: Dowty / GE Aviation

Roaming Field Service Representative

Airframes: C-130J-R391 Propeller

- Developed blade tables.
- Streamlined the Harrisburg shop, which included the creation of a tool control program.
- Delivered on the spot training to our customers and Field Service Representatives (FSRs) to instruct them on new techniques being implemented in the field.
- Assisted Dowty and Rolls Royce with the startup support for new bases, catering to military customers at various locations worldwide.

2010-2014: Blackwater Aviation / Presidential Airways / AAR Airlift Inc.

Mechanic and Crew Chief - 4,700 flight hours.
Airframes: S-61N, Casa 212, S-92, Dash 8-100

2008-2010: Augusta Westland

Depot Level Maintenance
Airframes: H-3 Sea King Commando

1998-2015: United States Marine Corps and United States Air Force

Plane Captain, Flight Line, Home Station Check
Airframes: AV8B, CH-53, UH-1, CH-46, A-10, C-17, C-130J

Education:

- Navy Aviation Machinist 1999
- Rolls Royce Turbo Fan School 2000
- Air Force Propulsion School 2004
- Carolina Aeronautical School for A & P license 2006

Military Training:

- Aircraft Corrosion and Paint School
- Dowty Propeller Rebuild Familiarization
- Drive Shaft Laser Alignment
- Rolls Royce Engine Vibration Analysis
- Hazmat Programs
- First Aid Trainer

GE Training:

- ABC's of Influence – Evendale, Ohio - 2023
- Management Systems, Safety Responsibilities – Cheltenham, UK - 2023
- Problem Solving Training – Lynn, Massachusetts – 2024
- Human Factors Investigator – Cheltenham, UK - 2024
- AS9100D Certifications- Portsmouth, UK - 2025

Udemy Certifications:

- Excel Beginner to Advanced.
- Root Cause Analysis: Fishbone Diagram.
- Root Cause Analysis: 5 Whys Diagram.
- ISO 9001 Quality Management System Auditor.
- Safety Management System for Civil Aviation.
- ISO9001 How to Write a Quality Manual.

Requested Board Airport Advisory Board

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

NAME Lloyd Richardson

ADDRESS 312 Neuse Dr., Chcowinity, NC 27817

PHONE (WORK) 202-329-5931 (HOME) _____

E-MAIL ADDRESS richardson.lloyd@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 5 YEARS

YEARS OF EDUCATION 21

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

IF YES, PLEASE INDICATE _____

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

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

I have worked for many decades as a public finance attorney representing public bodies such as the Airports Authority, including developing infrastructure projects and their associated budgets. I served as underwriters counsel on the first air cargo facility developed by the Metropolitan Washington Airports Authority (MWAA) in DC as a public private partnership and have worked in associated transportation matters for many years. I have a 6-page cv that I would love to provide to you. I can send it by email or drop it off at the City offices in person; just let me know which you prefer.

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

20 February 2026
Date

/s/ Lloyd Richardson
Signature

NOTE: Application will remain on file for six (6) months. ~~March 9, 2026~~ Expiration Date: 20 August 2026
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LLOYD RICHARDSON

312 Neuse Dr
Chocowinity, NC 27817 USA

US Cell: (202) 329-5931
richardson.lloyd@gmail.com

KEY QUALIFICATIONS

Mr. Richardson is a senior advisor, international attorney, and former diplomat, with over 30 years' experience in infrastructure development, finance & regulation (sectors include transport—ports, airports, road, and rail; energy—transmission, power pools, hydro, HFO, solar, wind, waste-to-energy, public, co-gen and IPP; water & wastewater; education; and healthcare), with a specialty in public-private partnerships (“PPP”). He was named to “Best Lawyers in America” by his peers in public finance from 2007 to 2014 and has worked extensively with municipal, provincial/state, and national government clients. During 25 years in the large law firm environment, he also represented private company clients in corporate and project finance, securities law matters, private equity and M&A. Through this experience, he has developed a keen sense of operational matters and the management skills necessary to achieve objectives imposed by financing parties. He has worked extensively advising boards of directors of governmental, nonprofit, and for-profit entities in corporate governance and finance matters. He is trained in international development economics and has worked in Eastern Europe, Central & South Asia, East Asia, and Africa. He has completed transactions and training with numerous governments in these regions. He is accomplished in Alternative Dispute Resolution and is a former US Foreign Service Officer, fluent in Chinese. He is a published writer and holds degrees from Brown, Princeton, and Columbia. He started his career in management training at IBM.

As an attorney, Mr. Richardson has closed several billion dollars' worth of projects. For over a decade, he represented the Virginia Port Authority as bond counsel, assisting in the roll-out of a \$3 billion capital plan. Early in his legal career, he served on the legal team providing bond counsel services for the initial structuring and financing of the Virginia Railway Express, a regional commuter rail line connecting Virginia with downtown DC. He also served as counsel to the investment bank that underwrote the financing for the Metropolitan Washington Airports Authority (“MWAA”) of its first air cargo facility structured as a PPP, with United Airlines and FedEx as long-term tenants.

In 2011-2012, Mr. Richardson was based in Nairobi where he worked for the US Treasury as embedded PPP advisor to Kenya's Ministry of Finance. In 2012-13, he served as US Treasury representative on the Partnership for Growth Team assessing the energy sector in Tanzania, which generated a Joint Country Action Plan for 5-year rapid development of the Tanzanian economy with a focus on energy bottlenecks. In Africa, he has also advised the governments of Tanzania, Uganda, Rwanda, Angola, and Liberia on energy and PPP matters.

In 2013, Mr. Richardson founded his own firm, providing legal consulting services to infrastructure projects, which has taken him to Asia, Africa, Eastern Europe, the Caribbean, and Central America. For over a decade, Mr. Richardson has served as Counsel to the governing body of CASA-1000, a \$1.2 billion World Bank financed power transmission project developed

and built jointly by the Governments of Kyrgyzstan, Tajikistan, Afghanistan, and Pakistan. Mr. Richardson also works with clients developing infrastructure projects in the US market. References are available upon request.

PROFESSIONAL EXPERIENCE

Other Key Legal Experience, including Governance

- Performed technical due diligence for USDOT Build America Bureau (TIFIA) in its underwriting and credit analysis with respect to the \$3.8 billion I-64 Hampton Roads Interstate Highway Expansion Project undertaken by the Commonwealth of Virginia as a Public Private Partnership
- Represented clients before regulatory bodies such as SEC and IRS
- Represented hedge funds and companies in private equity and M&A transactions
- Managed teams of attorneys to close complex corporate finance transactions
- Served as 34 Act disclosure counsel for billion-dollar public manufacturing company in first proxy season
- Served for over a decade as outside “general counsel” of public reporting company, across full range of business issues
- Presented seminars in Beijing to China’s Civil Aviation Administration senior management on implications of 2001 UNIDROIT Convention on International Interests in Mobile Equipment (Aircraft)

Law Firms

McGuireWoods LLP, Richmond, Tysons, Corner (1988-2009)

- Partner

Williams Mullen, Washington, DC (2010-2013)

- Partner

US DEPARTMENT OF STATE
Foreign Service Officer (Economics)

1980-1988

- *Staff Assistant to Director*
Secretary of State’s Policy Planning Staff
(managed Speechwriting operation for Secretary)
- *Desk Officer for Taiwan*
Trade Policy; Arms Sales

- ***Logistics Officer***
Williamsburg G7 Economic Summit
- ***Consular Officer***
Taipei

ALTERNATIVE DISPUTE RESOLUTION

- Mediator, DC Superior Court, Civil Disputes (2008-2011)
- Arbitrator for Financial Regulatory Authority (FINRA), Washington, DC (2007-2012; 2017-present)
- Mediation for the Professional, Center for Dispute Settlement (JAMS affiliate), Washington, DC (October 2006)
- Seminar in International Mediation, Co-sponsored by Law Seminars International and JAMS, New York, NY (September 2006)

HONORS

- Named to “Best Lawyers in America” by peers in Public Finance for 2007 through 2014
- Received US State Department’s Meritorious Honor Award
- Received Brown University Schoolboy Book Award

EDUCATION

- JD** **Columbia University**
~ Special Projects Editor, *Journal of Transnational Law*
- MPA** **Princeton University, Woodrow Wilson School**
~ International Development
~ Summer Intern, United Nations HQ, New York
~ Intern, US-China Business Council, Wash., DC
- AB** **Brown University, with Honors**
~ Double Major: Asian History/Western Political Theory

MEMBERSHIPS

Washington, DC Bar
Virginia Bar
The Army & Navy Club, Washington, DC (1983 to 2013)

PUBLICATIONS & SPEAKING (Representative List)

- Seven Days in August, A Spy Novel, 2023, Conclusion of the Adam Chin Trilogy, available on Amazon
- Speaker, Addressed high-level executive session organized by Ministry of Energy for Government of Uganda to present results of assessment regarding best structure for PPP to be used to develop and operate Power Transmission Line PPPs in Uganda and cross-border projects, February, 2020
- Speaker, Presented 2-day workshop for executives in PPP in Kuala Lumpur; developed course in corporate governance for future delivery by same vendor, February, 2018
- Speaker, Presented to Ministry staff results of assessment conducted for Bureau of Electricity and Renewable Energy, Department of Energy, Ministry of Land, Mines and Energy of Liberia, with focus on electricity and renewable energy subsectors, December, 2016
- The Golden Arrow, A Spy Novel, 2015 (Republished as Launch Code, 2018), Second book in the Adam Chin Trilogy, available on Amazon
- Speaker, Conducted week-long training on PPP to 20-plus management staff of Kenya Railways Corporation in Nairobi, Kenya, March, 2014
- Speaker, Conducted week-long PPP capacity building for 20-plus management staff in Tanzania's Ministry of Energy and Minerals and TANESCO, including risk management, February, 2013
- Speaker, Conducted week-long PPP capacity building (including risk management) for 20-plus management staff in Angola's Government, including Ministry of Finance, April, 2012
- Dragon's Paw, A Spy Novel, 2012; First book in the Adam Chin Trilogy, available on Amazon
- Speaker, PPP Projects: Screening, Feasibility, Risk, and Structuring, PPP Africa Conference organized by International Growth Centre (UK), Kampala, Uganda, December 2012
- Book Review: "*Empires of the Silk Road: A History of Central Eurasia*," by Christopher Beckwith for *Policy Review*, the Hoover Institution, Stanford University, Dec 2009-Jan 2010
- Speaker, P3s and Infrastructure Finance, Council of Development Finance Agencies, Washington, DC, March 2009
- Speaker, Legal Outsourcing, LegalTech West Coast, Los Angeles, June 2008
- Speaker, Public-Private Partnerships, Council of Development Finance Agencies, St. Louis, April 2008
- Speaker, Public-Private Partnerships in the US, Institute for Public-Private Partnerships, Washington, DC, March 2009-March 2008
- Book Review: "*The China Fantasy: How Our Leaders Explain Away Chinese Repression*," by James Mann for *Policy Review*, the Hoover Institution, Stanford University, June-July 2007

- Speaker, Seminar on US-India Relations, American Enterprise Institute, Washington, DC, February 2003
- “*Now, Play the India Card,*” *Policy Review*, the Hoover Institution, Stanford University, Oct-Nov 2002
- Book Review: “*River Town: Two Years on the Yangtze,*” by Peter Hessler for *Policy Review*, the Hoover Institution, Stanford University, June 2001

ANNEX I: Representative Transport Engagements

- **Senior Transaction Advisor**—Performed technical due diligence for USDOT Build America Bureau in its underwriting and credit analysis with respect to the \$3.8 billion I-64 Hampton Roads Expansion Project undertaken by Commonwealth of Virginia as a Transportation PPP. Build America Bureau funding. (2020-21)
- **P3 Expert**—Presented 2-day workshop for executives on PPP for transport and other public sectors in Kuala Lumpur; developed course in corporate governance for future delivery by same vendor. Private funding. (2018)
- **P3 Advisor**—As counsel to MCC, reviewed and advised on draft internal Operating Guidance for PPPs, in anticipation of capacity building to be delivered to agency staff. (2016)
- **P3 Advisor**—Served as advisor assisting Federal Highway Administration, US Department of Transportation, to develop Guidebook for use by State DOTs and others to assess transportation PPPs. (2014)
- **P3 Capacity Building**—Conducted week-long training on PPP to 20-plus management staff of Kenya Railways Corporation in Nairobi, Kenya. (2014)
- **P3 Expert**—As International Expert, spoke at PPP Africa Conference on “PPP Projects: Screening, Feasibility, Risk, and Structuring” in Kampala, Uganda, organized by International Growth Centre (UK). (2012)
- **P3 Advisor**—Served as Advisor to U.S. Department of the Treasury, Office of Technical Assistance, with respect to design of regulatory framework for and implementation of P3s to accomplish Infrastructure Development for Emerging Markets countries. From 2011 to 2012, served as embedded advisor to Kenyan PPP Secretariat in Ministry of Finance, dedicated to entire range of infrastructure projects and engaging in capacity building for relevant ministries and contracting authorities. (2010-2012)
- **Bond Counsel**—As Bond Counsel for the Virginia Port Authority (a state agency managing the second largest container port on the US East Coast) (“VPA”), advised in connection with several PPP proposals and issued over \$800 million in bonds to finance \$3 billion capital plan. (2003-2013)
- **Bank Counsel**—Advised Bank of America in bridge loan and capital markets transaction funding purchase by MWAA of existing PPP Toll Road from State Agency where Toll Road would be developed under a Concession Agreement. (2008)

- **Underwriters Counsel**—Advised Banc of America Securities in developing proposal to privatize through PPP the Toll Roads in the City of Richmond, Virginia owned and operated by Regional Authority. (2008)
- **Litigation Counsel**—Advised Regional Government Transportation Authority in litigation re Constitutional challenge to its authority to issue bonds for PPs and other financing structures. (2008)
- **Developer/Owners Counsel**—Advised in connection with restructuring of financing and take-out of equity participants in Northern Virginia's Greenway Regional Toll Road, built as first transportation PPP undertaken in the Commonwealth of Virginia. (2004-2005)
- **Counsel to Joint Venture**—Advised Coal Companies in Joint Venture with respect to financing of construction and operation of Export Coal Terminal in PPP with City of Newport News, Virginia under long-term ground lease. Undertook numerous financings to permit individual partners to finance their interests independently of the partnership and several amendments to operative legal documents constituting financing and operational structure. (1991-2009)
- **Bond & Company Counsel**—Represented Railroad Companies in refinancing of PPP Port Facilities in Ohio and Virginia. (1998-1999)
- **Underwriters Counsel**—Advised on bond financing of construction under Concession Agreement/PPP between Metropolitan Washington Airports Authority (MWAA) and private developer to develop and build the first private Air Cargo Facility at Dulles Airport in Washington, DC. Drafted disclosure for securities offering. (1992-1994)
- **Bond Counsel**—Served as Bond Counsel for initial financing of Virginia Railway express, a commuter railroad constructed and operated under Regional Cooperation Agreement among Local Governments in Northern Virginia as PPP with Amtrak as private operator, responsible for negotiating, drafting, and reviewing all documents relating to credit structure. Drafted disclosure for securities offering. (1989)

**ASSIGNMENT OF COUNCIL LIAISONS
3-9-26**

Planning Board
Board of Adjustment
Historic Preservation Commission
Brown Library Board of Trustees
Washington Housing Authority
Recreation Advisory Committee
*Washington Tourism Development Authority
Human Relations Council
Washington Electric Utilities Advisory Board
Washington-Warren Airport Authority
Animal Control Appeals Board
Waterfront Docks Advisory Committee

Nick Fritz

*Indicates a Voting Seat

**ORGANIZATIONS WITH COUNCIL ASSIGNED
REPRESENTATIVE SERVING ON BOARD**

Economic Development Advisory Board
Washington Harbor District Alliance
Mid-East Commission
Hwy. 17 Association
Partnership for the Sounds
Mayor's Association
Chamber of Commerce



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Tammy Swindell, Administrative Services Director
Date: March 9, 2026
Subject: Approve Audit Contract for fiscal year 2026

RECOMMENDATION:

I move that City Council approve the audit contract for fiscal year 2026 to Martin Starnes and Associates, CPA, PA located in Hickory, NC not to exceed the cost of \$81,400.

BACKGROUND AND FINDINGS:

Five-year engagement was accepted in FY 2022. The city is still under contract with Martin Starnes, as the contract is for 5 years.

This cost includes up to 6 major grant programs with each one costing \$3,500. Historically, the city has 3 major programs or less that are required to be audited. Therefore, this cost will most likely be lower based on the number of grant programs requiring an audit.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted Requires additional appropriation No Fiscal Impact in FY 2026 budget; will be paid out of FY 2027 budget.

SUPPORTING DOCUMENTS

Audit Contract

The of and	Governing Board City Council
	Primary Government Unit City of Washington, NC
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Martin Starnes & Associates, CPAs. P.A.
	Auditor Address 730 13th Avenue Drive SE, Hickory NC 28602

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/26	Date Audit Will Be Submitted to LGC 12/31/26
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Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by "U.S. Auditing Standards – AICPA (Clarified)," referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards (GAGAS)*. The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F (Uniform Guidance)* and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name: Tammy Swindell	Title and Unit / Company: CFO, City of Washington	Email Address: tswindell@washingtongov.gov
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OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.


4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	City of Washington, NC
Audit Fee (financial and compliance if applicable)	\$ 62,000 (includes single audit for up to 3 programs)
Fee per Major Program (if not included above)	\$ 3,500 per major program in excess of 3
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 8,900
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 81,400 (includes 6 major programs)

Discretely Presented Component Unit	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Martin Starnes & Associates, CPAs. P.A.	
Authorized Firm Representative (typed or printed)* Amber Y. McGhinnis	Signature* 
Date* 03/02/26	Email Address* amcghinnis@msa.cpa

GOVERNMENTAL UNIT

Governmental Unit* City of Washington, NC	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Ellen Brabo, Mayor	Signature*
Date	Email Address* ebrabo@washingtongov.gov

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by This Transaction:	\$ 81,400 (includes 6 major programs)
Primary Governmental Unit Finance Officer* (typed or printed) Tammy Swindell, CFO	Signature*
Date of Preaudit Certificate*	Email Address* tswindell@washingtongov.gov

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

DPCU – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)* N/A	Signature*
Date of Preaudit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



Report on the Firm's System of Quality Control

To the Shareholders of Martin Starnes & Associates, CPAs, P.A. and the Peer Review Committee, Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. (the firm) in effect for the year ended December 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. in effect for the year ended December 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates, CPAs, P.A. has received a peer review rating of *pass*.

Dean Dorton Allen Ford, PLLC

Dean Dorton Allen Ford, PLLC

May 10, 2024



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of City Council
From: R.M. Flowers, Fire Chief
Date: March 9, 2026
Subject: Additional Overtime Appropriation
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council approve the budget ordinance amendment allocating additional overtime funds in the amounts of \$20,000 for fire operations and \$115,000 for EMS operations.

BACKGROUND AND FINDINGS:

We are requesting additional funding for overtime in both the Fire and EMS divisions of our department to ensure we maintain uninterrupted emergency response coverage throughout the year. During budget preparations, we only budget for what we know will happen in the upcoming budget year. The knowns are holiday leave, built-in overtime, and a small contingency for call-backs due to large-scale emergency responses. The unknowns are unexpected injuries, illnesses, FMLA leave, and resignations. Unlike many municipal departments, Fire and EMS operations must provide 24/7, 365-day coverage with minimum staffing requirements for each shift. These staffing levels are not flexible without affecting public and emergency responder safety. Several unavoidable and operationally necessary factors have driven the need for increased overtime funding:

1. Injured Workers. When Firefighters or EMS personnel are injured on or off duty, we must backfill those positions to maintain minimum staffing levels. Public safety responsibilities do not decrease when staffing levels are temporarily reduced due to injuries. We have had situations that involved extended periods of leave due to injuries.

2. Sick Leave, or Approved Family Medical Leave Act Leave (FMLA) Unplanned absences due to illness require immediate backfill of positions. Because emergency response staffing cannot be reduced, these vacancies are covered through overtime assignments. We have had multiple personnel out on FMLA leave, and although planned, they created open slots on our shifts due to unfilled positions that require coverage. To date there have been 157 days of approved FMLA leave that has created voids in shift staffing.

3. Open Positions Due to Retirement or Resignations

Retirements and Resignations create open positions that require backfilling with off-duty personnel. We have had one retirement and three resignations, which have strained our resources and hindered our efforts to maintain minimum staffing standards. To date there have been 66 days of open positions due to resignations that have created voids in shift staffing.

4. Storm Response Severe weather events require additional staffing beyond normal shift levels. These events are unpredictable and require extended operational periods to protect life and property. The winter storm in January required 792 person-hours to cover storm-related responses.

5. Maintaining Staffing for Additional EMS Unit Our current staffing levels allow the additional EMS unit to be in service without overtime only if we are fully staffed, and no one is out on sick leave or there are any open positions due to resignations. The additional truck has already proven itself to be a vital part of our response, and should remain in service for the safety of our public.

From January 5, 2026 through February 28, 2026 the additional EMS unit has responded to 186 calls for service with an estimated revenue of \$62,866.

In closing, our department has every possible control in place to manage our overtime expenses. The unforeseen circumstances that have arisen are unfortunate, but due to the nature of our service, we cannot fall below minimum staffing levels. As a reference, we had to transfer \$75,809 in our F/Y 24-25 budget to cover overtime deficits.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment

**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	\$	164,755
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Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts for Fire/EMS overtime:

010-4340-0201	Salaries-Overtime	20,000
010-4341-0201	Salaries-Overtime	115,000
010-4340-0500	Fica Taxes	1,530
010-4341-0500	Fica Taxes	8,798
010-4340-0700	Retirement	2,878
010-4341-0700	Retirement	<u>16,549</u>
		\$ 164,755

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 March, 2026.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of City Council
From: R.M. Flowers, Fire Chief
Date: March 9, 2026
Subject: Assistance to Firefighters Grant Bid Acceptance
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council award a bid to Atlantic Emergency Solutions in the amount of \$177,112.83 for firefighting equipment that will be purchased with funds from the Assistance to Firefighters Grant (AFG).

BACKGROUND AND FINDINGS: There was a formal bidding process held with the bid opening taking place on February 20, 2026 at 11:00. Atlantic Emergency Solutions was the only distributor that placed a bid for the equipment.

We were awarded the AFG in the amount of \$189,350 with a City match of \$9,016.67 (5%).

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

XX Currently Budgeted (Account 122-4342-3602) Requires additional appropriation No
Fiscal Impact

SUPPORTING DOCUMENTS: Bid Tabulation



BID TABULATION
CITY of WASHINGTON

203 Grimes Road
Washington, NC 27889
(252)975-9308

Due Date/Time		Project	
02/20/2026 @ 11:00 a.m.		Firefighting Equipment 0204-2026	
Company		Total Bid Amount	
Atlantic Emergency Solutions		\$177,112.83	

Recommendation:
Atlantic Emergency Solutions

Certified by: **Angela M. Flowers** **Date:** **02/20/2026**



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Tammy Swindell, Administrative Services Director
Date: March 9, 2026
Subject: Award Financing Bid for Installment Purchases

RECOMMENDATION:

I move that City Council award a \$725,000 installment purchase financing bid to First Bank and authorize the Finance Director to execute the necessary documents to close this transaction.

BACKGROUND AND FINDINGS:

In the fiscal year 25/26 budget, the city council authorized the purchase of 2 sanitation vehicles through 59-month installment financing. Two proposals were received from financial institutions February 6, 2026, the bid closing date. This financing has already been approved in the current budget. Therefore, an additional appropriation is not needed. This will replace a 2004 front loader truck with approximately 216,500 miles and a 2015 rear loader truck with 91,500 miles.

PREVIOUS LEGISLATIVE ACTION

FY 25/26 Budget - this action was approved and included in the debt summaries of the budget book.

FISCAL IMPACT

x ___ Currently Budgeted (Account _____ requires additional appropriation ___ No Fiscal Impact

SUPPORTING DOCUMENTS

Bid Tab

	First National Bank	First Bank
Interest rate	3.730%	3.62%
Monthly Payment	13,487.34	13,432.57
Prepayment	Penalty	No penalty
Fee	not to exceed 5000	-
Closing Costs	-	-
Term	59 months	59 months



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Tammy Swindell, Administrative Services Director
Date: March 9, 2026
Subject: Additional funds for attorney bills

RECOMMENDATION:

I move that the City Council adopt a Budget Ordinance Amendment for appropriating fund balance in the general fund for attorney fees.

BACKGROUND AND FINDINGS:

Additional funds need to be appropriated to cover the cost of additional attorney fees for charges that are billed separately from the monthly general statement.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

**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 for additional attorney fees:

010-3991-9910	Fund Balance Appropriated	\$	70,000
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Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts:

010-4150-0405	Other Attorney Fees	\$	70,000
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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 March 2026.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo and Members of City Council
From: Tammy Swindell, Administrative Services Director
Date: March 9, 2026
Subject: LGC Response to Water/Sewer Asset Performance Indicator

RECOMMENDATION:

I move that City Council approve the Water/Sewer Asset Plan to address the Local Government Commission's required response regarding the water/sewer asset performance indicator of concern.

BACKGROUND AND FINDINGS:

The Local Government Commission has implemented required performance indicators in the past several years to measure the financial health of governments in NC. These performance indicators are calculated and provided annually by the auditor. One of those performance indicators is the water/sewer asset ratio, which measures our assets useful life. If the asset factor falls below .50, the LGC considers it to signal the need to replace assets in the near future and requires a response from our organization as to how we plan to address the aging of our assets. As indicated by the auditor in the February 9, 2026 council meeting, our water/sewer asset ratio is .35, thus requiring a response to the LGC based on the NC Administrative Code 20NCA 03.0508.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

LGC Response Letter and Plan

March 9, 2026

The LGC FPIC Team
NC Department of State Treasurer
State and Local Government Finance Division

Dear LGC FPIC Team:

Please find the City of Washington's response below regarding the Water and Sewer Fund FPIC:

The City of Washington maintains assets each year with annual maintenance, which does not get capitalized. An Asset Inventory Assessment was completed for our sewer system in October 2018 and in April 2022 for our water system by a qualified engineering contractor Rivers and Associates. The final report, assessed the condition of our water and sewer infrastructure and provided recommendations. The following projects have been completed since the assessment. Projects are in process. The city has the following future projects included in our budget or CIP by year:

Completed Projects

24,900	Replaced Remote Terminal Unit at Water Treatment Plant
59,500	Replaced Backflow Prevention at Water Treatment Plant
33,490	Replaced Vehicle 565
87,952	Dump Truck - 457 (Water Treatment Plant)
761,600	5th & Respass - Emergency Repair
107,600	Replacement of Telemetry at Lift Stations
3,150	Replacement of Telfair water line design
108,750	Water Line Replacement at Main Street Bridge
183,750	Sewer Line Replacement at Main Street Bridge
40,030	Replaced Vehicle 554 - 2025 Chrysler Voyager Van (Water)
2,090,621	Outfall line Runyan Creek - Lining (Sewer)
29,100	Relocation and Replacement of Backflow Preventers at WWTP (Sewer)
56,538	Replaced Vehicle 551 - 2025 Chevrolet Silverado (Sewer)
60,900	Replaced Vehicle 548 - 2024 Chevrolet Silverado (Sewer)
25,000	Design - Carolina Avenue 2" Galvanized Water Main Replacement (Water)
77,000	Replacement of Telemetry at Lift Stations (Wastewater)
204,300	Oxidation Ditch #1 - Emergency Repairs at the Wastewater Treatment Plant (Sewer)

35,500 Replacement of 1 Variable Speed Drives on High Service Pumps at Water Treatment Plant

Fiscal Year Budgeted Projects 2025/2026

\$567,690	NC DEQ Grants fund 206 water plant generator (Water)
\$250,000	Cherry Run PS & 5th St FM Replacement (Sewer)
\$4,094,925	Cherry Run PS & 5th St FM Replacement - Construction, & WWTP Expansion Study (Sewer)
\$3,000,000	Water Interface Replacement (Meters - AMI)
\$6,154,000	Softener and Filter Rehabilitation & Additional Waste Holding Basin Project (Water)
\$567,690	Water Treatment Plant Emergency Generator (Water)
\$95,000	Replace Altitude Valves at Elevated Tanks (Water)
\$110,121	Replaced Vehicle 414 -International Dump Truck - CV515 (Sewer)
\$75,000	Design/Engineering for 5th Street Gravity Sewer Replacement (Sewer)
\$550,000	Lead Service Line Inventory - (Water)
\$324,000	Engineering for Utilities for 15th Street Widening Project - NCDOT - (Water & Sewer)
\$100,000	Replacement of 8" AC water line along 11th Street - associated with Medical District Project
\$50,000	BCCC Lift Station - Replacement of Control and 2 pumps - Town of Bath Project (Sewer)
\$500,000	Pennsylvania and Haven Lift Station - Replacement of 2 pumps and suction pipe
\$56,000	Replacement of Telemetry at Lift Stations (Sewer)

Fiscal Year 2026/2027

17,300	Replace and install Foxboro Single Loop Controllers at Water Treatment Plant (Water)
60,000	Replace Pressure Reducing Valves on Well 5 & Well 6 (Water)
80,000	Replace 2 Variable Speed Drives on High Service Pumps at Water Treatment Plant (Water)
95,000	Add an Additional Potassium Permanganate Feed System at Water Treatment Plant (Water)
350,000	Carolina Avenue 2" Galvanized Water Main Replacement (Water)
80,000	Replace Panel for Filter Feed Pumps a Wastewater Treatment (Sewer)
100,000	Replace CCTV Crawler Camera (Sewer)
75,000	Design and Engineering for Slipling Gravity Sewer Pipe on 5th St from Kinston to Pontiac (Sewer)

Fiscal Year 2027/2028

75,000	Replace the original PLC system for the filtration system at the Water Treatment Plant
200,000	Upgrade In-Plant SCADA at the Water Treatment Plant (Water)
95,000	2 Vehicle Replacements - 550 & 552 (Water)
70,000	Rehabilitate Brine Storage Room at the Water Treatment Plant (Water)
200,000	Paint the Inside of the Water Treatment Plant (Water)
50,000	Install 2 Hydrants at Page Road and HWY 264 W (Water)
2,500,000	Quail Ridge Water Line - Replace 1500' of 8" asbestos cement waterline & renew service
110,000	Replace Equipment 4011 - Excavator (Water)
875,000	Replace Equipment - 417, 2018 Western Star Vac Truck equipped with right of way machine (Sewer)
5,000,000	Additional parallel force main from 5th & Respass (Sewer)
175,000	Rehabilitate Clarifier 2 at Wastewater Treatment Plant (Sewer)
575,000	UpFit in-plant SCADA at Wastewater Treatment Plant (Sewer)
180,000	Convert Barscreen panels at head of Wastewater Treatment Plant (Sewer)
90,000	Replace Asphalt at Wastewater Treatment Plant (Sewer)
100,000	Automatic Transfer Switch for Generator at Wastewater Treatment Plant (Sewer)
15,000,000	Upgrade Wastewater Treatment Plant (Sewer)
70,000	Line the Wetwell at Short Drive Lift Station and 4th & Kinston Lift Station (Sewer)
160,000	Upfit Hamilton Beach -upgrade pumps, motors, controls and add permanent generator
250,000	Northwood Rd - repair building (Sewer)
90,000	Add Spare Mixer at 5th & Respass Lift Station (Sewer)
290,000	Add 4th Pump at 5th & Respass Lift Station (Sewer)
75,000	Upgrade Stanadyne Lift Station - upgrade pumps, motors and controls (Sewer)
640,000	Penn & Haven Lift Station - Add parallel wet well (Sewer)
100,000	Upfit Bonny Products Lift Station - upgrade pumps, motors and controls (Sewer)

Fiscal year 2028/2029

\$100,000	Replace Backwash Pump at Water Treatment Plant (Water)
\$90,000	Replace Filter Feed Pumps 1-3 at Water Treatment Plant (Water)
\$506,000	Identify and purchase land for future raw water well sites (Water)
\$90,000	Replace Asphalt at Water Treatment Plant (Water)
\$170,000	Install Secondary Backwash Pump at Water Treatment Plant (Water)
\$175,000	Replace Panel and Pumps at the Filter Feed Pump Station at Wastewater Treatment Plant
\$100,000	Upgrade PLCs for RAS Station & Oxidation Ditch #2 at the Wastewater Treatment Plant
\$2,712,000	Convert Oxidation Ditch 1 to BNR at the Wastewater Treatment Plant (Sewer)
\$175,000	Rehabilitate Clarifier 1 at the Wastewater Treatment Plant (Sewer)
\$175,000	Rehabilitate Clarifier 3 at the Wastewater Treatment Plant (Sewer)
\$75,000	Upfit Short Drive - upgrade pumps, motors & controls (Sewer)

\$2,500,000 5th & Respress Improvements - Additional pump, VFD & parallel Force Main to WWTP (Sewer)

Fiscal year 2029/2030

290,000	Run Fiber to the Treatment Plant and Wells (Water)
600,000	Well Upfit (1,2,5 & 6) to increase capacity at Water Treatment Plant (Water)
6,000,000	Add 4 new raw water wells as demand increases (Water)
60,000	Replace Raw and Finished Water Sample Pumps at the Water Treatment Plant
60,000	Replace Vehicle 418 - 2019 Ford F150 (Water)
1,500,000	Replace 1000' of 2" galvanized water line and add hydrant to AWWA (Water)
175,000	Rehabilitate Clarifier 1 at the Wastewater Treatment Plant (Sewer)
90,000	Upfit US 17 Lift Station - upgrade pumps, motors & controls (Sewer)

Fiscal year 2030/2031

575,000	Replace Bulk Salt Tanks (Water)
160,000	Paint and Mark Fire Hydrants (Water)
90,000	Replace Vehicle 411 - 2020 Ford F250 (Water)
70,000	Replace Vehicle 410 - 2020 Ford F150 (Water)
5,000,000	Replace Third St Elevated Tank (Water)
120,000	Replace Equipment - 420, 2020 Caterpillar Backhoe (Water)
60,000	Replace vehicle 418 (water)
50,000	Replace Vehicle 566001 - 2020 Ford F150 (Sewer)
230,000	Upgrade drives and electrical for the MCC # 1- Blower Building at the
250,000	Repair Building at US 17 Lift Station (Sewer) Treatment Plant (Sewer)

The city plans to use a combination of fund balance, grants, and debt to fund the projects. If necessary, the city will increase water and sewer rates.

Please let me know if I can be of further assistance.

Regards,

Tammy Swindell
Administrative Services Director

City of Washington City Council:

Ellen Brabo _____

Nick Fritz _____

Joe Davis _____

Antwan Horton _____

Anthony Tyre _____

Max Perreault _____

City Manager:

Bobby Roberson _____

City Clerk:

Cynthia Bennett _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Hope Woolard, Public Works Director
Date: March 9, 2026
Subject: 2025-2026 Street Improvements and Resurfacing
Applicant Presentation: N/A
Staff Presentation: Hope Woolard

RECOMMENDATION:

I move that City Council award the 2025-2026 Street Improvements and Resurfacing contract to Tripp Brothers, Inc. in the amount of \$420,742.80 and approve subsequent Purchase Order.

BACKGROUND AND FINDINGS:

Public Works staff, through an informal bid process, received quotes from 3 paving contractors for a 2025-2026 Street Improvements and Resurfacing Project. Tripp Brothers, Inc. was the lowest bid in the amount of \$420,742.80.

The streets in the 2025 -2026 Resurfacing Project are identified in the Pavement Condition Survey completed in 2024. All proposed segments for resurfacing were rated as fair or worse in the survey.

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT

Currently Budgeted (010-4510-4501 & 010-4511-4501) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

- Bid Tabulation sheet
- Paving Map and Locations

2025-26 STREET IMPROVEMENTS AND RESURFACING

The street resurfacing work will be performed at the following locations:

Bridge/11th Intersection

Bridge Street – 11th to 13th

W 13th Street - Van Norden to Summit

W 13th Street - Respass to Market

E 14th Street – Market to Bonner

E 11th Street - Bonner to Brown

Telfair Street - E 9th to E 10th

E 8th Street – Market to Bonner

E 7th Street - Bonner to Harvey

Hodges Ave. – Highland Dr. to John Small Ave.

Cowell Farm Rd.- Shalom House to Highland Dr.



BID TABULATION
CITY OF WASHINGTON
PUBLIC WORKS DEPARTMENT

PHONE: 252-975-9302
 ADDRESS: PO BOX 1988
 WASHINGTON, NC 27889

DATE
2/2/2026

PROJECT
 City of Washington 25-26 Street Resurfacing
 Date 2/2/2026
 Time: 11:00:00 AM

CONTRACTOR	SCOPE OF WORK 1	SCOPE OF WORK 2	TOTAL
ST Wooten	Mill and Pave 28,818 sq. yds asphalt on city Roadways		\$ 530,365.00
Tripp Bros. Inc.	Mill and Pave 28,818 sq. yds asphalt on city Roadways		\$ 420,742.80
Fred Smith Company	Mill and Pave 28,818 sq. yds asphalt on city Roadways		\$ 579,850.00

Contractors: Did Not Bid
 N/A

CONTRACT AWARD

CERTIFIED BY:
Wayne Black

 Wayne Black



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of City Council
From: Anthony Tyre, City Council Member
Date: March 9, 2026
Subject: Adopt Resolution in support of NCDOT Project U-5860 (15th Street)
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt a resolution in support of NCDOT Project U-5860 as it is currently designed (15th Street in Washington).

BACKGROUND AND FINDINGS:

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

Currently Budgeted Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Resolution

A RESOLUTION SUPPORTING SAFETY IMPROVEMENTS ALONG THE 15TH STREET CORRIDOR THROUGH NCDOT PROJECT U-5860

WHEREAS, 15th Street serves as a major transportation corridor connecting U.S. 17 Business and U.S. 264 and carries significant local and regional traffic volumes;

WHEREAS, crash data collected between 2020 and 2024 documented 417 crashes along the corridor, including three fatal crashes and eleven disabling-injury crashes;

WHEREAS, the North Carolina Department of Transportation has identified the corridor as exceeding statewide critical crash thresholds and requiring comprehensive safety improvements;

WHEREAS, the North Carolina Department of Transportation has developed State Transportation Improvement Program Project U-5860, which proposes converting the corridor to a four-lane divided roadway with a raised median, dedicated turn lanes, improved traffic signals, and enhanced pedestrian facilities;

WHEREAS, engineering analysis indicates the proposed design is expected to reduce total crashes by approximately 57 percent and reduce fatal crashes by approximately 76 percent;

WHEREAS, the project includes multimodal safety improvements such as a 10-foot multi-use path, sidewalks, ADA-compliant pedestrian crossings, and enhanced signalized intersections to improve safety for drivers, pedestrians, and cyclists.

WHEREAS, the project represents approximately \$38.6 million in transportation infrastructure investment for the Washington community and includes upgrades to roadway infrastructure, stormwater systems, traffic signals, and city utilities;

WHEREAS, the project design has been refined through collaboration between NCDOT, the City of Washington, and community stakeholders, including adjustments to reduce right-of-way impacts and eliminate previously anticipated property relocations;

WHEREAS, the project is currently fully funded within the North Carolina Strategic Transportation Improvement Program, with right-of-way acquisition scheduled to begin in 2026;

WHEREAS, removal of the project from the STIP would require the project to be re-submitted and re-prioritized through statewide transportation funding cycles, potentially delaying safety improvements for many years and risking the loss of funding to other regions of the state;

WHEREAS, the City Council recognizes the importance of ensuring that public policy decisions regarding transportation infrastructure are guided by engineering analysis, safety data, and factual project information;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Washington affirms the importance of advancing transportation safety improvements along the 15th Street corridor and supports continued collaboration with the North Carolina Department of Transportation to ensure the project reflects community needs while maintaining its core safety objectives;

BE IT FURTHER RESOLVED that the City Council encourages continued public engagement and the dissemination of accurate information regarding the project's design, impacts, and timeline.

Adopted this 9th day of March, 2026.

City of Washington, North Carolina

Mayor

City Clerk