



Council Agenda
August 10, 2026 ~ 5:30pm

Moment of Silence/Invocation

Opening of Meeting

Pledge of Allegiance

Roll Call

Approval of Minutes: None

Approval/Amendments to Agenda

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

A. Declare – Surplus and Authorize the sale of Elgin Crosswind Street Sweeper through electronic auction using Auctions International **(page 3)**

B. Accept – Funding from Home & Community Care Block Grant for Older Adults **(page 4)**

II. Comments from the Public:

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

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

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

V. Scheduled Public Appearances: None

VI. Correspondence and Special Reports:

A. Special Report – Drainage Update

B. Memo – PO's > \$50,000 **(page 12)**

City of
Washington
NORTH CAROLINA
Council Agenda
August 10, 2026 ~ 5:30pm

- C. Memo – Budget Transfers **(page 13)**
- D. Memo – Bad Debt Write-offs FY 2026 **(page 20)**
- E. Quarterly Reports **(page 21)**
- VII. Reports from Boards, Commissions and Committees: None
- VIII. Appointments:
 - A. Appointments – Human Relations Council, Recreation Advisory, Airport Advisory **(page 35)**
- IX. Old Business:
 - A. Adopt – Purchase Order Carry Forward Budget Ordinance Amendment **(page 52)**
 - B. Adopt – Project Carry Forward Budget Ordinance Amendment **(page 69)**
 - C. Adopt – Resolution Declaring the City of Washington a Sanctuary City for the Unborn **(page 73)**
- X. New Business:
 - A. Approve –Final Adjusting Change Order for the Medical District Project and Authorize City Manager to execute said Change Order **(page 75)**
 - B. Adopt – Budget Ordinance Amendment for Audio Visual in the City Council Chambers **(page 84)**
- XI. Any other items from City Manager:
- XII. Any other business from the Mayor or other Members of Council:
- XIII. Closed Session: Under NCGS 143-318.11 (A)(6) Personnel
- XIV. Adjourn: Until September 14, 2026 at 5:30pm in the City Council Chambers



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Angela Flowers, Purchasing Agent
Date: August 10, 2026
Subject: Surplus Property
Applicant Presentation:
Staff Presentation:

RECOMMENDATION:

I move that City Council declare surplus and authorize the sale of the following vehicle through electronic auction using Auctions International.

BACKGROUND AND FINDINGS:

The purpose of the Council Action is to declare surplus the following vehicle and authorize the sale of the vehicle listed through electronic auction using Auctions International.

Asset #	Make/Model	Department	VIN#	Odometer Reading
17156	Elgin Crosswind Street Sweeper	Streets (Powell Bill)	S16M1D9B9CH214141	49,169

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of City Council
From: Kristi Roberson, Parks & Recreation Director
Date: August 10, 2026
Subject: Accept funding from Home & Community Care Block Grant for Older Adults
Staff Presentation: NA

RECOMMENDATION:

I move that the City Council accept the Heath Promotions/Disease Prevention and Senior Center Operations funding from the Home & Community Care Block Grant for Older Adults in the amount of \$33,000.00, with a required match of \$3,667.00.

BACKGROUND AND FINDINGS:

The Grace Martin Harwell Senior Center has been awarded funding for Senior Center General Heath Promotions/Disease Prevention and Senior Center Operations funding from the Home & Community Care Block Grant for Older Adults in the amount of \$33,000.00 with a match of \$3,667.00. The estimated revenue, appropriations, as well as the cash and in-kind matches were budgeted in the FY 26-27 original budget. The estimated numbers now need to be adjusted to the funds actually awarded.

Signatures are needed on DAAS-732, DAAS-732A and DAAS-734.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

☒ Currently Budgeted (Account 010-6123) ☐ Requires additional appropriation ☐ No Fiscal Impact

SUPPORTING DOCUMENTS

County Funding Plan & Contract

Home and Community Care Block Grant for Older Adults

County Funding Plan

July 1, 2026 through June 30, 2027

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency
(Older Americans Act, Section 305(a)(2)(E))

Community Service Provider Grace Martin Harwell Senior Center

County Beaufort

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

The Grace Martin Harwell Senior Center makes every attempt to serve the above listed populations by doing the following:

Low-income clients are served with many free programs at the center. Our Information and Assistance staff member works with low-income members and guests to acquire needed durable medical equipment, apply for subsidies, manage their Medicare plans, and coordinate with the Department of Social Services if needed. She also coordinated a small grant-funded program, which gives low-income residents free access to adult undergarments and nutrition drinks.

We also provide information for low-income members and guests to obtain free food from multiple area agencies, and other community resources such as ramps, minor home improvements, and other small home repairs that low-income residents cannot or could not afford.

Virtual programs are also available to those GMHSC and community members that have the tools to take advantage of them, or they can come to the GMHSC and utilize our computer lab, or work directly with a staff member and a computer to access those online services. Our SHIIP counselor coordinates with any needed interpreters to discuss

Medicare benefits or other programs to which low-income or under-represented populations need assistance with understanding.

We are able to reach the local above listed populations by the following:

- Our newsletter, which is mailed to over 1500 members, guests, and minority churches and community programs that serve minority populations in the greater Beaufort County area.
- In-person assistance from any staff member, but especially our Information and Assistance staff member Joanne Poore.
- Phone assistance directly to the member/guest.
- Virtual assistance through programs and events we can access on the internet or live-stream to our members (who have available access or can come to the GMHSC to use our computers)
- Facebook page, which we post about services available to our low-income members and guests
- Automated phone calls to reach our members and guests that are unable to access email or other electronic forms of communications.

Home and Community Care Block Grant for Older Adults														
Grace Martin Harwell Senior Center							County Funding Plan Provider Services Summary DAAS-732 County: BEAUFORT Budget Period: July 2026 through June 2027 Revision #: Date: 6/30/2023							
632 W. 5th St.														
Washington, NC 27889														
Services	Serv. Delivery		A				B	C	D	E	F	G	H	I
	(Check One)		Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
	Direct	Purchase	Access	In-Home	Other	Total								
Health Promotion/Disease Prevention			\$ -	\$ -	\$ 26,000	\$ 26,000	\$ 2,889	\$ 28,889	\$ -	\$ 28,889	-	\$ -		-
Senior Center Operation			\$ -	\$ -	\$ 7,000	\$ 7,000	\$ 778	\$ 7,778	\$ -	\$ 7,778	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ -	\$ -	\$ 33,000	\$ 33,000	\$ 3,667	\$ 36,667	\$ -	\$ 36,667	-		-	-

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	\$33.07	\$ 40.00
Administrative		
Proj. Reimbursement Rate	\$33.07	\$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability.
 Required local match will be expended simultaneously with Block Grant Funding.

Authorized Signature, Title
Date

Signature, Chairman, Board of Commissioners
Date

Signature, County Finance Officer
Date

Signature, Chairman, Board of Commissioners
Date

July 2026 through June 2027

**Home and Community Care Block Grant for Older Adults
Community Service Provider
Standard Assurances**

Grace Martin Harwell Senior Center agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.
2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant Services will be maintained by the community service provider and any contracted providers.
5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.

10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
- a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
 - b. The subcontractor has not been barred from doing business at the federal level.
 - c. The subcontractor is able to produce a notarized [“State Grant Certification of No Overdue Tax Debts.”](#)
 - d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
 - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.
- Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.

(Authorized Signature)

(Date)

Home and Community Care Block Grant for Older Adults

County Funding Plan

July 1, 2026 through June 30, 2027

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency
(Older Americans Act, Section 305(a)(2)(E))

Community Service Provider Grace Martin Harwell Senior Center

County Beaufort

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

The Grace Martin Harwell Senior Center makes every attempt to serve the above listed populations by doing the following:

Low-income clients are served with many free programs at the center. Our Information and Assistance staff member works with low-income members and guests to acquire needed durable medical equipment, apply for subsidies, manage their Medicare plans, and coordinate with the Department of Social Services if needed. She also coordinated a small grant-funded program, which gives low-income residents free access to adult undergarments and nutrition drinks.

We also provide information for low-income members and guests to obtain free food from multiple area agencies, and other community resources such as ramps, minor home improvements, and other small home repairs that low-income residents cannot or could not afford.

Virtual programs are also available to those GMHSC and community members that have the tools to take advantage of them, or they can come to the GMHSC and utilize our computer lab, or work directly with a staff member and a computer to access those online services. Our SHIIP counselor coordinates with any needed interpreters to discuss

Medicare benefits or other programs to which low-income or under-represented populations need assistance with understanding.

We are able to reach the local above listed populations by the following:

- Our newsletter, which is mailed to over 1500 members, guests, and minority churches and community programs that serve minority populations in the greater Beaufort County area.
- In-person assistance from any staff member, but especially our Information and Assistance staff member Joanne Poore.
- Phone assistance directly to the member/guest.
- Virtual assistance through programs and events we can access on the internet or live-stream to our members (who have available access or can come to the GMHSC to use our computers)
- Facebook page, which we post about services available to our low-income members and guests
- Automated phone calls to reach our members and guests that are unable to access email or other electronic forms of communications.

Mayor
Ellen C. Brabo

Acting City Manager
Tammy Swindell



Washington City Council
Mayor Pro tem - VACANT
Joe Davis
Antwan Horton
Max Perreault
Anthony Tyre

To: Mayor Brabo & Members of the City Council
From: Tammy Swindell, C.F.O.
Date: August 3, 2026
Subject: PO's > \$50,000

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

<u>PO</u> <u>Number</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
070320	\$470,933.13	EASTERN AVIATION FUELS	JET A AND 100LL AVGAS FUEL
070344	\$522,928.00	JOHN LUCAS TREE EXPERT CO.	TREE TRIMMING FOR THE YEAR
070355	\$76,903.94	BRADY INTEGRATED SECURITY	POLICE DEPT. HQ SERVER REPLACEMENT
070376	\$59,200.00	SHANNON CHEMICAL CORP	POTASSIUM PERMANGANATE
070311	\$261,766.00	MORTON SALT INC.	SODIUM CHLORIDE
070312	\$242,657.50	HAWKINS INC.	CHEMICALS
070347	\$100,000.00	PITT COUNTRY MART	GENERATOR FUEL
070348	\$175,000.00	PITT COUNTRY MART	DIESEL FOR TANK 2
070349	\$300,000.00	PITT COUNTRY MART	GASOLINE FOR TANKS 1 & 3
070352	\$360,00.00	DATAGROUP TECHNOLOGIES INC	IT SERVICE CONTRACT FOR 26/27

Mayor
Ellen C. Brabo

Acting City Manager
Tammy Swindell



Washington City Council
Mayor Pro tem - VACANT
Joe Davis
Antwan Horton
Max Perreault
Anthony Tyre

To: Mayor Brabo & Members of the City Council
From: Tammy Swindell, C.F.O.
Date: August 3, 2026
Subject: Budget Transfers

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

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

010-4310-4500	-\$5,000.00
010-4350-4501	\$5,000.00
085-5038-6300	-\$500.00
085-5032-6300	\$500.00
010-6120-0200	-\$138,306.00
010-6120-0500	-\$10,580.00
010-6120-0600	-\$26,400.00
010-6120-0700	-\$20,940.00
010-6120-0701	-\$3,420.00
010-4120-0200	\$138,306.00
010-4120-0500	\$10,580.00
010-4120-0600	\$26,400.00
010-4120-0700	\$20,940.00
010-4120-0701	\$3,240.00
010-6120-1100	-\$1,600.00
010-4120-1100	\$1,600.00
010-6125-5400	-\$4,200.00
010-6110-5400	\$4,200.00
010-4120-0200	-\$12,881.00
010-4120-0500	-\$9,858.00
010-4120-0600	-\$23,119.00
010-4120-0700	-\$19,583.00
010-4120-0701	-\$3,024.00

Council

Request for Transfer of Funds

Date: 06-30-26

TO: City Manager or Finance Director

FROM: *Finance*

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Police	010-4310-4500	None	Contract Services	5000.00
TO:	Inspections	010-4350-4501	None	Contract Services – Vacant Lots	5000.00

For the purpose of: cover remaining mowing invoices for the year

Glenn B. Blane
Supervisor

Jim Stender
Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved: ☐

Disapproved: ☐

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

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

Janet M. Smith
City Manager or Finance Director

Date _____

Copy to Kate

Council

Request for Transfer of Funds

Date: 06-30-26

TO: City Manager or Finance Director

FROM: Finance

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Workers Comp Solid Waste	085-5038-6300	None	WC Claims Solid Waste	500.00
TO:	Workers Comp Sewer	085-5032-6300	None	WC Claims Sewer	500.00

For the purpose of: reallocate funds for potential claims at year end journal entry

Jeannie B. Davis
Supervisor

Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved: ☐

Disapproved: ☐

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

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

[Signature]
City Manager or Finance Director

Date

Copy to Kate

Council

Request for Transfer of Funds

Date: 07/03/26

TO: City Manager or Finance Director

FROM: Finance

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

RECEIVED
JUL 06 2026

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

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Rec Admin	010-6120-0200	None	Salaries	138306.00
		010-6120-0500		FICA	10580.00
		010-6120-0600		Group Insurance	26400.00
		010-6120-0700		Retirement	20940.00
		010-6120-0701		ER 401k	3240.00
TO:	City Manager	010-4120-0200	None	Salaries	138306.00
		010-4120-0500		FICA	10580.00
		010-4120-0600		Group Insurance	26400.00
		010-4120-0700		Retirement	20940.00
		010-4120-0701		ER 401k	3240.00

For the purpose of: Recoding salaries for community outreach employees moving to different department

Jeanne B. Bann
Supervisor

Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved: ☐

Disapproved: ☐

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

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

[Signature]
City Manager or Finance Director
7/3/26

Date

Copy to Kate

Council

Request for Transfer of Funds

Date: 07/10/26

TO: City Manager or Finance Director

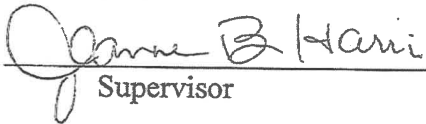
FROM: Finance

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Recreation Admin	010-6120-1100	None	Telephone	1600.00
TO:	City Manager	010-4120-1100	None	Telephone	1600.00

For the purpose of: move funds for two community outreach employees to City Manager's department.


Supervisor


Department Head

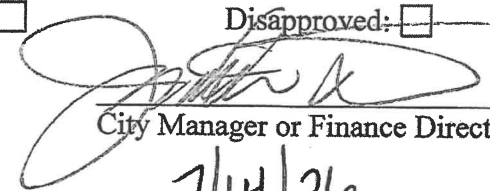
ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved: ☐

Disapproved: ☐

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

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


City Manager or Finance Director

Date

7/14/26

Copy to Kate

Contract

Request for Transfer of Funds

Date: 07-30-26

TO: City Manager or Finance Director

FROM: Finance

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Civic Center	010-6125-5400	None	Insurance	4200.00
TO:	Library	010-6110-5400	None	Insurance	4200.00

For the purpose of: transfer cost of Depot insurance now covered by Library for History Museum

Glenn Brown
Supervisor

Jay Shindell
Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved: ☒

Disapproved: ☐

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

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

Jay Shindell
City Manager or Finance Director

7/30/26
Date

Copy to Kate

Council

Request for Transfer of Funds

Date: 07-30-26

TO: City Manager or Finance Director

FROM: Finance

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Project Account	Account Name	Amount
FROM:	City Manager	010-4120-0200	None	Salaries	128881.00 12881.00
		010-4120-0500		FICA	9858.00
		010-4120-0600		Group Insurance	23119.00
		010-4120-0700		Retirement	19583.00
		010-4120-0701		401K	3024.00
		010-4120-1100		Telephone	1600.00
TO:	Recreation Admin	010-6120-0200	None	Salaries	12881.00
		010-6120-0500		FICA	9858.00
		010-6120-0600		Group Insurance	23119.00
		010-6120-0700		Retirement	19583.00
		010-6120-0701		401K	3024.00
		010-6120-1100		Telephone	1600.00

For the purpose of: transfer funds back to recreation for community outreach employees moving back to original department

James B. Hani
Supervisor

Ismael
Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved: ☒

Disapproved: ☐

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

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

Ismael
City Manager or Finance Director

7/30/26
Date

Copy to Kate



MEMORANDUM

To: Mayor Brabo & Members of the City Council
From: Tammy Swindell, Admin. Services Director/Asst. City Manager
Date: August 10, 2026
Subject: Reporting of Bad Debt Write-Offs FY 2026

The following accounts have been written off in accordance with the City of Washington's Policy for Write-off of Uncollectible Accounts Receivable.

<u>Category Description</u>	<u>Write Off Amount</u>
Electric Utilities	\$ 54,915.46
Utility Tax	5,072.81
Water Utilities	9,741.18
Sewer Utilities	11,593.67
Sanitation Utilities	6,445.81
Stormwater Utilities	2,094.08
Misc. General Fund	2,749.32
Airport Hangar Rent	663.13
Electric Property Damage	9,269.20
Lot mowing/cleaning/demo	14,165.00
EMS Charges	<u>189,871.07</u>
Total	\$ 306,580.73

Total write-offs for the City as a whole are down from \$349,728.96 to \$306,580.73 above. This is a total decrease year over year of \$43,148.23.

Debt set off and a collection agency are utilized for the collection of delinquent accounts. Accounts are written off after 5 years in accordance with the City's write-off policy.

The EMS write-offs are consistent with past performance. Our collections represent 75% and are just above the industry norm. Medicare and Medicaid pay 77% on average after contractual allowances, insurance 58%, and patients 5%. Our revenue has increased by \$174,434 from the previous fiscal year. EMS write-offs will continue to be substantial in the future due to contractual allowances and expected collection rate.

Policy for Write-off of Uncollectible Accounts Receivable was adopted July 18, 2011.

PUBLIC WORKS

Q2

2026

Apr - Jun

STREETS

- Streets Swept: **1281 mi**
- Street Cuts / Potholes Repaired: **80**
- Curb Maintenance: **45 LF**
- Driveways Installed/ Replaced: **125 LF**
- Sidewalk Constructed/ Replaced: **300 sq. ft.**
- Street Signage Installed/ Replaced: **17**



SANITATION

- Residential Garbage Collected: **833 tons**
- Commercial Garbage Collected: **1045 tons**
- Bulky Trash Collected: **18 tons**
- Recycling Collected: **65 tons**
- Recycled Glass Collected: **21 tons**



CEMETERY

22 Lots Sold
18 Burials
9 Cremations



WATER RESOURCES

TOTAL TREATED WATER:

RWTP = 241,312,000 gal

TOTAL TREATED DISCHARGE:

WWTP = 176,057,000 gal



PUBLIC WORKS

Q2
2026
Apr - Jun

STORMWATER

- Ditches Maintained:
112,320 LF
- Catch Basins
Cleaned/Repaired:
2,779
- Storm Drain Pipes
Cleaned/Repaired:
380 LF



HIGHLIGHTS:

In April several City of Washington divisions received recognition at the NCDOL Safety Awards Luncheon for their outstanding workplace safety achievements

2025 Annual Drinking Water Quality Report is now available on the City's website

Celebrated National Public Works Week
May 17-23

The Emergency Generator Project at the Water Treatment Plant has been successfully concluded

FY 25-26 Paving Project is complete

Installed new Altitude Valves at the Elevated Water Tanks

Spring Hydrant Flushing & Testing was conducted

WATER & SEWER

Sewer Maintenance
Inspections: **494**

Sewer Lines Cleaned:
22,107 LF

Backed Up Sewer
Calls: **33**

New Water & Sewer Taps:
7

811 Locate Tickets: **2125**

Customer Service Water Leak
Calls: **11**

Water Leak Repairs on
Mains & Service Lines: **1**





City of Washington

Electric Department

Q2
2026
Apr-June

Right-of-Way Maintenance Schedule

John Lucas Tree Experts will be trimming the City's right-of-way on Old Bath Hwy, Lizzard Slip Rd and CBH Lodge Rd. Trees are the #1 cause of power outages, therefore, we ask that you support our tree-trimming efforts to improve service reliability. Please observe proper distances when planting trees and shrubs. Pad mount transformer cabinets must also be kept clear of vegetation for crew access. Please let us know if trees & limbs seem to be growing too close to power lines.

Plant the Right Tree in the Right Place

Trees beautify the neighborhood, and when planted in the right spot, can even help lower energy bills. But the wrong tree in the wrong spot can be a hazard. Try to avoid planting within 20 feet of power lines, and always call 811 before you dig!

LARGE TREES

Height/spread of more than 40 feet:

- Maple
- Oak
- Spruce
- Pine
- Birch
- Sweetgum
- Linden

MEDIUM TREES

Height/spread of 25 to 40 feet:

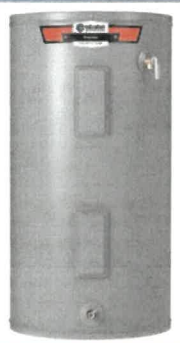
- Washington hawthorn
- Goldenrain tree
- Eastern redbud
- American arbutus
- Dogwoods

SMALL TREES

Height/spread of less than 25 feet:

- Star magnolia
- Crabtree
- Lilac

Looking for a way to save money on your Electric Bill?



\$150 rebate on a 30 gallon or larger water heater.



Let Washington Utilities install a free Load Management switch on your new Water Heater and/or Heat Pump and receive a rebate. You will also get a monthly credit on your electric bill. We can even install on your existing units for a monthly credit on your electric bill.

August 10, 2026
Page 23 of 84



\$125 per ton rebate on 15.5 SEER or larger Total Electric Heat Pump

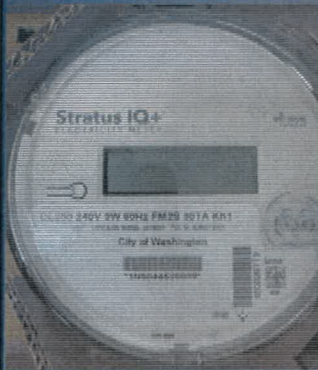


City of Washington

Electric Department

Q2
2026
Apr-June

Advance Metering Infrastructure (AMI)

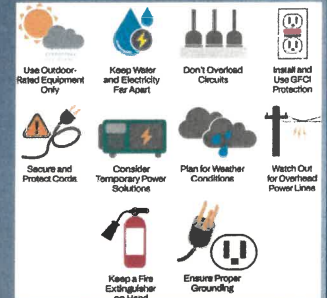


- ❖ Received 13,371 out of 13,476 electric meters so far
- ❖ Received all 6,274 water meters



FERGUSON

Meter Services



- ❖ Meters pulled: 8
- ❖ Meter changeouts: 66
- ❖ Re-connects: 636
- ❖ Connects: 191
- ❖ Billing re-reads: 32
- ❖ Occupant Changes: 366
- ❖ Disconnects for non-payment: 54
- ❖ After-hours reconnects: 13
- ❖ Customer-requested re-reads: 5
- ❖ Cutoffs for non-payment: 679



Transmission & Distribution

- ❖ Drop service requests: 42
- ❖ New/Replacement Poles: 30
- ❖ Transformer replacements: 44
 - ❖ UG Burnout Repaired: 9
 - ❖ Trouble Calls: 209
 - ❖ Wire installed: 8,550 feet
- ❖ Area lights changeout/turn on: 13
 - ❖ Area lights turn off: 8
- ❖ Street & Area Light Problems: 22
 - ❖ Tree Trimming Calls: 43



Substation/SCADA

- ❖ Program & install SEL-651RA reclosing control unit for River Road circuit
- ❖ Terminate & run fiber optic line for River Road 651RA reclosing control unit
- ❖ Program Forest Hills RTAC for incoming River Road SEL-651RA reclosing unit
- ❖ Replace ABB PCD control unit on Free Union circuit
- ❖ Replace single blade disconnects & re-energize Breaker 3
- ❖ Install SEL-2730U to expand fiber/ethernet communications in the Main Sub
- ❖ Replace battery backup & surge protection at Jack's Creek
- ❖ Upgrade 5th & Respass MDS setup with SEL-3505
- ❖ Update SCADA backend & map view for Slatestone Tank & 5th & Respass upgrade
- ❖ Facilitated transfer of US Cellular communications on SEL-3061 cellular routes to T-Mobile
- ❖ Ethernet termination & connection for AMI hub at Jack's Creek

11 Ways to Save Energy in the Summer



1. Regularly check your A/C unit.
2. Change air filters every month.
3. Adjust your thermostat.
4. Use fans in occupied rooms to supplement A/C.
5. Unplug devices and turn off lights when not in use.
6. Close your blinds, drapes and curtains.
7. Instead of using the oven, grill outdoors.
8. Reduce your home's water usage.
9. Use your dryer efficiently, or maybe not at all.
10. Use electricity during off-peak hours.
11. Seal and weatherproof your home.

Constellation

August 10, 2026

Page 24 of 84

PLANNING & ZONING



Historic Preservation Commission

3 Meetings

Major Works:
11 Approved

Minor Works:
14 Approved



Board of Adjustment

2 Meetings

1. Special Use Permit Revoked for EII Hotel
2. Special Use Permit for 2 duplexs granted



Planning Board

No Meetings

Continuing Projects



ZONING & DEVELOPMENT REVIEW STATS

Minor Subdivision Plats: 4
Major Subdivison Plats: 0
Site Plan Reviews/Inspections: 39
Zoning Compliance Letters: 16
Zoning Compliance Violations: 1

CODE ENFORCEMENT STATS

Notice of Violations: 62
Open Minimum Housing Cases: 61
City Initiated Abatement: 82
Open Nuisance Cases: 175

FLOODPLAIN MANAGEMENT CASES

179

TOURISM QUARTERLY REPORT

EARNED MEDIA HIGHLIGHTS
APRIL - JUNE 2026

TRADITIONAL MEDIA
 Southern Living
 Smithsonian MAGAZINE
 visit nc.

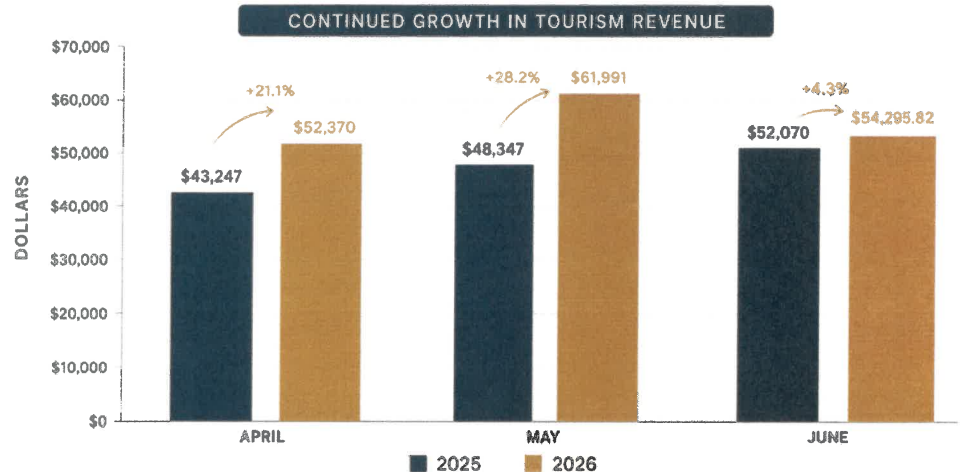
DIGITAL & INFLUENCER MEDIA
 Bless Your Heart APPETITE
TRAVEL • FOOD • SOUTHERN LIVING
 pg PEOPLE OF Greenville

5 EARNED MEDIA PLACEMENTS
 Reaching regional and national audiences.

EARNED MEDIA IMPACT

OCCUPANCY TAX COLLECTIONS

April-June 2025 vs. 2026



Occupancy tax collections increased **17.6%** overall from April-June 2025 to April-June 2026
 Total Collections: \$143,664 (2025) | \$168,656 (2026) — Up \$24,992 (17.6%)

EVENTS SUPPORTED

Supporting our community through marketing, funding and photography.



- Mac Bear Hodges Music Festival
- Wings & Wheels
- Arts of the Pamlico Cowboy Rumble
- Bath Fest
- NC Fossil Festival
- Summer Festival
- Juneteenth Celebration

HOW WE SUPPORT



MARKETING

Promoting events through digital, print, social media and email campaigns.



FUNDING

Investing in community events that drive tourism and economic impact.



PHOTOGRAPHY

Capturing high-quality images to showcase and promote our community.

KEY PROJECTS IN PROGRESS



Website Redesign

Enhancing user experience, navigation, accessibility, and destination promotion.



Grant Process Revamped

Creating a more streamlined, transparent, and efficient application process.



Special Projects Fund Created

Establishing dedicated resources to support high-impact tourism initiatives.



Washington's 250th & July 4th Planning

Coordinating signature celebrations and community-wide commemorative events.

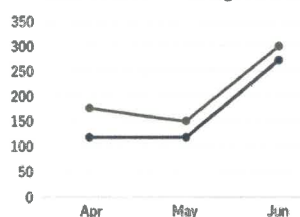
BUILDING FOR THE FUTURE

SOCIAL MEDIA REPORT

Little Washington
NORTH CAROLINA

FOLLOWERS GAINED

Facebook: 300 Instagram: 280



ENGAGEMENT

Facebook: ↑100%
3,300

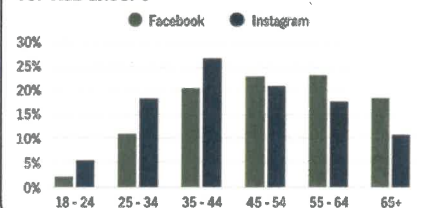
Instagram: ↑100%
3,600

REACH

Facebook: ↑100%
91,000

Instagram: ↑100%
35,000

TOP AGE GROUPS



August 10, 2026
Page 26 of 84



HIRING STATISTICS-

Jobs Posted- 7

Number of Applications Received- 77

New Hires in New Hire Orientation- 6



EMPLOYEE STATISTICS-

Total Employees- 299

New Hires- 9

Separations- 15

Appraisals- 64

Average Salary- \$60,409

EMPLOYEE EVENTS

- **May 13th - Employee Wellness & Benefit Fair, we had 33 Vendors participate and 179 Employees in attendance.**
- **May 18th - 22nd - Open Enrollment week 202 Employee Participants**

SAFETY & RISK

Safety Meetings-

April: Seat Belts- Distracted Driving

May: Be Your Brothers Keeper

June: Emergency Evacuation Plans

Events-

April- NCDOL SHARP Inspection at Water Treatment Plant, Regional Water Treatment Plant, and Garage Facilities.

May- Inspections at Washington Warren Airfield & Downtown Facilities

June- Bi- Annual Confined Space Permit Review



LIBRARY SERVICES

CITY OF WASHINGTON, NORTH CAROLINA



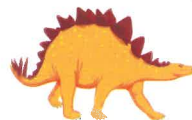
14,488

LIBRARY VISITORS
VOLUNTEER HOURS

422



**UNEARTH
A STORY™**



**SUMMER
2026**



44,989

Wireless Engagement

23,316

Items Checked Out



54,452

Visits to our Website



2,104

Program Attendance

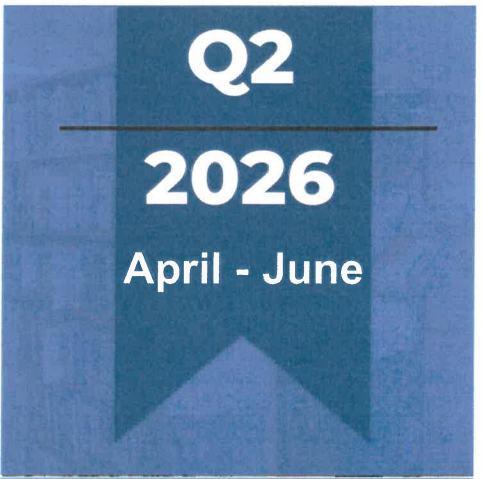
**158
New**

Cards Issued



517 🔍

History Room Visits
and Inquiries



Unearth a Story: Kick-off



Dino Adoption



Museum Donor Event

Coming Soon: Washington's Museum of the Pamlico

GEORGE H. & LAURA E. BROWN LIBRARY
WASHINGTON, N.C.
The wave of your future...

George H & Laura E Brown Library

122 Van Norden

Washington, North Carolina 27889 | (252) 946-4300

<https://washington-nc.libguides.com/home>

August 10, 2026

Page 28 of 84



WASHINGTON FIRE/RESCUE/EMS

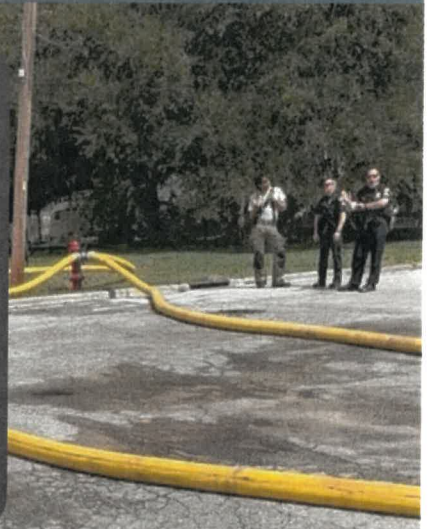
Q2 2026 Apr - June

2026 2nd Quarter Overview

FIRE

FIRE UNIT RESPONSES - 484

- Boat Response - 1
- CO Alarms - 1
- Cooking Fires - 2
- Electrical Hazards - 4
- Elevator Rescue - 4
- Fire Alarms - 54
- Gas Leak / Odor - 3
- Medical Assist - 323
- Motor Vehicle Accidents - 42
- Structure Fires - 2
- Trash / Vegetation Fires - 15
- Vehicle Fires - 2
- Non-Emergency Service Calls - 9
- Other Misc Responses - 15
- Cancelled Enroute - 8



EMS UNIT RESPONSES - 1,028

- Patient Transports - 669
- Refusals - 203
- Cancelled Calls - 108
- Treated & Released - 3
- DOAs - 1
- Fire Standbys - 65

EMS

FM

FIRE MARSHAL OFFICE

- Initial Inspections - 93
- Violations Identified - 101
- Plan Reviews - 9
- Permits Issued - 8



COMMUNITY OUTREACH

- 6 Community Events Attended
- 438 Citizens Reached Through Public Education & Outreach



Financial Update

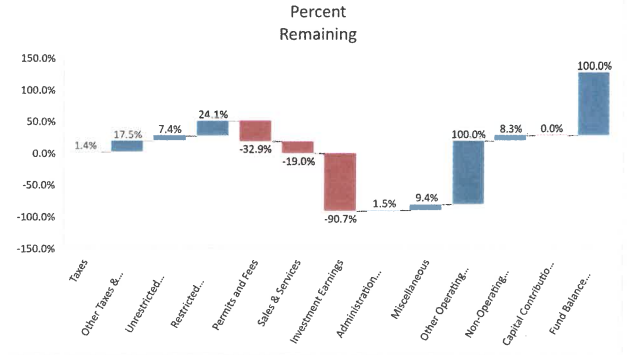
For Quarter Ending June 30, 2026



General Fund

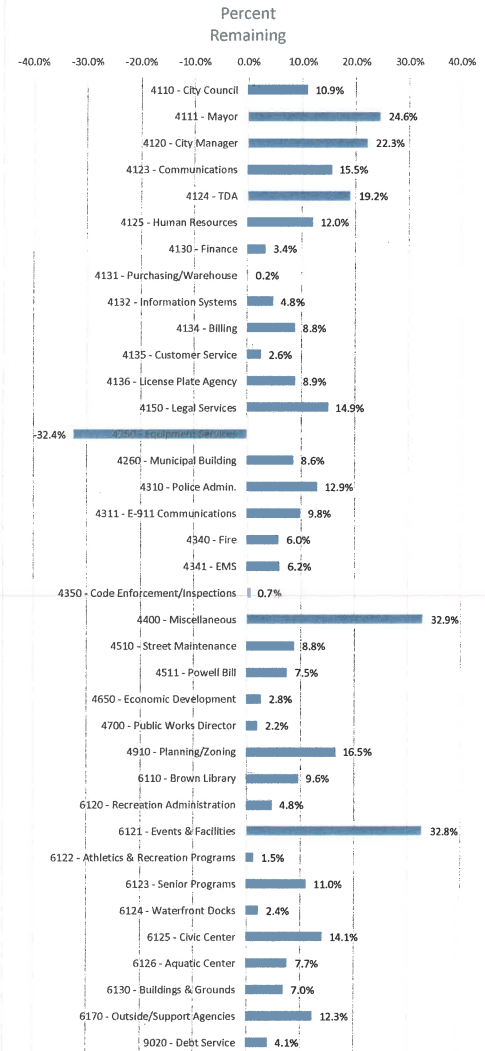
Revenues by Major Category

Revenue Category	2025/2026 Budget	Year to Date Actuals	Difference	Percent Remaining
Taxes	7,537,958	7,431,123	106,835	1.4%
Other Taxes & Licenses	4,892,121	4,036,649	855,472	17.5%
Unrestricted intergovernmental	2,262,571	2,094,599	167,972	7.4%
Restricted intergovernmental	582,647	442,483	140,164	24.1%
Permits and Fees	144,700	192,306	-47,606	-32.9%
Sales & Services	1,827,515	2,174,636	-347,121	-19.0%
Investment Earnings	190,050	362,482	-172,432	-90.7%
Administration Charges	4,795,435	4,721,616	73,819	1.5%
Miscellaneous	29,600	26,823	2,777	9.4%
Other Operating Revenues	15,000	0	15,000	100.0%
Non-Operating Revenues	6,000	5,500	500	8.3%
Capital Contributions and Transfers	2,434,426	2,434,426	0	0.0%
Fund Balance Appropriated	2,565,133	0	2,565,133	100.0%
Total General Fund Revenues	27,283,156	23,922,643	3,360,513	12.32%



General Fund Expenditures by Division

Division	2025/2026 Budget	Year to Date Actuals	Encumbrances	Difference	Percent Remaining
4110 - City Council	112,166	99,970	0	12,196	10.9%
4111 - Mayor	41,523	31,299	0	10,224	24.6%
4120 - City Manager	759,908	587,303	3,471	169,134	22.3%
4123 - Communications	56,794	15,995	32,000	8,799	15.5%
4124 - TDA	194,532	157,274	0	37,258	19.2%
4125 - Human Resources	525,296	462,468	0	62,828	12.0%
4130 - Finance	909,764	877,570	1,000	31,194	3.4%
4131 - Purchasing/Warehouse	348,264	343,070	4,392	802	0.2%
4132 - Information Systems	768,989	728,319	3,529	37,141	4.8%
4134 - Billing	237,034	216,141	0	20,893	8.8%
4135 - Customer Service	796,849	775,776	0	21,073	2.6%
4136 - License Plate Agency	217,903	198,606	0	19,297	8.9%
4150 - Legal Services	248,300	211,230	0	37,070	14.9%
4250 - Equipment Services	120,685	147,820	12,000	-39,135	-32.4%
4260 - Municipal Building	368,551	336,977	0	31,574	8.6%
4310 - Police Admin.	5,044,329	4,341,321	50,943	652,065	12.9%
4311 - E-911 Communications	633,941	569,500	2,000	62,441	9.8%
4340 - Fire	1,748,974	1,622,436	21,489	105,049	6.0%
4341 - EMS	4,451,408	4,175,665	237	275,506	6.2%
4350 - Code Enforcement/Inspections	455,015	449,321	2,339	3,354	0.7%
4400 - Miscellaneous	1,116,358	749,568	0	366,790	32.9%
4510 - Street Maintenance	1,445,746	1,255,471	62,636	127,639	8.8%
4511 - Powell Bill	476,016	440,224	0	35,792	7.5%
4650 - Economic Development	610,940	391,378	202,240	17,322	2.8%
4700 - Public Works Director	158,749	154,714	600	3,435	2.2%
4910 - Planning/Zoning	550,901	452,785	7,401	90,715	16.5%
6110 - Brown Library	856,566	770,765	3,677	82,124	9.6%
6120 - Recreation Administration	355,806	335,270	3,391	17,146	4.8%
6121 - Events & Facilities	55,800	37,502	0	18,298	32.8%
6122 - Athletics & Recreation Programs	228,246	217,361	7,506	3,379	1.5%
6123 - Senior Programs	303,400	265,335	4,600	33,466	11.0%
6124 - Waterfront Docks	146,319	142,794	0	3,525	2.4%
6125 - Civic Center	172,403	86,618	61,554	24,231	14.1%
6126 - Aquatic Center	509,023	467,293	2,626	39,104	7.7%
6130 - Buildings & Grounds	1,217,968	1,093,969	38,950	85,048	7.0%
6170 - Outside/Support Agencies	71,800	63,000	0	8,800	12.3%
9020 - Debt Service	966,890	927,026	0	39,864	4.1%
Total General Fund Expenditures	27,283,156	24,199,138	528,581	2,555,437	9.37%



Financial Update

For Quarter Ending June 30, 2026



Enterprise Funds

Revenues by Fund

Fund	2025/2026 Budget	Year to Date Actuals	Difference	Percent Remaining
Water	8,432,538	4,765,875	3,666,663	43.5%
Sewer	5,026,163	4,132,555	893,608	17.8%
Stormwater	2,626,998	2,625,772	1,226	0.0%
Electric	52,591,323	33,959,296	18,632,027	35.4%
Airport	1,650,416	1,570,208	80,208	4.9%
Solid Waste	2,867,602	2,614,344	253,258	8.8%
Cemetery	414,786	412,451	2,335	0.6%
Total Enterprise Funds	73,609,826	50,080,501	23,529,325	31.96%

Enterprise Fund Expenditures by Category

Fund	2025/2026 Budget	Year to Date Actuals	Difference	Percent Remaining
Water				
Personnel	1,507,091	1,450,321	56,770	3.8%
Operating	2,714,992	2,528,984	186,008	6.9%
Capital	3,458,630	2,903,241	555,389	16.1%
Debt	751,825	751,823	2	0.0%
	\$8,432,538	\$7,634,370	\$798,168	9.47%

Sewer				
Personnel	1,522,133	1,472,824	49,309	3.2%
Operating	2,787,380	2,567,235	220,145	7.9%
Capital	526,558	513,666	12,892	2.4%
Debt	190,092	187,568	2,524	1.3%
	\$5,026,163	\$4,741,294	\$284,869	5.67%

Stormwater				
Personnel	466,885	439,295	27,590	5.9%
Operating	992,127	962,257	29,870	3.0%
Capital	104,950	0	104,950	100.0%
Debt	1,063,036	1,063,024	12	0.0%
	\$ 2,626,998	\$ 2,464,576	\$162,422	6.18%

Electric				
Personnel	5,437,185	4,253,424	1,183,761	21.8%
Operating	34,255,174	30,159,568	4,095,606	12.0%
Capital	11,487,589	4,501,435	6,986,154	60.8%
Debt	1,411,375	1,411,374	1	0.0%
	\$ 52,591,323	\$ 40,325,801	\$12,265,522	23.32%

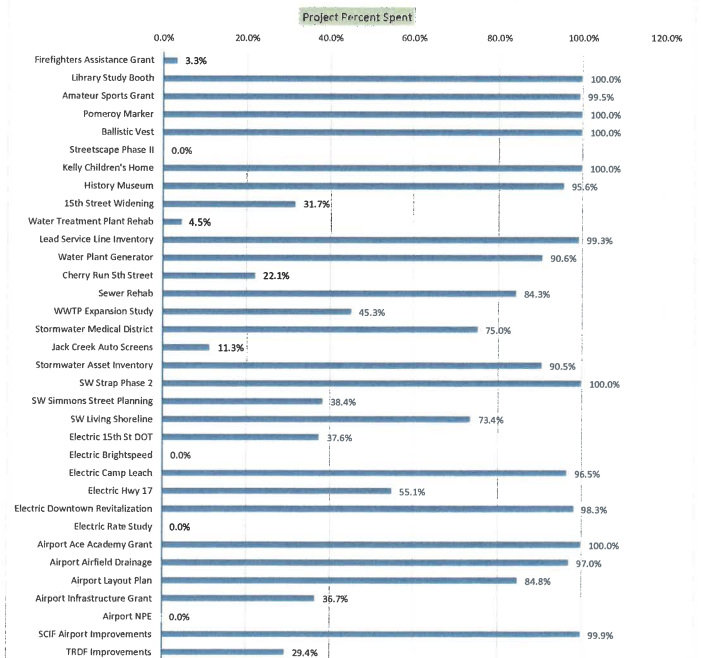
Airport				
Personnel	280,659	245,560	35,099	12.5%
Operating	1,369,757	1,329,178	40,579	3.0%
Capital	0	0	0	0.0%
Debt	0	0	0	0.0%
	\$ 1,650,416	\$ 1,574,739	\$75,677	4.59%

Solid Waste				
Personnel	985,317	967,782	17,535	1.8%
Operating	1,022,655	1,582,416	-559,761	-54.7%
Capital	725,000	0	725,000	100.0%
Debt	134,630	134,627	3	0.0%
	\$ 2,867,602	\$ 2,684,825	\$182,777	6.37%

Cemetery				
Personnel	286,611	268,293	18,318	6.4%
Operating	116,175	95,969	20,206	17.4%
Capital	12,000	12,000	0	0.0%
Debt	0	0	0	0.0%
	\$ 414,786	\$ 376,262	\$38,524	9.29%

Project Funds

Project	Budget	Actual to Date	% spent
Firefighters Assistance Grant	189,350	6,270	3.3%
Library Study Booth	8,840	8,840	100.0%
Amateur Sports Grant	17,430	17,340	99.5%
Pomeroy Marker	4,100	4,100	100.0%
Ballistic Vest	2,500	2,500	100.0%
Streetscape Phase II	892,500	0	0.0%
Kelly Children's Home	1,220,140	1,220,140	100.0%
History Museum	252,000	241,000	95.6%
15th Street Widening	324,178	102,824	31.7%
Water Treatment Plant Rehab	10,726,452	485,293	4.5%
Lead Service Line Inventory	519,200	515,725	99.3%
Water Plant Generator	603,392	546,655	90.6%
Cherry Run 5th Street	4,018,824	890,139	22.1%
Sewer Rehab	2,503,819	2,111,228	84.3%
WWTP Expansion Study	400,000	181,066	45.3%
Stormwater Medical District	7,436,176	5,578,812	75.0%
Jack Creek Auto Screens	365,000	41,085	11.3%
Stormwater Asset Inventory	400,000	361,875	90.5%
SW Strap Phase 2	61,980	61,980	100.0%
SW Simmons Street Planning	390,000	149,798	38.4%
SW Living Shoreline	500,000	366,895	73.4%
Electric 15th St DOT	35,000	13,143	37.6%
Electric Brightspeed	54,468	0	0.0%
Electric Camp Leach	64,894	62,645	96.5%
Electric Hwy 17	2,881,805	1,586,856	55.1%
Electric Downtown Revitalization	10,000	9,828	98.3%
Electric Rate Study	5,000	0	0.0%
Airport Ace Academy Grant	5,000	5,000	100.0%
Airport Airfield Drainage	1,907,998	1,851,491	97.0%
Airport Layout Plan	496,573	421,181	84.8%
Airport Infrastructure Grant	585,000	214,426	36.7%
Airport NPE	280,154	0	0.0%
SCIF Airport Improvements	20,056,000	20,045,236	99.9%
TRDF Improvements	14,200,000	4,174,719	29.4%





Building Inspections

QUARTERLY REPORT

April - June
2026

339
PERMITS ISSUED

669
INSPECTIONS

\$33,417.19
REVENUE

21
CHANGE OF USE
business/occupancy reviews

Executive Summary

The Building Inspections Department continues to facilitate residential, commercial, and development projects throughout the City of Washington and in the ETJ. Staff issued 339 permits, performed 669 inspections, assessed \$37,070.03 in permit fees but, collected \$33,417.19 in permit revenue during the reporting period.

APRIL-JUNE 2026	
Permits Issued	339
Inspections Conducted	669
Permit Revenue	\$33,417.19

Permit Activity

PERMIT TYPE	CITY	ETJ	TOTAL
Commercial Building	21	2	23
Residential Building	21	23	44
Manufactured	0	1	1
Demolition	2	1	3
Electrical	82	42	124
Mechanical	77	30	107
Plumbing	25	11	36
Gas	18	10	28
ABC	3	0	3
Change of Use	19	2	21
Minimum Housing	6	1	7
Sign	2	0	3
TOTAL: 145	276	123	339

Revenue Activity

FEE TYPE	CITY	ETJ	TOTAL
Commercial Building	3756.70	0.00	3756.70
Residential Building	2277.15	4154.15	6431.30
Manufactured	0.00	375.30	375.30
Demolition	165.00	165.00	330.00
Electrical	5222.58	3484.97	8707.55
Mechanical	5254.72	2187.52	7442.24
Plumbing	3097.94	1296.16	4394.10
Gas	220.00	275.00	495.00
ABC	135.00	0.00	135.00
Change of Use	50.00	0.00	50.00
Minimum Housing	600.00	100.00	700.00
Sign	600.00	0.00	600.00
TOTAL:	\$21,379.09	\$12,038.10	\$33,417.19

Inspection Activity

INSPECTION TYPE	CITY	ETJ	TOTAL
Commercial Building	53	12	65
Residential Building	61	42	103
Manufactured	4	0	4
Demolition	0	1	1
Electrical	156	52	208
Mechanical	92	31	123
Plumbing	87	19	106
Gas	21	8	29
ABC	6	0	6
Change of Use	4	0	4
Minimum Housing	12	4	16
Sign	4	0	4
TOTAL	500	169	669

Major Development & Commercial Activity

- 7 Brew Coffee - New Construction
- 33's Sliced & Stirred
- Angi's Mexican Kitchen
- Dunkin'
- Jimmy John's
- Jersey Mike's
- Beaufort County PK-3 Elementary School
- Gatewood Development
- First Presbyterian Church - Parvin Building
- Washington Mechanic Inc.

Revenue Summary

Permit fee's totaled \$37,070.03, while collecting \$33,417.19 reflecting continued construction activity across residential, commercial, and trade permits. *Fees Received may include payments for permits issued during previous reporting periods.*

PERMIT TYPE	NO. OF PERMITS	FEES ASSESSED	FEES RECEIVED
Building	69	13566.80	
Manufactured	1	375.30	375.30
Electrical	125	9257.55	8907.55
Mechanical	107	7861.28	7442.24
Plumbing	36	4394.10	4394.10
Gas	28	495.00	495.00
ABC	2	135.00	135.00
Change of Use	23	185.00	50.00
Minimum Housing	8	800.00	800.00
TOTAL	399	\$37,070.03	\$33,417.19



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: August 10, 2026
Subject: Appointments to Human Relations Council, Recreation Advisory, Airport Advisory
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council appoint _____ to the Recreation Advisory Committee to fill a vacant (inside) position. Term to expire June 30, 2029. {Anthony Tyre - Council Liaison}

I move that the City Council appoint _____ to the Human Relations Council to fill a vacant position. Term to expire June 30, 2029. {Anthony Tyre - Council Liaison}

I move that the City Council appoint _____ to the Human Relations Council to fill a vacant position. Term to expire June 30, 2029. {Anthony Tyre - Council Liaison}

I move that the City Council appoint _____ to the Human Relations Council to fill a vacant position. Term to expire June 30, 2029. {Anthony Tyre - Council Liaison}

I move that the City Council appoint _____ to the Human Relations Council to fill a vacant un-expired position. Term to expire June 30, 2027. {Anthony Tyre - Council Liaison}

I move that the City Council appoint _____ to the Airport Advisory Board (Authority) to fill a vacant un-expired position. Term to expire June 30, 2027. {Max Perreault - Council Liaison}

I move that the City Council appoint _____ to the Airport Advisory Board (Authority) to fill a vacant un-expired position. Term to expire June 30, 2027. {Max Perreault - Council Liaison}

BACKGROUND AND FINDINGS:

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Applications

RECREATION ADVISORY COMMITTEE

ANTHONY TYRE – COUNCIL LIAISON

Requested Board Parks & Recreation

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

NAME Steve Barnes

ADDRESS 309 Moss Way 27889

PHONE (WORK) _____ (HOME) 252-721-8143

E-MAIL ADDRESS sbarnes802@aol.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 7 YEARS

YEARS OF EDUCATION Bachelor's Degree

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 a Washington Youth Baseball League board member and coach and I'm also a volunteer baseball coach at Washington High School. I believe parks and rec programs are vital for youth and adults and would be honored to serve. Strong rec programs help attract young families to Washington and are also very important to adults of all ages. I have a strong background in youth/adult sports and am ready to put it to use.

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.

07/25/2026
Date

Stephen Barnes
Signature

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

HUMAN RELATIONS COUNCIL

ANTHONY TYRE – COUNCIL LIAISON

Requested Board Human Relations Council

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

NAME Latisha Moore

ADDRESS 624 Pirate Cove Road Washington, NC 27889

PHONE (WORK) 252-940-4440 (HOME) 252-402-7298

E-MAIL ADDRESS tishaahm123@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 50 YEARS

YEARS OF EDUCATION Bachelor's Degree in Criminal Justice minor in Psychology

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 _____

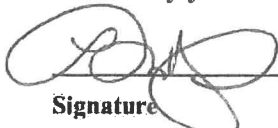
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of
sheet if additional space is needed.*

I believe I am qualified for this appointment because I have dedicated my career to serving children
families and community through leadership, collaboration and advocacy. I have worked with families
from diverse backgrounds while building partnerships that promote education, inclusion and positive
outcomes for children. My professional experience in mental health, community service, and
organizational leadership has equipped me to listen thoughtfully, work collaboratively and help
address issues that strengthen relationships within our community.

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.

July 23, 2026

Date


Signature

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

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

NAME Racheal Bright

ADDRESS 7036 River Rd. Washington, NC 27889

PHONE (WORK) 252-378-1881 (HOME) _____

E-MAIL ADDRESS rachealbright329@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 26 YEARS

YEARS OF EDUCATION High School + 3 years of college (degree incomplete)

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 doc.

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.

7/22/2026

Date

Racheal Bright
Signature

First and foremost, I love this wonderful city. I was born and raised here and after 8 years of being away, my husband and I moved back in 2024. I believe I am well qualified to serve on the local city board due to my strong leadership, organizational, and people-management experience. In my current professional role, I have successfully planned and coordinated large-scale events that required strategic planning, collaboration among diverse stakeholders, effective communication, and attention to detail. These experiences have strengthened my ability to manage complex projects and make thoughtful decisions that benefit the broader community.

Additionally, I am well-versed in basic human resources laws and performance management practices, providing me with valuable insight into policy compliance, accountability, fairness, and effective organizational leadership. For work, I currently manage the Service Department at Gregory Poole Equipment Company at our Greenville branch and lead a team of 30 direct reports.

I am also an active member of First Church of Christ, where I serve as Secretary of the Ladies Circle. In this role, I help support benevolence efforts that aid individuals and families both within and outside of our church community. This experience has deepened my commitment to service, compassion, and community engagement.

When I'm not at work or church, I can be found on the river, with my goldendoodles, or reading a book. I am confident that my professional expertise, leadership experience, and dedication to serving others would allow me to make a meaningful contribution to the city board and help support the continued growth and success of our community.


Racheal Bright

Requested Board HRC

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

NAME Danielle Brinson

ADDRESS 1029 Cowell farm road Apt #102 Washington NC 27889

PHONE (WORK) _____ (HOME) 252-947-1254

E-MAIL ADDRESS 4getdapass@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 27 YEARS

YEARS OF EDUCATION 4 college

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

IF YES, PLEASE INDICATE HRC

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 committed to serving my community with integrity and respect. My experience working with
diverse individuals has strengthened my ability to listen and understand people feelings and
beliefs ,I will advocate for the community as a whole while promoting postive relationships and
meaningful solutions .

**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.**

7/24/2026
Date

Danielle Brinson
Signature

Requested Board Human Relations Council

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

NAME Leesa Payton Jones

ADDRESS 1411 Nicholson Street Washington NC 27889

PHONE (WORK) _____ (HOME) 252-833-0995

E-MAIL ADDRESS Leesawisdom813@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 30 YEARS

YEARS OF EDUCATION 16

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

IF YES, PLEASE INDICATE Brown Library Board of Trustees (8 years)

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 feel I am qualified for the appointment as a member of the Human Relations Council as I have for many years have been committed to, and worked and collaborated with many local organizations to promote an inclusive community that celebrates and acknowledges the dignity, social needs, cultural impact, as well as the heritage and history of all residents. It is important to me that people live in a community where unity of the community and in the community secures a place for them. We are better together.

**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.**

July 22, 2026
Date

Leesa Payton Jones
Signature

Requested Board Human Relations Council

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

NAME Ahajanay Bolden

ADDRESS 106 E 11th St, Washington, NC 27889

PHONE (WORK) 252-558-8281 (HOME) 773-484-5357

E-MAIL ADDRESS boldenahajanay@gmail.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 16

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 qualified to serve on the Human Relations Council because I am passionate about community engagement and committed to giving back to the city that has given so much to me. As someone who was not born and raised in Washington, I experienced firsthand the incredible resources, organizations, and people that helped me during a time of need. Through my work and involvement in the community, I've realized that many lifelong residents are unaware of these same opportunities, which has inspired me to help bridge that gap by connecting people with local resources and programs. I actively volunteer at community events, collaborate with local businesses and schools for initiatives such as career nights and Teacher Appreciation Week, and regularly give back by donating my time and offering complimentary wellness services to members of the community. I believe my experiences, commitment to service, and passion for building meaningful relationships would allow me to make a positive and lasting contribution to the Human Relations Council.

**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.**

7/14/26

Date

Ahajanay Bolden

Signature

Requested Board Human Relations Council

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

NAME Jenifer Montsinger

ADDRESS 112 Hillcrest Dr. Washington, NC 27889

PHONE (WORK) N/A (HOME) Cell only: 919-599-9305

E-MAIL ADDRESS jenifer.montsinger@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 2 years 3 mo 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): *Use back of
sheet if additional space is needed.*

I retired after 35 years as a child welfare social worker
and supervisor. Following that, I served for 10 years
as a volunteer Guardia ad litem in Juvenile Court.
Advocating for children and their families. Throughout
these years, I worked with individuals of all races,

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

8/1/26
Date

Jenifer Montsinger
Signature

religions and creeds. I have been, and continue to be, an ally for the LGBTQ+ community. I strongly support equal civil rights, social equality and fair treatment for all people.

I have been a volunteer for Open Door Womens Shelter since November 2024. Our vision is a community where no woman or child faces homelessness alone, but instead, finds security, guidance, resources and hope for lasting stability. Open Door provides safe shelter for single women and women with children when no other options exist for them.

I have also been a volunteer with Arts of the Pacific Turnage Theater for the past two years, serving as a docent for Christmas home tours, assisting in arts and theater camps and as a concessions worker during theater events. While I am new to the Washington, DC community, I have consistently found ways to be of service to others wherever I've lived. I firmly believe in service to the most vulnerable members in our communities ^{who} need someone to speak for them. I hope to make such a contribution as a member of the Human Relations Council.

References can be provided upon request

AIRPORT ADVISORY

MAX PERREAULT – COUNCIL LIAISON

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 _____

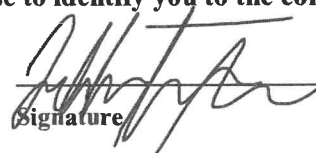
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of
sheet if additional space is needed.*

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

Glen R. Geisen
Signature Glen R. Geisen

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

Requested Board Washington-Warren Airport Authority

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

NAME John Rebholz

ADDRESS 203 Ashley Ln., Chocowinity, NC 27817

PHONE (WORK) 252-402-7617 (HOME) _____

E-MAIL ADDRESS jrebholz252@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 25 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 _____

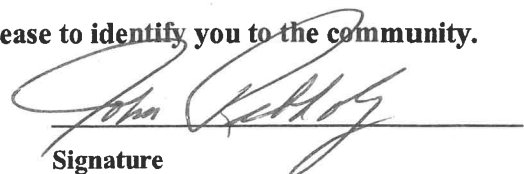
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of
sheet if additional space is needed.*

My background includes 30 years in sales, marketing and customer service with a large automotive manufacturer. I had responsibility for multi-million dollar operations, which included strategic planning, budgeting, personnel, business development and execution. Following that career, I formed my own small business consulting company. We worked with small businesses to improve sales, profits and customer service. As a Beaufort County Commissioner, I actively participated on the Economic Development Board. In that role I engaged with Xelevate and Earl Malpass. I am interested using my skills to build on what has been done at the Airport and help accomplish two things. First, assist in growing revenue and profit to insure the Airport is a positive revenue stream. Second, help attract businesses to the Airport so that it becomes the economic engine it was envisioned to be.

**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.**

March 3, 2026

Date


Signature

August 10, 2026

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



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo and Members of City Council
From: Tammy Swindell, Administrative Services Director
Date: August 10, 2026
Subject: Adopt Purchase Order Carry Forward Budget Ordinance Amendment

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to appropriate funding for open purchase orders as of June 30, 2026.

BACKGROUND AND FINDINGS:

Purchase orders are contractual obligations for the City. Funding for prior year open purchase orders is necessary to satisfy these obligations.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment
Open PO Schedule

**ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2026-2027**

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

Section1. That the following amounts are hereby appropriated for spending in FY 26/27 in order to satisfy existing contracts, grant obligations, and purchase orders at the end of last fiscal year.

Schedule A. General Fund

Communications	32,000
Finance	1,000
Warehouse	4,393
Information Systems	3,500
Equipment Services	12,000
Police	50,000
Fire	15,718
Street Maintenance	60,637
Economic Development	188,202
Athletic & Recreation Programs	5,400
Senior Center	2,650
Civic Center	61,555
Buildings & Grounds	<u>38,387</u>
Total	\$475,442

Schedule B. Water Fund

Water Meter Services	213,363
Water Treatment	<u>7,969</u>
Total	\$221,332

Schedule C. Sewer Fund

Wastewater Construction	49,000
Wastewater Treatment	37,480
Lift Stations	<u>226,656</u>
Total	\$313,136

Schedule D. Stormwater Management

Stormwater Improvements	\$61,506
-------------------------	----------

Schedule E. Electric Fund

Electric Meter Services	652,835
Substation Maintenance	154,467
Load Management	35,359
Power Line Construction	<u>12,681</u>
Total	\$855,342

Schedule F. Airport Fund

Washington Warren Airport	\$48,558
---------------------------	----------

Schedule G. Solid Waste Fund

Solid Waste	\$614,081
-------------	-----------

Schedule H. Cemetery Fund

Cemetery	\$0
----------	-----

Schedule I. Facade Fund

Facade	\$2,000
--------	---------

Total Appropriated	\$2,591,397
--------------------	-------------------

Section 2. That the following revenues be increased in the respective amounts to meet the foregoing obligations:

General Fund Balance Appropriated	475,442
Water Fund Balance Appropriated	221,332
Sewer Fund Balance Appropriated	313,136
Storm Water Fund Balance Appropriated	61,506
Electric Fund Balance Appropriated	855,342
Airport Fund Balance Appropriated	48,558
Solid Waste Fund Balance Appropriated	614,081
Cemetery Fund Balance Appropriated	0
Facade Fund Balance Appropriated	2,000
Total Appropriated	\$2,591,397

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

Section 4. This ordinance shall become effective upon its adoption.
Adopted this the 10th day of August, 2026.

MAYOR

ATTEST:

CITY CLERK



City of Washington, NC

Encumbrance Report

By Account Number

Encumbrance Date Range: -

010 - General Fund

010-4123-1201 - MARKETING

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070284	MARKETING EFFORTS MARKETING EFFORTS	CITY OF WASHINGTON	Outstanding	06/24/2026 06/24/2026	32,000.00 32,000.00
Encumbrance Balance:					32,000.00

010-4130-0400 - PROFESSIONAL SERVICES

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070178	LEO GASB Reporting LEO GASB Reporting	CAVANAUGH MACDONALD CONSI	Outstanding	05/11/2026 05/11/2026	1,000.00 1,000.00
Encumbrance Balance:					1,000.00

010-4131-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
068661-R1	Tyler Barcoding Interface & Tyler Service Barcoding Interface & Tyler Services Barcoding Interface & Tyler Services Barcoding Interface & Tyler Services Barcoding Interface & Tyler Services Barcoding Interface & Tyler Services	TYLER TECHNOLOGIES	Partially Received	07/01/2025 07/01/2025 09/11/2025 11/14/2025 06/30/2026 06/30/2026	2,976.25 4,060.00 -290.00 -145.00 -398.75 -250.00
070022	Vector Security/Cable/IP Cameras/Video Recorder Vector Security/Cable/IP Cameras/Video Recorder Vector Security/Cable/IP Cameras/Video Recorder	VECTOR SECURITY, INC	Partially Received	04/17/2026 04/17/2026 06/30/2026	1,415.77 12,270.00 -10,854.23
Encumbrance Balance:					4,392.02

010-4132-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
065666-R3	replacement card readers replacement card readers (CIP Switch Project)	BRADY TRANE SERVICE, INC.	Outstanding	07/01/2025 07/01/2025	3,500.00 3,500.00
Encumbrance Balance:					3,500.00

010-4250-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
068998-R1	PURCHASE 20 X 25 X 10 METAL BLDG. PURCHASE 20 X 25 X 10 METAL BLDG.	A & W GROUP, LLC	Outstanding	07/01/2025 07/01/2025	12,000.00 12,000.00
Encumbrance Balance:					12,000.00

010-4310-0400 - PROFESSIONAL SERVICES

Encumbrance Report

Encumbrance Date Range: -

010 - General Fund

010-4310-0400 - PROFESSIONAL SERVICES

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070283	HR INVESTIGATION HR INVESTIGATION	US ISS AGENCY, LLC	Outstanding	06/24/2026 06/24/2026	50,000.00 50,000.00
Encumbrance Balance:					50,000.00

010-4340-3602 - SAFETY EQUIPMENT

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070134	TURNOUT GEAR PER QUOTE LION TURNOUT V-FORCE BI-SWING COAT PER QUOTE LION TURNOUT V-FORCE PANT PER QUOTE	NORTH AMERICAN FIRE EQUIPMEI	Outstanding	05/07/2026 05/07/2026 05/07/2026	15,717.57 9,058.23 6,659.34
Encumbrance Balance:					15,717.57

010-4510-0400 - PROFESSIONAL SERVICES

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070163	TREE MAINTENANCE / REMOVAL - RIGH TREE MAINTENANCE / REMOVAL - RIGHT of WAY	NC TREE COMPANY, INC	Outstanding	05/11/2026 05/11/2026	12,000.00 12,000.00
Encumbrance Balance:					12,000.00

010-4510-1500 - MAINT/REPAIR BUILDING

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070160	Repair / Maintenance Welding Shop Repair / Maintenance Welding Shop	COASTAL BUILDERS CONSTRUCTIC	Outstanding	05/11/2026 05/11/2026	24,136.40 24,136.40
Encumbrance Balance:					24,136.40

010-4510-1503 - MAINT/REPAIR TRAFFIC LIGHTS

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070176	MAINTENANCE AND REPAIR TRAFFIC LI MAINTENANCE AND REPAIR TRAFFIC LIGHTS	LUMIN8 TRANSPORTATION TECHN	Outstanding	05/11/2026 05/11/2026	15,000.00 15,000.00
Encumbrance Balance:					15,000.00

010-4510-4500 - CONTRACT SERVICES

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069183-R1	ROAD CONSTRUCTION / WORK LCID ROAD CONSTRUCTION / WORK LCID	DUDLEY LANDSCAPING & TREE	Partially Received	07/01/2025 07/01/2025	9,500.00 9,500.00
Encumbrance Balance:					9,500.00

010-4650-4501 - ED PROJECTS

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069968	BC Industrial Park Grant BC Industrial Park Grant	BEAUFORT COUNTY	Outstanding	03/27/2026 03/27/2026	188,202.00 188,202.00

Encumbrance Report

Encumbrance Date Range: -

010 - General Fund

010-4650-4501 - ED PROJECTS

Encumbrance Balance: 188,202.00

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070137	Recreation Maintenance Infield mix for JCT softball field to fix drainage	GOLF AGRONOMICS HOLDINGS IN	Outstanding	05/07/2026 05/07/2026	5,400.00 5,400.00
Encumbrance Balance:					5,400.00

010-6123-1500 - MAINT/REPAIR BUILDING

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070295	Seniors Replace starter for Peterson Bldg elevator. Replace starter for Peterson Bldg elevator.	SOUTHERN ELEVATOR COMPANY,	Partially Received	06/30/2026 06/30/2026 06/30/2026	2,650.00 -2,650.00 5,300.00
Encumbrance Balance:					2,650.00

010-6125-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070079	Civic Center Civic Center - Roof Replacement - full system inst Civic Center - Roof Replacement - full system inst	LEGACY ENTERPRISES CAROLINAS	Partially Received	04/30/2026 04/30/2026 06/17/2026	61,554.10 92,250.00 -30,695.90
Encumbrance Balance:					61,554.10

010-6130-1500 - MAINT/REPAIR BUILDING

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069768	Buildings & Grounds Soccer Shelter Wrap	LEGACY ENTERPRISES CAROLINAS	Outstanding	12/17/2025 12/17/2025	4,340.00 4,340.00
070138	Recreation Maintenance Fill dirt for the west side of Havens Gardens	B.E. SINGLETON & SONS INC.	Outstanding	05/07/2026 05/07/2026	1,000.00 1,000.00
Encumbrance Balance:					5,340.00

010-6130-1502 - MAINT/REPAIR PARKS

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069044-R1	Recreation Maintenance Maintenance Cameras	BRADY TRANE SERVICE, INC.	Outstanding	07/01/2025 07/01/2025	20,000.00 20,000.00
Encumbrance Balance:					20,000.00

010-6130-1600 - MAINT/REPAIR EQUIPMENT

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070274	Maintenance Replacement of Baseball / Softball Remote	WATCHFIRE ENTERPRISES INC	Outstanding	06/22/2026 06/22/2026	1,046.40 1,046.40
Encumbrance Balance:					1,046.40

010-6130-7400 - CAPITAL OUTLAY

Encumbrance Report

Encumbrance Date Range: -

010 - General Fund

010-6130-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069045-R1	Recreation Maintenance complex security cameras	BRADY TRANE SERVICE, INC.	Outstanding	07/01/2025 07/01/2025	12,000.00 12,000.00
Encumbrance Balance:					12,000.00
Total 010 - General Fund:					475,438.49

030 - Water Fund

030-7250-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069196-R1	AMI IMPLEMENTATION SUPPORT	E SOURCE COMPANIES LLC	Partially Received	07/01/2025	151,519.20
	AMI IMPLEMENTATION SUPPORT			07/01/2025	211,397.98
	AMI IMPLEMENTATION SUPPORT			08/26/2025	-2,575.50
	AMI IMPLEMENTATION SUPPORT			09/09/2025	-2,575.50
	AMI IMPLEMENTATION SUPPORT			09/18/2025	-1,287.63
	AMI IMPLEMENTATION SUPPORT			10/21/2025	-1,915.88
	AMI IMPLEMENTATION SUPPORT			11/24/2025	-1,915.88
	AMI IMPLEMENTATION SUPPORT			12/18/2025	-3,040.87
	AMI IMPLEMENTATION SUPPORT			01/20/2026	-5,245.87
	AMI IMPLEMENTATION SUPPORT			02/16/2026	-11,586.16
	AMI IMPLEMENTATION SUPPORT			03/18/2026	-13,242.12
	AMI IMPLEMENTATION SUPPORT			05/20/2026	-1,583.00
	AMI IMPLEMENTATION SUPPORT			05/20/2026	-3,540.02
	AMI IMPLEMENTATION SUPPORT			06/12/2026	-4,942.23
	AMI IMPLEMENTATION SUPPORT			06/30/2026	-6,428.12
070252	AMI METER PROJECT	FERGUSON US HOLDINGS INC	Partially Received	06/15/2026	61,843.05
	AMI METER PROJECT			06/15/2026	100,000.00
	AMI METER PROJECT			06/16/2026	-38,156.95
Encumbrance Balance:					213,362.25

030-8100-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
067372-R2	SCADA RTAC INSTALLATION & SCADA D	PUNGO ENGINEERING SERVICES P	Partially Received	07/01/2025	7,968.75
	SCADA RTAC INSTALLATION & SCADA DATABASEHMI CON			07/01/2025	8,625.00
	SCADA RTAC INSTALLATION & SCADA DATABASEHMI CON			03/06/2026	-656.25
Encumbrance Balance:					7,968.75
Total 030 - Water Fund:					221,331.00

032 - Sewer Fund

032-8210-4501 - CONTRACT SERVICES SEWER REHAB

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070074	WET WELL REHAB. OF B.C.C.C. PUMP ST	CONCRETE CONSERVATION, INC.	Outstanding	04/30/2026	28,000.00
	WET WELL REHAB. OF B.C.C.C. PUMP STATION			04/30/2026	28,000.00
Encumbrance Balance:					28,000.00

032-8210-7400 - CAPITAL OUTLAY

Encumbrance Report

Encumbrance Date Range: -

032 - Sewer Fund

032-8210-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069021-R1	5TH Street Gravity Sewer Rehab - Engin	RIVERS & ASSOCIATES INC.	Partially Received	07/01/2025	21,000.00
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			07/01/2025	46,000.00
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			09/16/2025	-1,400.00
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			10/08/2025	-2,500.00
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			11/19/2025	-262.50
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			12/18/2025	-305.00
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			01/21/2026	-1,100.00
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			02/11/2026	-1,700.00
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			03/16/2026	-8,357.50
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			04/10/2026	-1,250.00
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			05/11/2026	-1,500.00
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			06/11/2026	-4,625.00
	5TH Street Gravity Sewer Rehab - EngineeringSrvs.			06/30/2026	-2,000.00
Encumbrance Balance:					21,000.00

032-8220-1600 - MAINT/REPAIR EQUIPMENT

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070065	REWIRE AND INSTALL NEW AUMA ACTU	THE PERKINSON CO.	Outstanding	04/29/2026	8,555.00
	REWIRE AND INSTALL NEW AUMA ACTUATOR ON #1 FIL			04/29/2026	8,555.00
070251	EMERGENCY REPAIR TO MIXER BLADE C	CARVER MACHINE WORKS INC	Outstanding	06/12/2026	16,900.00
	EMERGENCY REPAIR TO MIXER BLADE ON DITCH 1 AT WV			06/12/2026	16,900.00
070253	CRANE SERVICES FOR REPAIRS TO OXID	OBI LININGS, INC.	Partially Received	06/16/2026	1,900.00
	CRANE SERVICES FOR REPAIRS TO OXIDATION DITCH #1			06/16/2026	2,800.00
	CRANE SERVICES FOR REPAIRS TO OXIDATION DITCH #1			06/17/2026	-900.00
070281	EMERGENCY REPAIR TO LIGHTNING MI	CARVER MACHINE WORKS INC	Outstanding	06/23/2026	1,500.00
	EMERGENCY REPAIR TO LIGHTNING MIXER BLADE			06/23/2026	1,500.00
Encumbrance Balance:					28,855.00

032-8220-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
067372-R2	SCADA RTAC INSTALLATION & SCADA D	PUNGO ENGINEERING SERVICES P	Partially Received	07/01/2025	8,625.00
	SCADA RTAC INSTALLATION & SCADA DATABASEHMI CON			07/01/2025	8,625.00
Encumbrance Balance:					8,625.00

032-8230-1600 - MAINT/REPAIR EQUIPMENT

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070016	REMOVE AND INSTALL NEW CM HOIST	ATLANTIC HOIST & CRANE INC.	Outstanding	04/15/2026	21,238.53
	REMOVE AND INSTALL NEW CM HOIST AT 5TH AND RESPI			04/15/2026	21,238.53
070117	WIRE PUMP CONTROLLER AT PS JONES	ISLAND AUTOMATION P.C.	Outstanding	05/05/2026	5,553.00
	WIRE PUMP CONTROLLER AT PS JONES PUMP STATION			05/05/2026	5,553.00
Encumbrance Balance:					26,791.53

032-8230-1615 - MAINT/REPAIR GENERATORS

Encumbrance Report

Encumbrance Date Range: -

032 - Sewer Fund

032-8230-1615 - MAINT/REPAIR GENERATORS

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070032	LABOR AND PARTS TO REPAIR GENERAT	ATLANTIC POWER SYSTEMS	NC, Outstanding	04/20/2026	12,600.00
	LABOR AND PARTS TO REPAIR GENERATORS			04/20/2026	12,600.00
Encumbrance Balance:					12,600.00

032-8230-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
067372-R2	SCADA RTAC INSTALLATION & SCADA D	PUNGO ENGINEERING SERVICES P	Partially Received	07/01/2025	14,000.00
	SCADA RTAC INSTALLATION & SCADA DATABASE	HMI CON		07/01/2025	14,000.00
069125-R1	PARTS AND LABOR TO BUILD RTU BOXE	H2OS CONSULTING LLC	Partially Received	07/01/2025	26,025.11
	PARTS AND LABOR TO BUILD RTU BOXES			07/01/2025	29,500.00
	PARTS AND LABOR TO BUILD RTU BOXES			11/05/2025	-712.21
	PARTS AND LABOR TO BUILD RTU BOXES			02/13/2026	-350.00
	PARTS AND LABOR TO BUILD RTU BOXES			03/17/2026	-1,383.00
	PARTS AND LABOR TO BUILD RTU BOXES			06/09/2026	-1,029.68
069126-R1	PROVIDE DRAWINGS AND INSTALL RTU	H2OS CONSULTING LLC	Partially Received	07/01/2025	25,869.82
	PROVIDE DRAWINGS AND INSTALL RTU BOXES			07/01/2025	28,954.00
	PROVIDE DRAWINGS AND INSTALL RTU BOXES			06/30/2026	-1,734.18
	PROVIDE DRAWINGS AND INSTALL RTU BOXES			06/30/2026	-950.00
	PROVIDE DRAWINGS AND INSTALL RTU BOXES			06/30/2026	-400.00
070036	SPARE PUMP FOR #2 AND #3 PUMP AT	XYLEM WATER SOLUTIONS USA, IN	Outstanding	04/23/2026	121,368.74
	SPARE PUMP FOR #2 AND #3 PUMP AT 5TH AND RESP.			04/23/2026	121,368.74
Encumbrance Balance:					187,263.67
Total 032 - Sewer Fund:					313,135.20

034 - Stormwater Fund

034-5710-0400 - PROFESSIONAL SERVICES

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070155	LCID EROSION CONTROL	B.E. SINGLETON & SONS INC.	Outstanding	05/11/2026	29,055.00
	LCID EROSION CONTROL			05/11/2026	29,055.00
070156	CITY of WASHINGTON STORMWATER M	B.E. SINGLETON & SONS INC.	Outstanding	05/11/2026	18,451.00
	CITY of WASHINGTON STORMWATER MAINTENANCE			05/11/2026	18,451.00
Encumbrance Balance:					47,506.00

034-5710-4500 - CONTRACT SERVICES

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
065397-R3	WOOTEN COMPANY GRANT ADMINISTF	L.E. WOOTEN & COMPANY	Partially Received	07/01/2025	3,500.00
	WOOTEN COMPANY GRANT ADMINISTRATION			07/01/2025	12,500.00
	WOOTEN COMPANY GRANT ADMINISTRATION			09/10/2025	-2,500.00
	WOOTEN COMPANY GRANT ADMINISTRATION			10/30/2025	-2,500.00
	WOOTEN COMPANY GRANT ADMINISTRATION			01/15/2026	-2,500.00
	WOOTEN COMPANY GRANT ADMINISTRATION			05/11/2026	-1,500.00
070157	City Drainage Maintenance 2026	DUDLEY LANDSCAPING & TREE	Partially Received	05/11/2026	10,500.00
	City Drainage Maintenance 2026			05/11/2026	18,500.00
	City Drainage Maintenance 2026			05/28/2026	-1,500.00
	City Drainage Maintenance 2026			06/29/2026	-6,500.00

Encumbrance Report

Encumbrance Date Range: -

034 - Stormwater Fund

034-5710-4500 - CONTRACT SERVICES

Encumbrance Balance: 14,000.00

Total 034 - Stormwater Fund: 61,506.00

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070102	Mobile Collector	ITRON DISTRIBUTED ENERGY MAN	Outstanding	05/04/2026	2,210.00
	Mobile Collector			05/04/2026	2,210.00
Encumbrance Balance:					2,210.00

035-7251-4500 - CONTRACT SERVICES

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070125	On site re certification	GREGORY S GREEN	Outstanding	05/06/2026	800.00
	On site re certification			05/06/2026	800.00
Encumbrance Balance:					800.00

035-7251-5603 - MATERIAL METER REPAIR

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
070045	FM 9S Meters	SHEALY ELECTRIC	Partially Received	04/23/2026	3,438.00
	FM 9S Meters			04/23/2026	9,683.00
	FM 9S Meters			06/23/2026	-2,807.00
	FM 9S Meters			06/30/2026	-3,438.00
Encumbrance Balance:					3,438.00

035-7251-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
066656-R2	AMI PHASE 2 PROCUREMENT	E SOURCE COMPANIES LLC	Partially Received	07/01/2025	42,592.19
	AMI PHASE 2 PROCUREMENT		03572517400 AMI	07/01/2025	42,592.19
068110-R1	AMI Implementation	E SOURCE COMPANIES LLC	Partially Received	07/01/2025	601,671.64
	AMI Implementation		03572517400 AMI	07/01/2025	781,308.00
	AMI Implementation		03572517400 AMI	08/26/2025	-7,726.50
	AMI Implementation		03572517400 AMI	09/09/2025	-7,726.50
	AMI Implementation		03572517400 AMI	09/18/2025	-3,862.87
	AMI Implementation		03572517400 AMI	10/21/2025	-5,747.62
	AMI Implementation		03572517400 AMI	11/24/2025	-5,747.62
	AMI Implementation		03572517400 AMI	12/18/2025	-9,122.63
	AMI Implementation		03572517400 AMI	01/20/2026	-15,737.63
	AMI Implementation		03572517400 AMI	02/16/2026	-34,758.48
	AMI Implementation		03572517400 AMI	03/18/2026	-39,726.38
	AMI Implementation		03572517400 AMI	05/20/2026	-4,749.00
	AMI Implementation		03572517400 AMI	05/20/2026	-10,620.06
	AMI Implementation		03572517400 AMI	06/12/2026	-14,826.69
	AMI Implementation		03572517400 AMI	06/30/2026	-19,284.38
069863	AMI - Tyler Software	TYLER TECHNOLOGIES	Partially Received	02/09/2026	2,122.37
	AMI - Tyler Software		03572517400 AMI	02/09/2026	40,743.00
	AMI - Tyler Software		03572517400 AMI	05/20/2026	-28,000.00
	AMI - Tyler Software		03572517400 AMI	05/20/2026	-271.88
	AMI - Tyler Software		03572517400 AMI	05/20/2026	-10,125.00
	AMI - Tyler Software		03572517400 AMI	05/26/2026	-187.50
	AMI - Tyler Software		03572517400 AMI	06/30/2026	-36.25

035 - Electric Fund
035-7251-7400 - CAPITAL OUTLAY

Encumbrance Balance: 646.386.20

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item		Project Account Key	Post Date	Amount
069471	Engineering Services for Substation SPC	BOOTH & ASSOCIATES, INC.	Partially Received	07/25/2025	4,055.05
	Engineering Services for Substation SPCC plan			07/25/2025	13,200.00
	Engineering Services for Substation SPCC plan			09/04/2025	-343.25
	Engineering Services for Substation SPCC plan			10/09/2025	-3,168.45
	Engineering Services for Substation SPCC plan			11/05/2025	-5,458.25
	Engineering Services for Substation SPCC plan			12/04/2025	-175.00
				Encumbrance Balance:	4,055.05

Type: Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
Purchase Order	Item	Project Account Key	Post Date	Amount	
068959-R1	Repair Nitrogen Leak on Transformer #4	TRANSFORMER MAINTENANCE	Partially Received	07/01/2025	9,425.00
	Repair Nitrogen Leak on Transformer #4 in the Main			07/01/2025	9,517.00
	Repair Nitrogen Leak on Transformer #4 in the Main			06/15/2026	-92.00
070105	Regulator Repair - C	TRANSFORMER MAINTENANCE	Outstanding	05/04/2026	5,426.47
	Regulator Repair - C			05/04/2026	5,426.47
070106	Regulator Repair - A	TRANSFORMER MAINTENANCE	Outstanding	05/04/2026	5,426.47
	Regulator Repair - A			05/04/2026	5,426.47
070107	Regulator Repair - B	TRANSFORMER MAINTENANCE	Outstanding	05/04/2026	5,426.47
	Regulator Repair - B			05/04/2026	5,426.47
				Encumbrance Balance:	25,704.41

Type / Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
Purchase Order	Item	Project Account Key	Post Date	Amount	
066317-R2	SCADA RTAC Installation and SCADA Dat	PUNGO ENGINEERING SERVICES P	Partially Received	07/01/2025	30,193.75
	SCADA RTAC Installation and SCADA Database/HMI Conv			07/01/2025	30,850.00
	SCADA RTAC Installation and SCADA Database/HMI Conv			03/06/2026	-656.25
				Encumbrance Balance:	30,193.75

Type: Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
Purchase Order	Item		Project Account Key	Post Date	Amount
068508-R1	T5 Transformer - Installation	CAROLINA POWER & SIGNALIZATI	Partially Received	07/01/2025	94,511.43
	T5 Transformer		03583707400 T5 25	07/01/2025	1,463,109.13
	T5 Transformer		03583707400 T5 25	08/21/2025	-227,411.19
	T5 Transformer		03583707400 T5 25	08/28/2025	-712,948.03
	T5 Transformer		03583707400 T5 25	09/18/2025	-188,356.87
	T5 Transformer		03583707400 T5 25	10/09/2025	-177,781.76
	T5 Transformer		03583707400 T5 25	01/15/2026	-62,099.85
				Encumbrance Balance:	94,511.43

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item		Project Account Key	Post Date	Amount
069612	P4 GRANT FOR PROMOTIONAL ITEMS	NATIONAL PEN CO., LLC	Partially Received	09/24/2025	543.85
	P4 GRANT FOR PROMOTIONAL ITEMS			09/24/2025	2,500.00

Encumbrance Report

Encumbrance Date Range: -

035 - Electric Fund

035-8375-1201 - MARKETING & PROMOTIONS

P4 GRANT FOR PROMOTIONAL ITEMS	10/02/2025	-197.52
P4 GRANT FOR PROMOTIONAL ITEMS	10/02/2025	-156.12
P4 GRANT FOR PROMOTIONAL ITEMS	10/02/2025	-156.11
P4 GRANT FOR PROMOTIONAL ITEMS	10/02/2025	-177.57
P4 GRANT FOR PROMOTIONAL ITEMS	10/02/2025	-177.92
P4 GRANT FOR PROMOTIONAL ITEMS	10/02/2025	-295.95
P4 GRANT FOR PROMOTIONAL ITEMS	10/02/2025	-177.57
P4 GRANT FOR PROMOTIONAL ITEMS	10/02/2025	-177.57
P4 GRANT FOR PROMOTIONAL ITEMS	10/28/2025	-177.57
P4 GRANT FOR PROMOTIONAL ITEMS	10/28/2025	-262.25

Encumbrance Balance: 543.85

035-8375-1600 - MAINT/REPAIR EQUIPMENT

Type: Purchase Order

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item		Project Account Key	Post Date	Amount
068392-R1	RE-ENCUMBER FUNDS LIQUIDATED OF (	EASTERN GENERATOR SOLUTIONS	Outstanding	07/01/2025	9,814.88
	RE-ENCUMBER FUNDS LIQUIDATED OF OF PO#066615			07/01/2025	9,814.88

Encumbrance Balance: 9,814.88

035-8375-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item		Project Account Key	Post Date	Amount
066616-R2	RWTP Generator Electric Motor Shop Co	EASTERN GENERATOR SOLUTIONS	Outstanding	07/01/2025	25,000.00
	RWTP Generator Electric Motor Shop Cost		03583757400 PEAK	07/01/2025	25,000.00

Encumbrance Balance: 25,000.00

035-8390-4500 - CONTRACT SERVICES

Type: Purchase Order

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item		Project Account Key	Post Date	Amount
069877	Clarks Neck & Wash Harbor - Bores	D & J DRILLING INC	Partially Received	02/16/2026	5,360.00
	Clarks Neck & Wash Harbor bores			02/16/2026	14,400.00
	Clarks Neck & Wash Harbor bores			03/25/2026	-4,800.00
	Clarks Neck & Wash Harbor bores			04/16/2026	-2,240.00
	Clarks Neck & Wash Harbor bores			05/22/2026	-2,000.00

Encumbrance Balance: 5,360.00

035-8390-5606 - MATERIAL PAD MOUNT TRANSFORMER

Type: Purchase Order

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item		Project Account Key	Post Date	Amount
070103	225 KVA 3-Phase Padmount	TRANSFORMER MAINTENANCE	Outstanding	05/04/2026	7,320.37
	225 KVA 3-Phase Padmount			05/04/2026	7,320.37

Encumbrance Balance: 7,320.37

Total 035 - Electric Fund: 855,337.94

037 - Warren Airport Fund

037-4530-0300 - SALARIES - PART TIME

Type: Purchase Order

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item		Project Account Key	Post Date	Amount
066292-R2	Airport Office Admin. PT Salary	CITY OF WASHINGTON	Outstanding	07/01/2025	19,156.23
	Airport Office Admin. PT Salary			07/01/2025	23,234.99

Encumbrance Report

Encumbrance Date Range: -

037 - Warren Airport Fund

037-4530-0300 - SALARIES - PART TIME

Airport Office Admin. PT Salary	08/07/2025	-164.73
Airport Office Admin. PT Salary	08/29/2025	-221.86
Airport Office Admin. PT Salary	09/25/2025	-120.83
Airport Office Admin. PT Salary	10/30/2025	-121.29
Airport Office Admin. PT Salary	12/02/2025	-140.64
Airport Office Admin. PT Salary	12/23/2025	-471.24
Airport Office Admin. PT Salary	01/05/2026	-324.06
Airport Office Admin. PT Salary	01/22/2026	-77.95
Airport Office Admin. PT Salary	02/02/2026	-43.58
Airport Office Admin. PT Salary	02/16/2026	-716.69
Airport Office Admin. PT Salary	03/05/2026	-414.41
Airport Office Admin. PT Salary	03/17/2026	-307.03
Airport Office Admin. PT Salary	03/27/2026	-179.17
Airport Office Admin. PT Salary	04/13/2026	-157.57
Airport Office Admin. PT Salary	04/24/2026	-153.66
Airport Office Admin. PT Salary	05/14/2026	-95.83
Airport Office Admin. PT Salary	05/28/2026	-72.17
Airport Office Admin. PT Salary	06/05/2026	-154.22
Airport Office Admin. PT Salary	06/26/2026	-77.11
Airport Office Admin. PT Salary	06/30/2026	-64.72

Encumbrance Balance: 19,156.23

037-4530-0500 - F.I.C.A. TAXES WITHHOLDING TAXES

Type: Purchase Order

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item		Project Account Key	Post Date	Amount
066292-R2	Airport Office Admin. PT Salary	CITY OF WASHINGTON	Outstanding	07/01/2025	1,692.29
	Airport Office Admin. PT Salary			07/01/2025	1,974.57
	Airport Office Admin. PT Salary			08/07/2025	-11.07
	Airport Office Admin. PT Salary			08/29/2025	-15.25
	Airport Office Admin. PT Salary			09/25/2025	-8.29
	Airport Office Admin. PT Salary			10/30/2025	-8.32
	Airport Office Admin. PT Salary			12/02/2025	-9.61
	Airport Office Admin. PT Salary			12/23/2025	-32.42
	Airport Office Admin. PT Salary			01/05/2026	-22.02
	Airport Office Admin. PT Salary			01/22/2026	-5.39
	Airport Office Admin. PT Salary			02/02/2026	-3.05
	Airport Office Admin. PT Salary			02/16/2026	-49.85
	Airport Office Admin. PT Salary			03/05/2026	-29.31
	Airport Office Admin. PT Salary			03/17/2026	-21.48
	Airport Office Admin. PT Salary			03/27/2026	-12.46
	Airport Office Admin. PT Salary			04/13/2026	-10.91
	Airport Office Admin. PT Salary			04/24/2026	-10.70
	Airport Office Admin. PT Salary			05/14/2026	-6.66
	Airport Office Admin. PT Salary			05/28/2026	-5.04
	Airport Office Admin. PT Salary			06/05/2026	-10.65
	Airport Office Admin. PT Salary			06/26/2026	-5.33
	Airport Office Admin. PT Salary			06/30/2026	-4.47

Encumbrance Balance: 1,692.29

037-4530-1506 - MAINT/REPAIR RUNWAY LIGHTS

Type: Purchase Order

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
	Item		Project Account Key	Post Date	Amount
070173	Runway Lights	ADB SAFEGATE AMERICAS HOLDIN	Outstanding	05/11/2026	3,000.00
	Runway Lights			05/11/2026	3,000.00

Encumbrance Balance: 3,000.00

Encumbrance Report

Encumbrance Date Range: -

037 - Warren Airport Fund

037-4530-1508 - MAINT/REPAIR FUEL FARM

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069277-R1	Fuel Farm Repair	EASTERN AVIATION FUELS, INC.	Outstanding	07/01/2025	8,592.03
	Fuel Farm Repair			07/01/2025	13,092.03
	Fuel Farm Repair			01/20/2026	-4,500.00
Encumbrance Balance:					8,592.03

037-4530-4500 - CONTRACT SERVICES

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069711	Fire Protection	WILLIAMS FIRE SPRINKLER SYSTEM	Partially Received	11/20/2025	6,117.00
	Fire Protection			11/20/2025	9,139.00
	Fire Protection			02/18/2026	-515.00
	Fire Protection			03/18/2026	-515.00
	Fire Protection			04/15/2026	-515.00
	Fire Protection			05/21/2026	-962.00
	Fire Protection			06/12/2026	-515.00
070169	Insurance Deductible	EASTERN ENVIRONMENTAL MANA	Outstanding	05/11/2026	10,000.00
	Insurance Deductible			05/11/2026	10,000.00
Encumbrance Balance:					16,117.00

Total 037 - Warren Airport Fund: 48,557.55

038 - Solid Waste Fund

038-4710-0400 - PROFESSIONAL SERVICES

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069729	PERMITTING/ENGINEERING WORK LCID	DAVID W WASIELA	Partially Received	12/02/2025	1,563.40
	PERMITTING/ENGINEERING WORK LCID			12/02/2025	10,000.00
	PERMITTING/ENGINEERING WORK LCID			04/07/2026	-2,546.60
	PERMITTING/ENGINEERING WORK LCID			05/05/2026	-2,565.00
	PERMITTING/ENGINEERING WORK LCID			06/04/2026	-3,325.00
Encumbrance Balance:					1,563.40

038-4710-7400 - CAPITAL OUTLAY

Type: Purchase Order

Purchase Order	Description Item	Vendor	Status Project Account Key	Issued Date Post Date	Enc. Balance Amount
069990	TITLE / TAGS EQUIPMENT #487 / #483 F	NORTH CAROLINA DIVISION OF M	Outstanding	04/09/2026	17,850.00
	TITLE / TAGS EQUIPMENT #487 / #483 REPLACEMENT			04/09/2026	17,850.00
069995	REPLACEMENT EQUIPMENT # 487	AMICK EQUIPMENT	Outstanding	04/09/2026	378,233.46
	REPLACEMENT EQUIPMENT # 487			04/09/2026	378,233.46
069996	REPLACEMENT EQUIPMENT# 483	LILLEY INTERNATIONAL INC.	Outstanding	04/09/2026	216,434.10
	REPLACEMENT EQUIPMENT# 483			04/09/2026	216,434.10
Encumbrance Balance:					612,517.56

Total 038 - Solid Waste Fund: 614,080.96

112 - Facade Grant Program Income Fund

112-8280-9701 - FACADE GRANTS

Encumbrance Report

Encumbrance Date Range: -

112 - Facade Grant Program Income Fund
112-8280-9701 - FACADE GRANTS

Type: Purchase Order

Purchase Order	Description	Vendor	Status	Issued Date	Enc. Balance
069518	Item		Project Account Key	Post Date	Amount
	Facade Grant - 132 S Market	QUARTERSEA NC2 LLC	Outstanding	08/13/2025	2,000.00
	Facade Grant - 132 S Market			08/13/2025	2,000.00
Encumbrance Balance:					2,000.00
Total 112 - Facade Grant Program Income Fund:					2,000.00

Encumbrance Report

Encumbrance Date Range: -

Fund Summary

Fund	Amount
010 - General Fund	475,438.49
030 - Water Fund	221,331.00
032 - Sewer Fund	313,135.20
034 - Stormwater Fund	61,506.00
035 - Electric Fund	855,337.94
037 - Warren Airport Fund	48,557.55
038 - Solid Waste Fund	614,080.96
112 - Facade Grant Program Income Fund	2,000.00
Report Total	2,591,387.14



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo and Members of City Council
From: Tammy Swindell, Administrative Services Director
Date: August 10, 2026
Subject: Adopt Project Carry Forward Budget Ordinance Amendment

RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to appropriate funding for prior year project carry forward.

BACKGROUND AND FINDINGS:

Appropriates funds for projects not completed in the prior year.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment
Project Carryforward List

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2026-2027**

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 to carry forward funds for projects not completed in the prior year:

010-3991-9910	Fund Balance Appropriated	\$	75,994
---------------	---------------------------	----	--------

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

010-4310-7400	Police Capital		75,994
---------------	----------------	--	--------

Section 3. That the following accounts of the Water Fund revenue budget be increased or decreased by the respective amounts indicated to carry forward funds for projects not completed in the prior year:

030-3991-9910	Fund Balance Appropriated	\$	526,919
---------------	---------------------------	----	---------

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

030-7250-7400	Capital Purchases	\$	526,919
---------------	-------------------	----	---------

O

Section 5. That the following accounts of the Stormwater Fund revenue budget be increased or decreased by the respective amounts indicated to carry forward funds for projects not completed in the prior year:

034-3991-9910	Fund Balance Appropriated	\$	100,000
---------------	---------------------------	----	---------

Section 6. That the following accounts of the Stormwater Fund appropriations budget be increased or decreased by the respective amounts:

034-5710-7400	Capital Outlay	\$	100,000
---------------	----------------	----	---------

Section 7. That the following accounts of the Electric Fund revenue budget be increased or decreased by the respective amounts indicated to carry forward funds for projects not completed in the prior year:

035-3991-9910	Fund Balance Appropriated	\$	4,782,852
---------------	---------------------------	----	-----------

Section 8. That the following accounts of the Electric Fund appropriations budget be increased or decreased by the respective amounts:

035-7251-7400	Capital Outlay	\$	3,901,967
035-8370-7400	Capital Outlay		600,000
035-8375-7400	Capital Outlay		280,885
	Total	\$	4,782,852

Section 9. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 10. This ordinance shall become effective upon its adoption.

Adopted this the 10th day of August, 2026.

MAYOR

ATTEST:

CITY CLERK

Project Carry Forward

2026

Account	Department	Amount	Project Description
010-4310-7400	Police	75,994	Vehicle Replacement
Total General Fund		75,994	
030-7250-7400	Water Meter Services	526,919	AMI Software
034-5710-7400	Stormwater Maintenance	100,000	Stormwater Drainage Improvements
035-7251-7400	Electric Meter Services	3,901,967	AMI Software
035-8370-7400	Substation Maintenance	500,000	GIS/OMS Asset Management & AMI Project
035-8370-7400	Substation Maintenance	100,000	Substation Reclosers & Breakers
035-8375-7400	Load Management	100,000	Peak Shave Generator overhaul/replacement
035-8375-7400	Load Management	180,885	Treatment Plant Generator Rebuild RW
Total Electric Fund		4,782,852	
Total Project Carry Forward		5,485,765	



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Joe Davis, Council Member
Date: August 10, 2026
Subject: Resolution Declaring the City of Washington a Sanctuary City for the Unborn
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt a Resolution Declaring the City of Washington a Sanctuary City for the Unborn.

BACKGROUND AND FINDINGS:

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Resolution

**A RESOLUTION DECLARING THE CITY OF WASHINGTON, NORTH CAROLINA,
A SANCTUARY CITY FOR THE UNBORN**

WHEREAS, the City Council of the City of Washington (the “Council”) affirms that the protection of innocent human life is among the highest purposes of just and ordered government; and

WHEREAS, the Council recognizes the inherent dignity and worth of every human being, and holds that such dignity belongs to every member of the human family from the moment of conception until natural death; and

WHEREAS, the people of Washington are a community grounded in faith, family, and freedom, and a great many of our residents hold the sacredness of human life to be a settled conviction of conscience; and

WHEREAS, communities across the United States have chosen to declare themselves “Sanctuary Cities for the Unborn” in order to give public voice to the value their citizens place upon unborn human life; and

WHEREAS, the State of North Carolina has likewise recognized the value of unborn human life, including through its laws limiting abortion and through the North Carolina Unborn Victims of Violence Act, which recognizes an unborn child as a distinct victim of certain criminal acts; and

WHEREAS, the regulation of abortion and of the practice of medicine is committed to the General Assembly of North Carolina, and this resolution is intended as a declaration of the values and aspirations of this community, and not as an exercise of any regulatory or police power reserved to the State; and

WHEREAS, a genuine commitment to the unborn is also a commitment to mothers, fathers, and families, and the Council desires to encourage life-affirming care, including pregnancy resource centers, adoption, foster care, and assistance to women and families facing unexpected or difficult pregnancies; and

WHEREAS, the Council wishes to place upon the public record, on behalf of the citizens of Washington, this community’s enduring commitment to the protection and welcome of every unborn child;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington, North Carolina, that:

Section 1. *Declaration.* The City of Washington is hereby declared a Sanctuary City for the Unborn, as a public expression of this community’s recognition of the dignity and worth of every unborn human life.

Section 2. *Affirmation of Life-Affirming Values.* The Council affirms its support for laws and policies that protect unborn human life and that strengthen mothers, fathers, children, and families, and encourages residents, churches, businesses, and civic organizations to support pregnancy resource centers, adoption and foster care, and other life-affirming efforts within our community.

Section 3. *Respectful Petition to the State.* The Council respectfully calls upon the Governor and upon the members of the General Assembly who represent the citizens of Washington and Beaufort County to continue to strengthen the protection of unborn human life under North Carolina law.

Section 4. *Nature of Resolution; No New Penalty or Regulation.* This resolution is declaratory only. It creates no criminal offense, civil cause of action, penalty, or regulation; it imposes no duty upon, and grants no new authority to, any officer, employee, or agency of the City; and it shall not be construed to regulate the practice of medicine or any matter committed by law to the State of North Carolina or the United States. Nothing in this resolution shall be enforced or applied in any manner inconsistent with state or federal law.

Section 5. *Severability.* If any provision of this resolution is held to be invalid, such invalidity shall not affect the remaining provisions, which shall remain in full force and effect.

Section 6. *Transmittal.* The City Clerk is directed to transmit this resolution to all members of the North Carolina General Assembly.

Section 7. *Effective Date.* This resolution shall take effect upon its adoption.

ADOPTED this 10th day of August, 2026.

ATTEST:

Cynthia S. Bennett
City Clerk

Ellen Brabo
Mayor



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Hope Woolard, Public Works Director
Date: August 10, 2026
Subject: Final Change Order for the Medical District Project
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council approve the Final Adjusting Change Order for the Medical District Project and authorize the City Manager to execute said Change Order.

BACKGROUND AND FINDINGS:

This request comes as a result of changes in the project as noted in the attached documentation. Some changes result in additions to cost, while others result in deductions. The total change order results in a net decrease of \$270,529.20.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

- Final Adjusting Change Order

Change Order No. 2-Final

Date of Issuance: August 3, 2026

Effective Date: August 10, 2026

Owner: City of Washington

Owner's Contract No.:

Contractor: B.E. Singleton & Sons, Inc.

Contractor's Project No.:

Engineer: Rivers and Associates, Inc.

Engineer's Project No.: 2020107

Project: Medical District Drainage Improvements

Contract Name: Contract 1

The Contract is modified as follows upon execution of this Change Order:

Description: Adjustment for final quantities and adjustment for additional junction boxes. Time extension for rain/snow delays, traffic control plan, and delays associated with Brightspeed communication relocation.Attachments: Attachment #1 – Final Quantity Adjustments (8-3-26), Change Order Pricing from B.E. Singleton (8-3-26). Time extension request from Contractor – July 29, 2026.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>5,623,825.75</u>	Original Contract Times: Substantial Completion: <u>330</u> Ready for Final Payment: <u>365</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : \$ <u>4,215.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : Substantial Completion: <u>282</u> Ready for Final Payment: <u>282</u> days
Contract Price prior to this Change Order: \$ <u>5,628,040.75</u>	Contract Times prior to this Change Order: Substantial Completion: <u>June 18, 2026</u> Ready for Final Payment: <u>July 23, 2026</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>270,529.20</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>64</u> Ready for Final Payment: <u>43</u> days or dates
Contract Price incorporating this Change Order: \$ <u>5,357,511.55</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>August 21, 2026</u> Ready for Final Payment: <u>September 4, 2026</u> days or dates

RECOMMENDED: By: _____ Engineer (if required) Title: _____ Date: _____ Approved by Funding Agency (if applicable) By: _____ Title: _____	ACCEPTED: By: _____ Owner (Authorized Signature) Title: _____ Date: _____ Date: _____	ACCEPTED: By: _____ Contractor (Authorized Signature) Title: _____ Date: _____
---	--	--

Washington - Medical District Drainage Improvements
Final Adjusting Change Order Attachment #1 - August 3, 2026

ITEM NO.	QTY.	UNIT DESCRIPTION	UNIT PRICE	COST	FINAL QTY.	COST	DIFFERENCE
10	1 LS	Mobilization and Bonding (Not to Exceed 3%)		\$168,714.75	1	\$168,714.75	\$0.00
20	1 LS	Traffic Control		\$120,000.00	1	\$120,000.00	\$0.00
30	1 LS	Construction Staking		\$50,000.00	1	\$50,000.00	\$0.00
40	1 LS	Fine Grading		\$545,000.00	1	\$545,000.00	\$0.00
50	200 CY	Hauling and Disposal of Contaminated Soil	\$150.00	\$30,000.00	0	\$0.00	(\$30,000.00)
60	1 LS	Bypass Pumping		\$85,000.00	1	\$85,000.00	\$0.00
70	6,500 SY	Remove Existing Asphalt	\$4.00	\$26,000.00	4667	\$18,668.00	(\$7,332.00)
80	1,000 SY	Remove Concrete Subgrade	\$9.00	\$9,000.00	0	\$0.00	(\$9,000.00)
90	1,800 LF	Remove Existing Curb and Gutter	\$10.00	\$18,000.00	1937	\$19,370.00	\$1,370.00
100	30 LF	Remove Existing Sidewalk	\$10.00	\$300.00	99	\$990.00	\$690.00
110	10 EA	Remove Existing Structures	\$1,000.00	\$10,000.00	7	\$7,000.00	(\$3,000.00)
120	80 LF	Remove 12" RCP	\$40.00	\$3,200.00	0	\$0.00	(\$3,200.00)
130	300 LF	Remove 15" RCP	\$40.00	\$12,000.00	233	\$9,320.00	(\$2,680.00)
140	20 LF	Remove 15" CMP	\$35.00	\$700.00	20	\$700.00	\$0.00
150	175 LF	Remove 18" RCP	\$35.00	\$6,125.00	80	\$2,800.00	(\$3,325.00)
160	40 LF	Remove 24" RCP	\$45.00	\$1,800.00	0	\$0.00	(\$1,800.00)
165	290 LF	Remove 54" RCP	\$60.00	\$17,400.00	244	\$14,640.00	(\$2,760.00)
170	110 LF	Remove 50" x 31" Arch CMP	\$75.00	\$8,250.00	110	\$8,250.00	\$0.00
180	50 LF	Remove 60" x 38" Arch CMP	\$225.00	\$11,250.00	35	\$7,875.00	(\$3,375.00)
190	1,200 LF	8" Water Pipeline (Removal)	\$15.00	\$18,000.00	565	\$8,475.00	(\$9,525.00)
200	50 LF	Grout Existing Water Lines	\$50.00	\$2,500.00	0	\$0.00	(\$2,500.00)
205	640 LF	8" Restrained Joint PVC (Water Line)	\$60.00	\$38,400.00	605	\$36,300.00	(\$2,100.00)
210	400 LF	8" PVC Water Line	\$110.00	\$44,000.00	40	\$4,400.00	(\$39,600.00)
220	200 LF	8" Restrained Joint DIP (Water Line)	\$125.00	\$25,000.00	165	\$20,625.00	(\$4,375.00)
230	9 EA	8" Existing Water Main Tie-in	\$4,500.00	\$40,500.00	11	\$49,500.00	\$9,000.00
240	60 LF	1" Water Service Tubing	\$10.00	\$600.00	205	\$2,050.00	\$1,450.00
250	30 LF	2" Water Service Tubing	\$25.00	\$750.00	30	\$750.00	\$0.00
260	70 LF	3" Water Service Casing	\$45.00	\$3,150.00	100	\$4,500.00	\$1,350.00
270	40 LF	4" Water Service Casing	\$60.00	\$2,400.00	0	\$0.00	(\$2,400.00)
280	3 EA	8" Valve (Water Line)	\$3,400.00	\$10,200.00	4	\$13,600.00	\$3,400.00
290	180 LF	16" Steel Casing (Open Cut)	\$175.00	\$31,500.00	189	\$33,075.00	\$1,575.00
300	100 LF	10" Steel Casing	\$400.00	\$40,000.00	100	\$40,000.00	\$0.00
310	40 LF	8" Gravity Sewer Line Replacement	\$200.00	\$8,000.00	14	\$2,800.00	(\$5,200.00)
320	40 LF	Removal and Disposal of Existing Gravity Sewer	\$75.00	\$3,000.00	14	\$1,050.00	(\$1,950.00)
330	1 EA	Doghouse Manhole (0-6)	\$7,000.00	\$7,000.00	0	\$0.00	(\$7,000.00)
340	1 EA	Conflict Box for Sewer 6' x 6'	\$8,500.00	\$8,500.00	0	\$0.00	(\$8,500.00)
350	1 EA	Conflict Box for Sewer 4' x 5'	\$7,500.00	\$7,500.00	0	\$0.00	(\$7,500.00)
360	110 LF	4" DIP Sanitary Sewer Service Piping	\$150.00	\$16,500.00	110	\$16,500.00	\$0.00
370	2 EA	Tie-in to Existing Sewer Manhole	\$6,500.00	\$13,000.00	0	\$0.00	(\$13,000.00)
380	3 EA	4" DIP Sanitary Sewer Cleanout and Sewer Conne	\$2,500.00	\$7,500.00	2	\$5,000.00	(\$2,500.00)
390	2,000 LBS.	Additional Ductile Iron Fittings	\$13.00	\$26,000.00	272	\$3,536.00	(\$22,464.00)
400	200 CY	Undercut Excavation and Replacement	\$40.00	\$8,000.00	0	\$0.00	(\$8,000.00)
410	1 EA	Precast Headwall and Wingwalls Dual 6' x 3.5' BC	\$11,000.00	\$11,000.00	1	\$11,000.00	\$0.00
420	1 EA	Precast Headwall and Wingwalls Dual 9' x 4' BC	\$22,500.00	\$22,500.00	1	\$22,500.00	\$0.00

P:\Muni\Washington-Medical_District_Drainage_Improvements-2020107\ADMINJ-Construction\1_1-Contract Doc\FACOFACO Attachment_Washington-Medical_District_Drainage_Improvements.xlsx

Page 1

Washington - Medical District Drainage Improvements
Final Adjusting Change Order Attachment #1 - August 3, 2026

ITEM NO.	QTY.	UNIT DESCRIPTION	UNIT PRICE	COST	FINAL QTY.	COST	DIFFERENCE
430	20 LF	12" RCP	\$105.00	\$2,100.00	0	\$0.00	(\$2,100.00)
440	50 LF	15" RCP	\$120.00	\$6,000.00	61	\$7,320.00	\$1,320.00
450	100 LF	18" RCP	\$125.00	\$12,500.00	64	\$8,000.00	(\$4,500.00)
460	60 LF	24" RCP	\$165.00	\$9,900.00	32	\$5,280.00	(\$4,620.00)
470	1 LS	21" Riser Assembly (Detention Pond)	\$9,000.00	\$9,000.00	1	\$9,000.00	\$0.00
480	160 LF	6' x 3.5' Dual Box Culvert	\$1,500.00	\$240,000.00	160	\$240,000.00	\$0.00
490	20 LF	60" x 38" Arch Pipe	\$600.00	\$12,000.00	20	\$12,000.00	\$0.00
500	1,250 LF	8' x 3.5' Dual Box Culvert	\$1,400.00	\$1,750,000.00	1250	\$1,750,000.00	\$0.00
510	540 LF	9' x 4' Dual Box Culvert	\$1,850.00	\$999,000.00	540	\$999,000.00	\$0.00
520	3 EA	3' x 3' Catch Basin	\$5,000.00	\$15,000.00	3	\$15,000.00	\$0.00
530	2 EA	3' x 3.5' Catch Basin	\$4,500.00	\$9,000.00	2	\$9,000.00	\$0.00
540	1 EA	3' x 6' Dual Catch Basin	\$8,000.00	\$8,000.00	1	\$8,000.00	\$0.00
550	1 EA	3' x 8' Junction Box	\$5,000.00	\$5,000.00	1	\$5,000.00	\$0.00
560	1 EA	24' x 24' Junction Box 1	\$150,000.00	\$150,000.00	1	\$150,000.00	\$0.00
570	1 EA	20' x 20' Junction Box 2	\$125,000.00	\$125,000.00	1	\$125,000.00	\$0.00
580	1 EA	24' x 24' Junction Box 3	\$150,000.00	\$150,000.00	1	\$150,000.00	\$0.00
590	25 LF	24" Concrete Curb and Gutter Replacement	\$30.00	\$750.00	0	\$0.00	(\$750.00)
600	2,100 LF	30" Concrete Curb and Gutter Replacement	\$35.00	\$73,500.00	2093	\$73,255.00	(\$245.00)
610	2 EA	Concrete Flume	\$2,650.00	\$5,300.00	2	\$5,300.00	\$0.00
620	220 LF	48" Concrete Valley Gutter Replacement	\$50.00	\$11,000.00	158	\$7,900.00	(\$3,100.00)
630	35 LF	8" x 18" Concrete Curb Replacement	\$30.00	\$1,050.00	35	\$1,050.00	\$0.00
640	35 SY	4' Concrete Median	\$45.00	\$1,575.00	80	\$3,600.00	\$2,025.00
650	3 EA	Concrete Washout Structure	\$750.00	\$2,250.00	0	\$0.00	(\$2,250.00)
660	4,100 SY	Asphalt Pavement Replacement (Non-NCDOT Str	\$45.00	\$184,500.00	5325	\$239,625.00	\$55,125.00
670	750 SY	Asphalt Pavement Replacement (NCDOT Street)	\$101.00	\$75,750.00	756	\$76,356.00	\$606.00
680	25 EA	Concrete Collar	\$1,215.00	\$30,375.00	5	\$6,075.00	(\$24,300.00)
690	4 EA	Straw Wattle Check Dam	\$300.00	\$1,200.00	7	\$2,100.00	\$900.00
700	850 LF	Slit Fence	\$5.00	\$4,250.00	100	\$500.00	(\$3,750.00)
710	100 LF	Construction Barrier Fence	\$10.00	\$1,000.00	60	\$600.00	(\$400.00)
720	3 EA	Slit Fence Outlet	\$250.00	\$750.00	0	\$0.00	(\$750.00)
730	12 EA	Drop/Curb Inlet Protection	\$400.00	\$4,800.00	4	\$1,600.00	(\$3,200.00)
740	2 EA	Rock Inlet Sediment Trap	\$550.00	\$1,100.00	0	\$0.00	(\$1,100.00)
750	3 EA	Construction Entrance Pad	\$5,000.00	\$15,000.00	2	\$10,000.00	(\$5,000.00)
760	196 LF	Thermoplastic White Pavement Marking 4"	\$11.00	\$2,156.00	196	\$2,156.00	\$0.00
770	75 LF	Thermoplastic Double Yellow Line Pavement Mar	\$22.00	\$1,650.00	0	\$0.00	(\$1,650.00)
780	4 EA	Thermoplastic Straight Arrow Pavement Marking	\$250.00	\$1,000.00	4	\$1,000.00	\$0.00
790	1 EA	Thermoplastic Right Turn Arrow Pavement Marki	\$250.00	\$250.00	1	\$250.00	\$0.00
800	3 EA	Thermoplastic Left Turn Arrow Pavement Markin	\$250.00	\$750.00	3	\$750.00	\$0.00
810	1 EA	Thermoplastic Straight/Right Arrow Pavement M.	\$350.00	\$350.00	1	\$350.00	\$0.00
820	30 LF	4" Concrete Sidewalk	\$36.00	\$1,080.00	99	\$3,564.00	\$2,484.00
830	150 SY	Concrete Driveway	\$80.00	\$12,000.00	19	\$1,520.00	(\$10,480.00)
840	1,300 SY	Asphalt Driveway/Parking	\$45.00	\$58,500.00	541	\$24,345.00	(\$34,155.00)
850	30 SY	Gravel Driveway	\$170.00	\$5,100.00	30	\$5,100.00	\$0.00
860	300 CY	Select Backfill	\$22.00	\$6,600.00	0	\$0.00	(\$6,600.00)

Washington - Medical District Drainage Improvements
Final Adjusting Change Order Attachment #1 - August 3, 2026

ITEM NO.	QTY.	UNIT DESCRIPTION	UNIT PRICE	COST	FINAL QTY.	COST	DIFFERENCE
870	200 CY	Stabilization Stone (Trench)	\$105.00	\$21,000.00	0	\$0.00	(\$21,000.00)
880	30 SY	Asphalt Milling	\$250.00	\$7,500.00	54.3	\$13,575.00	\$6,075.00
890	60 TN	Class I Rip Rap	\$100.00	\$6,000.00	129.9	\$12,990.00	\$6,990.00
900	1 LS	Electric Utility Allowance		\$35,000.00		\$0.00	(\$35,000.00)
910	1 LS	Traffic Signal Electrical Allowance		\$15,000.00		\$3,604.00	(\$11,396.00)
920	1 LS	Testing Allowance		\$10,000.00		\$8,134.00	(\$1,866.00)
930	1 LS	Sign Relocation Allowance		\$5,000.00		\$770.00	(\$4,230.00)
CO#01-1	(540) LF	8" Restrained Joint PVC (Water Line) Deduct	\$60.00	(\$32,400.00)	(540.00)	(\$32,400.00)	\$0.00
CO#01-2	(165) LF	8" Restrained Joint DIP (Water Line) Deduct	\$125.00	(\$20,625.00)	(165.00)	(\$20,625.00)	\$0.00
CO#01-3	(7) EA	8" Existing Water Main Tie-in Deduct	\$4,500.00	(\$31,500.00)	(7.00)	(\$31,500.00)	\$0.00
CO#01-4	(2) EA	8" Valve (Water Line) Deduct	\$3,400.00	(\$6,800.00)	(2.00)	(\$6,800.00)	\$0.00
CO#01-5	(150) LF	16" Steel Casing (Open Cut) Deduct	\$175.00	(\$26,250.00)	(150.00)	(\$26,250.00)	\$0.00
CO#01-6	1 EA	3' x 4' Junction Box	\$4,000.00	\$4,000.00	1.00	\$4,000.00	\$0.00
CO#01-7	(1) EA	24' x 24' Junction Box 1 Deduct	\$150,000.00	(\$150,000.00)	(1.00)	(\$150,000.00)	\$0.00
CO#01-8	15 LF	Skew for Junction Box 1	\$6,834.00	\$102,510.00	15.00	\$102,510.00	\$0.00
CO#01-9	(1) EA	20' x 20' Junction Box 2 Deduct	\$125,000.00	(\$125,000.00)	(1.00)	(\$125,000.00)	\$0.00
CO#01-10	17 LF	Skew for Junction Box 2	\$6,834.00	\$116,178.00	17.00	\$116,178.00	\$0.00
CO#01-11	(1) EA	24' x 24' Junction Box 3 Deduct	\$150,000.00	(\$150,000.00)	(1.00)	(\$150,000.00)	\$0.00
CO#01-12	14 LF	Skew for Junction Box 3	\$6,834.00	\$95,676.00	14	\$95,676.00	\$0.00
CO#01-13	1 LS	Increase for Time & Materials due to delay	\$213,726.00	\$213,726.00	1	\$213,726.00	\$0.00
CO#01-14	1 LS	Work Changes Directive #1	\$6,500.00	\$6,500.00	1	\$6,500.00	\$0.00
CO#01-15	1 LS	Work Changes Directive #2	\$4,500.00	\$4,500.00	1	\$4,500.00	\$0.00
CO#02-1	1 LS	Adjustment to Unit Quantities					(\$291,168.00)
CO#02-2	1 EA	6' x 12' & 80" x 80" Junction Boxes	\$20,638.80	\$20,638.80	1	\$20,638.80	\$20,638.80
FACO Adjustment							(\$270,529.20)
Contract Price After CO #1							\$5,628,040.75
Final Contract Price							\$5,357,511.55



920 West Third Street
Washington, NC
27889
Office: 252-946-3287
www.besingleton.com

Over 80 Years' Experience

July 29, 2026

River's & Associates, Inc
107 E 2nd St.
Greenville, NC 27858
Attn: Blaine Humphrey

RE: City of Washington Medical District Drainage Improvements
Goldenleaf Project No. FY2021-006

Subject: Request for Time Extension

Mr. Humphrey:

B.E. Singleton & Son's, Inc. is pursuant of a time extension based on the guidelines outlined in the specifications section 4.05 *Delays in Contractor's Progress*.

Fiber Optic Duct Bank Relocation

Following discovery of an existing underground utility duct bank located at the intersections of N Brown St. and E 11th St. We notified the necessary utility owners that a relocation was needed due to an existing duct bank conflicting with continued progress. First notification of relocation was made with success on April 1st, 2026. Following this a meeting onsite was held on April 14th, 2026, to discuss the logistics and necessary measures required for the relocation. This included but is not limited to boring, tie-ins, and removal of duct bank. The conflict also interrupted scheduled production with our precast box supplier causing production delays. The conflict caused us to work out of sequence, adjust alignments (causing additional surveying) and created short, cast in place sections all adding days to our schedule. We received a notice to proceed with construction activities in the area on June 17th, 2026.

The relocation took a total of 64 days from notification to final notice to proceed with construction activities. The fiber optic duct impaired our critical path to completion and therefore we are requesting the 64 days lost be added to our total contract time. This added time would

push the substantial completion date to August 21st, 2026, providing ample time for completion and close-out.

Weather-related Delays

The following dates also impacted on our productivity and therefore our production schedule.

- 2/2/26-2/6/26
- 10/29/25,12/5/25,12/7/25,2/26/26

The above dates all relate to weather conditions that negatively impacted production. Singleton believes that these dates all constitute additional time, we are not pursuing additional time for weather-related days. This represents *8 calendar days*.

Existing Culvert Conflicts

Singleton encountered what was previously thought to be not in conflict with an existing Reinforced Concrete Box Culvert (RCBC). This culvert required but is not limited to additional demo, removal, hauling, and bypass pumping. We estimate the impact of the existing culvert to be at least *7 calendar days*.

In closing, to show good faith, we are not seeking addition money for the above-mentioned delays. Should you not fully agree with the 64 calendar days requested, we request consideration for addition time identified in the two paragraphs related to weather delays and the existing culvert conflict, not shown on the plans.

We trust you will find this request acceptable.

Sincerely,



B.E. Singleton & Sons, Inc.

Charles H. Manning III, P.E.

President

CO#06 Add'n 6'x12' Vault Box and JB4



B.E. Singleton & Sons, Inc.

920 West 3rd Street

Washington NC 27889

Contact: Bobby Hanna or Charlie Manning or John Spruill

Phone: 252 946-3287

Fax: 252 946-9597

Quote To:

Contractor

Job Name:

Washington Medical Park Drainage

Date of Plans:

Addendum:

Revision Date:

8/3/2026

Estimate No.:

2023-492-8

Phone:

Fax:

email:

Attn:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Additional 6'x12' Vault and JB 4	1.00	EA	20,638.80	20,638.80
GRAND TOTAL					\$20,638.80

NOTES:

Material and workmanship are warranted for one year under normal conditions.

B.E. Singleton & Sons will not be responsible for standing water in areas that are designed with less than 2% fall

PRICE DOES NOT INCLUDE:

Undercut or backfill of unsuitable material, Landscaping or planting, temporary facilities or utilities, adjustment or relocation new or existing utilities unless noted, permits and/or fees, rock excavation, testing

Our proposal includes bid items and corresponding unit prices. If an item is not specifically included in our proposal, it is specifically excluded.

This price is based on the NCDOT Monthly Terminal F.O.B. Asphalt Binder Price at the date of bid. If the asphalt cement price fluctuates from this stated price at any time during the performance of work under this contract, B.E. Singleton & Sons, Inc. has the right to adjust prices in accordance with the NCDOT Monthly Terminal F.O.B. Asphalt Binder Prices.

Asphalt Paving shall be installed as required by the NCDOT Standard Specifications for Roads and Structures (Section 610 4), as it relates to seasonal limitations and/ or temperature restrictions. Any work performed not in compliance with these specifications will void B.E. Singleton's implied one year warranty. Any corrective work caused by such deviations to NCDOT specifications will be done at the owner's expense.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Brabo & Members of the City Council
From: Christopher Leipfert, IT
Date: August 10, 2026
Subject: Council Chambers AV Upgrade Budget Amendment

RECOMMENDATION:

I move that City Council approve the budget ordinance amendment that reallocates funds from a FB Reserved account for PEG Channel to the IT Budget to fund upgrades to the AV in the Council Chambers

BACKGROUND AND FINDINGS:

The FB Reserved account contains money that is received by the city for maintaining our TV channel, Washington City 9, and this money can only be used for PEG (Public, Education, Government) Channel purposes. The upgrades to the council chambers fall within the criteria.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

☐ Currently Budgeted ☒ 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 2026-2027**

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	\$	87,000
---------------	---------------------------	----	--------

Section 2. That the following accounts of the General Fund appropriations budget be increased or decreased by the respective amounts for sound system peg channel expenses:

010-4132-7400	Capital	\$	87,000
---------------	---------	----	--------

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

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

Adopted this the 10th day of August, 2026.

MAYOR

ATTEST:

CITY CLERK