

June 22, 2015

The Washington County Board of Commissioners met in a recessed meeting Monday, June 22, 2015 at 6:00 PM in the Commissioners Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Manning, Phelps, Sexton and Walker were present. Also present were County Manager Jerry W. Rhodes, Clerk to the Board Julie J. Bennett, Finance Officer Frank Milazi and County Attorney Curtis Potter.

Chair Sexton called the June 22, 2015 meeting to order.

Mr. Rhodes introduced Clifton Hardison as the new DSS Director. Mr. Rhodes said that Mr. Hardison has been DSS Director in Martin and Chowan County. Mr. Rhodes thinks Mr. Hardison is a good fit for Washington County. Mr. Hardison said he is glad to be here and he told the Commissions not to hesitate in calling him for anything they need from him.

WASHINGTON COUNTY 2015 -2016 BUDGET ORDINANCE: Mr. Rhodes presented the following revised report that includes only a 2 cent increase.

WASHINGTON COUNTY  
FY 2015-2016 RECOMMENDED BUDGET

JUNE 22, 2015

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The recommended FY 2015-2016 budget was prepared in accordance with the NC Local Government Budget and Fiscal Control Act and NC General Statute §153A-82. The recommended budget was balanced on May 20, 2015. It was presented to the Board of Commissioners on May 26, 2015 and included revenues and expenditures that totaled \$13,842,324. A public hearing on the recommended budget was held on June 8, 2015.

The adjusted recommended budget includes adjustments in expenditures and revenues that have been made since the budget was presented to the Board of Commissioners on May 26, 2015. Total adjusted budgeted expenditures are \$13,837,856.

This recommended budget includes the following adjustments:

- Recommended Expenditure Budget:                      May 26, 2015                      \$13,842,324
- Adjusted Expenditure Decreases:
  - Manager's Office                      account no. 10-4120-260                      (\$ 500)
  - Finance Department                      account no. 10-4130-030                      (\$ 9,340)

○	Tax Administration	account no. 10-4140-030	(\$ 3,500)
		account no. 10-4140-260	(\$ 500)
○	Prof. Services	account no. 10-4155-180	(\$10,000)
○	Board of Elections	account no. 10-4170-030	(\$ 4,500)
		account no. 10-4170-260	(\$ 500)
		account no. 10-4170-370	(\$ 2,000)
○	Register of Deeds	account no. 10-4180-030	(\$ 3,000)
○	Info. Technology	account no. 10-4210-550	(\$15,000)
○	Facilities Services	account no. 10-4210-030	(\$ 500)
		account no. 10-4210-200	(\$ 1,000)
		account no. 10-4210-215	(\$ 2,000)
		account no. 10-4265-350	(\$ 5,000)
		account no. 10-4265-355	(\$ 2,500)
○	Sheriff	account no. 10-4310-030	(\$ 500)
		account no. 10-4310-210	(\$ 2,000)
		account no. 10-4310-260	(\$ 4,000)
		account no. 10-4310-310	(\$ 1,000)
		account no. 10-4310-392	(\$ 2,000)
		account no. 10-4310-600	(\$ 1,000)
○	Detention	account no. 10-4320-030	(\$ 2,000)
		account no. 10-4320-350	(\$ 1,000)
○	Planning and Safety	account no. 10-4330-250	(\$ 500)
		account no. 10-4330-260	(\$ 500)
		account no. 10-4330-310	(\$ 511)
		account no. 10-4330-370	(\$ 100)
○	Geo. Info. Systems	account no. 10-4915-190	(\$ 500)
		account no. 10-4915-260	(\$ 750)
○	SS Administration	account no. 10-5310-200	(\$ 2,700)
		account no. 10-5310-320	(\$ 2,000)
		account no. 10-5310-340	(\$ 2,000)
		account no. 10-5310-350	(\$ 2,000)
		account no. 10-5310-550	(\$ 6,280)
○	SS Econ. Support	account no. 10-5380-011	(\$ 7,589)
		account no. 10-5380-377	(\$ 5,000)
		account no. 10-5380-379	(\$40,000)

	account no. 10-5380-382	(\$ 1,500)
○ SS Transportation	account no. 10-5400-250	(\$15,000)
○ Communications	account no. 10-5911-030	(\$ 4,000)
	account no. 10-5911-320	(\$ 700)
○ Medical Examiner	account no. 10-6000-180	(\$ 4,000)
○ Soil and Water	account no. 10-6060-200	(\$ 600)
	account no. 10-6060-350	(\$ 1,600)
	account no. 10-6060-390	(\$ 500)
○ Cultural/Library	account no. 10-6110-991	(\$ 2,000)
○ Recreation	account no. 10-6120-030	(\$10,235)
○ Projects/Transfers	account no. 10-8000-996	(\$34,960)
Subtotal ->		<u>(\$218,865)</u>
▪ <u>Adjusted Expenditure Increases:</u>		
○ Facility Services	account no. 10-4265-410	\$ 300
○ Fire Protection	account no. 10-4330-000	\$ 24,111
○		
○ SS Econ. Support	account no. 10-5380-376	\$ 13,944
○ Recreation	account no. 10-6120-399	\$ 1,950
○ Projects/Transfers	account no. 10-8000-992	\$164,752
	account no. 10-8000-994	\$ 9,340
Subtotal ->		<u>\$214,397</u>
➤ <u>Adjusted Recommended Expenditure Budget:</u>	June 22, 2015	\$13,837,856
➤ <u>Recommended Revenue Budget:</u>	May 26, 2015	\$13,842,324
▪ <u>Adjusted Revenue Decreases:</u>		
○ DSS-Admin. Reimb.	account no. 10-3490-000	(\$27,500)

○ DSS-FC/Adoption	account no. 10-3500-050	(\$ 2,500)
Subtotal ->		<u>(\$30,000)</u>
▪ <u>Adjusted Revenue Increases:</u>		
○ Sales Tax-One Half	account no. 10-3440-000	<u>\$ 24,693</u>
Subtotal ->		\$ 24,693
➤ <u>Adjusted Recommended Revenue Budget: June 22, 2015</u>		\$13,837,856

Mr. Rhodes went through the recommended budget explaining it to the Commissioners as he went along. The Commissioners questioned why the difference in the budget presented tonight is not much different than the budget presented in May. Mr. Milazi said money has been moved from the general fund and other deductions were added to EMS (\$314,752).

Mr. Milazi spoke to the Board about the Budget Ordinance below.

**BUDGET ORDINANCE  
COUNTY OF WASHINGTON  
FISCAL YEAR 2015-2016**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY, NORTH CAROLINA,

SECTION 1: The following amounts are hereby appropriated in the General Fund for the operations of Washington County Government and its activities for the fiscal year beginning July 1, 2015 and ending June 30, 2016, in accordance with the Chart of Accounts established for the County.

GENERAL ADMINISTRATION:

Governing Board	\$ 95,859
Manager's Office	327,509
Finance Office	568,663
Tax Administration	263,785
Professional Services	20,000
Board of Elections	138,358
Register of Deeds	142,043
Information Technology	133,184
Facility Services	741,529
Geographic Information Systems	69,533
<b>Total</b>	<b>\$2,500,463</b>

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<b><u>PUBLIC SAFETY:</u></b>	
Sheriff's Department	1,331,677
School Resource Officer - WCU	55,514
School Resource Officer - CHS	52,145
School Resource Officer - PHS	54,902
School Resource Officer - Pines	53,445
COPS Grant	0
Detention Center	817,522
Planning and Safety	213,304
Fire Protection	328,704
Forestry	82,689
Medical Examiner	1,000
Communications (E911)	<u>361,245</u>
<b>Total</b>	<b>\$3,352,147</b>
<b><u>HUMAN SERVICES:</u></b>	
Human Services - Administration	\$2,658,429
Human Services - Economic Support	1,196,197
Human Services - Transportation	299,119
Human Services - Community Alternatives	154,633
District Health Department	260,367
District Mental Health and Rehabilitation Service	30,000
Veterans' Service Officer	<u>12,920</u>
<b>Total</b>	<b>\$4,611,665</b>

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<u>ECONOMIC AND PHYSICAL DEVELOPMENT:</u>	
Economic Development	12,000
Cooperative Extension Service	115,213
Soil and Water Conservation Service	<u>52,654</u>
<b>Total</b>	<b>\$179,867</b>
<u>CULTURAL AND RECREATIONAL:</u>	
Recreation	\$ 138,632
Cultural Library	172,684
Senior Citizens Center	<u>210,304</u>
<b>Total</b>	<b>\$521,620</b>
<u>EDUCATION:</u>	
Washington County Schools - Capital Outlay	\$ 300,000
Washington County Schools - Current Expense	1,603,000
Martin Community College - Current Expense	<u>0</u>
<b>Total</b>	<b>\$ 1,903,000</b>
<u>DEBT SERVICE:</u>	
PNC Install. Purchase: Industrial Bldg – Prin	\$ 50,000
PNC Install. Purchase: Industrial Bldg – Interest	20,000
Buildings – PUBLIC DEFENDER/ROPER BLDG	<u>16,000</u>
<b>Total</b>	<b>\$86,000</b>

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<u>TRANSFERS TO OTHER FUNDS:</u>		
911 Equipment debt payments	25,000	
Washington County Emergency Medical Services	314,752	
Federal Credit Union – Purchase Installment	70,145	
Reappraisal Reserve	33,000	
Watershed Improvement	41,188	
Airport Operation & Grant Match Transfers	<u>116,270</u>	
<b>Total</b>		<b>\$600,355</b>
<u>OTHER OPERATIONS:</u>		
Juvenile Justice	82,739	
<b>Total</b>		<b>\$ 82,739</b>
<u>CONTINGENCY</u>		
<b>Total</b>		<b>\$0</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b><u>\$13,837,856</u></b>

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SECTION 2. It is estimated that the following revenues will be available to the General Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

Current Years Tax Levy	\$ 6,425,330
Prior Years Tax Levy, Penalties and Interest	1,258,000
One Cent Local Government Sales Tax	700,000
½ Cent Local Government Sales Tax - Article 42	460,000
½ Cent Local Government Sales Tax - Article 40	749,725
Intergovernmental	182,232
Interest Earned on Investments	1,000
Public Assistance Federal and State Grants	3,109,142
Rents, Concessions and Other Contributions, Misc.	171,614
Detention Center Housing and Reimbursements	135,000
Permits and Fees	170,500
Board of Education Reimbursement – SROs	216,006
Cost Allocation Reimbursements	<u>260,000</u>

**TOTAL GENERAL FUND REVENUES** **\$13,837,856**

Section 3. It is estimated that the following revenues will be available for the Drainage Fund for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

Watershed Improvement Tax Reserve	\$ 34,960
2016 Watershed 0.5 cent tax	<u>41,188</u>
<b>Total Drainage Fund</b>	<b><u>\$76,148</u></b>

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Section 4. The following amounts are hereby appropriated to the Washington County Drainage Fund for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

Beaver Control	\$ 5,000
Alligator Weed Spraying	25,000
Clearing and Snagging	<u>46,148</u>

**Total Drainage Fund** **\$76,148**

SECTION 5. The following amount is hereby appropriated to the Reappraisal Reserve Fund for Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

**TOTAL REAPPRAISAL RESERVE FUND** **\$33,000**

SECTION 6. It is estimated that the following revenue will be available for the Reappraisal Reserve Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

**APPROPRIATED REAPPRAISAL RESERVE FUND** **33,000** **\$33,000**

SECTION 7. The following amount is hereby appropriated to the Washington County Sanitation Program for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

Landfill Operations	\$ 169,066
Cost Allocation-General Fund	60,000
Scrap Tire Contracted Services	35,000
Contracted Services - Garbage Curbside Collection	678,571
Regional Landfill - Contract	259,784

**TOTAL SANITATION PROGRAM EXPENDITURES** **\$1,202,421**

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**SECTION 8.** It is estimated that the following revenues will be available to the Washington County Sanitation Program for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

Rural Solid Waste Fee	\$939,513
Town Solid Waste Fee	70,326
Private Commercial Disposal Fee-Regional landfill	122,945
White Goods and Scrap Tire State Fees and Grants	18,279
Solid Waste Disposal Tax	8,631
Penalties and Interest Earnings	1,100
Contractors Disposal Fee-County landfill	<u>41,627</u>

**TOTAL SANITATION PROGRAM REVENUES** **\$1,202,421**

**SOLID WASTE FEE SCHEDULE**

Solid Waste User Fee – includes curbside garbage collection and in-county landfill  
Solid Waste User Fee – County Residents, Households \$215.00 per household  
 Town of Creswell Residents– 168 Households - Collected by County \$215.00 per household  
 Town of Roper – Paid to County in monthly installments \$215.00 per household x 296 HH = \$63,640

In County Landfill charges

Private Commercial Landfill - County Tipping Fee \$104.00 per ton-Tires \$52.00 per ton – all other  
 Non-Contaminated-bricks, mortar, concrete and non-organic building debris, also known as clean fill \$ 30.00 per ton  
 Town of Plymouth Landfill Availability fee-No leaf/limb charge for residents \$ 35.52 per household x 1680 HH = \$59,674

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<u>Regional Landfill Charges-billed and paid to County</u>	
Town of Plymouth	\$ 48.72 per ton
Commercial	\$ 49.20 per ton

Leaf, limb, and construction and demolition debris up to 4 tons per year are allowed at no charge for a resident of Washington County or residential property owner that pays the annual solid waste user fee per residence. Commercial users and material delivered by a contractor will be charged at solid waste user fee scheduled rates. Only material generated in Washington County may be brought to the Washington County Landfill.  
 NOTE: Churches are considered households.

**SECTION 9.** The following amount is hereby appropriated to the Waterworks Operation and Maintenance Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016. We shouldn't be billing our fire department in Mid-County or Lake Phelps.

Treatment Plant	\$ 277,283
Administration and Distribution	458,813
Includes the following:	
Revenue Bond - Interest and Principal	355,432
Cost Allocation - General Fund	<u>200,000</u>

**TOTAL WATERWORKS EXPENDITURES** **\$1,291,528**

**SECTION 10.** It is estimated that the following revenues will be available to the Waterworks Operation and Maintenance Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016. The rates charged consumers of the Waterworks Fund are fully set forth below.

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Utility Base Charges	\$ 621,928
Utility Consumption Charges	631,680
Reconnection fees, penalties & interest	<u>37,920</u>

**TOTAL WATERWORKS REVENUES** **\$1,291,528**

Meter Size Monthly Base Charge (includes the first 2000 gallons of water)

3/4 inch	\$24.00
1 inch	\$36.00
1 ½ inch	\$61.00
2 inch	\$99.00
3 inch	\$169.00
4 inch	\$247.00
6 inch	\$486.00
8 inch	\$726.00

Consumption charge \$13.00 for each 1000 gallons over the minimum  
 Hydrant charge \$13.00 for each 1000 gallons over the minimum  
 (added to fixed charges for all water consumed)

Tap Fees	3/4 Inch Meter	1" and Larger	Hydrant Meter
	Connection	\$600.00	\$700.00
	Deposit (Refundable)	\$60.00	to be set individually \$1,000.00
	Plumbing Permit	\$5.00	\$5.00
	Reconnection Fee	\$35.00	35.00
	Special Meter Readings	\$35.00	35.00

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SECTION 11: The following amount is hereby appropriated to the Emergency Telephone System Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

**TOTAL EMERGENCY TELEPHONE FUND** **\$207,802**

SECTION 12: It is estimated that the following revenues will be available to the Emergency Telephone System Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

**TOTAL EMERGENCY TELEPHONE FUND** **\$207,802**

SECTION 13: The following amount is hereby appropriated to the Emergency Medical Services Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

Emergency Medical Services \$1,209,268  
Transport Services 284,885

**TOTAL EMERGENCY MEDICAL SERVICES** **\$1,494,153**

SECTION 14: It is estimated that the following revenues will be available to the Emergency Medical Services Fund for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

EMS Revenue 650,000  
Contribution from General Fund 314,752  
Transport Service Revenue 100,000  
Tyrrell County Contracts Medicaid 175,000  
Medicaid Reimbursement 89,849  
2 cent tax funding 164,752

**TOTAL EMERGENCY MEDICAL SERVICES REVENUES** **\$1,494,153**

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Section 15: It is estimated that the following revenues will be available to the Plymouth Municipal Airport Operation for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

Airport Fuel Sales and hanger rentals	90,000
Contribution from General Fund	<u>90,263</u>
<b>TOTAL AIRPORT OPERATION REVENUES</b>	<b><u>\$180,263</u></b>

Section 16: The following amount is hereby appropriated to the Plymouth Municipal Airport for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

Salaries and Benefits	59,683
Operational Costs	30,580
Fuel Purchases	<u>90,000</u>
<b>TOTAL AIRPORT OPERATION EXPENDITURES</b>	<b><u>\$180,263</u></b>

Section 17:

- A. The use of facsimile signatures is authorized for use on County checks.
- B. Reimbursement shall be made to members of the Board of Commissioners in accordance with county policy, a fee of \$575.00 per month for Commissioners, \$675.00 per month for Chairman. The Chairman will also receive an allowance in the amount of \$225.00 per month; all other board members will also receive an allowance in the amount of \$225.00 per month for in-county travel per month. In county travel for this section shall be defined as being thirty (30) miles or less from an individual commissioner's home. All Commissioners also receive \$25.00 per month cell phone allowance.
- C. Reimbursement for mileage shall be at 50 cents per mile.

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- D. Receipts collected by county officers and employees must be deposited daily with the Finance Officer regardless of the amount or type of revenue.
- E. The Budget Officer is authorized to restrict expenditures below their appropriated limits. The Finance Officer shall be notified and consulted when such restrictions are imposed. The purpose of this provision is to enable the Budget Officer and Finance Officer to compensate for seasonal reductions in cash balances. This provision does not apply to debt service requirements.
- F. Restricted sales tax revenue that exceeds the estimation will be applied to a capital reserve fund for the Washington County School system. A reduction in restricted sales tax revenue will require a proportional reduction in the appropriated school capital outlay category.
- G. Attachment I to Budget Ordinance – Fee Schedule.

SECTION 18. An *Ad Valorem* Tax is herein levied at the rate of \$.81 per \$100 valuation on all property having sites in the County of Washington as of January 1, 2015 for the purpose of obtaining the revenue listed as "Current Year's Tax Levy" in Section 2 of this Ordinance. This rate is based on an estimated total valuation for purposes of taxation of \$883,974,161 and an estimated collection rate of 92.00%.

SECTION 19. The Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- A. He may not change previously approved pay plan or employee's salary rates without consultation with the Board.
- B. He may transfer amounts between items of expenditures within a department without limitation.

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- C. He may transfer amounts up to \$1,000 between departments of the same fund. This also applies to the contingency appropriation.
- D. He may not transfer any amount from contingency between funds not previously authorized by the Board.
- E. A report of all transfers shall be reported to the Board of Commissioners in the monthly financial report of the Finance Officer.
- F. No department will purchase goods or services without following pre-audit procedures G.S. 159.28

SECTION 23. Copies of this Budget Ordinance shall be furnished to the Budget Officer, the Finance Officer and the Tax Administrator for direction in carrying out their duties.

ADOPTED THIS 22 DAY OF JUNE, 2015

Attest:

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William R. Sexton, Jr. Chair  
Washington County Board of Commissioners

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Julie J. Bennett, CMC, NCCCC  
Clerk to the

Commissioner Phelps asked how much is in the reserve for drainage. Mr. Milazi said there is \$118,000 in the reserve for drainage.

NEXT STEPS FOR RECRUITING A COUNTY MANAGER:

Ms. Bennett spoke to the Board regarding the timeline for the recruiting process and provided the Commissioners with a copy of the advertisement for the County Manager that was used during the last hiring. Chair Sexton asked the Board to look over these documents and be prepared to discuss them at the next meeting.

**At 7:00 PM, with no further business to discuss, Commissioner Manning made a motion to recess the meeting until June 25, 2015 at 6:00 PM. Commissioner Phelps seconded, motion carried unanimously.**

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William R. Sexton, Jr.  
Chair

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Julie J. Bennett, CMC, NCCCC  
Clerk to the Board

