

December 2, 2019

The Washington County Board of Commissioners met in a regular session on Monday, December 2, 2019 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

County Manager Potter called the December 2, 2019 meeting to order.

ELECTION OF CHAIR: County Manager Potter called for nominations for Chair of the Washington County Board of Commissioners for 2019-2020. Commissioner Johnson nominated Commissioner Phelps. Mr. Potter called for any additional nominations. Hearing none, **Commissioner Riddick made a motion to close the nominations. Commissioner Walker seconded.** County Manager Potter called for the vote for Commissioner Phelps to be elected Chair for 2019-2020. **Commissioner Johnson made a motion to elect Commissioner Phelps as Chair for 2019-2020. Commissioner Riddick seconded, motion carried unanimously.** Chair Phelps assumed presiding over the meeting.

ELECTION OF VICE-CHAIR: Chair Phelps called for nominations for Vice-Chair of the Washington County Board of Commissioners for 2019-2020. Commissioner Johnson nominated Commissioner Riddick as Vice-Chair. Chair Phelps called for any additional nominations. Hearing none, **Commissioner Johnson made a motion to close the nominations, Commissioner Walker seconded.** Chair Phelps called for the vote for Commissioner Riddick to be elected Vice-Chair for 2019-2020. **Commissioner Johnson made a motion to elect Commissioner Riddick as Vice-Chair for 2019-2020. Commissioner Walker seconded, motion carried unanimously.**

Chair Phelps called on Commissioner Sexton to give the invocation and County Manager Potter to lead the Pledge of Allegiance.

ADDITIONS/DELETIONS: None.

CONSENT AGENDA: **Commissioner Johnson made a motion to approve the Consent Agenda:**

- a) Approval of Meeting Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) 2020 County Holiday Schedule
- d) 2020 County Commissioners' Meeting Schedule
- e) Personnel Policy Amendment

**Commissioner Riddick seconded, motion carried unanimously.**

PUBLIC FORUM: Mr. Lloyd Jones, Jr. 842 Gourd Neck Road, Roper said we have lost a good business person, Mr. Steve Bryan. He was in a single car accident yesterday and did not

make it. He's well known throughout this region. Chair Phelps called for a moment of silence for Mr. Bryan.

EMPLOYEE OF THE QUARTER: Chair Phelps recognized Ms. Gail Phelps, Deputy Register of Deeds as the Employee of the Quarter.

WASHINGTON COUNTY CHILD FATALITY REPORT 2018: Mr. Wes Gray, MTW Health Department Director gave the following report.



# Martin-Tyrrell-Washington

## DISTRICT HEALTH

Wes Gray, MPA, MPH, Health Director

252.793.3023 (p) • 252.791.3108 (f) • mtwdistricthealth.org



**Public Health**  
Prevent. Promote. Protect.

### Washington County Child Fatality Prevention Team Report to the Martin-Tyrrell-Washington District Board of Health February 2019

**Background:** North Carolina has a three tier Child Fatality Prevention System of which the local child fatality prevention teams are one component. The three tiers of the system include the North Carolina Child Fatality Prevention Task Force which is a legislative study commission, the North Carolina Child Fatality Prevention Team (state team) which reviews child death through the Medical Examiner system, and the Community Child Protection Teams which review active cases of suspected abuse and neglect, and child deaths due to suspected abuse and neglect. The local child fatality prevention teams (CFPTs) were legislatively established in 1993 and there are teams in all 100 counties. It is the responsibility of the local health departments to assure that these teams are operational.

**Mission:** The mission of the local team is to review the deaths of children, ages 0 -17 years, that are not due to suspected abuse or neglect and about which no previous report of abuse or neglect has been made to the county department of social services within the past 12 months. The local CFPTs review those child deaths due to homicide, suicide, fires, illness, prematurity and perinatal cause, among others, to search for ways to prevent child deaths.

**Purpose:** The purpose of the local child fatality prevention teams are to: 1) identify the causes of child deaths; 2) identify gaps or deficiencies that may exist in order to improve the delivery of services to children and families; and 3) make recommendations for changes and carry out changes that could prevent future child fatalities (Division of Public Health Agreement Addendum).

The Washington County Child Fatality Prevention Team, a sub-committee of the Washington County Child Protection Team meets quarterly during the year. It is during these meetings that team members review child fatalities that occurred the previous year, determine if there were any system problems that caused or contributed to the fatality, make any recommendations or develop action plans to address the area of concern. These findings are reported to the Team Coordinator in the Children and Youth Branch within the North Carolina Division of Public Health.

The Washington County Child Fatality Prevention Team met four times during 2018: January 23<sup>rd</sup>, April 24<sup>th</sup>, July 23<sup>rd</sup> and October 23<sup>rd</sup> of 2018. Three death cases were reviewed for 2017. No system problems were identified for these cases.

Martin County  
210 W. Liberty St.  
Williamston, NC 27892  
252.793.1619

Tyrrell County  
408 Bridge St.  
Columbia, NC 27925  
252.793.1750

Washington County  
198 Hwy. 45 North  
Plymouth, NC 27962  
252.793.3023

Nicole Barnes, our Review Coordinator attended the North Carolina Child Fatality Prevention Summit. This was held on April 9<sup>th</sup> and 10<sup>th</sup> at the Mckimmon Center in Raleigh.

The Washington County Child Fatality Prevention Team will continue to review any child fatalities, identify risk areas and promote safety to reduce the number of fatalities in our community.

Mr. Gray said that Ms. Nicole Barnes won an \$8,000 award for a Pack 'N Play system for the MTW Health Dept. Commissioner Johnson asked if the 3 deaths listed in the report were as a result of abuse. Mr. Gray said no, they were premature births.

Mr. Potter expressed his appreciation for Mr. Gray and how he handles his job. Commissioner Riddick also commended Mr. Gray for his job at the MTW Health Dept.

PLANNING/SAFETY/INSPECTIONS: Mr. Curtis Potter, County Manager/County Attorney (CM/CA) spoke to the Board. He handed out the information below to the Board.

## WASHINGTON COUNTY

**Planning & Safety Director**  
**Currently Grade 30 (\$43,385 to \$62,749)**

**Proposal:** Staff recommends dividing the Department of Planning & Safety into two separate departments with two separate full time staff supported initially by the current Code Enforcement Officer who may also be assigned additional duties to assist with Economic Development and/or Airport Administration as circumstances permit.

**Recommendation:** Authorize staff to begin advertising position as two separate positions to be filled by 1/31/20: Initial advertisements would describe generally and solicit well qualified applicants who may fulfill some or all of the uniquely combined duties of the current Planning & Safety Director, and will reflect in general terms that a final approved salary range and salary for both positions or a combined position will be based on the duties ultimately assigned and on the actual qualifications/experience of the selected applicants to fill the positions.

**Financial Impact:** Depending on the actual qualifications and experience of the final applicants selected to fill these positions, staff anticipates the need to increase funding by as much as \$60,000 based on an analysis of comparable salaries for comparable positions within comparable jurisdictions.

**Anticipated Timeline:** Initial Advertisement: 12/4/19  
 Initial Review Deadline: 1/2/20  
 Initial Staff Review, Interview Lineup & Update to BOCC: 1/6/20  
 Staff Interviews: By 1/17/20  
 Final BOCC Action/Approvals if required: 2/3/20

**Proposed Positions & General Associated Duties:**

**Planning, Development, & Inspections Director**

*(Tentative Anticipated Salary Scale: Grade 30/35/or 40 DOQ or \$43,885 to \$77,069)*

- Building Permits/Inspections (Level II all 5 Trades)
  - Fire Marshal
- Zoning & Subdivision Ordinance Regulation/Enforcement
- Planning Board Coordination
- CAMA/Flood Plain Management
- Plat Review
- *Could potentially include Economic Development duties depending on applicant qualifications*

**Emergency Management & Public Safety Director**

*Tentative Salary Scale: Grade 27/35 DOQ (\$40,377 to 69,915)*

- State Emergency Management Program Coordination
- Regional/Local EM Coordination
  - Volunteer Responders Coordination
- Local/State Disaster Response/EOC Coordination
- Fire Marshal
- Emergency Communications Coordination (PA/Radios/E911/First Alert)

Mr. Potter said there is no way to do an apples to apples comparison for filling these positions. Some are blended in other counties, some are not. Mr. Potter would like the Board to allow the County to advertise 2 separate positions. One would be a Level II License Building Inspector and Fire Marshal and the second position would be an Emergency Management and Safety Director (1/2 of that position is reimbursed by the State). The County does a lot of regional collaborations in these positions and they even include some 911 duties. Mr. Potter explained that they are two complicated separate departments

and they will each have a unique job posting. He plans to make the salaries flexible due to the duties that will be desired. Mr. Potter reiterated that January 31, 2020 is Ms. Keyes' last day.

Commissioner Walker said he agrees with Mr. Potter on creating the two positions.

**Commissioner Sexton made a motion to move forward with the advertising of the two positions, a Planning, Development, & Inspections Director and an Emergency Management & Public Safety Director as presented. Commissioner Walker seconded, motion passed unanimously.**

RESOLUTION ¼ SALES TAX REFERENCUM: Mr. Curtis Potter, CM/CA spoke to the Board regarding his memo below.

**COUNTY OF WASHINGTON**  
**BOARD OF COMMISSIONERS**

COMMISSIONERS:

TRACEY A. JOHNSON, CHAIR  
JENNIFER C. RIDDICK, VICE-CHAIR  
D. COLE PHELPS  
WILLIAM "BILL" R. SEXTON, JR.  
JULIUS WALKER, JR.



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ADMINISTRATION STAFF:

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cpotter@washconc.org

JULIE J. BENNETT, CMC, NCMCC  
CLERK TO THE BOARD  
jbennett@washconc.org

**AGENDA ITEM MEMO**

**MEETING DATE:** December 2, 2019                      **MEMO Date:** November 25, 2019

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**SUBJECT:**                      ¼ Center Local Option Sales Tax Referendum

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**DEPARTMENT:**              Manager's Office/Finance/Tax

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**FROM:**                          Curtis S. Potter, County Manager/County Attorney (CM/CA)

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**ATTACHMENTS:**

- A- NCACC FAQ on local option sales tax (2pgs)
- B- NCACC Local Option Sales Tax Referenda Map (1pg)
- C- 2/1/19 LOST County Data from NC General Assembly Research Division (2pgs)
- D- Washington County's 2018 LOST Info Flier (1pg)
- E- Resolution Calling for a Special Advisory Referendum... To Be Held On: March 3<sup>rd</sup>, 2020

**PURPOSE:** To adopt a resolution directing the Washington County Board of Elections to hold a Special Referendum during the upcoming 2020 Primary Election on March 3<sup>rd</sup>, 2020 to authorize Washington County to levy an additional ¼ cent local option sales tax per NCGS 105-537.

**BACKGROUND:**

In recent years (2016 & 2018) Washington County along with multiple other jurisdictions (as shown in the attached spreadsheet from the NCGA Fiscal Research Division dated February 1, 2019) held referendum votes seeking voter approval of the authority to levy an additional ¼ cent local option sales tax per NCGS 105-537.

At the regular Board meeting in October 2019, staff brought this issue back before the Board for discussion in anticipation of the quickly approaching filing deadlines for holding any additional referendum votes in the 2020 primary (3/3/20) or general (11/3/20) election. Staff were directed to prepare a resolution for Board consideration by December ahead of the March 2020 primary election filing deadlines in December 2019.

**ANALYSIS:** Despite the failure of the two most recently held referendum votes, staff believes voters have slowly been gaining a better understanding and appreciation for the potential impacts of approving a ¼ cent local option sales tax.

Voters may also choose to approve the tax in a 2020 referendum if they are further educated about such impacts. These include concern expressed over the past two fiscal years by the Budget Officer in the Budget Messages submitted to the Board regarding a significant revenue shortfall expected to occur upon the removal of a substantial quantity of pipeline temporarily stored and taxed within Washington County which is expected to be moved out of the county for use in a utility construction project.

The anticipated lost revenue associated with the expected removal of this pipeline was last estimated at approximately \$489,514 according to the Budget Officer's Budget Message dated 5/5/19.

To put that in perspective, based on this fiscal year's tax base projections and collections estimate, it would require an offsetting increase of 5.23 cents in the ad valorem property tax rate already established at \$4.5 cents to make up for this expected shortfall. If additional or unanticipated revenue streams are not obtained, balancing the budget for fiscal year 2021 will likely require reductions in county services or use of the unrestricted fund balance the preservation of which is critical to maintaining financial stability and flexibility for unanticipated emergencies, and for addressing substantial unfunded liabilities associated with the county hospital pension plan and/or additional investment needed in the hospital to maintain its presence and operation within and as part of a critical corner stone of the local economy.

Staff believes seeking voter approval for the authority to levy the additional ¼ cent optional sales tax in the 2020 primary election represents one of the best and only possible sources of additional revenue which could be used to address these and other economic development and financial concerns of the county.

If adopted the ¼ cent Local Option Sales Tax is presently estimated to generate approximately \$380,000 in additional revenues which is equivalent to the revenue generated by approximately 4 cents of the ad valorem tax rate at current projections and collections estimates.

Although the timeline for placing such a referendum on the 3/3/20 Primary is very limited, doing so permits this matter to be decided before the preparation of the FY21 budget in May of 2021 to which the passage or failure of this revenue authority could be a critical component for setting the eventual ad valorem tax rate for FY21.

Alternatively the Board could choose to hold the referendum during the 11/3/20 general election, but would not be able to address any budget shortfalls related to the removal of any or all of the utility pipeline being stored within the county as described above before the need to balance the FY21 budget.

The Board cannot hold a special referendum election on this matter (the statutory authority to do so was modified some years ago) and cannot hold a referendum during the general election if one is held in the primary and fails. Additional information is contained within the attachments to this MEMO.

**FINANCIAL IMPACT: SUBSTANTIAL**

If adopted the Local Option Sales Tax is estimated to generate approximately \$380,000 in additional revenues which is equivalent to the revenue generated by approximately 4 cents of the ad valorem tax rate.

**RECOMMENDATION(S):**

1. Discuss any particular uses to which the additional revenues generated from the tax are intended to be applied by the Board, which may impact the content of the educational campaign materials referred in the suggested motion below.

Staff recommends using such funds for Economic Development, Hospital/Pension Stabilization, EMS System Stabilization, or otherwise to use such funds to attempt to avoid needing to consider any further raises in the ad valorem tax rate in the wake of any substantial loss to other tax revenues (such as the expected revenue loss associated with the removal of the substantial quantity of utility pipeline described in this Memo above).

2. **MOTION: To approve the attached Resolution directing the Washington County Board of Elections to hold a referendum on the ¼ cent Local Option Sales Tax during the March 3, 2020 primary elections, and authorize staff to prepare an educational campaign regarding such referendum.**



## *FAQ on local option sales tax*

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### **Frequently Asked Questions regarding local option sales tax**

Counties have the option to increase the sales tax by 1-quarter of a penny, (the Article 46 sales tax in N.C. G.S. 105-535) provided the public approves via a referendum.

Question: What are the steps a county needs to consider when scheduling a referendum?

Answer: All counties must contact their local board of elections and the State Board of Elections in order to have the advisory referendum included on the ballot during a regularly scheduled election. An advisory referendum may be held only on the same date as a county or statewide general election, the primary election in even-numbered years, or in any other election during which all precincts in a county are open. Due to a new law passed in 2019, counties are prohibited from holding more than one referendum "within one year."

Question: Must the Board of County Commissioners levy the sales tax if the voters approve the referendum?

Answer: A Board of County Commissioners is not obligated to levy the tax even if the majority of those voting in a referendum vote in support of a levy.

Question: Can a county stipulate uses of the monies on the ballot as a part of the referendum?

Answer: A county may not stipulate the use of the money on the ballot. A county Board of Commissioners may adopt a resolution that stipulates how they plan to use the revenues.

Question: Is there a prescribed format for the question of the ballot?

Answer: Yes. Legislation specifies how the question must be presented on the ballot:

Ballot Question. - The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be: '[ ] FOR [ ] AGAINST Local sales and use tax at the rate of 1-quarter% (0.25%) in addition to all other State and local sales and use taxes.'

Note: The sale tax amount is set at a rate of .25%.

Question: When is the earliest the sales tax will become effective if the Board of County Commissioners levies the sales tax via resolution following a successful referendum?

Answer: The sales tax may become effective on the first day of any calendar quarter so long as the county gives the Secretary of Revenue at least 90 days' advance notice. For example, if a referendum is held in November during the general election and passes, the earliest a county could begin collecting the revenue would be April one of the following year, provided it adopts a resolution levying the tax and forwards it to the

Department of Revenue prior to December 31.

Question: If the voters pass the referendum for the sales tax, what happens next?

Answer: If the Board of Commissioners wishes to levy the tax, it must provide 10 days public notice of its intent to adopt a resolution to levy the tax. After it adopts the resolution, it must send a certified copy of the resolution along with a certified copy of the election results of the referendum to the Department of Revenue. The DoR's address is:

Department of Revenue  
P.O. Box 25000  
Raleigh, NC 27640

The Association has prepared a [model resolution](#) PDF for a successful sales tax referendum.

Question: Are there restrictions on the use of the revenues?

Answer: No. The sales tax is not restricted or earmarked and can therefore be used for any allowed use by counties.

Question: If the referendum fails, can a county hold a subsequent referendum on the same question?

Answer: Yes, however, due to a [new law](#) passed in 2019, the county must wait one year to hold a subsequent referendum.

Question: Can a county spend public money educating citizens on issues related to the referendum?

Answer: Yes. Similar to an election for a general obligation bond, a county may spend money to educate the public on issues related to the sales tax referendum. However, a county may not spend money advocating for or against the sales tax.

Question: Can members of a county board of commissioners actively promote the passage of the referendum?

Answer: Yes. The board of commissioners may approve resolutions in support of the passage of a referendum for the sales tax. A county commissioner may publicly endorse and support the sales tax. A county may not reimburse any expenses incurred by an elected official while the official is advocating either for or against the tax measure.

Question: Does the sales tax apply to unprepared food or gas?

Answer: No. The local-option sales tax does not apply to unprepared food (i.e. groceries) or gas purchases. There is no local sales tax on gas purchases.

As with any local legal matter, we ask that you consult with your county attorney and county board of elections as you consider these local referendum options.

## Local Option Sales Tax Referenda

In 2007 legislation passed by the N.C. General Assembly gave to counties a local-option, quarter-cent sales tax (G.S. 105-535), which must be approved by voters in a referendum before it can be adopted by a county.

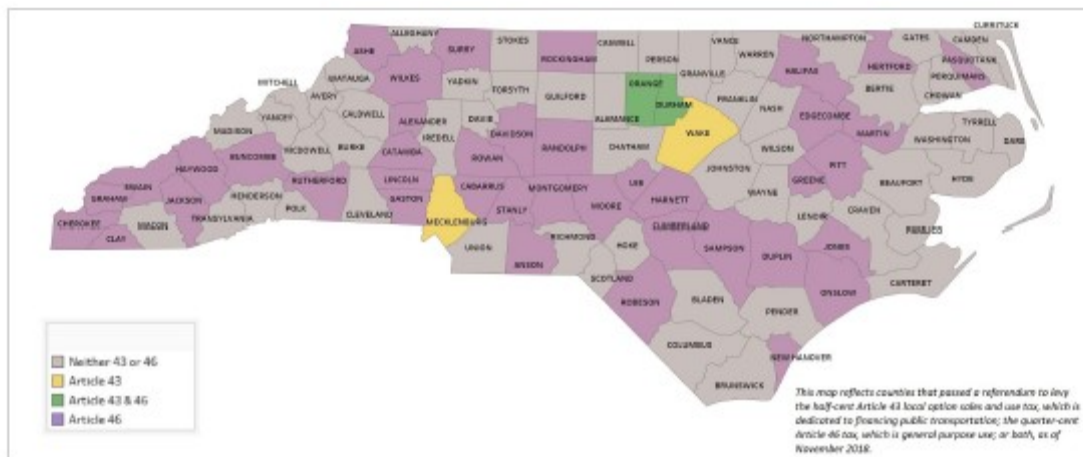
### Information:

- [Frequently Asked Questions](#)
- [Sample Model Resolution](#) (PDF)
- [Estimated Revenue from Article 46](#)

### Educational Efforts:

- [Sampson County 1/4 cent sales tax brochure](#) (PDF)
- [Surry County 1/4 cent sales tax brochure](#) (PDF)
- [Horry County \(S.C.\) penny for public schools sales tax brochure](#) (PDF)

## Counties Levying Article 43, Article 46, or Both



2020 quarter-cent sales tax referendum

## Local Option Quarter-Cent Sales and Use Tax Referenda

If approved by local voters, each North Carolina county may levy an optional quarter-cent sales tax under G.S. 105, Article 46, which was enacted in 2007. The revenue is not shared with municipalities. To date, 42 counties have approved the tax, 34 counties have held failed referenda, and 24 counties have never held a referendum.

**Table 1. Statewide Summary of All Referenda Held**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
X Failed	11	31	1	16	-	6	1	11	-	19	-	21
✓ Passed	5	3	2	7	6	2	1	3	-	2	-	11
✓ Cumulative	5	8	10	17	23	25	26	29	29	31	31	42

**Table 2. Referenda History by County**

County	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Alamance				X		X						X
Alexander		✓										
Alleghany				X						X		X
Anson		X						✓				
Ashe								✓				
Avery												X
Beaufort												
Bertie								XX				XX
Bladen				X				XX		XX		X
Brunswick								X				
Buncombe					✓							
Burke		X										
Cabarrus					✓							
Caldwell												X
Camden												
Carteret								X		X		
Caswell		X		X								X
Catawba	✓											
Chatham												
Cherokee		X		X						✓		
Chowan		X		X								
Clay				X						X		✓
Cleveland										X		
Columbus	X	X		X								X
Craven												
Cumberland	X	✓										
Currituck												
Dare												
Davidson								✓				
Davie	X			X								X
Duplin		X		✓								
Durham					✓							
Edgecombe		X				✓						
Forsyth												X
Franklin												
Gaston		X										✓
Gates												
Graham	X									X		✓
Granville												
Greene	X	X				✓						
Guilford		XX		X				X				
Halifax					✓							
Harnett	X		X	X		X	✓					
Haywood		✓										

### Local Option Quarter-Cent Sales and Use Tax Referenda

County	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Henderson		XX								X		
* Hertford	X	XX		✓								
Hoke												
Hyde												
Iredell												X
* Jackson										✓		
Johnston	X											
* Jones		X								X		✓
* Lee		X	✓									
Lenoir	X					X						XX
* Lincoln		X										✓
Macon												
Madison												X
* Martin	✓											
McDowell												X
Mecklenburg								X				
Mitchell		X								X		
* Montgomery		X		X	✓					X		✓
* Moore		X										
Nash		X										
* New Hanover				✓								
Northampton												
Onslow		XX		✓								
* Orange				X	✓							
Pamlico												
* Pasquotank						X				X		✓
Pender												
Perquimans												
Person		X		X								X
* Pitt	✓											
Polk												
* Randolph		X		✓								
Richmond								X				
* Robeson	X			✓								
* Rockingham		X						X		X		✓
* Rowan			✓									
* Rutherford	X									X		✓
* Sampson	✓											
Scotland						X						X
* Stanly		X						X		XX		✓
Stokes										X		
* Surry	✓											
* Swain						X				X		✓
Transylvania												
Tyrrell												
Union												
Vance												
Wake												
Warren												
Washington										X		X
Watauga				X								X
Wayne		X										X
* Wilkes		X		✓								
Wilson		X										
Yadkin				X			X					
Yancey												

\* Levying counties are marked with an asterisk; multiple Xs in a column represent multiple failed referenda.

# KNOW THE FACTS

For the  
**¼ Cent Sales Tax Referendum**

Being held during the May 8, 2018 Primary Election

- ✓ **THIS IS NOT A PROPERTY TAX INCREASE**, and unlike property taxes, tourists and other non-residents will contribute their fair share of the tax if approved.
- ✓ The current sales and use tax ("sales tax") rate in Washington County is 6.75%. Only a small part of these revenues remain locally in Washington County. Counties were authorized in 2007 to levy an additional ¼ cent (0.25%) sales tax on certain items if approved by voter referendum which would make the total sales tax 7%.
- ✓ All of the **additional revenue** generated from this tax **remains in Washington County**, meaning a larger percentage of what is spent in local businesses will remain in Washington County.
- ✓ The tax equates to only 1 penny (\$0.01) on most 4 dollar (\$4.00) purchases, but does not apply to certain categories of commonly purchased items which are exempt including: groceries, gas, prescriptions, and motor vehicles.
- ✓ The tax is estimated to generate **additional annual revenues of over \$177,000** which could be used locally. In comparison, it would require an estimated property tax increase of over two (2) cents to generate this same amount of revenue.
- ✓ The voters in at least 31 other counties including Martin, Edgecombe, Halifax, and Hertford have approved this tax to help generate revenues for their various local needs.

### Voting Information:

The referendum on the tax will be held by ballot during the May 8th, 2018 Primary Election. Voter registration ends 4/13/18. Voters can also register during early voting 4/19/18 through 5/5/18. For more information on voting contact Elections Director Dora Bell at (252) 793-6017, or by email at: [washington.boes@gmail.com](mailto:washington.boes@gmail.com)

The referendum question on the ballot will read as follows:

<p><b>One Quarter Cent Sales Tax</b> Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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For additional information visit [www.countysalestax.info](http://www.countysalestax.info)  
or contact the Washington County Manager's Office at 252-793-5823

**COUNTY OF WASHINGTON**  
**BOARD OF COMMISSIONERS**

COMMISSIONERS:

TRACEY A. JOHNSON  
JENNIFER C. RIDDICK  
D. COLE PHELPS  
WILLIAM "BILL" R. SEXTON, JR.  
JULIUS WALKER, JR.



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JULIE J. BENNETT, CMC, NCMCC  
CLERK TO THE BOARD  
jbennett@washconc.org

**RESOLUTION**

**CALLING FOR A SPECIAL ADVISORY REFERENDUM  
CONCERNING THE LEVY OF ONE-QUARTER PERCENT SALES AND USE TAX  
IN ACCORDANCE WITH N.C. GEN. STAT. § 105-537  
TO BE HELD ON: MARCH 3<sup>RD</sup>, 2020**

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WHEREAS, in 2007, the North Carolina General Assembly enacted the "One-Quarter Cent County Sales and Use Tax Act", codified as Article 46 of Chapter 105 of the North Carolina General Statutes which authorizes counties to levy an additional sales and use tax; and

WHEREAS, in order to levy such tax, Washington County must conduct a special advisory referendum in accordance with the provisions of N.C. Gen. Stat. § 163-287; and

WHEREAS, the Washington County Board of Commissioners wish to hold the special advisory referendum during the PRIMARY election on that date first stated in the resolution title above.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Commissioners as follows:

1. That pursuant to N.C. Gen. Stat. § 105-537, the Washington County Board of Commissioners hereby directs the Washington County Board of Elections to conduct a special advisory referendum as described herein, to be held during the normal time the polls are open on first

stated in the resolution title above, in accordance with N.C. Gen. Stat. § 163-287, and to take all necessary steps to that end in accordance with this resolution and applicable law.

2. That pursuant to N.C. Gen. Stat §105-537, the form of the question to appear on the ballots and in the instructions to voters for said referendum shall be as follows:

[ ] FOR [ ] AGAINST

Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes.

3. That the Clerk to the Board of Commissioners is hereby authorized and directed to mail or deliver a certified copy of this resolution to the Washington County Board of Elections within three (3) business days after the passage hereof.
4. That this resolution shall take effect upon its passage

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Chair  
Washington County Board of Commissioners

ATTEST:

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

Chair Phelps said staff is looking to use this money to go towards Economic Development, Hospital/Pension stabilization, and EMS System Stabilization. Commissioner Riddick said not everyone is for the money going to the schools and not everyone is for it going to Economic Development or for the hospital/pension. Mr. Potter said legally the County cannot tie the Board down to use this sales tax on anything in particular. Commissioner Sexton said the reason the County needs it



is so the County doesn't have to raise taxes. The pipe that the County has been storing for Dominion Power and receiving extra funds for that storage will be gone and the County will need something to bring money into the County without raising taxes. Mr. Potter said that this is the 3<sup>rd</sup> year the County has put this referendum out to the public. If it fails in the primary election, the County cannot put it back on the general election for this year.

Commissioner Walker suggested the County use bold red letters to make sure residents know it is not a property tax increase.

**Commissioner Riddick made a motion to approve the Resolution above directing the Washington County Board of Elections to hold a referendum on the ¼ cent Local Option Sales Tax during the March 3, 2020 primary elections, and authorize staff to prepare an educational campaign regarding such referendum. Commissioner Walker seconded, motion passed unanimously.**

SURPLUS OF AMBULANCES: Mr. Curtis Potter, CM/CA spoke to the Board about the resolution below.

**COUNTY OF WASHINGTON**  
**BOARD OF COMMISSIONERS**

COMMISSIONERS:

TRACEY A. JOHNSON  
JENNIFER C. RIDDICK  
D. COLE PHELPS  
WILLIAM "BILL" R. SEXTON, JR.  
JULIUS WALKER, JR.



POST OFFICE BOX 1007  
PLYMOUTH, NORTH CAROLINA 27962  
OFFICE (252) 793-5823 FAX (252) 793-1183

ADMINISTRATION STAFF:

CURTIS S. POTTER  
COUNTY MANAGER/ COUNTY ATTORNEY  
cpotter@washconc.org

JULIE J. BENNETT, CMC, NCMCC  
CLERK TO THE BOARD  
jbennett@washconc.org

**RESOLUTION**  
**AUTHORIZING COUNTY MANAGER**  
**TO DISPOSE OF AMBULANCES**  
**AS PERSONAL PROPERTY**

**WHEREAS**, N.C.G.S. 153A-176 authorizes a county to dispose of any real or personal property belonging to it according to the procedures prescribed in Chapter 160A, Article 12 of the North Carolina General Statutes; and

**WHEREAS**, N.C.G.S. 160A-266(C) authorizes a county to adopt regulations prescribing procedures for disposing of personal property valued at less than Thirty Thousand Dollars (\$30,000.00) for any one item or group of items in substitution for the requirements of Chapter 160A, Article 12 of the North Carolina General Statutes; and

**WHEREAS**, on or about March 2, 2015 the Board of Commissioners of Washington County adopted such a procedure by resolution authorizing the County Manager to declare items of personal property valued at less than Five Thousand Dollars (\$5,000.00) as surplus, to set the fair market value thereof, and to convey title to said property for the County in accordance with that resolution and other applicable laws;

**WHEREAS**, County staff have recommended and desire that the county declare and sell as surplus six (6) separate older and/or aging ambulances in various states of disrepair which have more recently been replaced by newer models in the fleet maintained to provide EMS and NEMT Transport services in Washington and Tyrrell Counties pursuant to a contract between said counties for such service; and

**WHEREAS**, two of the ambulances (listed as T-4 & T-5) were provided under said contract by Tyrrell County to Washington County, and the proceeds of their disposition contractually belongs to Tyrrell County; and

**WHEREAS**, the value of each of the ambulances is not anticipated to exceed the statutory threshold of Thirty Thousand Dollars (\$30,000.00), but is anticipated to exceed the maximum Five Thousand Dollar (\$5,000.00) threshold previously set by the Board of Commissioners for the County Manager's independent authority to declare and sell such items of personal property as surplus on behalf of Washington County; and

**WHEREAS**, the County Manager therefore requests additional authority from the Board of Commissioners to lift the Five Thousand Dollar (\$5,000.00) value limitation with respect to each of the ambulances described herein only, and intends thereupon to proceed with disposing of such ambulances as surplus property in accordance with the other provisions of the March 2, 2015 Resolution and applicable law; and

**WHEREAS**, the County Manager further intends to initiate the search for potential buyers of each of the ambulances using the online auction site: [www.GovDeals.com](http://www.GovDeals.com) and to include the Reserve Amount reflected for each ambulance listed below; and

**WHEREAS**, the Board desires to facilitate the efficient disposal and sale of each of the ambulances described herein as surplus property by the County Manager in full accordance with the same procedures already established by the March 2, 2015 Resolution for other items of personal property valued at less than Five Thousand Dollars (\$5,000.00).

**NOW, THEREFORE** the Board of Commissioners of Washington County hereby resolves as follows:

1. The attached list of ambulances is hereby declared as surplus, with each such ambulance being a separate item valued at less than Thirty Thousand Dollars (\$30,000.00).
2. With respect to each ambulance listed herein only, the value limitation of Five Thousand Dollars (\$5,000.00) previously imposed upon the County Manager within the March 2, 2015 Resolution Authorizing the County Manager to Dispose of Personal Property Valued at Less than Five Thousand Dollars is hereby removed.
3. The County Manager and Finance Officer are hereby directed to proceed in accordance with the terms thereof and other applicable law to dispose of the ambulances listed herein, provided however that in addition thereto, the County Manager shall use the online auction site: [www.GovDeals.com](http://www.GovDeals.com) to initially advertise and solicit interest from potential private purchasers of the ambulances, and shall include with each initial listing thereupon, the Reserve Amount reflected herein for each ambulance.
4. The County Manager shall consult further with the Board before agreeing to sell any ambulance for less than the Reserve Amount so indicated, and/or with the Tyrrell County Manager before agreeing to sell either of the Tyrrell County ambulances.

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Chair Washington County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Julie J. Bennett, CMC, NCMCC  
Clerk to the Board

**LIST OF SURPLUS AMBULANCES**

<b>Surplus Property Item Number(s)</b>	<b>Reserve</b>	<b>Surplus Property Item Description(s)</b>
T-4	\$7,500	2009 Ford F450 4x4 OSAGE AMBULANCE
T-5	\$5,000	2006 Ford E-350 WHEELED COACH AMBULANCE
EMS-3	\$5,000	1998 Ford E-350 WHEELED COACH AMBULANCE
EMS-5	\$10,000	2010 Ford F450 ROAD RESCUE AMBULANCE
EMS-6	\$7,500	2009 Chevrolet C4500 HORTON AMBULANCE
EMS-7	\$10,000	2013 Ford F450 4X4 AEV AMBULANCE

Pictures of ambulances may be viewed at :

[https://www.dropbox.com/sh/k5hxaeoq8k4tlgu/AADzD5MW5NMFbz8-TKV\\_5lD3a?dl=0](https://www.dropbox.com/sh/k5hxaeoq8k4tlgu/AADzD5MW5NMFbz8-TKV_5lD3a?dl=0)

COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS

COMMISSIONERS:  
WILLIAM "BILL" R. SEXTON, JR., CHAIR  
D. COLE PHELPS, VICE-CHAIR  
TRACEY A. JOHNSON  
BUSTER MANNING  
JULIUS WALKER, JR.



ADMINISTRATION STAFF:  
JERRY W. RHODES  
COUNTY MANAGER

JULIE J. BENNETT, CMC, NCCCC  
CLERK TO THE BOARD  
jbennett@washconc.org

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OFFICE (252) 793-5823 FAX (252) 793-1183

CURTIS POTTER  
COUNTY ATTORNEY

**RESOLUTION AUTHORIZING COUNTY MANAGER  
TO DISPOSE OF PERSONAL PROPERTY  
VALUED AT LESS THAN FIVE THOUSAND DOLLARS**

WHEREAS, N.C.G.S. 153A-176 authorizes a county to dispose of any real or personal property belonging to it according to the procedures prescribed in Chapter 160A, Article 12 of the North Carolina General Statutes; and

WHEREAS, N.C.G.S. 160A-266(C) as accordingly authorizes a county to adopt regulations prescribing procedures for disposing of personal property valued at less than Thirty Thousand Dollars (\$30,000.00) for any one item or group of items in substitution for the requirements of Chapter 160A, Article 12 of the North Carolina General Statutes; and

WHEREAS, such regulations shall be designed to secure for the county the fair market value for all property disposed of, and to accomplish the disposal efficiently and economically.

NOW, THEREFORE the Board of Commissioners of Washington County hereby resolves as follows:

1. That the County Manager, or their designated agent for such purpose, may declare as surplus, any personal property valued at less than Five Thousand Dollars (\$5,000.00) for any one item or group of items; set the fair market value thereof; and convey title to said property for the County in accord with this resolution and other applicable laws.
2. That prior to any such sale, the Board of Commissioners shall be notified.
3. That the County Finance Officer, or their designated agent within the Finance Office is authorized to dispose of personal property pursuant to this resolution by either public or private exchanges or sales, may publish notices thereof in *The Roanoke Beacon*, or the *Washington Daily News*, or upon online websites, but in any event shall post a notice of any such private exchanges or sales on the County website for a minimum of ten (10) days prior to the exchange or sale; and

shall keep a record of any and all personal property sold or exchanged pursuant to this resolution which shall generally describe the property sold or exchanged, to whom said property was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange; and such record shall be reported to the Board of Commissioners within thirty (30) days after the sale has been finalized.

4. No County official, employee, their spouse, or children living in the household may bid during any initial round of solicited bids, provided however that if no bid is received, then any County official, employee, their spouse, or children living in the household may bid after approved by the Board of Commissioners. Notwithstanding the foregoing, County officials, employees, their spouse and children living in the household may bid on items being sold via online auction sites without restriction.
5. This Resolution shall be effective upon its adoption.

This 2<sup>nd</sup> day of March, 2015.



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

ATTEST:

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



**WASHINGTON COUNTY GOVERNMENT**  
**Surplus Form**  
**for**  
**VEHICLE/HEAVY MACHINERY**



Please complete this form, in full, with all requested/applicable information for each item.

Property Tag ID #: T-4		Department: EMS	
Contact Person: JENNIFER A. O'NEAL		Email: JONIAL@WASHCONC.ORG	
Year - Make - Model: 2009 FORD F450 4X4 OSAGE AMBULANCE			
VIN #: 1FDAP47R59EA69745		Mileage/Hour: 134,400	
Item Condition: ( ) Runs Well ( ) Runs ( X ) Doesn't Run ( ) Unknown			
Engine Make: FORD	Size: 6.4 L	Fuel Type: DIESEL	
Transmission Type: AUTOMATIC	Brake Type: HYDRAULIC	Hydraulics Condition, if any:	
Body Style(if applicable): AMBULANCE	Tires: make/size/condition: 19.5 POOR		
Please provide FULL description of item including any known defects or damages:  ENGINE NEEDS TO BE REBUILT / REPLACED: AMBULANCE BODY IS IN GOOD CONDITION. UNKNOWN NUMBER OF REMOUNTS. (RESERVE \$7500.00)			
Digital Pictures attached: <i>no limit on quantity</i> ( X ) Yes ( ) No			
Pick-up Location:  WASHINGTON COUNTY LANDFILL			
Completed by/Title: JENNIFER A. O'NEAL, EMS DIRECTOR		Date: 10/07/019	
Department Head Signature: 		Date: 10/07/019	
Disposal Method:		Sold to:	Date Sold:
		Contact#:	Email:
Date Disposed:		Address:	
		Paid: \$	Date Paid:
Finance Officer Approval/Date:		County Manager/Attorney Approval/Date:	
Fixed Asset:	Value: \$	Approval Method:	
Info Provided by:		Action Item/Directions for Respective Party:	



**WASHINGTON COUNTY GOVERNMENT**  
**Surplus Form**  
**for**  
**VEHICLE/HEAVY MACHINERY**



Please complete this form, in full, with all requested/applicable information for each item.

Property Tag ID #: <b>T-5</b>		Department: <b>EMS TYRCCA</b>	
Contact Person: <b>JENNIFER A. O'NEAL</b>		Email: <b>JONCAL@WASHCONC.ORG</b>	
Year -- Make -- Model: <b>2006 FORD E-350 WHEELED COACH AMBULANCE</b>			
VIN #: <b>1FDWE3SP56HB30431</b>		Mileage/Hours: <b>92473</b>	
Item Condition: ( ) Runs Well ( ) Runs ( <input checked="" type="checkbox"/> ) Doesn't Run ( ) Unknown			
Engine Make: <b>INTERNATIONAL</b>	Size: <b>6.0 L</b>	Fuel Type: <b>DIESEL</b>	
Transmission Type: <b>AUTOMATIC</b>	Brake Type: <b>HYDRAULIC</b>	Hydraulics Condition, if any:	
Body Style (if applicable): <b>AMBULANCE</b>	Tires: make/size/condition: <b>LT 225/75R16 Poor</b>		
Please provide FULL description of item including any known defects or damages:  <b>2006 E-350 WHEELED COACH AMBULANCE WITH BLOWN HEAD GASKET (Reserve \$3000.00)</b>			
Digital Pictures attached: <i>no limit on quantity</i> ( <input checked="" type="checkbox"/> ) Yes ( ) No			
Pick-up Location: <b>WASHINGTON COUNTY LANDFILL</b>			
Completed by/Title: <b>JENNIFER A. O'NEAL, EMS DIRECTOR</b>		Date: <b>10/07/019</b>	
Department Head Signature: 		Date: <b>10/07/019</b>	
Disposal Method: 	Sold to:		Date Sold:
	Contact#:		Amount:\$
Date Disposed:	Address:		Email:
	Paid: \$		Date Paid:
	Finance Officer Approval/Date:		
County Manager/Attorney Approval/Date:		Approval Method:	
Fixed Asset:	Value: \$	Approval Method:	
Info Provided by:		Action Item/Directions for Respective Party:	





WASHINGTON COUNTY GOVERNMENT

Surplus Form  
for

**VEHICLE/HEAVY MACHINERY**



Please complete this form, in full, with all requested/applicable information for each item.

Property Tag ID #: EMS-3		Department: EMS	
Contact Person: JENNIFER A. O'NEAL		Email: JONEAL@WASHCONC.ORG	
Year - Make - Model: 1998 FORD E-350 WHEELED COACH AMBULANCE			
VIN #: 1FDXE40F9WHA11015		Mileage/Hours: 222,878	
Item Condition: ( ) Runs Well ( ) Runs ( ) Doesn't Run (X) Unknown - Ran When Parked			
Engine Make: INTERNATIONAL	Size: 7.3 L	Fuel Type: DIESEL	
Transmission Type: AUTOMATIC	Brake Type: HYDRAULIC	Hydraulics Condition, if any:	
Body Style(if applicable): AMBULANCE	Tires: make/size/condition: LT 225/75R16 Poor		
Please provide FULL description of item including any known defects or damages:  Limited Records Available. Purchased new. Ambulance Body has never been remounted. (Reserve \$5000.00)			
Digital Pictures attached: <i>no limit on quantity</i> (X) Yes ( ) No			
Pick-up Location: WASHINGTON COUNTY LANDFILL			
Completed by/Title: JENNIFER A. O'NEAL, EMS DIRECTOR		Date: 10/07/2019	
Department Head Signature: 		Date: 10/07/2019	
Disposal Method:		Sold to:	Date Sold:
		Contact#:	Amount:\$
Date Disposed:		Email:	
		Address:	
Finance Officer Approval/Date:		Paid: \$	Date Paid:
		County Manager/Attorney Approval/Date:	
Fixed Asset:	Value: \$	Approval Method:	
Info Provided by:		Action Item/Directions for Respective Party:	



WASHINGTON COUNTY GOVERNMENT

Surplus Form  
for

**VEHICLE/HEAVY MACHINERY**



Please complete this form, in full, with all requested/applicable information for each item.

Property Tag ID #: EMS-5		Department: EMS	
Contact Person: JENNIFER A. O'NEAL		Email: JONEAL@WASHCONC.ORG	
Year - Make - Model: 2010 FORD F450 ROAD RESCUE AMBULANCE			
VIN #: 1FDUF46T8BEA09103		Mileage/Hours: 237,287	
Item Condition: ( ) Runs Well ( X ) Runs ( ) Doesn't Run ( ) Unknown			
Engine Make: FORD	Size: 6.7 L	Fuel Type: DIESEL	
Transmission Type: AUTOMATIC	Brake Type: HYDRAULIC	Hydraulics Condition, if any:	
Body Style(if applicable): AMBULANCE	Tires: make/size/condition: 19.5 GOOD		
Please provide FULL description of item including any known defects or damages: AIR CONDITIONER REPAIR AND FRONT SUSPENSION WORK NEEDED. (Reserve \$10,000.00)			
Digital Pictures attached: <i>no limit on quantity</i> ( X ) Yes ( ) No			
Pick-up Location: WASHINGTON COUNTY LANDFILL			
Completed by/Title: JENNIFER A. O'NEAL, EMS DIRECTOR		Date: 10/07/2019	
Department Head Signature: 		Date: 10/07/2019	
Disposal Method:	Sold to:	Date Sold:	
	Contact#:	Amount:\$	
Date Disposed:	Email:		
	Address:		
	Paid: \$	Date Paid:	
Finance Officer Approval/Date:		County Manager/Attorney Approval/Date:	
Fixed Asset:	Value: \$	Approval Method:	
Info Provided by:		Action Item/Directions for Respective Party:	



WASHINGTON COUNTY GOVERNMENT

Surplus Form  
for

**VEHICLE/HEAVY MACHINERY**



Please complete this form, in full, with all requested/applicable information for each item.

Property Tag ID #: EMS-6		Department: EMS <i>TYL/CC</i>	
Contact Person: JENNIFER A. O'NEAL		Email: JONAL@WASHCONC.ORG	
Year - Make - Model: 2009 CHEVROLET C4500 HORTON AMBULANCE			
VIN #: 1FDXE40F9WHA11015		Mileage/Hours: 222,878	
Item Condition: ( ) Runs Well ( ) Runs ( ) Doesn't Run (X) Unknown - Ran When Parked			
Engine Make: GM	Size: 6.6 L	Fuel Type: DIESEL	
Transmission Type: AUTOMATIC	Brake Type: HYDRAULIC	Hydraulics Condition, if any:	
Body Style (if applicable): AMBULANCE	Tires: make/size/condition: 19.5 Poor		
Please provide FULL description of item including any known defects or damages:  Limited Records Available. Transmission problems. Unknown number of times ambulance body has been remounted. (Reserve \$7500.00)			
Digital Pictures attached: <i>no limit on quantity</i> (X) Yes ( ) No			
Pick-up Location: WASHINGTON COUNTY LANDFILL			
Completed by/Title: JENNIFER A. O'NEAL, EMS DIRECTOR		Date: 10/07/2019	
Department Head Signature: <i>J. O'Neal</i>		Date: 10/07/2019	
Disposal Method:		Sold to:	Date Sold:
		Contact#:	Amount:\$
Date Disposed:		Email:	
		Address:	
Finance Officer Approval/Date:		Paid: \$	Date Paid:
		County Manager/Attorney Approval/Date:	
Fixed Asset:	Value: \$	Approval Method:	
Info Provided by:		Action Item/Directions for Respective Party:	



Surplus Form  
for

**VEHICLE/HEAVY MACHINERY**



Please complete this form, in full, with all requested/applicable information for each item.

Property Tag ID #: EMS-7		Department: EMS	
Contact Person: JENNIFER A. O'NEAL		Email: JONEAL@WASHCONC.ORG	
Year - Make - Model: 2013 FORD F450 4X4 AEV AMBULANCE			
VIN #: 1FDUF4HT4DEA05759		Mileage/Hours: 175,426	
Item Condition: ( ) Runs Well ( ) Runs ( X ) Doesn't Run ( ) Unknown			
Engine Make: FORD	Size: 6.7 L	Fuel Type: DIESEL	
Transmission Type: AUTOMATIC	Brake Type: HYDRAULIC	Hydraulics Condition, if any:	
Body Style(if applicable): AMBULANCE	Tires: make/size/condition: 19.5 FAIR		
Please provide FULL description of item including any known defects or damages:  ENGINE NEEDS TO BE REBUILT / REPLACED. AMBULANCE BODY IS IN GREAT CONDITION. UNKNOWN NUMBER OF REMOUNTS. (Reserve \$10,000)			
Digital Pictures attached: <i>no limit on quantity</i> ( X ) Yes ( ) No			
Pick-up Location: WASHINGTON COUNTY LANDFILL			
Completed by/Title: JENNIFER A. O'NEAL, EMS DIRECTOR		Date: 10/07/019	
Department Head/Signature: 		Date: 10/07/019	
Disposal Method:	Sold to:		Date Sold:
	Contact#:		Amount:\$
	Address:		Email:
Date Disposed:	Paid: \$		Date Paid:
Finance Officer Approval/Date:		County Manager/Attorney Approval/Date:	
Fixed Asset:	Value: \$	Approval Method:	
Info Provided by:		Action Item/Directions for Respective Party:	

Commissioner Sexton asked if this resolution is just for the surplus of the ambulances. Mr. Potter said yes, that his cap will continue to be \$5,000 for any other surplus items.

**Commissioner Sexton made a motion to adopt the abovementioned Resolution Authorizing the County Manager to Dispose of Ambulances as Personal Property and to drop the \$5,000 cap for surplus by the County Manager for surplus of the ambulances and raise it to \$30,000 and other caveats as listed in the Resolution as presented. Commissioner Riddick seconded, motion carried unanimously.**

DRAFT BUDGET CALENDAR: Mr. Potter went over the Draft Budget Calendar below and asked the Commissioners for date to hold their budget retreat.

*Budget Calendar  
Washington County, North Carolina  
Fiscal Year 2020-2021 (aka FY21)*

2020 DATES		BUDGET PROCEDURES	ACTION BY	
			Party	Statutes
Mon*	1/6	Presentation of Proposed Budget Calendar & Discussion/Scheduling of Budget Workshop	CM/Board	
TBD**	TBD	Budget Planning Workshop Date/Time (TBD)	CM/CFO/Board	
Wed	2/5	Dept. Head Budget Kickoff Meeting Distribution of Budget Forms & Instructions	CM/CFO DHs (MANDATORY)	
	2/6-2/28	Budget Consultations/Formulation Ask for Assistance if needed	CM/CFO DHs (MANDATORY)	
Fri	2/28	Deadline for the submission of budget requests both expenditure & revenue to Finance	DHs	159-10 (April 30)
n/a	March	County Manager and Finance to meet with Departments, Schools, and other agencies to discuss requests and recommendations	CM/CFO/DHs BOE/FireComm/etc	
Mon	4/13	Update of tax valuation due from Tax Department	Tax	
Wed	4/15	Working Draft Expense Budgets to DHs	CM	
Wed	4/29	Final of tax valuation from Tax Department	Tax	
Fri	5/1	Recommended budget must be balanced Applicable Recommended budgets sent to departments Budget message is completed	CM/CFO CM/CFO CM	
Mon*	5/4 (5PM)	Recommended Budget Published w/ CM's Message Presented to Board Filed with Clerk to the Board Board to Confirm Public Hearing Date	CM Clerk Board	159-11 (June 1) 159-11(b) 159-12(a)
Wed	5/6	Publish in newspaper notice stating that budget has been filed and is open for public inspection & setting time & place for public hearing on budget	Clerk	159-12(a)
TBD**	5/4-5/29	Commissioners work sessions to review budget with departments, agencies, school board as desired	Board CM/CFO/Various	
Mon**	5/18	Official public hearing on the budget	Board/Public	159-12(b)
Mon*/**	6/1-6/30 (TBD)	Adoption of Budget Ordinance <i>Budget Ordinance may not be adopted until (a) ten days have elapsed from date budget is filed &amp; (ii) public hearing is held.</i>	Board	159-13 (July 1)

**NOTES:**

\* = Reg Board Mtg Date

\*\* = Extra Board Mtg Date

All dates are subject to changes or adjustment as deemed necessary by the WC Board of Commissioners or County Management

**Commissioner Riddick made a motion to approve the Draft Budget Calendar as presented above.** The date of January 13, 2020 at 5:00 PM in the Commissioners' Room was

agreed upon by the Board to meet for the Budget Retreat. **Commissioner Walker seconded, motion carried unanimously.**

**Boards and Committees:** Ms. Bennett discussed the following appointment requests.

**Washington County Planning Board**

Ms. Ann Keyes brought before the Board a recommendation from the Washington County Planning Board to replace Mr. Frank Winslow with Mr. Mark Cagle to represent the Plymouth Township and replace Mr. Jimi Sutton with Ms. Estelle “Bunny” Sanders to represent the Roper Township. Both have agreed to serve if appointed.

**Commissioner Walker made a motion to approve the appointments as presented above. Commissioner Sexton seconded, motion carried unanimously.**

Ms. Bennett gave the Board the list of current committees they are on and asked them to look over it and bring it back to the January 6, 2020 meeting for discussion,

**FINANCE OFFICER’S REPORT:** Ms. Dixon went over the budget transfers and amendments below and the Finance Officer’s Report.

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #:** 2020 - 037

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** November 7, 2019

**RE:** Facility Services

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4265-010	Facility Services - Salaries & Wages - Regular	158,678.00	(50.00)	158,628.00
10-4265-270	Facility Services - Service Awards	-	50.00	50.00
<b>Facility Services</b>				
<b>Balanced:</b>		<b>158,678.00</b>	<b>-</b>	<b>158,678.00</b>

**Justification:**

*To transfer monies from Salaries & Wages to Service Awards as there was not enough monies budgeted to pay all eligible Facility Services Employees.*

**Approval Date:** 11/8/19

**Budget Officer's Initials:** MD

**Initials:** MD

**Batch #:** 2020-037

**Date:** 11/8/19



Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #:** 2020 - 038

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** November 7, 2019

**RE:** SS Admin

Please authorize the finance officer to make the following budgetary adjustments:


Account Code	Description	Old	+ or (-)	New
10-5310-320	SS Admin - Communications	21,500.00	(750.00)	20,750.00
10-5310-370	SS Admin - Advertising	500.00	750.00	1,250.00
<b>SS Admin</b>				
<b>Balanced:</b>		<b>22,000.00</b>	<b>-</b>	<b>22,000.00</b>

**Justification:**

*To transfer monies within SS Admin due to the need to increase the advertising line to pay current bills and for posting positions vacant within the agency and to have a balance available for advertising future vacancies as they become open. Both of these lines are 50% reimbursable so there is not change in revenue.*

**Approval Date:** \_\_\_\_\_

**Budget Officer's Initials:** \_\_\_\_\_

Initials:	
Batch #:	2020-038
Date:	11/8/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 039

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: November 7, 2019

RE: E911

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New	
69-9100-200	E911-Departmental Supplies	2,000.00	(520.00)	1,480.00	
69-9100-359	E911-Maintenance Agreement-Centurylink Intrado	8,656.00	(256.00)	8,400.00	
69-9100-357	E911-Maintenance Agreement-Wireless Communications	12,990.00	776.00	13,766.00	
<b>E911</b>					
		<b>Balanced:</b>	<b>23,646.00</b>	<b>-</b>	<b>23,646.00</b>

Justification:

*To transfer monies within E911 to cover an increase in the Motorola Contract due to aging equipment.*

Approval Date: \_\_\_\_\_

Budget Officer's Initials: \_\_\_\_\_

Initials:	<i>MD</i>
Batch #:	2020-039
Date:	11/8/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 040

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: November 13, 2019

RE: Revaluation

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New	
70-8600-330	Revaluation - Postage	3,000.00	(300.00)	2,700.00	
70-8600-380	Revaluation - Advertising	-	300.00	300.00	
<b>Revaluation</b>					
		<b>Balanced:</b>	<b>3,000.00</b>	<b>-</b>	<b>3,000.00</b>

Justification:

*To transfer monies within Revaluation to cover the costs of advertising.*

Approval Date: \_\_\_\_\_

Budget Officer's Initials: \_\_\_\_\_

Initials: 

Batch #: 2020-040

Date: 11/13/19

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2020 - 041**

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** November 14, 2019

**RE:** Facility Services

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4265-010	Facility Services - Salaries & Wages - Regular	158,628.00	(18,000.00)	140,628.00
10-4265-215	Facility Services - Maintenance & Repair Building	39,675.00	18,000.00	57,675.00
<b>Facility Services</b>				
<b>Balanced:</b>		<b>198,303.00</b>	<b>-</b>	<b>198,303.00</b>

**Justification:**

*To transfer monies within Facility Services to cover the cost of roof repair to the Courthouse until an amendment can be taken before the Board of Commissioners. There is continuous leaking in Detention due to the need for these repairs which has prompted an issue for the jail inspector who is due back anytime. Due to a number of major repairs this fiscal year, the Maintenance & Repair Building line has been depleted.*

**Approval Date:** 11/14/19

**Budget Officer's Initials:** MSD

**Initials:** CP

**Batch #:** 2020-041

**Date:** 11/14/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 042

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: November 15, 2019

RE: Managers Office

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4120-010	Managers Office - Salaries & Wages - Regular	222,021.00	(500.00)	221,521.00
10-4120-190	Managers Office - Legal Services	25,000.00	500.00	25,500.00
<b>Managers Office</b>				
		<b>Balanced:</b>		
		<b>247,021.00</b>	<b>-</b>	<b>247,021.00</b>

**Justification:**

*To transfer monies within the Managers Office Budget to cover the costs of the October Invoice for Legal Services for the Law Firm handling the Hospital Bankruptcy. There is sufficient excess funds in the Salaries & Wages Line due to budgeting the maximum possible salary for the Management Fellow Position.*

Approval Date: \_\_\_\_\_

Budget Officer's Initials: \_\_\_\_\_

Initials: MD

Batch #: 2020-042

Date: 11/15/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 043

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: November 19, 2019

RE: SS Admin/SS Economic Support

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-5380-377	SS Economic Support-Stae Foster Home Care	45,000.00	(2,000.00)	43,000.00
10-5310-600	SS Admin-Contracted Services	52,152.00	2,000.00	54,152.00
<b>SS Admin/SS Economic Support</b>				
<b>Balanced:</b>		<b>97,152.00</b>	<b>-</b>	<b>97,152.00</b>

**Justification:**

*To request a transfer within Social Services as a result of the need to increase the line item budget for Contracted Services with Vanguard to pay continue work and pay bills for contracted Supervisory work completed in the agency prior to a much larger amendment going before the Board of Commissioners in December. Both of these lines are 50% reimbursable and do not affect revenues.*

Approval Date: 11/19/19

Budget Officer's Initials: MD

Initials: MD

Batch #: 2020-043

Date: 11/19/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 044

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: November 20, 2019

RE: Sheriff

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4310-260	Sheriff-Departmental Supplies	27,100.00	(300.00)	26,800.00
10-4310-380	Sheriff-Advertising	200.00	300.00	500.00
<b>Sheriff</b>				
<b>Balanced:</b>		<b>27,300.00</b>	<b>-</b>	<b>27,300.00</b>

**Justification:**

*To transfer monies within the Sheriff's Office Budget to cover the costs of advertising for the property that was foreclosed on and sold at auction.*

Approval Date: 11/20/19

Budget Officer's Initials: MD

Initials: MD

Batch #: 2020-044

Date: 11/20/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 045

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: November 20, 2019

RE: GIS

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4915-130	Geographic Info Systems - Unemployment Insurance	243.00	(243.00)	-
10-4915-140	Geographic Info Systems - Workman's Comp	1,697.00	(131.00)	1,566.00
10-4915-040	Geographic Info Systems - Longevity	-	374.00	374.00
<b>GIS</b>				
<b>Balanced:</b>		<b>1,940.00</b>	<b>-</b>	<b>1,940.00</b>

**Justification:**

*To transfer monies within GIS as there was inadvertently no monies budgeted to pay the eligible employee for their earned longevity.*

Approval Date: 11/21/19

Budget Officer's Initials: MS

Initials: 

Batch #: 2020-045

Date: 11/21/19



Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2020 - 046**

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** December 2, 2019

**RE:** Emergency Management/SS Admin/Sheriff

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3540-070	Donations - Animal Control	(175.00)	(104.00)	(279.00)
10-4310-601	Donations - Animal Control	240.00	104.00	344.00
10-3541-030	Sheriff Donations-Purchase of K-9	(2,500.00)	(2,500.00)	(5,000.00)
10-4310-603	Sheriff Donations-Purchase of K-9	10,401.00	2,500.00	12,901.00
10-3540-020	Gun Permits Discretionary-County Portion	(1,240.00)	(280.00)	(1,520.00)
10-4310-611	Gun Permits Discretionary-County Portion	14,420.00	280.00	14,700.00
10-3540-030	Gun Permits-State Portion	(1,450.00)	(340.00)	(1,790.00)
10-4310-612	Gun Permits-State Portion	1,785.00	340.00	2,125.00
10-3540-040	Finger Printing	(800.00)	(50.00)	(850.00)
10-4310-613	Finger Printing	2,321.00	50.00	2,371.00
<b>Sheriff</b>				
10-3480-080	EM Donations-Emergency Reponse Banquet	(2,923.00)	(2,230.00)	(5,153.00)
10-4330-400	EM Donations-Emergency Reponse Banquet	9,126.00	2,230.00	11,356.00
<b>Emergency Management</b>				
10-3500-081	DSS Community Donation-Christmas	(854.00)	(500.00)	(1,354.00)
10-5310-258	DSS Community Donation-Christmas	1,502.00	500.00	2,002.00
<b>SS Admin</b>				
<b>Balanced:</b>		<b>29,853.00</b>	<b>-</b>	<b>29,853.00</b>

**Justification:**

*To budget for additional monies received for Animal Control Donations, Purchase of K-9, Gun Permitting, Fingerprinting, Emergency Reponse Banquet Donations, and DSS Christmas Donations.*

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

**Initials:**

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**Batch #:**

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**Date:**

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Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2020 - 047

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: December 2, 2019

RE: GF Fund Balance/Facilities/Recreation

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(326,016.00)	(44,000.00)	(370,016.00)
10-4265-215	Facility Services - Maintenance & Repair Buildings	57,675.00	44,000.00	101,675.00
<b>GF Fund Balance/Facilities</b>				
10-3361-012	Grant-Weyerhaeuser Recreation Security Cameras	-	(8,000.00)	(8,000.00)
10-6120-692	Grant-Weyerhaeuser Recreation Security Cameras	-	8,000.00	8,000.00
<b>Recreation</b>				
10-3970-041	JCPC-Washington County Youth	(13,636.00)	(8,250.00)	(21,886.00)
10-5830-200	JCPC-Washington County Youth	15,000.00	8,250.00	23,250.00
10-3970-042	JCPC-Administration	(1,336.00)	(2,522.00)	(3,858.00)
10-5830-250	JCPC-Administration	1,336.00	2,522.00	3,858.00
<b>JCPC</b>				
Balanced:		<b>(266,977.00)</b>	<b>-</b>	<b>(266,977.00)</b>

**Justification:**

*To appropriate Fund Balance to Facility Services-Maintenance & Repair Buildings line. This line has been hit very hard this fiscal year with some major repairs such as the County Manager's Office Roof, Courthouse Roof, etc. There are various other major projects that have to be attended to such as repair of the roof, carpet, ceiling tiles, etc. to the Dream Care Provider Building, and replacement of three ramps at various buildings of the Health Department. These repairs along with general maintenance are going to require that monies be moved. To budget grant monies awarded from Weyerhaeuser to purchase security cameras for the Recreation Park. To budget for JCPC expansion funds awarded due to raise the age.*

Approval Date: \_\_\_\_\_

Bd. Clerk's Init: \_\_\_\_\_

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2020 - 048**

**From:** Curtis Potter, County Manager  
Missy Dixon, *Finance Officer*

**Date:** December 2, 2019

**RE:** SS Admin/Facilities

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-5310-550	Social Services - Capital Outlay - Equipment	76,036.00	(28,864.00)	47,172.00
10-4265-540	Facilities - Capital Outlay - Equipment	32,825.00	28,864.00	61,689.00
<b>SS Admin/Facilities</b>				
<b>Balanced:</b>		<b>108,861.00</b>	<b>-</b>	<b>108,861.00</b>

**Justification:**

*This request is being made to transfer monies from DSS Capital Outlay to Facility Services Capital Outlay for the new phone system that was installed in DSS. In doing the transfer, the phone system and installation will be billed out to DSS in the Indirect Cost Allocation Plan, which will generate more revenue for the county through the DSS reimbursement than by DSS paying for the purchase and depreciating costs.*

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

<b>Initials:</b>	
<b>Batch #:</b>	
<b>Date:</b>	

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2020 - 049

**From:** Curtis Potter, County Manager  
 Missy Dixon, Finance Officer

**Date:** December 2, 2019

**RE:** SSAdmin/SS Economic Support

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS Administration Reimbursement	(2,098,454.00)	(16,000.00)	(2,114,454.00)
10-5380-384	Child Care (MOE-Part of \$65K Min)	16,000.00	(6,000.00)	10,000.00
10-5380-190	WF Employment Services	23,250.00	(10,000.00)	13,250.00
10-5310-600	SS Admin-Contracted Services	52,152.00	32,000.00	84,152.00
<b>SS Admin/SS Economic Support</b>				
<b>Balanced:</b>		<b>(2,007,052.00)</b>	<b>-</b>	<b>(2,007,052.00)</b>

**Justification:**

*This budget transfer is requesting to move monies within various DSS lines to Contracted Services. This is a result of the need to increase the contract with Vanguard to continue services with experienced contracted supervisors for the Children's Services Unit and the Child Support Unit. By using contracted services, we get experienced staff with a reduced cost in employee benefits while allowing the agency to recruit for the positions to gain qualified experienced staff. As stated previously, if this contract continues to be as successful as it is presently, more funds may be moved to continue the contracted services.*

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

<b>Initials:</b>	
<b>Batch #:</b>	
<b>Date:</b>	

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2020 - 050

**From:** Curtis Potter, County Manager  
Missy Dixon, *Finance Officer*

**Date:** December 2, 2019

**RE:** SSAdmin/SS Transportation

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS Administration Reimbursement	(2,114,454.00)	(10,000.00)	(2,124,454.00)
10-5400-372	Volunteer Transportation - Medicaid	20,000.00	10,000.00	30,000.00
<b>SS Admin/SS Transportation</b>				
<b>Balanced:</b>		<b>(2,094,454.00)</b>	<b>-</b>	<b>(2,094,454.00)</b>

**Justification:**

*To budget for an increase in the Medicaid Volunteer Transportation line due to additional funds expected to be spent during the fiscal year. These funds are 100% reimbursable to Washington County therefore there are additional revenues being budgeted also.*

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

<b>Initials:</b>	
<b>Batch #:</b>	
<b>Date:</b>	

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 051

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: November 22, 2019

RE: SS Admin/EMS

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-5310-013	SS Admin-Salaries & Wages - Longevity	15,447.00	(500.00)	14,947.00
10-5310-014	SS Admin-Salaries & Wages - Overtime	500.00	500.00	1,000.00
<b>SS Admin</b>				
37-4376-010	Salaries & Wages - Regular	94,388.00	(14,000.00)	80,388.00
37-4376-040	Salaries & Wages - Parttime	12,000.00	14,000.00	26,000.00
<b>EMS</b>				
<b>Balanced:</b>		<b>122,335.00</b>	<b>-</b>	<b>122,335.00</b>

**Justification:**

*To transfer monies within DSS to the Overtime line due to the required payout of comp time for a social worker who has accumulated more than the maximum 240 hours. The Social Worker has been monitored regarding comp time, but due to the work demand for child and adult protective services, the comp time has been necessary. To transfer monies within EMS Transport from Regular Salaries to Parttime Salaries due to being one full-time staff member short and an increase in transport calls.*

Approval Date: \_\_\_\_\_

Budget Officer's Initials: \_\_\_\_\_

Initials:	<i>MD</i>
Batch #:	2020-051
Date:	11/25/19

**Commissioner Sexton made a motion to approve the Budget Transfers and Amendments #2020-037 - #2020-051 as presented above. Commissioner Johnson seconded, motion carried unanimously.**

Chair Phelps asked Ms. Dixon if there any departments she is worried about overspending. Ms. Dixon said some have had extra salary spending, such as the Register of Deeds. Mr. Esolen has posted the position for Assistant Register of Deeds, but may still need to bring another Budget Amendment to the Board before someone is hired. Ms. Dixon said that

E911 is one to watch also. Ms. Dixon said she has also talked with Ms. O'Neal regarding the EMS budget. The Transport side of EMS is a person down but there was some lapped salary to cover some of that. Ms. Dixon said she is pleased with what the majority of departments are spending.

Commissioner Johnson asked if Ms. Dixon thought there would be a need for another Budget Amendment for Facilities. Mr. Potter said there is a possibility but the County may be able to move some money around rather than take money from the general fund.

Mr. Potter said he may also need a Budget Amendment for legal expenses for the hospital. We have spent all we had allocated.

Mr. Potter said he may also need a Budget Amendment for Economic Development dealing with a punch list for the Commerce Building.

Mr. Potter handed out Budget Amendment #2020-052 which is mainly for the cost of marketing for the ¼ cent Sales Tax referendum. (Please see below.)

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Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 052

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: December 2, 2019

RE: Manager's Office

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4120-010	Managers Office - Salaries & Wages - Regular	221,521.00	(5,500.00)	216,021.00
10-4120-381	Managers Office - Lost Ref - Education	-	4,500.00	4,500.00
10-4120-390	Managers Office - Dues and Subscriptions	1,800.00	1,000.00	2,800.00
<b>Manager's Office</b>				
<b>Balanced:</b>		<b>223,321.00</b>	<b>-</b>	<b>223,321.00</b>

**Justification:**

*To transfer lapsed salaries funds from within the County Manager's Office following the hiring of the County Management Fellow at less than the full allocated salary range to cover unanticipated expenses for marketing/educational information related to holding the 2020 Referendum on 1/4 Cent Local Option Sales Tax; and to cover a discounted annual subscription to continue utilizing Basecamp County Project Management Software which has recently been successfully tested by county staff and committees, the costs of which are anticipated to be fully offset by the increase in efficiency of staff communications and networking on major projects.*

Approval Date: \_\_\_\_\_

Budget Officer's Initials: \_\_\_\_\_

Initials:	
Batch #:	
Date:	

Mr. Potter has asked Ms. Rouse to look at other counties who have had the ¼ cent referendum pass and find out what they did to help it pass.

Commissioner Riddick asked if they (the Commissioners) as individuals can go speak to the churches about the ¼ cent referendum. Mr. Potter said he will get information to the Commissioners on things that they can say about it.



Commissioner Johnson asked Ms. Rouse if she checked with Edgecombe County. Ms. Rouse said no. Commissioner Johnson said that Edgecombe County passed it and we need to find out what they did.

Mr. Potter said it used to be that a special election could be held for this type of referendum, but the laws have changed and it cannot be done anymore.

Chair Phelps asked for Ms. Rouse to give a presentation at the January meeting on what the surrounding counties are doing to get their citizens to vote for the ¼ cent sales tax referendum.

**Commissioner Sexton made a motion to approve Budget Amendment #2020-052 as presented above. Commissioner Riddick seconded, motion carried unanimously.**

OTHER ITEMS BY CHAIR, COMMISSIONERS, COUNTY MANAGER/  
ATTORNEY, FINANCE OFFICER OR CLERK:

Commissioner Johnson said the NCACC Board is going to DC tomorrow for three (3) days. One topic of discussion will be about Emergency Management and what is needed in our counties after a national disaster.

Chair Phelps thanked the Mayor of Creswell for attending tonight's meeting and noted that he is becoming a regular attendee.

Chair Phelps also mentioned the first annual basketball tournament sponsored by D. Cole Phelps Law Firm on December 20 and 21. There will be four (4) teams involved—Columbia High School, Washington High School, Washington County High School and Pasquotank High School.

Ms. Bennett, Clerk to the Board, mentioned the following items:

- Reminder: Washington County EM's Emergency Responder Appreciation Banquet is Thursday, December 5, 2019 at the Eastern NC and Virginia District Assembly Building, 101 June Street, Roper, NC starting at 6:00 PM. Commissioners Sexton, Riddick and Phelps said they would attend.
- Reminder: Plymouth's Volunteer Fire Department Banquet is Friday, December 6, 2019 at the Plymouth Church of Christ, Family Life Center starting at 7:00 PM. Commissioner Sexton said he would attend.
- Washington County Employee's Christmas Luncheon will be held on Friday, December 6 at the First Baptist Church Fellowship Hall, located on Washington Street in Plymouth. The luncheon will start at 12:00 PM and end at 2:00 PM. Service Awards will be given out during the luncheon as well as the Employee of the Year Award. Commissioners Riddick and Walker said they would attend and Commissioner Walker agreed to give the invocation.

- The Roper Christmas Parade will be Saturday, December 7, 2019. Lineup begins at 1:00 PM at the Roper Gym and the parade starts at 2:00 PM. Commissioners Johnson, Phelps, Riddick and Walker said they would attend.
- The Creswell Christmas Parade will be Sunday, December 8, 2019. Line-up will be at 4:00 PM. Commissioner Phelps said he would attend.
- Plymouth's Christmas Parade will be Thursday, December 12, 2019. Line-up will begin at 4:30 PM. The parade starts at 5:30 PM. Commissioner Johnson, Riddick and Walker said they would attend.

Mr. Potter said he talked with Mr. Poole from AQUA today and will be meeting with him before the end of year.

Mr. Potter has been asked to sign off on supporting local schools regarding PILT. The consensus of the Board was to move forward.

Mr. Potter mentioned the Single Family Rehabilitation program that the County has used The Wooten Company for in the past. The Wooten Company has given us notice that they are pulling out of consulting on housing grants. Mr. Potter said he talked with the Albemarle Commission about this and they are handling housing grants for surrounding counties. The application deadline is quickly approaching for the next round of grants. Commissioner Johnson said the Albemarle Commission has been doing this for quite a while for other counties. The Department Heads at the Albemarle Commission are well versed at what needs to be done and feels they will do a good job for Washington County. Mr. Potter said applications will still be taken in the Washington County office and then we will send them to the Albemarle Commission in Hertford (so our residents don't have to travel there). The consensus of the Board was to move forward with letting the Albemarle Commission handle future housing grant programs for Washington County.

Mr. Potter said he will attend a meeting with the new Golden Leaf Director on Wednesday in Durham.

Chair Phelps thanked the citizens and Department Heads for coming out to the meeting and wished everyone a Merry Christmas and Happy New Year.

**Commissioner Riddick made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(3) (attorney-client privilege) and to NCGS §143-318.11 (a)(6) (personnel). Commissioner Sexton seconded, motion carried unanimously.**

Back in Open Session, at 8:05 PM, with no further business to discuss, **Commissioner Sexton made a motion to adjourn the meeting. Commissioner Walker seconded, motion carried unanimously.**

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D. Cole Phelps  
Chair

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