

May 6, 2019

The Washington County Board of Commissioners met in a regular session on Monday, May 6, 2019 at 6:00 PM in Commissioners' Room, 116 Adams Street, Plymouth. 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.

Chair Johnson called the meeting to order. Commissioner Walker gave the invocation. County Manager/Attorney Curtis Potter led the Pledge of Allegiance.

ADDITIONS/DELETIONS: Ms. Bennett requested to remove Item 3) Employee of the Quarter to the next meeting.

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Resolution in Support of the Current ABC Control System for the Sale of Liquor

Commissioner Sexton made a motion to approve the Consent Agenda.
Commissioner Riddick seconded, motion passed unanimously.

PUBLIC FORUM: None.

UPDATE ON BEAUFORT COUNTY COMMUNITY COLLEGE (BCCC), WASHINGTON COUNTY CENTER (WCC): Dr. Loope, BCCC President, spoke to the Board. He said that with the new Washington County EMS Director, enrollment is up in the EMS courses that they offer. He also mentioned that BCCC has 5 billboards that they are using for marketing purposes. Dr. Loope said he wonders if the BCCC WCC is located in the best place---Roper vs Plymouth. He said that he really likes the BCCC WCC facility and appreciates Washington County letting BCCC use it. Dr. Loope gave the following presentation.



BCCC Services to Washington County

Washington County Commission
May 6, 2019

Mission Statement

Beaufort County Community College is a public, comprehensive community college that provides open-door access to university transfer, workforce development, and life-long learning programs for the people of Beaufort, Hyde, Tyrrell, and Washington Counties

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BCCC Aspirations

- Break the cycle of poverty in Eastern North Carolina
- Grow the middle class
- Promote economic independence and self-reliance
- Improve quality of life

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Enrollments

Total Washington County Residents Served (Unduplicated Headcount)				
		2016FA	2017FA	2018FA
Curriculum	All	128	114	166
	Total HS	54	53	82
	CCPP	48	33	47
	ECHS	6 (Tyrrell)	20	35
Continuing Education		226 2016 calendar year=381	227 2017 calendar year=388	129 2018 calendar year=318

Numbers Served at Washington County Center (Roper Registrations)		
2016FA	2017FA	2018FA
109 2016 calendar year =384	107 2017 calendar year=329	32 2018 calendar year=197

Early College HS and Career and College Promise

Fall 2017 – Spring 2019 Courses (All via NC Information Highway System)

- ACA-122: College Transfer Success (Also on-site at WCHS)
- ART-111: Art Appreciation
- ENG-111: Writing and Inquiry
- ENG-112: Writing and Research in the Disciplines
- HEA-110: Personal Health and Wellness
- HIS-131: American History I
- HIS-132: American History II
- MAT-171: Pre-Calculus Algebra
- MAT-172: Pre-Calculus Trigonometry
- MUS-110: Music Appreciation
- MUS-112: Introduction to Jazz
- PSY-150: General Psychology (WCHS only; no ECHS)
- SOC-210: Intro to Sociology
- SPA-111: Elementary Spanish I
- SPA-112: Elementary Spanish II



Washington County Center Data (Continuing Education)

WASHINGTON COUNTY CENTER 5/16/2018 TO PRESENT		
Course Name	Enrollment	Notes
College and Career Readiness: Adult Basic Education	Average 10-15 students	This class is an ongoing class that runs Mon-Thurs from 8am-1pm.
EMS	15 classes, 92 students	
Fire	1 class, 12 students	We have offered more Fire Training classes at individual departments in Washington Co. but only one class was held at the Washington Co. Center.
Law Enforcement	**TBD	We are running the annual mandatory in-service classes for Washington County law enforcement officers at the Washington County Center in June or July.
American Sign Language	1 class, 5 students	
Defensive Driving DDC-4	8 classes, 31 students	
Personal Enrichment	6 classes, 25 students	Classes include Cake Decorating, Google Science Game Design, Filled Chocolate Candy, You and Your Computer, iPhone/iPad Workshop I, Android Workshop
Career Readiness Certification Prep	2 classes, 4 students	
Notary Public	1 class, 2 students	
BLS CPR/First Aid	1 class, 1 student	
Small Business Center (SBC)	1 class, 2 students	We are offering 6 classes at the Washington Co. Center in May and June—the entire series of the SBC Core Curriculum.
Career and College Promise (CCP) dual credit classes; classes for high school credit and college credit	Classes daily Monday through Friday	CCP dual credit classes are broadcast via the Information Superhighway room at the Washington County Center. CCP students are high school students earning college credit and high school credit.


Budget

Washington County Roper Center - Annual Operating Costs, FY 2019	
BCCC	
State Salaries and Benefits - Brandon Lewis (ECHS)	\$35,264
State Salaries and Benefits - Yashanti Hunt (Coordinator)	\$22,884
MCNC Fiber (State Funds)	\$5,533
WIFI Licenses (State Funds)	\$268
Total	\$63,949
Washington County	
County Salaries and Benefits - Brandon Lewis (ECHS)	\$35,264
Washington County Roper Center - Sunk Costs	
BCCC	
MCNC Fiber Installation (State Funds)	\$5,812
Desktop Computers (30 ea. @ \$600) (State Funds)	\$18,000
Total	\$23,812
Washington County	
MCNC Fiber Installation	\$5,812

Marketing

- Social media—dedicated Facebook site
- Billboard
- *Roanoke Beacon*
- Mailers

Upcoming Classes at the Washington County Center in Roper



100 MC Hwy 22 N., Roper, NC 27970

Basic Life Support & CPR for Health Care Providers	Starts Feb. 6
American Sign Language	Starts Feb. 7
Notary Public	Starts Feb. 11
Adult Basic Education & High School Equivalency (GED)	Mon., Tues. & Wed. Chipping & Free

beaufortccc.edu 252.940.6245

You Belong Here.



Serve Your Community.
You Belong Here!

Beaufort County Community College

beaufortccc.edu 252.495.0787



Future Ideas and Discussions

- Credit offerings in career/technical fields for CCP and Adults
 - Transfer/general education (Edenton)
 - Substance abuse counselor
 - Early childhood
 - Welding (Creswell?)
- Entrepreneurism and small business development (5/13, 5/20, 6/3)
- Microenterprises with ECU—in discussion with vice chancellor
- Solar farm installation and maintenance (Center for Energy Education)
- CDL—bring a truck to the Bear Festival, other events to market
- Roper vs. Plymouth

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Comments & Questions



Chair Johnson mentioned having the substitute teacher training at the WCC might be good. Dr. Loope introduced Stacy Gerard and Clay Carter. They are responsible for the Continuing Education courses being taught at BCCC WCC.

Commissioner Sexton asked how long the CDL class is. Dr. Loope said it is just under 400 hours which is spread out over a semester and mostly on weekends and classroom work is done on-line using Blackboard.

Commissioner Walker asked how many folks are needed for BCCC WCC to start a program. Dr. Loope said he aims for 10 students.

Commissioner Phelps asked Dr. Loope if BCCC WCC is going to be able to offer courses to be able to earn a degree not just continuing education. Dr. Loope said for that to happen there would have to be a full blown campus with a library and the enrollment would have to be up. He also said that it doesn't take too many courses for a student to earn a certificate.

Commissioner Phelps asked what the Board can do as elected officials to improve marketing and enrollment. Dr. Loope said BCCC has tried a lot of things and it is quite a challenge. Social media is important. Dr. Loope said that BCCC has a conservative marketing push which means he has to find the money for that. He needs for the Commissioners to tell him where BCCC needs to be visible. Dr. Loope mentioned that BCCC will have representation at the NC Black Bear Festival.

Commissioner Phelps asked if BCCC has thought of giving the course outlines to students to take home with them to give to their parents. Ms. Stacey Gerard said this year they did a mailer to every mailbox in Washington County. She said she has seen some results from the mailers. Ms. Gerard said they are working on a mailer to send home with students. Dr. Loope still feels that social media is a good way for them to advertise, but sometimes it does take a more low-tech approach. In Tyrrell and Hyde County they use yard signs.

Commissioner Riddick asked what about the library. Dr. Loope said there are brochures in the library.

Commissioner Riddick said maybe they need to go to the schools and make presentations.

Dr. Loope said he feels that the Early College is really going to take off.

Mr. Potter said he attended the Open House in Roper and thought it was a good idea. Dr. Loope said he appreciates having Ms. Jean Woolard on the BCCC Board of Trustees and the County should use that position to our advantage.

TRILLIUM UPDATE: Mr. Dave Peterson, Director of the Trillium Board, spoke to the Commissioners. He thanked Commissioner Johnson for being on the Trillium governing board this year. Mr. Peterson also noted that she has been active on their Board in various capacities for many years. Ms. Shanita Bond from Trillium was present also.

TRILLIUM HEALTH RESOURCES ANNUAL REPORT WASHINGTON COUNTY

*DAVE PETERSON, MA
REGIONAL DIRECTOR*

TRILLIUM UPDATE

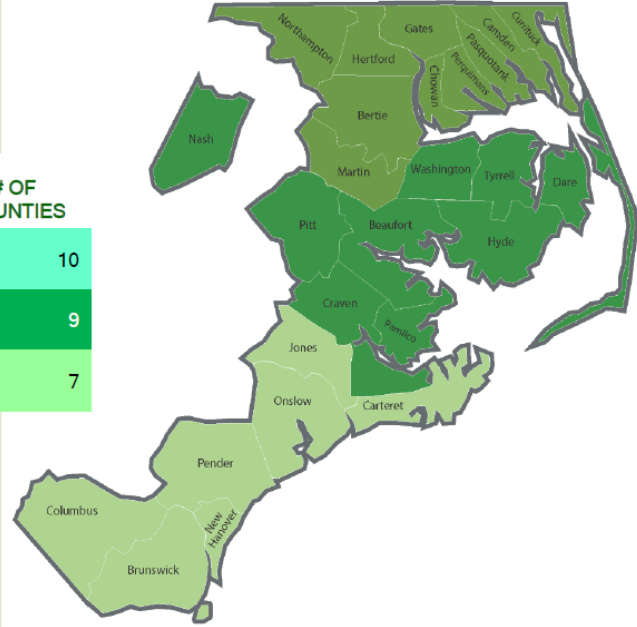
Trillium's mission: Transforming lives of people in need by providing ready access to quality care.

- Coverage change
- Legislation changes
- Funding changes
- Organizational changes
- County Data

Who We Are - Numbers

- 26 Counties
- 1,410,000 total population
- 205,000 Medicaid Eligible
- Served almost 54,000
- 500 Providers
- \$355,201,859.00 spent on services last year
- Smallest County- Tyrrell 3,800- Largest County - New Hanover 225,000
- 12,000 square miles

REGION	POPULATION	SQUARE MILES	# OF COUNTIES
Northern	203,449	3,511.3	10
Central	494,374	4,717.2	9
Southern	715,460	4,176	7



Coverage Change

- July 1st 2018 we added Columbus County
- Giving them more options of providers
- We are opening an office in Columbus County
- Some of our largest providers are opening offices there i.e. PORT Health Services and Integrated Family Services
- We've done several RFP's specific to Columbus County to build their network

Legislative Changes

- Standard Plan
- Tailored Plan
- Must be budget neutral
- Puts Behavioral Health services for mild to moderate needs into Standard Plans
- Innovations Waiver and Severe MH and SU will be covered by Tailored Plan

Timeline

- **February 2019-** NC awarded contracts to the selected private insurance companies and/or Provider Led Entities
- **July 2019-** must have all call centers operational and all relevant staff located in North Carolina.
- **July-September 2019-** Managed care will start in two phases. For regions of the state in Phase 1, this will be the window in which beneficiaries select a PHP.
- **November 2019-** The Medicaid managed care program will launch in regions in Phase 1.
- **February 2020-** State launches RFP for Tailored Plan to MCO's
- **May 2020-** State awards Tailored Plan
- **February 2021-** Readiness Review on MCO's for Tailored Plan
- **July 2021-**MCO's Implement Tailored Plan

Funding Changes

- Since Standard Plans will be run by insurance companies, they will be managing a part of the Medicaid dollars
- Tailored plans which cover the higher risk individuals, our PMPM will be higher, but total number served under us will be lower
- Developing a whole person care model to cover costs of the physical issues along with the behavioral health issues
- The 1115 Waiver is required to be cost neutral

Organizational Changes

- Understanding Social Determinants of Health (SDoH)
- Staff to oversee the individual/community needs around the SDoH
- Working with DSS's and Health Departments
- Hiring Psychiatrist to help with Utilization Management

Hurricane Update

Numerous Internal and External tasks

- \$30,000 in a web donation page for food, clothing, hygiene, etc..
- 4000 Care Packages to shelters
- 1500 Comfort Kits for children
- Stocked 200 Pantries for our TCLI members
- 1000 Backpacks from Cardinal Innovations
- HopeforNC-FEMA grant to connect folks to resources
- **Impact on our communities-**
 - 2-4% increase in services for adults needing MH services
 - 50-60% Increase in Services for children under 13
 - 35-45% increase in services for kids 13-18

Consumers served in Washington County

Total Consumers served - 623

- Mental Health - 494
- Substance Use - 142
- I/DD - 113

Total is unduplicated, since a single individual may receive services in more than one category

QUESTIONS?



Mr. Peterson said he will come back to another meeting and give a follow-up on data for Trillium after Hurricane Florence.

Commissioner Sexton said he thinks that 494 served for mental health is high for our small County. Mr. Peterson that number is actually low. There are a lot of folks that are undiagnosed.

UPDATE ON REPUBLIC SERVICES: Mr. Michael Kavanaugh, Division Manager, spoke to the Board and gave the following presentation.

Washington County Commissioner Meeting

Residential Curbside Collection Review

May 6, 2019



Agenda

- Missed Pick Up Reporting
- Cart Delivery and Replacement
- Driver Communication
(Connect)
- Resident Concerns/Q&A



Missed Pick Up Reporting

- ❑ What does Republic Services consider to be a missed pick up?
 - ❑ Any missed collection based on the perception of our customer. If the customer believes they were missed, regardless of the circumstances, we treat it and measure it as a miss.
- ❑ How does Republic Services measure missed pick ups and service reliability?
 - ❑ Failures per 10,000
- ❑ How is that calculated?
 - ❑ $10,000 / \text{Total Service Opportunities} \times \text{total missed pick ups} = \# \text{ of MPU's per } 10,000 \text{ services}$



Missed Pick Up Reporting

- ❑ Washington County house count-3789
 - ❑ 3 services for each home, MSW, Recycling, Bulk Waste
 - ❑ Weekly service
- ❑ Total service opportunities/month-49,257
- ❑ Sample period for this review- 8/1/2018 thru 3/31/2019
 - ❑ 8 months of data, as reported by Washington County Tax office
- ❑ Total service opportunities for the same 8 month sample period-394,056



Missed Pick Up Reporting

- ❑ Total Missed Pick Ups reported by Washington County Tax Office- 22
- ❑ Missed Pick ups per 10,000 in Washington Co- 0.59
- ❑ What does all this mean???



Missed Pick Up Reporting

For every 10,000 service opportunities we
miss 0.59 times

Or...

Our service reliability for weekly collections
is 99.99% reliable



Cart/Container Activity

- ❑ 100 requests generated by Washington County for deliveries, exchanges and replacements
- ❑ Republic Services completed 262 deliveries, exchanges and replacements for the same time period.
- ❑ 62% of the total cart movements were proactively initiated by Republic Services.



Driver Communication Connect System

- ❑ Better driver/dispatch communication
 - ❑ Driver Safety
 - ❑ Record of route traveled – Live Loc.
- ❑ <https://workforcemanager.att.com/Account/LogOn?ReturnUrl=%2f>



Thank You!

Open Discussion/Q&A



Mr. Kavanaugh told the Board about a new device they are using called Driver Communication (Connect). It helps Republic to know where their drivers are and keeps a record of the route traveled. It's more of a safety feature to make sure they are ok. Mr. Kavanaugh gave a demo on the system.

Ms. Sandra Floyd, 30 Golden Lane, Roper asked about getting a recycling bin. (Her information was given to Mr. Kavanaugh.)

Commissioner Sexton said he has a bunch of old trash containers in the trailer park he manages and he'd like to get rid of them. Mr. Kavanaugh said Republic will come pick them up.

Mr. Chris Wilson, Republic Services Manager, said they've been talking with the County on educational brochures to send to folks in the County. One is on recycling. Next he presented labels that will be placed on the recycling bin. Also, he presented an "oops" tag to let people know that they have put items in their recycle bin that are not recyclable.

Commissioner Phelps suggested Republic put the Spanish language on the "oops" tag too. Mr. Wilson said that's a great idea. Republic can do that.

Commissioner Phelps asked Mr. Potter is it legal for Republic to use the Washington County Seal. Mr. Potter said he doesn't think there is any copyright infringement on this.

Commissioner Phelps also asked if Republic realizes how much time it would take for the driver to go through each recycle bin. Mr. Kavanaugh said that most of their drivers know what folks are recycling already. He also said that not many citizens take advantage of the recycling.

Mr. Potter said there are two different trucks that pick up trash and recycling. Mr. Kavanaugh said recycling is on Monday, Tuesday, and Thursday.

PRESENTATION OF THE WASHINGTON COUNTY FY2019-2020 BUDGET
RECOMMENDATION: Mr. Curtis Potter, CM/CA read the Budget Message below for the Washington County FY2019-2020 Budget Recommendation.

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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COUNTY MANAGER/ COUNTY ATTORNEY
cpotter@washconc.org

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

FY20 BUDGET MESSAGE

TO: Washington County Board of Commissioners

FROM: Curtis S. Potter, Budget Officer

RE: Recommended Budget for July 1st, 2019 to June 30, 2020 (FY20)

DATE: May 5th, 2019

In accordance with North Carolina General Statutes, I respectfully submit for your review and consideration the recommended FY20 budget for Washington County, prepared in accordance with the North Carolina Local Government and Budget Fiscal Control Act.

The budget identifies revenue and expenditure estimates for the fiscal year that begins on July 1, 2019. The general fund budget totals \$14,331,583 for all county operations, capital improvements and debt service requirements. This amount represents a decrease of \$548,337 from the current FY19 budget of \$14,879,920, but it should be noted that several grant revenues and expenditures are not included within the proposed FY20 budget, but will be added after the beginning of that fiscal year using more accurate data based on year end close out of those amounts from FY19.

Major highlights of the budget include the following:

- Maintaining the currently assessed ad valorem tax rate of \$.845 cents per \$100 of assessed value to adequately fund county operations.
- Maintaining the currently assessed Special Tax of \$.01 cent per \$100 of assessed value to be levied in addition to the general ad valorem tax rate for Watershed Improvement, to be used exclusively for adequately funding and proactively managing drainage systems and projects throughout the county. This tax was authorized by voter referendum held on May 6, 1972.
- \$.04 cents per \$100 of assessed value is allocated to Fire Departments per Board direction.
- \$.035 cents per \$100 of assessed value is allocated to the EMS Department to support the continuation of paramedic level EMS operations.
- \$330,192 (just over \$0.035 cents per \$100 of assessed value) is allocated to the Washington County Hospital Pension Plan which has not been adequately funded in recent years and is anticipated to become a pay as you go plan sometime during the 2020 calendar year. Last year the Board elected for the first time to fund a full annual installment of an actuarial determined 20 year repayment plan in the amount of \$288,661. The FY20 allocation is also based on an actuarially determined 20 year repayment plan contribution and is essential to adequately funding and sustaining the pension plan. I strongly recommend that no less than one full year's recommended contribution to this plan be approved by the Board for this purpose.
- Funding for the Washington County Schools operations budget is allocated at \$25,698 higher than the \$1,723,000 allocated in FY19 for a total of \$1,748,698. The higher allocation is substantially less than the \$145,697 increase requested by the school system. An additional \$400,000 has also been allocated for school capital outlay purposes from Fund 21 at the request of the school system.
- Some of the other major capital outlay allocations proposed within the general fund include:
 - \$95,000 to purchase & up-fit 3 Dodge Chargers for the Sheriff's Office
 - \$22,215 to replace aging computers in the Sheriff, Finance, and Tax Offices
 - \$50,000 to replace 2 Vehicles in DSS
 - \$22,000 to Purchase and convert DSS phones to VOIP
 - \$26,308 Pictometry Software for Tax, GIS, ROD, EM, etc. (1 of 6 installments)
 - \$116,500 to purchase 2 new DOT Riverlight Transit Vans (90% Reimbursable)
 - \$4,800 for Granicus Board Management Software
 - \$5,000 to purchase a new Scanner for the Register of Deeds
 - \$4,800 for GIS file conversion to modern Esri Formats
 - \$7,200 for Senior Center Exercise/Kitchen Equipment
 - \$5,000 for 2nd Judicial District Drug Recovery Court Funding

- Some of the other major capital outlay allocations proposed within other funds include:
 - \$60,000 for Landfill Phase Expansion
 - \$30,000 for Utility Fencing
 - \$170,000 for a new Ambulance and 2 New Stretchers

- The solid waste user fee is proposed to remain at \$275 per household to adequately fund the solid waste enterprise fund and to cover cost increases associated with both curbside pickup (3.5% increase) and regional landfill tipping fees (1.55% increase). Substantial program modifications are still pending for the landfill department in light of the FY17 audit findings and recommendations regarding the need to begin operating at a profit in this fund, and to build a reserve for potentially substantial costs associated with the closure of the current landfill cell.

- No new county-funded positions have been added to the recommended budget other than the previously approved NCACC Management Fellow position which restores the County Manager's Office to 4 full time staff and includes a \$25,000 NCACC cost share.

- The counties last cost of living adjustment (COLA) was an increase of 2% on June, 16, 2018. No cost of living adjustment for employees or other individual salary increases are presently included within the proposed budget, although Management recommends reviewing the competitiveness of the presently adopted pay scale during FY20 as compared to surrounding and/or similar size counties in order to maintain adequate recruitment and retention of qualified personnel.

- A modest contingency of \$10,000 is allocated to permit the Budget Officer to more efficiently deal with unexpected expenses or emergencies occurring during the year and helps to prevent delayed services or operational interference that may otherwise result without the availability of such funds.

Budget Development Process:

The budget development process began this year on January 7th, 2019 with the presentation of a proposed budget calendar followed by a Budget Planning Retreat held by the Board of Commissioners on January 29th, 2019.

A budget kickoff message and budget preparation forms and instructions were made available to all county departments, groups and agencies that receive funding from Washington County on February 6th, 2019, and departments and other agencies were required to submit their proposed budgets for consideration by February 28th, 2019 although this deadline was extended for a number of parties.

A copy of the FY20 Budget Preparation Guidelines to the Budget Officer from the Board of Commissioners, as well as the FY20 Budget Year Instructions for Department Heads are attached to and incorporated in this message by reference, and were utilized in developing the budget:

The County Manager and Finance Officer met with county department heads beginning in March and reviewed departmental budget requests.

The completion and finalization of the budget was unexpectedly delayed again this year due in large part to the need of the County Manager and County Finance Officer to devote substantial amounts of time and energy during the months of March and April toward working with the county's auditing firm to complete, prepare, review, and submit the FY18 audit which was finally completed in early April, but is still awaiting LGC approval and final confirmation.

Incorporated into the budget spreadsheets for your ease of reference this year are additional columns reflecting the actual expenditures in each line item for the last four fiscal years in addition to the current FY19 budget and year to date (YTD) activity which is based on revenues and expenditures through April 23, 2019 or approximately 83% of FY19.

A public hearing regarding the budget is scheduled for May 20th, 2019 in the County Commissioner's Room at 116 Adams Street, Plymouth NC 27962. Final adoption of the FY20 budget is anticipated to occur sometime during the month of June, 2019.

Recommended Budget Overview:

The budget seeks to meet the needs of county citizens in a manageable and cost effective manner. Any increases in revenues or expenditures within the recommended budget are based on reasonable justifications and are held within individual departments to a manageable level.

According to the Washington County Tax Department, the county's tax base for FY20 is projected to be \$976,013,286 including motor vehicles representing a slight .003% decrease from the \$978,734,562 tax base of FY19. The ad valorem tax collection rate has been determined to be \$93,559 per each one-cent of tax collected. The tax rate is based on collecting 95.08% of real and personal property and 100% of public utility values, and motor vehicle values.

General Fund Revenues:

General fund revenues are generated from ad valorem tax collections, sales tax receipts, motor vehicle tax receipts, various fees, fines, grants and limited shared revenue with the State of North Carolina generated by the sale of wine and beer. Total general fund revenues for the FY20 general fund budget are projected to be \$14,331,583.

The FY20 ad valorem tax levy is estimated to be \$7,111,398 which is a \$39,476 decrease from the current FY19 budgeted estimate of \$7,150,874. This decrease is primarily due to the removal of pipeline inventory materials associated with an out of county construction project which are being stored within Washington County. This decrease is also substantially less than anticipated at this time last year because of ongoing project construction delays which has resulted in the majority of the inventory materials still remaining within Washington County at the beginning of 2019 resulting in a second and originally unanticipated year of assessing the value of these materials as part of the overall tax base. The estimated value of this second year of assessment is approximately \$489,514.00.

For FY20 total prior years' tax collections are estimated to be \$305,000 and prior year tax interest is estimated to be \$60,000. Interest earned on investments is projected to be \$120,000 which is a substantial increase over the currently budgeted \$65,000 and attributable to having

more cash on hand during an economically stable investment period, although much of this cash on hand is restricted or committed to certain funds, projects, or uses and unavailable for general allocation. Total unrestricted sales tax revenues from all sources of sales tax are projected to be \$1,590,000 representing a \$157,000 increase over the FY19 projection of \$1,433,000. Caution should be taken regarding the potential for sales taxes to fall unexpectedly during any future economic decline. Additional sales tax revenues of \$515,000 restricted to school capital outlay, and of \$271,000 restricted to use for economic development or education are also anticipated.

Other significant budget revenue estimates include:

- Wine and Beer Tax estimated at \$37,000
- ABC Profit Distribution estimated at \$25,000
- Emergency Management Program Fund Revenues estimated at \$38,500
- Department of Social Services revenues are estimated at \$2,595,407
- Court cost, fees and charges are estimated to be \$25,000
- Building Permit Fees are projected at \$45,000
- Register of Deeds Fees are estimated at \$75,000
- Jail Fees and Jail Housing Fees are estimated at \$214,000
- JCPC Funds estimated at \$75,339
- School SRO Reimbursement estimated at \$169,100 (county pays ½ of Creswell SRO position)
- Soil & Water District Contribution estimated at \$21,136
- Cost Allocation-Waterworks is estimated to be \$75,000
- Fund Balance Appropriation estimated at \$252,001.

General Fund Expenditures:

General fund expenditures encompass several major areas of Washington County Government including education, public health, human services, law enforcement, debt and general government. Total general fund expenditures for the recommended FY20 budget are projected to be \$14,331,583.

General fund expenditures are broken down in more detail and shown by department/category within the “Fiscal Year 2020 Budgetary Comparison” spreadsheet attached to this document and incorporated herein by reference. A brief note about potential reasons for major differences is included in the right hand column of this document.

Enterprise Fund Revenues, Expenditures, and Operations: Several major areas of Washington County Government are operated as self-sustaining enterprise or proprietary funds including water, sanitation and emergency medical services although this later fund relies heavily upon transfers from, and is technically a part of the larger General Fund.

- **Waterworks:** Washington County residents currently pay \$24 per month for the first 2,000 gallons of water consumed and \$13 for each 1,000 gallons thereafter. Generally, revenues from water sales have not kept pace with expenditures. The water rates were raised in FY16 in response to a letter of concern received from the Local Government

Commission regarding the sustainability of the fund balance in this proprietary water fund. In FY17 the cost allocations paid from the water system to the general fund were substantially reduced after internal restructuring of some water department staff and due to the concerns about fund balance which appear to have stabilized. In FY18 and FY19 the cost allocations were increased slightly again based on the most recent cost allocation report available. Similarly for FY20 a substantially lower cost allocation has been allocated based on the most recent cost allocation report for FY19, and prior allocation histories between the Water Fund and General Fund which are carefully tracked by management to monitor and maintain the separate integrity of the enterprise fund from the general fund and to ensure that transfers between such funds are only made pursuant to justifiable cost allocation studies.

Waterworks Enterprise Fund revenues and expenses are conservatively projected to be \$1,347,500 without including additional grant funds for DOT Utility Relocation Projects which will be added after the beginning of FY20 once the final balances of such funds remaining from FY19 are calculated and available. FY20's projections represent an approximate decrease of \$18,000 from FY19 when adjusted for the missing DOT grant funds. The revenue projected is based on a total of approximately 2,800 customers with an average usage of 3,600 gallons per month. Total charges for water base and consumption charges are estimated to be \$1,310,000.

- **Solid Waste Fund** revenues and expenditures are projected to be \$1,355,625 which is an increase of \$2,100 from the current estimate of \$1,353,525. Revenue is derived from household solid waste user fees, town solid waste user fees, regional commercial landfill disposal fees, construction contractors' disposal fees, penalties and interest, white goods and scrap tire disposal fees. The revenues are based upon the assumption that the solid waste user fee will remain unchanged from FY19 at \$275 per household. Substantial changes in the landfill program and budget will be required during FY20 to address the negative fund balance deficit after applying the liability associated with post closure landfill costs as described in more detail within the FY17 and FY18 audits, as well as to expand the landfill capacity due to a much larger than anticipated use of landfill space during FY19 related primarily to several NC DOT bridge replacement projects. Although substantial progress was made toward addressing the distressed financial condition of the Solid Waste Fund in FY18, due to its ongoing distressed condition, for FY20 no transfers are allocated to the general fund for any allocated costs.
- **Washington-Tyrrell Emergency Medical Services (EMS)** Washington County EMS continues to successfully fulfill its emergency medical services mission to the county's citizens. Washington County operates emergent and non-emergent (transport) services to the county's residents. Washington County EMS also operates emergent services through a contractual agreement with Tyrrell County for their citizens.

The primary sources of revenues for emergent and non-emergent services are Medicare, Medicaid, private insurance and private pay patients as well as additional funds from Tyrrell County for operating its EMS program. These revenue sources do not provide enough revenue to fully cover all county EMS operational expenses. For that reason, the county has been compelled during previous fiscal years, as well as the current fiscal year, to use county general funds to compensate for expenses not reimbursed by the sources

cited above. The county is unable to sustain reliance on the county general fund as a revenue source for the EMS program in future years.

Considerable review and evaluation of current EMS operations have been performed over the past several years in an effort to lower expenditures and lessen reliance on county general funds. After implementing a fluctuating workweek schedule for staff to reduce overtime costs, changing billing companies to improve collection rates, and franchising point to point non emergent medical transport, the EMS system has undergone a noticeable improvement but still requires a regular transfer of general fund revenues although that transfer is now much more predictable manageable than in previous years.

In FY19 after much discussion and analysis, it was also determined that while the fluctuating work week assisted in temporarily controlling the unpredictable overtime expenses associated with previous shift schedules, that shift model was no longer considered a viable long term solution due to recruitment difficulties, low morale, and high turn-over as well as increased competition from surrounding jurisdictions that do not utilize that particular model.

I am happy to report that while more expensive overall, the estimated additional expenses associated with eliminating the fluctuating workweek have proven largely accurate based on FY19 performance data, and similar estimates have been used for continuing the current staffing model in FY20.

Total EMS and Transport revenues and expenditures for Washington County are projected to be \$2,257,457 offset by revenues from Medicare, Medicaid, private insurance and self-pay as well as \$140,000 projected in installment loan proceeds to purchase one new ambulance and two new stretchers, and a transfer from the general fund of \$327,457 (\$0.35 cents). This total is approximately \$207,744 less than the current FY19 budget due primarily to the unanticipated increases in expenditures and appropriated EMS fund balance for the current FY19 which was required to cover the direct purchase of two ambulances, and to repay portions of prior year Medicaid Cost Settlements following desk audits of those reports which resulted in repayments having to be made to the federal government. EMS Billing revenues have underperformed for FY19, but are anticipated to rebound in FY20 due to legislative changes being implemented in the Medicaid reimbursement system.

Washington County Schools: Washington County Schools submitted its working draft budget to the county on April 10th, 2019 and refined their request on May 1st, 2019. For FY15 through FY18 the school system was allotted current expense funds of \$1,603,000 which include approximately \$78,000 for teacher supplements. In FY19 that amount was increased by \$120,000 to cover the one-time additional transportation expense associated with transporting consolidated students during the first year, and the costs for that program have been picked up for FY20 and beyond by the NC Department of Education as anticipated. For FY20 the school system has requested a continuation of the allocation of that same \$120,000 to help cover additional transportation costs associated with the first year of a new early college/Beaufort County Community College transportation program. After its first year, like the consolidation transportation expenses, these costs will also be picked up by the NC Department of Education

and the school system has no plans to continue requesting the allocation of this same \$120,000 in future fiscal years after FY20.

The school system has also requested an additional \$145,697.45 bringing the total current expense request from \$1,723,000 in FY19 to \$1,868,698 for FY20 to help pick up uncovered expenses and/or lost revenues anticipated to result from the loss of ADM enrollment as a result of the opening of the Charter School in Creswell, NC and also to help cover certain other additional items more particularly described within their budget request, but including approximately \$24,000 in additional Board member stipends, approximately \$31,200 in increased teacher supplement payments, and \$102,731.47 for the implementation of a dual language program.

After conversations with School System Leadership about unknown ADM projections and potential budget flexibility following recent and ongoing consolidation efforts, due primarily to the difficulty in balancing the overall general fund budget for FY20 without having to allocate an unreasonably high amount of fund balance, and in light of the anticipated loss of general fund revenues expected to occur next fiscal year with the loss of the pipeline inventory temporarily stored in Washington County, the FY20 budget includes a recommended allocation of \$1,748,698 representing a reduction of \$120,000 from the total request made by the school system, and an increase in the current expense allocation of \$25,698 over the amount allocated in FY18 prior to school consolidation in FY19. It is my belief that with careful planning and stewardship, this allocation will be sufficient to enable the school system to accomplish its higher funding priorities for FY20 without sacrificing the quality of educational services provided to the students of Washington County.

For FY20 Capital Outlay, the school system has requested and I am recommending the allocation of \$400,000 which has historically been the amount allocated to address long standing facilities issues at multiple locations as outlined within their written request.

Plymouth Municipal Airport: Operations revenues and expenditures are estimated at \$199,099 which is an increase over the presently budgeted \$181,858, and includes a General Fund Transfer of one collected penny or \$93,559. Revenues are generated from airplane fuel sales and airplane hangar rentals. Washington County continues to receive \$150,000 annually in NPE Grant Funds and for FY20 the 10% County Match required to utilize NPE grant funding on certain safety sensitive projects has been waived again. Washington County is also the recipient of a major state and federal grant awarded to construct a parallel taxiway at the airport which is breaking ground in FY19 and will be completed in FY20. The revenues and expenditures for this grant are not included in the budget, but will be added after the beginning of FY20 once FY19 grant revenues and expenditures are finalized and closed out to prevent over-budgeting of this project. This project is anticipated to help increase traffic and fuel sales at the airport and drive increased revenues. This department's fiscal progress will be closely monitored in FY20 by management which may develop a corrective action plan to attempt to increase revenues and decrease expenditures due to repeated reliance on the general fund to help sustain operational expenditures.

E911 Fund: For FY20 total revenues and expenditures are estimated to be \$269,049 which is a substantial decrease from the \$508,398 presently budgeted for in FY19 due primarily to not

allocating most of the fund balance for this fund in FY20 to address the construction of a physical backup 911 center following conversations with the State 911 Director. A smaller allocation of \$150,000 has been proposed primarily to be available for purchasing needed upgrades to the primary 911 communications center. In FY20, staff will continue to evaluate alternative, more cost effective options to building a full on-site physical backup PSAP center and to attempt to offset the financial burden of this unfunded mandate. The overall fund balance and annual performance of this fund will need to be monitored and managed closely in the coming years as the program and associated reimbursement rules and amounts constantly change leaving uncertainty about reliable revenue streams.

TTA: The TTA's total revenues and expenses for FY20 are estimated to be \$160,353 which is \$31,206 more than the current \$129,147 FY19 budget. Due to a relatively small fund balance historically, and the inconsistency of occupancy driven revenues, this fund balance and annual operations should also be carefully monitored to ensure that a negative fund balance is not inadvertently created particularly during periods of economic decline. Beginning in FY18 the TTA's largest single activity the NC Black Bear Festival branched out to form its own non-profit corporation with financial autonomy which has considerably reduced the amount of administrative work associated with that event by county staff and has also made TTA budgeting overall much more stable and predictable.

Summary: This recommended budget attempts to manage expenses and utilize revenues in order to meet all current mandated funding requirements and ongoing needs. The NC General Assembly may pass along other costs or change revenues that may alter the budget once it's adopted. The county will need to monitor and evaluate the effects of any legislative changes on the budget during the fiscal year.

As the Budget Officer, I determined that recommending a continuance of the existing tax rate was regrettably necessary in order to adequately fund the various operational requirements of continuing to provide the same level of county services and meet our ongoing and additional financial obligations in a fiscally responsible way.

We were exceptionally lucky in avoiding financial crises in FY17 by receiving the unanticipated benefits of an unexpectedly sharp rise in sales tax revenues which essentially covered the entire allocated fund balance of almost a million dollars that year, which otherwise would have left Washington County in a very difficult financial position. While sales tax revenues continue to perform strongly, the spike from FY17 was temporary and has not returned. It is worth noting that sales tax revenues are tied strongly to overall economic conditions, and while conditions are anticipated to remain strong for most of FY20, many analysts have begun to predict a downturn starting by the end of FY20 or the year after which may make reliance on the continuation of strong sales tax revenues more risky.

In FY19 and again now for FY20 substantially higher than usual ad valorem tax revenues will be generated from the storage of pipeline inventory associated with an out of county project until it is moved out of county. It is important to not overly rely upon the continuation of these recent financial windfalls when assessing and predicting the long term fiscal performance and condition of the county.

Although our fund balance as audited for FY18 is in a much healthier position at least on paper compared to recent years due largely to these unexpected revenues, we should bear in mind that there are still substantial unbudgeted costs for major projects and issues that need to be adequately and proactively addressed in the coming years beginning with FY20. These include but are not limited to dealing with the underfunded Washington County Hospital Pension Plan which is anticipated to become a pay as you go plan this year, potential involvement as a stakeholder and/or potential property owner of the Washington County Hospital; addressing the negative fund balance deficit in the landfill; completing the Commerce Center on Airport Road to assist in Economic Development; and reviewing the structure of the Planning & Safety Department in light of the pending retirement of its Director half way through FY20.

Therefore in making policy decision regarding commitments of budgetary support, please bear in mind that while the budget overall appears to be healthier and more flexible than in recent years, it is by no means a reliable healthy vehicle yet to get us to some of the major destinations we would like to take our county without first stopping to address some of these lingering major concerns. Careful consideration and deliberate strategic planning should be conducted by the county to determine the appropriate priority with which to address these issues, as well as the appropriate timing and implementation strategy for each item.

One such priority which the Board has recently discussed and which Management feels compelled to discuss in more detail within this message is the critical need to undertake a more thorough and comprehensive review of the currently approved Washington County Pay Plan in order to insure that we are staying competitive with surrounding counties and counties of similar size, in order to adequately recruit and retain qualified competent staff which are ultimately necessary in order to efficiently and effectively deliver services to our citizens. Management originally discussed with the Board the hope that such a review could be conducted as part of, and incorporated into the recommendations to be made during, the FY20 budget planning process. Due to other pending matters that competed for administrative resources and time over the last several months, this was ultimately not possible. Nevertheless, Management strongly recommends that rather than putting this vitally important process off for another budget year, that Washington County attempt to prioritize this issue as part of its larger strategic plans, and attempt to address it directly during the first half of FY20 with the ideal goal of implementing any recommended modifications half way through the fiscal year in December of 2019.

Thank you for your time and consideration of this recommended budget. I look forward to continuing to work with this Board and the staff through its deliberation and eventual adoption.

RECONVENE THE BOARD OF EQUALIZATION AND REVIEW: Commissioner Riddick made a motion to re-convene as the Board of Equalization and Review. Commissioner Phelps seconded; motion carried unanimously.

Ms. Sherri Wilkins, Tax Administrator noted there were no appeals to come before the Board of Equalization and Review.

Commissioner Riddick made a motion to adjourn the Board of Equalization & Review. Commissioner Phelps seconded, motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfer and amendments below and the Finance Officer's Report.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 082

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

Date: March 29, 2019

RE: Soil & Water

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

Account Code	Description	Old	+ or (-)	New
10-6060-315	Soil & Water - Training	2,500.00	(1,000.00)	1,500.00
10-6060-350	Soil & Water - Maintenance & Repair - Equipment	1,000.00	(900.00)	100.00
10-6060-200	Soil & water Departmental Supplies	1,000.00	1,900.00	2,900.00
Soil & Water				
Balanced:		4,500.00	-	4,500.00

Justification:

To transfer monies within Soil & Water to cover the costs of a weather station and additional supplies and equipment needed prior to year end.

Approval Date: 3/29/19

Budget Officer's Initials: [Signature]

Initials:	<u>[Signature]</u>
Batch #:	<u>2019-082</u>
Date:	<u>3/29/19</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 083

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

Date: April 4, 2019

RE: SS Admin/Landfill

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

Account Code	Description	Old	+ or (-)	New
10-5310-315	SS Admin - Training	14,000.00	(2,000.00)	12,000.00
10-5310-310	SS Admin - Travel	10,100.00	2,000.00	12,100.00
10-5310-311	SS Admin - Vehicle Fuel	5,400.00	(250.00)	5,150.00
10-5310-370	SS Admin - Advertising	1,050.00	250.00	1,300.00
SS Admin				
33-7400-350	Landfill - Maintenance and Repair - Equipment	7,500.00	(71.00)	7,429.00
33-7400-310	Landfill - Travel	146.00	71.00	217.00
Landfill				
Balanced:		38,196.00	-	38,196.00

Justification:

The DSS travel line is reaching a low point in funds and a recent demand has required obligations that will exceed the balances before the end of the budget year. As a result, we are requesting funds be moved to this line from the training line. Both lines are reimbursable at the same rate and this transfer will not result in a change in revenue.

The case is the same for the Advertising line which we are asking to transfer monies from the Vehicle Fuel line to cover. Both lines are reimbursable at the same rate and this transfer will not result in a change in revenues. Landfill is requesting to move monies from Maintenance & Repair Equipment to Travel to cover the cost of Landfill Certification for Carl Critcher which is required by the state every 3 years.

Approval Date: _____

Budget Officer's Initials: _____

Initials:	<i>cm</i>
Batch #:	2019-083
Date:	4/4/19

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 084

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

Date: April 8, 2019

RE: TTA

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

Account Code	Description	Old	+ or (-)	New
63-4970-090	TTA - FICA Tax	1,353.00	(168.00)	1,185.00
63-4970-100	TTA - Retirement	1,950.00	168.00	2,118.00
63-4970-260	TTA - Departmental Supplies	50.00	(50.00)	-
63-4970-310	TTA - Travel & Training	1,300.00	(1,300.00)	-
63-4970-320	TTA - Communications	50.00	(50.00)	-
63-4970-340	TTA - Postage	200.00	(200.00)	-
63-4970-370	TTA - Marketing & Advertising - Admin	7,622.00	1,600.00	9,222.00
TTA				
Balanced:		12,525.00	-	12,525.00

Justification:

To transfer monies within TTA to cover the increased cost in Retirement which was not expected and to cover additional costs in Marketing & Advertising.

Approval Date: _____

Budget Officer's Initials: _____

Initials:	<i>MP</i>
Batch #:	2019-084
Date:	4/8/19

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 085

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

Date: April 9, 2019

RE: SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-5310-350	SS Admin - Maintenance & Repair - Building	40,000.00	(500.00)	39,500.00
10-5310-340	SS Admin - Postage	7,500.00	500.00	8,000.00
10-5380-379	SS Economic Support - Special Assistance	148,000.00	(2,000.00)	146,000.00
10-5310-257	SS Admin - County General Assistance	17,000.00	2,000.00	19,000.00
SS Admin/SS Economic Support				
Balanced:		212,500.00	-	212,500.00

Justification:

To transfer monies from Maintenance & Repair-Building to Postage to keep from going over budget (both lines are 50% reimbursable). To transfer monies from Special Assistance to County General Assistance. The general Assistance line is used to assist the citizens of this county with crisis needs when no other program qualifies them for service. This line is also used to buy clothes and supplies for the children in custody of DSS as well as for the wards. Psychological evaluations and other court ordered tests are also paid out of this line for Child Protective Services and Adult Protective Services cases. This transfer is not budget impactive as both lines are all county money.

Approval Date: _____

Budget Officer's Initials: _____

Initials: MP

Batch #: 2019-085

Date: 4/11/19

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 086

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

Date: April 12, 2019

RE: Elections

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

Account Code	Description	Old	+ or (-)	New
10-4170-370	Elections - Printing	7,000.00	(1,401.00)	5,599.00
10-4170-260	Elections - Departmental Supplies	3,295.00	1,401.00	4,696.00
Elections				
		Balanced:		
		10,295.00	-	10,295.00

Justification:

To transfer monies within Board of Elections from Printing to Departmental Supplies to purchase laptop computers that are needed to replace refurbished laptops that are no longer in working order.

Approval Date: _____

Budget Officer's Initials: _____

Initials: MP
Batch #: 2019-086
Date: 4/12/19

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 087

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

Date: April 15, 2019

RE: Water Treatment/EMS

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

Account Code	Description	Old	+ or (-)	New
35-7135-350	Water Treatment-Maintenance & Repair-Equipment	40,000.00	(500.00)	39,500.00
35-7135-299	Water Treatment-Chemicals	18,000.00	500.00	18,500.00
Water Treatment				
37-4330-540	EMS-Capital Outlay-Vehicles	270,124.00	(1,500.00)	268,624.00
37-4330-260	EMS-Departmental Supplies	7,369.00	1,500.00	8,869.00
EMS				
Balanced:		335,493.00	-	335,493.00

Justification:

To transfer monies within Water Treatment from Maintenance & Repair-Equipment to Chemicals to cover the cost to purchase water treatment chemicals to get through year end. To transfer monies with EMS from Capital Outlay Vehicles to cover the cost to purchase a new computer for the EMS Director.

Approval Date: _____

Budget Officer's Initials: _____

Initials:	CP
Batch #:	2019-087
Date:	4/15/19

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 088

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

Date: April 22, 2019

RE: SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5400-601	SS Transportation-Maintenance Agreements-CTS Software	6,500.00	(500.00)	6,000.00
10-5400-310	SS Transportation-WF Transportation	5,900.00	(905.00)	4,995.00
10-5400-540	SS Transportation-Capital Outlay-Van Replacement	47,050.00	1,405.00	48,455.00
SS Transportation				
Balanced:		59,450.00	-	59,450.00

Justification:

To transfer monies within SS Transportation to cover the costs of taxes and tags on the new Riverlight Transit Vehicle.

Approval Date: _____

Budget Officer's Initials: _____

Initials: MP

Batch #: 2019-088

Date: 4/22/19

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 089

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

Date: May 6, 2019

RE: Sheriff/Senior Center/SS Economic Support/SS Transportation/Recreation/Water/EMS/Single Family Rehab(SFR)

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

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits Discretionary-County Portion	(3,805.00)	(700.00)	(4,505.00)
10-4310-611	Gun Permits Discretionary-County Portion	11,290.00	700.00	11,990.00
10-3540-030	Gun Permits-State Portion	(4,445.00)	(840.00)	(5,285.00)
10-4310-612	Gun Permits-State Portion	6,000.00	840.00	6,840.00
10-3510-040	Finger Printing	(730.00)	(170.00)	(900.00)
10-4310-613	Finger Printing	1,111.00	170.00	1,281.00
Sheriff				
10-3509-010	Senior Center Trips	(6,938.00)	(2,307.00)	(9,245.00)
10-5150-380	Senior Center Trips	7,550.00	2,307.00	9,857.00
Senior Center				
10-3500-080	SS Economic Support-Community Donations-Medical	(154.00)	(15.00)	(169.00)
10-5380-375	SS Economic Support-Community Donations-Medical	1,621.00	15.00	1,636.00
10-3490-000	DSS Administration Reimbursement	(1,969,307.00)	(2,000.00)	(1,971,307.00)
10-5400-372	SS Transportation-Volunteer Transportation-Medicaid	17,000.00	2,000.00	19,000.00
SS Economic Support/SS Transportation				
10-3360-000	Recreation-Donations	(980.00)	(5.00)	(985.00)
10-6120-650	Recreation-Donations	980.00	5.00	985.00
Recreation				
35-3810-000	DOT Utility Relocation Reimbursements	(511,153.00)	(6,624.00)	(517,777.00)
35-7130-380	DOT Utility Relocation Reimbursements	511,153.00	6,624.00	517,777.00
Water				
37-3902-000	Fund Balance Appropriation-EMS	(468,259.00)	(46.00)	(468,305.00)
37-4330-650	EMS-Donations	150.00	46.00	196.00
EMS				
61-3490-001	CDBG-Scattered Site (SFR) Grant-'17	(142,588.00)	(70,000.00)	(212,588.00)
61-8300-551	CDBG-Scattered Site (SFR) Grant-'17	142,588.00	70,000.00	212,588.00
SFR '17				
Balanced:		(2,408,916.00)	-	(2,408,916.00)

Justification:

To book additional revenues received in the Sheriff's Office for Gun Permitting and Finger Printing. To book additional revenues collected in the Senior Center for the trip that will be taken prior to year end. To book additional donations received in SS for Medical Donations and in Recreation. To budget for additional revenues and expenditures in the DSS Volunteer Medicaid Transportation line to cover costs that will be incurred for passengers that are not qualified or best suited to ride DSS Transit (such as cancer patients). These expenses are 100% reimbursable. To increase the budget for DOT Utility Relocations as approval was given for additional work to be done on Albermarle Beach Road. To appropriate EMS Fund Balance to budget for donations that were given in the prior fiscal year and not carried forward. To increase the budget for Single Family Rehab (SFR '17) as two additional units have been approved for rehab work by WC Housing and Finance.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 090

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

Date: April 23, 2019

RE: Recreation/TTA

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

Account Code	Description	Old	+ or (-)	New
10-6120-030	Recreation-Salaries & Wages-Part Time	14,000.00	(1,200.00)	12,800.00
10-6120-200	Recreation-Supplies & Materials	4,000.00	500.00	4,500.00
10-6120-260	Recreation-Office Supplies	1,500.00	200.00	1,700.00
10-6120-320	Recreation-Communications	2,000.00	500.00	2,500.00
10-6120-250	Recreation-Supplies-Vehicles	3,000.00	(150.00)	2,850.00
10-6120-355	Recreation-Maintenance & Repair-Vehicles	4,000.00	150.00	4,150.00
Recreation				
63-4960-100	TTA-Billboard Advertisements	16,000.00	(3,000.00)	13,000.00
63-4970-370	TTA-Marketing & Advertising	9,222.00	3,000.00	12,222.00
TTA				
Balanced:		53,722.00	-	53,722.00

Justification:

To transfer monies within Recreation from Salaries & Wages Part Time to Supplies & Materials, Office Supplies and Communications to purchase materials needed for the June tournaments and to cover the increase in Mediacom Service due to contract expiration. To transfer monies within Recreation from Vehicle Supplies to Vehicle Repair & Maintenance for a final oil change and tires for the van. To transfer monies within TTA from Billboard Advertisements to Marketing and Advertising as the monies are needed for regular advertising such as Eastern Living, Our State Magazine, etc. and not advertising on billboards.

Approval Date: _____

Budget Officer's Initials: _____

Initials:	MD
Batch #:	2019-070
Date:	4/23/19

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 091

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

Date: April 30, 2019

RE: Tax Admin/Detention/Emergency Management/SS Admin/SS Economic Support/Inspections/911

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

Account Code	Description	Old	+ or (-)	New
10-4140-370	Tax Admin - Printing	5,200.00	(900.00)	4,300.00
10-4140-325	Tax Admin - Postage	10,500.00	900.00	11,400.00
Tax Admin				
10-4320-600	Detention - Contracted Services	35,000.00	(250.00)	34,750.00
10-4320-604	Detention - Maintenance Agreements-Fed Locking Services	4,750.00	(4,750.00)	-
10-4320-350	Detention - Maintenance & Repair-Equipment	14,000.00	5,000.00	19,000.00
Detention				
10-4330-310	Emergency Mgmt - Travel	2,000.00	(500.00)	1,500.00
10-4330-600	Emergency Mgmt - Contracted Services	250.00	(250.00)	-
10-4330-994	Emergency Mgmt - Maintenance & Repair-Building	5,000.00	(500.00)	4,500.00
10-4350-352	Inspections - Maintenance & Repair-Equipment	1,000.00	(600.00)	400.00
10-4350-353	Inspections - Maintenance & Repair-Vehicle	1,000.00	(150.00)	850.00
10-4330-315	Emergency Mgmt - Training	1,200.00	2,000.00	3,200.00
Emergency Management/Inspections				
10-5310-268	SS Admin - Food Stamp's Direct Charge	6,500.00	(1,000.00)	5,500.00
10-5380-377	SS Economic Support - State Foster Home Care	50,000.00	(2,000.00)	48,000.00
10-5310-310	SS Admin - Travel	12,100.00	3,000.00	15,100.00
SS Admin				
69-9100-320	911 - Communications	28,280.00	(800.00)	27,480.00
69-9100-200	911 - Departmental Supplies	1,738.00	800.00	2,538.00
911				
Balanced:		178,518.00	-	178,518.00

Justification:

To transfer monies within Tax from printing to postage to carry the department through to year end. To transfer monies within Detention to cover the cost to have locks to 3 doors repaired prior to year-end to be ready for the jail inspection. To transfer monies from various line items in Emergency Management to Training in order to provide an additional active shooter training prior to year end and to cover other training expenditures coming on the Elan Card. To transfer monies within DSS, the travel line is reaching a low point in funding and a recent demand has required obligations that will exceed the balances before the end of the budget year (all lines are reimbursed at the same rate so there is no change in revenues). To transfer monies within 911 from communications to departmental supplies to cover toner cartridges and a backup UPS that is needed prior to year end.

Approval Date: _____

Budget Officer's Initials: _____

Initials: MP

Batch #: 2019-091

Date: 4/30/19

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 092

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

Date: May 6, 2019

RE: Senior Center

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

Account Code	Description	Old	+ or (-)	New
10-3509-030	Subaru Donations-Meals on Wheels	-	(5,237.00)	(5,237.00)
10-5150-651	Subaru Donations-Meals on Wheels	-	5,237.00	5,237.00
Senior Center				
Balanced:		-	-	-

Justification:

To book donations received thru Subaru for Meals on Wheels.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 093

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

Date: May 6, 2019

RE: Sheriff/Communications

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

Account Code	Description	Old	+ or (-)	New
10-4310-010	Sheriff-Salaries & Wages-Regular	723,174.00	(24,000.00)	699,174.00
10-5911-130	Communications-401K Contribution	7,543.00	(783.00)	6,760.00
10-5911-131	Communications-Unemployment	1,880.00	(1,880.00)	-
10-5911-140	Communications-Workers Comp	1,527.00	(304.00)	1,223.00
10-5911-210	Communications-Uniforms	2,500.00	(2,364.00)	136.00
10-5911-260	Communications-DePartmental Supplies	4,000.00	(500.00)	3,500.00
10-5911-413	Communications-Maintenance Agreements-Southern Software	2,150.00	(5.00)	2,145.00
10-5911-030	Communications-Salaries & Wages-Overtime	46,078.00	10,700.00	56,778.00
10-5911-031	Communications-Salaries & Wages-Part Time	21,450.00	14,387.00	35,837.00
10-5911-090	Communications-FICA Tax	23,442.00	364.00	23,806.00
10-5911-100	Communications-Retirement	34,948.00	4,385.00	39,333.00
Sheriff/Communications				
		Balanced:		
		868,692.00	-	868,692.00

Justification:

To transfer monies from the Sheriff's Office Regular Salaries & Wages line to the Communications Department and within Communications to cover various salary and benefit lines that will have a shortfall prior to year end if transfers are not made. The expenditures in both overtime and parttime have exceeded what was originally budgeted due to a large amount of unexpected staff turnover during this current fiscal year.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 095

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

Date: May 1, 2019

RE: Sheriff/Detention/Senior Center

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

Account Code	Description	Old	+ or (-)	New
10-4310-310	Sheriff-Travel	2,500.00	(2,000.00)	500.00
10-4310-315	Sheriff-Training	2,500.00	2,000.00	4,500.00
10-4310-350	Sheriff-Maintenance & Repair Equipment	6,750.00	(2,000.00)	4,750.00
10-4310-355	Sheriff-Maintenance & Repair-Vehicles	25,000.00	2,000.00	27,000.00
Sheriff				
10-4320-600	Detention-Contracted Services	34,750.00	(2,500.00)	32,250.00
10-4320-350	Detention-Maintenance & Repair-Equipment	19,000.00	2,500.00	21,500.00
Detention				
10-5150-257	Senior Center-Departmental Supplies-Crafts/Ceramics	3,000.00	(1,000.00)	2,000.00
10-5150-260	Senior Center-Departmental Supplies	2,500.00	(1,000.00)	1,500.00
10-5150-351	Senior Center-Maintenance & Repair-Equipment	500.00	(500.00)	-
10-5150-600	Senior Center-Contracted Services	5,816.00	(1,400.00)	4,416.00
10-5150-601	Senior Center-Schedules Plus	2,000.00	(1,100.00)	900.00
10-5150-380	Senior Center Trips	7,550.00	5,000.00	12,550.00
Senior Center				
Balanced:		111,866.00	-	111,866.00

Justification:

To transfer monies in the Sheriff's Office from Travel to Training and Maintenance & Repair Equipment to Maintenance & Repair Vehicles to cover year end costs associated with training and the upkeep of the county vehicles. To transfer monies within Detention from Contracted Services to Maintenance & Repair Equipment to have locks in the jail fixed for inspections - original quote provided was not totalled correctly resulting in the need for an additional transfer. To transfer monies from various lines in the Senior Center budget to cover the costs of the upcoming trip to New Orleans until reimbursement can be made from DSS for EDTAP funding.

Approval Date: _____

Budget Officer's Initials: _____

Initials: MP

Batch #: 2019-095

Date: 5/1/19

Commissioner Sexton made a motion to approve BT #2019-082, BT #2019-083, BT #2019-084, BT #2019-085, BT #2019-086, BT #2019-087, BT #2019-088, BA #2019-089, BT #2019-090, BT #2019-091, BA #2019-092, BA #2019-093, BT #2019-095 as presented above. Commissioner Riddick seconded, motion passed unanimously.

Commissioner Sexton asked if any departments are running over their budget. Ms. Dixon said 911 is running very tight due to being short staffed, but they have not exceeded their budget.

Commissioner Sexton asked if the billing is up to date in EMS. Mr. Potter and Ms. Dixon said it is getting closer to being caught up.

Commissioner Phelps said he had a constituent who took an ambulance ride in December and they just now received a bill for it. Mr. Potter said he doesn't understand why it was so late, but it does happen. With the volume of bills that are processed, one could be misplaced.

Commissioner Phelps asked for information on the average time it takes from when someone is picked up, insurance filed (or not, if they are not insured), to the time the resident gets a bill.

OTHER ITEMS BY CHAIRPERSON, COMMISSIONERS, COUNTY MANAGER/
ATTORNEY OR CLERK:

Chair Johnson said the best thing that happened lately was the opening of the hospital. She thanked everyone on the Board, citizens that have helped, and anyone who had a hand in getting it open.

Ms. Bennett stated she will be working with the videographer doing a shoot around the County on May 17.

Mr. Potter and Chair Johnson are going to County Assembly Day Wednesday, May 8.

At 8:20 PM, with no further business to discuss, **Commissioner Phelps made a motion to recess the meeting to May 20, 2019 at 6:00 PM. Commissioner Riddick seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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