

**Board of Commissioners
Meeting
August 7, 2023**



WASHINGTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
AUGUST 7, 2023

WASHINGTON COUNTY EARLY COLLEGE HIGH SCHOOL MEDIA CENTER
115 MIDDLE STREET, CRESWELL, NC

- 6:00 PM Call to Order—Chair Walker
6:01 PM Invocation / Pledge
Additions / Deletions
Approval of Meeting Agenda
- Item 1 6:05 PM Consent Agenda
- a) Approval of Minutes of June 5, 2023
 - b) Tax Refunds, Releases & Insolvents
 - c) Updated Pay Tables Chart Effective 7/16/23
 - d) Position Description: Assistant County Manager, Deputy Tax Administrator & Land Records Coordinator Positions
 - e) Lease of 205 East Main St. to NC Dept. of Adult Correction for Probation Offices
 - f) RESO 2023-020 ARP Grants for Asset Inventory \$970,200
 - g) RESO 2023-021 ARP Grants for Asset Inventory \$5,472,000
 - h) Order for Collection of Ad Valorem Taxes
 - i) Approval of Retention Schedule
 - j) Approval of 2023 Statewide Mutual Aid Agreement with Emergency Management
- Item 2 6:10 PM Public Forum (3-5 minute limit per speaker)
- Item 3 6:20 PM Tax Collector's Report in Settlement, Ms. Sherri Wilkins, Tax Administrator
- Item 4 6:30 PM Late Application for Disabled Veterans Exemption, Ms. Sherri Wilkins, Tax Administrator
- Item 5 6:40 PM Department Information Update: Planning/Inspections Department
- Item 6 7:00 PM Quasi-Judicial Public Hearing—Special Use Permit: Mr. Allen Pittman, Planning/Inspections
- Item 7 7:45 PM Boards & Committees, Ms. Julie J. Bennett, Clerk to the Board
- Item 8 7:50 PM Finance Officer's Report, Budget Amendments/Budget Transfers, Ms. Missy Dixon, Finance Officer

- Item 9 8:00 PM Other Items by Chair, Commissioners, CM/CA, Finance Officer or Clerk
- a) NCACC Voting Delegate Designation
 - b) ABC 2023-2024 Proposed Annual Operating Budget
 - c) Discussion: Agenda for Joint Meeting with the Plymouth Town Council
 - d) Discussion: Legislation on Allowance of Heavier Trucks
 - e) Discussion: $\frac{1}{4}$ cent Sales Tax Referendum

Item 10 8:15 PM Closed Session has been scheduled according to NCGS§143-318.11(a)(3)
(attorney-client privilege and NCGS §143-318.11(a)(6) (personnel))

Recess/Adjourn

WASHINGTON COUNTY BOARD OF COMMISSIONERS
AGENDA STATEMENT

ITEM NO: 1


DATE: August 7, 2023

ITEM: Consent Agenda

SUMMARY EXPLANATION:

- a) Approval of Minutes of June 5, 2023 (see attached at the end of the package)
- b) Tax Refunds, Releases & Insolvents (see attached)
- c) Updated Pay Tables Chart Effective 7/16/23
- d) Position Description: Assistant County Manager, Deputy Tax Administrator & Land Records Coordinator Positions (see attached)
- e) Lease of 205 East Main St. to NC Dept. of Adult Correction for Probation Offices (see attached)
- f) RESO 2023-020 ARP Grants for Asset Inventory \$970,200 (see attached)
- g) RESO 2023-021 ARP Grants for Asset Inventory \$5,472,000 (see attached)
- h) Order for Collection of Ad Valorem Taxes (see attached)
Each year, the Tax Administrator is required to ask the Board's approval of her Order for Collection of Ad Valorem Taxes.
- i) Approval of Retention Schedule (see attached)
The County Manager Office Assistant is responsible for keeping up with Retention Schedules and this document (in laymen's terms) says the County will follow the statutes for retention of records.
- j) Approval of 2023 Statewide Mutual Aid Agreement with Emergency Management (see attached)

**WASHINGTON COUNTY
REAL ESTATE PERSONAL PROPERTY REFUNDS AND RELEASES
JUNE 2023**

DATE	NAME	TICKET YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
6/30/23	BOYD, LEONA H.	4457 2021	7307	1	6326	\$87.50	\$ 87.50	House fire & utilites disconnected 1/1/2021, should not have been billed for swuf for 2021 & 2022.
6/30/23	BOYD, LEONA H.	4474 2022	7307	1	6326	\$87.50	\$ 87.50	House fire & utilites disconnected 1/1/2021, should not have been billed for swuf for 2021 & 2022.
6/30/23	DAVENPORT, COLBY GLEN	2671 2022	13870	4	10727	\$69.02		Did not own the items billed as personal property on Jan 1, 2022.
6/30/23	DAVENPORT, COLBY GLEN	2671 2022	13870	6	10727	\$5.74		Did not own the items billed as personal property on Jan 1, 2022.
6/30/23	DAVENPORT, COLBY GLEN	2274 2022	2299	4		\$424.20		Mobile home was sold. Bill should of been sent to Lori Armstrong 2022
6/30/23	DAVENPORT, COLBY GLEN	2274 2022	2299	6		\$5.35		Mobile home was sold. Bill should of been sent to Lori Armstrong 2022
6/30/23	DAVENPORT, COLBY GLEN	2671 2022	13870	4	10727	\$300.00		mobile home was sold. Bill should of been sent to Lori Armstrong on acct 2299
								
								7/19/23
								"Approved by the Washington County Board of
Requested by Tax Administrator								Commissioners meeting held _____, 2023"
								Clerk to the Board of Commissioners

SITUS CODES:

- 1 - PLYMOUTH
- 2 - LEES MILLS, ROPER
- 3 - SKINNERSVILLE / CRESWELL
- 4 - SCUPPERNONG / CRESWELL
- 34- TOWN OF CRESWELL
- 06-WATERSHED

**WASHINGTON COUNTY
REAL ESTATE PERSONAL PROPERTY REFUNDS AND RELEASES
JULY 2023**

DATE	NAME	TICKET YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
7/31/23	CARRAWAY, LISA	1293 2023	9730	1		\$61.85		OVER ASSESSMENT PERSONAL PROPERTY
7/31/23	CARRAWAY, LISA	1293 2023	9730	6		\$0.73		OVER ASSESSMENT PERSONAL PROPERTY
7/31/23	CARRAWAY, LISA	5054 2023	34120	1		\$12.73		DUPLICATE BILLING. ACCOUNT 9730 ALREADY SET UP FOR LISA CARRAWAY FOR 2019 ROAD TRAILER
7/31/23	CARRAWAY, LISA	5054 2023	34120	6		\$0.15		DUPLICATE BILLING. ACCOUNT 9730 ALREADY SET UP FOR LISA CARRAWAY FOR 2019 ROAD TRAILER
7/31/23	MIDGETTE, LEROY AKA LEROY MIDGETTE	6241 2022	32783	2		\$14.64		SHOULD HAVE RECEIVED EE EXEMPTION FOR 2022
7/31/23	MIDGETTE, LEROY AKA LEROY MIDGETTE	6241 2022	32783	6		\$6.49		SHOULD HAVE RECEIVED EE EXEMPTION FOR 2022
7/31/23	MIDGETTE, LEROY AKA LEROY MIDGETTE	6246 2022	32783	2	10669	\$130.26		SHOULD HAVE RECEIVED EE EXEMPTION FOR 2022
7/31/23	MIDGETTE, LEROY AKA LEROY MIDGETTE	6246 2022	32783	6	10669	\$6.49		SHOULD HAVE RECEIVED EE EXEMPTION FOR 2022
7/31/23	MOSKOVITA, CAROLE	6922 2023	34371	1	2125	\$525.00		FILED FOR ELDERLY EXEMPTION, NEEDED ADDITIONAL INFORMATION FROM MS. MOSKOVITA. RECEIVED AFTER BILLS WERE CALCULATED
7/31/23	MOSKOVITA, CAROLE	6922 2023	34371	6	2125	\$6.26		FILED FOR ELDERLY EXEMPTION, NEEDED ADDITIONAL INFORMATION FROM MS. MOSKOVITA. RECEIVED AFTER BILLS WERE CALCULATED
7/31/23	DIGGINS, REGINALD CARL & SHARON	2272 2023	15957	4	3506	\$335.00		PROPERTY IS VACANT LOT, NO SWUF SHOULD BE ADDED

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**WASHINGTON COUNTY
REAL ESTATE PERSONAL PROPERTY REFUNDS AND RELEASES
JULY 2023**

DATE	NAME	TICKET YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
7/31/23	CARDWELL, GARRY STEVEN	9651 2023	9651	2		\$15.26		RELEASE SEPARATE VALUE ASSESSED ON BOAT MOTOR
7/31/23	CARDWELL, GARRY STEVEN	8952 2023	9651	6		\$0.19		RELEASE SEPARATE VALUE ASSESSED ON BOAT MOTOR
<i>Shirley Webb</i>								
								8/1/23
	Requested by Tax Administrator							"Approved by the Washington County Board of Commissioners meeting held _____, 2023"
								Clerk to the Board of Commissioners

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North Carolina Vehicle Tax System

Jul-23

NCVTS Pending Refund report

Report Date 8/1/2023 8:24:45 AM

Payee Name	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
CHERRY, ARLANDER JR	1796 LONG RIDGE RD	PLYMOUTH, NC 27962	Proration	0058565569	HEV4320	PENDING	Refund Generated due to proration on Bill #00585655	Tag Surrender	07/24/2023	W	Tax	(\$108.06)	\$0.00	(\$108.06)
													Refund	\$108.06
MANNING, SUSAN HARRIS	6414 HWY 99 SOUTH	PANTEGO, NC 27860	Adjustment >= \$100	0073481271	SUSU1958	PENDING	Refund Generated due to adjustment on Bill #00734812	Situs error	07/21/2023	W	Tax	\$0.00	\$0.00	\$0.00
										P	Tax	(\$110.65)	\$0.00	(\$110.65)
										P	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
													Refund	\$125.65
MELTON, JESSE DANIEL	PO BOX 26	CRESWELL, NC 27928	Proration	0050447008	WHYASK	PENDING	Refund Generated due to proration on Bill #00504470	Tag Surrender	07/05/2023	W	Tax	(\$28.96)	\$0.00	(\$28.96)
										C	Tax	(\$17.03)	\$0.00	(\$17.03)
										C	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund	\$45.99
NORMAN, ALVIN	PO BOX 120	ROPER, NC 27970	Proration	0062209658	SYZ3890	PENDING	Refund Generated due to proration on Bill #00622096	Tag Surrender	07/24/2023	W	Tax	(\$7.88)	\$0.00	(\$7.88)
													Refund	\$7.88
PHELPS, TYRONE	210 ROANOKE AVE	PLYMOUTH, NC 27962	Proration	0045989465	FKZ5809	PENDING	Refund Generated due to proration on Bill #00459894	Tag Surrender	07/10/2023	W	Tax	(\$45.56)	\$0.00	(\$45.56)
										P	Tax	(\$28.94)	\$0.00	(\$28.94)
										P	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund	\$74.50
PITTMAN, VERNA MAE	105B S CRESCENT DR	PLYMOUTH, NC 27962	Proration	0022892534	WVP5000	PENDING	Refund Generated due to proration on Bill #00228925	Tag Surrender	07/03/2023	W	Tax	(\$21.67)	\$0.00	(\$21.67)
										P	Tax	(\$13.77)	\$0.00	(\$13.77)
										P	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund	\$35.44
PURVIS, KHALILAH	1761 FOLLY RD	PLYMOUTH, NC 27962	Proration	0069289247	KDV6168	PENDING	Refund Generated due to proration on Bill #00692892	Vehicle Sold	07/13/2023	W	Tax	(\$21.31)	\$0.00	(\$21.31)
										P	Tax	(\$13.54)	\$0.00	(\$13.54)
										P	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund	\$34.85



North Carolina Vehicle Tax System

Jul-23

NCVTS Pending Refund report

Report Date 8/1/2023 8:24:45 AM

SURTEE, FAISAL AHMOD	107 W MAIN ST	PLYMOUTH, NC 27962	Proration	0070323874	HFM3078	PENDING	Refund Generated due to proration on Bill #00703238 74-2022- 2022-0000- 00	Tag Surrender	07/03/2023	W	Tax	(\$482.80)	\$0.00	(\$482.80)
											P Tax	(\$306.72)	\$0.00	(\$306.72)
											P Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund	\$789.52
													Refund Total	\$1221.89

[Handwritten Signature]

Requested by Tax Administrator

8/1/23
Date

"Approved by the Washington County Board of Commissioners meeting held _____, 2023"

Clerk to the Board of Commissioners



North Carolina Vehicle Tax System

June-23

NCVTS Pending Refund report

Report Date 7/18/2023 11:15:16 AM

Payee Name	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax Jurisdic	Levy Type	Change	Interest Change	Total Change
AYERS, EDWARD RAY	523 SPRUILL RD	ROPER, NC 27970	Proration	0058082688	HLF8254	PENDING	94082032	Refund Generated due to proration on Bill #0058082688-2022-2022-0000.	Tag Surrender	06/23/2023	W	Tax	(\$14.70)	\$0.00	(\$14.70)
														Refund	\$14.70
BENNETT, NINA LATHAM	6035 NC HIGHWAY 32 S	PLYMOUTH, NC 27962	Proration	0042246060	XWX3791	PENDING	94174520	Refund Generated due to proration on Bill #0042246060-2021-2021-0000.	Processed in error	06/29/2023	W	Tax	(\$26.87)	\$0.00	(\$26.87)
														Refund	\$26.87
BRICKHOUSE, SHARESE KANIQUE	211 HAMPTON DR	PLYMOUTH, NC 27962	Proration	0029417538	JAA3289	PENDING	281684019	Refund Generated due to proration on Bill #0029417538-2022-2022-0000.	Tag Surrender	06/16/2023	W	Tax	(\$24.93)	\$0.00	(\$24.93)
											P	Tax	(\$15.84)	\$0.00	(\$15.84)
											P	Vehicle Fee	\$0.00	\$0.00	\$0.00
														Refund	\$40.77
CHESSON, ROBERT LEE JR	281 MACKEY FERRY RD	ROPER, NC 27970	Proration	0063047179	TAP3066	PENDING	93386824	Refund Generated due to proration on Bill #0063047179-2021-2021-0000.	Tag Surrender	06/02/2023	W	Tax	(\$64.39)	\$0.00	(\$64.39)
														Refund	\$64.39
CHRISTENBERRY, KAYLEE ELIZABETH	7050 NC HIGHWAY 32 S	PLYMOUTH, NC 27962	Proration	0069529481	KCW7061	PENDING	94174508	Refund Generated due to proration on Bill #0069529481-2022-2022-0000.	Tag Surrender	06/29/2023	W	Tax	(\$16.83)	\$0.00	(\$16.83)
														Refund	\$16.83
J & J BRAKE & EXHAUST & WRECKER SERVICE INC	6472 NC HIGHWAY 32 S	PLYMOUTH, NC 27962	Proration	0058519605	BN4562	PENDING	93366006	Refund Generated due to proration on Bill #0058519605-2022-2022-0000.	Tag Surrender	05/31/2023	W	Tax	(\$22.61)	\$0.00	(\$22.61)
														Refund	\$22.61



North Carolina Vehicle Tax System

June-23

NCVTS Pending Refund report

Report Date 7/18/2023 11:15:16 AM

Owner Name	Address	County	Reason	Account #	Tag #	Status	Refund #	Event	Date	Day	Category	Amount	Refund	Net	
HAYES, CHENARA ANE	PO BOX 595	ROPER, NC 27970	Proration	0065474615	JHP9701	PENDING	281072808	Refund Generated due to proration on Bill #0065474615-2022-2022-0000	06/08/2023	W	Tag Surrender	Tax	(\$56.04)	\$0.00	(\$56.04)
											R	Tax	(\$54.06)	\$0.00	(\$54.06)
											R	Vehicle Fee	\$0.00	\$0.00	\$0.00
											Refund		\$110.10		
J D HARRISON FARMS INC	64 WHITE OAK LN	PLYMOUTH, NC 27962	Proration	0037271613	YE3298	PENDING	93376413	Refund Generated due to proration on Bill #0037271613-2022-2022-0000	06/01/2023	W	Vehicle Sold	Tax	(\$138.81)	\$0.00	(\$138.81)
Refund		\$138.81													
JAKEMAN, GEORGE ARTHUR JR	212 GEN MATT RANSOME DR	PLYMOUTH, NC 27962	Proration	0016921823	JDH5906	PENDING	280129515	Refund Generated due to proration on Bill #0016921823-2022-2022-0000	06/01/2023	W	Tag Surrender	Tax	(\$6.86)	\$0.00	(\$6.86)
											P	Tax	(\$4.35)	\$0.00	(\$4.35)
KNIGHT, SHAWNNELE ARNISA	112 CLARK CT	PLYMOUTH, NC 27962	Adjustment < \$100	0028072543	JAA4286	PENDING	281073420	Refund Generated due to adjustment on Bill #0028072543-2022-2022-0000	06/08/2023	W	Mileage	Tax	(\$9.72)	\$0.00	(\$9.72)
											Refund		\$11.21		
											P	Tax	(\$6.18)	\$0.00	(\$6.18)
NORMAN, SAMUEL EDWARD	5455 MACKEYS RD	ROPER, NC 27970	Proration	0053979931	FBP1113	PENDING	93793785	Refund Generated due to proration on Bill #0053979931-2021-2021-0000	06/12/2023	W	Tag Surrender	Tax	(\$12.15)	\$0.00	(\$12.15)
											Refund		\$12.15		
											P	Vehicle Fee	\$0.00	\$0.00	\$0.00



North Carolina Vehicle Tax System

June-23

NCVTS Pending Refund report

Report Date 7/18/2023 11:15:16 AM

Owner Name	Address	County	Adjustment	Account #	Plate #	Status	Refund #	Reason	Date	Category	Amount	Refund	Balance		
SASSER, LEE EUGENE	356 SMITH RD	ROPER, NC 27970	Adjustment >= \$100	0059244945	7Z2816	PENDING	187314086	Refund Generated due to adjustment on Bill #0059244945- 2020-2020-0000	Situs error	06/07/2023	W	Tax	\$0.00	\$0.00	\$0.00
											P	Tax	(\$111.23)	\$0.00	(\$111.23)
													Refund	\$111.23	
SASSER, LEE EUGENE	1820 NC 171	JAMESVILLE, NC 27846	Adjustment >= \$100	0059594810	JBF8353	PENDING	280971132	Refund Generated due to adjustment on Bill #0059594810- 2020-2020-0000	Situs error	06/07/2023	W	Tax	\$0.00	\$0.00	\$0.00
											P	Tax	(\$203.63)	\$0.00	(\$203.63)
											P	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
		Refund	\$218.63												
SASSER, LEE EUGENE	356 SMITH RD	ROPER, NC 27970	Adjustment < \$100	0064448927	TJH1976	PENDING	280971135	Refund Generated due to adjustment on Bill #0064448927- 2021-2021-0000	Situs error	06/07/2023	W	Tax	\$0.00	\$0.00	\$0.00
											P	Tax	(\$11.93)	\$0.00	(\$11.93)
											P	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
		Refund	\$26.93												
SASSER, LEE EUGENE	356 SMITH RD	ROPER, NC 27970	Adjustment < \$100	0072897960	VAB3986	PENDING	281163366	Refund Generated due to adjustment on Bill #0072897960- 2022-2022-0000	Situs error	06/09/2023	W	Tax	\$0.00	\$0.00	\$0.00
											P	Tax	(\$17.82)	\$0.00	(\$17.82)
											P	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
		Refund	\$32.82												
SASSER, LEE EUGENE	356 SMITH RD	ROPER, NC 27970	Adjustment	0072890187	VAB3985	PENDING	281163483	Refund	Situs error	06/09/2023	W	Tax	\$0.00	\$0.00	\$0.00
											P	Tax	(\$5.08)	\$0.00	(\$5.08)
											P	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
		Refund	\$20.08												




North Carolina Vehicle Tax System

June-23

NCVTS Pending Refund report

Report Date 7/18/2023 11:15:16 AM

Owner Name	Address	County	Reason	Account #	Tag #	Status	Tag ID	Refund Description	Tag Action	Effective Date	Day	Category	Amount	Refund	Total
SIMPSON, JUSTIN LEE	201 WINESETT CIR	PLYMOUTH, NC 27962	Proration	0070506823	TLP2354	PENDING	282140421	Refund Generated due to proration on Bill #0070506823-2022-2022-0000	Tag Surrender	06/22/2023	W	Tax	(\$104.79)	(\$5.24)	(\$110.03)
											P	Tax	(\$66.57)	(\$3.33)	(\$69.90)
											P	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund	\$179.93	
SIMPSON, TRESSIE COMBS	6953 NC HIGHWAY 32 N	ROPER, NC 27970	Proration	0057934150	HLS4010	PENDING	94167987	Refund Generated due to proration on Bill #0057934150-2022-2022-0000	Tag Surrender	06/26/2023	W	Tax	(\$10.34)	\$0.00	(\$10.34)
WYNN, Jermetris	146 King LN	Plymouth, NC 27962	Adjustment >= \$100	0071790801	KFT6744	PENDING	281498727	Refund Generated due to adjustment on Bill #0071790801-2022-2022-0000	Situs error	06/14/2023	W	Tax	\$0.00	\$0.00	\$0.00
											R	Tax	(\$213.20)	\$0.00	(\$213.20)
											R	Vehicle Fee	(\$3.00)	\$0.00	(\$3.00)
													Refund	\$216.20	
													Refund Total	\$1290.50	


 Requested by Tax Administrator _____ Date 7/19/23

"Approved by the Washington County Board of Commissioners meeting held _____, 2023"

Clerk to the Board of Commissioners

FY24 Washington County

Salary Schedule/Pay Tables (County - Non 1st Responders & Non-DSS)

Revised/Effective: 7/16/2023

Grade	Position Title	#POS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	
Years of Relevant Experience (YORE) In		45	0	1	2	3	4	5	6	7&8	9&10	11&12	13&14	15&16	17&18	19&20	21&22	23&24	25&26	
8	Office Assistant/Floater	PT																		
	Housekeeper	2	\$22,693	\$23,257	\$23,847	\$24,450	\$25,027	\$25,697	\$26,313	\$26,982	\$27,650	\$28,320	\$29,041	\$29,737	\$30,523	\$31,271	\$32,018	\$32,845	\$33,666	
	Veteran's Service Officer	PT																		
10	Maintenance Worker I	2	\$24,791	\$25,395	\$26,025	\$26,693	\$27,336	\$28,045	\$28,726	\$29,461	\$30,169	\$30,944	\$31,704	\$32,478	\$33,304	\$34,143	\$34,996	\$35,862	\$36,759	
	Senior Center Nutrition Prog. Mgr.	1																		
11	Utility Customer Service Rep	2	\$25,815	\$26,471	\$27,139	\$27,795	\$28,503	\$29,199	\$29,946	\$30,654	\$31,429	\$32,241	\$33,029	\$33,855	\$34,694	\$35,587	\$36,479	\$37,357	\$38,291	
12	Accounting Technician	1																		
	Asst Register of Deeds	1																		
	Landfill Operator	1	\$26,838	\$27,545	\$28,215	\$28,936	\$29,632	\$30,406	\$31,114	\$31,901	\$32,701	\$33,514	\$34,341	\$35,193	\$36,071	\$36,990	\$37,908	\$38,879	\$39,851	
	Property Tax Clerk	2																		
	Waterworks Technician I	4																		
13	Administrative Asst	2	\$27,873	\$28,582	\$29,277	\$30,038	\$30,773	\$31,547	\$32,360	\$33,160	\$33,973	\$34,852	\$35,692	\$36,584	\$37,488	\$38,419	\$39,351	\$40,401	\$41,411	
	Maintenance Worker II	1																		
14	Water Treatment Plant Operator	0	\$28,949	\$29,645	\$30,418	\$31,127	\$31,913	\$32,714	\$33,540	\$34,380	\$35,219	\$36,085	\$37,017	\$37,948	\$38,892	\$39,863	\$40,859	\$41,856	\$42,902	
15	Code Enforcement Officer	1	\$29,985	\$30,707	\$31,480	\$32,281	\$33,069	\$33,908	\$34,760	\$35,626	\$36,518	\$37,410	\$38,341	\$39,272	\$40,269	\$41,318	\$42,329	\$43,365	\$44,449	
16	Chief Landfill Operator	1	\$31,009	\$31,795	\$32,569	\$33,397	\$34,209	\$35,075	\$35,928	\$36,846	\$37,763	\$38,721	\$39,692	\$40,649	\$41,698	\$42,696	\$43,798	\$44,874	\$45,996	
	Airport Manager	1																		
17	Recreation Director	1	\$32,032	\$32,845	\$33,672	\$34,498	\$35,364	\$36,256	\$37,160	\$38,078	\$39,037	\$40,006	\$40,990	\$42,026	\$43,102	\$44,139	\$45,240	\$46,369	\$47,528	
	Soil and Water Supervisor	1																		
	Accounting/HR Specialist	1																		
18	Assistant Tax Assessor	1	\$33,081	\$33,933	\$34,760	\$35,639	\$36,531	\$37,423	\$38,367	\$39,299	\$40,269	\$41,318	\$42,341	\$43,378	\$44,454	\$45,608	\$46,684	\$47,903	\$49,101	
	Delinquent Tax Coordinator	1																		
	Senior Center Director	1	\$34,143	\$34,984	\$35,836	\$36,741	\$37,633	\$38,564	\$39,600	\$40,558	\$41,555	\$42,578	\$43,680	\$44,755	\$45,844	\$47,025	\$48,192	\$49,372	\$50,607	
20	Clerk to Board/Admin. Asst.	1																		
	Elections Director (FN1)	1	\$35,154	\$36,033	\$36,924	\$37,843	\$38,839	\$39,783	\$40,781	\$41,778	\$42,814	\$43,890	\$44,978	\$46,106	\$47,260	\$48,428	\$49,661	\$50,894	\$52,167	
	Senior Project Manager	2																		
	Tax Land Records Coord	1																		
21		0	\$36,176	\$37,095	\$38,039	\$38,984	\$39,955	\$40,939	\$41,935	\$43,024	\$44,086	\$45,175	\$46,329	\$47,445	\$48,204	\$49,871	\$51,117	\$52,402	\$53,712	
22	IT Systems Operator	1	\$37,252	\$38,210	\$39,115	\$40,086	\$41,057	\$42,131	\$43,182	\$44,244	\$45,345	\$46,513	\$47,654	\$48,835	\$50,041	\$51,313	\$52,586	\$53,911	\$55,259	
	Deputy Tax Administrator	1																		
25	Maintenance Supervisor	1	\$40,387	\$41,384	\$42,394	\$43,430	\$44,559	\$45,660	\$46,749	\$47,969	\$49,137	\$50,356	\$51,628	\$52,940	\$54,252	\$55,616	\$57,007	\$58,397	\$59,857	
	Water Treatment Plant Supervisor	1																		
26	Deputy Finance Officer/Financial Analy	1	\$41,410	\$42,421	\$43,457	\$44,597	\$45,686	\$46,814	\$47,995	\$49,188	\$50,434	\$51,681	\$52,980	\$54,291	\$55,643	\$57,033	\$58,462	\$59,906	\$61,403	
	Grants & Procurement Manager	1																		
27	Register of Deeds (FN2)	1	\$42,421	\$43,457	\$44,611	\$45,686	\$46,814	\$48,008	\$49,188	\$50,434	\$51,681	\$52,980	\$54,291	\$55,655	\$57,045	\$58,462	\$59,918	\$61,413	\$62,949	
32	Tax Administrator	1	\$47,601	\$48,809	\$50,015	\$51,275	\$52,572	\$53,884	\$55,210	\$56,587	\$57,991	\$59,446	\$60,942	\$62,450	\$64,011	\$65,624	\$67,263	\$68,943	\$70,322	
39	Utilities Director	1	\$54,895	\$56,232	\$57,663	\$59,105	\$60,587	\$62,082	\$63,617	\$65,218	\$66,844	\$68,536	\$70,242	\$72,012	\$73,782	\$75,632	\$77,521	\$79,449	\$81,435	
40	Planning Dir./Bldg Insp (Dual Role)	1	\$55,944	\$57,348	\$58,750	\$60,246	\$61,728	\$63,250	\$64,824	\$66,477	\$68,129	\$69,821	\$71,566	\$73,363	\$75,186	\$77,049	\$79,266	\$80,971	\$82,995	
44	Finance Officer	1	\$60,509	\$62,044	\$63,578	\$65,178	\$66,805	\$68,470	\$70,175	\$71,959	\$73,744	\$75,579	\$77,469	\$79,409	\$81,391	\$83,437	\$85,509	\$87,674	\$89,866	
	Assistant County Manager	1																		

FN1: Elections Director & Employee Compensation Subject to NCGS 163-37

FN2: Sheriff&ROD Compensation Subject to NCGS 153A-92

FN3: Time spent in uncertified positions is not counted for YORE purposes in a higher pay grade/range position resulting from obtaining certification

FY23 Note: Actual compensation amounts for NCSU Coop Extension Staff should be monitored to insure equitable progression compared to regular county staff

Recent COLAs: [2% 2013]; [2% 2015]; [2% 2018]; [2.5% 7.16.22]; [2.5% 7.16.23]

FY24 Washington County
Salary Schedule/Pay Tables (First Responders Only)

Revised/Effective: 7/16/2023

Grade	Position Title	#POS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
Years of Relevant Experience (YOYE) Index:		69	0	1	2	3	4	5	6	7&8	9&10	11&12	13&14	15&16	17&18	19&20	21&22	23&24	25&26
11	EMT Basic	10	\$25,815	\$26,471	\$27,139	\$27,795	\$28,503	\$29,199	\$29,946	\$30,654	\$31,429	\$32,241	\$33,029	\$33,855	\$34,694	\$35,587	\$36,479	\$37,357	\$38,291
	Telecommunicator I - Uncert (FN3)	2																	
12	WCSCO Animal Control Officer	1	\$26,838	\$27,545	\$28,215	\$28,936	\$29,632	\$30,406	\$31,114	\$31,901	\$32,701	\$33,514	\$34,341	\$35,193	\$36,071	\$36,990	\$37,908	\$38,879	\$39,851
	WCSCO Admin Asst	1																	
13	EMT Intermediate	3	\$27,873	\$28,582	\$29,277	\$30,038	\$30,773	\$31,547	\$32,360	\$33,160	\$33,973	\$34,852	\$35,692	\$36,584	\$37,488	\$38,419	\$39,351	\$40,401	\$41,411
	Telecommunicator II - EMD Cert	7																	
15	Detention Officer	8	\$29,985	\$30,707	\$31,480	\$32,281	\$33,069	\$33,908	\$34,760	\$35,626	\$36,518	\$37,410	\$38,341	\$39,272	\$40,269	\$41,318	\$42,329	\$43,365	\$44,449
16	Detention Corporal	3	\$31,009	\$31,795	\$32,569	\$33,397	\$34,209	\$35,075	\$35,928	\$36,846	\$37,763	\$38,721	\$39,692	\$40,649	\$41,698	\$42,696	\$43,798	\$44,874	\$45,996
18	Detention - Lieutenant	1	\$33,081	\$33,933	\$34,760	\$35,639	\$36,531	\$37,423	\$38,367	\$39,299	\$40,269	\$41,318	\$42,341	\$43,378	\$44,454	\$45,608	\$46,684	\$47,903	\$49,101
19	EMT Paramedics	9	\$34,143	\$34,984	\$35,836	\$36,741	\$37,633	\$38,564	\$39,600	\$40,558	\$41,555	\$42,578	\$43,680	\$44,755	\$45,844	\$47,025	\$48,192	\$49,372	\$50,607
21	911 Telecom Supervisor - EMD Cert	1	\$36,176	\$37,095	\$38,039	\$38,984	\$39,955	\$40,939	\$41,935	\$43,024	\$44,086	\$45,175	\$46,329	\$47,445	\$48,204	\$49,871	\$51,117	\$52,402	\$53,712
23	Chief Detention Officer	1	\$38,289	\$39,220	\$40,191	\$41,253	\$42,263	\$43,286	\$44,362	\$45,477	\$46,617	\$47,798	\$48,965	\$50,199	\$51,445	\$52,730	\$54,056	\$55,393	\$56,778
26	WCSCO Deputy	8	\$41,410	\$42,421	\$43,457	\$44,597	\$45,686	\$46,814	\$47,995	\$49,188	\$50,434	\$51,681	\$52,980	\$54,291	\$55,643	\$57,033	\$58,462	\$59,906	\$61,433
27	WCSCO Corporal	2	\$42,421	\$43,457	\$44,611	\$45,686	\$46,814	\$48,008	\$49,188	\$50,434	\$51,681	\$52,980	\$54,291	\$55,655	\$57,045	\$58,462	\$59,918	\$61,413	\$62,949
28	WCSCO Sergeant	2	\$43,443	\$44,584	\$45,673	\$46,775	\$47,981	\$49,175	\$50,422	\$51,668	\$52,967	\$54,278	\$55,629	\$57,020	\$58,422	\$59,892	\$61,388	\$62,909	\$64,482
29	WCSCO Investigator	3	\$44,519	\$45,634	\$46,736	\$47,929	\$49,123	\$50,343	\$51,615	\$52,900	\$54,212	\$55,576	\$56,967	\$58,370	\$59,839	\$61,321	\$62,843	\$64,404	\$67,736
31	Emergency Mgmt Coord	1	\$46,579	\$47,746	\$48,927	\$50,146	\$51,405	\$52,704	\$54,003	\$55,340	\$56,705	\$58,161	\$59,591	\$61,085	\$62,620	\$64,181	\$65,781	\$67,421	\$69,107
	WCSCO Lieutenant	2																	
32	EMS Deputy Director	1	\$47,601	\$48,809	\$50,015	\$51,275	\$52,572	\$53,884	\$55,210	\$56,587	\$57,991	\$59,446	\$60,942	\$62,450	\$64,011	\$65,624	\$67,263	\$68,943	\$70,322
36	WCSCO Chief Deputy	1	\$51,773	\$53,072	\$54,396	\$55,747	\$57,138	\$58,567	\$60,010	\$61,493	\$63,066	\$64,640	\$66,227	\$67,894	\$69,611	\$71,330	\$73,126	\$74,963	\$76,837
37	EMS Director	1	\$52,795	\$54,134	\$55,498	\$56,888	\$58,292	\$59,761	\$61,230	\$62,752	\$64,339	\$65,926	\$67,591	\$69,258	\$71,015	\$72,760	\$74,583	\$76,458	\$78,370
45	WCSCO Sheriff (FN2)	1	\$62,022	\$63,595	\$65,168	\$66,808	\$68,475	\$70,182	\$71,929	\$73,758	\$75,587	\$77,469	\$79,405	\$81,395	\$83,426	\$85,523	\$87,647	\$89,866	\$92,112

Refer to FNs on Non-1st Responder Salary Schedule/Pay Tables

FY24 Washington County
Salary Schedule/Pay Tables (DSS) - Revised/Effective: 1/16/23

Revised/Effective: 7/16/2023

Grade	Job Title	#POS	Step 1/A1	Step 2/A2	Step 3/B1	Step 4/B2	Step 5/B3	Step 6/C1	Step 7/C2	Step 8/C3	Step 9/D1	Step 10/D2	Step 11/D3	Step 12/E1	Step 13/E2	Step 14/E3	Step 15/F1	Step 16/F2	Step 17/F3
Years of Relevant Experience (YOYE) Index:		59	0	1	2	3	4	5	6	7&8	9&10	11&12	13&14	15&16	17&18	19&20	21&22	23&24	25&26
52	Housekeeper (FN1)	1	\$22,693	\$23,257	\$23,847	\$24,450	\$25,027	\$25,697	\$26,313	\$26,982	\$27,650	\$28,320	\$29,041	\$29,737	\$30,523	\$31,271	\$32,018	\$32,845	\$33,666
	Processing Assistant V	2																	
61	IM CW I	0	\$26,391	\$27,074	\$27,717	\$28,425	\$29,120	\$29,815	\$30,563	\$31,297	\$32,071	\$32,859	\$33,698	\$34,524	\$35,442	\$36,295	\$37,160	\$38,091	\$39,049
	Vehicle Operator I	5																	
63	Transportation Coordinator	1	\$29,120	\$29,815	\$30,563	\$31,297	\$32,071	\$32,859	\$33,698	\$34,524	\$35,442	\$36,295	\$37,160	\$38,091	\$39,049	\$40,020	\$40,977	\$41,948	\$42,972
	IM Caseworker II (FN2)	14																	
	Info Processing Tech	2																	
	Social Worker I	0																	
65	CS Enforcement Agent II	4	\$32,071	\$32,859	\$33,698	\$34,524	\$35,442	\$36,295	\$37,160	\$38,091	\$39,049	\$40,020	\$40,977	\$41,948	\$42,972	\$44,073	\$45,175	\$46,421	\$47,523
	IM Investigator II (FN2)	1																	
	IM Caseworker III (FN2)	4																	
	CS Supervisor I	1																	
67	IM Supervisor II	2	\$35,442	\$36,295	\$37,160	\$38,091	\$39,049	\$40,020	\$40,977	\$41,948	\$42,972	\$44,073	\$45,175	\$46,421	\$47,523	\$48,612	\$49,871	\$51,104	\$52,429
	Paralegal I	1																	
	Transit Supervisor	1																	
	Social Worker II (FN3)	5																	
	Social Worker III (FN3)	5																	
69	Social Worker Inv/Ass/Tr (FN3)	3	\$39,049	\$40,020	\$40,977	\$41,948	\$42,972	\$44,073	\$45,175	\$46,421	\$47,523	\$48,612	\$49,871	\$51,104	\$52,429	\$53,661	\$55,078	\$56,402	\$57,872
	Social Worker Supervisor II	1																	
70	Computer System Administrator I	1	\$40,977	\$41,948	\$42,972	\$44,073	\$45,175	\$46,421	\$47,523	\$48,612	\$49,871	\$51,104	\$52,429	\$53,661	\$55,078	\$56,402	\$57,872	\$59,341	\$60,823
	Social Worker Supervisor III	3																	
73	Social Services Deputy Director	1	\$47,523	\$48,612	\$49,871	\$51,104	\$52,429	\$53,661	\$55,078	\$56,402	\$57,872	\$59,341	\$60,823	\$62,332	\$63,879	\$65,453	\$67,120	\$68,733	\$70,438
75	Social Services Director	1	\$52,429	\$53,661	\$55,078	\$56,402	\$57,872	\$59,341	\$60,823	\$62,332	\$63,879	\$65,453	\$67,120	\$68,733	\$70,438	\$72,248	\$74,072	\$75,894	\$77,784
81	Social Services Director	1	\$70,342	\$72,032	\$73,818	\$75,716	\$77,627	\$79,537	\$81,517	\$83,565	\$85,641	\$87,772	\$89,970	\$92,211	\$94,507	\$96,885	\$99,305	\$101,765	\$104,281

FN1: DSS Housekeeper step values are based on and pasted into the schedule from the non-DSS salary schedule's values for non-DSS housekeepers to create equity between all housekeeper positions

FN2: YOYE value subject to work against reduction (refer to Supplemental DSS YOYE Guidelines v20201216)

FN3: Subject to YOYE reductions for Work Against/Prior Experience (refer to Supplemental DSS YOYE Guidelines v20201216)

CS = Child Support

IM = Income Maintenance

WASHINGTON COUNTY

POSITION DESCRIPTION

v20230701



POSITION TITLE	ASSISTANT COUNTY MANAGER
POSITION TYPE	FULL TIME/EXEMPT
POSITION LOCATION	COUNTY MANAGER'S OFFICE – PLYMOUTH (NC)

GENERAL POSITION STATEMENT

Under limited supervision, performs responsible administrative and managerial work overseeing assigned programs and assisting the County Manager in overall administration of County government. Work involves supervising activities of assigned county department managers as well as overseeing assigned county projects. Performs various administrative duties and/or conducts research and studies at the request of the County Manager and assists County departments. Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions and/or disciplinary action as warranted. May assume the duties and responsibilities of the County Manager in their absence. Exercises considerable initiative and independent judgment in all phases of work. Must exercise considerable tact and courtesy in frequent contact with County employees, service vendors, and the general public. Reports to the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Assists the County Manager in development of policies and procedures pertaining to personnel, capital improvement, fiscal control, construction projects and public relations issues; serves as member of County Manager's management team, participating in meetings and discussions to formulate and develop planning on various issues pertaining to operations of County government.
- Oversees County capital improvement projects, ensuring adherence to specified standards; confers with department heads, supervisory boards, County Commissioners, court officials, architects, contractors, etc., to resolve disputes, as necessary.
- Oversees, coordinates and administers various personnel programs in accordance with local, state and federal ordinances, statutes and laws; develops amendments to local personnel ordinance, as necessary, and presents recommendations to County Commissioners.
- Represents the County in official capacities on various regional and County boards and committees.
- Confers with department heads regarding intended discipline of management level and professional level employees, advising as necessary; represents interests of County in disputes with employees before oversight agencies such as Equal Employment Opportunity Commission, Employment Security Commission, etc.; investigates complaints made by employees, and addresses accordingly.

- Serves as liaison between County and the general public, investigating and addressing disputes and inquiries, as necessary; advises County Manager on matters pertaining to the image of the County and resolves problems on behalf of the County Manager and the Board of Commissioners.
- Monitors and reviews activities of department heads, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.
- Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.
- Performs administrative duties and/or compiles data for special projects or reports as assigned.
- Interacts and communicates with and assists County Manager, Board of Commissioners, department managers, executive from outside corporations, and general public, as needed.
- Oversees specific departments and/or programs as delegated or assigned by the County Manager.
- Assumes duties of County Manager in his/her absence, ensuring adherence to established policies, procedures and standards.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

- **DISCLAIMER:** This position description is not an employment agreement or contract. Management reserves the exclusive right to alter this description at any time without notice.

TRAINING & EXPERIENCE

- Bachelor's degree in Public Administration/Business/Political Science, or a related field required; considerable increasingly responsible experience in the administration and management of local government programs and personnel; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities to perform the duties assigned to this position.
- Valid North Carolina driver's license required upon hire and duration of employment.
- Must take and successfully pass a pre-employment drug test, Motor Vehicle Records driver license check, and criminal background check. Must submit to random, reasonable suspicion, and post-accident drug and alcohol testing. In-county residency within one (1) year of employment is preferred, but not required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM CRITICAL/ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be physically able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates and assistants.

Language Ability: Requires the ability to read various reports, records, forms, budgets, invoices, legal documents, contracts, insurance statements, etc. Requires the ability to prepare reports, correspondence, studies, advertisements, etc., utilizing proper formats and conforming to all rules of grammar, diction and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, personnel and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, visually with office equipment and recording devices.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

WASHINGTON COUNTY

POSITION DESCRIPTION



POSITION TITLE	DEPUTY TAX ADMINISTRATOR
POSITION TYPE	FULL TIME/EXEMPT
POSITION LOCATION	COUNTY TAX OFFICE – PLYMOUTH (NC)

GENERAL POSITION STATEMENT

Assists the Tax Administrator in all matters related to the Tax Department including performing difficult professional and administrative work supervising, planning, and directing the listing, valuation, billing and collecting of property taxes. Overseeing department operations for efficiency and effectiveness, maintaining records and files, preparing reports. Does related work as required. Work involves setting policies and goals under the direction of the Tax Administrator. Departmental supervision is exercised over all personnel within the department.

SPECIFIC DUTIES AND RESPONSIBILITIES

SPECIFIC JOB FUNCTIONS

- Plans, directs, and oversees activities of tax listing, appraisal, billing, and collection in the Tax Department through direct or delegated supervision. Ensuring that established policies, procedures, and programs are planned and implemented in accordance with state laws and the County Board of Commissioners directives. Assists in reviewing, developing, and implementing policies and procedures, as necessary, to improve department efficiency.
- Assigns, directs, trains, and inspects the work of staff. Assists staff with complex issues.
- Receives and responds to inquiries and questions in person and via email and telephone.
- Assists in supervising the listing, discovery and evaluation of real and personal property and public utility taxes, as well as processing taxes pertaining to municipalities and drainage districts. Assists with the preparation of tax bills, maintenance of real estate transfers and maintenance and updating of all county tax records.
- Supervises and participates in the collection of unpaid taxes.
- Participates in the County-wide revaluation project.
- Meets with taxpayers, attorneys, and other interested persons with inquiries about property value assessments, addresses and seeks to resolve disputes pertaining to property value assessments.
- Assists with the annual budget proposal, including analyzing past expenditures.
- Prepares a variety of statistical reports and other reports as directed.

ADDITIONAL JOB FUNCTIONS/SUPPLEMENTAL INFORMATION

- Performs other related work as required.
- Thorough knowledge of the procedures and policies of the tax department as such pertains to the performance of the duties of the position.
- Requires the ability to perform under stress and deal with others acting under stress.
- Requires attention to detail, strong math skills, and good verbal and written communication skills as well as exceptional customer service skills.
- Requires strong analytical/critical thinking and problem-solving skills.
- Position requires maintenance of a high level of confidentiality.

- Must take and successfully pass a pre-employment drug test, Motor Vehicle Records driver license check, and criminal background check. Must submit to random, reasonable suspicion, and post-accident drug and alcohol testing. In-county residency within one (1) year of employment is preferred, but not required.
- **DISCLAIMER:** This position description is not an employment agreement or contract. Management reserves the exclusive right to alter this description at any time without notice.

TRAINING & EXPERIENCE

- Associates degree in business administration, finance, accounting or related field preferred along with some supervisory experience, or any equivalent combination of education and experience.
- Valid North Carolina driver's license required upon hire and duration of employment.
- Completion of NCTCA Deputy Tax Collector certification within 2 years of employment. Completion of N. C. Department of Revenue's and UNC School of Government courses regarding assessment and collection.
- Must be proficient with and have experience using computers and basic office productivity software (preferably Microsoft Office products) as well as experience with basic office machinery (computer, printer, fax, scanner, 10-key calculator).

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM CRITICAL/ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be physically able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates and assistants.

Language Ability: Requires the ability to read various reports, records, forms, budgets, invoices, legal documents, contracts, insurance statements, etc. Requires the ability to prepare reports, correspondence, studies, advertisements, etc., utilizing proper formats and conforming to all rules of grammar, diction and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, personnel and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, visually with office equipment and recording devices.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

WASHINGTON COUNTY POSITION DESCRIPTION



POSITION TITLE	LAND RECORDS COORDINATOR
POSITION TYPE	FULL TIME/NON-EXEMPT
POSITION LOCATION	COUNTY TAX OFFICE – PLYMOUTH (NC)

GENERAL POSITION STATEMENT

Performs management of the land records of the tax department. Processing changes in real property records through deeds, estate filings and any other means. Performing statutory audits. Calculate deferred taxes. Assists in listing real property. Assists taxpayers, attorneys, appraisers, and others as needed. Provides information to the public on tax laws and policies. Performs work necessary for updating GIS. Related work as required. Work is performed under the supervision of the Tax Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

SPECIFIC JOB FUNCTIONS

- Manages and verifies land records through transfers, splits, recombinations, and estate files. Confers with property owners, attorneys, and others to assist with ownership inquiries, discrepancies. Assigns parcel numbers for land divisions. Coordinate modifications to GIS records as required. Maintains real property files as required.
- Participates in the County-wide revaluation project.
- Assists in person, via email or telephone processes and changes in real estate values, acreage, ownership, legal description, parcel numbers, land divisions, etc. Provides information based on county tax laws and procedures.
- Performs statutory audits on exempt/excluded properties and properties receiving, and not limited to, present use, property tax relief and other exclusion/exemptions as per N.C.G.S. Submits applications for such to the tax administrator. Assists with completion of the applications.
- Utilizes computerized data entry for word processing, spreadsheet and/or file maintenance to enter, store and/or retrieve information as requested. Summarized data in preparation for reports.
- Prepares correspondence, reports, etc. Assume responsibility for correctness of spelling, punctuation, grammar and format or correspondence and reports.
- May assist the public with completion of listings, assessments, billings, etc. Lists real property and assists with listing personal property. Assigns account numbers. Entering, verifying, editing, and correcting data as required. Assists the public with locating property on maps and printing property record cards. Verifies PIN for deed filing.
- Maintains GIS spreadsheet for updates by Atlas Geographic Data, Inc. to the GIS software.
- Prepares a variety of reports as directed.

ADDITIONAL JOB FUNCTIONS/SUPPLEMENTAL INFORMATION

- Performs other related work as required.
- Thorough knowledge of the procedures and policies of the tax department as such pertains to the performance of the duties of the position.

- Requires the ability to read reports, forms, abstracts, applications, statutes, maps, procedures, directions, permits, etc. and explain real property transfer policies and methods to the public.
- Requires the ability to perform under stress and deal with others acting under stress.
- Requires attention to detail, strong math skills, and good verbal and written communication skills as well as exceptional customer service skills.
- Requires strong analytical/critical thinking and problem-solving skills.
- Position requires maintenance of a high level of confidentiality.
- Must take and successfully pass a pre-employment drug test, Motor Vehicle Records driver license check, and criminal background check. Must submit to random, reasonable suspicion, and post-accident drug and alcohol testing. In-county residency within one (1) year of employment is preferred, but not required.
- **DISCLAIMER:** This position description is not an employment agreement or contract. Management reserves the exclusive right to alter this description at any time without notice.

TRAINING & EXPERIENCE

- Associates degree in business administration, finance, accounting or related field preferred along with some supervisory experience, or any equivalent combination of education and experience.
- Valid North Carolina driver's license required upon hire and duration of employment.
- Completion of N. C. Property Mappers Association mappers certification within the first 2 years of employment. Completion of N. C. Department of Revenue's & UNC School of Gov't courses regarding assessment and collection.
- Must be proficient with and have experience using computers and basic office productivity software (preferably Microsoft Office products) as well as experience with basic office machinery (computer, printer, fax, scanner, 10-key calculator).

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM CRITICAL/ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be physically able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates and assistants.

Language Ability: Requires the ability to read various reports, records, forms, budgets, invoices, legal documents, contracts, insurance statements, etc. Requires the ability to prepare reports, correspondence, studies, advertisements, etc., utilizing proper formats and conforming to all rules of grammar, diction and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, personnel and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, visually with office equipment and recording devices.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

management, and planning offices, the county owned facility at 205 E. Main St. became an available option for finally providing probation office space on county owned property.

FINANCIAL ANALYSIS/IMPACTS:

- Management estimates the proposed relocation will save Washington County over \$17,000 per year.

STAFF RECOMMENDATION(S):

1. **Approve the proposed draft Lease Agreement, and authorize the County Manager/County Attorney (after making any additional minor modifications to those considered reasonable or necessary for the County's benefit and protection) to execute the final version thereof on behalf of Washington County.**

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED
BY THE NORTH CAROLINA DEPARTMENT OF ADULT CORRECTION**

STATE OF NORTH CAROLINA

COUNTY OF WASHINGTON

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this the ____ day of _____, 2023, by and between, **COUNTY OF WASHINGTON**, hereinafter designated as Lessor, and the **STATE OF NORTH CAROLINA**, hereinafter designated as Lessee;

WITNESSETH:

THAT WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1st day of September 1981; and as amended on September 8, 1999, and December 7th, 1999, and December 6, 2020 and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out,

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the **City of Plymouth, County of Washington**, North Carolina, more particularly described as follows:

Being approximately +932 net square feet of office space located at 205 E. Main Street; Washington County; Plymouth, North Carolina and further described in the floor plan, Exhibit "A".

(NC DEPARTMENT OF ADULT CORRECTION, DIVISION 1, DISTRICT 2)

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of **three (3) years**, commencing on **1st day of September 2023**, or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the **31st day of August 2026**.

2. During the term of the lease, the Lessee shall pay to the Lessor as rental for said premises the sum of **\$1.00** dollar per annum, said rental to be payable within 15 days from receipt of invoice. The Lessee agrees to pay the aforesaid rental to the Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least 15 days prior to the due date.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services, and utilities to the satisfaction of the Lessee.

A. Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold-water facilities, and adequate toilet facilities.

B. Maintenance of lawns, sidewalks, shrubbery, parking, paved areas and common areas and disposal of trash is required.

- C. Lessor provides required fire extinguishers and servicing, pest control, and outside trash disposal, including provision for the handling of recyclable items such as aluminum cans, cardboard, and paper. All pesticides must be applied by a licensed technician.
- D. All utilities except telecommunications.
- E. Daily janitorial service and supplies.
- F. Parking.
- G. If applicable elevator service.
- H. The leased premises are generally accessible to persons with disabilities. This shall include access to the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to accessible restroom.
- I. Any fire or safety inspection fees, stormwater fees, or land transfer tax/fees.
- J. All other terms and conditions of the signed "Proposal to Lease to the State of North Carolina" Form PO-28 incorporated herein by reference and the "Specifications for Non-advertised Lease" (Exhibit B).

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in operative condition. Maintenance shall include but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have, to make such repair at its own cost and to deduct the amount thereof from the rent that may then be thereafter become due hereunder. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures, or signs in or upon the leased premises. Such fixtures, additions, structures, or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises are destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate, and the rent shall be apportioned to the time of the damage. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. During such a period of repair, Lessee shall have the right to obtain similar office

space at the expense of Lessee or the Lessee may terminate the lease by giving fifteen (15) days written notice to the Lessor.

8. Lessor shall be liable to Lessee for any loss or damage suffered by Lessee which is a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than 60 days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation, or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premise leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows:

To the Lessor:
Washington County
P.O. Box 1007
Plymouth, North Carolina 27962
w/copy to: N/A

To the Lessee:
NC Department of Adult Correction (DAC), Division 1, District 2
Address: 1308 Highland Drive, Suite 102
Washington, North Carolina 27889

with a copy to:
State Property Office
Attn: Leasing Manager and Space Planning Section
1321 Mail Service Center
Raleigh, North Carolina 27699-1321

Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

15. Within 30 days of Commencement Date, Lessor agrees to construct, upfit, repair and maintain the Premises in accordance with (a) the approved floor plan attached hereto as Exhibit A and (b) the applicable regulation and building code provisions of the governmental authority having jurisdiction over the Premises.

16. N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

The rest of this page is intentionally left blank.

DRAFT

LESSEE:

STATE OF NORTH CAROLINA

By: _____ (SEAL)
**Joanne Rowland, Director
DAC Purchasing and Logistics**

STATE OF NORTH CAROLINA
COUNTY OF WAKE

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that **Joanne Rowland**, personally appeared before me this date and acknowledged the due execution by him of the foregoing instrument as Director of State Property Office of the Department of Administration of the State of North Carolina, for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the ____ day of _____, **2023**.

Notary Public

Printed Name: _____

My Commission Expires: _____

LESSOR:

WASHINGTON COUNTY

By: _____ (SEAL)

Curtis S. Potter
Washington County Manager

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public in the
County of _____, and State aforesaid, do hereby certify that **Curtis S. Potter**
personally came before me this day and acknowledge the due execution of the foregoing instrument on
behalf of the limited liability company and for the purposes stated herein

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the ____ day of
_____, **2023**.

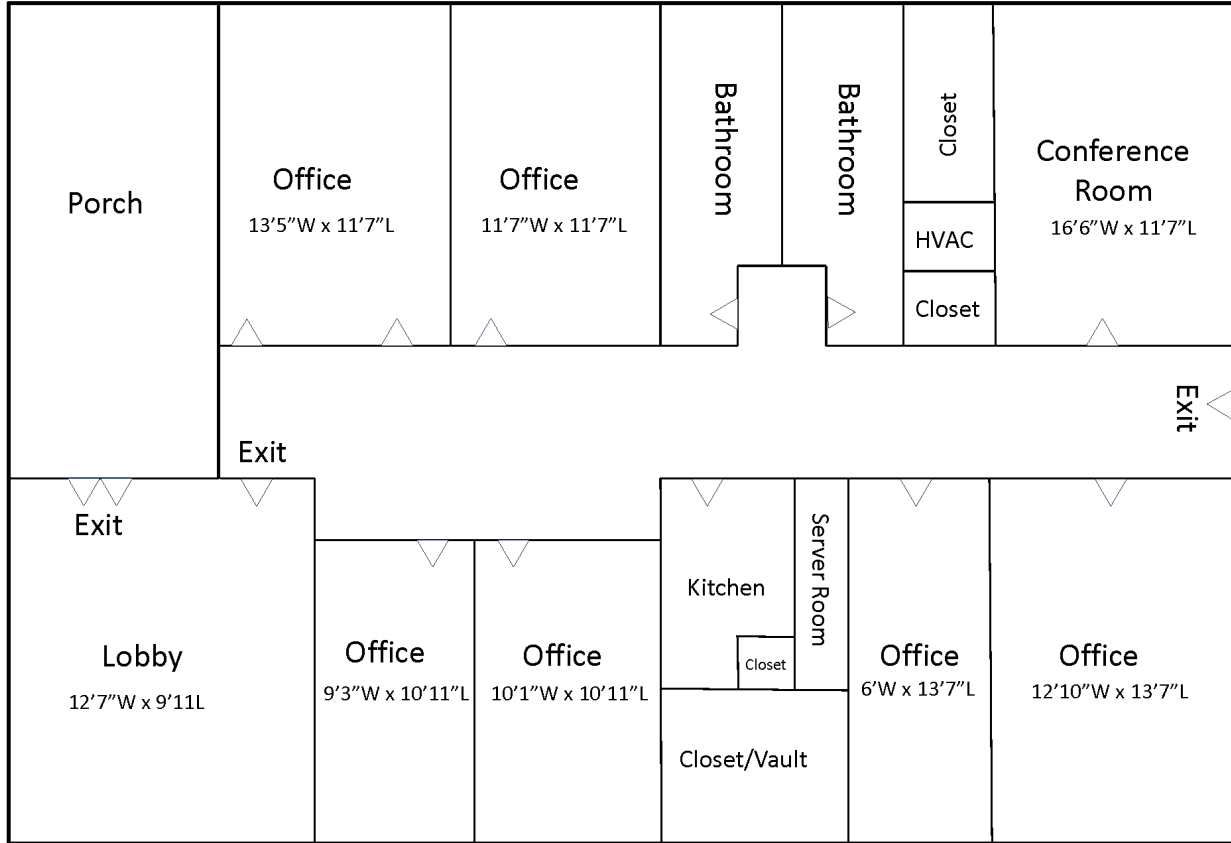
Notary Public

Printed Name: _____

My Commission Expires: _____

Exhibit A

**Probation & Parole Office
205 E Main Street, Plymouth**



Floorplan not drawn to scale

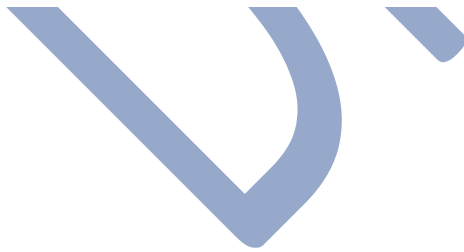


Exhibit B

SPECIFICATIONS FOR NON-ADVERTISED LEASE

1. The floor plan should show building exits for the proposed space. Also provide the year the building was constructed.
2. This facility must provide environment that is barrier free and easily accessible to physically disabled staff, visitors, and clientele. Compliance with the State Building Code and the Americans with Disabilities Act is required. Toilet facilities shall be ADA accessible and code compliant.
3. The air conditioning and heating system shall be maintained by Lessor including frequent filter cleaning and replacement. Year-round ventilation shall be provided to prevent stale air problems and unacceptable CO2 content. Waiting areas, LAN room and conference room(s) may require additional HVAC.
4. Telecommunication room temperature should be within a range of 65° to a maximum of 75°. This is a 24-hour per day, 7 day per week requirement. A separate HVAC system may be required to maintain this temperature range.
5. All lighting and electrical maintenance shall be furnished by Lessor including the replacement of ballasts, light tubes, and replacement bulbs.
6. The Lessor shall provide required fire extinguishers and servicing, pest control (by a licensed technician) and outside trash disposal including provision for the handling of recycling items such as aluminum cans, cardboard, and paper. Frequent trash and recycling pick -up required. Year- round maintenance is required to maintain a neat and professional appearance of the site at all times.
7. Lessor shall provide internal and external sign that will provide easy identification of the office by the general public.
8. Locking hardware is required on all storage rooms, equipment rooms, files rooms and LAN room. Supply storage closets require shelving.
9. The Lessor shall provide Sufficient window coverings shall be provided to control glare within the space. (Venetian blinds or acceptable equivalent).
10. The Lessor shall provide Vinyl tile or other floor covering acceptable to the State in all finished areas. Prefer carpeting for all offices and conference rooms. If floors are carpeted, they should be commercial grade 26 oz. or 24 oz carpet squares preferred, acceptable to the lessee. LVT tile is preferred in the waiting area, LAN room(s), kitchenette, restrooms and hallways. LAN room tile should be anti-static. New or like-new carpet is preferred. If not new, carpets must be professionally cleaned and all stains removed before occupancy. High traffic areas will require frequent cleaning and replacement of floor finishes to maintain a neat, clean, high-quality finish and will be at the State Property Office's discretion.

11. Lessor shall shampoo all carpet and clean the outside of the building windows annually.
12. Lessor shall be responsible for snow and debris removal as quickly as possible to avoid work delays.
13. The per square foot price proposal is based on the floor plan and repair lists agreed upon by the State of North Carolina and includes but it not limited to all partitions, demolition, and up fitting costs: building and grounds maintenance; property taxes; insurance; fire and safety inspection fees; stormwater fees; land transfer tax; common area maintenance and other building operational costs.
14. The number of keys to be provided to the State for each lockset shall be reasonably determined by the State prior to occupancy, at no cost to the State.
15. All parking areas shall be adequately lighted and located within a reasonable distance of the office.
16. Lessor shall provide all conduits and pull strings from above the ceiling to outlet boxes. State to install wiring and cover plates.
17. Lessor is responsible for providing all cleaning supplies and paper and soap products for kitchen and bathrooms regardless of who contracts for janitorial services.

The lessor is in agreement with the above conditions and the conditions of the also signed “proposal to Lease to the State of North Carolina” Form PO-28.

Signature of the Lessor

Date

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

COMMISSIONERS:
JULIUS WALKER, JR., CHAIR
ANN C. KEYES, VICE-CHAIR
TRACEY A. JOHNSON
CAROL V. PHELPS
JOHN C. SPRUILL



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

CATHERINE "MISSY" DIXON
FINANCE OFFICER
mdixon@washconc.org

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

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

RESOLUTION 2023-020

RESOLUTION BY GOVERNING BODY OF RECIPIENT ACCEPTANCE OF ARP FUNDS FOR AN ASSET INVENTORY AND ASSESSMENT STUDY

WHEREAS, the County of Washington has qualified for the Viability Utility Reserve (VUR) designation associated with the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund established in S.L. 2021-180 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$970,200 to perform an Asset Inventory and Assessment Study detailed in the submitted application, and

WHEREAS, the County of Washington intends to perform said project in accordance with the agreed scope of work.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY,

1. That the County of Washington does hereby accept the American Rescue Plan Grant offer of \$970,000.
2. That the County of Washington does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.
3. That Curtis Potter, County Manager/County Attorney and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the _____ of _____, 2023 at Plymouth, North Carolina.

Julius Walker, Jr. Chair
Washington County Board of Commissioner

ATTEST:

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

(COUNTY SEAL)

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

COMMISSIONERS:
JULIUS WALKER, JR., CHAIR
ANN C. KEYES, VICE-CHAIR
TRACEY A. JOHNSON
CAROL V. PHELPS
JOHN C. SPRUILL



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

CATHERINE "MISSY" DIXON
FINANCE OFFICER
mdixon@washconc.org

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

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

RESOLUTION 2023-021

RESOLUTION BY GOVERNING BODY OF RECIPIENT ACCEPTANCE OF ARP FUNDS FOR AN ASSET INVENTORY AND ASSESSMENT STUDY

WHEREAS, the County of Washington has qualified for the Viability Utility Reserve (VUR) designation associated with the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund established in S.L. 2021-180 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$5,472,000 to perform an Asset Inventory and Assessment Study detailed in the submitted application, and

WHEREAS, the County of Washington intends to perform said project in accordance with the agreed scope of work.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY,

1. That the County of Washington does hereby accept the American Rescue Plan Grant offer of \$5,472,000.
2. That the County of Washington does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.
3. That Curtis Potter, County Manager/County Attorney and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the _____ of _____, 2023 at Plymouth, North Carolina.

Julius Walker, Jr. Chair
Washington County Board of Commissioners

ATTEST:

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

(COUNTY SEAL)

ORDER

FOR COLLECTION OF AD VALOREM TAXES

Fiscal Year 2023 – 2024

STATE OF NORTH CAROLINA
COUNTY OF WASHINGTON

TO: SHERRI M. WILKINS
Tax Collector of Washington County

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Washington County Tax Collector and in the tax receipts herein delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Washington, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereon, in accordance with law. You are authorized to call upon the Sheriff of Washington County and his deputies to levy upon and sell personal property for unpaid taxes when you deem it to be advisable.

Witness my hand and official seal, this 7th day of August, 2023.

Julius Walker, Jr.
Chair

Julie Bennett, MMC, NCMCC
Clerk to the Board

2021 General Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when “*reference value ends*.” All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “*destroy when reference value ends*.” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends*.”

Record Copy

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”¹ The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

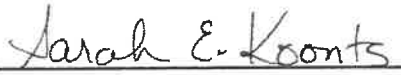
Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

² Ibid.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED


Municipal/County Clerk or Manager
Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____



D. Reid Wilson, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

Effective: October 1, 2021

2023 STATEWIDE MUTUAL AID AGREEMENT

FOR THE CITY/COUNTY/TOWN OF _____

THIS AGREEMENT IS ENTERED INTO BETWEEN THE NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY, AND ITS DIVISION OF EMERGENCY MANAGEMENT OF THE STATE OF NORTH CAROLINA AND BY EACH OF THE ENTITIES THAT EXECUTES AND ADOPTS THE UNDERSTANDINGS, COMMITMENTS, TERMS, AND CONDITIONS CONTAINED HEREIN:

WHEREAS, the State of North Carolina is geographically vulnerable to a variety of natural disasters.

WHEREAS, Chapter 166A of the North Carolina General Statutes, entitled the North Carolina Emergency Management Act, recognizes this vulnerability and provides that its intended purposes are to:

1. Reduce vulnerability of people and property of this State to damage, injury, and loss of life and property;
2. Prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons;
3. Provide for the rapid and orderly rehabilitation of persons and restoration of property;
4. Provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response, and recovery.

WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.12(1) the North Carolina Division of Emergency Management is delegated the powers and duties from the Governor and Secretary of Public Safety to coordinate the activities of all State agencies for emergency management within the State;

WHEREAS, in addition to the State, the Federal Emergency Management Agency (FEMA) has recognized the importance of the concept of coordination between the State and local governments;

WHEREAS, under Chapter 166A and other chapters of the North Carolina General Statutes, entities entering into mutual aid and assistance agreements may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel and services; and

WHEREAS, the entities which have chosen to become signatories to this Agreement wish to provide mutual aid and assistance amongst one another at the appropriate times.

THEREFORE, pursuant to G.S. 166A-19.72 and Article 20 of Chapter 160A, these entities agree to enter into this Agreement for reciprocal emergency management aid and

2023 STATEWIDE MUTUAL AID AGREEMENT

assistance, with this Agreement embodying the understandings, commitments, terms, and conditions for said aid and assistance, as follows:

SECTION I. DEFINITIONS

"Agreement" means this document, the North Carolina Statewide Emergency Management Mutual Aid and Assistance Agreement.

"Aid and assistance" include personnel, equipment, facilities, services, and supplies.

"Authorized Representative" means a party's employee who has been authorized, in writing by that party, to request, to offer, or to otherwise provide assistance under the terms of this Agreement. The list of Authorized Representatives for each party executing this Agreement shall be attached to the executed copy of this Agreement. (In the event of a change in personnel, unless otherwise notified, the presumption will be that the successor to that position will be the authorized representative.)

"Disaster declaration" means a gubernatorial declaration that the impact or anticipated impact of an emergency constitutes a Type I, II, III disaster as defined in G.S. 166A-19.21(b)

"Emergency" means an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military, paramilitary, terrorism, weather-related, public health, explosion-related, riot-related cause, or technological failure or accident, including, but not limited to, a cyber incident, an explosion, a transportation accident, a radiological accident, or a chemical or other hazardous material incident or which may be otherwise be defined in G.S. § 166A-19.3(6).

"Emergency Area" The geographical area covered by a state of emergency.

"Incident" means an occurrence, natural or manmade, that necessitates a response to protect life or property. In this Agreement, the word "incident" includes planned events as well as emergencies and/or disasters of all kinds and sizes.

"Local Emergency Management Agency" means a county agency charged with coordination of all emergency management activities for its geographical limits pursuant to G.S. 166A-19.15. It also means any incorporated municipalities emergency management agencies or joint county and incorporated municipalities emergency management agencies.

"Party" means a governmental entity which has adopted and executed this Agreement.

2023 STATEWIDE MUTUAL AID AGREEMENT

“Planned Event” means an incident that is a scheduled nonemergency activity including but not limited to elections, sporting event, concert, parade, funeral coverage, or fairs.

"Provider" means the party which has received a request to furnish aid and assistance from another party in need (the "Recipient").

"Recipient" means the party setting forth a request for aid and assistance to another party (the "Provider").

“State of Emergency” means a finding that an emergency exists by the Governor or General Assembly acting under the authority in G.S. 166A-19.20 or by a governing body of a county or a municipality, or by a mayor or chair of the board of county commissioners acting under the authority of G.S. 166A.

SECTION II. INITIAL RECOGNITION OF PRINCIPLE BY ALL PARTIES; AGREEMENT PROVIDES NO

RIGHT OF ACTION FOR THIRD PARTIES

As this is a reciprocal contract, it is recognized that any party to this Agreement may be requested by another party to be a Provider. It is mutually understood that each party's foremost responsibility is to its own residents. The provisions of this Agreement shall not be construed to impose an unconditional obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may in good faith withhold the resources necessary to provide reasonable and adequate protection for its own community, by deeming itself unavailable to respond and so informing the party setting forth the request.

Given the finite resources of any jurisdiction and the potential for each party to be unavailable for aid and assistance at a given point in time, the parties mutually encourage each other to enlist other entities in mutual aid and assistance efforts and to enter into such agreements accordingly. Concomitantly, the parties fully recognize that there is a highly meritorious reason for entering into this Agreement, and accordingly shall attempt to render assistance in accordance with the terms of this Agreement to the fullest extent possible.

Pursuant to G.S. 166A-19.60 and as elaborated upon in Section X of this Agreement, all functions and activities performed under this Agreement are hereby declared to be governmental functions. Functions and activities performed under this Agreement are carried out for the benefit of the general public and not for the benefit of any specific individual or individuals. Accordingly, this Agreement shall not be construed as or deemed to be an Agreement for the benefit of any third parties or persons and no third parties or persons shall have any right of action under this Agreement for any cause whatsoever. All immunities provided by law shall be fully applicable as elaborated upon in Section X of this Agreement.

2023 STATEWIDE MUTUAL AID AGREEMENT

SECTION III. PROCEDURES FOR REQUESTING ASSISTANCE

(i) Mutual aid and assistance shall not be requested unless Recipient deems its resources are inadequate to respond to an imminent or actual emergency. When Recipient becomes affected by an emergency, incident or planned event and deems its resources inadequate, it may request mutual aid and assistance by communicating the request to Provider, indicating the request is made pursuant to this Agreement. The request shall be followed up with a notification to the Division of Emergency Management's 24-Hour Watch whether directly, through WebEOC, or through the appropriate Division of Emergency Management Operations Regional Branch. The Division shall maintain a record of the notification.

A. REQUIRED INFORMATION: Each request for assistance shall include the following information, in writing or by any other available means, to the extent known:

1. Emergency Area and Status: A general description summarizing the condition of the community or emergency area (i.e., whether the emergency and/or disaster declaration is needed, imminent, in progress, or has already occurred) and of the damage sustained to date;
2. Services: Identification of the service function(s) for which assistance is needed and the type of assistance needed;
3. Infrastructure Systems: Identification of the type(s) of public infrastructure system for which assistance is needed (water and sewer, storm water systems, streets) and the type of work assistance needed;
4. Aid and Assistance: The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed;
5. Provider's Traveling Employee Needs--Unless otherwise specified by Recipient, it is mutually understood that Recipient will provide for the basic needs of Provider's traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider's traveling employees, including, without limitation, transportation expenses for travel to and from the stricken area. Further, Recipient shall house and feed Provider's traveling employees at its (Recipient's) sole cost and expense. If Recipient cannot provide such food and/or housing at the emergency area, Recipient shall specify in its request for assistance that the Provider's traveling employees be self-sufficient.
6. Facilities: The need for sites, structures, or buildings outside Recipient's geographical limits to serve as relief centers or staging areas for incoming emergency goods and services; and

2023 STATEWIDE MUTUAL AID AGREEMENT

Meeting Time and Place: An estimated time and a specific place for a representative of Recipient to meet the personnel and resources of any Provider.

B. STATE AND FEDERAL ASSISTANCE: Recipient shall be responsible for coordinating requests for state or federal assistance with its (Recipient's) Local Emergency Management Agency

SECTION IV. PROVIDER'S ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE

When contacted by the Recipient/Local Emergency Management Agency, Provider's authorized representative shall assess Provider's own local situation in order to determine available personnel, equipment, and other resources. If Provider's authorized representative determines that Provider has available resources, Provider's authorized representative shall so notify the Recipient/Local Emergency Management Agency (whichever communicated the request). Provider shall complete a written acknowledgment, whether on the request form received from Recipient or on another form, regarding the assistance to be rendered (or a rejection of the request) and shall transmit it by the most efficient practical means to the Recipient/Local Emergency Management Agency for a final response. Provider's acknowledgment shall contain the following information:

1. In response to the items contained in the request, a description of the personnel, equipment, and other resources available;
2. The projected length of time such personnel, equipment, and other resources will be available to serve Recipient, particularly if the period is projected to be shorter than one week (as provided in the "Length of Time for Aid and Assistance" section [Section VI] of this Agreement.)
3. The estimated time when the assistance provided will arrive at the location designated by the Authorized Representative of the Requesting Party; and
4. The name of the person(s) to be designated as Provider's supervisor (pursuant to the "Supervision and Control" section [Section V] of this Agreement.)

Where a request has been submitted to the Local Emergency Management Agency, the Local Emergency Management Agency shall notify Recipient's authorized representative and forward the information from Provider. The Recipient/Local Emergency Management Agency shall respond to Provider's written acknowledgment by signing and returning a copy of the form to Provider by the most efficient practical means, maintaining a copy for its file.

SECTION V. SUPERVISION AND CONTROL

Provider shall designate one of its employees sent to render aid and assistance to Recipient as a supervisor or point of contact for equipment only missions. As soon as

2023 STATEWIDE MUTUAL AID AGREEMENT

practicable, Recipient shall assign work tasks to Provider's supervisor, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordinating communications between Provider's supervisor and Recipient. Recipient shall provide necessary credentials to Provider's personnel authorizing them to operate on behalf of Recipient.

Based upon such assignments from the Recipient, Provider's supervisor shall:

1. Have the authority to assign work and establish work schedules for Provider's personnel. Further, supervisor shall retain direct supervision and control of Provider's personnel, equipment, and other resources. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, Provider shall notify Recipient accordingly;
2. Maintain daily personnel time records, material records, and a log of equipment hours;
3. Report work progress to Recipient at mutually agreed upon intervals.

SECTION VI. LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL

Unless otherwise provided, the duration of Provider's assistance shall be for an initial period of seven days, starting from the time of arrival. Thereafter, assistance may be extended in daily or weekly increments as the situation warrants, for a period agreed upon by the authorized representatives of Provider and Recipient.

As noted in Section II of this Agreement, Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least twenty-four (24) hours advance notification to Recipient of Provider's intent to terminate mission, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

SECTION VII. REIMBURSEMENTS

Except as otherwise provided below, it is understood that Recipient shall pay to Provider all documented costs and expenses incurred by Provider as a result of extending aid and assistance to Recipient. The terms and conditions governing reimbursement for any assistance provided under this Agreement shall be in accordance with FEMA Public Assistance Guidelines in addition to the following provisions, unless otherwise agreed in writing by Recipient and Provider. Recipient shall be ultimately responsible for reimbursement of all eligible expenses. The Provider may waive some or all requirements for reimbursement, however such an agreement must be documented in the request and/or offer of assistance.

A. Personnel-- During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. Recipient

2023 STATEWIDE MUTUAL AID AGREEMENT

shall reimburse Provider for all direct and indirect payroll costs and expenses including travel expenses incurred during the period of assistance, including, but not limited to, employee retirement benefits as provided by Generally Accepted Accounting Principles (GAAP). However, as stated in Section IX of this Agreement, Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's personnel under the terms of the North Carolina Workers' Compensation Act (Chapter 97 of the North Carolina General Statutes).

- B. Equipment-- Recipient shall reimburse the Providers for the use of equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation, and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA), the FEMA-eligible direct costs shall be determined in accordance with general policies for determining allowable costs which are established in 2 CFR 200, subpart E or other applicable federal laws, regulations, and policies as may be in effect at the time the expenses are incurred. Exceptions to those policies as allowed in 2 CFR 200, subpart E and 2 CFR 200.102 are explained in 44 C.F.R. 206.228 or other applicable federal laws, regulations, and policies as may be in effect at the time the expenses are incurred. Provider shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition.

At the request of Provider, fuels, miscellaneous supplies, and minor repairs may be provided by Recipient, if practical. The total equipment charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

- C. Materials And Supplies—Recipient shall reimburse Provider for all materials and supplies furnished and that are used or damaged by Recipient during the period of assistance, except for the costs of equipment, fuel and maintenance materials, labor, and supplies, which shall be included in the equipment rate established in subsection B of this section (Section VII), Recipient will not be responsible for costs where such damage is caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider's personnel. Provider's personnel shall use reasonable care under the circumstances in the operation and control of all materials and supplies used during the period of assistance. The measure of reimbursement shall be determined in accordance with general policies for determining allowable costs which are established in 2 CFR 200, subpart E or other applicable federal laws, regulations, and policies as may be in effect at the time the expenses are incurred. Exceptions to those policies as allowed in 2 CFR 200, subpart E and 2 CFR 200.102 are explained in 44 C.F.R. 206.228 or other applicable federal laws, regulations, and policies as may be in effect at the time the expenses are incurred. In the alternative, the parties may agree that Recipient will replace, with like kind and quality as determined by Provider, Provider's materials and supplies used or damaged in a reasonable time. If such an agreement is made, it shall be reduced to writing and transmitted to the North Carolina Division of Emergency Management.

2023 STATEWIDE MUTUAL AID AGREEMENT

D. Record Keeping-- Recipient and North Carolina Division of Emergency Management personnel shall provide information, directions, and assistance for record-keeping to Provider's personnel. Provider shall maintain records and submit invoices for reimbursement by Recipient or the North Carolina Division of Emergency Management using the format used or required by FEMA publications, 2 C.F.R. Part 200 or other applicable federal laws, regulations, and policies as may be in effect at the time the expenses are incurred, applicable Office of Management and Budget (OMB) Circulars, state and local laws and regulations.

E. Payment; Other Miscellaneous Matters as to Reimbursements-- The reimbursable costs and expenses with an itemized notice shall be forwarded as soon as practicable after the costs and expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with 44 C.F.R. Part 206 or other applicable federal laws, regulations, and policies as may be in effect at the time the expenses are incurred. Recipient shall pay the bill or advise of any disputed items, not later than sixty (60) days following the billing date. These time frames may be modified in writing signed by both parties by mutual agreement. This shall not preclude Provider or Recipient from assuming or donating, in whole or in part, the costs and expenses associated with any loss, damage, or use of personnel, equipment, and resources provided to Recipient.

F. Contracting – If recipient or provider contracts with a third party to perform any aid or assistance under the provisions of this agreement, then the entity shall follow any applicable local, state, or federal contracting requirements.

SECTION VIII. RIGHTS AND PRIVILEGED OF PROVIDER'S EMPLOYEES

Pursuant to G.S. 166A-19.60 whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of Provider.

SECTION IX. PROVIDER'S EMPLOYEES COVERED AT ALL TIMES BY PROVIDER'S WORKER'S COMPENSATION POLICY

Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees under the terms of the North Carolina Workers' Compensation Act, Chapter 97 of the North Carolina General Statutes, due to personal injury or death occurring during the period such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of workers' compensation benefits to its own respective employees pursuant to G.S. 97-51.

2023 STATEWIDE MUTUAL AID AGREEMENT

SECTION X. IMMUNITY

Pursuant to G.S. 166A-19.60 all activities performed under this Agreement are hereby declared to be governmental functions. Neither the parties to this Agreement, nor, except in cases of willful misconduct, gross negligence, or bad faith, their personnel complying with or reasonably attempting to comply with this Agreement or any ordinance, order, rule, or regulation enacted or promulgated pursuant to the provisions of this Agreement shall be liable for the death of or injury to persons or for damage to property as a result of any such activity.

SECTION XI. PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS FROM LIABILITY

To the extent allowed by applicable law, each party (as indemnitor) agrees to protect, defend, indemnify, and hold the other party (as indemnitee), and its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of indemnitor's negligent acts, errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

Notwithstanding the foregoing, to the extent that each party does not purchase insurance, it shall not be deemed to have waived its governmental immunity by law.

SECTION XII. ROLE OF THE DIVISION OF EMERGENCY MANAGEMENT

Pursuant to GS 166A-19.12(19) and under this agreement, the responsibilities of the North Carolina Division of Emergency Management are: (1) to serve as the central depository for executed Agreements, to maintain a current listing of entities with their authorized representatives and contact information, and to provide this listing to each of the entities on an annual basis; (2) to coordinate the provision of mutual aid and assistance to a requesting party, pursuant to the provisions of this Agreement; (3) to keep a record of all requests for assistance and acknowledgments; (4) to report on the status of ongoing emergency or disaster-related mutual aid and assistance as appropriate; and (5) if the parties so designate, to serve as the eligible entity for requesting reimbursement of eligible costs from FEMA and provide information, directions, and assistance for record keeping pursuant thereto.

2023 STATEWIDE MUTUAL AID AGREEMENT

SECTION XIII. AMENDMENTS

Manner-- This Agreement may be modified at any time upon the mutual written consent of the Recipient and Provider Addition of Other Entities--Additional entities may become parties to this Agreement upon: (1) acceptance and execution of this Agreement; and (2) sending an executed copy of the Agreement to the North Carolina Division of Emergency Management.

SECTION XIV. INITIAL DURATION OF AGREEMENT; RENEWAL; TERMINATION

This Agreement shall be binding for not less than one (1) year from its effective date, unless terminated upon at least sixty (60) days advance written notice by a party as set forth below. Thereafter, this Agreement shall continue to be binding upon the parties in subsequent years, unless canceled by written notification served personally or by registered mail upon the Director of North Carolina Division of Emergency Management, which shall provide copies to all other parties. The withdrawal shall not be effective until sixty (60) days after notice thereof has been sent by the Director of the North Carolina Division of Emergency Management to all other parties. A party's withdrawal from this Agreement shall not affect a party's reimbursement obligations or any other liability or obligation under the terms of this Agreement incurred prior to withdrawal hereunder. Once the withdrawal is effective, the withdrawing entity shall no longer be a party to this Agreement, but this Agreement shall continue to exist among the remaining parties.

SECTION XV. HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

SECTION XVI. SEVERABILITY: EFFECT ON OTHER AGREEMENTS

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the parties declares that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been so declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.

In the event that parties to this Agreement have entered into other mutual aid and assistance contracts, for example pursuant to Chapter 160A of the North Carolina General Statutes, those parties agree that to the extent a request for mutual assistance is made pursuant to this Agreement, those other mutual aid and assistance contracts are superseded by this Agreement.

2023 STATEWIDE MUTUAL AID AGREEMENT

SECTION XVII. EFFECTIVE DATE

This Agreement shall take effect upon its approval by the entity seeking to become a signatory to this Agreement and upon proper execution hereof.

2023 STATEWIDE MUTUAL AID AGREEMENT

IN WITNESS WHEREOF, each of the parties have caused this North Carolina Statewide Emergency Management Mutual Aid and Assistance Agreement to be duly executed in its name and behalf by its Chief Executive Officer, who has signed accordingly with seals affixed and attested with concurrence of a majority of its governing board, as of the date set forth in this Agreement.

DIVISION OF EMERGENCY MANAGEMENT/DEPARTMENT OF PUBLIC SAFETY

BY:

Eddie M. Buffaloe, Jr.
Secretary

Department of
Public Safety

Date:

BY:

William C. Ray, Director
Division of Emergency
Management

Date:

LOCAL GOVERNMENT UNIT

By:

Chief Executive Officer/Local
Government Name:

Title:

Date:

Witness:

APPROVED AS TO PROCEDURES:

BY:

Office of General Counsel/Department of Public Safety

Date:

2023 STATEWIDE MUTUAL AID AGREEMENT

Attachment 1

List of Authorized Representatives to Contact for Emergency Assistance

The Statewide Mutual Aid Agreement signed by _____ on _____
authorizes:
to maintain and update the primary and alternative representatives. The primary and alternatives
may be updated as needed without the formal re-execution of the Statewide Mutual Aid
agreement.

PRIMARY REPRESENTATIVE

NAME: Lance Swindell

TITLE: Washington County Emergency Management Coordinator

DAY PHONE: (252)793-4114

NIGHT PHONE: (252)799-9738

CELL PHONE: (252)799-9738

FAX:

FIRST ALTERNATE REPRESENTATIVE

NAME: Curtis Potter

TITLE: County Manager/Attorney

DAY PHONE: (252)793-5823

NIGHT PHONE: (919)402-6979

CELL PHONE: (919)402-6979

FAX:

SECOND ALTERNATE REPRESENTATIVE

NAME: Connie Barnes

TITLE: Administrative Assistant to EM

DAY PHONE: (252)793-4114

NIGHT PHONE: (252)799-6884

CELL PHONE:(252)799-6884

FAX:

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 2

DATE: August 7, 2023

ITEM: Public Forum (3-5 minute limit per speaker)

SUMMARY EXPLANATION:

As is required by North Carolina General Statute §153A-52.1, time has been allotted for comments from the public.

Public Comment Statements

In December of 2015, the Washington County Board of Commissioners adopted a public comment period. Essentially this policy said that a public comment period shall be set aside at the beginning of each regular monthly Commissioners and it shall be limited to a maximum of thirty (30) minutes.

Additionally, this policy stated that all speakers are required to sign up prior to the meeting at which they wish to speak. The signup sheet must be on the podium 30 mins prior to the meeting. Each speaker shall clearly write their name, address, and the topic upon which they wish to speak on the signup sheet.

This board adopted rules that must be followed. Some of the high points of those rules, which I wish to remind the public is:

1. Speakers shall be acknowledged by the Board Chairperson.
2. Speakers shall address the Board from the lectern at the front of the room, and begin their remarks by stating their name and address.
3. Public comment is not intended to require any Board or staff members to answer any impromptu questions or engage in debate. Speakers shall address all remarks to the Board as a body, and not to any individual board or staff members. Discussions between speakers and members of the audience shall not be allowed.
4. Speakers shall be courteous in their language and presentations, and shall not use profanity, racial slurs, or make any obscene remarks, nor engage in any personal attacks of commissioners.
5. Speakers shall have a maximum of three (3) to five (5) minutes to make their remarks depending on the number of speakers and topics. The Chairperson may limit the number of speakers allowed to make substantially similar comments with respect to the same topic.
6. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the County Clerk.
7. Speakers shall not discuss any of the following: matters which are the subject of public hearings set for the same meeting; matters which are closed session matters, including without limitation matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, and matters which are made confidential by law.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 3

DATE: August 7, 2022

ITEM: Tax Collector's Annual Settlement Report, Ms. Sherri Wilkins, Tax Administrator

SUMMARY EXPLANATION:

Ms. Sherri Wilkins, Washington County Tax Administrator, will speak about the Tax Collector's Annual Settlement Report.

Ms. Wilkins will need a motion for you to approve the Order to Collect for FY23-24. See attached.



WASHINGTON COUNTY

P.O. BOX 1007

Plymouth, North Carolina 27962

August 7, 2023

To: Washington County Board of Commissioners
From: Sherri Wilkins, Tax Administrator
Re: Annual Settlement Statement

In accordance with North Carolina General Statute 105-373, I submit the following report for Fiscal Year 2022 – 2023:

The total tax levy was \$8,981,840. This was the billing for the original scroll, the public utility scroll, discoveries, and penalties. This amount has been adjusted for releases of \$2,835. The discounts taken through payments received in July and August totaled \$52,187. This amount does not include the registered motor vehicle levy, this is billed and collected through NCVTS.

Per the NCVTS Finance Report, the collections for NCVTS totaled \$974,818. The tax office does not handle the collection of motor vehicle taxes. We do process any adjustments to value, the situs issues, refunds and other questions.

The amount of Real and Personal property not collected is \$1,968,776. \$1,681,605 of this total is the balance due from Albemarle Beach Solar. A listing of the delinquent taxpayers and the amounts owed are available in our office for your inspection.

The total amount of collections and credits towards the levy was \$ 6,931,749.

Our collections for prior years' taxes were \$412,250. The amount collected through Debt Setoff was \$19,448, and through wage garnishments and attachments was \$24,636.

This year we billed and collected for the Washington County Ad Valorem Tax, the Watershed 1972 Ref Tax, Town of Creswell Ad Valorem Tax, Solid Waste User Fee, Albemarle Drainage District, and Pungo3 River Drainage District. We collected for Drainage District 5.

The tax office staff has made diligent efforts to collect all taxes due. In addition to our efforts in the office, we also work with Zacchaeus Legal Services in the foreclosure proceedings.

I would like to commend all the tax office staff for their efforts in handling all the issues that arise from the billings and collections mentioned above. I would also like to recognize the Permits office, GIS/Mapping office, Register of Deeds office and the Clerk of Courts office. We work closely with these offices, and I appreciate the outstanding working relationship that we have.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 4

DATE: August 7, 2023

ITEM: Late Application for Disabled Veterans Exemption, Ms. Sherri Wilkins, Tax Administrator

SUMMARY EXPLANATION:

Regarding the late application for the disabled veteran's exemption, North Carolina General Statute 105-282.1(a1) requires that the Board of County Commissioners be responsible for approving a late application, if there is a showing of good cause why the application was filed after the deadline. James Anthony Respass submitted his application on July 28, 2023. He was approved for the veterans' disability on October 3, 2022 but it took until July 26th, 2023 to get the Certification for Disabled Veteran's form signed by a representative of the NCDMVA. I recommend this application be approved.



WASHINGTON COUNTY

P.O. BOX 1007

Plymouth, North Carolina 27962

TO: Washington County Board of Commissioners

FROM: Sherri Wilkins
Tax Administrator

DATE: July 28, 2023

RE: Approval of late Application for Property Tax Relief

Regarding the late application for the disabled veteran's exemption, North Carolina General Statute 105-282.1(a1) requires that the Board of County Commissioners be responsible for approving a late application, if there is a showing of good cause why the application was filed after the deadline. James Anthony Respass submitted his application on July 28, 2023. He was approved for the veterans' disability on October 3, 2022 but it took until July 26th, 2023 to get the Certification for Disabled Veteran's form signed by a representative of the NCDMVA. I recommend this application be approved.

Approved _____

Not Approved _____

This 7th day of August, 2023

Julius Walker, Jr, Chairman

Julie Bennett, MMC, NCMCC
Clerk to the Board

RECEIVED

JUL 28 2023

OK

AV-9
Web
7-22

Application for Property Tax Relief

Elderly or Disabled Exclusion (G.S. 105-277.1),
Disabled Veteran Exclusion (G.S. 105-277.1C), or
Circuit Breaker Tax Deferment Program (G.S. 105-277.1B)

WASHINGTON CO. TAX DEPT.

County of Washington , NC

Year 2023

Instructions

Application Deadline: This application must be filed by June 1st to be timely filed. You may submit additional information separately if needed.

Where to Submit Application: Submit this application to the county tax assessor where this property is located. County tax assessor addresses and telephone numbers can be found online at: <https://www.ncdor.gov/documents/north-carolina-county-assessors-list>. DO NOT submit this application to the North Carolina Department of Revenue.

- Office Use Only:

Property ID Number
6776.00-65-9978

Last Name of Applicant: RESPASS First Name: JAMES Middle Name: ANTHONY Date of Birth: []-[]-[] (MM-DD-YY)

Last Name of Spouse: RESPASS First Name: CONNIE Middle Name: HARRISON Date of Birth: []-[]-[] (MM-DD-YY)

Residence Address
286 WHITE OAK LANE
City: PLYMOUTH State: NC Zip Code: 27962

Mailing Address (if different from residence address)
City: State: Zip Code:

E-mail Address:

Home Telephone Number: (252) 217-4234 Work Telephone Number: Ext.: Cell Phone Number:

Fill in applicable boxes:

Yes No ➔ Is this property your permanent legal residence?
Addresses of secondary residences (if any):

Yes No ➔ If married, does your spouse live with you in the residence? If you answer **No**, provide your spouse's address.
Addresses of spouse:

Yes No ➔ Are you or your spouse (if applicable) currently residing in a health care facility? If you answer **Yes**, fill in applicable circle
○ Applicant ○ Spouse and indicate current length of stay:

Yes No ➔ Do you and your spouse (if applicable) own 100% interest in the property? If you answer **No**, list all owners and their ownership percentage (round to the nearest 0.1%):

Owner		%	Owner		%
Owner		%	Owner		%
Owner		%	Owner		%

Note: Separate applications are required for each owner that is claiming property tax relief. If husband and wife own the property, only one application is required.

Part 1. Selecting the Program

Each owner may receive benefit from only one of the three property tax relief programs, even though you may meet the requirements for more than one program.

However, it is possible that the tax rates or tax values may not be established until some time after the filing of this application. This can make it difficult for you to determine which program you prefer. The following procedures will help to resolve this situation.

Applying for One Program

If you know that you only wish to apply for one program, indicate only that program at the bottom of this section. The assessor will review your application and send you a notice of decision. The notice of decision will also explain the procedures to appeal if you do not agree with the decision of the assessor.

Applying for More Than One Program

Each owner is eligible to receive benefit from only one program. However, if you think you meet the requirements for more than one program but, as a result of the uncertainty of tax rates or values at the time of application, you are unable to make a decision on which one program you wish to choose, indicate all of the programs at the bottom of this section for which you wish to receive consideration. When the tax rates and values are determined, the assessor will review your application and will send you a letter notifying you of your options. If the letter indicates that you do not qualify or if you disagree with any decision in the letter, you may appeal. **You must respond to the option letter within the specified time period or it will be assumed that you do not wish to participate in any of the property tax relief programs**. In that case, you will be so notified and you will have the chance to appeal.

Please read the descriptions and requirements of the three programs on the following pages and then select the program(s) for which you are applying:

Fill in applicable circles:

- Elderly or Disabled Exclusion
- Disabled Veteran Exclusion
- Circuit Breaker Tax Deferment Program

You Must Complete:

- Parts 2, 5, 6
- Parts 3, 6
- Parts 4, 5, 6

If you select more than one program, please read ALL of the information on this page!

Part 2. Elderly or Disabled Exclusion

Short Description: This program excludes the greater of the first \$25,000 or 50% of the appraised value of the permanent residence of a qualifying owner. A qualifying owner must either be at least 65 years of age or be totally and permanently disabled. The owner cannot have an income amount for the previous year that exceeds the income eligibility limit for the current year, which for the 2023 tax year is **\$33,800**. See G.S. 105-277.1 for the full text of the statute.

Multiple Owners: Benefit limitations may apply when there are multiple owners. Each owner must file a separate application (other than husband and wife). Each eligible owner may receive benefits under either the Elderly or Disabled Exclusion or the Disabled Veteran Exclusion. The Circuit Breaker Property Tax Deferment cannot be combined with either of these two programs.

Fill in applicable boxes:

- Yes No As of January 1, were either you or your spouse (if applicable) at least 65 years of age? If you answer **Yes**, you do not have to file Form AV-9A Certification of Disability.
- Yes No As of January 1, were you and your spouse (if applicable) **both** less than 65 years of age and at least one of you was totally and permanently disabled? If you answer **Yes**, you must file Form AV-9A Certification of Disability.

- Requirements:
1. File Form AV-9A Certification of Disability if required above.
 2. Complete Part 5. Income Information.
 3. Complete Part 6. Affirmation and Signature.

Part 3. Disabled Veteran Exclusion

Short Description: This program excludes up to the first \$45,000 of the appraised value of the permanent residence of a disabled veteran. A disabled veteran is defined as a veteran whose character of service at separation was honorable or under honorable conditions and who has a total and permanent service-connected disability or who received benefits for specially adapted housing under 38 U.S.C. 2101. The applicant must have been disabled as of January 1 of the year in which the benefit is requested. There is no age or income limitation for this program. This benefit is also available to a surviving spouse (who has not remarried) of either (1) a disabled veteran as defined above, (2) a veteran who died as a result of a service-connected condition whose character of service at separation was honorable or under honorable conditions, or (3) a servicemember who died from a service-connected condition in the line of duty and not as a result of willful misconduct. See G.S. 105-277.1C for the full text of the statute.

Multiple Owners: Benefit limitations may apply when there are multiple owners. Each owner must file a separate application (other than husband and wife). Each eligible owner may receive benefits under either the Disabled Veteran Exclusion or the Elderly or Disabled Exclusion. The Circuit Breaker Property Tax Deferment cannot be combined with either of these two programs.

Fill in applicable boxes:

Yes No I am a disabled veteran. (See definition of disabled veteran above.)

Yes No I am the surviving spouse of either a disabled veteran or a servicemember who met the conditions in the description above. If you answer Yes, complete the next question.

Yes No I am currently unmarried and I have never remarried since the death of the veteran.

- Requirements: 1. File Form NCDVA-9 Certification for Disabled Veteran's Property Tax Exclusion. This form must first be completed by a Veterans Service Officer through either a State Veterans Service Center or a County Veterans Service Office, and then filed with the county tax assessor.
2. Complete Part 6. Affirmation and Signature.

Part 4. Circuit Breaker Property Tax Deferment

Short Description: Under this program, taxes for each year are limited to a percentage of the qualifying owner's income. A qualifying owner must either be at least 65 years of age or be totally and permanently disabled. For an owner whose income amount for the previous year does not exceed the income eligibility limit for the current year, which for the 2023 tax year is **\$33,800**, the owner's taxes will be limited to four percent (4%) of the owner's income. For an owner whose income exceeds the income eligibility limit (**\$33,800**) but does not exceed 150% of the income eligibility limit, which for the 2023 tax year is **\$50,700**, the owner's taxes will be limited to five percent (5%) of the owner's income.

However, the taxes over the limitation amount are deferred and remain a lien on the property. The last three years of deferred taxes prior to a disqualifying event will become due and payable, with interest, on the date of the disqualifying event. Interest accrues on the deferred taxes as if they had been payable on the dates on which they would have originally become due. Disqualifying events are death of the owner, transfer of the property, and failure to use the property as the owner's permanent residence. Exceptions and special provisions apply. See G.S. 105-277.1B for the full text of the statute.

YOU MUST FILE A NEW APPLICATION FOR THIS PROGRAM EVERY YEAR!!

Multiple Owners: Each owner (other than husband and wife) must file a separate application. **All owners must qualify and elect to defer taxes under this program or no benefit is allowed under this program.** The Circuit Breaker Property Tax Deferment cannot be combined with either the Elderly or Disabled Exclusion or the Disabled Veteran Exclusion.

Fill in applicable boxes:

Yes No As of January 1, were either you or your spouse (if applicable) at least 65 years of age? If you answer Yes, you do not have to file Form AV-9A Certification of Disability.

Yes No As of January 1, were you and your spouse (if applicable) **both** less than 65 years of age **and** at least one of you was totally and permanently disabled? If you answer Yes, you must file Form AV-9A Certification of Disability.

Yes No Have you owned the property for the last five full years prior to January 1 of this year and occupied the property for a total of five years?

Yes No Do all owners of this property qualify for this program and elect to defer taxes under this program? If you answer No, the property cannot receive benefit under this program.

- Requirements: 1. File Form AV-9A Certification of Disability if required above.
2. Complete Part 5. Income Information.
3. Complete Part 6. Affirmation and Signature.

Part 5. Income Information (complete only if you also completed Part 2 or Part 4)

Social Security Number (SSN) disclosure is mandatory for approval of the Elderly or Disabled Exclusion and the Circuit Breaker Property Tax Deferment Program and will be used to establish the identification of the applicant. The SSN may be used for verification of information provided on this application. The authority to require this number is given by 42 U.S.C. Section 405(c)(2)(C)(i). The SSN and all income tax information will be kept confidential. The SSN may also be used to facilitate collection of property taxes if you do not timely and voluntarily pay the taxes. Using the SSN will allow the tax collector to claim payment of an unpaid property tax bill from any State income tax refund that might otherwise be owed to you. Your SSN may be shared with the State for this purpose. In addition, your SSN may be used to garnish wages or attach bank accounts for failure to timely pay taxes.



Requirements:

1. You must provide a copy of the first page of your individual Federal Income Tax Return for the previous calendar year (unless you do not file a Federal Income Tax Return). Married applicants filing separate returns must submit both returns. If you have not filed your Federal Income Tax Return at the time you submit this application, submit a copy of the first page when you file your return. Your income tax returns are confidential and will be treated as such. Your application will not be processed until the income tax information is received. Please check the appropriate box concerning the submission of your Federal Income Tax Return.

Fill in applicable box:

- Federal Income Tax Return submitted with this application.
- Federal Income Tax Return will be submitted when filed with the IRS.
- I will not file a Federal Income Tax Return with the IRS for the previous calendar year.

2. Provide the income information requested below for the previous calendar year. Provide the total amount for both spouses. **If you do not file a Federal Income Tax Return, you must attach documentation of the income that you report below (W-2, SSA-1099, 1099-R, 1099-INT, 1099-DIV, financial institution statements, etc.).**

a. Wages, Salaries, Tips, etc.....	\$	
b. Interest (Taxable and Tax Exempt).....	\$	
c. Dividends.....	\$	
d. Capital Gains.....	\$	
e. IRA Distributions.....	\$	
f. Pensions and Annuities.....	\$	
g. Disability Payments (not included in Pensions and Annuities).....	\$	
h. Social Security Benefits (Taxable and Tax Exempt).....	\$	
i. All other moneys received (Describe in Comments section.).....	\$	
Total	\$	

Comments:

INFORMATION IS SUBJECT TO VERIFICATION WITH THE NORTH CAROLINA DEPARTMENT OF REVENUE.

Part 6. Affirmation and Signature

AFFIRMATION OF APPLICANT – Under penalties prescribed by law, I hereby affirm that, to the best of my knowledge and belief, all information furnished by me in connection with this application is true and complete. **Furthermore, I understand that if I participate in the Circuit Breaker Property Tax Deferment Program, liens for the deferred taxes will exist on my property, and that when a disqualifying event occurs, the taxes for the year of the disqualifying event will be fully taxed and the last three years of deferred taxes prior to the disqualifying event will become due and payable, with all applicable interest.**

James A. Respass

Applicant's Name (please print)

James A. Respass

Applicant's Signature

7-27-23

Date

Connie H. Respass

Spouse's Name (please print)

Connie H. Respass

Spouse's Signature

7-27-23

Date

Refer to the Instructions on Page 1 for filing information and filing location.*

Office Use Only

Approved: Y / N

Elderly/Disabled

Disabled Veteran

Circuit Breaker:

4%

5%

Date: _____ / _____ / _____ By: _____ Comments: _____

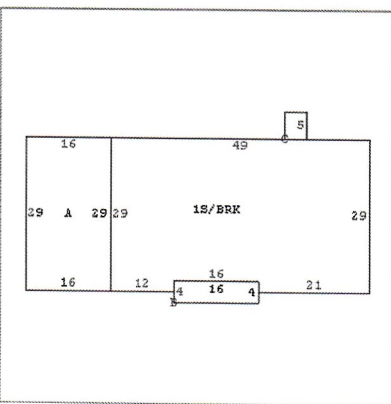
AV-9A Received: _____ / _____ / _____ NCDVA-9 Received: _____ / _____ / _____

FITR Received: _____ / _____ / _____ Income: \$ _____

***All applications must be submitted by June 1 to be timely filed.**

Late Applications: Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the [due date] may be approved by the Department of Revenue, the board of equalization and review, the board of county commissioners, or the governing body of a municipality, as appropriate. **An untimely application for exemption or exclusion approved under this subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.** [N.C.G.S. 105-282.1(a1)]

MAP 37-14L TWP/RURAL # ACCOUNT #	1 DIST 42140	I/O O DIST	RESPASS, JAMES ANTHONY 286 WHITE OAK LANE PLYMOUTH, NC 27962	BLDG SGL FAM CL C+ AREA 1389.0 BP 92.45 PER 160.0 CF 1.00 WR 8.68 SV 92.45	PROPERTY CLASS 11 NEW CONSTRUCTION PIN 6776.00-65-9978 HEARING CODE NEIGHBORHOOD 001P ROUTE 092	PARCEL # 3836						
PROPERTY LOCATION 286 WHITE OAK LANE			OWNER	COMPUTER CONTROL FIELDS	WASHINGTON COUNTY							
Bldg. and Use SGL FAM Story Height 1 STORY Design/Style RANCH Fd. or Bsmt. NO BSMT/CRAWL Exterior Wall BR + PR Common Wall Roof Type HIP Rf./Flr. Syst. WD JOIST Int. Floor Finish HARD WD Int. Wall Finish DRYWALL Heating System HEAT PMP Air Cond. System COMBINED Bth. Rm. Fixtures 1 BATH Blr-Ins/Other FIREPLAC	-12.94 4.62 1.39 3.70 1.29		29*49*29*21*2*16*2*12 M 29*16*29*16 A 16*4*16*4 B 5*4*5*4 C	1S/BRK 1S/BRK 1STOOP 1STOOP	Add/Ded -1.94 Code BP1.00 SF24 SF24	Sq Ft Area 1389.0 464.0 64.0 20.0	Price 90.51 90.51 24.52 39.23	Schedule Value 125718 41997 1569 785				
				Total Schedule Value		170069						
Listed Date Reviewed Run Date Reval Year	V GP/CP 03/18/2020 55 07/12/2023 2021	COST/MARKET/INCOME/CORRELATIVES		Grade Norm Cond Mkt. Cor. Accr. Cond.	C+ B 40% O 90% 36%	Repl. Val. Cost Conv. Repl. Val. Appr. Val.	183385 1.00 183385 66019					
ASSESSMENT CONTROL INFORMATION				PERSPECTUS								
Sale Price Trans. Date Action Comments	Date / / No. Title Transfer	300-307 T		Year Built Additions Modernized Effective Year No. of Units No. of Rooms Utilities Street Topography Income Rate Indicated Value Land Value Bldg Residual		1974 1975 1 5 E Good Bldg Residual						
DETACHED GARAGES, OUTBUILDINGS, ALL OTHER & MISC. ITEMS												
Code GAR2 LT2	Description GARAGE LEAN-TO	Size 18ftX24ft 12ftX24ft	Repl. Value 11645 2036	Depreciation 20% 30%	Appr. Value 2330 610							
PRIOR VALUES												
LAND 9000												
BUILDING 45100												
OUTBLDG 2900												
TOTAL 77000												
LAND SCHEDULE ZONE	Frontage Frontage Ref.	Avg. Depth Classification	Depth Factor Acres or Units	Equiv. Fmtg. Rate	Sched. Value	Cond. %	Infl. %	Mkt Cor %	Land Value	Market Value	Item	Use Value
Residential	166	121	0.78	129	70	9030			9030	9000	HOMESITE CLEARED WOODED BUILDING OUTBLDG TOB. ALLOTMENT PEA. ALLOTMENT	
TOTAL LAND VALUE						9030			9030	77900	TOTALS	



I was determined permanently disabled on 10-3-22.
but just received my paperwork on 4-15-23.

James A. Roper

State of North Carolina
Certification for Disabled Veteran's
Property Tax Exclusion (G.S. 105-277.1C)

Washington
COUNTY

SECTION 1

TO BE COMPLETED BY THE VETERAN OR THE
SURVIVING SPOUSE WHO HAS NOT REMARRIED

James Respass

James A Respass

NAME (Print or Type)

DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

286 White Oak Lane

STREET ADDRESS OR P.O. BOX NUMBER

Plymouth

NC

27962

CITY

STATE

ZIP CODE

SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request NCDMVA complete this certification in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.

SECTION 2

Disabled Veteran's Signature

I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.

James A. Respass
DISABLED VETERAN'S SIGNATURE

DATE

7-27-2023

SECTION 3

Surviving Spouse's (who has not remarried) Signature

I have provided the North Carolina Department of Military and Veterans Affairs (NCDMVA) with my Annual Tax Abatement Letter for the processing of this form. I authorize the Secretary of NCDMVA, or the Secretary's designee, to release information regarding my disability as needed for this certification.

SURVIVING SPOUSE'S SIGNATURE

DATE

SECTION 4

To be completed by Secretary of NC Department of Military and Veterans Affairs, or Secretary's designee

Please
check all
that apply:

- A. Veteran does not meet either B, C, D, or E of the below criteria.
- B. Veteran has a service-connected permanent and total disability that existed as of 10/3/2022.
- C. Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
- D. Veteran died on _____ and had a service-connected permanent and total disability at death.
- E. Veteran died on _____ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's
Service at Separation: (DD-214)

Honorable

Under Honorable Conditions

Under Other than Honorable Conditions

The NCDMVA has verified the Department of Veterans Affairs certification for the veteran above.

Patricia O'Sullivan
SIGNATURE OF NCDMVA OFFICIAL

Patricia O'Sullivan

PRINTED NAME OF NCDMVA OFFICIAL

07/26/2023

VSO

TITLE OF NCDMVA OFFICIAL

DATE

NC Department of Military and Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 5

DATE: August 7, 2023

ITEM: Department Information Update: Planning & Inspections, Mr. Allen Pittman

SUMMARY EXPLANATION:

Each month a different Department Head will be asked to come and speak to the Commissioners about the work going on in their area. For the August 7, 2023, meeting, Mr. Pittman will give a presentation on what's going on with the Planning & Inspections Department.



PLANNING AND INSPECTIONS

ALLEN PITTMAN, CFM
DIRECTOR

Washington County Planning Board



Katie Walker, Chair

Mary Barnes

Keith Davenport

Estelle "Bunny" Sanders

Thomas Patrick

Charles Weathersbee

Marty Swett

•The Washington County Board of Commissioners did enact an Ordinance establishing a Planning Board for Washington County effective January 2, 1996.

This Board is a volunteer Board, with no compensation expected.

The Planning Board

7 members

All volunteer.

Meets 1 time per month.

Advise Commissioners on development ordinances

Mission Statement:

- The Planning Board is established to advise the Board of Commissioners on all matters related to the orderly growth and development of Washington County.**

The Planning Board has adopted Rules of Procedure

A copy of the approved Board Rules is in The Commissioner's agenda packet

These rules highlight attendance requirements of board members, as well as procedures for meetings and voting at meetings.

The Planning Board continues to work for development and growth in Washington County

EXISTING DEVELOPMENT PROGRAM

Ordinances Under Review

- **Zoning Ordinance**-This Ordinance is intended to promote the health, safety, and general welfare of the public and to implement the County's adopted Land Use Plan for the orderly and controlled development of the County.
- **Subdivision Ordinance**-This Ordinance establishes procedures and standards for the development and subdivision of land within the limits of the jurisdiction of Washington County.
- **Mobile Home and Travel Trailer Park Ordinance** – This Ordinance regulates the planning and construction of mobile home and travel trailer parks throughout the County and is enforced by the County Building Inspector.
- **Flood Damage Prevention Ordinance**-This Ordinance regulates development within identified flood zones to minimize public and private losses due to flood conditions. And is enforced by the Director of Planning and Inspections for the County;



Permits and Inspections

WHEN DO I NEED A PERMIT

PER NCG.S. 160D-1110

No person may commence or proceed with:

- The construction, reconstruction, alteration, repair, movement to another site, removal or demolition of any building;
- The installation, extension or general repair of any plumbing system;
- The installation, extension, alteration , or general repair of any heating or cooling equipment system;
- The installation, extension, alteration or general repair of any electrical wiring, devices, appliances or equipment

without first securing from the Inspection Department with jurisdiction over the site of the work each permit required by the North Carolina State Building Codes and other State or local ordinance or regulation applicable to the work.

CERTIFICATIONS Of Building Code Official



- 5 Level 3 Certificates From Code Officials Qualification Board

- **Building**
- **Electrical**
- **Plumbing**
- **Mechanical**
- **Fire Prevention**



-
- Certified Floodplain Manager (CFM)
 - Association of State Floodplain Managers



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- **State Building and Electrical Codes** – This code is in conformance to County and State regulations. The County has implemented a permitting system to ensure that all structures built within the region are compliant with State requirements

Regulations

- *Laws and Rules for Ground Absorption Sewage Disposal Systems* – These regulations control the use of specified sanitary sewage disposal systems in the County. The regulations are administered by the Washington County Health Department;
- *Signage Regulations*- This article regulates the size, location, height, and construction of signs in Washington County.

SOME OF THE INFORMATION USED



NFPA 70®



National Electrical Code®
International Electrical Code® Series

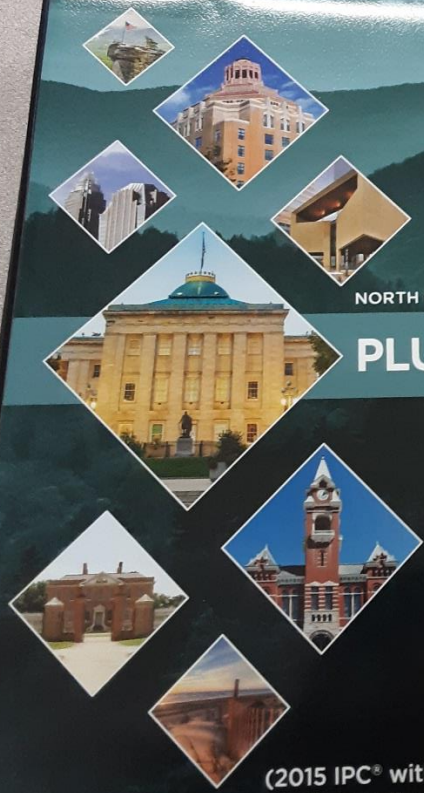
2017



ELECTRICAL



2018



NORTH CAROLINA STATE BUILDING CODE:

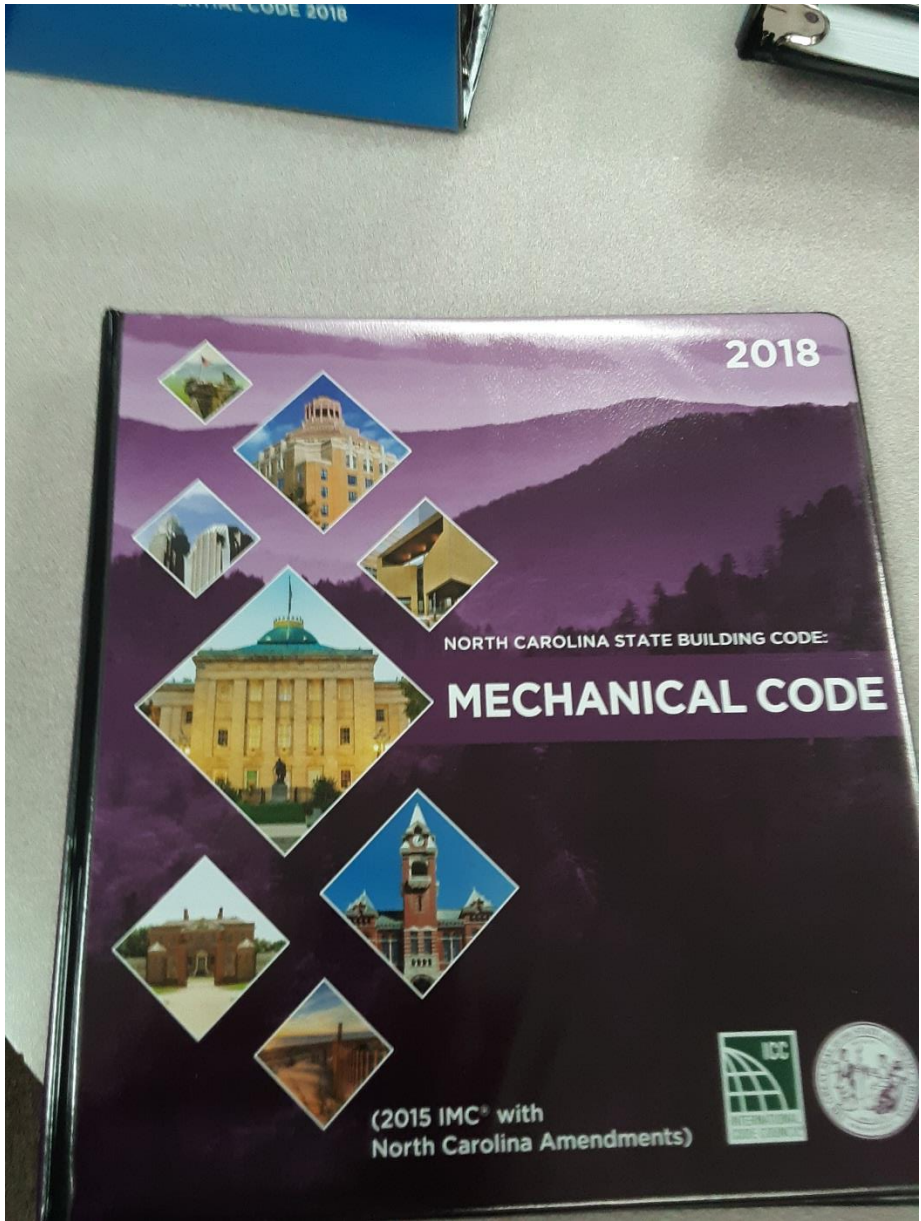
PLUMBING CODE

(2015 IPC® with
North Carolina Amendments)

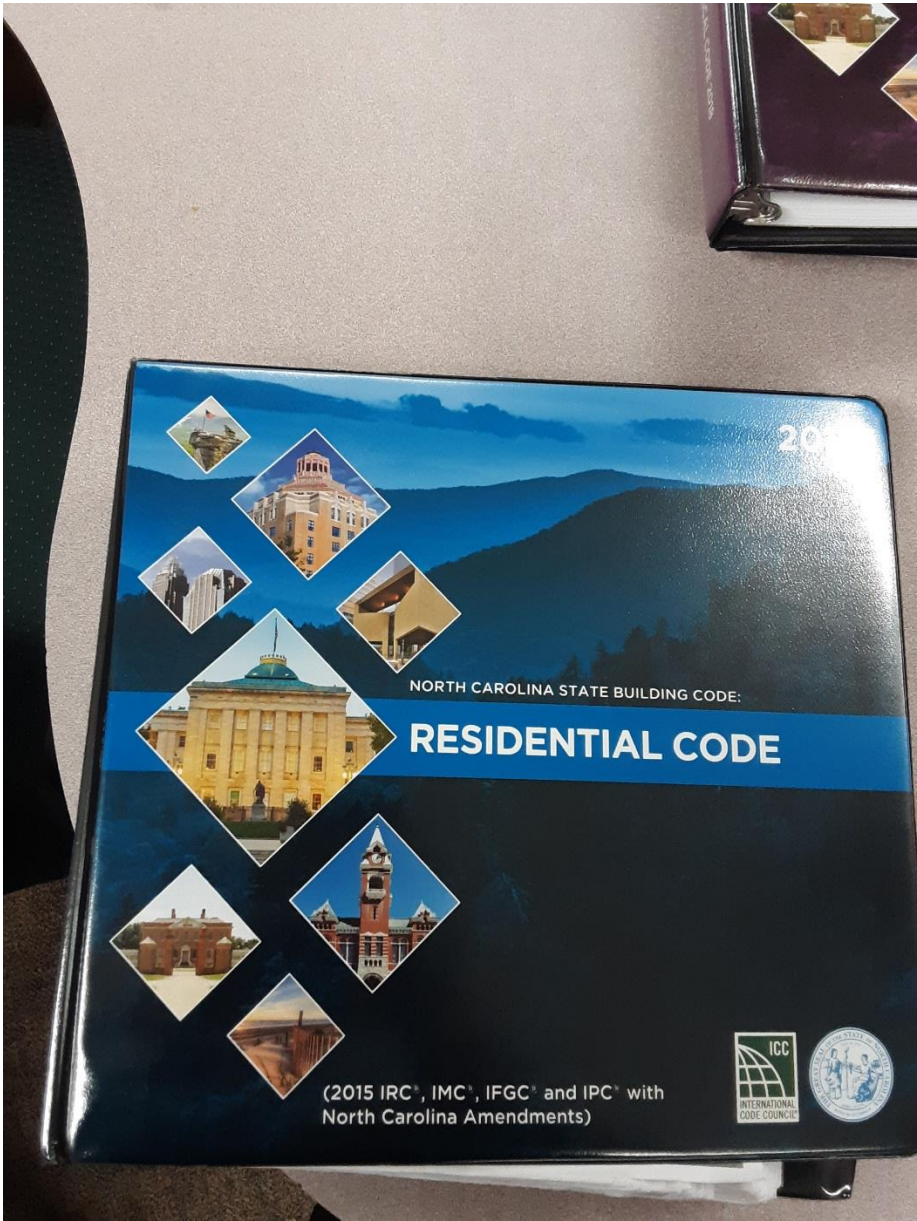




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2018

NORTH CAROLINA STATE BUILDING CODE:

RESIDENTIAL CODE

(2015 IRC®, IMC®, IFGC® and IPC® with North Carolina Amendments)



2018



NORTH CAROLINA STATE BUILDING CODE

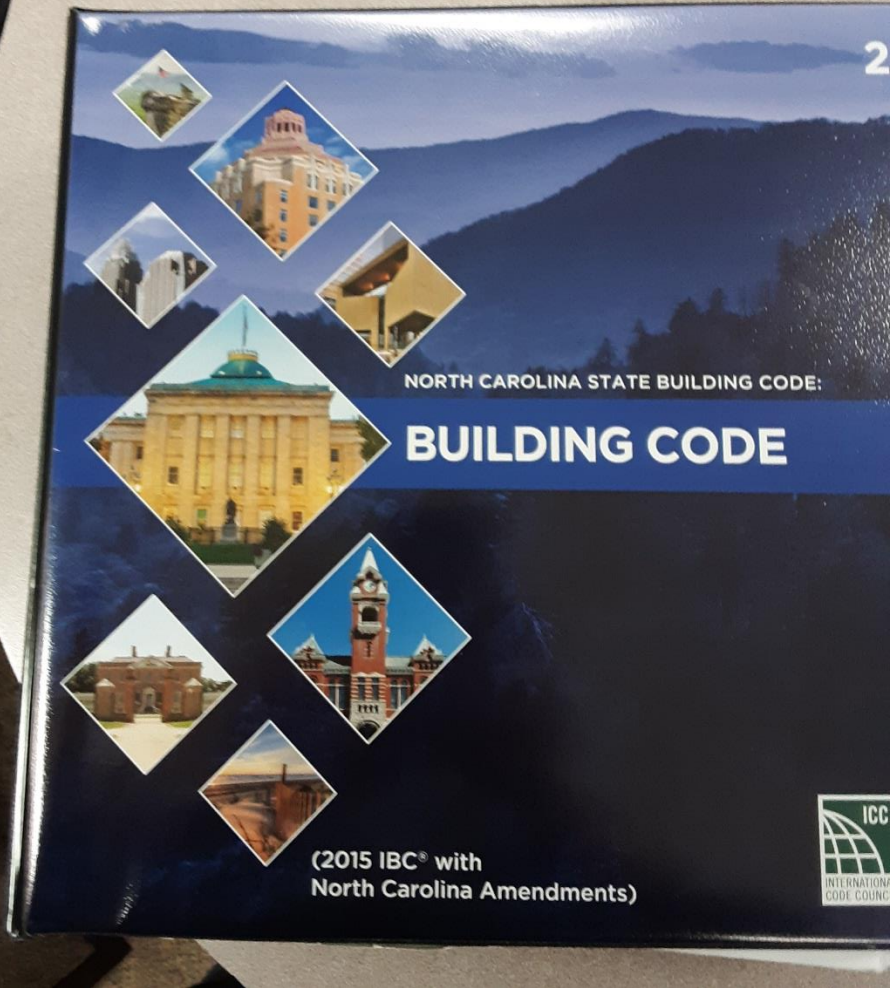
FIRE CODE

(2015 IFC[®] with
North Carolina Amendments)





- **NC Fire Code 2018 Section 106** requires local governments to have a periodic inspection schedule for the purpose of identifying activities and conditions in buildings, structures and premises that pose dangers of fire, explosion, or related hazards. The inspection schedule must be approved by the local governing body and submitted to the Office of State Fire Marshal of the Department of Insurance.
- **NCGS 58-2-95 Commissioner of Insurance to supervise local inspectors.** The Commissioner has general supervision over local fire prevention inspectors and authority to take steps to have all the provisions of the law enforced.
- **NCGS 143-151.13** states no person shall engage in Fire Code enforcement unless that person possesses a valid standard, probationary or limited certificate issued by the NC Code Officials Qualification Board.



2

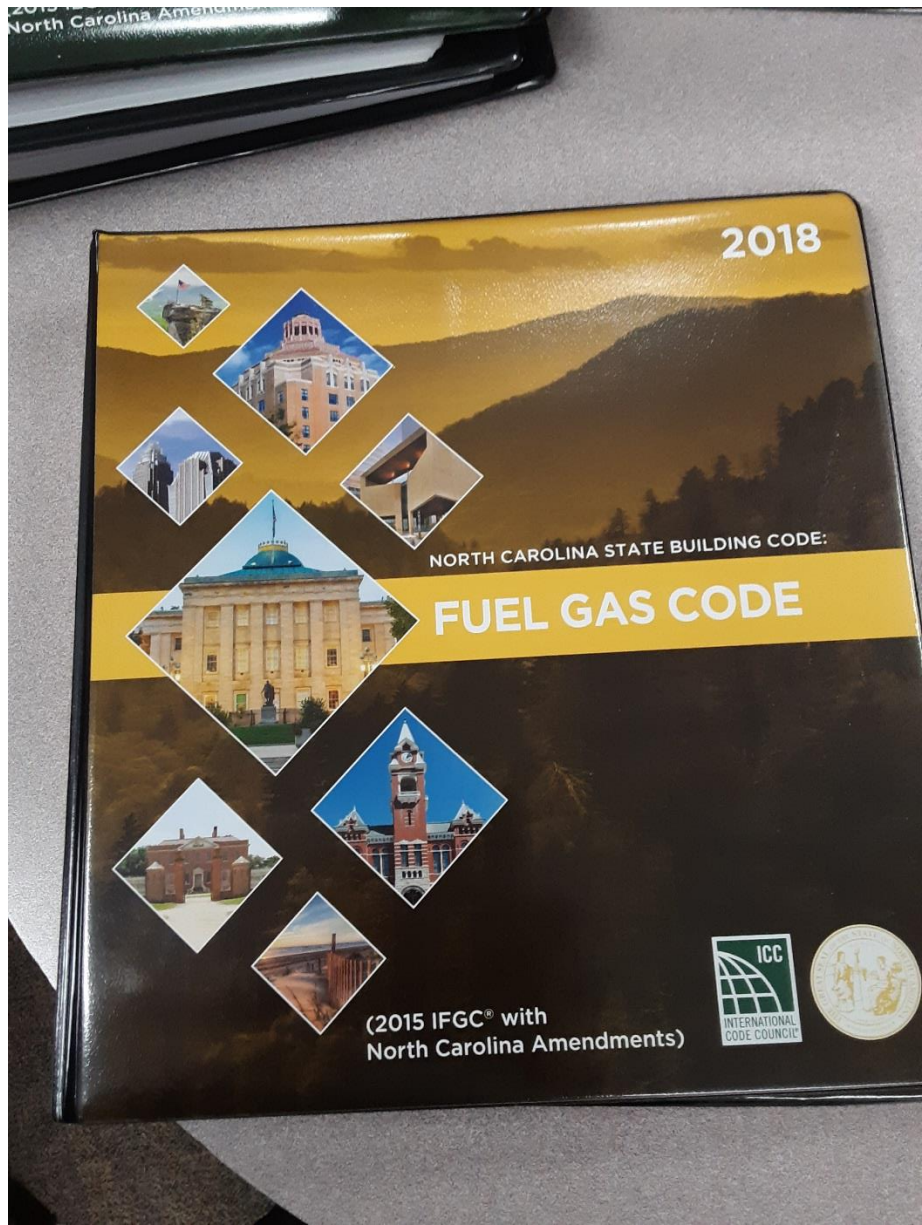
NORTH CAROLINA STATE BUILDING CODE:

BUILDING CODE

(2015 IBC® with
North Carolina Amendments)







2018

NORTH CAROLINA STATE BUILDING CODE:

FUEL GAS CODE

(2015 IFGC® with North Carolina Amendments)





2023/01/07 0:26:53

State of North Carolina Regulations for Manufactured Homes



2019 Edition

North Carolina Manufactured Housing Board



CRS
COMMUNITY RATING SYSTEM

WASHINGTON COUNTY – CLASS 7 - 15% REDUCTION FLOOD INSURANCE RATES

PLYMOUTH-ROPER-CRESWELL-CLASS 8 – 10% REDUCTION FLOOD INSURANCE RATES



FEMA

Washington County

successfully participates in the

National Flood Insurance Program
Community Rating System

The community has undertaken a series of meaningful activities to protect its citizens from losses caused by flooding and has significantly exceeded the requirements for NFIP participation and effective floodplain management.



April 1, 2021

David M. Murrain
Deputy Associate Administrator for Insurance and Mitigation
Federal Insurance and Mitigation Administration
Federal Emergency Management Agency

CRS Credit Points, Classes and Premium Discounts

Credit Points	Class	Premium Reduction SFHA*	Premium Reduction Non-SFHA**
4,500+	1	45%	10%
4,000 – 4,499	2	40%	10%
3,500 – 3,999	3	35%	10%
3,000 – 3,499	4	30%	10%
2,500 – 2,999	5	25%	10%
2,000 – 2,499	6	20%	10%
1,500 – 1,999	7	15%	5%
1,000 – 1,499	8	10%	5%
500 – 999	9	5%	5%
0 – 499	10	0	0

The Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the [National Flood Insurance Program \(NFIP\)](#). Over 1,500 communities participate nationwide.

In CRS communities, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community's efforts that address the three goals of the program:

1. Reduce and avoid flood damage to insurable property
2. Strengthen and support the insurance aspects of the National Flood Insurance Program
3. Foster comprehensive floodplain management

COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

CRS Activity 510

Annual Progress Report on Implementation of Credited Plan

Which Plan is this for (use separate templates for each credited Plan):

- Floodplain Management Plan (Hazard Mitigation Plan)
- Repetitive Loss Area Analysis
- Floodplain Species Plan
- Substantial Damage Plan

Name of Community: WASHINGTON COUNTY

Date this Annual Progress Report was prepared (not the date of adoption of the credited Plan):

Name of Plan: NORTHEASTERN NC HAZARD MITIGATION PLAN

Date of Adoption of Plan: 2021

5 Year CRS Expiration Date: 2023

1. How can a copy of the credited Plan be obtained:
VISIT 116 ADAMS STREET PLYMOUTH, NC

2. Describe how **this annual progress report** (not the credited Plan) was prepared and how it was submitted to the governing body, released to the media, and made available to the public: SENT TO ADMIN.

3. Provide a description of the implementation of each recommendation or action item in the action plan or area analysis report, including a statement on how the project was implemented or not implemented during the previous year:
SEE DOCUMENTATION

4. Discuss why any objectives were not reached or why implementation is behind schedule:
SEE DOCUMENTATION

5. What are the recommendations for new projects or revised recommendations?
SEE DOCUMENTATION



**WHEN
FLOODED
TURN AROUND
DON'T
DROWN**

Do you have a mortgage?

Homes and businesses in high-risk flood areas with government-backed mortgages are **required to have flood insurance.**

While flood insurance is not federally required if you live outside of the high-risk area, your lender may still require you to have insurance.



Questions????????????????



Rules of Procedure For the Washington County Planning Board

MISSION STATEMENT

The Planning Board is established to advise the Board of Commissioners on all matters related to the orderly growth and development of Washington County. The Planning Board is generally responsible for supervising the development of the land use plan.

ARTICLE I

Establishment of the Washington County Planning Board

SECTION 1. Ordinance

The Washington County Board of Commissioners did enact an Ordinance establishing a Planning Board for Washington County effective January 2, 1996. This Board is a volunteer Board, with no compensation expected.

SECTION 2. Scope of Work

As defined in G.S.160D-301, the general duties of the Planning Board shall include:

1. To prepare, review, maintain, monitor, and periodically update and recommend to the governing board a comprehensive plan, and such other plans as deemed appropriate, and conduct ongoing related research, data collection, mapping, and analysis.
2. To facilitate and coordinate citizen engagement and participation in the planning process
3. To develop and recommend policies, ordinances, development regulations, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner.
4. To advise the governing board concerning the implementation of plans, including, but not limited to, review and comment on all zoning text and map amendments as required by G.S. 160-D-604.
5. To exercise any functions in the administration and enforcement of various means for carrying out plans that the governing board may direct.

6. To provide a preliminary forum for review of quasi-judicial decisions, provided that no part of the forum or recommendation may be used as a basis for the deciding board.
7. To perform any other related duties that the governing board may direct. (2019-111, s.2.4; 2020-3, s.4.33 (a); 2020-25, s. 51 (a), (b), (d).)
8. Per G.S. 160D-308, Rules of Procedure that are consistent with the provisions of this Chapter may be adopted by the governing board for any or all boards created under this Article. In the absence of action by the governing board, each board created under this Article is authorized to adopt its own rules of procedure that are consistent with the provisions of this Chapter. A copy of any adopted rules of procedure shall be maintained by the local government clerk or such other official as designated by ordinance and posted on the local government web page. Each board shall keep minutes of its proceedings. (2019-111, s.2.4; 2020-3, s.4.33 (a); 2020-24, s.51 (a), (b), (d).) All members appointed to the Planning Board shall, before entering their duties, qualify by taking an oath of office as required by G.S. 153-A-26 and G.S. 160-A-61.

SECTION 3. Basic Studies

As background for its comprehensive plan and any ordinances it may prepare, the Planning Board may gather maps and aerial photographs of man-made and natural physical features of the area, statistics on past trends and present conditions with respect to population, property values, the economic base of the area, land use, and such other information as is important or likely to be important in determining the amount, direction, and kind of development to be expected in the area and its various parts.

In addition, the Planning Board may make, cause to be made, or obtain special studies on the location, condition, and adequacy of specific facilities, which may include, but are not limited to, studies of housing, commercial and industrial facilities, parks, playgrounds, and recreational facilities, public and private utilities, including water and waste disposal systems, and traffic, transportation, and parking facilities.

All county officials shall, upon request, furnish to the Planning Board such available records or information as it may require in its work. The Board or its agents may, in the performance of its official duties, enter upon lands and make examinations or surveys and maintain necessary monuments thereon.

All matters contained in this section shall first be subject to the approval of the Board of County Commissioners who shall direct said basic studies to be performed by the Planning Board.

SECTION 4. Comprehensive Plan (G.S. 160D-601)

The Comprehensive plan, with the accompanying maps, plats, charts, and descriptive matter, shall be developed, reviewed, and show the Planning Board's recommendations to the Board of County Commissioners for the development of said territory, including, among other things, the general location, character, and extent of water and waste disposal systems, streets, bridges, boulevards, parkways, playgrounds, squares, parks, aviation fields, and other public ways, grounds, and open spaces; the general location and extent of public utilities and terminals, whether publicly or privately owned or operated, for water, light, sanitation, transportation, communication, power, and other purposes; the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of any of the foregoing ways, buildings, grounds, open spaces, property, utilities, or terminals; the most desirable pattern of land use within the area, including areas for residential uses, for farming, and forestry, for manufacturing and industrial uses, for commercial uses, for recreational uses, for open spaces, and for mixed uses.

The plan and any ordinances or other measures to effectuate it shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the county which will, in accordance with present and future needs, best promote health, safety, morals, and the general welfare, and among other things provide for adequate provision for traffic and transportation, the promotion of safety from fire and other dangers, adequate provision for light and air, the promotion of the healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditure of public funds, the adequate provision of public utilities, services, and other public requirements, the preservation and enhancement of historic, cultural, and scientific aspects of the area, the protection, preservation and conservation of natural resources, the economic development of the county land and water resources, and the protection of public rights in the lands and waters of the county.

SECTION 5. Zoning Ordinance (G.S. 160D-604(a); G.S. 160D-604(b))

The Planning Board shall, in accordance with a comprehensive plan designed to promote health, safety morals, and general welfare; prepare and submit to the Board of County Commissioners for its consideration a zoning ordinance. This ordinance will regulate the height, number of stories, and size of buildings and other structures; the percentage of lot that may be occupied; the size of yards, courts, and other open spaces; the density of population; and the location and use of buildings, structures, and land for trade, industry, residence or other purposes, except farming/agriculture, in accordance with the provisions of G.S. 160D-604 which, in part, states:

*The Planning Board **must** have the opportunity to review and comment on all zoning adoption and amendments; the Planning Board **may** have the opportunity to review and comment on adoption and amendment of any other development ordinance under Chapter 160D. If a local*

ordinance calls for a referral to the Planning Board, then that procedural requirement is mandatory for local decision making.

SECTION 6. Subdivision Ordinance (G.S. 160D-801, 802, 803, 804, 808)

The Planning Board shall prepare and submit to the Board of County Commissioners for its consideration of subdivision control ordinance. The Ordinance will provide for the more orderly development of subdivisions by requiring the construction of community service facilities in accordance with county policies and standards. The ordinance will include measures that will offer guarantee of compliance with these requirements.

The ordinance will require that a land subdivision plat be prepared, approved, and recorded pursuant to its provisions whenever a subdivision of land takes place.

The ordinance shall contain procedures for plat approval, plat recordation, and statement by owner.

SECTION 7. Miscellaneous Powers and Duties

The Planning Board will take special care to keep the public advised of plans that bear directly on the county citizens and resources and will encourage maximum public participation in the formulation of such plans. The Board shall have the power to promote public interest in and understanding of its recommendations, and to that end, it may publish and distribute copies of its recommendations, and may employ such other means of publicity and education as it may deem appropriate.

The Planning Board may conduct such public hearings as required to gather information necessary for the drafting, establishment, and maintenance of the comprehensive plan.

The Planning Board is authorized to appoint such committees, and to enter into contracts that will be of assistance to it carrying out its power and duties, as it deems necessary, subject to the approval of the Washington County Board of Commissioners.

SECTION 8. Annual Report of Activities

The Planning Board Chair, shall submit a presentation at a Board of Commissioners meeting, and in writing to the Clerk to the Board a report of its activities during the prior year and significant efforts envisioned for the upcoming fiscal year.

Section 9: Statutory Powers

The Planning Board shall have all the powers and authority granted by G.S. 160D, Article 301, unless otherwise provided by the Washington County Board of Commissioners.

ARTICLE II
Board Members

SECTION 1. Number

The Planning Board shall consist of seven (7) members who shall be appointed by the Board of County Commissioners, upon a recommendation by the Planning Board.

SECTION 2. Membership

Members shall have exhibited themselves as capable, dedicated, diverse, and willing to provide their time and talents to the demands of Board membership.

To ensure broad geographical involvement, the seven members of the Washington County Planning Board shall represent and reside in the four (4) townships of Plymouth, Lee's Mill, Skinnersville, and Scuppernong; and the three (3) incorporated municipalities of Plymouth, Roper and Creswell.

Members shall be appointed to serve staggered three (3) year terms. Members serving successive terms may be beneficial for continuity.

SECTION 3. Removal

Any Board member may be removed, with cause, by action of the Board of County Commissioners.

Faithful attendance at the meetings of the Board is considered a prerequisite for the maintenance of membership. A member shall resign their seat when three (3) consecutive unexcused absences occur.

SECTION 4. Vacancy

It shall be the responsibility of the Planning Board to recommend potential members the Board of County Commissioners to fill vacancies that occur as a result of both expired and unexpired terms. Such recommendation shall be by unanimous vote of a quorum of the current Planning Board, at a meeting specified for that purpose, and shall comply with the stipulations of Section 2. Membership.

SECTION 5. Compensation

No Board member shall be entitled to, nor shall receive, any compensation for attendance at the meetings or for other services rendered to the Board, unless expressly authorized by the Board of County Commissioners.

ARTICLE III
Officers

SECTION 1. Officers

The Board shall have a Chair and a Vice-Chair elected for a term of one year with eligibility for re-election.

SECTION 2. Election

Election of officers shall occur at the regular December Planning Board meeting by majority vote of a quorum of the Board, as the last item of business before adjournment. Officers shall be elected at the meeting shall take office immediately following their election.

No member shall be eligible to serve as an officer of the Board prior to completion of one (1) year of services as a member unless there is an insufficient number of members with more than one (1) year of service to fill the offices required.

SECTION 3. Chair

The Chair shall preside at all meetings, appoint all committees, count toward enabling a quorum, and shall exercise full voting rights in case of a tie vote of a quorum on all matters under consideration. The Chair shall decide all points of order and procedure, subject to these Rules of Procedure unless directed otherwise by a majority of the Board in session at the time.

SECTION 4. Vice-Chair

The Vice-Chair shall, in the absence or disability of the Chair, exercise all functions and duties of the Chair. A temporary Chair shall be elected by a majority of those Board members present and voting in the absence of both the Chair and Vice-Chair.

SECTION 5. Secretary

A Secretary shall be appointed by the Planning Board Chair. The Secretary shall keep a record of Board member attendance and all business transacted at any meeting of the Planning Board. The minutes of the Planning Board shall be public record and shall be kept on file in the Planning Director's office and available for inspection during regular business hours. For

simplification, currently, the Secretary is the Administrative personnel in the Planning Director's office.

SECTION 6. Removal

Any Officer may be removed, with cause, by vote of two-thirds (2/3) of the full Board at a regular meeting or special meeting of the Board called for that purpose.

SECTION 7. Vacancy

A vacancy in any office because of death, resignation, removal, or disqualification, or any other cause, shall be filled for the unexpired portion of the term in the manner prescribed by these Rules of Procedure for regular elections to such offices.

ARTICLE IV
Meetings

Section 1. Regular Meetings

The Board shall hold at least one meeting quarterly. The Board shall adopt a regular meeting schedule showing the time and place of its regular meetings for the year. The Board shall ensure that a copy of its current regular meeting schedule, complete with the time and place of the meeting is filed with the clerk to the Board of County Commissioners, and this Board's Secretary.

Any changes to the regular meeting schedule shall ensure that the revised regular meeting schedule is filed with the Clerk to the Board of Commissioners and this Board's Secretary at least seven (7) calendar days before the first meeting held pursuant to the revised schedule.

Section 2. Special Meetings -

Special meetings of the Planning Board may be called by or at the request of the Chair or Vice-Chair. The Board may call a special meeting by a vote in open session during a regular meeting. At least forty-eight (48) hours before a special meeting, the Board shall cause a written notice of the meeting's date, time, place, and purpose to be (a) posted on the Board's principal bulletin board, or at the door of the meeting room, **and** (b) delivered, e-mailed, or mailed to the newspaper by the Board's secretary. All members shall be notified of the meeting's date, time, place, and purpose by mail, e-mail, or delivered in person at least forty-eight hours before the meeting.

Section 3. Public Notice

In order to comply with North Carolina open meetings legislation, notice of Public Hearings set by the Planning Board shall be scheduled such that publication of the pertinent details of said

meeting/hearing shall be made for two (2) consecutive editions of a weekly publication and not less than six (6) days after the 2nd notice is published. (Article 2. Section W.2.a of the Washington County Zoning Ordinance)

Section 4. Open Meetings

All meetings of the Washington County Planning Board shall be open to the public.

Section 5. Quorum

A quorum shall be attendance by a majority of current and properly installed members of the Board, which includes the Chair.

As of this writing, four (4) members are required for a quorum.

Section 6. Order of Business

The Board meeting shall follow an agenda which shall be officially discussed and adopted by the Board as follows:

- Call to Order
- Invocation
- Agenda – Discussion/Revision/Adoption
- Public Hearing (if one has been scheduled and correctly advertised)
 - Chair calls public hearing to order, based on motion and vote
 - Speakers follow rules for speaking and Chair maintains control
 - Chair declares the Public Hearing closed, based on motion and vote
- Approval of Minutes of last meeting
- Unfinished Business
- New Business (include action of the Board from Public Hearing)
- Administrative Reports
 - Planning Director
 - Commissioner Representative
- Informal Discussion by the Board and Approved Public Speakers
- Adjourn

Section 7. Manner of Acting

Any member of the Board, including the Chair, may make a motion. The Chair can also utilize the “entertain a motion” action since the Chair can only vote in the event of tie.

Due to the size of the Board, no motion requires a second to have the question called for discussion or vote by the Chair.

Section 8. Voting

Voting shall customarily be by voice vote, but upon a call by the Chair, or any member in attendance, each member shall signify their vote by a show of hands.

No Board member shall participate in the deliberation or decision of any matter in which they have a direct financial interest or the appearance of a conflict of interest.

In the event of a member's failure to vote, their vote will be counted with the majority, once all votes are cast.

Voting by proxy shall not be allowed.

Section 9. Remote Participation

Remote participation in a meeting by a member or members of the Board is an approved process of the Board subject to the following:

Audio technology is provided and utilized where the remote Board member or members, as well as all Board members and audience present at the location of the Board meeting are able to clearly hear all proceedings and deliberations in real time.

As the meeting is called to order, the Chair shall ensure, by a poll question, if all Board members present, whether on site or remote, can clearly hear each other

Should a remotely participating Board member wish to gain the floor during deliberations, they shall so voice that request to the Chair. The Chair will subsequently and appropriately recognize the remote participant.

When any business or deliberation is brought to a vote, the Chair, on calling the question, shall poll each member relative to their vote. This ensures that all voting members clearly understand the outcome of the vote.

The minutes shall indicate which member or members were present by electronic means, and when such members joined or left the meeting. A member attending by electronic means counts as present for quorum purposes, and shall be able to cast a vote, only as long as the entire board maintains electronic communication with that member. All votes will be by poll response; no written or secret ballots will be allowed.

Article V

General Provisions

Section 1. Indemnification

Washington County shall indemnify the Members and Officers of the Planning Board for such expenses and liabilities, in such manner, under such circumstances, and to such extent as permitted by the North Carolina General Statutes as now enacted or hereafter amended.

Section 2. Parliamentary Authority

The Board may adopt such rules of procedure and order as it deems appropriate, but in the absence of any rule of procedure or order, *Suggested Procedural Rules of Local Appointed Boards* as prepared by the UNC School of Government, shall apply.

Section 3. Amendment

These Rules of Procedure may be altered, amended, or repealed, and new Rules of Procedure may be adopted if such action is approved at two (2) consecutive meetings – regular or special – of the Board by the affirmative vote of two-thirds (2/3) of the Board then holding office, at each of the two (2) consecutive meetings – regular or special – or the Board.

Members shall have no power, however to adopt a Rule of Procedure which will:

Set a quorum of Board Members at less than one-half (1/2) of the number of members authorized by these rules; or

Reduce the required approval of an action taken by the Board to less than a majority of those members present at the meeting at which the action was taken; or

The right to alter, amend, repeal, or adopt new Rules of Procedure shall be vested in the Planning Board within the delegation provided by the Ordinance creating the Board. Any alteration must be filed with the Clerk to the Board of County Commissioners, and with the Secretary of this Board.

I HEREBY CERTIFY that I am the currently elected Chair of the Washington County Planning Board, and the preceding Rules of Procedure, consisting of 10 pages, were adopted by a majority vote of a quorum of members at a regularly scheduled meeting of the Planning Board on the 18th day of May, 2023.

Katie J. Walker
Katie J. Walker, Chair

May 18, 2023

STATE OF NORTH CAROLINA

COUNTY OF Washington

I, Elizabeth Renee Collier, a Notary Public of

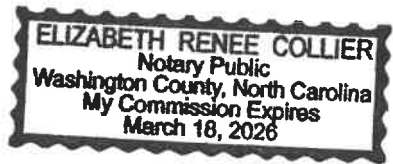
the county and state certify that Katie J. Walker, personally

appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand official stamp or seal, this the 18 day of May, 2023.

Elizabeth Renee Collier
Signature of Notary Public

My Commission Expires 3/18/2026



COMMUNITY RATING SYSTEM ANNUAL RECERTIFICATION

CRS Activity 510
Annual Progress Report on Implementation of Credited Plan

Which Plan is this for (use separate templates for each credited Plan):

- Floodplain Management Plan (Hazard Mitigation Plan)
- Repetitive Loss Area Analysis
- Floodplain Species Plan
- Substantial Damage Plan

Name of Community: WASHINGTON COUNTY

Date this Annual Progress Report was prepared (not the date of adoption of the credited Plan):

Name of Plan: NORTHEASTERN NC HAZARD MITIGATION PLAN

Date of Adoption of Plan:

2021
5 Year CRS Expiration Date: 2023

1. How can a copy of the credited Plan be obtained:

VISIT 116 ADAMS STREET
PLYMOUTH, NC

2. Describe how **this annual progress report** (not the credited Plan) was prepared and how it was submitted to the governing body, released to the media, and made available to the public: SENT TO ADMIN.

3. Provide a description of the implementation of each recommendation or action item in the action plan or area analysis report, including a statement on how the project was implemented or not implemented during the previous year:

SEE DOCUMENTATION

4. Discuss why any objectives were not reached or why implementation is behind schedule:

SEE DOCUMENTATION

5. What are the recommendations for new projects or revised recommendations?

SEE DOCUMENTATION

CRS Activity 510

Review and Action Plan For:

Washington County and the Towns of Creswell, Plymouth and Roper

1. A copy of the original plan is available for review at 116 Adams Street Plymouth, NC. A copy of this report can be viewed at the location also.
 2. The report will be sent to County Manager. An update of this report will be given in monthly report to governing body. News outlets are free to view the report. CRS Coordinator / Director is available for interviews.
 3. Objectives and stratifies have been reviewed with the following comments made.
 - W1 EOC is in the planning stage. See recommendation below.
 - W2 Grant funding is always needed and is being research.
 - W3 Land use plan and other ordinances are reviewed and monitored. Any comments are taken into consideration for further review and possible change.
 - W4 The County's Flood Plain prevention Ordinance has been updated to include a required freeboard of two (2) feet.
 - W5 Work continues toward providing online access to permits and inspections. Review and implementation of this objective has been hindered by available funding. Staff will continue to research all funding opportunities and software options.
 - W6 Work continues toward providing software system for permits and inspections. Review and implementation of this objective has been hindered by available funding. Staff will continue to research all funding opportunities and software options.
 - W7 Notice is mailed annually to property owner in a special flood hazard area.
 - W8 Finished floor elevation will be certified to design flood elevation. This elevation certificate is reviewed by the Certified Floodplain
-

Manager. These certificates are kept by the Planning department in perpetuity.

W9 Map information is provided by the Planning Department. It is also provided as a distinct layer on the GIS mapping system of Washington County and is available at <http://maps.agdmaps.com/nc/washington/> this service is advertised annually.

W10 Service is provided to local real estate agents to ensure that agents are informing clients when property for sale is located within an SFHA. Brochures are available to the agents.

W11 Information is provided regarding floods and other hazards:

Information in library

Link on county / town websites

Information available at planning office 116 Adams Street
Plymouth, NC

W12 Comprehensive information regarding planning and development activities are available in the planning office.

Information includes:

Site specific flood information

List of contractors with experience in flood proofing and retrofitting techniques.

Information on construction methods for coastal and high wind areas.

Information on selecting a qualified contractor.

Site visits are provided upon request to review problem and offer flooding advice,

Information about CRS Activity 530, (Flood Protection)

These services are advertised annually.

Site visits and requested information are documented to maintain CRS rating.

W13 Flood mapping information is kept in digital format as a GIS layer. Historical maps are kept in paper form and maintained in Planning Department.

4. All objectives appear to be on schedule at this time.
5. Recommend moving new EOC to high priority. (W1)

Press Release

Please note that The Annual Progress Report for Washington County (including the Towns of Plymouth, Creswell and Roper)'s part of The Northeastern NC Hazard Mitigation Plan is available at 116 Adams 2023 Plymouth, NC. Please contact Allen Pittman, Director of Planning and Inspections for more Information at 252-793-4114.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 6

DATE: August 7, 2023

**ITEM: Quasi-Judicial Public Hearing---Special Use Permit, Mr. Allen Pittman,
Planning/Inspections**

SUMMARY EXPLANATION:

The Planning Board received a Special Permit Use application for the construction of a cell tower at 235 NC Highway 45 South in Plymouth. The Planning Board held a public hearing and approved the Special Permit Use application with no conditions and now it requires a hearing by the Commissioners for your approval. Tonight is that hearing and instructions for the quasi-judicial hearing are attached along with pertinent documentation. (See attached.)

Procedures for Quasi-Judicial Hearing for

Special Use Permit (“SUP”):

I. MOTION to go into Public Hearing to hold a quasi-judicial hearing on the following case:

SPECIAL USE PERMIT APPLICATION filed by **Tillman Infrastructure, LLC** on **4/13/23** seeking a Special Use Permit pursuant to **Article 3A, Subsection C(L)** of the Washington County Zoning Ordinance to: **build a new 340’ guyed telecommunication tower on property located at 235 NC Hwy 45 South, Plymouth, NC.**

II. INSTRUCTION RE QUASI-JUDICIAL PROCEDURE (Attorney/Planning Director)

1. Special Use Permits are governed by NCGS 160D and Article 5 of the Washington County Zoning Ordinance. NCGS 160D-406 and 160D-705 require the use of quasi-judicial procedures during public hearings held to consider such matters.
2. Quasi-judicial proceedings are different than other public hearings in that not everyone has the right to present evidence before this Board and to become a party to this proceeding. A Quasi-judicial proceeding is much like a court proceeding where an individual’s rights and interests are being decided under specific rules of procedure. Parties to this case have the right to present evidence and cross examine witnesses. The burden of proof in these cases typically lies with the Applicant. The extent to which the Rules of Evidence used in courts apply is up to the discretion of the Board.
3. Only those who can demonstrate that they will be affected by the outcome of the hearing may become parties. After a description of the person’s interest in this case, the Board will determine whether they will be allowed to present evidence as a party. Please note, you do not have to be a party to testify if someone who is a party calls you as a witness. All parties and witnesses who intend to present evidence or testify before this Board must be sworn in.
4. As a quasi-judicial hearing, by law it must adhere to certain procedures, as there are legal standards that must be followed. To that end please consider the following:
 - A. The Board must base its decisions only on the evidence presented, including testimony given under oath or affirmation by any parties or witnesses called by a party.
 - B. Please limit testimony to facts relevant to the application and applicable legal standards for the Board’s decision, what you know personally; no opinion testimony or hearsay.
 - C. Parties may cross-examine each testifying party or witness after their testimony if there are any questions. Cross-examination shall be limited to the matters testified about during the original testimony.

- D. If you want the Board to see written evidence such as reports and maps or exhibits, the witness who is familiar with the evidence should ask that it be introduced during or at the end of his/her testimony.
- E. In order for the testimony to be considered as evidence used in making the decision, it can only be given by persons in attendance at the meeting; otherwise, it is considered hearsay.

III. INSTRUCTION RE SPECIFIC REVIEW STANDARDS: (Attorney/Planning director)

Article 5 of the Washington County Zoning Ordinance is attached in its entirety for your reference, with certain excerpts of relevant portions pasted below for convenience:

1. Purpose and Intent: Special use permits add flexibility to the Zoning Ordinance by allowing uses which would otherwise be undesirable to be established in designated districts under conditions imposed by the Board of Commissioners. Such permits are authorized under the terms of this article to provide for certain uses which cannot be well adjusted to their environment in particular locations in Washington County with full protection offered to surrounding properties by only the application of the underlying zoning district regulations. Further, special permit uses are those uses which, if not specially regulated, can have an undue impact on or be incompatible with other uses of land within or adjacent to a given zoning district. Based on the recommendation of the Planning Board, and upon the granting of a special use permit by the Board of Commissioners, these uses may be allowed to be located or expanded within given designated zoning districts under the standards, controls, limitations, performance criteria, restrictions and other regulations of this article.
2. General Standards and Criteria for Special Use Permit Review: All applications for special use permit shall be reviewed using the following criteria:
 1. The proposed use shall be:
 - a. In harmony with the adopted Land Use Plan and the Growth Opportunities Plan;
 - b. In harmony with the intent and purpose of the zoning district in which the use is proposed to be located and
 - c. In harmony with the character of adjacent properties and the surrounding neighborhoods and also with existing and proposed development.
 2. The proposed use shall be adequately served by essential public services such as streets, drainage facilities, fire protection and public water, and sewer facilities, where applicable.
 3. The proposed use shall not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.
 4. The proposed use shall be designed, sited and landscaped so that the use will not hinder or discourage the appropriate development or use of adjacent properties and surrounding neighborhoods.

5. The proposed use does not affect adversely the general plans for the physical development of the County as embodied in these regulations and in any plan or portion thereof adopted by the Planning Board.
 6. The proposed use will not affect adversely the health and safety of residents and workers in the County
 7. The proposed use will not be adversely affected by the existing uses.
 8. The proposed use will be placed on a lot of sufficient size to satisfy the space requirements of said use.
 9. The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use said facility, vehicular movement, noise or fume generation or any type of physical activity.
 10. The standards set forth for each particular use for which a permit may be granted have been met.
 11. The Planning Board or Board of Commissioners may impose or require such additional restrictions and conditions as may be necessary to protect the health and safety of workers and residents in the community and to protect the value and use of property in the general neighborhood.
 12. The proposed use will not be contrary to the purposes stated for these regulations.
 13. Whenever the Board of Commissioners shall find in the case of any permit granted pursuant to the provisions of the regulations that any of the terms, conditions or restrictions upon which such permit was granted are not being complied with, said Board shall rescind and revoke such permit after giving due notice to all parties concerned and granting full opportunity for a public hearing.
3. Special Conditions: In granting any special use permit, the Board of Commissioners may impose any conditions necessary to assure that the proposed use will conform with the requirements of this section and will continue to do so. The Board of Commissioners may take all necessary actions to ensure compliance with the conditions imposed.
- Certain specific examples are listed in Article 5(c)(2):
4. Action by Planning Board: No special use permit shall be approved unless the proposal has been reviewed by the Planning Board. The Planning Board shall conduct at least one (1) public hearing in accordance with this Ordinance. Following the public hearing, the Planning Board shall prepare and by motion adopt its recommendations, which may include changes in the applicant's original proposal resulting from the hearing, and shall report such recommendations, together with any explanatory material, to the County Commissioners.
5. Action by Board of Commissioners: Before approving a special use permit, the Board of Commissioners shall hold at least one (1) public hearing in accordance with this Ordinance after which the Board of Commissioners may make appropriate changes to or impose appropriate conditions upon the proposed special use. Nothing herein shall preclude the Board of Commissioners from holding a joint public hearing with the Planning Board.
- A concurring vote of a majority of the members of Board of Commissioners shall be required to approve a special use permit.

IV. BOARD CONFLICTS OF INTEREST: (Board Chair or designated Speaker)

It is also important that the members of the Board of Adjustment consider and make sure that they do not have any conflicts of interest with serving as a member of the decision-making body for purposes of hearing and ruling on this particular case. Therefore, the following questions should be considered by each member and any potential conflicts should be voiced, discussed, and resolved if possible or otherwise result in recusal of any member with such a conflict by the other members of the Board.

- 1. *does any member of this body have any interest in the property or the application, or do they own property in close proximity to the subject property;***
- 2. *does any member of this body stand to gain or lose any financial benefit as a result of the outcome of this hearing;***
- 3. *does any member of this body feel they cannot hear and consider the application in a fair and objective manner;***
- 4. *has any member of this body engaged in any ex parte communications with either proponents or opponents of the application, and, if so, I ask you to place on the record the substance of any such communications so that interested parties have the opportunity at this hearing to rebut the communications.***
- 5. *Are there any members of the audience who wish to challenge on appearance of fairness grounds participation in the matter by any member of Council, including the reasons for the request?***

V. PARTY IDENTIFICATION/WITNESSES/OATH: (Board Clerk)

At this time we will identify and swear in or affirm all of the parties and witnesses.

A. Call for and ID Parties- name, address, for/against applicant

B. Call for and ID Witnesses- name, address, for/against applicant

C. All parties and witnesses should now stand and/or come forward to be sworn in or to affirm the truth of their testimony *[Administer the oath to all those who may testify, as a group] (“Do you swear [or affirm] that the evidence you shall give to the board in this action shall be the truth, the whole truth, and nothing but the truth, so help you God?”) If anyone refuses to be sworn (or affirm), then inform them their statements must not be treated as evidence on which to base a decision, but merely as arguments]*

VI. PRESENTATION OF CASE/EVIDENCE:

A. County Staff Presentation of Case: *Will County staff please come forward and describe the application being considered; and share the recommendation provided by staff and/or the Planning Board concerning the proposal?*

- ***[Commissioners should ask questions at this time]***

- ***[Cross Examination if applicable]***

B. Applicant: *The applicant may come forward at this time and present their testimony and evidence to support the application if so desired. Any specific written documents, surveys, pictures, or other evidence, and/or any expert witness testimony you would like to have considered should also be clearly identified and presented at this time.*

- ***[Commissioners should ask questions at this time]***
 - [Cross Examination if applicable]
- C. Other Legitimate Parties with Material Interest in the Case: (if applicable) ***may come forward at this time and present their testimony and evidence to support or oppose the application if so desired at this time. Any specific written documents, surveys, pictures, or other evidence, and/or any expert witness testimony you would like to have considered should also be clearly identified and presented at this time.***
- ***[Commissioners should ask questions at this time]***
 - [Cross Examination if applicable]
- D. Closing Statements and/or Rebuttals: Are there any closing statements or any last rebuttal comments from:
1. Staff
 2. Applicant
 3. Other Legitimate Parties
- E. Board Q&A: Are there any final questions from the Board for any of the parties before beginning deliberations on a decision?

VII. DELIBERATION & DECISION:

FIRST	Review the applicable specific legal standard(s) again in Article 5(B)	
SECOND	<p>Collectively identify which facts or specific items of evidence (including testimony) were most important to determining whether the proposed special use of property met the applicable legal standard(s).</p> <p>[Specific facts/evidence which impacted your decision should be itemized and described briefly below]</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	
THIRD	<p>Collectively discuss whether any special conditions upon the proposed use of the property should be required in order for the applicant’s proposed special use to meet or better satisfy the applicable legal standard(s).</p> <p>[Specific conditions, if any, should be itemized and described briefly below]</p> <p>-</p> <p>-</p> <p>-</p>	
FOURTH	VOTE: After careful and deliberate consideration of all the relevant facts and evidence presented in this matter, if you believe that the applicant:	
APPROVE or	Generally met the applicable legal standards (or would meet them under certain conditions)	MOTION TO APPROVE THE PERMIT* *(if applicable, describe any conditions in the motion) or
DENY	Generally does NOT meet the applicable legal standards (or would not meet them even under certain conditions)	MOTION TO DENY THE PERMIT

Unless otherwise directed, staff will prepare a written order within five (5) business days reflecting the relevant findings of fact, conclusions of law, and final decision of the Board in this hearing. The Clerk shall circulate a draft for signature approval by a majority of the Board members voting in this matter to grant or deny the permit. After receiving enough signatures, the Order shall be certified and entered in the Board’s records as its “Final Order” in this matter. The Clerk shall provide notices thereof as required by applicable law.

VIII. MOTION TO ADJOURN THE PUBLIC HEARING

Article 5:
Special Use Permits

A. Purpose and Intent

Special use permits add flexibility to the Zoning Ordinance by allowing uses which would otherwise be undesirable to be established in designated districts under conditions imposed by the Board of Commissioners. Such permits are authorized under the terms of this article to provide for certain uses which cannot be well adjusted to their environment in particular locations in Washington County with full protection offered to surrounding properties by only the application of the underlying zoning district regulations. Further, special permit uses are those uses which, if not specially regulated, can have an undue impact on or be incompatible with other uses of land within or adjacent to a given zoning district. Based on the recommendation of the Planning Board, and upon the granting of a special use permit by the Board of Commissioners, these uses may be allowed to be located or expanded within given designated zoning districts under the standards, controls, limitations, performance criteria, restrictions and other regulations of this article.

B. General Standards and Criteria for Special Use Permit Review

All applications for special use permit shall be reviewed using the following criteria:

1. The proposed use shall be:

- a. In harmony with the adopted Land Use Plan and the Growth Opportunities Plan;
- b. In harmony with the intent and purpose of the zoning district in which the use is proposed to be located and
- c. In harmony with the character of adjacent properties and the surrounding neighborhoods and also with existing and proposed development.

2. The proposed use shall be adequately served by essential public services such as streets, drainage facilities, fire protection and public water, and sewer facilities, where applicable.

3. The proposed use shall not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

4. The proposed use shall be designed, sited and landscaped so that the use will not hinder or discourage the appropriate development or use of adjacent properties and surrounding neighborhoods.

5. The proposed use does not affect adversely the general plans for the physical development of the County as embodied in these regulations and in any plan or portion thereof adopted by the Planning Board.

6. The proposed use will not affect adversely the health and safety of residents and workers in the County.

7. The proposed use will not be adversely affected by the existing uses.
8. The proposed use will be placed on a lot of sufficient size to satisfy the space requirements of said use.
9. The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use said facility, vehicular movement, noise or fume generation or any type of physical activity.
10. The standards set forth for each particular use for which a permit may be granted have been met.
11. The Planning Board or Board of Commissioners may impose or require such additional restrictions and conditions as may be necessary to protect the health and safety of workers and residents in the community and to protect the value and use of property in the general neighborhood.
12. The proposed use will not be contrary to the purposes stated for these regulations.
13. Whenever the Board of Commissioners shall find in the case of any permit granted pursuant to the provisions of the regulations that any of the terms, conditions or restrictions upon which such permit was granted are not being complied with, said Board shall rescind and revoke such permit after giving due notice to all parties concerned and granting full opportunity for a public hearing.

C. Special Conditions

1. In granting any special use permit, the Board of Commissioners may impose any conditions necessary to assure that the proposed use will conform with the requirements of this section and will continue to do so. The Board of Commissioners may take all necessary actions to ensure compliance with the conditions imposed.
2. The Board of Commissioners may impose reasonable standards as deemed necessary to protect the public interest and welfare. Such standards may include, but need not be limited to:
 - a. More restrictive sign standards.
 - b. Additional open space, landscaping or screening requirements.
 - c. Additional yard requirements.
 - d. Special lighting requirements.
 - e. Time limitations on hours of operation.
 - f. Additional off-street parking and loading requirements.
 - g. Additional utility, drainage and public facility requirements.
 - h. Additional right-of-way and public access requirements.
 - i. Additional requirements to ensure compatibility with the Land Use Plan.
 - j. Conditions for renewal, extension, expiration, and/or revocation of the permit.

3. The Board of Commissioners may specify time limits or expiration dates for a special use permit, including provisions for periodic review and renewal.

D. Application Requirements for Special Use Permit

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Planning Coordinator, and shall be accompanied by the filing fee as established by the Board of Commissioners.

2. If the request for a special use permit has been denied by the Board of Commissioners, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.

3. The application shall include the following information:

a. A preliminary site plan in accordance with the Site Plan Regulations outlined in Article 10.

b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.

c. A written statement of proposed project compatibility with the following:

- (1). The Land Use Plan.
- (2). The Growth Opportunities Plan.
- (3). The applicable zoning district.
- (4). The surrounding properties.
- (5). Current and future neighborhood conditions.
- (6). Pedestrian and vehicular traffic patterns, on-site and off-site.
- (7). Adequate public facilities.

d. When requested by the Planning Coordinator, the Planning Board, or the Board of Commissioners, the following information shall be provided by the applicant:

- (1). The architectural elevations and floor plans of proposed building(s).
- (2). Traffic impact analysis.
- (3). Fiscal impact analysis.
- (4). Parking and site circulation analysis.
- (5). Photographs of property and surrounding area.
- (6). Environmental impact statement.

E. Action by Planning Board

1. No special use permit shall be approved unless the proposal has been reviewed by the Planning Board. The Planning Board shall conduct at least one (1) public hearing in accordance with this Ordinance. Following the public hearing, the Planning Board shall prepare and by motion adopt its recommendations, which may include changes in the applicant's original proposal resulting from the hearing, and shall report such recommendations, together with any explanatory material, to the County Commissioners.

2. Failure of the Planning Board to report within thirty-five (35) days after the first

meeting of the Planning Board after the proposal has been referred to the Planning Board shall be deemed approval, unless the proposed special use permit has been withdrawn by the applicant prior to the expiration of such time period or the time period has been extended by mutual agreement by the County and the applicant.

F. Action by Board of Commissioners

1. Before approving a special use permit, the Board of Commissioners shall hold at least one (1) public hearing in accordance with this Ordinance after which the Board of Commissioners may make appropriate changes to or impose appropriate conditions upon the proposed special use. Nothing herein shall preclude the Board of Commissioners from holding a joint public hearing with the Planning Board.

2. A concurring vote of a majority of the members of Board of Commissioners shall be required to approve a special use permit.

G. Extension, Renewal, Expiration, Revocation

1. Extension

a. An extension shall be for the purpose of administratively extending timeframes established by the Board of Commissioners for the implementation and/or completion of certain improvements which were stipulated as a condition of original special use permit approval. A request for extension may be initiated by the property owner.

b. Upon initiation of property owner's request for extension, or upon any other initiative, the Planning Coordinator shall inspect the special use permit, review the record of compliance with those conditions and restrictions previously imposed by the Board of Commissioners; and make a determination on whether the special use permit satisfies other conditions of approval and the provisions of the article.

c. Upon a favorable finding, the Planning Coordinator shall approve an extension of the original special permit for a period of time not to exceed one (1) year or for such timeframe as may have been otherwise specified for future extension by the Board of Commissioners at the time of approval of original special permit.

d. If it is determined that the use is not in compliance with all conditions and restrictions previously imposed by the Board of Commissioners, the Planning Coordinator shall, depending on the nature of the noncompliance, either deny the extension or require the remedy of any violation within a specified time. If the extension is denied or the property owner fails to correct the violation within the time specified, the special permit shall expire. The approval of a new special permit shall be required prior to any subsequent reinstatement of the use.

2. Renewal

a. A renewal shall be for the purpose of allowing a new period of time for the operation of a currently valid special use permit; provided, however, that the County Board of Commissioners shall not approve a renewal application for a use which is no longer allowed as a special use permit in the zoning district in which the special use permit is located. The owner shall have thirty (30) days to apply for a renewal.

b. The procedure for the renewal of a special use permit shall be the same as specified

herein for the approval of the original permit, except that the Planning Coordinator may waive any submission requirement if such requirement is deemed not necessary for an adequate review of the application.

c. The Board of Commissioners shall review the applicant's record of compliance with those conditions and restrictions previously imposed and determine if the use still satisfies the provisions of this Article.

d. Any special use permit that is not renewed prior to the established time shall expire without notice and become null and void.

3. Expiration

a. Whenever a special use permit is approved by the Board of Commissioners, the special use authorized shall be established, or any construction authorized shall be commenced and diligently pursued, within such time as the Board of Commissioners may have specified, or, if no such time has been specified, then within eighteen (18) months from the approval date of such permit.

b. If the special use or construction has not commenced in accordance with the above provisions, then the special use permit shall automatically expire without notice and become null and void.

4. Revocation

a. Unless a time limit is specified for a special use permit, the same shall be valid for an indefinite period of time, except that if the use or activity should cease for any reason for a continuous period of two (2) years or more, the special permit shall automatically terminate without notice and become null and void.

b. The approval of a new special use permit shall be required prior to any subsequent reinstatement of the use.

c. A special use permit shall be revocable upon written order of the Board of Commissioners at any time because of the failure of the owner or operator of the use covered by the permit to observe all requirements with respect to the maintenance and conduct of the use and all conditions in connection with the permit that were imposed in issuing the same. A revoked permit shall become null and void.

H. Other Provisions

The foregoing provisions shall not be deemed to preclude the use of any other remedy prescribed by law with respect to violations of the provisions of this Ordinance.

I. Effect Upon Conditional Uses

Those uses which existed prior to the effective date of this Ordinance or any amendment thereto and permitted only as Conditional Uses in the district in which they are located or had received a Conditional Use Permit from the Board of Adjustment shall be considered to be legally established Conditional Uses. Any expansion, addition or other change for which a zoning certificate is required shall be heard, considered and approved or disapproved by the Board of Adjustment in the same manner as an original application for

conditional approval.

Effect Upon Conditional Uses Deleted per NCGS 160-D

J. Permitted Conditional Uses

The Board of Adjustment may grant permission for the establishment of the following uses in any district except as noted and with any specific conditions set forth by said Board.

Any use as deemed appropriate by the board.

Permitted Conditional Uses Deleted per NCGS 160-D

DECISION/CLOSING:

CHAIR: Staff will draft, and I will sign a final written decision to reflect the vote and reasoning for this decision. That written decision will be provided to the applicant and other parties with a right to such notice, and forwarded to the Washington County Board of Commissioners for their consideration of the Special Use Permit Application decision, which is the basis for this hearing, before May 25, 2023. This will meet the 35 day requirement from the first meeting of the Planning Board after the application was referred to this Board.

Special Use Permit Application #042423-01 April 20, 2023 referred
May 18, 2023 Public Hearing 35th day: May 25, 2023

Approved Denied Conditions NONE

Voting Body: _____ **Signature** _____ 5-18-23

Katie Walker, Chair Katie Walker

Mary Barnes, Vice-Chair absent - excused - illness

Marty Swett Marty Swett

Charles Weathersbee Charles Weathersbee

Estelle Sanders Estelle Sanders

Keith Davenport Keith Davenport

Thomas Patrick Thomas Patrick

Staff:

Allen Pittman, Planning Director Allen Pittman

Connie Barnes, Recorder Connie Barnes

Other:

Ann Keyes, Commissioner
Representative _____

MOTION and VOTE:

CHAIR: Is there a motion to approve, approve with conditions, or deny the request to recommend to the Board of Commissioners that the Special Use Permit application for the construction of a cell tower at 235 NC Highway 45 South in Plymouth be considered for their approval?

Motion as

Stated/by: Bunny Sanders:

I Move to approve, with no conditions, to recommend to the Board of Commissioners that the Special Use Permit application by Tillman Infrastructure, be considered for their approval.

Second

By: Thomas Patrick

DISCUSSION:

Board finds all criteria required for a special use zoning application meets the standards of Washington County Zoning Ordinance, 3A, Section C.1, which states all new towers and antennae require special use permits and Article 5, Special Use Permits, Sections A through E.

VOTE: Approve

X Yes _____ NO

Conditions: NO CONDITIONS

**Tillman
Infrastructure**

April 13, 2023

Washington County
Planning & Inspections
205 East Main Street
Plymouth, NC 27962

RE: Tillman Infrastructure / TI-OPP-19979 / Proposed telecommunication tower on behalf of "anchor carrier"

Site Name: Plymouth
Site Address: NC Hwy 45 S, Plymouth, NC 27962
APN: 6787265903
Zoned: R-A

To Whom It May Concern,

Tillman Infrastructure is proposing a new guyed tower at the above-mentioned location. This tower will allow for collocation to include Verizon as the anchor tenant, and future users, to include carriers and local emergency services.

Tillman Infrastructure is committed to helping its infrastructure partners – customers, sellers, landlords, and communities achieve their wireless infrastructure goals through a history of fairness, operational excellence, deep sector expertise, and an extensive industry network.

As to our purpose and passion, we remain ambitious and steadfast in our goal to become the carrier friendly and carrier trusted partner for wireless operators in the United States. We seek to create an efficient win-win relationship with each and every entity who uses our towers. Unlike many tower companies, we provide a later "real-estate" envelope within which carriers can provide their services. We do not require costly amendments for equipment changes. We do not charge administrative fees when carriers swap out equipment. We do not mandate the use of expensive in-house services.

We want to help carriers bring advanced services to customers across America. We pride ourselves in our nontraditional business model and our approach to customer relations. Tillman serves all carriers equally, honors their perspective, and strives to foster trustworthy, long-lasting relationships.

Sincerely,



Chris Mularadellis
Vice President Legal

Washington County Planning and Safety
Application for Variance/Special Use Permit

Date 4/13/23

Applicant Information

Name:

LCS Wireless, Inc.

Address:

18047 W. Catawba Ave.

Cornelius, NC 28031

Telephone: (864) 238-5608

Owner Information

Name:

Tillman Infrastructure, LLC

Address:

152 W. 57th St., 27th Floor

New York, NY 10019

Telephone: (646) 354-7603

1. The building, or land is located at:

Street Address: NC Hwy 45S

Town: Plymouth

Zoning District: R-A

2. Application is submitted for a variance/special use permit from Article 3.A.
Section C.L. of the Zoning Ordinance.

3. The Board is required to read three conclusions before it may issue a variance/special use permit, noted in A, B, and C, below. In the spaces below each conclusion, indicate the Evidence that is shown and the Arguments that are made to convince the Board that it can properly reach these three required conclusions.

A. There are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the ordinance.

a. What evidence is presented to indicate that you can secure no reasonable return or use the property if the ordinance is not complied with.
(Rendering the property less valuable is not sufficient).

Per Article 3A, Section CL, all new towers require special use permits.
b. What evidence is presented to indicate that the hardship results from unique circumstances to the land. (Personal or family hardships are irrelevant.) A variance/special use permit runs with the land.

same as above.

c. What evidence is presented to indicate that the hardship is not a result of your own actions.

same as above.

B. The variance/special use permit is in harmony with the general purpose and intent of the Ordinance and preserves its spirit.

Washington County Planning and Safety
Application for Variance/Special Use Permit

- a. What evidence is presented to indicate that the variance/special use requested is the least variation from the ordinance that will allow the reasonable use of property and which will not substantially detract from the character of the neighborhood.

Per Article 3A, Section CL, all new towers require special use permits.

- C. The granting of the variance/special use permit secures the public and welfare and does substantial justice.

- a. What evidence is presented to indicate that if the variance/special use permit is denied the benefit to the public will not substantially outweigh the harm suffered by you.

Per Article 3A, Section CL, all new towers require special use permits.

- D. I certify that I, the applicant, have the consent of the owner and act in his behalf in applying for this variance/special use permit. I agree that this variance is granted, is authorized on the presentation made herein and may be revoked in the event of any breached of representation or conditions which may be attached. It is further understood that if said variance/special use permit is not exercised within twelve (12) months from the date of approval, it shall become invalid.

Applicant: Pamela J. Cook Date: 4/13/23

Fee Paid \$ 150.00 4/24/23

Date Public Hearing Scheduled: 5-18-23 Time: 1:00 pm WashCo

Date Public Hearing Advertised: 5-3-23
5-10-23

Commissioners' Room

VARIANCE/SPECIAL USE PERMIT Recommended to
5-18-2023 Board of Commissioners

Approved

Denied

Reason:

Approved with the following conditions:

Chairperson: _____

Date: _____



SCAN FOR DRIVING DIRECTIONS

SITE INFORMATION

SITE ADDRESS: 235 NC HIGHWAY 45 S
PLYMOUTH, NC 27962

COORDINATES: LATITUDE (NAD 83): 36° 51' 58.76" (S 866667) LONGITUDE (NAD 83): 77° 0' 57.27" (E 1638922) 18 F (AMSL)

GROUND ELEVATION: 18 F (AMSL)

JURISDICTION: WASHINGTON COUNTY

ALLOCATION CONTACT: ALICIA PETERMAN, 205 EAST MAIN STREET, PLYMOUTH, NC 27962, 252-782-4111, a.peterman@nascnc.com

ZONING: 94 - RURAL, AREA

PARCEL MAP NUMBER: 637 00-06-003

OWNER: JAMES F. AND MELINDA G. PORTER

TOWER OWNER: ZIMMERMAN COMMUNICATIONS

STRUCTURE TYPE: QUAD TOWER

STRUCTURE HEIGHT: 360' (103.1)

POWER SUPPLIER: DOMINION ENERGY

FIBER SUPPLIER: CENTURY LINK

PROJECT TEAM

APPLICANT: TILLMAN INFRASTRUCTURE

PROJECT MANAGER: JOHN M. BANKS

ENGINEERING: JOHN M. BANKS, 604 FOX GLEN DRIVE, SUITE 600, PLYMOUTH, NC 27962, jbanks@tillmaninfrastructure.com

TILLMAN INFRASTRUCTURE

TILLMAN OPP NUMBER: TI-OPP-19979
 TILLMAN SITE NAME: PLYMOUTH
 SITE ADDRESS: 235 NC HIGHWAY 45 S
 PLYMOUTH, NC 27962

PID: 6787.00-26-5903
 FUZE ID #: 16804876

LOCATION MAP



CODE COMPLIANCE

ALL WORK AND MATERIAL SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES NOTHING IN THESE PLANS IS TO BE CONSIDERED TO CONTRADICT OR TAKE PRECEDENCE TO THE LATEST EDITIONS OF THE FOLLOWING CODES:

- 2015 INTERNATIONAL ELECTRICAL CODE
- 2015 INTERNATIONAL MECHANICAL AND PLUMBING CODE
- 2015 INTERNATIONAL FIRE AND SAFETY CODE
- 2015 NATIONAL ELECTRICAL SAFETY CODE
- 2015 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70E
- 2015 NATIONAL ELECTRICAL SAFETY CODE
- 2015 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70E
- 2015 NATIONAL ELECTRICAL SAFETY CODE
- 2015 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70E
- 2015 NATIONAL ELECTRICAL SAFETY CODE
- 2015 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70E

DRAWING INDEX

- T-1 TITLE SHEET
- 1 OF 3 SITE SURVEY
- 2 OF 3 SITE SURVEY
- 3 OF 3 SITE SURVEY
- C-1 GENERAL SITE PLAN
- C-2 PHASED SITE PLAN
- C-3 ELEVATION

DRAWING SCALE

THESE DRAWINGS ARE SCALED TO FULL SIZE AT 27.25% AND HALF SIZE AT 13.125%. CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE DESIGNER/ENGINEER IN WRITING IF ANY DISCREPANCIES ARE FOUND. CONTRACTOR SHALL USE BEST JUDGMENT TO PRACTICE TO PREVENT SLOW WATER POLLUTION DURING CONSTRUCTION.

SCOPE OF WORK

THIS PROJECT CONSISTS OF:

- CONSTRUCTION OF A NEW UNMANNED TELECOMMUNICATIONS FACILITY
- SITE WORK: NEW TOWER (UNMANNED EQUIPMENT CABINET ON PLATFORM AND UTILITY HOIST) AND WIND



JOHN M. BANKS
 PROFESSIONAL ENGINEER
 License No. 12173
 State of North Carolina
 604 FOX GLEN DRIVE, SUITE 600
 PLYMOUTH, NC 27962
 jbanks@tillmaninfrastructure.com

DATE:	01/27/23	DATE:	01/27/23
BY:	JMB	BY:	JMB
CHECKED BY:	JMB	CHECKED BY:	JMB
DATE:	01/27/23	DATE:	01/27/23
BY:	JMB	BY:	JMB

TILLMAN OPP: TI-OPP-19979
TILLMAN SITE NAME: PLYMOUTH
SITE ADDRESS: 235 NC HIGHWAY 45 S
PLYMOUTH, NC 27962

TITLE SHEET



WASHINGTON COUNTY
BUILDING PERMIT PAYMENT

DATE	April 24, 2023		
PERMIT NUMBER	042423-01		
PERMIT ISSUED TO:	LCS Wireless		
FOR:			
NAME	Tribulant Infrastructure		
ADDRESS	for tower at		
ADDRESS	45 South Plymouth rd		
BUILDING:	Elect. <input type="checkbox"/> Plumb. <input type="checkbox"/> Mech. <input type="checkbox"/> Constr. <input type="checkbox"/> Other <input type="checkbox"/>		
INSPECTION			
REINSPECTION			
HOMEOWNER REC.			
FEMA DEV PERMIT			
		Account #	*****
TOTAL BUILDING:		10-3550.000	\$
ZONING:	Special Use Application	10-3550.000	\$ 150.00

Washington County Inspections



LCS Wireless
dba Leubler Consulting Services
18047 W. Catawba Ave. Ste 201
Cornelius, NC 28031
(704) 237-4399

First National Bank
13825 W. Catawba Ave
Cornelius, NC 28078
96-4211/551

2927

4/20/2023

PAY TO THE ORDER OF Washington County Inspections \$ 150.00

One Hundred Fifty and 00/100 DOLLARS

Washington County Inspections
Washington County Inspections
116 Adams Street
Plymouth, NC 27962

REMO TI-OPP-19979_Plymouth Hwy 45 S Tower Permit F

⑈002927⑈ ⑆053112110⑆ 8000025292⑈

Planning Board NOTES

Special Use Permit Review Requirements

Rec'd 4-13-23
Referred 4-20-23
Rec'd funds 4/24/23

The application shall include the following information:

- T-1 a. A preliminary site plan in accordance with the Site Plan Regulations outlined in Article 10.
- NONE b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.
- c. A written statement of proposed project compatibility with the following:
 - (1). The Land Use Plan. Letter of intent
 - (2). The Growth Opportunities Plan. Future use
 - (3). The applicable zoning district. R/A per GIS review
 - (4). The surrounding properties. Sheet 1
 - (5). Current and future neighborhood conditions. RIA -
 - (6). Pedestrian and vehicular traffic patterns, on-site and off-site. NONE - unmanned site
 - (7). Adequate public facilities. NONE - UNMANNED C-2

When requested by the Planning Coordinator, the Planning Board, or the Board of Commissioners, the following information shall be provided by the applicant:

- (1). The architectural elevations and floor plans of proposed building(s). Sheet 3
- (2). Traffic impact analysis. C-2 - unmanned
- (3). Fiscal impact analysis. - pay same tax rate as residential - no discount
- (4). Parking and site circulation analysis. C-2
- (5). Photographs of property and surrounding area. T-1
- (6). Environmental impact statement. NO IMPACT

Action by Planning Board

- 1. No special use permit shall be approved unless the proposal has been reviewed by the Planning Board. The Planning Board shall conduct at least one (1) public hearing in accordance with this Ordinance. Following the public hearing, the Planning Board shall prepare and by motion adopt its recommendations, which may include changes in the applicant's original proposal resulting from the hearing, and shall report such recommendations, together with any explanatory material, to the County Commissioners.
- 2. Failure of the Planning Board to report within thirty-five (35) days after the first meeting of the Planning Board after the proposal has been referred to the Planning Board shall be deemed approval, unless the proposed special use permit has been withdrawn by the applicant prior to the expiration of such time period or the time period has been extended by mutual agreement by the County and the applicant.

May 18, 2023

35th day
May 25

Commissioners - July 3 due to timing for advertisement

*4-24-23
mailed letter -
first class mail*

Name	Mailing address	Town	State	Zip	PIN Number
Lyle, Richard C. Jr	1600 Lee Holiday Rd	Jamesville	NC	27846	6787167571
Plymouth Church Of The Nazarene	104 Oakford Ave	Plymouth	NC	27962	6787077797
Waterfield, Durwood Allen, Jr	315 NC Hwy 45 S	Plymouth	NC	27962	6787088329
Roberson, William V & Faye M	267 NC Hwy \$5 S	Plymouth	NC	27962	6787089690
Jett, Shirley Phelps	159 NC Hwy 45 S	Plymouth	NC	27962	6787182983
Respass, Jesse	11323 Hwy 32 S	Plymouth	NC	27962	6787281442
Watson, Frances, B	534 NC Hwy 45 S	Plymouth	NC	27962	6787244848
Weyerhaeuser Company	PO Box 1391	New Bern	NC	28563	6787752688

*adjacent to new property -
for special use Board NC
for town on Seymour Rd
call*

PIN

*Jeff + Melinda Porter
P.O. Box 477*



WASHINGTON COUNTY

PLYMOUTH, NORTH CAROLINA

*mailed
4-24-23
to list of:
landowners
applicant*

P.O. BOX 1007
27962

MEMORANDUM

To: Whom It May Concern
From: Allen Pittman, Planning Director *AP*
Date: April 24, 2023
Subject: Public Hearing regarding Special Use Application

Please be advised the Washington County Planning Board will conduct a Public Hearing in the matter of a request for a special use permit to construct a 340 foot guyed telecommunication tower. The applicant is Tillman Infrastructure on behalf of Verizon as the anchor tenant, and future users to include other carriers as well as local emergency services. Per Article 3.A., Section C-I, Rural Area single Family Detached Residential District, of the Washington County Zoning Ordinance, communication towers or antennae are allowed by Special Use Permit only.

The property location is within a parcel owned by Jeff and Melinda Porter at 235 NC Highway 45 South in Plymouth NC.

The hearing will be conducted by the Washington County Planning Board on Thursday May 18, 2023 at the Washington County Commissioners' Room at 116 Adams Street at 1:00pm. If the Planning Board finds all evidence in order to support a special use permit, the matter will be recommended to the Board of Adjustment (Commissioners) for a final decision.

The entire application and supporting documents can be reviewed in the Washington County Planning and Inspections office at 116 Adams Street in Plymouth. Please feel free to contact the Planning office at 252-793-4114 if you have any questions.

~ Equal Opportunity Employer ~



April 25th 2023

Connie Barnes

From: connie barnes <ilovemyjob19@yahoo.com>
Sent: Tuesday, May 16, 2023 7:01 AM
To: Connie Barnes
Subject: Ad for PH

Roanoke Beacon
May 3, 2023
May 10, 2023

...ance of cocaine, felony pos-
session of cocaine, two counts
possession with intent to sell
or deliver cocaine, two counts
maintain a vehicle or dwelling
place for controlled substances.

PUBLIC NOTICE

of Special Use Permit Public Hearing
Please be advised the Washington County Planning Board will conduct a Public Hearing in the matter of a request for a special use permit to construct a 340 foot guyed telecommunication tower at 235 NC Highway 45 South in Plymouth NC. The applicant is Tillman Infrastructure on behalf of Verizon as the anchor tenant, and future users to include other carriers as well as local emergency services. Per Article 3.A., Section C-1, Rural Area single Family Detached Residential District, of the Washington County Zoning Ordinance, communication towers or antennae are allowed by Special Use Permit only.

The hearing will be conducted by the Washington County Planning Board on Thursday May 18, 2023 at the Washington County Commissioners' Room at 116 Adams Street at 1:00pm.

The entire application and supporting documents can be reviewed in the Washington County Planning and Inspections office at 116 Adams Street in Plymouth. Please feel free to contact the Planning office at 252-793-4114 if you have any questions.

...liver or consume al-
passenger area.
Wayne Price, expired
license.
Autwain Raynor,
5/70.
Moore Rhodes,
7/45.
Rodney Rise, speed-

...Sandlers, expired
card tag, scarflet

...life Sawyer no liabil-
ity spending 69/55,
ad, revoked or sus-
pended license.
Lee Sessions, seat-
belt.
...ven Soil, speeding
Thompson, failure
to wear seat belt, and
license revoked -
revocation.

NING

...wn of Roper
...nday, June
...ity Building
... St. Roper,
... Land Use
...ing is to re-
...oper Land
...to attend.
...ormation,
...252-793-

Sent from my iPhone

Washington County
Planning Board

SPEAKERS AT A PUBLIC HEARING

HEARING SCHEDULED ON: date May 18 2023 time 1:00 pm

LOCATION: Washington County Commissioners Room
116 Adams Street Plymouth NC

ON BEHALF OF: Tillman Infrastructure - Special Use for
cell tower @ 235 NC 45 S. Plymouth NC

✓ 1. SPEAKER'S NAME (print) Mark Leubner
ADDRESS 18047 W Catawba Ave Ste 201
REPRESENTING: Tillman

2. SPEAKER'S NAME (print) JEFF POETER
ADDRESS PO Box 977
REPRESENTING: Plymouth, NC

3. SPEAKER'S NAME (print) _____
ADDRESS _____
REPRESENTING: _____

4. SPEAKER'S NAME (print) _____
ADDRESS _____
REPRESENTING: _____

5. SPEAKER'S NAME (print) _____
ADDRESS _____
REPRESENTING: _____

Mr. Pittman

Special Use Permit Review -

4/13/2023 - Received application and zoning/construction package via email from: LCS Wireless on behalf of Tillman Infrastructure to construct a telecommunication tower for the anchor carrier, Verizon, with capability to allow collocation to include future carrier users as well as local emergency services. The location is 235 NC Highway 45 S. in Plymouth NC. Package was reviewed by the Planning Director, who referred it to the Planning Board for review. Based on Washington County Zoning Ordinance Article 3A, Section C.I., cellular towers and antennae are permitted by Special Use only in a Rural Area Single Family Residential District (RA).

4/20/2023 - Application packet was reviewed by the Planning Board based on the Washington County Zoning Ordinance, Article 5, Special Use Permits, Sections D and E. (Disclosure: fee has not been received, but has been sent via USPS.) The Planning Board, by motion, second and majority vote, referred the application to a Public Hearing, pending the receipt of the applicable fee. Ordinance Article 5, Special Use Permits, and Article II, Section W.a., Public Hearings, should be followed. Pending receipt of fees, the Public Hearing will be scheduled for May 18, 2023 at 1:00pm along with the regularly scheduled Planning Board meeting at the Beaufort County Community College in Roper.

4/21/2023- Email notification to Planning Board members and the Clerk to the County Commissioners to change location of meeting and hearing. BCCC is under repair, and it is not known when it will be available for use. Location will be the Washington County Commissioner's room at 116 Adams Street in Plymouth NC.

4/24/2023 – Received in mail, \$150.00 fee for application. Mailed letters to adjoining landowners via first class mail with notice of public hearing, and the general nature of the matter. The applicant, and the landowner also received copy.

4/25/2023 - Planning Director posted sign on property with phone number of Planning Office, and a copy of the permit information along with the Public Hearing information provided in a waterproof tube.

Email notification to Mary Wayt at the Roanoke Beacon for Public Notice to be run for two consecutive weeks, May 3 and May 10, 2023, per Article II, General Regulations, Section W.a.

5-3-2023 - Verified notice in the newspaper

5-10-2023- Verified notice in the newspaper

5-16-2023 – Notice of hearing placed on door of 116 Adams Street.

May 18, 2023

Quasi-Judicial Hearing:

CHAIR READS: We now open the evidentiary hearing for **LCS Wireless on behalf of Tillman Infrastructure; zoning application number 042423-01. The applicant has requested a Special Use Permit to construct a cell tower. The property is located at 235 NC Highway 45 South in Plymouth NC.** The decision of this Board will determine whether there is sufficient evidence to present the case to the Board of Commissioners to decide on the approval of the Special Use Permit.

Today's decision will be made by a simple majority vote of the Planning Board.

This hearing is a quasi-judicial evidentiary hearing. That means it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decision. These rules are different from other types of land use decisions like rezoning cases.

The board's discretion is limited. The board must base its decision upon competent, relevant, and substantial evidence in the record. A quasi-judicial decision is not a popularity contest. It is a decision constrained by the standards in the Washington County Zoning Ordinance and based on the facts presented. If you will be speaking as a witness, please focus on the facts and standards, not personal preference or opinion.

Participation is limited. This meeting is open to the public. Everyone is welcome to watch. Parties with standing have rights to participate fully. Parties may present evidence, call witnesses, and make legal arguments. Parties are limited to the applicant, the local government, and individuals who can show they will suffer special damages. Other individuals may serve as witnesses when called by the board. General witness testimony is limited to facts, not opinions. For certain topics. This board needs to hear opinion testimony from expert witnesses. These topics include projections about impacts on property values and projections about impacts of increased traffic. Individuals providing expert opinion must be qualified as experts and provide the factual evidence upon which they base their expert opinion.

Witnesses, staff, and Board members hearing this evidence must swear or affirm their testimony.

CHAIR : *At this time, we will administer the oath for all individuals who intend to provide witness testimony, present evidence, Staff and the Planning Board members.*

“Do you solemnly swear or affirm that the evidence you shall give to the board in this action shall be the truth, the whole truth, and nothing but the truth so help you God?”

Pause for responses

CHAIR:

The parties to this case are entitled to an impartial board. A board member may not participate in this hearing if she or he has a fixed opinion about the matter, a financial interest in the outcome of the matter, or a close relationship with an affected person. Does any board member have any partiality to disclose and recusal to offer?

NONE

ONLY IF there is a recusal:

CHAIR: *“It is the policy of this board that a recused member shall step down and have a seat with the general public. The member may return to his/her seat for the next matter.”*

(If none, continue with disclosure)

DISCLOSURE:

CHAIR READS:

The parties to this case have rights for any ex-parte communication to be disclosed. Ex parte communication is any communication about the case outside of the hearing. That may include site visits as well as conversations with parties, staff, or the general public.

****Does any board member have any site visits to disclose? (pause for response)**

**** Does any board member have any conversations or other communications to disclose? (pause for response) IF NONE, Continue to Staff Presentation of**

ONLY IF THERE ARE DISCLOSURES FROM THE BOARD:

NONE

Based on the disclosures we've heard from the board concerning partiality and ex parte communications, does any member of the board or any party to this matter have an objection to a board member's participation in this hearing? (Pause for response; if none, proceed with Presentation by Staff.)

Only if there are objections:

" _____ (name of person raising the objection) has objected to _____ (board member) participation the hearing based on _____ (reason for objection) When there in an objection to a board member participating in a quasi-judicial decision, the dispute is resolved by a majority vote of the remaining members of the board. I'll now ask the remaining members of the board for a motion as to whether _____ (board member) may participate in this hearing"

Motion _____

Vote _____

Based on a motion and majority vote by the Washington County Planning Board, _____ (Board Member) Will _____ Will NOT _____

participate in this hearing.

STAFF PRESENTATION:

attached doc. - Timeline review

Chair to say:

“Washington County Planning Director, Allen Pittman, will introduce the hearing. Before you start, please confirm that you were sworn in at the start of the hearing. If not, indicate and I will administer the oath now.” **(Pause for response, administer oath if needed.)**

NOTE: Staff to summarize the request, state the applicable standards, recite notice provided, state what materials were provided to the board in advance, and summarize the content of any staff analysis.

Mr. Pittman will present Board file application evidence and release the floor back to the CHAIR

APPLICANT TESTIMONY AND ARGUMENT:

CHAIR: “The applicant, Mark Leubier *of Tillman*, will now present evidence and legal arguments in support of the request. As a reminder, any evidence and argument must focus upon the applicable standards.

Before you begin, please state for the record your name, address, and relation to the case”

Pause for response

Please confirm that you were sworn at the start of the hearing. If not, I will administer the oath now **(administer oath if needed)**

Applicant will present testimony and any legal argument based on application and ordinance

CHAIR: Does the board have questions for the applicant? Pause for response

Does any party have additional questions for the applicant? Pause for response

Does the applicant wish to call any other witnesses to speak on behalf of your case?

IF THE APPLICANT CALLS FOR ADDITIONAL WITNESSES, say FOR EACH:

CHAIR: “Before you begin, please state for the record your name, address and relation to the case.

Pause for response

Please confirm that you were worn at the start of the hearing. If not, I will administer the oath now.” Administer oath if necessary

Witness called by applicant presents testimony

CHAIR: Does the Board have any questions for this witness?

Does any party have additional questions for the witness?

Pause for responses

CHAIR: “Are there additional witnesses the applicant would like to call?”

If so, repeat above for each witness called. If not, move to Other Parties with Standing

OTHER PARTIES WITH STANDING TESTIMONY AND ARGUMENT:

*Jeff
Porter*

CHAIR: “In order to act as a party in this case, an individual must have legal standing. The applicant, property owner, and local government have standing. Other individuals may have standing if they will suffer special damages. Evidence of standing may include proximity to the subject property, damage to property values, and secondary impacts from the requested development.

If you wish to act as a party, please provide evidence to establish that you will suffer special damages from the requested development. “

List of registered speakers should be given to Chair; Chair will call from the list provided:

“ _____ will now present evidence and legal arguments for or against the request. As a reminder, any evidence and argument must focus upon the applicable standards.

Before you begin, please state for the record your name, address, and relation to the case.”

Please confirm that you were sworn at the start of the hearing. If not, I will administer the oath now.” (Chair administers oath if needed)

Speaker gives testimony

“Does the Board have any questions for this witness?”

“Does any party have additional questions for this witness?”

OTHER WITNESS TESTIMONY (if any)

NONE

CHAIR: we will hear from other individuals wishing to provide factual testimony concerning the request.

As a reminder, witnesses should provide factual testimony as to how this project does or does not meet the standards. The board must base its decision upon evidence in the record only. No personal preference or opinion may be considered.

Please be aware that the applicant and any other parties have certain rights to object to your testimony and cross-examine you as a witness. The Board, though, will determine what evidence to consider and how much weight to assign it.

I will call each witness individually.

Chair calls witness

CHAIR: Before you begin, please state for the record, your name, address, and relation to the case. **Pause**

Please confirm that you were sworn at the start of the hearing. If not, I will administer the oath now. **Administer oath if necessary**

Witness gives testimony

CHAIR: Does the Board have questions for the witness? **Pause**

Does any party wish to cross-examine the witness? **Pause**

Chair recognizes parties as appropriate, administers oath as needed. Hears testimony

RESPONSE:

NONE

CHAIR: Parties with standing have an opportunity to offer rebuttal or closing argument. As a reminder, please focus your response on legal arguments and new or clarifying evidence. Please avoid mere repetition of the evidence we already heard. We will begin with the applicant. Then, I will call any other parties with standing.

CALL ON APPLICANT

CALL ON OTHER PARTIES WITH STANDING

Chair: Is there additional relevant information that has not been presented that would make a continuance in order?

If so, call for a motion, second, discussion and vote. Note the date, time, and place for the continued hearing.

NONE

CHAIR: Are there any more questions from the Board for the applicant, parties or witnesses before we close the period for public input and discussion?

If none, the Chair shall close the period for public input/discussion. The Hearing body shall publicly discuss the case without further general input from the public.

CLOSING:

CHAIR: If there is no further evidence or testimony in the matter of a special use application to construct a cell tower, I will ask for a motion to close the Public Hearing.

Motion: Thomas Patrick

Second: Bunny Sanders VOTE Unanimous - Aye

The Public Hearing portion of the meeting is now closed.

Thank you to everyone attending the hearing. You are welcome to stay for the other agenda items. If you are leaving, you may do so now.

DELIBERATION:

CHAIR: Does any board member have personal knowledge of additional facts relevant to this case that should be entered into the record? *NONE*

Pause for response – if none, continue:

Hearing no additional questions or presentation of relevant facts, the Board will now begin deliberation.

As a reminder, this Board is tasked with deciding if, based on the evidence presented, this proposal meets the applicable standards. This decision cannot be based on the personal preference of board members. Rather, it is based on the standards and evidence.

Board members are encouraged to reference the applicable standards and specific evidence in their deliberation.

For this particular case, the Board is asked to decide...

Does the record include competent, relevant, and substantial evidence that the application for a Special Use Permit application on behalf of LCS Wireless, Inc. on behalf of Tillman Infrastructure, LLC meets the standards of the Washington County Zoning Ordinance, 3A, Section C.L, which states all new towers require special use permits, and Article 5, Special Use Permits, Sections A through E.

DECISION/CLOSING:

CHAIR: Staff will draft, and I will sign a final written decision to reflect the vote and reasoning for this decision. That written decision will be provided to the applicant and other parties with a right to such notice, and forwarded to the Washington County Board of Commissioners for their consideration of the Special Use Permit Application decision, which is the basis for this hearing, before May 25, 2023. This will meet the 35 day requirement from the first meeting of the Planning Board after the application was referred to this Board.

Special Use Permit Application #042423-01 April 20, 2023 referred

May 18, 2023 Public Hearing 35th day: May 25, 2023

Approved ✓ Denied _____ Conditions NONE

Voting Body: _____ **Signature** _____

Katie Walker, Chair ✓ _____

Mary Barnes, Vice-Chair family illness - excused _____

Marty Swett ✓ _____

Charles Weathersbee ✓ _____

Estelle Sanders ✓ _____

Keith Davenport ✓ _____

Thomas Patrick ✓ _____

Staff:

Allen Pittman, Planning Director ✓ _____

Connie Barnes, Recorder ✓ _____

Other:

Ann Keyes, Commissioner
Representative ✓ _____

OATH/AFFIRMATION:

Applicant, Witnesses, Staff, and Board members hearing this evidence must swear or affirm their testimony.

Raise your right hand, ~~place your left hand on the Bible.~~

“Do you solemnly swear or affirm that the evidence you shall give to the board in this action shall be the truth, the whole truth, and nothing but the truth (so help you God)?”

I do

Washington County
Planning Board
April 20, 2023

approved
May 18, 2023
Counil
Barnes

MINUTES

Present: Thomas Patrick; Keith Davenport; Marty Swett; Katie Walker, Chair; Charles Weathersbee; Ann Keyes, Commissioner Representative; Richard Livingston, GIS/Special Projects; Allen Pittman, Planning

Excused via phone call: Mary Barnes; Bunny Sanders

Call to Order: Chair Walker called the regularly scheduled meeting of the Washington County Planning Board to order on April 20, 2023 in the Washington County Commissioners' Room at 1:07pm.

Invocation: Thomas Patrick worded the invocation.

Agenda: Review, Adopt: A draft of the agenda was provided via e-mail prior to the meeting today. Chair Walker called for discussion or changes. No changes were noted; Thomas Patrick offered a motion to adopt the agenda as presented. Charles Weathersbee seconded the motion. By unanimous consent, the agenda was adopted.

Approval of Minutes, March 16, 2023: A draft of minutes taken at the March 16, 2023 meeting in Creswell were distributed via e-mail prior to the meeting. A paper copy was distributed today.

Thomas Patrick offered a motion to approve the minutes as written; Charles Weathersbee seconded; the motion carried by unanimous consent. Chair Walker declared the minutes approved.

New Business: 160-D Compliance with Land Use Plan for Towns of Creswell and Roper: Richard Livingston, of the Washington County Manager's Office made a presentation **for information only**, regarding the Town of Roper and the Town of Creswell's adoption of a land use plan prior to July 1, 2023 to continue zoning within their municipal jurisdiction including their ETJ. Towns with less than 1500 population were granted an extra time period which expires June 30, 2023. If this deadline is missed, the municipality cannot continue to enforce any zoning. Further, they cannot decide at a later date they would like to have zoning and start back with it again. The Washington County involvement began in November 2022 when Richard, on behalf of Washington County, appealed to the Town of Roper to create a protection area surrounding the County well head (for drinking water) located in the town's ETJ – extra territorial jurisdiction. In order to become compliant, each municipality must adopt a land use plan. The adoption of the plan also adds incentive points when applying for grants to EEQ. The easiest solution to the issue is for each municipality to adopt the County's land use plan which was adopted by the Board of Commissioners in December 2021. The respective town council members must host a public hearing and vote to adopt the plan. They also have the ability to write and adopt their own plan, but it must be done before June 30, 2023. There is no authority or request for action by this Planning Board, or by the County; the suggestion is simply a life line thrown to the neighbors to enable them to continue zoning. There will be no change to their operations with the adoption of the plan; it simply gives them the legal authority to continue doing what they are doing now. Mr. Livingston will continue to work with the towns to see what they prefer to do to become compliant. **Again, this was information only; no action required by this Board or by the Board of Commissioners.**

Review of checklist and timeline for Special Use Permit Request: Director Pittman presented a document entitled Special Use Permit Review Requirements. This is intended as a guideline to review the application for a special use permit to determine that all criteria is in the packet prior to moving forward with the required hearing and recommendation to the Commissioners (governing body/decision maker) acting as the Board of Adjustment. The Zoning Ordinance Article 5, Special Use Permit, was included.

A Special Use Permit Application has been submitted (we do not have the application fee) to the Planning Board by Tillman Infrastructure (152 W. 57th St, 27th Floor New York, NY 10019 (646)-354-7603) to build a guyed telecommunication tower on behalf of "anchor carrier", Verizon. The letter further states this tower will allow for collocation to include Verizon as the anchor tenant, and future users, to include other carriers and local emergency services. The site address is 235 NC Highway 45 S in Plymouth, on a parcel leased to Tillman Infrastructure by Jeff and Melinda Porter. LCS Wireless, Inc. (18047 W. Catawba Avenue Cornelius NC 28031 (864)-238-5608) will be the contractor on site. The zoning ordinance referenced in the application is Article III-A, R-A, Rural Area Single Family Detached Residential District, section C.I, which states that communication towers or antennae are permitted by Special Use Permit. The application packet contains:

Application for Variance/Special Use Permit,

Letter of intent

T-1 includes Site information/location map/photo of site, index and scope of work, code references

Sheet 1 includes Surveyor Certification, GPS Notes, Parent Parcel ID and Title Exceptions. On this page, adjacent landowners are identified by parcel, D and PG with map references for each with surveyor seal

Sheet 2 identifies Ingress-Egress, utility easement; the lease area for construction, the Curve and line tables, with surveyor seal

Sheet 3 has Site information, and the 3 Guy Wire Easements, with the surveyor seal

C-1 shows the overall site plan

C-2 is an enlarged site plan with general construction and infrastructure requirement notes

C-3 shows the elevation detail

This is an unmanned site with no traffic, no noise, dust, odor, or smoke; no potable water, no public facilities, no signs are required. Existing utilities on any portion of the location are to be marked and protected during construction.

The Planning Board identified each of the items within the application that are required per the Special Use Permit Review Requirements. Action by the Board requires at least one (1) public hearing in accordance with Article 5, Section E of the Washington County Zoning Ordinance. The recommendation from this Board must be presented in writing, based on an approved motion, to the Board of Commissioners for a decision within 35 days after the first meeting of the Planning Board after the proposal has been referred to the Planning Board.

Today's meeting, April 20 is the date of referral.

Chair Walker called for discussion on the matter of the Special Use application in light of the fact that the payment has not been received, therefore, is not complete. Mr. Pittman reported he has been assured "the check is in the mail". This Board can table the discussion and either pick it up at the next meeting, when it is considered a complete package, or Chair Walker can call for a Special Meeting when the money has arrived, or continue with the information on hand.

Q: What happens if we don't get the check timely? Do you move forward with advertising without it?

A: We deny the application based on incomplete information. We don't do anything further until we receive the funds.

Q: Will all the landowners with adjoining property be notified in writing about the application and the hearing?

A: Yes, they are identified in the application packet, and verified via GIS. If we move forward after receiving the funds, they will all be notified as well as the landowner, and the applicant.

No further questions or discussion were brought to the Board.

Chair Walker called for the pleasure of the Board. Thomas Patrick offered a motion to move forward with the application, schedule a Public Hearing along with the next scheduled Planning Board meeting on May 18, 2023 at 1:00 at the Beaufort County Community College in Roper, pending the timely receipt of payment in the amount of \$150.00. Charles Weathersbee seconded the motion. The motion carried. Chair Walker charged the Planning office staff to advise the Board when the funds are received, and move forward with notification to adjacent property owners and the advertisement of the Public Hearing if it is received in time to do so per the Ordinance.

Unfinished Business: *Review of Article IV and V of the Planning Board Rules of Procedure:*

Mr. Pittman read aloud Articles IV and V of the Planning Board Rules of Procedure for review (copy attached). These have previously been distributed to the Board. There were no questions or discussion regarding the sections. These sections are considered approved as they were presented today. Chair Walker stated that the entire completed document should be presented at the May 18 meeting for final review and adoption. After adoption, the document will be filed with the Clerk to the Board of Commissioners. The rules do not require any action by the Commissioners.

Administrative Report:

Permits/Receipts for March 2023: Mr. Pittman reviewed the Permits/Receipts report for March:

Cost of Improvements:	\$482,285.00
Building Permit Fees:	2,145.00
Zoning Fees	0.00
Inspection Only Fees	<u>175.00</u>
Total Fees March	\$ 2,320.00

Mr. Pittman stated it was a pleasure and joy to work with this group of volunteers. He is appreciative of the time and energy put into learning what the Planning Board is charged to do.

In building inspector mode, Mr. Pittman is in receipt of the building plans for the Washington County School and is currently reviewing them for completeness and adherence to the state building codes. There are three technical manuals, and two very large sets of building plans to review.

He has been contacted by a company whose plan includes capturing methane gas from old closed hog lagoons and converting it to energy. This is being done in many sites throughout the country. The lagoons already exist; this will keep the gas from the environment, and produce energy. This is an Agriculture use, and has no requirements or authority for the Planning Board or the Building codes, other than any electrical permits in the future. Keith Davenport stated he had met someone in another area who was using the methane from lagoons to power 700 houses. It is considered by all to be a worthy project.

Mr. Pittman has started working on the DOI fire prevention program, which requires site visits to every restaurant every three years. Since he started work in Washington County when COVID-19 restrictions prohibited him from doing these inspections, he has now been able to begin the process. Several have been completed, and he continues to work down the list.

The Planning staff has purchased appreciation plaques for Steve Barnes and David Clifton, who served on the Board from 2012 to 2023.

Commissioner's Report: Mrs. Keyes, Commissioner Representative Reports:

Expecting a budget package to be presented in May

Completed the second Citizen's Academy

Working on design phase of the Airport/EOC facility

Renovations at 205 E. Main Street are underway for relocation of the Probation officers

She does not have the timeline for the completion of the School project, but hopefully the site prep will begin in May

The rumor that taxes will be raise 11 – 12% is JUST A RUMOR. The Commissioners will not vote for that amount of increase. The Commissioners and the School Board continue to look for ways to minimize borrowing. Some new avenues of funding have been identified.

Open Discussion by the Board: None

Adjournment: Chair Walker summarized today's meeting: the next scheduled meeting is on May 18, 2023, scheduled in Roper at Beaufort County Community College Building at 1:00. A public Hearing will be held at that time in response to an application for a Special Use permit to construct a communications tower, pending payment of fees. Article IV and V of the Rules of Procedure are approved by this Board. Staff will provide the entire Rules of Procedure document for Board approval at the May 18 meeting for adoption. With no further business brought before the Board, she called for a motion to adjourn. Charles Weathersbee offered the motion. Chair Walker adjourned the meeting at 2:20pm.

draft

**Washington County
Planning Board
May 18, 2023**

MINUTES

Present: Marty Swett; Bunny Sanders; Thomas Patrick; Keith Davenport; Katie J. Walker, Chair; Charles Weathersbee; Ann Keyes, Commissioner Representative; Allen Pittman, Planning Director; Connie Barnes, Clerk; Arthur Howell, Roanoke Beacon.

Absent – Excused – Mary Barnes, family illness

Present for Public Hearing: Mark Lubier, Tillman Infrastructure; Jeff Porter, property owner

Call to Order: Chair Walker called the regularly scheduled meeting of the Washington County Planning Board to order at 1:10pm on May 18, 2023 in the Commissioner’s Room at 116 Adams Street in Plymouth.

Invocation: Thomas Patrick worded the invocation.

Agenda: A draft of the proposed agenda was distributed via email prior to this meeting. A paper copy was provided. Chair Walker called for discussion of the agenda; there was none. She called for motion to adopt the agenda presented. Bunny Sanders offered the motion; Thomas Patrick seconded, by verbal vote, the agenda was adopted as proposed.

Approval of Minutes, April 20, 2023: A draft of minutes from the April 20, 2023 meeting of the Washington County Planning Board were distributed via email prior to this meeting; a paper copy was provided today. After a moment to review, Chair Walker called for discussion or a motion to approve. Thomas Patrick offered the motion to approve; Marty Swett seconded. Following a verbal vote on the motion, Chair Walker declared the minutes from the April 20 meeting approved.

Public Hearing: On the matter of a Special Use Permit application for construction of a cell tower on behalf of Tillman Infrastructure, a Public Hearing was scheduled for May 18, 2023. The hearing is evidentiary, to determine that documentation is adequate for the Board of Commissioners to render a decision on the application. *Please see separate attached sheet for the hearing record.*

Unfinished Business:

Deliberation/Action of the Planning Board with regard to the Public Hearing: Chair Walker asked if any board member had personal knowledge of additional facts or any additional questions relevant to this case that should be entered into the record: Nothing from any member.

She reminded the Board to base their decision on evidence presented considering applicable standards. The decision cannot be based on personal preference. The Planning Board is charged to determine if the record includes competent, relevant, and substantial evidence that the application for a Special Use

Permit by LCS Wireless, Inc. on behalf of Tillman Infrastructure, LLC meets the standards of the Washington County Zoning Ordinance 3A, Section C.I, which states all new towers and antennae require special use permits, and on Article 5, Special Use Permits, Sections A through E. Discussion ensued to the conclusion that the Planning board finds the material presented meets the standard for a special use zoning application to be forwarded to the Washington County Commissioners for a decision. Hearing no further discussion or questions, Chair Walker asked for a motion to approve, approve with conditions, or deny the request to recommend to the Board of Commissioners that the Special Use Permit application for the construction of a cell tower at 235 NC Highway 45 South in Plymouth be considered for their approval.

Bunny Sanders offered a motion to approve, with no conditions, a recommendation to the Washington County Board of Commissioners that the Special Use Permit application by Tillman Infrastructure be considered for their approval. Thomas Patrick seconded the motion. Chair Walker called for the verbal vote; by unanimous decision, the motion carried.

Staff was charged with writing a final decision from the Planning Board to reflect the vote and reasoning for the decision to recommend to the Washington County Board of Commissioners that the special use application by LCS Wireless (Application #042423-01) on behalf of Tillman Infrastructure be considered for their decision to issue the permit. This letter should be sent to the Clerk of the County Commissioners before May 25, 2023, which will meet the 35th day from the first meeting of the Planning Board after the application was referred.

Adopt Rules of Procedure for Planning Board:

A final draft of the Rules of Procedure for the Washington County Planning Board was provided via email prior to this meeting. A paper copy was provided today. The Planning Board has reviewed, and read aloud portions of the document over several meetings. At the April 20 meeting, the Chair charged staff to bring the entire document for review and adoption at today's meeting. Chair Walker asked if there was any part of the document there were questions about, or if any member of the Board would like to discuss any portion further. No one had any comments or questions. The Chair called for a motion to adopt the Rules of Procedure, stating it was a useful and informative document, and she was happy to have it completed. Thomas Patrick offered a motion to adopt the draft of the Rules of Procedure for the Washington County Planning Board; Charles Weathersbee seconded the motion. Calling for a verbal vote, the motion carried by unanimous consent of the Board. A signed copy of the Rules will be delivered to the Clerk of the County Commissioners for filing, and a copy will be kept on file in the Planning office. A copy will be forwarded to the Planning Board members with the signature page attached.

New Business: Mr. Pittman reported he has vacation scheduled for the week of June 11-17. The next planning board meeting is scheduled for June 15, which falls during the time he will not be in the office. He asked the pleasure of the Board regarding a cancellation of that meeting or a rescheduled date. As of now, there is no new business pending for that meeting. The Rules of Procedure state that the Board must hold a quarterly meeting, so it would not be out of order to cancel. The Board agreed to cancel and call for a special meeting if information comes in that should be dealt with timely prior to the July 20, 2023 scheduled meeting.

Administrative Reports: Planning Director: Allen Pittman reviewed the permits and receipts report for April 2023: 26 permits were issued with a value of improvement reported at \$755,200.00

Building Permit fees collected were	\$5,479.00
Zoning permit fees	175.00
Inspection permit fees	225.00
Homeowner Recovery Fee	<u>10.00</u>
TOTAL COLLECTED	\$5,889.00

Mr. Pittman reported he was able to attend, virtually, the National Conference of the Association of Floodplain Managers, which was held in Raleigh this year. His most informative class was ETHICS. He has taken several classes recently which have given insight into laws being proposed for housing, etc.

Information only: Creswell and Roper on Land Use Plan: At the April 20 meeting, Richard Livingston from the County Manager’s office presented information regarding the 160-D requirement that municipalities with less than 1500 population must adopt a Land Use Plan prior to July 1, 2023 to remain eligible to enforce zoning in their limits and ETJ. Both Roper and Creswell have added a public hearing to their Council meeting agenda for June 12, 2023 for adoption of the Land Use Plan, so they will remain compliant. Mr. Livingston will attend both meetings. This is not a planning board function, information only.

Commissioner Representative: Ann Keyes reported:

On May 15, the County Manager presented his budget recommendation to the Board of Commissioners for consideration. The package is 400 pages, so will take a lot of work to read through and absorb. No tax increase was recommended, but there were a couple of fee increases for services.

May 31 – Washington County Schools will break ground on their new construction

Renovations continue on the BCCC Annex at Roper, and at the former Public Safety building at 205 E. Main Street which will house probation.

GIS has enhanced the availability of records on the website – tax records can be pulled up directly from that page.

The Scuppernong Drainage Steering Committee met today to try to develop a plan to remedy Creswell flooding issues

Mrs. Keyes is available to help the Planning Board in any way she can. She thanked the members for their service.

Informal Discussion by the Board: There was no discussion or concerns

Approved Public Speakers: Jeff Porter voiced his thanks to the Planning Board who use their own time, without any compensation, to put in the work and be willing to study and take to heart the best interest of the county.

Adjournment: With no further business brought before the Board, Chair Walker called for a motion to adjourn. Thomas Patrick offered the motion; Bunny Sanders seconded; Chair Walker adjourned the meeting at 2:05pm.

PUBLIC HEARING NOTES: May 18, 2023

Timeline of Planning Staff action.

Special Use Permit Review -

4/13/2023 - Received application and zoning/construction package via email from: LCS Wireless on behalf of Tillman Infrastructure to construct a telecommunication tower for the anchor carrier, Verizon, with capability to allow collocation to include future carrier users as well as local emergency services. The location is 235 NC Highway 45 S. in Plymouth NC. Package was reviewed by the Planning Director, who referred it to the Planning Board for review. Based on Washington County Zoning Ordinance Article 3A, Section C.l., cellular towers and antennae are permitted by Special Use only in a Rural Area Single Family Residential District (RA).

4/20/2023 - Application packet was reviewed by the Planning Board based on the Washington County Zoning Ordinance, Article 5, Special Use Permits, Sections D and E. (Disclosure: fee has not been received, but has been sent via USPS.) The Planning Board, by motion, second and majority vote, referred the application to a Public Hearing, pending the receipt of the applicable fee. Ordinance Article 5, Special Use Permits, and Article II, Section W.a., Public Hearings, should be followed. Pending receipt of fees, the Public Hearing will be scheduled for May 18, 2023 at 1:00pm along with the regularly scheduled Planning Board meeting at the Beaufort County Community College in Roper.

4/21/2023- Email notification to Planning Board members and the Clerk to the County Commissioners to change location of meeting and hearing. BCCC is under repair, and it is not known when it will be available for use. Location will be the Washington County Commissioner's room at 116 Adams Street in Plymouth NC.

4/24/2023 – Received in mail, \$150.00 fee for application. Mailed letters to adjoining landowners via first class mail with notice of public hearing, and the general nature of the matter. The applicant, and the landowner also received copy.

4/25/2023 - Planning Director posted sign on property with phone number of Planning Office, and a copy of the permit information along with the Public Hearing information provided in a waterproof tube.

Email notification to Mary Wayt at the Roanoke Beacon for Public Notice to be run for two consecutive weeks, May 3 and May 10, 2023, per Article II, General Regulations, Section W.a.

5-3-2023 - Verified notice in the newspaper

5-10-2023- Verified notice in the newspaper

5-16-2023 – Notice of hearing placed on door of 116 Adams Street.

PUBLIC HEARING: May 18, 2023 /LCS Wireless/Tillman Infrastructure

At the May 18, 2023 meeting of the Washington County Planning Board, Chair Walker called for a motion to move into a public hearing on the matter of a special use permit application received on April 13, 2023, from LCS Wireless on behalf of Tillman Infrastructure, zoning application number 042423-01 to construct a 340 guyed cell tower located at 235 NC Highway 45 S in Plymouth. The public hearing was advertised in the local newspaper on May 3 and again on May 10. Adjoining property owners, the landowner, and the applicant were notified via letter sent by first class US Mail.

Board members present for the hearing were:

Chair, Katie Walker
Estelle "Bunny" Sanders
Keith Davenport,
Charles Weathersbee
Thomas Patrick
Marty Swett

Staff and Commissioner Representative present were:

Allen Pittman, Planning Director
Connie Barnes
Ann Keyes, Commissioner

Speakers signed in to speak at the hearing:

Mark Loubier of Tillman Infrastructure
Jeff Porter, property owner

No others were present at the hearing.

Chair Walker opened the evidentiary hearing for the special use application using language and procedure for a Quasi-Judicial Hearing taken from Quasi-Judicial Handbook: A Guide for Boards Making Development Regulation Decisions by David W. Owens, and Adam S. Lovelady from the UNC School of Government. She included information regarding limited discretion of the board, participation in the meeting, opinions vs factual evidence.

Chair Walker swore in all present who wished to speak or take part in the hearing.

There were no recusals or removals of any Board member based on financial interest, relationships, or fixed opinions, or ex-parte communication or site visits.

Chair Walker called on Planning Director, Allen Pittman to introduce the facts of the hearing, and confirmed he had taken the oath. Mr. Pittman read the Planning staff timeline of actions which included the applicable zoning ordinance standards for this hearing. A copy of his timeline is attached to this document. Mr. Pittman released the floor back to Chair Walker.

Chair Walker called Mr. Mark Loubier of Tillman Infrastructure to present evidence and/or arguments in support of the request. She confirmed that he was sworn at the beginning of the hearing. Mr. Loubier stated the information provided by Mr. Pittman was correct and complete, and he was here to answer questions and concerns from the Board. Discussion and questions followed to include:

Mr. Loubier stated his expertise is in site planning based on a list of areas provided by the carriers where coverage needs to be improved. He is not an engineer for construction.

This is a Verizon tower, 340 feet tall, guyed; the location is on farmland, not detrimental to any neighborhood activity. This is an unmanned site, and will require no water, sewer, or traffic load. There is already power available at the location. It will not require any additional infrastructure from the county. The tower will be available for Emergency Management to use if it would be beneficial for communications for Law Enforcement and Emergency Medical Services.

The distance coverage of this tower is 2 to 3 miles, and will offload some of the burden from existing towers in the area to help with downloading apps and videos to cell phones. It will not affect internet. It should be of some benefit to the new Washington County school site based on its proximity.

Towers are being constructed based on capacity use; number of users may dictate distance between needed tower sites; every capacity site is different. For instance, they may be closer together in heavily populated areas. This area may see growth in number of towers based on usage and coverage.

It usually takes about 4 to 6 months after all permits are issued to complete the tower. After the tower is completed there are some tests it has to go through before it is online.

There was no further discussion or questions for Mr. Loubier.

The applicant had no additional witnesses.

Other parties with standing in the case included Jeff Porter, the property owner at 235 NC Highway 45 S in Plymouth. Chair Walker called Mr. Porter, and confirmed he had been sworn at the beginning of the hearing.

Mr. Porter stated he owns the property on which the tower will be located. It is on farmland, which is in cultivation. There is already a road, and electricity at the site, so no additional cost will be incurred for infrastructure. He reported he had other requests for using the property, but he found this tower to be the least offensive for the quality of the neighborhood. He will still be able to farm the land. The area discussed is back off the road, so will not cause a disruption.

There were no questions for Mr. Porter. Chair Walker thanked him for his testimony.

There were no other speakers present at the public hearing. Chair Walker called for any rebuttal or closing remarks from any parties to the application, or any member of the Board. There were no additional witnesses, comments, or questions.

Since there was no further evidence or testimony, Chair Walker asked for a motion to close the Public Hearing. Thomas Patrick offered a motion to close the public hearing; Bunny Sanders seconded. Based on a unanimous vote in favor of the motion, Chair Walker declared the public hearing closed.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 7

DATE: August 7, 2023

ITEM: Boards & Committees, Ms. Julie Bennett, Clerk to the Board

SUMMARY EXPLANATION:

WASHINGTON COUNTY JURY COMMISSION

The Clerk of Court has requested the re-appointment of Ms. Syble Spruill to the Washington County Jury Commission by the Board of Commissioners.

Ms. Spruill has agreed to serve if appointed.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 8

DATE: August 7, 2023

ITEM: Finance Officer's Report

SUMMARY EXPLANATION:

Ms. Missy Dixon, Finance Officer, will discuss the enclosed budget transfers for 2023, budget transfers for 2024 and budget amendments for 2024 to the Board for approval/disapproval and information. (See attached.)

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: June 2, 2023
RE: Register of Deeds/SS Admin

BT #: 2023 - 167

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

Account Code	Description	Old	+ or (-)	New
10-4180-315	Register of Deeds-Training	3,000.00	(300.00)	2,700.00
10-4180-260	Register of Deeds-Departmental Supplies	5,500.00	300.00	5,800.00
Register of Deeds				
10-5310-181	SS Admin-Group Insurance	487,974.00	(26,680.00)	461,294.00
10-5310-600	SS Admin-Contracted Services	118,542.00	26,680.00	145,222.00
SS Admin				
		615,016.00	-	615,016.00

Justification:

This transfer is to move monies within the Register of Deeds Budget to cover costs associated with supplies that were ordered and exceeded the funds available. This transfer is also to move monies within DSS to the Contracted Services line due to the increased demand of services in the area of Child Protective Services and the lack of staff in the vacant positions - DSS is having to use contracted services more at the end of this fiscal year.

Budget Officer's Initials CP

Approval Date: 6/2/23

Initials: MD
Batch #: 2023-167
Date: 6/2/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 168

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

Date: June 8, 2023

RE: General Fund FB-ARPA/Governing Board/Manager's Office/Tax/Facilities/Water Treatment

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

Account Code	Description	Old	+ or (-)	New
10-3480-087	ARPA Revenue Replacement	(450,096.00)	(122,295.00)	(572,391.00)
10-3990-000	Appropriated Fund Balance	(4,246,169.00)	122,295.00	(4,123,874.00)
General Fund FB/ARPA				
10-4110-380	Commissioners-Advertising	1,750.00	(100.00)	1,650.00
10-4110-310	Commissioners-Travel	12,000.00	100.00	12,100.00
Governing Board				
10-4120-355	Manager's Office-Maintenance & Repair-Vehicle	1,500.00	(750.00)	750.00
10-4120-380	Manager's Office-Advertising	3,500.00	750.00	4,250.00
Manager's Office				
10-4140-260	Tax-Office & Departmental Supplies	9,000.00	(234.00)	8,766.00
10-4140-390	Tax-Dues & Subscriptions	5,000.00	234.00	5,234.00
Tax				
10-4265-355	Facilities-Maintenance & Repair-Vehicles	2,000.00	(500.00)	1,500.00
10-4265-602	Facilities-Contracted Services-Exterminating	7,144.00	500.00	7,644.00
Facilities				
35-7135-200	Water Treatment-Supplies & Materials	9,000.00	(1,000.00)	8,000.00
35-7135-390	Water Treatment-Dues & Subscriptions	3,200.00	1,000.00	4,200.00
Water Treatment				
		(4,642,171.00)	-	(4,642,171.00)

Justification:

This transfer is to move monies as follows: To reduce the general fund fund balance appropriation and move those revenues to the ARPA Revenue Replacement line as we are able to use Local Assistance & Tribal Consistency Funds (LACTF) received towards salaries; to transfer monies within the Commissioners budget from advertising to travel to cover the costs associated with the advocacy day travel; to transfer monies within the Managers budget from maintenance & repair vehicles to advertising to cover the higher than anticipated countywide vacancy advertisement costs through year end; to transfer monies within the Tax budget from office supplies to dues & subscriptions for the filing of the Torrens-Registered Estates Delinquent Taxes at the Register of Deeds-this was due to an increase of other fees in that line; to transfer monies within the Facilities budget from maintenance & repair vehicles to contracted services to pay Sentry for the termite inspection at the Beaufort County Center; and to transfer monies within the Water Treatment budget from supplies & materials to the dues & subscriptions line to pay for the cost of the annual treatment plant permit.

Budget Officer's Initials *MSD*

Approval Date: 6/8/23

Initials:	<i>MSD</i>
Batch #:	2023-168
Date:	6/8/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: June 9, 2023
RE: Recreation

BT #: 2023 - 169

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

Account Code	Description	Old	+ or (-)	New
10-6120-610	Recreation-Contracted Services-Lead/Asst/Officials	7,500.00	(2.00)	7,498.00
10-6120-320	Recreation-Communications	3,000.00	2.00	3,002.00
Recreation		10,500.00	-	10,500.00

Justification:

THIS transfer is to move monies within the Recreation Budget from Contracted Services to Communications in order to pay the final Mediacom bill for the fiscal year. There was not enough monies budgeted due to an increase in the cost of service.

Budget Officer's Initials CSP

Approval Date: 6/9/23

Initials: M
Batch #: 2023-169
Date: 6/9/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 170

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

Date: June 9, 2023

RE: Governing Board

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

Account Code	Description	Old	+ or (-)	New
10-4110-380	Governing Board-Advertising	1,650.00	(325.00)	1,325.00
10-4110-310	Governing Board-Travel	12,100.00	325.00	12,425.00
Governing Board		13,750.00	-	13,750.00

Justification:

This transfer is to move monies within the Governing Board Budget from Advertising to Travel. This transfer is needed to pay for the travel of the Senior Tarheel Delegate.

Budget Officer's Initials CSP

Approval Date: 6/9/23

Initials:	<u>[Signature]</u>
Batch #:	<u>2023-170</u>
Date:	<u>6/9/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: June 12, 2023
RE: Water

BT #: 2023 - 171

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

Account Code	Description	Old	+ or (-)	New
35-3990-990	Water-Fund Balance Appropriation	(525,000.00)	20,000.00	(505,000.00)
35-3790-021	NCDEQ VUR Pea Ridge Trans Grant	-	(20,000.00)	(20,000.00)
35-7135-600	Designated for Future Appropriation	36,511.00	(20,000.00)	16,511.00
35-7130-691	NCDEQ VUR Pea Ridge Trans Grant	-	20,000.00	20,000.00
Water		(488,489.00)	-	(488,489.00)

Justification:

This transfer is to move monies within the Water Department Budget for the Pea Ridge Transmission Grant. We are reducing the Fund Balance Appropriation to budget the revenue in the new Grant line item and transferring budgeted expenses from Designated for Future Appropriations to the new grant expenditure line in order to pay an invoice to Rivers and Associates for the Preparation of the Engineering Report.

Budget Officer's Initials CSJ

Approval Date: 6/12/23

Initials:	<u>CSJ</u>
Batch #:	<u>2023-171</u>
Date:	<u>6/13/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: June 12, 2023
RE: Water

BT #: 2023 - 172

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

Account Code	Description	Old	+ or (-)	New
35-7130-200	Water-Supplies & Materials	27,500.00	(1,000.00)	26,500.00
35-7130-340	Water-Postage	22,000.00	1,000.00	23,000.00
Water		49,500.00	-	49,500.00

Justification:

This transfer is to move monies within the Water Department Budget from Supplies & Materials to the Postage line. This is to cover the costs to pay the May and June Water Billing invoices.

Budget Officer's Initials CEP

Approval Date: 6/12/23

Initials:	<u>MP</u>
Batch #:	<u>2023-172</u>
Date:	<u>6/13/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 173

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

Date: June 20, 2023

RE: Facilities/SS Admin

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	194,346.00	(3,767.00)	190,579.00
10-4265-215	Facility Services - Maintenance & Repair Building	61,879.00	3,767.00	65,646.00
Facility Services				
10-5310-320	SS Admin-Communications	25,000.00	(500.00)	24,500.00
10-5310-350	SS Admin-Maintenance & Repair Building	37,000.00	500.00	37,500.00
SS Admin				
		318,225.00	-	318,225.00

Justification:

This transfer is to move monies as follows: within the Facilities Department budget from Salaries to Maintenance & Repair Buildings to cover costs to complete the work at the Beaufort Community College Center due to the water leak - staff failed to include the cost of depreciation that has to be covered by the county initially and then recouped from the insurance company when invoices are submitted; also to move monies within the SS Admin budget from Communications to Maintenance & Repair Buildings - this line is going to run short due to the unknown cost of the electrical wiring for the new doors that were installed.

Budget Officer's Initials CPD

Approval Date: 6/20/23

Initials:	<u>MD</u>
Batch #:	<u>2023-173</u>
Date:	<u>6/20/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 174

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

Date: June 20, 2023

RE: SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-350	SS Admin - Maintenance and Repair Building	37,500.00	(18,600.00)	18,900.00
10-5310-550	SS Admin - Capital Outlay Equipment	108,500.00	18,600.00	127,100.00
SS Admin		146,000.00	-	146,000.00

Justification:

This transfer is to move monies within the DSS budget from Maintenance & Repair Equipment to Capital Outlay Equipment. There were two sets of double doors installed and paid from the Maintenance line that should have been paid for out of the Capital Outlay line as they are over the \$5,000 threshold required for capital purchases. This transfer will move those budgeted funds and once approved, a journal entry will be made to move the expense.

Budget Officer's Initials CPD

Approval Date: 6/20/23

Initials:	CPD
Batch #:	2023-174
Date:	6/20/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 175

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

Date: June 26, 2023

RE: TTA

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

Account Code	Description	Old	+ or (-)	New
63-3850-000	Other Financing Source: Subscription Financing	-	(600.00)	(600.00)
63-3990-000	TTA-Fund Balance Appropriation	(62,504.00)	600.00	(61,904.00)
63-4970-370	Marketing & Advertising-Admin	40,000.00	(2,400.00)	37,600.00
63-4960-100	Billboard Advertisings	20,000.00	1,200.00	21,200.00
63-4970-391	Expenditure: Subscription	-	600.00	600.00
63-4970-392	Expenditure: Subscription Financing Principle	-	600.00	600.00
TTA		(2,504.00)	-	(2,504.00)

Justification:

This transfer is to move monies within the TTA Budget to cover the charges of a new billboard at the Research Station for Harbor Town. It is also to move monies needed to book the new GASB 96 entries for the GoDaddy Subscription as required by the General Accounting Standards Board.

Budget Officer's Initials CPD

Approval Date: 6/26/23

Initials:	<u>MD</u>
Batch #:	<u>2023-175</u>
Date:	<u>6/26/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 176

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

Date: June 26, 2023

RE: Senior Center/Recreation/Treatment

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

Account Code	Description	Old	+ or (-)	New
10-5150-350	Senior Center - Maintenance & Repair Building	500.00	(500.00)	-
10-5150-320	Senior Center - Communications	1,000.00	500.00	1,500.00
Senior Center				
10-6120-140	Recreation - Workmans Comp	4,136.00	(500.00)	3,636.00
10-6120-320	Recreation - Communications	3,002.00	500.00	3,502.00
Recreation				
35-7135-350	Treatment - Maintenance & Repair Equipment	28,096.00	(500.00)	27,596.00
35-7135-320	Treatment - Communications	2,700.00	500.00	3,200.00
Treatment				
		39,434.00	-	39,434.00

Justification:

This transfer is to move monies within the Senior Center budget, the Recreation budget and the Water Treatment budget to cover the costs to move all internet services from Mediacom to Brightspeed. There was a need for these departments to have a static ip address for the new VoIP telephones that will be installed. In the process of checking into this, it was learned that we could obtain internet through Brightspeed cheaper than what we are currently paying Mediacom.

Budget Officer's Initials CEL

Approval Date: 6/26/23

Initials:	<u>MP</u>
Batch #:	<u>2023-176</u>
Date:	<u>6/26/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 177

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

Date: June 30, 2023

RE: Manager's Office/Register of Deeds/Sheriff/Detention/Communications/Medical Examiner/EMS/Transport

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

Account Code	Description	Old	+ or (-)	New
10-4120-130	Manager's Office - Unemployment Insurance	1,400.00	(100.00)	1,300.00
10-4120-090	Manager's Office - FICA Expense	21,424.00	100.00	21,524.00
Manager's Office				
10-4180-130	Register of Deeds - Unemployment Insurance	560.00	(100.00)	460.00
10-4180-090	Register of Deeds - FICA Expense	6,318.00	100.00	6,418.00
Register of Deeds				
10-4310-181	Sheriff - Group Insurance	177,416.00	(3,687.00)	173,729.00
10-4320-010	Detention - Salaries & Wages - Regular	347,027.00	(12,000.00)	335,027.00
10-4320-030	Detention - Salaries & Wages - Overtime	64,000.00	500.00	64,500.00
10-4320-031	Detention - Salaries & Wages - Part Time	27,000.00	1,500.00	28,500.00
10-4320-200	Detention - Departmental Supplies	15,000.00	3,687.00	18,687.00
10-4320-600	Detention - Contracted Services	127,000.00	10,000.00	137,000.00
Sheriff/Detention				
10-5911-010	Communications - Salaries & Wages - Regular	221,516.00	(10,000.00)	211,516.00
10-6000-180	Contract - Medical Examiner	8,000.00	10,000.00	18,000.00
Communications/Medical Examiner				
37-4330-610	EMS - Contracts-Billing	50,459.00	(3,000.00)	47,459.00
37-4376-610	Transport - Contracts-Billing	20,946.00	3,000.00	23,946.00
EMS/Transport				
		1,088,066.00	-	1,088,066.00

Justification:

This transfer is to move monies as follows: within the Manager's and the Register of Deeds budgets to cover FICA Tax Expense through fiscal year end; from the Sheriff's budget to Detention to cover charges incurred with grant funds that are not allowable and will have to be recoded to Detention supplies; within Detention to cover Overtime and Part-time through fiscal year end and to cover higher than anticipated expenses in the Contracted Services line for Safekeeping; from Communications to the Medical Examiners budget to cover higher than anticipated expenses for autopsies and medical investigations; and from EMS to Transport to cover the higher than expected costs for the billing company due to higher collections on the transport side.

Budget Officer's Initials CSF

Approval Date: 7/6/23
6/30/23

Initials: MD
Batch #: 2023-177
Date: 7/6/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: June 30, 2023
RE: Water

BT #: 2023 - 178

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

Account Code	Description	Old	+ or (-)	New
35-7130-200	Water-Supplies & Materials	26,500.00	(250.00)	26,250.00
35-7130-330	Water-Utilities-Electricity	13,000.00	250.00	13,250.00
Water		39,500.00	-	39,500.00

Justification:

This transfer is to move monies within the Water Department budget to cover the expenses of the June electric bills.
Expenses came in higher than anticipated for the fiscal year.

Budget Officer's Initials See Attached
Email approval

Approval Date: _____

Initials: MD
Batch #: 2023-178
Date: 7/7/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: June 30, 2023
RE: Facility Services

BT #: 2023 - 179

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

Account Code	Description	Old	+ or (-)	New
10-4265-250	Facilities - Supplies-Vehicle	4,000.00	(1,000.00)	3,000.00
10-4265-332	Facilities - Utilities-Water	36,000.00	1,000.00	37,000.00
Facility Services		40,000.00	-	40,000.00

Justification:

This transfer is to move monies within the Facility Services Department from Vehicle Supplies to Utilities to pay the remaining water bills for FYE 2023.

Budget Officer's Initials CPD

Approval Date: 7/17/23

Initials: MD
Batch #: 2023-179
Date: 7/17/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: July 6, 2023
RE: Sheriff's Office

BT #: 2024 - 001

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

Account Code	Description	Old	+ or (-)	New
10-4310-600	Sheriff - Animal Control	12,000.00	(1,000.00)	11,000.00
10-4310-550	Sheriff - Capital Outlay-Equipment	28,000.00	1,000.00	29,000.00
Sheriff		40,000.00	-	40,000.00

Justification:

This transfer is to move monies within the Sheriff's Office budget from Animal Control to Capital Outlay in order to purchase fencing for the animal shelter. This was approved in the budget however when the Sheriff called to get an updated price for installation, there was a small increase.

Budget Officer's Initials CPD

Approval Date: 7/6/23

Initials: MD
Batch #: 2024-001
Date: 7/7/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: July 17, 2023
RE: Fire Protection

BT #: 2024 - 002

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

Account Code	Description	Old	+ or (-)	New
10-4340-582	Fire Protection - Roper Fire Truck	398,952.00	(398,952.00)	-
10-4340-991	Plymouth VFD - Operational	-	129,259.00	129,259.00
10-4340-992	Roper VFD - Operational	-	81,727.00	81,727.00
10-4340-993	Creswell VFD - Operational	-	51,685.00	51,685.00
10-4340-994	MCVFD - Operational	-	58,309.00	58,309.00
10-4340-995	Lake Phelps VFD - Operational	-	46,034.00	46,034.00
10-4340-996	Pungo VFD - Operational	-	23,750.00	23,750.00
10-4340-997	Pinetown/Long Acre VFD - Operational	-	8,188.00	8,188.00
Fire Protection		398,952.00	-	398,952.00

Justification:

This transfer is to move monies to the appropriate individual Fire Departments as approved by the Fire Commission based on the approved County Budget for FY 23-24. The sum of these monies was originally budgeted in the Roper Fire Truck line.

Budget Officer's Initials CSP

Approval Date: 7/17/23

Initials:	<u>TD</u>
Batch #:	<u>2024-002</u>
Date:	<u>7/17/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: July 17, 2023
RE: SS Admin

BT #: 2024 - 003

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

Account Code	Description	Old	+ or (-)	New
10-5310-410	SS Admin - Lease - Equipment	3,000.00	(3,000.00)	-
10-5310-351	SS Admin - Repair & Maintenance-Equipment	2,500.00	3,000.00	5,500.00
SS Admin		5,500.00	-	5,500.00

Justification:

This transfer is to move monies within the SS Admin budget from the Equipment Lease line to the Equipment Maintenance & Repair line to cover the costs associated with the Maintenance & Repair Contract for the new copiers. Both lines are reimbursable at 50% so the transfer is not budget impactful.

Budget Officer's Initials CDP

Approval Date: 7/17/23

Initials:	<u>CDP</u>
Batch #:	<u>2024-003</u>
Date:	<u>7/17/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: July 17, 2023
RE: TTA

BT #: 2024 - 004

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

Account Code	Description	Old	+ or (-)	New
63-4970-370	TTA - Marketing & Advertising-Admin	120,000.00	(7,200.00)	112,800.00
63-4960-100	TTA - Billboard Advertisements	25,000.00	7,200.00	32,200.00
TTA		145,000.00	-	145,000.00

Justification:

This transfer is to move monies within the TTA Budget to cover costs of a new Billboard (Harbor Town) at the Research Station in Washington County. This transfer was approved at the June 20th TTA meeting to be effective in the new fiscal year.

Budget Officer's Initials CSA

Approval Date: 7/17/23

Initials:	<u>CSA</u>
Batch #:	<u>2024-004</u>
Date:	<u>7/17/2023</u>

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 005

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

Date: August 7, 2023

RE: Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-General Fund	(1,629,931.00)	(162,003.00)	(1,791,934.00)
10-4310-540	Sheriff-Capital Outlay Vehicles	108,000.00	89,000.00	197,000.00
10-4310-602	Sheriff-ABC Board Funding	2,400.00	22,878.00	25,278.00
10-3540-020	Gun Permits Discretionary-County Portion	-	(455.00)	(455.00)
10-4310-611	Gun Permits Discretionary-County Portion	-	42,885.00	42,885.00
10-3540-030	Gun Permits-State Portion	-	(550.00)	(550.00)
10-4310-612	Gun Permits-State Portion	-	2,580.00	2,580.00
10-3540-040	Finger Printing	-	(110.00)	(110.00)
10-4310-613	Finger Printing	-	5,775.00	5,775.00
Sheriff				
		Balanced:		
		(1,519,531.00)	-	(1,519,531.00)

Justification:

This amendment is to budget for revenues received prior to the end of FY 23, for current year revenues received to date, and for remaining unspent FY 23 monies for the Sheriff's Office in Donations, ABC Board Funding, Gun Permitting and Finger Printing. To rebudget for Vehicle Capital Outlay expenses for two vehicles, equipment, tax and tags that were ordered but not delivered prior to June 30 due to supply issues.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 006

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

Date: August 7, 2023

RE: Social Services

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-General Fund	(1,791,934.00)	(142,861.00)	(1,934,795.00)
10-5310-258	DSS Community Donations-Christmas	-	1,788.00	1,788.00
10-5310-259	DSS Community Donations-Foster Children	-	612.00	612.00
10-5310-550	DSS-Capital Outlay-Equipment	128,000.00	67,500.00	195,500.00
10-5380-375	DSS Community Donations-Medical Support	-	316.00	316.00
10-5380-407	DSS-Adoption Promotions	-	72,645.00	72,645.00
Social Services				
Balanced:		(1,663,934.00)	-	(1,663,934.00)

Justification:

This amendment is to budget for remaining unspent FY23 monies for Donations, and Adoption Promotions. This amendment also rebudgets Capital Outlay monies for two vehicles, taxes and tags that were ordered but not delivered prior to June 30 due to supply issues.

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 #: 2024- 007

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

Date: August 7, 2023

RE: Facilities/Emergency Management/Senior Center/Recreation

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-General Fund	(1,934,795.00)	(7,062.00)	(1,941,857.00)
10-3353-000	Insurance Proceeds	-	(14,902.00)	(14,902.00)
10-4265-256	Facilities-Insurance Claims	-	21,964.00	21,964.00
Facilities				
10-3990-000	Appropriated Fund Balance-General Fund	(1,941,857.00)	(678.00)	(1,942,535.00)
10-4330-401	Donations-Emergency Management	-	678.00	678.00
Emergency Management				
10-3990-000	Appropriated Fund Balance-General Fund	(1,942,535.00)	(5,405.00)	(1,947,940.00)
10-3509-010	Senior Center Trips	-	(5.00)	(5.00)
10-3509-020	Senior Center Donations	-	(3.00)	(3.00)
10-5150-380	Senior Center Trips	-	796.00	796.00
10-5150-650	Senior Center Donations	-	4,617.00	4,617.00
Senior Center				
10-3990-000	Appropriated Fund Balance-General Fund	(1,947,940.00)	(3,274.00)	(1,951,214.00)
10-6120-650	Recreation-Donations	-	3,274.00	3,274.00
Recreation				
Balanced:		(7,767,127.00)	-	(7,767,127.00)

Justification:

This amendment will do the following: Facilities-budget for new insurance monies received to repair the Emergency Management Truck and to rebudget for unspent insurance monies for completion of the repair down at the Beaufort Community College Center due to a water leak; Emergency Management-budget for unspent FY 23 Donation monies; Senior Center-budget for new and unspent FY 23 Donation and Trip monies; and Recreation-rebudget for unspent FY 23 Donation monies.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #: _____

Date: _____

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 008

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

Date: August 7, 2023

RE: Emergency Management

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

Account Code	Description	Old	+ or (-)	New
10-3480-029	Grant-EM Capacity Bldg Competitive Grant	-	(52,000.00)	(52,000.00)
10-4330-707	Grant-EM Capacity Bldg Competitive Grant	-	52,000.00	52,000.00
Emergency Management				
Balanced:		-	-	-

Justification:

This amendment is to budget revenues and expenditures for an Emergency Management Capacity Building Grant that has been awarded to the County from the NC Department of Public Safety. This grant will pay for training and the purchase of a Utility Vehicle and a Trailer.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 009

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

Date: August 7, 2023

RE: General Fund/Projects & Grants Fund

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-General Fund	(1,951,214.00)	(9,226.00)	(1,960,440.00)
10-9800-058	Transfer to Projects/Grants Fund	10,000.00	9,226.00	19,226.00
				-
58-3980-010	Transfer for General Fund	(10,000.00)	(9,226.00)	(19,226.00)
58-6200-001	PARTF Grant Match	50,000.00	9,226.00	59,226.00
General Fund/Projects & Grants Fund				
Balanced:		(1,901,214.00)	-	(1,901,214.00)

Justification:

This amendment is to budget a transfer from the General Fund to the Projects/Grants Fund. This transfer is being made as a result of the Boards approve to close-out some of the old NC Captial Mangement Trust Accounts. One of the accounts was Recreation Land Reserve. It was agreed that these monies should be transferred and put into the PARTF Match Grant line for Recreation. This is being done as approved by the Board of Commissioners to keep those monies allocated for their original intended purpose.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 010

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

Date: August 7, 2023

RE: EMS

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

Account Code	Description	Old	+ or (-)	New
37-3902-000	Fund Balance Appropriation-EMS	(131,859.00)	(6,253.00)	(138,112.00)
37-4330-650	EMS Donations	-	528.00	528.00
37-4330-653	UNC PECC+ Program Grant	-	5,725.00	5,725.00
EMS				
Balanced:		(131,859.00)	-	(131,859.00)

Justification:

This amendment is to budget for revenues received prior to the end of FY 23 and for remaining uspent FY23 monies for Donations and the PECC+ Program Grant.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 011

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

Date: August 7, 2023

RE: Detention

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

Account Code	Description	Old	+ or (-)	New
10-3600-001	Grant-DHHS Corrections COVID19	-	(21,190.00)	(21,190.00)
10-4320-900	Grant-DHHS Corrections COVID19	-	21,190.00	21,190.00
Detention				
Balanced:		-	-	-

Justification:

This amendment is to budget revenues and expenditures for the second year of an approved Detention COVID Grant awarded to Washington County from the NC Department of Health and Human Services.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County

Monthly Financial Summary
as of July 31, 2023

	<u>Budget</u>	<u>YTD Activity</u>
General Fund (10):		
Revenues	17,793,138.00	1,339,728.34
Expenditures	(17,793,138.00)	(1,416,572.10)
Balance:	-	(76,843.76)
<i>*Fund Balance Appropriation</i>		<i>1,629,931.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

Capital Outlay-Washington Co Schools (21):		
Revenues	69,734,777.00	-
Expenditures	(69,734,777.00)	(33,333.33)
Balance:	-	(33,333.33)
<i>*Fund Balance Appropriation</i>		<i>176,058.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

Drainage Fund (30):		
Revenues	123,000.00	16,181.23
Expenditures	(123,000.00)	-
Balance:	-	16,181.23
<i>*Fund Balance Appropriation</i>		<i>22,828.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

Sanitation Fund (33):		
Revenues	1,663,189.00	294,982.11
Expenditures	(1,663,189.00)	(23,127.80)
Balance:	-	271,854.31
<i>*Fund Balance Appropriation</i>		<i>64,916.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

Water Fund (35):		
Revenues	8,542,228.00	132,113.37
Expenditures	(8,542,228.00)	(57,588.03)
Balance:	-	74,525.34
<i>*Fund Balance Appropriation</i>		<i>394,228.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	<u>Budget</u>	<u>YTD Activity</u>
EMS Fund (37):		
Revenues	2,360,811.00	56,573.00
Expenditures	(2,360,811.00)	(212,739.14)
Balance:	-	(156,166.14)
<i>*Fund Balance Appropriation</i>		<i>131,859.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

Airport TaxiLane Grant Fund (38):		
Revenues	666,668.00	-
Expenditures	(666,668.00)	-
Balance:	-	-
<i>*Fund Balance Appropriation</i>		<i>16,667.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

Airport Fund (39):		
Revenues	265,693.00	10,022.06
Expenditures	(265,693.00)	(9,966.47)
Balance:	-	55.59
<i>*Fund Balance Appropriation</i>		<i>49,955.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

WC Hospital Pension Fund (40):		
Revenues	450,000.00	-
Expenditures	(450,000.00)	(76,505.00)
Balance:	-	(76,505.00)
<i>*Fund Balance Appropriation</i>		<i>-</i>
<i>*Transfer from General Fund</i>		<i>-</i>

Opioid Settlement Distribution Fund (50):		
Revenues	-	11,600.91
Expenditures	-	-
Balance:	-	11,600.91
<i>*Fund Balance Appropriation</i>		<i>-</i>
<i>*Transfer from General Fund</i>		<i>-</i>

DSS Trust Fund Accounts (51):

Revenues	180,000.00	12,527.17
Expenditures	(180,000.00)	(14,083.63)
Balance:	-	(1,556.46)

**Fund Balance Appropriation* -

**Transfer from General Fund* -

American Rescue Plan Act (ARPA) of 2021 (55):

Revenues	-	-
Expenditures	-	-
Balance:	-	-

**Fund Balance Appropriation* -

**Transfer from General Fund* -

Projects/Grants Fund (58):

Revenues	4,473,423.00	-
Expenditures	(4,473,423.00)	-
Balance:	-	-

**Fund Balance Appropriation* 4,284,270.00

**Transfer from General Fund* -

Travel & Tourism Fund (63):

Revenues	278,635.00	-
Expenditures	(278,635.00)	(7,808.63)
Balance:	-	(7,808.63)

**Fund Balance Appropriation* 118,635.00

**Transfer from General Fund* -

E-911 Fund (69):

Revenues	118,952.00	-
Expenditures	(118,952.00)	(31,824.24)
Balance:	-	(31,824.24)

**Fund Balance Appropriation* -

**Transfer from General Fund* -

Revaluation Fund (70):

Revenues	40,000.00	-
Expenditures	(40,000.00)	-
Balance:	-	-

**Fund Balance Appropriation* -

**Transfer from General Fund* -

Washington County
Statement of Revenue and Expenditures

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 07/31/23
 Expend Account Range: First to Last Include Non-Budget: No Current Period: 07/01/23 to 07/31/23
 Print Zero YTD Activity: No Prior Year As Of: 07/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-3010-000	TAXES-AD VALOREM CURRENT YEAR	6,936,684.75	7,437,184.00	1,292,070.00	1,292,070.00	0.00	6,145,114.00-	17
10-3010-010	CURRENT YEAR TAX DISCOUNTS	50,042.26-	55,000.00-	25,476.78-	25,476.78-	0.00	29,523.22	0
10-3011-000	TAXES-AD VALOREM 1ST PRIOR YR	219,989.04	252,000.00	14,280.42	14,280.42	0.00	237,719.58-	6
10-3012-000	TAXES-AD VALOREM ALL PRIOR YRS	115,511.62	132,000.00	2,972.04	2,972.04	0.00	129,027.96-	2
10-3018-000	NCVTS-WASHINGTON CO MOTOR VEH TAX	939,731.28	940,800.00	0.00	0.00	0.00	940,800.00-	0
10-3018-001	NCVTS-WASH CO BILL/CC CONTRA REV	0.00	30,000.00-	0.00	0.00	0.00	30,000.00	0
10-3030-000	PREPAYMENT-PROPERTY TAXES	71,570.25	52,000.00	500.95	500.95	0.00	51,499.05-	1
10-3080-000	GROSS TAX REC LEASED VEHICLES	388.68	500.00	30.54	30.54	0.00	469.46-	6
10-3090-000	PAYMENTS IN LIEU OF TAXES	14,216.00	13,500.00	0.00	0.00	0.00	13,500.00-	0
10-3120-000	REFUNDS-AD VALOREM TAXES	591.13-	0.00	0.00	0.00	0.00	0.00	0
10-3170-000	CURRENT YEAR TAX PENALTIES	12,444.60	8,500.00	787.65	787.65	0.00	7,712.35-	9
10-3170-010	PRIOR YEAR TAX PENALTIES	2,056.00	1,000.00	68.78	68.78	0.00	931.22-	7
10-3180-000	CURRENT YEAR TAX INTEREST	26,597.38	22,000.00	0.00	0.00	0.00	22,000.00-	0
10-3180-010	PRIOR YEAR TAX INTEREST	68,274.70	70,000.00	2,722.59	2,722.59	0.00	67,277.41-	4
10-3250-000	PRIVILEGE AND BEER LICENSES	865.00	700.00	0.00	0.00	0.00	700.00-	0
10-3260-000	ANIMAL ADOPTION FEES & FINES	80.00	0.00	0.00	0.00	0.00	0.00	0
10-3280-000	FRANCHISE FEES-CABLE TV	6,982.26	10,000.00	0.00	0.00	0.00	10,000.00-	0
10-3290-000	INTEREST EARNED ON INVESTMENTS	370,877.12	250,000.00	0.00	0.00	0.00	250,000.00-	0
10-3310-000	RENTS AND CONCESSIONS	12,924.20	12,300.00	1,025.00	1,025.00	0.00	11,275.00-	8
10-3312-000	JAIL CONCESSIONS	29,100.86	25,000.00	0.00	0.00	0.00	25,000.00-	0
10-3350-000	MISCELLANEOUS REVENUES	11,611.14	0.00	5,681.00	5,681.00	0.00	5,681.00	0
10-3350-001	JURY DUTY PAY	44.00	0.00	32.00	32.00	0.00	32.00	0
10-3352-000	ELECTIONS-TOWN REIMB & FILING	3,313.00	18,000.00	100.00	100.00	0.00	17,900.00-	1
10-3353-000	INSURANCE PROCEEDS	60,553.57	0.00	14,901.27	14,901.27	0.00	14,901.27	0
10-3354-000	CRESWELL LEVY ADMINISTRATION FEE	0.00	4,000.00	0.00	0.00	0.00	4,000.00-	0
10-3360-000	RECREATION-DONATIONS	2,736.52	0.00	0.00	0.00	0.00	0.00	0
10-3360-013	RECREATION-VENDOR RENTS AND CONCESSIONS	400.00	300.00	0.00	0.00	0.00	300.00-	0
10-3361-013	NCDEQ GRANT-RECREATION-VOLKSWAGON SETTLE	0.00	110,098.00	0.00	0.00	0.00	110,098.00-	0
10-3410-000	WINE AND BEER TAX	31,109.94	35,000.00	0.00	0.00	0.00	35,000.00-	0
10-3415-000	ABC PROFIT DISTRIBUTION	103,117.00	25,000.00	0.00	0.00	0.00	25,000.00-	0
10-3430-000	SALES TAX-ONE HALF CENT-ST-A42	197,228.96	235,000.00	0.00	0.00	0.00	235,000.00-	0
10-3440-000	SALES TAX-ONE-HALF CENT-ST-A40	630,930.47	778,000.00	0.00	0.00	0.00	778,000.00-	0
10-3450-000	SALES TAX ONE CENT LOCAL	931,277.90	1,100,000.00	0.00	0.00	0.00	1,100,000.00-	0
10-3460-000	SALES TAX - REDISTRIBUTION	333,477.00	400,000.00	0.00	0.00	0.00	400,000.00-	0
10-3470-020	ABC ALCOHOLISM BOTTLE TAX	3,884.91	3,800.00	0.00	0.00	0.00	3,800.00-	0
10-3480-013	RAP LEPC TIER II GRANT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00-	0

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-3480-020	EMERGENCY MANAGEMENT PROG FUND	39,031.77	39,000.00	0.00	0.00	0.00	39,000.00-	0
10-3480-027	HAZARD MITIGATION-GENERATOR GRANT	33,700.00	0.00	0.00	0.00	0.00	0.00	0
10-3480-028	EMPG-ARPA	11,067.51	0.00	0.00	0.00	0.00	0.00	0
10-3480-029	GRANT-EM CAPACITY BLDG COMPETITIVE GRT	21,237.20	0.00	0.00	0.00	0.00	0.00	0
10-3480-081	DONATIONS - EMERGENCY MANAGEMENT	1,450.00	0.00	0.00	0.00	0.00	0.00	0
10-3480-087	ARPA REVENUE REPLACEMENT	572,391.11	0.00	0.00	0.00	0.00	0.00	0
10-3490-000	DSS-ADMINISTRATION REIMBURSE	2,278,233.07	2,631,729.00	456.05	456.05	0.00	2,631,272.95-	0
10-3490-001	MEDICAID EXPANSION ADMIN COSTS	120,680.36	0.00	0.00	0.00	0.00	0.00	0
10-3500-050	DSS-FOSTER CARE/ADOPTIONRETURN	128,495.08	143,122.00	3,876.12	3,876.12	0.00	139,245.88-	3
10-3500-081	DSS COMMUNITY DONATIONS-CHRISTMAS	2,065.00	0.00	0.00	0.00	0.00	0.00	0
10-3500-082	DSS COMMUNITY DONATIONS-FOSTER CHILDREN	709.01	0.00	0.00	0.00	0.00	0.00	0
10-3500-090	DSS-CERTIFICATION FEES	0.00	2,500.00	0.00	0.00	0.00	2,500.00-	0
10-3500-120	DSS-TITLE IV-D CHILD SUPPORT	44,638.97	15,400.00	0.00	0.00	0.00	15,400.00-	0
10-3500-130	HOME & CC BLOCK GRANT-ALB COMM	50,953.53	78,133.00	0.00	0.00	0.00	78,133.00-	0
10-3500-140	DSS-TYRRELL IV-D CONTRACT	60,000.00	60,000.00	5,000.00	5,000.00	0.00	55,000.00-	8
10-3500-190	DSS-MEDICAID CAP	218,503.25	150,000.00	0.00	0.00	0.00	150,000.00-	0
10-3500-191	DSS MODIVCARE & ONECALL CONTRACTS	5,599.93	2,500.00	75.36	75.36	0.00	2,424.64-	3
10-3500-200	DOT - ROAP & CTS GRANTS	180,935.00	417,848.00	13.00	13.00	0.00	417,835.00-	0
10-3500-270	SHIIP-SENIOR HEALTH INS INF	5,129.00	5,129.00	0.00	0.00	0.00	5,129.00-	0
10-3500-280	MIPPA GRANT-MEDICAID IMPROVEMENT FOR PAT	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00-	0
10-3508-000	ALB COMM NUTRITION SITE DIRECTOR	6,280.44	7,882.00	0.00	0.00	0.00	7,882.00-	0
10-3508-001	ALB COMM GENERAL PURPOSE GRANT	3,676.00	10,963.00	0.00	0.00	0.00	10,963.00-	0
10-3508-002	ALB COMM TITLE III D GRANT	0.00	1,000.00	0.00	0.00	0.00	1,000.00-	0
10-3509-000	SENIOR CITIZENS FUNDS	1,262.00	1,500.00	160.00	160.00	0.00	1,340.00-	11
10-3509-010	SENIOR CENTER TRIPS	184.78	0.00	0.00	0.00	0.00	0.00	0
10-3509-020	SENIOR CENTER DONATIONS	751.50	0.00	3.00	3.00	0.00	3.00	0
10-3510-010	COURT COST, FEES AND CHARGES	17,156.02	18,000.00	0.00	0.00	0.00	18,000.00-	0
10-3510-020	OFFICERS FEES	13,576.14	9,000.00	0.00	0.00	0.00	9,000.00-	0
10-3540-000	SHERIFF FEES	2,291.22	2,500.00	0.00	0.00	0.00	2,500.00-	0
10-3540-010	DRUG/DONATIONS/GRANT LEO	547.45	0.00	36.25	36.25	0.00	36.25	0
10-3540-020	GUN PERMITS DISCRETIONARY-COUNTY PORTION	7,570.00	0.00	455.00	455.00	0.00	455.00	0
10-3540-030	GUN PERMITS-STATE PORTION	9,010.00	0.00	550.00	550.00	0.00	550.00	0
10-3540-040	FINGER PRINTING	1,460.00	0.00	110.00	110.00	0.00	110.00	0
10-3540-061	SHERIFF GRANT - ICAC	18,683.73	0.00	0.00	0.00	0.00	0.00	0
10-3540-070	DONATIONS-ANIMAL CONTROL	2,563.43	0.00	0.00	0.00	0.00	0.00	0
10-3540-081	SHERIFF JAG GRANTS	19,609.95	0.00	0.00	0.00	0.00	0.00	0
10-3541-000	SHERIFF'S SERVICE FEES	11,381.55	10,000.00	770.00	770.00	0.00	9,230.00-	8
10-3541-010	SHERIFF-DONATIONS	1,538.35	0.00	0.00	0.00	0.00	0.00	0
10-3542-000	SHERIFF-ABC BOARD FUNDING	6,350.00	2,400.00	0.00	0.00	0.00	2,400.00-	0
10-3550-000	BUILDING PERMIT FEES - (GC)	37,066.04	40,500.00	3,777.00	3,777.00	0.00	36,723.00-	9

Washington County
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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-3550-030	ZONING FEES	1,125.00	3,500.00	150.00	150.00	0.00	3,350.00-	4
10-3560-000	REGISTER OF DEEDS FEES	96,842.30	80,000.00	7,062.10	7,062.10	0.00	72,937.90-	9
10-3560-010	MARRIAGE LICENSES	2,880.00	2,500.00	120.00	120.00	0.00	2,380.00-	5
10-3580-000	JAIL FEES/STATE REIMBURSEMENTS	3,043.41	4,000.00	0.00	0.00	0.00	4,000.00-	0
10-3590-000	JAIL HOUS/TRANS/CO/US MARSHALL	157,773.50	115,000.00	0.00	0.00	0.00	115,000.00-	0
10-3600-001	GRANT-DHHS CORRECTIONS COVID19	2,865.62	0.00	0.00	0.00	0.00	0.00	0
10-3830-000	SALE OF FIXED ASSETS	561,636.13	0.00	0.00	0.00	0.00	0.00	0
10-3830-001	SALE OF FORECLOSED PROPERTIES	12,600.00	0.00	0.00	0.00	0.00	0.00	0
10-3970-020	M-T-W COURT COORDINATOR GRANT	64,497.75	89,238.00	0.00	0.00	0.00	89,238.00-	0
10-3970-030	STATE AID VETERANS OFFICE	2,083.33	0.00	0.00	0.00	0.00	0.00	0
10-3970-040	JCPC-ROANOKE AREA YOUTH	66,816.00	69,257.00	5,776.00	5,776.00	0.00	63,481.00-	8
10-3970-041	JCPC-WASHINGTON COUNTY YOUTH	19,124.00	8,773.00	732.00	732.00	0.00	8,041.00-	8
10-3970-042	JCPC-ADMINISTRATION	3,000.00	10,910.00	911.00	911.00	0.00	9,999.00-	8
10-3970-050	SCHOOL REIMB-WCU/CHS SRO	85,933.04	151,241.00	0.00	0.00	0.00	151,241.00-	0
10-3970-060	BALLGAME REIMBURSEMENTS FROM SCHOOLS	2,716.00	0.00	0.00	0.00	0.00	0.00	0
10-3970-090	CONTRI FROM SOIL & WATER DIST	18,356.90	20,000.00	0.00	0.00	0.00	20,000.00-	0
10-3970-120	COST ALLOCATION-WATERWORKS	108,000.00	100,000.00	0.00	0.00	0.00	100,000.00-	0
10-3980-020	TOURISM DEVELOP AUTHOR 3% ADMN	3,500.00	4,500.00	0.00	0.00	0.00	4,500.00-	0
10-3990-000	APPROPRIATED FUND BALANCE	0.00	1,629,931.00	0.00	0.00	0.00	1,629,931.00-	0
	10 GENERAL FUND Revenue Total	16,239,416.13	17,793,138.00	1,339,728.34	1,339,728.34	0.00	16,453,409.66-	8

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-0000-000	GENERAL FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4110-000	GOVERNING BOARD:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4110-010	SALARIES & WAGES-BOARD	35,400.00	35,400.00	2,950.00	2,950.00	0.00	32,450.00	8
10-4110-020	SALARIES & WAGES-BOARD TRAVEL STIPEND	14,100.00	14,100.00	1,175.00	1,175.00	0.00	12,925.00	8
10-4110-030	SALARIES & WAGES-CELLPHONE STIPEND	3,000.00	3,000.00	250.00	250.00	0.00	2,750.00	8
10-4110-090	GOVERNING BOARD- FICA TAX EXPENSE	4,057.40	4,016.00	338.12	338.12	0.00	3,677.88	8
10-4110-140	GOVERNING BOARD- WORKMAN'S COMP	1,357.00	1,600.00	1,272.00	1,272.00	0.00	328.00	80
10-4110-200	GOVERNING BOARD- DEPT SUPPLIES	1,701.03	2,000.00	0.00	0.00	0.00	2,000.00	0
10-4110-310	GOVERNING BOARD- TRAVEL	12,392.86	20,000.00	0.00	0.00	0.00	20,000.00	0
10-4110-320	GOVERNING BOARD- COMMUNICATIONS	600.00	600.00	50.00	50.00	0.00	550.00	8
10-4110-350	POSTAGE	0.00	100.00	0.00	0.00	0.00	100.00	0
10-4110-370	GOVERNING BOARD- PRINTING	150.00	500.00	0.00	0.00	0.00	500.00	0
10-4110-380	ADVERTISING	867.75	1,000.00	0.00	0.00	0.00	1,000.00	0
10-4110-390	COMMISSIONERS-SPECIAL SPONSORED	5,016.43	10,350.00	0.00	0.00	0.00	10,350.00	0
10-4110-391	GOVERNING BOARD- DUES & SUBSCRIPTIONS	5,866.07	6,200.00	0.00	0.00	0.00	6,200.00	0
10-4110-392	OTHER COMMUNITY CONTRIBUTIONS	6,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0
10-4110-442	CONTRACTED SERVICES	2,200.00	2,000.00	0.00	0.00	0.00	2,000.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4110-443	CONTRACTED SERVICES - LOBBYING	17,006.00	36,506.00	3,000.00	3,000.00	0.00	33,506.00	8
	4110 GOVERNING BOARD:	109,714.54	145,372.00	9,035.12	9,035.12	0.00	136,336.88	6
10-4120-000	MANAGERS OFFICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4120-010	MANAGERS OFFICE- S & W- REGULAR	284,043.85	288,014.00	23,558.57	23,558.57	0.00	264,455.43	8
10-4120-040	SALARIES & WAGES-LONGEVITY	2,324.50	2,259.00	0.00	0.00	0.00	2,259.00	0
10-4120-090	MANAGERS OFFICE- FICA TAX EXPENSE	21,429.24	22,206.00	1,765.39	1,765.39	0.00	20,440.61	8
10-4120-100	MANAGERS OFFICE- RETIREMENT	54,553.13	58,055.00	4,487.91	4,487.91	0.00	53,567.09	8
10-4120-101	MANAGERS OFFICE 401 (K) CONTRIB	8,521.34	8,708.00	706.76	706.76	0.00	8,001.24	8
10-4120-130	MANAGERS OFFICE- UNEMPLOYMENT INS.	0.00	1,480.00	0.00	0.00	0.00	1,480.00	0
10-4120-140	MANAGERS OFFICE- WORKMAN'S COMP	1,586.00	1,768.00	1,499.00	1,499.00	0.00	269.00	85
10-4120-180	MANAGERS OFFICE- GROUP INS.	41,967.72	42,211.00	3,324.88	3,324.88	0.00	38,886.12	8
10-4120-190	LEGAL SERVICES	5,957.00	10,000.00	0.00	0.00	0.00	10,000.00	0
10-4120-191	MANAGERS OFFICE-UNCSOG LFNC INTERN PROG	7,500.00	14,000.00	0.00	0.00	0.00	14,000.00	0
10-4120-260	MANAGERS OFFICE- DEPARTMENTAL SUPPLIES	10,880.70	11,000.00	0.00	0.00	0.00	11,000.00	0
10-4120-270	MANAGERS OFFICE - SERVICE AWARDS	75.00	0.00	0.00	0.00	0.00	0.00	0
10-4120-310	MANAGERS OFFICE- TRAVEL	670.41	2,000.00	0.00	0.00	0.00	2,000.00	0
10-4120-315	TRAINING	6,985.13	10,000.00	1,491.58	1,491.58	0.00	8,508.42	15
10-4120-320	MANAGERS OFFICE- COMMUNICATIONS	2,780.71	3,300.00	150.00	150.00	0.00	3,150.00	5
10-4120-330	POSTAGE	32.88	100.00	0.00	0.00	0.00	100.00	0
10-4120-355	MAINT & REPAIR-VEHICLE	253.45	1,500.00	0.00	0.00	0.00	1,500.00	0
10-4120-370	MANAGERS OFFICE- PRINTING	0.00	250.00	0.00	0.00	0.00	250.00	0
10-4120-380	ADVERTISING	3,970.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-4120-390	MANAGERS OFFICE- DUES AND SUBSCRIPTIONS	1,850.85	2,000.00	75.00	75.00	0.00	1,925.00	4
10-4120-440	CONTRACTED SERVICES-ECONOMIC DEVELOPMENT	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0
10-4120-540	MANAGERS OFFICE - CAPITAL OUTLAY-VEHICLE	0.00	35,000.00	0.00	0.00	0.00	35,000.00	0
	4120 MANAGERS OFFICE:	455,381.91	526,851.00	37,059.09	37,059.09	0.00	489,791.91	7
10-4130-000	FINANCE OFFICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4130-010	FINANCE OFFICE- S & W- REGULAR	184,791.21	228,029.00	15,517.33	15,517.33	0.00	212,511.67	7
10-4130-040	SALARIES & WAGES-LONGEVITY	2,068.37	2,524.00	0.00	0.00	0.00	2,524.00	0
10-4130-090	FINANCE OFFICE- FICA TAX EXPENSE	13,596.01	17,637.00	1,135.56	1,135.56	0.00	16,501.44	6
10-4130-100	FINANCE OFFICE- RETIREMENT	35,596.72	46,111.00	2,956.05	2,956.05	0.00	43,154.95	6
10-4130-101	FINANCE OFFICE- 401(K) CONTRIB.	5,543.81	6,917.00	465.53	465.53	0.00	6,451.47	7
10-4130-130	FINANCE OFFICE- UNEMPLYMENT INS.	0.00	1,480.00	0.00	0.00	0.00	1,480.00	0
10-4130-140	FINANCE OFFICE- WORKMAN'S COMP	1,060.00	1,404.00	1,187.00	1,187.00	0.00	217.00	85
10-4130-180	FINANCE OFFICE- PROFESSIONAL SERVICES	84,667.33	101,000.00	5,886.00	5,886.00	0.00	95,114.00	6
10-4130-181	FINANCE OFFICE- GROUP INS.	31,941.60	40,034.00	2,525.56	2,525.56	0.00	37,508.44	6

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4130-260	FINANCE OFFICE- DEPARTMENTAL SUPPLIES	6,836.31	7,500.00	0.00	0.00	0.00	7,500.00	0
10-4130-270	FINANCE OFFICE-SERVICE AWARDS	175.00	50.00	0.00	0.00	0.00	50.00	0
10-4130-280	FINANCE OFFICE- POSTAGE	2,051.15	2,500.00	0.00	0.00	0.00	2,500.00	0
10-4130-310	FINANCE OFFICE- TRAVEL	143.96	500.00	0.00	0.00	0.00	500.00	0
10-4130-315	TRAINING	355.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-4130-320	FINANCE OFFICE- COMMUNICATIONS	1,433.25	2,600.00	50.00	50.00	0.00	2,550.00	2
10-4130-355	REPAIR & MAINTENANCE-VEHICLES	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-4130-390	FINANCE OFFICE- DUES & SUBSCRIPTIONS	678.00	750.00	0.00	0.00	0.00	750.00	0
10-4130-410	FINANCE OFFICE- LEASE EQUIPMENT	555.12	650.00	0.00	0.00	0.00	650.00	0
10-4130-540	FINANCE OFFICE - CAPITAL OUTLAY EQUIP	0.00	5,800.00	0.00	0.00	0.00	5,800.00	0
	4130 FINANCE OFFICE:	371,492.84	468,486.00	29,723.03	29,723.03	0.00	438,762.97	6
10-4140-000	TAX ADMIN:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4140-010	TAX ADMIN.- S & W- REGULAR	181,392.58	254,472.00	17,627.17	17,627.17	0.00	236,844.83	7
10-4140-030	TAX ADMIN.- S & W PARTTIME	1,698.60	5,371.00	0.00	0.00	0.00	5,371.00	0
10-4140-040	SALARIES & WAGES-LONGEVITY	2,070.06	2,074.00	0.00	0.00	0.00	2,074.00	0
10-4140-090	TAX ADMIN.- FICA TAX EXPENSE	13,180.79	20,036.00	1,272.60	1,272.60	0.00	18,763.40	6
10-4140-100	TAX ADMIN.- RETIREMENT	34,949.59	52,383.00	3,357.97	3,357.97	0.00	49,025.03	6
10-4140-101	TAX ADMIN.- 401(K) CONTRIB.	4,448.57	7,858.00	373.49	373.49	0.00	7,484.51	5
10-4140-130	TAX ADMIN.- UNEMPLOYMENT INS.	0.00	1,480.00	0.00	0.00	0.00	1,480.00	0
10-4140-140	TAX ADMIN.- WORKMAN'S COMP	2,946.00	3,616.00	2,704.00	2,704.00	0.00	912.00	75
10-4140-180	TAX ADMIN.- GROUP INS.	40,456.60	57,881.00	3,313.63	3,313.63	0.00	54,567.37	6
10-4140-260	TAX ADMIN.- OFFICE & DEPTAL SUPPLIES	6,945.47	13,000.00	0.00	0.00	0.00	13,000.00	0
10-4140-270	SERVICE AWARDS	0.00	150.00	0.00	0.00	0.00	150.00	0
10-4140-310	TAX ADMIN.- TRAVEL	262.40	500.00	0.00	0.00	0.00	500.00	0
10-4140-315	TRAINING	2,329.04	5,000.00	0.00	0.00	0.00	5,000.00	0
10-4140-320	TAX ADMIN.- COMMUNICATIONS	1,801.76	2,000.00	25.00	25.00	0.00	1,975.00	1
10-4140-325	TAX ADMIN-POSTAGE	9,801.50	15,000.00	5,040.00	5,040.00	0.00	9,960.00	34
10-4140-341	ADVERTISING	2,776.25	3,000.00	0.00	0.00	0.00	3,000.00	0
10-4140-355	TAX ADMIN-MAINTENANCE & REPAIR-VEHICLE	37.98	0.00	0.00	0.00	0.00	0.00	0
10-4140-370	PRINTING	4,693.59	8,000.00	0.00	0.00	0.00	8,000.00	0
10-4140-390	TAX ADMIN.- DUES & SUBSCRIPTIONS	5,173.13	6,500.00	0.00	0.00	0.00	6,500.00	0
10-4140-500	TAX ADMIN - CONTRACTED SERVICES	16,800.00	25,000.00	0.00	0.00	0.00	25,000.00	0
10-4140-510	CONTRACTED SERVICES-ZACCHAEUS	5,824.62	6,500.00	0.00	0.00	0.00	6,500.00	0
10-4140-511	TAX ADMIN - CONTRACTED SERV FILE STORAGE	480.00	480.00	0.00	0.00	0.00	480.00	0
10-4140-550	TAX ADMIN - CAPITAL OUTLAY	65,463.00	168,768.00	0.00	0.00	0.00	168,768.00	0
	4140 TAX ADMIN:	403,531.53	659,069.00	33,713.86	33,713.86	0.00	625,355.14	5

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4170-000	BOARD OF ELECTIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4170-010	BOARD OF ELECTIONS- S & W - REGULAR	44,890.50	45,545.00	3,748.50	3,748.50	0.00	41,796.50	8
10-4170-011	SALARIES & WAGES-BOARD	3,880.00	4,480.00	0.00	0.00	0.00	4,480.00	0
10-4170-030	BOARD OF ELECTIONS- SALARIES- PART-TIME	18,711.04	27,000.00	885.60	885.60	0.00	26,114.40	3
10-4170-031	BOARD OF ELECTIONS - S & W-OVERTIME	5,008.03	6,245.00	0.00	0.00	0.00	6,245.00	0
10-4170-040	SALARIES & WAGES-LONGEVITY	899.64	900.00	0.00	0.00	0.00	900.00	0
10-4170-090	BOARD OF ELECTIONS- FICA TAX EXPENSE	5,555.86	6,629.00	348.84	348.84	0.00	6,280.16	5
10-4170-100	BOARD OF ELECTIONS- RETIREMENT EXPENSE	9,665.63	17,334.00	714.09	714.09	0.00	16,619.91	4
10-4170-101	BOARD OF ELECTIONS- 401(K) CONTRIB.	1,495.20	2,600.00	112.46	112.46	0.00	2,487.54	4
10-4170-130	BOARD OF ELECTIONS- UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	0.00	296.00	0
10-4170-140	BOARD OF ELECTIONS- WORKMANS COMP	437.00	528.00	456.00	456.00	0.00	72.00	86
10-4170-180	BOARD OF ELECTIONS- GROUP INS. EXPENSE	7,983.60	8,007.00	632.14	632.14	0.00	7,374.86	8
10-4170-260	BOARD OF ELECTIONS- DEPART SUPPLIES	15,619.45	5,000.00	166.79	166.79	0.00	4,833.21	3
10-4170-310	BOARD OF ELECTIONS- TRAVEL	1,356.37	2,600.00	0.00	0.00	0.00	2,600.00	0
10-4170-315	TRAINING	634.50	10,000.00	1,500.00	1,500.00	0.00	8,500.00	15
10-4170-320	BOARD OF ELECTIONS- COMMUNICATIONS	2,609.49	4,000.00	138.08	138.08	0.00	3,861.92	3
10-4170-330	POSTAGE	1,247.05	2,500.00	0.00	0.00	0.00	2,500.00	0
10-4170-350	BOARD OF ELECTIONS- MAINT & REPAIR- EQUI	752.20	1,500.00	193.50	193.50	0.00	1,306.50	13
10-4170-360	CONTRACTED SERVICES	16,857.50	19,360.00	11,849.25	11,849.25	0.00	7,510.75	61
10-4170-370	BOARD OF ELECTIONS- PRINTING	6,012.51	11,000.00	0.00	0.00	0.00	11,000.00	0
10-4170-380	ADVERTISING	643.50	1,000.00	0.00	0.00	0.00	1,000.00	0
10-4170-390	BOARD OF ELECTIONS- DUES & SUBSCRIPTIONS	60.00	180.00	0.00	0.00	0.00	180.00	0
	4170 BOARD OF ELECTIONS:	144,319.07	176,704.00	20,745.25	20,745.25	0.00	155,958.75	12
10-4180-000	REGISTER OF DEEDS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4180-010	REGISTER- OF- DEEDS- S & W- REGULAR	79,970.31	82,612.00	6,731.25	6,731.25	0.00	75,880.75	8
10-4180-030	REGISTER OF DEEDS- S & W- PART-TIME	4,706.40	8,000.00	939.94	939.94	0.00	7,060.06	12
10-4180-040	SALARIES & WAGES-LONGEVITY	1,033.74	1,059.00	0.00	0.00	0.00	1,059.00	0
10-4180-090	REGISTER- OF- DEEDS- FICA TAX EXPENSE	6,334.82	6,914.00	550.61	550.61	0.00	6,363.39	8
10-4180-100	REGISTER- OF- DEEDS- RETIREMENT	15,431.24	18,077.00	1,282.30	1,282.30	0.00	16,794.70	7
10-4180-101	REGISTER OF DEEDS- 401(K) CONTRIB.	2,399.13	2,712.00	201.94	201.94	0.00	2,510.06	7
10-4180-102	REGISTER OF DEEDS- REG DS SUPPLEMENTAL R	776.71	1,000.00	0.00	0.00	0.00	1,000.00	0
10-4180-130	REGISTER OF DEEDS- UNEMPLOYMENT INS.	0.00	592.00	0.00	0.00	0.00	592.00	0
10-4180-140	REGISTER OF DEEDS- WORKMAN'S COMP	502.00	550.00	458.00	458.00	0.00	92.00	83
10-4180-180	REGISTER- OF- DEEDS- GROUP INS.	15,926.40	15,981.00	1,258.37	1,258.37	0.00	14,722.63	8
10-4180-260	REGISTER-OF-DEEDS-DEPARTMENTAL SUPPLIES	5,565.76	6,000.00	313.35	313.35	0.00	5,686.65	5
10-4180-310	REGISTER- OF- DEEDS- TRAVEL	0.00	200.00	0.00	0.00	0.00	200.00	0
10-4180-315	TRAINING	547.00	2,500.00	0.00	0.00	0.00	2,500.00	0
10-4180-320	REGISTER- OF- DEEDS- COMMUNICATIONS	487.91	600.00	0.00	0.00	0.00	600.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4180-330	POSTAGE	117.65	200.00	0.00	0.00	0.00	200.00	0
10-4180-350	REGISTER- OF- DEEDS- MAINT AND REPAIR EQ	481.20	2,500.00	96.25	96.25	0.00	2,403.75	4
10-4180-390	REGISTER- OF- DEEDS- DUES AND SUBSCRIPTI	375.00	500.00	50.00	50.00	0.00	450.00	10
10-4180-600	REGISTER OF DEEDS- CONTRACTED SERVICES	12,875.00	13,000.00	0.00	0.00	0.00	13,000.00	0
	4180 REGISTER OF DEEDS:	147,530.27	162,997.00	11,882.01	11,882.01	0.00	151,114.99	7
10-4210-000	INFORMATION TECHNOLOGY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4210-010	INFO. TECH- S & W- REGULAR	53,801.38	53,911.00	4,492.58	4,492.58	0.00	49,418.42	8
10-4210-040	SALARIES & WAGES-LONGEVITY	1,617.33	1,617.00	0.00	0.00	0.00	1,617.00	0
10-4210-090	INFO. TECH- FICA TAX EXPENSE	3,617.65	4,248.00	292.45	292.45	0.00	3,955.55	7
10-4210-100	INFO. TECH- RETIREMENT	10,557.30	11,106.00	855.84	855.84	0.00	10,250.16	8
10-4210-101	INFO. TECH- 401(K) CONTRIB.	1,614.07	1,666.00	134.78	134.78	0.00	1,531.22	8
10-4210-130	INFO. TECH- UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	0.00	296.00	0
10-4210-140	INFO. TECH- WORKMAN'S COMP	314.00	338.00	285.00	285.00	0.00	53.00	84
10-4210-180	INFO. TECH- CONTRACTED SERVICES	14,094.20	22,000.00	0.00	0.00	0.00	22,000.00	0
10-4210-181	INFO. TECH- GROUP INS.	10,015.80	10,013.00	798.32	798.32	0.00	9,214.68	8
10-4210-200	INFO. TECH- DEPARTMENTAL SUPPLIES	1,378.37	1,500.00	0.00	0.00	0.00	1,500.00	0
10-4210-310	INFO. TECH- TRAVEL	91.50	100.00	0.00	0.00	0.00	100.00	0
10-4210-315	TRAINING	948.12	2,000.00	0.00	0.00	0.00	2,000.00	0
10-4210-320	INFO. TECH- COMMUNICATIONS	2,880.92	500.00	27.88	27.88	0.00	472.12	6
10-4210-330	POSTAGE	50.22	100.00	0.00	0.00	0.00	100.00	0
10-4210-350	INFO. TECH- MAINT. & REPAIR- EQUIPMENT	24,640.30	32,000.00	3,390.84	3,390.84	0.00	28,609.16	11
10-4210-550	INFO. TECH- CAPITAL OUTLAY EQUIPMENT	17,502.05	30,000.00	0.00	0.00	0.00	30,000.00	0
	4210 INFORMATION TECHNOLOGY:	143,123.21	171,395.00	10,277.69	10,277.69	0.00	161,117.31	6
10-4260-000	BUILDINGS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4260-440	CONTRACT SERVICES-COURTHOUSE SECURITY	65,410.30	74,000.00	0.00	0.00	0.00	74,000.00	0
10-4260-550	BUILDINGS- PUBLIC DEFENDER HOUSING	4,452.00	4,452.00	0.00	0.00	0.00	4,452.00	0
10-4260-554	PROBATION & PAROLE-FORBES	16,689.33	8,000.00	1,250.00	1,250.00	0.00	6,750.00	16
10-4260-555	SMART START LEASE ASSISTANCE	4,200.00	4,200.00	0.00	0.00	0.00	4,200.00	0
10-4260-556	CIP ROOF REPAIRS/REPLACEMENT RESERVE	0.00	120,000.00	0.00	0.00	0.00	120,000.00	0
10-4260-558	CIP HVAC REPAIRS/REPALCEMENTS RESERVES	0.00	35,000.00	0.00	0.00	0.00	35,000.00	0
	4260 BUILDINGS:	90,751.63	245,652.00	1,250.00	1,250.00	0.00	244,402.00	1
10-4265-000	FACILITY SERVICES:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4265-010	FACILITY SERVICES- S & W- REGULAR	183,362.89	194,952.00	16,171.32	16,171.32	0.00	178,780.68	8
10-4265-040	SALARIES & WAGES-LONGEVITY	2,607.44	0.00	0.00	0.00	0.00	0.00	0

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10-4265-090	FACILITY SERVICES- FICA TAX EXPENSE	13,457.19	14,914.00	1,218.15	1,218.15	0.00	13,695.85	8
10-4265-100	FACILITY SERVICES- RETIREMENT	35,427.41	38,990.00	3,080.64	3,080.64	0.00	35,909.36	8
10-4265-101	FACILITY SERVICES- 401(K) CONTRIB.	4,135.04	5,849.00	426.98	426.98	0.00	5,422.02	7
10-4265-130	FACILITY SERVICES- UNEMPLOYMENT INS.	0.00	1,776.00	0.00	0.00	0.00	1,776.00	0
10-4265-140	FACILITY SERVICES- WORKMAN'S COMP	9,735.00	15,170.00	12,810.00	12,810.00	0.00	2,360.00	84
10-4265-181	FACILITY SERVICES- GROUP INS.	47,163.02	47,781.00	3,774.34	3,774.34	0.00	44,006.66	8
10-4265-200	FACILITY SERVICES- DEPT SUPPLIES & MATER	20,793.28	18,000.00	149.51	149.51	0.00	17,850.49	1
10-4265-201	CLERK OF COURT DEPARTMENTAL SUPPLIES	1,630.69	1,700.00	0.00	0.00	0.00	1,700.00	0
10-4265-202	CLERK OF COURT-MAINT & REPAIR-BUILDING	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
10-4265-203	CLERK OF COURT-CAPITAL OUTLAY	7,258.00	0.00	0.00	0.00	0.00	0.00	0
10-4265-215	FACILITY SERVICES- MAINT AND REPAIR BLDG	64,381.31	80,000.00	70.00	70.00	0.00	79,930.00	0
10-4265-230	FACILITY SERVICES- DEPT SUPPLIES-SAFETY	1,746.05	4,000.00	59.95	59.95	0.00	3,940.05	2
10-4265-250	FACILITY SERVICES-SUPPLIES-VEHICLE	2,046.80	4,000.00	0.00	0.00	0.00	4,000.00	0
10-4265-256	FACILITY SERVICES- INSURANCE CLAIMS	66,729.55	0.00	0.00	0.00	0.00	0.00	0
10-4265-320	FACILITY SERVICES- COMMUNICATIONS	5,266.51	8,000.00	238.28	238.28	0.00	7,761.72	3
10-4265-325	POSTAGE	0.00	100.00	0.00	0.00	0.00	100.00	0
10-4265-330	FACILITY SERVICES- UTILITIES-ELECTRICITY	96,333.96	100,000.00	167.96	167.96	0.00	99,832.04	0
10-4265-331	UTILITIES-FUEL/GAS	9,408.17	13,000.00	0.00	0.00	0.00	13,000.00	0
10-4265-332	UTILITIES-WATER	36,533.70	35,000.00	0.00	0.00	0.00	35,000.00	0
10-4265-355	MAINT & REPAIR-VEHICLES	685.37	2,000.00	0.00	0.00	0.00	2,000.00	0
10-4265-440	CONTRACTED SERVICES-MOWING	19,444.50	17,000.00	1,250.00	1,250.00	0.00	15,750.00	7
10-4265-540	FACILITIES- CAPITAL OUTLAY - EQUIPMENT	25,298.00	0.00	0.00	0.00	0.00	0.00	0
10-4265-551	MAINT AGREEMENTS-COMMANDER SOFTWARE	1,533.00	1,800.00	1,790.00	1,790.00	0.00	10.00	99
10-4265-601	CONTRACTED SERVICES-SECURITY SYSTEM	1,816.39	2,500.00	729.00	729.00	0.00	1,771.00	29
10-4265-602	CONTRACTED SERVICES-EXTERMINATING	7,284.00	7,200.00	0.00	0.00	0.00	7,200.00	0
10-4265-603	CONTRACTED SERVICES-ELEVATOR	51,143.00	11,218.00	2,654.51	2,654.51	0.00	8,563.49	24
10-4265-604	CONTRACTED SERVICES-REPUBLIC	8,700.11	12,000.00	0.00	0.00	0.00	12,000.00	0
10-4265-605	CONTRACTED SERVICES-FIRE EXT	4,177.85	3,500.00	0.00	0.00	0.00	3,500.00	0
	4265 FACILITY SERVICES:	728,098.23	643,450.00	44,590.64	44,590.64	0.00	598,859.36	7
10-4310-000	SHERIFF:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4310-010	SHERIFF- S & W- REGULAR	688,372.58	825,286.00	48,083.04	48,083.04	0.00	777,202.96	6
10-4310-030	SHERIFF- SALARIES AND WAGES PART-TIME	12,894.87	23,000.00	1,112.64	1,112.64	0.00	21,887.36	5
10-4310-031	SALARIES & WAGES-OVERTIME	5,825.57	0.00	0.00	0.00	0.00	0.00	0
10-4310-040	SALARIES & WAGES-LONGEVITY	3,384.66	4,566.00	0.00	0.00	0.00	4,566.00	0
10-4310-090	SHERIFF- FICA TAX EXPENSE	51,418.36	64,366.00	3,552.05	3,552.05	0.00	60,813.95	6
10-4310-100	SHERIFF- RETIREMENT	136,221.66	175,543.00	9,348.97	9,348.97	0.00	166,194.03	5
10-4310-101	SHERIFF- 401K CONTRIB.	32,584.58	40,874.00	2,221.00	2,221.00	0.00	38,653.00	5
10-4310-102	SHERIFF-SUPPLEMENTAL PENSION FUND	644.91	1,700.00	0.00	0.00	0.00	1,700.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4310-130	SHERIFF- UNEMPLOYMENT INS.	0.00	5,328.00	0.00	0.00	0.00	5,328.00	0
10-4310-140	SHERIFF- WORKMAN'S COMP	44,882.00	54,697.00	51,478.00	51,478.00	0.00	3,219.00	94
10-4310-180	SHERIFF- PROFESSIONAL SERVICES	7,744.50	10,000.00	0.00	0.00	0.00	10,000.00	0
10-4310-181	SHERIFF- GROUP INS.	118,813.09	146,079.00	7,712.68	7,712.68	0.00	138,366.32	5
10-4310-210	SHERIFF- UNIFORMS	6,355.84	10,000.00	0.00	0.00	0.00	10,000.00	0
10-4310-250	SHERIFF- SUPPLIES-VEHCILE	61,789.54	65,000.00	0.00	0.00	0.00	65,000.00	0
10-4310-260	SHERIFF- DEPARTMENTAL SUPPLIES	12,970.46	16,500.00	200.00	200.00	0.00	16,300.00	1
10-4310-270	SERVICE AWARDS	50.00	235.00	0.00	0.00	0.00	235.00	0
10-4310-310	SHERIFF- TRAVEL	4,907.64	2,500.00	0.00	0.00	0.00	2,500.00	0
10-4310-315	TRAINING	1,425.23	3,000.00	0.00	0.00	0.00	3,000.00	0
10-4310-320	SHERIFF- COMMUNICATIONS	11,378.09	13,400.00	849.97	849.97	0.00	12,550.03	6
10-4310-330	POSTAGE	1,858.84	2,000.00	0.00	0.00	0.00	2,000.00	0
10-4310-350	SHERIFF- MAINT. & REPAIR EQUIPMENT	232.16	2,000.00	0.00	0.00	0.00	2,000.00	0
10-4310-355	SHERIFF- MAINT.- VEHICLE	23,821.48	30,000.00	0.00	0.00	0.00	30,000.00	0
10-4310-370	SHERIFF- PRINTING	0.00	200.00	0.00	0.00	0.00	200.00	0
10-4310-380	ADVERTISING	0.00	200.00	0.00	0.00	0.00	200.00	0
10-4310-390	SHERIFF- DUES & SUBSCRIPTIONS	218.01	400.00	159.44	159.44	0.00	240.56	40
10-4310-392	SHERIFF- UNDERCOVER INVESTIGATIONS	3,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0
10-4310-412	MAINT AGREEMENT-FINGERPRINT MACHINE	3,647.00	3,750.00	0.00	0.00	0.00	3,750.00	0
10-4310-413	LEASE-BUILDING	825.00	840.00	0.00	0.00	0.00	840.00	0
10-4310-414	MAINT AGREEMENTS-HRMS & QTR MASTER	1,298.00	1,310.00	1,310.00	1,310.00	0.00	0.00	100
10-4310-415	MAINT AGREEMENTS-RMS & RAMBLER	4,878.00	4,878.00	4,878.00	4,878.00	0.00	0.00	100
10-4310-417	LEASE - ANKLE MONITORING DEVICES	1,611.75	3,000.00	0.00	0.00	0.00	3,000.00	0
10-4310-540	CAPITAL OUTLAY VEHICLES	0.00	108,000.00	0.00	0.00	0.00	108,000.00	0
10-4310-550	SHERIFF- CAPITAL OUTLAY - EQUIPMENT	165,770.76	29,000.00	0.00	0.00	0.00	29,000.00	0
10-4310-600	SHERIFF- ANIMAL CONTROL	8,854.01	11,000.00	0.00	0.00	0.00	11,000.00	0
10-4310-602	SHERIFF-ABC BOARD FUNDING	960.00	2,400.00	0.00	0.00	0.00	2,400.00	0
10-4310-603	SHERIFF DONATIONS-PURCHASE OF K-9	2,826.76	0.00	0.00	0.00	0.00	0.00	0
10-4310-604	SHERIFF-COUNTY CONTRIB-PURCHASE OF K-9	1,083.85	1,500.00	0.00	0.00	0.00	1,500.00	0
10-4310-612	GUN PERMITS-STATE PORTION	8,115.00	0.00	0.00	0.00	0.00	0.00	0
10-4310-650	SHERIFF-DONATIONS	465.25	0.00	0.00	0.00	0.00	0.00	0
10-4310-899	GRANT - ICAC	18,683.73	0.00	0.00	0.00	0.00	0.00	0
	4310 SHERIFF:	1,449,813.18	1,669,552.00	130,905.79	130,905.79	0.00	1,538,646.21	8
10-4311-000	SRO - WASHINGTON COUNTY UNION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4311-010	SRO- WASH CO UNION-S & W- REGULAR	40,114.25	45,123.00	3,714.33	3,714.33	0.00	41,408.67	8
10-4311-040	SRO-UNION-LONGEVITY	0.00	446.00	0.00	0.00	0.00	446.00	0
10-4311-090	SRO- WASH CO UNION- FICA TAX EXPENSE	3,022.84	3,486.00	280.32	280.32	0.00	3,205.68	8
10-4311-100	SRO- WASH CO UNION- RETIREMENT EXPENSE	7,994.78	9,537.00	740.27	740.27	0.00	8,796.73	8

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4311-101	SRO- WASH CO UNION- 401(K) CONTRIB.	2,005.71	2,278.00	185.72	185.72	0.00	2,092.28	8
10-4311-130	SRO - WASH CO UNION- UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	0.00	296.00	0
10-4311-140	SRO- WASH CO UNION- WORKMAN'S COMP EXPEN	2,388.00	3,130.00	2,643.00	2,643.00	0.00	487.00	84
10-4311-180	SRO- WASH CO UNION- GROUP INS.	7,980.00	8,005.00	632.14	632.14	0.00	7,372.86	8
10-4311-210	SRO- WASH CO UNION- UNIFORMS	0.00	500.00	0.00	0.00	0.00	500.00	0
10-4311-250	MAINTENANCE & REPAIR-VEHICLE	2,837.40	3,500.00	0.00	0.00	0.00	3,500.00	0
10-4311-260	SRO- WASH CO UNION-DEPARTMENTAL SUPPLIES	182.86	200.00	0.00	0.00	0.00	200.00	0
10-4311-270	SRO-WAS CO UNION-SERVICE AWARDS	0.00	50.00	0.00	0.00	0.00	50.00	0
10-4311-310	SRO- WASH CO UNION- TRAVEL	2,420.74	2,000.00	1,467.59	1,467.59	0.00	532.41	73
10-4311-315	TRAINING	0.00	500.00	0.00	0.00	0.00	500.00	0
	4311 SRO - WASHINGTON COUNTY UNION:	68,946.58	79,051.00	9,663.37	9,663.37	0.00	69,387.63	12
10-4313-000	SRO- CRESWELL:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4313-010	SRO- CRESWELL-S & W- REGULAR	0.00	40,400.00	0.00	0.00	0.00	40,400.00	0
10-4313-090	SRO- CRESWELL- FICA TAX EXPENSE	0.00	3,090.00	0.00	0.00	0.00	3,090.00	0
10-4313-100	SRO- CRESWELL- RETIREMENT	0.00	8,456.00	0.00	0.00	0.00	8,456.00	0
10-4313-101	SRO- CRESWELL- 401K CONTRIB.	0.00	2,020.00	0.00	0.00	0.00	2,020.00	0
10-4313-130	SRO - CRESWELL- UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	0.00	296.00	0
10-4313-140	SRO- CRESWELL- WORKMAN'S COMP	2,388.00	2,775.00	2,617.00	2,617.00	0.00	158.00	94
10-4313-180	SRO- CRESWELL- GROUP INS.S	0.00	7,990.00	0.00	0.00	0.00	7,990.00	0
10-4313-210	SRO- CRESWELL- UNIFORMS	0.00	500.00	0.00	0.00	0.00	500.00	0
10-4313-250	MAINTENANCE & REPAIR-VEHICLE	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
10-4313-260	SRO- CRESWELL- DEPARTMENTAL SUPPLIES	0.00	200.00	0.00	0.00	0.00	200.00	0
10-4313-310	SRO- CRESWELL- TRAVEL	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
10-4313-315	TRAINING	0.00	500.00	0.00	0.00	0.00	500.00	0
	4313 SRO- CRESWELL:	2,388.00	71,727.00	2,617.00	2,617.00	0.00	69,110.00	4
10-4314-000	SRO- PLYMOUTH HIGH:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4314-010	SRO - PLYMOUTH HIGH-S & W- REGULAR	36,525.34	45,123.00	0.00	0.00	0.00	45,123.00	0
10-4314-090	SRO - PLYMOUTH HIGH- FICA TAX	2,755.94	3,452.00	0.00	0.00	0.00	3,452.00	0
10-4314-100	SRO - PLYMOUTH HIGH- RETIREMENT MATCH	7,279.50	9,444.00	0.00	0.00	0.00	9,444.00	0
10-4314-101	SRO - PLYMOUTH HIGH- 401K CONTRIBUTIONS	1,826.25	2,256.00	0.00	0.00	0.00	2,256.00	0
10-4314-130	SRO - PLYMOUTH HIGH- UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	0.00	296.00	0
10-4314-140	SRO - PLYMOUTH HIGH- WORKMAN'S COMP	2,189.00	3,099.00	2,343.00	2,343.00	0.00	756.00	76
10-4314-180	SRO - PLYMOUTH HIGH- GROUP INS.	6,712.90	8,005.00	0.00	0.00	0.00	8,005.00	0
10-4314-210	SRO - PLYMOUTH HIGH- UNIFORMS	0.00	500.00	0.00	0.00	0.00	500.00	0
10-4314-250	MAINT & REPAIR - VEHICLE	1,728.47	3,500.00	0.00	0.00	0.00	3,500.00	0
10-4314-260	DEPARTMENTAL SUPPLIES	167.38	200.00	0.00	0.00	0.00	200.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4314-310	SRO- TRAVEL	1,286.48	2,000.00	0.00	0.00	0.00	2,000.00	0
10-4314-315	TRAINING	0.00	500.00	0.00	0.00	0.00	500.00	0
	4314 SRO- PLYMOUTH HIGH:	60,471.26	78,375.00	2,343.00	2,343.00	0.00	76,032.00	3
10-4320-000	DETENTION CENTER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4320-010	DETENTION CENTER- S & W - REGULAR	276,703.56	390,354.00	21,451.59	21,451.59	0.00	368,902.41	6
10-4320-030	SALARIES & WAGE - OVERTIME	64,404.10	50,000.00	6,646.07	6,646.07	0.00	43,353.93	13
10-4320-031	DETENTION CENTER - S&W PARTTIME	26,922.65	31,000.00	5,064.55	5,064.55	0.00	25,935.45	16
10-4320-040	SALARIES & WAGES - LONGEVITY	2,348.65	2,714.00	0.00	0.00	0.00	2,714.00	0
10-4320-090	DETENTION CENTER- FICA TAX EXPENSE	27,203.46	36,266.00	2,461.41	2,461.41	0.00	33,804.59	7
10-4320-100	DETENTION CENTER- RETIREMENT	65,244.53	94,814.00	5,352.61	5,352.61	0.00	89,461.39	6
10-4320-101	DETENTION CENTER- 401(K) CONTRIB.	6,534.74	14,222.00	599.67	599.67	0.00	13,622.33	4
10-4320-130	DETENTION CENTER- UNEMPLOYMENT INS.	0.00	3,848.00	0.00	0.00	0.00	3,848.00	0
10-4320-140	DETENTION CENTER- WORKMAN'S COMP	21,634.00	32,559.00	27,493.00	27,493.00	0.00	5,066.00	84
10-4320-181	DETENTION CENTER- GROUP INS.	69,040.56	103,421.00	5,028.15	5,028.15	0.00	98,392.85	5
10-4320-185	TRAVEL	502.43	2,500.00	36.00	36.00	0.00	2,464.00	1
10-4320-190	DETENTION CENTER- TRAINING	2,462.16	5,000.00	180.00	180.00	0.00	4,820.00	4
10-4320-200	DETENTION CENTER- DEPARTMENTAL SUPPLIES	18,562.87	15,000.00	607.53	607.53	0.00	14,392.47	4
10-4320-210	DETENTION CENTER- UNIFORMS	1,706.35	7,500.00	0.00	0.00	0.00	7,500.00	0
10-4320-244	CONTRACTED SERVICES-SOUTHERN HEALTH PART	128,944.85	145,000.00	22,107.52	22,107.52	0.00	122,892.48	15
10-4320-247	DETENTION CENTER- FOOD & PROVISIONS	73,214.40	85,000.00	6,469.55	6,469.55	0.00	78,530.45	8
10-4320-270	SERVICE AWARDS	125.00	175.00	0.00	0.00	0.00	175.00	0
10-4320-290	SUPPLIES & MATERIALS-HYGIENE	3,363.73	3,000.00	0.00	0.00	0.00	3,000.00	0
10-4320-299	DETENTION CENTER- LAUNDRY & DRY CLEANING	6,314.42	7,500.00	357.00	357.00	0.00	7,143.00	5
10-4320-320	DETENTION CENTER- COMMUNICATIONS	662.77	1,200.00	25.00	25.00	0.00	1,175.00	2
10-4320-330	POSTAGE	89.49	300.00	0.00	0.00	0.00	300.00	0
10-4320-350	DETENTION CENTER- MAINT & REPAIR- EQUIP	12,960.92	20,000.00	0.00	0.00	0.00	20,000.00	0
10-4320-550	DETENTION CENTER- CAPITAL OUTLAY- EQUIPM	19,347.36	50,000.00	0.00	0.00	0.00	50,000.00	0
10-4320-600	DETENTION CENTER- CONTRACTED SERVICES	96,188.06	110,000.00	0.00	0.00	0.00	110,000.00	0
10-4320-601	CONTRACTED SERVICES-OPTUM	2,937.60	3,700.00	3,021.84	3,021.84	0.00	678.16	82
10-4320-602	MAINTENANCE AGREEMENTS-SOUTHERN SOFTWARE	3,778.00	3,815.00	3,815.00	3,815.00	0.00	0.00	100
10-4320-603	MAINTENANCE AGREEMENTS-TOP GUARD	99.00	99.00	0.00	0.00	0.00	99.00	0
10-4320-900	GRANT-DHHS CORRECTIONS COVID19	2,865.62	0.00	0.00	0.00	0.00	0.00	0
	4320 DETENTION CENTER:	934,161.28	1,218,987.00	110,716.49	110,716.49	0.00	1,108,270.51	9
10-4330-000	EMERGENCY MANAGEMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4330-010	EMERGENCY MGMT - S & W- REGULAR	55,515.04	55,628.00	4,635.67	4,635.67	0.00	50,992.33	8
10-4330-090	EMERGENCY MGMT - FICA TAX EXPENSE	3,498.23	4,255.00	292.83	292.83	0.00	3,962.17	7

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4330-100	EMERGENCY MGMT - RETIREMENT	10,575.67	11,126.00	883.10	883.10	0.00	10,242.90	8
10-4330-101	EMERGENCY MGMT - 401(K) CONTRIB.	1,665.45	1,669.00	139.07	139.07	0.00	1,529.93	8
10-4330-130	EMERGENCY MGMT - UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	0.00	296.00	0
10-4330-140	EMERGENCY MGMT - WORKMAN'S COMP	2,073.00	2,752.00	2,340.00	2,340.00	0.00	412.00	85
10-4330-180	EMERGENCY MGMT - GROUP INS.	8,036.64	8,040.00	633.39	633.39	0.00	7,406.61	8
10-4330-250	MAINTENANCE & REPAIR - VEHICLE	1,096.91	2,000.00	0.00	0.00	0.00	2,000.00	0
10-4330-260	EMERGENCY MGMT - DEPARTMENTAL SUPPLIES	6,763.94	5,000.00	0.00	0.00	0.00	5,000.00	0
10-4330-270	EMERGENCY MGMT - GENERATOR FUEL	2,559.01	2,400.00	0.00	0.00	0.00	2,400.00	0
10-4330-310	EMERGENCY MGMT - TRAVEL	2,720.06	2,500.00	0.00	0.00	0.00	2,500.00	0
10-4330-315	TRAINING	780.46	3,000.00	0.00	0.00	0.00	3,000.00	0
10-4330-320	EMERGENCY MGMT - COMMUNICATIONS	2,196.50	4,750.00	0.00	0.00	0.00	4,750.00	0
10-4330-330	POSTAGE	86.90	150.00	0.00	0.00	0.00	150.00	0
10-4330-350	EMERGENCY MGMT - MAINT. & REPAIR- EQUI	4,596.01	9,000.00	0.00	0.00	0.00	9,000.00	0
10-4330-370	EMERGENCY MGMT - PRINTING	235.52	350.00	0.00	0.00	0.00	350.00	0
10-4330-380	ADVERTISING	155.53	350.00	0.00	0.00	0.00	350.00	0
10-4330-390	EMERGENCY MGMT - DUES & SUBSCRIPTIONS	2,142.00	2,200.00	1,500.00	1,500.00	0.00	700.00	68
10-4330-400	EM DONATIONS-EMERGENCY RESPONSE BANQUET	0.00	5,442.00	0.00	0.00	0.00	5,442.00	0
10-4330-401	DONATIONS - EMERGENCY MANAGEMENT	772.50	0.00	0.00	0.00	0.00	0.00	0
10-4330-540	EMERGENCY MGMT - CAPITAL OUTLAY- VEHIC	6,515.98	0.00	0.00	0.00	0.00	0.00	0
10-4330-600	EMERGENCY MGMT - CONTRACTED SERVICES	0.00	8,500.00	0.00	0.00	0.00	8,500.00	0
10-4330-706	EMPG-ARPA	11,068.00	0.00	0.00	0.00	0.00	0.00	0
10-4330-707	GRANT-EM CAPACITY BLDG COMPETITIVE GRT	76,791.30	0.00	0.00	0.00	0.00	0.00	0
10-4330-995	MAINTENANCE AGREEMENTS - HYPER REACH	1,945.00	1,945.00	0.00	0.00	0.00	1,945.00	0
	4330 EMERGENCY MANAGEMENT:	201,789.65	131,353.00	10,424.06	10,424.06	0.00	120,928.94	8
10-4340-000	FIRE PROTECTION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4340-991	PLYMOUTH VFD-OPERATIONAL	122,182.00	129,259.00	10,771.58	10,771.58	0.00	118,487.42	8
10-4340-992	ROPER VFD-OPERATIONAL	78,170.00	81,727.00	6,810.58	6,810.58	0.00	74,916.42	8
10-4340-993	CRESWELL VFD-OPERATIONAL	50,909.00	51,685.00	4,307.08	4,307.08	0.00	47,377.92	8
10-4340-994	MCVFD-OPERATIONAL	58,270.00	58,309.00	4,859.08	4,859.08	0.00	53,449.92	8
10-4340-995	LAKE PHELPS VFD-OPERATIONAL	45,996.00	46,034.00	3,836.16	3,836.16	0.00	42,197.84	8
10-4340-996	PUNGO VFD-OPERATIONAL	20,282.00	23,750.00	1,979.16	1,979.16	0.00	21,770.84	8
10-4340-997	PINETOWN/LONG ACRE VFD	8,178.00	8,188.00	682.33	682.33	0.00	7,505.67	8
10-4340-998	CRESWELL VFD-WELL-CIP	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0
	4340 FIRE PROTECTION:	383,987.00	438,952.00	33,245.97	33,245.97	0.00	405,706.03	8
10-4345-000	FORESTRY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4345-991	FORESTRY MATCH (35%)	92,260.42	94,891.00	0.00	0.00	0.00	94,891.00	0

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	4915 GEOGRAPHIC INFORMATION SYSTEMS:	14,785.81	11,017.00	0.00	0.00	0.00	11,017.00	0
10-5110-000	DISTRICT HEALTH	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5110-991	MTW HEALTH DEPARTMENT	219,281.00	219,281.00	18,273.41	18,273.41	0.00	201,007.59	8
10-5110-993	2ND DIST DRUG COURT COORDINATOR POSITION	64,497.75	89,238.00	0.00	0.00	0.00	89,238.00	0
	5110 DISTRICT HEALTH	283,778.75	308,519.00	18,273.41	18,273.41	0.00	290,245.59	6
10-5150-000	SENIOR CITIZENS CENTER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5150-010	SENIOR CITIZENS CENT- S & W- REGULAR	91,442.96	93,905.00	14,036.31	14,036.31	0.00	79,868.69	15
10-5150-040	SALARIES & WAGES-LONGEVITY	1,059.88	1,040.00	461.64	461.64	0.00	578.36	44
10-5150-090	SENIOR CITIZENS CENT- FICA TAX EXPENSE	6,824.15	7,263.00	1,083.10	1,083.10	0.00	6,179.90	15
10-5150-100	SENIOR CITIZENS CENT- RETIREMENT	17,621.82	18,989.00	2,761.87	2,761.87	0.00	16,227.13	15
10-5150-101	SENIOR CITIZENS CENT- 401(K) CONTRIB.	2,743.28	2,848.00	421.09	421.09	0.00	2,426.91	15
10-5150-130	SENIOR CITIZENS CTR- WORKMAN'S COMP	1,869.00	1,430.00	1,233.00	1,233.00	0.00	197.00	86
10-5150-131	SENIOR CENTER- UNEMPLOYMENT INS.	0.00	856.00	0.00	0.00	0.00	856.00	0
10-5150-180	SENIOR CITIZENS CENT- GROUP INS.	23,139.24	23,879.00	2,512.31	2,512.31	0.00	21,366.69	11
10-5150-247	APPROPRIATION-ALBEMARLE NUTRITION	47,807.00	47,807.00	0.00	0.00	0.00	47,807.00	0
10-5150-257	DEPARTMENT SUPPLIES-CRAFTS/CERAMICS	1,803.29	3,500.00	0.00	0.00	0.00	3,500.00	0
10-5150-260	DEPARTMENTAL SUPPLIES	2,026.49	3,000.00	794.41	794.41	0.00	2,205.59	26
10-5150-280	POSTAGE	86.07	300.00	0.00	0.00	0.00	300.00	0
10-5150-310	SENIOR CITIZENS CTR- TRAVEL	3,364.23	3,000.00	0.00	0.00	0.00	3,000.00	0
10-5150-315	TRAINING	358.95	3,500.00	582.50	582.50	0.00	2,917.50	17
10-5150-320	SENIOR CITIZENS CENT- COMMUNICATIONS	864.86	1,000.00	12.50	12.50	0.00	987.50	1
10-5150-330	UTILITIES-GAS	6,492.78	9,000.00	0.00	0.00	0.00	9,000.00	0
10-5150-350	SENIOR CENTER- MAINT & REPAIR- BUILDING	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
10-5150-351	SENIOR CENTER- MAINT & REPAIR - EQUIP	501.00	1,500.00	0.00	0.00	0.00	1,500.00	0
10-5150-370	TRAVEL-SENIOR GAMES	0.00	300.00	0.00	0.00	0.00	300.00	0
10-5150-380	SENIOR CENTER TRIPS	3,069.24	0.00	0.00	0.00	0.00	0.00	0
10-5150-390	SENIOR CENTER-DUES & SUBSCRIPTIONS	3,596.74	2,100.00	120.00	120.00	0.00	1,980.00	6
10-5150-600	SENIOR CITIZENS CTR- CONTRACTED SERVICES	3,415.00	4,000.00	0.00	0.00	0.00	4,000.00	0
10-5150-601	CONTRACTED SERVICES - SCHEDULING SYSTEM	900.00	900.00	0.00	0.00	0.00	900.00	0
10-5150-650	SENIOR CENTER DONATIONS	432.57	0.00	0.00	0.00	0.00	0.00	0
	5150 SENIOR CITIZENS CENTER:	219,418.55	231,617.00	24,018.73	24,018.73	0.00	207,598.27	10
10-5155-000	VETERAN SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5155-140	WORKMAN'S COMP	58.00	0.00	0.00	0.00	0.00	0.00	0
10-5155-320	VETERAN SERVICE OFFC- COMMUNICATIONS	254.16	600.00	0.00	0.00	0.00	600.00	0

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	5155 VETERAN SERVICE:	312.16	600.00	0.00	0.00	0.00	600.00	0
10-5310-000	SOCIAL SERVICES- ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5310-010	SALARIES & WAGES-BOARD	1,300.00	1,500.00	125.00	125.00	0.00	1,375.00	8
10-5310-011	SS ADMIN.- S & W- REGULAR	2,018,230.31	2,194,520.00	167,777.19	167,777.19	0.00	2,026,742.81	8
10-5310-013	SALARIES & WAGES-LONGEVITY	16,846.25	19,351.00	0.00	0.00	0.00	19,351.00	0
10-5310-030	LEGAL - IV-D	17,367.75	25,000.00	542.75	542.75	0.00	24,457.25	2
10-5310-090	SS ADMIN.- FICA TAX	148,999.62	169,361.00	12,242.53	12,242.53	0.00	157,118.47	7
10-5310-100	SS ADMIN.- RETIREMENT	386,910.90	442,774.00	31,592.37	31,592.37	0.00	411,181.63	7
10-5310-101	SS ADMIN.- 401(K) CONTRIB.	55,255.56	66,416.00	4,722.13	4,722.13	0.00	61,693.87	7
10-5310-130	HUMAN SERVICES- UNEMPLOYMENT INS.	0.00	16,512.00	0.00	0.00	0.00	16,512.00	0
10-5310-140	SS ADMIN.- WORKMAN'S COMP	43,634.00	52,715.00	44,518.00	44,518.00	0.00	8,197.00	84
10-5310-180	LEGAL-PROTECTIVE SERVICES	29,388.38	45,000.00	0.00	0.00	0.00	45,000.00	0
10-5310-181	SS ADMIN.- GROUP INS.	413,125.12	466,869.00	31,969.49	31,969.49	0.00	434,899.51	7
10-5310-250	MAINT & REPAIR - VEHICLE	9,747.90	7,500.00	0.00	0.00	0.00	7,500.00	0
10-5310-257	SS ADMIN.- COUNTY GENERAL ASSISTANCE	9,421.44	5,000.00	100.00	100.00	0.00	4,900.00	2
10-5310-258	DSS COMMUNITY DONATIONS-CHRISTMAS	1,296.25	0.00	0.00	0.00	0.00	0.00	0
10-5310-259	DSS COMMUNITY DONATIONS-FOSTER CHILDREN	294.83	0.00	0.00	0.00	0.00	0.00	0
10-5310-260	DEPARTMENTAL SUPPLIES	54,749.24	45,000.00	466.51	466.51	0.00	44,533.49	1
10-5310-268	FOOD STAMPS DIRECT CHARGE	4,307.38	5,500.00	0.00	0.00	0.00	5,500.00	0
10-5310-270	SERVICE AWARDS	885.00	600.00	0.00	0.00	0.00	600.00	0
10-5310-310	TRAVEL	4,607.12	8,000.00	41.68	41.68	0.00	7,958.32	1
10-5310-311	SS ADMIN - VEHICLE FUEL	8,078.97	9,000.00	0.00	0.00	0.00	9,000.00	0
10-5310-315	TRAINING	10,402.64	15,000.00	0.00	0.00	0.00	15,000.00	0
10-5310-320	SS ADMIN.- COMMUNICATIONS	20,046.82	25,000.00	1,635.43	1,635.43	0.00	23,364.57	7
10-5310-330	UTILITITES	23,862.20	25,000.00	0.00	0.00	0.00	25,000.00	0
10-5310-340	SS ADMIN.- POSTAGE	11,714.13	12,000.00	0.00	0.00	0.00	12,000.00	0
10-5310-350	SS ADMIN.- MAINT AND REPAIR- BLDG.	18,651.94	15,000.00	0.00	0.00	0.00	15,000.00	0
10-5310-351	SS ADMIN.- REPAIR AND MAINT- EQUIP.	2,243.27	5,500.00	0.00	0.00	0.00	5,500.00	0
10-5310-370	SS ADMIN.- ADVERTISING	2,121.49	2,000.00	0.00	0.00	0.00	2,000.00	0
10-5310-390	SS ADMIN.- DUES AND SUBSCRIPTION	9,846.45	15,000.00	1,249.00	1,249.00	0.00	13,751.00	8
10-5310-410	LEASE-EQUIPMENT	2,689.60	0.00	0.00	0.00	0.00	0.00	0
10-5310-550	SOCIAL SERVICES- CAPITAL OUTLAY- EQUIPMEN	61,465.12	128,000.00	0.00	0.00	0.00	128,000.00	0
10-5310-600	SOCIAL SERVICES- CONTRACTED SERVICES	138,796.31	95,710.00	2,802.40	2,802.40	0.00	92,907.60	3
10-5310-601	MAINT AGREEMENTS-NC CORRELS	0.00	1,300.00	0.00	0.00	0.00	1,300.00	0
10-5310-602	MAINT AGREEMENTS-INFO INC.	4,588.08	4,910.00	1,227.30	1,227.30	0.00	3,682.70	25
10-5310-605	SS ADMIN - SECURITY CONTRACT	7,062.19	25,000.00	0.00	0.00	0.00	25,000.00	0
10-5310-610	SS ADMIN.- VENDOR FEES	2,364.00	9,000.00	0.00	0.00	0.00	9,000.00	0
10-5310-611	SS FAMILY REUNIFICATION (PSYCH EVALS)	3,738.50	10,000.00	0.00	0.00	0.00	10,000.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	5310 SOCIAL SERVICES- ADMINISTRATION:	3,544,038.76	3,969,038.00	301,011.78	301,011.78	0.00	3,668,026.22	8
10-5380-000	SOCIAL SERVICES-ECONOMIC SUPPORT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5380-011	IN-HOME SERVICES (100%)	69,426.50	81,922.00	0.00	0.00	0.00	81,922.00	0
10-5380-030	SS ECONOMIC SUPPORT- CRISIS INTERVENTION	63,704.88	71,992.00	0.00	0.00	0.00	71,992.00	0
10-5380-190	WF EMPLOYMENT SERVICES	6,417.88	10,000.00	256.00	256.00	0.00	9,744.00	3
10-5380-370	TANF-EMERGENCY ASSISTANCE	24,800.00	20,000.00	0.00	0.00	0.00	20,000.00	0
10-5380-375	DSS COMMUNITY DONATIONS-MEDICAL SUPPORT	63.97	0.00	0.00	0.00	0.00	0.00	0
10-5380-376	TITLE IV-FOSTER CARE	70,186.79	135,000.00	450.00	450.00	0.00	134,550.00	0
10-5380-377	STATE FOSTER HOME CARE	30,070.62	50,000.00	0.00	0.00	0.00	50,000.00	0
10-5380-379	SS ECONOMIC SUPPORT- SPECIAL ASSISTANCE	78,555.00	97,500.00	7,055.50	7,055.50	0.00	90,444.50	7
10-5380-381	TITLE IV-E ADOPTION	14,915.23	24,150.00	1,374.52	1,374.52	0.00	22,775.48	6
10-5380-383	SPECIAL LINKS (100%)	3,982.40	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5380-384	CHILD CARE (MOE-PART OF &65K MIN)	2,892.00	20,000.00	0.00	0.00	0.00	20,000.00	0
10-5380-403	SS ECONOMIC SUPPORT- BLIND COMMISSION	2,005.16	2,500.00	0.00	0.00	0.00	2,500.00	0
10-5380-405	LIHWAP-LOW INCOME HOUSEHLD WATER ASSIST	66,808.00	0.00	0.00	0.00	0.00	0.00	0
10-5380-406	LIEAP PAYMENTS	43,600.00	50,000.00	0.00	0.00	0.00	50,000.00	0
10-5380-407	ADOPTION PROMOTIONS	1,412.98	0.00	0.00	0.00	0.00	0.00	0
10-5380-408	SS ECON SUPPORT - MEDICAID PAYBACKS	0.00	12,500.00	0.00	0.00	0.00	12,500.00	0
10-5380-409	SS ECON SUPPORT - STATE PROGRAM RETURNS	0.00	12,500.00	0.00	0.00	0.00	12,500.00	0
10-5380-410	GENERAL ASSISTANCE-FOSTER CARE CHILDREN	0.00	9,500.00	171.28	171.28	0.00	9,328.72	2
	5380 SOCIAL SERVICES-ECONOMIC SUPPORT:	478,841.41	602,564.00	9,307.30	9,307.30	0.00	593,256.70	2
10-5400-000	SOCIAL SERVICES TRANSPORTATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5400-200	DOT GRANT - OFFICE SUPPLIES (85% REIMB)	5,600.27	6,000.00	160.00	160.00	0.00	5,840.00	3
10-5400-202	DOT GRANT-CLEANING/OTHER SUPPLIES (85%)	3,678.79	6,000.00	0.00	0.00	0.00	6,000.00	0
10-5400-250	MAINT & REPAIR-VEHICLE	23,929.61	35,000.00	1,084.61	1,084.61	0.00	33,915.39	3
10-5400-260	- TRANSIT ADVERTISING	4,754.18	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5400-310	SS TRANSPORTATION- WF TRANSPORTATION	8,958.30	15,000.00	0.00	0.00	0.00	15,000.00	0
10-5400-311	RIVERLIGHT TRANSIT VEHICLE FUEL	33,053.76	37,500.00	0.00	0.00	0.00	37,500.00	0
10-5400-315	DOT GRANT - TRAVEL/TRAINING (85% REIMB)	1,161.25	4,500.00	0.00	0.00	0.00	4,500.00	0
10-5400-320	SS TRANSPORTATION- COMMUNICATIONS	6,782.75	6,500.00	604.25	604.25	0.00	5,895.75	9
10-5400-347	GRANT-RDC TRANSPORTATION	4,948.80	6,000.00	0.00	0.00	0.00	6,000.00	0
10-5400-372	VOLUNTEER TRANSPORTATION-MEDICAID	19,308.28	35,000.00	0.00	0.00	0.00	35,000.00	0
10-5400-390	DOT-DUES AND SUBSCRIPTIONS (85% REIMB)	580.00	750.00	440.00	440.00	0.00	310.00	59
10-5400-540	CAPITAL OUTLAY-VAN REPLACEMENT	0.00	280,000.00	0.00	0.00	0.00	280,000.00	0
10-5400-600	SS TRANSPORTATION- WORK FIRST DOT	3,354.00	3,354.00	0.00	0.00	0.00	3,354.00	0
10-5400-601	MAINT AGREEMENTS-CTS SOFTWARE	10,899.00	11,230.00	0.00	0.00	0.00	11,230.00	0
10-5400-603	DRUG TEST CONTRACT-SAFETY WORKS	455.00	1,000.00	0.00	0.00	0.00	1,000.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-5400-610	SENIOR CENTER TRANSPORTATION	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0
10-5400-998	SS TRANS- PR YR CARES GRANT REIMBURSEMEN	960.00	0.00	0.00	0.00	0.00	0.00	0
	5400 SOCIAL SERVICES TRANSPORTATION:	128,423.99	458,834.00	2,288.86	2,288.86	0.00	456,545.14	0
10-5830-000	JUVENILE SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5830-200	JCPC-WASHINGTON COUNTY YOUTH	5,394.99	9,650.00	0.00	0.00	0.00	9,650.00	0
10-5830-250	JCPC - CBA	3,000.00	10,910.00	0.00	0.00	0.00	10,910.00	0
10-5830-299	JCPC - ROANOKE AREA YOUTH	66,166.08	76,183.00	0.00	0.00	0.00	76,183.00	0
	5830 JUVENILE SERVICE:	74,561.07	96,743.00	0.00	0.00	0.00	96,743.00	0
10-5910-000	EDUCATION-SCHOOLS/COMMUNITY COLLEGE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5910-991	CURRENT EXPENSE - BOE	1,735,000.00	1,735,000.00	144,583.33	144,583.33	0.00	1,590,416.67	8
10-5910-995	PURCHASE OF EQUIPMENT-COMMUNITY COLLEGE	13,298.40	0.00	0.00	0.00	0.00	0.00	0
	5910 EDUCATION-SCHOOLS/COMMUNITY COLLEGE:	1,748,298.40	1,735,000.00	144,583.33	144,583.33	0.00	1,590,416.67	8
10-5911-000	COMMUNICATIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5911-010	COMMUNICATIONS-S & W- REGULAR	186,752.17	228,127.00	13,279.80	13,279.80	0.00	214,847.20	6
10-5911-030	SALARIES & WAGES-OVERTIME	54,351.64	65,000.00	2,412.14	2,412.14	0.00	62,587.86	4
10-5911-031	SALARIES & WAGES-PARTTIME	48,608.03	50,000.00	7,876.46	7,876.46	0.00	42,123.54	16
10-5911-040	SALARIES & WAGES-LONGEVITY	307.77	316.00	0.00	0.00	0.00	316.00	0
10-5911-090	COMMUNICATIONS- FICA TAX	21,920.89	26,272.00	1,783.64	1,783.64	0.00	24,488.36	7
10-5911-100	COMMUNICATIONS- RETIREMENT	48,570.01	68,688.00	3,315.94	3,315.94	0.00	65,372.06	5
10-5911-130	COMMUNICATIONS- 401(K) CONTRIB.	3,511.11	10,303.00	293.74	293.74	0.00	10,009.26	3
10-5911-131	COMMUNICATIONS - UNEMPLOYMENT	0.00	2,368.00	0.00	0.00	0.00	2,368.00	0
10-5911-140	COMMUNICATIONS- WORKERS' COMP	1,483.00	2,092.00	1,769.00	1,769.00	0.00	323.00	85
10-5911-180	COMMUNICATIONS- GROUP INS.	35,729.24	63,604.00	3,184.63	3,184.63	0.00	60,419.37	5
10-5911-210	UNIFORMS	682.76	3,000.00	0.00	0.00	0.00	3,000.00	0
10-5911-260	DEPARTMENTAL SUPPLIES	5,158.00	7,000.00	0.00	0.00	0.00	7,000.00	0
10-5911-310	TRAVEL	471.00	1,500.00	0.00	0.00	0.00	1,500.00	0
10-5911-315	TRAINING	1,289.71	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5911-320	COMMUNICATIONS	14,078.06	17,000.00	108.15	108.15	0.00	16,891.85	1
10-5911-330	POSTAGE	32.09	100.00	0.00	0.00	0.00	100.00	0
10-5911-412	MAINT AGREEMENTS-DCI/OMINIX	1,500.00	1,500.00	750.00	750.00	0.00	750.00	50
10-5911-413	MAINT AGREEMENTS-SOUTHERN SOFTWARE	2,187.00	2,208.00	2,208.00	2,208.00	0.00	0.00	100
10-5911-415	MAINTENANCE AGREEMENT - MOTOROLA	0.00	14,551.00	0.00	0.00	0.00	14,551.00	0
10-5911-540	CAPITAL OUTLAY EQUIPMENT-PRIMARY PSAP	57,151.00	9,000.00	0.00	0.00	0.00	9,000.00	0

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	5911 COMMUNICATIONS:	483,783.48	577,629.00	36,981.50	36,981.50	0.00	540,647.50	6
10-5940-000	REHABILITATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5940-991	TRILLIUM-LOCAL FUNDING	27,000.00	27,000.00	0.00	0.00	0.00	27,000.00	0
10-5940-992	TRILLIUM-ABC BOTTLE TAX	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0
10-5940-993	ALBEMARLE TIDELAND RET OPEB	13,239.97	13,240.00	13,239.97	13,239.97	0.00	0.03	100
	5940 REHABILITATION:	43,239.97	43,240.00	13,239.97	13,239.97	0.00	30,000.03	31
10-6000-000	MEDICAL EXAMINER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6000-180	CONTRACT-MEDICAL EXAMINER	8,050.00	10,000.00	0.00	0.00	0.00	10,000.00	0
10-6050-000	COOPERATIVE EXT SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6050-010	COOPERATIVE EXT SERV- S & W - REGULAR	86,197.62	95,050.00	0.00	0.00	0.00	95,050.00	0
10-6050-090	COOPERATIVE EXT SERV- FICA TAX EXPENSE	6,360.61	7,270.00	0.00	0.00	0.00	7,270.00	0
10-6050-100	COOPERATIVE EXT SERV- RETIREMENT	21,118.49	25,664.00	0.00	0.00	0.00	25,664.00	0
10-6050-130	COOPERATIVE EXT SERV- UNEMPLOYMENT INS.	0.00	951.00	0.00	0.00	0.00	951.00	0
10-6050-140	COOPERATIVE EXT SERV- WORKMAN'S COMP	0.00	110.00	0.00	0.00	0.00	110.00	0
10-6050-180	COOPERATIVE EXT SERV- GROUP INS.	12,339.52	17,010.00	0.00	0.00	0.00	17,010.00	0
10-6050-260	DEPARTMENTAL SUPPLIES	1,914.19	1,800.00	0.00	0.00	0.00	1,800.00	0
10-6050-310	TRAVEL	175.00	1,200.00	0.00	0.00	0.00	1,200.00	0
10-6050-320	COOPERATIVE EXT SERV- COMMUNICATIONS	1,100.92	1,550.00	0.00	0.00	0.00	1,550.00	0
10-6050-340	COOPERATIVE EXT SERV- POSTAGE	22.80	150.00	0.00	0.00	0.00	150.00	0
10-6050-350	MAINT & REPAIR-EQUIPMENT	250.00	300.00	0.00	0.00	0.00	300.00	0
10-6050-390	DUES & SUBSCRIPTIONS	606.59	995.00	150.00	150.00	0.00	845.00	15
10-6050-410	LEASE-EQUIPMENT	2,125.00	2,125.00	0.00	0.00	0.00	2,125.00	0
10-6050-998	MIPPA GRANT-MEDICAID IMPROVEMENT FOR PAT	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0
10-6050-999	GRANT - SHIIP	5,129.00	5,129.00	0.00	0.00	0.00	5,129.00	0
	6050 COOPERATIVE EXT SERVICE:	139,839.74	161,804.00	150.00	150.00	0.00	161,654.00	0
10-6060-000	SOIL & WATER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6060-030	SALARIES & WAGES-REGULAR	21,384.86	31,251.00	2,604.25	2,604.25	0.00	28,646.75	8
10-6060-031	SALARIES & WAGES-PART TIME	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0
10-6060-090	SOIL & WATER- FICA TAX	1,633.95	3,385.00	199.22	199.22	0.00	3,185.78	6
10-6060-100	SOIL & WATER- RETIREMENT	4,073.81	8,850.00	496.11	496.11	0.00	8,353.89	6
10-6060-101	SOIL AND WATER- 401(K) CONTRIB.	641.57	1,328.00	78.13	78.13	0.00	1,249.87	6
10-6060-130	SOIL & WATER- UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	0.00	280.00	0
10-6060-140	SOIL & WATER- WORKMAN'S COMP	1,309.00	1,248.00	1,054.00	1,054.00	0.00	194.00	84
10-6060-180	SOIL & WATER CONSERV- GROUP INS.	5,381.13	7,959.00	628.89	628.89	0.00	7,330.11	8

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-6060-200	SOIL & WATER- DEPTAL SUPPLIES	2,133.12	1,500.00	0.00	0.00	0.00	1,500.00	0
10-6060-310	SOIL & WATER- TRAVEL	593.86	1,200.00	0.00	0.00	0.00	1,200.00	0
10-6060-315	TRAINING	464.00	2,400.00	0.00	0.00	0.00	2,400.00	0
10-6060-320	SOIL & WATER- COMMUNICATIONS	1,731.65	2,000.00	163.04	163.04	0.00	1,836.96	8
10-6060-330	SOIL & WATER - POSTAGE	7.10	250.00	0.00	0.00	0.00	250.00	0
10-6060-350	MAINT & REPAIR - EQUIPMENT	96.75	750.00	0.00	0.00	0.00	750.00	0
10-6060-380	SOIL & WATER - ADVERTISING	751.50	350.00	0.00	0.00	0.00	350.00	0
10-6060-390	DUES & SUBSCRIPTIONS	345.03	800.00	0.00	0.00	0.00	800.00	0
	6060 SOIL & WATER:	40,547.33	76,551.00	5,223.64	5,223.64	0.00	71,327.36	7
10-6110-000	CULTURAL/LIBRARY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6110-991	REGIONAL LIBRARY	199,183.00	205,000.00	17,083.33	17,083.33	0.00	187,916.67	8
10-6120-000	RECREATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6120-010	RECREATION-S & W- REGULAR	44,637.71	42,638.00	3,769.83	3,769.83	0.00	38,868.17	9
10-6120-030	SALARIES & WAGES-PARTTIME	12,293.00	20,000.00	649.25	649.25	0.00	19,350.75	3
10-6120-040	SALARIES & WAGES-LONGEVITY	1,103.41	1,131.00	0.00	0.00	0.00	1,131.00	0
10-6120-090	RECREATION- FICA TAX EXPENSE	4,230.52	5,077.00	320.64	320.64	0.00	4,756.36	6
10-6120-100	RECREATION- RETIREMENT	8,706.03	13,274.00	718.15	718.15	0.00	12,555.85	5
10-6120-101	RECREATION- 401(K) CONTRIB.	1,337.89	1,991.00	113.09	113.09	0.00	1,877.91	6
10-6120-130	RECREATION- UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	0.00	296.00	0
10-6120-140	RECREATION- WORKMAN'S COMP	3,222.00	3,691.00	3,238.00	3,238.00	0.00	453.00	88
10-6120-180	RECREATION- GROUP INS.	7,956.24	8,006.00	628.37	628.37	0.00	7,377.63	8
10-6120-200	SUPPLIES & MATERIALS	3,822.70	6,000.00	0.00	0.00	0.00	6,000.00	0
10-6120-250	SUPPLIES - VEHICLES	3,284.98	5,000.00	0.00	0.00	0.00	5,000.00	0
10-6120-260	OFFICE SUPPLIES	2,330.32	3,000.00	0.00	0.00	0.00	3,000.00	0
10-6120-270	SPORTS EQUIPMENT	6,516.42	9,000.00	0.00	0.00	0.00	9,000.00	0
10-6120-271	RECREATION-SERVICE AWARDS	0.00	200.00	0.00	0.00	0.00	200.00	0
10-6120-310	TRAVEL	3,278.11	5,000.00	0.00	0.00	0.00	5,000.00	0
10-6120-315	TRAINING	0.00	750.00	0.00	0.00	0.00	750.00	0
10-6120-320	RECREATION- COMMUNICATIONS	3,001.37	3,250.00	335.07	335.07	0.00	2,914.93	10
10-6120-325	POSTAGE	17.05	100.00	0.00	0.00	0.00	100.00	0
10-6120-330	RECREATION- COUNTY RECREATION- UTILITIES	14,214.47	16,000.00	0.00	0.00	0.00	16,000.00	0
10-6120-350	MAINT & REPAIR - BUILDINGS	11,920.52	16,000.00	649.67	649.67	0.00	15,350.33	4
10-6120-355	MAINT & REPAIR - VEHICLE	1,997.24	5,000.00	1,873.38	1,873.38	0.00	3,126.62	37
10-6120-390	DEPARTMENTAL SUPPLIES - AWARDS	1,449.38	2,000.00	0.00	0.00	0.00	2,000.00	0
10-6120-450	INSURANCE AND BONDS	2,202.00	2,203.00	2,202.00	2,202.00	0.00	1.00	100
10-6120-491	DUES & SUBSCRIPTIONS-TOURNAMENT FEES	1,149.00	2,000.00	185.00	185.00	0.00	1,815.00	9
10-6120-550	CAPITAL OUTLAY - EQUIPMENT	0.00	46,548.00	0.00	0.00	0.00	46,548.00	0

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-6120-553	MAINTENANCE/EQUIPMENT - SKINNERS	3,850.00	4,000.00	0.00	0.00	0.00	4,000.00	0
10-6120-610	CONTRACTED SERVICES-LEAD/ASST/OFFICIALS	6,463.75	7,500.00	0.00	0.00	0.00	7,500.00	0
10-6120-650	RECREATION-DONATIONS	2,374.65	0.00	0.00	0.00	0.00	0.00	0
10-6120-693	NCDEQ GRANT-RECREATION-VOLKSWAGON SETTLE	0.00	110,098.00	0.00	0.00	0.00	110,098.00	0
	6120 RECREATION:	151,358.76	339,753.00	14,682.45	14,682.45	0.00	325,070.55	4
10-6180-000	COMMUNITY ALTERNATIVE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6180-600	CONTRACTED SERVICES - IN HOME (100%)	2,884.56	5,000.00	0.00	0.00	0.00	5,000.00	0
10-8300-000	CENTRAL SERVICES:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-8300-120	ADDITIONAL SALARY/BENEFIT EXP-COMP STUDY	0.00	260,000.00	0.00	0.00	0.00	260,000.00	0
10-8300-130	ADDITIONAL UNEMPLOYMENT INSURANCE	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-8300-140	TOSHIBA COPIER MAINTENANCE AGREEMENT	9,862.44	10,000.00	0.00	0.00	0.00	10,000.00	0
10-8300-141	COPIER PURCHASE/LEASE	27,194.66	0.00	0.00	0.00	0.00	0.00	0
10-8300-321	CENTRAL SERVICES-COMMUNICATIONS-TELECOM	7,397.99	23,000.00	211.99	211.99	0.00	22,788.01	1
10-8300-391	CENTRAL SERVICES-SOFTWARE LICENSES	17,287.54	16,000.00	0.00	0.00	0.00	16,000.00	0
10-8300-451	INSURANCE-PROPERTY & LIABILITY	210,471.00	310,849.00	294,313.00	294,313.00	0.00	16,536.00	95
10-8300-452	INSURANCE-TRANSPORTATION (15 PASSENGER)	11,420.00	12,500.00	12,500.00	12,500.00	0.00	0.00	100
10-8300-491	APPROP-ALBEMARLE COMMISSION	9,683.00	12,208.00	8,120.00	8,120.00	0.00	4,088.00	67
	8300 CENTRAL SERVICES:	293,316.63	649,557.00	315,144.99	315,144.99	0.00	334,412.01	49
10-9800-000	TRANSFERS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-9800-033	TRANSFER TO SANITATION	35,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0
10-9800-039	TRANSFER TO AIRPORT FUND	92,016.00	99,738.00	0.00	0.00	0.00	99,738.00	0
10-9800-040	TRANSFER TO WCH PENSION FUND	2,529,112.72	450,000.00	0.00	0.00	0.00	450,000.00	0
10-9800-058	TRANSFER TO PROJECTS/GRANTS FUND	610,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0
10-9800-070	TRANSFER TO RE-VAL FUND	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0
10-9800-982	TRANSFER TO WASH CO EMS	468,066.00	398,952.00	0.00	0.00	0.00	398,952.00	0
	9800 TRANSFERS:	3,774,194.72	1,048,690.00	0.00	0.00	0.00	1,048,690.00	0
10-9990-000	CONTINGENCY	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0
	10 GENERAL FUND Expend Total	17,573,338.75	17,793,138.00	1,416,572.10	1,416,572.10	0.00	16,376,565.90	8

10 GENERAL FUND

	Prior	Current	YTD
Revenues:	16,239,416.13	1,339,728.34	1,339,728.34

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	Expended:	<u>17,573,338.75</u>	<u>1,416,572.10</u>	<u>1,416,572.10</u>				
	Net Income:	<u>1,333,922.62-</u>	<u>76,843.76-</u>	<u>76,843.76-</u>				

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
21-3230-320	SALES TAX-ARTICLE 40 (30%)/\$735,000	270,398.78	320,000.00	0.00	0.00	0.00	320,000.00-	0
21-3230-321	SALES TAX-ARTICLE 42 (60%)/\$400,000	295,843.43	335,000.00	0.00	0.00	0.00	335,000.00-	0
21-3230-400	GRANT-NEEDS BASED PUBLIC SCHOOL CAP FUND	859,781.22	49,140,219.00	0.00	0.00	0.00	49,140,219.00-	0
21-3230-401	TRUIST PK-12 FINANCING (4.02%)	19,796,000.00	19,763,500.00	0.00	0.00	0.00	19,763,500.00-	0
21-3230-402	TRUIST PK-12 FINANCING-EARNED INCOME	86,179.04	0.00	0.00	0.00	0.00	0.00	0
21-3990-000	APPROPRIATED FUND BALANCE-WC SCHOOLS CO	0.00	176,058.00	0.00	0.00	0.00	176,058.00-	0
	21 CAPITAL OUTLAY-WASHINGT Revenue Total	21,308,202.47	69,734,777.00	0.00	0.00	0.00	69,734,777.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
21-0000-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOLS:	0.00	0.00	0.00	0.00	0.00	0.00	0
21-5912-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOLS:	0.00	0.00	0.00	0.00	0.00	0.00	0
21-5912-690	CAPITAL OUTLAY-LEGAL SERVICES	9,758.00	0.00	0.00	0.00	0.00	0.00	0
21-5912-691	CAPITAL OUTLAY-WASHINGTON COUNTY SCHOOLS	400,000.00	400,000.00	33,333.33	33,333.33	0.00	366,666.67	8
21-5912-693	CAPITAL OUTLAY-ENGINEERING SERVICES	1,426.08	0.00	0.00	0.00	0.00	0.00	0
21-5912-694	CAPITAL OUTLAY-PURCHASE OF PROPERTY/LAND	494,628.03	0.00	0.00	0.00	0.00	0.00	0
21-5912-695	GRANT-NEEDS BASED PUB SC-PLANNING/DESIGN	0.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0
21-5912-696	GRANT-NEEDS BASED PUB SC-CONSTRUCTION	1,214,178.32	47,000,000.00	0.00	0.00	0.00	47,000,000.00	0
21-5912-697	GRANT-NEED BASED PUB SC-LEGAL SERV/ADMIN	18,252.50	0.00	0.00	0.00	0.00	0.00	0
21-5912-698	GRANT-NEEDS BASED PUB SC-ENGINEERING	87,646.40	140,219.00	0.00	0.00	0.00	140,219.00	0
21-5912-700	TRUIST PK12 FUNDED CONSTRUCTION	1,980,497.55	0.00	0.00	0.00	0.00	0.00	0
	5912 CAPITAL OUTLAY-WASHINGTON CO SCHOOLS:	4,206,386.88	49,540,219.00	33,333.33	33,333.33	0.00	49,506,885.67	0
21-8000-600	DESIGNATED FOR FUTURE APPROP-BOE CO	0.00	19,763,500.00	0.00	0.00	0.00	19,763,500.00	0
21-9200-001	TRUIST INTERERST (STARTS IN FY 24)	0.00	431,058.00	0.00	0.00	0.00	431,058.00	0
	21 CAPITAL OUTLAY-WASHINGT Expend Total	4,206,386.88	69,734,777.00	33,333.33	33,333.33	0.00	69,701,443.67	0

21 CAPITAL OUTLAY-WASHINGTON CO SCHOOLS	Prior	Current	YTD
Revenues:	21,308,202.47	0.00	0.00
Expended:	4,206,386.88	33,333.33	33,333.33
Net Income:	17,101,815.59	33,333.33-	33,333.33-

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/deficit	% Real
30-3920-010	WATERSHED 1972 REFERENDUM TAX-CURRENT YR	81,232.57	87,000.00	15,097.27	15,097.27	0.00	71,902.73-	17
30-3920-020	WATERSHED 1972 REF TAX-CURR YR DISCOUNT	597.78-	750.00-	302.62-	302.62-	0.00	447.38	0
30-3920-030	WATERSHED 1972 TAX REF-CURR YR PENALTIES	136.30	115.00	9.16	9.16	0.00	105.84-	8
30-3920-040	WATERSHED 1972 REF TAX-CURR YR INTEREST	1,446.70	750.00	0.00	0.00	0.00	750.00-	0
30-3921-010	WATERSHED 1972 REF TAX-1ST PRIOR YR	2,075.39	2,400.00	140.66	140.66	0.00	2,259.34-	6
30-3921-020	WATERSHED 1972 REF TAX-OTHER PRIOR YEARS	1,095.50	1,000.00	9.17	9.17	0.00	990.83-	1
30-3921-030	WATERSHED 1972 REF TAX-PRIOR YR PENALTIE	18.48	10.00	0.71	0.71	0.00	9.29-	7
30-3921-040	WATERSHED 1972 TAX REF-PRIOR YR INTEREST	3,715.88	3,500.00	170.91	170.91	0.00	3,329.09-	5
30-3930-000	DRAINAGE ASSESSMENT-EDDIE SMIT	50.40	6,147.00	1,055.97	1,055.97	0.00	5,091.03-	17
30-3990-000	APPROP WATERSHED RESERVE	0.00	22,828.00	0.00	0.00	0.00	22,828.00-	0
	30 DRAINAGE Revenue Total	89,173.44	123,000.00	16,181.23	16,181.23	0.00	106,818.77-	13

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
30-0000-000	DRAINAGE FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
30-7140-000	EDDIE SMITH CANAL:	0.00	0.00	0.00	0.00	0.00	0.00	0
30-7140-040	PROFESSIONAL SERVICES-EDDIE SMITH CANAL	1,260.00	2,000.00	0.00	0.00	0.00	2,000.00	0
30-7140-280	EDDIE SMITH CANAL-POSTAGE	126.59	0.00	0.00	0.00	0.00	0.00	0
30-7140-380	EDDIE SMITH CANAL-ADVERTISING	392.00	0.00	0.00	0.00	0.00	0.00	0
30-7140-600	EDDIE SMITH CANAL- DRAINAGE- CON SVC PR	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
	7140 EDDIE SMITH CANAL:	1,778.59	17,000.00	0.00	0.00	0.00	17,000.00	0
30-8000-000	WATERSHED IMPROVEMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
30-8000-340	BEAVER CONTROL	29,560.00	35,000.00	0.00	0.00	0.00	35,000.00	0
30-8000-600	AQUATIC WEED SPRAYING	11,827.50	30,000.00	0.00	0.00	0.00	30,000.00	0
30-8000-610	CLEARING & SNAGGING	0.00	30,000.00	0.00	0.00	0.00	30,000.00	0
30-8000-611	MAUL 7 KENDRICKS CREEKS PROJECT	0.00	11,000.00	0.00	0.00	0.00	11,000.00	0
	8000 WATERSHED IMPROVEMENT:	41,387.50	106,000.00	0.00	0.00	0.00	106,000.00	0
	30 DRAINAGE Expend Total	43,166.09	123,000.00	0.00	0.00	0.00	123,000.00	0

30 DRAINAGE		Prior	Current	YTD
	Revenues:	89,173.44	16,181.23	16,181.23
	Expended:	43,166.09	0.00	0.00
	Net Income:	46,007.35	16,181.23	16,181.23

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
33-3350-001	CONSTR CONTRACTERS DISPOSAL FEES(BILLED)	158,527.59	75,000.00	8,296.10	8,296.10	0.00	66,703.90-	11
33-3400-000	METAL/WHITE GOODS REVENUE	0.00	5,000.00	0.00	0.00	0.00	5,000.00-	0
33-3400-001	NCDENR GRANT	5,763.49	3,500.00	0.00	0.00	0.00	3,500.00-	0
33-3501-000	RURAL SOLID WASTE FEE-COUNTY	1,143,249.03	1,258,099.00	273,626.13	273,626.13	0.00	984,472.87-	22
33-3501-001	RSW FEE MUNICIPAL TIPPING REIMB (BILLED)	38,465.40	50,000.00	2,562.08	2,562.08	0.00	47,437.92-	5
33-3503-000	WHITE GOODS DISP FEE & GRANTS	4,074.63	6,000.00	0.00	0.00	0.00	6,000.00-	0
33-3504-000	SOLID WASTE DISPOSAL TAX	5,558.71	7,200.00	0.00	0.00	0.00	7,200.00-	0
33-3670-010	STATE TIRE TAX REVENUES	15,173.19	17,500.00	0.00	0.00	0.00	17,500.00-	0
33-3670-020	STATE TIRE TAX REVENUES(BILLED)	6.24	0.00	0.00	0.00	0.00	0.00	0
33-3970-075	TOWN SOLID WASTE	125,973.60	125,974.00	10,497.80	10,497.80	0.00	115,476.20-	8
33-3980-000	TRANSFER FROM GENERAL FUND	35,000.00	50,000.00	0.00	0.00	0.00	50,000.00-	0
33-3990-000	FUND BALANCE APPROPRIATION	0.00	64,916.00	0.00	0.00	0.00	64,916.00-	0
33-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	951.00	0.00	0.00	0.00	0.00	0.00	0
	33 SANITATION Revenue Total	1,532,742.88	1,663,189.00	294,982.11	294,982.11	0.00	1,368,206.89-	18

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
33-0000-000	SANITATION FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
33-7400-000	LANDFILL & COLLECTION:	0.00	0.00	0.00	0.00	0.00	0.00	0
33-7400-010	LANDFILL & COLLECT-S & W- REGULAR	54,747.30	58,598.00	2,521.08	2,521.08	0.00	56,076.92	4
33-7400-031	LANDFILL & COLLECT - S & W PARTTIME	3,348.00	4,000.00	306.00	306.00	0.00	3,694.00	8
33-7400-040	LANDFILL & COLLECT- PROFESSIONAL SERVICE	13,101.90	25,000.00	0.00	0.00	0.00	25,000.00	0
33-7400-090	LANDFILL & COLLECT- FICA TAX EXPENSE	4,385.96	4,788.00	212.45	212.45	0.00	4,575.55	4
33-7400-100	LANDFILL & COLLECT- RETIREMENT EXPENSE	10,429.35	12,520.00	480.27	480.27	0.00	12,039.73	4
33-7400-101	LANDFILL & COLLECT- 401(K) CONTRIB.	802.74	1,878.00	75.63	75.63	0.00	1,802.37	4
33-7400-130	LANDFILL & COLLECTIO- UNEMPLOYMENT INS.	0.00	592.00	0.00	0.00	0.00	592.00	0
33-7400-140	LANDFILL & COLLECT- WORKMAN'S COMP	6,146.00	7,435.00	6,278.00	6,278.00	0.00	1,157.00	84
33-7400-180	LANDFILL & COLLECT- GROUP INS.	8,430.62	15,906.00	627.64	627.64	0.00	15,278.36	4
33-7400-200	MAINTENANCE SUPPLIES & MATERIALS	727.29	1,500.00	0.00	0.00	0.00	1,500.00	0
33-7400-210	LANDFILL & COLLECT - UNIFORMS	394.93	800.00	0.00	0.00	0.00	800.00	0
33-7400-250	SUPPLIES & MATERIALS-VEHICLE	6,085.46	6,000.00	0.00	0.00	0.00	6,000.00	0
33-7400-260	DEPARTMENTAL SUPPLIES	907.99	3,000.00	0.00	0.00	0.00	3,000.00	0
33-7400-310	TRAVEL	0.00	300.00	0.00	0.00	0.00	300.00	0
33-7400-315	TRAINING	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
33-7400-320	LANDFILL & COLLECT- COMMUNICATIONS	2,505.66	2,300.00	62.43	62.43	0.00	2,237.57	3
33-7400-330	LANDFILL & COLLECT- UTILITIES	1,305.95	2,000.00	0.00	0.00	0.00	2,000.00	0
33-7400-340	LANDFILL & COLLECT- POSTAGE	192.36	250.00	0.00	0.00	0.00	250.00	0
33-7400-350	MAINTENANCE AND REPAIR-EQUIPMENT	8,774.68	15,000.00	0.00	0.00	0.00	15,000.00	0
33-7400-370	LANDFILL & COLLECT- ADVERTISING	197.24	1,500.00	0.00	0.00	0.00	1,500.00	0
33-7400-390	LANDFILL & COLLECT-DUES & SUBSCRIPTIONS	5,838.00	6,000.00	5,813.00	5,813.00	0.00	187.00	97

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
33-7400-550	CAPITAL OUTLAY-EQUIPMENT	0.00	18,000.00	0.00	0.00	0.00	18,000.00	0
33-7400-600	CONTRACTED SERVICES	960.00	75,000.00	0.00	0.00	0.00	75,000.00	0
33-7400-991	LANDFILL & COLLECTIO- NC DOR ASSESSMENT	3,908.38	3,000.00	0.00	0.00	0.00	3,000.00	0
33-7400-999	LANDFILL POSTCLOSURE COSTS	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0
	7400 LANDFILL & COLLECTION:	133,189.81	317,867.00	16,376.50	16,376.50	0.00	301,490.50	5
33-7401-600	CONTRACT-SCRAP TIRE	116,607.85	130,000.00	0.00	0.00	0.00	130,000.00	0
33-7402-600	CONTRACT-GARBAGE COLLECTIONS	859,036.80	905,000.00	6,751.30	6,751.30	0.00	898,248.70	1
33-7402-606	ARSWMA ADM FEES	3,877.00	3,974.00	0.00	0.00	0.00	3,974.00	0
33-7402-610	CONTRACT-REGIONAL LANDFILL	268,757.91	300,000.00	0.00	0.00	0.00	300,000.00	0
	7402 Total	1,131,671.71	1,208,974.00	6,751.30	6,751.30	0.00	1,202,222.70	1
33-7500-000	LANDFILL - DEPRECIATION	0.00	6,348.00	0.00	0.00	0.00	6,348.00	0
	33 SANITATION Expend Total	1,381,469.37	1,663,189.00	23,127.80	23,127.80	0.00	1,640,061.20	1

33 SANITATION

	Prior	Current	YTD
Revenues:	1,532,742.88	294,982.11	294,982.11
Expended:	1,381,469.37	23,127.80	23,127.80
Net Income:	151,273.51	271,854.31	271,854.31

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
35-3290-000	INTEREST EARNED ON INVESTMENTS	10,614.90	7,500.00	0.00	0.00	0.00	7,500.00-	0
35-3710-000	UTILITY BASE CHARGES	846,212.24	900,000.00	70,113.65	70,113.65	0.00	829,886.35-	8
35-3710-010	UTILITY CONSUMPTION CHARGES	530,042.06	530,000.00	56,527.50	56,527.50	0.00	473,472.50-	11
35-3730-000	TAP & CONNECTION FEES	13,526.00	8,500.00	4,064.00	4,064.00	0.00	4,436.00-	48
35-3750-000	RECONNECTION FEES	19,565.00	18,000.00	945.00	945.00	0.00	17,055.00-	5
35-3790-000	PENALTIES & INTEREST-UTIL BILL	5,360.57	5,000.00	463.22	463.22	0.00	4,536.78-	9
35-3790-020	NCDEQ GRANT-ASSET INVENTORY ASSESSMENT	0.00	237,000.00	0.00	0.00	0.00	237,000.00-	0
35-3790-021	NCDEQ VUR PEA RIDGE TRANS GRANT	0.00	5,472,000.00	0.00	0.00	0.00	5,472,000.00-	0
35-3790-022	NCDEQ VUR ROPER CONNECTION GRANT	0.00	970,000.00	0.00	0.00	0.00	970,000.00-	0
35-3821-000	FEES COLLECTED FOR METER TAMPERING	229.34	0.00	0.00	0.00	0.00	0.00	0
35-3830-000	SALE OF SURPLUS PROPERTY	450.00	0.00	0.00	0.00	0.00	0.00	0
35-3990-990	FUND BALANCE APPROPRIATED	0.00	394,228.00	0.00	0.00	0.00	394,228.00-	0
35-9999-001	OVERPAYMENTS	399.06-	0.00	0.00	0.00	0.00	0.00	0
	35 WATER Revenue Total	1,425,601.05	8,542,228.00	132,113.37	132,113.37	0.00	8,410,114.63-	2

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
35-0000-000	WATER WORKS:	0.00	0.00	0.00	0.00	0.00	0.00	0
35-7130-000	OPERATIONS & MAINTENANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
35-7130-010	OPERATION&MAINT.-S & W- REGULAR	203,803.15	200,827.00	18,802.33	18,802.33	0.00	182,024.67	9
35-7130-040	OPERATION&MAINT.- PROFESSIONAL SERVICES	29,887.81	56,500.00	0.00	0.00	0.00	56,500.00	0
35-7130-050	SALARIES & WAGES-LONGEVITY	1,121.19	1,801.00	0.00	0.00	0.00	1,801.00	0
35-7130-090	OPERATION&MAINT.- FICA TAX EXPENSE	14,937.49	15,501.00	1,365.20	1,365.20	0.00	14,135.80	9
35-7130-100	OPERATION&MAINT.- RETIREMENT EXPENSE	39,152.88	40,526.00	3,572.42	3,572.42	0.00	36,953.58	9
35-7130-101	OPERATION- 401(K) CONTRIB.	5,510.56	6,079.00	497.13	497.13	0.00	5,581.87	8
35-7130-130	OPERATION&MAINT.- UNEMPLOYMENT INS.	0.00	1,776.00	0.00	0.00	0.00	1,776.00	0
35-7130-140	OPERATION&MAINT.- WORKMAN'S COMP	11,254.00	11,187.00	9,447.00	9,447.00	0.00	1,740.00	84
35-7130-180	OPERATION&MAINT.- GROUP INS.	46,004.30	49,780.00	3,935.26	3,935.26	0.00	45,844.74	8
35-7130-200	SUPPLIES & MATERIALS	24,026.74	25,000.00	1,260.00	1,260.00	0.00	23,740.00	5
35-7130-210	OPERATION&MAINT.- UNIFORMS	1,616.16	2,200.00	0.00	0.00	0.00	2,200.00	0
35-7130-250	VEHICLE SUPPLIES	20,354.89	17,500.00	195.00	195.00	0.00	17,305.00	1
35-7130-260	DEPARTMENTAL SUPPLIES	657.75	4,500.00	125.26	125.26	0.00	4,374.74	3
35-7130-298	MAINT & REPAIR-TANK	62,761.12	66,000.00	0.00	0.00	0.00	66,000.00	0
35-7130-315	TRAINING	335.00	4,000.00	50.00	50.00	0.00	3,950.00	1
35-7130-320	OPERATION&MAINT.- COMMUNICATIONS	1,712.95	3,800.00	50.00	50.00	0.00	3,750.00	1
35-7130-330	UTILITIES-ELECTRICITY	13,224.05	12,500.00	511.69	511.69	0.00	11,988.31	4
35-7130-340	OPERATION&MAINT.- POSTAGE	22,055.66	24,000.00	3,269.24	3,269.24	0.00	20,730.76	14
35-7130-350	MAINT & REPAIR-EQUIPMENT	12,139.68	25,000.00	0.00	0.00	0.00	25,000.00	0
35-7130-370	OPERATION&MAINT.- ADVERTISING	156.00	500.00	0.00	0.00	0.00	500.00	0
35-7130-390	OPERATION&MAINT.- DUES & SUBSCRIPTIONS	5,266.32	8,500.00	665.00	665.00	0.00	7,835.00	8

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
35-7130-410	LEASE COPIER FEES-CUSTOMER SERVICES	896.56	1,000.00	0.00	0.00	0.00	1,000.00	0
35-7130-540	CAPITAL OUTLAY - VEHICLE	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0
35-7130-550	CAPITAL OUTLAY-EQUIPMENT	0.00	184,000.00	0.00	0.00	0.00	184,000.00	0
35-7130-580	DEBT SERVICE-NCDENR	27,992.45	27,993.00	0.00	0.00	0.00	27,993.00	0
35-7130-600	CONTRACTS-MOWING	19,556.00	20,000.00	1,650.00	1,650.00	0.00	18,350.00	8
35-7130-690	NCDEQ GRANT-ASSET INVENTORY ASSESSMENT	0.00	237,000.00	0.00	0.00	0.00	237,000.00	0
35-7130-691	NCDEQ VUR PEA RIDGE TRANS GRANT	15,000.00	5,472,000.00	0.00	0.00	0.00	5,472,000.00	0
35-7130-692	NCDEQ VUR ROPER CONNECTION GRANT	0.00	970,000.00	0.00	0.00	0.00	970,000.00	0
35-7130-998	COST ALLOCATION-GENERAL FUND	72,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0
	7130 OPERATIONS & MAINTENANCE:	651,422.71	7,629,470.00	45,395.53	45,395.53	0.00	7,584,074.47	1
35-7135-000	TREATMENT PLANT:	0.00	0.00	0.00	0.00	0.00	0.00	0
35-7135-010	TREATMENT PLANT-S & W- REGULAR	45,110.75	69,111.00	3,364.58	3,364.58	0.00	65,746.42	5
35-7135-090	TREATMENT PLANT- FICA TAX EXPENSE	3,424.90	5,287.00	262.64	262.64	0.00	5,024.36	5
35-7135-100	TREATMENT PLANT- RETIREMENT EXPENSE	8,687.79	13,822.00	650.37	650.37	0.00	13,171.63	5
35-7135-101	TREATMENT PLANT- 401(K) CONTRIB.	1,368.16	2,073.00	102.42	102.42	0.00	1,970.58	5
35-7135-130	TREATMENT PLANT- UNEMPLOYMENT INS.	0.00	592.00	0.00	0.00	0.00	592.00	0
35-7135-140	TREATMENT PLANT- WORKMAN'S COMP	5,426.00	5,167.00	4,363.00	4,363.00	0.00	804.00	84
35-7135-180	TREATMENT PLANT- GROUP INS.	9,759.40	15,941.00	639.78	639.78	0.00	15,301.22	4
35-7135-200	SUPPLIES & MATERIALS	3,236.42	7,500.00	0.00	0.00	0.00	7,500.00	0
35-7135-210	TREATMENT PLANT- UNIFORMS	1,429.22	2,000.00	0.00	0.00	0.00	2,000.00	0
35-7135-250	TREATMENT PLANT- FUEL	2,652.23	5,000.00	0.00	0.00	0.00	5,000.00	0
35-7135-270	SERVICE AWARDS	100.00	0.00	0.00	0.00	0.00	0.00	0
35-7135-298	CONTRACTS	21,525.74	22,000.00	439.17	439.17	0.00	21,560.83	2
35-7135-299	WATER TREATMENT CHEMICALS	40,184.19	60,000.00	2,010.64	2,010.64	0.00	57,989.36	3
35-7135-315	TRAINING	1,388.00	2,500.00	0.00	0.00	0.00	2,500.00	0
35-7135-320	TREATMENT PLANT- COMMUNICATIONS	2,622.61	2,800.00	359.90	359.90	0.00	2,440.10	13
35-7135-330	TREATMENT PLANT- UTILITIES	27,100.68	30,000.00	0.00	0.00	0.00	30,000.00	0
35-7135-340	TREATMENT PLANT- POSTAGE	0.00	250.00	0.00	0.00	0.00	250.00	0
35-7135-350	MAINT & REPAIR-EQUIPMENT	19,308.47	45,000.00	0.00	0.00	0.00	45,000.00	0
35-7135-370	TREATMENT PLANT- ADVERTISING	0.00	500.00	0.00	0.00	0.00	500.00	0
35-7135-390	TREATMENT PLANT- DUES & SUBSCRIPTIONS	3,435.40	3,500.00	0.00	0.00	0.00	3,500.00	0
35-7135-541	CAPITAL OUTLAY-EQUIPMENT	84,152.94	295,000.00	0.00	0.00	0.00	295,000.00	0
35-7135-998	COST ALLOCATION-GENERAL FUND	36,000.00	0.00	0.00	0.00	0.00	0.00	0
	7135 TREATMENT PLANT:	316,912.90	588,043.00	12,192.50	12,192.50	0.00	575,850.50	2
35-9100-000	DEBT PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0
35-9100-030	2021 WATER REV REFUNDING BOND-PRINCIPAL	259,000.00	264,000.00	0.00	0.00	0.00	264,000.00	0

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
35-9200-000	DEBT INTEREST:	0.00	0.00	0.00	0.00	0.00	0.00	0
35-9200-030	2021 WATER REV REFUNDING BOND-INTEREST	66,127.61	60,715.00	0.00	0.00	0.00	60,715.00	0
	35 WATER Expend Total	1,293,463.22	8,542,228.00	57,588.03	57,588.03	0.00	8,484,639.97	1

35 WATER

	Prior	Current	YTD
Revenues:	1,425,601.05	132,113.37	132,113.37
Expended:	1,293,463.22	57,588.03	57,588.03
Net Income:	132,137.83	74,525.34	74,525.34

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
37-3290-000	INTEREST	2,740.85	0.00	0.00	0.00	0.00	0.00	0
37-3350-000	NCACC WASHINGTON EMS	13,341.00	150,000.00	0.00	0.00	0.00	150,000.00-	0
37-3490-000	EMS REVENUE	815,390.17	675,000.00	323.00	323.00	0.00	674,677.00-	0
37-3490-020	DUKE RACE-CARS GRANT	5,925.00	0.00	0.00	0.00	0.00	0.00	0
37-3490-021	UNC PECC+ PROGRAM GRANT	3,000.00	0.00	0.00	0.00	0.00	0.00	0
37-3500-000	TRANSPORT SERVICE REVENUE	357,947.47	330,000.00	0.00	0.00	0.00	330,000.00-	0
37-3833-840	EMS DONATIONS	200.00	0.00	0.00	0.00	0.00	0.00	0
37-3901-000	TYRRELL-EMS CONTRACT	675,000.00	675,000.00	56,250.00	56,250.00	0.00	618,750.00-	8
37-3902-000	FUND BALANCE APPROPRIATED	0.00	131,859.00	0.00	0.00	0.00	131,859.00-	0
37-3980-010	TRANSFER FROM GENERAL FUND	468,066.00	398,952.00	0.00	0.00	0.00	398,952.00-	0
	37 EMS Revenue Total	2,341,610.49	2,360,811.00	56,573.00	56,573.00	0.00	2,304,238.00-	2

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
37-0000-000	WASHINGTON COUNTY EMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-4330-000	WASHINGTON COUNTY EMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-4330-010	SALARIES & WAGES-REGULAR	657,493.67	714,214.00	49,966.99	49,966.99	0.00	664,247.01	7
37-4330-030	SALARIES & WAGES-OVERTIME	283,852.16	300,000.00	23,693.59	23,693.59	0.00	276,306.41	8
37-4330-040	SALARIES & WAGES-PARTTIME	18,641.99	30,000.00	727.88	727.88	0.00	29,272.12	2
37-4330-050	SALARIES & WAGES-LONGEVITY	4,395.13	4,384.00	0.00	0.00	0.00	4,384.00	0
37-4330-090	FICA TAXES	69,346.23	80,217.00	5,434.98	5,434.98	0.00	74,782.02	7
37-4330-100	- RETIREMENT EXPENSE	180,157.00	203,720.00	14,032.34	14,032.34	0.00	189,687.66	7
37-4330-101	- 401K CONTRIB.	25,190.28	30,558.00	1,977.68	1,977.68	0.00	28,580.32	6
37-4330-130	EMS OPERATIONS- UNEMPLOYMENT INS.	0.00	5,920.00	0.00	0.00	0.00	5,920.00	0
37-4330-140	- WORKMAN COMP	84,822.00	99,577.00	84,077.00	84,077.00	0.00	15,500.00	84
37-4330-180	GROUP INSURANCE	125,024.22	159,484.00	10,121.17	10,121.17	0.00	149,362.83	6
37-4330-190	TRAINING	4,386.51	6,000.00	0.00	0.00	0.00	6,000.00	0
37-4330-200	SUPPLIES & MATERIALS	42,880.42	55,000.00	4,475.44	4,475.44	0.00	50,524.56	8
37-4330-210	UNIFORMS	2,714.78	4,000.00	0.00	0.00	0.00	4,000.00	0
37-4330-250	FUEL	72,704.55	75,000.00	0.00	0.00	0.00	75,000.00	0
37-4330-260	DEPARTMENTAL SUPPLIES	7,318.75	15,000.00	0.00	0.00	0.00	15,000.00	0
37-4330-270	SERVICE AWARDS	425.00	75.00	0.00	0.00	0.00	75.00	0
37-4330-295	PORTABLE COMM HARDWARE	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
37-4330-320	- COMMUNICATIONS	5,084.53	5,100.00	373.79	373.79	0.00	4,726.21	7
37-4330-350	POSTAGE	29.64	100.00	0.00	0.00	0.00	100.00	0
37-4330-355	MAINT & REPAIR-EQUIPMENT	34,429.98	42,000.00	1,750.40	1,750.40	0.00	40,249.60	4
37-4330-390	WASH EMS - DUES & SUBSCRIPTIONS	6,588.27	8,100.00	371.70	371.70	0.00	7,728.30	5
37-4330-396	EMS-MEDICAID COST REPORT	7,900.00	12,000.00	0.00	0.00	0.00	12,000.00	0
37-4330-399	QUARTERLY INTERGOVERNMENTAL TRANSFER FEE	7,985.20	44,000.00	0.00	0.00	0.00	44,000.00	0
37-4330-540	CAPITAL OUTLAY-VEHICLES	203,791.05	54,000.00	0.00	0.00	0.00	54,000.00	0

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
37-4330-550	WASH CO EMS- CAPITAL OUTLAY- EQUIPMENT	140,884.04	0.00	0.00	0.00	0.00	0.00	0
37-4330-600	CONTRACTS-MEDICAL DIRECTOR	23,248.00	23,250.00	1,937.50	1,937.50	0.00	21,312.50	8
37-4330-610	CONTRACTS-BILLING	44,295.87	39,825.00	0.00	0.00	0.00	39,825.00	0
37-4330-611	WASH EMS-CONTRACTS-DRUG SCREENING	0.00	5,180.00	0.00	0.00	0.00	5,180.00	0
37-4330-653	UNC PECC+ PROGRAM GRANT	275.00	0.00	0.00	0.00	0.00	0.00	0
	4330 WASHINGTON COUNTY EMS:	2,053,864.27	2,019,204.00	198,940.46	198,940.46	0.00	1,820,263.54	10
37-4376-000	TRANSPORT SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-4376-010	SALARIES & WAGES-REGULAR	48,970.46	104,726.00	695.06	695.06	0.00	104,030.94	1
37-4376-030	SALARIES & WAGES-OVERTIME	11,831.30	18,000.00	154.08	154.08	0.00	17,845.92	1
37-4376-040	SALARIES & WAGES-PARTTIME	13,834.52	18,000.00	759.79	759.79	0.00	17,240.21	4
37-4376-090	FICA TAXES	5,621.47	10,765.00	123.09	123.09	0.00	10,641.91	1
37-4376-100	TRANSPORT SERVICE- RETIREMENT EXPENSE	11,581.02	28,145.00	161.76	161.76	0.00	27,983.24	1
37-4376-101	TRANSPORT SERVICE- 401K CONTRIB.	1,823.77	3,682.00	0.00	0.00	0.00	3,682.00	0
37-4376-130	TRANSPORT- UNEMPLOYMENT INS.	0.00	1,184.00	0.00	0.00	0.00	1,184.00	0
37-4376-140	TRANSPORT SERVICE- WORKMAN'S COMP	5,598.00	13,364.00	11,284.00	11,284.00	0.00	2,080.00	84
37-4376-180	GROUP INSURANCE	14,190.43	31,771.00	0.00	0.00	0.00	31,771.00	0
37-4376-200	SUPPLIES & MATERIALS	15,312.16	20,000.00	331.38	331.38	0.00	19,668.62	2
37-4376-210	TRANSPORT SERVICE- UNIFORMS	1,568.62	2,500.00	0.00	0.00	0.00	2,500.00	0
37-4376-250	FUEL	10,457.14	15,000.00	0.00	0.00	0.00	15,000.00	0
37-4376-260	TRANSPORT - DEPARTMENTAL SUPPLIES	1,142.43	6,000.00	0.00	0.00	0.00	6,000.00	0
37-4376-295	PORTABLE COMM HARDWARE	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
37-4376-320	TRANSPORT SERVICE- COMMUNICATIONS	1,682.31	1,700.00	0.00	0.00	0.00	1,700.00	0
37-4376-355	MAINT & REPAIR-EQUIPMENT	2,346.51	10,000.00	41.72	41.72	0.00	9,958.28	0
37-4376-370	ADVERTISING	2,000.99	2,500.00	0.00	0.00	0.00	2,500.00	0
37-4376-390	TRANSPORT - DUES & SUBSCRIPTIONS	4,477.62	4,800.00	247.80	247.80	0.00	4,552.20	5
37-4376-540	CAPITAL OUTLAY-VEHICLE	110,275.74	0.00	0.00	0.00	0.00	0.00	0
37-4376-550	CAPITAL OUTLAY-EQUIPMENT	0.00	28,500.00	0.00	0.00	0.00	28,500.00	0
37-4376-610	CONTRACTS-BILLING	22,051.80	19,470.00	0.00	0.00	0.00	19,470.00	0
	4376 TRANSPORT SERVICE:	284,766.29	341,607.00	13,798.68	13,798.68	0.00	327,808.32	4
37-9100-000	DEBT PRINCIPAL:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-9100-003	DEBT PRINC - 2017 HEART MONITORS(LGFCU)	43,215.42	0.00	0.00	0.00	0.00	0.00	0
37-9200-000	DEBT INTEREST:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-9200-003	DEBT INT - 2017 HEART MONITORS (LGFCU)	969.68	0.00	0.00	0.00	0.00	0.00	0
	37 EMS Expend Total	2,382,815.66	2,360,811.00	212,739.14	212,739.14	0.00	2,148,071.86	9

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
37	EMS							
		<u>Prior</u>	<u>Current</u>	<u>YTD</u>				
	Revenues:	2,341,610.49	56,573.00	56,573.00				
	Expended:	2,382,815.66	212,739.14	212,739.14				
	Net Income:	41,205.17-	156,166.14-	156,166.14-				

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
38-3800-000	APPROPRIATED FUND BALANCE	0.00	16,667.00	0.00	0.00	0.00	16,667.00-	0
38-3800-090	NPE FEDERAL GRANT-FY 19-20	166,666.00	0.00	0.00	0.00	0.00	0.00	0
38-3800-091	NPE FEDERAL GRANT-FY 20-21	197.00	166,667.00	0.00	0.00	0.00	166,667.00-	0
38-3800-092	NPE FEDERAL GRANT-FY 21-22	0.00	166,667.00	0.00	0.00	0.00	166,667.00-	0
38-3800-093	NPE FEDERAL GRANT-FY 22-23	0.00	166,667.00	0.00	0.00	0.00	166,667.00-	0
38-3800-094	NPE FEDERAL GRANT-FY 23-24	0.00	150,000.00	0.00	0.00	0.00	150,000.00-	0
	38 AIRPORT PROJECTS Revenue Total	166,863.00	666,668.00	0.00	0.00	0.00	666,668.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
38-8135-000	AIRPORT:	0.00	0.00	0.00	0.00	0.00	0.00	0
38-8135-670	NPE FEDERAL GRANT-FY 19-20	166,666.00	0.00	0.00	0.00	0.00	0.00	0
38-8135-671	NPE FEDERAL GRANT FY 20-21	197.38	166,667.00	0.00	0.00	0.00	166,667.00	0
38-8135-672	NPE FEDERAL GRANT FY 21-22	0.00	166,667.00	0.00	0.00	0.00	166,667.00	0
38-8135-673	NPE FEDERAL GRANT FY 22-23	0.00	166,667.00	0.00	0.00	0.00	166,667.00	0
38-8135-674	NPE FEDERAL GRANT-FY 23-24	0.00	166,667.00	0.00	0.00	0.00	166,667.00	0
	8135 AIRPORT:	166,863.38	666,668.00	0.00	0.00	0.00	666,668.00	0
38-9800-058	TRANSFER TO PROJECTS/GRANT FUND	300,000.00	0.00	0.00	0.00	0.00	0.00	0
	38 AIRPORT PROJECTS Expend Total	466,863.38	666,668.00	0.00	0.00	0.00	666,668.00	0

38 AIRPORT PROJECTS

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	166,863.00	0.00	0.00
Expended:	466,863.38	0.00	0.00
Net Income:	300,000.38-	0.00	0.00

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
39-3300-000	CARES ACT FUNDING - AIRPORT	31,000.00	0.00	0.00	0.00	0.00	0.00	0
39-3570-000	AIRPORT FUEL SALES	72,489.57	100,000.00	1,022.06	1,022.06	0.00	98,977.94-	1
39-3600-000	HANGER RENTAL	15,200.00	16,000.00	9,000.00	9,000.00	0.00	7,000.00-	56
39-3980-010	TRANSFER FROM GENERAL FUND	92,016.00	99,738.00	0.00	0.00	0.00	99,738.00-	0
39-3990-000	APPROPRIATED FUND BALANCE	0.00	49,955.00	0.00	0.00	0.00	49,955.00-	0
	39 AIRPORT OPERATIONS Revenue Total	210,705.57	265,693.00	10,022.06	10,022.06	0.00	255,670.94-	4
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
39-0000-000	AIRPORT OPERATIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
39-4530-000	AIRPORT:	0.00	0.00	0.00	0.00	0.00	0.00	0
39-4530-010	AIRPORT-S & W- REGULAR	40,917.67	41,001.00	3,416.75	3,416.75	0.00	37,584.25	8
39-4530-030	SALARIES & WAGES-LONGEVITY	615.02	820.00	0.00	0.00	0.00	820.00	0
39-4530-032	SALARIES & WAGES - PARTTIME	1,041.90	14,000.00	1,076.01	1,076.01	0.00	12,923.99	8
39-4530-090	FICA TAX	3,217.94	4,269.00	341.78	341.78	0.00	3,927.22	8
39-4530-100	AIRPORT - RETIREMENT	7,911.97	11,164.00	650.89	650.89	0.00	10,513.11	6
39-4530-101	AIRPORT - 401K	1,227.50	1,675.00	102.50	102.50	0.00	1,572.50	6
39-4530-130	AIRPORT- UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	0.00	296.00	0
39-4530-140	AIRPORT- WORKMAN'S COMP	2,580.00	3,526.00	2,977.00	2,977.00	0.00	549.00	84
39-4530-180	AIRPORT - GROUP INSURANCE	7,900.08	7,992.00	624.04	624.04	0.00	7,367.96	8
39-4530-190	CONTRACTED SERVICES	2,535.00	3,000.00	0.00	0.00	0.00	3,000.00	0
39-4530-200	AIRPORT- DEPARTMENTAL SUPPLIES	358.27	3,000.00	0.00	0.00	0.00	3,000.00	0
39-4530-250	AIRPORT- AV GAS AND JET FUEL	79,420.05	90,000.00	0.00	0.00	0.00	90,000.00	0
39-4530-270	AIRPORT - SERVICE AWARDS	0.00	100.00	0.00	0.00	0.00	100.00	0
39-4530-310	AIRPORT- TRAVEL	652.00	2,500.00	0.00	0.00	0.00	2,500.00	0
39-4530-320	AIRPORT- COMMUNICATIONS	1,328.81	1,750.00	25.00	25.00	0.00	1,725.00	1
39-4530-330	AIRPORT- UTILITIES	6,682.39	9,000.00	509.07	509.07	0.00	8,490.93	6
39-4530-331	POSTAGE	10.20	100.00	0.00	0.00	0.00	100.00	0
39-4530-350	MAINT & REPAIR-BUILDING	1,843.14	3,000.00	5.15	5.15	0.00	2,994.85	0
39-4530-351	MAINT & REPAIR-EQUIPMENT	13,227.10	10,000.00	163.28	163.28	0.00	9,836.72	2
39-4530-352	MAINT & REPAIR - FUELMaster	550.00	1,500.00	0.00	0.00	0.00	1,500.00	0
39-4530-390	AIRPORT- DUES AND SUBSCRIPTIONS	380.80	1,000.00	75.00	75.00	0.00	925.00	8
39-4530-450	INSURANCE	3,850.00	4,000.00	0.00	0.00	0.00	4,000.00	0
39-4530-550	AIRPORT- CAPITAL OUTLAY- EQUIPMENT	7,126.33	25,000.00	0.00	0.00	0.00	25,000.00	0
39-4530-997	DESIGNATED FOR FUTURE APPROPRIATION	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
39-4530-998	AIRPORT- SALES TAX ON FUEL	5,577.65	7,000.00	0.00	0.00	0.00	7,000.00	0
	4530 AIRPORT:	188,953.82	265,693.00	9,966.47	9,966.47	0.00	255,726.53	4
	39 AIRPORT OPERATIONS Expend Total	188,953.82	265,693.00	9,966.47	9,966.47	0.00	255,726.53	4

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	39 AIRPORT OPERATIONS							
		<u>Prior</u>	<u>Current</u>	<u>YTD</u>				
	Revenues:	210,705.57	10,022.06	10,022.06				
	Expended:	188,953.82	9,966.47	9,966.47				
	Net Income:	21,751.75	55.59	55.59				

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
40-3290-000	INTEREST EARNED ON INVESTMENTS	48,099.56	0.00	0.00	0.00	0.00	0.00	0
40-3960-000	TRANSFER FROM GENERAL FUND	2,529,112.72	450,000.00	0.00	0.00	0.00	450,000.00-	0
	40 WC HOSPITAL PENSION FUN Revenue Total	2,577,212.28	450,000.00	0.00	0.00	0.00	450,000.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
40-0000-000	WC HOSPITAL PENSION FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
40-4155-000	WC HOSPITAL PENSION FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
40-4155-190	PROF SERVICE-HOSPITAL PENSION-LEGAL	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0
40-4155-215	PROFESSIONAL SERVICES-HOSPITAL	28,542.00	30,000.00	0.00	0.00	0.00	30,000.00	0
40-4155-997	DESIGNATED FOR FUTURE APPROPRIATION	0.00	70,000.00	0.00	0.00	0.00	70,000.00	0
40-4155-999	PROFESSIONAL SERVICE-HOSPITAL PENSION	240,000.00	300,000.00	76,505.00	76,505.00	0.00	223,495.00	26
	4155 WC HOSPITAL PENSION FUND:	268,542.00	450,000.00	76,505.00	76,505.00	0.00	373,495.00	17
	40 WC HOSPITAL PENSION FUN Expend Total	268,542.00	450,000.00	76,505.00	76,505.00	0.00	373,495.00	17

40 WC HOSPITAL PENSION FUND:		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	2,577,212.28	0.00	0.00	
Expended:	268,542.00	76,505.00	76,505.00	
Net Income:	2,308,670.28	76,505.00-	76,505.00-	

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
50-3000-001	OPIOID SETTLEMENT DISTRIBUTION	62,428.43	0.00	11,600.91	11,600.91	0.00	11,600.91	0
50-3290-000	INTEREST EARNED	164.07	0.00	0.00	0.00	0.00	0.00	0
	50 OPIOID SETTLEMENT FUND: Revenue Total	62,592.50	0.00	11,600.91	11,600.91	0.00	11,600.91	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
50-0000-000	OPIOID SETTLEMENT FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
50-4100-000	OPIOID SETTLEMENT FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
50-4100-001	2ND JUDICIAL DIST DRUG REC COURT CONTRIB	5,000.00	0.00	0.00	0.00	0.00	0.00	0
	50 OPIOID SETTLEMENT FUND: Expend Total	5,000.00	0.00	0.00	0.00	0.00	0.00	0

50 OPIOID SETTLEMENT FUND:

	Prior	Current	YTD
Revenues:	62,592.50	11,600.91	11,600.91
Expended:	5,000.00	0.00	0.00
Net Income:	57,592.50	11,600.91	11,600.91

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
51-3100-001	DSS TRUST FUND ACCOUNTS	162,392.93	180,000.00	12,527.17	12,527.17	0.00	167,472.83-	7
	51 TRUSTEES Revenue Total	162,392.93	180,000.00	12,527.17	12,527.17	0.00	167,472.83-	7
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
51-0000-000	DSS TRUST FUND ACCOUNTS:	0.00	0.00	0.00	0.00	0.00	0.00	0
51-4000-000	DSS TRUST FUND ACCOUNTS:	0.00	0.00	0.00	0.00	0.00	0.00	0
51-4100-001	DSS TRUST ACCOUNTS	171,019.65	180,000.00	14,083.63	14,083.63	0.00	165,916.37	8
	51 TRUSTEES Expend Total	171,019.65	180,000.00	14,083.63	14,083.63	0.00	165,916.37	8

51 TRUSTEES

	Prior	Current	YTD
Revenues:	162,392.93	12,527.17	12,527.17
Expended:	171,019.65	14,083.63	14,083.63
Net Income:	8,626.72-	1,556.46-	1,556.46-

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
55-3000-001	AMERICAN RESCUE PLAN ACT (ARPA) OF 2021	550,096.97	0.00	0.00	0.00	0.00	0.00	0
55-3100-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LACTF)	72,294.14	0.00	0.00	0.00	0.00	0.00	0
	55 Fund 55 Revenue Total	622,391.11	0.00	0.00	0.00	0.00	0.00	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
55-4100-000	AMERICAN RESCUE PLAN ACT (ARPA) OF 2021:	0.00	0.00	0.00	0.00	0.00	0.00	0
55-4100-003	GENERAL ADMINISTRATION SERVICES	500,096.97	0.00	0.00	0.00	0.00	0.00	0
55-4100-004	GREAT GRANT	50,000.00	0.00	0.00	0.00	0.00	0.00	0
	4100 AMERICAN RESCUE PLAN ACT (ARPA) OF 20	550,096.97	0.00	0.00	0.00	0.00	0.00	0
55-4200-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LACTF)	72,294.14	0.00	0.00	0.00	0.00	0.00	0
	55 Fund 55 Expend Total	622,391.11	0.00	0.00	0.00	0.00	0.00	0

55 Fund

	Prior	Current	YTD
Revenues:	622,391.11	0.00	0.00
Expended:	622,391.11	0.00	0.00
Net Income:	0.00	0.00	0.00

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
58-3101-000	DEPT OF COMM-AGAPE GRANT #2587	41,230.11	0.00	0.00	0.00	0.00	0.00	0
58-3102-000	DEPT OF COMM - MOTORSPORTS GRANT	93,766.86	179,153.00	0.00	0.00	0.00	179,153.00-	0
58-3290-000	INTEREST EARNED	3,005.65	0.00	0.00	0.00	0.00	0.00	0
58-3300-000	EM BLDG DIRECT APPROP S.L. 2021.180	3,000,000.00	0.00	0.00	0.00	0.00	0.00	0
58-3300-001	CAP PROJ DIR APPROP SL 2021-180 SEC 40.8	250,000.00	0.00	0.00	0.00	0.00	0.00	0
58-3300-002	DPS-WCSO DIR APPROP S.L. 2021.180	84,269.66	0.00	0.00	0.00	0.00	0.00	0
58-3300-004	HB103 LPR DIR APPROPRIATION	126,000.00	0.00	0.00	0.00	0.00	0.00	0
58-3980-010	TRANSFER FROM GENERAL FUND	610,000.00	10,000.00	0.00	0.00	0.00	10,000.00-	0
58-3980-038	TRANSFER FROM AIRPORT GRANTS FUND	300,000.00	0.00	0.00	0.00	0.00	0.00	0
58-3990-000	APPROPRIATED FUND BALANCE	0.00	4,284,270.00	0.00	0.00	0.00	4,284,270.00-	0
58 PROJECTS/GRANTS FUND Revenue Total		4,508,272.28	4,473,423.00	0.00	0.00	0.00	4,473,423.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
58-0000-000	PROJECTS/GRANTS FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
58-4201-002	AGAPE CLINIC PROJECT #2587	41,230.11	0.00	0.00	0.00	0.00	0.00	0
58-4202-000	DEPT OF COMMERCE - MOTORSPORTS GRANT	58,868.67	179,153.00	0.00	0.00	0.00	179,153.00	0
58-4300-003	DPS-WCSO DIR APPROP S.L. 2021-180	0.00	84,270.00	0.00	0.00	0.00	84,270.00	0
58-4300-004	HB103 LPR DIR APPROPRIATION	81,341.16	10,000.00	0.00	0.00	0.00	10,000.00	0
4300 Total		81,341.16	94,270.00	0.00	0.00	0.00	94,270.00	0
58-4301-001	EM BLDG DIRECT APPROP S.L. 2021.180	0.00	3,900,000.00	0.00	0.00	0.00	3,900,000.00	0
58-4301-002	CAP PROJ DIR APPROP SL 2021-180 SEC 40.8	0.00	250,000.00	0.00	0.00	0.00	250,000.00	0
4301 Total		0.00	4,150,000.00	0.00	0.00	0.00	4,150,000.00	0
58-6200-001	PARTF GRANT LOCAL MATCH	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0
58 PROJECTS/GRANTS FUND Expend Total		181,439.94	4,473,423.00	0.00	0.00	0.00	4,473,423.00	0

58 PROJECTS/GRANTS FUND

	Prior	Current	YTD
Revenues:	4,508,272.28	0.00	0.00
Expended:	181,439.94	0.00	0.00
Net Income:	4,326,832.34	0.00	0.00

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
59-3010-211	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	152,992.74	0.00	0.00	0.00	0.00	0.00	0
59-3010-221	ROPER MOTOR VEHICLE TAX - NCVTS	21,378.94	0.00	0.00	0.00	0.00	0.00	0
59-3010-241	CRESWELL MOTOR VEHICLE TAX - NCVTS	11,232.38	0.00	0.00	0.00	0.00	0.00	0
59-3010-320	CRESWELL TAX LEVY	109,701.55	0.00	7,708.14	7,708.14	0.00	7,708.14	0
59-3010-350	DRAINAGE DISTRICT 5 LEVY	34,280.68	0.00	0.00	0.00	0.00	0.00	0
59-3010-360	ALBEMARLE DRAINAGE DISTRICT	112,710.86	0.00	10,042.35	10,042.35	0.00	10,042.35	0
59-3010-370	PUNGO RIVER DRAINAGE DISTRICT	40,503.47	0.00	3,534.41	3,534.41	0.00	3,534.41	0
	59 DMV MUNICIPAL TAXES Revenue Total	482,800.62	0.00	21,284.90	21,284.90	0.00	21,284.90	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
59-0000-000	FUND 59:	0.00	0.00	0.00	0.00	0.00	0.00	0
59-6900-298	LEVY- DRAINAGE DISTRICT 5 LEVY	34,280.68	0.00	0.00	0.00	0.00	0.00	0
59-6900-404	CRESWELL TAX LEVY	104,216.47	0.00	0.00	0.00	0.00	0.00	0
59-6900-411	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	155,031.43	0.00	0.00	0.00	0.00	0.00	0
59-6900-412	ROPER MOTOR VEHICLE TAX - NCVTS	19,336.99	0.00	0.00	0.00	0.00	0.00	0
59-6900-413	CRESWELL MOTOR VEHICLE TAX - NCVTS	11,232.38	0.00	0.00	0.00	0.00	0.00	0
59-6900-414	ALBEMARLE DRAINAGE DISTRICT	112,710.86	0.00	0.00	0.00	0.00	0.00	0
59-6900-415	PUNGO RIVER DRAINAGE DISTRICT	40,503.47	0.00	0.00	0.00	0.00	0.00	0
	6900 Total	477,312.28	0.00	0.00	0.00	0.00	0.00	0
	59 DMV MUNICIPAL TAXES Expend Total	477,312.28	0.00	0.00	0.00	0.00	0.00	0

59 DMV MUNICIPAL TAXES

	Prior	Current	YTD
Revenues:	482,800.62	21,284.90	21,284.90
Expended:	477,312.28	0.00	0.00
Net Income:	5,488.34	21,284.90	21,284.90

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
63-3270-000	MOTEL OCCUPANCY TAX	171,371.36	160,000.00	0.00	0.00	0.00	160,000.00-	0
63-3990-000	TTA-FUND BALANCE APPROPRIATION	0.00	118,635.00	0.00	0.00	0.00	118,635.00-	0
	63 TRAVEL AND TOURISM Revenue Total	171,371.36	278,635.00	0.00	0.00	0.00	278,635.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
63-0000-000	FUND 63:	0.00	0.00	0.00	0.00	0.00	0.00	0
63-4960-000	TRAVEL & TOURISM:	0.00	0.00	0.00	0.00	0.00	0.00	0
63-4960-010	MUSEUM/HISTORIC SOCIETY	14,000.00	14,000.00	1,166.66	1,166.66	0.00	12,833.34	8
63-4960-020	WASH CO AFRICAN AMERICAN MUSEUM OPER EXP	0.00	6,000.00	500.00	500.00	0.00	5,500.00	8
63-4960-100	BILLBOARD ADVERTISEMENTS	19,698.62	32,200.00	795.00	795.00	0.00	31,405.00	2
63-4960-130	DDA-SIGNAGE, OPEN AIR MARKET, XMAS MKTPL	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
63-4960-140	CIVIL WAR TRAIL SIGNS MAINTENANCE	1,000.00	1,400.00	1,000.00	1,000.00	0.00	400.00	71
63-4960-180	HISTORIC ALBEMARLE TOUR DUES	175.00	1,000.00	0.00	0.00	0.00	1,000.00	0
63-4960-181	ROANOKE RIVER PARTNERS DUES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0
63-4960-200	NORTH CAROLINA BEAR FESTIVAL	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0
63-4960-210	HISTORICAL SOCIETY-FALL PADDLE	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
63-4960-260	HISTORICAL SOCIETY OF WASHINGTON CO	1,575.50	0.00	0.00	0.00	0.00	0.00	0
63-4960-341	MARITIME MUSEUM & LIGHTHOUSE	10,000.00	10,000.00	833.33	833.33	0.00	9,166.67	8
63-4960-345	LASER LIGHT SHOW	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0
63-4960-346	AFRICAN AMERIC EXPERIENCE OF NE NC DUES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0
63-4960-348	REHOBOTH CHURCH PRESERVATION SOCIETY	1,500.00	1,400.00	0.00	0.00	0.00	1,400.00	0
63-4960-349	ROANOKE RIVER LIGHTHOUSE & MARIT MUS GRT	0.00	1,350.00	0.00	0.00	0.00	1,350.00	0
63-4960-350	WASH CO AFRICAN AMERICAN MUSEUM GRANT	0.00	725.00	0.00	0.00	0.00	725.00	0
63-4960-370	CONTRACT-WEBSITE HOST & MAINT	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0
63-4960-401	TRAVEL- BROCHURE REPRINT	8,776.92	0.00	0.00	0.00	0.00	0.00	0
	4960 TRAVEL & TOURISM:	96,426.04	112,775.00	4,294.99	4,294.99	0.00	108,480.01	4
63-4970-000	TRAVEL & TOURISM:	0.00	0.00	0.00	0.00	0.00	0.00	0
63-4970-010	SALARIES & WAGES-DIRECTOR	24,583.30	25,000.00	2,083.33	2,083.33	0.00	22,916.67	8
63-4970-090	TRAVEL- FICA TAX	1,342.69	1,750.00	115.55	115.55	0.00	1,634.45	7
63-4970-100	TRAVEL- RETIREMENT	4,683.07	4,750.00	396.87	396.87	0.00	4,353.13	8
63-4970-131	TRAVEL - UNEMPLOYMENT	0.00	250.00	0.00	0.00	0.00	250.00	0
63-4970-140	TRAVEL- WORKER'S COMP	87.00	160.00	128.00	128.00	0.00	32.00	80
63-4970-180	TRAVEL- GROUP INS.S	9,873.24	11,500.00	789.89	789.89	0.00	10,710.11	7
63-4970-370	MARKETING & ADVERTISING-ADMIN	18,621.50	112,800.00	0.00	0.00	0.00	112,800.00	0
63-4970-390	TRAVEL- DUES & SUBSCRIPTIONS	175.00	500.00	0.00	0.00	0.00	500.00	0
63-4970-600	ADMIN FEE 3%- GENERAL FUND	3,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0
63-4970-602	PROFESSIONAL SERVICES-AUDIT	4,250.00	4,650.00	0.00	0.00	0.00	4,650.00	0

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	4970 TRAVEL & TOURISM:	67,115.80	165,860.00	3,513.64	3,513.64	0.00	162,346.36	2
	63 TRAVEL AND TOURISM Expend Total	163,541.84	278,635.00	7,808.63	7,808.63	0.00	270,826.37	3

63 TRAVEL AND TOURISM

	Prior	Current	YTD
Revenues:	171,371.36	0.00	0.00
Expended:	163,541.84	7,808.63	7,808.63
Net Income:	7,829.52	7,808.63-	7,808.63-

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
69-3370-000	E911 TELEPHONE SURCHARGE (1YR)	81,197.84	118,952.00	0.00	0.00	0.00	118,952.00-	0
	69 EMERGENCY TELECOMMUNICA Revenue Total	81,197.84	118,952.00	0.00	0.00	0.00	118,952.00-	0
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
69-9100-000	911:	0.00	0.00	0.00	0.00	0.00	0.00	0
69-9100-180	PROFESSIONAL SERVICES	0.00	2,760.00	0.00	0.00	0.00	2,760.00	0
69-9100-200	DEPARTMENTAL SUPPLIES	611.02	15,000.00	0.00	0.00	0.00	15,000.00	0
69-9100-310	TRAINING	1,510.00	4,000.00	365.00	365.00	0.00	3,635.00	9
69-9100-320	COMMUNICATIONS	6,933.14	8,000.00	631.28	631.28	0.00	7,368.72	8
69-9100-350	MAINT & REPAIR-EQUIPMENT	563.30	2,100.00	272.16	272.16	0.00	1,827.84	13
69-9100-351	CONTRACTED SERVICES-SOUNDSIDE	12,978.00	13,368.00	13,366.80	13,366.80	0.00	1.20	100
69-9100-352	MAINT AGREEMENT-SOUTHERN SOFTWARE CAD	7,719.00	7,796.00	7,796.00	7,796.00	0.00	0.00	100
69-9100-354	MAINT AGREEMENT-SOUTHERN SOFT MAPPING	3,248.00	3,280.00	3,280.00	3,280.00	0.00	0.00	100
69-9100-355	MAINT AGREEMENT-SOUTHERN SOFT PAGING	805.00	813.00	813.00	813.00	0.00	0.00	100
69-9100-356	MAINT AGREEMENT-EDGE ONE RECORDER	5,300.00	5,500.00	5,300.00	5,300.00	0.00	200.00	96
69-9100-357	MAINT AGREEMENT-WIRELESS COMMUNICATIONS	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
69-9100-358	MAINT AGREEMENT-ESRI	1,650.00	1,777.00	0.00	0.00	0.00	1,777.00	0
69-9100-361	MAINT AGREEMENT-EMD	3,600.00	3,700.00	0.00	0.00	0.00	3,700.00	0
69-9100-550	- CAPITAL OUTLAY- EQUIPMENT	102,822.80	35,858.00	0.00	0.00	0.00	35,858.00	0
	9100 911:	147,740.26	118,952.00	31,824.24	31,824.24	0.00	87,127.76	27
	69 EMERGENCY TELECOMMUNICA Expend Total	147,740.26	118,952.00	31,824.24	31,824.24	0.00	87,127.76	27

69 EMERGENCY TELECOMMUNICATIONS		Prior	Current	YTD
Revenues:	81,197.84	0.00	0.00	
Expended:	147,740.26	31,824.24	31,824.24	
Net Income:	66,542.42-	31,824.24-	31,824.24-	

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
70-3290-000	INTEREST ON INVESTMENTS	4,525.39	0.00	0.00	0.00	0.00	0.00	0
70-3980-010	TRANSFER FROM GENERAL FUND	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00-	0
	70 REAPPRAISAL Revenue Total	44,525.39	40,000.00	0.00	0.00	0.00	40,000.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
70-0000-000	FUND 70:	0.00	0.00	0.00	0.00	0.00	0.00	0
70-8600-000	RESERVE FOR REAPPRAISAL	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0
	70 REAPPRAISAL Expend Total	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0

70 REAPPRAISAL		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
	Revenues:	44,525.39	0.00	0.00
	Expended:	0.00	0.00	0.00
	Net Income:	44,525.39	0.00	0.00

Grand Totals		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
	Revenues:	52,027,071.34	1,895,013.09	1,895,013.09
	Expended:	29,573,444.25	1,883,548.37	1,883,548.37
	Net Income:	22,453,627.09	11,464.72	11,464.72

WASHINGTON COUNTY BOARD OF COMMISSIONERS
AGENDA STATEMENT

ITEM NO: 9

DATE: August 7, 2023

**ITEM: Other Items by Chairman, Commissioners, County Manager/Attorney,
Finance Officer or Clerk**

SUMMARY EXPLANATION:

- Department Head Reports from June/July 2023 (see attached)
- Statistics Reports from May/June 2023 (see attached)

a) NCACC Voting Delegate Designation

We received the following e-mail from the NCACC:

Good morning, County Managers and Clerks to the Board,

In order to capture voting delegate designations for the upcoming NCACC Annual Conference in August, we are asking your county to submit your voting delegate designation via this [link](#). You will have the option to select one person to serve as the voting delegate and one person as an alternate, if that is your preference. Click [here](#) to indicate who will serve as your voting delegate for the NCACC Annual Conference.

The NCACC's 116th Annual Conference Business Session will be held in Wake County on Saturday, August 26, at 2 pm, with each county entitled to one vote on items that come before the membership, including the election of the NCACC Second Vice President.

NCACC Constitution, Article VI:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County

Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues."

Please submit your voting delegate designations by Monday, August 21, close of business. Should you have any questions, please contact Alisa Cobb at alisa.cobb@ncacc.org.

All of the Commissioners are attending the NCACC Conference August 24-26 in Raleigh. The Board needs to choose a Voting Delegate this evening so the Clerk can get the information to the NCACC before the deadline.

- b) ABC 2023-2024 Proposed Annual Operating Budget
The ABC Board is required by statute to send their budgets/amendments to the Board of Commissioner for information. No action is needed. (See attached).
- c) Discussion: Agenda for Joint Meeting with the Plymouth Town Council
The Plymouth Town Council would like to meet with Commissioners in a joint meeting on August 28. The Clerk has reserved the Cooperative Extension Conference Room for this meeting. This Board needs to come up with an agenda for this meeting. The Clerk will be meeting with Plymouth Town Manager on August 16th to discuss what the Town would like as their agenda. The hope is to merge the two agendas into one.
- d) Discussion: Legislation on Allowance of Heavier Trucks
New legislation is coming out regarding the allowance of heavier trucks on our roads. There are other counties that are opposed to this along with our representatives. Below are letters of support that Representative Don Davis's Office drafted and would like the Commissioners to approve and send. (See below.)

August 7, 2023

*The Honorable Don Davis
1123 Longworth House Office Building
Washington, DC 20515*

Dear Congressman Davis,

Special interests have been proposing legislation in favor of bigger tractor-trailer trucks such as H.R. 3372, which would create a “pilot project” that would allow any state to increase truck weights from 80,000 pounds to 91,000 pounds for up to 10 years on its interstates.

This legislation alarms us because local and municipal governments already have difficulty maintaining public works budgets with limited capacity to raise revenue through fees and taxes, and with inflationary pressures, the costs of maintenance and replacement continues to grow. Adding more weight to tractor-trailers without additional braking capacity increases stopping distance, potentially turning a near-miss into a fatal accident.

Recently, the Coalition Against Bigger Trucks (CABT), in conjunction with county officials with expertise in local infrastructure, undertook a comprehensive evaluation on the impact of heavier trucks on local bridges, those not on the National Highway System. This study fills in the gaps of the 2016 USDOT Comprehensive Truck Size and Weight Limits Study, which did not look at the impact of bigger trucks on local roads and bridges.

Throughout North Carolina’s 1st congressional district, 119 local bridges would be unable to safely accommodate 91,000-pound trucks. Replacing those bridges would cost our taxpayers more than \$60 million. We believe this is critical information policymakers need to know during any consideration of legislation that would increase truck size or weight.

The Washington County board of County Commissioners that you take safety and infrastructure damage into consideration and oppose any attempts in Congress to increase the size of tractor-trailers, including HR 3372 and HR 2948.

Sincerely,

*Julius Walker, Jr., Chair
Washington County Commissioner*

August 7, 2023

*The Honorable Ted Budd
304 Russell Senate Office Building
Washington, DC 20515*

Dear Senator Budd,

Special interests have been proposing legislation in favor of bigger tractor-trailer trucks such as H.R. 3372, which would create a “pilot project” that would allow any state to increase truck weights from 80,000 pounds to 91,000 pounds for up to 10 years on its interstates.

This legislation alarms us because local and municipal governments already have difficulty maintaining public works budgets with limited capacity to raise revenue through fees and taxes, and with inflationary pressures, the costs of maintenance and replacement continues to grow. Adding more weight to tractor-trailers without additional braking capacity increases stopping distance, potentially turning a near-miss into a fatal accident.

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Throughout North Carolina 1,482 local bridges would be unable to safely accommodate 91,000-pound trucks. Replacing those bridges would cost our taxpayers more than \$657,488,246. We believe this is critical information policymakers need to know during any consideration of legislation that would increase truck size or weight.

The Washington County board of County Commissioners that you take safety and infrastructure damage into consideration and oppose any attempts in Congress to increase the size of tractor-trailers, including HR 3372 and HR 2948.

Sincerely,

*Julius Walker, Jr., Chair
Washington County Commissioner*

August 7, 2023

*The Honorable Thom Tillis
113 Dirksen Senate Office Building
Washington, DC 20515*

Dear Senator Tillis,

Special interests have been proposing legislation in favor of bigger tractor-trailer trucks such as H.R. 3372, which would create a “pilot project” that would allow any state to increase truck weights from 80,000 pounds to 91,000 pounds for up to 10 years on its interstates.

This legislation alarms us because local and municipal governments already have difficulty maintaining public works budgets with limited capacity to raise revenue through fees and taxes, and with inflationary pressures, the costs of maintenance and replacement continues to grow. Adding more weight to tractor-trailers without additional braking capacity increases stopping distance, potentially turning a near-miss into a fatal accident.

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The Washington County board of County Commissioners that you take safety and infrastructure damage into consideration and oppose any attempts in Congress to increase the size of tractor-trailers, including HR 3372 and HR 2948.

Sincerely,

*Julius Walker, Jr., Chair
Washington County Commissioner*

If approved, the Clerk will put these on the County’s letterhead for the Chair to send and

she will send them out appropriately.

- e) Discussion: $\frac{1}{4}$ cent Sales Tax Referendum
Commissioner Spruill requested this item be put on the agenda for discussion.

Washington County ABC Board
696 US HWY 64 E
Plymouth, NC 27962
252-793-2217
wcabcbd@embarqmail.com

June 6, 2023

The 2023-2024 Proposed Annual Operating Budget for the Washington County ABC Board was Adopted at the Board Meeting on June 6, 2023 as the 2023-2024 Annual Operating Budget.

J. Todd Moore
General Manager / Deputy Finance Officer

Jack Faulk
Board Chairman

Washington County ABC Board
July 1, 2023 – June 30, 2024

Budget Message

A budget has been prepared for the Washington County ABC Board in accordance with G.S. 18B-702, Financial Operations of Local Boards. The budget was prepared by J. Todd Moore, General Manager / Deputy Finance Officer, Dawn Riddick and Rebecca Williams, both of Allen Accounting and Taxes. Allen Accounting and Taxes prepares the payroll, file taxes, does bookkeeping on QuickBooks and other accounting services for the Board. The projection for the making of the budget was made by the Board's financials records and other gathered information. Moore and Allen Accounting and Taxes prepared the budget to the best of their abilities.

The July 1, 2022 – June 30, 2023 has been an unpredictable year. Supply and demand have been an issue. Finding a new dependable employee is another concern. The economic status for Washington County is still in question. However, a Budget Amendment had to be made, increasing the Revenue by \$200,000.00. The 2023 – 2024 Budget will show a 14.2 + % increase over the 2022 – 2023 year.

The Washington County ABC Store is in need of a new roof, which will be an expensive project. The Board is in the process of finding a roofer, with no luck at this time. The store is also in need of a new safe for cash, coins, cash drawers and other valuables. The Board has approved the purchase of a new safe.

The Board operates one store with two full-time employees, the General Manager / Deputy Finance Officer / Sales Associate and the Store Manager / Finance Officer / Sales Associate. The full-time employees receive health insurance, retirement (LGERS), sick leave and vacation. The Board has three part-time employees. The part-time employees are subject to limited hours and receive no benefits. The budget shows the possibility of a cost-of-living pay increase, bonuses for employees and the hiring of an additional part-time employee.

The Board distributes to and has a contract with the Washington County Sheriff Department for Law Enforcement and the WCSO receive additional distributions for Alcohol Education.

In conclusion, the budget should meet the NC ABC Commission guidelines. The Washington County ABC Board should be able to use this budget in making any decision that could affect the future of the Board.

J. Todd Moore
General Manager / Deputy Finance Officer / Sales Assistant

Jack Faulk
Board Chairman

Washington County ABC Board

WASHINGTON COUNTY ABC BOARD
ANNUAL OPERATING BUDGET
FISCAL YEAR 2023-2024

Estimated Revenue

Liquor Sales / Mixed Beverage Sales

Total: **\$1,500,000.00**

APPROPRIATIONS:

Taxes Based on Revenue

Excise Tax

MXB Tax (Dept. of Revenue)

MXB Tax (DHHS)

Bottle Tax

TOTAL: **\$ 360,000.00**

COST OF SALES: **\$ 835,000.00**

TOTAL **\$ 1,195,000.00**

OPERATING EXPENSES:

Salaries & Benefits	\$ 150,125.00
Payroll Taxes	\$ 14,500.00
Retirement	\$ 14,125.00
Repairs & Maintenance	\$ 6,250.00
Utilities	\$ 11,500.00
Ins / Bonds	\$ 7,500.00
Group Health Ins.	\$ 37,500.00
Store / Office Supplies	\$ 8,500.00
Board Expense	\$ 3,000.00
Professional Fees	\$ 18,500.00
Training / Conventions / Travel	\$ 2,000.00
Credit Card Charges	\$ 20,500.00
Dues & Subscriptions	\$ 6,000.00
Contingencies	\$ 5,000.00

TOTAL ESTIMATED EXPENSE **\$ 305,000.00**

CAPITAL OUTLAY

Store Improvements \$ 50,000.00

DISTRIBUTIONS

Law Enforcement \$ 2,400.00

Alcohol Education \$ 3,950.00

TOTAL DISTRIBUTIONS

\$ 6,350.00

Working Capital Retained -\$50,000.00

Total Expenditures and Distributions

\$1,500,000.00

Department Head Reports to the Commissioners
August 7, 2023
Board of Commissioners' In Person & Facebook Livestreamed Meeting

Geographic Information Systems & Other Projects

Richard Livingston

The Washington County GIS Department is at the tail end of the planned transition to contracted GIS services. We have successfully handed off the requisite spatial data sets and built out processes for managing mapping changes and 911 addressing. I am currently focused on quality assurance as we transition to fully contracted services. Please let me know if you have any questions about this transition.

EMS

Jennifer O'Neal

EMS STAFFING:

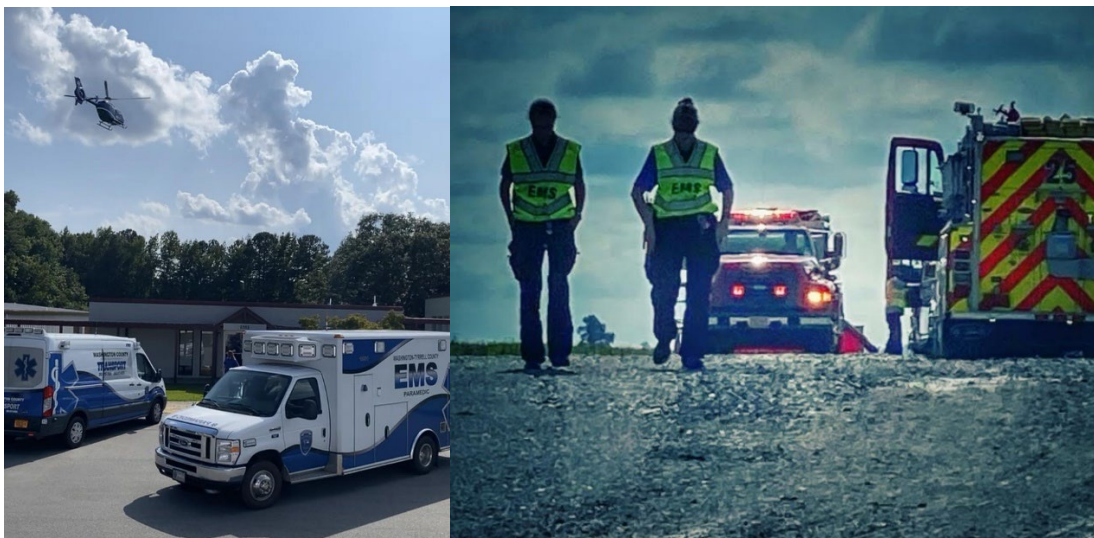
The EMS Division has (2) Full Time Paramedic positions and (1) Basic EMT position available. The Transport Division has two Full Time EMT positions available. We are also accepting applications for part time positions. An offer of employment has been made for a Basic EMT Position and we are in talks with a Paramedic moving to the Tyrrell area.

OTHER SYSTEM BUSINESS:

UNC PECC+ Program : PECC coordinator Jessica Howery will be attending a summit in August.

Duke RACE-CARS Trial Program: Waiting for approval to provide AED's for interested Fire Department's. 4-Life training coming up at the library.

EMS is staying very busy with increased call volumes including an increase in traumatic events.



Join us in welcoming our newest full time employee, EMT Lindsey Robinson. Lindsey lives in Williamston and recently completed her EMT training.



Thank you for your continued support of EMS.

Recreation

Randy Fulford

The recreation is good, we won the State Game Basketball tournament and now we are signing up for football ages 6-12. We have had a min football camp, CPR, Concussion clinic and working on having a Heat clinic. Our big football camp will be August 12 start at 9:00 am.

Elections

Dora Bell

This month in elections, I have two new board members (Robert Cody and Joyce Satterthwaite). We all had mandatory training in Concord NC, on July 13,14 and 15th. I also have been training for the new Voter ID, which is coming soon.

Library

Brandy Goodwin

Staffing:

We are still in need of a part-time Financial Officer for the Regional Office. Please contact Director Judi Bugniazet on how to apply.

Programming:

- We have had a summer jammed-packed with programming! We would like to thank all of our Grassroots Artists and Summer Reading Presenters for their wonderful presentations!
- Our Friday Movie Matinees will end 07/28/2023 with Disney's "Encanto" showing at 2:00 PM.
- Our Summer Reading Program will end 08/02/2023 with Magician Gary Shelton performing at 2:00 PM.
- The NC Symphony will host a FREE 30-Minute Storytime session on 08/08/2023 at 11:30 AM; musical instruments will be on display and are able to be "played with" by participants.
- Virtual Storytime sessions will resume 08/09/2023 after taking a summer hiatus.
- Face-to-Face "Storytime with Miss Brandy" sessions are still ongoing; they are hosted EVERY WEDNESDAY morning at 10:30 AM. (Please call ahead if interested in attending so we can plan accordingly.)
- WIP (Works in Progress) is a knitting/crocheting group hosted by Rita Asby that meets every Wednesday at NOON; please spread the word and attend! We would love to have you!

Library and Community Happenings:

- Our Little Libraries are still being accessed at Plymouth's Mini Park, Creswell's Barnyard Betsy's, and Roper's Washington County's African-American Museum and Cultural Center – one will be appearing soon at Washington County Senior Center.
- We are still collecting donations and actively selling books at our ongoing book sale.
- We have had to enforce a stricter policy with patrons violating the use of our "cataloging computer" for other use.
- Please monitor our Facebook for updates on changes in policy and future programming events.



June - July County Commissioner Report

Rebecca Liverman

County Extension Director

- ✓ Our office hosted a **Regional 4-H Public Speaking event (22 counties) in Creswell**. We organized over 30 volunteers and had two youth to compete and go on to the state level.
- ✓ Meetings:
 - *Real Money, Real World - Greensboro
 - *Several SHIIP clients
 - *Onboarding a new staff person
 - *Worked on the behind-the-scenes registration for all 4-H summer events.



Jalynne Ward

Agriculture Agent

- ✓ Responded to calls concerning plant disease diagnosis, weed ID and management, and weed toxicity to livestock
- ✓ Worked with the crop team at Tidewater Research Station to get the treatment on a foliar fungicide test plot
- ✓ Put out fresh test stakes and roadside Extension On Farm Trial marketing signs on both corn hybrid trials
- ✓ I have been sitting down with farmers to beta-test the Southern Cover Crop Council Species Selector Tool. Feedback from Washington County farmers will be taken into consideration by the agronomists, engineers, and website designers that created this tool to make improvements



Problem Diagnosis



Weed ID



PSI Agent Network



Ginny Mason 4-H Agent



- ✓ Onboarding and New Employee Training
- ✓ Field Day with youth to Simply Natural Creamery and Sylvan Heights Bird Park
- ✓ Fishing and Kayaking the Scuppernong River with Tyrell County 4-H
- ✓ I took 4 teens to 4-H Congress in Raleigh last week. We had a great time!
- ✓ Every Thursday in July me and some of the 4-H teens have volunteered at the elementary and middle school doing STEAM activities with the students in the Summer Bridge and Read to Achieve Programs
- ✓ Teens who attended Congress participated in the Hands to Service Project: Hooked on Books. We collected books to donate to the local school and to place in the free lending libraries located around the county.



Veteran's Service Officers Report
Vacant

Tax Office
Sherri Wilkins

1. In **June** - the tax clerks – Christal and Hollie – handling the day-to-day processing of payments, handling phone calls and emails as they can but also work is being delegated to them. They continue to assist Darlene and Felesha.
2. In June, filed the delinquent report for the Torrens (Registered Estates) properties in the Register of Deeds office, as required by NCGS.
3. We continue to work every day with Zacchaeus Legal Services.
4. Darlene continues to process enforced collections – wage garnishments, bank attachments, debt set-off.
5. Mailed Sales Letters based on Deed transfers as required by NCGS.
6. From New Construction review, added new pictures, verified that SWUFs were added to new residences and removed for residences that were removed (due to fire damage or demolition due to condition)
7. Assisted the taxpayers with the Tag & Tax program, handling adjustments, refunds, releases, and general questions regarding motor vehicles.
8. Continue to verify PINs and complete Tax Certifications.
9. We continue to get calls for Republic Services, we direct the taxpayer to the county's website and Landfill. At times, the landfill calls us for verification of ownership of a property, for example, there is a new owner for a property and that person is going into the landfill but before they are allowed to dump their debris or trash, the landfill calls us to make sure they own the property at the address they have given.
10. In June - Christal contacted delinquent taxpayers to get delinquent taxes paid.
11. Darlene Fikes and I closed out FY 23. Emailed reports to the towns.
12. The Statistical report was submitted.
13. Present-Use Value correspondence was sent out for new transfers.
14. Received our new copier/printer, thank you.
15. In preparation for the tax bills, I had a couple of site visits that were not included in the appraiser's new construction review.
16. Processed the applications for exemptions – senior citizen, disability, disabled veterans.
17. In **July** – worked on finalizing the new year set-up for tax bills. Sent the towns their reports.
18. Lonnie Baker, our programmer for tax collection, died July 1st, there were a couple of issues that Darlene Fikes was able to fix. Thankfully, she has had some training in programming in our current software.
19. Submitted information to Auditors as requested by them.
20. Had a message go out through Hyper Reach reminding everyone to pay their taxes in July to capture the 2% discount (I appreciate Connie's assistance). Ran an ad in the Roanoke Beacon as a reminder too.
21. Per NCGS, I completed the Settlement Report for the August Commissioner's Meeting and for the town of Creswell's Town Council meeting.

Planning/Inspections/Floodplain Management
Allen Pittman

June 2023

Permits Issued	27
Inspections completed	37
App/Plan Review	4
Consultations	3 -WC K-12 School with Dominion and Triple R Cell tower provider for possibly 2 new towers Lou Manning for downtown buildings

Mutual Aid -Tyrrell County 5th, 9th, 21st, 27th
Observed Floodplain area on the way to Tyrrell County June 27
Worked Bear Festival – Fireworks – June 1, permitting; June 3 Inspections
Ongoing work with Roper Creswell, and Plymouth for Community Rating System inspection which is due in August
Vacation June 12 – 16
Holiday June 19
Cancelled Planning Board meeting scheduled in June due to vacation schedules
June 28 – Roanoke Rapids – Mini Grids - Resiliency meeting with EM and Center for Energy Education

July 2023

Permits Issued	20
Special Use Request	1 - Verizon tower on 32S
Inspections	37
Review applications for permits	3
Floodplain review	2

Consult with Contractor -Red Door Homes
Consult with new owner regarding asbestos
Consult with Piedmont Natural Gas and EM1 RE: responder training
7/4 Holiday
7/3, 5, 6 -Bereavement Leave -
7/10 – Administrative Day-completed CRS audit document
7/12 – Department Head Meeting
7/13-14 – Staff out of office
7/20 – Planning Board meeting – referred Special Use Permit application
Will hold Public Hearing on August 17, 2023 at 1:00pm in Roper
7/21 – Inspector out of office
7/24 – Staff with EM at Fire Commission meeting

Emergency Management
Lance Swindell

No report submitted.

Soil and Water
Chris Respass

No report submitted.

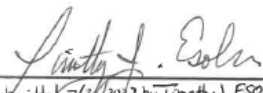
Register of Deeds
Tim Esolen

Ledger Summary Report - Roll-up

Printed 07/31/2013

Timothy J. Esolen, REGISTER OF DEEDS
Washington, NC
31484-31627

Category	Receipt Code	Count	Total	Recording	Special	Floodplain Mapping	Excise Tax	Land Transfer	Dept Cultural Res	Pension Fund	Automation Fund	State General Fund	State Treasurer Amt	County Receipts
DEED														
A/N	ASSUMED NAME	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
ASGMT	ASSIGNMENT	8	\$263.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.26	\$22.90	\$0.00	\$49.60	\$206.24
C/D	CORRECTION DEED	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
CAN	CANCELLATION	17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CERT	CERTIFICATION	6	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.34	\$11.64	\$0.00	\$37.20	\$104.82
D/T	DEED OF TRUST	17	\$1,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.32	\$105.40	\$0.00	\$105.40	\$860.88
DECL	DECLARATION	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
DEED	DEED	28	\$11,189.00	\$0.00	\$0.00	\$0.00	\$10,461.00	\$0.00	\$0.00	\$10.92	\$54.32	\$0.00	\$173.60	\$489.16
ESMT	EASEMENT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
GIFT/D	DEED OF GIFT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
MEMO	MEMORANDUM	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
MEMO/L	MEMORANDUM OF LEASE	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
MOD/A	MODIFICATION AGREEMENT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
N/FOR	NOTICE OF FORECLOSURE WITH	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
NOTICE	NOTICE	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
P/A	POWER OF ATTORNEY	6	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.34	\$11.64	\$0.00	\$37.20	\$104.82
P/REL	PARTIAL RELEASE	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
QCD	QUITCLAIM DEED	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41
TERM	TERMINATION	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
TMB/D	TIMBER DEED	1	\$337.00	\$0.00	\$0.00	\$0.00	\$311.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
TR/D	TRUSTEE'S DEED	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
UCC	UCC 3 OR MORE PAGES	1	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.87	\$4.43	\$0.00	\$0.00	\$39.90
Category Totals		100	\$13,670.00	\$0.00	\$0.00	\$0.00	\$10,772.00	\$0.00	\$0.00	\$43.48	\$243.31	\$0.00	\$508.40	\$2,102.81
MARR														
ML	MARRIAGE LICENSE	2	\$120.00	\$0.00	\$10.00	\$60.00	\$1.80	\$4.82	\$43.38					
Category Totals		2	\$120.00	\$0.00	\$10.00	\$60.00	\$1.80	\$4.82	\$43.38					


Respectfully Submitted 7/31/2013 by Timothy J. ESOLEN
Reg. of Deeds

Ledger Summary Report - Roll-up

Printed 07/31/2023

Timothy J. Esolen, REGISTER OF DEEDS
Washington, NC
31484-31827

Category	Receipt Code	Count	Total	Fee	Special	Pension Fund	Automation Fund	County Receipts							
NO BOOK															
B	BIRTH CERTIFICATE	17	\$230.00	\$0.00	\$0.00	\$3.45	\$22.72	\$203.83							
COPIES	COPIES	2	\$2.50	\$0.00	\$0.00	\$0.04	\$0.25	\$2.21							
DC	DEATH CERTIFICATE	10	\$370.00	\$0.00	\$0.00	\$5.55	\$36.45	\$328.00							
MC	MARRIAGE CERTIFICATE	6	\$60.00	\$0.00	\$0.00	\$0.90	\$5.94	\$53.16							
Category Totals		35	\$662.50	\$0.00	\$0.00	\$9.94	\$65.36	\$587.20							
NOTARY															
					Recording	Special	Floodplain Mapping	Excise Tax	Land Transfer	Dept Cultural Res	Pension Fund	Automation Fund	State General Fund	State Treasurer Amt	County Receipts
NOTARY	NOTARY	4	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.60	\$3.96	\$0.00	\$0.00	\$35.44
Category Totals		4	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.60	\$3.96	\$0.00	\$0.00	\$35.44
PLAT CABINET															
					Recording	Special	Floodplain Mapping	Excise Tax	Land Transfer	Dept Cultural Res	Pension Fund	Automation Fund	State General Fund	State Treasurer Amt	County Receipts
MAP	MAP	3	\$63.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.96	\$6.21	\$0.00	\$0.00	\$55.83
Category Totals		3	\$63.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.96	\$6.21	\$0.00	\$0.00	\$55.83
Report Totals		144	\$14,555.50												
Automation Fund Total:			\$323.66												
County Receipts Total:			\$2,824.66												
DVCF Total:			\$60.00												
Excise Tax Total:			\$10,772.00												
NCCTF Total:			\$10.00												
Pension Fund Total:			\$56.78												
State Treasurer Amount Total:			\$508.40												

Ledger Summary Report - Roll-up

Printed 07/31/2023

Timothy J. Esolen, REGISTER OF DEEDS
Washington, NC
31484-31827

Category	Receipt Code	Count	Total
Cash Total:			\$800.50
Check Total:			\$13,755.00
ACH Total:			\$0.00
Card Total:			\$0.00
Escrow Account Total:			\$0.00
Overpayment Total:			\$0.00

Landfill

Mike Gray

1. Land Clearing (L.C.) --- 44.54
2. Const. & Demo. (C&D) --- 96.28
3. Inert Debris (I.D.) ---- 41.06
4. Scrap Metal --- 1.06
5. Tires --- 12.00

Total for the month is 389,880 lbs. = 194.94 Tons.

Sheriff's Office/Detention/E911

Chief Deputy Arlo Norman/Clinta Blount/Anna Johnson

Detention:

1. LOWES CAME IN TO TAKE MEASUREMENTS OF THE FLOORS IN THE JAIL.
2. 07/07/2023 UNFIRST CAME TO DROP OF LINEN.
3. 07/14/2023 UNFIRST CAME TO DROP OF LINEN.
4. 07/21/2023 UNFIRST CAME TO DROP OF LINEN.
5. 07/26/2023 SENTRY EXSTIMINATOR SPRAYED.
6. DR. DEVAUL ARRIVED AT 10:20am

No other report submitted.

Information Technology

Darlene Fikes

June 2023

1. Contact CopyPro – discuss if credit allowed for Toshiba copiers. CopyPro will sell to 3rd party vendor and send us check. Email PO to CopyPro.
2. Get Dell quote and order laptop for County Manager office.
3. June 1 NMAC install new 911 admin line on consoles. EdgeOne install board in 911 recorder to fix issue with phone extension recording.
4. Troubleshoot issue with Ricky Young's vpn.
5. Review 911 Grant Application with Anna Johnson. Contact Angie with 911 Board and Martin with Motorola with questions. Create binder for 911 Grant information. Send information to Curtis and Missy.
6. Contact BrightSpeed to had long distance and hunting on new 911 admin line.
7. Complete 911 Strategic Technology Plan FY23-28 for grant application. Review with Anna. Inform Anna she needs to update MOU for backup plan.
8. Work with Missy on Sheriff Office Motorola order. Some items are on backorder. Teams meeting with Motorola, Missy, Charlie and myself.
9. CopyPro copiers delivered/installed. Work on various issues. Toshiba copiers removed and removed drivers from server.
10. Update and review O365 list. Review options for MFA.
11. Migration of Exchange email accounts to Microsoft O365. Install local Office on computers. Setup MFA for all employees. Move mailboxes that need to be retained per State retention policy to pst files on filesvr. Update documentation.
12. Make changes to email accounts as needed for O365.
13. Install/setup HP printer in Detention Center.
14. Install equipment for network upgrades necessary before VoIP installation.
15. Received Motorola equipment to be installed in 911. Will replace borrowed equipment from Chowan County.

16. Contact Shannon at UNC to discuss issues with subscription billing from NCDIT. Informed to request removal from invoice. Notify Missy.
17. Add copier documentation to BaseCamp.
18. Perform updates on Southern Bank check scanner.
19. Review Keystone contract.
20. Replace docking station on Facilities laptop.
21. Setup Renee Collier on Senior Center computer.
22. Contact Mediacom and BrightSpeed concerning changes to accounts that need to be made or VoIP installation.
23. Make changes to users and permissions for access in Edmunds software.
24. Setup Debbie Knieper on computer in County Manager's office.
25. Review CopyPro invoice with Missy. Contact CopyPro to have corrections made to invoice.
26. Troubleshoot issue with MACS in Detention Center.
27. Update instructions for Tax Year-End Close-Out.
28. Attend Departmental meeting.
29. Attend County Manager group meeting.
30. Attend Commissioners meeting.
31. Check postage machine during the month to determine when postage is needed.
32. Stamp, sign & copy invoices & take to Finance.
33. Complete Weekly Activity Report for County Manager
34. Reconcile Budget Statement.

July 2023

1. Assist Sherri with Tax Year-End Close-Out. Make changes to program to correct error.
2. Troubleshoot issue with postage machine.
3. Troubleshoot issue with CAD sheets not being received by EMS.
4. Create various instructions for users on O365 and email to employees.
5. Complete email clean up and updating documentation.
6. Troubleshoot issue with Edmunds at Landfill.
7. Request refresh postage machine quote from Independent Mailing and email to Missy. Place order when PO received and agreement signed. Check with Independent Mailing on maintenance contract paid – will it roll over to new postage machine - Yes.
8. Troubleshoot issue with McDaniels in Detention Center.
9. Troubleshoot Metered Network Warning on Mary Moscato laptop. Create instructions to correct and email to all employees.
10. Troubleshoot issue with docking station on Facilities laptop – fan failure. Call Dell tech support – download firmware updates but did not work. Dell will send a replacement.
11. Forward SU-Group agreement to Curtis and Missy. Update spreadsheet with amounts charged and department budget line to be charged. After agreement signed email to SU-Group.
12. Multiple conversations with BrightSpeed concerning internet connections at Water Plant, Senior Center and Recreation.
13. Work with Missy on SSG PHA for Board of Elections. Explain PHA to Dora.

14. Document surplus equipment at Senior Center and Finance, remove hard drives from pc's. Submit to Debbie for sale.
15. Discuss with Anna presentation to the 911 Board that needs to be made for grant that will cover cost of remaining Motorola updates. Grant total requested: \$100,461.61. Attend presentation on July 25th. 911 Board will send notification via email on September 8th.
16. Complete Auditor Questionnaire and return to auditors.
17. Training on O365 Admin.
18. Add O365 documentation to BaseCamp.
19. Assist Sherri in Tax billing process.
20. Research issue with Board of Elections BrightSpeed internet bill increase. Discuss with BrightSpeed and corrections should be made.
21. Review documentation on VoIP phones and make necessary changes. Contact Emily with VC3 to discuss.
22. Troubleshoot issue with phones at Board of Elections.
23. Troubleshoot issue with phones at Landfill.
24. Vacation 7/24 – 7/28
25. Research issue with phone system repair for Co-op Extension.
26. Make access and permission changes to Edmunds Software.
27. Attend Departmental meeting.
28. Attend County Manager group meeting.
29. Attend Commissioners meeting.
30. Check postage machine during the month to determine when postage is needed.
31. Stamp, sign & copy invoices & take to Finance.
32. Complete Weekly Activity Report for County Manager
33. Reconcile Budget Statement.

Senior Center

Renee' Collier

I began with this office on June 16th, 2023. Before I began, Vanessa had taken at least 12 seniors to the Elder Abuse Awareness Walk hosted by the Albemarle Commission on June 9, 2023, in Elizabeth City. They also hosted a retirement party for Vanessa on June 15th.

Since my first day, we celebrated Juneteenth with our group. This was my first celebration with the Seniors, and it was nice to see all races celebrating freedom together. Maria provided exercise and activities for our morning and afternoon groups, and Martha provided meals during the day and exercise at night. I filled in for a craft volunteer at the end of June and we painted wooden door hangers and picture frames. I will now be providing a craft program on the calendar each month along with Maria's other planned activities.

Entering into July, we began our recertification process efforts which will be for the next 2 years until we have our site visit. I met with staff to go over my expectations, plans and goals and asked for their input as well. We began collecting money for a trip to Elizabeth City coming up in August. We celebrated the Fourth of July with a cookout celebration and grilled out and staff brought sides. We have had and continue to have our regular programming throughout the month.

Unfortunately, on June 19th, I came in to work to find the bathroom that connects to my office flooded with approx. .5-1 inch of water. It seems the previous night before someone from the Line Dance class left a faucet running in the bathroom, which has happened in the past, but this time the floor drain did not function correctly, leading to the flooding. Maintenance was called and the County Manager was notified. Maintenance came out and pulled the standing water from the floor and provided a dehumidifier and fans. We came back after the weekend and the floor was dried and my computer was plugged in and now working.

Martha is out for the rest of the month on vacation, so Maria and I are holding down the fort. We had an International Self-Care Day with Staff as well as regular monthly programming. We are looking forward to August!

Airport

Knapp Brabble

1. Replaced 7 runway lights.
2. QT POD still working good.
3. Repairing ground height around duct units.
4. Filling in runway/taxiway washouts from rainfalls.
5. Mowing lots of grass.
6. Waiting to be branded.
7. Cleaning fuel farm.

8. Future Projects:
 - Replace Av/gas hose and jet fuel hose
 - Clean debris around perimeter of airport
 - Clean logging road overgrowth
 - Replace fuel pump night light at fueling station, about 20' tall
 - Runway:
 - Need to cut grass north end, south end of runway, entire airport. Need to cut around runway and taxiway lights. Will have to remove trees north end and south end of runway RPZ zone to meet FAA safety standards.
 - Remove rocks/stones around taxiway to improve mowing and save wear and tear on airport equipment.
 - Repair Beacon
 - Repair/replace PAPI lights (precision approach path indicator)
 - Repair/replace REIL (runway end identifier lights)

And other items that are not on this list.

Facility Services

Ricky Young

Unfinished Business:

- The fire alarm at Board of Elections has been giving false signals from the duct detector. Working with the Alarm Company we have possibly fixed the issue. We are running a test to verify it is working properly.
- The Emergency Management Building has been completed and ready for Probation/Parole.

Maintenance:

- We have completed 86 work orders.
- We have begun repairing some of the walls in the courthouse.
- The Power Company is in the process of replacing the old power lines and transformer at the Health Department. No disruptions are planned.
- The holes in the parking lot at the Health Department have been repaired.

Upcoming Projects:

- The back doors at the Board of Elections need replacing.
- Continue with the PM schedule of HVAC systems.
- Replacing a floor in a storage shed at the Health Department.
- Paint the parking lot lines at Department of Human Services.

MTW Health District

Wes Gray

No report submitted.

DSS

Clifton Hardison

Washington County Board of Social Services
Regular Meeting Minutes
Tuesday, June 20, 2023

Attendance

- Board of Social Services: Julius Walker and Harry White
- By Zoom: Wendy Furlough and Paulique Horton
- By Phone: Rona Norman
- Staff: Clifton Hardison, Cathy Ange and Yolanda White

Call to Order

The monthly meeting of the Washington County Board of Social Services was held on Tuesday, June 20, 2023 at 9:00 AM. Mr. Walker, Chairman, called the meeting to order and welcomed everyone.

Additions/Deletions to the Agenda

Mr. Walker asked for any additions or deletions to the agenda. None were added.

Public Comments

None were given.

Consent Agenda

Harry White moved to approve the consent agenda that included the May 16, 2023 regular board meeting minutes. Ms. Norman gave a second to the motion and the vote in favor of the motion was unanimous.

Introduction of New Staff

Caroline Gurganus introduced Lorraine Jones. Lorraine is the new Food Stamp worker. Clifton re-introduced Dominique Carter. Dominique has come back as a Social Worker III in the Permanency Planning Unit. Clifton introduced Dan Moreno who is the new investigator in the Children Services Unit.

Adult Services presentation: Yolanda White made a presentation to the Board regarding the Intake process for Adult Protective Services. The presentation can be found with the board minutes.

Director's Report/Informational Items

Administration: We have four vacancies at this time: A Child Support Supervisor I position and a Permanency Planning Supervisor III position. For the two Social Worker III positions we have interviewed for each position and we are in the hiring process.

Food and Nutrition Services: Food Stamp statistics were reviewed.

Child Care: Child Care statistics were reviewed. We are continuing to pull children off the waiting list. We have 34 children on the waiting list at this time.

Medicaid: Medicaid and Program Integrity statistics were reviewed.

Children Services: Child Protective Services and Foster Care statistics were reviewed. We are currently working with a total of 26 children, 25 of them are in our custody.

Adult Services: Adult Services and Work First statistics were reviewed.

Child Support: Child Support statistics were reviewed. Lynn continues to manage the unit until we can get a new Child Support Supervisor hired.

Energy Program: Energy Programs were reviewed. We were just approved for funding for the new Energy Program Supervisor. That position will take the energy programs away from the Adult Services Unit so they can focus more on protection of adults.

Riverlight Transit: Riverlight Transit statistics were reviewed.

Director's PowerPoint presentation and spreadsheet reports are attached.

Presentation of Plaque:

Mr. Walker presented a plaque to Paulique Horton for her years of service to the Washington County Board of Social Services. Mr. Walker thanked Ms. Horton for her years of services.

Board appointment:

Wendy Furlough has been reappointed by the Social Services Commission to serve a second term.

Other items: The next meeting for the Board is July 18, 2023 at 9 a.m.

Adjournment

Ms. Norman made a motion to adjourn and Mr. White gave a second to the motion. There being no further business to come before the Board, Mr. Walker adjourned the meeting.

Respectively submitted,
Julius Walker, Chairman

Submitted by Cathy Ange

**WASHINGTON COUNTY
BOARD OF SOCIAL SERVICES MEETING
TUESDAY, JULY 18, 2023
9:00 AM**

BOARD ROOM

**WASHINGTON COUNTY
DEPARTMENT OF SOCIAL
SERVICES**

**209 EAST MAIN ST
PLYMOUTH, NC 27962**



WASHINGTON COUNTY BOARD OF SOCIAL SERVICES MEETING
AGENDA
TUESDAY, JULY 18, 2023
9:00 AM

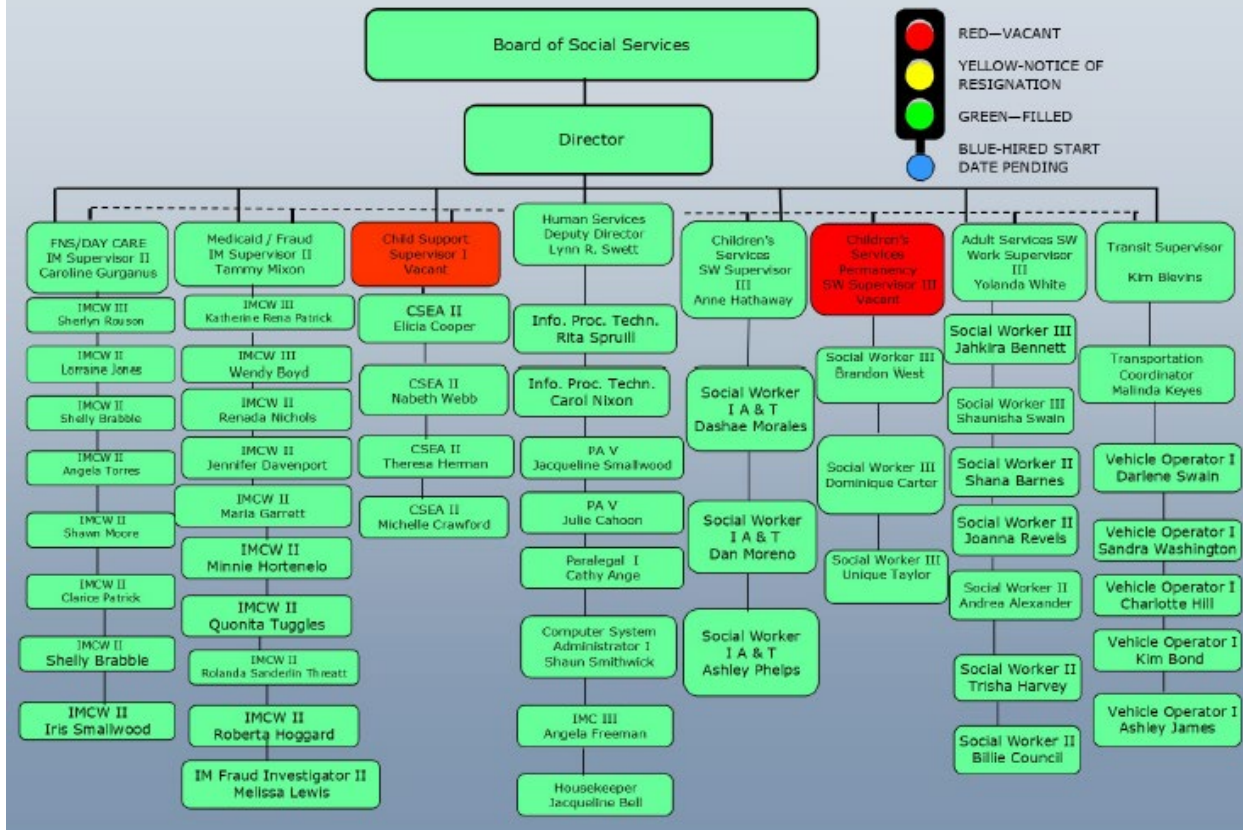
1. **WELCOME AND CALL TO ORDER** –*CHAIR, JULIUS WALKER*
2. **ADDITIONS OR DELETIONS TO THE AGENDA**
– *CHAIR, JULIUS WALKER*
3. **PUBLIC COMMENTS** – *CHAIR, JULIUS WALKER*
4. **CONSENT AGENDA** – *CHAIR, JULIUS WALKER*
 - A. **OPEN MEETING MINUTES** – **July 18, 2023**
5. **INTRODUCTION OF NEW STAFF** - *CLIFTON HARDISON*
6. **OATH OF OFFICE FOR NEW MEMBER**
7. **BOARD OFFICER SELECTION**
8. **RIVERLIGHT TRANSIT PRESENTATION** – *KIM BLEVINS*
9. **DIRECTOR'S REPORT** – *CLIFTON HARDISON*
10. **OTHER ITEMS BY BOARD MEMBERS OR DIRECTOR-**
NEXT MEETING – **TUESDAY, AUGUST 15, 2023 at 9:00 AM**
11. **ADJOURN** – *CHAIR, JULIUS WALKER*

Agenda Item 7: Consent Agenda

The consent agenda contains items that may be considered at one time and can be approved with one motion. These items may include the minutes of previous open meetings and closed meetings, budget amendments or other items that board members may deem to be approved with little or no discussion.

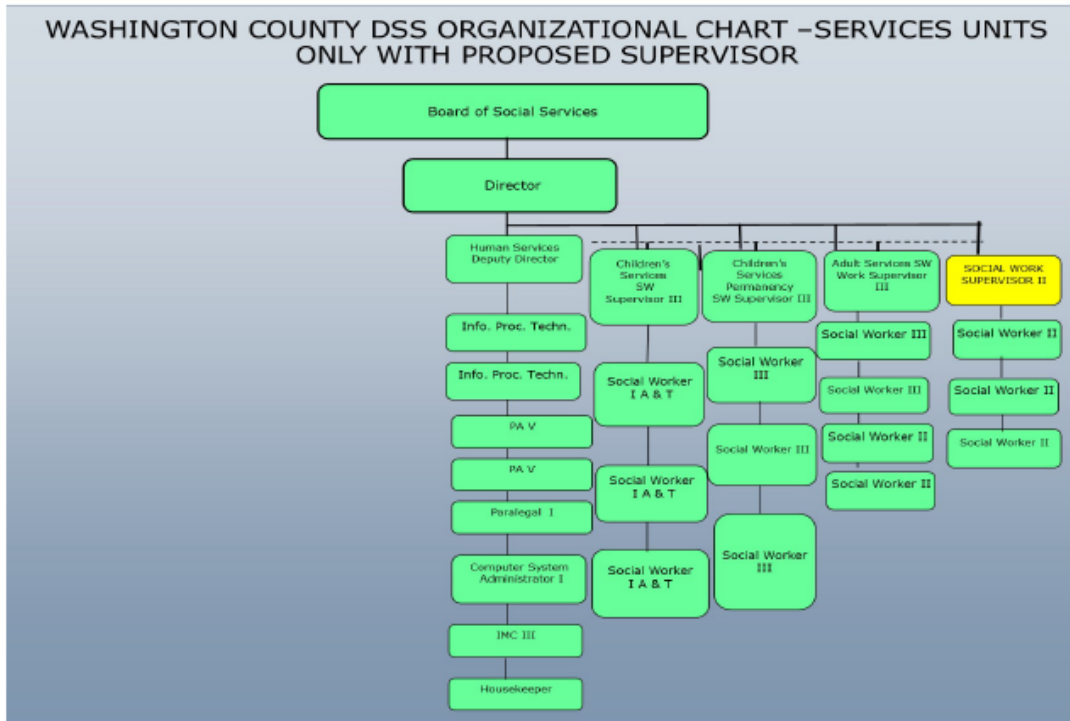
- Board members may add, delete or change any items that appear on the consent agenda. If any board member desires to discuss or vote separately on any item placed on the consent agenda, the item may be removed and placed on the regular agenda.
- If board members agree with the items placed on the consent agenda and they do not desire to discuss or remove any of the items, all of the items on the consent agenda may be approved with one vote. The consent agenda may be approved as presented with one motion. A second to the motion is required and the board will need to vote on the motion.
- If corrections must be made to Closed Session meeting minutes, a Closed Session will be needed to discuss them. If there are no corrections, the motion approving the minutes of the Regular Session minutes will also include the Closed Session minutes.
- Items on the consent agenda may be acted and voted upon individually also. The board will decide whether or not to consider consent agenda items individually.

WASHINGTON COUNTY DSS ORGANIZATIONAL CHART



New Unit coming with new Supervisor Position as approved in the budget

WASHINGTON COUNTY DSS ORGANIZATIONAL CHART –SERVICES UNITS
ONLY WITH PROPOSED SUPERVISOR



DIRECTOR'S REPORT

- * ADMINISTRATION/FINANCE
- * FOOD & NUTRITION SERVICES
- * CHILD CARE
- * MEDICAID
- * PROGRAM INTEGRITY
- * CHILD WELFARE
- * ADULT PROTECTIVE SERVICES
- * IN-HOME SERVICES
- * WORK FIRST EMPLOYMENT SERVICES
- * WORK FIRST CASH ASSISTANCE
- * ENERGY PROGRAMS
- * CHILD SUPPORT SERVICES
- * RIVERLIGHT TRANSIT

Upcoming Audits / Monitorings

- Washington County SCCA (CHILD CARE) Monitoring begins November 22, 2022—an exit interview was held December 13, 2022, and results will not arrive no later than 90 days from that date.
 - Findings for Child Care Monitoring have been received, and rebuttals must be submitted to DCDEE no later than April 2023.
 - Rebuttals have been submitted and accepted. Calculations are now being completed for the Monitoring findings.
- HCCBG Monitoring occurred March 1, 2023. No results received as of this date.
- DCDEE is performing a three year Federal Improper Payment Record Review for Child Care for the state of NC. This process began in October of 2014 and is completed at the state level. Three cases in Washington County were pulled by DCDEE this past fiscal year for review for the period of October 2020-September 2021.

Audit/Monitoring Findings

COMMENTS? QUESTIONS?



DIRECTOR'S TRAVEL

SSI - Aug 2, 3 & 4 - Hickory

Vacation - Aug 10 & 11

ADMIN. Fy	22-23	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Staff Level	58	56	55	55	55	56	57	53	52	53	55	54	56
Vacancies		2	3	3	3	2	1	5	6	5	3	4	2
Front Desk Visits		246	213	201	236	193	195	456	229	256	183	279	272
FINANCIAL													
Expenditures from 1571	\$4,049,167	\$381,904	\$342,334	\$316,642	\$342,939	\$356,643	\$321,315	\$324,032	\$350,339	\$302,446	\$362,932	\$311,588	\$336,053
Percentage of total budget Remaining		86.00%	79.00%	72.00%	65.00%	57.00%	50.00%	43.00%	37.00%	31.00%	24.00%	18.00%	14%

FNS FY 22-23	YTD TOTALS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		3,054	3,087	3,094	3,131	3,161	3,198	3,242	3,200	3,198	3,127	3,092	3,075
Benefits	\$8,626,500	\$812,555	\$740,429	\$748,665	\$845,114	\$856,637	\$870,055	\$872,337	\$864,194	\$523,630	\$510,590	\$ 491,162	\$ 491,132
Applications Taken	876	97	84	59	81	68	53	69	52	65	73	102	73
Reviews Completed	1080	142	55	55	39	42	43	41	127	119	115	152	150

CHILD CARE FY 22-23	YTD TOTALS	June Service Month	July Service Month	August Service Month	Sept Service Month	Oct Service Month	Nov Service Month	Dec Service Month	Jan Service Month	Feb Service Month	March Service Month	April Service Month	May Service Month
Children Served		197	197	194	194	186	186	184	192	198	184	175	181
Waiting List		25	25	27	36	39	19	25	18	18	13	14	14
Benefit Amount	\$1,049,862	\$82,773	\$83,989	\$78,962	\$74,082	\$71,116	\$70,333	\$102,845	\$89,670	\$90,658	\$92,362	\$ 89,104	\$87,577
Total Benefit Issued	\$ 1,013,471												
Benefit Remaining	\$36,391												

MEDICAID FY 22-23	Monthly Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		4,281	4,294	4,320	4,336	4,326	4,380	4,425	4,415	4,396	4,356	4,369	4,313
Applications Taken	498	28	28	49	34	49	54	40	47	38	40	61	30
Reviews Completed	2,032	216	225	184	241	168	206	250	204	8	71	105	154

PROGRAM INTEGRITY FY 22-23		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Claims-On Going													
	FNS	21	21	23	21	21	7	9	12	12	14	12	12
	Medicaid	2	2	2	2	3	1	1	1	1	1	1	1
	WFFA	0	0	0	0	0	0	0	0	0	0	0	0
	Child Care	12	12	12	12	12	12	12	12	12	12	12	12

DUE TO COVID-19 PANDEMIC SUSPENSION OF CLAIM COLLECTIONS, CASES HAVE MOVED FROM (CO) PLC IN COLLECTIONS STATUS TO (TE)

RIVERLIGHT TRANSIT FY 22-23	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Monthly One-Way Passenger Trips	311	376	290	423	406	311	469	582	671	612	642	582
Roanoke Development Center	0	0	0	0	0	0	0	0	0	0	0	0
Medicaid Transportation	205	265	207	236	189	135	159	205	229	186	243	225
MODIVCARE	0	0	0	0	0	0	0	0	0	0	0	0
ONE CALL	0	0	0	0	0	0	0	0	0	0	0	0
Senior Center	12	0	0	102	105	71	156	205	238	227	221	204
Other (DDS, WF, EDTAP)	45	70	48	58	76	85	98	92	120	117	114	101
Rural General Public	49	41	35	27	36	20	56	80	84	82	64	52

WASHINGTON COUNTY

STATISTIC REPORT



Reporting Period:

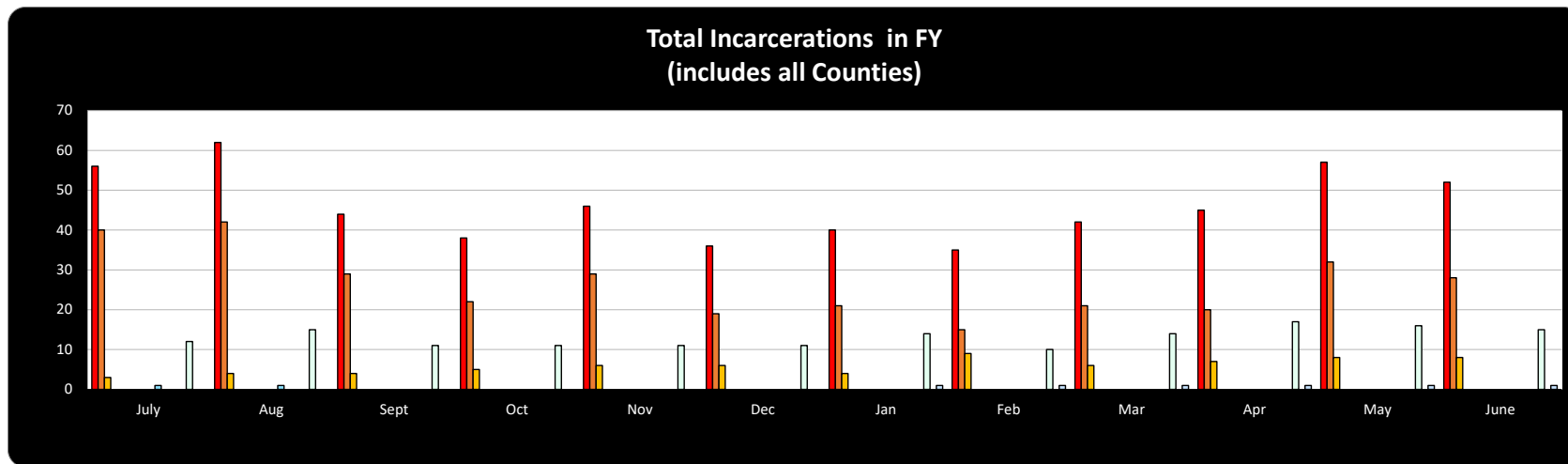
JUNE 2023

DETENTION

FY22-23

Incarcerations by County

		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total (by Gender)	Total Incarcerations
		56	62	44	38	46	36	40	35	42	45	57	52	553	553
WASHINGTON	Male	40	42	29	22	29	19	21	15	21	20	32	28	318	388
	Female	3	4	4	5	6	6	4	9	6	7	8	8	70	
CHOWAN	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
HYDE	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
MARTIN	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
BEAUFORT	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	2
	Female	1	1	0	0	0	0	0	0	0	0	0	0	2	
PITT	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
HERTFORD	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
SMCP	Male	12	15	11	11	11	11	14	10	14	17	16	15	157	157
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
NORTHAMPTON	Male	0	0	0	0	0	0	1	1	1	1	1	1	6	6
US PRISON TRANSPORT	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	



EMERGENCY MEDICAL SERVICES (EMS)

FY22-23

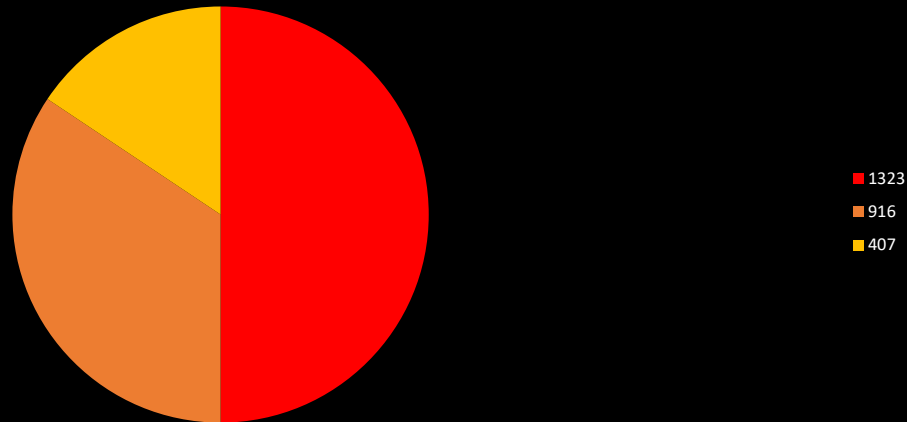
Washington County

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
WC Dispatched	138	134	130	151	144	166	151	146	163				1323
WC Transported	98	101	91	106	98	104	113	95	110				916
WC Refusals	40	33	39	45	46	62	38	51	53				407
Transport Washington													
Hospital to Hospitals	6	2	3	1	1	0	0	1	0				14
SNF to Doctors	85	65	98	136	88	95	87	108	131				893
Hospital Discharges	10	21	12	19	10	6	14	7	12				111
EMS Back Up	1	6	6	3	1	7	10	3	7				44

Tyrrell County

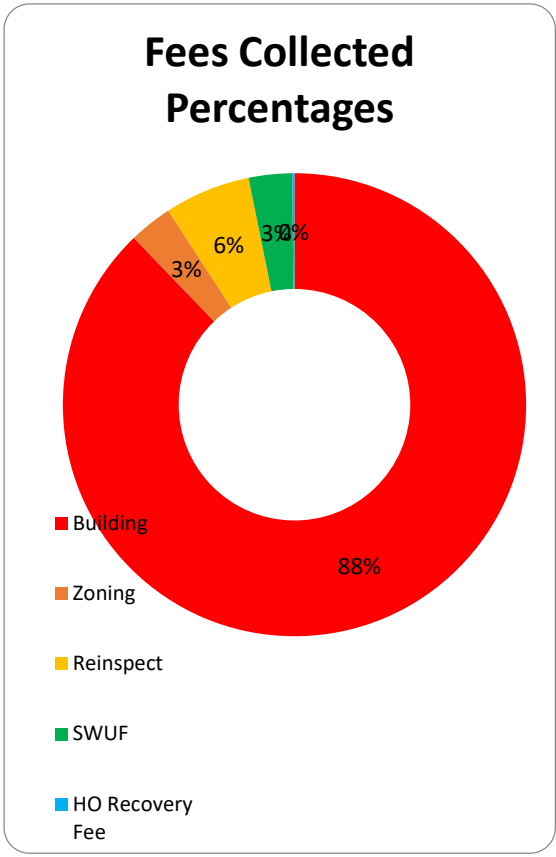
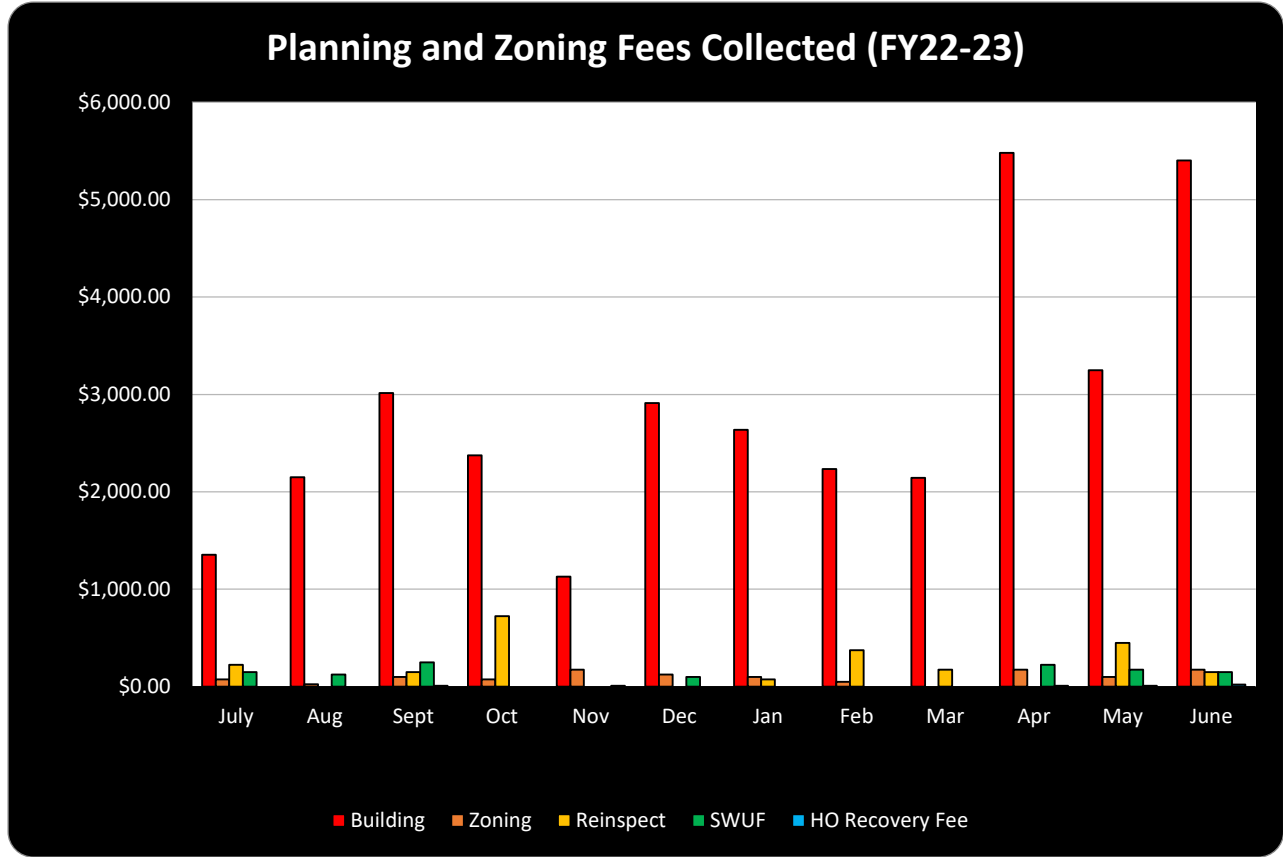
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
TC Dispatched	60	61	69	71	54	50	62	49	55				531
TC Transported	49	41	48	44	36	38	43	25	41				365
TC Refusals	11	20	21	27	18	12	19	24	14				166
Mutual Aid Hyde													
HC Dispatched	0	0	0	2	0	0	0	0	0				2
HC Transported	0	0	0	0	0	0	0	0	0				0
HC Refusals	0	0	0	2	0	0	0	0	0				2

EMS Pickups FY23



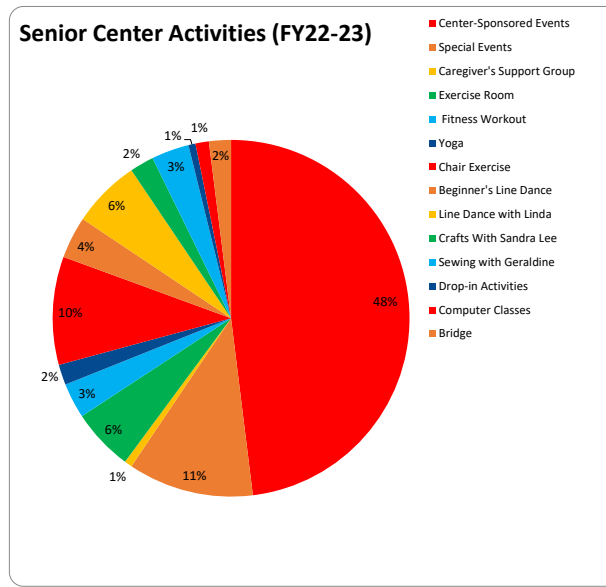
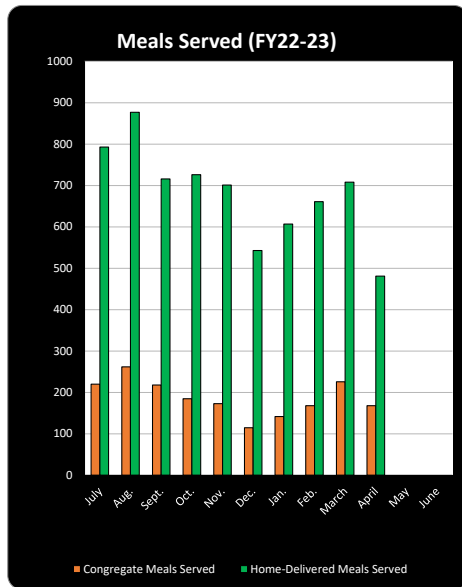
**PLANNING AND ZONING
FY22-23
Inspections and Fees**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Building	\$1,355.00	\$ 2,150.00	\$ 3,014.54	\$ 2,374.60	\$ 1,130.00	\$ 2,912.12	\$ 2,638.24	\$ 2,233.00	\$ 2,145.00	\$ 5,479.00	\$ 3,250.00	\$ 5,402.54	\$34,084.04
Zoning	\$ 75.00	\$ 25.00	\$ 100.00	\$ 75.00	\$ 175.00	\$ 125.00	\$ 100.00	\$ 50.00		\$ 175.00	\$ 100.00	\$ 175.00	\$1,175.00
Reinspect	\$ 225.00	\$ -	\$ 150.00	\$ 725.00		\$ -	\$ 75.00	\$ 375.00	\$ 175.00		\$ 450.00	\$ 150.00	\$2,325.00
SWUF	\$150.00	\$ 125.00	\$ 250.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -		\$ 225.00	\$ 175.00	\$ 150.00	\$1,175.00
HO Recovery Fee	\$0.00		\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -		\$ 10.00	\$ 10.00	\$ 20.00	\$60.00
Total	\$1,805.00	\$2,300.00	\$3,524.54	\$3,174.60	\$1,315.00	\$3,137.12	\$2,813.24	\$2,658.00	\$2,320.00	\$5,889.00	\$3,985.00	\$5,897.54	\$38,819.04



SENIOR CENTER FY22-23

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	YTD Total
PARTICIPANT DATA													5809
Unduplicated Attendees	54	68					50	242	169	185	88	76	932
New Participants	2	2					1	1	3				9
Center-Sponsored Events	265	261					105	224	303	548	323	310	2339
Special Events	26	40					14	65	98	52	145	114	554
Caregiver's Support Group	5	5					4	4	4	4	4	4	34
Exercise Room	24	51					15	33	39	29	48	35	274
Fitness Workout	6							15	26	30	52	26	155
Yoga	16	12					12	20	12	10	5	3	90
Chair Exercise	65	70					46	62	64	34	76	60	477
Beginner's Line Dance	14	21					18	39	39	17	19	18	185
Line Dance with Linda	27	31					37	40	62	42	33	29	301
Crafts With Sandra Lee	14	12					12	14	15	11	17	11	106
Sewing with Geraldine	16	22					16	27	22	22	27	14	166
Drop-in Activities											19	12	31
Computer Classes							29	30			0	0	59
Bridge							16	14	18	15	20	14	97
MEAL DATA	1013	1139	934	911	874	658	749	829	934	649	0	0	8690
Congregate Meals Served	220	262	218	185	173	115	142	168	226	168			1877
Home-Delivered Meals Served	793	877	716	726	701	543	607	661	708	481			6813
Congregate Meals-Pick-Ups													0
CONTRIBUTION DATA	\$ 438.50	\$ 532.19	\$ 379.05	\$ 169.65	#####	#####	\$ 289.00	\$ 310.85	\$ 532.39	\$ -	\$ -	\$ -	\$ 4,608.53
Congregate Meals	\$ 148.50	\$ 132.19	\$ 39.05	\$ 54.65	\$ 91.90		\$ 129.00	\$ 50.85	\$ 62.39				\$ 708.53
Home-Delivered Meals	\$ 155.00	\$ 215.00	\$ 270.00	\$ 225.00	\$ 125.00	\$ 810.00	\$ 70.00	\$ 145.00	\$ 265.00				\$ 2,055.00
Activity Fees	\$ 125.00	\$ 85.00	\$ 70.00	\$ 115.00	\$ 105.00	\$ 60.00	\$ 90.00	\$ 115.00	\$ 205.00				\$ 970.00
Donations	\$ 10.00	\$ 100.00			\$ 565.00	\$ 200.00							\$ 875.00



**TAX
FY22-23**

	July	Aug.	Sept.	Oct.	Nov.	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Collections													
Amount*													\$ -
Current Year Tax	\$ 898,210.32	\$ 2,292,012.84	\$ 404,187.42	\$ 223,827.03	\$ 361,823.03	\$ 1,110,348.78	\$ 1,091,162.57	\$ 84,341.25	\$ 179,886.13	\$ 94,596.54	\$ 70,622.10	\$ 144,511.74	\$ 6,955,529.75
Current Yr Discount	\$ (16,983.97)	\$ (32,457.61)	\$ (600.68)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50,042.26)
Current Year Penalty	\$ 107.78	\$ 2,564.03	\$ 516.33	\$ 218.50	\$ 127.82	\$ 3,821.16	\$ 1,645.99	\$ 56.46	\$ 405.62	\$ 636.90	\$ 2,312.37	\$ 32.63	\$ 12,445.59
Current Year Interest	\$ -	\$ -	\$ -	\$ 554.41	\$ -	\$ -	\$ 3,831.19	\$ 2,388.03	\$ 6,412.70	\$ 5,262.46	\$ 3,198.32	\$ 5,061.87	\$ 26,708.98
Watershed Tax Current Yr	\$ 10,162.47	\$ 27,388.25	\$ 4,764.97	\$ 2,666.75	\$ 3,961.14	\$ 13,162.78	\$ 12,982.50	\$ 1,017.57	\$ 2,210.97	\$ 1,436.01	\$ 583.13	\$ 974.90	\$ 81,311.44
Watershed Discount	\$ (203.16)	\$ (387.62)	\$ (7.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (597.78)
Watershed Penalty	\$ 1.24	\$ 30.56	\$ 6.09	\$ 1.11	\$ 1.17	\$ 40.09	\$ 18.08	\$ 0.72	\$ 4.20	\$ 32.46	\$ 0.19	\$ 0.42	\$ 136.33
Watershed Interest	\$ -	\$ -	\$ -	\$ 6.41	\$ -	\$ -	\$ 40.19	\$ 27.83	\$ 75.75	\$ 253.41	\$ 610.36	\$ 433.75	\$ 1,447.70
Prior Year Tax	\$ 44,247.58	\$ 89,391.99	\$ 42,863.52	\$ 33,593.45	\$ 42,599.81	\$ 25,468.87	\$ 46,974.51	\$ 28,359.63	\$ 24,187.74	\$ 22,462.54	\$ 17,016.72	\$ 7,008.85	\$ 424,175.21
Prior Year Penalty	\$ 154.44	\$ 72.04	\$ 12.85	\$ 58.08	\$ 33.73	\$ 70.85	\$ 1,149.64	\$ 20.80	\$ 95.82	\$ 332.79	\$ 109.50	\$ 12.98	\$ 2,123.52
Prior Year Interest	\$ 4,028.32	\$ 8,724.90	\$ 5,215.11	\$ 3,961.82	\$ 13,239.58	\$ 3,192.96	\$ 6,444.00	\$ 7,351.02	\$ 4,600.13	\$ 4,352.45	\$ 7,030.94	\$ 1,847.59	\$ 69,988.82
Prior Year Watershed	\$ 378.70	\$ 590.37	\$ 306.97	\$ 265.82	\$ 245.71	\$ 111.99	\$ 460.53	\$ 194.44	\$ 253.03	\$ 210.12	\$ 249.35	\$ 77.85	\$ 3,344.88
Prior Year WS Penalty	\$ 1.69	\$ 0.91	\$ 0.33	\$ 0.88	\$ 0.44	\$ 0.53	\$ 1.72	\$ 0.27	\$ 1.20	\$ 4.18	\$ 6.94	\$ 0.21	\$ 19.30
Prior Year WS Interest	\$ 333.37	\$ 468.29	\$ 271.88	\$ 289.19	\$ 364.36	\$ 177.76	\$ 390.63	\$ 311.07	\$ 397.52	\$ 295.03	\$ 364.40	\$ 120.84	\$ 3,784.34
Bad Checks	\$ -	\$ -	\$ (538.54)	\$ (1,425.85)	\$ -	\$ -	\$ (16,503.95)	\$ -	\$ (1,651.31)	\$ (447.56)	\$ -	\$ -	\$ (20,567.21)
Prepayments	\$ 520.18	\$ 3,572.47	\$ 3,255.73	\$ 3,081.94	\$ 2,834.72	\$ 2,578.00	\$ 4,024.04	\$ 6,213.21	\$ 10,096.17	\$ 6,519.65	\$ 8104.69	\$ 22,233.47	\$ 73,034.27
TOTAL	\$ 940,958.96	\$ 2,391,971.42	\$ 460,254.98	\$ 267,099.54	\$ 425,231.51	\$ 1,158,973.77	\$ 1,152,621.64	\$ 130,282.30	\$ 226,975.67	\$ 135,946.98	\$ 110,209.01	\$ 182,317.10	\$ 7,582,842.89
Advalorem Garnishments													
Initiated	1	5	0	9	10	0	0	0	36				61
Amount	\$ 1,338.48	\$ 3,763.76	\$ -	\$ 4,187.72	\$ 8,832.11	\$ -	\$ -	\$ 0	\$ 252,195				\$ 268,978.37
Satisfied/Cancelled	0	0	0	2	7	0	0	0	5				14
Amount	\$ -	\$ -	\$ -	\$ 787.64	\$ 4,174.69	\$ -	\$ -	\$ 0	\$ 74,761				\$ 79,723.62
* Bank Attachments are usually in/out the same month - the bank either pays or sends a notice that no funds are available.													
Tax and Tag		76,269.23	\$ 93,475.19	\$ 77,088.65	65,226.07	\$ 76,396.96	72,306.44	75,682.14	\$ 87,132.94	86,682.81	\$ 75,503.36		\$ 785,763.79
Solid Waste Fees													\$ -
Billed Current Yr	\$ 1,173,600.00												\$ 1,173,600.00
Collected Current Yr	\$ 171,230.20	\$ 329,298.44	\$ 73,561.83	\$ 54,369.74	\$ 69,541.33	\$ 164,851.90	\$ 105,240.78	\$ 33,899.24	\$ 65,839.69	\$ 43,997.14	\$ 22,772.11	\$ 14,698.38	\$ 1,149,300.78
Bad Checks	\$ -	\$ -	\$ (300.00)	\$ (340.00)	\$ -	\$ -	\$ (903.57)	\$ -	\$ (300.00)	\$ (2.44)	\$ -	\$ -	\$ (1,846.01)
TOTAL	\$ 171,230.20	\$ 329,298.44	\$ 73,261.83	\$ 54,029.74	\$ 69,541.33	\$ 164,851.90	\$ 104,337.21	\$ 33,899.24	\$ 65,539.69	\$ 43,994.70	\$ 22,772.11	\$ 14,698.38	\$ 1,147,454.77
Drainage Fees -													
Billed Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collected Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.40	\$ 50.40
Prior Yrs Collected	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drainage Fees - Other													
Collected Current Yr	\$ 8,733.79	\$ 62,366.75	\$ 20,645.48	\$ 11,311.92	\$ 15,122.66	\$ 47,021.58	\$ 15,204.97	\$ 1,106.23	\$ 4,546.99	\$ 1,064.37	\$ 651.60	\$ 21.20	\$ 187,776.34
Town Collections													
Creswell Levy	\$ 3,564.64	\$ 22,463.38	\$ 14,258.93	\$ 1,581.06	\$ 3,605.24	\$ 34,264.36	\$ 21,193.34	\$ 1,760.23	\$ 1,910.01	\$ 1,836.00	\$ 1,106.86	\$ 2,157.50	\$ 107,544.05
TOTAL TAX DEPOSIT	\$ 1,124,487.59	\$ 2,899,575.18	\$ 661,896.41	\$ 411,110.91	\$ 578,726.81	\$ 1,481,508.57	\$ 1,365,663.60	\$ 242,730.14	\$ 386,105.30	\$ 269,524.86	\$ 210,242.94	\$ 199,244.58	\$ 9,830,816.90

Oct Int - Def Tax Pmt

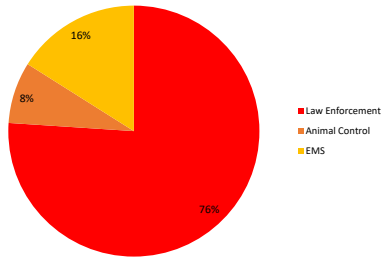
Oct Int - Def Tax Pmt

June Pmt is a Prepayment

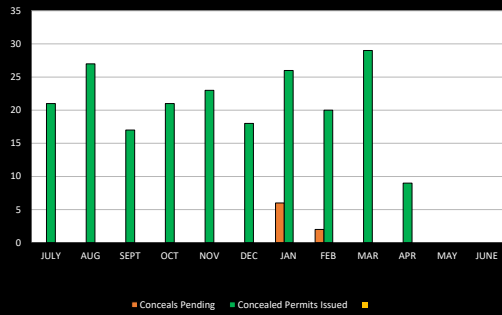
SHERRIFF FY22-23

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD TOTALS
Total Number of Dispatched Calls	0	1187	1165	1129	1039	1062	982	935	0	0	0	0	7499
Law Enforcement		927	894	874	796	801	725	685					5702
Animal Control		88	126	79	71	63	86	81					594
EMS		172	145	176	172	198	171	169					1203
Reported Incidents	62	54	50	52	47	45	34	21	28				450
Total Arrests	14	16	11	10	11	5	13	0	3	10	0	0	93
Misdemeanor Arrests	5	6	9	8	5	4	4	0	3	0			44
Felony Arrests	9	10	2	2	6	1	9	0	0	10			49
Total Papers Served	64	79	66	75	48	36	70	46	81	33	0	0	598
Criminal Papers Served	10	2	0	3	3	1	3	4	21	3			50
Civil Papers Served	54	77	66	72	45	35	67	42	60	30			548
Total Papers Outstanding	15	27	32	16	20	16	53	40	34	24	0	0	277
Criminal Papers Outstanding	7	0	0	2	2	2	1	0	3	3			20
Civil Papers Outstanding	8	27	32	14	18	14	52	40	31	21			257
Gun Permits Issued	23	18	16	18	39	29	22	11	20				196
Conceals Pending	0	0	0	0	0	0	6	2	0	0			8
Concealed Permits Issued	21	27	17	21	23	18	26	20	29	9			211

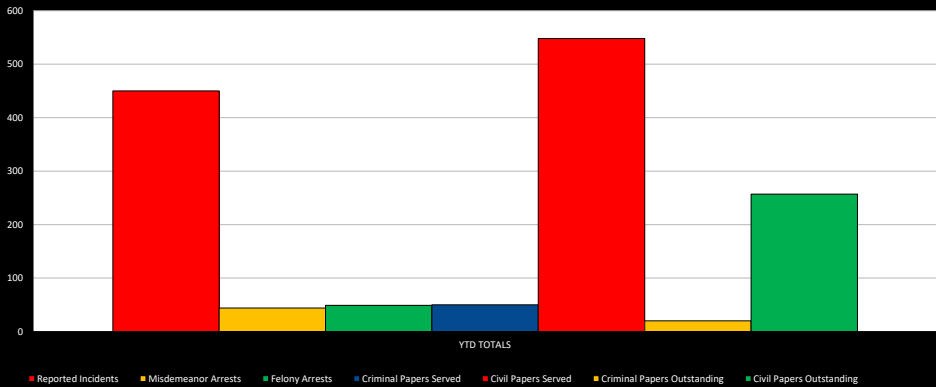
Dispatched Calls (FY22-23)



Gun Permits (FY22-23)

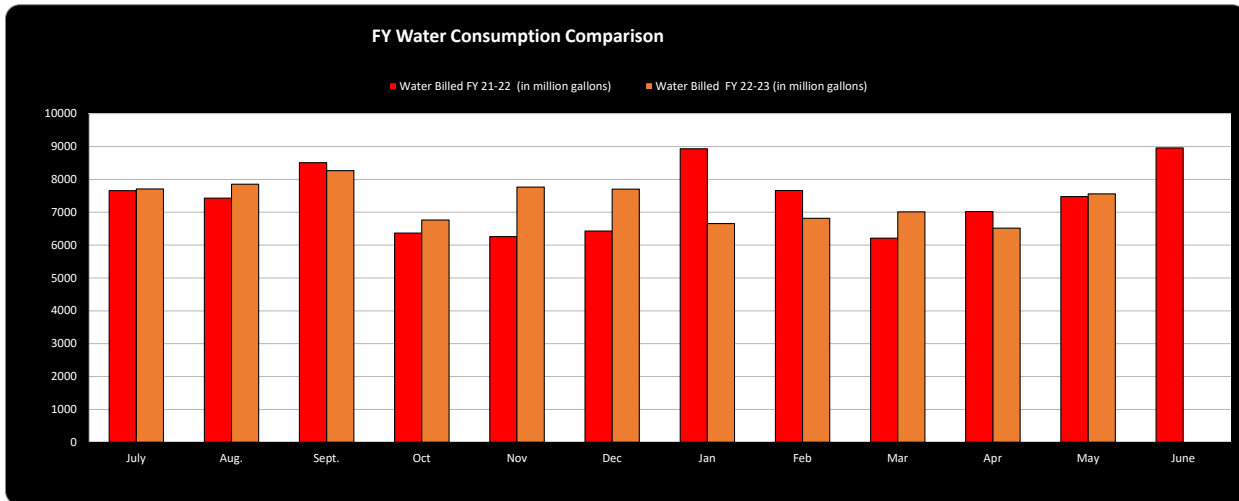


Total Arrests & Papers Processed/Served (FY22-23)



WATER AND SOLID WASTE FY22-23

	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Water Billed FY 21-22 (in million gallons)	7656	7432	8508	6369	6257	6428	8930	7660	6210	7022	7477	8956	88,905
Water Billed FY 22-23 (in million gallons)	7707	7855	8266	6766	7766	7706	6657	6814	7014	6519	7560		80,630
Base Charges	\$ 65,364	\$ 65,388	\$ 65,292	\$ 65,292	\$ 65,268	\$ 65,316	\$ 65,099	\$ 65,147	\$ 65,219	\$ 65,291	\$ 65,195		\$ 717,871
Consumption Charges	\$ 48,516	\$ 50,505	\$ 55,159	\$ 38,779	\$ 48,932	\$ 49,049	\$ 37,856	\$ 39,481	\$ 41,171	\$ 35,594	\$ 47,047		\$ 492,089
Reconnecton Charges	\$ 1,785	\$ 2,205	\$ 1,645	\$ 1,715	\$ 1,470	\$ 1,365	\$ 1,785	\$ 1,575	\$ 1,435	\$ 1,785	\$ 1,365		\$ 18,130
Number of Abatements	13	21	23	21	14	15	27	8	9	14			165
Dollar Amount of Abatements	\$ 1,547.00	\$ 2,697	\$ 3,146	\$ 3,452	\$ 1,794	\$ 1,274	\$ 3,874	\$ 566	\$ 1,092	\$ 1,417			\$ 20,858.50
Water Pumped (in million gallons)	13.9	15.6	14.5	14.5	12	12	12	11	12	11	15.300	18.100	161.559
Number of Customers	2657	2658	2654	2654	2653	2655	2652	2654	2657	2660	2656		29,210
New taps	0	0	2	0	0	0	0	3	0	1			6
Water Billed to Roper	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65		\$ 53,291.15
													0

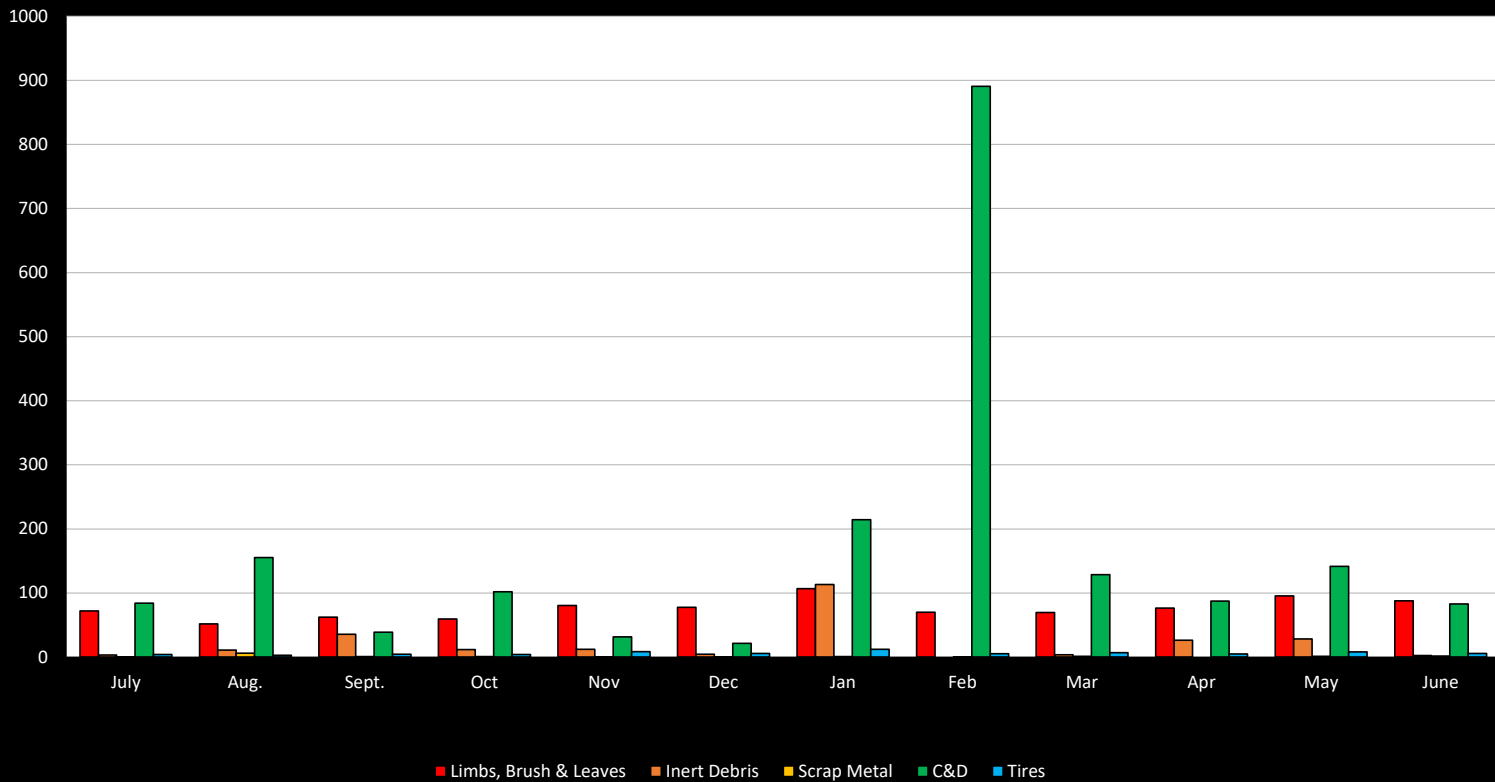


LANDFILL *(in tons)*

FY 22-23

	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Limbs, Brush & Leaves	72.14	51.92	62.47	59.7	80.46	77.68	106.63	69.86	69.54	76.43	95.58	87.95	910.36
Inert Debris	3.32	10.77	35.74	11.96	12.35	4.35	113.24	0	3.54	26.22	28.35	2.27	252.11
Scrap Metal	0.53	5.97	0.77	0.96	0.13	0.13	0.80	0.22	1.37	0.00	1.18	1.54	13.60
C&D	83.97	155.33	38.92	101.80	31.55	21.43	214.27	890.59	128.8	87.47	141.54	82.87	1,978.54
Tires	4.09	2.90	4.54	4.15	8.6	5.68	12.19	5.43	7.04	4.86	8.25	5.76	73.49

Landfill Collections in Tons



WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 10

DATE: August 7, 2023

ITEM: Closed Session

SUMMARY EXPLANATION:

A Closed Session has been scheduled pursuant to NCGS §143-318.11(a)(3) (attorney-client privilege) and NCGS §143-318.11(a)(6) (personnel).

June 5, 2023

The Washington County Board of Commissioners met in a regular meeting on Monday, June 5, 2023, at 6:00 PM in person and using ZOOM for Facebook Live Streaming in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes, Carol V. Phelps, John C. Spruill and Julius Walker, Jr. were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Chair Walker called the meeting to order. Chair Walker gave the invocation and Commissioner Keyes led the pledge of allegiance.

ADDITIONS/DELETIONS:

Commissioner John Spruill made a motion to approve the Agenda for tonight's meeting. Commissioner Phelps seconded; motion carried unanimously.

CONSENT AGENDA:

- a) Approval of Minutes of May 1 & 15, 2023
- b) Tax Refunds, Releases & Insolvents
- c) JCPC Certification Standards
- d) Washington County JCPC Membership
- e) Riverlight Transit Title VI Policy
- f) Harvest Beams Letter of Support
- g) Roper Volunteer Fire Department's Application for Renovation Funding Letter of Support
- h) Water System Engineering Agreement
- i) TTA Bylaws (re-stated)

Items discussed: Commissioner Phelps stated that Items C&D needed to have the WCS Superintendent's name changed.

Commissioner Spruill said on Item G he has no comment since he is the President and Fire Chief of Roper's Volunteer Fire Department.

Commissioner Spruill stated on Item H to make sure that the drawings are provided.

Commissioner Phelps made a motion to approve the Consent Agenda. Commissioner Keyes seconded; motion carried unanimously.

PUBLIC FORUM: Mr. Lance Swindell, 116 Adams Street, Washington County Emergency Management Coordinator said to offer your support and appreciation to any first responder. Every local Fire Department has lowered their insurance rates, but their volunteer rosters are getting shorter.

EMPLOYEE OF THE QUARTER: Chair Walker recognized Ms. Darlene Harrison, Delinquent Tax Coordinator as Employee of the Quarter for March 2023. Chair Walker said his employee has been with the county for 15 years. She was hired on May 6, 2008. Her first position was Property Tax Clerk. She held this position until December 15, 2013, when she was promoted to Delinquent Tax Clerk Coordinator on December 16, 2013. She also functions as the Tax Administrator Assistant.

During the past quarter the Tax Office lost a part-time employee. This employee stepped up and has taken over most of the responsibilities of the part-time position. She has also taken time to train others to assist with those additional responsibilities. She has shouldered the responsibility of seeing that these jobs are completed. She worked with the County's Assistant Assessor with the County's internal audit of the Business Personal Property listings this year. She attended a class on Personal Property Appraisal and Assessment in an effort to learn more about how the assessment side of the Tax Office should work.

She also worked diligently to keep up her work as Delinquent Tax Coordinator/Deputy Tax Collector, this includes debt setoff, bankruptcies, foreclosures, garnishments, and attachments. She did all of this with a positive attitude and without question. She knew it had to be done so she did it. She is a very valuable asset to the Tax Office and very deserving of being Washington County's Employee of the Quarter—Ms. Darlene Harrison!

Chair Walker said Mr. Harrison will receive a Certificate and a check for \$50 along with having her picture in the County Administration Building.

BOARD OF EQUALIZATION AND REVIEW:

Commissioner Johnson made a motion to convene as the Board of Equalization and Review. Commissioner Keyes seconded; motion carried unanimously.

Ms. Sherri Wilkins, Tax Administrator stated there were no appeals as of today.

Commissioner Johnson made a motion to adjourn the Board of Equalization & Review. Commissioner Keyes seconded; motion carried unanimously.

PUBLIC HEARING ON EDDIE SMITH DRAINAGE DISTRICT: Mr. Curtis Potter, CM/CA & Mr. Cameron Birtcher, LNFC gave the Board some background on how this came about.

Commissioner Johnson made a motion to open the public hearing. Commissioner Phelps seconded; motion carried unanimously.

Mr. Potter told the Commissioners there was information in the Commissioners' packages and a resolution in front of them.

RESOLUTION 2023-021

CONFIRMING PRELIMINARY ASSESSMENT ROLL & DEFINING FINAL
ASSESSMENTS FOR

EDDIE SMITH SPECIAL ASSESSMENT DISTRICT
N.C.G.S. ARTICLE 9, CHAPTER 153A

WHEREAS, the Washington County Board of Commissioners adopted a Preliminary Assessment Resolution number 2023-011 on March 6, 2023 which describes in general terms the proposed newly formed special assessment district and said description is hereby incorporated by reference; and

WHEREAS, the Washington County Board of Commissioners adopted a Final Assessment Resolution number 2023-019 on May 1st, 2023 re-creating and establishing such a newly formed special assessment district known as the “Eddie Smith Special Assessment District”; and

WHEREAS, the basis for assessments of the new special assessment district shall be made pursuant to NCGS 153A-186(b)(4) as to cropland and forestland only, as it is deemed cropland and forestland will be the land benefitted by the project. All cropland will be assessed at an equal rate per dollar of valuation, as shown on the County tax records. All forestland will be assessed at an equal rate per dollar of valuation, as shown on the County tax records. The territory benefitted is shown as the shaded area on the attached Exhibit A, and is generally described as follows:

Generally, Bounded on the North by U.S. Highway #64, on the West by lands of Tyson and others to and along C Canal, thence on the South by Pungo Lake; thence Easterly by Allen Road and Lake Phelps; thence a Northeasterly course from Lake Phelps to Woodley Canal and along Woodley Canal Northwestwardly to the Scuppernong River; thence Northwestwardly to U.S. Highway #64; and

WHEREAS, it is the Board’s intent that one-hundred percent of all costs, including County administrative costs incurred in implementing the newly formed district will be assessed against the benefitted cropland and timberland as they are shown in the records of the Washington County Tax Collector; and

WHEREAS, notice of the Final Assessment Resolution, along with notice of the publication of a Preliminary Assessment Roll (including the basis for assessments being established as \$0.12 per acre of woodland, and \$0.35 per acre of cropland), along with notice of a public hearing to approve the preliminary roll was provided to all relevant owners pursuant to NCGS § 153A-194; and

WHEREAS, NCGS §153A-195 provides in relevant part: “*At the public hearing the board of commissioners shall hear all interested persons who appear with respect to the preliminary assessment roll. At or after the hearing, the board shall annul, modify, or confirm the assessments, in whole or in part, either by confirming the preliminary assessments against any lot, parcel, or tract described in the preliminary assessment roll or by cancelling, increasing, or reducing the assessments as may be proper in compliance with the basis of assessment. If any property is found to be omitted from the preliminary assessment roll, the board may place it on the roll and make the proper assessment.*”

When the board confirms assessments for a project, the clerk shall enter in the minutes of the board the date, hour, and minute of confirmation. From the time of confirmation, each

assessment is a lien on the property assessed of the same nature and to the same extent as the lien for county or city property taxes, under the priorities set out in G.S. 153A-200. After the assessment roll is confirmed, the board shall cause a copy of it to be delivered to the county tax collector for collection in the same manner (except as provided in this Article) as property taxes.” ; and

WHEREAS, the Washington County Board of Commissioners did in fact confirm and approve the Preliminary Assessment Roll on June 5th, 2023 after a public hearing as required by law.

NOW THEREFORE, IT IS RESOLVED AND ORDERED, AS FOLLOWS:

1. That the estimated costs of maintaining the Eddie Smith Special Assessment District for the first fiscal year beginning July 1, 2023 and ending June 30th, 2024 is estimated to be approximately \$6,583.81, and thereafter shall be based upon the budget determination made by the board during the annual budget process for each subsequent fiscal year during an initial “budget period” established for maintaining the project pursuant to NCGS 153A-204.1 which shall be established as ten (10) years, beginning July 1, 2023 and ending June 30, 2033.

2. That the assessments for the estimated costs of improving and maintaining the Eddie Smith Special Assessment District (primarily intended to be used for maintaining the Eddie Smith Canal itself) shall be billed to all district landowners, together with their respective ad valorem tax bills each year, beginning with the 2023 ad valorem tax bills due on September 1, 2023, and prior to such maintenance costs being incurred. Such assessments shall become a lien upon said lands upon initial assessment. No assessments shall be held in abeyance.

Adopted this the ____ day of June, 2023.

Julius Walker, Jr. Chair

ATTEST:

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

(COUNTY SEAL)

Commissioner Johnson discussed the prices on the land and asked if each person is charged .47 cent (total)? Mr. Potter said they would be charged either cropland or wooded (not both). It is in addition to property taxes for those individuals.

Commissioner Spruill said in the package they were given numbers that don’t seem to add up. Mr. Potter said he thinks that the map is wrong—has the wrong acreage. That should have been corrected. He apologized for it not being correct. The correct number of acres should be the assessment roll, not the map.

Mr. Guy Davenport, 63 White Rd., Creswell, has a lot of history with this district. He gave the Board some of that history. He would like to see some of the wording stricken on the resolution. Mr. Potter said staff would agree that the assessment will only clear that one canal and the resolution will be changed.

Commissioner Spruill made a motion to close the public hearing. Commissioner Phelps seconded; motion carried unanimously.

Mr. Potter discussed the information below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
JULIUS WALKER, JR., CHAIR
ANN C. KEYES, VICE-CHAIR
TRACEY A. JOHNSON
JOHN C. SPRUILL
CAROL V. PHELPS



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

ADMINISTRATION STAFF:
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cpotter@washconc.org
CATHERINE "MISSY" DIXON
FINANCE OFFICER
mdixon@washconc.org
JULIE J. BENNETT, MMC, NCMCC
CLERK TO THE BOARD
jbennett@washconc.org

AGENDA ITEM MEMO

MEETING DATE:	June 5 th , 2023	MEMO Date:	June 1 st , 2023	ITEM:
SUBJECT:	Public Hearing & Approval of Preliminary Assessment Roll for Eddie Smith Special Assessment District			
DEPARTMENT:	Soil & Water/Drainage			
FROM:	Curtis S. Potter, County Manager/County Attorney (CM/CA)			

ATTACHMENTS:

- A- Eddie Smith Drainage Map (1pg - for informational purposes only)
 - B- Certificate of Notice from Cameron Birtcher dated 5/23/23 (1pg)
 - C- Preliminary Assessment Roll
-

PURPOSE: To hold a public hearing on, and subsequently consider approving the attached proposed assessment roll for a new Eddie Smith Special Assessment District.

BACKGROUND/STAFF DISCUSSION & ANALYSIS:

- A. In 1995 a Special Assessment District known as the Eddie Smith Special Assessment District was created by the Board of Commissioners with a budget period of twenty (20) years which expired in 2015.
- B. Since that time, county staff together with the assistance of Attorney David Gadd have worked with local land owners in and around the Eddie Smith drainage canal area in eastern Washington County discussing a variety of best practices and possible alternative methods to accomplish the underlying goal of providing an equitable means to collect funding from impacted landowners, and pay for and administer the perpetual work required to maintain reasonably consistent and effective drainage in this canal.
- C. After a previous attempt to establish a "Service District" (recommended by staff as the best and most appropriate option) to accomplish that goal was rejected by local land owners, staff were directed by the Board to essentially revive the same type of special assessment district structure originally used in 1995 to accomplish the underlying goal without unnecessarily upsetting local land owners.
- D. Staff has worked steadily toward that end over the past year.
 - a. On 3/6/23 the Board approved a Preliminary Assessment Resolution No. 2023-011 describing the general terms of the proposed new district.

- b. On 5/1/23 the Board approved a Final Assessment Resolution No. 2023-019 establishing the new Eddie Smith Special Assessment District.
 - c. On 5/23/23 Notice of the Final Assessment Resolution and Preliminary Assessment Roll (including the basis for assessment being established as \$0.12 per acre of woodland, and \$0.35 per acre of cropland was provided to all impacted land owners per NCGS 153-194.
- E. Several of the more relevant statutes related to this process, and particularly to its finalization are pasted below for your reference and convenience.

BEFORE THE PUBLIC HEARING:

- a. *§ 153A-194. Preliminary assessment roll; publication.*

When the total cost of a project has been determined, the board of commissioners shall cause a preliminary assessment roll to be prepared. The roll shall contain a brief description of each lot, parcel, or tract of land assessed, the basis for the assessment, the amount assessed against each, the terms of payment, including the schedule of discounts, if such a schedule is to be established and the name of the owner of each lot, parcel, or tract as far as this can be ascertained from the county tax records. A map of the project on which is shown each lot, parcel, or tract assessed, the basis of its assessment, the amount assessed against it, and the name of its owner as far as this can be ascertained from the county tax records is a sufficient assessment roll.

After the preliminary assessment roll has been completed, the board shall cause the roll to be filed in the clerk's office, where it shall be available for public inspection, and shall set the time and place for a public hearing on the roll. At least 10 days before the date set for the hearing, the board shall publish a notice that the preliminary assessment roll has been completed. The notice shall describe the project in general terms, note that the roll in the clerk's office is available for inspection, and state the time and place for the hearing on the roll. In addition, at least 10 days before the date set for the hearing, the board shall cause a notice of the hearing to be mailed by first-class mail to each owner of property listed on the roll. The mailed notice shall state the time and place of the hearing, note that the roll in the clerk's office is available for inspection, and state the amount as shown on the roll of the assessment against the property of the owner. The person designated to mail these notices shall file with the board a certificate stating that they were mailed by first-class mail and on what date. In the absence of fraud, the certificate is conclusive as to compliance with the mailing requirements of this section. (1963, c. 985, s. 1; 1965, c. 714; 1973, c. 822, s. 1; 1983, c. 381, s. 2.)

DURING THE PUBLIC HEARING:

- b. *§ 153A-195. Hearing on preliminary assessment roll; revision; confirmation; lien.*

At the public hearing the board of commissioners shall hear all interested persons who appear with respect to the preliminary assessment roll. At or after the hearing, the board shall annul, modify, or confirm the assessments, in whole or in part, either by confirming the preliminary assessments against any lot, parcel, or tract described in the preliminary assessment roll or by cancelling, increasing, or reducing the assessments as may be proper in compliance with the basis of assessment. If any property is found to be omitted from the preliminary assessment roll, the board may place it on the roll and make the proper assessment. When the board confirms assessments for a project, the clerk shall enter in the minutes of the board the date, hour, and minute of confirmation. From the time of confirmation, each assessment is a lien on the property assessed of the same nature and to the same extent as the lien for county or city property taxes, under the priorities set out in G.S. 153A-200. After the assessment roll is confirmed, the board shall cause a copy of it to be delivered to the county tax collector for collection in the same manner (except as provided in this Article) as property taxes. (1963, c. 985, s. 1; 1965, c. 714; 1973, c. 822, s. 1.)

AFTER THE PUBLIC HEARING & APPROVAL:

- c. *§ 153A-196. Publication of notice of confirmation of assessment roll.*
No earlier than 20 days from the date the assessment roll is confirmed, the county tax collector shall publish once a notice that the roll has been confirmed. The notice shall also state that assessments may be paid without interest at any time before the expiration of 30 days from the date that the notice is published and that if they are not paid within this time, all installments thereof shall bear interest as determined by the board of commissioners. The notice shall also state the schedule of discounts, if one has been established, to be applied to assessments paid before the expiration date for payment of assessments without interest. (1963, c. 985, s. 1; 1965, c. 714; 1973, c. 822, s. 1; 1983, c. 381, s. 3.

- d. *§ 153A-204.1. Maintenance assessments.*
In order to pay for the costs of maintaining and operating a project, the board of commissioners may annually or at less frequent intervals levy maintenance and operating assessments for any project purpose set forth in G.S. 153A-185(3) on the same basis as the original assessment. The amount of these assessments shall be determined by the board of commissioners on the basis of the board's estimate of the cost of maintaining and operating a project during the ensuing budget period, and the board's decision as to the amount of the assessment is conclusive. In determining the total cost to be included in the assessment the board may include estimated costs of maintaining and operating the project, of necessary legal services, of interest payments, of rights-of-way, and of publishing and mailing notices and resolutions. References to "total costs" in provisions of this Article that apply to maintenance and operating assessments shall be construed to mean "total estimated costs." Within the meaning of this section a "budget period" may be one year or such other budget period as the board determines.
All of the provisions of this Article shall apply to maintenance and operating assessments, except for G.S. 153A-190 through G.S. 153A-193. (1983, c. 321, s. 4.)

STAFF RECOMMENDATION: Staff recommends that the Board:

VOTE to APPROVE & CONFIRM the attached Preliminary Assessment Roll, to be delivered to the Tax Administrator by the Clerk to the Board for collection in accordance with applicable law, in the same manner as property taxes.

Commissioner Spruill made a motion to approve preliminary assessment roll for the Eddie Smith Special Assessment District. Commissioner Phelps seconded; motion carried unanimously.

Commissioner Spruill made a motion to approve striking the language recommended by Mr. Guy Davenport regarding Eddie Smith Special Assessment District funds only serving the one canal—the Eddie Smith Canal. Commissioner Phelps seconded; motion carried unanimously.

Commissioner Spruill made a motion to approve Resolution 2023-021 Confirming Preliminary Assessment Roll & Defining Final Assessments for Eddie Smith Special Assessment District with the modification made tonight. Commissioner Phelps seconded; motion carried unanimously.

PUBLIC HEARING: WASHINGTON COUNTY FY24 BUDGET RECOMMENDATION:

Commissioner Johnson made a motion to open the public hearing on the Washington County FY24 Budget Recommendation. Commissioner Keyes seconded; motion carried unanimously.

Mr. Potter stated there was a memo in their package under Item 6, the Budget Ordinance. There were some additions, and they are summarized in the memo.

Commissioner Johnson asked if the van was purchased for recreation. Mr. Potter said the County is waiting for it. All vehicles are on backorder and there are no reliable timetables for delivery. Commissioner Johnson wanted to ask Ms. Wilkins a couple of questions about the group that came in and assessed the Tax Office. Commissioner Johnson asked if the Commissioners are supposed to appoint a tax appraiser. Ms. Wilkins said the County has a contract with an outside appraiser; however, she is the appraiser on staff. Commissioner Johnson asked how long it took the group to conduct the assessment. Ms. Wilkins said they came in for a day and sent in their recommendations a few weeks later. Ms. Wilkins said she did ask them to expedite their recommendations so it could get in the budget.

Commissioner Keyes thanked staff for all their hard work and feels they deserve the COLA. She said she knows how hard they work.

Commissioner Phelps asked about the .85 cent tax rate. Mr. Potter explained that it's .84 cent for property tax and .1 cent for watershed tax.

Commissioner Spruill stated he had a few comments.

- On Page 7 of the breakdown on the budget message, it talks about moving the \$400+K to the pension fund. Is it wise to make that transfer without possibly needing money for the school or Aviation Building? Mr. Potter stated that the fund balance is strong enough to withstand that transfer. The County could borrow from it if necessary.
- Item #4 fire protection—he's a member of the Roper VFD and hears of their struggles and other fire departments. They are all bound by the State NFT1901

which states their truck needs to be 15 years or less. All our Fire Departments are maintaining their trucks to the best of their abilities. All of them have trucks from 16 – 37 years old. Operating costs have gone up for all the departments too. The County needs to maintain the current level of budget for fire departments or look at avenues to help these Fire Departments with large purchases.

Mr. Potter said this year has a special \$40K in the CIP for a well for Creswell and they are not going to be able to spend it, so it can be put back in the budget.

Commissioner Keyes said she will try to procure additional funds for Fire Departments if she can.

- Item # 5, page 8, line item F--when can the County apply for PARTF grant? Mr. Potter said any year, but the more we save in the budget the more we can apply for. It has a dollar-for-dollar match.

- Contingency--is that what we usually put in?

Mr. Potter said yes. Ms. Dixon said it can build at the end of the year from interest in accounts. The \$188K in there now is helpful at year end for closeout. Mr. Potter said there is a statute that says it can't be more than a certain amount of the budget.

- Funds for landfill--is that enough?

Mr. Potter said he put a lot of thought into this and it will be barely enough to tread water. It is our weakest fund next to EMS.

- Commissioner Spruill said we asked for an increase in water.

Mr. Potter said this is a stopgap to help absorb the rising chemical costs. We will be doing a rate study to see what the future holds.

- EMS contract with Tyrrell--does this cover what we do for them?

Mr. Potter said we need to look over their contract again. We did this 2 years ago and there was an increase.

- Is Transport bringing in money?

Mr. Potter said that treads water.

- Page 12, WCS—regarding the payment we have to make this year. How are we allocating this money?

Mr. Potter said look on Page 13, it's coming out of Fund 21.

- Page 14--we need to pursue the ¼ cent referendum.

Mr. Potter said we have done this 3 times in the last 10 years. It can only be voted on in the primary election so it can get in the budget. Mr. Potter said we did spend money on educating the public but will need help from the Commissioners.

➤ Page 15—DSS

Ms. Dixon said it's for items paid for by DSS.

➤ Tab 14...increase in salary.

Mr. Potter explained it.

➤ Tab 46--fee schedule...only sees changes to the water/landfill.

Mr. Potter said a few things came out of Planning also, so yes that's correct.

➤ Tab 47...sees vehicles, but no equipment.

Ms. Dixon said she has a fixed asset schedule she can give the Commissioners.

➤ Tab 49...re: COLA...is ours comparative to the other counties across the State?

Mr. Potter explained that he asked staff to check with surrounding counties in similar size to ours. The info did show a range of salaries, but we are not far off from other counties and are even ahead in some of them.

Ms. Sandra Floyd, 30 Golden Lane, Roper asked if there was any money appropriated for the Animal Shelter. It needs new fencing. She thanked the Commissioners for the new sink and overhead fan.

Mr. Potter said there is money in the budget for replacing the fence and or for part-time help.

Mr. Lloyd Jones asked if recycling was in the budget.

Mr. Potter said we are in a 5-year cycle with our trash contract so it will not be in there this year.

Commissioner Phelps made a motion to close the public hearing on the Washington County FY24 Budget Recommendation. Commissioner Keyes seconded; motion carried unanimously.

BUDGET ORDINANCE FOR THE WASHINGTON COUNTY FY24 BUDGET: Mr. Potter went over the following information.

**COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS**

COMMISSIONERS:

JULIUS WALKER, JR., CHAIR
ANN C. KEYES, VICE-CHAIR
TRACEY A. JOHNSON
JOHN C. SPRUILL
CAROL V. PHELPS



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mdixon@washconc.org

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

AGENDA ITEM MEMO

MEETING DATE:	June 5 th , 2023	MEMO Date:	June 1 st , 2023	ITEM:
SUBJECT:	FY24 BUDGET ORDINANCE			
DEPARTMENT:	COUNTY MANAGER/FINANCE			
FROM:	Curtis S. Potter, County Manager/County Attorney (CM/CA)			
ATTACHMENTS:	<ul style="list-style-type: none"> A- Proposed FY24 Budget Ordinance (10pgs) B- Proposed FY24 Fee Schedule (7pgs) 			

PURPOSE: To consider approval of the proposed FY24 Budget via the attached FY24 Budget Ordinance, as recommended by the Budget Officer, together with any staff/board recommended changes or modifications approved by the Board, after first conducting the official Public Hearing on the recommended budget.

BACKGROUND/STAFF DISCUSSION & ANALYSIS:

- A. The Budget Officer presented the FY24 recommended budget together with the FY24 Budget Message to the Board at its 5/15/23 meeting.
- B. Notice was provided as required by law for an official Public Hearing on the recommended FY24 budget set for the Board's 6/5/23 meeting.
- C. Attached for your consideration and approval is the proposed FY24 Budget Ordinance, based on the original recommended budget presented by the Budget Officer, with several additional modifications recommended by the Budget Officer as follows:
 - a. After an opportunity for further review, including an opportunity for department heads to review their individual recommended departmental budgets, and an opportunity for the Finance Office to pre-key the entire proposed budget into the county financial software for reconciliation purposes, the Budget Officer recommends the following amendments to the originally presented FY24 Budget:

i. General Fund (Fund 10)

10-3990-000	Appropriated Fund Balance	+42,393	Additional revenue allocation, required to balance budget against all other items listed below
10-3991-900	Cancelled Prior Year Exp	-1393	This false revenue amount was in a hidden line that was being pulled

			into and inadvertently included in the original total revenue formula.
10-4140-260	Tax Dept Supplies	+13,000	Value was left blank (0) in recommended column and missed in original review process.
10-5380-410 (New Line)	DSS Gen Assistance Foster	+9,500	This newly created line was not being picked up in the previous departmental totals formula.
10-8300-321	Central Services Telecom	+18,500	The annual cost of VOIP Phone Services was underbudgeted. This will be partially offset by savings in departmental communications lines, but it is too early to provide a reliable estimate of those savings at this time.

- D. COLA Implementation: Typically, countywide COLAs are implemented with the start of a specific pay period. If funding for the proposed 2.5% COLA is included in the approved budget, staff recommends implementing the COLA on July 16th, 2023 to provide additional time for staff to obtain the necessary certifications and prepare a more fully updated Salary Schedule.

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 final adoption.

Respectfully Yours,



Curtis S. Potter

STAFF RECOMMENDATION: VOTE to:

- i. Approve the attached FY24 Budget Ordinance (including the additional modifications recommended by the Budget Officer in this Memo) subject to any final modifications or adjustments made by the Board prior to its approval; and
- ii. Authorize and direct the Board Chair to execute the Budget Ordinance once finalized in accordance with any final modifications or adjustments made by the Board prior to its approval; and
- iii. Authorize and direct staff to prepare and implement an updated Salary Schedule/Pay Table effective July 16th, 2023, reflecting both the
 - a. recommended 2.5% COLA for all positions (other than County Manager), &
 - b. all personnel reclassification recommendations made by the Budget Officer in the Budget Message dated 5/15/23, unless otherwise directed by the Board.

Washington County Budget Ordinance

Fiscal Year Beginning July 1, 2023 & Ending June 30th, 2024 (FY24)

In accordance with G.S. 159.13, be it ordained by the Board of Commissioners of Washington County, North Carolina as follows:

Section 1. REVENUES

It is estimated that the revenues and Fund Balances of the funds hereafter listed will be available for the fiscal year indicated above, to finance the appropriations set forth in Section 2 below, and in accordance with the chart of accounts established for Washington County:

1	GENERAL FUND (10)	\$17,734,638
	Taxes Ad-Valorem Current Year	\$7,437,184
	Tax Discounts	(\$55,000)
	Ad-Valorem Taxes-Motor Vehicle	\$940,800
	NCVTS, Contra, Refunds	(\$30,000)
	Prior Year Taxes	\$384,000
	Tax Penalties & Interest Current Year	\$30,500
	Tax Penalties & Interest Prior Years	\$71,000
	Prepayment Property Taxes	\$52,000
	Article 39 One Cent Sales Tax	\$1,100,000
	Article 40 1/2 Cent Sales Tax (Unrestricted 70%)	\$778,000
	Article 42 1/2 Cent Sales Tax (Unrestricted 60%)	\$235,000
	SL 2015-241 Sales Tax Redistribution	\$400,000
	ABC Taxes & Profit Distribution	\$63,800
	Leased Vehicles Gross Tax	\$500
	Detention Fees & Concessions	\$144,000
	Fees & Licenses	\$180,600
	Rents & Concessions	\$12,600
	Interest Earned on Investments	\$250,000
	Misc Revenues & Sale of Fixed Assets	\$0
	Public Assistance Grants & Reimbursements	\$3,091,013
	Emergency Management Grants & Reimbursements	\$40,000
	DOT Grants & Reimbursements	\$417,848
	Other Misc Grants (Drug Recovery & Rec Volkswagen)	\$199,336
	Other Intergovernmental	\$79,845
	JCPC	\$88,940
	SRO Reimbursement	\$151,241
	Cost Allocation from Water/Sanitation	\$100,000
	Loan Proceeds - Installment Financing Vehicles	NA
	Appropriated Fund Balance	\$1,571,431

2	SCHOOL CAPITAL OUTLAY FUND (21)	\$69,734,777
	Article 40 1/2 Cent Sales Tax (Restricted 30%)	\$320,000
	Article 42 1/2 Cent Sales Tax (Restricted (40%))	\$335,000
	GRANT-NEEDS BASED PUBLIC SCHOOL CAP FUND	\$49,140,219
	TRUIST PK12 FINANCING 4.02%	\$19,763,500
	Transfer from General Fund	\$0
	Appropriated Fund Balance	\$176,058
3	DRAINAGE FUND (30)	\$123,000
	Watershed Improvement Tax	\$87,000
	Watershed Improvement Tax Prior Yrs/Penalties/Interest	\$7,775
	Tax Discounts	(\$750)
	Appropriated Watershed Reserve/Fund Balance	\$22,828
	Eddie Smith Drainage Assessment	\$6,147
	Stream Debris Removal Allocation from State	\$0
4	SANITATION FUND (33)	\$1,663,189
	Construction Contractor Disposal Fees	\$75,000
	Metal/White Goods	\$5,000
	Electronics Mgmt. Fund	\$0
	NC DENR GRANT	\$3,500
	Solid Waste User Fee County	\$1,258,099
	Rural Solid Waste Tipping Fees Billed	\$50,000
	White Goods Disposal Fee/Grants	\$6,000
	Solid Waste Disposal Tax	\$7,200
	State Tire Tax Revenues	\$17,500
	State Tire Tax Revenues Billed	\$0
	Town Solid Waste Availability Fee Billed	\$125,974
	TRANSFER FROM GENERAL FUND	\$50,000
	FUND BALANCE APPROPRIATION*	\$64,916
5	WATER FUND (35)	\$8,542,228
	Interest Earned on Investments	\$7,500
	Utility Base Charges	\$900,000
	Utility Consumption Charges	\$530,000
	TAP & Connection Fees	\$8,500
	Reconnection Fees	\$18,000
	Penalties & Interest Utility Bills	\$5,000
	NC DOT Utility Relocation Reimbursements	\$0
	NC DEQ Grants	\$6,679,000
	Allocated Fund Balance	\$394,228
	Transfer from General Fund	\$0

6	EMS FUND (37)	\$2,360,811
	NCACC Cost Reimbursements	\$150,000
	EMS Revenues	\$675,000
	Transport Revenues	\$330,000
	EMS Standby Revenues	\$0
	Tyrrell County EMS Contract	\$675,000
	Transfer from General Fund	\$398,952
	Appropriated Fund Balance	\$131,859
	Sale of Fixed Assets & Donations	\$0
7	AIRPORT GRANTS FUND (38)	\$666,668
8	AIRPORT OPERATIONS FUND (39)	\$265,693
	Fuel Sales	\$100,000
	Hangar Rentals	\$16,000
	Timber Sales	\$0
	Transfer from General Fund	\$99,738
	CRF/ARP Grant Funds	\$0
	Appropriated Fund Balance	\$49,955
9	WC HOSP PENSION FUND (40)	\$450,000
10	OPIOID SETTLEMENT FUND (50)	\$89,201 [^]
	^(Provided for informational purposes only, see Project Ordinance/Budget)	
11	DSS TRUST & FC DEPOSITS FUND (51)	\$180,000
12	ARPA - AMERICAN RESCUE PLAN ACT FUND (55)	\$0 [^]
	^(Provided for informational purposes only, see Project Ordinance/Budget)	
13	SPECIAL PROJECTS/GRANTS FUND (58)	\$4,473,423
14	TRAVEL & TOURISM FUND (63)	\$278,635
	Motel Occupancy Tax	\$160,000
	Interest Earned on Investments	\$0
	Appropriated Fund Balance	\$118,635
15	EMERGENCY 911 FUND (69)	\$118,952
	911 Surcharge	\$118,952
	Appropriated Fund Balance	\$0

16	TAX REVALUATION FUND (70)	\$40,000
	Transfer from General Fund	\$40,000
	Appropriated Fund Balance	\$0
	Interest on Investments	\$0
TOTAL REVENUES - ALL FUNDS		\$106,182,013

Section 2. APPROPRIATIONS/EXPENSES

Based upon the revenue estimates described in Section 1 above, the following amounts are hereby appropriated in the funds hereafter listed, and within any functions designated therein, to fund the operations of Washington County government and its activities for the fiscal year indicated above, and in accordance with the chart of accounts established for Washington County.

1	GENERAL FUND (10)	\$17,734,638
	Governing Board	\$145,372
	Manager's Office	\$526,851
	Finance	\$468,486
	Tax Administration	\$659,069
	Professional Services	\$0
	Board of Elections	\$176,704
	Register of Deeds	\$162,997
	Information Technology	\$171,395
	Buildings	\$245,652
	Facility Services	\$643,450
	Sheriff's Office	\$1,669,552
	Washington Union SRO	\$79,051
	Creswell SRO	\$71,727
	Plymouth High SRO	\$78,375
	Pines SRO	\$0
	Detention Center	\$1,218,987
	Emergency Management	\$131,353
	COVID-19 CRF Funds	\$0
	Fire Protection	\$398,952
	Forestry	\$94,891
	Planning	\$239,118
	GIS	\$11,017

Health Department	\$308,519
Senior Center	\$231,617
Veteran Services	\$600
Social Services Admin	\$3,969,038
Social Services Economic Support	\$602,564
Social Services Transportation	\$458,834
JCPC/Juvenile Service	\$96,743
Board of Education Current Exp	\$1,735,000
Communications	\$577,629
Mental Health	\$43,240
Medical Examiner	\$10,000
Cooperative Extension	\$161,804
Soil & Water	\$76,551
Library	\$205,000
Recreation	\$339,753
Community Alternative	\$5,000
Central Services	\$631,057
Debt Service	\$0
Transfers	
Sanitation Fund (33)	\$50,000
Water Fund (35)	\$0
EMS Fund (37)	\$398,952
Airport Grant Fund (38)	\$0
Airport Operations Fund (39)	\$99,738
Drainage Fund (30)	\$0
TRANSFER TO WCH PENSION FUND	\$450,000
Transfer to Spec. Projects & Grants Fund (58)	\$10,000
Tax Re-Valuation Fund (70)	\$40,000
School System Capital Outlay Fund (21)	\$0
Sales Tax Redistribution	\$0
Contingency	\$40,000

Health Department	\$308,519
Senior Center	\$231,617
Veteran Services	\$600
Social Services Admin	\$3,969,038
Social Services Economic Support	\$602,564
Social Services Transportation	\$458,834
JCPC/Juvenile Service	\$96,743
Board of Education Current Exp	\$1,735,000
Communications	\$577,629
Mental Health	\$43,240
Medical Examiner	\$10,000
Cooperative Extension	\$161,804
Soil & Water	\$76,551
Library	\$205,000
Recreation	\$339,753
Community Alternative	\$5,000
Central Services	\$631,057
Debt Service	\$0
Transfers	
Sanitation Fund (33)	\$50,000
Water Fund (35)	\$0
EMS Fund (37)	\$398,952
Airport Grant Fund (38)	\$0
Airport Operations Fund (39)	\$99,738
Drainage Fund (30)	\$0
TRANSFER TO WCH PENSION FUND	\$450,000
Transfer to Spec. Projects & Grants Fund (58)	\$10,000
Tax Re-Valuation Fund (70)	\$40,000
School System Capital Outlay Fund (21)	\$0
Sales Tax Redistribution	\$0
Contingency	\$40,000

14	TRAVEL & TOURISM FUND (63)	\$278,635
	TTA Operations	\$173,060
	TTA Admin	\$105,575
15	EMERGENCY 911 FUND (69)	\$118,952
	PSAP Expenses	\$83,094
	Capital Outlay (Backup PSAP)	\$35,858
16	TAX REVALUATION FUND (70)	\$40,000
TOTAL APPROPRIATIONS - ALL FUNDS		106,182,014

Section 3.

TAX LEVIES

AN AD-VALOREM PROPERTY TAX, IS HEREBY LEVIED, at the rate of EIGHTY-FOUR CENTS (\$0.840) per one hundred dollars (\$100) valuation on all real and personal property and motor vehicles listed for taxes as of January 1, 2023 for the specific purpose of generating the revenues referred to as Taxes Ad-Valorem Current Year and Ad-Valorem Taxes-Motor Vehicle in Section 1 of this Ordinance.

A SPECIAL WATERSHED IMPROVEMENT TAX, IS HEREBY LEVIED, at the rate of ONE CENT (\$0.01) per one hundred dollars (\$100) valuation on all real and personal property and motor vehicles listed for taxes as of January 1, 2023 for the specific purpose of generating the revenues referred to as "Watershed Improvement Tax" in Section 1 of this Ordinance, which revenues shall be deposited within the Drainage Fund of Washington County and used for the prevention of flood water and sedimentation damages, and for furthering the conservation, utilization, and disposal of water and the development of water resources. This tax was authorized by referendum election held May 6, 1972.

THESE LEVIES, and the corresponding estimate for revenues generated therefrom are based on the following projected tax base and collection rates.

Tax Base	Value	Rate
Motor Vehicles	\$112,000,000.00	100.00%
Public Utilities	\$82,800,000.00	95.36%
All other Real & Personal Property	\$845,659,553.00	95.36%
Total Value/Combined Rate:	\$1,040,459,555.91	95.86%

Section 4. FEE SCHEDULE

Any updated Washington County Fee Schedule attached to this Ordinance, shall be considered a part hereof, and shall be deemed adopted upon the approval of this Ordinance. The terms and provisions thereof shall supersede, replace, and control over any and all inconsistent terms or provisions of any previously adopted fee schedules. If no updated schedule is actually attached hereto, the most recent Washington County Fee Schedule actually approved by the Board of Commissioners is hereby ratified and reapproved, and shall be deemed to continue to apply with full force and effect, unless or until it is actually revised, replaced, or repealed by the Board of Commissioners.

Section 5. PAY PLAN & SALARY SCHEDULE

Any updated Washington County Salary Schedule attached to this Ordinance, shall be considered a part hereof, and shall be deemed adopted upon the approval of this Ordinance. The terms and provisions thereof shall supersede, replace, and control over any and all inconsistent terms or provisions of any previously adopted Salary Schedules. If no such updated schedule is actually attached hereto, the most recent Washington County Salary Schedule actually approved by the Board of Commissioners is hereby ratified and reapproved, and shall be deemed to continue to apply with full force and effect, unless or until it is actually revised, replaced, or repealed by the Board of Commissioners.

Section 6. MISCELLANEOUS

- a. Use of electronic or facsimile signature is authorized for use on County checks to the fullest extent permitted by law.
- b. Reimbursement for mileage will be .50 cent per mile.
- c. Additional detailed breakdowns by line item are provided for informational purposes in the attached spreadsheets reflecting the projected revenues and allocated expenditures by Fund/Department. In keying the budget, the Finance Officer is authorized to make minor adjustments via of not more than \$10 per fund to correct for rounding errors in order to maintain balance between revenues and expenses within the County Financial System Software.
- d. Departments must abide by the pre-audit procedures found in G.S. 159.28 together with any and all applicable county purchasing policies or laws when purchasing goods and services.
 - i. Purchase Order Policy: Unless otherwise required by applicable law or the County Finance Officer, a standardized purchase order system shall be utilized to pre-obligate all individual purchases/contractual obligations exceeding: \$999.99. The County Manager is also authorized to delegate the authority to the County Finance Officer to unilaterally approve increases to initially approved Purchase Orders within available funding limits by not more than an additional 20% not to exceed an additional \$999.99 whenever deemed necessary and advisable to expedite the processing and administration of such purchase orders modifications.

- e. Property acquired by Washington County or any department through purchase, gifts, or other legal acquisitions will be disposed of in accordance with NCGS 160A Art. 12, or if applicable NCGS 15-11.1, and otherwise in accordance with applicable county policies or law.
- f. Governing Board:
 - i. In accordance with Washington County policy, members of the Board of Commissioners will receive a general stipend of \$ 575.00 per month, whereas the Chair of the Board will receive \$ 650.00 per month.
 - ii. Due to the demands of the office, the Chair will receive an in-county travel stipend of \$ 275.00 per month, whereas other Commissioners will receive \$225.00 per month. In-County travel for this section is defined as being within thirty (30) miles of the individual Commissioners' home.
 - iii. A cellular telephone stipend of \$ 50.00 per month will be provided to all Commissioners.
- g. All outside agencies or other parties that receive county funding shall submit financial statements to the county each year at the end of any of their respective annual budget cycles in which such funding was received, and shall provide a written report to the Budget Officer regarding how such funds were actually used for the benefit of Washington County or its citizens if not otherwise disclosed within such financial statements or other regularly provided or publicly available reports. Approved county payments may be delayed pending receipt of such information. All such agencies or parties shall also submit a written request to the Budget Officer for the continuation of any such funding or for any new or revised funding no later than 90 days prior to the start of any fiscal year in which Washington County will be asked to provide such funding (March 31st).
- h. Copies of this Budget Ordinance shall be furnished by the Clerk to the Board to the County Manager, Finance Officer, Tax Administrator, and Board of Education for direction in the carrying out of their duties, and are available for public inspection in the Office of the Clerk to the Board.

Section 7. BUDGET OFFICER AUTHORITY:

The Budget Officer (County Manager) is hereby granted the following authority:

- a. To make any changes to the Approved Salary Schedule, or to an Employee's Salary, after first consulting with the Board either collectively or individually.
- b. To make transfers between line items in the same department, or between department budgets supervised by one department head, or the Finance Officer without limitation.
- c. To otherwise make transfers within any individual fund of up to \$10,000 between individual departments, including contingency/designated for future purposes lines. In emergency or special circumstances warranting a larger immediate transfer for good cause approved by both the Budget Officer and Finance Officer, this standard monetary cap may be exceeded, subject to subsequent Board ratification/approval.

- d. To apply for and accept grant funding unless application or acceptance directly by the Board is required by any applicable grantor source, provided any local match required must be approved by the Board if not otherwise allocated within the approved Budget, and to execute any necessary grant agreements to facilitate the same. All grant funds must be budgeted before being spent.
 - i. To the extent deemed necessary by the Budget Officer or County Finance Officer, the Board Chair is also hereby authorized without further consent being required, to execute grant applications and/or grant agreements on behalf of the County to the same extent, and subject to the same limitations upon such authority provided to the Budget Officer hereinabove.
- e. During the month of June only, the Budget Officer may make any necessary inter-departmental and/or inter-departmental budget transfers/amendments within any single fund, and in any amount deemed reasonably necessary, to complete year end spending and close out the fiscal year. Nothing herein shall authorize the Budget Officer to increase or decrease the overall budgeted amount for any fund without prior approval of the Board.
- f. All Budget Amendments and/or Transfers made by the Budget Officer hereunder shall be reported to the Board of Commissioners at their next regular meeting following such transfers, or as soon thereafter as possible, and shall be deemed ratified by the Board unless action is taken by the Board to nullify any such transfer.
- g. To approve change orders for contracts approved by the Board up to \$30,000 per occurrence without exceeding the total allocated budget for any project. Any such approvals shall be reported to the Board at or before its next regular meeting.

Section 8. ADOPTION

The Washington County Board of Commissioners, having first conducted a public hearing in accordance with applicable law, prior to the adoption of its annual budget ordinance (this Budget Ordinance) for the upcoming fiscal year; which hearing was held at: _____ on or about the ____ day of _____, 20____, does hereby adopt this Budget Ordinance this ____ day of _____, 20____.

Julius Walker Jr., Chair of the Board of County Commissioners

ATTEST: _____
Julie J. Bennett, Clerk to the Board, MMC, NCMCC

WASHINGTON COUNTY
FEE SCHEDULE
(Revised/Effective: July 1st, 2023)

ANIMAL CONTROL FEE SCHEDULE:

ADOPTION	
Dog/each	\$ 35.00
Cat/each	\$ 35.00
Other/each	\$ 10.00
PICK-UP/SURRENDER	
Pick-up/Surrender dog	\$ 25.00
Pick-up/Surrender puppy	\$ 10.00
Pick-up/Surrender cat	\$ 35.00
ANIMAL REDEMPTIONS	
Impoundment	\$35.00 + 5.00 per day per animal
PENALTIES	
First offense	\$ 25.00
Second offense	\$ 50.00
Third offense	\$ 150.00
COLLECTION FOR RESALE PERMIT	
Annual permit fee	\$ 250.00
OTHER	
Owner request pick-up	\$ 35.00

***Fees to be collected by the Animal Control Officer, Sheriff's Department, or Finance Office.

BUILDING INSP. & ZONING PERMITS FEE SCHEDULE:

The fee for all permits required by this Code shall be paid at the time of filing the application in accordance with the following schedule.

SECTION 1. AUTHORITY

The authority for this Ordinance is found at G.S. 153-A-354. The building inspector is authorized to assign all construction to one of the categories contained herein. The assignment will be to the category, which in his discretion, is the one most closely related to the proper construction category.

SECTION 2. MOBILE HOMES AND MODULAR HOUSING

Single wide mobile homes	\$ 150.00
Double wide mobile homes	\$ 175.00
Triple wide mobile homes	\$ 200.00

SECTION 3. LIGHT CONSTRUCTION — UTILITY BUILDING, STORAGE, PRIVATE, GARAGES, ETC.

0 — 200 square feet	\$ 100.00
201 — 600 square feet	\$ 150.00
601 — no limit	\$.20 per additional sq. ft.

SECTION 4. NEW CONSTRUCTION — RESIDENTIAL AND COMMERCIAL

Per Square foot (heated and unheated)	\$.20
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SECTION 5. ALTERATIONS, REPAIRS, PIERS, BULKHEADS, WATERWAY STRUCTURES, GREENHOUSE INSTALLATIONS

For a valuation under \$5,000.00 no fee shall be required.

For a valuation over \$5,000.00 and without limit the fee shall be \$10.00 per thousand dollars or a fraction thereof (minimum of \$25.00)

SECTION 5A. SOLAR PANELS (Adopted August 20, 2012)

Residential	\$ 75.00
Commercial	\$0.50 per panel (with a <u>minimum</u> fee of \$250)

SECTION 6. SWIMMING POOLS \$ 100.00**SECTION 7. ELECTRICAL**

New construction — residential and commercial	\$.08 per square foot
Alterations	\$ 75.00
Temporary service pole	\$ 75.00

SECTION 8. RESTORATION OF ELECTRICAL SERVICES \$ 75.00**SECTION 9. MECHANICAL PERMITS**

New Construction- residential and commercial	\$.08 per square foot
Alterations	\$ 75.00

SECTION 10. DUAL FUEL PERMITS \$ 150.00**SECTION 11. INSULATION**

New Construction – residential and commercial	\$.06 per square foot
Alterations	\$ 75.00

SECTION 12. VINYL SIDING PERMITS \$ N/A**SECTION 13. SHINGLES / RE-ROOF** \$ N/A**SECTION 14. SIGN PERMITS**

Up to 100 square feet	\$ 60.00
Over 100 square feet	\$ 120.00
Electricity to sign	\$ 75.00

SECTION 15. BEER/WINE	\$ 100.00
<i>(FIRE / BUILDING INSPECTIONS)</i>	
SECTION 16. DAYCARE INSPECTION	\$ 75.00
SECTION 17. PLUMBING PERMITS	
New construction	\$.08 per square foot
Alterations	\$ 75.00
SECTION 18. COURTESY OR CHANGE OF OCCUPANCY INSP	\$ 75.00
SECTION 19. DEMOLITIONS	\$ 50.00
SECTION 20. COMMUNICATIONS TOWER	\$ 6.00 per foot of height
	<i>(plus building permit, if required)</i>
SECTION 21. RE-INSPECTIONS (per re-inspections)	\$ 25.00
SECTION 22. G.S. 87-15.6	
<i>(1991) Homeowners Recovery Fund Fee of \$10.00 (State \$9.00, County \$1.00) charged to licensed general contractors for construction or alteration of any single family residential dwelling.</i>	
SECTION 23. FEMA DEVELOPMENT PERMIT	
RESIDENTIAL AND COMMERCIAL	\$ 25.00
SECTION 24. GAS PERMIT	\$ 35.00
SECTION 25. SUBDIVISION DEVELOPMENT FEE	\$ 200.00
SECTION 26. ASBESTOS (Base Rate including 3 samples)	\$ n/a
Additional samples \$n/a each	
SECTION 27. MOLD INSPECTION	\$ n/a
Additional samples \$n/a each	
SECTION 28. ZONING FEES	
Zoning Permit	\$25.00
Zoning Permit Amendments	\$37.50
Conditional Use/Special Use Permits	\$150.00
Variance Request	\$200.00
Zoning Ordinance/Map Amendments	\$150.00
Site Plan Review Fee	\$50.00
Appeals to the Board of Adjustment	\$150.00

SECTION 29. ENFORCEMENTS

A \$50.00 fine for commencement of construction, alterations, additions, repair or other work requiring a permit, will be added to the fees due. Payment of such penalty shall not relieve the violator of criminal prosecution. Other penalties may apply as provided in the North Carolina State Building Codes and National Electrical Code as amended or failure to comply with any of the requirements thereof shall be guilty of a misdemeanor punishable by a fine of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00) for each day's violation.

SECTION 30. APPEALS

Any appeals as to the existing ordinance shall be made to the County Building Inspector within ten (10) days of written notice from the Inspections Department. Further appeals will be conducted by the County Board of Commissioners. The County Manager shall affix a reasonable time and hearing as to the appeal with the Board. The Board may conduct a full and complete hearing as to the matters in controversy, after which shall, within a reasonable amount of time, give written decision setting forth its finding of fact and its conclusions.

SECTION 31. SEVERABILITY

Should any section or provision of this ordinance be declared null and void by the courts, such decisions shall not affect the validity of the ordinance as a whole, or any other independent part thereof.

SECTION 32. EXEMPTIONS

No fee shall be required for the County of Washington, State of North Carolina, the United States of America, the Towns of Creswell, Plymouth and Roper, or the Washington County Board of Education.

SECTION 33. DEFINITIONS

- Modular - Considered equal to new construction
- Construction — trailer - Considered as a single wide

EMS FEE SCHEDULE:

1) EMS AND NON-EMERGENCY TRANSPORT FEE SCHEDULE

CHARGE LIST	FEE
BLS Non-Emergency	\$350
BLS Emergency	\$450
ALS Non-Emergent	\$425.00
ALS 1 Emergent	\$670
ALS 2 Emergent	\$975
ALS Treat (No Transport)	\$175.00
Mileage	\$12.50/per mile

2) STANDBY AMBULANCE SERVICES: \$80 per hour

MISCELLANEOUS FEE SCHEDULE:

Copies of documents	\$ 0.25 per page
Maps (larger than ledger size)	\$ 5.00 each
Notaries (for personal or non-county purposes)	\$ 5.00 each
Returned Check Fee	\$ 25.00 each

RECREATION FEE SCHEDULE:

*NOTE: Due to impacts of the Coronavirus pandemic on the recreation department and the desire to encourage participation, recreation fees are intended to be waived unless and until otherwise directed by the County Manager.

- 1) **INSURANCE:** Per person per year for all sports in addition to program fees...\$15.00
- 2) **PROGRAMS FEES:** Per person, per program, per year, per sport

Archery	\$ 35.00	Gymnastics	\$ 30.00
Baseball	\$ 30.00	Karate	\$ 20.00
Basketball	\$ 30.00	Line dancing	\$ 5.00
Boys softball	\$ 30.00	Swimming	\$ 60.00
Cheerleading	\$ 15.00	Tennis	\$ 30.00
Football	\$ 35.00	Volleyball	\$ 20.00

SENIOR CENTER FEE SCHEDULE:

- 1. Yoga, Chair Exercise, Line Dancing, Art Class \$5.00 per month plus materials
- 2. Dance Fitness \$10 per month
- 3. Other activities: \$TBD/As Advertised

SOLID WASTE FEE SCHEDULE:

The term household/account includes churches or other non-profits for purposes of this schedule.

- 1. **ANNUAL SOLID WASTE USER FEE (SWUF):** **Per Account: \$335**
 Billed per household/account & includes residential curbside garbage pickup/hauling to Bertie County Landfill, limited curbside pickup/hauling of limb/leaf other debris to in-county C&D landfill, and in-county C&D landfill availability for additional waste.
 - a. County Residents *(est. 3755 accounts – Billed & Collected by County via Tax Bill)*
 - b. Town of Creswell *(est. 159 accounts for FY23 – Billed & Collected by County via Tax Bill)*
 - c. Town of Roper *(est. 221 accounts for FY23 – Billed Directly to Town)*

- 2. **TOWN OF PLYMOUTH:**
 - a. **REGIONAL LF TIPPING FEES:** **Per Ton: \$56.60***
 Billed by County to Town of Plymouth to reimburse it for paying the Town's actual tipping fees charged to the County by the Bertie County Landfill. **(or at actual cost if different, plus any applicable taxes/fees charged by BCLF/incurred by County)*
 - b. **LOCAL LANDFILL AVAILABILITY FEE:** **Per Account: \$44.00**
 Billed to per household/account for availability of in-county C&D landfill for Town of Plymouth residents. DOES NOT include residential curbside pickup/hauling services.

- 5. **IN-COUNTY C&D LANDFILL CHARGES:**
 Only material generated in Washington County may be brought to the local C&D Landfill.

- a. **Private Commercial Landfill Tipping Fees:** **(PER TON)**

Tires	\$104.00
C&D (construction/demolition/leaf/limb/metal/etc)	\$60.00
Inert Debris/Clean Fill*	\$35.00

**(All Other Non-Contaminated-bricks, mortar, concrete & non-org building debris)*
- b. **Commercial Use:** Material delivered by a contractor regardless of its source will be charged at the applicable Private Commercial Landfill Tipping Fees.
- c. **Residential Use Credit:** The owner of each parcel of residential property having a household/account which pays an annual SWUF, or which is within the Town of Plymouth, and listed by the County Tax Administrator for Landfill Availability Fee purposes, may deposit limb, leaf, and/or construction & demolition debris otherwise normally accepted by the landfill weighing up to ONE (1) combined ton per account/parcel, per fiscal year at no charge.
 - i. The debris must originate from the specific parcel/account to which the account credit is associated, and customers may not combine credits from multiple parcels/accounts to avoid paying applicable charges related to such debris in excess of the single credit associated with each specific account/parcel.
 - ii. Any unused portion of any account's applicable credit shall expire at the end of each fiscal year, and not rollover for use in any future fiscal years.
 - iii. This policy is intended to balance the needs of the landfill to generate sufficient revenues from its operations to sustain its own expenses, while also encouraging all county residents to properly and regularly dispose of normal household waste materials that may be generated during each fiscal year within the local landfill not only for their convenience, but also to help preserve the positive safety and health benefits which our community receives as a result of having a central and locally convenient location to dispose of such waste.
 - iv. This policy subject to modification/repeal by the Board of Commissioners.

WATER SYSTEM FEE SCHEDULE:

MONTHLY WATER RATES

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

3/4 inch	\$ 26.00
1 inch	\$ 38.00
1 1/2 inch	\$ 63.00
2 inch	\$ 101.00
3 inch	\$ 171.00
4 inch	\$ 249.00
6 inch	\$ 488.00
8 inch	\$ 728.00

Consumption charge \$ 13.00
(per each 1000 gallons over the 2000 gallons included in the base charge)

Water Service Deposit & Collection Fees

Renter	\$120.00
Owner	\$60.00
Returned Check Fee	\$25.00
Late/Collection Fee	\$35.00
Late Payment Finance Charge	1.5% per month

Hydrant charge \$ 13.00
for each 1000 gallons

RE-READ FEE (If Requested by Customer & No Error/Mistakes Found) \$35.00

METER HISTORY FEE \$35.00
(If Requested by Customer without leak or other unusual activity)

METER BOX RELOCATION (If requested by customer) \$TBD

Customer to be charged at actual estimated cost of labor/equipment not to exceed \$400 unless customer is notified in advance and consents in writing to higher actual amount.

***METER TAMPERING OR PROPERTY DESTRUCTION FEE TO BE DETERMINED BY THE UTILITIES DIRECTOR AT THE TIME OF DISCOVERY.**

TAP FEES (NO BORE)	5/8"-3/4"	1"	2"
Connection	\$1,016.00	\$1,100.00	\$1,745.00

TAP FEES (WITH BORE)	5/8"-3/4"	1"	2"
Connection	\$1,266.00	\$1,350.00	\$1,995.00

HYDRANT METER

Connection	\$ 705.00
Deposit	\$1,000.00

**Connection charges for connections larger than 2" will be charged at actual cost based on quotes to be obtained at the time such requests are made. Contact the Public Utilities Director for additional information.*

Commissioner Keyes made a motion to approve the Budget Ordinance for the Washington County FY24 Budget with the \$40K put back in for the Creswell well, excluding the Fire Department Budget. Commissioner Johnson asked how money was figured in Elections. Mr. Potter said it was for two part-time people. It would be up to Ms. Bell to manage their time. Mr. Potter said it was a negotiated budget. Commissioner Spruill would modify the motion for the Board to vote on everything except the Fire Departments. (The motion was amended.) **Commissioner Phelps seconded; motion carried unanimously.**

Commissioner Keyes made a motion to approve Fire Departments budget and excuse Commissioner Spruill from voting. Commissioner Phelps seconded; motion carried 4 – 0 with Commissioner Spruill excused from voting.

BOARDS & COMMITTEES:

WASHINGTON COUNTY DSS BOARD

The Washington County DSS Board had requested that the Board of Commissioners appoint Ann Keyes to the DSS Board.

Ms. Keyes has agreed to serve if appointed.

Commissioner Phelps made a motion to approve the appointment of Ms. Ann Keyes to the Washington County DSS Board. Commissioner Johnson seconded; motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfers and budget amendments that were in the Commissioners' Agenda Package.

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 18, 2023
RE: Detention

BT #: 2023 - 157

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

Account Code	Description	Old	+ or (-)	New
10-4320-550	Detention - Capital Outlay-Equipment	70,000.00	(500.00)	69,500.00
10-4320-290	Detention - Supplies & Material-Hygiene	3,000.00	500.00	3,500.00
Detention		73,000.00	-	73,000.00

Justification:

This transfer is to move monies within the Detention Center Budget to cover the costs of the purchase of hygiene supplies needed to carry the center through fiscal year end.

Budget Officer's Initials CPD

Approval Date: 5/18/23

Initials:	<u>MD</u>
Batch #:	<u>2023-157</u>
Date:	<u>5/18/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 18, 2023
RE: Buildings/Central Services

BT #: 2023 - 158

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

Account Code	Description	Old	+ or (-)	New
10-4260-560	Capital Outly-Paving	90,000.00	(90,000.00)	-
10-8300-141	Copier Purchase/Lease	20,000.00	90,000.00	110,000.00
Buildings/Central Services		110,000.00	-	110,000.00

Justification:

This transfer is to move monies from the Buildings Budget to the Central Services Budget to cover the cost to purchase copiers for the County. Bids have gone out and a vendor has been selected. The County is ready to move forward on the purchase of copiers once the contract is finalized. Staff is trying to complete this purchase prior to year end. The paving has temporarily been put on hold to allow staff to rebid the project due to the price coming in well over the original budget.

Budget Officer's Initials CSF

Approval Date: 5/18/23

Initials:	<u>CSF</u>
Batch #:	<u>2023-158</u>
Date:	<u>5/18/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 159

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

Date: May 22, 2023

RE: SS Admin/Central Services/IT

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

Account Code	Description	Old	+ or (-)	New
10-5310-310	SS Admin-Travel	8,500.00	(1,000.00)	7,500.00
10-5310-315	SS Admin-Training	13,000.00	(1,000.00)	12,000.00
10-5310-181	SS Admin-Group Insurance	491,974.00	(4,000.00)	487,974.00
10-5310-260	SS Admin-Departmental Supplies	52,682.00	4,000.00	56,682.00
10-5310-550	SS Admin-Capital Outlay-Equipment	106,500.00	2,000.00	108,500.00
SS Admin				
10-4210-180	Info Tech-Contracted Services	22,471.00	(8,000.00)	14,471.00
10-4210-550	Info Tech-Capital Outlay Equipment	25,608.00	(3,500.00)	22,108.00
10-8300-391	Central Services-Software Licenses	5,900.00	11,500.00	17,400.00
IT/Central Services				
		726,635.00	-	726,635.00

Justification:

This transfer is to move monies within SS Admin to make the purchase of the two DSS Copiers. By purchasing the DSS copiers out of their budget, we are able to get a 50% reimbursement on them. Also, this transfer is to move monies from the Information Technology budget to the Central Services budget to purchase the needed software licenses to migrate the County over to Microsoft Office 365 and VoIP Telephone Services.

Budget Officer's Initials CBP

Approval Date: 5/23/23

Initials:	<u>MP</u>
Batch #:	<u>2023-159</u>
Date:	<u>5/23/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 160

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

Date: May 23, 2023

RE: SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS-Administration Reimbursement	(2,804,702.00)	120,680.00	(2,684,022.00)
10-3490-001	Medicaid Expansion Admin Costs	-	(120,680.00)	(120,680.00)
SS Admin		(2,804,702.00)	-	(2,804,702.00)

Justification:

This transfer is to reduce expected revenues in the regular DSS Administration Reimbursement line and move those monies to a new Medicaid Expansion Admin Cost line. We have been notified that the NC Department of Health and Human Services will be sending monies to counties to help offset the administrative costs associated with implementing Medicaid Expansion.

Budget Officer's Initials CSF

Approval Date: 5/23/23

Initials:	<u>CSF</u>
Batch #:	<u>2023-160</u>
Date:	<u>5/23/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 25, 2023
RE: Airport

BT #: 2023 - 161

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

Account Code	Description	Old	+ or (-)	New
39-4530-250	Airport-AV Gas and Jet Fuel	90,000.00	(7,885.00)	82,115.00
39-4530-351	Airport-Maintenance & Repair Equipment	7,000.00	7,885.00	14,885.00
Airport		97,000.00	-	97,000.00

Justification:

This transfer is move monies within the Airport Operations budget from the Fuel line to the Maintenance and Repair line. This move is necessary to pay for the costs associated with the fuel farm work done by Campbell Oil to allow the Airport to be branded. This will also cover the costs of a battery that is needed for the tractor.

Budget Officer's Initials CSF

Approval Date: 5/25/23

Initials:	<u>CSF</u>
Batch #:	<u>2023-161</u>
Date:	<u>5/26/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 25, 2023
RE: Projects and Grants Fund

BT #: 2023 - 162

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

Account Code	Description	Old	+ or (-)	New
58-4300-001	EM Bldg Direct Approp S.L. 2021-180	3,900,000.00	(3,900,000.00)	-
58-4301-001	EM Bldg Direct Approp S.L. 2021-180	-	3,900,000.00	3,900,000.00
58-4300-002	CAP Proj Dir Approp SL 2021-180 Sec 40.8	250,000.00	(250,000.00)	-
58-4301-002	CAP Proj Dir Approp SL 2021-180 Sec 40.8	-	250,000.00	250,000.00
Airport		4,150,000.00	-	4,150,000.00

Justification:

This transfer is move monies within the Projects and Grants Fund. This movement is to transfer budgets from two previously created account lines to two new lines in order to allow space for separation and growth within this fund as we take on new grant projects.

Budget Officer's Initials CPD

Approval Date: 5/25/23

Initials:	<u>MD</u>
Batch #:	<u>2023-162</u>
Date:	<u>5/26/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 163

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

Date: May 30, 2023

RE: Governing Board

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

Account Code	Description	Old	+ or (-)	New
10-4110-200	Governing Board-Departmental Supplies	2,000.00	(2.00)	1,998.00
10-4110-443	Governing Board-Contracted Services-Lobbying	17,004.00	2.00	17,006.00
Governing Board		19,004.00	-	19,004.00

Justification:

This transfer is to move monies within the Governing Board Budget from Departmental Supplies to Contracted Services. This move is necessary to pay the additional \$1.00 electronic filing fee for each of the 2 Lobbying Registration Reports that had to be filed earlier this year. The county was unaware that they were paying and filing electronically which generated the additional cost.

Budget Officer's Initials CPD

Approval Date: 5/31/23

Initials:	<u>MD</u>
Batch #:	<u>2023-163</u>
Date:	<u>5/31/2023</u>

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 164

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

Date: June 5, 2023

RE: Sheriff/Emergency Management/EMS

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	(6,540.00)	(505.00)	(7,045.00)
10-4310-611	Gun Permits Discretionary-County Portion	41,400.00	505.00	41,905.00
10-3540-030	Gun Permits-State Portion	(7,820.00)	(580.00)	(8,400.00)
10-4310-612	Gun Permits-State Portion	8,955.00	580.00	9,535.00
10-3540-040	Finger Printing	(1,300.00)	(70.00)	(1,370.00)
10-4310-613	Finger Printing	5,905.00	70.00	5,975.00
10-3541-010	Sheriff-Donations	(1,511.00)	(27.00)	(1,538.00)
10-4310-650	Sheriff-Donations	2,277.00	27.00	2,304.00
Sheriff				
10-3480-081	Donations-Emergency Management	(1,000.00)	(450.00)	(1,450.00)
10-4330-401	Donations-Emergency Management	1,000.00	450.00	1,450.00
Emergency Management				
37-3490-020	DUKE Race-Cars Grant	(5,875.00)	(50.00)	(5,925.00)
37-4330-652	DUKE Race-Cars Grant	12,975.00	50.00	13,025.00
EMS				
Balanced:		48,066.00	-	48,066.00

Justification:

This amendment is to budget for additional monies that have been collected in the following: Sheriff-Gun Permitting and Finger Printing; Emergency Management-Donations and EMS-DUKE Race Cars Grant.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 165

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

Date: June 5, 2023

RE: General Fund/Sanitation

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-GF	(3,710,598.00)	(35,000.00)	(3,745,598.00)
10-9800-033	Transfer to Sanitation	-	35,000.00	35,000.00
33-3980-000	Transfer from General Fund	-	(35,000.00)	(35,000.00)
33-8100-601	Designated for Future Appropriation	-	35,000.00	35,000.00
General Fund/Sanitation				
		Balanced:		
		(3,710,598.00)	-	(3,710,598.00)

Justification:

This amendment is to transfer monies from the General Fund to the Sanitation Fund in order to provide some cushion to avoid a net negative balance at year-end after the Landfill Postclosure Liability is booked.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 166

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

Date: June 5, 2023

RE: General Fund/Hospital Pension Fund (new)

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-GF	(3,745,598.00)	(500,571.00)	(4,246,169.00)
10-4155-215	Professional Services-Hospital	30,000.00	(28,542.00)	1,458.00
10-4155-999	Professional Services-Hospital Pension	2,000,000.00	(2,000,000.00)	-
10-9800-040	Transfer to WCH Pension Fund	-	2,529,113.00	2,529,113.00
40-3960-000	Transfer from General Fund	-	(2,529,113.00)	(2,529,113.00)
40-4155-215	Professional Services-Hospital	-	28,542.00	28,542.00
40-4155-999	Professional Services-Hospital Pension	-	2,000,000.00	2,000,000.00
40-4155-997	Designated for Future Appropriation	-	500,571.00	500,571.00
General Fund/Hospital Pension Fund				
		Balanced:	(1,715,598.00)	-
				(1,715,598.00)

Justification:

This amendment is to transfer all funds pertaining to the Hospital Pension out of the General Fund into a newly created WCH Pension Fund (Fund 40). The County Manager and Finance Officer agree that it is important to separate the Hospital Pension monies in order to more responsibly and transparently track the plans assets from other governmental operations in the General Fund.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Commissioner Spruill made a motion to approve the budget transfers/amendments as presented. Commissioner Keyes seconded; motion carried unanimously.

RESO 2023-020 REMOVING CERTAIN OBSOLETE GENERAL FUND BALANCE DESIGNATIONS:

RESOLUTION 2023-020

REMOVING CERTAIN OBSOLETE GENERAL FUND BALANCE DESIGNATIONS

WHEREAS, during its review and reconciliation of older financial records and accounts, management has identified several separate North Carolina Capital Management Trust (NCCMT) bank accounts holding certain county funds which were opened long ago to apparently hold their respective funds in those separate accounts for certain projects/purposes previously designated by the Board including the following specific accounts:

- i. Public Building Capital Reserve (Opened June 1990)
- ii. Recreation Land Reserve (Opened July 1990)
- iii. Water Works Debt Service Reserve (Opened June 1991)
- iv. Economic Development Reserve (Opened June 2001)

WHEREAS, management discussed its research of, and known history about these accounts with the Board at its FY24 Budget Planning Workshop in January of 2023, and recommended that due to the mostly obsolete purpose of these separate accounts, that they be closed and the funds transferred to and consolidated with the other main accounts of the county to the fullest extent possible, in order to greatly reduce and simplify the administrative burden associated with otherwise having to continue tracking, reconciling, booking interest, and auditing each of these four separate bank accounts (in addition to the other ten separate bank accounts the county currently maintains) on a monthly, quarterly, and annual basis as applicable; and

WHEREAS, staff was directed to prepare a resolution for the Board of Commissioners to authorize such closure and consolidation subject to certain restrictions on where the funding in each account would be transferred.

NOW THEREFORE, BE IT RESOLVED THAT,

1. **The Public Building Capital Reserve Account** which had a balance of \$118,003.19 earlier this year but continues to accrue interest, shall be closed. The full account balance at the time of closure shall be undesignated for any specific purposes, and shall be transferred into the county's primary NCCMT account already holding other unrestricted general fund balance monies.
2. **The Recreation Land Reserve Account** which had a balance of \$9,116.37 earlier this year but continues to accrue interest, shall be closed. The full account balance at the time

of closure shall initially be transferred into the county's primary NCCMT and considered undesignated fund balance.

- a. Thereafter, staff shall prepare a budget amendment for the Board to approve the transfer of the same full amount from its General Fund to its Special Projects & Grants (Fund 58) in order to hold and budget the transferred funds together with other funding already held there to be used in the future for PARTF/recreational grant purposes.
3. **The Water Works Debt Service Reserve Account** which had a balance of approximately \$73,577.98 earlier this year but continues to accrue interest, shall be closed. The full account balance at the time of closure shall be undesignated for any specific purposes, and shall be transferred into the county's primary water account currently held at Southern Bank.
4. **The Economic Development Reserve Account** which had a balance of approximately \$209,964.46 earlier this year but continues to accrue interest, shall be closed. The full account balance at the time of closure shall be undesignated for any specific purposes, and shall be considered part of the General Fund's unrestricted fund balance, and shall be transferred into the county's primary NCCMT account already holding other unrestricted general fund balance monies.
5. The County Manager and Finance Officer are hereby authorized to execute any and all instruments deemed reasonably necessary to give effect to this Resolution and to facilitate the closing and transferring of the foregoing funds as directed herein by the Board.

Adopted this the 5th day of June 2023.

Julius Walker, Jr. Chair
Washington County Board of Commissioner

ATTEST:

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

(COUNTY SEAL)

Commissioner Spruill made a motion to approve RESO 2023-020 Removing Certain Obsolete General Fund Balance Designations Commissioner Phelps seconded; motion carried unanimously.

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

Commissioner Johnson said she is working on scrap tire material.

Commissioner Spruill said he attended County Advocacy Days in May in Raleigh. It was good to meet other County Commissioners and legislators. The groundbreaking event last week was an important event for the community. He stated he appreciated all the work that went into making the Bear Festival a success.

Commissioner Phelps said regarding Phase II of the school, he would like to take out the demolition of Creswell Schools and be able to sell the schools and use those funds in the new school (or maybe pay back our loan). Commissioner Johnson asked if this is a decision this Board can make. Mr. Potter said the Board can make the motion to pull the demo from the Phase II agreement. **Commissioner Phelps made a motion to pull the demolition of the Creswell Schools from Phase II of the agreement. Commissioner Spruill seconded; motion carried unanimously.**

Commissioner Keyes stated she taught an EM class on May 31 to NCACC Commissioners. On June 7 she went to the Early College High School. She also worked in the hospitality tent of the Bear Festival, and it was a wonderful event.

Chair Walker said he was glad to see things being done at the Animal Shelter. He stated he also attended the groundbreaking for the new WCS school.

The Clerk asked the Commissioners if they would consider cancelling the July 3, 2023, Board Meeting. **Commissioner Johnson made a motion to cancel the July 3, 2023, Board of Commissioners Meeting. Commissioner Phelps seconded; motion carried unanimously.**

Mr. Potter thanked the Board for their time spent on the budget and for approving it tonight. It makes it easier for Finance to conduct the end-of-year activities when it is approved early in June. He has various meetings coming up: AVCON building architect/WCS PreK steering committee/Airport Advisory Committee.

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

Back in Open Session, with no further business to discuss, **Commissioner Spruill made a motion to adjourn. Commissioner Phelps seconded; motion carried unanimously.**

Julius Walker, Jr.
Chair

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