



**Washington County
Board of Commissioners
Meeting
December 4, 2023**



WASHINGTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
COMMISSIONERS' ROOM
116 ADAMS STREET
DECEMBER 4, 2023 @ 6:00 PM

- 6:00 PM Call to Order, Commissioner Walker
- Item 1 6:01 PM Organizational Items
- Election of Chairperson, Commissioner Walker, Current Chair
 - Election of Vice-Chairperson, New Chair
- 6:10 PM Invocation / Pledge
Additions / Deletions
- Item 2 6:15 PM Consent Agenda
- a) Approval of Meeting Minutes for November 6, 2023
 - b) Tax Refunds & Releases and Insolvent Accounts
 - c) 2024 County Commissioners' Regular Meeting Schedule
 - d) 2024 County Holiday Schedule
 - e) FY2024-25 Budget Calendar
 - f) RESO 2023-039 Authorizing Sale of Real Property, 411 Brinkley Ave., Plymouth
 - g) RESO 2023-040 Authorizing Sale of Real Property, 413 Brinkley Ave., Plymouth
 - h) RESO 2023-041 Approving and Accepting Sale of Real Property, 403 Hortontown Rd., Roper
 - i) RESO 2023-042 Approving and Accepting Sale of Real Property, 203 West Avenue, Plymouth
 - j) Non-Governmental Facility Use Policy
 - k) RESO 2023-043 Washington County Water Shortage Response Plan
 - l) Cooperative Extension MOU
- Item 3 6:20 PM Public Forum (3-minute limit per speaker)
- Item 4 6:30 PM Employee of the Quarter, Board Chair
- Item 5 6:40 PM Update on Center for Family Violence Prevention, Ms. Doretha Garrett, Victim Advocate II
- Item 6 6:50 PM Quasi-Judicial Public Hearing: Special Exception Application, Mr. Allen Pittman, Planning/Safety & Inspections Manager
- Item 7 7:00 PM Boards & Committees, Ms. Julie J. Bennett, Clerk to the Board

- Item 8 7:10 PM Finance Officer's Report and Budget Transfers/Budget Amendments, Ms. Missy Dixon, Finance Officer
- Item 9 7:20 PM Other Items by Chair, Commissioners, County Manager/Attorney or Clerk
- a) DSS Annual Report for the Community Child Protection Team
 - b) MTW Annual Report for the Child Fatality Protection Team
 - c) RFP for Child Support Enforcement Services
- Item 10 7:30 PM Closed Session pursuant to NCGS §143-318.11(a)(3) (attorney-client privilege), NCGS §143-318.11(a)(4) economic development and §143-318.11(a)(6) (personnel)

ADJOURN or RECESS

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 1

DATE: December 4, 2023

ITEM: Organizational Items

SUMMARY EXPLANATION:

Call to Order, Current Chair, Commissioner Walker

- a) Election of Chair
According to G.S. 153A-39 the Board of Commissioners shall choose one member as Chair and Vice-Chair for the ensuing year. Chair Walker will conduct the meeting for the process of electing the new Chair.
- b) Election of Vice-Chair
The new Chair will then conduct the election of the Vice-Chair.
- c) Invocation/Pledge
- d) Additions/Deletions

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 2

DATE: December 4, 2023

ITEM: Consent Agenda

SUMMARY EXPLANATION:

- a) Approval of Meeting Minutes for November 6, 2023. See attachments at the end of the Agenda Package.
- b) Tax Refunds & Releases and Insolvent Accounts
See attachment.
- c) 2024 County Commissioners' Regular Meeting Schedule—please note that there is a meeting scheduled to be held in Creswell and one in Roper. Also, the January meeting is scheduled for the 2nd Monday in January. See attachment.
- d) 2024 County Holiday Schedule
See attachment.
- e) FY2024-25 Budget Calendar
See attachment.
- f) RESO 2023-039 Authorizing Sale of Real Property, 411 Brinkley Ave., Plymouth
See attachment.
- g) RESO 2023-040 Authorizing Sale of Real Property, 413 Brinkley Ave., Plymouth
See attachment.
- h) RESO 2023-041 Approving and Accepting Sale of Real Property, 403 Hortontown Rd., Roper.
See attachment.
- i) RESO 2023-042 Approving and Accepting Sale of Real Property, 203 West Avenue, Plymouth.
See attachment.
- j) Non-Governmental Facility Use Policy
See attachment.
- k) RESO 2023-043 Washington County Waste Shortage Response Plan
See attachment.
- l) Cooperative Extension MOU
See attachment.



North Carolina Vehicle Tax System

Nov-23

NCVTS Pending Refund report

Report Date
11/29/2023 2:28:27

Payee Name	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
DAVENPORT, DARYL TIMOTHY JR	5790 NC HIGHWAY 32 S	PLYMOUTH, NC 27962	Proration	0024915121	JAA4262	PENDING	97870395	Refund Generated due to proration on Bill #0024915121-2022-2022-0000-00	Tag Surrender	11/02/2023	W	Tax	(\$9.44)	\$0.00 Refund	(\$9.44) \$9.44
HARRISON, COURTNEY MYERS	4862 NC HIGHWAY 32 S	PLYMOUTH, NC 27962	Proration	0059893461	HKA7203	PENDING	97962582	Refund Generated due to proration on Bill #0059893461-2022-2022-0000-00	Tag Surrender	11/03/2023	W	Tax	(\$37.81)	\$0.00 Refund	(\$37.81) \$37.81
LEARY, LEONARD EDWARD	12067 NC HIGHWAY 32 N	ROPER, NC 27970	Proration	0071917731	KCF1275	PENDING	98449424	Refund Generated due to proration on Bill #0071917731-2022-2022-0000-00	Tag Surrender	11/27/2023	W	Tax	(\$51.76)	\$0.00 Refund	(\$51.76) \$51.76
MOORE, EMMA DAVENPORT	309 HAMPTON DR	PLYMOUTH, NC 27962	Proration	0016919842	JAA4206	PENDING	294200145	Refund Generated due to proration on Bill #0016919842-2022-2022-0000-00	Tag Surrender	11/08/2023	W	Tax	(\$10.07)	\$0.00	(\$10.07)
											P	Tax	(\$6.40)	\$0.00	(\$6.40)
											P	Vehicle Fee	\$0.00	\$0.00	\$0.00
														\$0.00	\$16.47
PATRICK, STEPHEN	2730 OLD CHERRY RD	CRESWELL, NC 27928	Proration	0058597718	FMT8573	PENDING	98066691	Refund Generated due to proration on Bill #0058597718-2022-2022-0000-00	Tag Surrender	11/08/2023	W	Tax	(\$93.15)	\$0.00 Refund	(\$93.15) \$93.15
PAVEY, ROBERT LEE	106 COUNTRY CLUB DR	PLYMOUTH, NC 27962	Proration	0052966247	FEC3467	PENDING	294795651	Refund Generated due to proration on Bill #0052966247-2022-2022-0000-00	Tag Surrender	11/17/2023	W	Tax	(\$74.59)	\$0.00	(\$74.59)
											P	Tax	(\$47.38)	\$0.00	(\$47.38)
											P	Vehicle Fee	\$0.00	\$0.00	\$0.00
														\$0.00	\$121.97
PERRONE, CHARLES FRANCIS	3091 NC HIGHWAY 32 S	PLYMOUTH, NC 27962	Proration	0073169336	VAH5722	PENDING	98204173	Refund Generated due to proration on Bill #0073169336-2022-2022-0000-00	Tag Surrender	11/15/2023	W	Tax	(\$6.74)	\$0.00 Refund	(\$6.74) \$6.74
POTTER, THOMAS OVERTON	8650 LONG RIDGE RD	PLYMOUTH, NC 27962	Proration	0052580293	CK99014	PENDING	98235473	Refund Generated due to proration on Bill #0052580293-2022-2022-0000-00	Tag Surrender	11/16/2023	W	Tax	(\$26.65)	\$0.00 Refund	(\$26.65) \$26.65
POTTER, THOMAS OVERTON	8650 LONG RIDGE RD	PLYMOUTH, NC 27962	Proration	0053206858	JE1382	PENDING	98235619	Refund Generated due to proration on Bill #0053206858-2022-2022-0000-00	Tag Surrender	11/16/2023	W	Tax	(\$217.46)	\$0.00 Refund	(\$217.46) \$217.46
PRICE, ROLAND WAYNE	109 W MAIN ST	PLYMOUTH, NC 27962	Proration	0071130473	KER9861	PENDING	295347555	Refund Generated due to proration on Bill #0071130473-2022-2022-0000-00	Tag Surrender	11/27/2023	W	Tax	(\$14.45)	\$0.00	(\$14.45)
											P	Tax	(\$9.18)	\$0.00	(\$9.18)
														\$0.00	\$23.63
RESPASS, ANDREW SCOTT	408 W STATION ST	ROPER, NC 27970	Proration	0071074818	8T3115	PENDING	196067730	Refund Generated due to proration on Bill #0071074818-2022-2022-0000-00	Tag Surrender	11/07/2023	W	Tax	(\$35.87)	\$0.00	(\$35.87)
											R	Tax	(\$34.61)	\$0.00	(\$34.61)
														\$0.00	\$70.48



North Carolina Vehicle Tax System

Nov-23

NCVTS Pending Refund report

Report Date
11/29/2023 2:28:27

ROBINSON, HEATHER JO	2650 US HIGHWAY 64 W	PLYMOUTH, NC 27962	Proration	0065713141	RCL4071	PENDING	98095798	Refund Generated due to proration on Bill #0065713141-2022- 2022-0000-00	Tag Surrender	11/09/2023	W	Tax	(\$21.37)	(\$1.07) Refund	(\$22.44) \$22.44
ROUSON, JOHNNIE	15 REEDS RD	PLYMOUTH, NC 27962	Proration	0074675492	KKT7622	PENDING	98235430	Refund Generated due to proration on Bill #0074675492-2023- 2023-0000-00	Tag Surrender	11/16/2023	W	Tax	(\$12.62)	\$0.00 Refund	(\$12.62) \$12.62
TARKENTON, ALBERT BRIAN	206 TARKINGTON RD	CRESWELL, NC 27928	Proration	0058248996	FB6960	PENDING	97870411	Refund Generated due to proration on Bill #0058248996-2022- 2022-0000-00	Tag Surrender	11/02/2023	W	Tax	(\$235.55)	\$0.00 Refund	(\$235.55) \$235.55
													Refund Total	\$946.17	

[Handwritten Signature]

11-29-23

Requested by Tax Administrator

Date

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

Clerk to the Board of Commissioners

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

DATE	NAME	TICKET YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
11/30/23	Advance Store Company, Inc	2023 11623	112	1		\$38.40	\$ 38.40	Late list penalty charged, however they met the deadline. The penalty should not have been charged.
11/30/23	Advance Store Company, Inc	2023 11623	112	6		\$0.46	\$ 0.46	Late list penalty charged, however they met the deadline. The penalty should not have been charged.

 11-29-23
 Requested by Tax Administrator Date

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

 Clerk to the Board of Commissioners



2024 Washington County Holiday Schedule

2024 HOLIDAYS	DAY(S) OF WEEK	DATE(S)
New Year's Day	Monday	January 1, 2024
Dr. Martin Luther King, Jr. Day	Monday	January 15, 2024
Good Friday	Friday	March 29, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth*	Wednesday	June 19, 2024
Independence Day	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
Veterans Day	Monday	November 11, 2024
Thanksgiving	Thursday & Friday	November 28 & 29, 2024
Christmas	Tuesday, Wednesday & Thursday	December 24, 25, & 26, 2024

*Juneteenth is a new Local Holiday approved by the Board of Commissioners in 2020.



Washington County Commissioners’ Regular Meeting Schedule

2024

DAY(S) OF WEEK	DATE(S) OF WEEK
2 nd Monday	January 8, 2024
1 st Monday	February 5, 2024
1 st Monday	March 4, 2024*
1 st Monday	April 1, 2024
1 st Monday	May 6, 2024
1 st Monday	June 3, 2024
1 st Monday	July 1, 2024
1 st Monday	August 5, 2024**
1 st Tuesday	September 3, 2024
1 st Monday	October 7, 2024
1 st Monday	November 4, 2024
1 st Monday	December 2, 2024

Meetings are held at 6:00 PM in the Commissioners’ Room at 116 Adams Street, Plymouth, unless otherwise noted.

*Meeting to be held in Roper.
Location will be announced at a later date.

**Meeting to be held in Creswell.
Location will be announced at a later date.

Budget Calendar
Washington County, North Carolina
Fiscal Year July 1, 2024 - June 30, 2025 (aka FY25)

SCHEDULE		BUDGET PROCEDURES/TASKS	RESPONSIBLE PARTY	
			Responsible Party	Statute Reference
Mon*	12/4/23	Presentation of Proposed Budget Calendar & Discussion/Scheduling of Budget Workshop	CM/Board	
2024 DATES				
Tues/Wed**	1/16-1/17	Budget Planning Workshop Date/Time (TBD)	CM/CFO/Board	
Wed	2/7	Dept. Head Budget Kickoff Meeting Distribution of Budget Forms & Instructions	CM/CFO DHs (MANDATORY)	
	2/7-3/1	Departmental Budget Consultations/Assistance Ask for Assistance if needed	CM/CFO DHs (MANDATORY)	
Fri	3/1	Departmental Budget Request Submission Deadline Includes: Revenues, Expenses, All Supporting Docs/Materials	DHs	159-10 (4/30)
	TBD - 3/1-4/11	Departmental & External Budget Request Meetings CM/CFO mtgs with Dept Heads, MTW, Library, Fire, other partners/agencies CM/CFO mtgs with School Admin	CM/CFO/DHs/Misc	Budget Ord (3/31) 115C-429(a) (5/15)
Mon	4/15	Update of tax valuation due from Tax Department	Tax	
Fri	4/26	Working Draft Expense Budgets to DHs	CM	
Fri	4/26	Final of tax valuation from Tax Department	Tax	
Thur	5/2	Balancing of Draft Recommended Budget	CM/CFO	
Mon*	5/6	Recommended Budget Published w/ CM's Budget Message Presented to Board Filed with Clerk to the Board Board to Confirm Public Hearing Date	CM Clerk Board	159-11 (6/1) 159-11(b) 159-12(a)
Fri	5/3 deadline for	Publish notice in newspaper stating that budget has been filed and is open for public inspection & setting time & place for public hearing on budget	Clerk	159-12(a)
Wed	5/8 publication			
TBD**	May TBD	Commissioners work sessions to review budget with departments, agencies, school board as desired	Board CM/CFO/Various	
Mon**	5/20	Official public hearing on the budget	Board/Public	159-12(b)
Mon*	6/3	Adoption of Budget Ordinance <i>Budget Ordinance may not be adopted until (a) ten days have elapsed from date budget is filed & (ii) public hearing is held.</i>	Board	159-13 (7/1)

NOTES:

* = Reg Board Mtg Date

** = Extra or Non-Regular Board Mtg Date

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

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



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

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

RESOLUTION 2023-039

RESOLUTION AUTHORIZING SALE OF REAL PROPERTY, 411 BRINKLEY AVE., BY ELECTRONIC PUBLIC AUCTION PURSUANT TO G.S. 160 A-270

WHEREAS, G.S. 160A-270 authorizes the Board of County Commissioners of Washington County to sell real property at public auction, including electronic public auction, upon adoption of a resolution authorizing the appropriate official to dispose of the property at public auction subject to the Board's acceptance of the highest bid; and

WHEREAS, the Town of Plymouth approved this sale via Resolution; and

WHEREAS, the County Manager has recommended that the property, described below, should be sold at public auction as surplus property;

1. 411 Brinkley Avenue - PLYMOUTH NC; Tax Pin #6767.11-55-9027; Deed Book 540, Page 241;
2. GIS MAP (see Attachment A)
3. Approximate estimated tax value and back taxes owed is \$14,987.50; County = \$4214.26 & Town = \$10,773.24 (See Attachment B)

NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY HEREBY RESOLVES AS FOLLOWS:

1. The County Manager or their designee is authorized to sell by electronic auction at www.govdeals.com the surplus property described above; advertising from December 6, 2023 – January 6, 2024, and bidding January 7 – January 27, 2024; following approval of this resolution.
2. Electronic advertisements of the sale of real property, described above, shall be posted at least 30 calendar days prior to the date on which bidding for the property opens.
3. Electronic advertisements shall be posted on the Washington County website and, where feasible, by other electronic means through which notice of the electronic auction may be broadly advertised.

- 4. Electronic advertisements shall identify and provide a general description of the property to be sold, the date and time at which electronic bidding opens, the electronic address where information about the property to be sold can be found, a reference to the resolution authorizing the sale, and any other relevant terms and conditions of sale.
- 5. After conclusion of the bid process, the results shall be reported to the Board at their next regularly scheduled meeting, and the Board shall accept or reject the bid within 30 days of said report.

Adopted this the _____ of _____, 2023.

Chair
Washington County Board of Commissioner

ATTEST:

(COUNTY SEAL)

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

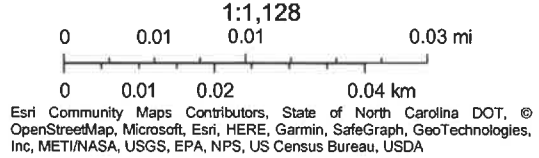
Washington County, NC



11/22/2023, 11:14:58 AM

- Parcels
 - Centerlines
- washington_nc_anno100
 washington_nc_anno200
 washington_nc_anno400

Attachment A
411 Brinkley Ave, Plymouth

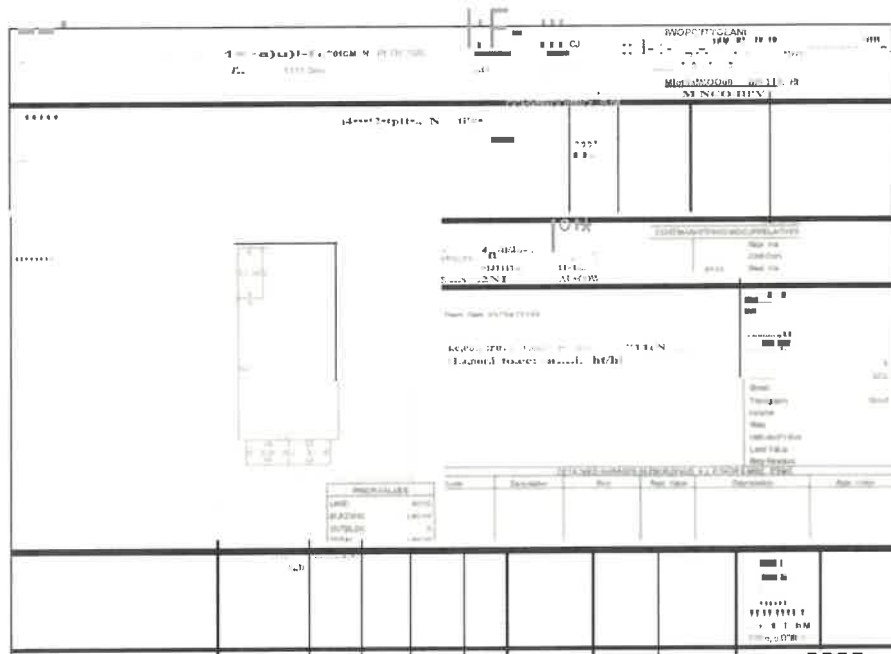


ATTACHMENT B

411 Brinkley Ave.

Account	676
Status	InActive
Balance	\$10,773.24

PIN	TAXYEAR	81 LANCE DUE January 2023	ATTYFEES& SUITCOSTS	ADDTAXES& INTEREST January 2023	BALANCE
6767.11-55-9027	2010	\$ 318.58	\$	\$	\$ 318.58
6767.11-55-9027	2011	\$ 305.14	\$	\$	\$ 305.14
6767.11-55-9027	2012	\$ 291.70	\$	\$	\$ 291.70
6767.11-55-9027	2013	\$ 165.60	\$	\$	\$ 265.60
6767.11-55-9027	2014	\$ 252.70	\$	\$	\$ 252.70
6767.11-55-9027	2015	\$ 580.13	\$ 810.29	\$	\$ 1,390.42
6767.11-55-9027	2016	\$ 232.20	\$	\$	\$ 232.20
6767.11-55-9027	2017	\$ 255.98	\$	\$	\$ 255.98
6767.11-55-9027	2018	\$ 222.18	\$	\$	\$ 222.18
6767.11-55-9027	2019	\$ 208.38	\$	\$	\$ 208.38
6767.11-55-9027	2020	\$ 194.58	\$	\$	\$ 194.58
6767.11-55-9027	2021	\$ 156.26	\$	\$	\$ 156.26
Washington County & Town of Blount	2022	\$	\$	\$ 134.38	\$ 134.38
Total Due		\$ 3,269.50	\$ 810.19	\$ 134.38	\$ 4,214.07



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



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

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

RESOLUTION 2023-040

RESOLUTION AUTHORIZING SALE OF REAL PROPERTY, 413 BRINKLEY AVE., BY ELECTRONIC PUBLIC AUCTION PURSUANT TO G.S. 160 A-270

WHEREAS, G.S. 160A-270 authorizes the Board of County Commissioners of Washington County to sell real property at public auction, including electronic public auction, upon adoption of a resolution authorizing the appropriate official to dispose of the property at public auction subject to the Board's acceptance of the highest bid; and

WHEREAS, the Town of Plymouth approved this sale via Resolution; and

WHEREAS, the County Manager has recommended that the property, described below, should be sold at public auction as surplus property;

1. 413 Brinkley Avenue - PLYMOUTH NC; Tax Pin #6767.11-55-8068; Deed Book 462, Page 241;
2. GIS MAP (see Attachment A)
3. Approximate estimated tax value and back taxes owed is \$7438.39; County = \$4000.04 & Town = \$3438.35 (See Attachment B)

NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY HEREBY RESOLVES AS FOLLOWS:

1. The County Manager or their designee is authorized to sell by electronic auction at www.govdeals.com the surplus property described above; advertising from December 6, 2023 – January 6, 2024, and bidding January 7 – January 27, 2024; following approval of this resolution.
2. Electronic advertisements of the sale of real property, described above, shall be posted at least 30 calendar days prior to the date on which bidding for the property opens.
3. Electronic advertisements shall be posted on the Washington County website and, where feasible, by other electronic means through which notice of the electronic auction may be broadly advertised.

4. Electronic advertisements shall identify and provide a general description of the property to be sold, the date and time at which electronic bidding opens, the electronic address where information about the property to be sold can be found, a reference to the resolution authorizing the sale, and any other relevant terms and conditions of sale.
5. After conclusion of the bid process, the results shall be reported to the Board at their next regularly scheduled meeting, and the Board shall accept or reject the bid within 30 days of said report.

Adopted this the _____ of _____, 2023.

Chair
Washington County Board of Commissioner

ATTEST:

(COUNTY SEAL)

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

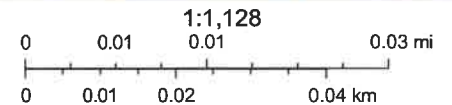
Washington County, NC



11/22/2023, 11:21:58 AM

- Parcels
- Centerlines
- washington_nc_anno100
- washington_nc_anno200 anno
- washington_nc_anno400

Attachment A
413 Brinkley Ave. Plymouth



Esri Community Maps Contributors, State of North Carolina DOT, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA

Attachment B

413 Brinkley Avenue

Tax Statement of Account

Statement Date: 9/27/2023

**TOWN OF PLYMOUTH
124 EAST WATER STREET
PLYMOUTH NC 27962**

Account	1065
Status	Active
Balance	\$3,438.35

Washington County Tax

6767.11-55-8068 413 Brinkley Ave

Total Due \$4,000.04

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

COMMISSIONERS:
 JULIUS WALKER, 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 2023-041

APPROVING AND ACCEPTING SALE OF REAL PROPERTY AT 403 HORTONTOWN ROAD, ROPER, NC

WHEREAS, the County Manager or their designee was authorized by RESO2023-032 of the Washington County Board of Commissioners to sell by electronic auction at www.govdeals.com the surplus properties described below by advertising such properties for sale from 10/4/23 to 11/5/23 and accepting bids from 11/6/23 through 11/27/23; and

WHEREAS, the County Manger's Office did in fact advertise and solicit bids for the sale of such properties pursuant to the authority and terms of the foregoing Board Resolution authorizing such action; and

WHEREAS, the foregoing Resolution does respectively require that the bid results be reported to the Board at their next regularly scheduled meeting, and provide that the Board shall accept or reject the bid within 30 days of said report; and

WHEREAS, the surplus properties and their respective bid results are hereby reported as follows:

Address/ Deed Ref	Tax PIN/ Value	Taxes Owed @ Foreclosures	High Bid/%Tax Value	Notes/Others
403 Hortontown Road. - Roper	#7708.14-34-3692	\$14,207.20	\$7,900.00	Net of Back Taxes:
Deed Book 542 Page 691	\$16,800		47%	\$-6307.00

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

- I. That the highest bid reported above for the purchase of 403 Hortontown Rd, Roper, NC be accepted and approved.

2. That the County Manager or their designated agent is authorized to execute any and all necessary documents including without limitation deeds, settlement statements, or other closing or related legal documents approved by the County Attorney for the purpose of conveying the properties described above to their respective purchasers upon receipt of the purchase funds, or upon adequate legal assurances given by a bona fide settlement agent holding such funds in escrow for the purpose of disbursing such funds to the County upon actual closing.

ADOPTED this ___ day of _____, 20__

Chair
Washington County Board of Commissioners

ATTEST:

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

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

COMMISSIONERS:
 JULIUS WALKER, 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 2023-042

APPROVING AND ACCEPTING SALE OF REAL PROPERTY AT 203 West Avenue, Plymouth, NC

WHEREAS, the County Manager or their designee was authorized by RESO2023-031 of the Washington County Board of Commissioners to sell by electronic auction at www.govdeals.com the surplus properties described below by advertising such properties for sale from 10/4/23 to 11/5/23 and accepting bids from 11/6/23 through 11/27/23; and

WHEREAS, the County Manger's Office did in fact advertise and solicit bids for the sale of such properties pursuant to the authority and terms of the foregoing Board Resolution authorizing such action; and

WHEREAS, the foregoing Resolution does respectively require that the bid results be reported to the Board at their next regularly scheduled meeting, and provide that the Board shall accept or reject the bid within 30 days of said report; and

WHEREAS, the surplus properties and their respective bid results are hereby reported as follows:

Address/ Deed Ref	Tax PIN/ Value	Taxes Owed @ Foreclosures	High Bid/%Tax Value	Notes/Others
203 West Ave. - Plymouth	#6767.16-72-6979	\$4,175.31	\$3,445	Net of Back Taxes:
Deed Book 522 Page 529	\$4000.00		86%	\$-730.31

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

1. That the highest bid reported above for the purchase of 203 West Ave., Plymouth, NC be accepted and approved.

2. That the County Manager or their designated agent is authorized to execute any and all necessary documents including without limitation deeds, settlement statements, or other closing or related legal documents approved by the County Attorney for the purpose of conveying the properties described above to their respective purchasers upon receipt of the purchase funds, or upon adequate legal assurances given by a bona fide settlement agent holding such funds in escrow for the purpose of disbursing such funds to the County upon actual closing.

ADOPTED this ___ day of _____, 20__

Chair
Washington County Board of Commissioners

ATTEST:

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



Non-Governmental Facility Use Policy

Washington County attempts to provide a valuable service to the community by occasionally permitting private non-governmental use of certain County owned facilities for civic, cultural, educational, or other approved activities when able to do so without disrupting or interfering with official County operations.

This policy is intended to establish the minimum terms, conditions, and procedures under which such use may be authorized. Requests to use any County owned facility or property must be made by contacting the County Manager's Office located at 116 Adams St. Plymouth, NC 27962 by phone (252)793-5823 or email at: cmoassistant@washconc.org

GENERAL RULES

All uses of any County owned or controlled facility by any authorized users (including individuals, groups, agencies, or organizations as well as any and all of their respective employees, volunteers, agents, invitees, or other guests of any kind) shall be governed at all times by the following general rules:

1. Users shall designate one primary person to be held responsible for the activity.
2. The same designated primary person shall also be the ONLY point of contact for the County.
3. Users must request use of the facility at least thirty (30) calendar days, and not more than ninety (90) calendar days before the proposed use date, by submitting a Facility Use Application to the County Manager's Office. Applications may be denied or conditionally approved for any reason, or for no reason, in the sole discretion of the County Manager or their authorized agent. Such reasons may include without limitation: concerns about property condition, activity specific liability concerns, public health and safety concerns, or potential interference with County operations or activities.
4. Users shall only permit the facility to be used for the purpose(s) stated in the signed Application.
5. Users shall not assign or transfer any permitted authorization to use County facilities to any other party without County's written permission.
6. Facility reservations shall be made in the order requested. The County reserves the right to assign available facilities based on its determination of appropriateness for the intended use and convenience to minimize potential disruption to normal County operations. The County may change the assigned room or facility or cancel a reservation if an emergency or urgent need arises although every effort will be made to reasonably accommodate the User in any such an event. The County is not responsible for any financial losses incurred by Users in the event of any cancellation or amendment of the permitted use, or by changing the facility assigned to the user.
7. Entry instructions will be coordinated ONLY with the same designated primary person.
8. No special or reserved parking is provided. All parking is on a first-come, first-served basis.
9. Users are expected to furnish their own supplies (copiers, markers, pens, pencils, paper, flip charts, post-it notes, tape, etc.) Copier services are not provided.
10. No person shall intentionally throw or place litter on the grounds, streets, or parking areas.
11. Users are expected to clean up thoroughly after all events, and to place all food and trash in designated containers if provided, and to empty such containers or otherwise deposit all such food and trash in designated dumpsters located outside of the facility.
12. Users shall NOT restrict attendance or participation in any event at the facility based on race, sex, color, religious affiliation, national origin, disability, political affiliation, or any other protected class.

Audio/Visual and Sound Equipment: Unless otherwise requested and approved in advance, Users are expected to provide their own visual and audio equipment. Access to County owned audio/vision equipment is generally NOT provided or authorized. Open unprotected Wi-Fi may be available in some locations but is not guaranteed or endorsed as secure.

Facility Set-up: Users are responsible for set-up (tables/chairs arrangements) and break-down for each event and must return all furniture to its original location. The County is NOT responsible for furniture arrangement.

Food Services: The County Manager's Office must be notified if food is going to be served.

Responsibility for Supervision & Damage:

The designated primary person (and point of contact) must be physically present at all times during all permitted use of the facility, and together with the User, shall be primarily responsible for supervising the general care, custody and control of the facility and any and all activities and events thereat, including the maintenance of general order and safety of all people present. No County officials or employees shall be deemed or held responsible for any such supervision. Users shall be responsible for any damage to County property, other than normal wear and tear, while the facility is under the User's supervision, care, custody, and control. The following rules shall be observed:

1. Users shall NOT place tape on painted surfaces, or paint, wallpaper, mark, or deface; or drive nails, tacks, or screws into floors, walls, ceilings, desks, or any other County property.
2. Users shall immediately remove their property and equipment from the facility after its use.
3. Users shall leave the County premises arranged as found and in a clean, neat and orderly manner.
4. Users shall comply with all applicable local fire codes and all local, state, and federal laws.
5. Users shall place all trash in the appropriate containers.
6. Users agree to be responsible to the County for any damage to County property, and shall further agree to hold the County harmless and indemnified from any claims, suits, or causes of action arising from the User's use of any County owned facility or property.

Prohibited Activities: The following activities are **prohibited** within County facilities and on County property:

1. **Commercial use** of County facilities or property is not permitted. Users shall NOT sell or permit any vendors to sell any products, goods, or services at any facility.
2. Possession, use, or sale of alcohol or **illegal drugs** or other illegal substances or items.
3. **Smoking, Vaping, or Gambling.**
4. Use of any **open flames** (including candles and burners of any kind) or pyrotechnics of any kind.
5. Any activity in violation of any local, state, or federal rules, regulations, or laws including all applicable local ordinances and policies.
6. Any activity that disrupts or is likely to **disrupt County operations or activities or damage property.**
7. Placement of **political flags or campaign signs** within any County facility or on County property, including during use thereof by political based groups.

Fees/Cancellation/Refunds: Users shall pay any applicable security deposit or facility use fees that may be established from time to time by the Board of Commissioners in the County Fee Schedule at the time of submitting a Facility Use Application if requested by the County, or otherwise at least five (5) working days before the requested use date to avoid cancellation without refund. For good cause shown, Users may cancel with a refund or request modification of a facility use request with a refund if such modification cannot be provided, up to forty eight (48) hours prior to the date and time of the intended use of the facility by providing written notice thereof to the County.

Non-Governmental Facility Use Application

Full Legal Name of Organization: _____

Event Date: _____ Event Time: _____

Full Legal Name of Point of Contact: _____

Email: _____ Cell Number: _____

Desired Facility/Location: (1st Choice): _____ (2nd Choice): _____

Purpose of Event & Description of Intended Activities (be as descriptive as possible): _____

Will food be served? Yes _____ No _____

The following items must be initialed before application is considered for approval:

_____ I have fully read and completely understand the Non-Government Facility Use Policy to which this form is attached, and I further understand that under such policy, I am personally responsible and accountable to Washington County for insuring that the requested use of the facility stays in full compliance with the rules, terms, and conditions stated within such policy, as well as any supplemental terms or conditions that may be added by the County during its review and approval of this request. (Any supplemental terms or conditions will be identified at the bottom of this Application before signature by the County Representative).

_____ I understand that as the Point of Contact, am not to transfer entrance information to any facility to anyone else and I am responsible for unlocking and locking the facility back, for being physically present at the facility at all times during its use, and for making sure all trash and personal items are removed.

Signature of Point of Contact: _____ Date: _____

Submit form to the County Manager's Office: 116 Adams St. Plymouth, NC 27962 cmoassistant@washconc.org

This Box for Internal County Use Only: Application Received On: _____

Facility Location Approved & Description of Any Additional Terms/Conditions: _____

Application Approved or Denied on _____ by: _____ (Sign)

Point of Contact Notified on _____ by: _____ (Sign)

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

COMMISSIONERS:

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



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

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

RESOLUTION 2023-043

ADOPTING THE WASHINGTON COUNTY WATER SYSTEM WATER SHORTAGE RESPONSE PLAN ORDINANCE

WHEREAS, North Carolina General Statute 143-355 (1) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department of Environmental Quality for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for the Washington County Water System, has been developed and submitted to the Washington County Board of Commissioners for approval; and

WHEREAS, the Washington County Board of Commissioners finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (1) and that it will provide appropriate guidance for the future management of water supplies for the Washington County Water System, as well as useful information to the Department of Environment Quality for the development of a state water supply plan as required by statute.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Commissioners of the Washington County Water System that the Water Shortage Response Plan entitled, "Washington County Water Shortage Response Plan Ordinance" dated 10/26/2023. which is attached hereto and incorporated herein by reference is hereby approved and shall be submitted to the Department of Environment Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department of Environmental Quality, in accordance with the statute and sound planning practice.

ADOPTED this ____ day of _____, 20__

_____, Chair
Washington County Board of Commissioners

ATTEST: _____
Julie J. Bennett, MMC, NCMCC
Clerk to the Board

(COUNTY SEAL)

Washington County
Water Shortage Response Plan Ordinance

10/26/2023

Section 1. Authority to Implement

When conditions dictate, the Washington County Utilities Director and ORC, under direction of the County Manager shall implement a Water Shortage Response Plan. Conditions, which may require the Plan to be enacted, are outlined in Section 2.

County Manager
Washington County Manager
Phone: (252) 793-5823
E-mail: cpotter@washconc.org

Washington County Utilities Director
ORC of Water Department
Phone: (252) 793-7545
E-mail: lsasser@washconc.org

Stage	Response	Description
1	Voluntary Reductions	Water users are encouraged to reduce their water use and improve water use efficiency; however, no penalties apply for noncompliance. Water supply conditions indicate a potential for shortage.
2	Mandatory Reductions I	Water users must abide required water use reduction and efficiency measures; penalties apply for noncompliance. Water supply conditions are significantly lower than the seasonal norm and water shortage conditions are expected to persist.
3	Mandatory Reductions II	Same as in Stage 2
4	Emergency Reductions	Water supply conditions are substantially diminished and pose an imminent threat to human health or environmental integrity.
5	Water Rationing	Water supply conditions are substantially diminished and remaining supplies must be allocated to preserve human health and environmental integrity.

Section 2. Factors Leading to the Implementation of the Water Shortage Response Plan

Several parameters will require the County to begin the Response Plan. Also including but may not be limited by a significant reduction in well water levels, a significant increase in the average pump run times for predetermined total flows at the wells, contaminants in the water system and/or water main breaks.

If the determining factors are related to well water levels or pump run times the phases will be enacted as specified in Section IV.

Section 3. Water Use Classifications

In order to facilitate a fair and equitable Response Plan, every water use will be grouped into one of three classifications:

Class I – Essential Water Uses

These uses include but may not be limited to water use required to/for:

- Sustain human life and the lives of domestic pets
- Maintain minimum standards of hygiene and sanitation
- Health care uses necessary for patient care and rehabilitation
- Firefighting, including training and drills as approved by the County of Washington Manager

Class II- Socially or Economically Important Water Uses

These uses include but may not be limited to water use required to/for:

- Preserve commercial vegetable gardens, fruit orchards, nursery stock and livestock maintenance
- Outdoor commercial watering, public or private, using conservation measures.
- Establish vegetation, using minimal amounts, after construction/earth moving activities (only allowed in areas required by law or regulation)
- Filling and operation of municipal swimming pools and private pools that serve 25 or more residences
- Operate commercial car washes, restaurants, laundromats, clubs, schools, churches, and similar commercial establishments

Class III – Non-Essential Water Uses

These uses include but may not be limited to water use required to:

- Operate fountains, ornamental pools and recreational swimming pools that serve fewer than 25 residences
- Non-commercially wash motor vehicles, sidewalks, etc.
- Non-commercially water gardens, lawns, parks, playing fields and recreational areas

Section 4. Phased Response\Reduction Goals

When the Water Shortage Response Plan is implemented, it may be in a phased process as outlined below:

Stage 1 – Voluntary Conservation

This phase will be enacted when it is determined that one or more of the parameters outlined in Section 2 is met. If this occurs, the consumers will be notified promptly by any or all of the following; mailers, door hangers, postings on the County of Washington's internet site (www.washconc.org), local news media, public postings at the County Office, Post Office, reverse 911. The public will be asked to begin voluntary conservation measures. Specific conservation methods will be made available to the public by the above listed notification avenues.

If the determining parameter(s) return to seasonal norms, the measures will be lifted. However, failure of the determining parameter(s) to return to a state of seasonal normalcy may require the initiation of Phase II.

During Phase I, industrial facilities will be required to submit to the Washington County Manager and Utilities Director a water shortage response program. This program should include methods that will allow the facilities to reduce their water usage by 25%.

Stage 2 – Mandatory

This phase will begin when the County Manager and Utilities Director issues a water shortage advisory. The consumers will be notified by one or all of the methods noted in Phase I. All users will be required to adhere to the voluntary conservation measures as noted in Phase 1. Class III uses will be banned. Class II uses will be allowed although outdoor vegetative watering will be limited according to the resident's street address. Even numbered addresses will be allowed to water on even days of the month. Odd numbered addresses will be allowed to water on odd days of the month. Allowable times for watering will be limited to the hours between 7:00 p.m. and 8:00 a.m...

Failure to adhere to required conditions will result in a written notice of violation for the first offense and/or a \$50 fine. Thereafter, the County may impose a fine of \$50 per violation for the second and third offense. A fourth offense will result in a \$250 fine. Further offenses may require the offending party to have his/her water service disrupted.

During Phase II industrial users will be required to evaluate their Water Shortage Response Plan with the County's Utilities and Utilities Director as it relates to their 25% water reduction goal.

If Phase II action fails to alleviate the water shortage, the County will enter into the third and final phase.

Stage 3 – Emergency

This phase will commence with the issuance of a water shortage emergency declaration from the County Manager. Users will be notified by any or all of the methods noted in Phase I. All users will be required to use voluntary conservation measures outlined in Phase 1. Class III uses will be banned and Class II uses will be allowed although commercial vegetative watering (i.e., nurseries, livestock, etc.) may be further reduced.

Industrial users will be required to implement their water reduction program immediately.

Failure to comply with mandates during Phase III will require the offending party to pay a \$100 fine for the first offense, a \$350 fine for the second offense and the disruption of water service for the third offense.

In addition, residential users will be allotted 1000 gallons per month per bedroom per structure. If the user uses 1001-1250 gallons per month per bedroom a surcharge of 25% will be added to the monthly water bill. If the user consumes 1251-1500 gallons per month per bedroom a surcharge of 75% will be added to the monthly water bill. If the user consumes any amount in excess of 1501 gallons per month per bedroom a surcharge of 150% will be added to the monthly water bill.

Commercial, industrial and institutional facilities will be required to reduce their monthly water consumption by 25% of the previous 12-month water consumption average to maintain the current water rate for that month. The average water use can be evaluated on an individual basis for facilities with seasonal water demand fluctuations. A 10-24% water use reduction from the previous 12-month water use average will require the County to impose a 25% surcharge on the monthly water bill. A 0-9% water use reduction from the previous 12-month water use average will require the County to impose a 50% surcharge on the monthly water bill. An increase of 1-25% above the previous 12-month water use average will result in a surcharge of 100% on the monthly water bill. Any amount used above 25% of the previous 12-month average water use will require a monthly water bill surcharge of 150%.

In Stage 4, Emergency Reductions, customers must continue all actions from previous stages and further reduce their water use by 25% compared to their previous month's water bill. A ban on all use of drinking water except to protect public health and safety is implemented and drought surcharges increase to 2 times the normal water rate.

The goal of Stage 5, Water Rationing, is to provide drinking water to protect public health (e.g. residences, residential health care facilities and correctional facilities). In Stage 5, all customers are only permitted to use water at the minimum required for public health protection. Firefighting is the only allowable outdoor water use and pickup locations for distributing potable water will be announced according to Washington County Emergency Response Plan. Drought surcharges increase to 5 times the normal water rate.

Triggers

Washington County water source is groundwater. The following measurements of well pumping times and well levels in relationship to pump intake levels trigger entry into corresponding water restriction stages.

Stage	Well Operating Conditions
1	Pumping Time >10 hrs. 20% reduction in seasonal normal distance from static water level and pump intake 20% increase pumping time for same output
2	Pumping Time >12 hrs. 40% reduction in distance from static water level and pump intake 40% increase pumping time for same output
3	Pumping Time >14 hrs. 60% reduction in distance from static water level and pump intake 60% increase pumping time for same output
4	Pumping Time >20 hrs. 80% reduction in distance from static water level and pump intake
5	Water level at pump intake elevation

Section 5. Enforcement

Enforcement of mandatory conservation and associated fines will be the responsibility of the Utilities Director under direction of the County Manager.

Water Shortage Level	First Violation	Second Violation	Third Violation
Voluntary Reductions	Notice of Violation (NOV)	NOV and \$50 Fine	\$100 Fine
Mandatory Reductions (Stages 2 and 3)	Notice of Violation	\$250	Discontinuation of Service
Emergency Reductions	\$350	Discontinuation of Service	Discontinuation of Service
Water Rationing	\$500	Discontinuation of Service	Discontinuation of Service

Section 6. Variances

Applications for water use variance requests are available from the County Utilities Office. All applications must be submitted to the Utilities Office for review by the Utilities Director or his or her designee. A decision to approve or deny individual variance requests will be determined within two weeks of submittal after careful consideration of the following criteria: impact on water demand, expected duration, alternative source options, social and economic importance, purpose (i.e. necessary use of drinking water) and the prevention of structural damage.

Section 7. Public Comment

Customers will have multiple opportunities to comment on the provisions of the water shortage response plan. First, a draft plan will be published in *The Roanoke Beacon* and on the County of Washington website. A public hearing will be scheduled with notice printed in all customer water bills to collect comments on the draft. All subsequent revisions to the draft plan will be published at least 30 days prior to an adoption vote by Washington's County Board.

Section 8. Effectiveness

The effectiveness of the Washington water shortage response plan will be determined by comparing the stated water conservation goals with observed water use reduction data. Other factors to be considered include frequency of plan activation, any problem periods without activation, total number of violation citations, desired reductions attained and evaluation of demand reductions compared to the previous year's seasonal data.

As the determining parameter(s) decrease in severity and return to acceptable levels (seasonal norms), the County Manager will lift the Water Shortage Response Plan.

Return to Normal

When water shortage conditions have abated and the situation is returning to normal, water conservation measures employed during each phase should be decreased in reverse order of implementation. Permanent measures directed toward long-term monitoring and conservation should be implemented or continued so that the community will be in a better position to prevent shortages and respond to recurring water shortage conditions.

Section 9. Revision

The water shortage response plan will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five years in conjunction with the updating of our Local Water Supply Plan. Further, a water shortage response planning work group will review procedures following each emergency or rationing stage to recommend any necessary improvements to the plan to Washington's County Board. Washington County Manager and Washington Utility Director is responsible for initiating all subsequent revisions.

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:

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

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

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

AGENDA ITEM MEMO

MEETING DATE: December 4, 2023 **MEMO Date:** December 1, 2023 **ITEM: 2(1)**
SUBJECT: 2023 Cooperative Extension MOU
DEPARTMENT: Cooperative Extension
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

A- NC State Extension MOU with Addenda (10pgs) B- Summary of Changes (3pgs)

PURPOSE: To approve a newly revised version of a long-term MOU with NC State University for the continuation of local Cooperative Extension services in Washington County.

BACKGROUND: The provision of services by NC State University and shared funding of staff salaries associated with local Washington County Cooperative Extension offices is governed by a Memorandum of Understanding ("MOU") between the County and NC State University for such purposes. The last MOU between these parties appears to have been signed back in 2007. Recently NC State University requested that counties update these MOUs using a revised format more in line with current practices and procedures. There are no major changes to the current terms within the new MOU which are summarized in the attached "Summary of Changes".

FINANCIAL ANALYSIS: No immediate impact as the salary division terms remain unchanged. No major future impacts are expected. Note: An additional addenda to insure that total compensation paid to Cooperative Extension staff progresses equitably at the same rate as other countywide employees under the Years of Relevant Experience ("YORE") based progressive pay plan is included. Historically state COLA and pay increases far outpace local COLA and pay increases and therefore, staff does not anticipate this review process resulting in additional net increases in local expense.

STAFF RECOMMENDED ACTION(S):

- **VOTE to: Approve the attached MOU including the addenda and appoint the County Manager as the Board's designee with regard to this MOU.**

NC STATE

EXTENSION

Memorandum of Agreement

Between

The Board of County Commissioners
Washington County

And

North Carolina State University

Preamble

North Carolina State Extension (NC State Extension) was established as a part of the College of Agriculture and Life Sciences of North Carolina State University (NCSU) by federal and state legislation for the specific purpose of “extending” the educational services of the University to the people of the state, on subjects related to agriculture and natural resources, family and consumer sciences, 4-H youth development, and community and rural development. The laws creating the Cooperative Extension Service were specifically designed to assure that the findings of research in these areas are communicated to the people of the State.

Under the Federal Appropriations Act of 1972, funds were provided to the 1862 land-grant universities (including NCSU) to enhance the extension outreach of the 1890 universities, which included North Carolina A & T State University (NCA&T). The Food and Agriculture Act of 1977 further stipulated that these funds be appropriated directly to the 1890 institutions, and formalized the North Carolina Cooperative Extension Program as an official part of the School of Agriculture and Environmental Sciences at NCA&T.

North Carolina Cooperative Extension (Cooperative Extension) provides the opportunity for North Carolina State Extension and North Carolina A & T Extension to work together to better serve the people of the State through the delivery of locally relevant programs, education and expertise.

The legislation further provided for a cooperative relationship among three levels of government – federal, state, and county – to ensure that the needs of all three levels are addressed. The primary purpose of Cooperative Extension is to provide the people of North Carolina with the most current and relevant unbiased research-based information – particularly that which is related to strengthening the economy through profitable, sustainable and safe food, forest and green industry systems; protecting the environment and natural resources; and empowering youth and families to lead healthier lives and become community leaders. These purposes are furthered by Cooperative Extension employees who are charged with carrying out the extension education programs of the universities and the U.S. Department of Agriculture.

Cooperative Extension has sufficient flexibility to permit attention to the special problems, needs, and interests of the citizens and leadership in each county. Therefore, the programmatic, personnel, and funding complement reflects the unique needs of each county. County Advisory Councils are consulted on a regular basis to assist in prioritizing the county educational program content. Program clientele or recipients of services include individuals, families, communities, municipalities, agricultural and seafood processing and marketing firms, other businesses and certain organizations. These services are delivered to adults and youth in both urban and rural settings.

To assure that educational programs offered by Cooperative Extension meet the needs of the local clientele, it is important that both elected and appointed decision makers at each level of government understand their respective responsibilities and relationships in conducting and funding this work. To this end, this Memorandum of Agreement will detail the individual relationships and mutually agreed-upon responsibilities of NCSU and each county or tribal community that signs this Memorandum of Agreement.

Part I.
NC State Extension will:

1. Establish minimum requirements and qualifications for employment in Cooperative Extension work.
2. Receive and examine applications for employment.
3. Interview and screen applicants to determine their qualifications and availability.
4. Consult with the Board of County Commissioners, or the County Manager as designee, regarding qualified applicants for appointment to vacant or new Cooperative Extension positions.
5. Consult with the Board of County Commissioners, or the County Manager as designee, regarding the salaries and salary splits of all Cooperative Extension employees, including but not limited to County Extension Directors, Extension Agents, and County Operations Support Staff (COSS).
6. Prepare and submit an annual budget to the Board of County Commissioners, or the County Manager as designee, for securing the county's share of funds for salaries and operating expenses each based on the state fiscal year.
7. Provide funds for official travel necessary to conduct Cooperative Extension work and postage funds, to the extent that funds are available, and for purposes authorized by state and federal policies.
8. Accept responsibility and provide the leadership for administration and supervision of Cooperative Extension programs and personnel, including compliance with affirmative action and equal employment opportunity requirements. NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.
9. Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.
10. Develop and administer a personnel management plan that will provide the annual review of each employee's performance, counseling for job improvement where needed, and periodic county program reviews.
11. Provide a staff of specialists to train agents in current technology and other changes affecting agriculture and natural resources, family and consumer sciences, 4-H and youth, and community and rural development, and to otherwise assist them in conducting work in these areas.

12. Provide Cooperative Extension professionals with training programs as needed to maintain effective program delivery.
13. Seek regular input from the County and maintain a County Advisory Leadership System to ensure that county Cooperative Extension programs are based on the particular needs of people in their respective county.
14. Prepare and submit a "Report to the People" to the Board of Commissioners, or the County Manager as designee, at least annually, informing the Board or Manager of Cooperative Extension programs and work accomplished.

Part II.

The Board of County Commissioners will:

1. Provide the County's share of salaries and benefits for Cooperative Extension personnel.
2. Comply with North Carolina's Workers Compensation Act, N.C. General Statute § 97-2(2).
3. Provide offices, equipment, utilities, telephones, office supplies, instructional materials and other items needed for efficient operation of the County Extension Center and its programs; and comply with the accessibility provisions of the Americans with Disabilities Act.
4. Review and consider the annual budget request from NCSU, and take appropriate action by July 1 of each fiscal year.
5. Provide regular input to the District and County Extension Directors on the particular needs of people in their respective county to help ensure that county Cooperative Extension programs are based on specific needs and meet county programming plans.

Part III.

NC State Extension and the Board of County Commissioners mutually agree:

1. That all county Cooperative Extension employment appointments and separations will be made in consultation between NCSU and the Board of County Commissioners, or the County Manager as designee, and that no official action related to such appointments or separations will be taken by either party regarding appointment or separation prior to discussion of the matter with the other party.
2. That the Board of County Commissioners and NCSU shall each be responsible for compliance with applicable laws and regulations relating to their respective operations.
3. To cooperate in implementing affirmative action and equal employment opportunity plans of NCSU.

4. The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.
5. That the policies established by the State of North Carolina under N.C. General Statute §126 and followed by the UNC System for SHRA employees be used in the granting and administration of leave related to the earning rates, transfer policies, payout computation and timing, and administration of vacation, sick, civil, community involvement, military, Family and Medical Leave, Family Illness Leave, leaves of absence, and other approved leave programs for Cooperative Extension personnel.
6. That Cooperative Extension employees will follow county policies relative to office hours, office closings for inclement weather, and holidays, and for the management and use of county property.
7. That personnel procedures are as follows:

(a) Establishing Accounts to Operationalize the Payroll Process.

- i. To operationalize the payroll arrangement, NCSU will establish a Trust Fund Account for the County at NCSU that will serve as the vehicle for the transfer of funds from the County to NCSU for use in paying the county's agreed-upon share of salary and benefits for Cooperative Extension personnel.
- ii. Procedure for Providing Funds to the Account. A State Treasurer's Electronic Payment System (STEPS) form will be completed and the original submitted to the Assistant Extension Director of HR and Operational Strategy via the appropriate District Extension Director. The County Finance Officer, or the designated County representative, will receive notification from the NCSU College of Agriculture and Life Sciences HR Office prior to the University's payroll date, generally the last working day of each month, advising the amount due for the current payroll. Within 5 business days following the payday, the respective University will draft against the County's established trust account in the amount communicated.
- iii. Administration of the Account. The trust account will be maintained in accordance with the respective NCSU accounting policies and procedures. The trust account will be audited and reconciled by the NCSU College of Agriculture and Life Sciences Business Office to ensure the month-end account balance remains zero.

(b) Employee Benefits.

- i. Retirement Benefits. All Extension Personnel will participate solely in either the North Carolina Teachers and State Employees Retirement System (TSERS) and accompanying North Carolina Disability Income Plan, or the Optional Retirement Plan, based on eligibility criteria established by the State. They will be eligible solely for respective NCSU employee benefits for which they qualify based on their appointment and FTE, and former federal appointees will maintain federal benefits, the employer-paid parts of which will be paid for solely by NCSU.

(c) Taxes and Fringe Benefits.

- i. The County will be responsible for providing their proportional share of fringe benefits for all Cooperative Extension personnel, including but not limited to the following:
 1. Employer contributions to all applicable Federal and State taxes.
 2. Employer contribution to TSERs per N.C. General Statute §135, or to ORP per N.C. General Statute §135-5.1.
 3. Employer contribution to the Health Insurance matching charges per N.C. General Statute §135.

(d) Workers' Compensation will be administered pursuant to N.C. General Statute §97-2(2). The County will provide full and direct coverage for those employees subject to the County workers' compensation insurance within the county insurance program. Employees for whom the County will maintain workers' compensation coverage are the following:

1. All administrative and any other positions designated as County Operations Support Staff (COSS); and
 - a. All Program Assistants/Associates who are not funded by directly allocated federal funds such as EFNEP, or Program Assistants/Associates who are paid in part by EFNEP funds but which account for less than 50% funding.
 - b. NCSU will provide full and direct coverage for their respective Cooperative Extension employees subject to NCSU's workers' compensation insurance. Cooperative Extension employees for whom NCSU will maintain workers' compensation coverage are the following:
 - i. All County Extension Directors and Extension Agents; and
 - ii. All Program Assistants or Associates who are funded by directly allocated federal funds such as EFNEP, or Programs Assistants or Associates who are paid in part by EFNEP funds at equal to or more than 50% funding.

(e) Employee Separation

1. NCSU will process severance pay for reductions-in-force (RIFs) as delineated in the COSS Employee Handbook for County Operations Support Staff (COSS).
2. Upon an employee's separation, the County will pay out its proportional share of annual/vacation leave, up to a maximum of 240 hours per the OSHR and/or UNC System guidelines, and any applicable bonus leave balance.

3. The County will pay its proportional share of state longevity for COSS employees upon an employee's service anniversary date.
4. The County will pay out its proportional share of any accrued "extra" time (hour-for-hour) or overtime (1.5 hour-for-hour) to Cooperative Extension employees that are subject to Fair Labor Standards Act or the North Carolina Wage and Hour Act upon an employee's earning anniversary date or as due to the employee at the time of separation.

(f) Optional County-paid Salary Increases or Bonuses to Cooperative Extension Personnel.

At their discretion, Counties may award additional permanent salary increases or one-time pay awards ("bonuses") to Cooperative Extension personnel. If such salary increases or bonuses are proposed by the County under the "non-lock-in" payroll arrangement, they must be communicated to the appropriate District Extension Director's office no later than the first day of any month in which the proposed increase or bonus is to be applied. Increases must be entered in the current fiscal year.

(g) Lock-In Provision

This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.

1. Salary Adjustments for Extension Employees under the Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments and both the County and NCSU will adhere to the plan's effective dates and implementation instructions. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
Cost-of-living adjustments (COLA),
Merit adjustments,
Bonuses (in any form conveyed), and
Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

2. County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV.
DURATION, AMENDMENT, AND TERMINATION

The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Signatures of the persons below authorize execution of this document, effective as of July 1, 2023, and continuing year-to-year, unless otherwise terminated in writing by either party under written notification to the other party no less than one-hundred twenty (120) days prior to the proposed termination date. Termination of this Memorandum of Agreement shall have the effect of terminating the Cooperative Extension activities and programs in the County.

Signature: _____ Date: _____

Chairperson or Designee Board of County Commissioners
Washington County

Signature: _____ Date: _____

Director
North Carolina Cooperative Extension
North Carolina State University

Signature: _____ Date: _____

Dean
College of Agriculture and Life Sciences
North Carolina State University

Addendum Attached Executed _____

NC STATE**EXTENSION****Addendum to Memorandum of Agreement
Washington County**

This addendum documents the current salary percentages provided by the County and by NCSU.

Salary Percentages for Washington County as of October 8, 2023.

Position Title	Salary Percentage County	Salary Percentage NCSU
County Extension Director -Family and Consumer Sciences	45.6	54.4
Agent – 4-H Youth Development	47.1	52.9
Area Agent – Consumer Horticulture (shared with Beaufort, Hyde and Tyrrell)	0	100
Agent - Agriculture	43.4	56.6
Administrative Assistant	44.5	55.5

County Ag Add-On = .3

Any position added to this county's staff of Extension Personnel through mutual agreement between the County and NCSU subsequent to the effective date of this modification will have its funding splits documented in correspondence between this County and NCSU and will become part of this Agreement.

**Addendum to the Memorandum of Agreement
Change to Payroll Arrangement for Washington County**

Under a Lock-in agreement with NC Cooperative Extension, counties agree to fund salary adjustments, increases and bonuses and promotions earned according to the current percentage of employee salaries. Counties that are not lock-in are encouraged to fund state increases, bonus and promotions earned. In both scenarios, counties may include Extension employees in any county increases, longevity or raises at any time.

Non Lock-In Provisions of the Cooperative Arrangement

Enacting the Non Lock-in Provision. By signing this addendum, the County and NCSU shall adhere to the following provisions, guidelines, and procedures.

1. The county agrees to all provisions, guidelines, and procedures of the existing MOA with the exception of item 7(g) the Lock-in Provision.
2. Salary Adjustments for Extension Employees under the Non Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments for NCSU. The County may match the salary adjustments on their percentage of the employee salary. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
Cost-of-living adjustments (COLA),
Merit adjustments,
Bonuses (in any form conveyed), and
Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

_____ Change from Lock-In Provision to Non Lock-in (formerly known as Send In)

The above named county wishes to change its payroll agreement with North Carolina Cooperative Extension, as initially approved on _____, to non Lock-in.

Signatures of the persons below authorize execution of this document, effective _____ (date), and continuing year-to-year, unless otherwise terminated in writing by either party under notification to the other party no less than one-hundred twenty (120) days prior to the desired termination date.

Chairperson or Designee – Board of County Commissioners

Signature: _____

Date: _____

Director, North Carolina Cooperative Extension Service, NC State University or Designee

Signature: _____

Date: _____

Addendum to Memorandum of Agreement (N0040380.1)

Washington County

Approved by Washington County on or about December 4, 2023

This addendum documents the existence and application of the Washington County Years of Relevant Experience (“YORE”) based progressive pay plan which was adopted by Resolution 2020-029 by the Washington County Board of Commissioners on or about November 2, 2020.

Historically Cooperative Extension employees’ total annual compensation increases over time have outpaced those of other local county employees.

However, the County is committed to ensuring the equitable application of its pay policies to all employees including those employed by NC State University in the local Washington County Cooperative Extension Office.

To that end, the County commits in good faith to annually review the overall actual compensation amounts paid to each individual full time NCSU Cooperative Extension employee assigned to the Washington County Cooperative Extension Office for the purpose of exclusively serving the citizens and jurisdiction of Washington County.

The purpose of this equity review will be to ensure that all such employees’ total annual compensation is progressing in line with, and at least at approximately the same increase level over time, as other full-time County employees under the YORE based progression system.

If the total annual compensation paid to any such employee is discovered to be falling behind the otherwise regular rate of pay progression which is extended to other County employees under the YORE based progressive pay plan, Washington County shall promptly consider awarding an additional permanent salary increase to such an employee, in order to equitably adjust the progression of their total annual compensation at approximately the same rate over time as other County employees enjoy under the YORE based progressive pay plan in effect at the time of each such review.

Note that such review and any resulting adjustments are dependent upon available funding, and are subject to the County’s continuation of the YORE based pay plan for County employees, which may be modified or amended at any time without notice.

Summary of Changes
2006 Memorandum of Understanding
2023 Memorandum of Agreement
NC State Extension and Board of County Commissioners

Changes are reflected in the 2023 MOA as follows:

Updated terms throughout the document:

- North Carolina Cooperative Extension Service (NCCES) - NC State Extension
- Memorandum of Understanding - Memorandum of Agreement
- Secretaries - COSS
- Extension – Cooperative Extension
- Send-In – Non Lock-In
- NCSU/NC A & T – NCSU
- SPA – SHRA
- State Retirement System - TSERS

Part I, Page 3

Item 5 – added the words “*salary splits*”

Deleted: Determine jointly with the County Board of Commissioners, or the County Manager as designee, the share of salaries to be paid by each and provide the University share of these salaries.

Item 7 – added “postage”

Deleted: Provide Extension employees with funds for postage, bulletins, leaflets and other publications for delivering Extension programming and conducting regular business.

Item 8 – Added: *NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.*

Item 9 – Added: *Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.*

Part II, Page 4

No changes.

Part III, Page 4

Item 3 – Change “*applying*” to “*implementing*”

Item 4 – Added new item: *The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.*

Item 5 – Deleted: *Educational leaves of absence for EPA employees provided under University policy will be reviewed in consultation with the County.*

Item Deleted: That Extension employees will not be classified under a county classification system.

Part III, Page 5

Item 7 – Remove Section 7.1 (refers to “Send-In”)
Section 7.2 remove references to “send-in”, otherwise no changes to personnel procedures

Part III, Page 6

Section 7(e) Deleted: *under Office of State Personnel guidelines for County-based employees subject to the State Personnel Act (SPA) and unemployment compensation as mandated by the State.*

Section 7(e) Added: *COSS Employee Handbook for County Operations Support Staff (COSS).*

Section 7(f) Added: *Increases must be entered in the current fiscal year.*

Part III, Page 7

Added: *This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.*

Deleted: *Optional Lock-in Provision*

This section, if enacted by separate signature of the County, effects an optional "lock-in" agreement between the County and NCSU/NCA&T for Extension personnel. The "lock-in" provision establishes constants to be maintained over the course of the agreement for cost-share percentages.

Sections 8.1 and 8.2 of MOU combined into 7(g) of MOA reflecting all Extension Employees rather than splitting SPA and EPA (terms no longer used)

Deleted: Section 8.3 and 8.3 Option A and Option B of MOU

Part III, Page 8

Added: Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV, Page 8

Deleted: A semi-annual meeting will be convened to maintain communication of ideas, developments, concerns and changes within the scope of the Counties and Cooperative Extension relationship. Members of the committee will include representatives of the North Carolina Association of County Commissioners (NCAAC), representatives from County Governments as recommended by the NCAAC, and administrators and designees of Cooperative Extension.

Added: The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Deleted:

Signature:

Administrator

North Carolina Cooperative Extension Program North Carolina A&T State University

Added:

Addendum Attached Executed _____

Addendum was added to the agreement to provide a mechanism for counties to "opt out" of Lock-In payroll arrangement in the initial signing of the MOA or at any time with a 120 day notice.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 3

DATE: December 4, 2023

ITEM: Public Forum (3-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: 4

DATE: December 4, 2023

ITEM: Employee of the Quarter, Board Chair

SUMMARY EXPLANATION:

The Board Chair will announce the Employee of the Quarter and present them with a certificate. They will also receive a check for \$50.00. Ms. Kneiper will take their picture (in the foyer) which will be printed and displayed on the wall in the foyer of the Administration Building the following day.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 5

DATE: December 4, 2023

ITEM: Update on Center for Family Violence Prevention, Ms. Doretha Garrett, Victim Advocate II

SUMMARY EXPLANATION:

Ms. Doretha Garrett, the Victim Advocate for the Washington County Center for Family Violence Prevention. Since the County's United Way is no longer in existence and Ms. Garrett's organization relied on them for some funding, she will tell the Board that her Board will be reaching out to them for funds from the County in the upcoming budget cycle for FY25.

WASHINGTON COUNTY BOARD OF COMMISSIONERS
AGENDA STATEMENT

ITEM NO: 6

DATE: December 4, 2023

ITEM: Quasi-Judicial Public Hearing: Special Exception Application, Mr. Allen Pittman, Planning/Safety/Inspections Director

SUMMARY EXPLANATION:

The Washington County Board of Commissioners, sitting as the Board of Adjustment, will hold a Public Hearing regarding an Application for a Special Exemption regarding a setback pursuant to Article 3A Section R-A of the Washington County Zoning Ordinance and NCGS 160-D.

Mr. Pittman, Planning/Safety/Inspections Director, has denied this application as it does not meet setbacks per Article 3A; R-A, Rural Area Single Family Detached Residential District F. Yard and Height Standards for Rural Area Development of the Washington County Zoning Ordinance.

Ms. Fulton, the party who applied for the variance, has asked for this public hearing since Mr. Pittman denied her application. (The letter is in your package.) She wants the Commissioners (as the BOA) to overturn his decision.

Please see attached documentation in your package.

Procedures for Quasi-Judicial Hearing for

Special Exception:

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

SPECIAL EXCEPTION PERMIT APPLICATION filed by **Lydia Fulton (Applicant)** on behalf of **Henry Yates (Owner)** on **11/1/23** seeking a **Special Exception** pursuant to **Article 10 Subsection G(2) and Subsection I** of the **Washington County Zoning Ordinance (WCZO)** to: **permit the subdivision of non-conforming parcel of property from an already non-conforming parcel of property located off Mackey’s Ferry Road (PIN: 7800.00-83-0432).**

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

1. NCGS 160D-102 (30) defines a “Special Use Permit” and states in relevant part that “The term includes permits previously referred to as conditional use permits or special exceptions.” Therefore, despite the fact that Washington County’s Zoning Ordinance provisions for special exceptions appear within Article X along with other provisions pertaining to variances (rather than Article V which pertains to special use permits), special exception applications and hearings are subject to and governed by the provisions of NCGS 160D that apply to “Special Use Permits” as that term is defined therein. but are not to be inclusive of “special exceptions” are considered to be included within the definition of a “Special Use Permit” as defined 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)

WCZO Article 11 defines a “Special Exception” as: A yard exception or height exception specifically listed in the Zoning Ordinance which may be permitted in a specified district or in all districts in accord with terms of the Ordinance by the Board of Adjustment under certain conditions, such conditions to be determined in each case by the terms of this ordinance and by the Board of Adjustment. The WCZO provisions governing Special Exception applications are set out in Article 10 (which also contains provisions governing Variances) and are separated from the WCZO provisions that govern Special Use Permits in Article 5.

However, please note that confusingly the term “Special Use Permit” as it is defined in NCGS 160D-102 (30) states in relevant part that *“The term includes permits previously referred to as conditional use permits or special exceptions.”* Therefore the terms and provisions of NCGS 160D which speak to and govern “Special Use Permits” as that term is used within NCGS 160D apply to and govern Special Exception applications. However, WCZO Article 5, which governs Special Use Permit applications does not apply to Special Exception applications, which are instead governed by the applicable terms and provisions of WCZO Article 10 including the following:

Article 10 Subsection G(2) and Subsection I of the WCZO is attached for your reference, with certain excerpts of relevant portions pasted below for convenience:

1. Article 10(G)(2): Special Exceptions: The Board may consider and grant a special exception to modify standards and regulations for certain uses allowed within a given district, but which by their nature and design may have an undue impact or be incompatible with other uses of land, when it is judged in the interest of sound development in the County. The Board may hear and decide applications for special

exceptions for certain uses, yards and heights as may be specifically authorized in this article. The Board may impose such conditions relating to the use, yard or height for which a permit is granted as it may deem necessary in the public interest, including limiting the duration of a permit, and may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be in compliance. No special exception may be granted except after a public hearing in accordance with this article. **Applications for special exceptions are distinguished from special use permits which are reviewed and considered by the Planning Board.**

2. Article 10(l) Special Exceptions:

1. The Board shall have the power in specific cases to grant a special exception for and apply standards and conditions to certain land use, lot area, and yard exceptions from the strict application of the terms of this Ordinance under the following provisions:

- a. To provide for adjustments in the relative locations of uses and buildings of the same or different classifications,
- b. To promote the usefulness of these regulations as instruments for fact-finding, interpretations, application and adjustment, and
- c. To supply the necessary elasticity to efficiently administer these regulations in the interest of sound land use.

2. In considering an application for a special exception, the Board shall give due regard to the specific guidelines and standards of this Ordinance, and to the nature and conditions of adjacent uses and structures as well as the probable effect upon them of the proposed special exception.

3. The Board shall take into account the special and unique characteristics, design, location, construction, method of operations, effect on traffic conditions or any other aspects of the particular use or structure, that may be proposed by the applicant.

4. If the Board finds that the proposed establishment or use will not adversely affect the health, safety or welfare of persons residing or working on the premises or in the neighborhood, will not unreasonably impair an adequate supply of light and air to adjacent property, nor increase congestion in the streets, nor increase public danger from fire or otherwise unreasonably affect public safety, nor impair the character of the district or adjacent districts, nor be incompatible with the general plans and objectives of the County's Land Use Plan and Growth Opportunities Plan, nor be likely to reduce or impair the value of buildings or property in surrounding areas, but that such establishment or use will be in substantial accordance with the general purpose and objectives of this Ordinance, the Board shall grant the exception and authorize the issuance of a special exception permit.

5. In those instances where the Board finds that the proposed use may be likely to have an adverse effect as above, the Board shall determine whether such effect can be avoided by the imposition of any special requirements or conditions with respect to location, design, construction equipment, maintenance, or operation, in addition to those expressly stipulated in this Ordinance.

6. Special exception uses: The following buildings and uses are permitted as special exceptions under the terms and conditions specified hereinabove:

a. A garage or other building accessory to a single-family dwelling in which the building does not comply with the regulations of the district in which it is located.

b. Extension of an existing nonconforming use in a building so as to increase floor area by not more than twenty-five (25) percent, provided that no new non-conforming use may be established.

c. Restoration, repair or replacement of a nonconforming use damaged by more than fifty (50) percent of the fair market value of the building as determined on the date immediately prior to its damage.

d. Temporary uses and structures in any zoning district not specifically listed in the regulations and determined by the Board to be in the public interest for the district in which located; provided that such uses be of a temporary nature and do not involve the erection of substantial buildings.

e. Such use or structures shall be authorized by the issuance of a temporary and revocable permit for not more than a twenty-four month period subject to such conditions as will safeguard the public health, safety and welfare.

7. Special exceptions for yards: The following yard conditions are permitted as special exceptions under the terms and conditions specified hereinabove:

a. An exception in the yard regulation on a lot where on the adjacent lot there is a front, side, or rear yard that does not conform with such yard regulations in a way similar to the exception applied for, provided that the granting of such an exception will not cause the yard or use to encroach upon an existing or proposed right of way or dedicated public easement.

b. An exception in the depth or a rear yard on a lot, in a block where there are nonconforming rear yards.

c. An exception to a yard where there are irregularities in depths of existing front yards on a street frontage on the side of a street between two intersection streets, so that any one of the existing depths shall, for a building hereafter constructed or extended be the required minimum front yard depth.

d. Construction of a single family dwelling with reduced yard spaces on a legal nonconforming lot.

8. After the Board has approved a special exception, the special exception so approved or granted shall lapse after a one year period or such longer period of time as may be approved for “good cause” by the Board, provided that no site plan or subdivision plat has been approved by the County and that no substantial construction or change of use has taken place in accordance with the plans for which such variance was granted.

9. The procedure for amendment of a special exception already approved, or the request for a change of conditions attached to an approval, shall be the same as for the new application, except that, where the Planning Coordinator determines the change to be minor relative to the original approval, the administrator may transmit the same to the Board with the original record without requiring that a new application be filed.

IV. BOARD CONFLICTS OF INTEREST: (Attorney 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] 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: ***County Planning Department staff please come forward and describe the application being considered; and share the facts gathered and recommendation provided by staff and/or the Planning Board re the application.***

- Case Summary
- Subdivision Survey for Lydia Fulton dated 8/29/23 (attached)
- Notice of Map Review Letter from Allen Pittman dated 10/13/23 (attached)
- Special Exception Permit Application dated 11/1/23 (attached)
- Public/Private Notices Summary
- Other Info (such as safety concerns and land use plan compatibility)

- ***[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. Final 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: A concurring vote of a majority of the members of Board of Commissioners sitting as the Board of Adjustment is required to approve the application.

FIRST	Review the applicable specific legal standard(s) again		
SECOND	Collectively identify which facts or specific items of evidence (including testimony or documents) were most important to determining whether the proposed special use of property meets the applicable legal standard(s). [Specific facts/evidence which impacted your decision should be itemized and described briefly below]		
	-		
	-		
	-		
	-		
	-		
	-		
THIRD	Collectively discuss whether any special conditions upon the proposed use of the property should be required to meet or better satisfy the applicable legal standard(s). [Specific conditions, if any, should be itemized and described briefly below]		
	-		
	-		
	-		
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)	MOVE 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)	MOVE 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 of the order signed by the Board Chair or Vice-Chair to the full board by email. Unless any Board member objects via reply email, or otherwise calls for a special meeting to discuss the draft further, once 72 hours has passed since the draft is circulated to the full board, the Clerk shall certify the Order and enter it in the Board’s records as its “Final Order”, and provide notice thereof to the as required by applicable law.

VIII. MOTION TO ADJOURN THE PUBLIC HEARING



Notice of map review

Lydia Fulton

With property standing in the name of:

Henry C. Yates

Mackey's Ferry Road

Roper, NC

10/13/2023

Please note that this map has been DENIED for the following reason:

Property does not meet setbacks per Article 3A: R-A, Rural Area Single Family Detached Residential District F. Yard and Height Standards for Rural Area Development of The Washington County Zoning ordinance.

b. Minimum yard requirements i. Front yard: 35 feet ii. Side Yard: 15 feet iii. Rear Yard: 10 feet iv. In addition to the above regulations, the yard requirements for uses and structures other than residential dwellings and residential accessory uses shall be further regulated by floor area ratio and lot coverage ratios. A maximum floor area ratio equal to 0.25 shall apply to such uses and structures, with a maximum percentage of lot coverage equal to 20%. The location of all such uses shall be subject to site plan approval.

Please note you may apply for a variance to this decision from the Board of Adjustments.

Allen Pittman, CFM

Allen Pittman, CFM

Director of Planning and Inspections

Washington County

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

Special Exception

Date 11/1/23

Applicant Information

Name:

Lydia Fulton

Address:

417 Mackeys Ferry Road

Roper NC 27970

Telephone: (716) 498-2268

Owner Information

Name:

Henry Yates

Address:

4231 Todd Rd. SW

Shallotte NC 28470

Telephone: (910) 512-1021

1. The building, or land is located at:

Street Address: 417 Mackeys Ferry Rd. Town: Roper NC

Zoning District: F

2. Application is submitted for a variance/special use permit from Article 3A
Section R-A 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, indicates 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).

Without requested variance the applicant is not able to move forward with purchase of the residence located

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. on proposed parcel.

The Min. yardage requirements at Point G1 + F1 cannot
c. What evidence is presented to indicate that the hardship is not a result of be met.
your own actions.

The requirements cannot be met due to existing structures.

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.

The requested variance solely affects points G1 + F1 at the rear and side of the two building + does not impede access to said buildings.

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.

The requested variance solely affects the applicants desire to purchase the proposed parcel with residence.

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: _____

[Signature]

Date: _____

11/1/23

2110/23-01

Fee Paid \$ _____

200.00 CK 1791 Cab 11-1-23

Date Public Hearing Scheduled: _____

Time: _____

Date Public Hearing Advertised: _____

VARIANCE/SPECIAL USE PERMIT

___ Approved

___ Denied

Reason:

Approved with the following conditions:

Chairperson. _____

Date: _____

WASHINGTON COUNTY BOARD OF COMMISSIONERS
AGENDA STATEMENT

ITEM NO: 7

DATE: December 4, 2023

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

SUMMARY EXPLANATION:

Washington County ABC Board

Mr. Bobby Brown was appointed to finish our Mr. Ronnie Barnes's term, which expires November 30, 2023.

Mr. Brown has said he would like to continue to serve if re-appointed.

Albemarle Commission Washington County Advisory Committee

The Washington County Community Advisory Committee needs 5 members. There is currently only one person (Ms. Gail Spiewak) on this committee. Your input would be appreciated. No referrals have been received from the nursing facilities or from the Commissioners this year.

There seems to be a problem across the state with recruitment of CAC members since COVID and the fact that the Association for Community Living increased the training requirements to 36 hours initially and 18 annually. The State Long Term Care Ombudsman Office has been doing some advertising such as radio advertisements etc. It has not seemed to be beneficial in our region. A survey is also being completed to see what the barriers to recruitment may be.

Please think of names to bring forth.

Washington County Planning Board

At the Planning Board meeting November 16, 2023, Mrs. Katie Walker recommended Cynthia Downing as her replacement effective January 1, 2024. Mrs. Katie stated she had some other projects she would like to undertake but has enjoyed her time on this Board. It was noted by Commissioner Keyes, and echoed by the present Board members that she was very much appreciated for all the work she had done for the Board.

Ms. Downing was present at the meeting; introduced herself, and stated she is willing, and looking forward to being an active member of the community if she is appointed. She has a background in insurance documents, Human Resources, and Career Services Counseling, and displays a lot of energy and enthusiasm for detailed work.

Mr. Keith Davenport's term also expires December 31, 2023. He is eligible to remain on the Planning Board. Mr. Davenport has stated his willingness to serve if re-appointed.

The Planning Board would like to recommend the appointment of Ms. Cynthia Downing for the expired seat of Mrs. Katie Walker, and to allow Mr. Keith Davenport to retain his seat on the Board.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 8

DATE: December 4, 2023

ITEM: Finance Officer's Report and Budget Transfers/Budget Amendments

SUMMARY EXPLANATION:

Ms. Missy Dixon, Finance Officer will be presenting Budget Amendments/Budget Transfers and asking for the Board's approval/disapproval. Ms. Dixon will then discuss her financial report.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 042

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

Date: November 14, 2023

RE: Governing Board/SS Admin/Water Treatment

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

Account Code	Description	Old	+ or (-)	New
10-4110-310	Governing Board-Travel	20,000.00	(1,500.00)	18,500.00
10-4110-380	Governing Board-Advertising	1,000.00	1,500.00	2,500.00
Governing Board				
10-5310-260	SS Admin-Departmental Supplies	42,000.00	(3,000.00)	39,000.00
10-5310-315	SS Admin-Training	13,000.00	3,000.00	16,000.00
SS Admin				
35-7135-350	Water Treatment-Maintenance & Repair Equipment	41,915.00	(1,000.00)	40,915.00
35-7135-320	Water Treatment-Communications	2,800.00	1,000.00	3,800.00
Water Treatment				
		120,715.00	-	120,715.00

Justification:

This transfer is to move monies for the following: within the Governing Board from Travel to Advertising to cover the costs associated with various meetings/quasi judicial hearings; within the DSS budget from Departmental Supplies to Training due to the fact that many trainings are now being moved from virtual to in-person and due to the implementation of Odessa, CWIS, Medicaid Expansion and additional Adult Services Training there is a need for this increase; and within the Water Treatment budget from Maintenance & Repair to Communications for additional costs for internet services related to the installation of the new VOIP Phone System.

Budget Officer's Initials CPD

Approval Date: 11/14/23

Initials: MD
Batch #: 2024-042
Date: 11/15/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 043

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

Date: November 16, 2023

RE: Manager's Office/Facilities/Emergency Mgmt/Contingency/Senior Center/Recreation/ARPA/TTA

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

Account Code	Description	Old	+ or (-)	New
10-4120-540	Managers Office-Capital Outlay-Vehicle	29,500.00	(3,541.00)	25,959.00
10-4265-256	Facilities-Insurance Claims	54,097.00	(40,003.00)	14,094.00
10-4330-250	Emergency Mgmt-Maintenance & Repair-Vehicle	2,000.00	(1,200.00)	800.00
10-4330-350	Emergency Mgmt-Maintenance & Repair-Equipment	9,000.00	(3,800.00)	5,200.00
10-9990-000	Contingency	40,000.00	(456.00)	39,544.00
10-4330-540	Emergency Mgmt-Capital Outlay-Vehicle	-	49,000.00	49,000.00
Manager's Office/Facilities/Emergency Mgmt/Contingency				
10-5150-351	Senior Center-Maintenance & Repair-Equipment	1,500.00	(800.00)	700.00
10-5150-320	Senior Center-Communications	1,000.00	800.00	1,800.00
Senior Center				
10-6120-610	Recreation-Contracted Services-Lead/Asst/Officials	7,500.00	(800.00)	6,700.00
10-6120-320	Recreation-Communications	3,250.00	800.00	4,050.00
Recreation				
55-4100-003	General Administration Services	72,294.14	(72,294.14)	-
55-4200-001	Local Assist & Tribal Consistency (LACTF)	-	72,294.14	72,294.14
ARPA				
63-4970-370	TTA-Marketing & Advertising-Admin	110,300.00	(200.00)	110,100.00
63-4960-370	TTA-Contract-Website Hosting & Maintenance	1,200.00	200.00	1,400.00
TTA				
		331,641.14	-	331,641.14

Justification:

This transfer is to move monies for the following: from the Managers Office, Facilities, and Contingency to Emergency Mgmt for the purchase of a new truck due to the previous truck being totalled-the funds being moved from Facilities to the insurance monies that were received; within the Senior Center from Maintenance & Repair Equipment to Communications and within Recreation from Contracted Services to Communications for additional monies needed to change the current internet services to accomodate the new VOIP Telephone System; to transfer monies within the ARPA Fund from General Services Admin to the Local Assist & Tribal Consistency line due to the Finance Officer budgeting these funds in the wrong line item in error; and within TTA from Marketing & Advertising to Website Hosting & Maintenance to pay for the newly designed website hosting fee that was not originally budgeted.

Budget Officer's Initials CPD

Approval Date: 11/16/23

Initials: MD
Batch #: 2024-043
Date: 11/17/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 044

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

Date: November 29, 2023

RE: Various General Fund Departments/Central Services/Water/Airport

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

Account Code	Description	Old	+ or (-)	New
10-8300-120	Additional Salary/Benefit Exp-Comp Study	260,000.00	(826.00)	259,174.00
10-4130-040	Finance-Salaries & Wages-Longevity	2,524.00	64.00	2,588.00
10-4170-040	Elections-Salaries & Wages-Longevity	900.00	23.00	923.00
10-4180-040	Register of Deeds-Salaries & Wages-Longevity	1,059.00	27.00	1,086.00
10-4210-040	IT-Salaries & Wages-Longevity	1,617.00	41.00	1,658.00
10-4310-040	Sheriff-Salaries & Wages-Longevity	4,566.00	115.00	4,681.00
10-4311-040	Wash Co Union SRO-Salaries & Wages-Longevity	446.00	11.00	457.00
10-4320-040	Detention-Salaries & Wages-Longevity	2,714.00	194.00	2,908.00
10-4350-127	Inspections & Planning-Salaries & Wages-Longevity	707.00	19.00	726.00
10-5150-040	Senior Center-Salaries & Wages-Longevity	1,040.00	295.00	1,335.00
10-5911-040	Communications-Salaries & Wages-Longevity	316.00	8.00	324.00
10-6120-040	Recreation-Salaries & Wages-Longevity	1,131.00	29.00	1,160.00
Various General Fund Departments/Central Services				
35-7130-130	Water-Unemployment Insurance	1,776.00	(46.00)	1,730.00
35-7130-050	Water-Salaries & Wages-Longevity	1,801.00	46.00	1,847.00
Water				
39-4530-130	Airport-Unemployment Insurance	296.00	(21.00)	275.00
39-4530-030	Airport-Salaries & Wages-Longevity	820.00	21.00	841.00
Airport				
		281,713.00	-	281,713.00

Justification:

This transfer is to move monies from the Central Services Department to various General Fund Department Budgets in order to cover the shortfall in the longevity payouts due to the 2.5% COLA effective 7/16/2023. Due to the push to complete the budget, these additional funds were budgeted in the Central Services line and approved by the Board. This transfer will also move monies within the Water Department and the Airport Department for the same purpose however we are able to cover these additional costs out of the Departments own funds.

Budget Officer's Initials CSF

Approval Date: 11/29/23

Initials: MD

Batch #: 2024-044

Date: 11/30/23

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: November 29, 2023
RE: SS Economic Support/SS Admin

BT #: 2024 - 045

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

Account Code	Description	Old	+ or (-)	New
10-5380-377	State Foster Home Care	47,900.00	(6,000.00)	41,900.00
10-5310-350	SS Admin-Maintenance & Repair-Building	15,000.00	5,000.00	20,000.00
10-5310-351	SS Admin-Maintenance & Repair-Equipment	3,500.00	1,000.00	4,500.00
SS Economic Support/SS Admin		66,400.00	-	66,400.00

Justification:

This transfer is to move monies within the DSS Budget to cover a shortfall that DSS is facing in Building and Equipment Repairs & Maintenance. These lines are 50% reimbursable so there is no change in revenues. Most of the children in custody fall under IV-E or have their own trust funds allowing us to make this transfer.

Budget Officer's Initials CPD

Approval Date: 11/29/23

Initials: MD
Batch #: 2024-045
Date: 11/30/23

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 046

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

Date: December 4, 2023

RE: Sheriff/Emergency Management/Senior Center/SS Admin/SS Transportation/Communications

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	(2,110.00)	(210.00)	(2,320.00)
10-4310-611	Gun Permits Discretionary-County Portion	44,540.00	210.00	44,750.00
10-3540-030	Gun Permits-State Portion	(2,455.00)	(260.00)	(2,715.00)
10-4310-612	Gun Permits-State Portion	4,485.00	260.00	4,745.00
10-3540-040	Finger Printing	(470.00)	(120.00)	(590.00)
10-4310-613	Finger Printing	6,135.00	120.00	6,255.00
Sheriff				
10-3480-023	Weyerhaeuser Giving Grant	-	(2,000.00)	(2,000.00)
10-4330-703	Weyerhaeuser Giving Grant	-	2,000.00	2,000.00
Emergency Management				
10-3509-010	Senior Center Trips	(1,389.00)	(109.00)	(1,498.00)
10-5150-380	Senior Center Trips	2,212.00	109.00	2,321.00
Senior Center				
10-3500-081	DSS Community Donations-Christmas	-	(500.00)	(500.00)
10-5310-258	DSS Community Donations-Christmas	1,788.00	500.00	2,288.00
10-3500-082	DSS Community Donations-Foster Children	-	(200.00)	(200.00)
10-5310-259	DSS Community Donations-Foster Children	612.00	200.00	812.00
SS Admin				
10-3500-200	DOT-ROAP & CTS Grants	(417,848.00)	(608.00)	(418,456.00)
10-5400-600	SS Transportation-Work First DOT	3,354.00	608.00	3,962.00
SS Transportation				
10-3700-000	Grant-NCDIT Washington Co Radio Upgrades	-	(100,462.00)	(100,462.00)
10-5911-610	Grant-NCDIT Washington Co Radio Upgrades	-	100,462.00	100,462.00
Communications				
Balanced:		(361,146.00)	-	(361,146.00)

Justification:

This amendment is to do the following: Budget for additional monies received in the Sheriff's Office for Gun Permitting and Finger Printing; Budget for grant monies in the Emergency Management Department that have been received from the Weyerhaeuser Giving Grant; Budget additional monies received in the Senior Center Trip line; Budget additional donations received in DSS Department for Christmas and Foster Care needs; Budget in the SS Transportation Budget for additional ROAP Grant monies received and Budget in the Communications Department for Grant monies received from NCDIT to upgrade radios.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 047

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

Date: December 4, 2023

RE: School Capital Outlay

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

Account Code	Description	Old	+ or (-)	New
21-3230-402	Truist PK-12 Financing-Earned Income	(104,360.42)	(65,322.73)	(169,683.15)
21-5912-701	Truist PK-12 Financing-Earned Income	190,539.46	65,322.73	255,862.19
21-3230-403	Needs Based Grant Interest Earned	-	(26,628.17)	(26,628.17)
21-5912-699	Needs Based Grant Interest Earned	-	26,628.17	26,628.17
School Capital Outlay				
		Balanced:	86,179.04	-
				86,179.04

Justification:

This amendment will budget in the School Capital Outlay fund for additional interest earned on the Truist Loan Monies and the Needs Based Grant Monies.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 048

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

Date: December 4, 2023

RE: Water/EMS/Airport

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

Account Code	Description	Old	+ or (-)	New
35-3790-022	NCDEQ VUR Roper Connection Grant	(970,000.00)	(200.00)	(970,200.00)
35-7130-692	NCDEQ VUR Roper Connection Grant	970,000.00	200.00	970,200.00
Water				
37-3490-020	DUKE RACE-CARS Grant	-	(2,875.00)	(2,875.00)
37-4330-652	DUKE RACE-CARS Grant	13,025.00	2,875.00	15,900.00
37-3490-021	UNC PECC+ Program Grant	(600.00)	(300.00)	(900.00)
37-4330-653	UNC PECC+ Program Grant	6,925.00	300.00	7,225.00
37-3490-010	Weyerhaeuser Grant	-	(1,500.00)	(1,500.00)
37-4330-654	Weyerhaeuser Grant	-	1,500.00	1,500.00
EMS				
38-3800-091	NPE Federal Grant-FY 20-21	(166,667.00)	197.00	(166,470.00)
38-8135-671	NPE Federal Grant-FY 20-21	166,667.00	(197.00)	166,470.00
Airport				
Balanced:		19,350.00	-	19,350.00

Justification:

This amendment will do the following: Budget for an additional \$200 in Water for the NCDEQ VUR Roper Grant that was inadvertently left out of the original budget; Budget in EMS for additional revenue received in the DUKE RACE CARS Grant and the UNC PECC Grant; budget in EMS for a Weyerhaeuser Giving Grant that has been received and to reduce the budget for the NPE Federal FY 20-21 Grant in the Airport Department as those funds had been spent last fiscal year and should not have been rebudgeted.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 049

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

Date: December 4, 2023

RE: Opioid/Projects & Grant Fund

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

Account Code	Description	Old	+ or (-)	New
50-3000-001	Opioid Settlement Distribution	(89,694.25)	(3,717.59)	(93,411.84)
50-9990-000	Contingency	84,943.51	3,717.59	88,661.10
Opioid				
58-3290-000	Projects & Grants-Interest Earned	(5,246.69)	(796.64)	(6,043.33)
58-4100-001	Expenditure of Interest Earned	5,246.87	796.64	6,043.51
58-3103-000	Weyerhaeuser Giving Grant	-	(2,000.00)	(2,000.00)
58-4203-000	Weyerhaeuser Giving Grant	-	2,000.00	2,000.00
Projects & Grant Fund				
Balanced:		(4,750.56)	-	(4,750.56)

Justification:

This amendment will do the following: Budget for additional funds received as part of the Opioid Settlement Distribution; Budget for additional interest earned in the Projects & Grants Funds and to Budget in the Projects & Grants Fund for a Weyerhaeuser Giving Grant awarded to the County for the Emergency Management Training and Operations Center.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

Account Id	Description	Adopted Budget	Amended Budget	New Budget
10-0000-000	GENERAL FUND:	0	0	0.00
10-4110-000	GOVERNING BOARD:	0	0	0.00
10-4110-010	SALARIES & WAGES-BOARD	35,400.00	0	35,400.00
10-4110-020	SALARIES & WAGES-BOARD TRAVEL STIPEND	14,100.00	0	14,100.00
10-4110-030	SALARIES & WAGES-CELLPHONE STIPEND	3,000.00	0	3,000.00
10-4110-090	GOVERNING BOARD- FICA TAX EXPENSE	4,016.00	0	4,016.00
10-4110-140	GOVERNING BOARD- WORKMAN'S COMP	1,600.00	0	1,600.00
10-4110-200	GOVERNING BOARD- DEPT SUPPLIES	2,000.00	0	2,000.00
10-4110-310	GOVERNING BOARD- TRAVEL	20,000.00	-1,500.00	18,500.00
10-4110-320	GOVERNING BOARD- COMMUNICATIONS	600.00	0	600.00
10-4110-350	POSTAGE	100.00	0	100.00
10-4110-370	GOVERNING BOARD- PRINTING	500.00	0	500.00
10-4110-380	ADVERTISING	1,000.00	1,500.00	2,500.00
10-4110-390	COMMISSIONERS-SPECIAL SPONSORED	10,350.00	0	10,350.00
10-4110-391	GOVERNING BOARD- DUES & SUBSCRIPTIONS	6,200.00	0	6,200.00
10-4110-392	OTHER COMMUNITY CONTRIBUTIONS	8,000.00	0	8,000.00
10-4110-442	CONTRACTED SERVICES	2,000.00	0	2,000.00
10-4110-443	CONTRACTED SERVICES - LOBBYING	36,506.00	0	36,506.00
	Control Total	145,372.00	0.00	145,372.00
10-4120-000	MANAGERS OFFICE:	0	0	0.00
10-4120-010	MANAGERS OFFICE- S & W- REGULAR	288,014.00	0	288,014.00
10-4120-040	SALARIES & WAGES-LONGEVITY	2,259.00	0	2,259.00
10-4120-090	MANAGERS OFFICE- FICA TAX EXPENSE	22,206.00	0	22,206.00
10-4120-100	MANAGERS OFFICE- RETIREMENT	58,055.00	0	58,055.00
10-4120-101	MANAGERS OFFICE 401 (K) CONTRIB	8,708.00	0	8,708.00
10-4120-130	MANAGERS OFFICE- UNEMPLOYMENT INS.	1,480.00	0	1,480.00
10-4120-140	MANAGERS OFFICE- WORKMAN'S COMP	1,768.00	0	1,768.00
10-4120-180	MANAGERS OFFICE- GROUP INS.	42,211.00	0	42,211.00
10-4120-190	LEGAL SERVICES	10,000.00	0	10,000.00
10-4120-191	MANAGERS OFFICE-UNCSOG LFNC INTERN PROG	14,000.00	0	14,000.00
10-4120-260	MANAGERS OFFICE- DEPARTMENTAL SUPPLIES	11,000.00	0	11,000.00
10-4120-310	MANAGERS OFFICE- TRAVEL	2,000.00	0	2,000.00
10-4120-315	TRAINING	10,000.00	0	10,000.00
10-4120-320	MANAGERS OFFICE- COMMUNICATIONS	3,300.00	0	3,300.00
10-4120-330	POSTAGE	100.00	0	100.00
10-4120-355	MAINT & REPAIR-VEHICLE	1,500.00	0	1,500.00
10-4120-370	MANAGERS OFFICE- PRINTING	250.00	0	250.00
10-4120-380	ADVERTISING	5,000.00	0	5,000.00
10-4120-381	MANAGERS OFFICE-LOST REF-EDUCATION	0.00	5,000.00	5,000.00
10-4120-390	MANAGERS OFFICE- DUES AND SUBSCRIPTIONS	2,000.00	0	2,000.00
10-4120-440	CONTRACTED SERVICES-ECONOMIC DEVELOPMENT	8,000.00	0	8,000.00
10-4120-540	MANAGERS OFFICE - CAPITAL OUTLAY-VEHICLE	35,000.00	-9,041.00	25,959.00
	Control Total	526,851.00	-4,041.00	522,810.00
10-4130-000	FINANCE OFFICE:	0	0	0.00
10-4130-010	FINANCE OFFICE- S & W- REGULAR	228,029.00	-5,000.00	223,029.00
10-4130-040	SALARIES & WAGES-LONGEVITY	2,524.00	0	2,524.00
10-4130-090	FINANCE OFFICE- FICA TAX EXPENSE	17,637.00	0	17,637.00
10-4130-100	FINANCE OFFICE- RETIREMENT	46,111.00	0	46,111.00
10-4130-101	FINANCE OFFICE- 401(K) CONTRIB.	6,917.00	0	6,917.00
10-4130-130	FINANCE OFFICE- UNEMPLYMENT INS.	1,480.00	0	1,480.00
10-4130-140	FINANCE OFFICE- WORKMAN'S COMP	1,404.00	0	1,404.00
10-4130-180	FINANCE OFFICE- PROFESSIONAL SERVICES	101,000.00	0	101,000.00
10-4130-181	FINANCE OFFICE- GROUP INS.	40,034.00	0	40,034.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

10-4130-260	FINANCE OFFICE- DEPARTMENTAL SUPPLIES	7,500.00	2,000.00	9,500.00
10-4130-270	FINANCE OFFICE-SERVICE AWARDS	50.00	0	50.00
10-4130-280	FINANCE OFFICE- POSTAGE	2,500.00	0	2,500.00
10-4130-310	FINANCE OFFICE- TRAVEL	500.00	0	500.00
10-4130-315	TRAINING	2,000.00	3,000.00	5,000.00
10-4130-320	FINANCE OFFICE- COMMUNICATIONS	2,600.00	0	2,600.00
10-4130-355	REPAIR & MAINTENANCE-VEHICLES	1,000.00	0	1,000.00
10-4130-390	FINANCE OFFICE- DUES & SUBSCRIPTIONS	750.00	0	750.00
10-4130-410	FINANCE OFFICE- LEASE EQUIPMENT	650.00	0	650.00
10-4130-540	FINANCE OFFICE - CAPITAL OUTLAY EQUIP	5,800.00	0	5,800.00
	Control Total	468,486.00	0.00	468,486.00
10-4140-000	TAX ADMIN:	0	0	0.00
10-4140-010	TAX ADMIN.- S & W- REGULAR	254,472.00	0	254,472.00
10-4140-030	TAX ADMIN.- S & W PARTTIME	5,371.00	0	5,371.00
10-4140-040	SALARIES & WAGES-LONGEVITY	2,074.00	0	2,074.00
10-4140-090	TAX ADMIN.- FICA TAX EXPENSE	20,036.00	0	20,036.00
10-4140-100	TAX ADMIN.- RETIREMENT	52,383.00	0	52,383.00
10-4140-101	TAX ADMIN.- 401(K) CONTRIB.	7,858.00	0	7,858.00
10-4140-130	TAX ADMIN.- UNEMPLOYMENT INS.	1,480.00	0	1,480.00
10-4140-140	TAX ADMIN.- WORKMAN'S COMP	3,616.00	0	3,616.00
10-4140-180	TAX ADMIN.- GROUP INS.	57,881.00	0	57,881.00
10-4140-260	TAX ADMIN.- OFFICE & DEPTAL SUPPLIES	13,000.00	0	13,000.00
10-4140-270	SERVICE AWARDS	150.00	0	150.00
10-4140-310	TAX ADMIN.- TRAVEL	500.00	0	500.00
10-4140-315	TRAINING	5,000.00	0	5,000.00
10-4140-320	TAX ADMIN.- COMMUNICATIONS	2,000.00	0	2,000.00
10-4140-325	TAX ADMIN-POSTAGE	15,000.00	0	15,000.00
10-4140-341	ADVERTISING	3,000.00	0	3,000.00
10-4140-370	PRINTING	8,000.00	0	8,000.00
10-4140-390	TAX ADMIN.- DUES & SUBSCRIPTIONS	6,500.00	0	6,500.00
10-4140-500	TAX ADMIN - CONTRACTED SERVICES	25,000.00	0	25,000.00
10-4140-510	CONTRACTED SERVICES-ZACCHAEUS	6,500.00	0	6,500.00
10-4140-511	TAX ADMIN - CONTRACTED SERV FILE STORAGE	480.00	0	480.00
10-4140-550	TAX ADMIN - CAPITAL OUTLAY	168,768.00	0	168,768.00
	Control Total	659,069.00	0.00	659,069.00
10-4170-000	BOARD OF ELECTIONS:	0	0	0.00
10-4170-010	BOARD OF ELECTIONS- S & W - REGULAR	45,545.00	0	45,545.00
10-4170-011	SALARIES & WAGES-BOARD	4,480.00	0	4,480.00
10-4170-030	BOARD OF ELECTIONS- SALARIES- PART-TIME	27,000.00	0	27,000.00
10-4170-031	BOARD OF ELECTIONS - S & W-OVERTIME	6,245.00	0	6,245.00
10-4170-040	SALARIES & WAGES-LONGEVITY	900.00	0	900.00
10-4170-090	BOARD OF ELECTIONS- FICA TAX EXPENSE	6,629.00	0	6,629.00
10-4170-100	BOARD OF ELECTIONS- RETIREMENT EXPENSE	17,334.00	0	17,334.00
10-4170-101	BOARD OF ELECTIONS- 401(K) CONTRIB.	2,600.00	0	2,600.00
10-4170-130	BOARD OF ELECTIONS- UNEMPLOYMENT INS.	296.00	0	296.00
10-4170-140	BOARD OF ELECTIONS- WORKMANS COMP	528.00	0	528.00
10-4170-180	BOARD OF ELECTIONS- GROUP INS. EXPENSE	8,007.00	0	8,007.00
10-4170-260	BOARD OF ELECTIONS- DEPART SUPPLIES	5,000.00	0	5,000.00
10-4170-310	BOARD OF ELECTIONS- TRAVEL	2,600.00	0	2,600.00
10-4170-315	TRAINING	10,000.00	0	10,000.00
10-4170-320	BOARD OF ELECTIONS- COMMUNICATIONS	4,000.00	0	4,000.00
10-4170-330	POSTAGE	2,500.00	0	2,500.00
10-4170-350	BOARD OF ELECTIONS- MAINT & REPAIR- EQUI	1,500.00	0	1,500.00
10-4170-360	CONTRACTED SERVICES	19,360.00	0	19,360.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

10-4170-370	BOARD OF ELECTIONS- PRINTING	11,000.00	0	11,000.00
10-4170-380	ADVERTISING	1,000.00	0	1,000.00
10-4170-390	BOARD OF ELECTIONS- DUES & SUBSCRIPTIONS	180.00	0	180.00
	Control Total	176,704.00	0.00	176,704.00
10-4180-000	REGISTER OF DEEDS:	0	0	0.00
10-4180-010	REGISTER- OF- DEEDS- S & W- REGULAR	82,612.00	0	82,612.00
10-4180-030	REGISTER OF DEEDS- S & W- PART-TIME	8,000.00	0	8,000.00
10-4180-040	SALARIES & WAGES-LONGEVITY	1,059.00	0	1,059.00
10-4180-090	REGISTER- OF- DEEDS- FICA TAX EXPENSE	6,914.00	0	6,914.00
10-4180-100	REGISTER- OF- DEEDS- RETIREMENT	18,077.00	0	18,077.00
10-4180-101	REGISTER OF DEEDS- 401(K) CONTRIB.	2,712.00	0	2,712.00
10-4180-102	REGISTER OF DEEDS- REG DS SUPPLEMENTAL R	1,000.00	0	1,000.00
10-4180-130	REGISTER OF DEEDS- UNEMPLOYMENT INS.	592.00	0	592.00
10-4180-140	REGISTER OF DEEDS- WORKMAN'S COMP	550.00	0	550.00
10-4180-180	REGISTER- OF- DEEDS- GROUP INS.	15,981.00	0	15,981.00
10-4180-260	REGISTER-OF-DEEDS-DEPARTMENTAL SUPPLIES	6,000.00	0	6,000.00
10-4180-310	REGISTER- OF- DEEDS- TRAVEL	200.00	0	200.00
10-4180-315	TRAINING	2,500.00	0	2,500.00
10-4180-320	REGISTER- OF- DEEDS- COMMUNICATIONS	600.00	0	600.00
10-4180-330	POSTAGE	200.00	0	200.00
10-4180-350	REGISTER- OF- DEEDS- MAINT AND REPAIR EQ	2,500.00	0	2,500.00
10-4180-390	REGISTER- OF- DEEDS- DUES AND SUBSCRIPTI	500.00	0	500.00
10-4180-600	REGISTER OF DEEDS- CONTRACTED SERVICES	13,000.00	0	13,000.00
	Control Total	162,997.00	0.00	162,997.00
10-4210-000	INFORMATION TECHNOLOGY:	0	0	0.00
10-4210-010	INFO. TECH- S & W- REGULAR	53,911.00	0	53,911.00
10-4210-040	SALARIES & WAGES-LONGEVITY	1,617.00	0	1,617.00
10-4210-090	INFO. TECH- FICA TAX EXPENSE	4,248.00	0	4,248.00
10-4210-100	INFO. TECH- RETIREMENT	11,106.00	0	11,106.00
10-4210-101	INFO. TECH- 401(K) CONTRIB.	1,666.00	0	1,666.00
10-4210-130	INFO. TECH- UNEMPLOYMENT INS.	296.00	0	296.00
10-4210-140	INFO. TECH- WORKMAN'S COMP	338.00	0	338.00
10-4210-180	INFO. TECH- CONTRACTED SERVICES	22,000.00	0	22,000.00
10-4210-181	INFO. TECH- GROUP INS.	10,013.00	0	10,013.00
10-4210-200	INFO. TECH- DEPARTMENTAL SUPPLIES	1,500.00	0	1,500.00
10-4210-310	INFO. TECH- TRAVEL	100.00	0	100.00
10-4210-315	TRAINING	2,000.00	0	2,000.00
10-4210-320	INFO. TECH- COMMUNICATIONS	500.00	0	500.00
10-4210-330	POSTAGE	100.00	0	100.00
10-4210-350	INFO. TECH- MAINT. & REPAIR- EQUIPMENT	32,000.00	0	32,000.00
10-4210-550	INFO. TECH- CAPITAL OUTLAY EQUIPMENT	30,000.00	0	30,000.00
	Control Total	171,395.00	0.00	171,395.00
10-4260-000	BUILDINGS:	0	0	0.00
10-4260-440	CONTRACT SERVICES-COURTHOUSE SECURITY	74,000.00	0	74,000.00
10-4260-550	BUILDINGS- PUBLIC DEFENDER HOUSING	4,452.00	0	4,452.00
10-4260-554	PROBATION & PAROLE-FORBES	8,000.00	0	8,000.00
10-4260-555	SMART START LEASE ASSISTANCE	4,200.00	0	4,200.00
10-4260-556	CIP ROOF REPAIRS/REPLACEMENT RESERVE	120,000.00	0	120,000.00
10-4260-558	CIP HVAC REPAIRS/REPLACEMENTS RESERVES	35,000.00	0	35,000.00
	Control Total	245,652.00	0.00	245,652.00
10-4265-000	FACILITY SERVICES:	0	0	0.00
10-4265-010	FACILITY SERVICES- S & W- REGULAR	194,952.00	0	194,952.00
10-4265-090	FACILITY SERVICES- FICA TAX EXPENSE	14,914.00	0	14,914.00
10-4265-100	FACILITY SERVICES- RETIREMENT	38,990.00	0	38,990.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

10-4265-101	FACILITY SERVICES- 401(K) CONTRIB.	5,849.00	0	5,849.00
10-4265-130	FACILITY SERVICES- UNEMPLOYMENT INS.	1,776.00	0	1,776.00
10-4265-140	FACILITY SERVICES- WORKMAN'S COMP	15,170.00	0	15,170.00
10-4265-181	FACILITY SERVICES- GROUP INS.	47,781.00	0	47,781.00
10-4265-200	FACILITY SERVICES- DEPT SUPPLIES & MATER	18,000.00	0	18,000.00
10-4265-201	CLERK OF COURT DEPARTMENTAL SUPPLIES	1,700.00	0	1,700.00
10-4265-202	CLERK OF COURT-MAINT & REPAIR-BUILDING	3,000.00	0	3,000.00
10-4265-215	FACILITY SERVICES- MAINT AND REPAIR BLDG	80,000.00	-900.00	79,100.00
10-4265-230	FACILITY SERVICES- DEPT SUPPLIES-SAFETY	4,000.00	0	4,000.00
10-4265-250	FACILITY SERVICES-SUPPLIES-VEHICLE	4,000.00	0	4,000.00
10-4265-256	FACILITY SERVICES- INSURANCE CLAIMS	0.00	14,094.00	14,094.00
10-4265-320	FACILITY SERVICES- COMMUNICATIONS	8,000.00	0	8,000.00
10-4265-325	POSTAGE	100.00	0	100.00
10-4265-330	FACILITY SERVICES- UTILITIES-ELECTRICITY	100,000.00	0	100,000.00
10-4265-331	UTILITIES-FUEL/GAS	13,000.00	0	13,000.00
10-4265-332	UTILITIES-WATER	35,000.00	0	35,000.00
10-4265-355	MAINT & REPAIR-VEHICLES	2,000.00	0	2,000.00
10-4265-440	CONTRACTED SERVICES-MOWING	17,000.00	0	17,000.00
10-4265-551	MAINT AGREEMENTS-COMMANDER SOFTWARE	1,800.00	0	1,800.00
10-4265-601	CONTRACTED SERVICES-SECURITY SYSTEM	2,500.00	0.00	2,500.00
10-4265-602	CONTRACTED SERVICES-EXTERMINATING	7,200.00	900.00	8,100.00
10-4265-603	CONTRACTED SERVICES-ELEVATOR	11,218.00	0	11,218.00
10-4265-604	CONTRACTED SERVICES-REPUBLIC	12,000.00	0	12,000.00
10-4265-605	CONTRACTED SERVICES-FIRE EXT	3,500.00	0	3,500.00
	Control Total	643,450.00	14,094.00	657,544.00
10-4310-000	SHERIFF:	0	0	0.00
10-4310-010	SHERIFF- S & W- REGULAR	825,286.00	-20,000.00	805,286.00
10-4310-030	SHERIFF- SALARIES AND WAGES PART-TIME	23,000.00	20,000.00	43,000.00
10-4310-040	SALARIES & WAGES-LONGEVITY	4,566.00	0	4,566.00
10-4310-090	SHERIFF- FICA TAX EXPENSE	64,366.00	0	64,366.00
10-4310-100	SHERIFF- RETIREMENT	175,543.00	0	175,543.00
10-4310-101	SHERIFF- 401K CONTRIB.	40,874.00	0	40,874.00
10-4310-102	SHERIFF-SUPPLEMENTAL PENSION FUND	1,700.00	0	1,700.00
10-4310-130	SHERIFF- UNEMPLOYMENT INS.	5,328.00	0	5,328.00
10-4310-140	SHERIFF- WORKMAN'S COMP	54,697.00	0	54,697.00
10-4310-180	SHERIFF- PROFESSIONAL SERVICES	10,000.00	0	10,000.00
10-4310-181	SHERIFF- GROUP INS.	146,079.00	0	146,079.00
10-4310-210	SHERIFF- UNIFORMS	10,000.00	0	10,000.00
10-4310-250	SHERIFF- SUPPLIES-VEHCILE	65,000.00	0	65,000.00
10-4310-260	SHERIFF- DEPARTMENTAL SUPPLIES	16,500.00	0	16,500.00
10-4310-270	SERVICE AWARDS	235.00	0	235.00
10-4310-310	SHERIFF- TRAVEL	2,500.00	3,000.00	5,500.00
10-4310-315	TRAINING	3,000.00	0	3,000.00
10-4310-320	SHERIFF- COMMUNICATIONS	13,400.00	0	13,400.00
10-4310-330	POSTAGE	2,000.00	0	2,000.00
10-4310-350	SHERIFF- MAINT. & REPAIR EQUIPMENT	2,000.00	0	2,000.00
10-4310-355	SHERIFF- MAINT.- VEHICLE	30,000.00	0	30,000.00
10-4310-370	SHERIFF- PRINTING	200.00	0	200.00
10-4310-380	ADVERTISING	200.00	0	200.00
10-4310-390	SHERIFF- DUES & SUBSCRIPTIONS	400.00	0	400.00
10-4310-392	SHERIFF- UNDERCOVER INVESTIGATIONS	7,000.00	0	7,000.00
10-4310-412	MAINT AGREEMENT-FINGERPRINT MACHINE	3,750.00	0	3,750.00
10-4310-413	LEASE-BUILDING	840.00	0	840.00
10-4310-414	MAINT AGREEMENTS-HRMS & QTR MASTER	1,310.00	0	1,310.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

10-4310-415	MAINT AGREEMENTS-RMS & RAMBLER	4,878.00	0	4,878.00
10-4310-417	LEASE - ANKLE MONITORING DEVICES	3,000.00	0	3,000.00
10-4310-540	CAPITAL OUTLAY VEHICLES	108,000.00	89,000.00	197,000.00
10-4310-550	SHERIFF- CAPITAL OUTLAY - EQUIPMENT	28,000.00	1,000.00	29,000.00
10-4310-600	SHERIFF- ANIMAL CONTROL	12,000.00	-1,000.00	11,000.00
10-4310-601	DONATIONS-ANIMAL CONTROL	0.00	3,384.00	3,384.00
10-4310-602	SHERIFF-ABC BOARD FUNDING	2,400.00	23,858.00	26,258.00
10-4310-603	SHERIFF DONATIONS-PURCHASE OF K-9	0.00	774.00	774.00
10-4310-604	SHERIFF-COUNTY CONTRIB-PURCHASE OF K-9	1,500.00	0	1,500.00
10-4310-611	GUN PERMITS DISCRETIONARY-COUNTY PORTION	0.00	44,540.00	44,540.00
10-4310-612	GUN PERMITS-STATE PORTION	0.00	4,485.00	4,485.00
10-4310-613	FINGERPRINTING	0.00	6,135.00	6,135.00
10-4310-650	SHERIFF-DONATIONS	0.00	1,864.00	1,864.00
	Control Total	1,669,552.00	177,040.00	1,846,592.00
10-4311-000	SRO - WASHINGTON COUNTY UNION:	0	0	0.00
10-4311-010	SRO- WASH CO UNION-S & W- REGULAR	45,123.00	0	45,123.00
10-4311-040	SRO-UNION-LONGEVITY	446.00	0	446.00
10-4311-090	SRO- WASH CO UNION- FICA TAX EXPENSE	3,486.00	0	3,486.00
10-4311-100	SRO- WASH CO UNION- RETIREMENT EXPENSE	9,537.00	0	9,537.00
10-4311-101	SRO- WASH CO UNION- 401(K) CONTRIB.	2,278.00	0	2,278.00
10-4311-130	SRO - WASH CO UNION- UNEMPLOYMENT INS.	296.00	0	296.00
10-4311-140	SRO- WASH CO UNION- WORKMAN'S COMP EXPEN	3,130.00	0	3,130.00
10-4311-180	SRO- WASH CO UNION- GROUP INS.	8,005.00	0	8,005.00
10-4311-210	SRO- WASH CO UNION- UNIFORMS	500.00	0	500.00
10-4311-250	MAINTENANCE & REPAIR-VEHICLE	3,500.00	0	3,500.00
10-4311-260	SRO- WASH CO UNION-DEPARTMENTAL SUPPLIES	200.00	0	200.00
10-4311-270	SRO-WAS CO UNION-SERVICE AWARDS	50.00	0	50.00
10-4311-310	SRO- WASH CO UNION- TRAVEL	2,000.00	0	2,000.00
10-4311-315	TRAINING	500.00	0	500.00
	Control Total	79,051.00	0.00	79,051.00
10-4313-000	SRO- CRESWELL:	0	0	0.00
10-4313-010	SRO- CRESWELL-S & W- REGULAR	40,400.00	0	40,400.00
10-4313-090	SRO- CRESWELL- FICA TAX EXPENSE	3,090.00	0	3,090.00
10-4313-100	SRO- CRESWELL- RETIREMENT	8,456.00	0	8,456.00
10-4313-101	SRO- CRESWELL- 401K CONTRIB.	2,020.00	0	2,020.00
10-4313-130	SRO - CRESWELL- UNEMPLOYMENT INS.	296.00	0	296.00
10-4313-140	SRO- CRESWELL- WORKMAN'S COMP	2,775.00	0	2,775.00
10-4313-180	SRO- CRESWELL- GROUP INS.S	7,990.00	0	7,990.00
10-4313-210	SRO- CRESWELL- UNIFORMS	500.00	0	500.00
10-4313-250	MAINTENANCE & REPAIR-VEHICLE	3,500.00	0	3,500.00
10-4313-260	SRO- CRESWELL- DEPARTMENTAL SUPPLIES	200.00	0	200.00
10-4313-310	SRO- CRESWELL- TRAVEL	2,000.00	0	2,000.00
10-4313-315	TRAINING	500.00	0	500.00
	Control Total	71,727.00	0.00	71,727.00
10-4314-000	SRO- PLYMOUTH HIGH:	0	0	0.00
10-4314-010	SRO - PLYMOUTH HIGH-S & W- REGULAR	45,123.00	0	45,123.00
10-4314-090	SRO - PLYMOUTH HIGH- FICA TAX	3,452.00	0	3,452.00
10-4314-100	SRO - PLYMOUTH HIGH- RETIREMENT MATCH	9,444.00	0	9,444.00
10-4314-101	SRO - PLYMOUTH HIGH- 401K CONTRIBUTIONS	2,256.00	0	2,256.00
10-4314-130	SRO - PLYMOUTH HIGH- UNEMPLOYMENT INS.	296.00	0	296.00
10-4314-140	SRO - PLYMOUTH HIGH- WORKMAN'S COMP	3,099.00	0	3,099.00
10-4314-180	SRO - PLYMOUTH HIGH- GROUP INS.	8,005.00	0	8,005.00
10-4314-210	SRO - PLYMOUTH HIGH- UNIFORMS	500.00	0	500.00
10-4314-250	MAINT & REPAIR - VEHICLE	3,500.00	0	3,500.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

10-4314-260	DEPARTMENTAL SUPPLIES	200.00	0	200.00
10-4314-310	SRO- TRAVEL	2,000.00	0	2,000.00
10-4314-315	TRAINING	500.00	0	500.00
	Control Total	78,375.00	0.00	78,375.00
10-4320-000	DETENTION CENTER:	0	0	0.00
10-4320-010	DETENTION CENTER- S & W - REGULAR	390,354.00	0	390,354.00
10-4320-030	SALARIES & WAGE - OVERTIME	50,000.00	0	50,000.00
10-4320-031	DETENTION CENTER - S&W PARTTIME	31,000.00	0	31,000.00
10-4320-040	SALARIES & WAGES - LONGEVITY	2,714.00	0	2,714.00
10-4320-090	DETENTION CENTER- FICA TAX EXPENSE	36,266.00	0	36,266.00
10-4320-100	DETENTION CENTER- RETIREMENT	94,814.00	0	94,814.00
10-4320-101	DETENTION CENTER- 401(K) CONTRIB.	14,222.00	0	14,222.00
10-4320-130	DETENTION CENTER- UNEMPLOYMENT INS.	3,848.00	0	3,848.00
10-4320-140	DETENTION CENTER- WORKMAN'S COMP	32,559.00	0	32,559.00
10-4320-181	DETENTION CENTER- GROUP INS.	103,421.00	0	103,421.00
10-4320-185	TRAVEL	2,500.00	0	2,500.00
10-4320-190	DETENTION CENTER- TRAINING	5,000.00	0	5,000.00
10-4320-200	DETENTION CENTER- DEPARTMENTAL SUPPLIES	15,000.00	0	15,000.00
10-4320-210	DETENTION CENTER- UNIFORMS	7,500.00	0	7,500.00
10-4320-244	CONTRACTED SERVICES-SOUTHERN HEALTH PART	145,000.00	0	145,000.00
10-4320-247	DETENTION CENTER- FOOD & PROVISIONS	85,000.00	0	85,000.00
10-4320-270	SERVICE AWARDS	175.00	0	175.00
10-4320-290	SUPPLIES & MATERIALS-HYGIENE	3,000.00	0	3,000.00
10-4320-299	DETENTION CENTER- LAUNDRY & DRY CLEANING	7,500.00	0	7,500.00
10-4320-320	DETENTION CENTER- COMMUNICATIONS	1,200.00	0	1,200.00
10-4320-330	POSTAGE	300.00	0	300.00
10-4320-350	DETENTION CENTER- MAINT & REPAIR- EQUIP	20,000.00	0	20,000.00
10-4320-550	DETENTION CENTER- CAPITAL OUTLAY- EQUIPM	50,000.00	0	50,000.00
10-4320-600	DETENTION CENTER- CONTRACTED SERVICES	110,000.00	0	110,000.00
10-4320-601	CONTRACTED SERVICES-OPTUM	3,700.00	0	3,700.00
10-4320-602	MAINTENANCE AGREEMENTS-SOUTHERN SOFTWARE	3,815.00	0	3,815.00
10-4320-603	MAINTENANCE AGREEMENTS-TOP GUARD	99.00	0	99.00
10-4320-900	GRANT-DHHS CORRECTIONS COVID19	0.00	21,190.00	21,190.00
	Control Total	1,218,987.00	21,190.00	1,240,177.00
10-4330-000	EMERGENCY MANAGEMENT:	0	0	0.00
10-4330-010	EMERGENCY MGMT - S & W- REGULAR	55,628.00	0	55,628.00
10-4330-090	EMERGENCY MGMT - FICA TAX EXPENSE	4,255.00	0	4,255.00
10-4330-100	EMERGENCY MGMT - RETIREMENT	11,126.00	0	11,126.00
10-4330-101	EMERGENCY MGMT - 401(K) CONTRIB.	1,669.00	0	1,669.00
10-4330-130	EMERGENCY MGMT - UNEMPLOYMENT INS.	296.00	0	296.00
10-4330-140	EMERGENCY MGMT - WORKMAN'S COMP	2,752.00	0	2,752.00
10-4330-180	EMERGENCY MGMT - GROUP INS.	8,040.00	0	8,040.00
10-4330-250	MAINTENANCE & REPAIR - VEHICLE	2,000.00	-1,200.00	800.00
10-4330-260	EMERGENCY MGMT - DEPARTMENTAL SUPPLIES	5,000.00	0	5,000.00
10-4330-270	EMERGENCY MGMT - GENERATOR FUEL	2,400.00	0	2,400.00
10-4330-310	EMERGENCY MGMT - TRAVEL	2,500.00	0	2,500.00
10-4330-315	TRAINING	3,000.00	0	3,000.00
10-4330-320	EMERGENCY MGMT - COMMUNICATIONS	4,750.00	0	4,750.00
10-4330-330	POSTAGE	150.00	0	150.00
10-4330-350	EMERGENCY MGMT - MAINT. & REPAIR- EQUI	9,000.00	-3,800.00	5,200.00
10-4330-370	EMERGENCY MGMT - PRINTING	350.00	0	350.00
10-4330-380	ADVERTISING	350.00	0	350.00
10-4330-390	EMERGENCY MGMT - DUES & SUBSCRIPTIONS	2,200.00	0	2,200.00
10-4330-400	EM DONATIONS-EMERGENCY RESPONSE BANQUET	5,442.00	-4,000.00	1,442.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

10-4330-401	DONATIONS - EMERGENCY MANAGEMENT	0.00	4,678.00	4,678.00
10-4330-540	EMERGENCY MGMT - CAPITAL OUTLAY- VEHIC	0.00	49,000.00	49,000.00
10-4330-600	EMERGENCY MGMT - CONTRACTED SERVICES	8,500.00	2,950.00	11,450.00
10-4330-707	GRANT-EM CAPACITY BLDG COMPETITIVE GRT	0.00	52,000.00	52,000.00
10-4330-995	MAINTENANCE AGREEMENTS - HYPER REACH	1,945.00	0	1,945.00
	Control Total	131,353.00	99,628.00	230,981.00
10-4340-000	FIRE PROTECTION:	0	0	0.00
10-4340-582	FIRE PROTECTION - ROPER FIRE TRUCK	398,952.00	-398,952.00	0.00
10-4340-991	PLYMOUTH VFD-OPERATIONAL	0.00	129,259.00	129,259.00
10-4340-992	ROPER VFD-OPERATIONAL	0.00	81,727.00	81,727.00
10-4340-993	CRESWELL VFD-OPERATIONAL	0.00	51,685.00	51,685.00
10-4340-994	MCVFD-OPERATIONAL	0.00	58,309.00	58,309.00
10-4340-995	LAKE PHELPS VFD-OPERATIONAL	0.00	46,034.00	46,034.00
10-4340-996	PUNGO VFD-OPERATIONAL	0.00	23,750.00	23,750.00
10-4340-997	PINETOWN/LONG ACRE VFD	0.00	8,188.00	8,188.00
10-4340-998	CRESWELL VFD-WELL-CIP	40,000.00	0	40,000.00
	Control Total	438,952.00	0.00	438,952.00
10-4345-000	FORESTRY:	0	0	0.00
10-4345-991	FORESTRY MATCH (35%)	94,891.00	0	94,891.00
	Control Total	94,891.00	0.00	94,891.00
10-4350-000	INSPECTIONS & PLANNING:	0	0	0.00
10-4350-121	SALARIES & WAGES-REGULAR	100,228.00	0	100,228.00
10-4350-127	SALARIES & WAGES-LONGEVITY	707.00	0	707.00
10-4350-181	FICA TAX	7,722.00	0	7,722.00
10-4350-182	RETIREMENT	20,187.00	0	20,187.00
10-4350-183	GROUP INSURANCE	18,023.00	0	18,023.00
10-4350-184	401(K) CONTRIBUTIONS	3,028.00	0	3,028.00
10-4350-185	UNEMPLOYMENT INSURANCE	592.00	0	592.00
10-4350-186	WORKMAN'S COMP	4,881.00	0	4,881.00
10-4350-260	DEPARTMENTAL SUPPLIES	4,000.00	0	4,000.00
10-4350-311	TRAVEL	1,000.00	0	1,000.00
10-4350-320	COMMUNICATIONS	2,500.00	0	2,500.00
10-4350-330	INSPECTIONS - POSTAGE	250.00	0	250.00
10-4350-341	PRINTING	500.00	0	500.00
10-4350-352	MAINT & REPAIR-EQUIPMENT	1,000.00	0	1,000.00
10-4350-353	MAINT & REPAIR-VEHICLE	1,000.00	0	1,000.00
10-4350-370	ADVERTISING	500.00	0	500.00
10-4350-395	TRAINING	2,500.00	0	2,500.00
10-4350-491	DUES & SUBSCRIPTIONS	500.00	0	500.00
10-4350-500	DECOMMISSIONING BOND-SOLAR FARMS	50,000.00	0	50,000.00
10-4350-600	CONTRACTED SERV-ABANDONED PROPERTY DEMO	10,000.00	0	10,000.00
10-4350-602	CONTRACTED SERVICES-LEGAL	10,000.00	0	10,000.00
	Control Total	239,118.00	0.00	239,118.00
10-4915-000	GEOGRAPHIC INFORMATION SYSTEMS:	0	0	0.00
10-4915-181	GIS-PROFESSIONAL SERVICES	9,240.00	0	9,240.00
10-4915-350	MAINT AGREEMENTS-ESRI SOFTWARE	1,777.00	0	1,777.00
	Control Total	11,017.00	0.00	11,017.00
10-5110-000	DISTRICT HEALTH	0	0	0.00
10-5110-991	MTW HEALTH DEPARTMENT	219,281.00	0	219,281.00
10-5110-993	2ND DIST DRUG COURT COORDINATOR POSITION	89,238.00	0	89,238.00
	Control Total	308,519.00	0.00	308,519.00
10-5150-000	SENIOR CITIZENS CENTER:	0	0	0.00
10-5150-010	SENIOR CITIZENS CENT- S & W- REGULAR	93,905.00	0	93,905.00
10-5150-040	SALARIES & WAGES-LONGEVITY	1,040.00	0	1,040.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

10-5150-090	SENIOR CITIZENS CENT- FICA TAX EXPENSE	7,263.00	0	7,263.00
10-5150-100	SENIOR CITIZENS CENT- RETIREMENT	18,989.00	0	18,989.00
10-5150-101	SENIOR CITIZENS CENT- 401(K) CONTRIB.	2,848.00	0	2,848.00
10-5150-130	SENIOR CITIZENS CTR- WORKMAN'S COMP	1,430.00	0	1,430.00
10-5150-131	SENIOR CENTER- UNEMPLOYMENT INS.	856.00	0	856.00
10-5150-180	SENIOR CITIZENS CENT- GROUP INS.	23,879.00	0	23,879.00
10-5150-247	APPROPRIATION-ALBEMARLE NUTRITION	47,807.00	0	47,807.00
10-5150-257	DEPARTMENT SUPPLIES-CRAFTS/CERAMICS	3,500.00	0	3,500.00
10-5150-260	DEPARTMENTAL SUPPLIES	3,000.00	0	3,000.00
10-5150-280	POSTAGE	300.00	0	300.00
10-5150-310	SENIOR CITIZENS CTR- TRAVEL	3,000.00	0	3,000.00
10-5150-315	TRAINING	3,500.00	0	3,500.00
10-5150-320	SENIOR CITIZENS CENT- COMMUNICATIONS	1,000.00	800.00	1,800.00
10-5150-330	UTILITIES-GAS	9,000.00	0	9,000.00
10-5150-350	SENIOR CENTER- MAINT & REPAIR- BUILDING	1,500.00	0	1,500.00
10-5150-351	SENIOR CENTER- MAINT & REPAIR - EQUIP	1,500.00	-800.00	700.00
10-5150-370	TRAVEL-SENIOR GAMES	300.00	0	300.00
10-5150-380	SENIOR CENTER TRIPS	0.00	2,212.00	2,212.00
10-5150-390	SENIOR CENTER-DUES & SUBSCRIPTIONS	2,100.00	0	2,100.00
10-5150-600	SENIOR CITIZENS CTR- CONTRACTED SERVICES	4,000.00	0	4,000.00
10-5150-601	CONTRACTED SERVICES - SCHEDULING SYSTEM	900.00	0	900.00
10-5150-650	SENIOR CENTER DONATIONS	0.00	4,619.00	4,619.00
	Control Total	231,617.00	6,831.00	238,448.00
10-5155-000	VETERAN SERVICE:	0	0	0.00
10-5155-320	VETERAN SERVICE OFFC- COMMUNICATIONS	600.00	0	600.00
	Control Total	600.00	0.00	600.00
10-5310-000	SOCIAL SERVICES- ADMINISTRATION:	0	0	0.00
10-5310-010	SALARIES & WAGES-BOARD	1,500.00	0	1,500.00
10-5310-011	SS ADMIN.- S & W- REGULAR	2,194,520.00	-20,000.00	2,174,520.00
10-5310-013	SALARIES & WAGES-LONGEVITY	19,351.00	0	19,351.00
10-5310-030	LEGAL - IV-D	25,000.00	0	25,000.00
10-5310-090	SS ADMIN.- FICA TAX	169,361.00	0	169,361.00
10-5310-100	SS ADMIN.- RETIREMENT	442,774.00	0	442,774.00
10-5310-101	SS ADMIN.- 401(K) CONTRIB.	66,416.00	0	66,416.00
10-5310-130	HUMAN SERVICES- UNEMPLOYMENT INS.	16,512.00	0	16,512.00
10-5310-140	SS ADMIN.- WORKMAN'S COMP	52,715.00	0	52,715.00
10-5310-180	LEGAL-PROTECTIVE SERVICES	45,000.00	-2,000.00	43,000.00
10-5310-181	SS ADMIN.- GROUP INS.	466,869.00	0	466,869.00
10-5310-250	MAINT & REPAIR - VEHICLE	7,500.00	0	7,500.00
10-5310-257	SS ADMIN.- COUNTY GENERAL ASSISTANCE	5,000.00	0	5,000.00
10-5310-258	DSS COMMUNITY DONATIONS-CHRISTMAS	0.00	1,788.00	1,788.00
10-5310-259	DSS COMMUNITY DONATIONS-FOSTER CHILDREN	0.00	612.00	612.00
10-5310-260	DEPARTMENTAL SUPPLIES	45,000.00	-6,000.00	39,000.00
10-5310-268	FOOD STAMPS DIRECT CHARGE	5,500.00	0	5,500.00
10-5310-270	SERVICE AWARDS	600.00	0	600.00
10-5310-310	TRAVEL	8,000.00	-1,000.00	7,000.00
10-5310-311	SS ADMIN - VEHICLE FUEL	9,000.00	0	9,000.00
10-5310-315	TRAINING	15,000.00	1,000.00	16,000.00
10-5310-320	SS ADMIN.- COMMUNICATIONS	25,000.00	0	25,000.00
10-5310-330	UTILITIES	25,000.00	0	25,000.00
10-5310-340	SS ADMIN.- POSTAGE	12,000.00	0	12,000.00
10-5310-350	SS ADMIN.- MAINT AND REPAIR- BLDG.	15,000.00	0	15,000.00
10-5310-351	SS ADMIN.- REPAIR AND MAINT- EQUIP.	2,500.00	1,000.00	3,500.00
10-5310-370	SS ADMIN.- ADVERTISING	2,000.00	-800.00	1,200.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

10-5310-390	SS ADMIN.- DUES AND SUBSCRIPTION	15,000.00	0	15,000.00
10-5310-410	LEASE-EQUIPMENT	3,000.00	-3,000.00	0.00
10-5310-550	SOCIAL SERVICES- CAPITAL OUTLAY- EQUIPMEN	128,000.00	88,900.00	216,900.00
10-5310-600	SOCIAL SERVICES- CONTRACTED SERVICES	95,710.00	20,000.00	115,710.00
10-5310-601	MAINT AGREEMENTS-NC CORRELS	1,300.00	0	1,300.00
10-5310-602	MAINT AGREEMENTS-INFO INC.	4,910.00	0	4,910.00
10-5310-605	SS ADMIN - SECURITY CONTRACT	25,000.00	0	25,000.00
10-5310-610	SS ADMIN.- VENDOR FEES	9,000.00	-3,000.00	6,000.00
10-5310-611	SS FAMILY REUNIFICATION (PSYCH EVALS)	10,000.00	0	10,000.00
	Control Total	3,969,038.00	77,500.00	4,046,538.00
10-5380-000	SOCIAL SERVICES-ECONOMIC SUPPORT:	0	0	0.00
10-5380-011	IN-HOME SERVICES (100%)	81,922.00	-1,181.00	80,741.00
10-5380-030	SS ECONOMIC SUPPORT- CRISIS INTERVENTION	71,992.00	0	71,992.00
10-5380-190	WF EMPLOYMENT SERVICES	10,000.00	0	10,000.00
10-5380-370	TANF-EMERGENCY ASSISTANCE	20,000.00	0	20,000.00
10-5380-375	DSS COMMUNITY DONATIONS-EMERGENCY RELIEF	0.00	316.00	316.00
10-5380-376	TITLE IV-FOSTER CARE	135,000.00	0	135,000.00
10-5380-377	STATE FOSTER HOME CARE	50,000.00	-2,100.00	47,900.00
10-5380-379	SS ECONOMIC SUPPORT- SPECIAL ASSISTANCE	97,500.00	0	97,500.00
10-5380-381	TITLE IV-E ADOPTION	24,150.00	0	24,150.00
10-5380-383	SPECIAL LINKS (100%)	5,000.00	0	5,000.00
10-5380-384	CHILD CARE (MOE-PART OF &65K MIN)	20,000.00	0	20,000.00
10-5380-403	SS ECONOMIC SUPPORT- BLIND COMMISSION	2,500.00	0	2,500.00
10-5380-404	SS ECONOMIC SUPP-CIP/LIEAP SUPPLEMENTS	0.00	40,000.00	40,000.00
10-5380-405	LIHWAP-LOW INCOME HOUSEHLD WATER ASSIST	0.00	15,146.00	15,146.00
10-5380-406	LIEAP PAYMENTS	50,000.00	0	50,000.00
10-5380-407	ADOPTION PROMOTIONS	0.00	72,645.00	72,645.00
10-5380-408	SS ECON SUPPORT - MEDICAID PAYBACKS	12,500.00	0	12,500.00
10-5380-409	SS ECON SUPPORT - STATE PROGRAM RETURNS	12,500.00	0	12,500.00
10-5380-410	GENERAL ASSISTANCE-FOSTER CARE CHILDREN	9,500.00	0	9,500.00
	Control Total	602,564.00	124,826.00	727,390.00
10-5400-000	SOCIAL SERVICES TRANSPORTATION:	0	0	0.00
10-5400-200	DOT GRANT - OFFICE SUPPLIES (85% REIMB)	6,000.00	0	6,000.00
10-5400-202	DOT GRANT-CLEANING/OTHER SUPPLIES (85%)	6,000.00	0	6,000.00
10-5400-250	MAINT & REPAIR-VEHICLE	35,000.00	0	35,000.00
10-5400-260	- TRANSIT ADVERTISING	5,000.00	0	5,000.00
10-5400-310	SS TRANSPORTATION- WF TRANSPORTATION	15,000.00	0	15,000.00
10-5400-311	RIVERLIGHT TRANSIT VEHICLE FUEL	37,500.00	0	37,500.00
10-5400-315	DOT GRANT - TRAVEL/TRAINING (85% REIMB)	4,500.00	0	4,500.00
10-5400-320	SS TRANSPORTATION- COMMUNICATIONS	6,500.00	0	6,500.00
10-5400-347	GRANT-RDC TRANSPORTATION	6,000.00	0	6,000.00
10-5400-372	VOLUNTEER TRANSPORATION-MEDICAID	35,000.00	-8,819.00	26,181.00
10-5400-390	DOT-DUES AND SUBSCRIPTIONS (85% REIMB)	750.00	0	750.00
10-5400-540	CAPITAL OUTLAY-VAN REPLACEMENT	280,000.00	0	280,000.00
10-5400-600	SS TRANSPORTATION- WORK FIRST DOT	3,354.00	0	3,354.00
10-5400-601	MAINT AGREEMENTS-CTS SOFTWARE	11,230.00	0	11,230.00
10-5400-602	CONTRACTED LABOR - RIVERLIGHT	0.00	10,000.00	10,000.00
10-5400-603	DRUG TEST CONTRACT-SAFETY WORKS	1,000.00	0	1,000.00
10-5400-610	SENIOR CENTER TRANSPORTATION	6,000.00	0	6,000.00
	Control Total	458,834.00	1,181.00	460,015.00
10-5830-000	JUVENILE SERVICE:	0	0	0.00
10-5830-200	JCPC-WASHINGTON COUNTY YOUTH	9,650.00	0	9,650.00
10-5830-250	JCPC - CBA	10,910.00	0	10,910.00
10-5830-299	JCPC - ROANOKE AREA YOUTH	76,183.00	0	76,183.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

	Control Total	96,743.00	0.00	96,743.00
10-5910-000	EDUCATION-SCHOOLS/COMMUNITY COLLEGE:	0	0	0.00
10-5910-991	CURRENT EXPENSE - BOE	1,735,000.00	0	1,735,000.00
	Control Total	1,735,000.00	0.00	1,735,000.00
10-5911-000	COMMUNICATIONS:	0	0	0.00
10-5911-010	COMMUNICATIONS-S & W- REGULAR	228,127.00	0	228,127.00
10-5911-030	SALARIES & WAGES-OVERTIME	65,000.00	0	65,000.00
10-5911-031	SALARIES & WAGES-PARTTIME	50,000.00	0	50,000.00
10-5911-040	SALARIES & WAGES-LONGEVITY	316.00	0	316.00
10-5911-090	COMMUNICATIONS- FICA TAX	26,272.00	0	26,272.00
10-5911-100	COMMUNICATIONS- RETIREMENT	68,688.00	0	68,688.00
10-5911-130	COMMUNICATIONS- 401(K) CONTRIB.	10,303.00	0	10,303.00
10-5911-131	COMMUNICATIONS - UNEMPLOYMENT	2,368.00	0	2,368.00
10-5911-140	COMMUNICATIONS- WORKERS' COMP	2,092.00	0	2,092.00
10-5911-180	COMMUNICATIONS- GROUP INS.	63,604.00	0	63,604.00
10-5911-210	UNIFORMS	3,000.00	0	3,000.00
10-5911-260	DEPARTMENTAL SUPPLIES	7,000.00	0	7,000.00
10-5911-310	TRAVEL	1,500.00	0	1,500.00
10-5911-315	TRAINING	5,000.00	0	5,000.00
10-5911-320	COMMUNICATIONS	17,000.00	0	17,000.00
10-5911-330	POSTAGE	100.00	0	100.00
10-5911-412	MAINT AGREEMENTS-DCI/OMINIX	1,500.00	0	1,500.00
10-5911-413	MAINT AGREEMENTS-SOUTHERN SOFTWARE	2,208.00	0	2,208.00
10-5911-415	MAINTENANCE AGREEMENT - MOTOROLA	14,551.00	0	14,551.00
10-5911-540	CAPITAL OUTLAY EQUIPMENT-PRIMARY PSAP	9,000.00	0	9,000.00
	Control Total	577,629.00	0.00	577,629.00
10-5940-000	REHABILITATION:	0	0	0.00
10-5940-991	TRILLIUM-LOCAL FUNDING	27,000.00	0	27,000.00
10-5940-992	TRILLIUM-ABC BOTTLE TAX	3,000.00	0	3,000.00
10-5940-993	ALBEMARLE TIDELAND RET OPEB	13,240.00	0	13,240.00
	Control Total	43,240.00	0.00	43,240.00
10-6000-000	MEDICAL EXAMINER:	0	0	0.00
10-6000-180	CONTRACT-MEDICAL EXAMINER	10,000.00	0	10,000.00
	Control Total	10,000.00	0.00	10,000.00
10-6050-000	COOPERATIVE EXT SERVICE:	0	0	0.00
10-6050-010	COOPERATIVE EXT SERV- S & W - REGULAR	95,050.00	0	95,050.00
10-6050-090	COOPERATIVE EXT SERV- FICA TAX EXPENSE	7,270.00	0	7,270.00
10-6050-100	COOPERATIVE EXT SERV- RETIREMENT	25,664.00	0	25,664.00
10-6050-130	COOPERATIVE EXT SERV- UNEMPLOYMENT INS.	951.00	0	951.00
10-6050-140	COOPERATIVE EXT SERV- WORKMAN'S COMP	110.00	0	110.00
10-6050-180	COOPERATIVE EXT SERV- GROUP INS.	17,010.00	0	17,010.00
10-6050-260	DEPARTMENTAL SUPPLIES	1,800.00	0	1,800.00
10-6050-310	TRAVEL	1,200.00	0	1,200.00
10-6050-320	COOPERATIVE EXT SERV- COMMUNICATIONS	1,550.00	0	1,550.00
10-6050-340	COOPERATIVE EXT SERV- POSTAGE	150.00	0	150.00
10-6050-350	MAINT & REPAIR-EQUIPMENT	300.00	0	300.00
10-6050-390	DUES & SUBSCRIPTIONS	995.00	0	995.00
10-6050-410	LEASE-EQUIPMENT	2,125.00	0	2,125.00
10-6050-998	MIPPA GRANT-MEDICAID IMPROVEMENT FOR PAT	2,500.00	0	2,500.00
10-6050-999	GRANT - SHIP	5,129.00	2,689.00	7,818.00
	Control Total	161,804.00	2,689.00	164,493.00
10-6060-000	SOIL & WATER:	0	0	0.00
10-6060-030	SALARIES & WAGES-REGULAR	31,251.00	0	31,251.00
10-6060-031	SALARIES & WAGES-PART TIME	13,000.00	0	13,000.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

10-6060-090	SOIL & WATER- FICA TAX	3,385.00	0	3,385.00
10-6060-100	SOIL & WATER- RETIREMENT	8,850.00	0	8,850.00
10-6060-101	SOIL AND WATER- 401(K) CONTRIB.	1,328.00	0	1,328.00
10-6060-130	SOIL & WATER- UNEMPLOYMENT INS.	280.00	0	280.00
10-6060-140	SOIL & WATER- WORKMAN'S COMP	1,248.00	0	1,248.00
10-6060-180	SOIL & WATER CONSERV- GROUP INS.	7,959.00	0	7,959.00
10-6060-200	SOIL & WATER- DEPTAL SUPPLIES	1,500.00	0	1,500.00
10-6060-310	SOIL & WATER- TRAVEL	1,200.00	0	1,200.00
10-6060-315	TRAINING	2,400.00	0	2,400.00
10-6060-320	SOIL & WATER- COMMUNICATIONS	2,000.00	0	2,000.00
10-6060-330	SOIL & WATER - POSTAGE	250.00	0	250.00
10-6060-350	MAINT & REPAIR - EQUIPMENT	750.00	0	750.00
10-6060-380	SOIL & WATER - ADVERTISING	350.00	0	350.00
10-6060-390	DUES & SUBSCRIPTIONS	800.00	0	800.00
	Control Total	76,551.00	0.00	76,551.00
10-6110-000	CULTURAL/LIBRARY:	0	0	0.00
10-6110-991	REGIONAL LIBRARY	205,000.00	0	205,000.00
	Control Total	205,000.00	0.00	205,000.00
10-6120-000	RECREATION:	0	0	0.00
10-6120-010	RECREATION-S & W- REGULAR	42,638.00	0	42,638.00
10-6120-030	SALARIES & WAGES-PARTTIME	20,000.00	0	20,000.00
10-6120-040	SALARIES & WAGES-LONGEVITY	1,131.00	0	1,131.00
10-6120-090	RECREATION- FICA TAX EXPENSE	5,077.00	0	5,077.00
10-6120-100	RECREATION- RETIREMENT	13,274.00	0	13,274.00
10-6120-101	RECREATION- 401(K) CONTRIB.	1,991.00	0	1,991.00
10-6120-130	RECREATION- UNEMPLOYMENT INS.	296.00	0	296.00
10-6120-140	RECREATION- WORKMAN'S COMP	3,691.00	0	3,691.00
10-6120-180	RECREATION- GROUP INS.	8,006.00	0	8,006.00
10-6120-200	SUPPLIES & MATERIALS	6,000.00	0	6,000.00
10-6120-250	SUPPLIES - VEHICLES	5,000.00	0	5,000.00
10-6120-260	OFFICE SUPPLIES	3,000.00	0	3,000.00
10-6120-270	SPORTS EQUIPMENT	9,000.00	0	9,000.00
10-6120-271	RECREATION-SERVICE AWARDS	200.00	0	200.00
10-6120-310	TRAVEL	5,000.00	0	5,000.00
10-6120-315	TRAINING	750.00	0	750.00
10-6120-320	RECREATION- COMMUNICATIONS	3,250.00	800.00	4,050.00
10-6120-325	POSTAGE	100.00	0	100.00
10-6120-330	RECREATION- COUNTY RECREATION- UTILITIES	16,000.00	0	16,000.00
10-6120-350	MAINT & REPAIR - BUILDINGS	16,000.00	0	16,000.00
10-6120-355	MAINT & REPAIR - VEHICLE	5,000.00	0	5,000.00
10-6120-390	DEPARTMENTAL SUPPLIES - AWARDS	2,000.00	0	2,000.00
10-6120-450	INSURANCE AND BONDS	2,203.00	0	2,203.00
10-6120-491	DUES & SUBSCRIPTIONS-TOURNAMENT FEES	2,000.00	0	2,000.00
10-6120-550	CAPITAL OUTLAY - EQUIPMENT	46,548.00	0	46,548.00
10-6120-553	MAINTENANCE/EQUIPMENT - SKINNERS	4,000.00	0	4,000.00
10-6120-610	CONTRACTED SERVICES-LEAD/ASST/OFFICIALS	7,500.00	-800.00	6,700.00
10-6120-650	RECREATION-DONATIONS	0.00	4,273.00	4,273.00
10-6120-693	NCDEQ GRANT-RECREATION-VOLKSWAGON SETTLE	110,098.00	0	110,098.00
	Control Total	339,753.00	4,273.00	344,026.00
10-6180-000	COMMUNITY ALTERNATIVE:	0	0	0.00
10-6180-600	CONTRACTED SERVICES - IN HOME (100%)	5,000.00	0	5,000.00
	Control Total	5,000.00	0.00	5,000.00
10-8300-000	CENTRAL SERVICES:	0	0	0.00
10-8300-120	ADDITIONAL SALARY/BENEFIT EXP-COMP STUDY	260,000.00	0	260,000.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

10-8300-130	ADDITIONAL UNEMPLOYMENT INSURANCE	5,000.00	0	5,000.00
10-8300-140	TOSHIBA COPIER MAINTENANCE AGREEMENT	10,000.00	0	10,000.00
10-8300-321	CENTRAL SERVICES-COMMUNICATIONS-TELECOM	23,000.00	0	23,000.00
10-8300-391	CENTRAL SERVICES-SOFTWARE LICENSES	16,000.00	0	16,000.00
10-8300-451	INSURANCE-PROPERTY & LIABILITY	310,849.00	0	310,849.00
10-8300-452	INSURANCE-TRANSPORTATION (15 PASSENGER)	12,500.00	0	12,500.00
10-8300-491	APPROP-ALBEMARLE COMMISSION	12,208.00	0	12,208.00
	Control Total	649,557.00	0.00	649,557.00
10-9800-000	TRANSFERS:	0	0	0.00
10-9800-033	TRANSFER TO SANITATION	50,000.00	0	50,000.00
10-9800-039	TRANSFER TO AIRPORT FUND	99,738.00	0	99,738.00
10-9800-040	TRANSFER TO WCH PENSION FUND	450,000.00	0	450,000.00
10-9800-058	TRANSFER TO PROJECTS/GRANTS FUND	10,000.00	9,226.00	19,226.00
10-9800-070	TRANSFER TO RE-VAL FUND	40,000.00	0	40,000.00
10-9800-982	TRANSFER TO WASH CO EMS	398,952.00	0	398,952.00
	Control Total	1,048,690.00	9,226.00	1,057,916.00
10-9990-000	CONTINGENCY	40,000.00	-456.00	39,544.00
21-0000-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOLS:	0	0	0.00
21-5912-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOLS:	0	0	0.00
21-5912-691	CAPITAL OUTLAY-WASHINGTON COUNTY SCHOOLS	400,000.00	0	400,000.00
21-5912-695	GRANT-NEEDS BASED PUB SC-PLANNING/DESIGN	2,000,000.00	0	2,000,000.00
21-5912-696	GRANT-NEEDS BASED PUB SC-CONSTRUCTION	47,000,000.00	-559,209.22	46,440,790.78
21-5912-698	GRANT-NEEDS BASED PUB SC-ENGINEERING	140,219.00	98,913.00	239,132.00
21-5912-700	TRUIST PK12 FUNDED CONSTRUCTION	0.00	17,815,502.45	17,815,502.45
21-5912-701	TRUIST PK-12 LOAN-EXPENSE-EARNED INCOME	0.00	190,539.46	190,539.46
21-8000-600	DESIGNATED FOR FUTURE APPROP-BOE CO	19,763,500.00	-19,763,500.00	0.00
21-9200-001	TRUIST INTERERST (STARTS IN FY 24)	431,058.00	0	431,058.00
	Control Total	69,734,777.00	-2,217,754.31	67,517,022.69
30-0000-000	DRAINAGE FUND:	0	0	0.00
30-7140-000	EDDIE SMITH CANAL:	0	0	0.00
30-7140-040	PROFESSIONAL SERVICES-EDDIE SMITH CANAL	2,000.00	-200.00	1,800.00
30-7140-380	EDDIE SMITH CANAL-ADVERTISING	0.00	200.00	200.00
30-7140-600	EDDIE SMITH CANAL- DRAINAGE- CON SVC PR	15,000.00	0	15,000.00
	Control Total	17,000.00	0.00	17,000.00
30-8000-000	WATERSHED IMPROVEMENT:	0	0	0.00
30-8000-340	BEAVER CONTROL	35,000.00	0	35,000.00
30-8000-600	AQUATIC WEED SPRAYING	30,000.00	0	30,000.00
30-8000-610	CLEARING & SNAGGING	30,000.00	0	30,000.00
30-8000-611	MAUL 7 KENDRICKS CREEKS PROJECT	11,000.00	0	11,000.00
	Control Total	106,000.00	0.00	106,000.00
33-0000-000	SANITATION FUND:	0	0	0.00
33-7400-000	LANDFILL & COLLECTION:	0	0	0.00
33-7400-010	LANDFILL & COLLECT-S & W- REGULAR	58,598.00	0	58,598.00
33-7400-031	LANDFILL & COLLECT - S & W PARTTIME	4,000.00	0	4,000.00
33-7400-040	LANDFILL & COLLECT- PROFESSIONAL SERVICE	25,000.00	0	25,000.00
33-7400-090	LANDFILL & COLLECT- FICA TAX EXPENSE	4,788.00	0	4,788.00
33-7400-100	LANDFILL & COLLECT- RETIREMENT EXPENSE	12,520.00	0	12,520.00
33-7400-101	LANDFILL & COLLECT- 401(K) CONTRIB.	1,878.00	0	1,878.00
33-7400-130	LANDFILL & COLLECTIO- UNEMPLOYMENT INS.	592.00	0	592.00
33-7400-140	LANDFILL & COLLECT- WORKMAN'S COMP	7,435.00	0	7,435.00
33-7400-180	LANDFILL & COLLECT- GROUP INS.	15,906.00	0	15,906.00
33-7400-200	MAINTENANCE SUPPLIES & MATERIALS	1,500.00	0	1,500.00
33-7400-210	LANDFILL & COLLECT - UNIFORMS	800.00	0	800.00
33-7400-250	SUPPLIES & MATERIALS-VEHICLE	6,000.00	0	6,000.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

33-7400-260	DEPARTMENTAL SUPPLIES	3,000.00	0	3,000.00
33-7400-310	TRAVEL	300.00	0	300.00
33-7400-315	TRAINING	2,500.00	0	2,500.00
33-7400-320	LANDFILL & COLLECT- COMMUNICATIONS	2,300.00	0	2,300.00
33-7400-330	LANDFILL & COLLECT- UTILITIES	2,000.00	0	2,000.00
33-7400-340	LANDFILL & COLLECT- POSTAGE	250.00	0	250.00
33-7400-350	MAINTENANCE AND REPAIR-EQUIPMENT	15,000.00	0	15,000.00
33-7400-370	LANDFILL & COLLECT- ADVERTISING	1,500.00	0	1,500.00
33-7400-390	LANDFILL & COLLECT-DUES & SUBSCRIPTIONS	6,000.00	0	6,000.00
33-7400-550	CAPITAL OUTLAY-EQUIPMENT	18,000.00	0	18,000.00
33-7400-600	CONTRACTED SERVICES	75,000.00	0	75,000.00
33-7400-991	LANDFILL & COLLECTIO- NC DOR ASSESSMENT	3,000.00	0	3,000.00
33-7400-999	LANDFILL POSTCLOSURE COSTS	50,000.00	0	50,000.00
33-7401-600	CONTRACT-SCRAP TIRE	130,000.00	0	130,000.00
33-7402-600	CONTRACT-GARBAGE COLLECTIONS	905,000.00	0	905,000.00
33-7402-606	ARSWMA ADM FEES	3,974.00	0	3,974.00
33-7402-610	CONTRACT-REGIONAL LANDFILL	300,000.00	0	300,000.00
33-7500-000	LANDFILL - DEPRECIATION	6,348.00	0	6,348.00
	Control Total	1,663,189.00	0.00	1,663,189.00
35-0000-000	WATER WORKS:	0	0	0.00
35-7130-000	OPERATIONS & MAINTENANCE:	0	0	0.00
35-7130-010	OPERATION&MAINT.-S & W- REGULAR	200,827.00	0	200,827.00
35-7130-040	OPERATION&MAINT.- PROFESSIONAL SERVICES	56,500.00	0	56,500.00
35-7130-050	SALARIES & WAGES-LONGEVITY	1,801.00	0	1,801.00
35-7130-090	OPERATION&MAINT.- FICA TAX EXPENSE	15,501.00	0	15,501.00
35-7130-100	OPERATION&MAINT.- RETIREMENT EXPENSE	40,526.00	0	40,526.00
35-7130-101	OPERATION- 401(K) CONTRIB.	6,079.00	0	6,079.00
35-7130-130	OPERATION&MAINT.- UNEMPLOYMENT INS.	1,776.00	0	1,776.00
35-7130-140	OPERATION&MAINT.- WORKMAN'S COMP	11,187.00	0	11,187.00
35-7130-180	OPERATION&MAINT.- GROUP INS.	49,780.00	0	49,780.00
35-7130-200	SUPPLIES & MATERIALS	25,000.00	-750.00	24,250.00
35-7130-210	OPERATION&MAINT.- UNIFORMS	2,200.00	0	2,200.00
35-7130-250	VEHICLE SUPPLIES	17,500.00	0	17,500.00
35-7130-260	DEPARTMENTAL SUPPLIES	4,500.00	0	4,500.00
35-7130-298	MAINT & REPAIR-TANK	66,000.00	0	66,000.00
35-7130-315	TRAINING	4,000.00	-3,000.00	1,000.00
35-7130-320	OPERATION&MAINT.- COMMUNICATIONS	3,800.00	0	3,800.00
35-7130-330	UTILITIES-ELECTRICITY	12,500.00	0	12,500.00
35-7130-340	OPERATION&MAINT.- POSTAGE	24,000.00	0	24,000.00
35-7130-350	MAINT & REPAIR-EQUIPMENT	25,000.00	0	25,000.00
35-7130-370	OPERATION&MAINT.- ADVERTISING	500.00	0	500.00
35-7130-380	DOT UTILITY RELOCATION FEES (100% REIM)	0.00	178,090.00	178,090.00
35-7130-390	OPERATION&MAINT.- DUES & SUBSCRIPTIONS	8,500.00	-2,000.00	6,500.00
35-7130-410	LEASE COPIER FEES-CUSTOMER SERVICES	1,000.00	0	1,000.00
35-7130-540	CAPITAL OUTLAY - VEHICLE	40,000.00	4,500.00	44,500.00
35-7130-550	CAPITAL OUTLAY-EQUIPMENT	184,000.00	8,085.00	192,085.00
35-7130-580	DEBT SERVICE-NCDENR	27,993.00	0	27,993.00
35-7130-600	CONTRACTS-MOWING	20,000.00	0	20,000.00
35-7130-690	NCDEQ GRANT-ASSET INVENTORY ASSESSMENT	237,000.00	0	237,000.00
35-7130-691	NCDEQ VUR PEA RIDGE TRANS GRANT	5,472,000.00	0	5,472,000.00
35-7130-692	NCDEQ VUR ROPER CONNECTION GRANT	970,000.00	0	970,000.00
35-7130-998	COST ALLOCATION-GENERAL FUND	100,000.00	0	100,000.00
	Control Total	7,629,470.00	184,925.00	7,814,395.00
35-7135-000	TREATMENT PLANT:	0	0	0.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

35-7135-010	TREATMENT PLANT-S & W- REGULAR	69,111.00	0	69,111.00
35-7135-090	TREATMENT PLANT- FICA TAX EXPENSE	5,287.00	0	5,287.00
35-7135-100	TREATMENT PLANT- RETIREMENT EXPENSE	13,822.00	0	13,822.00
35-7135-101	TREATMENT PLANT- 401(K) CONTRIB.	2,073.00	0	2,073.00
35-7135-130	TREATMENT PLANT- UNEMPLOYMENT INS.	592.00	0	592.00
35-7135-140	TREATMENT PLANT- WORKMAN'S COMP	5,167.00	0	5,167.00
35-7135-180	TREATMENT PLANT- GROUP INS.	15,941.00	0	15,941.00
35-7135-200	SUPPLIES & MATERIALS	7,500.00	-750.00	6,750.00
35-7135-210	TREATMENT PLANT- UNIFORMS	2,000.00	0	2,000.00
35-7135-250	TREATMENT PLANT- FUEL	5,000.00	-1,000.00	4,000.00
35-7135-298	CONTRACTS	22,000.00	0	22,000.00
35-7135-299	WATER TREATMENT CHEMICALS	60,000.00	0	60,000.00
35-7135-315	TRAINING	2,500.00	-2,000.00	500.00
35-7135-320	TREATMENT PLANT- COMMUNICATIONS	2,800.00	1,000.00	3,800.00
35-7135-330	TREATMENT PLANT- UTILITIES	30,000.00	0	30,000.00
35-7135-340	TREATMENT PLANT- POSTAGE	250.00	0	250.00
35-7135-350	MAINT & REPAIR-EQUIPMENT	45,000.00	-4,085.00	40,915.00
35-7135-370	TREATMENT PLANT- ADVERTISING	500.00	0	500.00
35-7135-390	TREATMENT PLANT- DUES & SUBSCRIPTIONS	3,500.00	0	3,500.00
35-7135-541	CAPITAL OUTLAY-EQUIPMENT	295,000.00	0	295,000.00
	Control Total	588,043.00	-6,835.00	581,208.00
35-9100-000	DEBT PRINCIPAL	0	0	0.00
35-9100-030	2021 WATER REV REFUNDING BOND-PRINCIPAL	264,000.00	0	264,000.00
	Control Total	264,000.00	0.00	264,000.00
35-9200-000	DEBT INTEREST:	0	0	0.00
35-9200-030	2021 WATER REV REFUNDING BOND-INTEREST	60,715.00	0	60,715.00
	Control Total	60,715.00	0.00	60,715.00
37-0000-000	WASHINGTON COUNTY EMS:	0	0	0.00
37-4330-000	WASHINGTON COUNTY EMS:	0	0	0.00
37-4330-010	SALARIES & WAGES-REGULAR	714,214.00	0	714,214.00
37-4330-030	SALARIES & WAGES-OVERTIME	300,000.00	0	300,000.00
37-4330-040	SALARIES & WAGES-PARTTIME	30,000.00	0	30,000.00
37-4330-050	SALARIES & WAGES-LONGEVITY	4,384.00	0	4,384.00
37-4330-090	FICA TAXES	80,217.00	0	80,217.00
37-4330-100	- RETIREMENT EXPENSE	203,720.00	0	203,720.00
37-4330-101	- 401K CONTRIB.	30,558.00	0	30,558.00
37-4330-130	EMS OPERATIONS- UNEMPLOYMENT INS.	5,920.00	0	5,920.00
37-4330-140	- WORKMAN COMP	99,577.00	0	99,577.00
37-4330-180	GROUP INSURANCE	159,484.00	0	159,484.00
37-4330-190	TRAINING	6,000.00	0	6,000.00
37-4330-200	SUPPLIES & MATERIALS	55,000.00	0	55,000.00
37-4330-210	UNIFORMS	4,000.00	0	4,000.00
37-4330-250	FUEL	75,000.00	0	75,000.00
37-4330-260	DEPARTMENTAL SUPPLIES	15,000.00	0	15,000.00
37-4330-270	SERVICE AWARDS	75.00	0	75.00
37-4330-295	PORTABLE COMM HARDWARE	2,500.00	0	2,500.00
37-4330-320	- COMMUNICATIONS	5,100.00	0	5,100.00
37-4330-350	POSTAGE	100.00	0	100.00
37-4330-355	MAINT & REPAIR-EQUIPMENT	42,000.00	0	42,000.00
37-4330-390	WASH EMS - DUES & SUBSCRIPTIONS	8,100.00	0	8,100.00
37-4330-396	EMS-MEDICAID COST REPORT	12,000.00	0	12,000.00
37-4330-399	QUARTERLY INTERGOVERNMENTAL TRANSFER FEE	44,000.00	0	44,000.00
37-4330-540	CAPITAL OUTLAY-VEHICLES	54,000.00	0	54,000.00
37-4330-600	CONTRACTS-MEDICAL DIRECTOR	23,250.00	0	23,250.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

37-4330-610	CONTRACTS-BILLING	39,825.00	0	39,825.00
37-4330-611	WASH EMS-CONTRACTS-DRUG SCREENING	5,180.00	0	5,180.00
37-4330-650	EMS DONATIONS	0.00	528.00	528.00
37-4330-652	DUKE RACE-CARS GRANT	0.00	13,025.00	13,025.00
37-4330-653	UNC PECC+ PROGRAM GRANT	0.00	6,925.00	6,925.00
	Control Total	2,019,204.00	20,478.00	2,039,682.00
37-4376-000	TRANSPORT SERVICE:	0	0	0.00
37-4376-010	SALARIES & WAGES-REGULAR	104,726.00	0	104,726.00
37-4376-030	SALARIES & WAGES-OVERTIME	18,000.00	0	18,000.00
37-4376-040	SALARIES & WAGES-PARTTIME	18,000.00	0	18,000.00
37-4376-090	FICA TAXES	10,765.00	0	10,765.00
37-4376-100	TRANSPORT SERVICE- RETIREMENT EXPENSE	28,145.00	0	28,145.00
37-4376-101	TRANSPORT SERVICE- 401K CONTRIB.	3,682.00	0	3,682.00
37-4376-130	TRANSPORT- UNEMPLOYMENT INS.	1,184.00	0	1,184.00
37-4376-140	TRANSPORT SERVICE- WORKMAN'S COMP	13,364.00	0	13,364.00
37-4376-180	GROUP INSURANCE	31,771.00	0	31,771.00
37-4376-200	SUPPLIES & MATERIALS	20,000.00	0	20,000.00
37-4376-210	TRANSPORT SERVICE- UNIFORMS	2,500.00	0	2,500.00
37-4376-250	FUEL	15,000.00	0	15,000.00
37-4376-260	TRANSPORT - DEPARTMENTAL SUPPLIES	6,000.00	0	6,000.00
37-4376-295	PORTABLE COMM HARDWARE	1,500.00	-515.00	985.00
37-4376-320	TRANSPORT SERVICE- COMMUNICATIONS	1,700.00	0	1,700.00
37-4376-355	MAINT & REPAIR-EQUIPMENT	10,000.00	0	10,000.00
37-4376-370	ADVERTISING	2,500.00	0	2,500.00
37-4376-390	TRANSPORT - DUES & SUBSCRIPTIONS	4,800.00	0	4,800.00
37-4376-550	CAPITAL OUTLAY-EQUIPMENT	28,500.00	515.00	29,015.00
37-4376-610	CONTRACTS-BILLING	19,470.00	0	19,470.00
	Control Total	341,607.00	0.00	341,607.00
38-8135-000	AIRPORT:	0	0	0.00
38-8135-671	NPE FEDERAL GRANT FY 20-21	166,667.00	0	166,667.00
38-8135-672	NPE FEDERAL GRANT FY 21-22	166,667.00	0	166,667.00
38-8135-673	NPE FEDERAL GRANT FY 22-23	166,667.00	0	166,667.00
38-8135-674	NPE FEDERAL GRANT-FY 23-24	166,667.00	0	166,667.00
	Control Total	666,668.00	0.00	666,668.00
39-0000-000	AIRPORT OPERATIONS:	0	0	0.00
39-4530-000	AIRPORT:	0	0	0.00
39-4530-010	AIRPORT-S & W- REGULAR	41,001.00	0	41,001.00
39-4530-030	SALARIES & WAGES-LONGEVITY	820.00	0	820.00
39-4530-032	SALARIES & WAGES - PARTTIME	14,000.00	0	14,000.00
39-4530-090	FICA TAX	4,269.00	0	4,269.00
39-4530-100	AIRPORT - RETIREMENT	11,164.00	0	11,164.00
39-4530-101	AIRPORT - 401K	1,675.00	0	1,675.00
39-4530-130	AIRPORT- UNEMPLOYMENT INS.	296.00	0	296.00
39-4530-140	AIRPORT- WORKMAN'S COMP	3,526.00	0	3,526.00
39-4530-180	AIRPORT - GROUP INSURANCE	7,992.00	0	7,992.00
39-4530-190	CONTRACTED SERVICES	3,000.00	0	3,000.00
39-4530-200	AIRPORT- DEPARTMENTAL SUPPLIES	3,000.00	0	3,000.00
39-4530-250	AIRPORT- AV GAS AND JET FUEL	90,000.00	0	90,000.00
39-4530-270	AIRPORT - SERVICE AWARDS	100.00	0	100.00
39-4530-310	AIRPORT- TRAVEL	2,500.00	0	2,500.00
39-4530-320	AIRPORT- COMMUNICATIONS	1,750.00	0	1,750.00
39-4530-330	AIRPORT- UTILITIES	9,000.00	0	9,000.00
39-4530-331	POSTAGE	100.00	0	100.00
39-4530-350	MAINT & REPAIR-BUILDING	3,000.00	0	3,000.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

39-4530-351	MAINT & REPAIR-EQUIPMENT	10,000.00	0	10,000.00
39-4530-352	MAINT & REPAIR - FUELMASER	1,500.00	0	1,500.00
39-4530-390	AIRPORT- DUES AND SUBSCRIPTIONS	1,000.00	0	1,000.00
39-4530-450	INSURANCE	4,000.00	422.00	4,422.00
39-4530-550	AIRPORT- CAPITAL OUTLAY- EQUIPMENT	25,000.00	-422.00	24,578.00
39-4530-997	DESIGNATED FOR FUTURE APPROPRIATION	20,000.00	0	20,000.00
39-4530-998	AIRPORT- SALES TAX ON FUEL	7,000.00	0	7,000.00
	Control Total	265,693.00	0.00	265,693.00
40-0000-000	WC HOSPITAL PENSION FUND:	0	0	0.00
40-4155-000	WC HOSPITAL PENSION FUND:	0	0	0.00
40-4155-190	PROF SERVICE-HOSPITAL PENSION-LEGAL	50,000.00	0	50,000.00
40-4155-215	PROFESSIONAL SERVICES-HOSPITAL	30,000.00	0	30,000.00
40-4155-997	DESIGNATED FOR FUTURE APPROPRIATION	70,000.00	0	70,000.00
40-4155-999	PROFESSIONAL SERVICE-HOSPITAL PENSION	300,000.00	0	300,000.00
	Control Total	450,000.00	0.00	450,000.00
50-0000-000	OPIOID SETTLEMENT FUND:	0	0	0.00
50-4100-000	OPIOID SETTLEMENT FUND:	0	0	0.00
50-4100-001	2ND JUDICIAL DIST DRUG REC COURT CONTRIB	0.00	5,000.00	5,000.00
	Control Total	0.00	5,000.00	5,000.00
50-9990-000	CONTINGENCY	0.00	84,943.51	84,943.51
51-0000-000	DSS TRUST FUND ACCOUNTS:	0	0	0.00
51-4000-000	DSS TRUST FUND ACCOUNTS:	0	0	0.00
51-4100-001	DSS TRUST ACCOUNTS	180,000.00	0	180,000.00
	Control Total	180,000.00	0.00	180,000.00
55-4100-000	AMERICAN RESCUE PLAN ACT (ARPA) OF 2021:	0	0	0.00
55-4200-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LACTF)	0.00	72,294.14	72,294.14
	Control Total	0.00	72,294.14	72,294.14
58-0000-000	PROJECTS/GRANTS FUND:	0	0	0.00
58-4100-001	EXPENDITURE OF INTEREST EARNED	0.00	5,246.87	5,246.87
58-4202-000	DEPT OF COMMERCE - MOTORSPORTS GRANT	179,153.00	20,724.00	199,877.00
58-4300-003	DPS-WCSO DIR APPROP S.L. 2021-180	84,270.00	0	84,270.00
58-4300-004	HB103 LPR DIR APPROPRIATION	10,000.00	34,659.00	44,659.00
58-4301-001	EM BLDG DIRECT APPROP S.L. 2021.180	3,900,000.00	0	3,900,000.00
58-4301-002	CAP PROJ DIR APPROP SL 2021-180 SEC 40.8	250,000.00	0	250,000.00
58-6200-001	PARTF GRANT LOCAL MATCH	50,000.00	9,226.00	59,226.00
	Control Total	4,473,423.00	69,855.87	4,543,278.87
59-0000-000	FUND 59:	0	0	0.00
59-6900-298	LEVY- DRAINAGE DISTRICT 5 LEVY	0.00	0	0.00
59-6900-404	CRESWELL TAX LEVY	0.00	0	0.00
59-6900-411	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	0.00	0	0.00
59-6900-412	ROPER MOTOR VEHICLE TAX - NCVTS	0.00	0	0.00
59-6900-413	CRESWELL MOTOR VEHICLE TAX - NCVTS	0.00	0	0.00
59-6900-414	ALBEMARLE DRAINAGE DISTRICT	0.00	0	0.00
59-6900-415	PUNGO RIVER DRAINAGE DISTRICT	0.00	0	0.00
	Control Total	0.00	0.00	0.00
63-0000-000	FUND 63:	0	0	0.00
63-4960-000	TRAVEL & TOURISM:	0	0	0.00
63-4960-010	MUSEUM/HISTORIC SOCIETY	14,000.00	0	14,000.00
63-4960-020	WASH CO AFRICAN AMERICAN MUSEUM OPER EXP	6,000.00	0	6,000.00
63-4960-100	BILLBOARD ADVERTISEMENTS	25,000.00	7,200.00	32,200.00
63-4960-130	DDA-SIGNAGE, OPEN AIR MARKET, XMAS MKTPL	3,000.00	0	3,000.00
63-4960-140	CIVIL WAR TRAIL SIGNS MAINTENANCE	1,400.00	0	1,400.00
63-4960-180	HISTORIC ALBEMARLE TOUR DUES	1,000.00	0	1,000.00
63-4960-181	ROANOKE RIVER PARTNERS DUES	1,500.00	0	1,500.00

Expenditure Transaction Report - Budget Amendments - Transfers as of 11/29/2023

63-4960-200	NORTH CAROLINA BEAR FESTIVAL	30,000.00	0	30,000.00
63-4960-210	HISTORICAL SOCIETY-FALL PADDLE	2,000.00	0	2,000.00
63-4960-220	SPONSORSHIPS & VENDOR FEES-BEAR FEST	0.00	0	0.00
63-4960-341	MARITIME MUSEUM & LIGHTHOUSE	10,000.00	0	10,000.00
63-4960-345	LASER LIGHT SHOW	5,000.00	0	5,000.00
63-4960-346	AFRICAN AMERIC EXPERIENCE OF NE NC DUES	2,000.00	0	2,000.00
63-4960-348	REHOBOTH CHURCH PRESERVATION SOCIETY	1,400.00	0	1,400.00
63-4960-349	ROANOKE RIVER LIGHTHOUSE & MARIT MUS GRT	1,350.00	0	1,350.00
63-4960-350	WASH CO AFRICAN AMERICAN MUSEUM GRANT	725.00	0	725.00
63-4960-370	CONTRACT-WEBSITE HOST & MAINT	1,200.00	200.00	1,400.00
	Control Total	105,575.00	7,400.00	112,975.00
63-4970-000	TRAVEL & TOURISM:	0	0	0.00
63-4970-010	SALARIES & WAGES-DIRECTOR	25,000.00	0	25,000.00
63-4970-090	TRAVEL- FICA TAX	1,750.00	0	1,750.00
63-4970-100	TRAVEL- RETIREMENT	4,750.00	0	4,750.00
63-4970-131	TRAVEL - UNEMPLOYMENT	250.00	0	250.00
63-4970-140	TRAVEL- WORKER'S COMP	160.00	0	160.00
63-4970-180	TRAVEL- GROUP INS.S	11,500.00	0	11,500.00
63-4970-260	DEPARTMENTAL SUPPLIES	0.00	2,500.00	2,500.00
63-4970-370	MARKETING & ADVERTISING-ADMIN	120,000.00	-9,900.00	110,100.00
63-4970-390	TRAVEL- DUES & SUBSCRIPTIONS	500.00	0	500.00
63-4970-600	ADMIN FEE 3%- GENERAL FUND	4,500.00	0	4,500.00
63-4970-602	PROFESSIONAL SERVICES-AUDIT	4,650.00	0	4,650.00
	Control Total	173,060.00	-7,400.00	165,660.00
69-9100-000	911:	0	0	0.00
69-9100-180	PROFESSIONAL SERVICES	2,760.00	0	2,760.00
69-9100-200	DEPARTMENTAL SUPPLIES	15,000.00	0	15,000.00
69-9100-310	TRAINING	4,000.00	0	4,000.00
69-9100-320	COMMUNICATIONS	8,000.00	0	8,000.00
69-9100-350	MAINT & REPAIR-EQUIPMENT	2,100.00	0	2,100.00
69-9100-351	CONTRACTED SERVICES-SOUNDSIDE	13,368.00	0	13,368.00
69-9100-352	MAINT AGREEMENT-SOUTHERN SOFTWARE CAD	7,796.00	0	7,796.00
69-9100-354	MAINT AGREEMENT-SOUTHERN SOFT MAPPING	3,280.00	0	3,280.00
69-9100-355	MAINT AGREEMENT-SOUTHERN SOFT PAGING	813.00	0	813.00
69-9100-356	MAINT AGREEMENT-EDGE ONE RECORDER	5,500.00	0	5,500.00
69-9100-357	MAINT AGREEMENT-WIRELESS COMMUNICATIONS	15,000.00	0	15,000.00
69-9100-358	MAINT AGREEMENT-ESRI	1,777.00	0	1,777.00
69-9100-361	MAINT AGREEMENT-EMD	3,700.00	0	3,700.00
69-9100-550	- CAPITAL OUTLAY- EQUIPMENT	35,858.00	0	35,858.00
	Control Total	118,952.00	0.00	118,952.00
70-0000-000	FUND 70:	0	0	0.00
70-8600-000	RESERVE FOR REAPPRAISAL	40,000.00	0	40,000.00
	Control Total	40,000.00	0.00	40,000.00

**Revenue Transaction Report - Budget Amendments-
Transfers as of 11/29/2023**

Account Id	Description	Adopted	Amended	New Budget
10-3010-000	TAXES-AD VALOREM CURRENT YEAR	7,437,184.00	0	7,437,184.00
10-3010-010	CURRENT YEAR TAX DISCOUNTS	-55,000.00	0	-55,000.00
10-3011-000	TAXES-AD VALOREM 1ST PRIOR YR	252,000.00	0	252,000.00
10-3012-000	TAXES-AD VALOREM ALL PRIOR YRS	132,000.00	0	132,000.00
10-3018-000	NCVTS-WASHINGTON CO MOTOR VEH TAX	940,800.00	0	940,800.00
10-3018-001	NCVTS-WASH CO BILL/CC CONTRA REV	-30,000.00	0	-30,000.00
10-3030-000	PREPAYMENT-PROPERTY TAXES	52,000.00	0	52,000.00
10-3080-000	GROSS TAX REC LEASED VEHICLES	500.00	0	500.00
10-3090-000	PAYMENTS IN LIEU OF TAXES	13,500.00	0	13,500.00
10-3170-000	CURRENT YEAR TAX PENALTIES	8,500.00	0	8,500.00
10-3170-010	PRIOR YEAR TAX PENALTIES	1,000.00	0	1,000.00
10-3180-000	CURRENT YEAR TAX INTEREST	22,000.00	0	22,000.00
10-3180-010	PRIOR YEAR TAX INTEREST	70,000.00	0	70,000.00
10-3250-000	PRIVILEGE AND BEER LICENSES	700.00	0	700.00
10-3280-000	FRANCHISE FEES-CABLE TV	10,000.00	0	10,000.00
10-3290-000	INTEREST EARNED ON INVESTMENTS	250,000.00	0	250,000.00
10-3310-000	RENTS AND CONCESSIONS	12,300.00	0	12,300.00
10-3312-000	JAIL CONCESSIONS	25,000.00	0	25,000.00
10-3350-000	MISCELLANEOUS REVENUES	0.00	0	0.00
10-3350-001	JURY DUTY PAY	0.00	0	0.00
10-3352-000	ELECTIONS-TOWN REIMB & FILING	18,000.00	0	18,000.00
10-3353-000	INSURANCE PROCEEDS	0.00	47,035.00	47,035.00
10-3354-000	CRESWELL LEVY ADMINISTRATION FEE	4,000.00	0	4,000.00
10-3360-000	RECREATION-DONATIONS	0.00	999.00	999.00
10-3360-013	RECREATION-VENDOR RENTS AND CONCESSIONS	300.00	0	300.00
10-3361-013	NCDEQ GRANT-RECREATION-VOLKSWAGON SETTLE	110,098.00	0	110,098.00
10-3410-000	WINE AND BEER TAX	35,000.00	0	35,000.00
10-3415-000	ABC PROFIT DISTRIBUTION	25,000.00	21,088.00	46,088.00
10-3430-000	SALES TAX-ONE HALF CENT-ST-A42	235,000.00	0	235,000.00
10-3440-000	SALES TAX-ONE-HALF CENT-ST-A40	778,000.00	0	778,000.00
10-3450-000	SALES TAX ONE CENT LOCAL	1,100,000.00	0	1,100,000.00
10-3460-000	SALES TAX - REDISTRIBTUTION	400,000.00	0	400,000.00
10-3470-020	ABC ALCOHOLISM BOTTLE TAX	3,800.00	0	3,800.00
10-3480-013	RAP LEPC TIER II GRANT	1,000.00	0	1,000.00
10-3480-020	EMERGENCY MANAGEMENT PROG FUND	39,000.00	0	39,000.00
10-3480-029	GRANT-EM CAPACITY BLDG COMPETITIVE GRT	0.00	52,000.00	52,000.00
10-3490-000	DSS-ADMINISTRATION REIMBURSE	2,631,729.00	55,146.00	2,686,875.00
10-3490-001	MEDICAID EXPANSION ADMIN COSTS	0.00	0	0.00
10-3500-050	DSS-FOSTER CARE/ADOPTIONRETURN	143,122.00	0	143,122.00
10-3500-081	DSS COMMUNITY DONATIONS-CHRISTMAS	0.00	0	0.00
10-3500-082	DSS COMMUNITY DONATIONS-FOSTER CHILDREN	0.00	0	0.00
10-3500-090	DSS-CERTIFICATION FEES	2,500.00	0	2,500.00
10-3500-120	DSS-TITLE IV-D CHILD SUPPORT	15,400.00	0	15,400.00
10-3500-130	HOME & CC BLOCK GRANT-ALB COMM	78,133.00	0	78,133.00
10-3500-140	DSS-TYRRELL IV-D CONTRACT	60,000.00	0	60,000.00
10-3500-190	DSS-MEDICAID CAP	150,000.00	0	150,000.00
10-3500-191	DSS MODIVCARE & ONECALL CONTRACTS	2,500.00	0	2,500.00
10-3500-200	DOT - ROAP & CTS GRANTS	417,848.00	0	417,848.00
10-3500-270	SHIIP-SENIOR HEALTH INS INF	5,129.00	2,689.00	7,818.00
10-3500-280	MIPPA GRANT-MEDICAID IMPROVEMENT FOR PAT	2,500.00	0	2,500.00
10-3508-000	ALB COMM NUTRITION SITE DIRECTOR	7,882.00	0	7,882.00
10-3508-001	ALB COMM GENERAL PURPOSE GRANT	10,963.00	0	10,963.00

**Revenue Transaction Report - Budget Amendments-
Transfers as of 11/29/2023**

10-3508-002	ALB COMM TITLE III D GRANT	1,000.00	0	1,000.00
10-3509-000	SENIOR CITIZENS FUNDS	1,500.00	0	1,500.00
10-3509-010	SENIOR CENTER TRIPS	0.00	1,389.00	1,389.00
10-3509-020	SENIOR CENTER DONATIONS	0.00	5.00	5.00
10-3510-010	COURT COST, FEES AND CHARGES	18,000.00	0	18,000.00
10-3510-020	OFFICERS FEES	9,000.00	0	9,000.00
10-3540-000	SHERIFF FEES	2,500.00	0	2,500.00
10-3540-010	DRUG/DONATIONS/GRANT LEO	0.00	0	0.00
10-3540-020	GUN PERMITS DISCRETIONARY-COUNTY PORTION	0.00	2,110.00	2,110.00
10-3540-030	GUN PERMITS-STATE PORTION	0.00	2,455.00	2,455.00
10-3540-040	FINGER PRINTING	0.00	470.00	470.00
10-3540-070	DONATIONS-ANIMAL CONTROL	0.00	9.00	9.00
10-3541-000	SHERIFF'S SERVICE FEES	10,000.00	0	10,000.00
10-3541-010	SHERIFF-DONATIONS	0.00	25.00	25.00
10-3542-000	SHERIFF-ABC BOARD FUNDING	2,400.00	3,980.00	6,380.00
10-3550-000	BUILDING PERMIT FEES - (GC)	40,500.00	0	40,500.00
10-3550-030	ZONING FEES	3,500.00	0	3,500.00
10-3560-000	REGISTER OF DEEDS FEES	80,000.00	0	80,000.00
10-3560-010	MARRIAGE LICENSES	2,500.00	0	2,500.00
10-3580-000	JAIL FEES/STATE REIMBURSEMENTS	4,000.00	0	4,000.00
10-3590-000	JAIL HOUS/TRANS/CO/US MARSHALL	115,000.00	0	115,000.00
10-3600-001	GRANT-DHHS CORRECTIONS COVID19	0.00	21,190.00	21,190.00
10-3830-000	SALE OF FIXED ASSETS	0.00	0	0.00
10-3970-020	M-T-W COURT COORDINATOR GRANT	89,238.00	0	89,238.00
10-3970-040	JCPC-ROANOKE AREA YOUTH	69,257.00	0	69,257.00
10-3970-041	JCPC-WASHINGTON COUNTY YOUTH	8,773.00	0	8,773.00
10-3970-042	JCPC-ADMINISTRATION	10,910.00	0	10,910.00
10-3970-050	SCHOOL REIMB-WCU/CHS SRO	151,241.00	0	151,241.00
10-3970-060	BALLGAME REIMBURSEMENTS FROM SCHOOLS	0.00	0	0.00
10-3970-090	CONTRI FROM SOIL & WATER DIST	20,000.00	0	20,000.00
10-3970-120	COST ALLOCATION-WATERWORKS	100,000.00	0	100,000.00
10-3980-020	TOURISM DEVELOP AUTHOR 3% ADMN	4,500.00	0	4,500.00
10-3990-000	APPROPRIATED FUND BALANCE	1,629,931.00	323,391.00	1,953,322.00
10-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	0.00	0	0.00
21-3230-320	SALES TAX-ARITCLE 40 (30%)/\$735,000	320,000.00	0	320,000.00
21-3230-321	SALES TAX-ARTICLE 42 (60%)/\$400,000	335,000.00	0	335,000.00
21-3230-400	GRANT-NEEDS BASED PUBLIC SCHOOL CAP FUND	49,140,219.00	-460,296.22	48,679,922.78
21-3230-401	TRUIST PK-12 FINANCING (4.02%)	19,763,500.00	-19,763,500.00	0.00
21-3230-402	TRUIST PK-12 FINANCING-EARNED INCOME	0.00	104,360.42	104,360.42
21-3230-403	NEEDS BASED GRANT INTEREST EARNED	0.00	0	0.00
21-3990-000	APPROPRIATED FUND BALANCE-WC SCHOOLS CO	176,058.00	17,901,681.49	18,077,739.49
30-3920-010	WATERSHED 1972 REFERENDUM TAX-CURRENT YR	87,000.00	0	87,000.00
30-3920-020	WATERSHED 1972 REF TAX-CURR YR DISCOUNT	-750.00	0	-750.00
30-3920-030	WATERSHED 1972 TAX REF-CURR YR PENALTIES	115.00	0	115.00
30-3920-040	WATERSHED 1972 REF TAX-CURR YR INTEREST	750.00	0	750.00
30-3921-010	WATERSHED 1972 REF TAX-1ST PRIOR YR	2,400.00	0	2,400.00
30-3921-020	WATERSHED 1972 REF TAX-OTHER PRIOR YEARS	1,000.00	0	1,000.00
30-3921-030	WATERSHED 1972 REF TAX-PRIOR YR PENALTIE	10.00	0	10.00
30-3921-040	WATERSHED 1972 TAX REF-PRIOR YR INTEREST	3,500.00	0	3,500.00
30-3930-000	DRAINAGE ASSESSMENT-EDDIE SMIT	6,147.00	0	6,147.00
30-3990-000	APPROP WATERSHED RESERVE	22,828.00	0	22,828.00
33-3350-001	CONSTR CONTRACTERS DISPOSAL FEES(BILLED)	75,000.00	0	75,000.00
33-3400-000	METAL/WHITE GOODS REVENUE	5,000.00	0	5,000.00

**Revenue Transaction Report - Budget Amendments-
Transfers as of 11/29/2023**

33-3400-001	NCDENR GRANT	3,500.00	0	3,500.00
33-3501-000	RURAL SOLID WASTE FEE-COUNTY	1,258,099.00	0	1,258,099.00
33-3501-001	RSW FEE MUNICIPAL TIPPING REIMB (BILLED)	50,000.00	0	50,000.00
33-3503-000	WHITE GOODS DISP FEE & GRANTS	6,000.00	0	6,000.00
33-3504-000	SOLID WASTE DISPOSAL TAX	7,200.00	0	7,200.00
33-3670-010	STATE TIRE TAX REVENUES	17,500.00	0	17,500.00
33-3670-020	STATE TIRE TAX REVENUES(BILLED)	0.00	0	0.00
33-3795-000	PENALTIES AND INTEREST(BILLED)	0.00	0	0.00
33-3970-075	TOWN SOLID WASTE	125,974.00	0	125,974.00
33-3980-000	TRANSFER FROM GENERAL FUND	50,000.00	0	50,000.00
33-3990-000	FUND BALANCE APPROPRIATION	64,916.00	0	64,916.00
35-3290-000	INTEREST EARNED ON INVESTMENTS	7,500.00	0	7,500.00
35-3710-000	UTILITY BASE CHARGES	900,000.00	0	900,000.00
35-3710-010	UTILITY CONSUMPTION CHARGES	530,000.00	0	530,000.00
35-3730-000	TAP & CONNECTION FEES	8,500.00	0	8,500.00
35-3750-000	RECONNECTION FEES	18,000.00	0	18,000.00
35-3790-000	PENALTIES & INTEREST-UTIL BILL	5,000.00	0	5,000.00
35-3790-020	NCDEQ GRANT-ASSET INVENTORY ASSESSMENT	237,000.00	0	237,000.00
35-3790-021	NCDEQ VUR PEA RIDGE TRANS GRANT	5,472,000.00	0	5,472,000.00
35-3790-022	NCDEQ VUR ROPER CONNECTION GRANT	970,000.00	0	970,000.00
35-3810-000	DOT UTILITY RELOCATION REIMBURSEMENTS	0.00	178,090.00	178,090.00
35-3821-000	FEES COLLECTED FOR METER TAMPERING	0.00	0	0.00
35-3990-990	FUND BALANCE APPROPRIATED	394,228.00	0	394,228.00
37-3290-000	INTEREST	0.00	0	0.00
37-3350-000	NCACC WASHINGTON EMS	150,000.00	0	150,000.00
37-3490-000	EMS REVENUE	675,000.00	0	675,000.00
37-3490-020	DUKE RACE-CARS GRANT	0.00	0	0.00
37-3490-021	UNC PECC+ PROGRAM GRANT	0.00	600.00	600.00
37-3500-000	TRANSPORT SERVICE REVENUE	330,000.00	0	330,000.00
37-3901-000	TYRRELL-EMS CONTRACT	675,000.00	0	675,000.00
37-3902-000	FUND BALANCE APPROPRIATED	131,859.00	19,878.00	151,737.00
37-3980-010	TRANSFER FROM GENERAL FUND	398,952.00	0	398,952.00
38-3800-000	APPROPRIATED FUND BALANCE	16,667.00	0	16,667.00
38-3800-091	NPE FEDERAL GRANT-FY 20-21	166,667.00	0	166,667.00
38-3800-092	NPE FEDERAL GRANT-FY 21-22	166,667.00	0	166,667.00
38-3800-093	NPE FEDERAL GRANT-FY 22-23	166,667.00	0	166,667.00
38-3800-094	NPE FEDERAL GRANT-FY 23-24	150,000.00	0	150,000.00
39-3570-000	AIRPORT FUEL SALES	100,000.00	0	100,000.00
39-3600-000	HANGER RENTAL	16,000.00	0	16,000.00
39-3980-010	TRANSFER FROM GENERAL FUND	99,738.00	0	99,738.00
39-3990-000	APPROPRIATED FUND BALANCE	49,955.00	0	49,955.00
39-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	0.00	0	0.00
40-3290-000	INTEREST EARNED ON INVESTMENTS	0.00	0	0.00
40-3960-000	TRANSFER FROM GENERAL FUND	450,000.00	0	450,000.00
50-3000-001	OPIOID SETTLEMENT DISTRIBUTION	0.00	89,694.25	89,694.25
50-3290-000	INTEREST EARNED	0.00	249.26	249.26
51-3100-001	DSS TRUST FUND ACCOUNTS	180,000.00	0	180,000.00
51-3999-900	CANCELLED PRIOR YEAR REVENUE	0.00	0	0.00
55-3100-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LACTF)	0.00	72,294.14	72,294.14
58-3102-000	DEPT OF COMM - MOTORSPORTS GRANT	179,153.00	20,724.00	199,877.00
58-3290-000	INTEREST EARNED	0.00	5,246.69	5,246.69
58-3300-000	EM BLDG DIRECT APPROP S.L. 2021.180	0.00	3,000,000.00	3,000,000.00
58-3300-001	CAP PROJ DIR APPROP SL 2021-180 SEC 40.8	0.00	250,000.00	250,000.00

**Revenue Transaction Report - Budget Amendments-
Transfers as of 11/29/2023**

58-3300-002	DPS-WCSO DIR APPROP S.L. 2021.180	0.00	84,270.00	84,270.00
58-3300-004	HB103 LPR DIR APPROPRIATION	0.00	44,659.00	44,659.00
58-3980-010	TRANSFER FROM GENERAL FUND	10,000.00	9,226.00	19,226.00
58-3990-000	APPROPRIATED FUND BALANCE	4,284,270.00	-3,344,269.82	940,000.18
59-3010-211	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	0.00	0	0.00
59-3010-221	ROPER MOTOR VEHICLE TAX - NCVTS	0.00	0	0.00
59-3010-241	CRESWELL MOTOR VEHICLE TAX - NCVTS	0.00	0	0.00
59-3010-320	CRESWELL TAX LEVY	0.00	0	0.00
59-3010-350	DRAINAGE DISTRICT 5 LEVY	0.00	0	0.00
59-3010-360	ALBEMARLE DRAINAGE DISTRICT	0.00	0	0.00
59-3010-370	PUNGO RIVER DRAINAGE DISTRICT	0.00	0	0.00
63-3270-000	MOTEL OCCUPANCY TAX	160,000.00	0	160,000.00
63-3990-000	TTA-FUND BALANCE APPROPRIATION	118,635.00	0	118,635.00
69-3370-000	E911 TELEPHONE SURCHARGE (1YR)	118,952.00	0	118,952.00
70-3290-000	INTEREST ON INVESTMENTS	0.00	0	0.00
70-3980-010	TRANSFER FROM GENERAL FUND	40,000.00	0	40,000.00

Washington County

Monthly Financial Summary
as of November 30, 2023

	Budget	YTD Activity
General Fund (10):		
Revenues	18,327,119.00	6,597,701.17
Expenditures	(18,327,119.00)	(6,140,146.52)
Balance:	-	457,554.65
<i>*Fund Balance Appropriation</i>		<i>1,953,322.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	Budget	YTD Activity
Capital Outlay-Washington Co Schools (21):		
Revenues	67,517,022.69	15,814,067.57
Expenditures	(67,517,022.69)	(13,514,041.53)
Balance:	-	2,300,026.04
<i>*Fund Balance Appropriation</i>		<i>18,077,739.49</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	Budget	YTD Activity
Drainage Fund (30):		
Revenues	123,000.00	51,563.27
Expenditures	(123,000.00)	(16,768.08)
Balance:	-	34,795.19
<i>*Fund Balance Appropriation</i>		<i>22,828.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	Budget	YTD Activity
Sanitation Fund (33):		
Revenues	1,663,189.00	856,276.51
Expenditures	(1,663,189.00)	(582,858.95)
Balance:	-	273,417.56
<i>*Fund Balance Appropriation</i>		<i>64,916.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	Budget	YTD Activity
Water Fund (35):		
Revenues	8,720,318.00	532,396.94
Expenditures	(8,720,318.00)	(446,526.84)
Balance:	-	85,870.10
<i>*Fund Balance Appropriation</i>		<i>394,228.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	Budget	YTD Activity
EMS Fund (37):		
Revenues	2,381,289.00	667,859.20
Expenditures	(2,381,289.00)	(832,615.04)
Balance:	-	(164,755.84)
<i>*Fund Balance Appropriation</i>		<i>151,737.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	Budget	YTD Activity
Airport Taxi Lane Grant Fund (38):		
Revenues	666,668.00	4,258.00
Expenditures	(666,668.00)	(4,257.96)
Balance:	-	0.04
<i>*Fund Balance Appropriation</i>		<i>16,667.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	Budget	YTD Activity
Airport Fund (39):		
Revenues	265,693.00	55,694.23
Expenditures	(265,693.00)	(78,352.53)
Balance:	-	(22,658.30)
<i>*Fund Balance Appropriation</i>		<i>49,955.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	Budget	YTD Activity
WC Hospital Pension Fund (40):		
Revenues	450,000.00	40,854.40
Expenditures	(450,000.00)	(232,559.00)
Balance:	-	(191,704.60)
<i>*Fund Balance Appropriation</i>		<i>-</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	Budget	YTD Activity
Opioid Settlement Distribution Fund (50):		
Revenues	89,943.51	93,512.74
Expenditures	(89,943.51)	(5,000.00)
Balance:	-	88,512.74
<i>*Fund Balance Appropriation</i>		<i>-</i>
<i>*Transfer from General Fund</i>		<i>-</i>

DSS Trust Fund Accounts (51):

Revenues	180,000.00	80,981.43
Expenditures	(180,000.00)	(85,894.27)
Balance:	-	(4,912.84)

**Fund Balance Appropriation* -

**Transfer from General Fund* -

American Rescue Plan Act (ARPA) of 2021 (55):

Revenues	72,294.14	72,294.14
Expenditures	(72,294.14)	-
Balance:	-	72,294.14

**Fund Balance Appropriation* -

**Transfer from General Fund* -

Projects/Grants Fund (58):

Revenues	4,543,278.87	3,584,848.16
Expenditures	(4,543,278.87)	(166,004.29)
Balance:	-	3,418,843.87

**Fund Balance Appropriation* 940,000.18

**Transfer from General Fund* -

Travel & Tourism Fund (63):

Revenues	278,635.00	61,817.97
Expenditures	(278,635.00)	(59,498.10)
Balance:	-	2,319.87

**Fund Balance Appropriation* 118,635.00

**Transfer from General Fund* -

E-911 Fund (69):

Revenues	118,952.00	39,650.84
Expenditures	(118,952.00)	(38,656.87)
Balance:	-	993.97

**Fund Balance Appropriation* -

**Transfer from General Fund* -

Revaluation Fund (70):

Revenues	40,000.00	2,297.49
Expenditures	(40,000.00)	-
Balance:	-	2,297.49

**Fund Balance Appropriation* -

**Transfer from General Fund* -

Washington County
Statement of Revenue and Expenditures - Standard

11/30/2023
10:18 AM

Revenue Account Range: First to Last

Include Non-Anticipated: Yes

Year To Date As Of: 11/30/23

Expend Account Range: First to Last

Include Non-Budget: No

Current Period: 11/01/23 to 11/30/23

Print Zero YTD Activity: No

Prior Year: Thru 06/30/23

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
10-3010-000	TAXES-AD VALOREM CURRENT YEAR	6,925,187.25	7,437,184.00	219,088.38	3,989,464.53	3,447,719.47 -	54
10-3010-010	CURRENT YEAR TAX DISCOUNTS	50,042.26 -	55,000.00 -	0.66	47,236.10 -	7,763.90	0
10-3011-000	TAXES-AD VALOREM 1ST PRIOR YR	219,989.04	252,000.00	4,021.65	50,836.51	201,163.49 -	20
10-3012-000	TAXES-AD VALOREM ALL PRIOR YRS	115,511.62	132,000.00	5,048.37	20,828.96	111,171.04 -	16
10-3018-000	NCVTS-WASHINGTON CO MOTOR VEH TAX	968,105.77	940,800.00	74,163.68	324,652.97	616,147.03 -	35
10-3018-001	NCVTS-WASH CO BILL/CC CONTRA REV	32,148.19 -	30,000.00 -	0.00	0.00	30,000.00	0
10-3018-002	NCVTS-WASH CO REFUNDS-CONTRA REVEN	4,689.32 -	0.00	0.00	0.00	0.00	0
10-3018-003	NCVTS-WASH CO INTEREST	8,463.02	0.00	0.00	0.00	0.00	0
10-3030-000	PREPAYMENT-PROPERTY TAXES	80,773.54	52,000.00	2,399.13	13,164.77	38,835.23 -	25
10-3080-000	GROSS TAX REC LEASED VEHICLES	388.68	500.00	94.30	361.87	138.13 -	72
10-3090-000	PAYMENTS IN LIEU OF TAXES	14,216.00	13,500.00	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
10-3170-000	CURRENT YEAR TAX PENALTIES	12,444.60	8,500.00	146.18	4,964.37	3,535.63 -	58
10-3170-010	PRIOR YEAR TAX PENALTIES	2,056.00	1,000.00	7.71	516.51	483.49 -	52
10-3180-000	CURRENT YEAR TAX INTEREST	26,597.38	22,000.00	2.59	7.13	21,992.87 -	0
10-3180-010	PRIOR YEAR TAX INTEREST	68,274.70	70,000.00	1,944.17	18,101.81	51,898.19 -	26
10-3250-000	PRIVILEGE AND BEER LICENSES	865.00	700.00	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
10-3270-000	MOTEL OCCUPANCY TAX -6%	171,371.36	0.00	0.00	0.00	0.00	0
10-3280-000	FRANCHISE FEES-CABLE TV	9,229.73	10,000.00	0.00	0.00	10,000.00 -	0
10-3290-000	INTEREST EARNED ON INVESTMENTS	370,877.12	250,000.00	0.00	201,996.16	48,003.84 -	81
10-3310-000	RENTS AND CONCESSIONS	12,924.20	12,300.00	925.00	4,825.00	7,475.00 -	39
10-3312-000	JAIL CONCESSIONS	29,100.86	25,000.00	1,454.85	8,545.29	16,454.71 -	34
10-3350-000	MISCELLANEOUS REVENUES	11,611.14	0.00	0.10	5,706.10	5,706.10	0
10-3350-001	JURY DUTY PAY	44.00	0.00	0.00	32.00	32.00	0

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:18 AM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
10-3352-000	ELECTIONS-TOWN REIMB & FILING	3,313.00	18,000.00	0.00	100.00	17,900.00 -	1
10-3353-000	INSURANCE PROCEEDS	60,553.57	47,035.00	25,102.03	50,326.06	3,291.06	107
10-3354-000	CRESWELL LEVY ADMINISTRATION FEE	5,485.08	4,000.00	0.00	0.00	4,000.00 -	0
10-3360-000	RECREATION-DONATIONS	2,736.52	999.00	0.00	999.00	0.00	100
10-3360-013	RECREATION-VENDOR RENTS AND CONCES	400.00	300.00	50.00	150.00	150.00 -	50
10-3361-013	NCDEQ GRANT-RECREATION-VOLKSWAGON	0.00	110,098.00	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	35,000.00 -	0
10-3415-000	ABC PROFIT DISTRIBUTION	103,117.00	46,088.00	0.00	46,088.00	0.00	100
10-3430-000	SALES TAX-ONE HALF CENT-ST-A42	242,747.73	235,000.00	22,763.80	44,560.91	190,439.09 -	19
10-3440-000	SALES TAX-ONE-HALF CENT-ST-A40	770,590.10	778,000.00	66,504.92	134,503.31	643,496.69 -	17
10-3450-000	SALES TAX ONE CENT LOCAL	1,148,681.03	1,100,000.00	110,049.63	214,458.96	885,541.04 -	20
10-3460-000	SALES TAX - REDISTRIBTUTION	403,779.61	400,000.00	36,638.84	73,277.68	326,722.32 -	18
10-3470-020	ABC ALCOHOLISM BOTTLE TAX	3,884.91	3,800.00	0.00	927.66	2,872.34 -	24
10-3480-013	RAP LEPC TIER II GRANT	1,000.00	1,000.00	0.00	0.00	1,000.00 -	0
10-3480-020	EMERGENCY MANAGEMENT PROG FUND	39,031.77	39,000.00	0.00	0.00	39,000.00 -	0
10-3480-023	WEYERHAEUSER GIVING GRANT	0.00	0.00	2,000.00	2,000.00	2,000.00	0
10-3480-027	HAZARD MITIGATION-GENERATOR GRANT	33,700.00	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
10-3480-029	GRANT-EM CAPACITY BLDG COMPETITIVE G	76,791.30	52,000.00	0.00	0.00	52,000.00 -	0
10-3480-081	DONATIONS - EMERGENCY MANAGEMENT	1,450.00	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
10-3490-000	DSS-ADMINISTRATION REIMBURSE	2,278,233.07	2,686,875.00	201,432.55	834,136.79	1,852,738.21 -	31
10-3490-001	MEDICAID EXPANSION ADMIN COSTS	0.00	0.00	0.00	120,680.36	120,680.36	0
10-3500-050	DSS-FOSTER CARE/ADOPTIONRETURN	128,495.08	143,122.00	0.00	17,486.10	125,635.90 -	12
10-3500-081	DSS COMMUNITY DONATIONS-CHRISTMAS	2,065.00	0.00	500.00	500.00	500.00	0
10-3500-082	DSS COMMUNITY DONATIONS-FOSTER CHIL	709.01	0.00	200.00	200.00	200.00	0
10-3500-090	DSS-CERTIFICATION FEES	0.00	2,500.00	0.00	0.00	2,500.00 -	0
10-3500-120	DSS-TITLE IV-D CHILD SUPPORT	44,638.97	15,400.00	2,484.41	6,399.77	9,000.23 -	42

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:18 AM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
10-3500-130	HOME & CC BLOCK GRANT-ALB COMM	55,569.17	78,133.00	5,275.64	14,731.09	63,401.91 -	19
10-3500-140	DSS-TYRRELL IV-D CONTRACT	60,000.00	60,000.00	5,000.00	25,000.00	35,000.00 -	42
10-3500-190	DSS-MEDICAID CAP	218,503.25	150,000.00	377.00	51,555.00	98,445.00 -	34
10-3500-191	DSS MODIVCARE & ONECALL CONTRACTS	5,599.93	2,500.00	660.50	3,239.17	739.17	130
10-3500-200	DOT - ROAP & CTS GRANTS	186,108.00	417,848.00	131,737.00	146,151.00	271,697.00 -	35
10-3500-270	SHIIP-SENIOR HEALTH INS INF	5,129.00	7,818.00	7,818.00	7,818.00	0.00	100
10-3500-280	MIPPA GRANT-MEDICAID IMPROVEMENT FOF	2,500.00	2,500.00	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	7,882.00 -	0
10-3508-001	ALB COMM GENERAL PURPOSE GRANT	3,676.00	10,963.00	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	1,000.00 -	0
10-3509-000	SENIOR CITIZENS FUNDS	1,230.00	1,500.00	105.00	570.00	930.00 -	38
10-3509-010	SENIOR CENTER TRIPS	216.78	1,389.00	108.26	1,497.38	108.38	108
10-3509-020	SENIOR CENTER DONATIONS	751.50	5.00	0.00	4.74	0.26 -	95
10-3510-010	COURT COST, FEES AND CHARGES	17,156.02	18,000.00	2,104.00	5,873.82	12,126.18 -	33
10-3510-020	OFFICERS FEES	13,576.14	9,000.00	0.00	3,810.81	5,189.19 -	42
10-3540-000	SHERIFF FEES	2,291.22	2,500.00	48.17	135.98	2,364.02 -	5
10-3540-010	DRUG/DONATIONS/GRANT LEO	547.45	0.00	0.00	36.25	36.25	0
10-3540-020	GUN PERMITS DISCRETIONARY-COUNTY PO	7,570.00	2,110.00	245.00	2,355.00	245.00	112
10-3540-030	GUN PERMITS-STATE PORTION	9,010.00	2,455.00	300.00	2,755.00	300.00	112
10-3540-040	FINGER PRINTING	1,460.00	470.00	110.00	590.00	120.00	126
10-3540-061	SHERIFF GRANT - ICAC	18,683.73	0.00	0.00	0.00	0.00	0
10-3540-070	DONATIONS-ANIMAL CONTROL	2,563.43	9.00	0.00	9.00	0.00	100
10-3540-081	SHERIFF JAG GRANTS	19,609.95	0.00	0.00	0.00	0.00	0
10-3541-000	SHERIFF'S SERVICE FEES	11,381.55	10,000.00	720.00	5,692.00	4,308.00 -	57
10-3541-010	SHERIFF-DONATIONS	1,538.35	25.00	0.00	25.00	0.00	100
10-3542-000	SHERIFF-ABC BOARD FUNDING	6,350.00	6,380.00	0.00	4,580.00	1,800.00 -	72
10-3550-000	BUILDING PERMIT FEES - (GC)	37,066.04	40,500.00	1,498.00	20,576.16	19,923.84 -	51
10-3550-030	ZONING FEES	1,125.00	3,500.00	225.00	625.00	2,875.00 -	18

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
10-3560-000	REGISTER OF DEEDS FEES	96,842.30	80,000.00	1,033.80	25,456.10	54,543.90 -	32
10-3560-010	MARRIAGE LICENSES	2,880.00	2,500.00	0.00	960.00	1,540.00 -	38
10-3580-000	JAIL FEES/STATE REIMBURSEMENTS	3,043.41	4,000.00	0.00	165.23	3,834.77 -	4
10-3590-000	JAIL HOUS/TRANS/CO/US MARSHALL	157,773.50	115,000.00	14,198.53	53,338.53	61,661.47 -	46
10-3600-001	GRANT-DHHS CORRECTIONS COVID19	2,865.62	21,190.00	0.00	0.00	21,190.00 -	0
10-3830-000	SALE OF FIXED ASSETS	629,639.13	0.00	112.00	1,487.00	1,487.00	0
10-3830-001	SALE OF FORECLOSED PROPERTIES	12,600.00	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	19,325.95	69,912.05 -	22
10-3970-030	STATE AID VETERANS OFFICE	2,083.33	0.00	0.00	0.00	0.00	0
10-3970-040	JCPC-ROANOKE AREA YOUTH	60,151.00	69,257.00	5,771.00	28,860.00	40,397.00 -	42
10-3970-041	JCPC-WASHINGTON COUNTY YOUTH	4,905.00	8,773.00	731.00	3,656.00	5,117.00 -	42
10-3970-042	JCPC-ADMINISTRATION	3,000.00	10,910.00	909.00	4,547.00	6,363.00 -	42
10-3970-050	SCHOOL REIMB-WCU/CHS SRO	86,269.90	151,241.00	3,945.85	18,307.98	132,933.02 -	12
10-3970-060	BALLGAME REIMBURSEMENTS FROM SCHO	2,716.00	0.00	0.00	374.50	374.50	0
10-3970-090	CONTRI FROM SOIL & WATER DIST	18,356.90	20,000.00	0.00	0.00	20,000.00 -	0
10-3970-120	COST ALLOCATION-WATERWORKS	108,000.00	100,000.00	0.00	0.00	100,000.00 -	0
10-3980-020	TOURISM DEVELOP AUTHOR 3% ADMN	3,500.00	4,500.00	0.00	0.00	4,500.00 -	0
10-3990-000	APPROPRIATED FUND BALANCE	0.00	1,953,322.00	0.00	0.00	1,953,322.00 -	0
10-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	0.00	0.00	0.00	30.00	30.00	0
	GENERAL FUND Revenue Totals	16,881,228.21	18,327,119.00	960,055.70	6,597,701.17	11,729,417.83 -	35

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-0000-000	GENERAL FUND:	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
10-4110-010	SALARIES & WAGES-BOARD	35,400.00	35,400.00	2,950.00	14,750.00	20,650.00	42
10-4110-020	SALARIES & WAGES-BOARD TRAVEL STIPEN	14,100.00	14,100.00	1,175.00	5,875.00	8,225.00	42
10-4110-030	SALARIES & WAGES-CELLPHONE STIPEND	3,000.00	3,000.00	250.00	1,250.00	1,750.00	42
10-4110-090	GOVERNING BOARD- FICA TAX EXPENSE	4,057.41	4,016.00	338.13	1,690.64	2,325.36	42

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4110-140	GOVERNING BOARD- WORKMAN'S COMP	1,357.00	1,600.00	0.00	1,272.00	328.00	80
10-4110-200	GOVERNING BOARD- DEPT SUPPLIES	1,701.03	2,000.00	120.45	587.68	1,412.32	29
10-4110-310	GOVERNING BOARD- TRAVEL	12,392.86	18,500.00	441.77	7,008.83	11,491.17	38
10-4110-320	GOVERNING BOARD- COMMUNICATIONS	600.00	600.00	50.00	250.00	350.00	42
10-4110-350	POSTAGE	0.00	100.00	0.00	0.00	100.00	0
10-4110-370	GOVERNING BOARD- PRINTING	150.00	500.00	0.00	0.00	500.00	0
10-4110-380	ADVERTISING	867.75	2,500.00	136.50	1,116.00	1,384.00	45
10-4110-390	COMMISSIONERS-SPECIAL SPONSORED	5,016.43	10,350.00	0.00	2,886.61	7,463.39	28
10-4110-391	GOVERNING BOARD- DUES & SUBSCRIPTION	5,866.07	6,200.00	0.00	4,995.00	1,205.00	81
10-4110-392	OTHER COMMUNITY CONTRIBUTIONS	6,000.00	8,000.00	0.00	0.00	8,000.00	0
10-4110-442	CONTRACTED SERVICES	2,200.00	2,000.00	0.00	2,000.00	0.00	100
10-4110-443	CONTRACTED SERVICES - LOBBYING	17,006.00	36,506.00	3,000.00	15,000.00	21,506.00	41
	4110 GOVERNING BOARD:	109,714.55	145,372.00	8,461.85	58,681.76	86,690.24	40
10-4120-000	MANAGERS OFFICE:	0.00	0.00	0.00	0.00	0.00	0
10-4120-010	MANAGERS OFFICE- S & W- REGULAR	284,539.39	288,014.00	19,947.09	108,488.55	179,525.45	38
10-4120-040	SALARIES & WAGES-LONGEVITY	2,324.50	2,259.00	1,924.71	1,924.71	334.29	85
10-4120-090	MANAGERS OFFICE- FICA TAX EXPENSE	21,472.38	22,206.00	1,650.96	8,332.00	13,874.00	38
10-4120-100	MANAGERS OFFICE- RETIREMENT	54,647.53	58,055.00	4,385.30	21,677.46	36,377.54	37
10-4120-101	MANAGERS OFFICE 401 (K) CONTRIB	8,536.21	8,708.00	598.42	3,254.69	5,453.31	37
10-4120-130	MANAGERS OFFICE- UNEMPLOYMENT INS.	0.00	1,480.00	0.00	0.00	1,480.00	0
10-4120-140	MANAGERS OFFICE- WORKMAN'S COMP	1,586.00	1,768.00	0.00	1,499.00	269.00	85
10-4120-180	MANAGERS OFFICE- GROUP INS.	41,802.88	42,211.00	2,691.49	14,724.23	27,486.77	35
10-4120-190	LEGAL SERVICES	5,957.00	10,000.00	0.00	2,805.20	7,194.80	28
10-4120-191	MANAGERS OFFICE-UNCSOG LFNC INTERN I	10,000.00	14,000.00	0.00	0.00	14,000.00	0
10-4120-260	MANAGERS OFFICE- DEPARTMENTAL SUPPL	10,880.70	11,000.00	3,295.10	6,202.58	4,797.42	56
10-4120-270	MANAGERS OFFICE - SERVICE AWARDS	75.00	0.00	0.00	0.00	0.00	0
10-4120-310	MANAGERS OFFICE- TRAVEL	670.41	2,000.00	310.56	1,135.56	864.44	57

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4120-315	TRAINING	6,985.13	10,000.00	60.00	2,828.23	7,171.77	28
10-4120-320	MANAGERS OFFICE- COMMUNICATIONS	2,830.71	3,300.00	148.24	789.71	2,510.29	24
10-4120-330	POSTAGE	32.88	100.00	0.00	2.70	97.30	3
10-4120-355	MAINT & REPAIR-VEHICLE	253.45	1,500.00	365.40	397.94	1,102.06	27
10-4120-370	MANAGERS OFFICE- PRINTING	0.00	250.00	0.00	0.00	250.00	0
10-4120-380	ADVERTISING	3,970.00	5,000.00	702.00	2,545.25	2,454.75	51
10-4120-381	MANAGERS OFFICE-LOST REF-EDUCATION	0.00	5,000.00	0.00	0.00	5,000.00	0
10-4120-390	MANAGERS OFFICE- DUES AND SUBSCRIPTI	1,850.85	2,000.00	33.00	1,323.75	676.25	66
10-4120-440	CONTRACTED SERVICES-ECONOMIC DEVEL	0.00	8,000.00	0.00	0.00	8,000.00	0
10-4120-540	MANAGERS OFFICE - CAPITAL OUTLAY-VEHI	0.00	25,959.00	0.00	25,958.32	0.68	100
	4120 MANAGERS OFFICE:	458,415.02	522,810.00	36,112.27	203,889.88	318,920.12	39
10-4130-000	FINANCE OFFICE:	0.00	0.00	0.00	0.00	0.00	0
10-4130-010	FINANCE OFFICE- S & W- REGULAR	185,065.21	223,029.00	18,412.91	86,904.10	136,124.90	39
10-4130-040	SALARIES & WAGES-LONGEVITY	2,068.37	2,588.00	2,587.45	2,587.45	0.55	100
10-4130-090	FINANCE OFFICE- FICA TAX EXPENSE	13,622.83	17,637.00	1,555.02	6,588.55	11,048.45	37
10-4130-100	FINANCE OFFICE- RETIREMENT	35,648.92	46,111.00	4,210.57	17,586.89	28,524.11	38
10-4130-101	FINANCE OFFICE- 401(K) CONTRIB.	5,552.04	6,917.00	552.40	2,607.18	4,309.82	38
10-4130-130	FINANCE OFFICE- UNEMPLYMENT INS.	0.00	1,480.00	0.00	0.00	1,480.00	0
10-4130-140	FINANCE OFFICE- WORKMAN'S COMP	1,060.00	1,404.00	0.00	1,187.00	217.00	85
10-4130-180	FINANCE OFFICE- PROFESSIONAL SERVICES	74,917.33	101,000.00	14,830.30	57,192.35	43,807.65	57
10-4130-181	FINANCE OFFICE- GROUP INS.	31,808.67	40,034.00	2,569.49	12,759.59	27,274.41	32
10-4130-260	FINANCE OFFICE- DEPARTMENTAL SUPPLIES	6,836.31	9,500.00	2,026.91	4,200.26	5,299.74	44
10-4130-270	FINANCE OFFICE-SERVICE AWARDS	175.00	50.00	0.00	0.00	50.00	0
10-4130-280	FINANCE OFFICE- POSTAGE	2,051.15	2,500.00	425.77	834.30	1,665.70	33
10-4130-310	FINANCE OFFICE- TRAVEL	143.96	500.00	0.00	117.27	382.73	23
10-4130-315	TRAINING	355.00	5,000.00	0.00	1,740.00	3,260.00	35
10-4130-320	FINANCE OFFICE- COMMUNICATIONS	1,433.25	2,600.00	120.42	528.24	2,071.76	20

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4130-355	REPAIR & MAINTENANCE-VEHICLES	0.00	1,000.00	0.00	0.00	1,000.00	0
10-4130-390	FINANCE OFFICE- DUES & SUBSCRIPTIONS	678.00	750.00	0.00	223.00	527.00	30
10-4130-410	FINANCE OFFICE- LEASE EQUIPMENT	555.12	650.00	22.15	116.63	533.37	18
10-4130-540	FINANCE OFFICE - CAPITAL OUTLAY EQUIP	0.00	5,800.00	0.00	5,250.00	550.00	91
	4130 FINANCE OFFICE:	361,971.16	468,550.00	47,269.09	200,422.81	268,127.19	43
10-4140-000	TAX ADMIN:	0.00	0.00	0.00	0.00	0.00	0
10-4140-010	TAX ADMIN.- S & W- REGULAR	182,518.05	254,472.00	13,822.46	70,203.64	184,268.36	28
10-4140-030	TAX ADMIN.- S & W PARTTIME	1,698.60	5,371.00	0.00	0.00	5,371.00	0
10-4140-040	SALARIES & WAGES-LONGEVITY	2,070.06	2,074.00	1,820.89	1,820.89	253.11	88
10-4140-090	TAX ADMIN.- FICA TAX EXPENSE	13,274.35	20,036.00	1,124.65	5,145.77	14,890.23	26
10-4140-100	TAX ADMIN.- RETIREMENT	35,163.99	52,383.00	3,136.49	14,147.73	38,235.27	27
10-4140-101	TAX ADMIN.- 401(K) CONTRIB.	4,445.05	7,858.00	389.90	1,926.01	5,931.99	25
10-4140-130	TAX ADMIN.- UNEMPLOYMENT INS.	0.00	1,480.00	0.00	0.00	1,480.00	0
10-4140-140	TAX ADMIN.- WORKMAN'S COMP	2,946.00	3,616.00	0.00	2,704.00	912.00	75
10-4140-180	TAX ADMIN.- GROUP INS.	40,292.40	57,881.00	2,684.24	14,050.59	43,830.41	24
10-4140-260	TAX ADMIN.- OFFICE & DEPTAL SUPPLIES	6,945.47	13,000.00	4,845.91	6,478.36	6,521.64	50
10-4140-270	SERVICE AWARDS	0.00	150.00	0.00	0.00	150.00	0
10-4140-310	TAX ADMIN.- TRAVEL	262.40	500.00	0.00	105.00	395.00	21
10-4140-315	TRAINING	2,329.04	5,000.00	0.00	838.00	4,162.00	17
10-4140-320	TAX ADMIN.- COMMUNICATIONS	1,801.76	2,000.00	140.65	584.82	1,415.18	29
10-4140-325	TAX ADMIN-POSTAGE	9,801.50	15,000.00	368.00	5,837.46	9,162.54	39
10-4140-341	ADVERTISING	2,776.25	3,000.00	0.00	70.00	2,930.00	2
10-4140-355	TAX ADMIN-MAINTENANCE & REPAIR-VEHICL	37.98	0.00	0.00	0.00	0.00	0
10-4140-370	PRINTING	4,693.59	8,000.00	0.00	1,882.29	6,117.71	24
10-4140-390	TAX ADMIN.- DUES & SUBSCRIPTIONS	5,173.13	6,500.00	2,271.55	4,158.22	2,341.78	64
10-4140-500	TAX ADMIN - CONTRACTED SERVICES	16,800.00	25,000.00	0.00	0.00	25,000.00	0
10-4140-510	CONTRACTED SERVICES-ZACCHAEUS	5,824.62	6,500.00	1,592.49	1,592.49	4,907.51	24

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4140-511	TAX ADMIN - CONTRACTED SERV FILE STOR	480.00	480.00	0.00	0.00	480.00	0
10-4140-550	TAX ADMIN - CAPITAL OUTLAY	65,463.00	168,768.00	0.00	0.00	168,768.00	0
	4140 TAX ADMIN:	404,797.24	659,069.00	32,197.23	131,545.27	527,523.73	20
10-4170-000	BOARD OF ELECTIONS:	0.00	0.00	0.00	0.00	0.00	0
10-4170-010	BOARD OF ELECTIONS- S & W - REGULAR	44,981.25	45,545.00	3,842.17	19,117.18	26,427.82	42
10-4170-011	SALARIES & WAGES-BOARD	3,880.00	4,480.00	1,240.00	2,920.00	1,560.00	65
10-4170-030	BOARD OF ELECTIONS- SALARIES- PART-TIM	18,863.07	27,000.00	9,326.22	14,821.53	12,178.47	55
10-4170-031	BOARD OF ELECTIONS - S & W-OVERTIME	5,008.03	6,245.00	2,837.30	3,723.96	2,521.04	60
10-4170-040	SALARIES & WAGES-LONGEVITY	899.64	923.00	922.12	922.12	0.88	100
10-4170-090	BOARD OF ELECTIONS- FICA TAX EXPENSE	5,570.99	6,629.00	1,393.76	3,156.41	3,472.59	48
10-4170-100	BOARD OF ELECTIONS- RETIREMENT EXPEN	9,674.35	17,334.00	1,524.12	4,680.50	12,653.50	27
10-4170-101	BOARD OF ELECTIONS- 401(K) CONTRIB.	1,496.57	2,600.00	200.38	685.24	1,914.76	26
10-4170-130	BOARD OF ELECTIONS- UNEMPLOYMENT IN:	0.00	296.00	0.00	0.00	296.00	0
10-4170-140	BOARD OF ELECTIONS- WORKMANS COMP	437.00	528.00	0.00	456.00	72.00	86
10-4170-180	BOARD OF ELECTIONS- GROUP INS. EXPENSE	7,951.29	8,007.00	632.14	3,160.70	4,846.30	39
10-4170-260	BOARD OF ELECTIONS- DEPART SUPPLIES	15,619.45	5,000.00	181.98	1,795.72	3,204.28	36
10-4170-310	BOARD OF ELECTIONS- TRAVEL	1,356.37	2,600.00	359.40	624.29	1,975.71	24
10-4170-315	TRAINING	634.50	10,000.00	800.00	5,103.46	4,896.54	51
10-4170-320	BOARD OF ELECTIONS- COMMUNICATIONS	2,609.49	4,000.00	364.26	1,070.34	2,929.66	27
10-4170-330	POSTAGE	1,247.05	2,500.00	113.22	245.68	2,254.32	10
10-4170-350	BOARD OF ELECTIONS- MAINT & REPAIR- EC	752.20	1,500.00	0.00	387.00	1,113.00	26
10-4170-360	CONTRACTED SERVICES	16,857.50	19,360.00	0.00	18,523.65	836.35	96
10-4170-370	BOARD OF ELECTIONS- PRINTING	6,012.51	11,000.00	3,947.44	4,733.09	6,266.91	43
10-4170-380	ADVERTISING	643.50	1,000.00	115.50	441.00	559.00	44
10-4170-390	BOARD OF ELECTIONS- DUES & SUBSCRIPTI	60.00	180.00	0.00	33.00	147.00	18
	4170 BOARD OF ELECTIONS:	144,554.76	176,727.00	27,800.01	86,600.87	90,126.13	49

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4180-000	REGISTER OF DEEDS:	0.00	0.00	0.00	0.00	0.00	0
10-4180-010	REGISTER- OF- DEEDS- S & W- REGULAR	80,105.98	82,612.00	6,899.50	34,329.23	48,282.77	42
10-4180-030	REGISTER OF DEEDS- S & W- PART-TIME	5,176.37	8,000.00	908.36	5,117.03	2,882.97	64
10-4180-040	SALARIES & WAGES-LONGEVITY	1,033.74	1,086.00	1,085.82	1,085.82	0.18	100
10-4180-090	REGISTER- OF- DEEDS- FICA TAX EXPENSE	6,371.47	6,914.00	644.12	2,919.50	3,994.50	42
10-4180-100	REGISTER- OF- DEEDS- RETIREMENT	15,457.08	18,077.00	1,601.06	6,958.09	11,118.91	38
10-4180-101	REGISTER OF DEEDS- 401(K) CONTRIB.	2,403.20	2,712.00	206.99	1,029.90	1,682.10	38
10-4180-102	REGISTER OF DEEDS- REG DS SUPPLEMENT	776.71	1,000.00	57.95	232.59	767.41	23
10-4180-130	REGISTER OF DEEDS- UNEMPLOYMENT INS.	0.00	592.00	0.00	0.00	592.00	0
10-4180-140	REGISTER OF DEEDS- WORKMAN'S COMP	502.00	550.00	0.00	458.00	92.00	83
10-4180-180	REGISTER- OF- DEEDS- GROUP INS.	15,860.54	15,981.00	1,256.91	6,286.01	9,694.99	39
10-4180-260	REGISTER-OF-DEEDS-DEPARTMENTAL SUPP	5,565.76	6,000.00	0.00	1,041.95	4,958.05	17
10-4180-310	REGISTER- OF- DEEDS- TRAVEL	0.00	200.00	0.00	0.00	200.00	0
10-4180-315	TRAINING	547.00	2,500.00	0.00	0.00	2,500.00	0
10-4180-320	REGISTER- OF- DEEDS- COMMUNICATIONS	487.91	600.00	44.45	178.09	421.91	30
10-4180-330	POSTAGE	117.65	200.00	16.05	40.10	159.90	20
10-4180-350	REGISTER- OF- DEEDS- MAINT AND REPAIR I	481.20	2,500.00	0.00	192.50	2,307.50	8
10-4180-390	REGISTER- OF- DEEDS- DUES AND SUBSCRI	375.00	500.00	0.00	50.00	450.00	10
10-4180-600	REGISTER OF DEEDS- CONTRACTED SERVIC	12,875.00	13,000.00	0.00	0.00	13,000.00	0
	4180 REGISTER OF DEEDS:	148,136.61	163,024.00	12,721.21	59,918.81	103,105.19	37
10-4210-000	INFORMATION TECHNOLOGY:	0.00	0.00	0.00	0.00	0.00	0
10-4210-010	INFO. TECH- S & W- REGULAR	53,856.17	53,911.00	4,604.92	22,912.26	30,998.74	42
10-4210-040	SALARIES & WAGES-LONGEVITY	1,617.33	1,658.00	1,657.77	1,657.77	0.23	100
10-4210-090	INFO. TECH- FICA TAX EXPENSE	3,622.14	4,248.00	427.87	1,623.47	2,624.53	38
10-4210-100	INFO. TECH- RETIREMENT	10,567.74	11,106.00	1,255.67	4,831.09	6,274.91	44
10-4210-101	INFO. TECH- 401(K) CONTRIB.	1,615.71	1,666.00	138.15	687.38	978.62	41
10-4210-130	INFO. TECH- UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	296.00	0

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4210-140	INFO. TECH- WORKMAN'S COMP	314.00	338.00	0.00	285.00	53.00	84
10-4210-180	INFO. TECH- CONTRACTED SERVICES	14,094.20	22,000.00	0.00	0.00	22,000.00	0
10-4210-181	INFO. TECH- GROUP INS.	9,981.91	10,013.00	798.32	3,991.60	6,021.40	40
10-4210-200	INFO. TECH- DEPARTMENTAL SUPPLIES	1,378.37	1,500.00	0.00	0.00	1,500.00	0
10-4210-310	INFO. TECH- TRAVEL	91.50	100.00	0.00	0.00	100.00	0
10-4210-315	TRAINING	948.12	2,000.00	0.00	20.00	1,980.00	1
10-4210-320	INFO. TECH- COMMUNICATIONS	2,736.76	500.00	27.99	139.17	360.83	28
10-4210-330	POSTAGE	50.22	100.00	0.00	0.00	100.00	0
10-4210-350	INFO. TECH- MAINT. & REPAIR- EQUIPMENT	24,395.30	32,000.00	1,114.68	11,529.24	20,470.76	36
10-4210-550	INFO. TECH- CAPITAL OUTLAY EQUIPMENT	17,502.05	30,000.00	0.00	0.00	30,000.00	0
	4210 INFORMATION TECHNOLOGY:	142,771.52	171,436.00	10,025.37	47,676.98	123,759.02	28
10-4260-000	BUILDINGS:	0.00	0.00	0.00	0.00	0.00	0
10-4260-440	CONTRACT SERVICES-COURTHOUSE SECUR	65,410.30	74,000.00	5,445.06	25,685.10	48,314.90	35
10-4260-550	BUILDINGS- PUBLIC DEFENDER HOUSING	4,452.00	4,452.00	0.00	0.00	4,452.00	0
10-4260-554	PROBATION & PAROLE-FORBES	1,764.33	8,000.00	0.00	5,073.24	2,926.76	63
10-4260-555	SMART START LEASE ASSISTANCE	4,200.00	4,200.00	0.00	1,050.00	3,150.00	25
10-4260-556	CIP ROOF REPAIRS/REPLACEMENT RESERV	0.00	120,000.00	0.00	0.00	120,000.00	0
10-4260-558	CIP HVAC REPAIRS/REPALCEMENTS RESERV	0.00	35,000.00	0.00	0.00	35,000.00	0
10-4260-564	EXPENDITURE: LEASE FINANCING PRINCIPA	14,854.86	0.00	0.00	0.00	0.00	0
10-4260-565	EXPENDITURE: INTEREST	70.14	0.00	0.00	0.00	0.00	0
	4260 BUILDINGS:	90,751.63	245,652.00	5,445.06	31,808.34	213,843.66	13
10-4265-000	FACILITY SERVICES:	0.00	0.00	0.00	0.00	0.00	0
10-4265-010	FACILITY SERVICES- S & W- REGULAR	184,250.96	194,952.00	16,679.33	76,472.22	118,479.78	39
10-4265-040	SALARIES & WAGES-LONGEVITY	2,607.44	0.00	0.00	0.00	0.00	0
10-4265-090	FACILITY SERVICES- FICA TAX EXPENSE	13,559.73	14,914.00	1,247.92	5,740.93	9,173.07	38
10-4265-100	FACILITY SERVICES- RETIREMENT	35,596.59	38,990.00	3,344.20	15,021.76	23,968.24	39

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4265-101	FACILITY SERVICES- 401(K) CONTRIB.	4,182.95	5,849.00	440.77	1,997.56	3,851.44	34
10-4265-130	FACILITY SERVICES- UNEMPLOYMENT INS.	0.00	1,776.00	0.00	0.00	1,776.00	0
10-4265-140	FACILITY SERVICES- WORKMAN'S COMP	9,735.00	15,170.00	0.00	12,810.00	2,360.00	84
10-4265-181	FACILITY SERVICES- GROUP INS.	46,885.52	47,781.00	3,774.34	16,990.28	30,790.72	36
10-4265-200	FACILITY SERVICES- DEPT SUPPLIES & MATR	20,793.28	18,000.00	1,644.50	4,978.69	13,021.31	28
10-4265-201	CLERK OF COURT DEPARTMENTAL SUPPLIE	1,630.69	1,700.00	58.03	873.15	826.85	51
10-4265-202	CLERK OF COURT-MAINT & REPAIR-BUILDING	0.00	3,000.00	0.00	443.46	2,556.54	15
10-4265-203	CLERK OF COURT-CAPITAL OUTLAY	7,258.00	0.00	0.00	0.00	0.00	0
10-4265-215	FACILITY SERVICES- MAINT AND REPAIR BLDG	64,381.31	79,100.00	2,468.52	29,124.24	49,975.76	37
10-4265-230	FACILITY SERVICES- DEPT SUPPLIES-SAFETY	1,746.05	4,000.00	577.39	1,863.90	2,136.10	47
10-4265-250	FACILITY SERVICES-SUPPLIES-VEHICLE	2,046.80	4,000.00	237.86	1,278.31	2,721.69	32
10-4265-256	FACILITY SERVICES- INSURANCE CLAIMS	66,729.55	14,094.00	7,030.52	13,950.22	143.78	99
10-4265-320	FACILITY SERVICES- COMMUNICATIONS	5,304.01	8,000.00	437.04	1,809.01	6,190.99	23
10-4265-325	POSTAGE	0.00	100.00	0.00	19.00	81.00	19
10-4265-330	FACILITY SERVICES- UTILITIES-ELECTRICITY	96,333.96	100,000.00	6,169.98	42,629.77	57,370.23	43
10-4265-331	UTILITIES-FUEL/GAS	9,408.17	13,000.00	753.00	1,119.05	11,880.95	9
10-4265-332	UTILITIES-WATER	38,371.91	35,000.00	1,744.74	8,767.81	26,232.19	25
10-4265-355	MAINT & REPAIR-VEHICLES	685.37	2,000.00	26.88	694.02	1,305.98	35
10-4265-440	CONTRACTED SERVICES-MOWING	19,444.50	17,000.00	231.75	7,563.50	9,436.50	44
10-4265-540	FACILITIES- CAPITAL OUTLAY - EQUIPMENT	25,298.00	0.00	0.00	0.00	0.00	0
10-4265-551	MAINT AGREEMENTS-COMMANDER SOFTWARE	1,533.00	1,800.00	0.00	1,790.00	10.00	99
10-4265-601	CONTRACTED SERVICES-SECURITY SYSTEM	1,816.39	2,500.00	198.57	1,112.97	1,387.03	45
10-4265-602	CONTRACTED SERVICES-EXTERMINATING	7,284.00	8,100.00	250.00	7,102.00	998.00	88
10-4265-603	CONTRACTED SERVICES-ELEVATOR	51,143.00	11,218.00	0.00	5,309.02	5,908.98	47
10-4265-604	CONTRACTED SERVICES-REPUBLIC	8,700.11	12,000.00	745.98	2,983.92	9,016.08	25
10-4265-605	CONTRACTED SERVICES-FIRE EXT	4,177.85	3,500.00	0.00	569.00	2,931.00	16
	4265 FACILITY SERVICES:	730,904.14	657,544.00	48,061.32	263,013.79	394,530.21	40

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4310-000	SHERIFF:	0.00	0.00	0.00	0.00	0.00	0
10-4310-010	SHERIFF- S & W- REGULAR	684,017.09	805,286.00	52,818.95	267,709.82	537,576.18	33
10-4310-030	SHERIFF- SALARIES AND WAGES PART-TIME	12,843.44	43,000.00	2,386.13	7,165.97	35,834.03	17
10-4310-031	SALARIES & WAGES-OVERTIME	5,697.27	0.00	0.00	0.00	0.00	0
10-4310-040	SALARIES & WAGES-LONGEVITY	3,384.66	4,681.00	4,680.29	4,680.29	0.71	100
10-4310-090	SHERIFF- FICA TAX EXPENSE	51,097.61	64,366.00	4,335.19	20,244.02	44,121.98	31
10-4310-100	SHERIFF- RETIREMENT	135,327.52	175,543.00	11,915.17	54,627.49	120,915.51	31
10-4310-101	SHERIFF- 401K CONTRIB.	32,375.14	40,874.00	2,479.63	12,333.89	28,540.11	30
10-4310-102	SHERIFF-SUPPLEMENTAL PENSION FUND	644.91	1,700.00	0.00	0.00	1,700.00	0
10-4310-130	SHERIFF- UNEMPLOYMENT INS.	0.00	5,328.00	0.00	0.00	5,328.00	0
10-4310-140	SHERIFF- WORKMAN'S COMP	44,882.00	54,697.00	0.00	51,478.00	3,219.00	94
10-4310-180	SHERIFF- PROFESSIONAL SERVICES	7,744.50	10,000.00	179.50	3,987.00	6,013.00	40
10-4310-181	SHERIFF- GROUP INS.	117,012.39	146,079.00	8,344.57	39,827.68	106,251.32	27
10-4310-210	SHERIFF- UNIFORMS	6,355.84	10,000.00	849.23	2,904.21	7,095.79	29
10-4310-250	SHERIFF- SUPPLIES-VEHCILE	61,789.54	65,000.00	5,203.37	19,819.95	45,180.05	30
10-4310-260	SHERIFF- DEPARTMENTAL SUPPLIES	12,970.46	16,500.00	1,830.11	10,821.31	5,678.69	66
10-4310-270	SERVICE AWARDS	50.00	235.00	0.00	0.00	235.00	0
10-4310-310	SHERIFF- TRAVEL	4,907.64	5,500.00	1,264.44	4,092.24	1,407.76	74
10-4310-315	TRAINING	1,425.23	3,000.00	0.00	1,800.00	1,200.00	60
10-4310-320	SHERIFF- COMMUNICATIONS	11,378.09	13,400.00	1,019.26	5,694.37	7,705.63	42
10-4310-330	POSTAGE	1,858.84	2,000.00	357.23	1,086.31	913.69	54
10-4310-350	SHERIFF- MAINT. & REPAIR EQUIPMENT	232.16	2,000.00	0.00	0.00	2,000.00	0
10-4310-355	SHERIFF- MAINT.- VEHICLE	23,821.48	30,000.00	1,582.47	5,767.83	24,232.17	19
10-4310-370	SHERIFF- PRINTING	0.00	200.00	0.00	0.00	200.00	0
10-4310-380	ADVERTISING	0.00	200.00	0.00	0.00	200.00	0
10-4310-390	SHERIFF- DUES & SUBSCRIPTIONS	218.01	400.00	0.00	192.44	207.56	48
10-4310-392	SHERIFF- UNDERCOVER INVESTIGATIONS	3,000.00	7,000.00	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	3,750.00	0

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4310-413	LEASE-BUILDING	825.00	840.00	0.00	825.00	15.00	98
10-4310-414	MAINT AGREEMENTS-HRMS & QTR MASTER	1,298.00	1,310.00	0.00	1,310.00	0.00	100
10-4310-415	MAINT AGREEMENTS-RMS & RAMBLER	4,878.00	4,878.00	0.00	4,878.00	0.00	100
10-4310-417	LEASE - ANKLE MONITORING DEVICES	1,611.75	3,000.00	0.00	0.00	3,000.00	0
10-4310-540	CAPITAL OUTLAY VEHICLES	0.00	197,000.00	0.00	92,167.60	104,832.40	47
10-4310-550	SHERIFF- CAPITAL OUTLAY - EQUIPMENT	165,770.76	29,000.00	0.00	22,978.00	6,022.00	79
10-4310-600	SHERIFF- ANIMAL CONTROL	8,854.01	11,000.00	1,850.68	4,107.56	6,892.44	37
10-4310-601	DONATIONS-ANIMAL CONTROL	0.00	3,384.00	0.00	0.00	3,384.00	0
10-4310-602	SHERIFF-ABC BOARD FUNDING	960.00	26,258.00	2,847.35	6,470.99	19,787.01	25
10-4310-603	SHERIFF DONATIONS-PURCHASE OF K-9	2,826.76	774.00	0.00	0.00	774.00	0
10-4310-604	SHERIFF-COUNTY CONTRIB-PURCHASE OF I	1,083.85	1,500.00	0.00	467.96	1,032.04	31
10-4310-611	GUN PERMITS DISCRETIONARY-COUNTY PO	0.00	44,540.00	0.00	0.00	44,540.00	0
10-4310-612	GUN PERMITS-STATE PORTION	8,115.00	4,485.00	785.00	3,400.00	1,085.00	76
10-4310-613	FINGERPRINTING	0.00	6,135.00	0.00	0.00	6,135.00	0
10-4310-650	SHERIFF-DONATIONS	465.25	1,864.00	0.00	0.00	1,864.00	0
10-4310-899	GRANT - ICAC	18,683.73	0.00	0.00	0.00	0.00	0
	4310 SHERIFF:	1,442,052.93	1,846,707.00	104,728.57	650,837.93	1,195,869.07	35
10-4311-000	SRO - WASHINGTON COUNTY UNION:	0.00	0.00	0.00	0.00	0.00	0
10-4311-010	SRO- WASH CO UNION-S & W- REGULAR	40,470.63	45,123.00	3,807.17	18,943.01	26,179.99	42
10-4311-040	SRO-UNION-LONGEVITY	0.00	457.00	456.86	456.86	0.14	100
10-4311-090	SRO- WASH CO UNION- FICA TAX EXPENSE	3,050.10	3,486.00	322.37	1,464.95	2,021.05	42
10-4311-100	SRO- WASH CO UNION- RETIREMENT EXPEN	8,065.81	9,537.00	903.12	4,030.18	5,506.82	42
10-4311-101	SRO- WASH CO UNION- 401(K) CONTRIB.	2,023.53	2,278.00	190.36	947.16	1,330.84	42
10-4311-130	SRO - WASH CO UNION- UNEMPLOYMENT IN	0.00	296.00	0.00	0.00	296.00	0
10-4311-140	SRO- WASH CO UNION- WORKMAN'S COMP E	2,388.00	3,130.00	0.00	2,643.00	487.00	84
10-4311-180	SRO- WASH CO UNION- GROUP INS.	7,947.84	8,005.00	632.14	3,160.70	4,844.30	39
10-4311-210	SRO- WASH CO UNION- UNIFORMS	0.00	500.00	0.00	237.84	262.16	48

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4311-250	MAINTENANCE & REPAIR-VEHICLE	2,837.40	3,500.00	234.98	660.42	2,839.58	19
10-4311-260	SRO- WASH CO UNION-DEPARTMENTAL SUP	182.86	200.00	0.00	0.00	200.00	0
10-4311-270	SRO-WAS CO UNION-SERVICE AWARDS	0.00	50.00	0.00	0.00	50.00	0
10-4311-310	SRO- WASH CO UNION- TRAVEL	2,420.74	2,000.00	0.00	1,467.59	532.41	73
10-4311-315	TRAINING	0.00	500.00	0.00	0.00	500.00	0
	4311 SRO - WASHINGTON COUNTY UNION:	69,386.91	79,062.00	6,547.00	34,011.71	45,050.29	43
10-4313-000	SRO- CRESWELL:	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	40,400.00	0
10-4313-090	SRO- CRESWELL- FICA TAX EXPENSE	0.00	3,090.00	0.00	0.00	3,090.00	0
10-4313-100	SRO- CRESWELL- RETIREMENT	0.00	8,456.00	0.00	0.00	8,456.00	0
10-4313-101	SRO- CRESWELL- 401K CONTRIB.	0.00	2,020.00	0.00	0.00	2,020.00	0
10-4313-130	SRO - CRESWELL- UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	296.00	0
10-4313-140	SRO- CRESWELL- WORKMAN'S COMP	2,388.00	2,775.00	0.00	2,617.00	158.00	94
10-4313-180	SRO- CRESWELL- GROUP INS.S	0.00	7,990.00	0.00	0.00	7,990.00	0
10-4313-210	SRO- CRESWELL- UNIFORMS	0.00	500.00	0.00	0.00	500.00	0
10-4313-250	MAINTENANCE & REPAIR-VEHICLE	0.00	3,500.00	0.00	0.00	3,500.00	0
10-4313-260	SRO- CRESWELL- DEPARTMENTAL SUPPLIES	0.00	200.00	0.00	0.00	200.00	0
10-4313-310	SRO- CRESWELL- TRAVEL	0.00	2,000.00	0.00	0.00	2,000.00	0
10-4313-315	TRAINING	0.00	500.00	0.00	0.00	500.00	0
	4313 SRO- CRESWELL:	2,388.00	71,727.00	0.00	2,617.00	69,110.00	4
10-4314-000	SRO- PLYMOUTH HIGH:	0.00	0.00	0.00	0.00	0.00	0
10-4314-010	SRO - PLYMOUTH HIGH-S & W- REGULAR	35,024.55	45,123.00	0.00	0.00	45,123.00	0
10-4314-090	SRO - PLYMOUTH HIGH- FICA TAX	2,643.04	3,452.00	0.00	0.00	3,452.00	0
10-4314-100	SRO - PLYMOUTH HIGH- RETIREMENT MATC	6,980.39	9,444.00	0.00	0.00	9,444.00	0
10-4314-101	SRO - PLYMOUTH HIGH- 401K CONTRIBUTIO	1,751.21	2,256.00	0.00	0.00	2,256.00	0
10-4314-130	SRO - PLYMOUTH HIGH- UNEMPLOYMENT IN	0.00	296.00	0.00	0.00	296.00	0

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4314-140	SRO - PLYMOUTH HIGH- WORKMAN'S COMF	2,189.00	3,099.00	0.00	2,343.00	756.00	76
10-4314-180	SRO - PLYMOUTH HIGH- GROUP INS.	6,364.67	8,005.00	0.00	0.00	8,005.00	0
10-4314-210	SRO - PLYMOUTH HIGH- UNIFORMS	0.00	500.00	0.00	0.00	500.00	0
10-4314-250	MAINT & REPAIR - VEHICLE	1,728.47	3,500.00	0.00	0.00	3,500.00	0
10-4314-260	DEPARTMENTAL SUPPLIES	167.38	200.00	0.00	0.00	200.00	0
10-4314-310	SRO- TRAVEL	1,286.48	2,000.00	0.00	0.00	2,000.00	0
10-4314-315	TRAINING	0.00	500.00	0.00	0.00	500.00	0
	4314 SRO- PLYMOUTH HIGH:	58,135.19	78,375.00	0.00	2,343.00	76,032.00	3
10-4320-000	DETENTION CENTER:	0.00	0.00	0.00	0.00	0.00	0
10-4320-010	DETENTION CENTER- S & W - REGULAR	276,270.09	390,354.00	23,156.13	112,149.13	278,204.87	29
10-4320-030	SALARIES & WAGE - OVERTIME	65,940.15	50,000.00	8,908.66	38,937.13	11,062.87	78
10-4320-031	DETENTION CENTER - S&W PARTTIME	28,683.64	31,000.00	6,165.11	27,035.59	3,964.41	87
10-4320-040	SALARIES & WAGES - LONGEVITY	2,348.65	2,908.00	2,907.15	2,907.15	0.85	100
10-4320-090	DETENTION CENTER- FICA TAX EXPENSE	27,428.62	36,266.00	3,069.23	13,474.46	22,791.54	37
10-4320-100	DETENTION CENTER- RETIREMENT	65,454.58	94,814.00	7,011.87	30,256.79	64,557.21	32
10-4320-101	DETENTION CENTER- 401(K) CONTRIB.	6,586.18	14,222.00	697.15	3,314.59	10,907.41	23
10-4320-130	DETENTION CENTER- UNEMPLOYMENT INS.	0.00	3,848.00	0.00	0.00	3,848.00	0
10-4320-140	DETENTION CENTER- WORKMAN'S COMP	21,634.00	32,559.00	0.00	27,493.00	5,066.00	84
10-4320-181	DETENTION CENTER- GROUP INS.	68,430.63	103,421.00	5,028.65	24,513.86	78,907.14	24
10-4320-185	TRAVEL	502.43	2,500.00	0.00	69.50	2,430.50	3
10-4320-190	DETENTION CENTER- TRAINING	2,462.16	5,000.00	1,436.78	2,556.62	2,443.38	51
10-4320-200	DETENTION CENTER- DEPARTMENTAL SUPP	18,562.87	15,000.00	132.96	7,561.15	7,438.85	50
10-4320-210	DETENTION CENTER- UNIFORMS	1,706.35	7,500.00	0.00	0.00	7,500.00	0
10-4320-244	CONTRACTED SERVICES-SOUTHERN HEALT	128,944.85	145,000.00	11,053.76	66,552.64	78,447.36	46
10-4320-247	DETENTION CENTER- FOOD & PROVISIONS	73,214.40	85,000.00	5,955.95	33,086.85	51,913.15	39
10-4320-270	SERVICE AWARDS	125.00	175.00	0.00	0.00	175.00	0
10-4320-290	SUPPLIES & MATERIALS-HYGIENE	3,363.73	3,000.00	0.00	687.75	2,312.25	23

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4320-299	DETENTION CENTER- LAUNDRY & DRY CLEA	6,314.42	7,500.00	595.00	2,378.88	5,121.12	32
10-4320-320	DETENTION CENTER- COMMUNICATIONS	662.77	1,200.00	71.34	284.94	915.06	24
10-4320-330	POSTAGE	89.49	300.00	9.85	36.14	263.86	12
10-4320-350	DETENTION CENTER- MAINT & REPAIR- EQUI	12,960.92	20,000.00	0.00	978.53	19,021.47	5
10-4320-550	DETENTION CENTER- CAPITAL OUTLAY- EQU	19,347.36	50,000.00	0.00	0.00	50,000.00	0
10-4320-600	DETENTION CENTER- CONTRACTED SERVIC	105,677.18	110,000.00	3,000.00	31,132.61	78,867.39	28
10-4320-601	CONTRACTED SERVICES-OPTUM	2,937.60	3,700.00	0.00	3,021.84	678.16	82
10-4320-602	MAINTENANCE AGREEMENTS-SOUTHERN S	3,778.00	3,815.00	0.00	3,815.00	0.00	100
10-4320-603	MAINTENANCE AGREEMENTS-TOP GUARD	99.00	99.00	0.00	0.00	99.00	0
10-4320-900	GRANT-DHHS CORRECTIONS COVID19	2,865.62	21,190.00	0.00	1,705.42	19,484.58	8
	4320 DETENTION CENTER:	946,390.69	1,240,371.00	79,199.59	433,949.57	806,421.43	35
10-4330-000	EMERGENCY MANAGEMENT:	0.00	0.00	0.00	0.00	0.00	0
10-4330-010	EMERGENCY MGMT - S & W- REGULAR	55,571.54	55,628.00	4,751.58	23,641.99	31,986.01	42
10-4330-090	EMERGENCY MGMT - FICA TAX EXPENSE	3,502.85	4,255.00	301.71	1,499.67	2,755.33	35
10-4330-100	EMERGENCY MGMT - RETIREMENT	10,586.43	11,126.00	952.69	4,641.98	6,484.02	42
10-4330-101	EMERGENCY MGMT - 401(K) CONTRIB.	1,667.15	1,669.00	142.55	709.27	959.73	42
10-4330-130	EMERGENCY MGMT - UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	296.00	0
10-4330-140	EMERGENCY MGMT - WORKMAN'S COMP	2,073.00	2,752.00	0.00	2,340.00	412.00	85
10-4330-180	EMERGENCY MGMT - GROUP INS.	8,002.75	8,040.00	633.39	3,166.95	4,873.05	39
10-4330-250	MAINTENANCE & REPAIR - VEHICLE	1,096.91	800.00	0.00	165.00	635.00	21
10-4330-260	EMERGENCY MGMT - DEPARTMENTAL SUPP	6,763.94	5,000.00	471.40	1,225.46	3,774.54	25
10-4330-270	EMERGENCY MGMT - GENERATOR FUEL	2,559.01	2,400.00	0.00	0.00	2,400.00	0
10-4330-310	EMERGENCY MGMT - TRAVEL	2,720.06	2,500.00	205.38	1,306.12	1,193.88	52
10-4330-315	TRAINING	780.46	3,000.00	528.00	827.50	2,172.50	28
10-4330-320	EMERGENCY MGMT - COMMUNICATIONS	2,196.50	4,750.00	147.85	590.70	4,159.30	12
10-4330-330	POSTAGE	86.90	150.00	13.22	25.19	124.81	17
10-4330-350	EMERGENCY MGMT - MAINT. & REPAIR- EQU	4,596.01	5,200.00	12.75	598.99	4,601.01	12

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:19 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4330-370	EMERGENCY MGMT - PRINTING	235.52	350.00	0.00	208.09	141.91	59
10-4330-380	ADVERTISING	155.53	350.00	344.26	344.26	5.74	98
10-4330-390	EMERGENCY MGMT - DUES & SUBSCRIPTION	2,142.00	2,200.00	0.00	1,595.00	605.00	72
10-4330-400	EM DONATIONS-EMERGENCY RESPONSE BA	0.00	1,442.00	0.00	0.00	1,442.00	0
10-4330-401	DONATIONS - EMERGENCY MANAGEMENT	772.50	4,678.00	0.00	0.00	4,678.00	0
10-4330-540	EMERGENCY MGMT - CAPITAL OUTLAY- VEHI	6,515.98	49,000.00	47,000.00	47,000.00	2,000.00	96
10-4330-600	EMERGENCY MGMT - CONTRACTED SERVIC	0.00	11,450.00	0.00	2,950.00	8,500.00	26
10-4330-706	EMPG-ARPA	11,068.00	0.00	0.00	0.00	0.00	0
10-4330-707	GRANT-EM CAPACITY BLDG COMPETITIVE G	76,791.30	52,000.00	2,395.00	50,399.32	1,600.68	97
10-4330-995	MAINTENANCE AGREEMENTS - HYPER REAC	1,945.00	1,945.00	0.00	1,945.00	0.00	100
	4330 EMERGENCY MANAGEMENT:	201,829.34	230,981.00	57,899.78	145,180.49	85,800.51	63
10-4340-000	FIRE PROTECTION:	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	53,857.90	75,401.10	42
10-4340-992	ROPER VFD-OPERATIONAL	78,170.00	81,727.00	6,810.58	34,052.90	47,674.10	42
10-4340-993	CRESWELL VFD-OPERATIONAL	50,909.00	51,685.00	4,307.08	21,535.40	30,149.60	42
10-4340-994	MCVFD-OPERATIONAL	58,270.00	58,309.00	4,859.08	24,295.40	34,013.60	42
10-4340-995	LAKE PHELPS VFD-OPERATIONAL	45,996.00	46,034.00	3,836.16	19,180.80	26,853.20	42
10-4340-996	PUNGO VFD-OPERATIONAL	20,282.00	23,750.00	1,979.16	9,895.80	13,854.20	42
10-4340-997	PINETOWN/LONG ACRE VFD	8,178.00	8,188.00	682.33	3,411.65	4,776.35	42
10-4340-998	CRESWELL VFD-WELL-CIP	0.00	40,000.00	0.00	0.00	40,000.00	0
	4340 FIRE PROTECTION:	383,987.00	438,952.00	33,245.97	166,229.85	272,722.15	38
10-4345-000	FORESTRY:	0.00	0.00	0.00	0.00	0.00	0
10-4345-991	FORESTRY MATCH (35%)	92,260.42	94,891.00	5,424.72	22,925.70	71,965.30	24
10-4350-000	INSPECTIONS & PLANNING:	0.00	0.00	0.00	0.00	0.00	0
10-4350-121	SALARIES & WAGES-REGULAR	100,014.58	100,228.00	8,561.08	42,596.66	57,631.34	42
10-4350-127	SALARIES & WAGES-LONGEVITY	707.43	726.00	725.12	725.12	0.88	100

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4350-181	FICA TAX	6,298.17	7,722.00	593.14	2,727.85	4,994.15	35
10-4350-182	RETIREMENT	19,187.51	20,187.00	1,861.89	8,509.04	11,677.96	42
10-4350-183	GROUP INSURANCE	17,870.29	18,023.00	1,423.71	7,118.55	10,904.45	40
10-4350-184	401(K) CONTRIBUTIONS	3,000.44	3,028.00	256.83	1,277.89	1,750.11	42
10-4350-185	UNEMPLOYMENT INSURANCE	0.00	592.00	0.00	0.00	592.00	0
10-4350-186	WORKMAN'S COMP	274.00	4,881.00	0.00	4,121.00	760.00	84
10-4350-260	DEPARTMENTAL SUPPLIES	3,460.04	4,000.00	290.34	878.47	3,121.53	22
10-4350-311	TRAVEL	893.57	1,000.00	95.84	255.56	744.44	26
10-4350-320	COMMUNICATIONS	1,672.78	2,500.00	106.58	425.64	2,074.36	17
10-4350-330	INSPECTIONS - POSTAGE	0.00	250.00	0.00	0.00	250.00	0
10-4350-341	PRINTING	577.63	500.00	0.00	0.00	500.00	0
10-4350-352	MAINT & REPAIR-EQUIPMENT	0.00	1,000.00	0.00	0.00	1,000.00	0
10-4350-353	MAINT & REPAIR-VEHICLE	72.45	1,000.00	0.00	0.00	1,000.00	0
10-4350-370	ADVERTISING	315.50	500.00	136.50	325.50	174.50	65
10-4350-395	TRAINING	2,454.44	2,500.00	170.00	170.00	2,330.00	7
10-4350-491	DUES & SUBSCRIPTIONS	0.00	500.00	0.00	130.00	370.00	26
10-4350-500	DECOMMISSIONING BOND-SOLAR FARMS	0.00	50,000.00	0.00	0.00	50,000.00	0
10-4350-600	CONTRACTED SERV-ABANDONED PROPERT	0.00	10,000.00	0.00	0.00	10,000.00	0
10-4350-602	CONTRACTED SERVICES-LEGAL	0.00	10,000.00	0.00	0.00	10,000.00	0
	4350 INSPECTIONS & PLANNING:	156,798.83	239,137.00	14,221.03	69,261.28	169,875.72	29
10-4915-000	GEOGRAPHIC INFORMATION SYSTEMS:	0.00	0.00	0.00	0.00	0.00	0
10-4915-010	GEOGRAPHIC INFO SYST-S & W- REGULAR	2,222.55	0.00	0.00	0.00	0.00	0
10-4915-040	GEOGRAPHIC INFO SYST - LONGEVITY	115.98	0.00	0.00	0.00	0.00	0
10-4915-090	GEOGRAPHIC INFO SYST- FICA TAX EXPENS	177.47	0.00	0.00	0.00	0.00	0
10-4915-100	GEOGRAPHIC INFO SYST- RETIREMENT EXP	450.24	0.00	0.00	0.00	0.00	0
10-4915-101	GEOGRAPHIC INFO SYST- 401(K) CONTRIB.	70.90	0.00	0.00	0.00	0.00	0
10-4915-180	GEOGRAPHIC INFO SYST- GROUP INS.	348.81	0.00	0.00	0.00	0.00	0

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4915-181	GIS-PROFESSIONAL SERVICES	0.00	9,240.00	0.00	9,240.00	0.00	100
10-4915-190	GEOGRAPHIC INFO SYST- TRAINING	859.55	0.00	0.00	0.00	0.00	0
10-4915-260	DEPARTMENTAL SUPPLIES	631.70	0.00	0.00	0.00	0.00	0
10-4915-320	GIS- COMMUNICATIONS	65.61	0.00	0.00	0.00	0.00	0
10-4915-350	MAINT AGREEMENTS-ESRI SOFTWARE	1,650.00	1,777.00	0.00	0.00	1,777.00	0
10-4915-351	MAINT AGREEMENTS-ATLAS DATA WEBSITE	4,800.00	0.00	0.00	0.00	0.00	0
	4915 GEOGRAPHIC INFORMATION SYSTEMS	11,392.81	11,017.00	0.00	9,240.00	1,777.00	84
10-5110-000	DISTRICT HEALTH	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	91,367.05	127,913.95	42
10-5110-993	2ND DIST DRUG COURT COORDINATOR POS	64,497.75	89,238.00	0.00	19,325.95	69,912.05	22
	5110 DISTRICT HEALTH	283,778.75	308,519.00	18,273.41	110,693.00	197,826.00	36
10-5150-000	SENIOR CITIZENS CENTER:	0.00	0.00	0.00	0.00	0.00	0
10-5150-010	SENIOR CITIZENS CENT- S & W- REGULAR	95,895.49	93,905.00	7,991.50	46,002.31	47,902.69	49
10-5150-040	SALARIES & WAGES-LONGEVITY	1,290.70	1,335.00	873.07	1,334.71	0.29	100
10-5150-090	SENIOR CITIZENS CENT- FICA TAX EXPENSE	7,173.40	7,263.00	634.08	3,466.11	3,796.89	48
10-5150-100	SENIOR CITIZENS CENT- RETIREMENT	18,502.10	18,989.00	1,777.34	9,291.02	9,697.98	49
10-5150-101	SENIOR CITIZENS CENT- 401(K) CONTRIB.	2,874.98	2,848.00	239.74	1,380.05	1,467.95	48
10-5150-130	SENIOR CITIZENS CTR- WORKMAN'S COMP	1,869.00	1,430.00	0.00	1,233.00	197.00	86
10-5150-131	SENIOR CENTER- UNEMPLOYMENT INS.	0.00	856.00	0.00	0.00	856.00	0
10-5150-180	SENIOR CITIZENS CENT- GROUP INS.	23,702.48	23,879.00	1,884.92	10,051.99	13,827.01	42
10-5150-247	APPROPRIATION-ALBEMARLE NUTRITION	47,807.00	47,807.00	0.00	23,903.50	23,903.50	50
10-5150-257	DEPARTMENT SUPPLIES-CRAFTS/CERAMICS	1,803.29	3,500.00	519.87	2,076.93	1,423.07	59
10-5150-260	DEPARTMENTAL SUPPLIES	1,951.04	3,000.00	571.00	2,302.64	697.36	77
10-5150-280	POSTAGE	86.07	300.00	4.77	8.20	291.80	3
10-5150-310	SENIOR CITIZENS CTR- TRAVEL	3,364.23	3,000.00	184.74	286.89	2,713.11	10
10-5150-315	TRAINING	358.95	3,500.00	439.43	1,772.11	1,727.89	51

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-5150-320	SENIOR CITIZENS CENT- COMMUNICATIONS	858.61	1,800.00	46.97	200.39	1,599.61	11
10-5150-330	UTILTITIES-GAS	6,492.78	9,000.00	528.90	528.90	8,471.10	6
10-5150-350	SENIOR CENTER- MAINT & REPAIR- BUILDING	0.00	1,500.00	0.00	424.33	1,075.67	28
10-5150-351	SENIOR CENTER- MAINT & REPAIR - EQUIP	501.00	700.00	0.00	0.00	700.00	0
10-5150-370	TRAVEL-SENIOR GAMES	0.00	300.00	0.00	300.00	0.00	100
10-5150-380	SENIOR CENTER TRIPS	3,069.24	2,212.00	855.00	987.00	1,225.00	45
10-5150-390	SENIOR CENTER-DUES & SUBSCRIPTIONS	3,596.74	2,100.00	0.00	120.00	1,980.00	6
10-5150-600	SENIOR CITIZENS CTR- CONTRACTED SERVI	3,415.00	4,000.00	150.00	1,263.00	2,737.00	32
10-5150-601	CONTRACTED SERVICES - SCHEDULING SYS	900.00	900.00	0.00	0.00	900.00	0
10-5150-650	SENIOR CENTER DONATIONS	432.57	4,619.00	1,284.05	1,284.05	3,334.95	28
	5150 SENIOR CITIZENS CENTER:	225,944.67	238,743.00	17,985.38	108,217.13	130,525.87	45
10-5155-000	VETERAN SERVICE:	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
10-5155-320	VETERAN SERVICE OFFC- COMMUNICATION	254.16	600.00	0.00	52.11	547.89	9
	5155 VETERAN SERVICE:	312.16	600.00	0.00	52.11	547.89	9
10-5310-000	SOCIAL SERVICES- ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0
10-5310-010	SALARIES & WAGES-BOARD	1,300.00	1,500.00	100.00	500.00	1,000.00	33
10-5310-011	SS ADMIN.- S & W- REGULAR	2,016,433.42	2,174,520.00	171,202.42	858,857.12	1,315,662.88	40
10-5310-013	SALARIES & WAGES-LONGEVITY	16,846.25	19,351.00	19,231.33	19,231.33	119.67	99
10-5310-030	LEGAL - IV-D	18,213.75	25,000.00	60.00	3,956.97	21,043.03	16
10-5310-090	SS ADMIN.- FICA TAX	148,833.93	169,361.00	13,986.79	64,117.79	105,243.21	38
10-5310-100	SS ADMIN.- RETIREMENT	386,455.27	442,774.00	38,181.98	172,102.36	270,671.64	39
10-5310-101	SS ADMIN.- 401(K) CONTRIB.	55,373.81	66,416.00	4,830.80	24,371.32	42,044.68	37
10-5310-130	HUMAN SERVICES- UNEMPLOYMENT INS.	0.00	16,512.00	0.00	0.00	16,512.00	0
10-5310-140	SS ADMIN.- WORKMAN'S COMP	43,634.00	52,715.00	0.00	44,518.00	8,197.00	84
10-5310-180	LEGAL-PROTECTIVE SERVICES	29,388.38	43,000.00	1,525.00	10,020.78	32,979.22	23

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-5310-181	SS ADMIN.- GROUP INS.	410,126.68	466,869.00	31,296.93	160,215.30	306,653.70	34
10-5310-250	MAINT & REPAIR - VEHICLE	9,747.90	7,500.00	834.00	4,157.40	3,342.60	55
10-5310-257	SS ADMIN.- COUNTY GENERAL ASSISTANCE	9,421.44	5,000.00	507.52	1,844.95	3,155.05	37
10-5310-258	DSS COMMUNITY DONATIONS-CHRISTMAS	1,296.25	1,788.00	0.00	0.00	1,788.00	0
10-5310-259	DSS COMMUNITY DONATIONS-FOSTER CHIL	294.83	612.00	0.00	0.00	612.00	0
10-5310-260	DEPARTMENTAL SUPPLIES	54,749.24	39,000.00	4,643.06	14,776.39	24,223.61	38
10-5310-268	FOOD STAMPS DIRECT CHARGE	4,307.38	5,500.00	0.00	729.73	4,770.27	13
10-5310-270	SERVICE AWARDS	885.00	600.00	0.00	0.00	600.00	0
10-5310-310	TRAVEL	4,607.12	7,000.00	1,317.73	2,282.90	4,717.10	33
10-5310-311	SS ADMIN - VEHICLE FUEL	8,078.97	9,000.00	983.58	3,876.31	5,123.69	43
10-5310-315	TRAINING	10,402.64	16,000.00	945.15	12,987.75	3,012.25	81
10-5310-320	SS ADMIN.- COMMUNICATIONS	20,046.82	25,000.00	1,722.33	8,520.37	16,479.63	34
10-5310-330	UTILITITES	24,065.18	25,000.00	1,977.17	9,981.56	15,018.44	40
10-5310-340	SS ADMIN.- POSTAGE	11,714.13	12,000.00	0.00	16.50	11,983.50	0
10-5310-350	SS ADMIN.- MAINT AND REPAIR- BLDG.	18,651.94	20,000.00	6,147.08	9,629.32	10,370.68	48
10-5310-351	SS ADMIN.- REPAIR AND MAINT- EQUIP.	2,243.27	4,500.00	210.00	3,402.79	1,097.21	76
10-5310-370	SS ADMIN.- ADVERTISING	2,121.49	1,200.00	0.00	211.50	988.50	18
10-5310-390	SS ADMIN.- DUES AND SUBSCRIPTION	8,823.48	15,000.00	302.87	5,767.47	9,232.53	38
10-5310-410	LEASE-EQUIPMENT	2,689.60	0.00	0.00	0.00	0.00	0
10-5310-550	SOCIAL SERVICES- CAPITAL OUTLAY- EQUIPM	61,465.12	216,900.00	0.00	80,435.19	136,464.81	37
10-5310-600	SOCIAL SERVICES- CONTRACTED SERVICES	138,796.31	115,710.00	10,340.73	63,356.12	52,353.88	55
10-5310-601	MAINT AGREEMENTS-NC CORRELS	0.00	1,300.00	0.00	0.00	1,300.00	0
10-5310-602	MAINT AGREEMENTS-INFO INC.	4,588.08	4,910.00	0.00	2,454.60	2,455.40	50
10-5310-605	SS ADMIN - SECURITY CONTRACT	7,062.19	25,000.00	0.00	2,716.00	22,284.00	11
10-5310-610	SS ADMIN.- VENDOR FEES	2,364.00	6,000.00	99.00	99.00	5,901.00	2
10-5310-611	SS FAMILY REUNIFICATION (PSYCH EVALS)	3,738.50	10,000.00	0.00	0.00	10,000.00	0
	5310 SOCIAL SERVICES- ADMINISTRATION:	3,538,766.37	4,052,538.00	310,445.47	1,585,136.82	2,467,401.18	39

Washington County
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-5380-000	SOCIAL SERVICES-ECONOMIC SUPPORT:	0.00	0.00	0.00	0.00	0.00	0
10-5380-011	IN-HOME SERVICES (100%)	69,426.50	80,741.00	6,636.88	24,955.52	55,785.48	31
10-5380-030	SS ECONOMIC SUPPORT- CRISIS INTERVEN	63,704.88	71,992.00	576.45	1,375.55	70,616.45	2
10-5380-190	WF EMPLOYMENT SERVICES	6,417.88	10,000.00	722.60	1,898.31	8,101.69	19
10-5380-370	TANF-EMERGENCY ASSISTANCE	24,800.00	20,000.00	2,837.87	17,069.27	2,930.73	85
10-5380-375	DSS COMMUNITY DONATIONS-EMERGENCY	63.97	316.00	0.00	0.00	316.00	0
10-5380-376	TITLE IV-FOSTER CARE	70,186.79	135,000.00	6,403.00	48,066.12	86,933.88	36
10-5380-377	STATE FOSTER HOME CARE	30,070.62	41,900.00	743.00	1,706.00	40,194.00	4
10-5380-379	SS ECONOMIC SUPPORT- SPECIAL ASSISTAI	78,555.00	97,500.00	6,960.50	34,040.00	63,460.00	35
10-5380-381	TITLE IV-E ADOPTION	14,915.23	24,150.00	1,768.34	9,188.88	14,961.12	38
10-5380-383	SPECIAL LINKS (100%)	3,982.40	5,000.00	0.00	30.00	4,970.00	1
10-5380-384	CHILD CARE (MOE-PART OF &65K MIN)	2,892.00	20,000.00	0.00	0.00	20,000.00	0
10-5380-403	SS ECONOMIC SUPPORT- BLIND COMMISSIC	2,005.16	2,500.00	2,134.34	2,134.34	365.66	85
10-5380-404	SS ECONOMIC SUPP-CIP/LIEAP SUPPLEMEN	0.00	40,000.00	3,451.68	3,451.68	36,548.32	9
10-5380-405	LIHWAP-LOW INCOME HOUSEHLD WATER AS	66,808.00	15,146.00	0.00	14,423.99	722.01	95
10-5380-406	LIEAP PAYMENTS	43,600.00	50,000.00	0.00	0.00	50,000.00	0
10-5380-407	ADOPTION PROMOTIONS	1,412.98	72,645.00	0.00	372.30	72,272.70	1
10-5380-408	SS ECON SUPPORT - MEDICAID PAYBACKS	0.00	12,500.00	0.00	0.00	12,500.00	0
10-5380-409	SS ECON SUPPORT - STATE PROGRAM RETU	0.00	12,500.00	1,861.00	1,861.00	10,639.00	15
10-5380-410	GENERAL ASSISTANCE-FOSTER CARE CHIL	0.00	9,500.00	5.99	1,874.61	7,625.39	20
	5380 SOCIAL SERVICES-ECONOMIC SUPPOR	478,841.41	721,390.00	34,101.65	162,447.57	558,942.43	23
10-5400-000	SOCIAL SERVICES TRANSPORTATION:	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	41.94	533.15	5,466.85	9
10-5400-202	DOT GRANT-CLEANING/OTHER SUPPLIES (8	3,678.79	6,000.00	275.90	4,523.32	1,476.68	75
10-5400-250	MAINT & REPAIR-VEHICLE	23,929.61	35,000.00	2,698.75	9,282.54	25,717.46	27
10-5400-260	- TRANSIT ADVERTISING	4,754.18	5,000.00	60.00	2,422.09	2,577.91	48
10-5400-310	SS TRANSPORTATION- WF TRANSPORTATIO	8,958.30	15,000.00	427.00	950.60	14,049.40	6

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-5400-311	RIVERLIGHT TRANSIT VEHICLE FUEL	33,053.76	37,500.00	3,371.39	13,691.91	23,808.09	37
10-5400-315	DOT GRANT - TRAVEL/TRAINING (85% REIMB	1,161.25	4,500.00	29.00	258.00	4,242.00	6
10-5400-320	SS TRANSPORTATION- COMMUNICATIONS	6,782.75	6,500.00	614.80	3,029.65	3,470.35	47
10-5400-347	GRANT-RDC TRANSPORTATION	4,948.80	6,000.00	0.00	0.00	6,000.00	0
10-5400-372	VOLUNTEER TRANSPORATION-MEDICAID	19,308.28	26,181.00	2,635.64	6,910.06	19,270.94	26
10-5400-390	DOT-DUES AND SUBSCRIPTIONS (85% REIME	580.00	750.00	0.00	440.00	310.00	59
10-5400-540	CAPITAL OUTLAY-VAN REPLACEMENT	0.00	280,000.00	0.00	0.00	280,000.00	0
10-5400-600	SS TRANSPORTATION- WORK FIRST DOT	3,354.00	3,354.00	1,113.40	3,190.00	164.00	95
10-5400-601	MAINT AGREEMENTS-CTS SOFTWARE	10,899.00	11,230.00	935.50	4,677.50	6,552.50	42
10-5400-602	CONTRACTED LABOR - RIVERLIGHT	0.00	10,000.00	344.25	2,055.38	7,944.62	21
10-5400-603	DRUG TEST CONTRACT-SAFETY WORKS	455.00	1,000.00	0.00	108.00	892.00	11
10-5400-610	SENIOR CENTER TRANSPORTATION	0.00	6,000.00	0.00	0.00	6,000.00	0
10-5400-998	SS TRANS- PR YR CARES GRANT REIMBURS	960.00	0.00	0.00	0.00	0.00	0
	5400 SOCIAL SERVICES TRANSPORTATION:	128,423.99	460,015.00	12,547.57	52,072.20	407,942.80	11
10-5830-000	JUVENILE SERVICE:	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	9,650.00	0
10-5830-250	JCPC - CBA	3,000.00	10,910.00	138.81	319.86	10,590.14	3
10-5830-299	JCPC - ROANOKE AREA YOUTH	66,166.08	76,183.00	11,888.20	24,053.77	52,129.23	32
	5830 JUVENILE SERVICE:	74,561.07	96,743.00	12,027.01	24,373.63	72,369.37	25
10-5910-000	EDUCATION-SCHOOLS/COMMUNITY COLLEG	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	722,916.65	1,012,083.35	42
10-5910-995	PURCHASE OF EQUIPMENT-COMMUNITY CO	13,298.40	0.00	0.00	0.00	0.00	0
	5910 EDUCATION-SCHOOLS/COMMUNITY CC	1,748,298.40	1,735,000.00	144,583.33	722,916.65	1,012,083.35	42
10-5911-000	COMMUNICATIONS:	0.00	0.00	0.00	0.00	0.00	0
10-5911-010	COMMUNICATIONS-S & W- REGULAR	185,028.24	228,127.00	15,465.54	73,945.80	154,181.20	32

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-5911-030	SALARIES & WAGES-OVERTIME	53,908.50	65,000.00	5,810.99	20,401.20	44,598.80	31
10-5911-031	SALARIES & WAGES-PARTTIME	51,234.32	50,000.00	2,365.18	29,188.25	20,811.75	58
10-5911-040	SALARIES & WAGES-LONGEVITY	307.77	324.00	323.60	323.60	0.40	100
10-5911-090	COMMUNICATIONS- FICA TAX	21,960.64	26,272.00	1,773.88	9,239.66	17,032.34	35
10-5911-100	COMMUNICATIONS- RETIREMENT	48,320.50	68,688.00	4,412.77	19,855.60	48,832.40	29
10-5911-130	COMMUNICATIONS- 401(K) CONTRIB.	3,501.56	10,303.00	406.13	1,833.14	8,469.86	18
10-5911-131	COMMUNICATIONS - UNEMPLOYMENT	0.00	2,368.00	0.00	0.00	2,368.00	0
10-5911-140	COMMUNICATIONS- WORKERS' COMP	1,483.00	2,092.00	0.00	1,769.00	323.00	85
10-5911-180	COMMUNICATIONS- GROUP INS.	35,558.48	63,604.00	2,599.67	14,837.03	48,766.97	23
10-5911-210	UNIFORMS	682.76	3,000.00	0.00	0.00	3,000.00	0
10-5911-260	DEPARTMENTAL SUPPLIES	5,158.00	7,000.00	44.32	1,082.55	5,917.45	15
10-5911-310	TRAVEL	471.00	1,500.00	0.00	201.00	1,299.00	13
10-5911-315	TRAINING	1,289.71	5,000.00	0.00	270.59	4,729.41	5
10-5911-320	COMMUNICATIONS	14,078.06	17,000.00	260.17	819.52	16,180.48	5
10-5911-330	POSTAGE	32.09	100.00	0.63	6.52	93.48	7
10-5911-412	MAINT AGREEMENTS-DCI/OMINIX	1,500.00	1,500.00	0.00	750.00	750.00	50
10-5911-413	MAINT AGREEMENTS-SOUTHERN SOFTWARE	2,187.00	2,208.00	0.00	2,208.00	0.00	100
10-5911-415	MAINTENANCE AGREEMENT - MOTOROLA	0.00	14,551.00	0.00	0.00	14,551.00	0
10-5911-540	CAPITAL OUTLAY EQUIPMENT-PRIMARY PSA	57,151.00	9,000.00	0.00	0.00	9,000.00	0
	5911 COMMUNICATIONS:	483,852.63	577,637.00	33,462.88	176,731.46	400,905.54	31
10-5940-000	REHABILITATION:	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	6,750.00	20,250.00	25
10-5940-992	TRILLIUM-ABC BOTTLE TAX	3,000.00	3,000.00	0.00	750.00	2,250.00	25
10-5940-993	ALBEMARLE TIDELAND RET OPEB	13,239.97	13,240.00	0.00	13,239.97	0.03	100
	5940 REHABILITATION:	43,239.97	43,240.00	0.00	20,739.97	22,500.03	48
10-6000-000	MEDICAL EXAMINER:	0.00	0.00	0.00	0.00	0.00	0

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-6000-180	CONTRACT-MEDICAL EXAMINER	9,800.00	10,000.00	0.00	3,900.00	6,100.00	39
10-6050-000	COOPERATIVE EXT SERVICE:	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	7,844.90	31,379.50	63,670.50	33
10-6050-090	COOPERATIVE EXT SERV- FICA TAX EXPENS	6,360.61	7,270.00	584.61	2,341.46	4,928.54	32
10-6050-100	COOPERATIVE EXT SERV- RETIREMENT	21,118.49	25,664.00	2,083.35	7,849.34	17,814.66	31
10-6050-130	COOPERATIVE EXT SERV- UNEMPLOYMENT	0.00	951.00	0.00	0.00	951.00	0
10-6050-140	COOPERATIVE EXT SERV- WORKMAN'S COM	0.00	110.00	0.00	0.00	110.00	0
10-6050-180	COOPERATIVE EXT SERV- GROUP INS.	12,339.52	17,010.00	1,040.24	4,208.85	12,801.15	25
10-6050-260	DEPARTMENTAL SUPPLIES	1,914.19	1,800.00	0.00	237.03	1,562.97	13
10-6050-310	TRAVEL	175.00	1,200.00	0.00	0.00	1,200.00	0
10-6050-320	COOPERATIVE EXT SERV- COMMUNICATION:	1,100.92	1,550.00	91.32	366.09	1,183.91	24
10-6050-340	COOPERATIVE EXT SERV- POSTAGE	22.80	150.00	0.00	0.00	150.00	0
10-6050-350	MAINT & REPAIR-EQUIPMENT	250.00	300.00	0.00	0.00	300.00	0
10-6050-390	DUES & SUBSCRIPTIONS	606.59	995.00	0.00	265.00	730.00	27
10-6050-410	LEASE-EQUIPMENT	2,125.00	2,125.00	0.00	0.00	2,125.00	0
10-6050-998	MIPPA GRANT-MEDICAID IMPROVEMENT FOF	2,500.00	2,500.00	0.00	0.00	2,500.00	0
10-6050-999	GRANT - SHIIP	5,129.00	7,818.00	567.44	2,556.96	5,261.04	33
	6050 COOPERATIVE EXT SERVICE:	139,839.74	164,493.00	12,211.86	49,204.23	115,288.77	30
10-6060-000	SOIL & WATER:	0.00	0.00	0.00	0.00	0.00	0
10-6060-030	SALARIES & WAGES-REGULAR	21,284.49	31,251.00	2,669.33	13,281.57	17,969.43	42
10-6060-031	SALARIES & WAGES-PART TIME	0.00	13,000.00	525.30	1,186.39	11,813.61	9
10-6060-090	SOIL & WATER- FICA TAX	1,626.27	3,385.00	244.40	1,106.83	2,278.17	33
10-6060-100	SOIL & WATER- RETIREMENT	4,054.69	8,850.00	535.20	2,607.77	6,242.23	29
10-6060-101	SOIL AND WATER- 401(K) CONTRIB.	638.56	1,328.00	80.08	398.45	929.55	30
10-6060-130	SOIL & WATER- UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	280.00	0
10-6060-140	SOIL & WATER- WORKMAN'S COMP	1,309.00	1,248.00	0.00	1,054.00	194.00	84
10-6060-180	SOIL & WATER CONSERV- GROUP INS.	5,347.35	7,959.00	628.89	3,144.45	4,814.55	40

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-6060-200	SOIL & WATER- DEPTAL SUPPLIES	2,133.12	1,500.00	0.00	33.00	1,467.00	2
10-6060-310	SOIL & WATER- TRAVEL	593.86	1,200.00	181.56	487.84	712.16	41
10-6060-315	TRAINING	464.00	2,400.00	0.00	624.99	1,775.01	26
10-6060-320	SOIL & WATER- COMMUNICATIONS	1,731.65	2,000.00	277.59	929.40	1,070.60	46
10-6060-330	SOIL & WATER - POSTAGE	7.10	250.00	1.50	2.70	247.30	1
10-6060-350	MAINT & REPAIR - EQUIPMENT	96.75	750.00	19.44	210.24	539.76	28
10-6060-380	SOIL & WATER - ADVERTISING	751.50	350.00	0.00	0.00	350.00	0
10-6060-390	DUES & SUBSCRIPTIONS	345.03	800.00	99.99	99.99	700.01	12
	6060 SOIL & WATER:	40,383.37	76,551.00	5,263.28	25,167.62	51,383.38	33
10-6110-000	CULTURAL/LIBRARY:	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	85,416.65	119,583.35	42
10-6120-000	RECREATION:	0.00	0.00	0.00	0.00	0.00	0
10-6120-010	RECREATION-S & W- REGULAR	44,728.46	42,638.00	3,864.08	19,226.15	23,411.85	45
10-6120-030	SALARIES & WAGES-PARTTIME	12,233.25	20,000.00	1,319.25	4,677.25	15,322.75	23
10-6120-040	SALARIES & WAGES-LONGEVITY	1,103.41	1,160.00	1,159.23	1,159.23	0.77	100
10-6120-090	RECREATION- FICA TAX EXPENSE	4,232.89	5,077.00	467.78	1,830.19	3,246.81	36
10-6120-100	RECREATION- RETIREMENT	8,723.32	13,274.00	1,007.18	4,007.38	9,266.62	30
10-6120-101	RECREATION- 401(K) CONTRIB.	1,340.61	1,991.00	115.92	576.77	1,414.23	29
10-6120-130	RECREATION- UNEMPLOYMENT INS.	0.00	296.00	0.00	0.00	296.00	0
10-6120-140	RECREATION- WORKMAN'S COMP	3,222.00	3,691.00	0.00	3,238.00	453.00	88
10-6120-180	RECREATION- GROUP INS.	7,923.19	8,006.00	628.37	3,141.85	4,864.15	39
10-6120-200	SUPPLIES & MATERIALS	3,482.70	6,000.00	306.81	2,016.58	3,983.42	34
10-6120-250	SUPPLIES - VEHICLES	3,284.98	5,000.00	400.70	1,200.14	3,799.86	24
10-6120-260	OFFICE SUPPLIES	2,330.32	3,000.00	88.64	1,329.14	1,670.86	44
10-6120-270	SPORTS EQUIPMENT	6,516.42	9,000.00	0.00	2,112.99	6,887.01	23
10-6120-271	RECREATION-SERVICE AWARDS	0.00	200.00	0.00	0.00	200.00	0
10-6120-310	TRAVEL	3,278.11	5,000.00	0.00	0.00	5,000.00	0

Washington County
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-6120-315	TRAINING	0.00	750.00	0.00	0.00	750.00	0
10-6120-320	RECREATION- COMMUNICATIONS	3,001.37	4,050.00	343.54	1,685.08	2,364.92	42
10-6120-325	POSTAGE	17.05	100.00	0.00	0.00	100.00	0
10-6120-330	RECREATION- COUNTY RECREATION- UTILIT	14,519.49	16,000.00	124.45	6,203.50	9,796.50	39
10-6120-350	MAINT & REPAIR - BUILDINGS	11,920.52	16,000.00	7,553.25	11,581.11	4,418.89	72
10-6120-355	MAINT & REPAIR - VEHICLE	1,997.24	5,000.00	56.64	3,060.31	1,939.69	61
10-6120-390	DEPARTMENTAL SUPPLIES - AWARDS	1,449.38	2,000.00	0.00	0.00	2,000.00	0
10-6120-450	INSURANCE AND BONDS	2,202.00	2,203.00	0.00	2,202.00	1.00	100
10-6120-491	DUES & SUBSCRIPTIONS-TOURNAMENT FEE	1,149.00	2,000.00	0.00	335.00	1,665.00	17
10-6120-550	CAPITAL OUTLAY - EQUIPMENT	0.00	46,548.00	0.00	0.00	46,548.00	0
10-6120-553	MAINTENANCE/EQUIPMENT - SKINNERS	3,850.00	4,000.00	0.00	0.00	4,000.00	0
10-6120-610	CONTRACTED SERVICES-LEAD/ASST/OFFICI	6,463.75	6,700.00	1,050.00	2,755.00	3,945.00	41
10-6120-650	RECREATION-DONATIONS	2,374.65	4,273.00	0.00	882.68	3,390.32	21
10-6120-693	NCDEQ GRANT-RECREATION-VOLKSWAGON	0.00	110,098.00	0.00	0.00	110,098.00	0
	6120 RECREATION:	151,344.11	344,055.00	18,485.84	73,220.35	270,834.65	21
10-6180-000	COMMUNITY ALTERNATIVE:	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	226.24	1,244.32	3,755.68	25
10-8300-000	CENTRAL SERVICES:	0.00	0.00	0.00	0.00	0.00	0
10-8300-120	ADDITIONAL SALARY/BENEFIT EXP-COMP ST	0.00	259,174.00	0.00	0.00	259,174.00	0
10-8300-130	ADDITIONAL UNEMPLOYMENT INSURANCE	0.00	5,000.00	0.00	0.00	5,000.00	0
10-8300-140	TOSHIBA COPIER MAINTENANCE AGREEMEN	9,862.44	10,000.00	0.00	988.25	9,011.75	10
10-8300-141	COPIER PURCHASE/LEASE	27,194.66	0.00	0.00	0.00	0.00	0
10-8300-321	CENTRAL SERVICES-COMMUNICATIONS-TEL	7,397.99	23,000.00	211.99	1,059.95	21,940.05	5
10-8300-391	CENTRAL SERVICES-SOFTWARE LICENSES	17,334.44	16,000.00	161.56	268.76	15,731.24	2
10-8300-451	INSURANCE-PROPERTY & LIABILITY	210,471.00	310,849.00	1,173.00	295,429.00	15,420.00	95
10-8300-452	INSURANCE-TRANSPORTATION (15 PASSENC	11,420.00	12,500.00	0.00	12,500.00	0.00	100
10-8300-491	APPROP-ALBEMARLE COMMISSION	9,683.00	12,208.00	69.28	8,211.81	3,996.19	67

Washington County
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
	8300 CENTRAL SERVICES:	293,363.53	648,731.00	730.17 -	318,457.77	330,273.23	49
10-9800-000	TRANSFERS:	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	50,000.00	0
10-9800-039	TRANSFER TO AIRPORT FUND	92,016.00	99,738.00	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	450,000.00	0
10-9800-058	TRANSFER TO PROJECTS/GRANTS FUND	610,000.00	19,226.00	0.00	0.00	19,226.00	0
10-9800-070	TRANSFER TO RE-VAL FUND	40,000.00	40,000.00	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	398,952.00	0
	9800 TRANSFERS:	3,774,194.72	1,057,916.00	0.00	0.00	1,057,916.00	0
10-9990-000	CONTINGENCY	0.00	39,544.00	0.00	0.00	39,544.00	0
10-9999-999	OCCUPANCY TAXES REMITTED TO TTA-EXPE	171,371.36	0.00	0.00	0.00	0.00	0
	GENERAL FUND Expenditure Totals	17,745,022.56	18,327,119.00	1,165,327.15	6,140,146.52	12,186,972.48	34

10 GENERAL FUND	Prior	Current	YTD
Revenues:	16,881,228.21	960,055.70	6,597,701.17
Expenditures:	17,745,022.56	1,165,327.15	6,140,146.52
Net Income:	863,794.35 -	205,271.45 -	457,554.65

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
21-3230-320	SALES TAX-ARITCLE 40 (30%)/\$735,000	330,252.91	320,000.00	28,502.11	57,644.28	262,355.72 -	18
21-3230-321	SALES TAX-ARTICLE 42 (60%)/\$400,000	364,121.60	335,000.00	34,145.70	66,841.36	268,158.64 -	20
21-3230-400	GRANT-NEEDS BASED PUBLIC SCHOOL CAP	2,179,858.44	48,679,922.78	5,000,000.00	15,493,270.61	33,186,652.17 -	32
21-3230-401	TRUIST PK-12 FINANCING (4.02%)	19,796,000.00	0.00	0.00	0.00	0.00	0
21-3230-402	TRUIST PK-12 FINANCING-EARNED INCOME	86,179.04	104,360.42	33,250.69	169,683.15	65,322.73	163
21-3230-403	NEEDS BASED GRANT INTEREST EARNED	0.00	0.00	0.00	26,628.17	26,628.17	0
21-3990-000	APPROPRIATED FUND BALANCE-WC SCHOO	0.00	18,077,739.49	0.00	0.00	18,077,739.49 -	0
	CAPITAL OUTLAY-WASHINGTON CO SCHOOI	22,756,411.99	67,517,022.69	5,095,898.50	15,814,067.57	51,702,955.12 -	23

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
21-0000-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOL	0.00	0.00	0.00	0.00	0.00	0
21-5912-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOL	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
21-5912-691	CAPITAL OUTLAY-WASHINGTON COUNTY SCI	400,000.00	400,000.00	33,333.33	166,666.65	233,333.35	42
21-5912-693	CAPITAL OUTLAY-ENGINEERING SERVICES	1,426.08	0.00	0.00	0.00	0.00	0
21-5912-694	CAPITAL OUTLAY-PURCHASE OF PROPERTY,	494,628.03	0.00	0.00	0.00	0.00	0
21-5912-695	GRANT-NEEDS BASED PUB SC-PLANNING/DE	0.00	2,000,000.00	77,535.94	202,610.78	1,797,389.22	10
21-5912-696	GRANT-NEEDS BASED PUB SC-CONSTRUCTI	1,214,178.32	46,440,790.78	2,440,529.35	5,571,146.55	40,869,644.23	12
21-5912-697	GRANT-NEED BASED PUB SC-LEGAL SERV/A	18,252.50	0.00	0.00	0.00	0.00	0
21-5912-698	GRANT-NEEDS BASED PUB SC-ENGINEERIN	87,646.40	239,132.00	33,653.14	134,686.28	104,445.72	56
21-5912-700	TRUIST PK12 FUNDED CONSTRUCTION	1,980,497.55	17,815,502.45	0.00	7,007,873.37	10,807,629.08	39
21-5912-701	TRUIST PK-12 LOAN-EXPENSE-EARNED INCC	0.00	190,539.46	0.00	0.00	190,539.46	0
	5912 CAPITAL OUTLAY-WASHINGTON CO SC	4,206,386.88	67,085,964.69	2,585,051.76	13,082,983.63	54,002,981.06	20
21-9200-001	TRUIST INTERERST (STARTS IN FY 24)	0.00	431,058.00	431,057.90	431,057.90	0.10	100
	CAPITAL OUTLAY-WASHINGT Expenditure To	4,206,386.88	67,517,022.69	3,016,109.66	13,514,041.53	54,002,981.16	20

21 CAPITAL OUTLAY-WASHINGTON CO SCHC

Prior

Current

YTD

Washington County
Statement of Revenue and Expenditures

Revenues:	22,756,411.99	5,095,898.50	15,814,067.57
Expenditures:	4,206,386.88	3,016,109.66	13,514,041.53
Net Income:	18,550,025.11	2,079,788.84	2,300,026.04

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
30-3920-010	WATERSHED 1972 REFERENDUM TAX-CURRI	81,232.57	87,000.00	2,543.97	46,300.18	40,699.82 -	53
30-3920-020	WATERSHED 1972 REF TAX-CURR YR DISCOI	597.78 -	750.00 -	0.01	559.08 -	190.92	0
30-3920-030	WATERSHED 1972 TAX REF-CURR YR PENAL	136.30	115.00	1.48	57.00	58.00 -	50
30-3920-040	WATERSHED 1972 REF TAX-CURR YR INTERE	1,446.70	750.00	0.00	0.00	750.00 -	0
30-3921-010	WATERSHED 1972 REF TAX-1ST PRIOR YR	2,075.39	2,400.00	28.05	656.52	1,743.48 -	27
30-3921-020	WATERSHED 1972 REF TAX-OTHER PRIOR YI	1,095.50	1,000.00	36.72	209.83	790.17 -	21
30-3921-030	WATERSHED 1972 REF TAX-PRIOR YR PENAL	18.48	10.00	0.10	6.14	3.86 -	61
30-3921-040	WATERSHED 1972 TAX REF-PRIOR YR INTER	3,715.88	3,500.00	85.97	1,076.62	2,423.38 -	31
30-3930-000	DRAINAGE ASSESSMENT-EDDIE SMIT	50.40	6,147.00	145.76	3,816.06	2,330.94 -	62
30-3990-000	APPROP WATERSHED RESERVE	0.00	22,828.00	0.00	0.00	22,828.00 -	0
	DRAINAGE Revenue Totals	89,173.44	123,000.00	2,842.06	51,563.27	71,436.73 -	41
<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
30-0000-000	DRAINAGE FUND:	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
30-7140-040	PROFESSIONAL SERVICES-EDDIE SMITH CAI	1,260.00	1,800.00	0.00	0.00	1,800.00	0
30-7140-280	EDDIE SMITH CANAL-POSTAGE	126.59	0.00	0.00	0.00	0.00	0
30-7140-380	EDDIE SMITH CANAL-ADVERTISING	392.00	200.00	0.00	56.00	144.00	28
30-7140-600	EDDIE SMITH CANAL- DRAINAGE- CON SVC F	0.00	15,000.00	0.00	0.00	15,000.00	0
	7140 EDDIE SMITH CANAL:	1,778.59	17,000.00	0.00	56.00	16,944.00	0
30-8000-000	WATERSHED IMPROVEMENT:	0.00	0.00	0.00	0.00	0.00	0
30-8000-340	BEAVER CONTROL	29,560.00	35,000.00	4,730.00	6,150.00	28,850.00	18
30-8000-600	AQUATIC WEED SPRAYING	11,827.50	30,000.00	0.00	0.00	30,000.00	0
30-8000-610	CLEARING & SNAGGING	0.00	30,000.00	4,620.00	4,620.00	25,380.00	15
30-8000-611	MAUL 7 KENDRICKS CREEKS PROJECT	0.00	11,000.00	0.00	5,942.08	5,057.92	54
	8000 WATERSHED IMPROVEMENT:	41,387.50	106,000.00	9,350.00	16,712.08	89,287.92	16

Washington County
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
	DRAINAGE Expenditure Totals	43,166.09	123,000.00	9,350.00	16,768.08	106,231.92	14
	30 DRAINAGE		Prior	Current	YTD		
	Revenues:	89,173.44		2,842.06	51,563.27		
	Expenditures:	43,166.09		9,350.00	16,768.08		
	Net Income:	46,007.35		6,507.94 -	34,795.19		

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
33-3350-001	CONSTR CONTRACTERS DISPOSAL FEES(BIL	161,449.55	75,000.00	6,562.90	35,340.75	39,659.25 -	47
33-3400-000	METAL/WHITE GOODS REVENUE	0.00	5,000.00	4,980.53	4,980.53	19.47 -	100
33-3400-001	NCDENR GRANT	5,763.49	3,500.00	0.00	0.00	3,500.00 -	0
33-3501-000	RURAL SOLID WASTE FEE-COUNTY	1,130,284.52	1,258,099.00	52,313.44	726,686.00	531,413.00 -	58
33-3501-001	RSW FEE MUNICIPAL TIPPING REIMB (BILLEC	38,465.40	50,000.00	5,154.00	22,897.33	27,102.67 -	46
33-3503-000	WHITE GOODS DISP FEE & GRANTS	5,339.55	6,000.00	1,543.91	1,543.91	4,456.09 -	26
33-3504-000	SOLID WASTE DISPOSAL TAX	7,396.04	7,200.00	1,825.06	1,825.06	5,374.94 -	25
33-3670-010	STATE TIRE TAX REVENUES	20,357.36	17,500.00	5,055.01	5,055.01	12,444.99 -	29
33-3670-020	STATE TIRE TAX REVENUES(BILLED)	6.24	0.00	0.00	185.12	185.12	0
33-3970-075	TOWN SOLID WASTE	125,973.60	125,974.00	11,816.25	57,762.80	68,211.20 -	46
33-3980-000	TRANSFER FROM GENERAL FUND	35,000.00	50,000.00	0.00	0.00	50,000.00 -	0
33-3990-000	FUND BALANCE APPROPRIATION	0.00	64,916.00	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
	SANITATION Revenue Totals	1,530,986.75	1,663,189.00	89,251.10	856,276.51	806,912.49 -	51

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
33-0000-000	SANITATION FUND:	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
33-7400-010	LANDFILL & COLLECT-S & W- REGULAR	53,618.36	58,598.00	2,584.08	19,566.90	39,031.10	33
33-7400-031	LANDFILL & COLLECT - S & W PARTTIME	3,411.00	4,000.00	279.00	954.00	3,046.00	24
33-7400-040	LANDFILL & COLLECT- PROFESSIONAL SERV	13,101.90	25,000.00	0.00	5,478.10	19,521.90	22
33-7400-090	LANDFILL & COLLECT- FICA TAX EXPENSE	4,313.33	4,788.00	215.20	1,544.97	3,243.03	32
33-7400-100	LANDFILL & COLLECT- RETIREMENT EXPENSE	2,073.90	12,520.00	518.11	3,834.86	8,685.14	31
33-7400-101	LANDFILL & COLLECT- 401(K) CONTRIB.	808.63	1,878.00	77.52	587.01	1,290.99	31
33-7400-130	LANDFILL & COLLECTIO- UNEMPLOYMENT IN	0.00	592.00	0.00	0.00	592.00	0
33-7400-140	LANDFILL & COLLECT- WORKMAN'S COMP	6,146.00	7,435.00	0.00	6,278.00	1,157.00	84
33-7400-180	LANDFILL & COLLECT- GROUP INS.	8,375.62	15,906.00	627.64	5,019.62	10,886.38	32
33-7400-200	MAINTENANCE SUPPLIES & MATERIALS	727.29	1,500.00	0.00	0.00	1,500.00	0

Washington County
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
33-7400-210	LANDFILL & COLLECT - UNIFORMS	394.93	800.00	0.00	0.00	800.00	0
33-7400-250	SUPPLIES & MATERIALS-VEHICLE	6,085.46	6,000.00	0.00	1,735.08	4,264.92	29
33-7400-260	DEPARTMENTAL SUPPLIES	907.99	3,000.00	0.00	194.98	2,805.02	6
33-7400-310	TRAVEL	0.00	300.00	0.00	0.00	300.00	0
33-7400-315	TRAINING	0.00	2,500.00	0.00	0.00	2,500.00	0
33-7400-320	LANDFILL & COLLECT- COMMUNICATIONS	2,493.16	2,300.00	145.64	643.24	1,656.76	28
33-7400-330	LANDFILL & COLLECT- UTILITIES	1,305.95	2,000.00	0.00	684.89	1,315.11	34
33-7400-340	LANDFILL & COLLECT- POSTAGE	192.36	250.00	20.86	69.16	180.84	28
33-7400-350	MAINTENANCE AND REPAIR-EQUIPMENT	8,774.68	15,000.00	7,030.52 -	5,880.41	9,119.59	39
33-7400-370	LANDFILL & COLLECT- ADVERTISING	197.24	1,500.00	0.00	0.00	1,500.00	0
33-7400-390	LANDFILL & COLLECT-DUES & SUBSCRIPTIOI	5,838.00	6,000.00	120.00	5,933.00	67.00	99
33-7400-550	CAPITAL OUTLAY-EQUIPMENT	0.00	18,000.00	0.00	9,674.00	8,326.00	54
33-7400-600	CONTRACTED SERVICES	960.00	75,000.00	0.00	48,500.00	26,500.00	65
33-7400-991	LANDFILL & COLLECTIO- NC DOR ASSESSME	3,908.38	3,000.00	0.00	419.90	2,580.10	14
33-7400-999	LANDFILL POSTCLOSURE COSTS	260,215.13	50,000.00	0.00	0.00	50,000.00	0
	7400 LANDFILL & COLLECTION:	383,849.31	317,867.00	2,442.47 -	116,998.12	200,868.88	37
33-7401-600	CONTRACT-SCRAP TIRE	116,607.85	130,000.00	14,365.40	48,467.00	81,533.00	37
33-7402-600	CONTRACT-GARBAGE COLLECTIONS	859,036.80	905,000.00	71,422.60	310,921.80	594,078.20	34
33-7402-606	ARSWMA ADM FEES	3,877.00	3,974.00	0.00	0.00	3,974.00	0
33-7402-610	CONTRACT-REGIONAL LANDFILL	268,757.91	300,000.00	15,001.84	106,472.03	193,527.97	35
	7402 Total	1,131,671.71	1,208,974.00	86,424.44	417,393.83	791,580.17	35
33-7500-000	LANDFILL - DEPRECIATION	6,348.00	6,348.00	0.00	0.00	6,348.00	0
	SANITATION Expenditure Totals	1,638,476.87	1,663,189.00	98,347.37	582,858.95	1,080,330.05	35

33 SANITATION	Prior	Current	YTD
Revenues:	1,530,986.75	89,251.10	856,276.51

Washington County
Statement of Revenue and Expenditures

Expenditures:	<u>1,638,476.87</u>	<u>98,347.37</u>	<u>582,858.95</u>
Net Income:	107,490.12 -	9,096.27 -	273,417.56

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
35-3290-000	INTEREST EARNED ON INVESTMENTS	10,614.90	7,500.00	0.00	2,612.66	4,887.34 -	35
35-3710-000	UTILITY BASE CHARGES	846,212.24	900,000.00	0.00	298,637.43	601,362.57 -	33
35-3710-010	UTILITY CONSUMPTION CHARGES	525,438.61	530,000.00	0.00	211,654.09	318,345.91 -	40
35-3730-000	TAP & CONNECTION FEES	13,526.00	8,500.00	0.00	11,473.00	2,973.00	135
35-3750-000	RECONNECTION FEES	19,565.00	18,000.00	0.00	5,600.00	12,400.00 -	31
35-3790-000	PENALTIES & INTEREST-UTIL BILL	5,360.57	5,000.00	0.00	2,140.76	2,859.24 -	43
35-3790-020	NCDEQ GRANT-ASSET INVENTORY ASSESSM	0.00	237,000.00	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	5,472,000.00 -	0
35-3790-022	NCDEQ VUR ROPER CONNECTION GRANT	0.00	970,000.00	0.00	0.00	970,000.00 -	0
35-3810-000	DOT UTILITY RELOCATION REIMBURSEMENT	0.00	178,090.00	0.00	0.00	178,090.00 -	0
35-3821-000	FEES COLLECTED FOR METER TAMPERING	229.34	0.00	279.00	279.00	279.00	0
35-3830-000	SALE OF SURPLUS PROPERTY	267.00 -	0.00	0.00	0.00	0.00	0
35-3990-990	FUND BALANCE APPROPRIATED	0.00	394,228.00	0.00	0.00	394,228.00 -	0
35-9999-001	OVERPAYMENTS	399.06 -	0.00	0.00	0.00	0.00	0
	WATER Revenue Totals	1,420,280.60	8,720,318.00	279.00	532,396.94	8,187,921.06 -	6

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
35-0000-000	WATER WORKS:	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
35-7130-010	OPERATION&MAINT.-S & W- REGULAR	197,771.06	200,827.00	19,272.17	95,891.01	104,935.99	48
35-7130-040	OPERATION&MAINT.- PROFESSIONAL SERVI	35,508.59	56,500.00	0.00	8,265.85	48,234.15	15
35-7130-050	SALARIES & WAGES-LONGEVITY	2,218.41	1,847.00	1,846.06	1,846.06	0.94	100
35-7130-090	OPERATION&MAINT.- FICA TAX EXPENSE	14,991.02	15,501.00	1,542.35	7,110.91	8,390.09	46
35-7130-100	OPERATION&MAINT.- RETIREMENT EXPENSE	5,191.98	40,526.00	4,224.29	19,149.59	21,376.41	47
35-7130-101	OPERATION- 401(K) CONTRIB.	5,537.15	6,079.00	509.61	2,535.57	3,543.43	42
35-7130-130	OPERATION&MAINT.- UNEMPLOYMENT INS.	0.00	1,730.00	0.00	0.00	1,730.00	0
35-7130-140	OPERATION&MAINT.- WORKMAN'S COMP	11,254.00	11,187.00	0.00	9,447.00	1,740.00	84
35-7130-180	OPERATION&MAINT.- GROUP INS.	45,889.75	49,780.00	3,935.47	19,677.14	30,102.86	40

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
35-7130-200	SUPPLIES & MATERIALS	22,840.84	24,250.00	1,006.38	15,141.25	9,108.75	62
35-7130-210	OPERATION&MAINT.- UNIFORMS	1,616.16	2,200.00	0.00	675.30	1,524.70	31
35-7130-250	VEHICLE SUPPLIES	20,354.89	17,500.00	1,901.88	9,276.76	8,223.24	53
35-7130-260	DEPARTMENTAL SUPPLIES	582.30	4,500.00	109.14	1,135.81	3,364.19	25
35-7130-298	MAINT & REPAIR-TANK	62,761.12	66,000.00	0.00	32,165.04	33,834.96	49
35-7130-315	TRAINING	335.00	1,000.00	0.00	220.00	780.00	22
35-7130-320	OPERATION&MAINT.- COMMUNICATIONS	1,675.45	3,800.00	125.90	472.30	3,327.70	12
35-7130-330	UTILITIES-ELECTRICITY	13,224.05	12,500.00	1,253.50	7,091.21	5,408.79	57
35-7130-340	OPERATION&MAINT.- POSTAGE	22,055.66	24,000.00	1,982.89	11,159.61	12,840.39	46
35-7130-350	MAINT & REPAIR-EQUIPMENT	12,213.71	25,000.00	395.39	4,471.29	20,528.71	18
35-7130-370	OPERATION&MAINT.- ADVERTISING	156.00	500.00	0.00	0.00	500.00	0
35-7130-380	DOT UTILITY RELOCATION FEES (100% REIM	0.00	178,090.00	0.00	0.00	178,090.00	0
35-7130-390	OPERATION&MAINT.- DUES & SUBSCRIPTION	5,299.82	6,500.00	100.16	1,706.40	4,793.60	26
35-7130-410	LEASE COPIER FEES-CUSTOMER SERVICES	896.56	1,000.00	0.00	0.00	1,000.00	0
35-7130-540	CAPITAL OUTLAY - VEHICLE	0.00	44,500.00	1,353.69	44,278.82	221.18	100
35-7130-550	CAPITAL OUTLAY-EQUIPMENT	0.00	192,085.00	0.00	17,041.32	175,043.68	9
35-7130-580	DEBT SERVICE-NCDENR	0.00	27,993.00	0.00	0.00	27,993.00	0
35-7130-600	CONTRACTS-MOWING	19,556.00	20,000.00	0.00	8,550.00	11,450.00	43
35-7130-690	NCDEQ GRANT-ASSET INVENTORY ASSESSM	0.00	237,000.00	39,370.00	49,346.00	187,654.00	21
35-7130-691	NCDEQ VUR PEA RIDGE TRANS GRANT	15,000.00	5,472,000.00	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	970,000.00	0
35-7130-800	DEPRECIATION-OTHER EQUIPMENT	259,189.00	0.00	0.00	0.00	0.00	0
35-7130-998	COST ALLOCATION-GENERAL FUND	72,000.00	100,000.00	0.00	0.00	100,000.00	0
	7130 OPERATIONS & MAINTENANCE:	848,118.52	7,814,395.00	78,928.88	366,654.24	7,447,740.76	5
35-7135-000	TREATMENT PLANT:	0.00	0.00	0.00	0.00	0.00	0
35-7135-010	TREATMENT PLANT-S & W- REGULAR	43,656.20	69,111.00	3,448.67	17,159.26	51,951.74	25
35-7135-090	TREATMENT PLANT- FICA TAX EXPENSE	3,335.90	5,287.00	269.10	1,339.04	3,947.96	25

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
35-7135-100	TREATMENT PLANT- RETIREMENT EXPENSE	8,415.41	13,822.00	701.38	3,417.47	10,404.53	25
35-7135-101	TREATMENT PLANT- 401(K) CONTRIB.	1,325.26	2,073.00	104.94	522.18	1,550.82	25
35-7135-130	TREATMENT PLANT- UNEMPLOYMENT INS.	0.00	592.00	0.00	0.00	592.00	0
35-7135-140	TREATMENT PLANT- WORKMAN'S COMP	5,426.00	5,167.00	0.00	4,363.00	804.00	84
35-7135-180	TREATMENT PLANT- GROUP INS.	9,301.84	15,941.00	639.57	3,198.06	12,742.94	20
35-7135-200	SUPPLIES & MATERIALS	3,236.42	6,750.00	2.20	444.96	6,305.04	7
35-7135-210	TREATMENT PLANT- UNIFORMS	1,429.22	2,000.00	0.00	1,767.68	232.32	88
35-7135-250	TREATMENT PLANT- FUEL	2,652.23	4,000.00	150.87	744.23	3,255.77	19
35-7135-270	SERVICE AWARDS	100.00	0.00	0.00	0.00	0.00	0
35-7135-298	CONTRACTS	21,525.74	22,000.00	499.17	3,391.85	18,608.15	15
35-7135-299	WATER TREATMENT CHEMICALS	40,184.19	60,000.00	5,472.00	21,151.78	38,848.22	35
35-7135-315	TRAINING	1,388.00	500.00	0.00	0.00	500.00	0
35-7135-320	TREATMENT PLANT- COMMUNICATIONS	2,622.61	3,800.00	411.96	1,536.58	2,263.42	40
35-7135-330	TREATMENT PLANT- UTILITIES	27,100.68	30,000.00	2,103.01	11,890.62	18,109.38	40
35-7135-340	TREATMENT PLANT- POSTAGE	0.00	250.00	10.09	10.09	239.91	4
35-7135-350	MAINT & REPAIR-EQUIPMENT	19,308.47	40,915.00	65.00	5,915.24	34,999.76	14
35-7135-370	TREATMENT PLANT- ADVERTISING	0.00	500.00	0.00	170.46	329.54	34
35-7135-390	TREATMENT PLANT- DUES & SUBSCRIPTION	3,442.10	3,500.00	2,836.70	2,850.10	649.90	81
35-7135-541	CAPITAL OUTLAY-EQUIPMENT	0.00	295,000.00	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
	7135 TREATMENT PLANT:	230,450.27	581,208.00	16,714.66	79,872.60	501,335.40	14
35-9100-000	DEBT PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0
35-9100-030	2021 WATER REV REFUNDING BOND-PRINCII	0.00	264,000.00	0.00	0.00	264,000.00	0
35-9200-000	DEBT INTEREST:	0.00	0.00	0.00	0.00	0.00	0
35-9200-030	2021 WATER REV REFUNDING BOND-INTERE	65,697.57	60,715.00	0.00	0.00	60,715.00	0
35-9200-900	AMORTIZATION ON DEFERRED CHARGES	4,127.87	0.00	0.00	0.00	0.00	0
	9200 DEBT INTEREST:	69,825.44	60,715.00	0.00	0.00	60,715.00	0

Washington County
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
	WATER Expenditure Totals	1,148,394.23	8,720,318.00	95,643.54	446,526.84	8,273,791.16	5

35 WATER	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	1,420,280.60	279.00	532,396.94
Expenditures:	1,148,394.23	95,643.54	446,526.84
Net Income:	271,886.37	95,364.54 -	85,870.10

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
37-3290-000	INTEREST	2,740.85	0.00	0.00	1,012.24	1,012.24	0
37-3350-000	NCACC WASHINGTON EMS	107,197.00	150,000.00	0.00	0.00	150,000.00 -	0
37-3490-000	EMS REVENUE	892,215.54	675,000.00	1,336.64	244,503.66	430,496.34 -	36
37-3490-010	WEYERHAEUSER GRANT	0.00	0.00	1,500.00	1,500.00	1,500.00	0
37-3490-020	DUKE RACE-CARS GRANT	5,925.00	0.00	2,875.00	2,875.00	2,875.00	0
37-3490-021	UNC PECC+ PROGRAM GRANT	3,600.00	600.00	300.00	900.00	300.00	150
37-3500-000	TRANSPORT SERVICE REVENUE	361,784.82	330,000.00	0.00	135,818.30	194,181.70 -	41
37-3833-840	EMS DONATIONS	200.00	0.00	0.00	0.00	0.00	0
37-3901-000	TYRRELL-EMS CONTRACT	675,000.00	675,000.00	56,250.00	281,250.00	393,750.00 -	42
37-3902-000	FUND BALANCE APPROPRIATED	0.00	151,737.00	0.00	0.00	151,737.00 -	0
37-3980-010	TRANSFER FROM GENERAL FUND	468,066.00	398,952.00	0.00	0.00	398,952.00 -	0
	EMS Revenue Totals	2,516,729.21	2,381,289.00	62,261.64	667,859.20	1,713,429.80 -	28

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
37-0000-000	WASHINGTON COUNTY EMS:	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
37-4330-010	SALARIES & WAGES-REGULAR	654,599.79	714,214.00	63,672.99	282,204.61	432,009.39	40
37-4330-030	SALARIES & WAGES-OVERTIME	281,660.42	300,000.00	22,950.70	117,864.31	182,135.69	39
37-4330-040	SALARIES & WAGES-PARTTIME	18,273.68	30,000.00	1,467.52	5,819.47	24,180.53	19
37-4330-050	SALARIES & WAGES-LONGEVITY	4,395.13	4,384.00	4,493.25	4,493.25	109.25 -	102
37-4330-090	FICA TAXES	69,054.84	80,217.00	6,761.21	30,043.95	50,173.05	37
37-4330-100	- RETIREMENT EXPENSE	179,191.50	203,720.00	18,268.95	79,046.35	124,673.65	39
37-4330-101	- 401K CONTRIB.	25,128.76	30,558.00	2,086.24	10,335.07	20,222.93	34
37-4330-130	EMS OPERATIONS- UNEMPLOYMENT INS.	0.00	5,920.00	0.00	0.00	5,920.00	0
37-4330-140	- WORKMAN COMP	84,822.00	99,577.00	0.00	84,077.00	15,500.00	84
37-4330-180	GROUP INSURANCE	124,129.65	159,484.00	11,379.95	53,119.41	106,364.59	33
37-4330-190	TRAINING	4,386.51	6,000.00	0.00	28.52	5,971.48	0
37-4330-200	SUPPLIES & MATERIALS	42,880.42	55,000.00	5,341.57	26,224.01	28,775.99	48

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
37-4330-210	UNIFORMS	2,867.73	4,000.00	718.95	1,446.90	2,553.10	36
37-4330-250	FUEL	72,704.55	75,000.00	6,131.07	25,113.31	49,886.69	33
37-4330-260	DEPARTMENTAL SUPPLIES	7,318.75	15,000.00	158.53	1,820.47	13,179.53	12
37-4330-270	SERVICE AWARDS	425.00	75.00	0.00	0.00	75.00	0
37-4330-295	PORTABLE COMM HARDWARE	0.00	2,500.00	0.00	0.00	2,500.00	0
37-4330-320	- COMMUNICATIONS	5,084.53	5,100.00	616.27	2,541.93	2,558.07	50
37-4330-350	POSTAGE	29.64	100.00	0.00	0.00	100.00	0
37-4330-355	MAINT & REPAIR-EQUIPMENT	34,429.98	42,000.00	1,913.33	17,165.35	24,834.65	41
37-4330-390	WASH EMS - DUES & SUBSCRIPTIONS	6,588.27	8,100.00	352.83	2,723.94	5,376.06	34
37-4330-396	EMS-MEDICAID COST REPORT	7,900.00	12,000.00	0.00	0.00	12,000.00	0
37-4330-399	QUARTERLY INTERGOVERNMENTAL TRANSF	7,985.20	44,000.00	0.00	0.00	44,000.00	0
37-4330-540	CAPITAL OUTLAY-VEHICLES	203,791.05	54,000.00	0.00	0.00	54,000.00	0
37-4330-550	WASH CO EMS- CAPITAL OUTLAY- EQUIPMEN	140,884.04	0.00	0.00	0.00	0.00	0
37-4330-600	CONTRACTS-MEDICAL DIRECTOR	23,248.00	23,250.00	1,937.50	9,687.50	13,562.50	42
37-4330-610	CONTRACTS-BILLING	44,295.87	39,825.00	3,759.32	12,840.46	26,984.54	32
37-4330-611	WASH EMS-CONTRACTS-DRUG SCREENING	0.00	5,180.00	0.00	0.00	5,180.00	0
37-4330-650	EMS DONATIONS	0.00	528.00	0.00	0.00	528.00	0
37-4330-652	DUKE RACE-CARS GRANT	0.00	13,025.00	0.00	0.00	13,025.00	0
37-4330-653	UNC PECC+ PROGRAM GRANT	275.00	6,925.00	0.00	0.00	6,925.00	0
	4330 WASHINGTON COUNTY EMS:	2,046,350.31	2,039,682.00	152,010.18	766,595.81	1,273,086.19	38
37-4376-000	TRANSPORT SERVICE:	0.00	0.00	0.00	0.00	0.00	0
37-4376-010	SALARIES & WAGES-REGULAR	46,651.37	104,726.00	4,815.51	13,051.93	91,674.07	12
37-4376-030	SALARIES & WAGES-OVERTIME	11,109.17	18,000.00	558.50	2,090.22	15,909.78	12
37-4376-040	SALARIES & WAGES-PARTTIME	13,580.95	18,000.00	794.31	3,921.53	14,078.47	22
37-4376-090	FICA TAXES	5,374.64	10,765.00	452.95	1,439.46	9,325.54	13
37-4376-100	TRANSPORT SERVICE- RETIREMENT EXPEN.	11,001.66	28,145.00	1,077.49	2,782.81	25,362.19	10
37-4376-101	TRANSPORT SERVICE- 401K CONTRIB.	1,719.79	3,682.00	82.24	82.24	3,599.76	2

Washington County
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
37-4376-130	TRANSPORT- UNEMPLOYMENT INS.	0.00	1,184.00	0.00	0.00	1,184.00	0
37-4376-140	TRANSPORT SERVICE- WORKMAN'S COMP	5,598.00	13,364.00	0.00	11,284.00	2,080.00	84
37-4376-180	GROUP INSURANCE	13,408.10	31,771.00	669.82	797.11	30,973.89	3
37-4376-200	SUPPLIES & MATERIALS	15,312.16	20,000.00	1,404.92	5,889.88	14,110.12	29
37-4376-210	TRANSPORT SERVICE- UNIFORMS	1,568.62	2,500.00	413.57	963.47	1,536.53	39
37-4376-250	FUEL	10,457.14	15,000.00	616.04	3,508.40	11,491.60	23
37-4376-260	TRANSPORT - DEPARTMENTAL SUPPLIES	1,142.43	6,000.00	0.00	119.17	5,880.83	2
37-4376-295	PORTABLE COMM HARDWARE	0.00	985.00	0.00	0.00	985.00	0
37-4376-320	TRANSPORT SERVICE- COMMUNICATIONS	1,682.31	1,700.00	0.00	0.00	1,700.00	0
37-4376-355	MAINT & REPAIR-EQUIPMENT	2,346.51	10,000.00	160.00	4,566.15	5,433.85	46
37-4376-370	ADVERTISING	2,000.99	2,500.00	545.12	545.12	1,954.88	22
37-4376-390	TRANSPORT - DUES & SUBSCRIPTIONS	4,477.62	4,800.00	513.65	2,353.31	2,446.69	49
37-4376-540	CAPITAL OUTLAY-VEHICLE	110,275.74	0.00	0.00	0.00	0.00	0
37-4376-550	CAPITAL OUTLAY-EQUIPMENT	0.00	29,015.00	4,316.32	4,316.32	24,698.68	15
37-4376-610	CONTRACTS-BILLING	22,051.80	19,470.00	2,506.21	8,308.11	11,161.89	43
	4376 TRANSPORT SERVICE:	279,759.00	341,607.00	18,926.65	66,019.23	275,587.77	19
37-9100-000	DEBT PRINCIPAL:	0.00	0.00	0.00	0.00	0.00	0
37-9100-003	DEBT PRINC - 2017 HEART MONITORS(LGFCI	43,215.42	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
37-9200-003	DEBT INT - 2017 HEART MONITORS (LGFCU)	969.68	0.00	0.00	0.00	0.00	0
	EMS Expenditure Totals	2,370,294.41	2,381,289.00	170,936.83	832,615.04	1,548,673.96	35

37 EMS	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	2,516,729.21	62,261.64	667,859.20
Expenditures:	2,370,294.41	170,936.83	832,615.04
Net Income:	146,434.80	108,675.19 -	164,755.84 -

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
38-3800-000	APPROPRIATED FUND BALANCE	0.00	16,667.00	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
38-3800-091	NPE FEDERAL GRANT-FY 20-21	197.00	166,667.00	4,258.00	4,258.00	162,409.00 -	3
38-3800-092	NPE FEDERAL GRANT-FY 21-22	0.00	166,667.00	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	166,667.00 -	0
38-3800-094	NPE FEDERAL GRANT-FY 23-24	0.00	150,000.00	0.00	0.00	150,000.00 -	0
	AIRPORT PROJECTS Revenue Totals	166,863.00	666,668.00	4,258.00	4,258.00	662,410.00 -	0

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
38-8135-000	AIRPORT:	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
38-8135-671	NPE FEDERAL GRANT FY 20-21	197.38	166,667.00	4,257.96	4,257.96	162,409.04	3
38-8135-672	NPE FEDERAL GRANT FY 21-22	0.00	166,667.00	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	166,667.00	0
38-8135-674	NPE FEDERAL GRANT-FY 23-24	0.00	166,667.00	0.00	0.00	166,667.00	0
	8135 AIRPORT:	166,863.38	666,668.00	4,257.96	4,257.96	662,410.04	1
38-9800-058	TRANSFER TO PROJECTS/GRANT FUND	300,000.00	0.00	0.00	0.00	0.00	0
	AIRPORT PROJECTS Expenditure Totals	466,863.38	666,668.00	4,257.96	4,257.96	662,410.04	1

38 AIRPORT PROJECTS	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	166,863.00	4,258.00	4,258.00
Expenditures:	466,863.38	4,257.96	4,257.96
Net Income:	300,000.38 -	0.04	0.04

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:20 AM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
39-3300-000	CARES ACT FUNDING - AIRPORT	31,000.00	0.00	0.00	0.00	0.00	0
39-3570-000	AIRPORT FUEL SALES	72,489.57	100,000.00	10,411.12	38,659.41	61,340.59 -	39
39-3600-000	HANGER RENTAL	15,200.00	16,000.00	0.00	16,800.00	800.00	105
39-3980-010	TRANSFER FROM GENERAL FUND	92,016.00	99,738.00	0.00	0.00	99,738.00 -	0
39-3990-000	APPROPRIATED FUND BALANCE	0.00	49,955.00	0.00	0.00	49,955.00 -	0
39-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	0.00	0.00	0.00	234.82	234.82	0
	AIRPORT OPERATIONS Revenue Totals	210,705.57	265,693.00	10,411.12	55,694.23	209,998.77 -	20

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
39-0000-000	AIRPORT OPERATIONS:	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
39-4530-010	AIRPORT-S & W- REGULAR	40,959.34	41,001.00	3,502.17	17,425.43	23,575.57	42
39-4530-030	SALARIES & WAGES-LONGEVITY	615.02	841.00	840.52	840.52	0.48	100
39-4530-032	SALARIES & WAGES - PARTTIME	1,579.91	14,000.00	1,334.90	6,129.56	7,870.44	44
39-4530-090	FICA TAX	3,263.62	4,269.00	432.42	1,856.67	2,412.33	43
39-4530-100	AIRPORT - RETIREMENT	7,919.91	11,164.00	870.71	3,589.91	7,574.09	32
39-4530-101	AIRPORT - 401K	1,228.75	1,675.00	105.07	522.78	1,152.22	31
39-4530-130	AIRPORT- UNEMPLOYMENT INS.	0.00	275.00	0.00	0.00	275.00	0
39-4530-140	AIRPORT- WORKMAN'S COMP	2,580.00	3,526.00	0.00	2,977.00	549.00	84
39-4530-180	AIRPORT - GROUP INSURANCE	7,867.20	7,992.00	624.04	3,120.20	4,871.80	39
39-4530-190	CONTRACTED SERVICES	2,535.00	3,000.00	0.00	0.00	3,000.00	0
39-4530-200	AIRPORT- DEPARTMENTAL SUPPLIES	358.27	3,000.00	0.00	36.90	2,963.10	1
39-4530-250	AIRPORT- AV GAS AND JET FUEL	79,420.05	90,000.00	0.00	9,919.98	80,080.02	11
39-4530-270	AIRPORT - SERVICE AWARDS	0.00	100.00	0.00	0.00	100.00	0
39-4530-310	AIRPORT- TRAVEL	652.00	2,500.00	0.00	648.00	1,852.00	26
39-4530-320	AIRPORT- COMMUNICATIONS	1,328.81	1,750.00	46.18	323.87	1,426.13	19
39-4530-330	AIRPORT- UTILITIES	6,682.39	9,000.00	0.00	2,015.20	6,984.80	22
39-4530-331	POSTAGE	10.20	100.00	6.12	10.50	89.50	10

Washington County
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
39-4530-350	MAINT & REPAIR-BUILDING	1,843.14	3,000.00	147.96	771.75	2,228.25	26
39-4530-351	MAINT & REPAIR-EQUIPMENT	13,227.10	10,000.00	262.05	2,840.34	7,159.66	28
39-4530-352	MAINT & REPAIR - FUELMaster	550.00	1,500.00	0.00	0.00	1,500.00	0
39-4530-390	AIRPORT- DUES AND SUBSCRIPTIONS	394.20	1,000.00	88.40	190.20	809.80	19
39-4530-450	INSURANCE	3,850.00	4,422.00	0.00	4,422.00	0.00	100
39-4530-550	AIRPORT- CAPITAL OUTLAY- EQUIPMENT	7,126.33	24,578.00	0.00	18,450.00	6,128.00	75
39-4530-997	DESIGNATED FOR FUTURE APPROPRIATION	0.00	20,000.00	0.00	0.00	20,000.00	0
39-4530-998	AIRPORT- SALES TAX ON FUEL	5,577.65	7,000.00	357.55	2,261.72	4,738.28	32
	4530 AIRPORT:	189,568.89	265,693.00	8,618.09	78,352.53	187,340.47	29
	AIRPORT OPERATIONS Expenditure Totals	189,568.89	265,693.00	8,618.09	78,352.53	187,340.47	29

39 AIRPORT OPERATIONS	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	210,705.57	10,411.12	55,694.23
Expenditures:	189,568.89	8,618.09	78,352.53
Net Income:	21,136.68	1,793.03	22,658.30 -

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
40-3290-000	INTEREST EARNED ON INVESTMENTS	48,099.56	0.00	0.00	40,854.40	40,854.40	0
40-3960-000	TRANSFER FROM GENERAL FUND	2,529,112.72	450,000.00	0.00	0.00	450,000.00 -	0
	WC HOSPITAL PENSION FUND: Revenue Total	2,577,212.28	450,000.00	0.00	40,854.40	409,145.60 -	9

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
40-0000-000	WC HOSPITAL PENSION FUND:	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
40-4155-190	PROF SERVICE-HOSPITAL PENSION-LEGAL	0.00	50,000.00	0.00	0.00	50,000.00	0
40-4155-215	PROFESSIONAL SERVICES-HOSPITAL	28,542.00	30,000.00	0.00	7,559.00	22,441.00	25
40-4155-997	DESIGNATED FOR FUTURE APPROPRIATION	0.00	70,000.00	0.00	0.00	70,000.00	0
40-4155-999	PROFESSIONAL SERVICE-HOSPITAL PENSIO	240,000.00	300,000.00	75,000.00	225,000.00	75,000.00	75
	4155 WC HOSPITAL PENSION FUND:	268,542.00	450,000.00	75,000.00	232,559.00	217,441.00	52
	WC HOSPITAL PENSION FUN Expenditure Total	268,542.00	450,000.00	75,000.00	232,559.00	217,441.00	52

40 WC HOSPITAL PENSION FUND:	Prior	Current	YTD
Revenues:	2,577,212.28	0.00	40,854.40
Expenditures:	268,542.00	75,000.00	232,559.00
Net Income:	2,308,670.28	75,000.00 -	191,704.60 -

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
50-3000-001	OPIOID SETTLEMENT DISTRIBUTION	5,000.00	89,694.25	3,718.26	93,411.84	3,717.59	104
50-3290-000	INTEREST EARNED	164.07	249.26	0.00	100.90	148.36 -	40
	OPIOID SETTLEMENT FUND: Revenue Totals	5,164.07	89,943.51	3,718.26	93,512.74	3,569.23	103

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
50-0000-000	OPIOID SETTLEMENT FUND:	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
50-4100-001	2ND JUDICIAL DIST DRUG REC COURT CONT	5,000.00	5,000.00	0.00	5,000.00	0.00	100
50-9990-000	CONTINGENCY	0.00	84,943.51	0.00	0.00	84,943.51	0
	OPIOID SETTLEMENT FUND: Expenditure Tot	5,000.00	89,943.51	0.00	5,000.00	84,943.51	6

50 OPIOID SETTLEMENT FUND:	Prior	Current	YTD
Revenues:	5,164.07	3,718.26	93,512.74
Expenditures:	5,000.00	0.00	5,000.00
Net Income:	164.07	3,718.26	88,512.74

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
51-3100-001	DSS TRUST FUND ACCOUNTS	162,392.93	180,000.00	21,361.70	80,795.80	99,204.20 -	45
51-3999-900	CANCELLED PRIOR YEAR REVENUE	0.00	0.00	0.00	185.63	185.63	0
	TRUSTEES Revenue Totals	162,392.93	180,000.00	21,361.70	80,981.43	99,018.57 -	44

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
51-0000-000	DSS TRUST FUND ACCOUNTS:	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
51-4100-001	DSS TRUST ACCOUNTS	171,019.65	180,000.00	14,961.54	85,894.27	94,105.73	48
	TRUSTEES Expenditure Totals	171,019.65	180,000.00	14,961.54	85,894.27	94,105.73	48

51 TRUSTEES	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	162,392.93	21,361.70	80,981.43
Expenditures:	171,019.65	14,961.54	85,894.27
Net Income:	8,626.72 -	6,400.16	4,912.84 -

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
52-3100-001	COLLECTIONS ON BEHALF OF INMATES	60,299.37	0.00	0.00	0.00	0.00	0
	Fund 52 Revenue Totals	60,299.37	0.00	0.00	0.00	0.00	0

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
52-4100-000	DETENTION TRUST ACCOUNT:	0.00	0.00	0.00	0.00	0.00	0
52-4100-001	PAYMENTS ON BEHALF OF INMATES	54,579.67	0.00	0.00	0.00	0.00	0
	Fund 52 Expenditure Totals	54,579.67	0.00	0.00	0.00	0.00	0

52 Fund	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	60,299.37	0.00	0.00
Expenditures:	54,579.67	0.00	0.00
Net Income:	5,719.70	0.00	0.00

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
55-3000-001	AMERICAN RESCUE PLAN ACT (ARPA) OF 20:	550,096.97	0.00	0.00	0.00	0.00	0
55-3100-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LAC	72,294.14	72,294.14	0.00	72,294.14	0.00	100
	Fund 55 Revenue Totals	622,391.11	72,294.14	0.00	72,294.14	0.00	100

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
55-4100-000	AMERICAN RESCUE PLAN ACT (ARPA) OF 20:	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
55-4100-004	GREAT GRANT	50,000.00	0.00	0.00	0.00	0.00	0
	4100 AMERICAN RESCUE PLAN ACT (ARPA)	550,096.97	0.00	0.00	0.00	0.00	0
55-4200-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LAC	72,294.14	72,294.14	0.00	0.00	72,294.14	0
	Fund 55 Expenditure Totals	622,391.11	72,294.14	0.00	0.00	72,294.14	0

55 Fund	Prior	Current	YTD
Revenues:	622,391.11	0.00	72,294.14
Expenditures:	622,391.11	0.00	0.00
Net Income:	0.00	0.00	72,294.14

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
58-3101-000	DEPT OF COMM-AGAPE GRANT #2587	41,230.11	0.00	0.00	0.00	0.00	0
58-3102-000	DEPT OF COMM - MOTORSPORTS GRANT	73,043.67	199,877.00	0.00	199,876.33	0.67 -	100
58-3290-000	INTEREST EARNED	0.00	5,246.69	0.00	6,043.33	796.64	115
58-3300-000	EM BLDG DIRECT APPROP S.L. 2021.180	0.00	3,000,000.00	0.00	3,000,000.00	0.00	100
58-3300-001	CAP PROJ DIR APPROP SL 2021-180 SEC 40.1	0.00	250,000.00	0.00	250,000.00	0.00	100
58-3300-002	DPS-WCSO DIR APPROP S.L. 2021.180	0.00	84,270.00	0.00	84,269.66	0.34 -	100
58-3300-004	HB103 LPR DIR APPROPRIATION	81,341.16	44,659.00	0.00	44,658.84	0.16 -	100
58-3980-010	TRANSFER FROM GENERAL FUND	610,000.00	19,226.00	0.00	0.00	19,226.00 -	0
58-3980-038	TRANSFER FROM AIRPORT GRANTS FUND	300,000.00	0.00	0.00	0.00	0.00	0
58-3990-000	APPROPRIATED FUND BALANCE	0.00	940,000.18	0.00	0.00	940,000.18 -	0
	PROJECTS/GRANTS FUND Revenue Totals	1,105,614.94	4,543,278.87	0.00	3,584,848.16	958,430.71 -	78

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
58-0000-000	PROJECTS/GRANTS FUND:	0.00	0.00	0.00	0.00	0.00	0
58-4100-001	EXPENDITURE OF INTEREST EARNED	0.00	5,246.87	0.00	219.69	5,027.18	4
58-4201-002	AGAPE CLINIC PROJECT #2587	41,230.11	0.00	0.00	0.00	0.00	0
58-4202-000	DEPT OF COMMERCE - MOTORSPORTS GRA	73,043.67	199,877.00	1,571.88	17,218.70	182,658.30	9
58-4300-003	DPS-WCSO DIR APPROP S.L. 2021-180	0.00	84,270.00	55,271.84	57,907.06	26,362.94	69
58-4300-004	HB103 LPR DIR APPROPRIATION	81,341.16	44,659.00	0.00	44,658.84	0.16	100
	4300 Total	81,341.16	128,929.00	55,271.84	102,565.90	26,363.10	80
58-4301-001	EM BLDG DIRECT APPROP S.L. 2021.180	0.00	3,900,000.00	0.00	0.00	3,900,000.00	0
58-4301-002	CAP PROJ DIR APPROP SL 2021-180 SEC 40.1	0.00	250,000.00	0.00	46,000.00	204,000.00	18
	4301 Total	0.00	4,150,000.00	0.00	46,000.00	4,104,000.00	1
58-6200-001	PARTF GRANT LOCAL MATCH	0.00	59,226.00	0.00	0.00	59,226.00	0
	PROJECTS/GRANTS FUND Expenditure Total	195,614.94	4,543,278.87	56,843.72	166,004.29	4,377,274.58	4

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:21 AM

58 PROJECTS/GRANTS FUND	Prior	Current	YTD
Revenues:	1,105,614.94	0.00	3,584,848.16
Expenditures:	195,614.94	56,843.72	166,004.29
Net Income:	910,000.00	56,843.72 -	3,418,843.87

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
59-3010-211	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	160,509.26	0.00	13,205.67	49,102.92	49,102.92	0
59-3010-212	PLYMOUTH NCVTS CONTRA REVENUE ACCC	7,516.52 -	0.00	0.00	0.00	0.00	0
59-3010-221	ROPER MOTOR VEHICLE TAX - NCVTS	22,213.31	0.00	1,149.38	5,419.46	5,419.46	0
59-3010-222	ROPER NCVTS CONTRA REVENUE ACCOUNT	834.37 -	0.00	0.00	0.00	0.00	0
59-3010-241	CRESWELL MOTOR VEHICLE TAX - NCVTS	11,645.43	0.00	589.11	3,658.22	3,658.22	0
59-3010-242	CRESWELL NCVTS CONTRA REVENUE ACCC	413.05 -	0.00	0.00	0.00	0.00	0
59-3010-320	CRESWELL TAX LEVY	100,150.26	0.00	3,774.71	35,589.16	35,589.16	0
59-3010-350	DRAINAGE DISTRICT 5 LEVY	34,280.68	0.00	5,433.34	28,330.41	28,330.41	0
59-3010-360	ALBEMARLE DRAINAGE DISTRICT	112,710.86	0.00	8,828.96	53,470.77	53,470.77	0
59-3010-370	PUNGO RIVER DRAINAGE DISTRICT	40,503.47	0.00	6,160.69	17,866.77	17,866.77	0
	DMV MUNICIPAL TAXES Revenue Totals	473,249.33	0.00	39,141.86	193,437.71	193,437.71	0

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
59-0000-000	FUND 59:	0.00	0.00	0.00	0.00	0.00	0
59-6900-298	LEVY- DRAINAGE DISTRICT 5 LEVY	34,280.68	0.00	19,388.07	22,897.07	22,897.07 -	0
59-6900-404	CRESWELL TAX LEVY	104,216.47	0.00	1,812.81	30,223.72	30,223.72 -	0
59-6900-411	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	152,992.74	0.00	11,518.52	35,897.25	35,897.25 -	0
59-6900-412	ROPER MOTOR VEHICLE TAX - NCVTS	21,378.94	0.00	1,379.64	4,270.08	4,270.08 -	0
59-6900-413	CRESWELL MOTOR VEHICLE TAX - NCVTS	11,232.38	0.00	893.91	3,069.11	3,069.11 -	0
59-6900-414	ALBEMARLE DRAINAGE DISTRICT	112,710.86	0.00	423.99	44,641.81	44,641.81 -	0
59-6900-415	PUNGO RIVER DRAINAGE DISTRICT	40,503.47	0.00	1,224.15	11,706.08	11,706.08 -	0
	6900 Total	477,315.54	0.00	36,641.09	152,705.12	152,705.12 -	0
	DMV MUNICIPAL TAXES Expenditure Totals	477,315.54	0.00	36,641.09	152,705.12	152,705.12 -	0

59 DMV MUNICIPAL TAXES	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	473,249.33	39,141.86	193,437.71
Expenditures:	477,315.54	36,641.09	152,705.12

Washington County
Statement of Revenue and Expenditures

Net Income:	4,066.21 -	2,500.77	40,732.59
--------------------	-------------------	-----------------	------------------

Washington County
Statement of Revenue and Expenditures

11/30/2023
10:21 AM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
63-3270-000	MOTEL OCCUPANCY TAX	171,371.36	160,000.00	12,980.55	61,817.97	98,182.03 -	39
63-3850-000	OTHER FINANCING SOURCE: SUBSCRIP FIN/	599.98	0.00	0.00	0.00	0.00	0
63-3990-000	TTA-FUND BALANCE APPROPRIATION	0.00	118,635.00	0.00	0.00	118,635.00 -	0
	TRAVEL AND TOURISM Revenue Totals	171,971.34	278,635.00	12,980.55	61,817.97	216,817.03 -	22
<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
63-0000-000	FUND 63:	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
63-4960-010	MUSEUM/HISTORIC SOCIETY	14,000.00	14,000.00	1,166.66	5,833.30	8,166.70	42
63-4960-020	WASH CO AFRICAN AMERICAN MUSEUM OPE	0.00	6,000.00	500.00	2,500.00	3,500.00	42
63-4960-100	BILLBOARD ADVERTISEMENTS	20,498.62	32,200.00	3,239.00	9,195.00	23,005.00	29
63-4960-130	DDA-SIGNAGE, OPEN AIR MARKET, XMAS MK	0.00	3,000.00	0.00	0.00	3,000.00	0
63-4960-140	CIVIL WAR TRAIL SIGNS MAINTENANCE	1,000.00	1,400.00	0.00	1,000.00	400.00	71
63-4960-180	HISTORIC ALBEMARLE TOUR DUES	175.00	1,000.00	0.00	350.00	650.00	35
63-4960-181	ROANOKE RIVER PARTNERS DUES	1,500.00	1,500.00	0.00	1,500.00	0.00	100
63-4960-200	NORTH CAROLINA BEAR FESTIVAL	30,000.00	30,000.00	0.00	0.00	30,000.00	0
63-4960-210	HISTORICAL SOCIETY-FALL PADDLE	0.00	2,000.00	0.00	0.00	2,000.00	0
63-4960-260	HISTORICAL SOCIETY OF WASHINGTON CO	1,575.50	0.00	0.00	0.00	0.00	0
63-4960-341	MARITIME MUSEUM & LIGHTHOUSE	10,000.00	10,000.00	833.33	4,166.65	5,833.35	42
63-4960-345	LASER LIGHT SHOW	5,000.00	5,000.00	0.00	0.00	5,000.00	0
63-4960-346	AFRICAN AMERIC EXPERIENCE OF NE NC DU	2,000.00	2,000.00	0.00	0.00	2,000.00	0
63-4960-348	REHOBOTH CHURCH PRESERVATION SOCIE	1,500.00	1,400.00	0.00	0.00	1,400.00	0
63-4960-349	ROANOKE RIVER LIGHTHOUSE & MARIT MUSE	0.00	1,350.00	0.00	0.00	1,350.00	0
63-4960-350	WASH CO AFRICAN AMERICAN MUSEUM GR/	0.00	725.00	0.00	0.00	725.00	0
63-4960-370	CONTRACT-WEBSITE HOST & MAINT	1,200.00	1,400.00	267.88	667.88	732.12	48
63-4960-401	TRAVEL- BROCHURE REPRINT	8,776.92	0.00	0.00	0.00	0.00	0
	4960 TRAVEL & TOURISM:	97,226.04	112,975.00	6,006.87	25,212.83	87,762.17	22

Washington County
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
63-4970-000	TRAVEL & TOURISM:	0.00	0.00	0.00	0.00	0.00	0
63-4970-010	SALARIES & WAGES-DIRECTOR	24,999.97	25,000.00	2,083.33	10,416.65	14,583.35	42
63-4970-090	TRAVEL- FICA TAX	1,375.17	1,750.00	119.56	581.76	1,168.24	33
63-4970-100	TRAVEL- RETIREMENT	4,762.44	4,750.00	417.71	2,045.19	2,704.81	43
63-4970-131	TRAVEL - UNEMPLOYMENT	0.00	250.00	0.00	0.00	250.00	0
63-4970-140	TRAVEL- WORKER'S COMP	87.00	160.00	0.00	128.00	32.00	80
63-4970-180	TRAVEL- GROUP INS.S	9,841.08	11,500.00	789.89	3,949.45	7,550.55	34
63-4970-260	DEPARTMENTAL SUPPLIES	0.00	2,500.00	0.00	2,358.09	141.91	94
63-4970-370	MARKETING & ADVERTISING-ADMIN	18,021.52	110,100.00	1,695.00	14,718.13	95,381.87	13
63-4970-390	TRAVEL- DUES & SUBSCRIPTIONS	175.00	500.00	88.00	88.00	412.00	18
63-4970-391	EXPENDITURE: SUBSCRIPTION	599.98	0.00	0.00	0.00	0.00	0
63-4970-392	EXPENDITURE: SUBSCRIPTION FINANCE PRI	599.98	0.00	0.00	0.00	0.00	0
63-4970-600	ADMIN FEE 3%- GENERAL FUND	3,500.00	4,500.00	0.00	0.00	4,500.00	0
63-4970-602	PROFESSIONAL SERVICES-AUDIT	4,250.00	4,650.00	0.00	0.00	4,650.00	0
	4970 TRAVEL & TOURISM:	68,212.14	165,660.00	5,193.49	34,285.27	131,374.73	21
	TRAVEL AND TOURISM Expenditure Totals	165,438.18	278,635.00	11,200.36	59,498.10	219,136.90	21

63 TRAVEL AND TOURISM	Prior	Current	YTD
Revenues:	171,971.34	12,980.55	61,817.97
Expenditures:	165,438.18	11,200.36	59,498.10
Net Income:	6,533.16	1,780.19	2,319.87

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
69-3370-000	E911 TELEPHONE SURCHARGE (1YR)	81,197.84	118,952.00	9,912.71	39,650.84	79,301.16 -	33
	EMERGENCY TELECOMMUNICATIONS Rever	81,197.84	118,952.00	9,912.71	39,650.84	79,301.16 -	33

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
69-9100-000	911:	0.00	0.00	0.00	0.00	0.00	0
69-9100-180	PROFESSIONAL SERVICES	0.00	2,760.00	0.00	2,760.00	0.00	100
69-9100-200	DEPARTMENTAL SUPPLIES	611.02	15,000.00	117.72	319.92	14,680.08	2
69-9100-310	TRAINING	1,510.00	4,000.00	475.00	840.00	3,160.00	21
69-9100-320	COMMUNICATIONS	6,933.14	8,000.00	1,292.34	3,908.99	4,091.01	49
69-9100-350	MAINT & REPAIR-EQUIPMENT	563.30	2,100.00	0.00	272.16	1,827.84	13
69-9100-351	CONTRACTED SERVICES-SOUNDSIDE	12,978.00	13,368.00	0.00	13,366.80	1.20	100
69-9100-352	MAINT AGREEMENT-SOUTHERN SOFTWARE	7,719.00	7,796.00	0.00	7,796.00	0.00	100
69-9100-354	MAINT AGREEMENT-SOUTHERN SOFT MAPP	3,248.00	3,280.00	0.00	3,280.00	0.00	100
69-9100-355	MAINT AGREEMENT-SOUTHERN SOFT PAGIN	805.00	813.00	0.00	813.00	0.00	100
69-9100-356	MAINT AGREEMENT-EDGE ONE RECORDER	5,300.00	5,500.00	0.00	5,300.00	200.00	96
69-9100-357	MAINT AGREEMENT-WIRELESS COMMUNICA	0.00	15,000.00	0.00	0.00	15,000.00	0
69-9100-358	MAINT AGREEMENT-ESRI	1,650.00	1,777.00	0.00	0.00	1,777.00	0
69-9100-361	MAINT AGREEMENT-EMD	3,600.00	3,700.00	0.00	0.00	3,700.00	0
69-9100-550	- CAPITAL OUTLAY- EQUIPMENT	102,822.80	35,858.00	0.00	0.00	35,858.00	0
	9100 911:	147,740.26	118,952.00	1,885.06	38,656.87	80,295.13	32
	EMERGENCY TELECOMMUNICA Expenditure	147,740.26	118,952.00	1,885.06	38,656.87	80,295.13	32

69 EMERGENCY TELECOMMUNICATIONS

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	81,197.84	9,912.71	39,650.84
Expenditures:	147,740.26	1,885.06	38,656.87
Net Income:	66,542.42 -	8,027.65	993.97

Washington County
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
70-3290-000	INTEREST ON INVESTMENTS	4,525.39	0.00	0.00	2,297.49	2,297.49	0
70-3980-010	TRANSFER FROM GENERAL FUND	40,000.00	40,000.00	0.00	0.00	40,000.00 -	0
	REAPPRAISAL Revenue Totals	44,525.39	40,000.00	0.00	2,297.49	37,702.51 -	5

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
70-0000-000	FUND 70:	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	40,000.00	0
	REAPPRAISAL Expenditure Totals	0.00	40,000.00	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	2,297.49
Expenditures:	0.00	0.00	0.00
Net Income:	44,525.39	0.00	2,297.49

Washington County
Statement of Revenue and Expenditures

Grand Totals	Prior	Current	YTD
Revenues:	50,876,397.37	6,312,372.20	28,749,511.77
Expenditures:	29,915,814.66	4,765,122.37	22,355,885.10
Net Income:	20,960,582.71	1,547,249.83	6,393,626.67

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 9

DATE: December 4, 2023

ITEM: Other Items by Chair, Commissioners, County Manager/County Attorney or Clerk

SUMMARY EXPLANATION:

- Department Head Reports for November 2023
See attached.
- Department Head Statistical Reports for November 2023
See attached.
- DSS Annual Report for the Community Child Protection Team (CCPT)
See attached. DSS is required to submit this report to the Commissioners. This is for info only. No budget impact and no action to be taken. See attached.
- MTW Annual Report for the Child Fatality Protection Team (CFPT).
See attached. MTW is required to submit this report to the Commissioners. This is for info only. No budget impact and no action to be taken. See attached.
- RFP for Child Support Enforcement Services. See attached. Mr. Potter will be asking the Board to approve the bid brought before the Board.
- **INFORMATION:**

The U.S. Fish and Wildlife Service has announced the proposed expansion of the Roanoke River National Wildlife Refuge. The website below has all of the information including links to the draft Land Protection Plan, the Environmental Assessment, an FAQ, and the Press Release at the bottom of the page. The Fish & Wildlife Service is planning on hosting 2 public meetings, one in-person meeting in Windsor on 12/15/23 and a virtual meeting on 12/15/23. All interested parties have the opportunity to participate and provide comments during the open 30-day comment period. Please

submit comments to Roanokeriver@fws.gov. Comments will be accepted until Jan 4, 2024.

<https://www.fws.gov/project/proposed-expansion-roanoke-river-national-wildlife-refuge>

REMINDER OF UPCOMING CHRISTMAS PARADES (let the Clerk know if you want to use the Durango):

December 7 @ 5:30 PM – Plymouth – lineup @ 4:30 PM (at WC High School)

December 9 @ 11:00 AM – Creswell – lineup @ 10:00 AM

December 16 @ 12:00 Noon - Roper

WASHINGTON COUNTY
DEPARTMENT OF SOCIAL SERVICES

PO Box 10 ~ 209 E Main Street
Plymouth, NC 27962
Phone (252) 793-4041
Fax (252) 793-3195

November 21, 2023

To: Washington County Board of County Commissioners

As required by North Carolina law, the attached report is submitted for the information of the Washington County Commissioners by the Community Child Protection Team. The purpose of CCPT is to identify and address gaps or deficiencies in services and resources for children and families, as well as build public awareness through multiple resources, including providing our findings and concerns for your information via this annual report.

We are proud of what the Washington County Community Child Protection Team has accomplished over the years and the leadership that the teams provide to their local communities and to the development of state policy.

If the Commissioners have questions concerning the operations of this team or issues related to Child Protection in our county, please let me know.

Respectfully submitted,

Anne Hathaway
Chairman, CCPT

**WASHINGTON COUNTY
COMMUNITY CHILD PROTECTION TEAM (CCPT)**

**ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS
Calendar Year 2022**

History of CCPT

The Community Child Protection Team (CCPT) was established by law (General Statute 7B-1406) in May of 1991 as a means for the state and local communities to form a partnership to strengthen child protection. This was a result of revenue shortfalls on both the state and local levels, making it difficult to fund the necessary number of social workers needed to investigate abuse/neglect reports and provide needed ongoing services for families. The CCPT is an interdisciplinary group of community representatives who meet regularly to promote a community-wide approach to the problem of child abuse and neglect. Although the activities are usually coordinated by the Department of Social Services, the CCPT is not a Department of Social Services (DSS) team, but a county team. The CCPT may not encompass a geographic nor governmental area larger than one county.

Purpose of CCPT

The Community Child Protection Team (CCPT) reviews are designed to assist DSS and families in protecting children by identifying barriers in services and collaborating on strategies to remedy the situation. The outcome of a CCPT review must result in identification of a gap in services, a need for additional services or resources needed in the community or a collaborative recommendation of action that may remove a risk situation for a child. Review of cases also generate a needs list. The cases reviewed may bring to the surface underlying problems that impact the entire community rather than focusing on the families in the DSS system. Some of these situations may be financial barriers, transportation needs, failed communication systems between resources, procedural barriers and or inadequate services.

Washington County opted to combine the CFPT with the existing CCPT, as did the majority of counties in North Carolina. We meet in conjunction with the Washington County Child Fatality Prevention Team (CFPT), which is a program administered through the Washington County Health Department. The combined CCPT/CFPT reviews child protective services cases presented by DSS or at the request of team members; and all child fatalities of county resident children under the age of 18 that occurred in the previous year. Through the review of records of agencies represented, the team identifies gaps in services and searches for ways to prevent future child abuse, neglect, and fatalities.

Membership

The CCPT shall consist of representatives of public and nonpublic agencies in the community that provide services to children and their families and other individuals who represent the diversity of the community. Membership is mandated by law and includes:

1. The **county director of social services** and a member of the director's staff;

2. A **local law enforcement officer**;
3. An **attorney** from the district attorney's office, appointed by the district attorney;
4. The **executive director of a local community action agency**, Department Health and Human Services, or the executive director's designee;
5. The **superintendent of each local school administrative unit** located in the county, or the superintendent's designee;
6. A **member of the county board of social services**, appointed by the chair of that board;
7. A local **mental health professional**, appointed by the director of the area;
8. The local **guardian ad litem coordinator**, or the coordinator's designee;
9. The **director of the department of public health**; and
10. A local **health care provider**, appointed by the local board of public health.

The board of county commissioners may appoint a maximum of five additional members to represent various county agencies or the community at large to serve on any local team. Team members appointed by the board of county commissioners should represent the diversity of the community. This is an opportunity for teams to involve all aspects of the community that impact children or have the potential to impact children.

Selection of Cases for Review

Categories of cases reviewed by the team are to be based on local need, but may include one or more of the following groups of children noted in the literature to be at higher risk of subsequent injury or death as a result of child abuse, neglect, or dependency:

- A. Substantiated cases of abuse, including sexual abuse.
- B. Reports of neglect of a child, especially when made by a medical provider, specifically reports of maltreatment involving dehydration, bruises, broken bones, positive tests for controlled substances, etc.
- C. Cases in which the department has “Substantiated” or found the family to be “In Need of Services”.
- D. Families that have been reported several times over a short span of time and the reports were screened out **or** other cases at the request of a team member, including children receiving any child welfare services, cases known to team members where there are indications that child has been affected by a deficiency in a community system or resource.
- E. Child fatalities.

Washington County - CCPT reviews

Last year, Washington County CCPT reviewed 6 cases that involved child abuse, neglect and/or dependency. Several cases involved past history with Child Protective Services. Many of the cases involved domestic violence, lack of appropriate parenting, sexual abuse of one or more children, mental health issues of both the parents and the children, physical health issues of the children, and substance abuse issues by the parents. Many of the parents of these children were

in foster care themselves. There are limited services, especially regarding mental health facilities, available to the families of Washington County which could help alleviate some of these issues. Most of the families reviewed had long histories with Child Protective Services.

Washington County CCPT/CFPT Community Outreach Success - Activities and Accomplishments

- The team met 2 times in 2022. The meeting for January 2022 was canceled due to employees testing positive for Covid two days before the meeting.
- Our community health department began doing Covid vaccines in all three counties for children five years old and older. They also began doing Covid boosters.
- In the month of April, posters and banners were hung around town in honor of Child Abuse Awareness month in an effort to remind the community of their responsibility to call Social Services if they suspect abuse.
- In the month of May, Smart Start began doing GED classes every Tuesday and Thursday night at the Vernon James Center in Roper. The County began a program called “Drop Back In” for anyone 16 to 21 years old who dropped out of school and has credits could enter the program.
- In the month of October, Smart Start hosted an event called Kidfest on Halloween night from 6:00 to 8:00 and invited everyone in the community. Also, in the month of October, our community health department sponsored a walk for Substance Abuse Prevention.

TEAM MEMBERS
WASHINGTON COUNTY
CCPT-CFPT MEMBERSHIP

DSS Director or member of staff	Anne Hathaway, CPS Supervisor
Local law enforcement officer(s)	Det. Brian Soria Captain Kevin Phelps
Attorney from the DA's office	Seth Edwards, District Attorney
Exec. Dir. of local community action	Wendy Hedgebeth, EIC
County schools or designee	Dina Brown
Member of DSS Board	Wendy Furlough
Local GAL Coordinator	Gwendolyn Goddard, District Supervisor
Local health care Provider	Latonya Jenkins, Director of Nursing
Director of Dept of Health	Vicky Manning, Interim Director
Emergency Medical services provider	Jennifer O'Neal, EMS Director
District Court Judge	Regina Parker, Chief Judge
County Medical Examiner	Jennifer O'Neal, County Coroner
Representative of local day care Or head start program	Kay Overton, Executive Director
Parents of a child who died before Reaching 18 th birthday	Wendy Furlough
<u>Appointed by County Commissioners</u>	
Appointee 1	Rashaun Wiggins, Trillium
Appointee 2	Doretha Garrett, Domestic Violence
Appointee 3	Brandy Goodwin, Library Director
Appointee 4	Zebedee Taylor, Roanoke Development Center
Appointee 5	Jean Warren, Deputy Clerk



**Washington County Child Fatality Prevention Team
Report to the Martin-Tyrrell-Washington District Board of Health
November 21, 2023**

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

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

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

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

The Washington County Child Fatality Prevention Team met two times in 2022: May 24th and October 25th of 2022. One case was reviewed for 2021. These meetings were only held two times due to covid restrictions and inadequate staffing with the Department of Social Services.

We continue to check and install car seats within our three-county district including Martin Tyrrell and Washington counties. We are continuously looking for grants to continue providing car seats to those in need in our county.

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

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:

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

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

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

AGENDA ITEM MEMO

MEETING DATE: December 4, 2023 **MEMO Date:** December 1, 2023 **ITEM: 9(c)**

SUBJECT: RFP for Child Support Enforcement Services

DEPARTMENT: DSS

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

ATTACHMENTS:

A- Financial Proposal (4pgs) B- Technical Proposal (115pgs)

PURPOSE: To review and discuss the proposal submitted by Young Williams to provide Washington County DSS with privatized Child Support Enforcement services received in response to an RFP for such services issued in November by DSS. To authorize staff to negotiate and authorize a contract to provide such services based on the proposal.

BACKGROUND: Washington County DSS recently presented concerns over the ability to continue internally providing child support enforcement services, and staff were directed to issue an RFP to seek proposals to provide such services from private providers. Only one provider (Young Williams) responded to the RFP (see attached proposals).

FINANCIAL ANALYSIS: Staff anticipates a nominal increase in local expense offset by a more considerable decrease in indirect costs that are currently required to operate this program internally. Those indirect costs are not quantified in this analysis.

According to estimates provided by DSS Deputy Director Lynn Swett, the anticipated direct cost to provide these services internally for one year was most recently estimated at \$263,559.32 without taking into account all of the indirect costs associated with housing and supervising the work of this department and its employees (5 FTEs).

Comparatively, Young Williams proposes to essentially provide these same services for \$277,492 per year, or about \$14,000 more than our most recent internal estimate (prior to personnel YORE increases and without accounting for internal indirect costs. Whether provided internally or outsourced, these services are reimbursed to DSS by DHHS at 66% which essentially decreases the \$14,000 overage to \$4,620 in terms of additional local dollars.

STAFF RECOMMENDED ACTION(S):

-
- **VOTE to: Authorize staff to negotiate and execute a contract with Young Williams to provide the necessary services to DSS in line with the proposals submitted beginning on or about January 1, 2024.**

FINANCIAL PROPOSAL

Proposal for Child Support Enforcement Services

Prepared for the Washington County Department of Social Services

Due: November 30, 2023 | Time: 4:00 p.m. ET | Electronic Submission

Financial Proposal

G1. PROPOSAL

RFP Section G1.; Page 19 as amended by Answers to Questions dated November 6, 2023: **Proposal**

Total costs submitted in proposal shall be based on two scenarios:

Washington County will remove the percent of collections as a pricing option.

- a) Fixed fee
- ~~b) Percentage of total collections for the contract year.~~

Based upon Washington County Answers to Questions dated November 6, 2023, YoungWilliams is providing a fixed fee price. We understand the County does not wish to pay court costs, service of process, or genetic testing costs.

The following table is our fixed fee price for the administration of the IV-D Child Support Enforcement Program, which includes case management and costs for court, service of process, and genetic testing.

Fixed Fee Price	
Contract Year	Fixed Fee
January 1, 2024 - June 30, 2024	\$134,477
July 1, 2024 - June 30, 2025	\$277,492

G2. COMPENSATION

RFP Section G2.; Pages 19-20 as amended by Answers to Questions dated November 6, 2023:

Compensation

Washington County will remove the \$130,000 cap and entertain any reasonable compensation cap proposed by the Offeror.

~~G2a. Percentage of total collections for the contract year The County will pay the awarded Offeror a fee not to exceed 12% of the total collections distributed in the contract year. However, in no case shall the fee for the entire FULL first year exceed \$130,000. This “cap” may be revised each subsequent contract year depending on the federal program revenues.~~

~~G2b. Total Collections Distributed amounts shall be obtained from the “TOT” line for Washington County in NC Department of Health and Human Services Report FKAAC580.~~

~~G2c. If any costs reimbursed to the Offeror should later be disallowed by any audit or subsequently be denied for reimbursement by the federal government, the Offeror shall reimburse the County for such disallowed costs.~~

Based upon the Answers to Questions dated November 6, 2023, YoungWilliams understands Washington County will entertain any reasonable cap compensation proposed by the Offeror.

G3. INVOICES AND PAYMENTS

*RFP Section G3.; Page 20 as amended by Answers to Question dated November 6, 2023: **Invoices and Payments***

Washington County total collections for FY 2022-2023 were approximately \$1,300,000. The offeror will be paid monthly based on the following formula:

G3a. Fixed fee

1/12 of fixed fee each month of the year

Washington County will remove the percent of collections as a pricing option.

G3b. Percentage of total collections for the contract year:

• $\$1,300,000 \times [\text{Offeror's percentage of collections bid}] / 12$

Ex: Offeror bids 10% of collections:

$\$1,300M \times .10 / 12 = \$10,833$ for twelve months

G3c. The County shall make payments for the invoiced amount by the 15th day of the month following the month of service or within fifteen (15) days of receipt of the invoice, whichever comes last.

YoungWilliams understands and agrees that we will be paid monthly based upon the formula outlined in the RFP except for the first contract term of six months where we will be paid 1/6 of the fixed fee each month of the contract term. We also understand that the County will make payments for the invoiced amount by the 15th of the month following the month of the service or within 15 days of receipt of the invoice, whichever comes last.

G4. INSPECTION & AUDIT

*RFP Section G4.; Page 20: **Inspection and Audit***

The County, the State, and appropriate federal officials and their respective authorized agents shall be authorized to examine all books and accounts of any individual, firm, or corporation insofar as they relate to transactions with any department, board, officer, commission, institution, or other agency of the County or State which is related to the performance of this contract or to costs charged to the contract.

YoungWilliams understands and agrees the County, the State, and appropriate federal officials and their respective authorized agents are authorized to examine all books and accounts of any individual, firm, or corporation as they relate to transactions with any department, board, officer, commission, institution, or other agency of the County or State, which is related to the performance of this contract or to costs charged to the contract.

TECHNICAL PROPOSAL

Proposal for Child Support Enforcement Services

Prepared for the Washington County Department of Social Services

Due: November 30, 2023 | Time: 4:00 p.m. ET | Electronic Submission



TRANSMITTAL LETTER



YoungWilliams

November 30, 2023

Clifton Hardison
Washington County Department of Social Services
209 E. Main Street
P.O. Box 10
Plymouth, NC 27962

RE: Child Support Enforcement Services for Washington County, NC

Dear Mr. Hardison:

Thank you for the opportunity to respond to the Washington County Department of Social Services Request for Proposal (RFP) for Child Support Enforcement Services. YoungWilliams has a rich, robust, and proven experience in providing child support enforcement services in North Carolina. We currently operate child support enforcement programs in 15 counties throughout the state.

YoungWilliams is confident we can improve program performance and will exceed the performance standards of this RFP. Our experience, child support knowledge, technologies, and proven operational strategies will ensure all goals are met and exceeded.

In this proposal, we describe our ability to perform the services outlined in the RFP and our approach to the delivery of the requisite services.

As President of YoungWilliams, I authorize Jeremy Smith to be the individual who can answer questions or clarifications regarding our proposal. He can be reached at the following:

C: (601) 850-9771
(P) (662) 268-7262
jeremy.smith@youngwilliams.com

Enclosed with this document is YoungWilliams' complete bid. By my signature below, I affirm YoungWilliams is fully qualified and committed to performing the services proposed consistent with the standard of quality that has made YoungWilliams a leader in delivering child support services in North Carolina and across the nation. Our project organization, management oversight, and award-winning customer service will ensure Washington County customers receive the care and attention they deserve.

Sincerely,

Robert L. Wells
President
YoungWilliams, P.C.
Enclosures



TABLE OF CONTENTS

Table of Contents

Transmittal Letter

Table of Contents..... TOC-1

E. Scope of Services E-1

E1. Administration of IV-D Child Support Program..... E-1

E2. Qualifications E-2

E2a. Competency in Performing Services..... E-2

E2b. Successful History of Providing Services..... E-3

E2c. Commitment to and Understanding of the Process..... E-6

E2d. Understanding of Financial Operations E-9

E2e. Prior Experience Providing and Managing Child Support Enforcement Programs E-9

E2f. Working Knowledge of ACTS..... E-10

E3. County’s Responsibilities..... E-11

E4. Offeror’s Responsibilities..... E-12

E4a. Establish and Maintain a Child Support Enforcement Program E-12

E4b. Provide All Child Support Enforcement Services..... E-13

E4c. Provide Testimony, Evidence and Support E-20

E4d. Bring Court Actions in the Manner Prescribed E-20

E4e. Utilize the State’s Systems..... E-21

E4f. Utilize Documents Produced by the State System..... E-21

E4g. Maintain Documentation E-22

E4h. Work with County Employees..... E-22

E4i. Respond to Requests..... E-22

E4j. Handle Calls and Referrals E-22

E4k. Maintain Records E-23

E4l. Return Files E-23

E4m. Training and Management of Staff..... E-23

E4n. Attend County and State Meetings..... E-28

E4o. Abide by State, Federal and Local Policy..... E-28

E4p. Protect Private Information..... E-29

E4q. Provide Quality Services to Persons with Disabilities E-29

E4r. Avoid Conflicts of Interest..... E-29

E4s. Professional Demeanor E-29

E4t. Meet or Exceed Performance Measures..... E-29

E4u. Meet Background Check Requirements E-30

E4v. Availability..... E-30

E4w. Make Case Files Available	E-30
E4x. Corrective Action Plan	E-30
E4y. Refer Cases of Fraud.....	E-30
E4z. Conduct Case Reviews.....	E-31
E4aa. Provide Statistical Information.....	E-31
E4bb. Data Collection and Evaluation.....	E-31
E4cc. Customer Satisfaction Survey.....	E-31
E4dd. Bankruptcy Petitions	E-34
E4ee. Collect and Report Fees.....	E-34
E4ff. Comply with Laws	E-34
E4gg. Cooperate with Other Entities	E-36
E4hh. Adhere to Confidentiality Laws and Regulations	E-36
E4ii. Notice of Deficiency.....	E-36
E4jj. Answer Customer Complaints	E-36
E4kk. Maintain and Safeguard Case Files.....	E-37
E4ll. Safeguard Information.....	E-37
E4mm. Obtain Annual Audit.....	E-37
E4nn. Provide Necessary Equipment.....	E-38
E5. Record Retention, Inspections, and Audits.....	E-39
E6. Storage and Retrieval.....	E-39
How We Will Customize Our Document Solution for the County	F-40
Our Electronic Document Management Process	F-41
Equipped for Smooth Customer Service	F-42
Superior Document Security.....	F-43
ywPortal: Records and Reports	F-44
E7. Personnel, Facilities, and Records.....	E-45
E7a. Personnel, Facilities, and Records	E-45
E7b. Right of the County, State, and Federal Agencies to Inspect.....	E-47
F. Technical Proposal	F-1
F1a. Required Child Support Tasks.....	F-1
F1b. Authority to Bind.....	F-2
F1c. Management/Manpower Plan.....	F-2
Management Plan.....	F-2
Leadership Team.....	F-4
Staffing Plan.....	F-6
Recruitment and Retention.....	F-8
Corporate Support.....	F-11
F1d. Subcontractors.....	F-12
F1e. Absent Parent Program.....	F-12
F1f. Client Feedback, Services, and References.....	F-16

<i>Customer Service Commitment</i>	F-16
<i>Customer Feedback</i>	F-17
<i>F1g. Similar Services</i>	F-18
<i>F1h. Corporate Capacity</i>	F-26
<i>F1i. Performance Measures</i>	F-28
<i>Paternity Establishment Percentage (PEP)</i>	F-29
<i>Order Rate</i>	F-30
<i>Current Support</i>	F-31
<i>Collections Per Order</i>	F-32
<i>F1j. Legal Representative Statement</i>	F-34
<i>F1k. Client References</i>	F-34

Appendices

Appendix A: Resumes

Appendix B: Forms

E. SCOPE OF SERVICES

E. Scope of Services

Building on our child support expertise in North Carolina, YoungWilliams will provide best-in-class customer service through passionate, hard-working Case Managers, supporting technologies, and best practices. Our plan will secure orders, increase performance, and help support the children and families of Washington County.

E1. ADMINISTRATION OF IV-D CHILD SUPPORT PROGRAM

RFP Section E1.; Page 11: The Offeror will provide for the total administration of the IV-D Child Support Enforcement Program in Washington County, as defined herein. This will be accomplished by working in close relationship with Washington County Department of Social Services and all other agencies attendant to the Child Support Enforcement Program.

Total Solution

YoungWilliams understands child support from top to bottom. We make it easy for the customer and predictable for the County. With top notch staff and value-added services like document imaging, you get the results you need. Every day.

YoungWilliams acknowledges and understands our responsibility to provide for the total administration of the IV-D Child Support Enforcement Program in Washington County. We will operate the County’s child support caseload in collaboration with the Washington County Department of Social Services and all other agencies to create an outstanding child support program.

Our core solution will combine current Washington County operations into our operations for Hyde, Martin, and Beaufort Counties. The Washington County staff will work from one of our two physical locations, based on needs and staff preference, in Beaufort or Martin Counties (Washington and Williamston, North Carolina). Washington County staff

will be supervised by our existing Management Team. By combining counties under one roof, smaller counties get the benefits of shared resources across county lines. In essence, smaller counties gain the reach and efficiencies enjoyed by larger county caseloads. Washington County operations and the families it supports will benefit from these shared resources.

In order to meet the needs and expectations of our customers, we offer several convenient solutions. Our processes minimize the need for in-person interaction by utilizing phone and mail. Customers benefit from being able to interface with the Program at a time and through a method of their preference. While our technology gives customers a variety of ways to establish and maintain contact, we know that some will want to visit in person. To provide this convenience we will welcome any Washington County customer to visit our offices in Washington or Williamston on any day for any reason. We also will work with Washington County to schedule days for our child support staff to come to Washington County and meet with customers at a County facility.

Document Imaging: Our solution also includes imaging and storing documents at no additional cost. This means all existing and new documents for the life of the contract will be electronically scanned and an electronic case file will be created for all child support cases. All of these documents are the County’s property and will be made available to the County if the contract isn’t renewed.

Staffing: We will interview and make offers to all current Washington County child support staff in good standing. We will welcome qualified staff to enjoy the outstanding benefits and positive culture found at YoungWilliams. For legal services, our contract attorney, Windy Rose, will continue the great work she has been doing for years in the State. Heading our management team will be Tammy Pearson, who manages all YoungWilliams projects in North Carolina, supported by Tina Jordan, who is the Project Manager for Beaufort, Hyde, and Martin counties. Supporting all of our projects in the State is a strong corporate team fronted by Jeremy Smith, our Regional Vice President who will work closely with Tammy and Tina to guarantee success.

Meeting Performance Measures: We are experienced in transitioning projects of all sizes across the country. We currently operate child support programs in 15 North Carolina counties, and they are among the highest performing projects in the State. We are ready to assume the responsibility of operations in Washington County and show fast and meaningful improvement in the federal performance measures.

Our total solution combines convenience and results in a cost-effective package. We share Washington County's commitment to delivering quality child support services to the families that need them. We commit to the County to bring the full reach of our organization and full breadth of our experience to maximize customer experience and outcomes. Washington County will see the benefits that come with the technology and expertise of the largest private provider of child support operations in the nation. And it all comes at a cost that matches the size of the project. **The families we will serve in Washington County will see faster service, improved outcomes, and a better experience.**

E2. QUALIFICATIONS

RFP Section E2.; Page 11: At the date of the issuance of this RFP the Offeror's staff should possess the following qualifications:

In the following sections, we respond to the requirements of RFP Section E2., Qualifications.

E2a. Competency in Performing Services

RFP Section E2a.; Page 11: demonstrate a competency in performing services defined in the Scope of Services of this RFP;

YoungWilliams is a competent provider of child support services. With 29 years of child support experience, everything we do is focused on improving the delivery of child support services. Our dedicated staff, corporate resources, and child support projects throughout the country demonstrate our strong and proven track record. All that we do falls under our mission of **government services made easy**.

When executing the details of the complex world of child support services, we focus on a number of crucial facets:

Performance: The federal Office of Child Support Services (OCSS) sets out various performance measures by which state and county child support programs are measured. The

YW Advantage

Our full-service child support experience includes:

- Statewide operations;
- County operations;
- Fast improvements in performance; and
- Caseload management of all sizes.

measures are important not only because incentive funding is tied to them, but also because these measures are an indicator of the success of the child support program. Across the country, child support programs under YoungWilliams' leadership have a history of excellent performance.

Customer Service: At YoungWilliams, customer service is our highest priority. We love making a difference in the lives of those we serve. This is a program that touches the lives of many people, in areas that matter the most to them—family, children, and finances. We often come into our customers' lives in times of confusion and conflict. That makes it imperative that we provide services that are comprehensive, customer centered, and easy to understand.

Knowledge: YoungWilliams recognizes the importance of training as it relates to competencies necessary to run a successful child support program. Training is an integral part of our organization. Our employees are our most important asset, and as such, we believe in investing in them and providing them with the knowledge they need to be successful in their jobs, deliver top-notch customer service, and perform well in their roles.

Resources: To perform competently, YoungWilliams recognizes the importance of staffing the team so we can manage the caseload effectively. Our Washington County Team will be full-time employees with an expansive benefit package. We will also contract with an attorney to provide legal services.

Technology: YoungWilliams recognizes the importance of technology in today's world. We offer a complete, cutting edge menu of robust technology solutions designed to support the business of child support.

Convenience: With YoungWilliams operating child support services, Washington County can enjoy the convenience and peace of mind that comes with knowing everything is taken care of. The transition will be easy and headache free and the ongoing services will operate seamlessly.

All these components are important for successful provision of child support services. We will discuss these in more detail throughout our proposal. We want you to know, without a doubt, YoungWilliams will provide exceptional child support services for Washington County.

E2b. Successful History of Providing Services

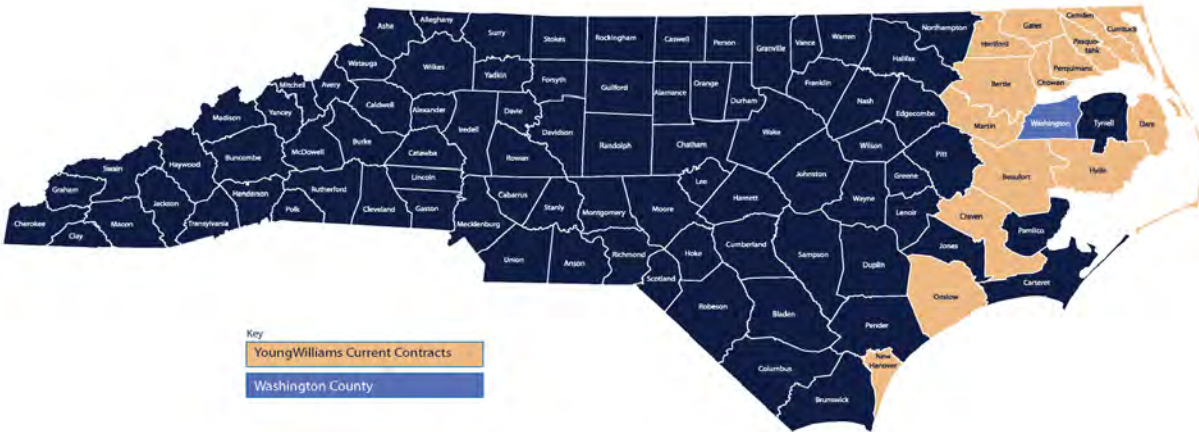
RFP Section E2b.; Page 11: demonstrate a successful history of providing services to Child Support Enforcement in North Carolina or other similar state or local government;

YoungWilliams has been in the child support business for 29 years. For the past 22 years, we have provided case management and child support operations of the type required by this RFP. We are the largest provider of full-service child support programs in the nation. This holds true whether the measure is the number of offices, states, cases, employees, collections, or investment in new systems.

YoungWilliams' longevity results in mature child support operations that can quickly accommodate state and local government's needs. **We deliver what we promise—consistently and reliably.**

For the past 19 years, YoungWilliams has been strategically involved in the child support program in North Carolina. We currently manage the child support program for 15 North

Carolina counties: Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, Martin, New Hanover, Onslow, Pasquotank, and Perquimans.



These contracts require YoungWilliams to perform the same services with similar capacity as requested by this RFP. Across the YoungWilliams child support projects in North Carolina, we manage about 34,000 cases in the state.

In SFY 2023, we:

- Established paternity for 1,873 children;
- Established 1,353 new orders; and
- Collected \$63.8 million for families.

All our offices exceed the performance requirements in the RFP, and depending on the category, either exceed or are comparable to state averages. Some rank as among the highest performing counties in the state, and all perform well compared to other counties.

YoungWilliams is proud of our performance across all our North Carolina child support projects, and that performance has been recognized repeatedly across the state. The following table lists our North Carolina awards and recognitions from the past five years.

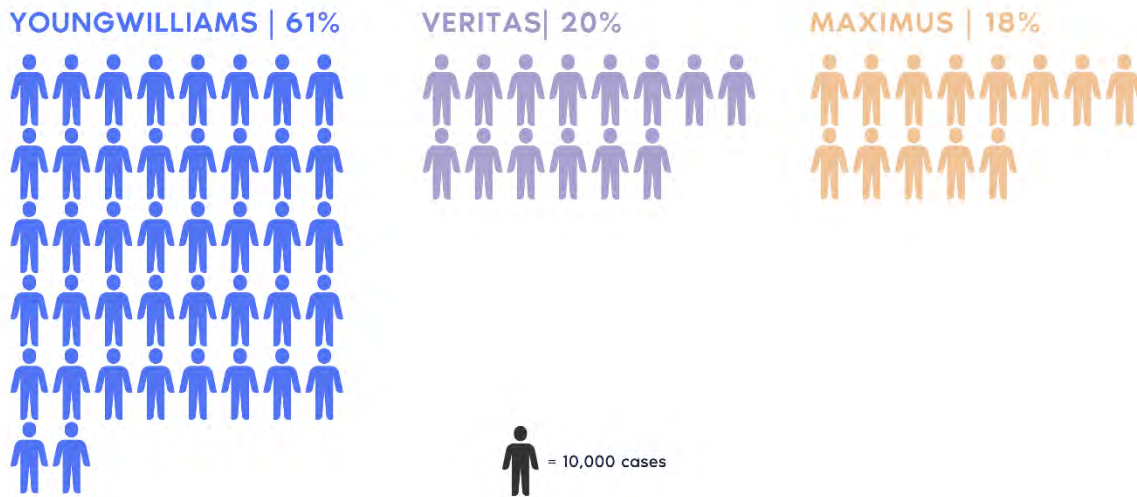
YoungWilliams North Carolina Awards & Recognition	
Award/Recognition	Year
NCCSC Met or Exceeded All Incentive Goals & Self-Assessment Goals to Gates and Perquimans Counties	2023
NCCSC Met All Incentive Goals to Pasquotank County	2023
NCCSC Most Improved Overall in Self-Assessment Measures to Perquimans County	2022
NCCSC Largest Increase in Self-Assessment Interstate to Gates County	2021
NCCSC Met or Exceeded All Incentive Goals & Self-Assessment Goals to Currituck & Hertford Counties	2021
NCCSC #2 Most Improved Overall Self-Assessment to Chowan County	2021

YoungWilliams North Carolina Awards & Recognition

Award/Recognition	Year
NCCSC Gold Medal for Most Improved for Overall Incentive Performance to Hyde County	2021
NCCSC Outstanding Achievement in All Collections, Incentives and Self-Assessment to Onslow County	2020
NCCSC Outstanding Achievement in Overall Improvement in Incentive Measures to Martin County	2020
NCCSC largest Increase in Establishment Self-Assessment to Martin County	2020
NCCSC Outstanding Achievement in Performance of Self-Assessment Measures to Martin County	2020
NCCSC Excellence in Service Award to New Hanover County for Arrears Collection	2019
NCCSC Certificate of Excellence to Camden County for Outstanding Achievement in All Collection, Incentive, and Self-Assessment Performance Measures	2019
NCCSC Certificate of Excellence to Pasquotank County for Outstanding Achievement in All Collection, Incentive, and Self-Assessment Performance Measures	2019
NCCSC Certificate of Excellence to Perquimans County for Outstanding Achievement in All Collection, Incentive, and Self-Assessment Performance Measures	2019
NCCSC Orders for Arrest (Operation Redemption) to Onslow County	2019
NCCSC Certificate of Excellence to Camden County for First County to Reach Federal Goal of 80% Current Support Collected SFY 2018	2018
NCCSC Certificate of Excellence to Beaufort County for Achieving the Largest Increase in Self-Assessment Interstate SFY 2018	2018
NCCSC Certificate of Excellence to Hyde County for Achieving the Largest Increase in Self-Assessment Establishment SFY 2018	2018

In terms of scale, YoungWilliams is the clear leader in child support service delivery. We are responsible for more than 60 percent of the nationwide child support caseload under private management. More states, counties, and agencies trust us to administer their child support cases—a fact that energizes us, and a responsibility we take seriously. The following graph comparing our full-service caseload with two other vendors tells the tale.

PRIVATIZED FULL-SERVICE CASELOAD COMPARISON



E2c. Commitment to and Understanding of the Process

RFP Section E2c.; Page 11: demonstrate a commitment to and understanding of the total Child Support Enforcement Program process;

YoungWilliams is 100 percent committed to the child support program and has a thorough understanding of the services to be performed and our responsibilities to the families of Washington County.

YoungWilliams will operate a Title IV-D child support enforcement program for Washington County that is fully compliant with all federal statutes and regulations, North Carolina statutes and policy guidelines, ACTS, Washington County policies and procedures, and requirements of this RFP. Our operation will include the following services to be performed: intake, locate, paternity, establishment, enforcement, review and modification, intergovernmental, and case closure.

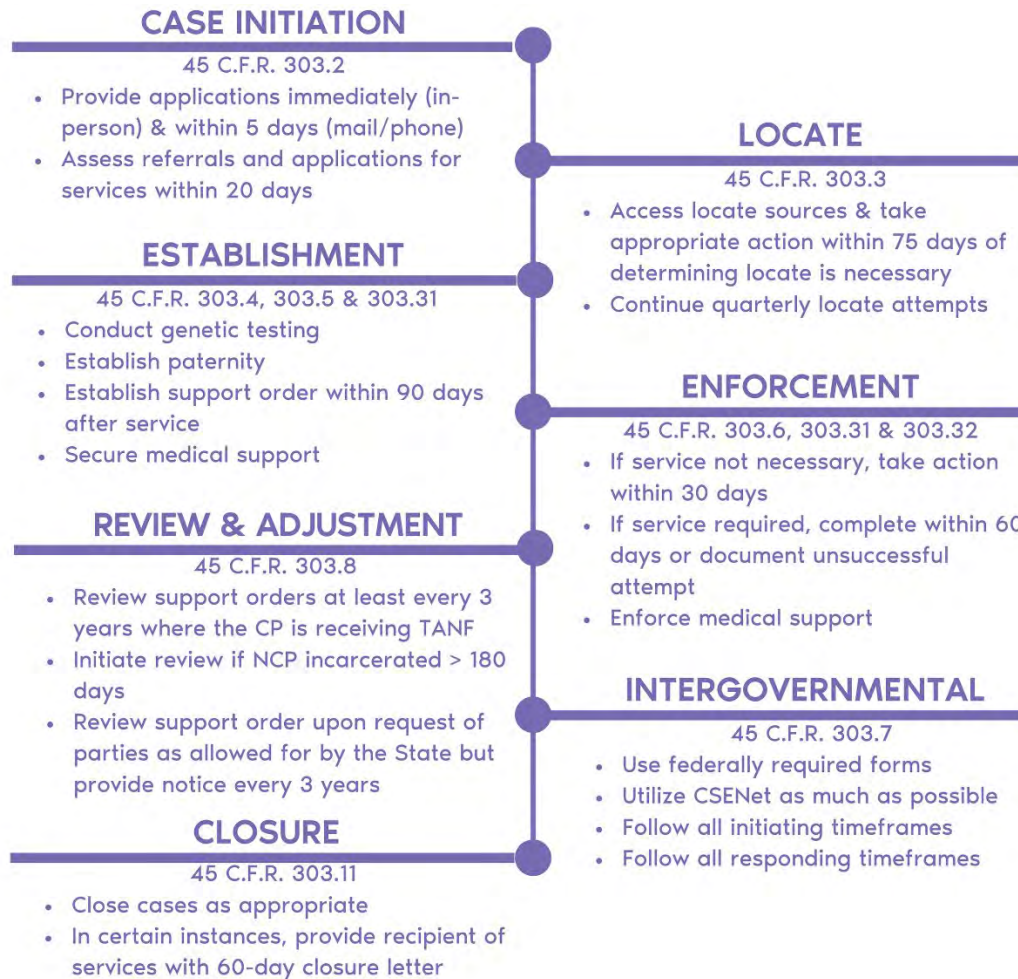
YoungWilliams has extensive knowledge of the federal, state, and local statutes, regulations, and rules that govern the child support program. Our managers and their teams have years of child support experience and stay abreast of changes and updates to laws, policies, and procedures.

As the country's largest provider of child support services, and the current contractor for 15 North Carolina counties, we are experts in operating child support offices in North Carolina. We can approach this project with a clear understanding of the County's requirements and guidelines for operating a compliant IV-D program in North Carolina. We will operate a program that fully complies with:

- Title IV-D of the Social Security Act, 42 U.S.C. § 651 et seq. as amended;
- Title 45 of the Code of Federal Regulations (C.F.R.);
- Child Support Policy and Procedures Manual;
- Title VI of the Civil Rights Act of 1964;
- Washington County regulations;
- Washington County DSS policy and program directives;

- ACTS requirements and procedures; and
- RFP and contract requirements.

The following graphic demonstrates our understanding of some of the key regulations, standards, and timeframes.



Case Initiation: Case initiation is our first contact with parents. Our Case Managers spend time making the customer comfortable, explaining the child support process in an understandable way, setting expectations, and answering questions about the program. Our team will accept all applications and referrals. We will establish a case in ACTS, if one isn't already in the system, provide the IV-D case or member number to the Clerk of Court when necessary, and assess the case for the next appropriate action within 20 days. Our internal standard will be to open cases within seven days. We believe we can average case openings within two days, as that has been our operational average in Mississippi for more than seven years.

Locate: We know the best source of locate information is normally the other parent, and we leverage that relationship first. We ask our customers to verify addresses, SSNs, dates of birth, employers, and asset information. When we can't locate a parent, we ensure the customer is in Locate status in ACTS. We then utilize State and federal locate resources to try and find the

parent. Sometimes this is the only action needed, and while many contractors stop here, we don't. We designate certain Case Managers to focus on locating parents until they are found or until all our locate tools are thoroughly exhausted.

Establishment: Establishing paternity and support is one of the most essential functions of the child support program, and we give it the attention and dedication it deserves. If paternity is at issue, we ensure the alleged father is located, determine the most appropriate avenue to establish paternity, and either initiate the voluntary acknowledgment of paternity process or draft and submit the petition to establish paternity and support to our contract attorney. We follow state statute and policy to establish orders to help families, and we start this process by working closely with the NCP and CP. We explain how we and the Court, if the order is established judicially, use child support guidelines to determine the amount of support that is appropriate in the NCP's case, and we encourage agreed orders between the parties, which avoids the adversarial court setting and increases the likelihood of compliance by the NCP. Our contract attorney will petition the court to establish a legal obligation for medical support at the same time we petition for child support.

Enforcement: We are committed to increasing collection of support for the children and families in Washington County. Our Case Managers will be trained and equipped to meet the diverse needs of our customers and the enforcement cases. Our goal is to recognize the barriers to payment when they occur, identify the best Case Manager to address the issue, and ultimately, do our best to get child support to children and families. The remedies available to enforce a child support obligation are determined by federal/state law and policy. This is where we shine and where the County can trust we will choose the most appropriate enforcement remedy available and pair it with the best Case Manager for the case.

Modification: By simplifying the process for parents and Case Managers alike, we complete more reviews, and we get more orders modified to match current financial realities. In Washington County, our Case Managers will examine and review current cases and CP and NCP financial situations. As financial realities change, our Case Managers will proceed with the process of modification if warranted.

Intergovernmental: Our Case Managers are trained to navigate roadblocks that arise when the parents are in different states. Before initiating a case to another state, we always assess the case to determine if we can use "long-arm" jurisdiction (based on the Uniform Interstate Family Support Act (UIFSA) to establish the order in North Carolina, obtain continuing, exclusive jurisdiction, and use direct wage withholding to collect the child support. Many Case Managers in our North Carolina offices are experts in intergovernmental support. Our Washington County Case Managers will have the full support, training, and expertise necessary to use the Child Support Enforcement Network (CSENet) to communicate with other states and territories. We will increase our efforts as the initiating state, ensuring that other states are responding to our requests in a timely manner and pursuing all legal remedies to enforce child support for our CPs.

Case Closure: When we close the right cases at the right time, we put project, state, and federal resources to their best use and free our Case Managers to focus on the cases that need our attention. We review each closure and follow Washington County and North Carolina procedures to ensure we do what's best for the families we serve.

E2d. Understanding of Financial Operations

RFP Section E2d.; Page 12: demonstrate an understanding of the financial operations which must be employed. “Financial Operations” are now limited to the collection and disbursement of any associated fees collected by the Offeror in the provision of services. These funds must be passed through to the County.

We understand “financial operations” are now limited to the collection and disbursement of any associated fees collected by YoungWilliams in the provision of child support services. We also understand these funds must be passed through to the County. We will request that the court include fees for court costs, service of process, and genetic testing to the NCP’s obligations in court orders and make these fees payable directly to the County. When a child support order is entered in ACTS, we will ensure the order is entered correctly and the Washington County FIPS code is in ACTS. This way when money is received to any of these fields in ACTS, ACTS will automatically issue payments directly to the County.

E2e. Prior Experience Providing and Managing Child Support Enforcement Programs

RFP Section E2e.; Page 12: demonstrate a prior, substantial experience in providing and managing Child Support Enforcement Programs in North Carolina or similar state or local government;

The following table shows the breadth and depth of YoungWilliams’ experience in providing and managing Child Support Enforcement Programs in North Carolina.

North Carolina Child Support Operations		
Project & Client	Caseload (Approximate)	Contract Dates
Beaufort County Child Support Services	2,787	2006 – Present
Bertie County Child Support Services	1,345	2010 – Present
Camden County Child Support Services	272	2010 – Present
Chowan County Child Support Services	944	2010 – Present
Craven County Child Support Services	4,392	2021 – Present
Currituck County Child Support Services	749	2010 – Present
Dare County Child Support Services	807	2010 – Present
Gates County Child Support Services	437	2010 – Present
Hertford County Child Support Services	1,714	2010 – Present
Hyde County Child Support Services	190	2018 – Present

North Carolina Child Support Operations

Project & Client	Caseload (Approximate)	Contract Dates
Martin County Child Support Services	1,745	2019 – Present
New Hanover County Child Support Services	6,898	2004 – Present
Onslow County Child Support Services	8,780	2014 – Present
Pasquotank County Child Support Services	2,291	2010 – Present
Perquimans County Child Support Services	535	2010 – Present

The following table represents YoungWilliams’ current child support operations in providing and managing Child Support Enforcement Programs in locations outside of North Carolina.

YoungWilliams Current Child Support Operations

Project & Client	Scope	Contract Dates
Colorado El Paso County Child Support Services	Full-Service	2011 – Present
Colorado Teller County Child Support Services	Full-Service	2011 – Present
Kansas Child Support Services for 29 Judicial Districts	Full-Service	2011 – 2013 (Enforcement) 2013 – Present (All Services)
Mississippi Statewide Child Support Legal Services	Full-Service Contact Center	2014 – Present (17 Counties) 2016 – Present (Statewide) 2017 – Present (CC)
Nebraska Omaha Child Support Services	Full-Service	2001 – Present
Wyoming Child Support Services for 5 Judicial Districts	Full-Service	2008 – Present

E2f. Working Knowledge of ACTS

RFP Section E2f.; Page 12: demonstrate a working knowledge of the Automated Collection Tracking System (ACTS) which is used to transact much of the business conducted by the Child Support Enforcement Program.

YoungWilliams has an extensive working knowledge of ACTS through our years of operating child support programs in North Carolina. ACTS is the system of record for cases in the program, and it is imperative that staff know how to use the system to record and maintain accurate case information. ACTS training is an important part of our training plan where we provide comprehensive ACTS training for new employees and for all employees on an ongoing

basis. We also utilize the Online Policy and Procedural Manual as a guide and reference for the use of ACTS. We continue to actively participate in state-offered training programs designed to instruct our staff on the use of ACTS.

E3. COUNTY'S RESPONSIBILITIES

RFP Section E3; Page 12-13:

E3a. To notify North Carolina Department of Health & Human Services that Offeror is the new Designated Representative of Programs as defined in N.C. Gen. Stat. §110-129(5) for Washington County and that all future correspondence must also be directed to the Offeror at the address provided.

E3b. To prepare and transmit referrals to the Offeror on appropriate cases pursuant to Title IV-D. Such referral shall be made through the North Carolina Families Accessing Services through Technology (NC FAST) interface.

E3c. To provide pertinent information relative to changes of status in referred cases, including, but not limited to a change in NON-TANF status to TANF eligible. Such referral shall be made through the North Carolina Families Accessing Services through Technology (NC FAST) interface.

E3d. To furnish Offeror with all materials furnished by the State to operate the Child Support Program in the County. Such materials consist of the ACTS equipment furnished by the State and any program manuals associated with the IV-D program, including those covering ACTS. The County will not be providing any equipment such computers, printers, servers, or switches. Nor will the county provide any wire rack, UPS's, or patch panel.

E3e. The Policy and Procedures Manual is maintained on-line by the North Carolina Department of Health and Human Services. Updates to the manual are on-line and not in hard copy. The website for the current child support manual is <https://policies.ncdhhs.gov/divisional/social-services/child-support/policy-manual>.

E3f. To consult with the Offeror concerning potential settlements affecting the rights of the County and act as liaison with the State concerning any potential settlements that may affect the rights of the State and consult with the Offeror concerning any adverse administrative or judicial rulings in order to determine appropriate remedies to be sought by the Offeror.

E3g. To monitor Offeror performance through agreed procedures.

E3h. To issue a letter delineating deficiencies found (if any) as a result of any County, State or Federal review and requesting submittal of a written corrective action plan within sixty (60) days.

E3i. To impose a financial penalty for failure to timely submit an acceptable corrective action plan. (The imposition of such a penalty does not preclude the County's right to terminate the contract during the assessment of the penalty). The penalty shall initially be assessed by withholding 20% of the next monthly payment due the Offeror and, for each subsequent month of failure to submit a corrective action plan, an additional 25% will be withheld. The county also holds the right to terminate the contract at anytime the contractor fails to meet the performance standards outlined in the Memorandum of Understanding the county enters into with the State of North Carolina.

E3j. To notify the Offeror within 30 days of the receipt of the Corrective Action Plan of the acceptability of the plan and to allow 15 calendar days for the Offeror to submit a clarification or revision of the Plan if deemed to be unacceptable to the TR. Acceptance of the plan by the TR does not guarantee that the implementation of the plan will result in elimination of the deficiencies for future penalties for non-compliance that may be applied by the TR.

E3k. To review the Offeror's performance once the corrective action period begins in accordance with the corrective action plan and, if the Offeror is in compliance, issue a written statement of such compliance.

E3l. To impose a financial penalty for failure to correct the cited deficiencies within the corrective action period, such penalty not to preclude contract termination. The penalty shall initially be assessed by withholding 20% of the payment due for each of the next 3 months and will be increase by 10% for each subsequent quarter in which there is a continued failure to meet the standard. The TR will do case reviews on a quarterly basis during this penalty period.

E3m. To arrange access to the North Carolina Department of Health & Human Services, Division of Social Services, Child Support Enforcement Section's Central Office Staff for purposes connected with the operation the Child Support Enforcement Program in Washington County. This access includes, but is not limited to access to the Central Registry for Interstate Cases, Federal Parent Locate, Tax intercept, Full IRS Collection, Credit Bureau Reporting, and application to the United States Department of Health and Human Services (DHHS) for permission to utilize the Federal Courts to enforce a child support order against an absent parent who is in another state. Child Support payments are received only by the centralized state contractor. The only payments received at the local county office will be the \$25 or \$10 applications fee (these amounts are based on the financial status of the applicant) assessed to non-PA clients. This fee will be turned over to the county in a manner specified at contract signing.

YoungWilliams understands and agrees to the requirements in RFP Section E3, County's Responsibilities.

E4 OFFEROR'S RESPONSIBILITIES

RFP Section E4; Page 13: Under this contract the Offeror shall have the following responsibilities:

In this section, we present our response to RFP Section E4: Offeror's Responsibilities.

E4a. Establish and Maintain a Child Support Enforcement Program

RFP Section E4a.; Page 13: To establish and maintain a child support enforcement program in Washington County which complies with the provisions of Title IV, Part D of the Social Security Act, as amended, Title 45, Code of Federal Regulations, Article 9, Chapter 110 of the North Carolina General Statutes, as amended, State laws and regulations, and to be totally responsible and accountable for the proper operation of such program for all current, ongoing, and backlog cases in Washington County.

YoungWilliams understands and agrees to the responsibilities under RFP Section E4a. With our years of experience in the child support program, we have thorough knowledge of the provisions of Title IV, Part D of the Social Security Act, as amended, as well as the Code of Federal Regulations that govern the program. We are also very familiar with the North Carolina General Statutes, as amended, along with State regulations, through our years working in North Carolina.

E4b. Provide All Child Support Enforcement Services

RFP Section E4b.; Page 14: To provide all child support enforcement services following standard and accepted child support practices, policies and procedures and in doing so pursuing the best interest of the child(ren) for whom support is sought.

YoungWilliams understands and agrees to provide all child support enforcement services under standard and accepted practices and following all policies and procedures with a focus on the best interest of the child(ren). In the following pages, we detail our understanding and solution for a full-service child support program in Washington County based upon our in-depth experience and proven procedures.

INTAKE

YoungWilliams knows a comprehensive, well-planned intake process is the foundation for proficient and accurate case management. The intake process involves all necessary activities required to open or reopen a case.

The requirements for opening a case are outlined in 45 C.F.R. § 303.2, which mandates timeframes in which IV-D agencies must complete case opening tasks. During the intake process, we will solicit and verify information from the custodial parent (CP) and request additional information, if necessary. If the noncustodial parent (NCP) contact information is known, they will also be contacted. If there is no contact information available for the NCP, we will begin location efforts.

During the case opening process we will:

- Provide an application for service the same day it is requested by a CP, alleged father, NCP, or other caretaker in person; or within five working days when it is requested through phone or correspondence;
- Provide a copy of the North Carolina Child Support Handbook with each application for service;
- Accept applications for service from a CP, NCP, or other caretaker;
- Collect all necessary information to open the case and enter the data in ACTS to create the case; and
- Once the case is created in ACTS, it will be assessed to determine the next appropriate action.

Case intake and opening activities will be monitored to ensure we meet all State, federal and contractual requirements. The quality review will include confirmation that:

- In-person application requests were provided within one day;
- Applications requested by phone or correspondence were provided within five working days;
- The appropriate information was provided to the parties on the case;
- All information was entered into ACTS in an accurate, complete, and timely manner;
- Case records are opened within two days of receiving a referral from a local social service agency or an application from a party; and
- Case assessment is completed within 20 calendar days of the referral or application.

We will gather data from the quality reviews to identify individual and/or team training needs, share best practices, and improve case opening efficiency.

LOCATE

Locating an alleged father or NCP is an essential step in establishing paternity, obtaining medical and financial support obligations, and enforcing or modifying support obligations. YoungWilliams utilizes all State and federal location tools at our disposal. In addition, we utilize LexisNexis Accurint for location purposes.

Location processes will be reviewed and monitored to ensure:

- All available sources are checked within 75 days of determining location is necessary;
- All automated locate attempts are made quarterly; and
- All unsuccessful locate attempts are documented in ACTS.

We will gather data from the quality reviews to identify individual and/or team training needs for location efforts.

ESTABLISHMENT

Paternity Establishment

In every case where paternity is an issue, we seek to establish paternity as early as possible. We strongly encourage the use of voluntary acknowledgments whenever possible. We will provide education and outreach through hospital-based programs and community presentations, and we also educate the parents during scheduled interviews.

YoungWilliams is knowledgeable and understands the requirements of the Uniform Parentage Act and establishes paternity for children following the provisions of the Act.

When we are unable to obtain a voluntary acknowledgement, we will attempt to establish paternity through:

- Stipulated Agreement; or
- Through the Court.

Stipulated agreements of paternity and support assist the parents in avoiding potentially adversarial court actions. With information provided by both parties, our Case Managers can calculate support obligations accurately following support order guidelines and can provide the parties with information regarding parental rights and obligations in the establishment and enforcement of a support order.

Sometimes it is necessary to establish paternity and support through the Court. Once we have identifying information, we report it to the Clerk of the Court and request a docket number to start the process of filing for support or paternity. In North Carolina, there are three avenues in which paternity is established judicially: legitimization, through a civil paternity action, and through a criminal paternity action for bastardy and nonsupport.

Paternity establishment processes will be monitored and reviewed to ensure:

- CP and alleged father are properly interviewed to obtain pertinent information and encouraged to stay engaged in the process of establishing paternity;
- Voluntary Support Agreements are obtained in a timely manner, or genetic testing is scheduled within regulated timeframes;
- Cases in which administrative paternity cannot be established are quickly referred to legal staff for paternity establishment through the judicial process;
- Service of process and case filings are completed within regulated timeframes; and
- All information is entered into ACTS in an accurate, complete, and timely manner.

Establishment of Financial and Medical Support Orders

YoungWilliams understands the importance of meeting the timeframes and federal performance standards for establishing support obligations. Whenever possible, we seek stipulated agreements for support. When establishing a legal obligation for financial and medical support, YoungWilliams will:

- Petition for support in accordance with the State’s child support guidelines;
- Establish orders with specific dollar amounts due each month, including cash, medical (when appropriate), and arrearages in accordance with the child support guidelines and North Carolina policy;
- Petition for medical support; and
- Request the immediate use of automatic wage withholding on all new support orders for all assignable current and future income.

We will determine the appropriate amount of support based on the North Carolina child support guidelines, which are based on the “income shares model” and outlined in N.C.G.S. § 50–13.4(c). These guidelines are used to guarantee equitable support is awarded in all cases involving the support of minor children. We will follow the steps in the following table to establish support orders.

Five Steps to Using North Carolina Income Shares Child Support Guidelines	
Step 1	Determine the custody of the child(ren)
Step 2	Calculate the combined income of both parents
Step 3	Determine the adjustments or expenses paid by each parent
Step 4	Determine the joint parental child support obligation based on the income of both parents and the number of children
Step 5	Allocate child support between the parents by prorating the obligations based on the physical custody of the children

Stipulated Agreements of Support: Our team will attempt to establish a child support obligation through voluntary support agreements whenever possible. In doing so, we will consider the needs of the child(ren); the relative ability of each parent to provide for the support of the child(ren); and whether both parents are absent from the home.

Judicial Establishment of Support: If we are unable to establish an order by agreement, we will pursue the order through the judicial process. All establishment orders will be entered into ACTS no later than the first day following issuance of the final order for support, ensuring we will meet the timeframes established by the federal OCSS, ensuring the case will pass the State of North Carolina’s automated self-assessment review, and assisting state and federal auditors in evaluating the Washington County Child Support Office to measure the effectiveness of both the child support program and the county office.

Establishment of Medical Support: When processing cases, we will petition the court to establish a legal obligation for medical support at the same time we petition for child support. If coverage is not immediately available and accessible at a reasonable cost, we will request the court order the NCP to obtain coverage when it becomes available and order cash medical payments when appropriate under State policy and law. YoungWilliams understands the federal National Medical Support Notice requirements and is committed to using this form to enforce medical support orders. Our Case Managers will enter all court orders into ACTS (or any future enhancements) and obligate the debt within two days of receiving the order from the court and meet all other timeframes.

Order establishment actions will be reviewed and monitored to ensure compliance with all State, federal, and contractual requirements including:

- Service of process is issued within 15 calendar days of locating the NCP and completed within 90 days;
- The order is established within 90 calendar days of locating the NCP if service of process is not necessary;
- Administrative and judicial orders are entered in 75 percent of the cases within 6 months and 90 percent within 12 months; and
- All information is entered into ACTS in an accurate, complete, and timely manner.

ENFORCEMENT

Ensuring a consistent source of support for the children in North Carolina is paramount. Parents count on us to collect full payments on child support obligations. YoungWilliams identifies why an obligation is unpaid and how to help the NCP overcome payment obstacles. If delinquencies occur, our solution identifies those cases, so we can act on them immediately. This is where enforcement comes in. As support orders are established and modified, our staff explains to the NCP that support will be collected through income withholding, if available, that they are expected to pay promptly and regularly, and that they must notify us of any changes in residence or employment. Throughout enforcement we guide NCPs and help them navigate the process, since they are our customer until the last child emancipates or support is no longer due. We establish strong, long-term relationships with the NCPs, as well as the CPs, in our caseloads.

In enforcement cases, YoungWilliams:

- Ensures NCP makes payments to the State Disbursement Unit;
- Takes an enforcement action within 30 calendar days of identifying a delinquency or arrears, unless service of process is necessary;
- Completes service when necessary and ensures enforcement action taken within 60 days of identifying the delinquency;
- Initiates review and adjustment of the ordered amount, when appropriate;

- Documents unsuccessful attempts at service, if service of process is necessary to take the appropriate enforcement action;
- Issues income withholding orders whenever an employer is identified for the NCP;
- Imposes appropriate liens against real and personal property; and
- Investigates and responds to all timely and proper requests for administrative review consistent with State law and Washington County policies and procedures.

The timely use of appropriate legal remedies to correct delinquent behavior is critical to delivering a consistent message that compliance is expected. Experience has taught us child support cases are as different as the parents involved in them are. Each NCP has his or her own special circumstances we must recognize to take the most efficient and effective action to correct the delinquent behavior and produce a good payor. YoungWilliams utilizes appropriate administrative and judicial actions to enforce orders, but also works with NCPs and community-based organizations to help NCPs overcome barriers to regular payment.

The remedies available for enforcement of current support, spousal support (for cases in which we are also enforcing a child support order), accrued arrears, judgments entered, interest balances, and medical support, are determined by law. Many of the available remedies require specialized expertise and others require timely routine action. From ACTS alerts, mail, emails, and other sources, enforcement work will progress through the workflow to the most appropriate Case Manager, all while the work is tracked and quality controlled.

Using our proprietary system, Y-Strat, we will stratify the Washington County enforcement caseload into four categories:

Category 1 cases are those where the NCP is unlocated or incarcerated, on SSI, unemployed with no assets, or incapacitated with no ability to pay. Case Managers assigned to these cases will pursue location attempts on those NCPs where location is not known and will review the remaining cases for changes in circumstance.

Category 2 cases are those where the NCP is not making payments but has employment and/or their physical location is known. Case Managers assigned to these cases will impose income withholding on those NCPs with a verified employer and will review the remaining cases to determine if judicial enforcement is feasible.

Category 3 cases are those where the NCP works or lives outside of North Carolina. Case Managers assigned to these cases will determine if we have jurisdiction to impose enforcement actions and if not, will complete an intergovernmental referral to the state in which the NCP works or lives requesting that state's assistance with enforcing the obligation.

Category 4 cases are those where the NCP is making consistent payments. Case Managers assigned to these cases will review to determine if the NCP is making the full current support payment and making payments toward arrears, if owed. Cases where the NCP is not making the full support payment will be reviewed to determine if an adjustment in the current support obligation is warranted.

Stratifying cases in this manner allows our staff to specialize in the skills necessary to manage enforcement activities in the category they are assigned to. In addition, stratifying the caseload in this manner allows management and DSS to better understand the demographics of the enforcement caseload as it relates to collection of current support and arrears.

Pre-Contempt Hearings: As a family-centered strategy, YoungWilliams uses pre-contempt hearings to reach out to NCPs before filing a contempt petition. We ask the NCP to come into our office, which is a less adversarial environment than a courtroom. We take this opportunity to discuss with the NCP his or her specific situation, identify barriers to payment, and develop a plan to resume payments before further legal action occurs. We use techniques such as motivational interviewing to get to the root of the NCP's situation and to participate with the NCP in developing a payment plan.

Contempt as a Last Resort: Contempt is a remedy of last resort, but YoungWilliams uses this as an opportunity to educate the NCP about the serious consequences of non-compliance. Our Case Managers set up meetings with the NCP to discuss the reasons for non-compliance and look for solutions. Before an Attorney signs a Petition for Contempt, the Case Manager completes our contempt checklist, which documents our good faith effort at resolution.

As part of our family-centered approach, we will continue to work with non-compliant NCPs to help them become compliant with the order. We will continue to work with the district's judges and clerks to streamline the contempt process by giving the NCP an opportunity to negotiate a payment plan. Since less time is spent in the courtroom, the result leads to families receiving their payments faster.

Early Intervention: Communicating with NCPs after an order is entered makes it clear they are expected to pay in full on a regular basis. We believe attention at the beginning of a case garners information about any difficulties the NCP is having, sets appropriate expectations, and holds the NCP accountable for their children's support. We believe early intervention efforts in the case help the parents understand the terms of the order and what is expected of each of them to make sure the support flows fully, timely, and accurately. The goal is to help NCPs become reliable sources of support for their children.

REVIEW AND ADJUSTMENT OF SUPPORT ORDERS

In compliance with State and federal regulations, we conduct periodic reviews of support obligations to identify cases where an adjustment to the obligation may be warranted. Review and adjustment of support obligations provides equity to the NCP and CP based upon the financial circumstances of each and takes into consideration changes in income and/or cost and availability of medical support. By conducting regular reviews, we empower parents to address and plan for anticipated changes and continue supporting their child(ren).

During case reviews, YoungWilliams looks for:

- Orders set below current guidelines; and
- NCPs with income insufficient to meet current obligations.

Each parent subject to the order is notified of his or her right to initiate proceedings to challenge the proposed adjustment or non-adjustment of the support order within 30 calendar days of the date of notice. When a challenge to the adjustment or non-adjustment is received, the Case Manager reviews the information in the case record to determine the validity of such request. If one or both parties do not agree with the substance or timing of a modification, YoungWilliams follows state policy regarding the filing of modification actions.

To increase the court "show" rate, the Case Manager will call the parties to the case two weeks before a modification hearing and notify them of the hearing, what the hearing is about, and what documentation to bring with them to the hearing. The additional attempt to communicate

with parties educates them on the process of their case and enhances the public image of the child support program.

All cases being processed for review and adjustment will be reviewed and monitored to ensure:

- The request for review and adjustment was submitted in writing;
- The decision to review the order was made within five days;
- If the review was terminated, it was terminated appropriately;
- The review process was completed within 180 days of:
 - Receiving a request for review and adjustment;
 - Receiving an informal review after 36 months since the entry of the support order, the most recent adjustment, or the last completed review;
 - Locating the non-requesting party, whichever is later; and
- All information is entered into ACTS in an accurate, complete, and timely manner.

INTERGOVERNMENTAL CASES

YoungWilliams is experienced in handling intergovernmental cases. In addition to our current and past full-service projects, we operated the only specialized and contracted intergovernmental child support office in the country, in the Missouri Intergovernmental Service Center. From our experience we have learned intergovernmental cases are often complex and can be the most time-consuming of all child support cases.

YoungWilliams is proficient in intergovernmental activities, whether we are the initiating or responding state. Washington County intergovernmental cases will be worked by Case Managers who know how to handle intergovernmental cases.

We will utilize all the tools available to provide and receive accurate case data for intergovernmental cases, including:

- All the federally required intergovernmental forms;
- The use of CSENet to communicate with other states and territories; and
- The federal QUICK program to validate and reconcile data.

We know our responsibilities differ depending upon whether North Carolina is acting as the initiating state (the state sending a request to another state) or the responding state (the state receiving the case from another state). We know when and how to use long-arm jurisdiction to expedite establishment and enforcement without sending the case to another state.

All intergovernmental activities will be reviewed and monitored to ensure compliance with federal and state requirements including timeframes, use of CSENet and proper documentation. These reviews will also ensure all relevant data is entered in ACTS, accurately, completely, and in a timely manner.

CASE CLOSURE

We will ensure cases are closed in a timely manner and that they meet federal and State closure requirements and instructions. Inappropriately closing cases denies children and parents their child support. On the other hand, failing to close cases can negatively impact performance and waste County, State, and federal resources. YoungWilliams will identify cases meeting closure requirements and close the cases using ACTS within the appropriate timeframes in accordance

with the C.F.R., and we will perform any necessary remedial actions on all closed cases. We will house all closed cases in our file room, segregated from active files, for the required three-year timeframe dictated by the C.F.R. We will adhere to all RFP requirements and timeframes for retaining and returning files.

When cases meet the closure criteria established by federal regulations and North Carolina policies and procedures, we will notify the CP the case is closing and give the reason why. The Case Manager will update ACTS to reflect the closure status of the case.

A Case Manager will review each case identified for closure before we initiate case closure to ensure that it meets State and federal requirements and that we provide proper notification to the CP or initiating or responding state. Our goal is to close every case that meets closure criteria, while aggressively working each open case.

Case closure activities will be reviewed and monitored to ensure compliance with federal and State requirements, including criteria for closure, customer notification and timeframes. These reviews will also ensure the case has been closed accurately in ACTS.

E4c. Provide Testimony, Evidence, and Support

RFP Section E4c.; Page 14: To provide testimony, evidence and support necessary for the establishment of paternity, establishment and enforcement of child support orders, and the review and modification of support orders pursuant to federal and state laws, in civil, criminal and administrative forums. The choice of forum shall be based on the facts of each case, the judgment of legal counsel, and the best interest of the child. The Offeror will be responsible for providing legal staff to service CSE cases. No County-provided legal services are available.

We understand and agree to provide the testimony, evidence, and support necessary for the establishment of paternity, establishment and enforcement of child support orders, and the review and modification of support orders, pursuant to federal and State laws in civil, criminal, and administrative forums. The choice of forum will be based on the facts of each case, the judgment of legal counsel, and the best interest of the child. YoungWilliams commits to provide our own legal staff to service CSE cases. We understand that County-provided legal services are not available.

E4d. Bring Court Actions in the Manner Prescribed

RFP Section E4d.; Page 14: To bring all court actions in the manner as prescribed by N.C. Gen. Stat. §110-130.1 and to notify the appropriate County official in a timely fashion of any judicial or administrative decision or settlement agreement that negatively affects the County's or State's interests and agrees not to enter any settlement which results in the County's or State's loss of revenue. Offeror may appeal from any judicial or administrative order and shall cooperate with the State, in the event, the State chooses to appeal. In the event that Offeror thinks that a decision needs to be appealed, the Offeror shall consult with the appropriate County official prior to filing a Notice of Appeal. The County will notify Offeror within 30 days of signing this agreement as to the name of the appropriate County official.

YoungWilliams understands and agrees to bring all court actions in the manner prescribed by N.C. Gen. Stat. § 110-130.1 and to notify the appropriate County official in a timely fashion of any judicial or administrative decision or settlement agreement that negatively affects the County's or State's interests and agrees not to enter any settlement which results in the County's

or State's loss of revenue. We understand we may appeal any judicial or administrative order and will cooperate with the State, in the event the State chooses to appeal. If YoungWilliams thinks a decision needs to be appealed, we will consult with the appropriate County official prior to filing a Notice of Appeal. We understand the County will notify YoungWilliams within 30 days of signing this agreement as to the name of the appropriate County official.

Our Contract Attorney, Windy Rose, will bring all court actions for Washington County and follow all State and County requirements. Windy is a highly experienced family law attorney, and she is already performing these services for eight North Carolina counties: Beaufort, Bertie, Camden, Hertford, Hyde, Martin, Pasquotank, and Perquimans. For more on Windy and her experience with North Carolina child support, please see Section F1d., *Subcontractors*.

E4e. Utilize the State's Systems

RFP Section E4e.; Page 14: To utilize the State's automated systems that affect the Child Support Enforcement Program. There are no charges associated with the use of ACTS. Charges to access the Internet and the on-line manuals are the responsibility of the Offeror. Any additional automation needs deemed necessary to assist Offeror in carrying out its responsibilities shall be the responsibility of Offeror. Offeror shall retain all rights to such software developed by the Offeror, at the Offeror's expense, to assist Offeror in carrying out its duties under this Agreement. Software developed by the Offeror at public expense shall be owned by the County. Such software, including source code, shall be returned to the County at the time of contract termination.

YoungWilliams understands and agrees to utilize the State's automated systems that affect the Child Support Enforcement Program. We recognize that there are no charges associated with the use of ACTS. Internet and online manual charges are the responsibility of YoungWilliams.

Our company has developed additional automation, which we have used successfully in other projects to increase the efficiency of service delivery to child support customers. Our proprietary case management solution will assist us in completing our duties under this Agreement, including document imaging and management, distribution of child support tasks to case managers, and monitoring performance of tasks.

We recognize that any software we develop at public expense shall be owned by the County. Such software, including source code, shall be returned to the County at the time of contract termination.

E4f. Utilize Documents Produced by the State System

RFP Section E4f.; Page 14: To utilize documents produced by the State System. Any additional documents deemed necessary by Offeror shall contain language recommended by the Department of Human Resources to assist it in its distribution function.

YoungWilliams understands and agrees to utilize documents produced by the state system. Any additional documents deemed necessary by YoungWilliams will contain language recommended by the Department of Human Resources to assist in its distribution function.

E4g. Maintain Documentation

RFP Section E4g.; Page 14: To maintain documentation in accordance with local, state and federal requirements and submit to administration as directed that includes but is not limited to confidential case files, monthly management reports, personnel information and financial documentation.

YoungWilliams understands and agrees to maintain documentation in accordance with local, state, and federal requirements and submit to administration as directed; this includes, but is not limited to, confidential case files, monthly management reports, personnel information, and financial documentation.

E4h. Work with County Employees

RFP Section E4h.; Page 14: To work with employees of the County to implement strategies to meet County, State, and/or Federal outcome goals.

YoungWilliams understands and agrees to work with employees of the County to implement strategies to meet County, State, and/or Federal outcome goals. YoungWilliams will be a collaborative, informative and active partner with the County employees.

E4i. Respond to Requests

RFP Section E4i.; Page 14: To immediately respond to the State IV-D agency's central office on any requests for case status or information. Such response shall contain sufficient information regarding the status of the case to permit the State to reply to the inquiring party.

YoungWilliams understands and agrees to immediately respond to the State IV-D agency's central office on any requests for case status or information. Such response shall contain sufficient information regarding the status of the case to permit the State to reply to the inquiring party.

E4j. Handle Calls and Referrals

RFP Section E4j.; Page 14: To maintain the capacity to handle all child support enforcement related calls and referrals in a timely and effective manner.

YoungWilliams understands and agrees to maintain the capacity to handle all child support enforcement related calls and referrals in a timely and effective manner. We will utilize our proprietary solution's module built for telephone calls that will allow us to monitor call volumes, talk times, wait times and abandoned calls. We have a sophisticated reporting program that produces daily reports that our managers use to ensure incoming calls are being answered in a timely manner.

We will also utilize our solution to ensure referrals are processed in a timely and effective manner. When a referral is received, it will be entered into ACTS and once a case ID is established, Y-Trac will monitor and track the case initiation process to ensure cases are being initiated in compliance with federal regulations and state policies and within established timeframes.

E4k. Maintain Records

RFP Section E4k.; Page 15: To maintain all records as required by any laws, or regulations enacted by the County, State, and/or Federal governments. Offeror will follow all standards for retention of files after case closure. No records will be destroyed.

YoungWilliams understands and agrees to maintain all records as required by any laws or regulations enacted by the County, State, and/or federal governments. Our company will follow all standards for retention of files after case closure. No records will be destroyed.

E4l. Return Files

RFP Section E4l.; Page 15: To return all case and automated files to the County at the time of contract termination.

YoungWilliams understands and agrees to return all case and automated files to the County at the time of contract termination.

E4m. Training and Management of Staff

RFP Section E4m.; Page 15: To be responsible for the proper training and management of staff assigned to the project.

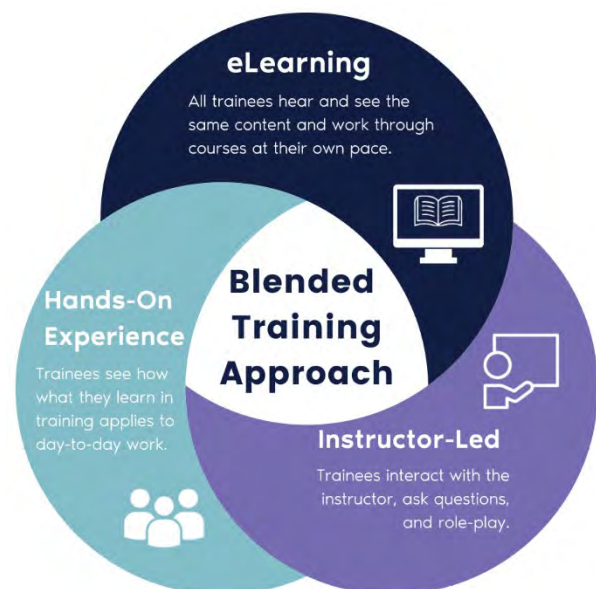
YoungWilliams understands that we are responsible for the proper training and management of staff assigned to the project. We will discuss our plan for training in detail in the following pages and will discuss our management structure in Section F1C., *Management/Manpower Plan*.

Our commitment to training and development fuels our success. Whether it's training a newly hired employee on the basics, ongoing training to improve quality, or leadership development to empower our team, we have a comprehensive approach to training that ensures our performance meets your standards and provides the best possible services to families of Washington County. We are experienced in providing child support training in all our North Carolina county offices, training on ACTS, and receiving North Carolina State-provided training for all our employees.

TRAINING APPROACH

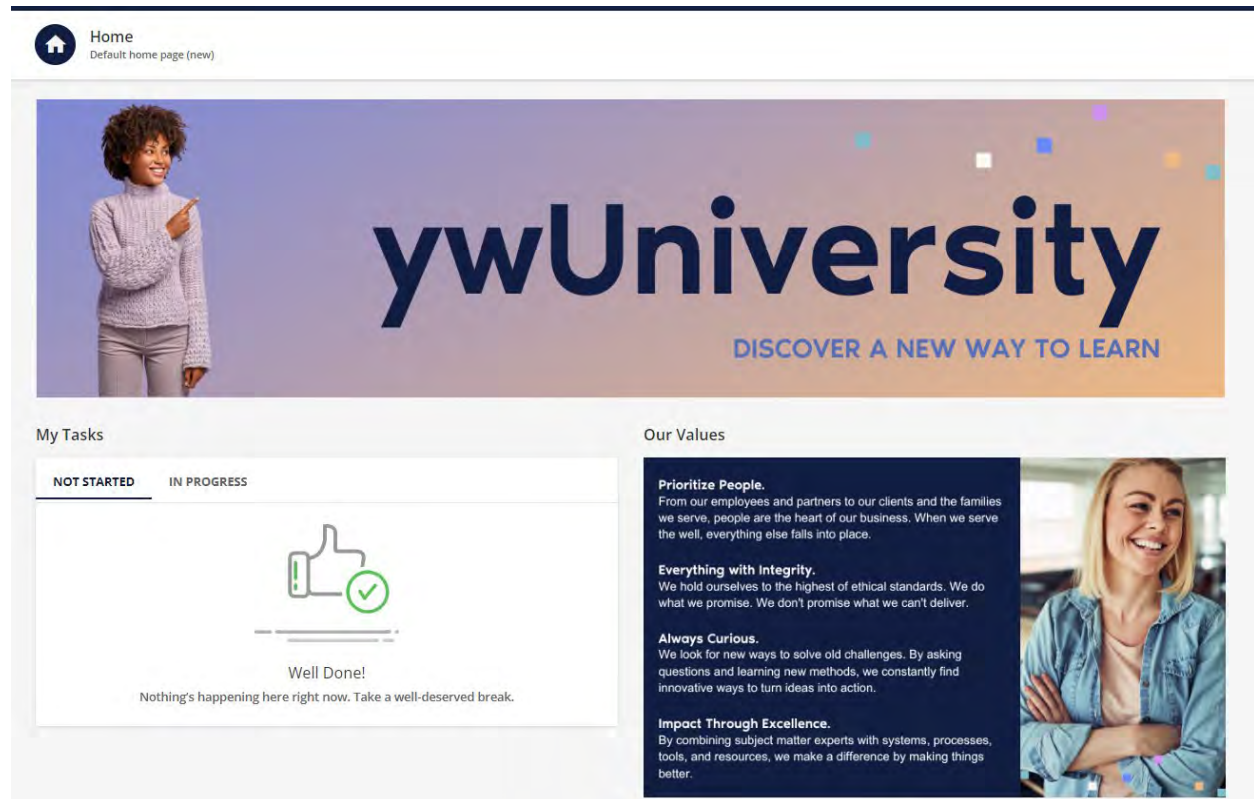
We deliver training using three learning methods: eLearning, instructor-led training, and hands-on experience. Each of these learning methods has its own benefits, as noted in the graphic. When blended, these methods foster a learning journey that keeps employees engaged.

ywUniversity: Over the past few years, we challenged ourselves to find a better way to train our employees across the country. We found our answer in ywUniversity, a unique, cloud-based learning management system that



delivers personalized online learning experiences to multiple audiences. **Instead of using an off-the-shelf learning management system with generic training modules, our learning and development experts and experienced project management team built ywUniversity with customized child support training informed by our decades of experience.**

Users can access ywUniversity from any location at any time. Our employees can receive training in the training room, at their desks, or anywhere. ywUniversity courses cover everything from initial employee onboarding and beginning child support casework topics to complex intergovernmental case processing and financial adjustments. We use on-screen instructors, software simulations, graphics, presentations, and interactive activities, in addition to downloadable training guides for our ywUniversity courses. We also include online exams that assess the employee's understanding of the material. The following is a screenshot of the ywUniversity homepage.



Instructor-Led Training and Resources: During initial training, our Trainers meet with new hires to review child support topics relevant to their position. This can be held in-person or via a Microsoft Teams video call and may include a single person or a large group. Instructor-led training offers employees a space for open dialogue where they can ask questions or discuss topics in further detail. Trainers can also read the body language of employees and adjust their approach based on their reactions. For instance, Trainers can see in real-time if a topic is confusing or if the Trainer is moving too fast or too slow and adjust their lesson plan accordingly.

We have extensive resources to support our instructor-led training. These include the following tools:

- **Instructor Guides:** These guides provide a framework so any Trainer can lead a course. They include important information for each step of the presentation, prompts to include real-life examples, and interactive activities.
- **PowerPoint Presentations:** Our PowerPoint presentations are exciting and engaging. The slides combine text with graphs, diagrams, images, and charts to keep the class stimulating.
- **Interactive Games and Activities:** The more fun an activity is, the more engaged the participant will be, which leads to information retention. We have created various child support-focused activities and games for our Trainers to use, like child support trivia, bingo, crossword puzzles, and a scavenger hunt.
- **Participant Guides:** Our employees not only use these tools to follow along during the course but also use them long after training ends to do their jobs. Participant guides provide employees with step-by-step instructions on nearly every aspect of the work they do every single day. They also provide employees with space to take notes to help reinforce their understanding of the training and keep track of new information.
- **Job Aids:** Job aids provide employees with an easy reference of how to complete a task. These sheets are easy to pin up in their cubicles as a constant reminder or to grab and quickly review as they are working.
- **Employee Training Files:** We keep a training file on each employee to evaluate progress. We maintain all quiz results, test results, and evaluations in these files.

Hands-on Experience: Hands-on experience solidifies the eLearning and instructor-led training for employees. In most instances, new employees begin shadowing an experienced mentor in their second week. They first observe an experienced employee or supervisor update information in ACTS, assess the case for the next action (e.g., paternity establishment), or call a customer to gather more information before they perform the activity themselves with supervision. Employees see how their training correlates to their day-to-day responsibilities and have opportunities to ask questions, receive real-time feedback, or get immediate help if something unusual occurs. Employees begin to build confidence in performing their job and form relationships with their coworkers and supervisors.

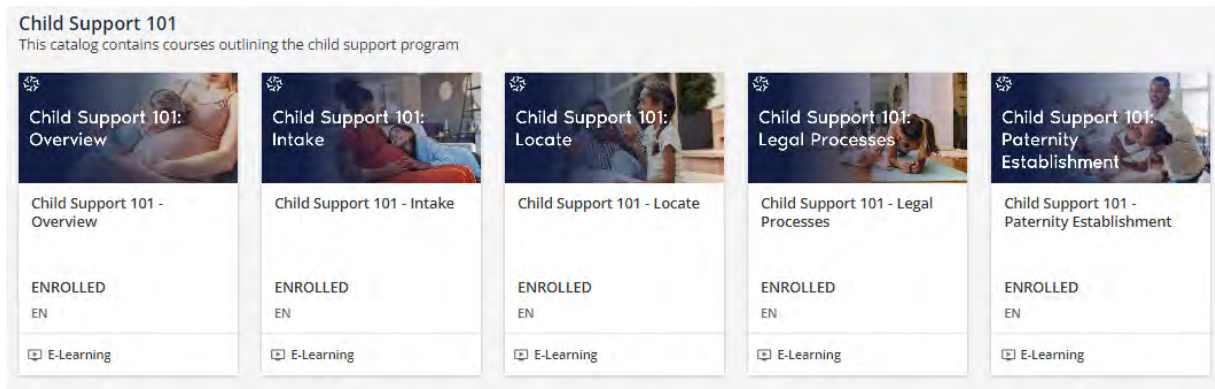
We train new employees on how to complete simple case actions first where the workload is easily monitored and managed. As they improve their proficiency at completing these actions, employees receive additional training on more complex actions. We use checkpoints for employee performance at 30, 60, and 90 days to track each employee's progress and make sure they are hitting their productivity goals, and to let us know when employees are ready for additional training. Because our Trainers have been Case Managers themselves, they are well equipped to coach our employees on the techniques they need to continue to improve their performance.

NEW HIRE TRAINING

All new hires receive core training, which includes but is not limited to, Child Support 101, basic ACTS operations, an introduction to our case management solution, confidentiality, and a number of lessons to prevent harassment and discrimination. The initial training takes the form of online videos, classroom training, and individual in-person training. Using our traditional classroom presentations, one-on-one training, and online training system, ywUniversity,

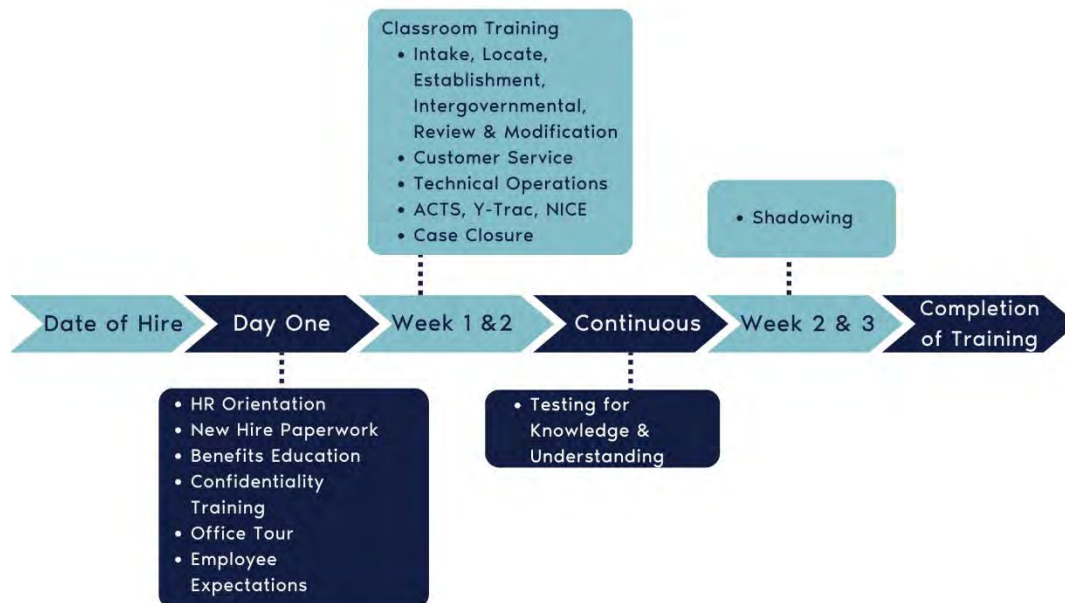
employees work through materials and testing we have created to teach the necessary skills to work proficiently in a child support office.

All new hires receive training to provide them with a foundation of child support knowledge, such as our Child Support 101 courses, as shown in the following screenshot. During new hire training, we keep detailed notes about their observations on learning styles, strengths, and weaknesses to improve training materials in the future.



In addition, we conduct training according to job position, since not all employees need the same training courses. As a result, we have job-specific training for a series of positions. We have found focusing on job-specific training is more efficient and effective, and our employees are better equipped to perform their job duties.

Our new hire training typically lasts two to three weeks, including at least one week of hands-on training, as shown in the following graphic. The duration for each type of training will vary based on the needs of the position.



All our new employees undergo State-provided in-house training in the local office. This training is completed before scheduling any further on- or off-site training with the State. The State of North Carolina's Department of Health and Human Services, Child Support Division's training program allows new employees to learn about ACTS, child support, and a variety of other topics. The State-provided in-house training allows new hires to learn in a variety of ways, including workshops, job shadowing, questionnaires, quizzes, and self-assessment. Our new hires learn critical information from this training program, the value of which cannot be overstated. We are grateful for the State-provided training and utilize it any chance we get.

During New Hire Training, all our new employees undergo training to learn about YoungWilliams, our systems, our office culture, child support, and a variety of other topics. We use our subject matter expertise and North Carolina experience to deliver training tailored to the employees' job responsibilities, interaction with customers, and state and local policies and procedures. We also pair any new hire up with a mentor. The new employee shadows the mentor and learns from him or her during the training period.

Customer Service Training

Our customer service training gives all new hires the skills and knowledge to effectively communicate with all customers using any channel. Our general training curriculum provides each employee with the skillset, mindset, and knowledge needed to give each customer a positive experience. In addition to any State-required customer service training, every new hire receives our intentionally designed and experience-based courses:

- Child Support Customer Relations;
- Customer Service Best Practices; and
- Dealing with Difficult Customers.

We also offer more specialized training on topics such as trauma-informed services, motivational interviewing, and domestic violence.

ONGOING AND REFRESHER TRAINING

Our ongoing and refresher training program for North Carolina ensures employees are familiar with the child support program, their ethical obligations, and the duty to record case actions and communication with customers on ACTS. We identify training needs based on our QA reviews and review of the complaint monitoring logs.

We believe we have created the best ongoing training program in our North Carolina offices and will bring the same systems and methods to Washington County. We will hold monthly staff meetings to conduct new subject and ongoing training and weekly meetings to discuss specific issues that may have come up from the previous or current week. All our North Carolina staff participate in bi-monthly quality circle calls, which are used as an opportunity to team-build, learn new information about child support, and hear from community organizations that present valuable information to our employees. If our management team feels a community agency or partner has valuable information for the staff to hear, we invite them to come and give a presentation to our employees and conduct a question and answer session.

We also conduct monthly or weekly individual team trainings when necessary to ensure each team is receiving individual attention and its training needs are fulfilled. As a result of this solid,

effective, and ongoing training program, we have a knowledgeable and efficient team with outstanding customer service and a high level of customer and case awareness.

Refresher Training: To keep employee skills sharp and up-to-date, refresher training will be available throughout the life of the Contract. Employees will always have access to the training materials they received during initial training in addition to new, updated, or modified training curricula. When time permits, employees can strengthen and deepen their child support knowledge and their skills to provide superior service.

Periodic refresher courses for our staff members ensure conformity to proper procedures, superior job performance, and enhanced customer satisfaction. Employees who can advance their skills have greater job satisfaction, which leads to reduced absenteeism, tardiness, and turnover.

New Subject Training: Training on new procedures and/or specialty areas, unless provided by the State of North Carolina, will be based on the needs of the County, and include:

- An introduction to the topic and procedure and an overview of the new procedure;
- Informative presentations on the specific tasks of the procedure;
- A method of explaining the procedure clearly to customers;
- Role-playing; and
- Production and quality measurement criteria.

We look forward to training our Washington County staff to provide the best possible service to Washington County families.

E4n. Attend County and State Meetings

RFP Section E4n.; Page 15: To ensure that the child support office administrator and/or staff attend any meetings sponsored by the County and/or State at which attendance is requested upon timely notice. Timely notice means at least 15 days advance notice. Offeror will make every effort to comply if less than fifteen (15) days notice is provided.

YoungWilliams understands and agrees to ensure that the child support office administrator and/or staff attend any meetings sponsored by the County and/or State at which attendance is requested within a timely notice. Timely notice means at least 15 days advance notice. Our company will make every effort to comply if less than 15 days of notice is provided.

E4o. Abide by State, Federal, and Local Policy

RFP Section E4o.; Page 15: The contractor must abide by all relevant State, Federal, and local policy and recognize that such policy is subject to change. A contractor's failure to comply shall constitute a material breach of contract. This includes but is not limited to whatever regular investigation may be necessary to ensure personnel are properly qualified to provide services.

YoungWilliams will abide by all relevant State, Federal, and local policy and recognize that such policy is subject to change. YoungWilliams' failure to comply will constitute a material breach of contract. This includes but is not limited to whatever regular investigation may be necessary to ensure personnel are properly qualified to provide services.

E4p. Protect Private Information

RFP Section E4p.; Page 15: The contractor shall recognize that the protection of private information and careful professional discretion are tantamount to ethical practice in providing services. Employees of the contractor may routinely have access to or may overhear information concerning a client's personal or family circumstances. Substantiated failures to keep such information confidential will be treated as a breach of contract and may be subject to other types of policy based liability, including, but not limited to, civil and criminal liability.

YoungWilliams understands and agrees to recognize that the protection of private information and careful professional discretion are tantamount to ethical practice in providing services. Employees of YoungWilliams may routinely have access to or may overhear information concerning a client's personal or family circumstances. Substantiated failures to keep such information confidential will be treated as a breach of Contract and may be subject to other types of policy-based liability, including but not limited to, civil and criminal liability.

E4q. Provide Quality Services to Persons with Disabilities

RFP Section E4q.; Page 15: The contractor shall ensure that services provided involving persons with disabilities is equivalent to the level and quality of service providing involving individuals without disabilities.

YoungWilliams will ensure services provided involving persons with disabilities are equivalent to the level and quality of service provided involving individuals without disabilities.

E4r. Avoid Conflicts of Interest

RFP Section E4r.; Page 15: The contractor must ensure that its employees diligently refrain from working on cases where a conflict of interest exists, or where the appearance of a conflict of interest may exist.

YoungWilliams understands and agrees to ensure that our employees diligently refrain from working on cases where a conflict of interest exists, or where the appearance of a conflict of interest may exist.

E4s. Professional Demeanor

RFP Section E4s.; Page 15 All employees of the contractor must maintain a pleasant, courteous, professional demeanor at all times. Complaints of rudeness or unprofessional behavior will not be tolerated.

YoungWilliams understands and agrees all employees will maintain a pleasant, courteous, professional demeanor at all times. Complaints of rudeness or unprofessional behavior will not be tolerated.

E4t. Meet or Exceed Performance Measures

RFP Section E4t.; Page 15: The contractor must agree to meet or exceed annual performance measures as indicated by the NC Department of Health and Human Services in the annual Memorandum of Understanding agreement with Washington County.

YoungWilliams understands and agrees to meet or exceed annual performance measures as indicated by the North Carolina Department of Health and Human Services in the annual Memorandum of Understanding agreement with Washington County.

E4u. Meet Background Check Requirements

RFP Section E4u.; Page 15: The contractor shall ensure that all staff meet the current federal and state requirements related to background and fingerprint checks required by IRS Publication 1075.

YoungWilliams understands and agrees to ensure all staff meet the current federal and state requirements related to background and fingerprint checks required by IRS Publication 1075.

E4v. Availability

RFP Section E4v.; Page 15: The contractor must be available during regular County business hours (M-F, 8:00 AM – 5:00 PM). Exceptions include holidays observed according to Washington County’s operating calendar.

YoungWilliams understands and agrees that we must be available during regular County business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.). Exceptions include holidays observed according to Washington County’s operating calendar.

E4w. Make Case Files Available

RFP Section E4w.; Page 15: Upon the request of any State or County Official, the Offeror shall make case files immediately available for audit or case review sampling purposes. The Offeror shall comply with any corrective action as set forth in any non-compliance letter received from the County, State, or Federal government within thirty (30) days of receiving the letter.

YoungWilliams understands and agrees that upon the request of any State or County official, we will make case files immediately available for audit or case review sampling purposes. YoungWilliams will comply with any corrective action as set forth in any non-compliance letter received from the County, State, or federal government within 30 days of receiving the letter.

E4x. Corrective Action Plan

RFP Section E4x.; Page 16: To revise and or clarify within fifteen (15) working days any Corrective Action Plan which the County or State determines to be unacceptable in addressing deficiencies.

YoungWilliams understands and agrees to revise and/or clarify within 15 working days any Corrective Action Plan which the County or State determines to be unacceptable in addressing deficiencies.

E4y. Refer Cases of Fraud

RFP Section E4y.; Page 16: To refer any cases of fraud related to child support enforcement to the appropriate County and/or State officials.

YoungWilliams understands and agrees to refer any cases of fraud related to child support enforcement to the appropriate County and/or State officials.

E4z. Conduct Case Reviews

RFP Section E4z.; Page 16: To conduct a review on a semi-annual basis, of a statistically valid sample of IV-D cases in the local Offeror IV-D office to determine if appropriate action has been taken in at least 90% of the cases reviewed. Offeror will provide county with the results. If the State or Federal government has conducted an audit or a review of the program during the six-month period, it shall be substituted for the Offeror's review. Any review conducted by the Offeror shall, at a minimum, utilize the State's format. The Offeror shall also conduct such reviews as may be required by any future State or federal regulations.

YoungWilliams understands and agrees to conduct a review on a semi-annual basis, of a statistically valid sample of IV-D cases in our local IV-D office to determine if appropriate action has been taken in at least 90 percent of the cases reviewed. YoungWilliams will provide the County with the results. If the State or federal government has conducted an audit or a review of the program during the six-month period, it will be substituted for our company's review. Any review conducted by our company will, at a minimum, utilize the State's format. YoungWilliams will also conduct such reviews as may be required by any future State or federal regulations.

E4aa. Provide Statistical Information

RFP Section E4aa.; Page 16: To provide, on a monthly basis, statistical information relative to the caseload, collections and services in such a manner and format as prescribed by the County.

YoungWilliams understands and agrees to provide, on a monthly basis, statistical information relative to the caseload, collections, and services in such a manner and format as prescribed by the County.

E4bb. Data Collection and Evaluation

RFP Section E4bb.; Page 16: To cooperate fully with the data collection and evaluation activities carried out by the County in connection with the services performed under this contract.

YoungWilliams understands and agrees to cooperate fully with the data collection and evaluation activities carried out by the County in connection with the services performed under this Contract.

E4cc. Customer Satisfaction Survey

RFP Section E4cc.; Page 16: To develop, with input from the County, a customer satisfaction survey which will be used to determine the customer satisfaction level. Customer is defined as a client seeking services, the Court system, law enforcement agencies, and other governmental agencies with which the Offeror interfaces on a regular basis. The results of this survey shall be reported to the Washington County Department of Social Services on a quarterly basis.

YoungWilliams understands and agrees to develop, with input from the County, a customer satisfaction survey, which will be used to determine the customer satisfaction level. We recognize that a "customer" is defined as a client seeking services, the Court system, law enforcement agencies, and other governmental agencies with which we interface on a regular basis. At a minimum, the results of this survey will be reported to Washington County on a quarterly basis.

Upon Contract award, we will meet with DSS to discuss our current survey efforts and establish a customer feedback system to designed specifically for Washington County. Once the survey tool(s) is developed, data from the surveys will be compiled and reported to DSS on a monthly basis.

Our average satisfaction score for our North Carolina projects in 2022 was 97 percent. An example of the survey we use in our Kitty Hawk office follows. We ask our customers to complete a survey after each office visit and will work with DSS to determine how to provide the survey to other stakeholders (e.g., the Court system, law enforcement agencies, etc.).

In some of our projects we offer electronic customer surveys. The following link opens our customer survey for New Hanover County: <https://www.surveymonkey.com/r/7FS2WGB>.

**CHILD SUPPORT
IN-OFFICE SURVEY**

Thank you for visiting our office today. As one of our customers, you are very important to us and we want to give you the best service possible. Please take a few minutes to answer the questions below about your experience today. Your responses will help us improve our services to you and others.

1. Please tell us why you visited our office today (circle all that apply).
 - a. To give information about my case.
 - b. To clarify information the office sent to me.
 - c. To ask about progress on my case.
 - d. To get information to help me complete a form.
 - e. To speak with a case manager directly.
 - f. Other (please specify): _____

2. Below is a list of statements about your experiences today. Please tell us how strongly you agree or disagree with each statement. Please circle only one for each statement.

	Strongly Agree	Agree	Disagree	Strongly Disagree
Everyone in the office treated me with respect.	4	3	2	1
The person I spoke with was able to answer my questions.	4	3	2	1
The person I spoke with explained things to me clearly and in a language I understood.	4	3	2	1
I believe the person I spoke with was trying to help me as best as they could.	4	3	2	1
I am satisfied with the service I received today.	4	3	2	1
I was able to get all the services I needed today.	4	3	2	1
I believe appropriate action will be taken on my case in a timely manner.	4	3	2	1

3. Please tell us the name of the person who helped you today. _____
4. Please tell us who you are: Custodial Parent ____ Non-Custodial Parent ____ Other ____
5. Additional Comments:

Name and Phone number where you can be reached (Optional)

Date

We often receive comments from customers describing their experience after interaction with our office. The comments are invaluable to us, whether they are positive or negative, as it helps us to ensure we are meeting the needs of the customers as well as their expectations. The following quotes are taken from surveys received after customers visited our offices in New Hanover and Beaufort counties.



What Our Customers Say

“I came to Ms. Wadell’s office with a two-page list of questions and a broken soul ... and left her office feeling educated on your process, encouraged, and blessed to know her. Our meeting was nearly one month ago, and I still think of her kindness on a daily basis.”

“She is the best lady that has ever waited on us. She is great. You need more like her.”

“Very pleased with my visit. Thomas was very efficient.”

“Mrs. Lisa is a blessing to this office; I am forever grateful for all her help.”

“Lisa & Tina were very helpful and made sure I had everything I needed.”

“Great place. Everyone was wonderful. Thank you so much for all the help.”

“She was amazing, helpful, and a breath of fresh air to talk to. She offered a solution.”

“Both took the time to thoroughly help fix my situation.”

“Great service. So kind and understanding.”

E4dd. Bankruptcy Petitions

RFP Section E4dd.; Page 16: To provide relevant information immediately and file proof of claim with the bankruptcy court on behalf of the County in a timely manner in the event the Offeror receives notice that an obligor has filed a bankruptcy petition.

YoungWilliams agrees to provide relevant information immediately and file proof of claim with the bankruptcy court on behalf of the County in a timely manner in the event YoungWilliams receives notice that an obligor has filed a bankruptcy petition.

E4ee. Collect and Report Fees

RFP Section E4ee.; Page 16: To collect and report to the County any fees required to be charged under State or federal law, regulation or policy.

YoungWilliams agrees to collect and report to the County any fees required to be charged under State or federal law, regulation, or policy.

E4ff. Comply with Laws

RFP Section E4ff.; Page 16: To comply fully with the aforementioned and all other provisions of Title IV, Part D of the Social Security Act, as amended, Title 45, Code of Federal Regulations, North Carolina General Statutes, and the program instructions issued by the County. In addition, Financial errors made by the vendor will be the financial responsibility of the vendor.

YoungWilliams agrees to comply fully with the aforementioned and all other provisions of Title IV, Part D of the Social Security Act, as amended, Title 45, Code of Federal Regulations, North Carolina General Statutes, and the program instructions issued by the County. We understand that financial errors we make will be the financial responsibility of YoungWilliams.

YoungWilliams agrees to all terms in the RFP. In the following section, we respond separately to the requirements for Consolidated Data Centers found in RFP Section C22, Responsibility of Compliance with Legal Requirements.

CONSOLIDATED DATA CENTERS

YoungWilliams understands the critical importance of maintaining the confidentiality and security of Federal Tax Information (FTI), and we are committed to ensuring the highest levels of data protection in our operations. We would like to assure Washington County that YoungWilliams strictly adheres to IRS Publication 1075 and NIST SP 800-53 Rev. 5 standards. As part of our commitment, we will provide Washington County with the following documentation:

- **IRS 1075 Cloud Computing Documentation:** YoungWilliams will supply copies of the contract with Microsoft for Azure Government Cloud services, with an Amendment which includes the required IRS 1075 Exhibit 7.
- **IRS 1075 Safeguards 45 Days Notice:** We will submit a completed IRS 1075 Safeguards 45 days notice cloud computing questionnaire well ahead of the Go Live deadline, ensuring all mandatory notification requirements are met.
- **Network Diagram of FTI Flows:** A detailed network diagram that outlines the flow of FTI within our cloud computing environment will be provided. This will demonstrate our structured and secure approach to processing and storing FTI, ensuring it remains encrypted, onshore, and protected from unauthorized disclosures.

Furthermore, YoungWilliams is committed to participating in any discussions with the IRS Office of Safeguards if the need arises and will promptly respond to any inquiries or requests for additional information. Our team will be readily available to join calls or answer questions regarding the security of FTI before any data migration to a cloud computing environment takes place.

YoungWilliams' systems, operating within the Microsoft Azure Government Cloud, offer the assurance that your data will remain secure and in compliance with government regulations. Our proactive approach to data security extends to our annual SOC 2 Type II Audit, which reflects the effectiveness of our security measures, including robust encryption practices and limited data access that safeguards against unauthorized data breaches.

We understand that data security is a shared responsibility. To this end, all YoungWilliams employees and partners are thoroughly educated on the civil and criminal penalties associated with unlawful disclosures as outlined in IRS Publication 1075. We require all our partners who handle client data to acknowledge their understanding and adherence to our IT Security policies and procedures.

We look forward to the opportunity to bring our extensive experience and dedication to data security to the Washington County Child Support Enforcement Program. Together, we can ensure the continued protection and confidentiality of sensitive information, providing peace of mind for the agency and the families it serves.

E4gg. Cooperate with Other Entities

RFP Section E4gg.; Page 16: Offeror shall cooperate, to the fullest extent allowed by law, with other county, state, and federal entities. This provision also covers other entities operating Child Support Enforcement Programs pursuant to Title IV, Part D of the Social Security Act as amended.

YoungWilliams will cooperate fully with other County, State, and federal entities, including other entities operating Child Support Enforcement Programs pursuant to Title IV, Part D of the Social Security Act as amended.

E4hh. Adhere to Confidentiality Laws and Regulations

RFP Section E4hh.; Page 16: During the transition, operation, and post operation of the Program, Offeror shall adhere to all confidentiality laws, rules, and regulations pertaining to the child support enforcement program.

YoungWilliams agrees to adhere to all confidentiality laws, rules, and regulations pertaining to the child support enforcement program during the transition, operation, and post operation of the Program.

E4ii. Notice of Deficiency

RFP Section E4ii.; Page 16: Offeror shall advise the county in writing within ten (10) days of the receipt by the Offeror of any notice of deficiency from the State or federal government or any adverse audit results.

YoungWilliams agrees to notify the County in writing within 10 days of the receipt of any notice of deficiency from the State or federal government or any adverse audit results.

E4jj. Answer Customer Complaints

RFP Section E4jj.; Page 17: Offeror will cooperate with the TR/County in answering customer complaints related to CSE in a timely manner.

YoungWilliams will cooperate with the TR/County in answering customer complaints related to CSE in a timely manner.

When customers visit a YoungWilliams office, they get the help they deserve. In order to ensure this, we craft a complaint resolution plan to resolve any and all customer complaints quickly and professionally. When we receive a complaint, it is sent directly to the Project Manager and the North Carolina Operations Manager. The Project Manager takes ownership of the issue until it is resolved. We average less than half a workday to resolve customer complaints, even in our large, statewide projects like Mississippi.

We inform the customer and/or the TR/County as soon as we receive a complaint, when it is being examined, and when we have reached a resolution. The Project Manager will reach out to the TR/County or to the customer directly to resolve the issue. We strive to resolve issues with clarity and accountability, keeping all parties notified of progress along the way.

We also implement a Customer Satisfaction Survey, through which customers can record their experiences. We listen to our customers and are always looking for ways to serve them more effectively. For more information, please see Section E4cc., *Customer Satisfaction Survey*.

E4kk. Maintain and Safeguard Case Files

RFP Section E4kk.; Page 17: The Offeror agrees that all Title IV-D case files will be maintained and used solely for child support purposes and safeguarded as provided in 45 CFR 303.21, N.C. Gen. Stats. §§110-139 and 108A-80. The Offeror will comply with all other applicable laws and regulations in addition to those specifically set forth.

YoungWilliams will maintain and use all Title IV-D case files solely for child support purposes and safeguard them as provided in 45 CFR 303.21, N.C. Gen. Stats. §§110-139 and 108A-80. We will comply with all other applicable laws and regulations in addition to those specifically set forth.

E4ll. Safeguard Information

RFP Section E4ll.; Page 17: The Offeror further agrees that any information obtained through the Federal Parent Locator Services, as well as address and asset information obtained through the Internal Revenue Service must be safeguarded according to 45 CFR 303.70 and 26 U.S.C. §6103(p)4. All personnel authorized to handle such tax related information will sign an IRS Confidentiality Form, to be provided by the State, and will return the signed original to the State. The Offeror will comply with all other applicable laws and regulations in addition to those specifically set forth.

YoungWilliams agrees that any information obtained through the Federal Parent Locator Services, as well as address and asset information obtained through the Internal Revenue Service, will be safeguarded according to 45 CFR 303.70 and 26 U.S.C. §6103(p)4. All personnel authorized to handle such tax-related information will sign an IRS Confidentiality Form provided by the State. We will return the signed original to the State. We will comply with all other applicable laws and regulations in addition to those specifically set forth.

While other vendors contract out the vital work of protecting your data, we employ in-house security experts who know our systems, our clients, and federal and state security requirements. Our IT Security Director has over 30 years of experience in IT and security. The IT Security Team has developed a YoungWilliams IT Security Policy which outlines controls based on NIST SP 800-53 Rev. 5, allowing us to maintain compliance with IRS Publication 1075. We train all our employees on IRS Publication 1075 requirements and how to protect FTI. We take the security of FTI and the maintenance of security standards extremely seriously, and our IT Security Team regularly examines each project to ensure it meets or exceeds federal, State, or County security requirements.

E4mm. Obtain Annual Audit

RFP Section E4mm.; Page 17: The Offeror shall obtain, at its expense, an annual audit by an outside accounting firm and provide the County with a copy of its annual audit report when the report is completed.

YoungWilliams agrees to obtain, at its expense, an annual audit by an outside accounting firm and provide the County with a copy of its annual audit report when it is completed.

YoungWilliams opens its books annually for a third-party accounting firm, and we will share those results as requested by the County. Our policy is transparency and maintaining a culture of trust between us and our clients.

E4nn. Provide Necessary Equipment

RFP Section E4nn.; Page 17: The Offeror shall provide all necessary equipment to provide the services such as, but not limited to office space, furniture, telephone, copiers, computers, server, system switches, UPS, wire rack, and printers.

YoungWilliams has a dedicated Facilities Team which ensures each office is outfitted with the correct equipment in order to operate. We provide all necessary equipment, including office space, furniture, telephones, copiers, computers, server, system switches, a UPS, wire racks, and printers. Our Facilities Team is always available to any project to resolve any issues with office space or equipment, and our IT Help Desk remains available to resolve computer-related issues as they arise.

Our offices feature all necessary rooms for a full-service operation, including reception areas, interview rooms, and a break room.

We ensure each Case Manager has access to the technology and information necessary to complete their work. From a comfortable workspace to reliable access to case information, we provide what our employees need. Each Case Manager has a YoungWilliams' provided computer and telephone, along with an ergonomic workspace designed for both functionality and comfort.

Our case data and all FTI and PII is stored in Microsoft Azure Government Cloud, often called GovCloud. Microsoft makes this service available exclusively to government entities and their approved solution providers. Other services use data centers that could be spread over a wide range of countries outside the U.S., and they may not have governmental-level protections. We invested in Microsoft Azure Gov Cloud as an approved Microsoft partner and built a direct relationship between our IT Team and Microsoft to offer the most secure, compliant services possible.

Our data center partnerships for our Microsoft Azure Gov Cloud and Y-Trac solutions are well-established, secure hubs that use geo-diverse Tier IV data center facilities. All facilities are compliant in the following: HIPAA, ISO 9000, ISO 27001, SSAE 18 SOC 2 Type II, ISAE 3402, and PCI-DHS. YoungWilliams requires each data center to provide compliance reports on an annual basis to verify their controls. These facilities are equipped with onsite 24/7/365 security anchored by video surveillance and comprehensive monitoring systems. Only screened U.S. citizens operate the data centers, which are located more than 500 miles apart (in Virginia and Texas) within the continental United States.

All our storage systems have redundant connectivity and redundant storage controllers, meaning that if one system fails, a backup system immediately takes over. Local Area Networks (LANs) have redundant switches connected to redundant physical and virtual servers. All are protected by redundant firewalls in each location. We leverage Azure Site Recovery, a service unique to Government Cloud, to replicate data between data centers. All changed data is fully backed up nightly using Azure Backup.

With Gov Cloud, we ensure that Washington County's data will always be stored securely, and in the event of an outage or other problem, we will be able to retrieve your data immediately and continue operations as normal.

E5. RECORD RETENTION, INSPECTIONS, AND AUDITS

RFP Section E5; Page 17-18:

E5a. Any records created as a result of this contract shall become the property of the County and must be retained by the Offeror for a period of five (5) years after completion of the contract. At the end of the five-year period, the Contractor shall contact the County prior to disposing of any records. The County, at its option, may take possession of the records.

E5b. The Offeror agrees to preserve and make available all other pertinent books, documents, papers, and records of the Offeror involving transactions related to the Contract for a period of five years from the date of expiration or termination of Contract.

E5c. Under no circumstances are the records to be disposed of, within this five-year period or without the consent of the County after the five-year period. Under audit or litigation, the records pertaining to the audit or litigation must be retained beyond the five-year period or until the later of the following two dates: one year following the termination of litigation, including all or for five years from the date of contract termination.

E5d. The awarded contractor will be responsible for retaining the county child support case files currently with the State of North Carolina.

E5e. The Offeror agrees to maintain fiscal books, records, documents, and other evidence which reflect all direct and indirect costs expended under this Contract. The Offeror shall maintain an accounting system in accordance with generally accepted accounting principles. The County, State or the Federal government shall have the right to inspect such records at its convenience.

E5f. It is understood and agreed by the Offeror that the Offeror shall be liable for any State or Federal audit exceptions and shall return to the County all payments made under the Contract to which exception has been taken or which has been disallowed because of such an exception.

E5g. The Offeror shall agree to the conditions of 45 CFR, Part 74.24(a), (b), and (d) and the Department Of Social Services Records Retention and Disposition schedule regarding retention and access requirements relating to all financial and programmatic records, support documents, statistical records, and other records of this Contract. In addition, the Offeror shall agree to the following terms regarding record retention of Contract records and access for government officials.

E5h. The parties agree that the records subject to audit shall be limited to records related to this project, and specifically excludes records relating to Offeror's general policies and information on Offerors overhead and profit rates.

YoungWilliams understands and agrees to our responsibilities regarding record retention, inspections, and audits as stated in RFP Section E5.

E6. STORAGE AND RETRIEVAL

RFP Section E6; Page 18:

E6a. The Offeror shall maintain sufficient space for storage of records produced under this contract. The Offeror will maintain an inventory of all documents warehoused in order to expedite retrieval. The Offeror will assure that access to the stored documents is available to the County within two (2) workdays of the request.

YoungWilliams will maintain sufficient space for storage and records produced under this contract. We will maintain an inventory of all documents warehoused in order to expedite retrieval, and we will ensure that access to the stored documents is available to the County within two workdays of the request.

We will store all physical files in a file room at our office locations. **The file room will comply with all requirements of IRS Publication 1075 to ensure that all customer data is protected throughout the life of the contract.** We adhere to IRS Publication 1075 requirements in all our projects and will ensure that we bring the same exacting standards to protecting data to Washington County.

In addition to adhering to best practices for physical files, YoungWilliams has made investments in designing a document management system specifically for child support, always with an eye toward how we can provide better outcomes. While we can meet the RFP standards for Storage and Retrieval using physical case files, our experience tells us that electronic document management provides the fastest, most reliable way to store and retrieve documents. We have 14 years of experience in electronic document management for child support and have managed millions of documents electronically.

In this section, we are pleased to share with you the document management system we will offer the County to best serve child support customers. We offer this solution to the County at no cost.

How We Will Customize our Document Solution for the County

Our child support experts spent extensive time on the front end designing the system we use in our child support offices. Using what we've learned from our child support offices around the country, we will work with you to adapt and improve our system to best meet your goals and objectives.

Our document management system works seamlessly with state systems of record. When storing documents, we use the same system categories as the state system to describe our documents, to ensure that both YoungWilliams and agency staff can immediately identify any documents needed. **We store all electronic documents securely in a format that is fully exportable and transferrable at contract end.**

When we set up our document management system, we first create a complete list of documents that come into our office, based on known categories from the State, and we use this list to index all future documents. This ensures consistency and ease of use for our team. The highly relevant categories make it easier to find and recognize documents and know exactly what to do with them. The following is an example document list from one of our projects used to configure our system.

YW Advantage

We offer the County a secure solution for both physical and electronic files. Our document management solution improves the efficiency of our work, making files instantly available, and we offer it to the county at no additional cost.

Document Name	Description	Primary Functional Area
Admin Seizure	Admin seizures done by the State, not child support office. After imaging, it would go to Enforcement.	03-ENF SA
Admin Subpoena	Rarely use. Would go to Legal	10-Legal
Administrative Appeal Document	Document(s) related to an administrative appeal; can come from parties, the State, or other states. Would go to Legal.	10-Legal
Administrative Mod Order	Administrative modification order, comes from court, CP/NCP, other states and could go to any department.	13-Financial
Administrative Order for Parentage Tests	Order for parties to undergo DNA testing. Comes from case specialists, court. Can go to any department.	02-Establishment
Affidavit	General Affidavit which can come from CP/NCP, other state and go to any department.	10-Legal
Affidavit of Income/Expense	Statement of wages earned/expenses incurred that can come from CP/NCP so case can be reviewed for a modification. Financial.	08-Mod
Affidavit of Medical Support and/or Expenses	Statement of medical expenses incurred usually from the CP and would be worked by Enforcement. Use going forward.	04-ENF CC
Agreed Order	Parties agree to terms of order entered, can come from CP/NCP, court, other state and go to any department. Do not use going forward	10-Legal
Agreed Order for Civil Contempt	Parties agree to terms of order entered, can come from CP/NCP, court, other state and go to any department	10-Legal
Agreed Order for Criminal Contempt	Parties agree to terms of order entered, can come from CP/NCP, court, other state and go to any department	10-Legal
Agreed Order for Modification	Parties agree to terms of modification order entered, can come from CP/NCP, court, other state and go to any department	10-Legal
Agreed Order to Est & Set Support	Parties agree to terms of order to establish and set support, can come from CP/NCP, court, other state and go to any department	10-Legal
Agreed Order to Set Support	Parties agree to terms of order entered, can come from CP/NCP, court, other state and go to any department	10-Legal
Alias/Pluries	Reissuance of summons (after 1st attempt), comes from the court and goes to Legal	10-Legal

Our Electronic Document Management Process

When a child support document enters our office, we route it through our case management solution to ensure it receives attention from the right person at the right time.

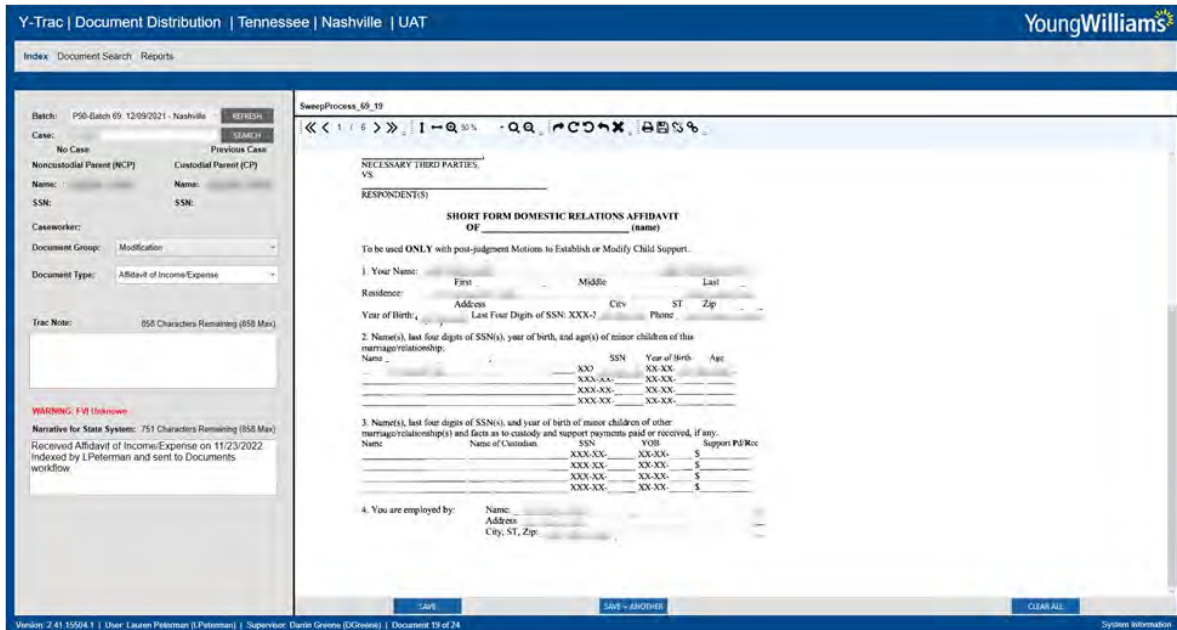
SCANNING

We open and scan every document we receive in our offices on the day we get them. This includes any electronic documents received through electronic means, as well as hard copy documents received through the mail, emails, faxes, hand-delivered documents from visitors, and orders received from the court. As a group of documents is scanned, the system assigns the documents to a “batch” for easy indexing.

INDEXING

Indexing is the process of associating a document with the correct case and/or party and tagging documents with certain categories so staff can efficiently search for and retrieve them. When customers call about letters they sent, our Case Managers can immediately pull up the letters.

Once a batch of documents is scanned, our system sends the batch to a designated Case Manager for indexing. The Case Manager works through each document until the batch is complete. Our system ensures all documents are indexed and saved before the Case Manager can close out the batch and move to the next batch. The following screenshot shows an example from one of our child support projects of the indexing screen our staff use to index documents.



The team member views and scrolls through each document in the main viewing pane and uses the gray pane on the left to read and input identifying information for the document. The Case Manager begins by identifying the CP and/or NCP named in the document and tagging the document with the relevant case number(s). Unlike some vendors' solutions that allow staff members to index the document according to the NCP, CP, case number, or any number of ways, every document in our system is filed by its case number. Because we file every single document by case number, we do not have lost or "orphaned" documents.

Equipped for Smooth Customer Service

When working with a walk-in customer or on a phone call, Case Managers can instantly access all documents associated with a case simply by inputting a case number. When a Case Manager is meeting with a customer in-person, the Case Manager can easily pull up documents and view them alongside the customer. When the customer is on the phone, the Case Manager has easy access to the document list and can open documents throughout the conversation. Because our document management system and case management system are part of the same solution, Case Managers do not have to toggle between screens or open additional applications to view the documents associated with the case they are working. The following screenshot shows a specific case, listing the documents associated with the case at the top of the screen, and a document view of the selected document at the bottom of the screen.

CASE

Case: SEARCH NCP Name: CP Name: DEFAULT CASE CLEAR

Documents Legal Case QAs NCP Assessments CS Contacts Workflows Workflow Activities Knowledge Base Forms

Documents: CLEAR FILTERS

Related	Scan Date	Index Date	Document Group	Document Type	Document
<input type="checkbox"/>	10/5/2022 10:50:04 AM	11/8/2022 3:59:24 PM	Intake	Application	Nashville
<input type="checkbox"/>	5/24/2022 1:30:03 PM	5/31/2022 9:33:57 AM	Enforcement	Admin Seizure	Nashville-Email
<input type="checkbox"/>	5/24/2022 1:30:03 PM	8/9/2022 1:57:42 PM	Complaints	Complaint-Attorney	Nashville-Email
<input type="checkbox"/>	5/4/2022 9:58:02 AM	5/4/2022 9:59:52 AM	Correspondence	Correspondence from CP and NCP	Nashville
<input type="checkbox"/>	4/18/2022 9:34:15 AM	5/3/2022 9:10:15 AM	Correspondence	Correspondence from Attorneys and Other Agencies	Nashville

RESPONDENT(S)

SHORT FORM DOMESTIC RELATIONS AFFIDAVIT
OF _____ (name)

To be used **ONLY** with post-judgment Motions to Establish or Modify Child Support.

1. Your Name: _____
First Middle Last

Residence: _____
Address City ST Zip

Year of Birth _____ Last Four Digits of SSN: XXX- _____ Phone _____

2. Name(s), last four digits of SSN(s), year of birth, and age(s) of minor children of this marriage/relationship:

Name	SSN	Year of Birth	Age
_____	XX-XX-XXXX	XX-XX-	_____
_____	XX-XX-XXXX	XX-XX-	_____
_____	XX-XX-XXXX	XX-XX-	_____
_____	XX-XX-XXXX	XX-XX-	_____

3. Name(s), last four digits of SSN(s), and year of birth of minor children of other marriage/relationship(s) and facts as to custody and support payments paid or received, if any.

Name	Name of Custodian	SSN	YOB	Support Pd/Rec
_____	_____	XXX-XX-XXXX	XX-XX-	\$ _____
_____	_____	XXX-XX-XXXX	XX-XX-	\$ _____

Superior Document Security

We store all electronic case documents in Microsoft's Azure Government Cloud Environment. We are the only child support contractor that offers this cloud service built exclusively for government entities and their approved solution providers. While other contractors may store documents in cloud environments that are available to anyone free of charge for 12 months, we have made the investment to be an approved Microsoft Partner and utilize the most secure, compliant solution designed for your needs, with data centers operated by screened U.S. persons on U.S. soil. We have our own security and compliance experts, ensuring compliance with IRS Publication 1075 and all other security requirements, and we do not rely on a third party for our solution.

ywPortal: Records and Reports

Developed by YoungWilliams to streamline reporting and provide clients a unique, convenient solution to any informational needs, ywPortal is intentionally designed to be easy to access and use, provide up-to-the-minute performance reports, and maintain all relevant information to the contract. We will provide the County with access, and County personnel can view reports in real time and access data at any time.

YoungWilliams strives to provide the most accurate and efficient reporting possible. Because ywPortal is always up-to-date, we can provide the County with ad hoc reports quickly and easily on nearly any statistic or need. The Project Manager will provide the County with reports and coordinate with you on the timing, frequency, and content. In addition, ywPortal will allow the County unrivaled access and transparency into our work.

Aside from reporting, this tool allows for convenient, reliable record keeping. Our teams can instantly review federal regulations, state statutes, and local rules. Having this information easily accessible and in one place makes it easy for our staff to research, review, and refresh their knowledge. In addition, ywPortal offers a link to the state's policy and procedures manual, federal citations, court cases of note, and other information. With ywPortal, the YoungWilliams team has instant access to all law, policy, and procedural information in one place.

In addition to program regulations and policies, ywPortal includes a dashboard to view task progress, and all stakeholders can follow project status in real time, including vital dates and tasks for implementation, libraries containing important information and documents, and tasks assigned to specific people.

We provide, as an example, a screenshot of the New Hanover County ywPortal page.



As seen on the left side of the screenshot, ywPortal provides access to the following:

- **Contract Documents:** Includes all Contract-related documents throughout the life of the project (RFP, RFP response, Appendices, Signed Contract, Contract Addenda, etc.);
- **Presentations:** All presentations to DSS during implementation and throughout project operations will be available through ywPortal;
- **Reports:** Reports required by the RFP or developed for the Project will be available through ywPortal;
- **Dashboards:** Provides real-time access to performance statistics. This will enable authorized DSS personnel to filter and sort through any data field available and determine “at a glance” the current and/or historical performance of the Project;
- **Contacts:** Provides current contact information for all points of contact within the Project, YoungWilliams, and DSS;
- **Organizational Chart:** Displays a real-time organizational chart for the Project; and,
- **Plans:** The repository for all plans created and updated for the Project, such as the Branding Plan, Implementation Plan, etc.

Our Washington County Project Manager, along with all relevant County representatives, will have access to ywPortal. We offer this holistic and comprehensive communications toolset to DSS because we want to provide transparency into our operation whenever desired. This one-stop communication tool is unique to YoungWilliams, and we believe it will foster excellent communication between our respective teams so that opportunities or issues can be fully addressed as they arise. Everyone will operate from the same information at the same time. We believe this is extraordinarily powerful, and we look forward to implementing this as part of our total solution in Washington County.

E7. PERSONNEL, FACILITIES, AND RECORDS

RFP Section E7; Page 18:

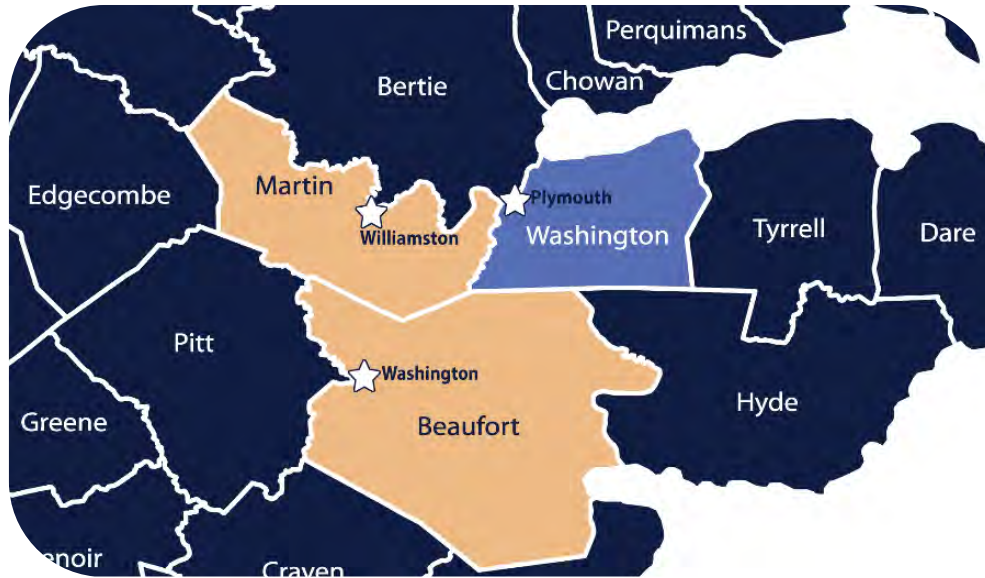
In this section we respond to all requirements in Section E7 of the RFP.

E7a. Personnel, Facilities, and Records

RFP Section E7a.; Page 18: The Offeror shall furnish all necessary personnel, materials, services, facilities, and travel and otherwise perform all activities and actions necessary or incidental to the accomplishment of the tasks specified in the RFP or Contract. Personnel and facilities assigned to this contract will not be used in other business without written approval of the Contract Administrator (unless so specified in the proposal).

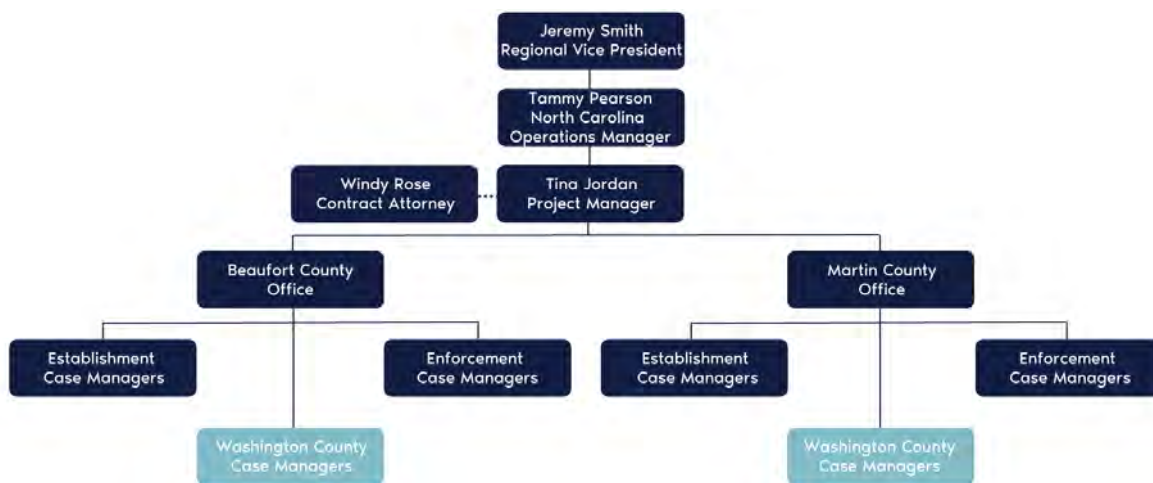
YoungWilliams agrees to furnish all necessary personnel, materials, services, facilities, and travel and otherwise perform all activities and actions necessary or incidental to the accomplishment of the tasks specified in the RFP or contract. YoungWilliams personnel and facilities assigned to this contract will not be used in other business without written approval of the Contract Administrator (unless so specified in the proposal).

We propose to house the Washington County project within our current offices in Martin County and Beaufort County. We have one office in the city of Washington in Beaufort County where we can locate at least one full-time Washington County Case Manager. Our office in Williamston, Martin County, can house several more full-time employees from Washington County. The map shows each of these offices in relation to Plymouth, Washington County.



We will work with the County and any current child support personnel hired from the County to determine the best location option for their commute or transportation. We believe housing the Washington County project in the Martin and Beaufort offices will allow for greater collaboration, integration into our corporate structure, and support from management.

The following chart demonstrates how we plan to house Washington County employees in Beaufort and Martin counties.



While much of our work can be done from our Martin and Beaufort offices, we understand that customers may prefer an in-person visit. Customers can visit Washington or Williamston at any time for an in-person visit, but we will also work with the County to develop a schedule for Child Support staff to meet with customers in Washington County. Customers deserve the reliability of Case Managers who are available when needed, and we will provide that availability. We will coordinate with the County to schedule our staff to visit their Washington County facility on a schedule to be determined.

E7b. Right of the County, State, and Federal Agencies to Inspect

RFP Section E7b.; Page 18: The County or other designated State or Federal agency or its rightfully authorized representative shall at all reasonable times have the right to enter, without notice, into the Offeror's premises, or such other places where duties under this contract will be performed, to inspect, monitor, or otherwise evaluate the work being performed. The Offeror and any subcontractors must give assistance to authorized State and Federal representative. All inspections and evaluations shall be performed in such a manner as will not unduly delay or disrupt the Offeror's work.

YoungWilliams understands the County or other designated State or federal agency or its rightfully authorized representative will at all reasonable times have the right to enter, without notice, YoungWilliams' premises, or such other places where duties under this contract will be performed, to inspect, monitor, or otherwise evaluate the work being performed. YoungWilliams and any subcontractors will give assistance to authorized state and federal representative. We understand all inspections and evaluations will be performed in such a manner as will not unduly delay or disrupt YoungWilliams' work.

F. TECHNICAL PROPOSAL

F. Technical Proposal

RFP Section F; Page 18:

In this section, we will respond to all requirements in Section F, Technical Proposal, of the RFP.

F1A. REQUIRED CHILD SUPPORT TASKS

RFP Section F1a.; Page 18: The technical proposal must cover all phases of the required tasks described in Scope of Services, E4 - Offeror Responsibilities, outlining in detail how and when the tasks are to be accomplished. This should include any track record for accessing electronic data management/client record systems, providing excellent customer service, and reporting results.

We understand that the technical proposal must cover all phases of the required tasks described in Scope of Services, E4—Offeror Responsibilities, covering details of how and when tasks will be accomplished. We have included these details throughout our Technical Proposal. Please see the following sections for our track record in data management, customer service, and reporting results.

Data management/client record systems: YoungWilliams has extensive experience with data management and records. We detail our data and document management solution in Section E6, *Storage & Retrieval*. In addition, due to our work in North Carolina and other states, we work effectively within client systems of record, as shown in Section E2f, *Working Knowledge of ACTS*.

Providing excellent customer service: Customer service is essential to any child support program. As a long-term contractor in North Carolina, we train every employee to be courteous, helpful, and informative in any customer interaction. Section F1f., *Client Feedback, Services, and References* shows our excellent customer service in North Carolina counties.

Reporting results: YoungWilliams strives to provide transparency and communication to Washington County. Up-to-the-minute reports and dashboards are always available to clients through ywPortal. This online reporting solution is detailed in Section E6., *Storage & Retrieval*. Hertford County DSS also attests to our reliable reporting record in their reference letter, included in Section F1k, *Client References*. We are always ready and willing to develop and provide any ad hoc reports at the request of the County.

YoungWilliams exists to **make government services easy**, and in the pursuit of that goal, we have become the largest private contractor of child support enforcement services in the nation. We have a host of tools, specialists, and resources to rely on as we strive to help our government clients and the families we jointly serve. With a track record of nearly three decades, we have become thorough experts in the child support program and dedicated to meeting and exceeding your expectations. We are ready to bring that dedication and expertise to Washington County and serve the citizens alongside you.

F1B. AUTHORITY TO BIND

RFP Section F1b.; Page 18: The offeror shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.

YoungWilliams affirms that our President, Robert Wells, has authority to bind the firm to a contract in the event of award. He can be reached at the following:

YoungWilliams, PC
PO Box 3180
Ridgeland, MS 39158
O: (601) 360-9045
C: (601) 594-9045
F: (601) 353-6437
rob.wells@youngwilliams.com

Jeremy Smith, Regional Vice President, can answer questions or provide clarification concerning the firm's proposal. He can be reached at the following:

YoungWilliams
PO Box 3180
Ridgeland, MS 39158
O: (662) 268-7262
C: (601) 850-9771
F: (601) 353-6437
jeremy.smith@youngwilliams.com

F1C. MANAGEMENT/MANPOWER PLAN

RFP Section F1c.; Page 19: The technical proposal must include a management/manpower plan that clearly specifies the number, type, and time commitment of individual personnel who will be committed to this project.

YoungWilliams affirms that each employee assigned to this Contract will be fully qualified to perform the work. YoungWilliams knows that people are what make organizations work. Our employees' success is our success, because it leads to better outcomes for the citizens we serve.

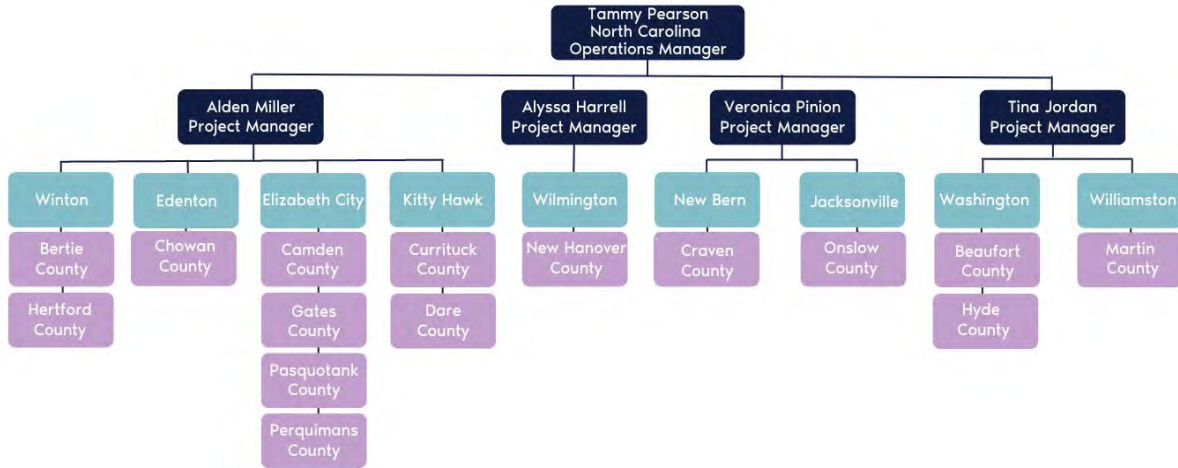
We are excited to interview and strongly consider all current Washington County Child Support staff for employment. We believe there is no substitute for a knowledgeable and motivated staff that has the tools, training, and direction to succeed. The experience and local knowledge of the current Washington County Child Support staff will be invaluable in understanding the needs and processes of Washington County.

Management Plan

Tammy Pearson, our North Carolina Operations Manager, will oversee implementation in Washington County and ensure a smooth transition. With more than 25 years of North Carolina child support management experience, Tammy is responsible for the oversight of 15 North

Carolina county child support programs. She maintains a strong relationship with our county partners and local non-profit agencies.

As an experienced leader who cares about North Carolina families, Tammy is excited to add Washington County to her responsibilities and to partner with you as she partners with each of our other North Carolina counties. The following is our organizational management structure for our North Carolina counties.



Our commitment to each local project is far deeper than an organizational chart. Our clients are our partners in pursuing child support excellence and providing top-tier services to citizens. We recruit only the most professional, most passionate candidates, who demonstrate empathy and compassion for their customers. Our flat corporate structure means executives are personally involved in each and every project they oversee. Just as Tammy is personally involved in each of our North Carolina counties, our executive team is engaged as well.

Tammy will report to Jeremy Smith, our Regional Vice President. Jeremy makes regular visits to North Carolina and receives weekly reports from Tammy and the individual Project Managers regarding the progress, goals, and contractual requirements for each county. He provides direct oversight through meetings and conferences regularly, and ad-hoc meetings as situations warrant. He will be available to state and county officials whenever needed.

We are excited to propose Tina Jordan, the Project Manager for Beaufort, Martin, and Hyde counties, as the Project Manager for this contract. Tina is onsite at the county offices. With more than 13 years of experience in North Carolina child support, Tina is an experienced professional with an exceptional understanding of North Carolina’s processes and needs, the ACTS program, and the makeup of Washington County. Tina will report to Tammy Pearson, Operations Manager for our North Carolina projects, and Jeremy Smith, Regional Vice President.

To handle the legal services for Washington County’s caseload, we propose to contract with a nearby attorney. Windy Rose, a family law attorney with more than 22 years of experience in family law and child support cases, will provide necessary legal services on contract with YoungWilliams. She has been providing excellent services for Martin and Beaufort counties, and she looks forward to representing Washington County.

Based upon our long experience and workflow efficiencies, we plan to have an initial three full-time employees to run the Child Support program for Washington County. We propose to operate the Washington County project out of our offices in Martin County and Beaufort

County, due to their proximity to Washington County. We will work with the County and current Child Support staff to determine the easiest location for each employee.

Our Beaufort and Martin County offices will be the ideal place to operate the Washington County Child Support office, due to the onsite presence of Tina Jordan and our dedicated support staff. The following chart shows our proposed organizational plan, with Washington County personnel placed in both Martin and Beaufort counties.



Leadership Team

Our experienced leadership team has a deep history in North Carolina and the surrounding counties to Washington County. With decades of institutional knowledge, corporate resources, and community partnerships, they are ready to step in and serve the citizens of Washington County with respect, convenience, and reliability.



Jeremy Smith
REGIONAL VICE PRESIDENT

Jeremy serves as the Vice President over YoungWilliams’ full-service operations in Mississippi, North Carolina, and Tennessee. He spends at least one week a month traveling to local offices to interact with customers, share project updates with staff, and conduct onsite training. He provides a critical link between local operations and corporate officers to ensure projects are supported.

Since taking on his role as Vice President, Jeremy has worked closely with his project teams to identify staffing needs, monitor performance, and set goals for his offices. He also regularly engages state staff in project updates and participates in state management meetings and policy decisions.

With 11 years of experience, Jeremy began his child support career in 2012 after transitioning from the religious, non-profit sector. Beginning as a Proposal Writer for YoungWilliams, he was soon promoted to lead the Employer Maintenance Unit in Texas and has held successive leadership positions since that time.

Jeremy was instrumental in the seamless transition of the largest privatization project in the history of the country's child support program. At the time, the Mississippi full-service project served more than 280,000 cases, representing nearly 2 percent of the nation's IV-D cases. Under Jeremy's leadership, the program experienced significant improvements in federal performance measures and client experiences. In the process, Mississippi jumped from the 47th ranked program to the 34th.

Jeremy holds a Bachelor of Science from Geneva College and a Master of Divinity from Reformed Theological Seminary. He and his wife live in north Mississippi where they stay busy, mostly meeting the transportation needs of their six children.



Tammy Pearson

NORTH CAROLINA OPERATIONS MANAGER

Tammy serves as our North Carolina Operations Manager for our projects in the State. She oversees a total of 15 child support projects in the state, and her experience makes her fully capable and qualified to serve Washington County. In each North Carolina County she assists, Tammy monitors the processes and operations of the office and analyzes their effectiveness. From her analysis, she creates an overall strategy that continuously improves the efficiency and effectiveness of the operation. She ensures that YoungWilliams meets and exceeds the expectations of

both customers and clients.

Tammy has worked in the North Carolina Child Support Program for 25 years. She began her career in Buncombe County, where she worked in all levels of child support, from customer service to enforcement. Tammy has worked for YoungWilliams for 14 years. Before becoming a North Carolina Operations Manager, she previously served as the Project Manager in Union County.

Tammy has served on numerous boards and committees in North Carolina. She was a member of the Union County JobLink and The Literacy Council. Tammy currently serves as a member of the North Carolina Child Support Council Board of Directors and was the 2014 President for the Board of Directors. She also leads the Managers Mentor Program for North Carolina and the Collections and Enforcement Best Practices Committee. In 2019, Tammy was appointed to Eastern Regional Interstate Child Support Association (ERICSA) Board of Directors and is the current Secretary for ERICSA serving on the Executive Board. During her time as Project Manager in the Union County office, they received two Excellence in Service awards for their work with JobLink and the Literacy Council as well as their QDRO Initiative. She was also named the North Carolina Child Support Services Employee of the Year in 2016.

In 2014, Tammy relocated to Onslow County to manage that project. In 2015, the office was awarded the "Excellence in Service Award" for the community outreach and engagement program and the following year, it won the same award for its satellite office at Camp Lejeune.

Tammy has been married for 35 years to a veteran of the United States Army Reserve. She is the proud mother of 32-year-old twin sons who are both teachers. Tammy is very proud to be called Mimi to her two grandchildren: Georgia-Mae, nine years old, Summer Leigh, 4 years old, and Owen James who will be two in January 2024.



Tina Jordan
PROJECT MANAGER

Tina began her career with YoungWilliams in 2010 as a Case Manager. Her work ethic and leadership potential made her an excellent Case Manager, but she was soon promoted to Office Supervisor in 2017, serving directly under the then-Project Manager. In 2021, she applied for and was promoted to Project Manager for Martin, Beaufort, and Hyde counties. She has led these teams for two years, and she is excited to add Washington County and serve the citizens of the County with the same passion, dedication, and empathy.

Tina also serves as the Manager of the North Carolina Contact Center, recently launched in June of this year. She is a sitting board member of the North Carolina Child Support Council and chairs several committees.



Windy Rose
CONTRACT ATTORNEY

Windy Rose has been a practicing attorney since 2001. After graduating from East Carolina University in 1995 with a Bachelor of Science, she worked as a teacher. In 1998, she decided to pursue a law career to help families. She received her Juris Doctorate from Campbell University in 2001. Beginning her career in family law on the Outer Banks, she moved her practice to Columbia, North Carolina, in 2003. Her practice is a general law practice, but she specializes in family and juvenile law, real estate, and estate planning. She is a member of the North Carolina Bar Association.

Currently, she is the contract attorney for eight YoungWilliams counties, including Beaufort, Bertie, Camden, Hertford, Hyde, Martin, Pasquotank, and Perquimans counties.

For full resumes of our proposed Leadership Team, please see Appendix A, *Resumes*.

Staffing Plan

YoungWilliams will create a Staffing Plan for Washington County that meets the needs of the caseload, involves our senior leaders, and most importantly, remains convenient for the County. We ensure our employees have high-level, consistent training on all aspects of child support, references and guides, and the support of their neighbors. We know that our staff are the backbone of the company, so we invest in their success and provide them with the necessary tools to succeed. When our employees are supported, the project prospers.

The following table shows the roles, number of employees, and time commitment of individual personnel dedicated to this project.

Washington County Staffing

Title	Number of Positions	Time Commitment	Responsibilities
Regional Vice President	1	10%	<ul style="list-style-type: none"> • Plans, directs, and leads all aspects of the Child Support Full-Service line of business for the established region. • Manages operating procedures, strategic initiatives, budget oversight, and technology initiatives. • Develops new business opportunities. • Meets with current and potential clients. • Serves as the point of contact for stakeholders, both internal and external.
North Carolina Operations Manager	1	20%	<ul style="list-style-type: none"> • Leads project operations by working with the Office Manager in establishing performance objectives, building and nurturing relationships between YoungWilliams and the County, monitoring productivity, and implementing changes when needed. • Assists Project Manager in working with the County to establish and maintain positive, professional working relationships. • Manages Contract services and ensures responsiveness and that Contract objectives are met. • Identifies business process work flows and implements process changes for continued improvement. • Ensures compliance with all Contract requirements and relevant federal, State, and County regulations.
Project Manager	1	30%	<ul style="list-style-type: none"> • Provides leadership and direction for entire office. • Works closely with advocacy groups, human service agencies, community-based organizations, and legal community. • Meets with County and State staff. • Ensures performance goals are met. • Provides daily supervision, training, and direction to staff to ensure Contract performance and customer satisfaction goals are met. • Reviews and approves all child support case closures. • Updates case construct errors in ACTS.

Washington County Staffing

Title	Number of Positions	Time Commitment	Responsibilities
Case Manager(s)	3	100%	<ul style="list-style-type: none"> Processes all new cases and ensures ACTS is correctly updated so that the case is ready to move on to the next stage. Conducts interviews with customers. Conducts all child support activities and tasks. Generates legal pleadings and schedules court hearings. Updates ACTS.
Contract Attorney	1	As Needed	<ul style="list-style-type: none"> Licensed to practice law in North Carolina. Represents the County in administrative and court hearings. Provides legal direction to staff. Reviews all pleadings and orders before filing with court. Maintains positive relationship with the district's legal community.

Recruitment and Retention

YoungWilliams believes the key to success in any child support operation is attracting, hiring, and retaining skilled and highly motivated team members. As such, we have developed a robust and thorough recruiting process to employ only the most talented individuals.

RECRUITING

YoungWilliams uses all available resources to recruit and hire the most qualified job candidates. In collaboration with our Project Manager, our Corporate HR Team advertises all open positions to current employees and the public by posting open positions on the Career page of the YoungWilliams website for a minimum of seven days. We also utilize job boards, websites, and other resources such as local unemployment centers to connect with candidates.

We recognize that Washington County desires to retain current project staff, if desired by the employee. We will give special consideration to any staff member that currently has a role in the Washington County Child Support Office and desires to join the YoungWilliams team. Not only does this show we value the knowledge and expertise of current County employees, but it also contributes to high morale at the start of a Contract. During the interview, we will answer their questions and take time to get to know their personalities, skills, and interests.

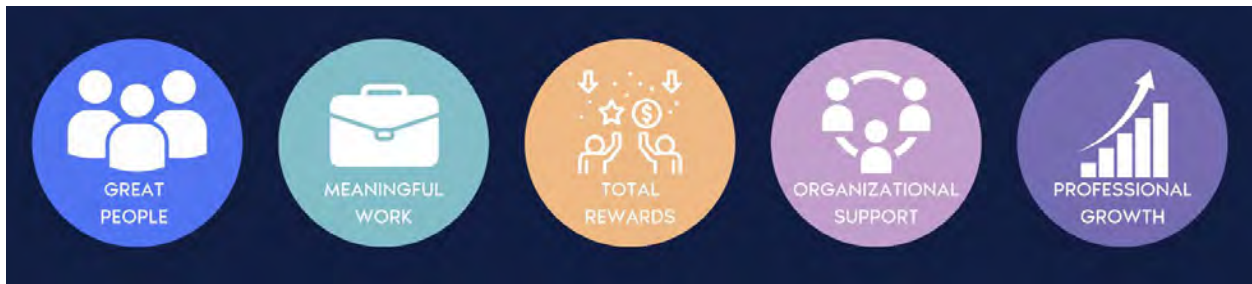
During the hiring phase, we evaluate all applications impartially and invite only the most qualified candidates to interview with our Corporate HR Team and Office Manager. We interview and evaluate the applicants in response to standard questions. Our Office Manager asks each applicant a series of similar questions. After we interview the applicants, we schedule

a second interview as necessary, after which we select the most qualified and desirable candidate for the position.

To ensure we hire only the best talent, we perform background checks on all potential hires. Once we select a desirable candidate, and a verbal offer of employment is accepted, YoungWilliams begins the preliminary background check on the prospective employee. Upon successful completion of the background check, both YoungWilliams and the new hire sign a formal offer letter, and the new hire also reviews, completes, and signs all required employment forms.

RETENTION

For us, the employee journey begins before we even meet a prospective employee. It starts with our recruiting process, but moves to onboarding great people, providing meaningful work, and finally, offering a competitive total rewards package and professional growth.



Great People



YoungWilliams employees are the backbone of our organization. Our experienced and well-trained Case Managers have exceptional customer service along with excellent knowledge of the child support system. They work in their roles because they care about the families and children served by their local office. The employees of the Washington County project will be surrounded by the members of our other North Carolina offices, encouraging community and a sense of serving the citizens together.

Meaningful Work



As noted by Gallup¹ and Harvard Business Review², job satisfaction comes from more than a paycheck. People need an authentic link between the work they do every day and a greater purpose. From the top down, we emphasize how each employee's work contributes to the success and well-being of children and families.

¹ Morgan, Iseult. Employees Want Wellbeing from Their Job, and They'll Leave to Find it. *Gallup*, Aug. 2021. <https://www.gallup.com/workplace/352952/employees-wellbeing-job-leave-find.aspx>.

² Stein, Daniel, Nick Hobson, Jon M. Jachimowicz, and Ashley Whillans. How Companies Can Improve Employee Engagement Right Now. *Harvard Business Review*, October 2021. <https://hbr.org/2021/10/how-companies-can-improve-employee-engagement-right-now>.

Total Rewards



Our total rewards strategy helps improve performance and achieve results through engaged, satisfied employees. The total rewards package is a combination of competitive wages, bonus programs, a wide range of benefits, and professional development programs.

Competitive Wages: To attract and retain qualified people, we recognize the importance of offering competitive wages to the team in Washington County. We regularly perform salary analysis and benchmarking activities to ensure our compensation structure remains fair and competitive for the local market.

Bonus Programs: We also have a variety of bonus plans designed to reward employee performance when goals are met. To encourage and reward teamwork, bonus plans are also in place to reward team and office-wide performance. Bonuses are paid each pay period, enabling employees to receive their awards when they meet goals and performance metrics.

Competitive Benefits Package: Our total rewards strategy includes providing an excellent benefits package to employees and their families. They have various benefit options, which allow them to customize their benefit plan to meet their current and long-term healthcare and financial needs. The benefits package includes:

- Paid Time Off (PTO);
- Paid Holidays;
- Health, Dental, and Vision Insurance;
- Healthcare and Dependent Care Flexible Spending Accounts;
- Health Savings Account (HAS);
- Disability Insurance;
- Life Insurance;
- Cancer Insurance; and a
- 401k Plan.

Organizational Support



A Gallup Poll³ conducted in early 2022 saw a continuation in the decline of actively engaged employees. That same poll noted that organizations that focus on the well-being of their employees and provide them with clear expectations and the right equipment had increased the number of engaged employees.

A strong sense of connection with a workplace team creates unity and purpose. It also enables everyone to share ideas, cooperate with each other, and move forward with purpose; however, a connection does not magically appear. It is built. We provide tools for a manager to reward employees with everything from simple “kudos” to cash awards for a job well done.

³ Harter, Jim. U.S. Employee Engagement Slump Continues. *Gallup*, April 2022.
<https://www.gallup.com/workplace/391922/employee-engagement-slump-continues.aspx>

We also provide service awards for employees who stay with us for long periods of time. On work anniversaries of 3, 5, 10, 15, and 20 years we provide service awards with a commendation and a plaque commemorating the employee's long service.

Professional Growth



Employees perform best when they are supported by their organization. To that end, we ensure all YoungWilliams employees who show interest and dedication to the organization have the opportunity for advancement. We offer ongoing training and mentor employees who share our passion for child support, work hard, and provide outstanding customer service. In fact, many of our outstanding Supervisors, managers, and Project Managers started as Case Managers or Customer Service Representatives. In fact, our proposed Project Manager for Washington County, Tina Jordan, began her career with us as a Case Manager.

Recruiting great people, providing meaningful work, and offering a competitive total rewards package is critical in the YoungWilliams commitment to providing a positive employee experience. When partnered with professional growth opportunities and organizational support, this positive employee experience ensures our employees are equipped with the tools needed to continue to make a difference in the lives of the children and families we serve.

Corporate Support

YoungWilliams has a robust corporate network dedicated to supporting our projects. Washington County will have the benefit of experienced personnel from a variety of fields dedicated to providing the top-of-the-line, convenient, and reliable solutions to any issue a child support office might face. We have the corporate infrastructure to ensure a successful project, and our corporate executives are always available through a short chain of command. In addition, we have teams to support every aspect of the project. Here are a few of those teams and their roles and responsibilities.

- **IT:** Our expert IT personnel ensure data security in all our projects, implement technology and our case management software, and remotely solve local user technology issues.
- **HR:** The Human Resources team will lead transitioning efforts for existing Washington County staff, support our employees, and manage benefits and other personnel issues.
- **Accounting:** The Accounting team handles contract payments, organizes and maintains project budgets in communication with the Project Manager, and payroll.
- **Facilities:** Our Facilities Team ensures leases for our offices are maintained, physical security remains in place, and ensures offices have the necessary space and supplies to perform services.
- **Project Management Office:** Project Management will develop and manage project implementation for the County, ensuring a seamless and on-time transition.
- **Security:** Security creates photo ID badges, access control locks, and other physical safety measures for the child support office.
- **Analytics:** The Analytics team builds and maintains our dashboards designed to support and analyze Washington County performance;
- **Special Projects:** The Special Projects team creates and rolls out the ywPortal site for Washington County.

- **Training:** The Training team’s instructional designers review existing training material and help design new materials for new hires, transitioning staff, and existing staff, creating both ongoing training and initial training.

F1D. SUBCONTRACTORS

RFP Section F1d.; Page 19: The Offeror must identify any proposed subcontractors to be used and detail the specific duties, responsibilities, and qualifications of each.

YoungWilliams proposes one subcontractor to be used in fulfilling this contract. Windy Rose, a Columbia-based lawyer with 22 years of experience in family law, will serve as the contract attorney for the Washington County project. Windy has worked with YoungWilliams as a contract attorney for eight northeastern North Carolina counties, and she is excited to provide Washington County and its citizens with all necessary legal services for the contract.

As the contract attorney, Windy’s duties will include representing the County in child support administrative and court hearings, providing legal direction to our Washington County Child Support Team, reviewing all pleadings and orders before filing them with the court, and maintaining a positive relationship with the district’s legal community.

Windy has extensive experience in family law matters. She attends various CLE programs related to family law and maintains a high level of competence in handling such matters.

Upon contract award, YoungWilliams looks forward to seeking a partnership with her to provide legal services for the Washington County child support caseload.

F1E. ABSENT PARENT PROGRAM

RFP Section F1e.; Page 19: The Offeror shall submit a summary of a plan of services they would implement to help absent parents become self-sufficient and assist them with being able to pay child support.


We are committed to assisting absent parents in becoming self-sufficient and capable of paying their child support obligation. Ensuring payments are regularly received is essential for the health and wellbeing of the children and families in the child support program. Each case is different and presents unique challenges in assisting the absent parent. The parent or NCP will be our customer until the child emancipates or support is no longer due, and we work to establish strong, ongoing relationships with the NCPs and CPs in our caseload to encourage long-term compliance.

We recognize NCPs may face a series of barriers to payment. As in life, they may overcome one hardship only to be faced with another. The following graphic shows some of the barriers to consistent and reliable child support from a survey of our experienced child support professionals. Take a minute to look at the barriers. The size of the word is based upon the number of people who listed the barrier—more people think “Unemployed” is the biggest obstacle to consistent child support.



Barriers vary for each NCP, but the important thing is, once we identify the barrier, we can find solutions to help our NCPs. Our goal is to recognize the barriers when they occur, identify the best Case Manager to address the issue, and ultimately, do our best to get child support to children and families. In some cases, an NCP wants to pay but can't. We give these cases to Case Managers who are empathetic, who relate to NCPs and understand why they can't pay, and who know how to connect NCPs with community resources.

Life happens, and even when a parent wants to pay child support, sometimes they can't. NCPs lose jobs, start other families, become parental caregivers, get in trouble with the law, face addiction issues, lose their homes, and so much more. It's our job to help our customers by connecting them to information and organizations that can help them address their reasons for not paying.


Proactive Program Development: Our staff in our other North Carolina offices take initiative when it comes to helping our customers. They have created numerous programs that started within our office and are now recognized by the child support community. For example, some of our employees created the CARE Program: Connecting, Advocating, Reaching, and Educating. Through this program, we engage our customers who have experienced barriers to payment and helps them find meaningful full-time employment. We have experienced much success with this program. The CARE program has grown significantly since its inception and is a recognized child support program within the judicial community. At the conclusion of 2019, we expanded this program with a parental seminar, where we met with NCPs and parents, provided information to them, and ultimately helped them find a new job or begin making consistent child support payments.

During the first year alone, we realized a success rate of approximately 42 percent of the participants in this program who gained some form of employment. We have assisted approximately 200 participants over 4 years in this program and realized a total collection amount of approximately \$30,000 from customers who owe ongoing support after obtaining

some form of employment. In Onslow County, CARE referrals are made to a variety of extended community resources including the Division of Workforce Solutions, Coastal Carolina Community College, and to various known employers in our community who have a history of hiring individuals with a criminal history, which is the number one barrier our customers in Onslow County encounter when searching for employment. We have no doubt that once implemented in Washington County, this program will have a successful impact in removing barriers to payments for customers and increasing employment statistics among absent parents.



Our community outreach has bridged our moral and ethical practices with community intellectuals, improved military morale through innovative approaches, effectively delivered services to our customers beyond traditional means, and has constructed us to be recognized as a tower of positivity that stands with the community, and is recognized as a valuable resource.

Sameon West

COMMUNITY LIAISON, ONSLOW COUNTY CSS



New Hanover County Family Support Program: The New Hanover County Family Support Program began in July 2013 after New Hanover County child support, New Hanover County DHHS, and the New Hanover County courts collaborated to identify the possible reasons for non-payment of child support and potential solutions. This collaboration identified the barriers as lack of employment or job skills, limited visitation between an NCP and child, limited knowledge of modification procedures, and a need for responsible parenting skills and training. These are the barriers that the New Hanover County Family Support Program works to break down for NCPs. The New Hanover County Family Support Program consists of four components:

- Responsible Parenting Curriculum;
- Job Training and Placement Services;
- Access and Visitation; and
- Child Support Modification Procedures.

The program has given individual participants an opportunity to become more self-sufficient, responsible, and involved parents. This program won the Excellence in Service Award at the 2014 North Carolina Child Support Council and Attorneys Conference.

Upon contract award, we will implement a similar program for Washington County. We will work with the County to uniquely tailor our program to your needs and conditions.

Military Outreach: Our outreach in North Carolina includes a strategic effort to assist the state's numerous military families. Each of our North Carolina offices works closely with military service members located at multiple bases, including Camp Lejeune, Camp Gilbert H. Johnson, Marine Corps Air Station New River, and Camp Geiger. Most notably, we collaborated with the Department of Health and Human Services to establish a satellite child support office at

Camp Lejeune in Onslow County. In 2016, our office teamed with the Onslow County Department of Social Services, the Onslow County Health Department, and the leadership of Camp Lejeune to open this satellite office within the Tarawa Terrace military housing unit. It is the first of its kind on a military installation in North Carolina. YoungWilliams personnel staff this office, and it is open on Mondays for appointments and walk-ins. Service members and their families can seek services to establish paternity through genetic testing, establish and enforce orders for child support and medical assistance, and receive help on intergovernmental cases. We provide full services to both military members and civilians. The office has become a valuable resource for active-duty service members as well as families and base contractors, getting them child support services without leaving the base.

Martin and Beaufort County efforts: Our goal is always to meet parents and families where they are, find solutions for each unique circumstance, and ultimately maintain consistent support. Our office in Beaufort County partners with a local employment agency, attending court with NCPs to assist unemployed parents in finding jobs and meeting their child support obligations. The offices in Beaufort and Martin counties also participate in National Night Out, which supports local law enforcement efforts in the community. Our staff set up a table and information booth to provide information about the child support program. Martin and Beaufort County staff also take up donations for local women's shelters.

Partnering with Community Organizations: In our Onslow Office specifically, we have a partnership with the Onslow County Partnership for Children. A meeting is held monthly where agencies come together to find a solution to issues plaguing the county. One of the topics discussed in a past meeting was suicide. We have also partnered with Family Services Day, which was held at the Onslow County Government Center in Burton Park and aired on the Jacksonville-Onslow Government Television channel, G10TV. Our office was able to present all the services we have in front of an audience of Onslow County residents who have access to the cable station. Further, we partnered with Onslow County Parks and Recreation for their Back to School Drive, where we gave out information to CPs on how to initiate and modify a child support order and talked to NCPs about how to make consistent child support payments. Working with the community brings new approaches and options in our overall goals for parents. We are involved with:

- Re-entry programs;
- Job training programs;
- Life skills programs;
- Educational advancement;
- Financial literacy programs;
- Substance abuse programs; and
- Children's health & development programs.

Our Onslow project is just one example of the way that we partner with the communities of each of our North Carolina projects. Upon contract award, we propose creating similar programs and community engagement opportunities for Washington County. Our established, proven, and effective efforts will benefit Washington County and the families it supports.

At the beginning and in the end, it's about helping children. So it only makes sense that giving parents optimism and options is one of the best ways to approach this goal. The child support journey can be chaotic and unpredictable. People need answers and a clear path forward. We will work hard every day to connect parents to opportunities, resources, and solutions in Washington County.

F1F. CLIENT FEEDBACK, SERVICES, AND REFERENCES

RFP Section F1f.; Page 19: The Offeror shall submit recent results of client feedback (survey results, comments, etc.) for a similar program.

YoungWilliams' customers, partners, and State and federal clients are regularly pleased with our performance. We strive to be communicative, adaptable, and responsive to the needs of our government partners, and empathetic to the needs of the citizens we serve. Customer service is at the heart of strong child support services.

Customer Service Commitment

For us, customer service turns on a crucial belief that **families deserve prompt, compassionate, and professional help, no matter what.**



There is nothing I could say for them to do better. They have exceeded my expectations.

Customer, New Hanover County

Our team for Washington County will be ready to meet customers where they are in life. With no appointment necessary, customers can complete genetic testing, get help with forms, and get clarity on their situations. We will also work with customers to get them meetings with our contract attorney, as needed. Any customer can walk in any day, for any reason, and meet with the appropriate staff.

Elevate client experience: There is no shortcut for the experience customers have when they are in our care. We put in the hard work every day to have the people, processes, and technology in place to

maximize the experience. Our training and processes lets our case managers adapt and find solutions that lead to better outcomes and greater satisfaction. We invest the time, the training, and the resources to meet this goal. As a crucial part of our culture,

we train our staff in empathetic professionalism. This is beyond standard customer service; this is customer care up to the YoungWilliams standard. Empathetic professionalism means recognizing every customer's unique situation and working to resolve issues with an understanding of their individual needs.

Eliminate barriers: Our customers may face numerous barriers, and accessing our offices or services should never be one of them. We apply our technological expertise to allow customers to meet with case managers by phone, email, chat, or even text. Our omnichannel solution allows case managers to work with customers via whatever format they prefer. With these tools, we reduce the need for customers to visit the office, allowing them to receive help from the comfort of their home.



I have been dealing with this agency for years. They have been nothing but helpful and professional every time. I'm very thankful for them and the work they do!

Customer, New Hanover County

Empower the customer: We know that many customers prefer to speak to a Case Manager in person. We empower customers to visit any of our North Carolina offices and receive the help they need. They can visit any North Carolina office most convenient to them, any day, any time, without appointment, and we will get them the help they need. We will also work with customers and the County to meet customers in person in Washington County. In addition, we will provide a local phone number and set up a customer service line. We will answer all calls, provide accurate and helpful information, and answer any questions customers have.

Customer Feedback

Convenience and reliability are the backbone of our customer service efforts, so we ensure every employee receives in-depth training on customer service and understands the importance of treating every customer interaction with urgency, dignity, and respect. We also listen to our State, federal, and county clients, listening to their advice, concerns, and expertise. Our clients are truly our partners, and we make sure you have a direct line to our Regional Vice President, Jeremy Smith, and our North Carolina Operations Manager, Tammy Pearson. We take all communication from our clients seriously.

To show the results of our customer service efforts, we provide feedback forms in each office, either online or on paper. We understand that many of our customers come to us in moments of crisis or uncertainty, while others just need small problems resolved. Regardless, we work hard to be available and empathetic to their needs. Many of our customers are scared, and it is our responsibility to ensure they have calm, knowledgeable Case Managers who can help them navigate the process with courage. One such customer had this to say:



Jennifer and her colleagues do amazing work every day helping the parents of New Hanover County.

Customer, New Hanover County



Wanda has always made me feel comfortable in a very uncomfortable situation. I have always been afraid to face my ex because of past abuse, she has done everything to make me feel like it's under control without me having to be there. I couldn't thank her enough for all her help!

Customer, New Hanover County



Our community partners also speak highly of our work, and we value their opinions as we seek to serve the public with them.



I have worked with several members of this organization in their efforts to promote a better life for their clients through education and training. From my perspective, the staff at YoungWilliams are not only dedicated to their main focus of securing money for the needs of children, but also to finding long-term solutions for financial stability for families.

Mary G. Tillery

**CRC & CUSTOMIZED TRAINING COORDINATOR
CAPE FEAR COMMUNITY COLLEGE**



So that each of our customers can easily share with us, we put in place a customer survey. Customers can rate our performance, leave comments, share success stories, or ask for further help. For more information on this, see Section E4cc., *Customer Satisfaction Survey*.

For reference letters and information from counties and states with current, similar contracts with us, see Section F1k., *Client References*.

F1G. SIMILAR SERVICES

RFP Section F1g.; Page 19: The Offeror shall submit examples of their track record for providing similar services, including a list of providers under which your agency is contracted to provide services. This shall include your track record of meeting federal and state incentive goals as well as state performance mandated measures.

In the following table, we provide information regarding all our full-service child support projects, including what services we provide, performance information, and contact information for our clients. We encourage Washington County to contact all our clients. We have no doubt they will provide outstanding references.

Full-Service Child Support Operations			
Project & Client	Nature & Scope of Services Provided	Contract Dates	Contact Information
El Paso County Child Support Services (Colorado Springs)	Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure Caseload of approximately 17,607	2011-Present	Stacie Kwitek-Russell DHS Executive Director 1675 Garden of the Gods Road Colorado Springs, Colorado 80907 (719) 444-5532
El Paso County, Colorado	Parent Opportunity Program (POP) fatherhood program 2023 Statistics (FFY 2023):		

Full-Service Child Support Operations

Project & Client	Nature & Scope of Services Provided	Contract Dates	Contact Information
Department of Human Services	<ul style="list-style-type: none"> • PEP – 105% • Order Establishment – 85% • Current Support Collected – 60% • Arrears Cases Paying – 64% 		StacieKwitek@elpasoco.com
Teller County Child Support Services	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 575</p>	2011-Present	Kim Mauthe DSS Director 740 E. Hwy 24 P.O. Box 6688 Woodland Park, Colorado 80866 (719) 687-3335 kim.mauthe@state.co.us
Teller County, Colorado Department of Social Services	<p>Parent Opportunity Program (POP) fatherhood program</p> <p>2023 Statistics (CY 2023):</p> <ul style="list-style-type: none"> • PEP – 106% • Order Establishment – 86% • Current Support Collected – 64% • Arrears Cases Paying – 64% 		
Kansas Child Support Services	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 66,417</p>	Enforcement 2005-2013	Marcie Martinez Director 555 S. Kansas Ave., 3rd Floor Topeka, Kansas 66603 (785) 220-8405
Kansas Department for Children and Families	<p>2023 Statistics: (FFY 2023):</p> <ul style="list-style-type: none"> • PEP – 99% • Order Establishment – 88% • Current Support Collected – 60% • Arrears Cases Paying – 59% 	All services 2013-Present	
Mississippi Child Support Services	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p>	2014-Present	Denise Wesley IV-D Director 750 N. State Street P.O. Box 352 Jackson, Mississippi 39202 (601) 359-2225 Denise.Wesley@mhs.state.ms.gov
Mississippi Department of Human Services, Child Support	<p>Awarded 17 counties in 2014 & remaining 65 counties in 2016</p> <p>Caseload of approximately 239,902</p> <p>2023 Statistics (FFY 2023):</p>		

Full-Service Child Support Operations

Project & Client	Nature & Scope of Services Provided	Contract Dates	Contact Information
Enforcement	<ul style="list-style-type: none"> • PEP – 97% • Order Establishment – 86% • Current Support Collected – 52% • Arrears Cases Paying – 58% 		
Douglas County Child Support Services (Omaha) Nebraska Department of Health and Human Services	Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure Caseload of approximately 33,455 2023 Statistics (FFY 2023): <ul style="list-style-type: none"> • PEP – 99% • Order Establishment – 87% • Current Support Collected – 98% • Arrears Cases Paying – 71% 	2001-Present	Cindy Wiesen IV-D Director 220 South 17th Street Lincoln, Nebraska 68509-4728 (402) 471-7309 cindy.wiesen@nebraska.gov
Beaufort County Child Support Services Beaufort County Department of Social Services	Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure Caseload of approximately 2,787 2023 Statistics (SFY 2023): <ul style="list-style-type: none"> • PEP – 95% • Order Establishment – 90% • Current Support Collected – 93% • Arrears Cases Paying – 63% 	2006-Present	Melanie Corprew Director Department of Social Services 632 W 5 th Street Washington, North Carolina 27889 (252) 946-0079 hood.richardson@co.beaufort.nc.us
Bertie County Child Support Services Bertie County Department of Social Services	Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure Caseload of approximately 1,345 2023 Statistics (SFY 2023): <ul style="list-style-type: none"> • PEP – 96% • Order Establishment – 93% • Current Support Collected – 98% • Arrears Cases Paying – 70% 	2010-Present	Daphine Little Director Bertie County Department of Social Services P.O. Box 627 Windsor, North Carolina 27983 (252) 794-5320 daphine.little@bertie.nc.gov

Full-Service Child Support Operations

Project & Client	Nature & Scope of Services Provided	Contract Dates	Contact Information
<p>Camden County Child Support Services</p> <p>Camden County Department of Social Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 272</p> <p>2023 Statistics (SFY 2023):</p> <ul style="list-style-type: none"> • PEP – 108% • Order Establishment – 92% • Current Support Collected – 76% • Arrears Cases Paying – 77% 	2010-Present	<p>Stephanie Wyche Director Camden County Department of Social Services P.O. Box 70 Camden, North Carolina 27921 (252) 331-4787 swyche@camdencountync.gov</p>
<p>Chowan County Child Support Services</p> <p>Chowan County Department of Social Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 944</p> <p>2023 Statistics (SFY 2023):</p> <ul style="list-style-type: none"> • PEP – 96% • Order Establishment – 93% • Current Support Collected – 64% • Arrears Cases Paying – 69% 	2010-Present	<p>Tyeshia B. Phelps Director Chowan County Department of Social Services 100 Freemason Circle Edenton, North Carolina 27932 (252) 482-7441 tyeshia.phelps@chowan.nc.gov</p>
<p>Craven County Child Support Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 4,392</p> <p>2023 Statistics (SFY 2023):</p> <ul style="list-style-type: none"> • PEP – 99% • Order Establishment – 83% • Current Support Collected – 69% • Arrears Cases Paying – 68% 		
<p>Currituck County Child Support Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p>	2010-Present	<p>Samantha Hurd Director Currituck County Department of Social</p>

Full-Service Child Support Operations

Project & Client	Nature & Scope of Services Provided	Contract Dates	Contact Information
<p>Currituck County Department of Social Services</p>	<p>Caseload of approximately 749</p> <p>2023 Statistics (SFY 2023):</p> <ul style="list-style-type: none"> • PEP – 99% • Order Establishment – 93% • Current Support Collected – 71% • Arrears Cases Paying – 76% 		<p>Services 153 Courthouse Road, Suite 400 Currituck, North Carolina 27929 (252) 232-3083 samantha.hurd@currituckcountync.gov</p>
<p>Dare County Child Support Services</p> <p>Dare County Department of Social Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 807</p> <p>2023 Statistics (SFY 2023):</p> <ul style="list-style-type: none"> • PEP – 103% • Order Establishment – 91% • Current Support Collected – 74% • Arrears Cases Paying – 77% 	2010-Present	<p>Chuck Lycett Director Dare County Department of Social Services P.O. Box 669 Manteo, North Carolina 27954 (252) 475-5500 lycettc@dcdss.org</p>
<p>Gates County Child Support Services</p> <p>Gates County Department of Social Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 437</p> <p>2023 Statistics (SFY 2023):</p> <ul style="list-style-type: none"> • PEP – 98% • Order Establishment – 95% • Current Support Collected – 70% • Arrears Cases Paying – 77% 	2010-Present	<p>Willie R. Smith, III Director Gates County Department of Social Services 122 Main Street Gatesville, North Carolina 27938 (252) 357-0075 wsmith@gatescountync.gov</p>
<p>Hertford County Child Support Services</p> <p>Hertford County Department of Social Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 1,714</p> <p>2020 Statistics (SFY 2020):</p> <ul style="list-style-type: none"> • PEP – 98% 	2010-Present	<p>Brenda Brown Director Hertford County Department of Social Services 704 North King Street Winton, North Carolina 27986</p>

Full-Service Child Support Operations

Project & Client	Nature & Scope of Services Provided	Contract Dates	Contact Information
	<ul style="list-style-type: none"> Order Establishment – 90% Current Support Collected – 72% Arrears Cases Paying – 73% 		(252) 358-2411 brenda.brown@hertfordcountync.gov
Hyde County Child Support Services Hyde County Department of Social Services	Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure Caseload of approximately 190 2023 Statistics (SFY 2023): <ul style="list-style-type: none"> PEP – 97% Order Establishment – 93% Current Support Collected – 58% Arrears Cases Paying – 64% 	2018 - Present	Laurie Potter Director Hyde County Department of Social Services P.O. Box 100 Engelhard, NC 27824 (252) 926-4476 lpotter@hydecouintync.gov
Martin County Child Support Services Martin County Department of Social Services	Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure Caseload of approximately 1,745 2023 Statistics (SFY 2023): <ul style="list-style-type: none"> PEP – 98% Order Establishment – 95% Current Support Collected – 67% Arrears Cases Paying – 71% 	2019 - Present	Angela Ellis Director Martin County Department of Social Services 305 E. Main St. PO Box 809 Williamston, NC 27892 (252) 789-4409 angela.ellis@martincountyncgov.com
New Hanover County Child Support Services New Hanover County Department of Social Services	Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure Caseload of approximately 6,898 2023 Statistics (SFY 2023): <ul style="list-style-type: none"> PEP – 95% Order Establishment – 88% Current Support Collected – 71% Arrears Cases Paying – 72% 	2004-Present	Tonya Jackson Director New Hanover County Department of Social Services 1650 Greenfield Street Wilmington, North Carolina 28401 (910) 783-3631 tjackson@nhcgv.com

Full-Service Child Support Operations

Project & Client	Nature & Scope of Services Provided	Contract Dates	Contact Information
<p>Onslow County Child Support Services</p> <p>Onslow County Department of Social Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 8,780</p> <p>2023 Statistics (SFY 2023):</p> <ul style="list-style-type: none"> • PEP – 98% • Order Establishment – 90% • Current Support Collected – 69% • Arrears Cases Paying – 64% 	2014 – Present	<p>Susan Thigpen Director</p> <p>Onslow County Department of Social Services 612 College Street Jacksonville, NC 28541 (910) 455-4145 susan_thigpen@onslowcountync.gov</p>
<p>Pasquotank County Child Support Services</p> <p>Pasquotank County Department of Social Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 2,291</p> <p>2023 Statistics (SFY 2023):</p> <ul style="list-style-type: none"> • PEP – 99% • Order Establishment – 88% • Current Support Collected – 69% • Arrears Cases Paying – 72% 	2010-Present	<p>Kathy Ford Director</p> <p>Pasquotank County Department of Social Services 709 Roanoke Avenue Elizabeth City, North Carolina 27907 (252) 338-2126 Kathy.Ford@pcdss.com</p>
<p>Perquimans County Child Support Services</p> <p>Perquimans County Department of Social Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Caseload of approximately 535</p> <p>2023 Statistics (SFY 2023):</p> <ul style="list-style-type: none"> • PEP – 99% • Order Establishment – 94% • Current Support Collected – 69% • Arrears Cases Paying – 71% 	2010-Present	<p>Susan Chaney Director</p> <p>Perquimans County Department of Social Services P.O. Box 107 Hertford, North Carolina 27944 (252) 426-7373 schaney@perqds.net</p>

Full-Service Child Support Operations			
Project & Client	Nature & Scope of Services Provided	Contract Dates	Contact Information
<p>Child Support Services of Wyoming</p> <p>Wyoming Department of Family Services</p>	<p>Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure</p> <p>Five judicial districts with a caseload of approximately 12,034</p> <p>Paternity Program Specialist to facilitate conversion to IV-D PEP</p> <p>2023 Statistics (SFY 2023):</p> <ul style="list-style-type: none"> • PEP – 124% • Order Establishment – 94% • Current Support Collected – 73% • Arrears Cases Paying – 75% 	2008-Present	<p>Kristie Arneson IV-D Director Economic Security Division Administrator Department of Family Services Hathaway Building, 3rd Floor Cheyenne, Wyoming 82002 (307) 777-6031 kristie.arneson@wyo.gov</p>

F1H. CORPORATE CAPACITY

RFP Section F1h.; Page 19: The Offeror shall submit their agency/corporation’s capacity to provide the requested services, which include administrative (personnel management, management information system, and infrastructure) capacity.

YoungWilliams’ corporate capacity is without parallel when it comes to providing excellent child support services. It starts with the administration capacity and extends to every project we manage and maintain. Our personnel, our information systems, and our infrastructure all combine to provide the capacity to handle all aspects of child support provision in Washington County.

Corporate Information

In the following sections, we provide our corporate experience and capacity, which will show we are the best choice for this new Contract. No corporate expansion is necessary to handle the services in this RFP.

The combination of the size of our organizational support systems, experience, successful history of improving performance, knowledgeable groups of professionals, and dedication means we are the best choice for those seeking to improve production and services to families.

We bring:

- Award-winning performance on a national level;
- Extensive child support experience in more states than any other vendor;
- A large organization of corporate support systems;
- Technical solutions that no other vendor offers;
- Great client references; and
- The largest vendor-run full-service operation in the nation.

YoungWilliams operations include full-service child support projects, child support customer service centers, an SDU, and a case management project. We have also worked with our government partners to provide onsite management and the establishment of fatherhood programs along with training, legal, and consulting services. We are committed to public service, and all of our overhead, executive Management Team, and corporate resources are utilized to support our contracts with human services agencies.

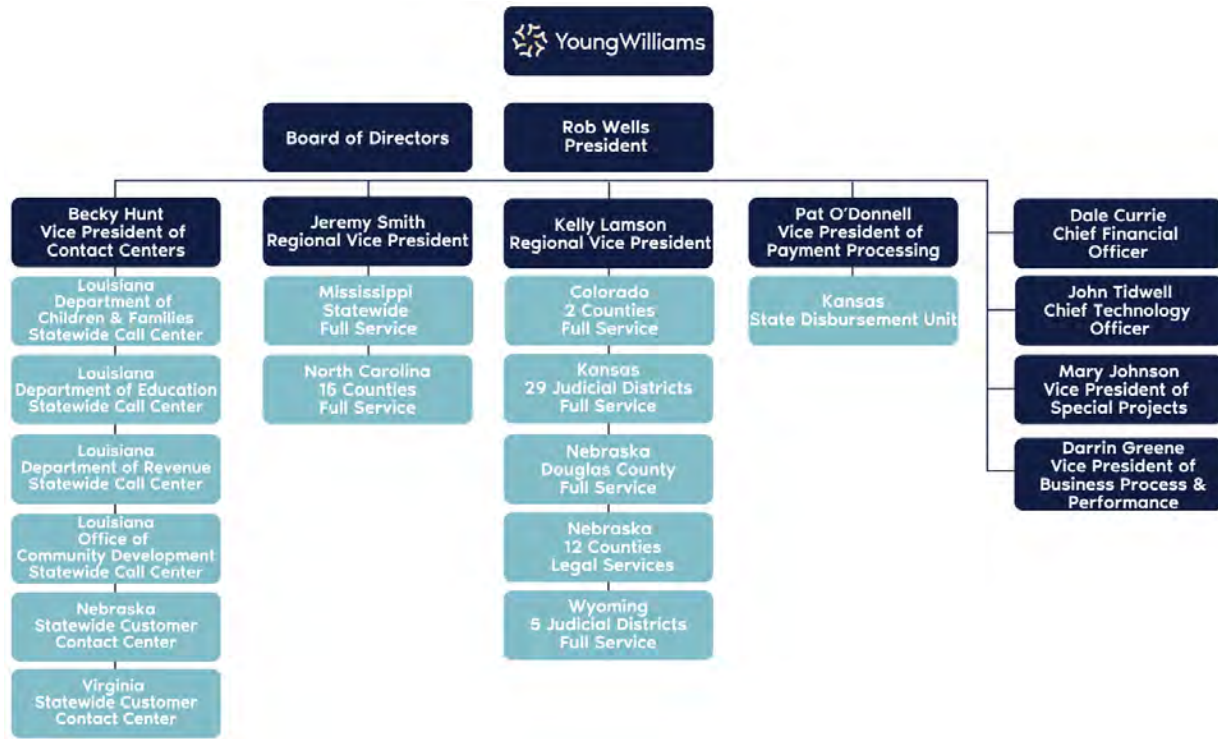
Everything we do is aimed at acquiring or building the best resources and innovative systems. This allows us to achieve and sustain superior, long-term performance in all of our projects, which includes building a project from the bottom-up, transitioning from another vendor, refining systems, or addressing issues in underperforming operations. To do this, we have intentionally built an impressive group of talent, resources, and solutions for supporting and improving child support operations. The following infographic highlights the scope of our child support operations.



Corporate Leaders

Our corporate leaders believe in and provide knowledgeable, seasoned oversight to all of our projects. We will provide a comprehensive corporate network for our onsite team that manages the Washington County caseload. The following organizational chart depicts our corporate

structure and shows the child support experts who guide our work. Each project receives direct oversight and leadership from an experienced executive and obtains support from our corporate divisions.



Subject Matter Experts

We have a wealth of child support and customer service center expertise in our offices around the country. Many YoungWilliams professionals have ascended to the highest positions in state and national child support associations and are highly respected in the child support and human services communities. National, regional, and local child support and other professional organizations frequently tap YoungWilliams leaders as presenters for workshops, plenary sessions, and continuing legal education. These thought-leaders, highlighted in the following table, will serve as subject matter experts and resources for the team responsible for managing the Washington County caseload.

Name/Title	Role	Years of Experience
Rob Wells, President & CEO	President & CEO	30
Jeremy Smith, Regional Vice President	Vice President	11
Kelly Lamson, Regional Vice President	Project Advisor	26
Becky Hunt, Vice President of Contact Centers	Project Advisor	36

Name/Title	Role	Years of Experience
Pat O'Donnell, Vice President of Payment Processing	Project Advisor	41
Dale Currie, Chief Financial Officer	Finance and Administration	41
John Tidwell, Chief Technology Officer	Information Technology	29
Darrin Greene, Vice President of Business Process & Performance	Case Management Technology, QA, Data Analysis & Reporting	28
Mary Johnson, Vice President of Special Projects	Project Advisor, Communication, Training & ywPortal	28

F1I. PERFORMANCE MEASURES

RFP Section F1i.; Page 19: The Offeror shall submit outcomes the agency expects from the provision of services, including the aforementioned absent parent support.

YoungWilliams' caseload and performance reflects our expertise in increasing support for families and children. We have a finely honed process for improving performance, and we examine and re-examine our methods to ensure we provide the best possible service for the families that depend on us.

Performance means more than just statistics, and our partnerships with community organizations and efforts to help CPs and NCPs and meet them where they are, along with our absent parent programs, are reflected in our performance measures across North Carolina.

YoungWilliams counties in North Carolina routinely perform at a significantly higher level than other North Carolina counties in the following performance standards:

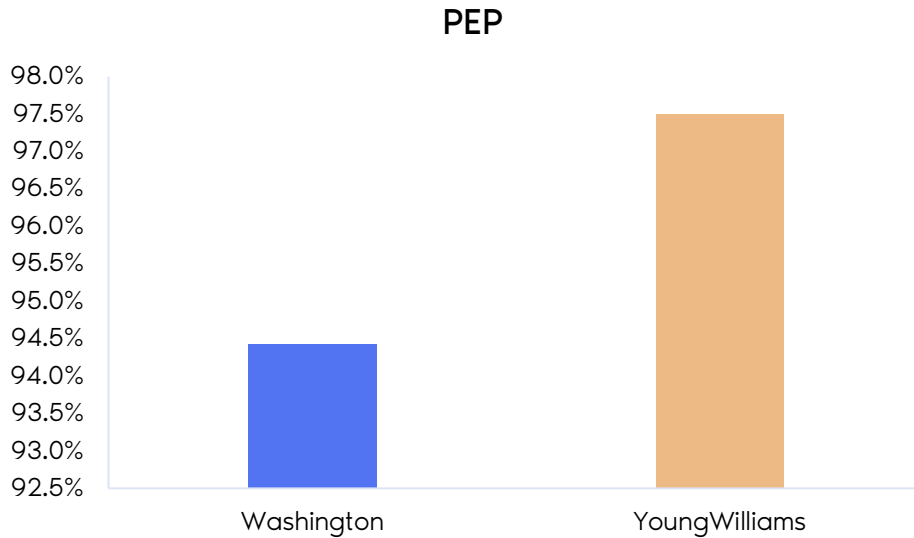
- Paternity establishment percentage;
- Cases under order;
- Arrears cases paying;
- Collection rate; and
- Collections per order.

As an experienced North Carolina child support provider, we know how to provide quality child support services to the customers of Washington County, as evidenced by the most recent State-provided performance statistics. We can offer Washington County similar performance increases as seen in nearby counties operated by YoungWilliams. We are committed to working with employees of Washington County to review our proposed strategies and discuss options to meet and exceed County, State, and/or federal outcome goals.

YoungWilliams has personnel who track and analyze many areas of child support performance and who are already familiar with Washington County performance. Following, we show some of our observations and strategies for performance improvement. We have based our projections off the most recent reporting, as of June 30, 2023.

Paternity Establishment Percentage (PEP)

The average of all YoungWilliams’ North Carolina projects consistently outperforms the statewide PEP average. Based on our performance in neighboring counties and our North Carolina projects as a whole, **we believe Washington County will see increased PEP rates in keeping with our other county performance.** The following chart shows the average PEP rate in Washington County contrasted with YoungWilliams’ rate in our North Carolina counties.



Upon receipt of a new paternity referral, we will carefully review the paternity status of each child, researching vital records, the affidavit of parentage website, and court orders to determine if paternity has been previously established. We will conduct in-depth interviews with CPs to ensure NCPs’ identifying information. We will also conduct a systematic review of children needing paternity established each month by the Supervisor, and we will act to expedite the paternity establishment process.

In the following chart, we outline some of our strategies to increase PEP.

Strategies for Improvement – Establishment Caseload			
Action	Person Responsible	Timeframe	Expected Results
Create a “New Case Orientation” for new customers	Staff	In Process	Educate customers about child support program and judicial process
Enhance communication and training with the Birth Registrars at local hospitals	Project Manager	Quarterly	Increase the number of hospital-based AOPs received

Strategies for Improvement – Establishment Caseload

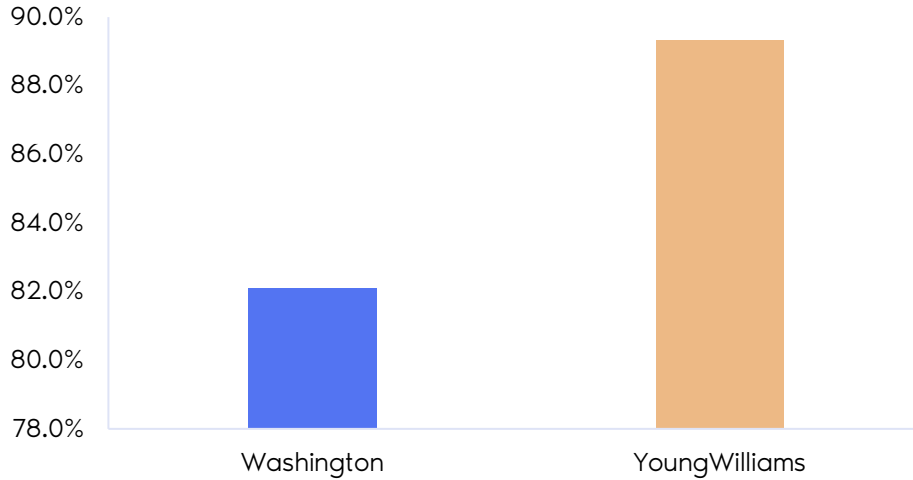
Action	Person Responsible	Timeframe	Expected Results
Review the paternity status of every child in an open case	Staff	Monthly	Ensure paternity establishment credit
Conduct immediate review of all new referrals received	Project Manager	Within 1 day of receipt	Reduce the amount of time before order
Increase the number of court dates	Staff	In Process	Increase court orders
Set goals for number of establishment filings	Project Manager	In Process	Additional hearings each month
Review all cases without orders	Project Manager	Monthly	Clear understanding of caseload

Order Rate

We want every child to obtain the support they deserve. In pursuit of this, we have finely honed strategies to improve the percentage of cases with orders of support. As we do in our other offices, we will continuously analyze our establishment caseload to determine what barriers exist that prevent cases from moving into an order status. This analysis keeps us abreast of the status of cases in our caseload without a court order and assists us in our stratification efforts by identifying barriers to entering a court order and allowing us to focus our efforts on cases that need the attention. For example, a case where the legal documents have been filed but we are waiting for service to be perfected requires less focus than cases where staff is seeking an address for the NCP. Our goal is to decrease the amount of time it takes to get an order in the case, as establishing orders not only improves a jurisdiction’s cases under order percentage but is also the first step in providing current support to children and families.

In the following chart, we show how **Washington County can expect its Cases Under Order percentage to dramatically increase**, based on our performance in nearby counties.

Order Rate

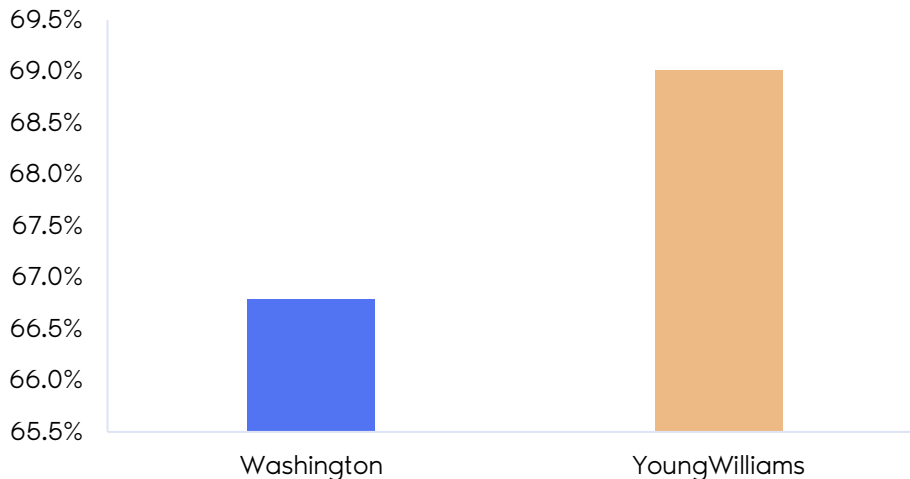


Based on our knowledge of the Washington County caseload and our success with the PEP and order rate measures in our other projects in North Carolina, we are confident we can exceed the County and State’s performance goals. In the Contract period, we will utilize analyses conducted by our North Carolina Performance Team in conjunction with the existing establishment plan we use in our other offices.

Current Support

Based on our performance in North Carolina, **we are confident we can increase the current support collection rate in Washington County to match or exceed our performance in other North Carolina counties**, as shown in the following chart:

Current Support



We have a number of strategies to increase collection rate, and we will combine them to improve the current support paid performance measure. As we do in our other North Carolina projects, we will use the reports and caseload extracts provided by the State of North Carolina to make informed management decisions.

We will ensure that all systems are working in accordance with the North Carolina strategic plan, the new hire and income withholding are fully automated, and current support is being collected consistently on cases in which the NCP is employed. We will closely examine the caseload to define our case management approach for the County. During the review, we ask:

- Are the financial accounts set up accurately in ACTS?
- Are all the current support cases set up in ACTS to access all automated tools?
- If an employer is identified for a case, is the wage withholding generated automatically?
- Are we calling employers to ensure wage withholding orders have been received?
- Once a wage withholding order is generated, is the Case Manager following up to ensure a payment is made within 30 days?
- Are all closure reasons for current support cases used appropriately?
- If a support order is too high and not in line with the parents' current incomes, are we modifying the child support obligation?

We also go deeper and ask how we are handling:

- Unemployment cases;
- Disability cases;
- Prison cases; and
- Our absent parent program.

We know how important it is to work with employers and with NCPs to obtain employment. These efforts directly impact performance numbers. We can increase performance with some specific actions, including:

- Review all potential employers for NCPs and send out employment verification letters to employers;
- Review correspondence we receive from employers and update ACTS with the wage and medical insurance information;
- Generate and process all income withholding notices; and
- Continuously review cases to ensure ACTS is updated with the most current and accurate employment information.

Upon Contract award, we will establish current support procedures and processes to ensure all the automated processes are accessed, then we will turn our focus to the more challenging cases. This entails reviewing each case, identifying barriers to current support, and overcoming those obstacles. It also means increasing the number of cases with orders and encouraging the NCP to meet the current support obligation through regular contact and early intervention. This early intervention is a fundamental part of the absent parent program, and by providing tools to absent parents, we expect to see increased current support. Most importantly, more children in Washington County will be able to depend on regular support.

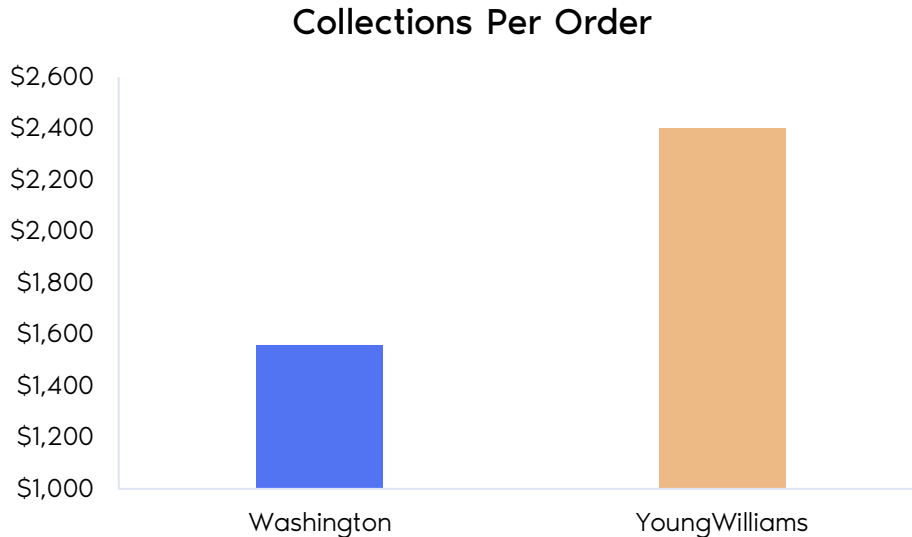
Collections Per Order

One of the most effective ways of measuring the “health” of a project is to look at the collections per order. This is the amount of money distributed to a family annually per order. The more money collected per order means more money for families on a consistent basis. We expect to be able to increase collections per order significantly in Washington County.

We are experts at increasing collections per order. Increasing disbursed collections is not an isolated function. It depends on several factors, including:

- The number of orders established;
- The amount of payments toward current support;
- The amount of collections toward arrears;
- The timeliness and frequency of payments; and
- Complete and up-to-date CP information to prevent undistributed collections.

By remaining consistent with our efforts to increase performance in the four federal performance measures and maintaining our records on CPs and NCPs, we believe **we can increase collections to match or exceed our average in North Carolina**. The following chart demonstrates the increase Washington County can expect with YoungWilliams as the contractor:



To accomplish this ambitious goal, we will:

- Increase the number of orders established;
- Use existing North Carolina reports to focus on enforcement cases without full and consistent payments;
- Stratify and categorize enforcement cases;
- Follow-up quickly on new hire information and income withholding orders to encourage employers to remit prompt payment and reduce the lag-time between issuing orders and collections;
- Follow-up immediately on returned CP mail and requesting updated CP information each time a CP contacts the office;
- Encourage CPs to promptly communicate new information that may help locate the NCPs, income, and/or assets;
- Ensure files are well-prepared when referred to the Judicial Agents and for attorney review;
- Enter orders accurately and immediately upon request; and

- Assist NCPs in connecting with community resources to help them meet basic needs, develop skills, and find employment, overcome addictions, modify orders (if appropriate), and meet their child support obligations.

F1J. LEGAL REPRESENTATIVE STATEMENT

RFP Section F1j.; Page 19: The proposal must contain a statement that the person signing the offer is a legal representative of the firm and is authorized to bind the firm to a contract in the event of award.

Rob Wells, President of YoungWilliams, has signed this offer. He is a legal representative of the firm and is authorized to bind the firm to a contract in the event of award.

F1K. CLIENT REFERENCES

RFP Section F1k.; Page 19: The Offeror shall submit information related to three providers in which your agency is contracted to provide services. These providers shall be able to attest to your agency's work performance, customer satisfaction, abilities to adhere to budgetary restraints, and any other information that the county deems pertinent to determine your agency's ability to provide the contracted services.

YoungWilliams values the opinion of our colleagues, and we are proud of the programs we have developed in concert with our county partners. In this section, we provide the requested information and additional background information on three providers. We have included letters from those three providers attesting to their satisfaction with YoungWilliams' services.

Following is our first reference letter and accompanying reference information, which comes from Hertford County Department of Social Services.

Hertford County Reference	
Name of Organization	Hertford County Department of Social Services
Address	704 North King St. Winton, NC 27986
Reference Contact Person Name, Phone Number & Email Address	Brenda Brown, Director (252) 358-2411 brenda.brown@hertfordcountync.gov
Length of Contract	2010 – Present
Summary of the Work	Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure Caseload of approximately 1,714
Performance (SFY 2023)	<ul style="list-style-type: none"> • PEP – 98% • Order Establishment – 90% • Current Support Collected – 72% • Arrears Cases Paying – 73%



HERTFORD COUNTY

Department of Social Services
704 N King Street PO Box 218 Winton, NC 27986

Brenda D. Brown, MSW, LCSW-A, MS
Director

Phone: (252) 358-7830 Fax: (252) 358-0597

November 9, 2023

Young Williams
ATTN: Tammy Pearson, MBA
North Carolina Director of Operations
430 Dolphin Drive, Suite 100
Jacksonville, NC 28546

Dear Ms. Pearson,

This letter serves as a letter of reference on the behalf of Hertford County Department of Social Services. Hertford County Department of Social Services mission seeks to protect and provide assistance to the citizens of our community. Young Williams partnership has helped our agency fulfill our mission by providing child support assistance to our citizens.

Hertford County Department of Social Services has contracted with Young Williams for several years. During our partnership, Young Williams has continued to diligently and proficiently partner with our agency to ensure that child support services are rendered efficiently for our county. Young Williams has consistently collaborated with our agency as follows:

- Child Support Performance Measures by County Report
- County Quarterly Report and Narrative
- Incentive Goal Report and Dashboard
- Monthly Incentive Payments
- Child Support Self-Assessment Cumulative Report
- County visits and follow up correspondences

Hertford County Department of Services understands the importance of continual partnership with Young Williams for our child supports continual success and diligent service to the citizens of Hertford County. Young Williams staff has met with Social Services as needed for continual support of the local child support agency. Our agency supports Young Williams and the professional services they provide and deliver.

An Equal Opportunity/Affirmative Action Employer

Sincerely,

Brenda D. Brown

Brenda D. Brown, Director
Hertford County Department of Social Services
704 North King Street
P.O. Box 218
Winton, NC 27986
(252) 358-7830 ext. 3558
brenda.brown@hertfordcountync.gov

An Equal Opportunity/Affirmative Action Employer

Our second reference letter and information come from Pasquotank County Department of Social Services.

Pasquotank County Reference	
Name of Organization	Pasquotank County Department of Social Services
Address	709 Roanoke Ave. Elizabeth City, NC 27907
Reference Contact Person Name, Phone Number & Email Address	Kathy Ford, Director (252) 338-2126 Kathy.Ford@pcdss.com
Length of Contract	2010 – Present
Summary of the Work	Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure Caseload of approximately 2,291
Performance (SFY 2023)	<ul style="list-style-type: none"> • PEP – 99% • Order Establishment – 88% • Current Support Collected – 69% • Arrears Cases Paying – 72%



PASQUOTANK COUNTY
DEPARTMENT OF SOCIAL SERVICES
709 ROANOKE AVENUE
ELIZABETH CITY, NC 27909
Telephone: (252) 338-2126

KATHERINE V. FORD
DIRECTOR

BILL TRUEBLOOD
BOARD CHAIR

November 9, 2023

YoungWilliams
ATTN: Tammy Pearson, MBA
North Carolina Manager of Operations
Tammy.pearson@youngwilliams.com
www.youngwilliams.com

Dear Ms. Pearson:

The Pasquotank County Department of Social Services is pleased to submit a letter of reference in support of YoungWilliams and their commitment to excellence in providing child support services in Washington County. YoungWilliams staff have consistently exhibited great professionalism and a strong partnership with our agency since July 2010. We have seen an across-the-board increase in performance since engaging YoungWilliams to operate our program.

The local YoungWilliams staff are subject-matter experts and strive to meet and exceed all state goals. Of significance, management staff consistently and effectively communicates monthly data reports that track annual performance standards of the county. This report includes the data and percentages of all state specified categories; a cumulative self-assessment, and, comments regarding percentage scores.

The leadership and case management staff are very responsive – not only to the customers served but also to our department staff and other community stakeholders. They have established credible working relationships with attorneys, sheriff deputies, judges and clerks in the courtroom. In addition, YoungWilliams staff are available to meet with the DSS staff regarding IVD questions/referrals, specifically with regard to serving our children in foster care. Of further note, the YoungWilliams has presented to the DSS Board, avails themselves to questions and inquiries regarding service delivery, and promotes awareness through annual requests of the county commissioners to read, approve, and sign a proclamation for child support awareness month citing the number of families and children served and the monies collected on their behalf annually.

The Pasquotank County Department of Social Services highly recommends YoungWilliams as the provider and partner in the provision of child support services. YoungWilliams values their employees, utilizes current technology and seeks the most cost-effective methods to reach the highest standards possible. As referenced above, the staff are truly focused on serving families, helping parents meet their child support obligations, and working with the Department of Social Services and other community organizations to accomplish this goal. Our agency values the continued partnership with YoungWilliams and I strongly believe Washington County will benefit from the partnership as well.

Very Respectfully,



Katherine V. Ford, MSW
Director

OUR MISSION: FOSTER PERSONAL RESPONSIBILITY – IMPROVE THE QUALITY OF LIFE – PROTECT OUR VULNERABLE CITIZENS

Our third reference letter and information come from Martin County Department of Social Services.

Martin County Reference	
Name of Organization	Martin County Department of Social Services
Address	305 E. Main St. PO Box 809 Williamston, NC 27892
Reference Contact Person Name, Phone Number & Email Address	Angela Ellis, Director (252) 789-4409 angela.ellis@martincountyncgov.com
Length of Contract	2019 – Present
Summary of the Work	Intake, locate, paternity, financial & medical order establishment, enforcement, case management, customer service, review & adjustment & closure Caseload of approximately 1,745
Performance (SFY 2023)	<ul style="list-style-type: none"> • PEP – 98% • Order Establishment – 95% • Current Support Collected – 67% • Arrears Cases Paying – 71%



Martin County Department of Social Services
305 East Main Street / Post Office Box 809
Williamston, North Carolina 27892
(252) 789-4400 - Office (252) 789-4409 - Fax

Angela Ellis, Director

Keisha Manson, Board Chair

November 13, 2023

To Whom It May Concern:

Young Williams has been the contract provider for Child Support in Martin County since 2019. In January 2019, Martin County selected Young Williams to provide child support services for the next five years. Their staff is available for the citizens of Martin County. The Department of Social Services staff, specifically Economic Services, and Foster Care, work very well with the staff of Young Williams. Young Williams is prompt in addressing any findings found during monthly visit by the state Child Support representative. The findings have been minimal. The communication between Young Williams and our agency is always responsive, clear, and concise. When the state enacts new regulations or procedures, Young Williams is responsive and willing to update contracts promptly, as needed.

Year after year the Young Williams staff has consistently met or exceeded the performance indicators for North Carolina. In fact, they consistently exceed the state average.

I would highly recommend Young Williams to any county is considering contracting out their Child Support office.

If you have any questions, please do not hesitate to contact me at angela.ellis@martincountynvnc.gov or (252) 789-4400.

Sincerely,

Angela C. Ellis, MSW
Director, Martin County Social Services & Transit

APPENDICES



APPENDIX A

RESUMES

Appendix A – Resumes

Below, we include resumes for our Regional Vice President, North Carolina Operations Manager, Project Manager, and Contract Attorney.

Jeremy Smith

VICE PRESIDENT

SUMMARY

As a Regional Vice President at YoungWilliams, Jeremy brings experience in massive transitions and operational success. While overseeing complex changes with many moving parts, he meets performance standards and makes sure schedules are adhered to and budgets are met. Jeremy builds relationships with clients and stakeholders across the three states in the region he manages.

QUALIFICATIONS

- Experienced in child support management
- Experienced in large transitions
- Knowledgeable in process improvement

EXPERIENCE

YoungWilliams, P.C.

2012 – Present

Multiple Positions

Vice President

- Oversees YoungWilliams' projects in Mississippi, North Carolina, and Tennessee
- Responsible for the largest collection of privatized, full-service caseloads
- History of achieving and exceeding performance requirements

Project Manager

Mississippi Child Support Services

- Responsible for the management and oversight of Mississippi Child Support operations, including 24 local offices, more than 50 attorneys, and 350 staff
- Seamlessly transitioned 82 counties and more than 260,000 cases from Mississippi Department of Human Services to YoungWilliams operations without any disruption in services
- Demonstrated improvement in operational deficiencies

Director of Facilities and Security

- Successfully opened eight new offices in Kansas and North Carolina
- Oversaw locating office space, negotiating leases, and maintaining facilities
- Negotiated contracts in excess of \$30-40 million
- Supervised design and build-out for new and existing facilities
- Purchased furniture and equipment

Project Manager, Texas Employer Maintenance Unit

- Assumed overall responsibilities for Texas Employer Maintenance Unit
- Managed staff of 54 people

Proposal Writer

- Researched, wrote, and edited proposals in response to Request for Proposals

First Presbyterian Church

2004-2011

Executive Minister

- Supervised about 60 professional staff as Chief of Staff
- Served as Chief Operating Officer of an organization with budgets in excess of \$7.5 million, 3,000 members, and nearly 70 officers
- Developed and implemented policies and procedures across all departments to actualize the vision of the leadership
- Maintained strong relationships with a variety of constituents (staff, volunteers, members, and officers)

EDUCATION

Reformed Theological Seminary

Master of Divinity 2007

Geneva College

Bachelor of Science 2003

Tammy Pearson

NORTH CAROLINA OPERATIONS MANAGER

SUMMARY

As the North Carolina Operations Manager for YoungWilliams, Tammy's knowledge of North Carolina child support is unrivaled. She brings extensive experience in local North Carolina operations alongside a business administration and project management mindset. She meets and exceeds performance requirements for 15 North Carolina counties, while staying up-to-date with each office and its initiatives and programs. She has been a president and board member of the North Carolina Child Support Council and a member of the Board of Directors for the Eastern Regional Interstate Child Support Association from 2019 to 2022.

QUALIFICATIONS

- 25 years of child support experience
- 19 years of child support supervision and management
- Project management experience

EXPERIENCE

YoungWilliams, P.C.

2009 – Present

Multiple Positions

Operations Manager

- Oversees child support services for 15 counties
- Monitors processes and analyzes effectiveness
- Creates strategies to improve productivity and efficiency
- Ensures the provision of efficient services that meet the expectations and needs of our customers and clients

Project Manager

- Supervised staff of 18 full-time employees
- Managed day-to-day operations, prepared monthly budgets, and conducted annual evaluations
- Maintain relationship with clerks, Sheriff's Department, judges, attorneys, local businesses, and other stakeholders
- Responsible for the overall progress of the office and daily functions of the Union County Child Support Office

Supervisor

- Supervised 18 enforcement and modification case specialists
- Prepared and analyzed statistical and productivity reports
- Conducted annual evaluations
- Worked with electronic monitoring for the house arrest program

Catawba County Child Support DSS

2004 – 2009

Supervisor

- Implemented referral program
- Maintained contact with employment security commission and ensured that eligible criteria were met for referral to this program
- Conducted monthly meetings with entire program and monthly meetings with enforcement, establishment, and clerical staff

Buncombe County Child Support DSS

1998 – 2004

Enforcement Agent

- Worked as a child support enforcement lead agent
- Conducted intake, locate, and enforcement for the child support caseload in Buncombe County, North Carolina

EDUCATION

University of Phoenix

Master of Business Administration

2019

University of Phoenix

Bachelor of Business Administration

2017

Tina Jordan

PROJECT MANAGER

SUMMARY

As a Project Manager, Tina is responsible for providing leadership in all aspects for Beaufort, Martin & Hyde County child support functions. This includes directing the operations of child support and establishment. She is the primary point of contact for the Agencies. She is also responsible for building and nurturing relationships, monitoring productivity, and implementing changes when needed.

QUALIFICATIONS

- 13 years in child support
- Project Management
- Community relationships and organization

EXPERIENCE

YoungWilliams, P.C.

2010 – Present

Multiple Positions

Project Manager

2022 – Present

- Lead project operations by establishing performance objectives
- Serve as a primary liaison among YoungWilliams, the Agency & CSE stakeholders
- Work with State & County to establish and maintain positive & professional working relationships
- Document all communication with clients and provide copies to the NC Operations Manager as well as the Regional Vice-President
- Identify business process work flows and implement process changes for continued improvement
- Ensure compliance with all contract requirements and relevant federal and state regulations
- Develop performance goals pursuant to contractual requirements and monitor the achievement of those goals
- Maintain appropriate staffing levels according to project activity and consults with the NC Operations Manager and Regional Vice President to requisition staff
- Ensure the delivery of reports as required by contract guidelines
- Maintain confidentiality and security of the project, as well as proprietary and confidential materials
- Provide outstanding customer service to all clients

Supervisor

2019 – 2022

- Planned, organized, defined, and reviewed work of a team of case specialists to ensure progressive timeliness of child support cases
- Collaborated with Project Manager to set goals and expectations for the team
- Evaluated performance, identified training needs, provided feedback, coached and counseled team members

- Identified problems and implemented solutions to issues
- Received, evaluated, and resolved customer complaints
- Worked with Project Manager to develop policies and procedures for daily operations
- Worked closely with Contract Attorney to ensure that all necessary legal and/or administrative documents are prepared according to guidelines and federal and state policies and procedures as well as contractual requirements
- Worked with Project management to ensure actions are taken within established federal, state, and contractual timeframes
- Assisted project management in performing community outreach activities and in establishing and maintaining good community relations

Child Support Specialist

2010 – 2019

- Enforced cases by ensuring they were prepared for court
- Calculated arrears and current support
- Conducted interviews with custodial and non-custodial parents as needed
- Prepared cases and the necessary legal and/or administrative documents for review and approval by attorney and/or administrator/supervisor designee
- Accessed system data, including state system(s) that provide information on employment, birth verification, social security information system, electronic parent locator network and appropriate internet resources to obtain relevant case information
- Filed legal pleadings, orders, and other legal documents with the appropriate clerk of court
- Enter docket numbers and court dates into state computer system
- Maintain confidentiality and security of case information

EDUCATION

Beaufort County Community College

2002 – 2005

Washington High School

1990 – 1993

Windy Rose

CONTRACT ATTORNEY

SUMMARY

Though her practice handles general law, Windy Rose specializes in family law, including absolute divorce, custody, child support, equitable distribution, spousal support, adoption, legitimation, and other topics. She currently works with YoungWilliams to provide legal services to Beaufort, Bertie, Camden, Hertford, Hyde, Martin, Pasquotank, and Perquimans Counties. She loves working with the citizens of North Carolina to get them the legal help they deserve. She has been a member of the North Carolina Bar Association since 2001.

QUALIFICATIONS

- 22 years of family law experience
- Serves eight North Carolina counties as a contract attorney
- Member of North Carolina Bar Association

EXPERIENCE

Rose & Johnson, Attorneys at Law

2003 – Present

Partner

2003 – 2023

- Leads firm as founding partner
- Manages employees and meets client's legal needs
- Maintains relationship with County officials, clerks, and courts
- Represents the County in child support administrative and court hearings
- Provides legal direction to YoungWilliams' case managers
- Reviews all pleadings and orders before filing with the court

EDUCATION

East Carolina University

Bachelor of Science

1995

Campbell University

Juris Doctor

2001



APPENDIX B

FORMS

**ANTI-COLLUSION AFFIDAVIT
STATE OF NORTH CAROLINA
WASHINGTON COUNTY**

Robert L. Wells, being first duly sworn
deposes and says that:

1. He/She is the President of YoungWilliams, P.C.
(Title) (Business Name)

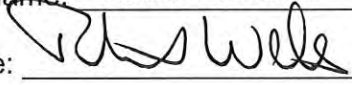
2. He/She is fully informed respecting the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting such bid;

3. Such bid proposal is genuine and is not collusive or sham bid;

4. Neither the said bidder, nor any of its officers, partners, owners agents, representatives, employees or parties in interest, including this affiant, has in any way collude, conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to submit collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix any overhead, profit, or cost element of the bid price of any other bidder to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against Washington County, or any person interested in the proposed contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not contained by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties, in interest, including this affiant.

Printed Name: Robert L. Wells

Signature: 

Date: 11/20/23

Subscribed and sworn to before me,
this the 14 day of NOVEMBER, 2023.

Notary Public Jennifer Edwards

County of MADISON, ~~NC~~ MS

My Commission expires: JANUARY 17, 2026



QUALIFICATIONS AND BUSINESS INFORMATION QUESTIONNAIRE

It is the intent of the Washington County Board of Commissioners that Offerors possess certain experience and qualifications to ensure quality and security for the service provided within Washington County; therefore, Offerors are preferred to meet the following minimum requirements:

- A. Offeror shall have been engaged in the operation of providing service of a similar nature.
- B. Offeror shall have engaged in this type of business at least three (3) years immediately preceding the submission of a proposal, or in a business which relates well with such business.

Statements contained herein must be complete and accurate. Omission, inaccuracy, or misstatements can be cause for rejection of a proposal.

I. NAME OF OFFEROR

Name of firm (exactly as it is to appear on the contract).

YoungWilliams, P.C.

Principal Office Address:

Physical Address: 141 Township Avenue, Suite 200, Ridgeland, MS 39157

Mailing Address: P.O. Box 3180, Ridgeland, MS 39158

Telephone: (601) 948-6100

Fax Number: (601) 353-6437

Form of Business Entity: (check one)

- () Corporation
- () Partnership
- () Individual
- () Joint Venture

II. CORPORATION STATEMENT

If a corporation, answer the following:

When incorporated? June, 1994

Where incorporated? Jackson, MS

Is the corporation authorized to do business in the state of NC? (X) Yes () No

The corporation is held: Publicly () Privately (X)

Furnish the name, title, and address of each officer, director, principal shareholders owning 10% or more of the Corporation's issued stock:

DIRECTORS:

**PRINCIPAL BUSINESS
AFFILIATION OTHER
THAN PROPOSER'S
DIRECTORSHIP**

<u>NAME</u>	<u>ADDRESS</u>	
1. <u>Robert Wells</u>	<u>226 Westfield Rd., Ridgeland, MS 39157</u>	<u>Attorney, Director</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

OFFICERS:

POSITION

1. <u>Robert Wells</u>	<u>President</u>
2. <u>James Neeld IV</u>	<u>Secretary</u>
3. <u>A. Dale Currie, Jr.</u>	<u>Chief Financial Officer</u>
4. _____	_____

PRINCIPAL SHAREHOLDERS:

<u>NAME</u>	<u>POSITION</u>
1. <u>Robert Wells</u>	<u>Shareholder/President</u>
2. _____	_____
3. _____	_____

III. PARTNERSHIP AGREEMENT

If a partnership, answer the following: Not Applicable

Date of Organization: _____

Limited Partnership ()

No ()

Date	Book	Page	County
------	------	------	--------

Has the partnership done business in NC? Yes () No ()

When? _____

	<u>NAME</u>	<u>ADDRESS</u>	<u>SHARE</u>
1.	_____	_____	_____ %
2.	_____	_____	_____ %
3.	_____	_____	_____ %
4.	_____	_____	_____ %
5.	_____	_____	_____ %

IV. JOINT VENTURE STATEMENT

If a joint venture, answer the following: Not Applicable

Date of organization: _____ Joint

Venture Agreement Recorded? Yes () No ()

Date	Book	Page	County
------	------	------	--------

Have the Joint Venturers done business in NC? Yes () No ()

When? _____

	<u>NAME</u>	<u>ADDRESS</u>	<u>PERCENT OF OWNERSHIP</u>
1.	_____	_____	_____ %
2.	_____	_____	_____ %
3.	_____	_____	_____ %
4.	_____	_____	_____ %

V. OPERATIONAL REFERENCES

INSTRUCTIONS:

List at least three (3) persons or businesses who have knowledge of your ability to provide the required services:

REFERENCE NO. 1

Name: Brenda Brown
Firm: Hertford County, North Carolina DSS
Title: County Director
Address: 704 North King Street, Winton, NC 27986
Telephone: (252) 358-7830
Nature of Association: Contract Manager for YoungWilliams' Hertford County
Child Support Contract

REFERENCE NO. 2

Name: Kathy Ford
Firm: Pasquotank County, North Carolina DSS
Title: County Director
Address: 709 Roanoke Avenue, Elizabeth City, NC 27907
Telephone: (252) 338-2126
Nature of Association: Contract Manager for YoungWilliams' Pasquotank County
Child Support Contact

REFERENCE NO. 3

Name: Angela Ellis
Firm: Martin County, North Carolina DSS
Title: County Director
Address: 305 East Main Street
Telephone: (252) 789-4409
Nature of Association: Contract Manager for YoungWilliams' Martin County
Child Support Contract

Department Head Reports to the Commissioners
December 4, 2023
Board of Commissioners' Meeting

EMS

Jennifer O'Neal

No report submitted.

Recreation

Randy Fulford

We are good, the gym floor is waxed, pickle ball is starting back up, we came in 2pl in football, getting the bus soon and signing up for basketball.

Elections

Dora Bell

The election ran smoothly, and all the canvass numbers matched. Filing will begin Monday, December 4, 2023, at 12pm and run through, December 15, 2023.

Library

Brandy Goodwin

Staffing:

Shepard-Pruden Memorial Library (Sister Branch) is hiring (1) Full-Time Library Assistant; we have aided them in advertising this position through social media.

Programming:

- The Washington County Library participated in this year's "Trick or Treat on Water Street" and had a great turnout! We ran out of all of our donated candy, informational flyers, and were able to stay for the entirety of the event!
- WIP (Works in Progress) and Storytime with Miss Brandy are ongoing Wednesday programs; WIP meets at NOON and Storytime is held at 10:30 AM – a virtual storytime session premieres at NOON.
- "Nature Out Loud!" (educational science program) will host a session at the library on December 28th; event will be advertised on our social media.
- Santa may be paying a visit to the library in December if there is enough community interest.
- We are gearing up for our Grassroots Arts Series.

Library Happenings and Other Business:

- Children's Room is currently moving out old shelving to make way for new units; the county has been working with us to position and secured everything for our patrons – work is in progress.

- Collection is being updated with new items almost daily – please see our socials for a complete list of titles.
- Librarians attending the NCLA Conference in Winston-Salem in October; great networking opportunity for all.
- Little Libraries are still be used in Plymouth and surrounding areas; the Downtown Mini-Park is the most popular location.
- Library will close at NOON on Friday, December 8th for our annual staff holiday gathering.

Cooperative Extension

Rebecca Liverman

November Commissioner's Report

Rebecca Liverman

County Extension Director

Medicare Open Enrollment runs from **October 15 - December 7th**. We have three counselors and one data entry clerk to assist with this program.



WE WINNER!



Jalynne Ward

Agriculture Agent

- ✓ Met with ag agents across the region to plan our upcoming winter production meetings
- ✓ Collected, organized, and submitted data for all state and national corn and soybean contest entries.
- ✓ Hauled soil samples to the NCDA Soil Testing Lab
- ✓ Organized a CPR training geared towards farmers, farm workers, and their families to be held on December 5th



With some help from the crop team at Tidewater Research Station, I was able to get both my of my soybean test plots harvested (foliar fungicide test & biological product test). Both of these tests are sponsored by the NC Soybean Producers Association and are being replicated by ag agents across NC for well-rounded data.

Ginny Mason 4-H Agent

- ✓ Attended the 4-H Professional Association District Meeting at Merchants Millpond
- ✓ Report to the People was done for County Commissioners on Nov 5
- ✓ Attended District Extension Conference at the Bob Martin Center
- ✓ Participated in the District Horse Council Meeting to discuss our horse show in the spring
- ✓ Attended the Washington County JCPC Meeting



Juvenile Crime
Prevention Councils

NCAE4-HYDP



Tax Office
Sherri Wilkins

Following is the monthly update to the County Manager and County Commissioners of ongoing work in the Washington County Tax Office this report includes activity for November:

1. We continue to work every day with Zacchaeus Legal Services.
2. Assisted the taxpayers with the Tag & Tax program, handling adjustments, refunds, releases, address corrections and general questions regarding motor vehicles.
3. Continue to verify PINs for Deed filings, process Tax Certifications and assign addresses in GIS. I have these daily. Darlene Harrison backs me up as needed. Hollie Respass is in training for the PIN verifications.
4. Continue to work with the landfill. They call 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.
5. The Statistical report was submitted.
6. Continue to receive requests from businesses for “work papers” for their business listings. We get these requests each year after the tax bills are mailed, they want to see what our depreciation schedule is.
7. Darlene Harrison and Christal Watkins processed the refunds after the Commissioners approval for them.
8. Darlene Harrison attended the Department Head Meeting.
9. Sent mapping updates to Joe with Atlas.
10. Had correspondence with Keystone regarding the software implementation. They are planning to be here December 5th and 6th for a review of the software and discuss the next step to covert to their program.
11. Cynthia Brown began the position of tax clerk, she started November 6th. Darlene Harrison and I have been training her.
12. Currently we have a tax clerk and assistant assessor position available, expecting to interview for these positions in December.
13. I submitted the county tax values to the NC Dept. of Insurance for the Fire and Rescue Grants.

Planning/Inspections/Floodplain Management
Allen Pittman

Emergency Management
Lance Swindell

No report submitted.

Soil and Water

Chris Respass

1. Met with Cooperators around the county to discuss Cost Share Contracts and intentions.
2. Contacted D.O.T. to clear out beaver dam under road in Roper NC.
3. Gathered more information on S.t.r.a.p. grant program and intended work.
4. Inspected Beaver Dam Branch Clearing and Snagging contract.
5. Met with Denton Wildlife multiple times to show location of beavers and intentions of work.
6. Created elevation maps for multiple contracts.
7. Attended Area 5 Meeting (Nov. 9)
8. Attended C.A.T. meeting (Nov. 13)
9. Attended employee safety committee meeting (Nov. 14)
10. Made appointment to get 4-wheeler serviced in Elizabeth City Turner Honda. (Nov. 29)
@ 8:30 AM
11. Working on creating a drainage plan for the county. (Slow drainage areas, commonly flooded areas, etc.)

Landfill

Mike Gray

No report submitted.

Sheriff's Office/Detention/E911

Chief Deputy Arlo Norman/Clinta Blount/Anna Johnson

Detention:

DEPARTMENT HEAD AGENDA REPORT

1. UNIFIRST CAME TO DROP OFF AND PICK UP LINEN ON 11/03/2023.
2. UNIFIRST CAME TO DROP OFF AND PICK UP LINEN ON 11/10/2023.
3. UNIFIRST CAME TO DROP OFF AND PICK UP LINEN ON 11/17/2023.
4. JAIL INSPECTOR CAME ON 11/20/2023.
5. THE JAIL ELEVATOR WAS INSPECTED ON 11/21/2023.
6. MAINTENCE CAME TO WORK ON THE EXIT LIGHTS AND THE LIGHTS IN THE BLOCKS
11/20/2023
7. PEST CONTROL CAME TO SPARY THE JAIL 11/22/2023.
8. UNIFIRST CAME TO DROP OFF AND PICK UP LINEN ON 11/22/2023.
9. WILLIAMSTON FIRE EXTINGUISHER SERVICE CAME ON 11/27/2023

Information Technology

Darlene Fikes

1. Summary VoIP Installation: Delay on project completion due to installation of Mediacom internet at Senior Center. Mediacom's earliest available date for installation is December 12.

2. Keystone Tax Software: Working with BLAST to make connection to server. Keystone meeting December 5-6 to review in more detail current tax operations.
3. Work with Facilities to move surplus items from 911 server room & get equipment from phone cabinet/document & send list to Debbie for GovDeals.
4. Program digital door lock in Sheriff's office per Sheriff's instructions.
5. Setup mfa on email for Keith Standle.
6. Check 2 ups in Co-op. One is County owned – troubleshoot & fix. One is State owned so
7. told Christie they would have to call the State.
8. Review issue with Dora not receiving newsletter in email.
9. Discuss with Angie AT&T PSP.
10. Quote & order laptop for County Manager & desktops for Tax.
11. Submit signed change order to Mediacom. Scan & give original to Finance.
12. Review email to determine which accounts have not been used.
13. Review with Missy changes in phones. Make changes to VoIP list.
14. Meet Mediacom at Senior Center for Site Survey for internet connection.
15. Troubleshoot issue with Laurie Zoll's email.
16. I believe issues are resolved with postage downloads to Pitney Bowes for Finance meter. Issue involving Finance charge remains-discuss with Missy & Jamie. Issues may remain with DSS.
17. Review Mediacom costs with Missy for Recreation, Senior Center & Water Plant.
18. Setup laptop/docking station in new office for Laurie Zoll.
19. Troubleshoot issue with Sheriff Edmunds computer.
20. Scan & send additional surplus items in 911 to Debbie.
21. Verify all Dell equipment has been shipped. Attach pkg slips to invoice & give to Sherri & Curtis for signature.
22. Add David Bowers in Facilities to digital locks.
23. Edmunds Version Upgrade on 11/02. Copy files needed for DSS & to thumb drive for those using vpn. Update on: Recreation Center, Water Plant, Landfill, Bd of Elections, Soil & Water, Airport, Senior Center.
24. Troubleshoot issue with Edmunds connections at DSS.
25. Find apc ups on Staples – send info to Curtis & Sherri for new pc's.
26. Connect soundbar for Missy's laptop.
27. Troubleshoot issue with guards phone.
28. Attend online 911 Town Hall Meeting.

Senior Center

Renee' Collier

No report submitted.

Airport

Knapp Brabble

1. After 2.79 inches of rain on November 22, we checked condition of roof on terminal building for leaks. roof appears to be ok.
2. Installed new signage on fuel farm gas dispensers.
3. Working on ditch banks.
4. Working on ways to repair undulating land on south end of airport to save rough terrain from causing equipment breakdowns.
5. Continue repairing ground height around duct units.
6. Filling in runway/taxiway washouts from rainfalls, lots more this last rainfall!
7. Testing water outlets each day for water quality.
8. Repairing drainage problem areas.
9. Future Projects:
 - a) Replace Av/gas hose and jet fuel hose.
 - b) Clean debris around perimeter of airport.
 - c) Clean logging road overgrowth.
 - d) Replace fuel pump night light at fueling station, about 20' tall.
 - e) Runway: airport. 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.
 - f) Repair Beacon
 - g) Repair/replace PAPI lights (precision approach path indicator)
 - h) Repair/replace REIL (runway end identifier lights)

And other items that are deemed necessary not on this list.

Surplus Activity

Debbie Knieper

Sold (or pending sale)

Asset	Price	Status
2012 Dodge Charger	\$1,375	S/PU
IT Computers and accessories	\$54	S/PU
7 Total Diffent Dell	\$50	S/PU
VCR Player/TV	5	S/PU
Ford Taurus White	1000	S/PU

Ford Taurus Gray	500	S/PU
Spectra Clock	47.12	S/PU
2008 Dodge Charger	975	S/PU

Total **\$4,006**

Real Property with Closing Bid

Asset	Price	Bid Amount	Auction Ended
90 Cumberland St	7,500	No Bid	27-Nov
134 Daisy Lane	4,756	No Bid	27-Nov
403 Hortontown Rd	7,000	7,900 Bid	27-Nov
203 West Ave	3,445	3,445 Bid	27-Nov

Facility Services

Ricky Young

Unfinished Business:

- Continuing working on work orders.
- Continue painting rooms at DSS.
- Have installed 90% of HVAC condensate tees for cleaning lines.

Maintenance:

- We completed 45 work orders. We have dropped this number 60% in 8 months.
- The transformer at the Health Department has been replaced.
- The former Maintenance office in the basement of the Courthouse has been completed.

Upcoming Projects:

- Begin landscaping around buildings.
- Continue with weekly and monthly PM schedules.

Washington County Board of Social Services
Regular Meeting Minutes
Tuesday, October 17, 2023

Attendance

- Board of Social Services: Julius Walker, Ann Keyes and Harry White
- By Phone: Rona Norman
- By Zoom: Wendy Furlough
- Staff: Clifton Hardison and Lynn Swett

Call to Order

The monthly meeting of the Washington County Board of Social Services was held on Tuesday, October 17, 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

Rona Norman to approve the consent agenda that included the September 19, 2023 regular board and closed meeting minutes. Harry White gave a second to the motion and the vote in favor of the motion was unanimous.

Medicaid Presentation

Tammy Mixon presented the Medicaid presentation. The presentation can be found with the minutes.

Director's Report/Informational Items

Administration: We still have the vacant supervisor position in Child Support. We have prepared the RFP to present to the State and Clifton has reached out to the two vendors, Young Williams and the other is Veratose. Young Williams has responded and expressed interest but Veratose has not responded. We have a lady who retired from the call center in Everett's who is willing to come in two days a week until we can get things completed. We have one vacant position in Food Stamps, a Social Worker III position in Permanency Planning, a Social Worker IA&T position in Children Services and the IT position in Administration. All the vacant positions have been posted.

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 Permanency Planning statistics were reviewed. We are currently working with a total of 21 children, 19 of them are in our custody.

Adult Services: Adult Services and Work First statistics were reviewed.

Child Support: Child Support statistics were reviewed.

Energy Program: Energy Programs were reviewed.

Riverlight Transit: Riverlight Transit statistics were reviewed.

Director's PowerPoint presentation and spreadsheet reports are attached.

Other items: The next meeting for the Board is November 21, 2023 at 9 a.m.

Adjournment

Ms. Keyes 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, NOVEMBER 21, 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, NOVEMBER 21, 2023
9:00 AM

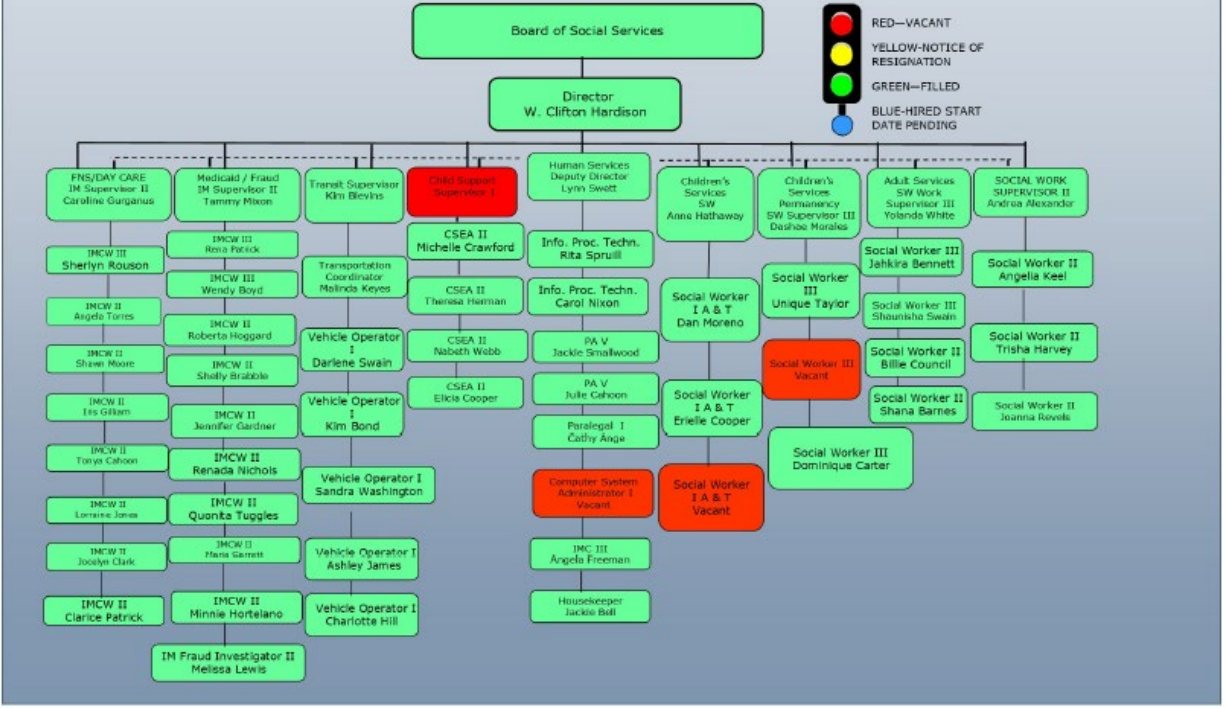
1. WELCOME AND CALL TO ORDER –*CHAIR, JULIUS WALKER*
2. ADDITIONS OR DELETIONS TO THE AGENDA
– *CHAIR, JULIUS WALKER*
3. INTRODUCTION OF NEW STAFF
4. PUBLIC COMMENTS – *CHAIR, JULIUS WALKER*
5. CONSENT AGENDA – *CHAIR, JULIUS WALKER*
 - A. OPEN MEETING MINUTES – **October 17, 2023**
6. CPS PRESENTATION – *ANNE HATHAWAY*
7. DIRECTOR’S REPORT – *CLIFTON HARDISON*
8. OTHER ITEMS BY BOARD MEMBERS OR DIRECTOR-
NEXT MEETING – **TUESDAY, December 19, 2023 at 9:00 AM**
9. 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



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.

Audit/Monitoring Findings

- DCDEE performed 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.

In your packet is the email from the OST DCDEE Representative with the results of that review.

CHILD CARE FY 23-24	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		184	191	199	217								
Waiting List		31	31	34	41								
Benefit Amount	\$1,131,496	\$89,948	\$90,927	\$103,667	\$112,180								
Total Benefit Issued	\$ 396,722												
Benefit Remaining	\$734,774												

MEDICAID FY 23-24	Monthly Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		4,307	4,305	4,288	4,287								
Applications Taken	163	32	39	53	39								
Reviews Completed	637	137	152	147	201								

PROGRAM INTEGRITY FY 23-24		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Claims-On Going													
	FNS	59	65	73	73								
	Medicaid	1	1	1	1								
	WFFA	0	0	0	0								
	Child Care	12	12	12	12								

DUE TO COVID-19 PANDEMIC SUSPENSION OF CLAIM COLLECTIONS, CASES HAVE MOVED FROM (CO) PLC IN COLLECTIONS STATUS TO (TE)

ENERGY PROGRAMS FY 23-24	Balance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
CIP Apps	131	5	33	26	67								
CIP Paid	\$799	\$159	\$129	\$0	\$511								
CIP remaining balance	\$ 30,190												
LIEAP Apps		0	0	0	0								
LIEAP paid	\$ -	\$0	\$0	\$0	\$0								
LIEAP remaining balance	\$ -												
LIHWAP paid	\$ 14,424	\$0	\$0	\$14,424	\$0								
LIHWAP remaining balance	\$ -		\$0		\$0								

CHILD SUPPORT- WASHINGTON CO. FY 23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Caseloads	1,048	1,043	1,028	1,011								
Paternity Established	7	0	2	5	0							
Total Collections	\$399,877	\$97,790	\$96,666	\$103,622	\$101,799							
Orders Established	7	1	2	2	2							
CHILD SUPPORT- TYRRELL CO.												
Total Caseload	175	175	173	175								
Paternity Tests Performed	0	0	0	0	0							
Total Collections	\$113,238	\$32,980	\$26,970	\$23,858	\$29,430							

WASHINGTON COUNTY

STATISTIC REPORT



Reporting Period:

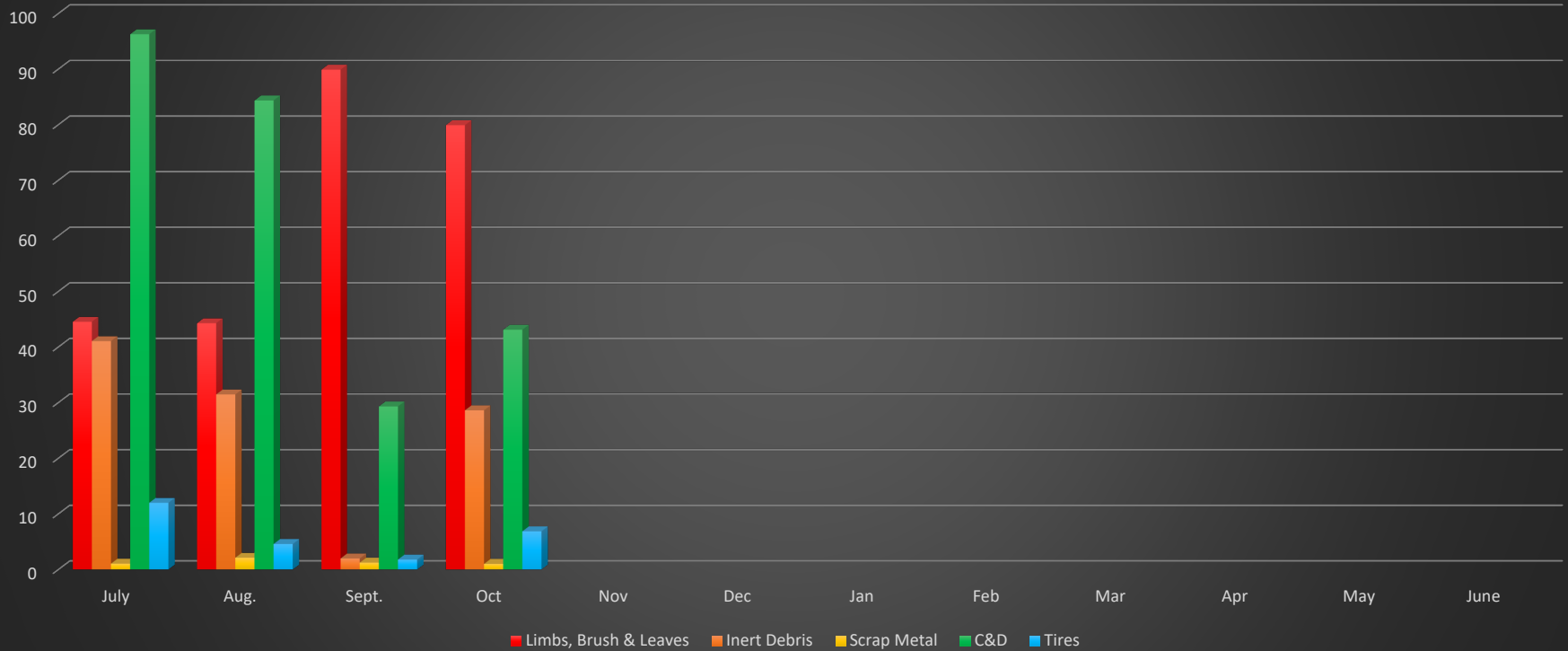
NOVEMBER 2023

LANDFILL *(in tons)*

FY 23-24

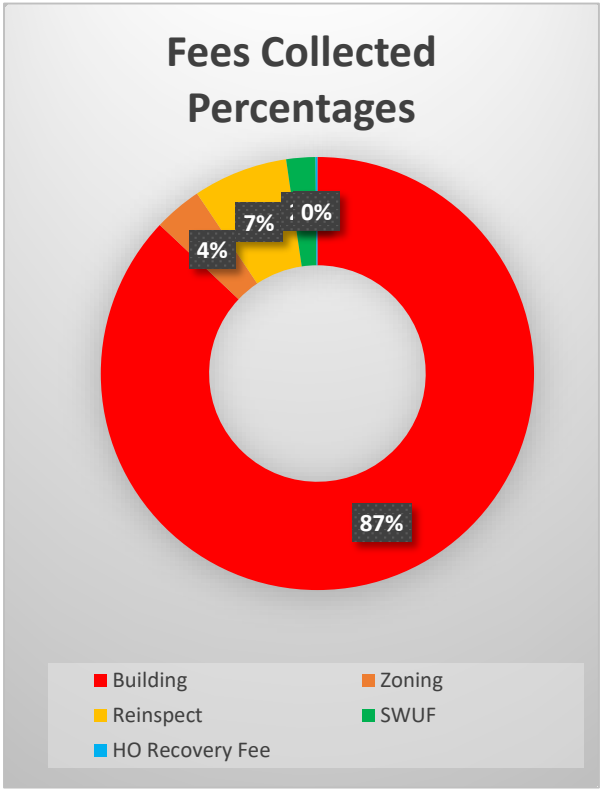
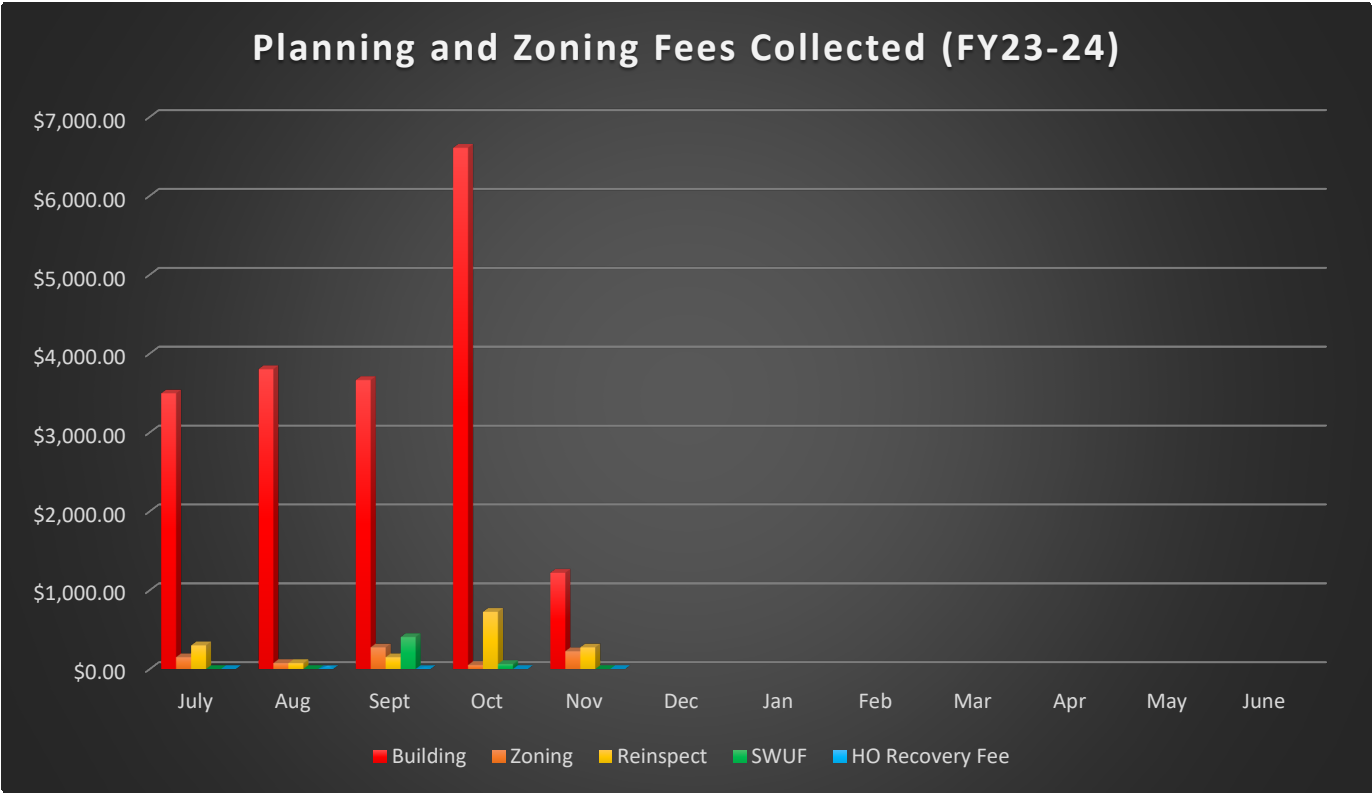
	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
Limbs, Brush & Leaves	44.54	44.29	89.90	79.91									258.64
Inert Debris	41.06	31.47	1.99	28.62									103.14
Scrap Metal	1.06	2.13	1.24	1.02									5.45
C&D	96.28	84.36	29.31	43.11									253.06
Tires	12	4.59	1.79	6.87									25.25

Landfill Collections in Tons



**PLANNING AND ZONING
FY23-24
Inspections and Fees**

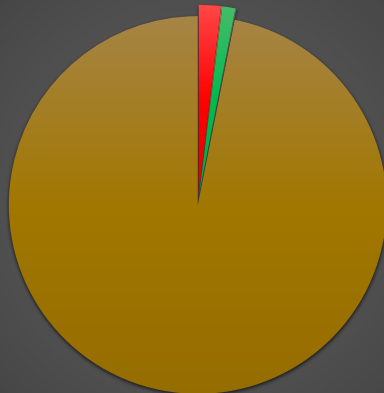
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Building	\$3,495.00	\$ 3,800.46	\$ 3,663.00	\$ 6,607.00	\$ 1,220.00								\$18,785.46
Zoning	\$ 150.00	\$ 75.00	\$ 275.00	\$ 50.00	\$ 225.00								\$775.00
Reinspect	\$ 300.00	\$ 75.00	\$ 150.00	\$ 725.00	\$ 275.00								\$1,525.00
SWUF	\$0.00	\$ -	\$ 406.25	\$ 62.50	\$ -								\$468.75
HO Recovery Fee	\$0.00	\$ 20.00	\$ 10.00	\$ -	\$ -								\$30.00
Total	\$3,945.00	\$3,970.46	\$4,504.25	\$7,444.50	\$1,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,584.21



**TAX
FY23-24**

	July	Aug.	Sept.	Oct.	Nov.	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Collections													
Amount*													\$ -
Current Year Tax	\$ 1,292,918.24	\$ 1,841,875.98	\$ 327,668.62	\$ 319,355.85									\$ 3,781,818.69
Current Yr Discount	\$ (25,476.78)	\$ (21,654.99)	\$ (526.19)	\$ 4.54									\$ (47,653.42)
Current Year Penalty	\$ 787.65	\$ 2,771.65	\$ 1,056.76	\$ 202.13									\$ 4,818.19
Current Year Interest		\$ -	\$ -	\$ -									\$ -
Watershed Tax Current Yr	\$ 15,097.27	\$ 21,172.24	\$ 3,795.04	\$ 3,706.23									\$ 43,770.78
Watershed Discount	\$ (302.62)	\$ (250.79)	\$ (5.81)	\$ -									\$ (559.22)
Watershed Penalty	\$ 9.16	\$ 31.98	\$ 12.61	\$ 1.77									\$ 55.52
Watershed Interest		\$ -	\$ -	\$ -									\$ -
Prior Year Tax	\$ 18,352.43	\$ 36,799.48	\$ 14,030.87	\$ 11,746.94									\$ 80,929.72
Prior Year Penalty	\$ 68.78	\$ 417.40	\$ 11.30	\$ 11.32									\$ 508.80
Prior Year Interest	\$ 2,722.59	\$ 9,883.52	\$ 1,948.27	\$ 1,603.26									\$ 16,157.64
Prior Year Watershed	\$ 149.83	\$ 462.06	\$ 82.27	\$ 107.42									\$ 801.58
Prior Year WS Penalty	\$ 0.71	\$ 4.84	\$ 0.13	\$ 0.36									\$ 6.04
Prior Year WS Interest	\$ 170.91	\$ 532.50	\$ 138.46	\$ 148.78									\$ 990.65
Bad Checks	\$ -	\$ -	\$ -	\$ (173.27)									\$ (173.27)
Prepayments	\$ 500.95	\$ 5,956.02	\$ 2,762.60	\$ 2,006.00									\$ 11,225.57
TOTAL	\$ 1,304,999.12	\$ 1,898,001.89	\$ 350,974.93	\$ 338,721.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,892,697.27
Advalorem Garnishments													
Initiated													0
Amount													\$ -
Satisfied/Cancelled													0
Amount													\$ -
* 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 Collections	87966.77	\$ 85,307.73	\$ 77,214.79	\$ 74,163.68									\$ 236,686.20
Solid Waste Fees													
Billed Current Yr	\$ 1,315,210.00												\$ 1,315,210.00
Collected All Years	\$ 273,626.13	\$ 265,537.20	\$ 72,876.02	\$ 61,864.46									\$ 673,903.81
Bad Checks		\$ -	\$ -	\$ -									\$ -
TOTAL	\$ 273,626.13	\$ 265,537.20	\$ 72,876.02	\$ 61,864.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 673,903.81
Drainage Fees - Eddie													
Billed Current Yr	\$ 6,583.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collected Current Yr	\$ 1,055.97	\$ 1,825.37	\$ 170.37	\$ 618.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,670.30
TOTAL	\$ 1,055.97	\$ 1,825.37	\$ 170.37	\$ 618.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,670.30
Drainage Fees - Other													
Collected Current Yr	\$ 13,576.76	\$ 27,943.80	\$ 16,688.19	\$ 21,036.21									\$ 79,244.96
Town Collections													
Creswell Levy	\$ 7,708.14	\$ 19,091.33	\$ 3,106.76	\$ 1,908.22									\$ 31,814.45
TOTAL TAX DEPOSIT	\$ 1,600,966.12	\$ 2,297,707.32	\$ 521,031.06	\$ 498,312.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,918,016.99

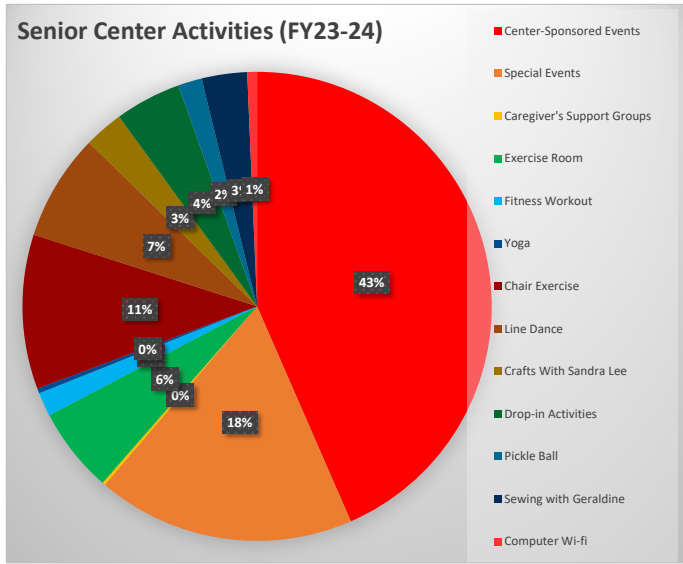
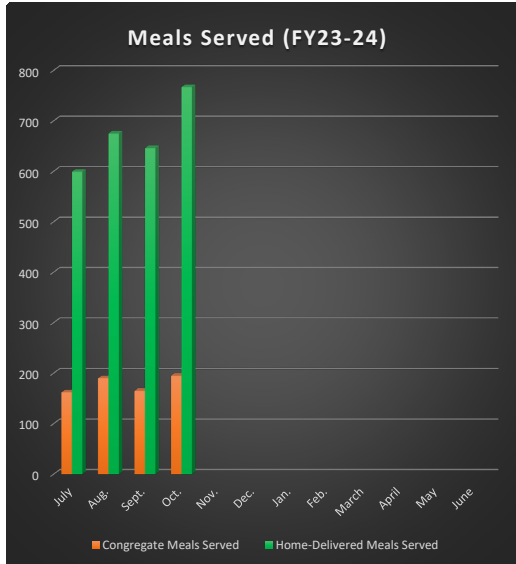
Tax Fees



■ Current Yr Discount
 ■ Current Year Penalty
 ■ Current Year Interest
 ■ Watershed Tax Current Yr
 ■ Watershed Discount
 ■ Watershed Penalty
 ■ Watershed Interest
 ■ Prepayments
 ■ TOTAL

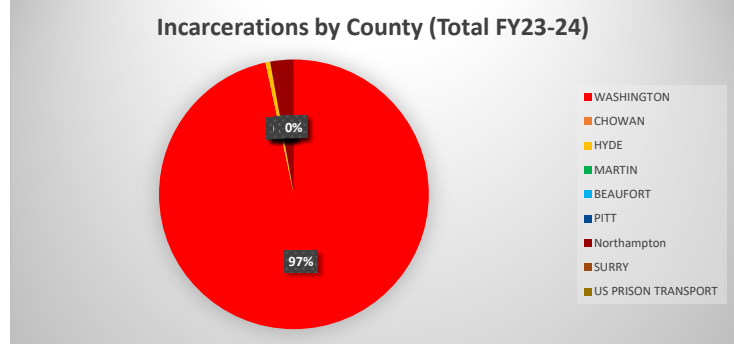
SENIOR CENTER FY23-24

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	YTD Total
PARTICIPANT DATA													2685
Unduplicated Attendees	69	79	75	83									306
New Participants	0	5	1	5									11
Center-Sponsored Events	367	213	292	157									1029
Special Events	99	63	112	147									421
Caregiver's Support Groups	5	0	0	0									5
Exercise Room	36	40	25	38									139
Fitness Workout	13	15	5	6									39
Yoga	3	3	1	1									8
Chair Exercise	65	64	56	67									252
Line Dance	45	49	42	38									174
Crafts With Sandra Lee	15	20	13	16									64
Drop-in Activities	10	35	36	27									108
Pickle Ball	24	10	2	3									39
Sewing with Geraldine	19	17	21	17									74
Computer Wi-fi	5	11	0	0									16
													YTD Total
MEAL DATA	761	865	811	962	0	0	0	0	0	0	0	0	3399
Congregate Meals Served	162	190	165	195									712
Home-Delivered Meals Served	599	675	646	767									2687
Congregate Meals-Pick-Ups	0	0	0	0									0
													YTD Total
CONTRIBUTION DATA	\$ 344.00	\$ 232.00	\$ 437.74	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,123.74
Congregate Meals	\$ 46.00	\$ 52.00	\$ 69.00										\$ 167.00
Home-Delivered Meals	\$ 140.00	\$ 90.00	\$ 262.00										\$ 492.00
Activity Fees	\$ 155.00	\$ 90.00	\$ 105.00	\$ 110.00									\$ 460.00
Donations	\$ 3.00	\$ -	\$ 1.74										\$ 4.74



DETENTION
FY23-24
Incarcerations by County

		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total (by Gender)	Total Incarcerations
		55	45	53	51	36	0	0	0	0	0	0	0	240	240
WASHINGTON	Male	29	26	33	30	21								139	171
	Female	11	5	9	5	2								32	
CHOWAN	Male	0	0	0	0	0								0	0
	Female	0	0	0	0	0								0	
HYDE	Male	1	0	0	0	0								1	1
	Female	0	0	0	0	0								0	
MARTIN	Male	0	0	0	0	0								0	0
	Female	0	0	0	0	0								0	
BEAUFORT	Male	0	0	0	0	0								0	0
	Female	0	0	0	0	0								0	
PITT	Male	0	0	0	0	0								0	0
	Female	0	0	0	0	0								0	
Northampton	Male	1	1	1	1	1								5	5
	Female	0	0	0	0	0								0	
SURRY	Male	0	0	0	0	0								0	0
	Female	0	0	0	0	0								0	
SMCP		13	13	10	15	12								63	63
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)

FY23-24

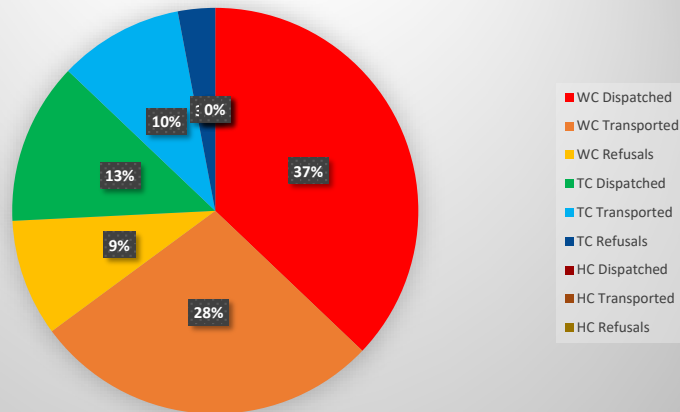
Washington County

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
WC Dispatched	164	158	141	150									613
WC Transported	109	124	113	113									459
WC Refusals	55	34	28	37									154
Transport Washington													
Hospital to Hospitals	0	1	3	1									5
SNF to Doctors	112	146	137	132									527
Hospital Discharges	7	8	8	8									31
EMS Back Up	0	5	3	5									13

Tyrrell County

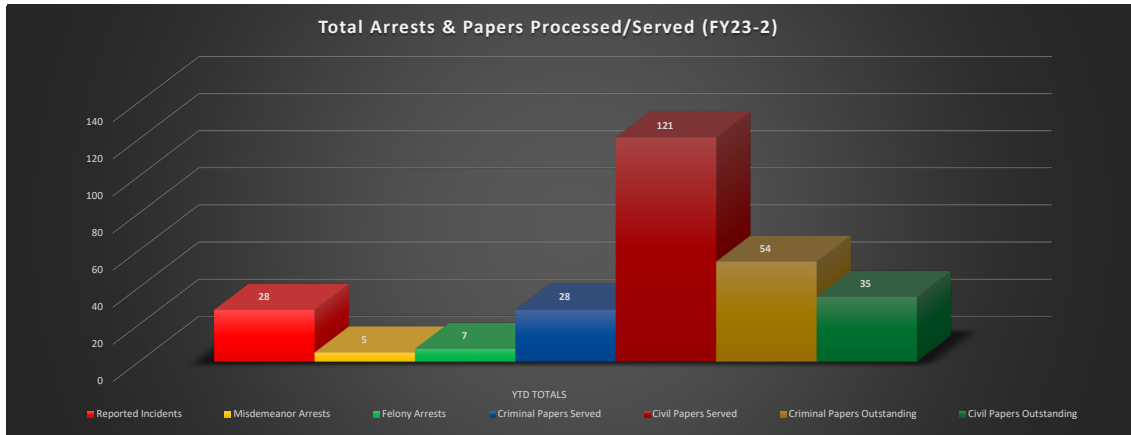
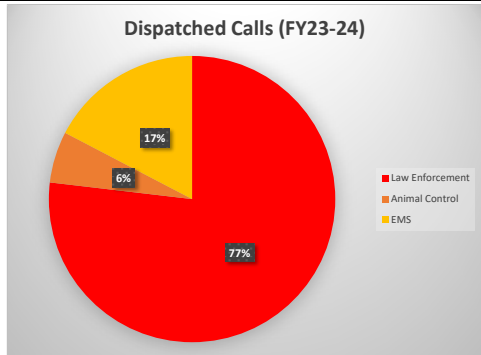
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
TC Dispatched	49	51	63	50									213
TC Transported	31	41	54	38									164
TC Refusals	18	10	9	12									49
Mutual Aid Hyde													
HC Dispatched	0	0	0	0									0
HC Transported	0	0	0	0									0
HC Refusals	0	0	0	0									0

**EMS Dispatches for FY23-24
(Washington, Tyrrell & Hyde Counties)**



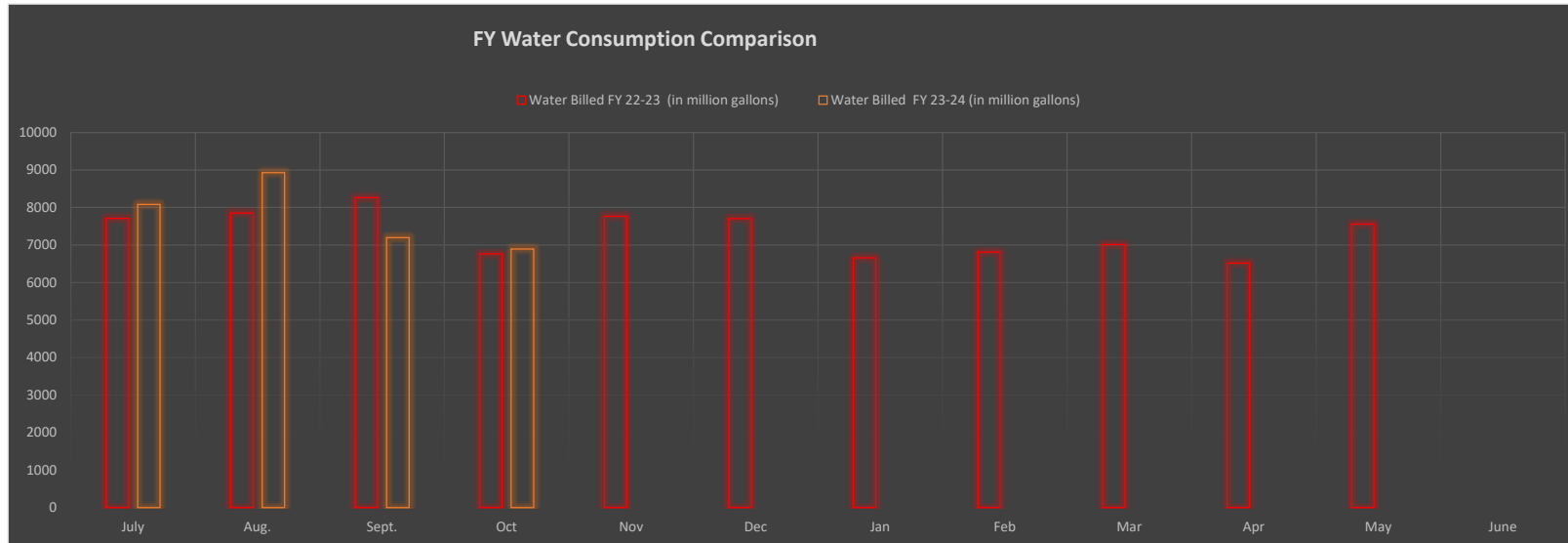
SHERRIFF FY23-24

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD TOTALS
Total Number of Dispatched Calls	1045	973	0	0	0	0	0	0	0	0	0	0	2018
Law Enforcement	786	765											1551
Animal Control	78	39											117
EMS	181	169											350
Reported Incidents	28												28
Total Arrests	5	0	2	5	0	0	0	0	0	0	0	0	12
Misdemeanor Arrests	2		1	2									5
Felony Arrests	3		1	3									7
Total Papers Served	40	0	50	59	0	0	0	0	0	0	0	0	149
Criminal Papers Served	7		15	6									28
Civil Papers Served	33		35	53									121
Total Papers Outstanding	31	0	46	12	0	0	0	0	0	0	0	0	89
Criminal Papers Outstanding	16		32	6									54
Civil Papers Outstanding	15		14	6									35
Gun Permits Issued N/A													0
Conceals Pending N/A			7										7
Concealed Permits Issued N/A			16	10									26



WATER AND SOLID WASTE FY23-24

	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Water Billed FY 22-23 (in million gallons)	7707	7855	8266	6766	7766	7706	6657	6814	7014	6519	7560		80,630
Water Billed FY 23-24 (in million gallons)	8080	8930	7196	6896									31,102
Base Charges	\$ 70,623	\$ 71,143	\$ 71,210	\$ 71,106									\$ 284,082
Consumption Charges	\$ 52,884	\$ 62,621	\$ 43,524	\$ 40,859									\$ 199,888
Reconnecton Charges	\$ 1,645	\$ 1,505	\$ 1,575	\$ 1,505									\$ 6,230
Number of Abatements	13	16	7	20									56
Dollar Amount of Abatements	\$ 1,161.50	\$ 1,268	\$ 1,814	\$ 2,249									\$ 6,491.50
Water Pumped (in million gallons)	19.9	16.22	15.6	15.7									67.420
Number of Customers	2660	2680	2677	2673									10,690
New taps	5	3	3	3									14
Water Billed to Roper	\$ 4,484.00	\$ 4,484.00	\$ 4,484.00	\$ 4,484.00									\$ 17,936.00
													0



WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 10

DATE: December 4, 2023

ITEM: Closed Session

SUMMARY EXPLANATION:

A Closed Session has been scheduled pursuant to NCGS §143-318.11(a)(3) (attorney-client privilege), NCGS §143-318.11(a)(4) economic development and §143-318.11(a)(6) (personnel).

November 6, 2023

The Washington County Board of Commissioners met in a regular meeting on Monday, November 6, 2023, at 6:00 PM 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. Commissioner Spruill gave the invocation and Phelps led the pledge of allegiance.

ADDITIONS/DELETIONS: None.

Commissioner Keyes made a motion to approve the Agenda for tonight's meeting as corrected. Commissioner Phelps seconded. Motion carried unanimously.

CONSENT AGENDA:

- a) Regular Session Minutes: August 7, 2023, September 5, 2023, and October 2, 2023; Special Called Meeting Minutes: August 28, 2023, September 26, 2023, October 24, 2023, and November 1, 2023
Closed Session Minutes: July 5, 2022, August 1, 2022, September 6, 2022, October 3, 2022, November 7, 2022, December 5, 2022, January 2023, February 6, 2023, March 6, 2023, April 3, 2023, May 1, 2023, June 5, 2023, August 2023, and October 23, 2023
- b) Tax Refunds & Releases & Insolvent Accounts
- c) RESO 2023-034 Surplus Real Property—519 Jefferson Ave.
- d) RESO 2023-035 Surplus Real Property—305 E. Fourth St.
- e) RESO 2023-036 Surplus Real Property—West Main St.
- f) Proclamation 2023-037: Veterans Day 2023

Commissioner Spruill mentioned he was not a Commissioner when some of the Closed Session meetings were held and did not think he should vote to approve those minutes. Mr. Potter said he could still legally vote on those Closed Session minutes.

Commissioner Spruill made a motion to approve the Consent Agenda. Commissioner Keyes seconded. Motion carried unanimously.

PUBLIC FORUM: Mr. Lloyd Jones, 8042 Gourd Neck Road, Roper, stated that whoever is mowing the grass on the side of the road he travels on going to church is doing a lousy job. They are throwing trash all over the road.

Ms. Sandra Floyd, 30 Golden Lane, Roper asked for a follow-up on the part-time position for the Animal Shelter. She asked if Mr. Potter could get a job description on the County website. Mr. Potter said we are working on it. He also said he has had a conversation with the Sheriff on this. There is not a job description yet. Personnel is working on it. Ms. Floyd asked would it be ready this year. Mr. Potter

said he hopes it will be out before Thanksgiving. Ms. Floyd noted that there is only one (1) volunteer at the shelter now and it is a lot of work for one person. She would like to see someone else volunteer.

Mr. Harry Ford stated he was running for Mayor. He spoke about the platform he is running on. If he is elected Mayor, he will be back to see how we can work together and share resources such as getting better water for all our citizens.

DEPARTMENTAL INFORMATION UPDATE: Ms. Rebecca Liverman, Cooperative Extension Director & her staff gave the Board their yearly “Report to the People”. Staff members Ginny Mason, Gene Fox, and Jaylynne Ward attended with her. Ms. Liverman handed out popcorn to the Commissioners. She then started with “superlatives” of each member of her team. Commissioners and staff each read “cards” and had to guess which staff members each pertains to. Communication, building relationships within the community, they all bring different things to the office, have delightful stories to tell, and cooks well were some of the superlatives for Ms. Liverman and her staff and the Commissioners agreed.

Commissioner Keyes also mentioned that Cooperative Extension does a great job of helping citizens with their Medicaid benefits through SHIP.

4 LIFE AWARENESS TRAINING IN WASHINGTON COUNTY: Ms. Annette Ward, EMS Deputy Director gave the following presentation to the Board. Ms. Katherine (Kat) Williams, Paramedic, was also with Ms. Ward. Ms. Ward explained that this trail program is for seven (7) years, and we are two (2) years into it. EMS is spreading the word about CPR into the community, also when and how to use an EPI pen, Narcan administration, etc. They will come to any group to give this presentation. Ms. Ward said she wants to educate 50% of the community in these seven (7) years. She is also trying to get AEDs into the County facilities and firetrucks. She said that 1 minute = 10% loss of brain function for each minute that CPR is not administered.

RACE CARS Trials

WASHINGTON & TYRRELL COUNTIES



Did you know?

10%

of Cardiac Arrest victims survive.

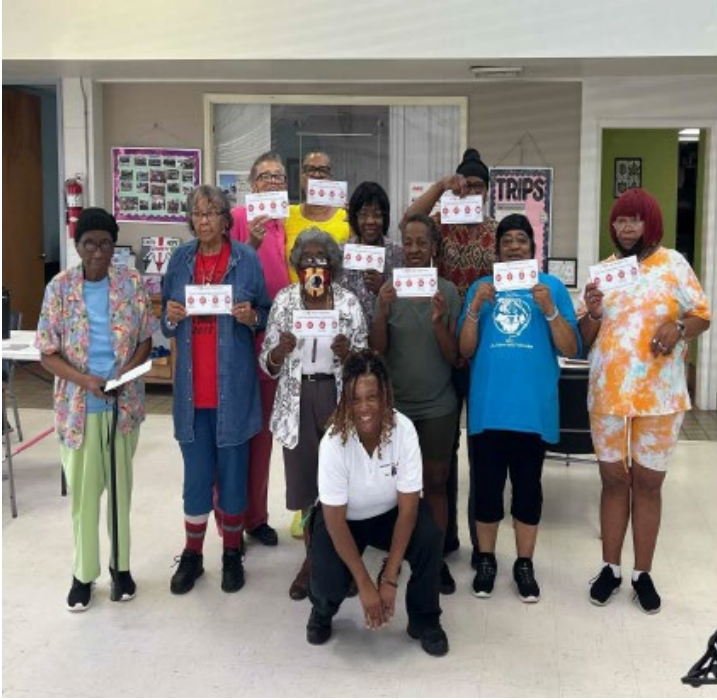
Currently in our communities in 2023 out of 19 dispatched codes 3 have survived

Randomized Cluster Evaluation of Cardiac ARrest Systems


- A new Duke Clinical Research Institute (DCRI)-led pragmatic cluster-randomized trial will test the implementation of community interventions to improve survival for people with cardiac arrest.
- The trial is one of the most innovative randomized trials to be done in the US. RANdomized Cluster Evaluation of Cardiac ARrest Systems (RACE-CARS) is the first U.S. fully “registry-based” trial.
- The trial builds on a rich history of Duke studies to implement guideline-based treatments in acute cardiovascular care.

Cardic Arrest

- Approximately 350,000 people suffer out-of-hospital cardiac arrest (OHCA) per year in the US, and only 8% to 10% survive to hospital discharge.
- Nationally, less than 40% of patients receive bystander CPR and 29% have an AED applied prior to paramedic arrival.
- Median time from 911 call to paramedic arrival is more than 7 minutes, and more than 70% of patients do not receive timely defibrillation.
- Little evidence that these statistics have substantially improved despite 30 years of work.



...improved rates of bystander CPR and first responder defibrillation, associated with an observed 37% increase in survival...



CPR

4 Life training "hands on CPR" is designed to make everyone feel more comfortable with doing chest compressions. Everyone can help to save a life; it just takes a little training and confidence.

4-Life Training



We have had many classes and are planning many more!





We want to Thank Washington - Tyrell EMS and Firefighter Cliff Everett for working hard and advocating for Fire Departments in Washington County. Tonight Firefighter Cliff Everett presented Chief Spruill with a DONATED AED!
Thank you all for your hard work!!



Median time from 911 call to first CPR is approximately **6 minutes** and time to first defibrillation is approximately **12 minutes**.

AED

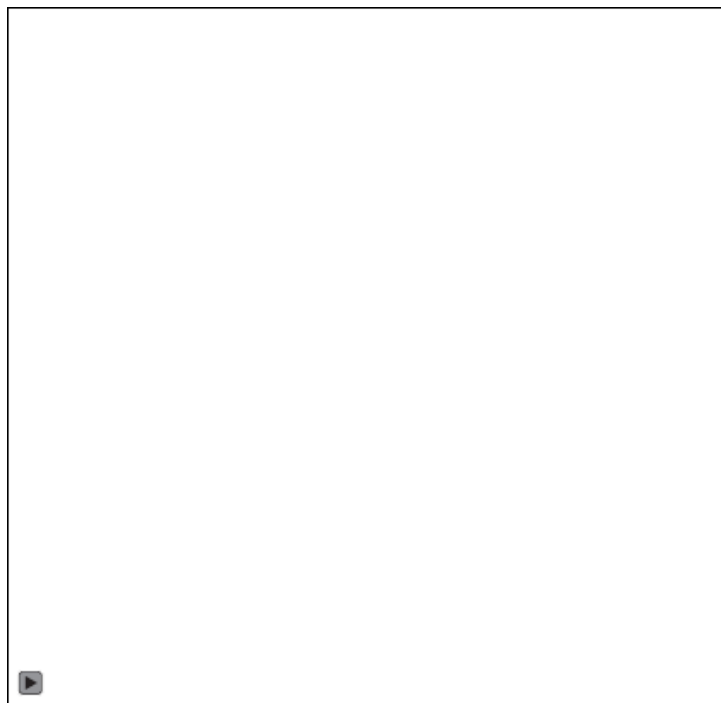
The quick ability to apply an AED to a patient has a better chance of shocking their heart into a rhythm.

We have already had 3 donated and working for many more!

Donated AED's

- The first three donated AEDs went to Plymouth FD and Roper FD
- We are working on getting more AEDs through other donations.
- Goal is to put them in all Fire Depts, Law enforcement cars, and in public places such as parks and recreation areas.



	<h2>Time frames</h2> <p>The faster “hands on CPR” and AEDs are applied the better chance the patient has.</p> <p>With more people in the community with the ability to assist the better the chances are of life saves.</p> <p>3 minutes without air to the brain begins cellular damage to the brain. We MUST make every second count!</p>
---	--

So, I bet you are asking “what do you want?”

WE NEED YOUR SUPPORT! WITH EVERY SECOND COUNTING WE NEED ALL HANDS-ON DECK.

WE ARE ASKING THAT YOU MAKE IT MANDATORY FOR ALL COUNTY EMPLOYEES TO HAVE HANDS ON CPR TRAINING. OF COURSE, WE ARE HAPPY TO TEACH EVERYONE.

Thank you!



Mr. Potter asked Ms. Ward: “What do you want?” Ms. Ward said she would like a strong recommendation for all county department heads and employees to learn CPR. She will teach them.

Commissioner Spruill asked if a policy could be created for all employees to learn CPR. Mr. Potter said he will talk to HR about it along with customer service training at the upcoming Department Head meeting. Chair Walker asked for an update on this at the next meeting.

REZONING PUBLIC HEARING: Mr. Potter wanted the Board to know that this is not a quasi-judicial hearing. Mr. Potter also handed out a land survey that was omitted from the Board package. 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. SPRULL
CAROL V. PHELPS



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

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

AGENDA ITEM MEMO

MEETING DATE: November 6th, 2023 **MEMO Date:** November 3, 2023
SUBJECT: Rezoning Application Z090723-01 from Jernigan Properties, Inc.
DEPARTMENT: Planning
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

- A- Planning Board Recommendation (1pg)
- B- Planning Board Minutes excerpts re 10/19/23 Public Hearing for Rezoning Application (7pgs)
 - Includes Chronological Timeline presented at hearing
 - Includes Statement of Reasonableness and Consistency with the Washington County Land Use Plan presented at hearing
 - Includes full list of current permitted uses of CC zoned property
- C- Published Notice of Hearing verification (1pg)
- D- Mailed Notice of Hearing list and verification (1pg)
- E- Surrounding Landowners List (2pgs)
- F- Article IV, Section B: Applicant's written responses to statements of purpose, feasibility and justification of the proposed amendment (3pgs)
- G- Rezoning – Staff Overlay Map (for illustrative purposes showing proposed rezoning area) (1pg)
- H- Draft Ordinance to Amend the Official Zoning Map (2pgs)
- I- Boundary and Recombination Survey dated 8/16/23 (1pg)

PURPOSE: To conduct a public legislative hearing to consider an application submitted by Jernigan Properties Inc. to rezone 10.427 acres as shown in a plat entitled "Boundary and Recombination Survey for Jernigan Properties Inc." prepared by Paul J. Toti Land Surveying, PC. Dated 8/16/2023 project # 23042, from its current R-A (Residential Area Single Family District) to C-C (Corridor Commercial/Retail Commercial District).

BACKGROUND:

- A. Refer to the Planning Board Public Hearing Minutes (including a staff created timeline and reasonableness statement) along with the other attached materials (including the applicant's written responses to information requested pursuant to Article IV, Section B of the Washington County Zoning Ordinance, and the Survey and staff created Overlay Map illustrating the location of the proposed rezoning.

- B. Adam Lovelady of the UNC School of Government provides a good general overview of the procedures for legislative development decisions in the following Coates' Canons Blog Post:
<https://canons.sog.unc.edu/2021/10/procedures-for-legislative-development-decisions/>

ANALYSIS:

- A. **Zoning Map Amendments:** A request to rezone certain property is treated the same as a request to amend the zoning ordinance itself, and is considered a legislative decision making process rather than a quasi-judicial decision making process. Such zoning amendments are governed by the applicable provisions of NCGS 160D and the Washington County Zoning Ordinance including without limitation Article IV thereof entitled "Zoning Amendments".
- B. **Legislative Public Hearing Procedures:** Per NCGS 160D-601 "before adopting, amending, or repealing any ordinance or development regulation... the governing board shall hold a legislative hearing." A legislative hearing is a hearing to solicit public comment on a proposed legislative decision. These hearings have commonly been referred to as public hearings and notably, are different from quasi judicial or other evidentiary hearings.
- i. A formal legislative hearing on a proposed amendment is a chance for citizens to make their views known directly to the governing board. Because a legislative hearing is not an evidentiary hearing, there is no need to have sworn testimony. (Evidentiary hearings are required for appeals, variances, and special use permits).
 - ii. In a legislative hearing, citizens are free to offer their personal opinions and views in the hearing and to lobby board members before and after the hearing. The board need not make any formal findings of fact at the conclusion of the hearing, though a written statement briefly setting out the board's rationale for its decision on any zoning amendment is required.
 - iii. Nevertheless, it is important that these legislative hearings to conducted fairly. Reasonable rules may be established to limit the number of speakers, the amount of time each speaker is given, and the overall length of the hearing. The board is not obligated to allow everyone present to speak. Speakers can also be required to limit their remarks to the subject of the hearing.
- C. **Consistency Statement:** Per NCGS 160D-605 to amend the zoning ordinance, the governing board must approve a statement describing whether that action is consistent or inconsistent with the jurisdiction's adopted comprehensive or land use plan. That statement need not be long but should briefly describe how the decision is or is not consistent with the plan.
- D. **Reasonableness Statement:** Per NCGS 160D-605 for zoning map amendments (rezonings), the governing board must also adopt a statement of reasonableness for the rezoning. This statement can be combined with the consistency statement if desired and approved in the same motion as the final decision or action taken or separately. In considering reasonableness, the board may consider, among other factors,
- i. The size, physical conditions, and other attributes of the area proposed to be rezoned,
 - ii. The benefits and detriments to the landowners, the neighbors, and the surrounding community,
 - iii. The relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment;
 - iv. Why the action taken is in the public interest; and
 - v. Any changed conditions warranting the amendment.

- E. Scope of Review & Impact of Decision: It is also important to remember that although the application for rezoning includes certain site specific information about potential plans for development, the legislative review process should not be focused on any site specific details (which are tentative plans and are not guarantees or conditions), but should instead be focused on the potential impacts of changing the zoning upon the property in question regardless of what its eventual use or site development might actually turn out to be. If the property is rezoned, the current or future owner of the property could ultimately develop it into any other use which is permitted under the new zoning district without recourse. Any further development of the property will remain subject to applicable building permit approval and/or site approval requirements of NCGS 160D and/or the Washington County Zoning Ordinance.

FINANCIAL IMPACT: No known direct financial impacts. Indirectly rezoning of this property to C-C could potentially lead to its commercial development and corresponding property tax base growth.

RECOMMENDATION(S): After reviewing the attached materials, staff recommends:

A. CONDUCT a PUBLIC LEGISLATIVE HEARING ON THIS MATTER

- i. Open the public hearing
 - ii. Announce any rules applicable to public hearing participation (sign up, time limits, etc)
 - iii. Staff presentation of the Application and Planning Department Recommendation
 - iv. Hearing Participant Comments (in signup sheet order)
 - v. Board Questions & Discussions
- J- Consistency with current plans
K- Reasonableness
- vi. Close the public hearing

B. MOTION TO:

- i. Continue the public hearing to another specific date/time/location if desired;

or

- ii. Deny the application;

or

- iii. Approve the application by adopting the attached Ordinance Amending the Official Zoning Map of Washington County

Planning Board Recommendation by Motion:

Recommend to the Washington County Board of Commissioners to conduct a public hearing and consider **approval** of the request on behalf of Jernigan Properties to change the zoning designation of a 10+ acre parcel from R-A Residential Area Single Family District to C-C Corridor Commercial/Retail Commercial District, based on Article 4 of the Washington County Zoning Ordinance, Reasonableness and Consistency with the Washington County Land Use Plan, and in accordance with NC G.S. 160D.

Members :

Katie Walker, Chair Katie Walker

Mary Barnes, Vice-Chair Mary Barnes

Charles Weathersbee [Signature]

Thomas Patrick [Signature]

Estelle Sanders excused prior to meeting

Keith Davenport Keith Davenport

Marty Swett excused prior to meeting

Allen Pittman, Director Allen Pittman

Ann Keyes, Commissioner Representative _____

October 19, 2023
#Z090723-01
Jernigan Properties, Inc.

Washington County Planning Board
PUBLIC HEARING
MINUTES and NOTES
OCTOBER 19, 2023

Timeline – Zoning Amendment – Planning Board
Z090723-01 Jernigan Properties, Inc.

9/7/2023 Re-zoning application submitted for (c) the zoning district classification of property **Article 4, Section A.3.** Petition of the contract purchaser with the owner's written consent, or the owner's agent with the owner's written consent, or the property which is the subject of the proposed amendment

9-7-2023 9:30am Zoning **Article 4: C** Pre-application Conference Requirement with Planning Coordinator and Staff Review Committee

9-11-2023 **Article 4 Section D.1** Planning Coordinator has 14 days to determine completeness and respond to applicant. Correspondence should outline any deficiencies in application to be corrected. No further action until completed application is approved by Planning Coordinator.

9-18-2023 **Article 4 Section D.2** Planning Coordinator has 30 days from receipt of complete application to prepare a staff report outlining the review findings and other relevant comments and recommendations related to amendment and forward to the Planning Board for review – prior to the first public meeting scheduled.

09-21-2023 10-19-2023 scheduled **Article 4: Section E . 1 – 3.** After a review of a *complete* application on the proposed amendment by Planning Board, set Legislative Public Hearing date on proposed amendment.

10-4-23 and 10-11-2023 Roanoke Beacon **Article 4: Section E.3** Notice of hearing shall be published two consecutive calendar weeks; the first time not less than 10 days prior to the hearing date. Notice shall contain all pertinent information related to the change, indicating the area affected by recognizable landmarks and the exact change being requested and citing the ordinance affected. Mailed first class letter to all adjoining landowners with notice of hearings.

10-5-2023 **Article 4: Section F. 1-3** PUBLIC NOTICE sign indicating zoning case number and other information shall be placed on the property *fourteen (14) days prior to the public hearing* and shall remain until action by the Board of Commissioners

10-19-2023 **Article 4: Section E.3** After the hearing, the Planning Board shall prepare and by motion adopt its recommendation, which may include changes to the original proposal resulting from the hearing and shall report such recommendations, together with any explanatory material to the Board of Commissioners.

cab 10/23/23 **Article 4: Section E.4.** The Planning Board must report to the Commissioners within 35 days (October 26, 2023) of the date of the first Planning Board meeting on this request or it shall be deemed a recommendation for approval, unless the application has been withdrawn.

PUBLIC HEARING
LEGISLATIVE HEARING FOR REZONING APPLICATION

Chair Walker called for a motion to move the Planning Board into a public hearing:

Motion: Mary Barnes

Second: Keith Davenport

****The Board Chair shall call the hearing to order and proceed to allow public input in accordance with adopted rules...**

Chair Walker: The Public Hearing on the matter of a zoning classification change from R-A (residential Area single Family Residential District) to C-C (Corridor Commercial retail Commercial District) is now open. The information this Board can consider in the deliberation can be found in Article 4: Zoning Amendments of the Washington County Zoning Ordinance, and Article 6 of NC GS 160D. The zoning classification is not site plan specific, and follows the land.

The Washington County Planning Board was established to advise the Board of Commissioners on all matters related to the orderly growth and development of Washington County. NC G.S. 160D-301 outlines the duties of the Planning Board to include:

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. 160D-604.

The Planning Board shall advise and comment in writing on whether the proposed action is consistent with any comprehensive plan or land use plan that has been adopted. This recommendation is not binding upon the governing board(Commissioners).

The hearing mandated prior to the governing board action on a zoning change is a legislative hearing. Public Hearings on legislative zoning decisions must be conducted in a fair and impartial manner designed to receive citizens' comments on the substance of the proposed action. The purpose of the hearing is to secure

broad public comment on the proposed action; the Planning Board is hearing comments, not hearing evidence. This hearing does not require speakers to be sworn in.

Each speaker will, however, sign the sheet provided and provide their name and address. Time for speaking is limited to three minutes or less, and participants are required to act in a fair and reasonable fashion. Has everyone who wishes to speak signed the roster? If not, please do so now. If so, we will begin the hearing.

Chair Walker: Mr. Pittman, will you please read the information pertinent to this request for a zoning amendment?

Mr. Pittman handed the members of the Board a copy of the survey map, the application, and supporting documents to review before he began. These documents were reviewed at the September 21 meeting as a reference before setting the hearing date.

Timeline – Zoning Amendment – Planning Board
Z090723-01 Jernigan Properties, Inc.

___9/7/2023___ Re-zoning application submitted for (c) the zoning district classification of property **Article 4, Section A.3.** Petition of the contract purchaser with the owner's written consent, or the owner's agent with the owner's written consent, or the property which is the subject of the proposed amendment

___9-7-2023___ 9:30am___ Zoning **Article 4: C** Pre-application Conference Requirement with Planning Coordinator and Staff Review Committee

___9-11-2023___ **Article 4 Section D.1** Planning Coordinator has 14 days to determine completeness and respond to applicant. Correspondence should outline any deficiencies in application to be corrected. No further action until completed application is approved by Planning Coordinator. **NO DEFICIENCIES -**

___9-18-2023___ **Article 4 Section D.2** Planning Coordinator has 30 days from receipt of complete application to prepare a staff report outlining the review findings and other relevant comments and recommendations related to amendment and forward to the Planning Board for review – prior to the first public meeting scheduled.

___9-21-2023 -10-19-2023 scheduled___ **Article 4: Section E . 1 – 3.** After a review of a *complete* application on the proposed amendment by Planning Board, set Legislative Public Hearing date on proposed amendment.

___10-4-23 and 10-11-2023 Roanoke Beacon ___**Article 4: Section E.3** Notice of hearing shall be published two consecutive calendar weeks; the first time not less than 10 days prior to the hearing date. Notice shall contain all pertinent information related to the change, indicating the area affected by

recognizable landmarks and the exact change being requested and citing the ordinance affected. Mailed first class letter to all adjoining landowners with notice of hearings.

10-5-2023 **Article 4: Section F. 1-3** PUBLIC NOTICE sign indicating zoning case number and other information shall be placed on the property *fourteen (14) days prior to the public hearing* and shall remain until action by the Board of Commissioners

10-19-2023 **Article 4: Section E.3** After the hearing, the Planning Board shall prepare and by motion adopt its recommendation, which may include changes to the original proposal resulting from the hearing and shall report such recommendations, together with any explanatory material to the Board of Commissioners.

10-23-2023 **Article 4: Section E.4.** The Planning Board must report to the Commissioners within 35 days (October 26, 2023) of the date of the first Planning Board meeting on this request or it shall be deemed a recommendation for approval, unless the application has been withdrawn.

Chair Walker: Who represents the application? Please state your name and address. Will you provide comments?

Mr. Pittman stated The Planning Department will represent the application, since rezoning is legislative in nature, and the facts to be considered are found in the zoning ordinance and the General Statutes under 160D. The property, once rezoned for Commercial will be subject to Washington County Zoning Ordinance, and details of a plan for construction, although provided and required for the application, is not to be considered in the outcome of the recommendation for zoning classification. He read the following:

Zoning Change/Amendment Application

#Z090723-01

**Jernigan Properties, Inc.
P.O. Box 688
Ahoskie NC 27910**

Statement of Reasonableness and Consistency with the Washington County Land Use Plan

On September 7, 2023, Jernigan Properties, Inc. presented a Petition of Zoning Change/Amendment of Zoning Ordinance for the purpose of changing the zoning classification of a 10 acre parcel of property located on Highway 45 N from RA (Residential Area Single Family Residential District) to C-C (Corridor Commercial Retail Commercial District).the intent for this property rezoning is to construct and operate a truck stop/gas station/convenience store/food service partner. The application met all the requirements

recognizable landmarks and the exact change being requested and citing the ordinance affected. Mailed first class letter to all adjoining landowners with notice of hearings.

10-5-2023 **Article 4: Section F. 1-3** PUBLIC NOTICE sign indicating zoning case number and other information shall be placed on the property *fourteen (14) days prior to the public hearing* and shall remain until action by the Board of Commissioners

10-19-2023 **Article 4: Section E.3** After the hearing, the Planning Board shall prepare and by motion adopt its recommendation, which may include changes to the original proposal resulting from the hearing and shall report such recommendations, together with any explanatory material to the Board of Commissioners.

10-23-2023 **Article 4: Section E.4.** The Planning Board must report to the Commissioners within 35 days (October 26, 2023) of the date of the first Planning Board meeting on this request or it shall be deemed a recommendation for approval, unless the application has been withdrawn.

Chair Walker: Who represents the application? Please state your name and address. Will you provide comments?

Mr. Pittman stated The Planning Department will represent the application, since rezoning is legislative in nature, and the facts to be considered are found in the zoning ordinance and the General Statutes under 160D. The property, once rezoned for Commercial will be subject to Washington County Zoning Ordinance, and details of a plan for construction, although provided and required for the application, is not to be considered in the outcome of the recommendation for zoning classification. He read the following:

Zoning Change/Amendment Application

#Z090723-01

**Jernigan Properties, Inc.
P.O. Box 688
Ahoskie NC 27910**

Statement of Reasonableness and Consistency with the Washington County Land Use Plan

On September 7, 2023, Jernigan Properties, Inc. presented a Petition of Zoning Change/Amendment of Zoning Ordinance for the purpose of changing the zoning classification of a 10 acre parcel of property located on Highway 45 N from RA (Residential Area Single Family Residential District) to C-C (Corridor Commercial Retail Commercial District).the intent for this property rezoning is to construct and operate a truck stop/gas station/convenience store/food service partner. The application met all the requirements

B. Permitted Uses

- a. Automobile and light vehicle dealerships and retail sales establishments (with service and repair facilities as an ancillary use).
- b. Banks and Financial institutions
- c. Business services and office supply establishments
- d. Car Washes
- e. Churches and places of worship
- f. Convenience stores (with or without gasoline sales)
- g. Fast-food restaurants
- h. Funeral Homes
- i. Gasoline sales establishments with no repair services and no vehicle storage
- j. Health club, spa, or fitness center
- k. Hotels and motels
- l. Commercial Kennels
- m. Laundromats/Dry Cleaners
- n. Light intensity wholesale trade
- o. Medical office facilities
- p. Mini-Storage warehouses, with no exterior storage
- q. Movie theaters
- r. Offices (general and professional)
- s. Parking lots (public and private)
- t. Personal service establishments; i.e. hair salons, barber shops (adult businesses are prohibited)
- u. Plant nurseries
- v. Private post office and delivery services
- w. Public uses
- x. Repair service
- y. Restaurants
- z. Retail sales and leasing establishments aa. Shopping Centers bb. Veterinary Clinics (with no outdoor kennels)

C. ~~Special~~ Use Permits

- a. Any use incorporating a drive-thru facility
- b. Auction establishments
- c. Bed and Breakfast, inn or tourist home
- d. Communication towers and antennas
- e. Commercial recreation facilities (indoor and outdoor)
- f. Conference Centers
- g. Frozen food lockers
- h. Hospitals and health care facilities (inpatient and out-patient services)
- i. Light warehousing

- j. Research and Development activities
- k. Daycare (Adult and Child)
- l. Private clubs and lodges
- m. Schools, colleges and universities (public or private)

Chair Walker: May I have the list of speakers? **THERE WERE NO SPEAKERS**

Chair Walker: Does any member of the Board have any comments or questions for the applicant with regard to the request as it pertains to the Washington County Ordinance Section 4 or Section 6 in the General Statute 160D?

NONE STATED

CHAIR WALKER: If there is nothing further, do I hear a motion to close the Public Hearing:

Motion: Mary Barnes

Second: Thomas Patrick

VOTE: all present voted yes; the motion carried

****Chair Walker:** The legislative Public Hearing on the matter of a zoning classification change from R-A to C-C on a 10 + acre tract located at NC 45 N and US 64 E in the Plymouth township is now closed.

Thank you for your comments and questions.

NOTICE OF PUBLIC HEARING:

The Washington County Planning Board will conduct a public hearing on the matter of a request for a change in zoning classification from R-A: Rural Areas Single Family Residential District, to C-C: Corridor Commercial Retail/Commercial District. The Hearing will be conducted on Thursday, October 19, 2023 at 1:00pm in the Washington County Commissioner's Room at 116 Adams Street in Plymouth.

Subject Property is a 10.427 acre tract consisting of a combination of all or parts of multiple parcels in the Plymouth township under the Washington County zoning authority and described as follows:

Beginning at southwest corner of intersection of NC Highway 45 and Us Highway 64. Thence running with and along the northern right of way of Highway 64 in a westerly direction to an iron rod set at the newly established corner of this tract and the Kevil Arnold property. Thence along a newly established line with Arnold in northerly direction 685.54 feet to an existing iron rod on the boundary line of Nancy Ward, thence in an easterly direction with Ward 663.74 feet to an iron rod set on the western right of way of NC Highway 45. Thence in a southerly direction with and along the right of way and its various courses to the point of beginning. The plat entitled "Boundary and Recombination Survey for Jernigan Properties, Inc." prepared by Paul J. Toti Land Surveying, PC dated August 16, 2023 can be viewed in the Washington County Planning and Inspections office.

References for the initial hearing by the Planning Board are found in the Washington County Zoning Ordinance Article 4: Zoning Amendments; Article 3: Zoning Districts; NC G.S. 160D Article 6: Development Regulation.

Pursuant to G.S. 160D-601, and Washington County Zoning Ordinance Article 4, Section G, the Washington County Governing Board (Commissioners) shall hold a Public Hearing in conjunction with their regularly scheduled meeting on Monday, November 6, 2023 at 6:00pm in the Commissioner's Room at 116 Adams Street in Plymouth to determine the outcome of this application requesting a change in zoning classification.

**Verified from Roanoke Beacon on October 4 and again on October 11, 2023
10-4-2023 Mailed to list of adjoining landowners and businesses via first class mail**

**Connie Barnes
Planning Staff**



WASHINGTON COUNTY

PLYMOUTH, NORTH CAROLINA

*mailed to adjoining
landowners & selling
parties 10/4/23
cab*

P.O. BOX 1007
27962

NOTICE OF PUBLIC HEARING:

The Washington County Planning Board will conduct a public hearing on the matter of a request for a change in zoning classification from R-A: Rural Areas Single Family Residential District, to C-C: Corridor Commercial Retail/Commercial District. The Hearing will be conducted on Thursday, October 19, 2023 at 1:00pm in the Washington County Commissioner's Room at 116 Adams Street in Plymouth.

Subject Property is a 10.427 acre tract consisting of a combination of all or parts of multiple parcels in the Plymouth township under the Washington County zoning authority and described as follows:

Beginning at southwest corner of intersection of NC Highway 45 and Us Highway 64. Thence running with and along the northern right of way of Highway 64 in a westerly direction to an iron rod set at the newly established corner of this tract and the Kevil Arnold property. Thence along a newly established line with Arnold in northerly direction 685.54 feet to an existing iron rod on the boundary line of Nancy Ward, thence in an easterly direction with Ward 663.74 feet to an iron rod set on the western right of way of NC Highway 45. Thence in a southerly direction with and along the right of way and its various courses to the point of beginning. The plat entitled "Boundary and Recombination Survey for Jernigan Properties, Inc." prepared by Paul J. Toti Land Surveying, PC dated August 16, 2023 can be viewed in the Washington County Planning and Inspections office.

References for the initial hearing by the Planning Board are found in the Washington County Zoning Ordinance Article 4: Zoning Amendments; Article 3: Zoning Districts; NC G.S. 160D Article 6: Development Regulation.

Pursuant to G.S. 160D-601, and Washington County Zoning Ordinance Article 4, Section G, the Washington County Governing Board (Commissioners) shall hold a Public Hearing in conjunction with their regularly scheduled meeting on Monday, November 6, 2023 at 6:00pm in the Commissioner's Room at 116 Adams Street in Plymouth to determine the outcome of this application requesting a change in zoning classification.

Equal Opportunity Employer

Adjoining Landowners
45/64 RE-Zoning for Jernigan

*mailed
first class
mail*
*10/4/23
Cowan
Barrow*

Charles and Virginia H. Roberson ✓	2985 2914 2928 Us Hwy 64 East	Plymouth NC	6787.00-29-1956 and 6787.00-29-3851
Maurlio Taxtho-Perez ✓	2940 US Hwy 64 East	Plymouth NC	6787.00-29-4852
3MR LTD Partnership ✓	2640 Old Bailey Hwy	Nashville NC 27856	6787.00-47-0624
Edward Briley ✓	120 Hillard Drive	Plymouth NC 27962	6787.00-29-7758
Dorothy Hawkins Heirs c/o Deborah Brown ✓	2929 US Hwy 64 East	Plymouth NC 27962	6788.00-20-3023
Weyerhaeuser ✓	205 Perry Lane Road	Brunswick GA 31525	6787.00-75-2688
Coast Properties, Inc. ✓	P.O. Box 67	Hertford NC 27944	6787.00-39-0419
Hollingshead Material LLC ✓	1000 Hollingshead Circle	Murfreesboro TN 37129	6767.00-39-3835
Nancy Ward ✓	P.O. Box 67	Plymouth NC 27962	6788.00-11-2278
Wash Co Bd of Education (PK-12 3177 US Hwy 64 East) ✓	802 Washington Street	Plymouth NC 27962	6788.00-30-4504
Washington County (Health Department 198 NC 45 N) ✓	116 Adams Street	Plymouth NC 27962	6788.00-31-3118
REBA Phelps ✓	2849 US Hwy 64 East	Plymouth NC 27962	6788.00-10-8147
Lisa Johnson ✓	2867 US Hwy 64 E	Plymouth NC 27962	6787.00-29-0975
Washington County ✓	P. O. Box 1007	Plymouth NC 27962	6788.00-51-0563
Nancy B. Ward duplicate	P.O. Box 67	Plymouth NC 27962	6788.00-11-2278
Kevil Arnold ✓	19618 Chaparral Berry Drive	Cypress TX 77433	6788.00-20-4055
Modlin Rentals, LLC ✓	2525 Grey Farm Road	Jamesville NC 27846	6788.00-20-4055

Adjoining Landowners
45/64 RE-Zoning for Jernigan

LANDOWNERS:			
Kevil Arnold ✓	19618 Chaparral Berry Dr	Cypress TX 77433	6788.00-20-3353 and 6788.00-20-8460
Robin Bond ✓	3023 US Hwy 64 East	Plymouth NC 27962	6788.00-20-8460
Nancy Ward ✓	P.O. Box 67	Plymouth NC 27962	6788.00-11-2278
Modlin Rentals, LLC ✓	2525 Grey Farm Road	Jamesville NC 27846	6788.00-20-9194

Article IV, Section B

7. Statement of purpose, feasibility and justification of the proposed amendment, to include:

a. A statement addressing the relationship of the proposed zoning to the Land Use Plan or any adopted Ordinance, land use plan, facility plan or other County document which may be related to the application.

The site is located at a major intersection of Hwy 45 and Hwy 64. A vast number of 18-wheeler traffic travels Hwy 45 South through this intersection to Hwy 64 West in route to Weyerhaeuser each day, year round. During the summer months, there is a heavy volume of traffic traveling Hwy 64 to the Outer Banks. During the winter months, many locals travel through this intersection on the way to the local K-12 school (currently being re-built). As being on a major thoroughfare, this site will utilize the existing Land Use Plan of providing a service to the community and businesses in the area. The development will provide jobs and convenience of fueling and an eating establishment.

b. A statement addressing the physical, transportation, public infrastructure, community facilities, schools and environmental impact of the proposed land use(s) for the property to be rezoning.

The site is proposing two driveways into the site for ease of access and exit onto heavily traveled highways. A turn lane along Hwy 45 into the site is proposed to allow traffic to easily maneuver off Hwy 45 into the site without impeding traffic flow to the intersection. This driveway is currently located adjacent to the existing driveway of the school. With the new school being built, we plan to work with the NCDOT and Planning Board to adjust the driveway location with the new site plan of the school as much as possible. This will help ensure that traffic flowing from the site to the school has easy access. Land area has been set aside on-site for a stormwater system to ensure no negative environmental impacts of stormwater run-off.

c. Description of areas having environmental or historic significance.

Site is outside of any environmental or historic significance.

d. Description of proposed development, including a statement addressing the impact of the development on adjoining properties and neighborhoods.

The proposed commercial development will consist of a convenience store with both gas and diesel fueling stations, a food partner (type to be determined) and 18-wheeler parking. This development will bring a convenience to both the local residents, as well as, the heavy truck traffic and beach traffic traveling along Hwy 45 and US 64. The truck parking will allow an area for truckers to park instead of using local abandoned parking lots and businesses that they should not be parking in within the County and Town of Plymouth. With businesses located both directly across US 64, the new school being built directly across Hwy 45 and the Health Department across Hwy 45, we will blend with the existing developments in place. These businesses will have a place to get gas and food close to their offices as well as school traffic during the year. The use of a 6' high privacy fencing along the western and northern boundary lines that abut residential zoning will provide a nice, clean screening to the adjacent properties so that they will not be adversely affected with the development. Store managers and owners will ensure the property is kept clean and safe for everyone.

Article IV, Section B

7. Statement of purpose, feasibility and justification of the proposed amendment, to include:

a. A statement addressing the relationship of the proposed zoning to the Land Use Plan or any adopted Ordinance, land use plan, facility plan or other County document which may be related to the application.

The site is located at a major intersection of Hwy 45 and Hwy 64. A vast number of 18-wheeler traffic travels Hwy 45 South through this intersection to Hwy 64 West in route to Weyerhaeuser each day, year round. During the summer months, there is a heavy volume of traffic traveling Hwy 64 to the Outer Banks. During the winter months, many locals travel through this intersection on the way to the local K-12 school (currently being re-built). As being on a major thoroughfare, this site will utilize the existing Land Use Plan of providing a service to the community and businesses in the area. The development will provide jobs and convenience of fueling and an eating establishment.

b. A statement addressing the physical, transportation, public infrastructure, community facilities, schools and environmental impact of the proposed land use(s) for the property to be rezoning.

The site is proposing two driveways into the site for ease of access and exit onto heavily traveled highways. A turn lane along Hwy 45 into the site is proposed to allow traffic to easily maneuver off Hwy 45 into the site without impeding traffic flow to the intersection. This driveway is currently located adjacent to the existing driveway of the school. With the new school being built, we plan to work with the NCDOT and Planning Board to adjust the driveway location with the new site plan of the school as much as possible. This will help ensure that traffic flowing from the site to the school has easy access. Land area has been set aside on-site for a stormwater system to ensure no negative environmental impacts of stormwater run-off.

c. Description of areas having environmental or historic significance.

Site is outside of any environmental or historic significance.

d. Description of proposed development, including a statement addressing the impact of the development on adjoining properties and neighborhoods.

The proposed commercial development will consist of a convenience store with both gas and diesel fueling stations, a food partner (type to be determined) and 18-wheeler parking. This development will bring a convenience to both the local residents, as well as, the heavy truck traffic and beach traffic traveling along Hwy 45 and US 64. The truck parking will allow an area for truckers to park instead of using local abandoned parking lots and businesses that they should not be parking in within the County and Town of Plymouth. With businesses located both directly across US 64, the new school being built directly across Hwy 45 and the Health Department across Hwy 45, we will blend with the existing developments in place. These businesses will have a place to get gas and food close to their offices as well as school traffic during the year. The use of a 6' high privacy fencing along the western and northern boundary lines that abut residential zoning will provide a nice, clean screening to the adjacent properties so that they will not be adversely affected with the development. Store managers and owners will ensure the property is kept clean and safe for everyone.

I, J. Michael Harrell, President of Kernigan Properties, Inc., attest that no member of the Planning Board or the County Board of Commissioners has any interest in the land to be rezoned either individually, by ownership of stock in a corporation owning such land, partnership, as the beneficiary of a trust, or the settler of an Irrevocable trust or whether any member of their immediate household has any such interest in the outcome of the decision.

Signed: J. Michael Harrell, President
Dated: 8-29-23

State of North Carolina
County of Hertford

I certify that the following person personally appeared before me this day, acknowledging to me that he signed the forgoing document J. Michael Harrell.
(Name of Principal)

Date: 8-29-23

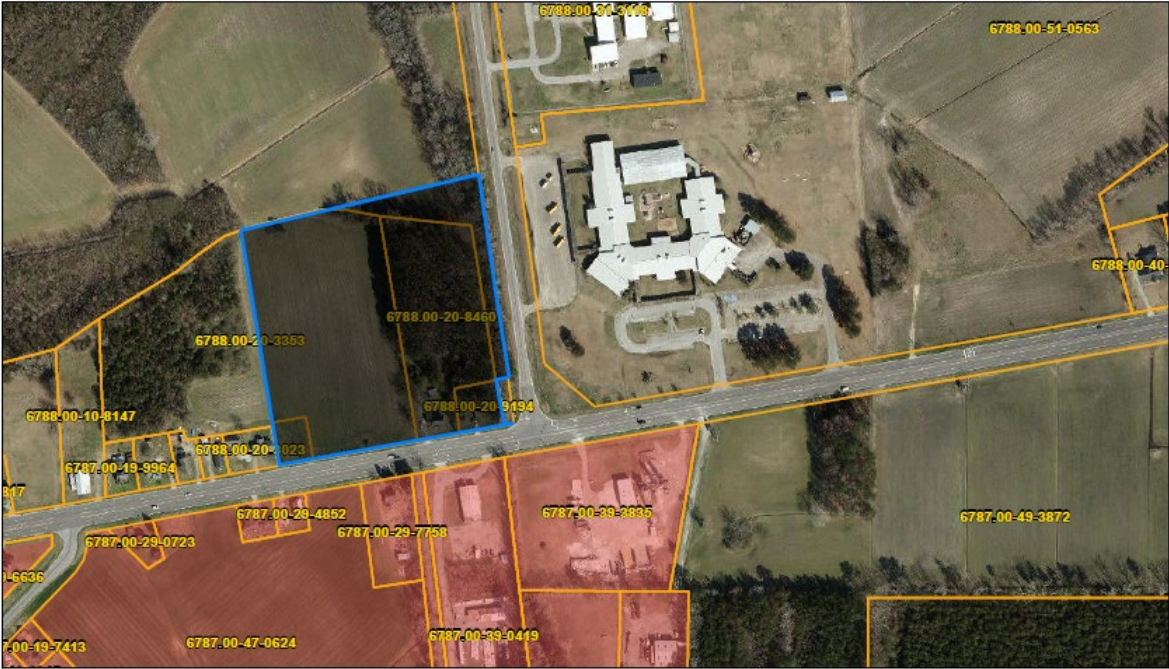
Deborah L. Jones
Official Signature of Notary

Deborah L. Jones, Notary Public
Notary's printed or typed name

My commission expires: 2-1-25

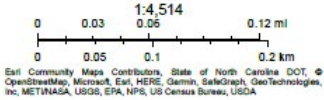


Rezoning - Staff Overlay Map



11/3/2023, 12:45:32 PM

- CI
 - Parcels
 - Centerlines
- washington_nc_anno100
washington_nc_anno200
washington_nc_anno400
- anno



Earl Community Maps Contributors, State of North Carolina DOT, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, MET/NASA, USGS, EPA, NPS, US Census Bureau, USDA

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:

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



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

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

ORDINANCE 2023-001

**TO AMEND THE OFFICIAL ZONING MAP OF WASHINGTON COUNTY
TO REZONE MULTIPLE PARCELS AT THE INTERSECTION OF US64 AND NC45**

WHEREAS, Jernigan Properties, Inc. requests that the Official Zoning Map of Washington County be amended by rezoning multiple parcels of land, from the R-A (Rural Area Single Family Residential District) to the C-C (Corridor Commercial/Retail Commercial District); and

WHEREAS, the impacted parcels (or portions thereof) include the following: 6788.00-20-8460; 6788.00-11-2278; 6788.00-20-9194; 6788.00-20-3353; and 6788.00-20-4055; and

WHEREAS, a legislative public hearing was conducted on November 6th, 2023 in consideration of this request; and

WHEREAS, the Washington County Planning Board considered this proposed map amendment, identified as Z090723-01 at another legislative public hearing held on October 19th, 2023 and unanimously recommended approval; and

WHEREAS, in accordance with NCGS 160D-605, the Washington County Board of Commissioners finds the following:

1. That the proposed zoning map amendment is consistent with the Washington County Land Use Plan; and
2. That the proposed zoning map amendment is deemed reasonable in light of the facts and circumstances presented.

WHEREAS, the Washington County Board of Commissioners, after hearing all persons wishing to comment on this request, desires to approve said request.

NOW, THEREOFRE, BE IT ORDAINED BY THE WASHINGTON COUNTY BOARD OF COMMISSIONERS THAT:

1. The Official Zoning Map of Washinton County is hereby amended to rezone all of that property more particularly described within a plat entitled "Boundary and Recombination Survey for Jernigan Properties Inc." prepared by Paul J. Toti Land Surveying, PC. Dated 8/16/2023 project # 23042 attached hereto and incorporated herein by reference from the R-A (Rural Area Single Family Residential District) to the C-C (Corridor Commercial/Retail Commercial District);
2. This Ordinance shall become effective upon the recordation of a deed actually combining such property into a single parcel by Jernigan Properties Inc. or its successors in interest at any time prior to December 31st, 2025. If no such action has occurred by such date, this Ordinance shall be deemed null and void.

Adopted this ____ day of _____, _____.

 Julius Walker, Jr. Chair
 Washington County Board of Commissioners

ATTEST:

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

Legal Description

Subject property is in Washinton County , NC. Plymouth Township.

Subject property is a 10.427 acre tract consisting of a combination of all or parts of multiple parcels and is described as follows.

Beginning at southwest corner of intersection of NC Highway 45 and US Highway 64. Thence running with and along the northern right of way of Highway 64 in a westerly direction to an Iron rod set at the newly established corner of this tract and the Kevil Arnold property. Thence along a newly established line with Arnold in northerly direction 684.54' feet to an existing iron rod on the boundary line of Nancy Ward, thence in an easterly direction with Ward 663.74' to an Iron rod set on the western right of way of NC Highway 45. Thence in a southerly direction with and along the right of way and its various courses to the point of beginning. For a more detailed described see plat intituled "Boundary and Recombination Survey for Jernigan Properties Inc." prepared by Paul J. Toti Land Surveying , PC. Dated 8/16/2023 project # 23042.

Commissioner Johnson made a motion to open the public hearing. Commissioner Keyes seconded; motion carried unanimously.

Mr. Pittman spoke to the Commissioners about a recommendation from the Planning Board. The Planning Board received a Petition for a Zoning Change Order/Amendment of Zoning Ordinance from Jernigan Properties, Inc. to rezone an area from RA (Residential) to CC (Commercial). It is consistent with current Land Use Plan.

Commissioner Johnson asked why the Health Department did not check off on the paperwork. Mr. Pittman said this hearing is for changing the zoning from RA to CC. The Health Department would sign off on the project during the permitting process. Mr. Potter said he talked with the Town of Plymouth regarding the lift station around that area and there were no concerns.

Commissioner Spruill asked said if the Board were to rezone this area, what would happen to those properties. Mr. Pittman said they will remain as is for now. The developer has a certain period of time to reach out to the homeowners. The homeowners are required to get their lot lines straight and recorded.

Ms. Robin Bond, 3023 Hwy 64, Plymouth, did not want to sell her property, but she lost three dogs because the highway is so much busier than it was when she was growing up. She was worried about her grandchildren wandering onto the highway. She said she moved a month ago to somewhere quieter.

Commissioner Keyes made a motion to adjourn the Public Hearing. Commissioner Phelps seconded. Motion carried unanimously.

Commissioner Keyes made a motion to approve the application by adopting the attached Ordinance Amending the Official Zoning Map of Washington County through the adoption of the draft ordinance. Commissioner Spruill seconded. Motion carried unanimously.

EXEMPT FLEX TIME OFF POLICY: Mr. Curtis Potter, CM/CA, spoke to the Board on this matter and the went over the information below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



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

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

AGENDA ITEM MEMO

MEETING DATE:	November 6 th , 2023	MEMO Date:	October 31, 2023
SUBJECT:	Flexible Time Off Policy for Exempt County Employees		
DEPARTMENT:	Human Resources		
FROM:	Curtis S. Potter, County Manager/County Attorney (CM/CA)		
ATTACHMENTS:	A- Proposed Resolution 2023-038(2pgs)		

PURPOSE: To adopt a resolution amending the Washington County Personnel Policy to establish a formal policy permitting exempt employees that regularly work overtime hours, to earn and accumulate a certain number of hours credit for that time, for future use toward time off requests, in a similar manner as compensatory time off is earned and used by non-exempt employees.

BACKGROUND:

- A. Diane Juffras UNC School of Government Blog Post: <https://canons.sog.unc.edu/2013/02/the-mysteries-of-comp-time-revealed/> provides a great broad overview of comp time, including a specific analysis of "Overtime or Comp Time for Exempt Employees" just before its conclusion which may prove useful for background and analysis purposes of this topic.
- B. Overtime (OT) is traditionally measured as the number of hours worked over 40 on a weekly basis.
- C. Compensatory time off ("Comp Time") is an alternative form of compensating non-exempt public employees uniquely available only to public employers. However, many private employers deliberately but mistakenly use this same term to refer to various time off systems which can cause confusion about the term's use and actual legal meaning.
- D. County employees track & report their total time worked using a monthly pay period/timesheet.
 - i. OT is calculated and reflected for each week in each monthly pay period/timesheet.
 - ii. Weeks are frequently split between two monthly pay periods/timesheets requiring constant carryover reconciliation from month to month.

- E. Non-Exempt (Most) Employees: Depending on the department and/or regular work schedule, non-exempt employees are compensated for OT worked by either being paid actual OT wages, or by being paid with Comp Time. Both methods are earned at a 1:1 rate for 37.5 hour employees until they reach 40 hours in a week, and then at a 1.5:1 or “time and a half” rate for all hours worked over 40 each week. Comp Time is also subject to certain legal limitations and regulations such as maximum caps on the amount that can be earned at any one time, reasonable use requirements, and cash out value upon separation.
- F. Exempt Employees: Unlike non-exempt employees, an employer is not legally required to pay any extra compensation to exempt employees for actual OT hours worked, but may do so voluntarily if desired. Due largely to the traditionally monthly format of county timesheets, and the lack of a clear policy about how exactly exempt employees should track and apply any actual OT worked against time off that is taken, different methods for doing so have periodically arisen and caused confusion for employees and the payroll office alike. Trying to determine a fair and consistent method for how many hours of actual time vs. sick or vacation time an exempt employee should be required to apply within each week, month, or year has been a persistent challenge in the absence of clear policy guidance on this matter. This is particularly true for those exempt employees who consistently work excessive amounts of overtime each week or month.

ANALYSIS:

- A. Extensive administrative discussions have been held over the years with HR, Finance, and some of the more frequently impacted departments including Finance, EMS, and DSS. From these discussions three primary alternative policy choices have been identified and further evaluated as follows:
- i. Weekly Basis: Require exempt employees (and HR) to track, calculate, and apply any OT worked each week toward any other time taken off that same week. Under this method an employee might work sixty or more actual hours of overtime in a monthly pay period, but would still have to apply and use sick or vacation time in a single week in which they did not actually work the full number of hours that week. Not recommended.
 - ii. Monthly Basis: Require exempt employees (and HR) to track, calculate, and apply any OT worked each monthly pay period/timesheet toward any other time taken off during that same monthly pay period/timesheet. This method is much easier to track and account for due primarily to not having to make weekly calculations, and relying instead on monthly calculations which are more readily reflected in the same monthly pay period/timesheet format already in countywide use. It is also more flexible for the employee within an individual monthly pay period, but there may still be occasions when an employee ends up working an excessive amount of OT in their monthly pay period, or over several monthly pay periods, without any real opportunity to apply that time toward any sick or vacation time taken in those same pay periods. This could also result inadvertently from the often unforeseeable timing of illness and OT work schedules.
 - iii. Rollover Basis: Permit exempt employees (and HR) to track, calculate, and apply any OT worked each monthly pay period/timesheet toward any other time taken off in the same pay period/timesheet; and also to carryover the remaining balance of OT hours worked (up to a set limit to limit the value and potential abuse of this policy) to future pay periods/timesheets to be used for the same purpose of offsetting time taken off by the employee. The monthly timesheet format is already well suited to easily track and account for such time, in a similar manner as the county already currently tracks and carries over comp time balances for non-exempt employees.

This approach was also considered by staff to be the most flexible and equitable to balance the employers and employees needs while attempting to sustain employee morale and retention for the most impacted employees who consistently work OT hours every pay period/timesheet without additional compensation. Recommended.

- The proposed Resolution attached to this Memo sets out to establish this third policy by: Permitting exempt employees to accumulate up to one regular work week's worth of time credit (depending upon their regular weekly schedule of 37.5 or 40 hours) to be referred to as "Exempt Flex Time" and earned at a flat 1:1 basis (not 1:1.5 or time and a half). Flex Time will be tracked and useable by exempt employees in the same manner as non-exempt employees currently track and use Comp Time. However, unlike Comp Time, Flex Time shall have no independent monetary value, and shall be forfeited and lost upon an exempt employees separation or termination without any further compensation owed as a result of such loss.

FINANCIAL IMPACT: Nominal indirect expenses associated with potentially higher sick and vacation accrual values for impacted employees is technically possible. However, management believes the risk limitations created by virtue of the one week's worth of time limitation and non-payout provision will limit such risks. Management also believes the potential nominal risks are firmly outweighed by the higher value of maintaining uniformity in overall countywide time off practices and procedures, and in maintaining positive morale among critical exempt employees regularly working long uncompensated OT hours on a repetitive weekly and/or monthly basis.

RECOMMENDATION(S):

- 1. MOTION TO VOTE approving the attached Resolution 2023-038 as presented.**

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



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

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

RESOLUTION 2023-038

**TO AMEND THE WASHINGTON COUNTY PERSONNEL POLICY
TO INCLUDE A LIMITED FLEXIBLE TIME OFF POLICY FOR EXEMPT EMPLOYEES**

WHEREAS, the County Manager has recently recommended that certain revisions be made by amendment to the current Washington County Personnel Policy (the "policy") to more clearly address and guide employees and administrative staff in uniformly interpreting and implementing the terms and conditions of that policy under certain circumstances; and

WHEREAS, the Board desires to approve and make such recommended amendments to certain portions of the Washington County Personnel Policy as more particularly described below.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That Article IV: Compensation; Section 2: Compensatory Time/Overtime of the Washington County Personnel Policy is hereby amended, revised and restated in its entirety as follows:

Section 2: Overtime, Compensatory Time Off & Exempt Flex Time Off

This policy shall not contravene the provisions of the Federal Fair Labor Standards Act (FLSA).

2. That a new section entitled "Exempt Flex Time" shall be inserted within and become a part of Article IV of the Washington County Personnel Policy as follows:

Section 2D: Exempt Flex Time Off

A regular exempt full time employee may be granted exempt flex time off at the rate of one hour per hour worked over their regularly scheduled number of hours (37.5 or 40) in a single workweek.

Similar to the use of compensatory time off, exempt flex time off may be used by eligible employees in lieu of vacation or sick time in the same pay period. Unused exempt flex time may also accumulate and carry forward for use in future pay periods, up to a maximum balance equal to the same number of regularly scheduled workweek hours for each eligible employee (37.5 or 40).

However, exempt flex time off has no equivalent monetary value, and no employee shall be paid for any unused exempt flex time off upon separation or for any other reason. Exempt flex time off is a voluntarily extended benefit subject to modification or rescission by the County at any time without further compensation.

The County Manager is also hereby authorized to adopt uniformly applicable limits on the maximum amount of exempt flex time off employees may use in any annual period.

3. Except as specifically stated and amended herein, the Washington County Personnel Policy, as previously modified or amended from time to time, and currently in effect as of the date of this Resolution shall remain in full force and effect hereafter.

Adopted this ____ day of _____, _____.

Julius Walker, Jr., Chair
Washington County Board of Commissioners

ATTEST:

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

Commissioner Spruill asked for an example. Mr. Potter said an employee would be able to bank up to one week for the next time period. It also said there is a provision to make sure this is not abused.

Commissioner Phelps made a motion to approve the RESO 23-0038 to amend the Washington County Personnel Policy to include a limited flexible time off policy for exempt employees. Commissioner Keyes seconded. Motion carried unanimously.

BOARDS & COMMITTEES:

BEAUFORT COUNTY COMMUNITY COLLEGE (BCCC) BOARD OF TRUSTEES

Ms. Bennett spoke to the Board about this. The Commissioners need to appoint a new additional trustee to the BCCC Board of Trustees. Currently, Ms. Linda West occupies one seat.

A Commissioner can hold this additional position.

Commissioner Johnson made a motion to approve the appointment of Commissioner Julius Walker, Jr. to the BCCC Board of Trustees. Commissioner Keyes seconded. Commissioner Spruill asked if Chair Walker wanted the position and Chair Walker replied that he did. **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: October 2, 2023
RE: Facility Services

BT #: 2024 - 037

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

Account Code	Description	Old	+ or (-)	New
10-4265-601	Facility Services-Contracted Services-Security System	3,400.00	(900.00)	2,500.00
10-4265-602	Facility Services-Contracted Services-Exterminating	7,200.00	900.00	8,100.00
Facility Services		10,600.00	-	10,600.00

Justification:

This transfer is to correct the movement of monies on BT# 2024-032 within the Facility Services Department budget. I inadvertently transferred the monies from the Contracted Services Security System line instead of the Exterminating line.

Budget Officer's Initials CSG

Approval Date: 10/2/23

Initials:	<u>CSG</u>
Batch #:	<u>2024-037</u>
Date:	<u>10/2/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: October 16, 2023
RE: Airport

BT #: 2024 - 038

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

Account Code	Description	Old	+ or (-)	New
39-4530-550	Airport - Capital Outlay - Equipment	25,000.00	(422.00)	24,578.00
39-4530-450	Airport - Insurance	4,000.00	422.00	4,422.00
Airport		29,000.00	-	29,000.00

Justification:

This transfer is to move monies from Capital Outlay Equipment to the Insurance line to pay for an unanticipated increase in the Property/Liability Insurance for the Airport.

Budget Officer's Initials CSB

Approval Date: 10/16/23

Initials:	<u>CSB</u>
Batch #:	<u>2024-038</u>
Date:	<u>10/16/2023</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: October 30, 2023
RE: Water Operations/Treatment

BT #: 2024 - 039

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

Account Code	Description	Old	+ or (-)	New
35-7130-200	Water Operations-Supplies & Materials	25,000.00	(750.00)	24,250.00
35-7130-315	Water Operations-Training	2,000.00	(1,000.00)	1,000.00
35-7135-200	Water Treatment-Supplies & Materials	7,500.00	(750.00)	6,750.00
35-7135-315	Water Treatment-Training	2,500.00	(2,000.00)	500.00
35-7130-540	Water Operations-Capital Outlay-Vehicle	40,000.00	4,500.00	44,500.00
Water Operations/Treatment		77,000.00	-	77,000.00

Justification:

This transfer is to move monies in the Water Department Budget from various lines to Capital Outlay Vehicles to purchase a new truck that was approved during the budget planning process. Once the quotes were obtained, prices came in higher than expected, therefore resulting in this transfer.

Budget Officer's Initials CPD

Approval Date: 10/30/23

Initials:	<u>MD</u>
Batch #:	<u>2024-039</u>
Date:	<u>10/30/2023</u>

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 040

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

Date: November 6, 2023

RE: Managers Office/Contingency/GF Fund Balance/Facility Services/Sheriff/Senior Center/Cooperative Extension/Recreation

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

Account Code	Description	Old	+ or (-)	New
10-3415-000	ABC Profit Distribution	(25,000.00)	(21,088.00)	(46,088.00)
10-3990-000	Appropriated Fund Balance-GF	(1,966,460.00)	13,138.00	(1,953,322.00)
10-4120-381	Managers Office-LOST Ref-Education	-	5,000.00	5,000.00
10-9990-000	Contingency	37,050.00	2,950.00	40,000.00
Managers Office/Contingency/Fund Balance				
10-3353-000	Insurance Proceeds	(14,902.00)	(32,133.00)	(47,035.00)
10-4265-256	Facility Services-Insurance Claims	21,964.00	32,133.00	54,097.00
Facility Services				
10-3540-070	Donations-Animal Control	-	(9.00)	(9.00)
10-4310-601	Donations-Animal Control	3,375.00	9.00	3,384.00
10-3542-000	Sheriff-ABC Board Funding	(2,400.00)	(3,980.00)	(6,380.00)
10-4310-602	Sheriff-ABC Board Funding	22,278.00	3,980.00	26,258.00
10-3540-020	Gun Permits Discretionary-County Portion	(1,430.00)	(680.00)	(2,110.00)
10-4310-611	Gun Permits Discretionary-County Portion	43,860.00	680.00	44,540.00
10-3540-030	Gun Permits-State Portion	(1,670.00)	(785.00)	(2,455.00)
10-4310-612	Gun Permits-State Portion	3,700.00	785.00	4,485.00
10-3540-040	Finger Printing	(340.00)	(130.00)	(470.00)
10-4310-613	Finger Printing	6,005.00	130.00	6,135.00
Sheriff				
10-3509-010	Senior Center Trips	(726.00)	(663.00)	(1,389.00)
10-5150-380	Senior Center Trips	1,549.00	663.00	2,212.00
Senior Center				
10-3500-270	Grant-SHIIIP-Senior Health Insurance Information	(5,129.00)	(2,689.00)	(7,818.00)
10-6050-999	Grant-SHIIIP-Senior Health Insurance Information	5,129.00	2,689.00	7,818.00
Cooperative Extension				
10-3360-000	Recreation-Donations	(195.00)	(804.00)	(999.00)
10-6120-650	Recreation-Donations	3,469.00	804.00	4,273.00
Recreation				
Balanced:		(1,869,873.00)	-	(1,869,873.00)

Justification:

This amendment is to do the following: increase the budget for the ABC Profit Distribution due to receiving more monies than originally budgeted-in doing this, we are budgeting monies for the Local Option Sales Tax Education not originally budgeted for, bringing our Contingency Budget back up to \$40,000 which was the original budget prior to having to use \$2,950 of those funds and we are reducing the fund balance appropriation with the remaining \$13,138; budget for additional insurance proceeds received for the lightning strike to the landfill scales and the final monies received for the totalled EM Truck; budget for additional revenues received for Animal Control Donations, ABC Board Funding, Gun Permitting and Finger Printing in the Sheriffs Budget; budget for additional revenues collected for Senior Center Trips; budget additional monies awarded to the Cooperative Extension for the SHIIP (Senior Health Insurance Information Program) Grant; and to budget for additional monies received for Recreation Donations.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 041

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

Date: November 6, 2023

RE: School Capital Outlay/Water/Opioid/Projects and Grants/EMS

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

Account Code	Description	Old	+ or (-)	New
21-3230-402	Truist PK-12 Financing-Earned Income	(56,791.39)	(47,569.03)	(104,360.42)
21-5912-701	Truist PK-12 Loan-Earned Income	142,970.43	47,569.03	190,539.46
School Capital Outlay				
35-3810-000	DOT Utility Relocation Reimbursements	(176,600.00)	(1,490.00)	(178,090.00)
35-7130-380	DOT Utility Relocation Fees (100% Reimbursable)	176,600.00	1,490.00	178,090.00
Water Operations				
50-3290-000	Opioid-Interest Earned	(213.30)	(35.96)	(249.26)
50-9990-000	Opioid-Contingency	84,907.55	35.96	84,943.51
Opioid				
58-3290-000	Projects and Grants-Interest Earned	(4,491.68)	(755.01)	(5,246.69)
58-4100-001	Expenditure of Interest Earned	4,491.86	755.01	5,246.87
Projects and Grants				
37-3490-021	UNC PECC+ Program Grant	(300.00)	(300.00)	(600.00)
37-4330-653	UNC PECC+ Program Grant	6,625.00	300.00	6,925.00
EMS				
Balanced:		177,198.47	-	177,198.47

Justification:

This amendment is to do the following: increase the budget for additional Earned Income in the School Capital Outlay fund; increase the budgeted amount for the DOT Utility Relocations after receiving a more firm quote from the Engineer; increase the budget for additional Interest Earned in the Opioid Fund and the Projects/Grants Fund; and to increase the budget for the PECC+ Program in EMS after receiving a grant payment.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Ms. Dixon apologized for omitting the extra report she promised during the Commissioners at the last meeting.

Commissioner Phelps made a motion to approve the budget transfers/ amendments as presented. Commissioner Keyes seconded. Motion carried unanimously.

Chair Walker thanked Ms. Dixon for all she does. Ms. Dixon said she is only one of many that keeps things going.

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

Commissioner Johnson said today was an eventful day. She introduced guest speaker, Luke McGowan, Senior Advisor in the Office of Intergovernmental Affairs at The White House, during the general session of the upcoming RAC symposium. She said she also talked to him about the issues in Washington County. She now has his personal email and cell phone number to be able to continue their conversation.

Commissioner Spruill said he appreciated all the joint meetings we had with the three towns. He hopes the County can follow up to help them with some issues. He also said the new school is progressing nicely.

Commissioner Phelps said the Veterans Day Service will be held in front of the Creswell Town Hall and if it is raining it will be moved to the Ruritan Building. It will be Saturday, November 11 @ 11:00 AM. He also said he noticed the green light on the porch of the County Admin Building in support of the Veterans. He also agreed with Commissioner Spruill that the joint meetings were productive. He said water was a consistent issue with all three towns.

Commissioner Keyes agreed with the other Commissioners about the joint meetings. She also said she was appointed as the chair of the NCACC General Government Steering Committee. She noted there will be a food drop on Wed, 11/8 @ 10:00 am @ 101 June Street in Roper.

Commissioner Walker agreed with the other Commissioners about the joint meetings. He has seen some of the town council members since that meeting and they feel the same.

- a) Travel Per Diem Policy, Mr. Curtis Potter will bring to the next meeting. He also noted we are 10 days away from the start of a new Assistant County Manager.

Mr. Potter stated he had no legal issues so there is no need for a Closed 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