

June 3, 2024

The Washington County Board of Commissioners met in a regular meeting on Monday, June 3, 2024, 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 in attendance. Also, present were County Manager/County Attorney Curtis S. Potter, Assistant County Manager, Jason Squires, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Chair Keyes called the meeting to order. Commissioner Walker gave the invocation. Commissioner Phelps led the Pledge of Allegiance.

ADDITIONS/DELETIONS:

Commissioner Phelps made a motion to approve tonight's Agenda. Commissioner Walker seconded; motion carried unanimously.

CONSENT AGENDA:

Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.

- a) Approval of Minutes of May 6 & May 20, 2024
- b) Tax Refunds, Releases & Insolvents
- c) RESO 2024-021 Approving & Accepting Sale of Real Property, 521 Monroe St.
- d) JCPC Certification Standards & Washington County JCPC Membership
- e) Facility Use Policy 2024

Commissioner Johnson pointed out there are still blanks in d) but we can still pass it today and names added and approved at another date. Commissioner Johnson would like to be in the County Commissioner slot.

Commissioner Johnson made a motion to approve the Consent Agenda.

Commissioner Walker asked what positions are open. Commissioner Johnson went over them. (maybe someone from A+ for one of them). **Commissioner Spruill seconded; motion carried unanimously.**

PUBLIC FORUM: None.

EMPLOYEE OF THE QUARTER: Chair Keyes read the following information about the June 2024 Employee of the Quarter.

“This employee goes above and beyond to help keep her Department on top of their required workload. She coordinates with other counties to cover work when we are required to assist other counties. She helps out wherever she is needed and keeps morale high. She is also shared with another department and volunteers whenever her services are needed. She is a wonderful employee and is an asset to the community.”

This is a long-standing employee (of almost 20 years) who actually started out as an Income Maintenance Caseworker for DSS in November of 2004. In February 2015, she was hired as the county's Code Enforcement Officer, the position that she holds today.

Please join me in congratulating Ms. Connie Barnes as the June 2024 Employee of the Quarter.

Chair Keyes presented Ms. Barnes with a certificate and she will be receiving a \$50 check. Chair Keyes noted that she worked with Ms. Barnes when she was the EM Director and can attest to what a good employee she is.

DEPARTMENTAL UPDATE: Ms. Renee' Collier, Senior Center Director gave the following presentation.(Put in presentation).



YEAR IN REVIEW

July 2023 - May 2024

Regular Re-occurring Programming, Exercise Classes & Craft Classes by Staff

But also:

- 14 - Large Events or Programs
- 2 - Education Programs of Younger Generations
- 20 - Education or Enrichment From Outside Groups
- 5 - Volunteer-Led Programs that occurs monthly
- 24 - Day Trips & Monthly Library Visits
- 1 - Overnight Trip to Concord and Zoo
- 4 - Center Sponsored Donation Fundraisers
- 35+ - Meals on Wheels/Facility Bound Seniors Christmas Gifts



CURRENTLY AT THE CENTER

June 2024

AFC ENTERTAINMENT			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31	1	2	3
4	5	6	7
10	11	12	13
17	18	19	20
24	25	26	27
31	1	2	3

Planned Trips and Events

- June 7- Elder Abuse Walk
- June 11- Movies with other Center
- June 13- Aquarium Trip
- June 21- Pontoon Cruise
- July 9 - WITN-7 Tour
- July 26- Downtown Trip
- September 25-26: New Bern Trip
- November 12-14: Myrtle Beach Trip



FUTURE FOR OLDER ADULTS IN NC

POTENTIAL UPCOMING ISSUES:

- Healthcare for Older Adults
 - Access to Services
 - Need for In-Home Help
 - Rising Costs
- Family Services - Caregivers
 - Education alongside Community
 - Need Resources
- Broadband
 - Access
 - Education
- Transportation

POTENTIAL OPPORTUNITIES:

- Increase in Older Adults to the Area
 - 2031, there will be more people aged 65 and older than children under 18 in the state.
- Hopeful Increase in funding for Older Adults
 - Executive Order No. 280 - Building Age-Friendly State
 - Response: All Ages, All Stages Campaign



FUTURE FOR THE SENIOR CENTER

OUTREACH

- Caregiver Support Liaison
- Center without Walls
 - Roper & Creswell Programs
- Regular Marketing Campaigns
 - Social Media/ Newspapers/ Radio
- Attend and Host Community Events


NEW PROGRAMS:

- Exercise
 - Town Classes
 - Cardio Drumming
- Digital Champion Grant
 - Waiting on Response

CENTER CHANGES:



- Change in Older Adults Needs/Desires
- Increase in Variety Programming
- Update Center Appearance
- Staff Work Schedule
- Consistent Virtual Programming






LOCATION: 198 Hwy 45 North - Plymouth
(co-located with Health Dept-behind K-12 School)

FACEBOOK:
Washington County Senior Center



WEBPAGE:
www.washconc.org > Departments > Senior Center

PHONE:
(252)793-3816



WASHINGTON COUNTY SENIOR CENTER

Questions?

Elizabeth "Renee" Collier
Board Of Commissioner Update
JUNE 2024

BOARD OF EQUALIZATION AND REVIEW: Chair Keyes asked for a motion to re-convene the Board of E&R. **Commissioner Phelps made a motion to re-convene the Board of E&R. Commissioner Walker seconded; motion carried unanimously.**

Chair Keyes called on Ms. Wilkins, Tax Administrator. Ms. Wilkins stated she had no appeals at this time.

Commissioner Phelps made a motion to adjourn the Board of E&R. Commissioner Spruill seconded; motion carried unanimously.

QUASI-JUDICIAL PUBLIC HEARING: SPECIAL USE PERMIT FOR T.F. NIXON MEMORIAL GARDENS: Ms. Bennett, Clerk to the Board, swore in the Commissioners as the Board of Adjustment.

Commissioner Phelps made a motion to open the quasi-judicial hearing. Commissioner Spruill seconded; motion carried unanimously.

Mr. Potter went over the procedures for a quasi-judicial hearing. See below.

**Procedures for Quasi-Judicial Hearing for
Special Use Permit ("SUP"):**

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

SPECIAL USE PERMIT APPLICATION filed by Mary Smith on 3/26/24 seeking a Special Use Permit pursuant to Article 3A, Subsection C(J) of the Washington County Zoning Ordinance to: build a proposed 6 grave cemetery on property owned by Shelia Littlejohn located off 1079 Woodlawn Road Roper, NC 27970 (PIN: 6898.00-78-4167).
- II. INSTRUCTION RE QUASI-JUDICIAL PROCEDURE (Attorney/Planning Director)
 1. Special Use Permits are governed by NCGS 160D and Article 5 of the Washington County Zoning Ordinance. NCGS 160D-406 and 160D-705 require the use of quasi-judicial procedures during public hearings held to consider such matters.
 2. Quasi-judicial proceedings are different than other public hearings in that not everyone has the right to present evidence before this Board and to become a party to this proceeding. A Quasi-judicial proceeding is much like a court proceeding where an individual's rights and interests are being decided under specific rules of procedure. Parties to this case have the right to present evidence and cross examine witnesses. The burden of proof in these cases typically lies with the Applicant. The extent to which the Rules of Evidence used in courts apply is up to the discretion of the Board.
 3. Only those who can demonstrate that they will be affected by the outcome of the hearing may become parties. After a description of the person's interest in this case, the Board will determine whether they will be allowed to present evidence as a party. Please note, you do not have to be a party to testify if someone who is a party calls you as a witness. All parties and witnesses who intend to present evidence or testify before this Board must be sworn in.
 4. As a quasi-judicial hearing, by law it must adhere to certain procedures, as there are legal standards that must be followed. To that end please consider the following:
 - A. The Board must base its decisions only on the evidence presented, including testimony given under oath or affirmation by any parties or witnesses called by a party.
 - B. Please limit testimony to facts relevant to the application and applicable legal standards for the Board's decision, what you know personally; no opinion testimony or hearsay.
 - C. Parties may cross-examine each testifying party or witness after their testimony if there are any questions. Cross-examination shall be limited to the matters testified about during the original testimony.
 - D. If you want the Board to see written evidence such as reports and maps or exhibits, the witness who is familiar with the evidence should ask that it be introduced during or at the end of his/her testimony.

- E. In order for the testimony to be considered as evidence used in making the decision, it can only be given by persons in attendance at the meeting; otherwise, it is considered hearsay.

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

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

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

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

Article 5 of the Washington County Zoning Ordinance is available online in its entirety for reference. Certain relevant excerpts are pasted below for reference/convenience:

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

2. General Standards and Criteria for Special Use Permit Review: All applications for special use permit shall be reviewed using the following criteria:

1. The proposed use shall be:		
A	In harmony with the adopted Land Use Plan and the Growth Opportunities Plan;	
B	In harmony with the intent and purpose of the zoning district in which the use is proposed to be located;	
C	In harmony with the character of adjacent properties and the surrounding neighborhoods and also with existing and proposed development.	

2	The proposed use shall be adequately served by essential public services such as streets, drainage facilities, fire protection and public water, and sewer facilities, where applicable.	
3	The proposed use shall not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.	
4	The proposed use shall be designed, sited and landscaped so that the use will not hinder or discourage the appropriate development or use of adjacent properties and surrounding neighborhoods.	
5	The proposed use does not affect adversely the general plans for the physical development of the County as embodied in these regulations and in any plan or portion thereof adopted by the Planning Board.	
6	The proposed use will not affect adversely the health and safety of residents and workers in the County.	
7	The proposed use will not be adversely affected by the existing uses.	
8	The proposed use will be placed on a lot of sufficient size to satisfy the space requirements of said use.	
9	The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use said facility, vehicular movement, noise or fume generation or any type of physical activity.	
10	The standards set forth for each particular use for which a permit may be granted have been met.	
11	The Planning Board or Board of Commissioners may impose or require such additional restrictions and conditions as may be necessary to protect the health and safety of workers and residents in the community and to protect the value and use of property in the general neighborhood.	
12	The proposed use will not be contrary to the purposes stated for these regulations.	
13	Whenever the Board of Commissioners shall find in the case of any permit granted pursuant to the provisions of the regulations that any of the terms, conditions or restrictions upon which such permit was granted are not being complied with, said Board shall rescind and revoke such permit after giving due notice to all parties concerned and granting full opportunity for a public hearing.	

3. Special Conditions: In granting any special use permit, the Board of Commissioners may impose any reasonable standards or conditions deemed necessary to protect the public interest and welfare. These may include but need not be limited to:
 - a. More restrictive sign standards.
 - b. Additional open space, landscaping or screening requirements.
 - c. Additional yard requirements.
 - d. Special lighting requirements.
 - e. Time limitations on hours of operation.
 - f. Additional off-street parking and loading requirements.
 - g. Additional utility, drainage, and public facility requirements.
 - h. Additional right-of-way and public access requirements.
 - i. Additional requirements to ensure compatibility with the Land Use Plan.
 - j. Conditions for renewal, extension, expiration, and/or revocation of the permit.
 4. Action by Planning Board: No special use permit shall be approved unless the proposal has been reviewed by the Planning Board. The Planning Board shall conduct at least one (1) public hearing in accordance with this Ordinance. Following the public hearing, the Planning Board shall prepare and by motion adopt its recommendations, which may include changes in the applicant's original proposal resulting from the hearing, and shall report such recommendations, together with any explanatory material, to the County Commissioners.
 5. Action by Board of Commissioners: Before approving a special use permit, the Board of Commissioners (acting as the Board of Adjustment) shall hold at least one (1) public hearing in accordance with this Ordinance after which the Board of Commissioners may make appropriate changes to or impose appropriate conditions upon the proposed special use. Nothing herein shall preclude the Board of Commissioners from holding a joint public hearing with the Planning Board.
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6. Other MISC Procedural Matters:
 - a. Any public hearing conducted on this matter may be continued to a later specific date, time, and location as deemed necessary by the Board.
 - b. If deemed reasonably necessary by the Board, one or more physical site visits may be arranged in accordance with applicable laws and reasonable safeguards to insure no conflicts of interest or unfair advantages are created as a result thereof for any Board member, applicant or any other interested party.
 - c. A concurring vote of a majority of the members of Board of Commissioners shall be required to approve a special use permit.
 - d. Unless otherwise directed, staff will prepare a written order within five (5) business days reflecting the relevant findings of fact and conclusions of law supporting and final decision of the Board in this hearing. The Clerk shall circulate a draft for signature approval by a majority of the Board members voting in this matter to grant or deny the permit. After receiving enough signatures, the Order shall be certified and entered in the Board's records as its "Final Order" in this matter. The Clerk shall provide notices thereof as required by applicable law.

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.*

- Planning Department Staff Application Timeline/Summary Info Z032624-01
- 3/26/24 Application from Mary Smith
- Copy of Notice of Public Hearing
- Parcel Map and Aerial Overlay Map for 6798.00-78-4167
- Relevant Materials from Planning Board Public QJ Hearing on 5/16/24
- Planning Board Recommendation re: Land Use Plan Compatibility & Approval of Application
- Parcel overlay maps showing location of flood zones in relation to subj property.

- *[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:

- *Staff*
- *Applicant*
- *Other Legitimate Parties*

E. Board Q&A: Are there any final questions from the Board for any of the parties, or any additional critical information the Board feels is required before it can begin deliberations on this matter in order to reach a final decision?

VII. **DELIBERATION & DECISION:** As a reminder, this Board is tasked with deciding if, based on the evidence actually presented, this proposal meets the applicable standards reviewed earlier in this hearing. Your decision should not be based on personal preferences/opinions.

FIRST	Review the applicable specific legal standard(s) again in Article 5(B)	
SECOND	Collectively identify which facts or specific items of evidence (including testimony) were most important to determining whether the proposed special use of property met the applicable legal standard(s). [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 for the applicant's proposed special use to better meet or 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, you may Vote:	
To Continue or	If you believe a continuance is needed	MOVE TO CONTINUE THE HEARING (Include the specific location, date, and time in the motion)
To Deny or	If you believe the Applicant generally does NOT meet the applicable legal standards (or would not meet them even under certain conditions)	MOVE TO DENY THE PERMIT
To Approve	If you believe the Applicant generally meets the applicable legal standards (or would meet them under certain conditions)	MOVE TO APPROVE THE PERMIT* *(if applicable, describe any conditions in the motion)
To Continue		

VIII. MOTION TO ADJOURN THE PUBLIC/QUASI JUDICIAL HEARING (UNLESS CONTINUED)

Regarding any conflict of interest, **Chair Keves said she was related to the Applicant and made a motion to recuse herself. Commissioner Phelps seconded the motion; motion passed unanimously.** The gavel was passed to the Vice-Chair Phelps to run this part of the meeting.

Ms. Mary Smith & Mr. Robert Smith, the applicant and her husband introduced themselves. Mr. Pittman, Planning & Inspections Director, introduced himself. Ms. Bennett, Clerk to the Board, swore them in.

Mr. Pittman spoke about of the information that was included in the Commissioners' agenda package regarding the Special Use Permit and that the Planning Board was recommending to the Board of Adjustment that it be approved.

Commissioner Spruill asked if this cemetery would be used just for family. Ms. Smith said yes, it will be for family only. Mr. Potter asked would it be in a flood zone. Mr. Pittman said no, the land is not in a flood zone.

Mr. Potter stated that as we go forward there were more conditions that he thought should be in the Order when it is written up.

Commissioner Johnson asked if the applicant should be given this information ahead of time. Mr. Pittman stated that we are allowed to add conditions to the Order.

Commissioner Johnson made a motion to approve the Special Use Permit for T. F. Nixon Memorial Gardens as presented by the Planning Board. Commissioner Walker seconded; motion failed for lack of a majority.

Commissioner Spruill made a motion that this Special Use Permit be approved with the well set back of 50' and filing with the Cemetery Commission. Commissioner Walker seconded the motion; motion carried unanimously.

Commissioner Spruill made a motion to close the public hearing. Commissioner Walker seconded; motion carried unanimously.

FY25 BUDGET ORDINANCE: Mr. Potter presented the following.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS:

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



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ADMINISTRATIVE STAFF:

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ASSISTANT COUNTY MANAGER
acm@washconc.org
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FINANCE OFFICER
mdixon@washconc.org
JULIE J. BENNETT, MMC, NCMCC
CLERK TO THE BOARD
jbennett@washconc.org

AGENDA ITEM MEMO

MEETING DATE: June 3, 2024 **MEMO Date:** May 31, 2024 **ITEM:**
SUBJECT: FY25 BUDGET MESSAGE & RECOMMENDED ALLOCATION AMENDMENTS
DEPARTMENT: COUNTY MANAGER/FINANCE
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)
ATTACHMENTS:
A- Proposed FY25 Budget Ordinance (12 pgs)

PURPOSE: To consider approval of the proposed FY25 Budget via the attached draft FY25 Budget Ordinance, as recommended by the Budget Officer, together with any staff/board recommended changes or modifications approved by the Board.

BACKGROUND/STAFF DISCUSSION & ANALYSIS:

- A. The Budget Officer presented the FY25 recommended budget together with the FY25 Budget Message to the Board at its regular 5/6/24 meeting. Notice was provided as required by law for an official Public Hearing on the recommended budget at the Board's 5/20/24 meeting.
- B. After an opportunity for further review, including an opportunity for department heads to review their individual recommended departmental budgets, and an opportunity for the Finance Office to pre-key the entire proposed budget into the county financial software for reconciliation purposes, the Budget Officer recommends the following amendments to the originally presented FY25 Budget as follows:

i. General Fund (Fund 10) Allocation Amendments:

10-3990-000	Appropriated Fund Balance	+12,500	Additional revenue allocation to balance GF budget against \$12,500 Animal Control Grant Exp. not picked up in original expense totals due to excel formula error.
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ii. E911 Fund (Fund 69) Allocation Amendments:

69-3370-000	E911 Telephone Surcharge	+12,685	Pushed revenue up to full anticipated amount to cover additional Maint. Agmt Expense \$16,811 not incl in original request.
69-3990-000	Appropriated Fund Balance	+4,126	Additional revenues needed to balance total expenses including \$16,811 not incl in original request.
69-9100-357	Maint Agreement – Wireless Communications	\$16,811	Additional expense not included in orig FY25 budget request. Req via email from D. Fikes 5/13/24

C. Additional modifications recommended by Budget Officer after the May 20th, 2024 Public Hearing/Board Meeting. These modifications have been incorporated into the draft FY25 Budget Ordinance.

- General Fund (Fund 10) Allocation Amendments:

10-4340-TBD	New Line: ADDITIONAL RESERVES	+\$99,905	Additional “5 th Cent” reserve added to Fire Department Budget for Future Needs.
10-4110-392	OTHER COMMUNITY CONTRIBUTIONS	+\$4,000	Additional funding for nonprofits which presented requests to the board for \$2k each at 5/20/24 meeting.
10-8300-451	INSURANCE – PROPERTY & LIABILITY	+\$3,850	To update budget based on recent confirmation of actual premiums.
10-3018-001	NCVTS-WASH CO BILL/CC CONTRA REV	-35,000	To pre-book anticipated lost tax revenues from early vehicle tax payments which were not included in the original budget presented.
10-3990-000	APPROPRIATED FUND BALANCE	+155,255	To fund all of the proposed modifications (itemized above) made since the proposed budget was originally presented.

D. FY25 Fee Schedule: The proposed FY25 fee schedule was attached to an earlier Memo/handout at the 5/20/24 Board Meeting and is recommended to be included with the Budget Ordinance upon adoption.

STAFF RECOMMENDATION: Review the updated information described in this Memo, and VOTE to:

- i. Approve the attached FY25 Budget Ordinance (including the additional modifications recommended by the Budget Officer in this Memo) *[subject to any final modifications or adjustments made by the Board prior to its approval]*; and
- ii. Authorize and direct the Board Chair to execute the Budget Ordinance once finalized in accordance with any final modifications or adjustments made by the Board prior to its approval; and
- iii. Authorize and direct staff to prepare and implement an updated Salary Schedule/Pay Table effective July 16th, 2024, reflecting both the recommended 2.5% COLA for all positions (other than County Manager), & all personnel reclassification recommendations made by the Budget Officer in the original Budget Message.

Washington County Budget Ordinance

Fiscal Year Beginning July 1, 2024 & Ending June 30th, 2025 (FY25)

In accordance with G.S. 159.13, be it ordained by the Board of Commissioners of Washington County, North Carolina as follows:

Section 1.

REVENUES

It is estimated that the revenues and Fund Balances of the funds hereafter listed will be available for the fiscal year indicated above, to finance the appropriations set forth in Section 2 below, and in accordance with the chart of accounts established for Washington County:

1	GENERAL FUND (10)	\$19,297,960
	Taxes Ad-Valorem Current Year	\$7,434,420
	Tax Discounts	(\$50,000)
	Ad-Valorem Taxes-Motor Vehicle	\$957,600
	NCVTS, Contra, Refunds	(\$35,000)
	Prior Year Taxes	\$1,800,000
	Tax Penalties & Interest Current Year	\$38,000
	Tax Penalties & Interest Prior Years	\$281,000
	Prepayment Property Taxes	\$55,000
	Article 39 One Cent Sales Tax	\$1,200,000
	Article 40 1/2 Cent Sales Tax (Unrestricted 70%)	\$770,000
	Article 42 1/2 Cent Sales Tax (Unrestricted 60%)	\$245,000
	SL 2015-241 Sales Tax Redistribution	\$439,500
	SALES TAX - LOCAL 1/4 CENT - ST-A48 (100%)	\$300,000
	ABC Taxes & Profit Distribution	\$71,800
	Leased Vehicles Gross Tax	\$500
	Detention Fees & Concessions	\$145,700
	Fees & Licenses	\$177,150
	Rents & Concessions	\$11,500
	Interest Earned on Investments	\$375,000
	Misc Revenues & Sale of Fixed/Foreclosed Assets	\$10,000
	Public Assistance Grants & Reimbursements	\$3,435,234
	Emergency Management Grants & Reimbursements	\$141,000
	DOT Grants & Reimbursements	\$215,307
	Other Misc Grants (NCDIT Radio Upgrade/Drug Rec Court)	\$203,956
	Other Intergovernmental	\$54,701
	JCPC	\$88,940
	SRO Reimbursement	\$149,146
	Cost Allocation from Water/Sanitation	\$110,000
	Loan Proceeds - Installment Financing Vehicles	NA
	Appropriated Fund Balance	\$672,506

2	SCHOOL CAPITAL OUTLAY FUND (21)	\$23,912,276
	Article 40 1/2 Cent Sales Tax (Restricted 30%)	\$330,000
	Article 42 1/2 Cent Sales Tax (Restricted (40%))	\$360,000
	GRANT-NEEDS BASED PUBLIC SCHOOL CAP FUND	\$2,646,948
	TRUIST Interest Earnings	\$100,000
	PK12 Rental Payment from WCS	\$400,000
	Transfer from General Fund	\$700,000
	Appropriated Fund Balance	\$19,375,328
3	DRAINAGE FUND (30)	\$179,650
	Watershed Improvement Tax	\$85,000
	Watershed Improvement Tax Prior Yrs/Penalties/Interest	\$7,585
	Tax Discounts	(\$600)
	Appropriated Watershed Reserve/Fund Balance	\$81,515
	Eddie Smith Drainage Assessment	\$6,150
Stream Debris Removal Allocation from State	\$0	
4	SANITATION FUND (33)	\$1,680,953
	Construction Contractor Disposal Fees	\$80,000
	Metal/White Goods	\$0
	Electronics Mgmt. Fund	\$0
	NC DENR GRANT	\$3,500
	Solid Waste User Fee County	\$1,403,154
	Rural Solid Waste Tipping Fees Billed	\$51,000
	White Goods Disposal Fee/Grants	\$6,000
	Solid Waste Disposal Tax	\$7,200
	State Tire Tax Revenues	\$20,000
	State Tire Tax Revenues Billed	\$100
	Town Solid Waste Availability Fee Billed	\$60,000
	TRANSFER FROM GENERAL FUND	\$50,000
	FUND BALANCE APPROPRIATION*	\$0
5	WATER FUND (35)	\$1,827,541
	Interest Earned on Investments	\$7,500
	Utility Base Charges	\$900,000
	Utility Consumption Charges	\$550,000
	TAP & Connection Fees	\$12,000
	Reconnection Fees	\$18,000
	Penalties & Interest Utility Bills	\$5,000
	NC DOT Utility Relocation Reimbursements	\$0
	NC DEQ Grants	\$0
	Allocated Fund Balance	\$335,041
	Transfer from General Fund	\$0

2	SCHOOL CAPITAL OUTLAY FUND (21)	\$23,912,276
	Article 40 1/2 Cent Sales Tax (Restricted 30%)	\$330,000
	Article 42 1/2 Cent Sales Tax (Restricted (40%))	\$360,000
	GRANT-NEEDS BASED PUBLIC SCHOOL CAP FUND	\$2,646,948
	TRUIST Interest Earnings	\$100,000
	PK12 Rental Payment from WCS	\$400,000
	Transfer from General Fund	\$700,000
	Appropriated Fund Balance	\$19,375,328
3	DRAINAGE FUND (30)	\$179,650
	Watershed Improvement Tax	\$85,000
	Watershed Improvement Tax Prior Yrs/Penalties/Interest	\$7,585
	Tax Discounts	(\$600)
	Appropriated Watershed Reserve/Fund Balance	\$81,515
	Eddie Smith Drainage Assessment	\$6,150
Stream Debris Removal Allocation from State	\$0	
4	SANITATION FUND (33)	\$1,680,953
	Construction Contractor Disposal Fees	\$80,000
	Metal/White Goods	\$0
	Electronics Mgmt. Fund	\$0
	NC DENR GRANT	\$3,500
	Solid Waste User Fee County	\$1,403,154
	Rural Solid Waste Tipping Fees Billed	\$51,000
	White Goods Disposal Fee/Grants	\$6,000
	Solid Waste Disposal Tax	\$7,200
	State Tire Tax Revenues	\$20,000
	State Tire Tax Revenues Billed	\$100
	Town Solid Waste Availability Fee Billed	\$60,000
	TRANSFER FROM GENERAL FUND	\$50,000
	FUND BALANCE APPROPRIATION*	\$0
5	WATER FUND (35)	\$1,827,541
	Interest Earned on Investments	\$7,500
	Utility Base Charges	\$900,000
	Utility Consumption Charges	\$550,000
	TAP & Connection Fees	\$12,000
	Reconnection Fees	\$18,000
	Penalties & Interest Utility Bills	\$5,000
	NC DOT Utility Relocation Reimbursements	\$0
	NC DEQ Grants	\$0
	Allocated Fund Balance	\$335,041
	Transfer from General Fund	\$0

16	TAX REVALUATION FUND (70)	\$40,000
	Transfer from General Fund	\$40,000
	Appropriated Fund Balance	\$0
	Interest on Investments	\$0

TOTAL REVENUES - ALL FUNDS **\$57,850,010** ^^

^^ (Not including informational only fund totals)

Section 2.

APPROPRIATIONS/EXPENSES

Based upon the revenue estimates described in Section 1 above, the following amounts are hereby appropriated in the funds hereafter listed, and within any functions designated therein, to fund the operations of Washington County government and its activities for the fiscal year indicated above, and in accordance with the chart of accounts established for Washington County.

1	GENERAL FUND (10)	\$19,297,960
	Governing Board	\$129,974
	Manager's Office	\$574,068
	Finance	\$491,304
	Tax Administration	\$575,679
	Professional Services	\$0
	Board of Elections	\$189,639
	Register of Deeds	\$170,221
	Information Technology	\$208,583
	Buildings	\$583,652
	Facility Services	\$697,812
	Sheriff's Office	\$1,895,065
	Washington Union SRO	\$75,326
	Creswell SRO	\$75,326
	Plymouth High SRO	\$75,326
	Pines SRO	\$0
	Detention Center	\$1,252,615
	Emergency Management	\$144,443
	COVID-19 CRF Funds	\$0
	Fire Protection	\$499,525
	Forestry	\$129,156
	Planning	\$247,722
	GIS	\$0
	Health Department	\$342,488
	Senior Center	\$256,509
	Veteran Services	\$0
	Social Services Admin	\$4,172,773
	Social Services Economic Support	\$528,932

	Social Services Transportation	\$187,512
	JCPC/Juvenile Service	\$96,743
	Board of Education Current Exp	\$1,735,000
	Communications	\$673,674
	Mental Health	\$43,240
	Medical Examiner	\$15,000
	Cooperative Extension	\$167,806
	Soil & Water	\$63,946
	Library	\$216,500
	Recreation	\$207,972
	Community Alternative	\$5,000
	Central Services	\$709,903
	Debt Service	\$0
	Transfers	
	Sanitation Fund (33)	\$50,000
	Water Fund (35)	\$0
	EMS Fund (37)	\$399,620
	Airport Grant Fund (38)	\$0
	Airport Operations Fund (39)	\$99,905
	Drainage Fund (30)	\$0
	TRANSFER TO WCH PENSION FUND	\$450,000
	Transfer to Spec. Projects & Grants Fund (58)	\$70,000
	Tax Re-Valuation Fund (70)	\$40,000
	School System Capital Outlay Fund (21)	\$700,000
	Sales Tax Redistribution	\$0
	Contingency	\$50,000
2	SCHOOL CAPITAL OUTLAY FUND (21)	\$23,912,276
	Capital Outlay	\$100,000
	NBPSC Grant (PK12 School)	\$9,985,468
	Truist Funding (PK12 School)	\$10,807,629
	TRUIST INTERERST (STARTS IN FY 24)	\$795,800
	TRUIST PRINCIPEL (STARTS IN FY 25)	\$1,042,000
	Designated for Future Appropriation	\$1,181,379
3	DRAINAGE FUND (30)	\$179,650
4	SANITATION FUND (33)	\$1,680,953
5	WATER FUND (35)	\$1,827,541
	Water Operations Expenses	\$958,173.45
	NC DEQ Grants	\$0
	Water Treatment Expenses	\$544,171
	Water Debt Expenses	\$325,197

	Social Services Transportation	\$187,512
	JCPC/Juvenile Service	\$96,743
	Board of Education Current Exp	\$1,735,000
	Communications	\$673,674
	Mental Health	\$43,240
	Medical Examiner	\$15,000
	Cooperative Extension	\$167,806
	Soil & Water	\$63,946
	Library	\$216,500
	Recreation	\$207,972
	Community Alternative	\$5,000
	Central Services	\$709,903
	Debt Service	\$0
	Transfers	
	Sanitation Fund (33)	\$50,000
	Water Fund (35)	\$0
	EMS Fund (37)	\$399,620
	Airport Grant Fund (38)	\$0
	Airport Operations Fund (39)	\$99,905
	Drainage Fund (30)	\$0
	TRANSFER TO WCH PENSION FUND	\$450,000
	Transfer to Spec. Projects & Grants Fund (58)	\$70,000
	Tax Re-Valuation Fund (70)	\$40,000
	School System Capital Outlay Fund (21)	\$700,000
	Sales Tax Redistribution	\$0
	Contingency	\$50,000
2	SCHOOL CAPITAL OUTLAY FUND (21)	\$23,912,276
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	NBPSC Grant (PK12 School)	\$9,985,468
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	TRUIST INTERERST (STARTS IN FY 24)	\$795,800
	TRUIST PRINCIPEL (STARTS IN FY 25)	\$1,042,000
	Designated for Future Appropriation	\$1,181,379
3	DRAINAGE FUND (30)	\$179,650
4	SANITATION FUND (33)	\$1,680,953
5	WATER FUND (35)	\$1,827,541
	Water Operations Expenses	\$958,173.45
	NC DEQ Grants	\$0
	Water Treatment Expenses	\$544,171
	Water Debt Expenses	\$325,197

Section 3.

TAX LEVIES

AN AD-VALOREM PROPERTY TAX, IS HEREBY LEVIED, at the rate of EIGHTY-FOUR CENTS (\$0.840) per one hundred dollars (\$100) valuation on all real and personal property and motor vehicles listed for taxes as of January 1, 2024 for the specific purpose of generating the revenues referred to as Taxes Ad-Valorem Current Year and Ad-Valorem Taxes-Motor Vehicle in Section 1 of this Ordinance.

A SPECIAL WATERSHED IMPROVEMENT TAX, IS HEREBY LEVIED, at the rate of ONE CENT (\$0.01) per one hundred dollars (\$100) valuation on all real and personal property and motor vehicles listed for taxes as of January 1, 2024 for the specific purpose of generating the revenues referred to as "Watershed Improvement Tax" in Section 1 of this Ordinance, which revenues shall be deposited within the Drainage Fund of Washington County and used for the prevention of flood water and sedimentation damages, and for furthering the conservation, utilization, and disposal of water and the development of water resources. This tax was authorized by referendum election held May 6, 1972.

THESE LEVIES, and the corresponding estimate for revenues generated therefrom are based on the following projected tax base and collection rates.

Tax Base	Value	Rate
Motor Vehicles	\$114,000,000.00	100.00%
Public Utilities	\$82,300,000.00	95.36%
All other Real & Personal Property	\$845,000,000.00	95.36%
Total Value/Combined Rate:	\$1,041,300,002.91	95.87%

Section 4.

FEE SCHEDULE

Any updated Washington County Fee Schedule attached to this Ordinance, shall be considered a part hereof, and shall be deemed adopted upon the approval of this Ordinance. The terms and provisions thereof shall supersede, replace, and control over any and all inconsistent terms or provisions of any previously adopted fee schedules. If no updated schedule is actually attached hereto, the most recent Washington County Fee Schedule actually approved by the Board of Commissioners is hereby ratified and reapproved, and shall be deemed to continue to apply with full force and effect, unless or until it is actually revised, replaced, or repealed by the Board of Commissioners.

Section 5.

PAY PLAN & SALARY SCHEDULE

Any updated Washington County Salary Schedule attached to this Ordinance, shall be considered a part hereof, and shall be deemed adopted upon the approval of this Ordinance. The terms and provisions thereof shall supersede, replace, and control over any and all inconsistent terms or provisions of any previously adopted Salary Schedules. If no such updated schedule is actually attached hereto, the most recent Washington County Salary Schedule actually approved by the Board of Commissioners is hereby ratified and reapproved, and shall be deemed to continue to apply with full force and effect, unless or until it is actually revised, replaced, or repealed by the Board of Commissioners.

Section 6.

MISCELLANEOUS

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| a. | Use of electronic or facsimile signature is authorized for use on County checks to the fullest extent permitted by law. |
| b. | Reimbursement for mileage will be .50 cent per mile. |
| c. | Additional detailed breakdowns by line item are provided for informational purposes in the attached spreadsheets reflecting the projected revenues and allocated expenditures by Fund/Department. In keying the budget, the Finance Officer is authorized to make minor adjustments of not more than \$10 per fund to correct for rounding errors in order to maintain balance between revenues and expenses within the County Financial System Software while also expediting the budget process. |
| d. | Departments must abide by the pre-audit procedures found in G.S. 159.28 together with any and all applicable county purchasing policies or laws when purchasing goods and services. |
| i. | Purchase Order Policy: Unless otherwise required by applicable law or the County Finance Officer, a standardized purchase order system shall be utilized to pre-obligate all individual purchases/contractual obligations exceeding: \$999.99. The County Manager is also authorized to delegate the authority to the County Finance Officer to unilaterally approve increases to initially approved Purchase Orders within available funding limits by not more than an additional 50% (but not exceeding an additional \$999.99) whenever deemed necessary and advisable to expedite the processing and administration of such purchase orders modifications. |
| e. | Property acquired by Washington County or any department through purchase, gifts, or other legal acquisitions will be disposed of in accordance with NCGS 160A Art. 12, or if applicable NCGS 15-11.1, and otherwise in accordance with applicable county policies or law. |

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| f. | <p>Governing Board:</p> <ul style="list-style-type: none"> i. In accordance with Washington County policy, members of the Board of Commissioners will receive a general stipend of \$ 575.00 per month, whereas the Chair of the Board will receive \$ 650.00 per month. ii. Additionally, due to the demands of the office, the Chair will receive an in-county travel stipend of \$ 275.00 per month, whereas other Commissioners will receive \$225.00 per month. In-County travel for this section is defined as being within thirty (30) miles of the individual Commissioners' home. iii. A cellular telephone stipend of \$ 50.00 per month will also be provided to all Commissioners. |
| g. | <p>All outside agencies or other parties that receive county funding shall submit financial statements to the county each year at the end of any of their respective annual budget cycles in which such funding was received, and shall provide a written report to the Budget Officer regarding how such funds were actually used for the benefit of Washington County or its citizens if not otherwise disclosed within such financial statements or other regularly provided or publicly available reports. Approved county payments may be delayed pending receipt of such information. All such agencies or parties shall also submit a written request to the Budget Officer for the continuation of any such funding or for any new or revised funding no later than 90 days prior to the start of any fiscal year in which Washington County will be asked to provide such funding (March 31st).</p> |
| h. | <p>Copies of this Budget Ordinance shall be furnished by the Clerk to the Board to the County Manager, Finance Officer, Tax Administrator, and Board of Education for direction in the carrying out of their duties, and are available for public inspection in the Office of the Clerk to the Board.</p> |

Section 7.

BUDGET OFFICER AUTHORITY:

The Budget Officer (County Manager) is hereby granted the following authority:

- | | |
|----|---|
| a. | <p>To make any changes to the Approved Salary Schedule, or to an Employee's Salary, after first consulting with the Board either collectively or individually.</p> |
| b. | <p>To make transfers between line items in the same department, or between department budgets supervised by one department head, or the Finance Officer without limitation.</p> |
| c. | <p>To otherwise make transfers within any individual fund of up to \$10,000 between individual departments, including contingency/designated for future purposes lines. In emergency or special circumstances warranting a larger immediate transfer for good cause approved by both the Budget Officer and Finance Officer, this standard monetary cap may be exceeded, subject to subsequent Board ratification/approval.</p> |

- d. To apply for and accept grant funding unless application or acceptance directly by the Board is required by any applicable grantor source, provided any local match required must be approved by the Board if not otherwise allocated within the approved Budget, and to execute any necessary grant agreements to facilitate the same. All grant funds must be budgeted before being spent.
 - i. To the extent deemed necessary by the Budget Officer or County Finance Officer, the Board Chair is also hereby authorized without further consent being required, to execute grant applications and/or grant agreements on behalf of the County to the same extent, and subject to the same limitations upon such authority provided to the Budget Officer hereinabove.
- e. During the month of June only, the Budget Officer may make any necessary inner-departmental and/or inter-departmental budget transfers/amendments within any single fund, and in any amount deemed reasonably necessary, to complete year end spending and close out the fiscal year. Nothing herein shall authorize the Budget Officer to increase or decrease the overall budgeted amount for any fund without prior approval of the Board.
- f. All Budget Amendments and/or Transfers made by the Budget Officer hereunder shall be reported to the Board of Commissioners at their next regular meeting following such transfers, or as soon thereafter as possible, and shall be deemed ratified by the Board unless action is taken by the Board to nullify any such transfer.
- g. To approve change orders for contracts approved by the Board up to the greater of 5% of the contract amount or \$30,000 per occurrence provided the total allocated budget for any project is not exceeded as a result. Any such approvals shall be reported to the Board at or before its next regular meeting.

Section 8. Annual Micro-Purchase Threshold & Mini-Brooks Act Authority Statement:

WHEREAS from time to time, the County of Washington, North Carolina (the "County") purchases goods and services using federal funding subject to the procurement standards in 2 C.F.R. Part 200, Subpart D;

WHEREAS the County's procurement of such goods and services is subject to certain federal procurement laws including without limitation those commonly known and referred to as "Uniform Guidance", as well as any specific local policies related to federal procurement adopted and/or amended from time to time, including without limitation the County's Uniform Guidance Conflicts of Interest Policy adopted November 5th, 2018;

WHEREAS the County is a non-Federal entity under the definition set forth in 2 C.F.R. § 200.1;

WHEREAS pursuant to 2 C.F.R. 200.320(a)(1)(ii), a non-Federal entity may award micro-purchases without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents that the non-Federal entity files accordingly;

WHEREAS pursuant to 2 C.F.R. 200.320(a)(1)(iii), a non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures;

WHEREAS pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a non-Federal entity may self-certify on an annual basis a micro-purchase threshold not to exceed \$50,000 and maintain documentation to be made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334;

WHEREAS pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation, which, for public institutions, may be a higher threshold consistent with State law;

WHEREAS G.S.143-129(a) and G.S. 143-131(a) require the County to conduct a competitive bidding process for the purchase of (1) apparatus, supplies, materials, or equipment where the cost of such purchase is equal to or greater than \$30,000, and (2) construction or repair work where the cost of such purchase is greater than or equal to \$30,000;

WHEREAS North Carolina law does not require a unit of local government to competitively bid for purchase of services other than services subject to the qualifications-based selection process set forth in Article 3D of Chapter 143 of the North Carolina General Statutes (the "Mini-Brooks Act");

WHEREAS G.S.143-64.32 permits units of local government to exercise, in writing, an exemption to the qualifications-based selection process for services subject to the Mini-Brooks Act for particular projects where the aggregate cost of such services does not exceed \$50,000; and

WHEREAS pursuant to 2 C.F.R. 200.320(a)(1)(iv), the Washington County Board of Commissioners now desires to adopt higher micro-purchase thresholds than those identified in 48 C.F.R. § 2.101;

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

1

The County has qualified as a low-risk auditee in accordance with the criteria set forth in 2 C.F.R. § 200.520. Therefore, in accordance with 2 C.F.R. § 200.320(a)(1)(iv)(A) and the applicable provisions of North Carolina law, the County hereby self-certifies the following micro-purchase thresholds:

- a. \$30,000, for the purchase of apparatus, supplies, materials, or equipment;
- b. \$30,000, for the purchase of construction or repair work;
- c. \$50,000, for the purchase of services not subject to competitive bidding under North Carolina law; and

- d. \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act, G.S. 143-64.31; provided that such threshold shall apply to a contract only if the County has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to G.S. 143-64.32. The Board of Commissioners hereby delegates authority to grant such exemptions to the County Manager. If the exemption is not authorized, the micro-purchase threshold shall be \$0;
- 2 The self-certification made herein shall be effective as of July 1st of the current calendar year, and shall be applicable until June 30th of the next succeeding calendar year.
- 3 In the event that the County receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the County shall comply with the more restrictive threshold when expending such funds;
- 4 The County shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334; and
- 5 The County Manager is hereby authorized to revise, if necessary, the Federal Purchasing Policy of the County to reflect the increased micro-purchase thresholds specified herein, and to take all such actions, individually and collectively, to carry into effect the purpose and intent of the foregoing resolution.

Section 9.

ADOPTION

The Washington County Board of Commissioners, having first conducted a public hearing in accordance with applicable law, prior to the adoption of its annual budget ordinance (this Budget Ordinance) for the upcoming fiscal year; which hearing was held at: _____ on or about the ____ day of _____, 20____, does hereby adopt this Budget Ordinance this ____ day of _____, 20____.

Ann Keyes, Chair of the Board of County Commissioners

ATTEST:

Julie Bennett, Clerk to the Board, MMC, NCMCC

Mr. Potter passed out a modification to the Sheriff’s Budget regarding positions and the Fee Schedule (now includes fees in the newly adopted (tonight) Facility Use Policy.)

Commissioner Spruill asked to pull out the funding for the Fire Departments as a separate part to be voted on.

Commissioner Johnson made a motion to pull out the funding for the Fire Departments as a separate part of the Budget Ordinance to be voted on. Commissioner Walker seconded the motion; motion carried unanimously.

Commissioner Johnson asked if Commissioner Spruill has had a chance to ask the Fire Department about sending copies of their invoices to the County's Finance Officer for purchases. Commissioner Spruill said they are supposed to be doing that.

Commissioner Johnson made a motion to approve the Fire Departments' budget with the \$.01 increase with stipulations that requests of purchases go through the Fire Commission and then to the County Finance Officer. Commissioner Walker seconded. The motion was carried with four (4) aye votes and one (1) recusal.

Commissioner Johnson made a motion to approve the FY25 Budget Ordinance. Commissioner Walker seconded; motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfers and budget amendments that were in the Commissioners' package. Please see below.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 133

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

Date: May 21, 2024

RE: SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-5380-190	SS Economic Support-WF Employment Services	10,000.00	(5,000.00)	5,000.00
10-5380-379	SS Economic Support-Special Assistance	85,000.00	5,000.00	90,000.00
SS Economic Support		95,000.00	-	95,000.00

Justification:

This transfer is to move budgeted funds within the Social Services Economic Support Budget from WF Employment Services to Special Assistance in anticipation of the costs needed for the drafts from the State. Both lines are all county dollar so this movement will not effect revenue.

Budget Officer's Initials CD

Approval Date: 5/22/24

Initials: MD
Batch #: 2024-133
Date: 5/23/2024

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 134

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

Date: May 21, 2024

RE: SS Transit/SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5400-540	SS Transit-Capital Outlay-Van Replacement	280,000.00	(30,000.00)	250,000.00
10-5310-600	SS Admin - Contracted Services	178,090.00	30,000.00	208,090.00
10-5310-320	SS Admin - Communications	25,000.00	(2,500.00)	22,500.00
10-5310-330	SS Admin - Utilities	25,000.00	2,500.00	27,500.00
10-5310-340	SS Admin - Postage	10,500.00	(2,500.00)	8,000.00
10-5310-611	SS Admin - Family Reunification (Psych Evals)	14,000.00	2,500.00	16,500.00
SS Transit/SS Admin		532,590.00	-	532,590.00

Justification:

This transfer is to redistribute budgeted monies within the Social Services Department from Capital Outlay Van Replacement to Contracted Services in order to increase this line to pay for additional contracted services due to a lack of staff and/or experience in the Children's Services Unit; from Communications to Utilities in order to cover expenses through fiscal year end as this line has come in over budget in most county departments; and from Postage to Family Reunification in order to pay for Psychological Evaluations that are needed to complete current cases that DSS is working on with the Court System. These lines are all reimbursable at the same rate therefore there will be no change in revenues.

Budget Officer's Initials CBP

Approval Date: 5/23/24

Initials: MD
Batch #: 2024-134
Date: 5/23/2024

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 21, 2024
RE: SS Admin

BT #: 2024 - 135

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

Account Code	Description	Old	+ or (-)	New
10-5310-340	SS Admin - Postage	8,000.00	(500.00)	7,500.00
10-5310-370	SS Admin - Advertising	1,200.00	500.00	1,700.00
SS Admin		9,200.00	-	9,200.00

Justification:

This transfer is to move monies within the Social Services Administration budget from Postage line to Advertising line to pay for the continued advertising of vacant positions through fiscal year end.

Budget Officer's Initials CDP

Approval Date: 5/23/24

Initials: CDP
Batch #: 2024-135
Date: 5/23/2024

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 136

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

Date: June 3, 2024

RE: Facility Services/Senior Center/Sheriff/EMS

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

Account Code	Description	Old	+ or (-)	New
10-3353-000	Insurance Proceeds	(59,284.00)	(631.00)	(59,915.00)
10-4265-256	Facility Services-Insurance Claims	26,343.00	631.00	26,974.00
Facility Services				
10-3509-010	Senior Center Trips	(6,151.00)	55.00	(6,096.00)
10-5150-380	Senior Center Trips	6,974.00	(55.00)	6,919.00
10-3509-020	Senior Center Donations	(380.00)	(35.00)	(415.00)
10-5150-650	Senior Center Donations	4,994.00	35.00	5,029.00
Senior Center				
10-3540-020	Gun Permits Discretionary--County Portion	(5,355.00)	(330.00)	(5,685.00)
10-4310-611	Gun Permits Discretionary--County Portion	47,785.00	330.00	48,115.00
10-3540-030	Gun Permits-State Portion	(6,345.00)	(375.00)	(6,720.00)
10-4310-612	Gun Permits-State Portion	8,375.00	375.00	8,750.00
10-3540-040	Finger Printing	(1,240.00)	(110.00)	(1,350.00)
10-4310-613	Finger Printing	6,905.00	110.00	7,015.00
Sheriff				
37-3490-021	UNC PECC+ Program Grant	(2,400.00)	(300.00)	(2,700.00)
37-4330-653	UNC PECC+ Program Grant	8,725.00	300.00	9,025.00
EMS				
Balanced:		28,946.00	-	28,946.00

Justification:

This amendment is to budget for additional monies received in the following areas: Insurance Proceeds for a supplement submitted for repair of a Dodge Charger; Senior Center for trip and donation monies collected; Sheriff's Office for Gun Permitting and Finger Printinng monies collected; and UNC PECC Grant monies received.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 137

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

Date: June 3, 2024

RE: SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS-Administration Reimbursement	(2,687,492.00)	(6,720.00)	(2,694,212.00)
10-5310-180	SS Admin-Legal-Protective Services	36,500.00	(3,000.00)	33,500.00
10-5380-409	SS Economic Support-State Programs Returns	20,160.00	(8,000.00)	12,160.00
10-5380-376	SS Economic Support-Title IV Foster Care	135,000.00	12,720.00	147,720.00
10-5380-377	SS Economic Support-State Foster Home Care	41,900.00	5,000.00	46,900.00
SS Admin/SS Economic Support				-
		Balanced:	(2,453,932.00)	(2,453,932.00)

Justification:

This amendment is being done as a result of reviewing the current lines in the budget and anticipating the necessary costs to provide for the children in DSS Custody. DSS has recently moved several children and taken custody of additional children that has caused an increase in costs of care until a placement could be located. Funds are being moved from non-reimbursable lines to 84% reimbursable lines therefore netting an increase in revenues.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Ms. Dixon said the County received ~\$93,000 and ~\$35,000 respectively from previous Medicaid/Medicare audits.

Commissioner Spruill made a motion to approve the budget transfers/ amendments as presented. Commissioner Phelps seconded; motion carried unanimously.

OTHER ITEMS BY COMMISSIONERS OR STAFF:

- Commissioner Johnson: County Advocacy Days June 11-12, 2024, in Raleigh. Going to have 90 people attending the dinner.
- Chair Keyes: attended various meetings including the Board of DSS and also the MTW Health Fair. MTW had a Public Hearing on selling home health services and then they signed a letter of intent.
- Mr. Potter: the County did receive the 2nd payment of unpaid taxes from SunEnergy.
- Ms. Bennett: The ABC items (FY24 budget amendment & proposed budget for FY25) were for information only. They are required to submit them to the Commissioners.

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

Back in Open Session, Mr. Potter noted that a Special Called Meeting may be needed before the end of June regarding spending money for EMTOC. County staff have discussed making changes to the building to cut costs and have applied for a 911 grant and a FEMA grant (with no guarantees of getting them) and the County would still be short of funds for the EMTOC.

Commissioner Spruill made a motion to adjourn the meeting. Commissioner Phelps seconded; motion carried unanimously.

Ann C. Keyes
Chair

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