

**Washington County
Board of Commissioners Meeting
January 6, 2025**





WASHINGTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
MONDAY, JANUARY 6, 2025
**COMMISSIONERS' ROOM, 116 ADAMS STREET
PLYMOUTH, NC 27962**

- 6:00 PM Call to Order—Chair Phelps
6:01 PM Invocation / Pledge
Additions / Deletions
- Item 1 6:05 PM Consent Agenda
a) Regular Session Minutes: December 5, 2024 & Special Called Meeting Minutes
December 5, 2024
b) Tax Refunds & Releases & Insolvent Account
c) FPIC Audit Response Letter for Full Board Signature
d) Economic & Strategic Development Position
e) Confirmation Washington County CFPT Continuing as a Single County Team
f) Revised RAP LEPC EOP
- Item 2 6:10 PM Public Forum (3–5-minute limit per speaker)
- Item 3 6:20 PM Employee of the Year, Chair Phelps
- Item 4 6:30 PM Departmental Information Update— Ms. Renee' Collier, Senior Center Director
- Item 5 6:40 PM Public Hearing: Planning Board Recommendation for Flood Damage Prevention Ordinance, Mr. Allen Pittman, Planning/Safety/Inspections Director
- Item 6 6:50 PM Updated Draft CIP, Mr. Curtis Potter, CM/CA
- Item 7 7:00 PM Strategic Plan Progress Update, Mr. Jason Squires, ACM
- Item 8 7:10 PM PK12 Update, Mr. Curtis Potter, CM/CA
- Item 9 7:20 PM Boards & Committees: Ms. Julie J. Bennett, Clerk to the Board
a) Annual Review/Modify Board Member Committee Appointments
b) Albemarle RC&D Council Appointment
c) Appointment to the Economic Development Advisory Council
- Item 10 7:30 PM Finance Officer's Report, Budget Amendments/Budget Transfers: Ms. Missy Dixon, Finance Officer

- Item 11 7:40 PM Other Items by Chair, Commissioners, CM/CA, Finance Officer, or Clerk
a) EMTOC Design/Timeline Update
b) FY26 Budget Workshop
- Item 12 7:50 PM Closed Session has been scheduled according to NCGS§143-318.11(a)(3)
(attorney-client privilege and NCGS §143-318.11(a)(6) (personnel))

Adjourn

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 1

DATE: January 6, 2025

ITEM: Consent Agenda

SUMMARY EXPLANATION:

- a) Regular Session Minutes: December 5, 2024 and Special Called Meeting Minutes December 5, 2024.
See attached at the very end of this package.
- b) Tax Refunds & Releases & Insolvent Account
See attached.
- c) FPIC Audit Response Letter for Full Board Signature
See attached.
- d) Economic & Strategic Development Position
See attached.
- e) Confirmation Washington County CFPT Continuing as a Single County Team
Ms. Nicole Barnes, MTW Health Dept. Director is requesting that the Commissioners confirm that the Child Fatality Prevention Team for Washington County remain a single county team and requests BOCCs confirmation of this operational model.
See attached.
- f) Revised RAP LEPC EOP
See attached.

DATE	NAME	TICKET / YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
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Shawn Lewis

12-31-24

Requested by Tax Administrator

Date

"Approved by the Washington County Board of Commissioners meeting held _____, 2025.

Clerk to the Board of Commissioners

SITUS CODES:

- 1 - PLYMOUTH
- 2 - LEES MILLS, ROPER
- 3 - SKINNERSVILLE / CRESWELL
- 4 - SCUPPERNONG / CRESWELL
- 6- WATERSHED



North Carolina Vehicle Tax System

Pending Refund Report

12/31/2024

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Plate Number	Status	Refund Description	Refund Reason	Create Date	Tax	Levy Type	Change	Interest Change	Total Change		
DAIL, TONY LEE	DAIL, TONY LEE		118 HAZEL ST	PLYMOUTH, NC 27962	Proration	LAJ9606	PENDING	Refund Generated due to proration on Bill #0078079005-2023-2023-0000-00	Tag Surrender	12/20/2024	W TAX		(\$93.78)	\$0.00	(\$93.78)		
											P TAX		(\$59.58)	\$0.00	(\$59.58)		
											P VEHICLE FEE		\$0.00	\$0.00	\$0.00		
													Refund		\$153.36		
HODGES, DOUGLAS WAYNE	HODGES, DOUGLAS WAYNE		1781 NC HIGHWAY 45 N	PLYMOUTH, NC 27962	Adjustment < \$100	VEH5134	PENDING	Refund Generated due to adjustment on Bill #0080493051-2024-2024-0000-00	Over Assessment	12/3/2024	W TAX		(\$12.66)	\$0.00	(\$12.66)		
													Refund		\$12.66		
JAMES, NICOLE ELIZABETH	JAMES, NICOLE ELIZABETH	JAMES, KATIE CLAGON	37 SUNRISE LN	PLYMOUTH, NC 27962	Proration	JJR7512	PENDING	Refund Generated due to proration on Bill #0068622484-2023-2023-0000-00	Tag Surrender	12/4/2024	W TAX		(\$8.05)	\$0.00	(\$8.05)		
													Refund		\$8.05		
LEE, LEISA SWAIN	LEE, LEISA SWAIN		1611 SCUPPERNONG RD	CRESWELL, NC 27928	Proration	RAD3588	PENDING	Refund Generated due to proration on Bill #0076674140-2023-2023-0000-00	Tag Surrender	12/4/2024	W TAX		(\$54.05)	\$0.00	(\$54.05)		
													Refund		\$54.05		
MURPH, LARRY HOLLIS	MURPH, LARRY HOLLIS	MURPH, ALICE TETTERTON	196 WHITE OAK RD	PLYMOUTH, NC 27962	Proration	BT68052	PENDING	Refund Generated due to proration on Bill #0041159240-2023-2023-0000-00	Tag Surrender	12/3/2024	W TAX		(\$19.38)	\$0.00	(\$19.38)		
													Refund		\$19.38		
MURPHY, SHANE JOSEPH	MURPHY, SHANE JOSEPH		1227 WILSON STREET EXT	PLYMOUTH, NC 27962	Adjustment < \$100	RAX6612	PENDING	Refund Generated due to adjustment on Bill #0080530127-2024-2024-0000	Situs error	12/23/2024	W TAX		\$0.00	\$0.00	\$0.00		
													P TAX		(\$14.80)	\$0.00	(\$14.80)
													P VEHICLE FEE		(\$15.00)	\$0.00	(\$15.00)
													Refund		\$29.80		
PEELE, GEORGE DAVID	PEELE, GEORGE DAVID		354 WHITE OAK RD	PLYMOUTH, NC 27962	Proration	LCZ5343	PENDING	Refund Generated due to proration on Bill #0079723739-2024-2024-0000-00	Tag Surrender	12/11/2024	W TAX		(\$27.99)	\$0.00	(\$27.99)		
													Refund		\$27.99		
SHANOR, MARK WILBERT	SHANOR, MARK WILBERT		8785 NEWLAND RD	CRESWELL, NC 27928	Proration	KH2648	PENDING	Refund Generated due to proration on Bill #0069177956-2023-2023-0000-00	Tag Surrender	12/4/2024	W TAX		(\$21.72)	\$0.00	(\$21.72)		
													Refund		\$21.72		
SITTERSON, RAY EDWARD	SITTERSON, RAY EDWARD		7610 LONG RIDGE RD	PLYMOUTH, NC 27962	Proration	EZ2992	PENDING	Refund Generated due to proration on Bill #0026255928-2023-2023-0000-00	Tag Surrender	12/3/2024	W TAX		(\$47.94)	\$0.00	(\$47.94)		
													Refund		\$47.94		
													Refund Total		\$374.95		

Shu Wu 12-31-24
 Requested by Tax Administrator Date

Approved by the Washington County Board of Commissioners
 at the meeting held _____, 2025.

 Clerk to the Board of Commissioners

BOARD OF COMMISSIONERS:

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



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

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JASON SQUIRES
ASSISTANT COUNTY MANAGER
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CATHERINE "MISSY" DIXON
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JULIE J. BENNETT, MMC, NCMCC
CLERK TO THE BOARD
jbennett@washconc.org

January 6, 2025

North Carolina Local Government Commission (LGC)
State and Local Finance Division
North Carolina Department of State Treasurer
3200 Atlantic Avenue
Raleigh, NC 27604

Subject: Washington County FYE 2024 Financial Performance Indicators of Concern (FPIC) Response

Dear Sir/Madam,

Our FYE 2024 audit was recently completed and presented to our Board during a Special Called Meeting held December 2nd, 2024 during which two (2) separate FPICs were identified by our Auditor. Pursuant to 20 NCAC 03 .0508 each FPIC is separately identified and addressed below:

1. FPIC 8: Water and Sewer Capital Assets Condition Ratio (WSCAC Ratio)

The County's WSCAC Ratio has recently fallen slightly below the recommended threshold of 0.50 to a current ratio of 0.46. We acknowledge the importance of maintaining infrastructure at appropriate levels, and wish to inform the Commission that Washington County is currently facilitating several major repair and/or improvement projects funded primarily through VUR (Viable Utility Reserve) grants. These projects are designed to modernize and enhance our water and sewer infrastructure, which we anticipate will positively impact and increase the current ratio over the coming years. Meanwhile, we are committed to closely monitoring this ratio and will evaluate the need for additional repairs and improvements to ensure long-term sustainability.

2. FPIC 10: Ad Valorem Tax Collection to Budget Ratio (TCB Ratio)

The County's TCB Ratio for the audited fiscal year was -4.73%, exceeding the -3% uncollected threshold by -1.73%. This deviation was caused as a result of a single large delinquent taxpayer account—a solar farm company—which failed to initially claim an 80% exemption on the initial

value of its newly installed equipment resulting in an unusually large tax bill, which the company elected to not pay in the audited fiscal year. Washington County has been working with the taxpayer to establish an installment payment plan to address the outstanding bill with some limited success thus far. We plan to pay extra close attention to our anticipated and budgeted ad valorem tax revenues over the next few years and anticipate our TCB Ratio returning within a normally accepted threshold margin by FYE 26 if not before.

Washington County remains committed to addressing these concerns promptly and responsibly. We appreciate the Commission's guidance and oversight and look forward to continuing our collaboration to strengthen the County's financial health.

If you require additional information or have further questions, please do not hesitate to contact us at your convenience.

Sincerely,

Carol Phelps, Chair

John Spruill, Vice-Chair

Tracy Johnson, Commissioner

Ann C. Keyes, Commissioner

Julius Walker, Jr., Commissioner

Missy Dixon, Finance Officer

Curtis S. Potter,
County Manager & County Attorney

Cc: Mr. Alan Thompson, CPA
Thompson Price Smith & Adams
via email to: alanthompson@tpsacpas.com

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AGENDA ITEM MEMO

MEMO Date: December 31, 2024 **MEETING Date:** January 6th, 2025 **ITEM:**
SUBJECT:
DEPARTMENT: Economic Development/HR
FROM: Curtis S. Potter, County Manager/County Attorney
ATTACHMENTS:
A- Economic & Strategic Development Coordinator Position Description (3pgs)

PURPOSE: To approve a new full-time Economic & Strategic Development Coordinator position.

BACKGROUND: In April 2024, the County adopted a new long term Strategic Plan consisting of four primary focus areas. One of those four critical focus areas was “sustainable economic growth and development”. The first goal identified for this area was “Collaborate with educational and industrial partners to develop and deliver a more formally organized, proactive, and effective economic development program.”

Staff has pursued that goal by steadily planning for and pursuing the 10 initially identified specific action items for this focus area including most recently the development of a formal economic development council which is expected to serve as an advisory body to the Board of Commissioners and continue helping to identify and pursue current and future action items to facilitate ongoing sustainable economic growth and development.

To accomplish these goals and pursue current and anticipated future action items effectively, management recommends creating a full-time position to coordinate economic development activities along with other strategic planning and development duties as more particularly described in the attached position description.

A comparative pay analysis based on the same process utilized in recent years to review and set position grades within the county pay plan justifies initial placement at Grade 40 (pay range of \$57,342 - \$85,070).

FINANCIAL IMPACT: Based on market conditions, and depending on prior relevant experience, management anticipates an initial hiring range for this position between \$57,342 and \$73,355. This cost is expected to be largely offset by the following approximate annualized savings estimates:

- \$40k reallocating Special Projects Manager/Airport Development Director to Airport Budget
- \$25k saved by foregoing an LFNC Fellow for FY26 (based on current est. cost)
- \$TBD saved/generated from additional economic development and/or grant admin work

RECOMMENDED ACTION: VOTE to

1. **APPROVE** the attached position description and creation of a full time Economic & Strategic Development Coordinator to be added to the current county pay plan at Grade 40.

ECONOMIC & STRATEGIC DEVELOPMENT COORDINATOR

Revised: January 6th 2025

General Statement of Duties

Performs complex professional and administrative work planning, developing, initiating and directing business and industrial development programs and services, assisting existing and potential businesses and industries, developing marketing materials, developing and managing various strategic plans and local government projects and initiatives, preparing and maintaining records, files, and reports, and making presentations of summarized data.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

An employee in this class is responsible for consulting with local officials, community leaders, and industry executives for the purpose of promoting the industrial growth through expansion and retention of existing industrial bases, and attraction of new industries and businesses into the County. Work also includes developing and managing various internal organizational strategic plans, initiatives or projects as assigned by the County Manager and may include working closely with and sharing overlapping duties in the County Planning Department. Duties include development of data, statistics, and publications which portray the economic potential of the county; identification of prospective industries; and maintaining proper records, reports, and public information for the program. Work requires considerable planning and timely execution of work. Decisions must be made quickly with accuracy when dealing with the industrial management teams or other clients. The employee must exercise independent judgment and simultaneously consider financial, socio-economic, legal, and regulatory variables as they affect the County. Work occasionally requires exposure to outdoor weather conditions. Work involves strategically setting policy and goals as well as managing and tracking the progress of pursuing such goals under the direction of the County Manager and is evaluated through conferences, reports, and results.

Duties and Responsibilities

Essential Duties and Tasks

- Serves as initial contact for potential industries and businesses considering new location or expansion; shows sites and arranges meetings with local officials; researches land and coordinates contacts for the property; serves as liaison during plant or facility construction.
- Initiates, develops and maintains programs to encourage businesses to locate, expand or remain in the County; develops, implements and coordinates a strategic planning program for economic development.
- Develops marketing materials for economic development including brochures, flyers, booklets, website, and ads, etc.
- Develops and maintains contacts with State industrial developers, community leaders, representatives of businesses and industry, and the NC Department of Commerce.
- Develops grants and funding sources to support infrastructure improvements;

- researches, writes and contracts for grants procurement and administration.
- Lobbies and works with the Department of Transportation for road and highway improvements and keeps abreast of long-range transportation plan.
 - Visits each industry in the County regularly to stay abreast of their status and any potential for expansion; assists with problems.
 - Maintains current records on sites and buildings, and reports changes to the State industrial developers; maintains files and statistics on labor wages, demographics, economic base, maps, profiles, utilities, retail sales, building permits, finances and schools; reports on growth announcements and statistics on various agencies.
 - Serves as County staff representative to local, regional, state and national economic development and business organizations.
 - Prepares a variety of complex and detailed reports and other types of correspondence.
 - Serves as the primary County staff coordinator for the Economic Development Council and plans and facilitates regular meetings of the Council to provide input and feedback to the County on economic and community development within Washington County.
 - Works with the Work Force Development Board to ensure that there is an adequate and trained workforce in the County.
 - Coordinates various internal organizational strategic initiatives and projects including facilitating the ongoing implementation and updating of the County's Strategic Plan and Opioid Epidemic Response Plan.
 - Works closely with the Planning Department on a variety of matters, and may be assigned overlapping duties within that Department as deemed necessary by management.
 - Prepares departmental annual operating budget; establishes and tracks yearly goals and objectives including establishment of performance measurement metrics.
 - Coordinates efforts with local, regional and state organizations such as regional economic development or planning department officials, NC Department of Commerce, NC DOT, and others.
 - Attends various meetings including some public meetings held after normal business hours. Occasional overnight travel required.

Additional Job Duties

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of County and department policies and procedures.
- Thorough knowledge of principles, practices and processes involved in economic development, community outreach and development, strategic planning, and opioid epidemic response.
- Thorough knowledge of the principles of management, business, their organizational procedures, and financing.
- Thorough knowledge of economic, social, and technological resources available in the economic development field.

- Thorough knowledge of the assets of the community and local, state, and federal laws pertaining to economic development and planning.
- Thorough knowledge of the local, regional, state and federal resources and agencies available to assist with various economic development activities.
- Thorough knowledge in preparing a variety of complex and detailed reports and other types of correspondence.
- Thorough knowledge in the use of standard office equipment and associated software. Thorough knowledge in strategic planning, project management, & economic development marketing principles/practices.
- Skills in data collection and analysis and establishment, managing and publishing information from databases about pertinent County statistics and demographics.
- Skill in cultural diversity sensitivity and awareness.
- Ability to plan, organize, and effectively develop strategic plans, capital or service projects, and industrial leads for the County including building consensus among diverse groups.
- Ability to communicate effectively in oral and written form. Ability to make arithmetic computations.
- Ability to establish and maintain effective working relationships with industry and business executives and owners or representatives, public officials at the local, state and federal levels, contractors, community leaders and organizations, other department heads, superiors and other employees.
- Ability to analyze situations accurately and make correct recommendations dependent upon the circumstances for each project, initiative, or industrial contact.

Physical Requirements

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, sitting, standing, walking, lifting, fingering, grasping, seeing, talking, and hearing.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally to move objects.
- Must possess visual acuity to prepare and analyze written and computer data.

Desired Education and Experience

Graduation from a college or university with a Bachelor's degree in business administration, planning, economics, or related field and considerable professional experience in economic development and marketing, or an equivalent combination of education and experience. Preference may be given for an advanced Masters Degree in a relevant field or other advanced training or experience related to understanding and performing the duties of this position.

Special Requirement

Possession of a valid North Carolina driver's license.



Martin-Tyrrell-Washington

DISTRICT HEALTH

Nicole C. Barnes, MPH, Health Director



Public Health
Prevent. Promote. Protect.

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

Confirming Single or Multi county Child Fatality Prevention Teams

Information Contact:

Name: Nicole C Barnes, Health Director

Agency: Washington County Health Department

Phone/Email: 252-791-3101/ nicole.barnes@mtwdh.org

Action Requested: Confirm designation of Child Fatality Prevention Team/Community Child Protection Team (CFPT/CCPT), Future Local Team, as a single/multi county team.

Prior Board Actions: None

Background: The NC Child Fatality Prevention System is a statewide multi-disciplinary system that was developed in the 1990's consisting of the North Carolina Child Fatality Prevention Team, North Carolina Child Fatality Task Force and local teams (CFPTs and CCPTs).

N.C.G.S. 7B Article 14 defines the membership composition of CCPTs and CFPTs, statutorily required to represent disciplines among the community, as well as the responsibilities and duties of the local CFPT to review resident county child fatalities, assess potential gaps in systems and policies that may have contributed to the deaths, and make recommendations to policy makers to improve local and statewide systems to better protect children and prevent future deaths.

Passed in 2023, changes to the law via the 2023 Appropriations Act [Section 9H.15 of Session Law 2023-124] now required all Boards of County Commissioners to determine if the local team proceeds as a single or multicounty team.

CHOOSE ONE OF THE FOLLOWING:

 ✓ County, would like to continue as a single county team and requests the BOCCs confirmation of this operational model.

 County, would like to establish a multicounty team with County and requests the BOCCs confirmation of this operational model.

Financial impact: None

Martin County

210 W. Liberty St.
Williamston, NC 27892
252.793.1619

Tyrrell County

408 Bridge St.
Columbia, NC 27925
252.793.1750

Washington County

198 Hwy. 45 North
Plymouth, NC 27962
252.793.3023

BOARD OF COMMISSIONERS:

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AGENDA ITEM MEMO

MEMO Date: January 3rd, 2025 **MEETING Date:** January 6th, 2025 **ITEM:**
SUBJECT:
DEPARTMENT: Emergency Management
FROM: Lance Swindell, Emergency Management Coordinator

ATTACHMENTS:
A- Emergency Operation Plan Rewrite Regional Plan Project Summary (2pgs)
B- RAP Regional Emergency Operations Plan (159pgs)

PURPOSE: To approve a new revised Regional Emergency Operations Plan (EOP) for Washington County.

BACKGROUND:

The attached Roanoke, Albemarle, Pamlico (RAP) Regional Emergency Operations Plan (EOP) is presented for your review and approval. This comprehensive plan has been developed to provide a clear framework for disaster preparedness, response, recovery, and mitigation for Washington County and the neighboring counties of Bertie, Hyde, Martin, and Tyrrell.

Summary of Key Features:

- Purpose and Scope:** The EOP outlines actions for reducing vulnerability to disasters, establishing response capabilities, and restoring operations effectively. It includes an all-hazards approach and complies with North Carolina General Statutes, the National Response Framework, and the National Incident Management System.
- Concept of Operations:** It defines roles and responsibilities for leadership, agencies, and external stakeholders during emergencies, ensuring efficient coordination.
- Annexes:** The plan includes detailed annexes covering evacuation, mass care, resource management, debris clearance, and hazard-specific protocols for hurricanes, floods, and other risks.
- Continuity Provisions:** The plan incorporates Continuity of Operations (COOP) and Continuity of Government (COG) strategies to maintain critical functions during disruptions.

Rationale for Adoption:

- The new EOP replaces a web-based version previously maintained by the state, which is no longer supported. The updated plan provides a more resilient and accessible format that does not rely on internet access.

- Adopting the plan ensures compliance with state and federal requirements, maintains eligibility for funding under the Emergency Management Performance Grant (EMPG), and strengthens regional disaster preparedness and response capabilities.
- The plan is fluid and adaptable, allowing for updates as circumstances or operational needs change.

Additional information including Goals/Objectives; Questions/Answers; and EMC Actions/Notes are summarized in an attached 2-page document for your reference and review.

FINANCIAL IMPACT: Approval of the EOP is a critical component to maintaining EMPG Grant Compliance to help offset our annual EM operation expenses.

RECOMMENDED ACTION: VOTE to

1. **APPROVE** and formally adopt the RAP Regional Emergency Operations Plan as presented.

Emergency Operation Plan Rewrite

Regional Plan Project Summary

Goals/Objectives:

- Explain the need for EOP rewrite
- Compare EOP rewrite to old EOP that was web-based
- Explain the layout of the rewritten EOP

Questions:

- What is in it; the purpose of the plan

Answer – In short, this is the common operating picture of the county without naming names and phone numbers and standard operating procedure. This document can and will be edited to represent our procedures within NCGS166.A. It outlines the roles of leadership and circumstantial assignments in an emergency

- What is the difference between EOP and Continuity of Operations Plan

Answer: Continuity of Operations is one of the annexes to the EOP that identifies the MEF(Mission essential function). It is the responsibility of the County to make Department Heads aware of their role in an emergency. The Emergency Management Coordinator will review with each, either individually or at a monthly Department Head meeting.

- Where is it kept

Answer: The EOP is meant to lay out the function of operations within an emergency and is a rewrite of a web-based version maintained and paid for by NCEMA. A copy of the entire plan can be obtained upon request (to County EM Coordinator). It is not required to be posted on the County's website. It remains an editable and fluid document. The plan is intended for official use only by County leadership and not published for public use.

- Why do we need to rewrite/update:

Answer: An updated EOP which does not require the web-based service discontinued by the State of NC is required for EMPG and STATE EM. This printed plan provides an overview of the regional/jurisdictional emergency management program and is intended for official use only. The state has discontinued the use of the web-based plan where the old plan was housed.

- When do we need it in place/adopted?

Answer: As soon as possible. The original target date was November 29, 2024.

Action Items by EM Coordinator:

Updated to add Pungo River and Pinetown to the Fire Department list of responders to the county

Explained the flow of plan – see Table of Contents

Stored/Kept at: EM office has electronically and a paper copy

Requested any old version of (EPlan) from OnTarget (contractor) they will research and return when available

NOTES:

The new EOP rewrite is a more resilient form that does not require the internet or cloud to navigate

What is old is new again. This “WORD” version may be edited, printed, and kept on a jump drive for viewing

It is necessary for leadership in Emergency Management to keep a copy for regular review, setting aside time to review with Department Heads on a regular basis.

Annex items can be rewritten/edited as the need arises or situations change. PDF versions have been obtained.



Roanoke, Albemarle, Pamlico (RAP)

RAP Regional Emergency Operations Plan

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I. Foreword

The preservation of life and property is a fundamental responsibility of government at all levels. Without proper planning and coordination of resources, natural and manmade disasters will significantly disrupt the provision of the most basic services of a governmental body to its citizens and prolong the associated consequences of the disaster. Sound emergency plans executed by qualified and trained individuals will minimize the effects of disasters on the general public.

Whether in times of disaster or calm, the Roanoke, Albemarle, Pamlico (RAP) counties of Bertie, Hyde, Martin, Tyrrell, and Washington, NC, routinely function together for disaster planning, response, recovery, and mitigation. As such, through the RAP Local Emergency Planning Committee (LEPC) they have adopted a regional approach to complement and increase individual capabilities within the region and effectively improve delivery of their collective services to the populace.

The RAP LEPC has undertaken a coordinated planning effort and has created this regional Emergency Operations Plan (EOP) to provide the framework for disaster operations. It is coordinated with the North Carolina Emergency Operations Plan, the National Response Framework, and the National Incident Management System to maintain consistency and continuity of operations during a disaster.

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II. Resolution of Adoption

WHEREAS: The mission of Bertie, Hyde, Martin, Tyrrell, and Washington Counties is to preserve its unique character through responsibly serving residents, visitors, and the business community with integrity and innovation, and;

WHEREAS: One of its most basic governmental responsibilities is the preservation of life and property through comprehensive planning for, response to, recovery from, and mitigation of the consequences of natural and manmade disasters, and;

WHEREAS: Washington County recognizes and readily accepts its responsibility for the general safety of its public and provides for its wellbeing through various county departments, emergency response agencies and law enforcement during times of rest and disaster, and;

WHEREAS: The RAP Counties desires to provide the best possible protections to its citizens by working together, in a coordinated effort, with internal and external agencies, as well as private enterprise and volunteers.

NOW, THEREFORE IT BE RESOLVED:

The Roanoke, Albemarle, Pamlico (RAP) counties of Bertie, Hyde, Martin, Tyrrell, and Washington, NC, adopt this All-Hazards Emergency Operations Plan as presented in this document, to provide policy and guidance to its Administration, Employees, and other related response entities during times of disaster.

Signatures:

Chair, Washington County Board of
Commissioners

Attest:

County Seal

Clerk to the Board of Washington County
Commissioners

III. Endorsements

The undersigned agree to the responsibilities assigned to their organization in the RAP Regional Emergency Operations Plan.

Date

Date

Date

Date

Date

Emergency Management Coordinator **Date**

Other:

Typed/Printed Name **Signature** **Date**

Typed/Printed Name **Signature** **Date**

IV. Distribution List

The agencies and departments listed below have received a copy of the Roanoke, Albemarle, Pamlico Regional Emergency Operations Plan (RAPREOP) and agree to the responsibilities assigned to them. The _____ will maintain a record of signatures and plan receipt.

RAP Regional Emergency Operations Plan Distribution		

V. Record of Changes

NOTE: This should be completed upon any major changes to the Plan. Major changes include any item that changes the intended action/guidance of the plan.

Date	Section/Page Number	Change Made	Person Completing Change
11/25/2024	P.69 K. Firefighting & Hazardous Materials	Added 2 Washington Co. Fire Dept.s	Lance Swindell

VII. Basic Plan

A. Purpose

This plan prescribes actions to be taken by government agencies and private organizations of Bertie, Hyde, Martin, Tyrrell, and Washington counties (RAP) to reduce the vulnerabilities of people and property to disaster and to establish capabilities to respond effectively to the actual occurrence of a disaster.

B. Scope

The RAP Regional Emergency Operations Plan Distribution (RAPREOP) is applicable to all County employees, offices, and affiliate agencies. The RAPREOP identifies and establishes the concept of operations as well as the roles and responsibilities of County elected officials, administration, employees, outside agencies, and volunteer resources as they relate to emergency and disaster preparedness, response, recovery, and mitigation within the Counties.

Those individuals, agencies, and organizations not under the direct supervision of the Counties, providing assistance and response resources to the Counties, although not bound by this plan are expected to work within its framework to accomplish a coordinated response.

Nothing in this plan is intended to take the form of law or other mandatory or punitive actions unless otherwise adopted or referenced within an official ordinance of the Counties.

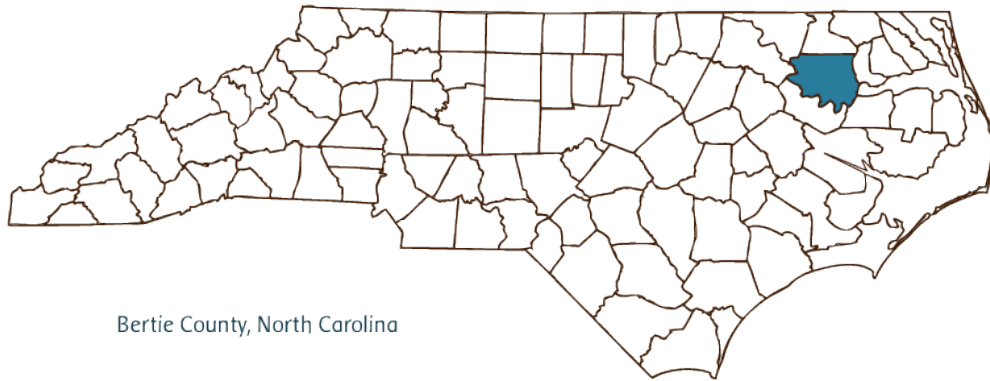
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C. Situation and Assumptions

Situation

I. Bertie County

Bertie County is located in the northeastern region of North Carolina. It is bound on the East by the Chowan River, Albemarle Sound, and Chowan County; on the South by Martin and Washington Counties; on the West by Northampton and Halifax Counties; and on the North by Hertford County. Bertie encompasses 699.18 square miles of land area. Windsor is Bertie County's largest town and Windsor is the county seat. The current full-time population is estimated at 17,934 people (U.S. Census Bureau 2020) with a population density of approximately 26 persons per square mile.



The following services, which may have expanded duties during disasters, are provided by Bertie County:

- Animal Control
- Building Inspections
- Education
- Emergency Management
- Emergency Medical Services
- Fire Departments
- Fire Marshal
- Health Department
- Law Enforcement
- Mental Health
- Social Services
- Solid Waste Operations
- Volunteer Rescue Squads

The Town of Windsor provides services that may be expanded during a disaster, or their duties may be directly impacted by the hazards. Services impacted may include Water, Law Enforcement, Sanitation, Sewer, Fire Protection and Public Works

Transportation

Major traffic arteries:

US 17, US 13, NC 308, NC 305, NC 45, and NC 11. No Interstate highways pass through Bertie County; however, I-95 in neighboring Northampton County is approximately thirty miles North.

Several bridges provide key access to the County; these are NC 11 and US 13 -17 Roanoke River bridges, NC 45 "Three-rivers" bridge, US 17 Chowan River bridge and US 17 Cashie River bridge at Windsor.

Railroad:

North Carolina - Virginia Railroad, a short-line freight railroad that operates on tracks previously owned by CSX. Roxobel, Kelford and Aulander are located on the NC-VA rail line.

Gas Lines:

Natural gas is provided to Bertie County by NC Natural Gas.

Airports:

There are no airports within the County, and the nearest commercial airline service is through Pitt-Greenville Airport, a distance of approximately 40 miles. The County is served by several small airports with hard surfaced runways in neighboring counties; these include Tri-County Airport in Hertford County, Martin County Airport and Northeastern Airport, near Edenton. Todd's Airstrip near Windsor is a privately-owned grass strip that is serviceable for light aircraft in an emergency.

Inland Ferry:

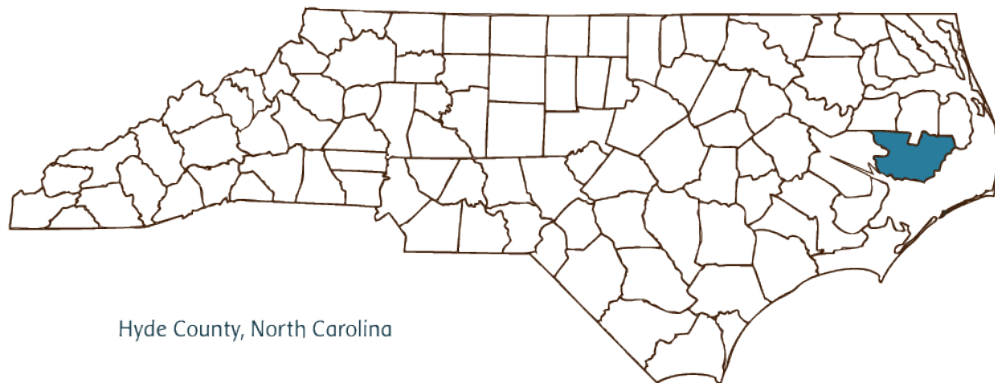
Not shown among the free ferries listed on the official NC DOT road maps. Where Secondary Road 1500 runs into the Cashie River, the Sans Souci Ferry, a diesel-powered raft-of-sorts carries one or two cars at a time across the river. The ferry follows the path of a twisted metal cable that drops below the surface once the ferry has docked. This 10-minute trip saves about 20 miles and many more minutes of travel through the countryside.

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II. Hyde County

Hyde County is located in the eastern region of North Carolina. It is bound on the East by the Pamlico Sound, the South by Pamlico and Carteret Counties; the West by Beaufort County, and the North by Washington, Tyrrell, and Dare Counties. The current population of the county and municipalities within the county is approximately 4,589 persons (US Census 2020) with a population density of approximately 8 persons per square mile. Hyde County encompasses 612.35 square miles of land area.

Hyde County is an extremely unique geographic and demographic location. The seasonal population may easily double due to the large seasonal population that visits Ocracoke Island. Large portions of several National Wildlife Refuges and part of the Cape Hatteras National Seashore are located in Hyde County.



Hyde County, North Carolina

There are five townships in Hyde County, Swan Quarter (the village serves as the County seat), Currituck, Fairfield, Lake Landing and Ocracoke.

Transportation

Major traffic arteries:

Major highways serving Hyde County include US 264, NC 12, NC 94, and NC 45.

Railroad:

Gas Lines:

Airport:

The Hyde County Airport near Englehard can support general aviation and some military aircraft as well as helicopters.

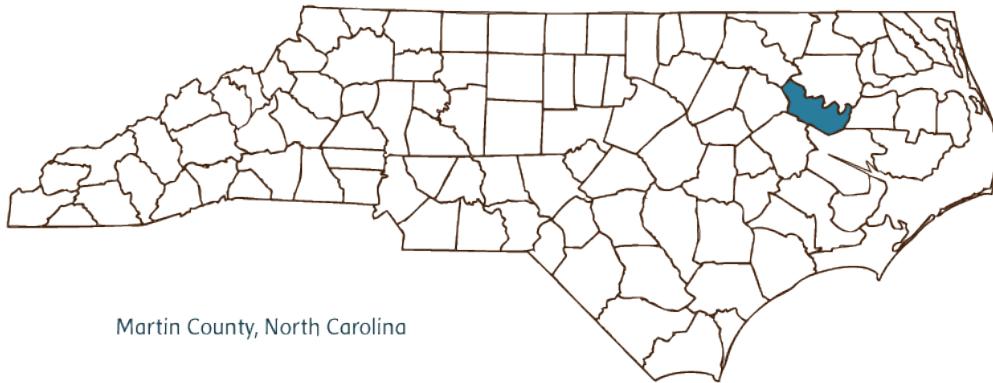
Ferry:

Three N. C. ferry routes serve Ocracoke Island as the primary transportation access.

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III. Martin County

Martin County is located in the North Carolina Emergency Management Eastern Branch Office area and FEMA Region IV and is geographically located in the Northeastern section of the State. It is bound on the East by Washington County, on the South by Beaufort and Pitt Counties, on the North by Bertie County, and on the West by Halifax and Edgecombe Counties. The current population of the county and municipalities within the county is approximately 22,031. (US Census 2020), encompasses 456.41 square miles of land mass, and boasts a population density of 48.3 persons per square mile.



Martin County, North Carolina

Transportation

Major traffic arteries:

The major highways in Martin County are U.S. Highways 13, 17, 64 and N.C. Highways 11, 42, 111, 125, 142, 171 and 903.

Railroad:

Cargo rail service is provided by CSX. There is no passenger rail service.

Gas Lines:

Natural gas service is provided by North Carolina Natural Gas. Numerous propane suppliers are located in or near the county.

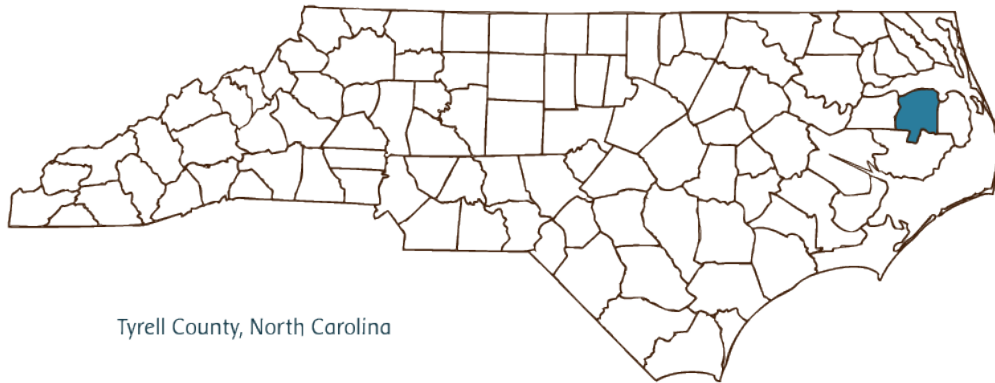
Airport:

The county is served by the Martin County Airport which provides general aviation services. There is no commercial airline service to or from the airport.

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IV. Tyrrell County

Tyrrell County is located in the Coastal Plain region of northeast North Carolina, contiguous to Hyde County on the southern border and to Washington County on its western border. It is bound on the east by the Alligator River and to the north by the Albemarle Sound. The Town of Columbia (population 610) is the only municipality within the county and is also the county seat. Tyrrell County encompasses 390.78 square miles of land mass, with approximately 8 persons per square mile. The population of Tyrrell County is approximately 3,245 (US Census, 2020) with only slight seasonal fluctuations. Tyrrell County is located in Area 1 of the North Carolina Emergency Management Eastern Region and FEMA Region IV.



Transportation

Major traffic arteries:

Major transportation routes in the county are US Highway 64 and NC Highway 94.

Gas Lines:

Piedmont Natural Gas has a main through Tyrrell County.

Airport:

There are no commercial airports within the county. The closest commercial airline service is through Norfolk International Airport and Pitt-Greenville Airport. Dare County airport in Manteo is the closest airport to Columbia that is served by frequently scheduled charter flights. Several privately owned grass airstrips are used by light aircraft; these include strips at Sound Side, Gum Neck, and Sunny Side. Air traffic operating in Tyrrell County must negotiate restricted military airspace often in use by the Navy and Air Force. High-speed low level military aircraft frequently use the airspace over the county enroute to these weapons test ranges in neighboring Dare County.

Waterways:

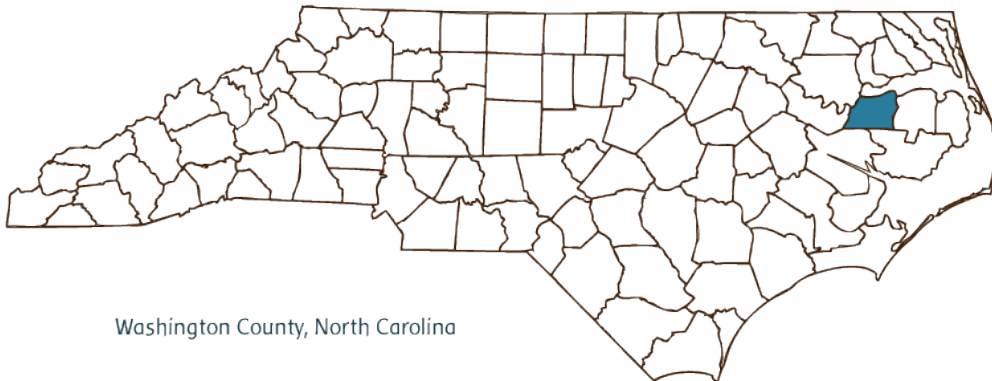
There are extensive waterways in Tyrrell County. Commercial tug and barge traffic and large pleasure craft routinely transit the Intracoastal Waterway via the Alligator River (US 64 drawbridge) on the eastern side of Tyrrell County. A small commercial marina with overnight slips operates at the base of the

Alligator River bridge. The Scuppernong River flows through Columbia and northern portions of the county and is used by small commercial and pleasure craft. The Scuppernong is an outlet to the Albemarle Sound. Albemarle Sound on the north shore of the county is also used regularly by commercial tug and barge traffic. Typical cargoes are timber and petroleum fuels. Commercial fishing activity is routinely found on all of these waterways.

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V. Washington County

Washington County is located on the Roanoke River and the Albemarle Sound of North Carolina, is a rural coastal area primarily dependent on agriculture and forestry for its economic well-being. It is bound on the east by Tyrrell County, on the south by Hyde County, on the north by the Albemarle Sound and on the west by Martin County. The current population of the county and municipalities within the county is 13,228*. The anticipated peak population is 11,003. (US Census Bureau, 2020). Washington County encompasses 346.51 square miles of land mass, with a population density of 32 persons per square mile.



Washington County, North Carolina

Transportation

Major traffic arteries:

Major highways are US Highway 64; NC Highways 32, 45.

Railroad:

CSX Railway, Norfolk Southern and Rail Link provide rail service. Rail service is a primary cargo carrier and there is no scheduled passenger service.

Gas Lines:

Piedmont/Duke Energy have lines running through Washington County

Airport:

The airport (Plymouth Airport) is owned by Washington County and is located 2 miles south of Plymouth serving local general aviation aircraft.

Hazards

Many potential hazards exist within or near the Region which could cause incidents, accidents, and disasters of such magnitude as to warrant centralization of the direction and control function in order to conduct effective and efficient emergency operations. Potential hazards are listed and described under the Hazard Identification Section of this plan.

- Direction and control of normal day-to-day emergencies is performed by senior on-scene emergency response personnel in accordance with local ordinances, policies and procedures and the utilization of the Incident Command system.
- Towns may exercise independent direction and control of their own emergency resources, outside resources assigned to the town by the County Emergency Operations Center (EOC), and resources secured through existing mutual aid agreements with other

municipalities. Requests for state/federal government assistance will be directed to the County EOC.

- Numerous federal and state agencies are available to support local agencies within the county in the event that services need to be expanded.
- There is frequently a need for manpower and equipment to remove obstructions or clear a way to an accident site for emergency debris removal and for restoration of essential utilities.
- Emergency situations may require evacuation of part of the county. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of a county-wide disaster.
- Large scale disasters may necessitate rapid evacuation of hospitals, nursing, and non-ambulatory populations.

Assumptions

- The occurrence of one or more hazards could result in a true catastrophic disaster situation which would grossly overwhelm local and state resources.
- Disasters will result in disruption of government functions. This makes it mandatory for all levels of local government to develop and maintain standard operating procedures to ensure continuity of government.
- Most natural disasters will leave at least some part of the county isolated and on its own for a period of time.
- Routine government operations such as delivery of social programs, court schedules, elections, and cultural events, etc., may be postponed as a result of a disaster.
- The occurrence of one or more than one hazards would impact the Region and the municipalities severely and include several of the following possibilities:
 - Loss of electric power.
 - Loss of the water distribution and storage systems.
 - Loss of part or all of waste treatment systems.
 - Severance of the road/highway network, including bridge damage.
 - Evacuation of people from the county.
 - Necessity for mass care (shelter) and feeding operations.
 - Need for debris clearance and removal.
 - Multiple injuries and fatalities.
 - Long-term sheltering of victims.
 - Drastic increase in media attention.
 - Damage to the public service communications network and telephone networks.
 - Severe economic impact.
 - Increased number of vermin/vectors.
 - Need for official public information and rumor control.
 - Need for State and/or Federal assistance.
 - Re-entry of essential personnel and equipment.
 - Need for managed re-entry of the public to damaged/evacuated areas.

- Damage to vital records.
- Need for damage assessment.
- Immediate need for auxiliary power.
- Influx of solicited and unsolicited donated goods.
- Contamination of private wells.
- Exhaustion of local resources.
- Need for depth-of-staffing.
- Loss of facilities vital to essential services.
- Need for law enforcement support.
- Need for emergency medical and rescue support.
- Need for fire protection support.
- Need for additional hospital/medical support.
- Over taxing local resources.
- Depth of staffing problems.
- Loss of facilities vital to maintaining essential services.
- Environmental impact to wildlife, natural resources, and agriculture.
- Management of reconstruction.
- Coordination of staged resources.
- Damage to historical sites.
- Isolation of populations.
- Price gouging, unscrupulous business practices.
- It is necessary for the Region's Counties and municipalities to plan for and to carry out disaster response and short-term recovery operations utilizing local resources. However, it is likely that outside assistance would be needed and available in most major disaster situations affecting the county and municipalities.
- All disasters will require some degree of recovery.

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D. Concept of Operations

- As authorized by NC General Statute §166A, counties and municipalities may establish Emergency Management agencies for the purposes of prevention of, preparation for, response to, and recovery from natural or man-made emergencies or hostile military or paramilitary action. Municipal Emergency Management agencies are subject to coordination by the Region.
- Personnel assigned to the Emergency Operation Center will operate in one of the following five (5) functional groups as assigned by the Emergency Management Coordinator:
 - The Executive Group consists of elected officials, jurisdictional management/liaison representatives, and public information officials. This group is responsible for:
 - The approval of policies and strategies pertinent to the emergency/disaster situation.
 - Assuring briefings of the Emergency Operations Center staff occur for the purpose of coordinating information.
 - The Operations Group consists of the designated representatives of the agencies conducting emergency operations (law enforcement, fire, rescue, EMS, others as appropriate). This group is responsible for the direct supervision of county operations including the allocation of resources necessary to implement the approved strategies and policies.
 - The Planning Group consisting of technical advisors pertinent to the type of emergency/disaster, may be established to:
 - Collect, evaluate, display, and disseminate information regarding the incident and status of resources.
 - Maintain a journal, post data, and maintain status boards.
 - Analyze the predictable probable course of emergency incident events.
 - Develop strategies (action plans) and alternatives to control operations for the incident; and,
 - Anticipate resource requirements.
 - The Logistics Group of representatives of emergency support agencies (i.e., shelter and mass care, public works, communications, etc.), may be established to coordinate the acquisition of supplies, equipment, and other resources (public and private) necessary and approved to resolve/recover from the emergency or disaster situation.
 - The Finance Group may be established to:
 - Compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment, and other services.
 - Perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.
- When a disaster overwhelms the capability of state and local governments, the resources of federal departments and agencies may be needed.
- Local governments will use their normal channels for requesting assistance and/or resources from the State Emergency Operations Center. If state resources have been exhausted, the State will arrange to provide the needed resource(s) using the Emergency Support Functions

as described in the Federal Response Plan. Each County is a signature entity of the “Statewide Mutual Aid Agreement.”

- State Role and Support:
 1. Requests for state resources will be made through the County Emergency Management Coordinator, who forwards the request to the State EOC.
 2. The Division of Emergency Management Eastern Branch Office will provide the following support to the Emergency Management Coordinator:
 - On-scene response by the Area Coordinator or his designee or SERT (State Emergency Response Team).
 - Assistance with the dissemination of emergency public information.
 - Relay of information from County to the State.
 - Coordination of state agencies during events.
 - Transmittal and tracking of requested resources.
 - Assistance with planning, training, and recovery operations.
- Federal Assistance with Resources and Federal Emergency Support Functions
The Federal Government may provide Federal resources to local governments through the North Carolina Division of Emergency Management. The National Response Framework outlines Emergency Support Functions (ESFs) for Federal agencies. These Federal Emergency Support Functions are:
 - #1-Transportation
 - #2-Communications
 - #3-Public Works and Engineering
 - #4-Firefighting
 - #5-Emergency Management
 - #6-Mass Care, Emergency Assistance, Housing, and Human Services
 - #7-Logistics Management and Resource Support
 - #8-Public Health and Medical Services
 - #9-Search and Rescue
 - #10-Oil and Hazardous Materials Response
 - #11-Agriculture and Natural Resources
 - #12-Energy
 - #13-Public Safety and Security
 - #14-Long-Term Community Recovery
 - #15-External Affairs
- The National Incident Management System (NIMS)
The Region has formally adopted the National Incident Management System (NIMS) approach and guidance to incorporate the elements of NIMS essential to efficient management of emergencies and disasters that will involve local, state, and federal response agencies.

The Federal Government Places criteria for all emergency plans to comply with Homeland Security Presidential Directive 5 (HSPD-5). *“To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regards to domestic incidences, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions...”*

Regional Counties have met and continue to meet the compliance objectives of the National Incident Management System and have received training in the National Response Framework. Many compliance objectives are ongoing efforts such as training and new resource typing. Elected and appointed officials are involved in all local emergency planning and the Emergency Management Coordinator is the single point of contact for all NIMS compliance issues. All local agencies are responsible for maintaining their training records that accurately reflect compliance with the objectives of the NIMS. Training course requirements are listed by general local government employment position and are maintained by the NC Division of Emergency Management.

When needed, the County Commissioners may declare a “State of Emergency” as directed by NCGS §166A, to assist the local emergency response agencies in carrying out their duties and for the protection of the citizens and property within the disaster area. Individual Towns can independently declare a “State of Emergency” in the event of a disaster or, by resolution, can adopt a County “State of Emergency” if one is declared, inclusive of the enactment and rescission dates of the County declaration.

- Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the President’s representative to coordinate overall delivery of federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the state, under the overall direction of the Federal Coordinating Officer. The Disaster Mitigation Act of 2000, also known as the 2000 Stafford Act Amendments, are important changes in the ways in which the Federal Government will provide assistance.

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E. Phases of Emergency Management

- The Region utilizes the four phases of Comprehensive Emergency Management in designing and implementing the Emergency Management program. These phases are:
 - Mitigation- Through the Planning and Building inspection programs the county and municipal governments use codes and standards to prevent industry from impacting residential areas and prevent substandard living construction.
 - Preparedness- Through disaster planning and recognition of hazards likely to affect the area, the county and municipal agencies prepare for potential disasters. County agencies are offered training and preparation for a disaster and each department is responsible for seeing that their personnel have adequate training to carry out assigned functions. Many other programs are offered to the residents of North Carolina to help them be prepared, including online resources such as www.ready.gov and www.readync.gov, as well as ongoing public education programs. Members of the public are kept informed and urged to prepare for disasters by local media and the County.
 - Response- When a disaster occurs the county and municipal agencies respond either as direct assistance to the disaster area or as a support agency to the first responders on the scene. The response agencies will act within their scope of training and will call upon outside resources as needed to mitigate further damages. Additional resources are coordinated by the County Emergency Operations Center.
 - Recovery- After the immediate short-term emergency needs of an area are controlled, the county and municipal governments begin a recovery process that may take several days to many months or years. Response agencies will determine what impacts have been made on the community and what will need to be done to put the community back to pre-disaster conditions. Many times, this effort will overwhelm the jurisdiction, and assistance from the State and Federal Government will be needed.
- Each County provides many emergency services to the citizens of the county on a daily basis. Some of the services overlap with municipal government jurisdictions. While the municipalities within the county provide many services to their citizens, they also depend on the County for services such as emergency medical, social services, health, sheltering of evacuees, and Emergency Management.
- Towns provide services for their own normal operations. In the event of a disaster, however, if its resources prove to be inadequate during emergency operations, requests for outside resources will need to be made through the County to maintain operations.
- As requests for resources become overwhelming, the County will coordinate, as appropriate, with adjoining counties for additional available resources while also working with North Carolina Emergency Management to utilize state resources when county capabilities become exhausted.

F. Organization and Assignment of Responsibilities

General

This section tasks departments within local government with emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency standard operating guidelines (SOGs). Specific responsibilities are outlined below. These specific responsibilities shall be considered as "including, but not limited to." Responsibilities for certain organizations, which are not a part of local government, are also outlined.

When operational, the Emergency Operations Center utilizes:

- **Control Group**

The County Control Group meets at the County EOC and is made up of the following:

- County Commission Chairman
- County Commission Vice-Chairman
- Mayors
- County Manager
- Emergency Management Coordinator
- The Control Group meets to determine the items to be listed in the local state of emergency declaration and determines whether the municipalities will relinquish responsibility to the County Emergency Manager.

- **Support Group**

- The County Support Group meets at the County EOC.
- The Support Group consists of representatives of predetermined governmental and volunteer agencies. These members will be selected by the County Manager or Emergency Management Coordinator.
- The Support Group is tasked with the implementation of Control Group decisions.

Assignment of Individual Responsibilities

Chairman, County Commissioners

- Carry out appropriate provisions of NCGS 166A, in addition to local ordinances relating to emergencies.
- Request assistance from the state government through the Emergency Management Coordinator, as needed, to control an emergency.
- Perform direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
- Declare and terminate a State of Emergency when appropriate.
- Issue and terminate the evacuation order when appropriate.
- Request the assumption of State direction and control of the State of Emergency or evacuation, if required.
- Ensure the protection of public documents and public facilities during an emergency.
- Nominate a Local Emergency Planning Committee (LEPC) as identified in Title III of the Superfund Amendments and Reauthorization Act of 1986 and in accordance with the policies of the State Emergency Response Commission (SERC).

- Provide assistance to minimize the adverse social and economic aspects of energy supply disruptions by encouraging recommended conservation programs both in the public and private sectors.

County Manager

- Ensure county agencies develop and continually update emergency plans and Standard Operating Procedures (SOPs) to respond to emergencies.
- Ensure that exercises and tests of the emergency systems are conducted on a periodic basis.
- Ensure that representatives for EOC staff are designated (e.g. Health Director, Public Information Officer, etc.) to report to the Emergency Operations Center (EOC) upon activation to provide direction and control.
- Ensure that information and reports are forwarded to the State Division of Emergency Management regarding an emergency.
- Ensure a current internal notification/recall roster is developed and maintained.
- Report to the EOC upon activation and assist the Emergency Management Coordinator in the direction and control of resource management operations.
- Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction on behalf of the governing body.
- Provide administrative support to the Local Emergency Planning Committee as required.
- Ensure compliance with the Americans with Disabilities Act (ADA), Occupational Safety and Health Administration 1910.120 and all other acts, public laws, General Statutes, regulations, and policies are adhered to.

Town Administrator or Manager

- Ensure town agencies develop and continually update emergency plans and Standard Operating Procedures (SOPs) to respond to emergencies.
- Ensure that exercises and tests of the emergency systems are conducted on a periodic basis.
- Ensure that representatives for EOC staff are designated (e.g. Health Director, Public Information Officer, etc.) to report to the Emergency Operations Center (EOC) upon activation to provide direction and control.
- Ensure that information and reports are forwarded to the State Division of Emergency Management regarding an emergency.
- Ensure a current internal notification/recall roster is developed and maintained.
- Report to the EOC upon activation and assist the Emergency Management Coordinator in the direction and control of resource management operations.
- Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction on behalf of the governing body.
- Provide administrative support to the Local Emergency Planning Committee as required.

- Ensure compliance with the Americans with Disabilities Act (ADA), Occupational Safety and Health Administration 1910.120 and all other acts, public laws, General Statutes, regulations, and policies are adhered to.

Public Information Officer

- Establish procedures for the flow of information to the public in a disaster which shall include the Emergency Alert System (EAS).
- Arrange points of contact for releases of public information in an emergency and for briefings to media representatives when appropriate.
- Assist in the preparation and review of public information materials for all hazards affecting the county.
- Provide rumor control and publicize the telephone number of a rumor control line where official disaster information can be obtained by the public.
- Clear information as appropriate with the Command Group or Chief Executive before release to the media.
- Ensure that public information materials for visually impaired and non-English speaking groups are disseminated.
- Ensure that all sources of information being received are authenticated and verified for accuracy.
- Prepare written statements of agreements with the media to provide for dissemination of essential emergency information and warning to the public, including the appropriate protective actions to be taken.
- Maintain working relationships with the media and a current list of radio stations, television stations and newspapers to be used for public information releases.
- Conduct a public information campaign to disseminate disaster assistance information as necessary.
- Maintain current inventories of public information resources including media contacts.
- Assist in handling inquiries and informing families about places of contact for missing relatives.
- Develop media advisories for the public.

Finance Director

- Ensure that financial records of expenditures are kept during emergencies.
- Establish and maintain an account of disaster related expenditures and expenses.
- Be familiar with the Federal Emergency Management Agency (FEMA) Equipment Cost Schedule.
- Be familiar with public assistance forms issued and used by the Federal Government.
- Provide for the procurement of additional protective equipment, instruments, antidotes, and clothing for use in a hazardous materials environment.
- Develop procedures for initiating and maintaining financial accounting records for all agencies during emergencies.

- Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.

Emergency Management Coordinator

- Perform assigned duties according to NCGS 166A and local ordinances.
- Responsible for planning in accordance with Federal and State guidelines (CPG101) and coordination of emergency operations within the jurisdiction.
- Responsible for the annual review, update, and coordination of all aspects of this plan, its annexes, procedures, attachments, and references.
- Ensure adequate training for the Emergency Management Organization and ensure regular drills and exercises to test the functions of this plan are conducted in accordance with the identified training schedule.
- Identify resources (county and private) and maintain current inventories of county owned resources including sources and quantities and develop mutual aid agreements to control these resources.
- Set priorities on available resources and implement resource controls to restore essential services.
- When requested and available, provide resources for special or critical facilities.
- Ensure means are available within the county to gather necessary information regarding the availability of resources during an energy emergency.
- Request funding for procuring and maintaining equipment.
- Establish and equip the County Emergency Operations Center (EOC) to include primary and backup radio communications (fixed and mobile) and provide operations on a continuous basis as required.
- Develop and maintain the EOC Standard Operating Procedure including an activation checklist and notification/recall roster.
- Develop a schedule for testing, maintaining, and repairing Emergency Operations Center equipment.
- Maintain liaison with utility companies to arrange for back-up water, power, and telephone service during emergencies. As necessary, establish a Utilities Liaison to coordinate information flow between the EOC and affected utilities.
- Alert and activate, as required, the County Emergency Management Organization when informed of an emergency within the county.
- Receive requests for assistance from municipalities within the county and direct aid to areas where needed.
- Provide for the storage, maintenance, and replenishment/replacement of essential equipment and materials.
- Establish and maintain coordination with other jurisdictional EOCs as appropriate.
- Provide adequate coordination of recovery activities among private, state, and federal agencies/organizations.
- Develop procedures to warn areas not covered by existing warning systems.

- Coordinate warning resources with neighboring counties.
- Assist the Public Information Officer with disseminating public information during emergencies.
- Identify and develop procedures for potential evacuation areas in accordance with the county's hazard analysis.
- Identify population groups requiring special assistance during evacuation (e.g. senior citizens, the very ill and disabled, nursing homes, prison populations, etc.), and assure that they have evacuation procedures in place.
- Coordinate the establishment of Disaster Assistance Centers if appropriate.
- Initiate the return of the population as soon as conditions are safe at the direction of the Chairman, Board of County Commissioners.
- Assist with designating facilities and arranging for the shelter needs of institutionalized or special needs groups.
- If not pre-determined, appoint a Damage Assessment Officer to coordinate overall damage assessment operations.
- Secure resources to support and assist with damage assessment activities (maps, tax data, cameras, identification, report forms, etc.).
- Assist with identification and notification of applicants that may be eligible for Public Assistance (government agencies, private non-profits, etc.) programs.
- Develop a flood warning system for areas in the county subject to frequent flooding.
- Support the LEPC by maintaining liaison with Facility Emergency Coordinators to ensure availability of current information concerning hazards and response to an incident.
- Serve as the Community Emergency Coordinator as identified in SARA, Title III.
- Assure coordination of planning efforts between jurisdictions (municipalities, county, facilities, etc.), including the development of notification/warning, response, and remediation procedures for facilities that use/store hazardous materials.
- Alert all emergency responders to the dangers associated with technological hazards and fire during emergency operations.
- Advise decision makers on the hazards associated with hazardous materials.
- Ensure a critique of incident responses to assess and update procedures as needed.
- Serve as the single point of contact for National Incident Management System awareness, implementation, coordination, and compliance.
- Ensure training records for both the NIMS and Incident Command are maintained either in the Emergency Management Office or with the department or agency that has completed or is conducting the training.

Agency/Jurisdiction Emergency Operations Center Representatives

- Report to the Emergency Operations Center and ensure continuous representation throughout activation.
- Provide support personnel and services to the Emergency Operations Center as appropriate/necessary.

- Ensure all information related to the emergency/disaster situation is coordinated with other response agencies/organizations.
- Ensure agency staff is secured to provide for 24-hour operation.

Damage Assessment Officer (Tax Department/Building Inspectors /Addressing-GIS Coordinator)

- Develop and annually review the Damage Assessment and Recovery Annex of this plan making modifications, corrections, or updates as necessary.
- Coordinate disaster assessment teams conducting field surveys.
- Recruit damage assessment team members as necessary.
- Develop, review, and annually update procedures for damage reporting and accounting.
- Train personnel in damage assessment organization, techniques, and reporting procedures.
- Maintain a current damage assessment team notification/recall roster.
- Provide a system for submission of accurate, detailed, and timely Initial Damage Assessment Reports to the Emergency Operations Center and/or the Emergency Management Coordinator.
- Inspect shelters to determine the need for emergency repairs, pest control, sanitation, or other protective measures.
- Inspect or cause to be inspected, residential and commercial properties to determine if structures are safe to occupy.
- Collect data and prepare damage assessment reports.

Communications Director

- Develop, update, and annually review the Communications Annex to this plan.
- Ensure off-duty/volunteer staff can be called on short notice to supplement on-duty personnel.
- Operate message center at the County Emergency Operations Center.
- Ensure information pertinent to the emergency/disaster situation is provided to the EOC.
- Develop and maintain equipment, methods, and procedures for communications between the EOC and on-scene emergency resources.
- Receive warning information from the National Warning System (NAWAS) or the Division of Criminal Information (DCI) and other official sources.
- Establish procedures to control two-way radio communications between the EOC and other forces, such as hospitals, ambulance dispatch points and amateur communications networks.
- Identify potential sources of additional equipment and supplies.
- Arrange for or provide radio repair capabilities and maintenance operations under emergency conditions.
- Provide warning procedures for special locations such as schools, hospitals, nursing homes, major industries, and institutions.

- Coordinate communications with surrounding counties, the State, and municipalities during disasters.
- Develop procedures for obtaining and restoring telephone services during emergencies.
- Test and maintain communications equipment on a regularly scheduled basis.
- Provide for regular testing of the emergency generators at the Communications Center.

Sheriff (or designee)

- Develop, update, and annually review the Law Enforcement Annex to this plan.
- Plan for conducting traffic control and other law enforcement operations throughout the county during disasters.
- Provide backup communications for the EOC as required or requested.
- Provide emergency transportation for EOC personnel as warranted or necessary.
- Report to the EOC and provide direction and control for law enforcement operations in coordination with the Emergency Operations Center.
- Assist in warning and notifying the affected population of an existing or impending emergency.
- Assist in evacuation of the disaster area and movement to shelter.
- Provide security and protection for the damaged area and vital facilities and control access to affected areas.
- Relocate and house prisoners when necessary, during periods of evacuation.
- Coordinate additional law enforcement support with State Highway Patrol, other counties, and municipalities during response activities.
- Identify primary and alternate evacuation routes and the traffic control mechanisms needed to ensure proper utilization of those routes.
- Establish staging areas in coordination with fire departments, rescue squads and staged resources for evacuation.
- Direct re-entry traffic into the evacuated area during recovery.
- Advise the Emergency Management Coordinator of roadway conditions and support the removal of disabled vehicles or other blocks to evacuation.

Municipal Police Department

- Maintain law and order within local jurisdiction.
- Provide security for essential facilities within the town.
- Coordinate activities with the Sheriff.

Fire Marshal

- Develop, update, and annually review the Fire and Rescue Annex of this plan.
- Plan for coordination of firefighting operations throughout the county in time of disaster.
- In coordination with law enforcement, rescue, and others, establish staging areas.
- Support the evacuation of special institutions and handicapped/disabled individuals.
- Provide search and rescue support.

- Coordinate fire protection in evacuated areas.
- Survey shelter sites for fire safety.
- Analyze fire potential and identify fire service requirements.
- Develop county and inter-agency mutual aid agreements.
- Coordinate firefighting assistance from other counties at the disaster site.
- Prepare inventories of fire equipment/apparatus resources.
- Report to the Emergency Operations Center upon activation and coordinate with firefighting operations.
- Assist in warning and notifying the affected population of an existing or impending emergency.
- Solicit or provide support personnel to assist in traffic control and damage assessment operations.

Fire Departments

- Assist law enforcement with warning and notifying the affected population of an existing or impending emergency.
- Plan for coordination of fire and rescue activities throughout the county during disasters.
- Support rescue operations.
- Provide support personnel to assist in traffic control.
- Provide direction and control during hazardous materials incidents.
- Provide fire protection for shelters.
- Assist in search and rescue operations during emergency/disaster situations.
- Identify equipment and manpower limitations and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events.
- Assist with debris removal.
- Additional duties are also found in the various Annexes and Procedures.

Rescue Squads

- In coordination with the Fire Marshal, develop, update, and annually review the Fire and Rescue Annex of this plan.
- Coordinate rescue of injured people during emergency operations.
- Provide support for emergency operations as needed for public warning, traffic control, and damage assessment.
- Organize deployment of rescue personnel and equipment during emergency operations.
- Support shelter operations with medical personnel.
- Develop mutual aid agreements.

Emergency Medical Services Coordinator

- In coordination with medical control, develop, update, and annually review the Emergency Medical Services Annex to this plan.

- Plan for coordination of Emergency Medical Service Advanced Life Support and Basic Life Support ambulance activities throughout the county during disasters.
- Develop mutual aid agreements.
- Coordinate with medical control for use of medical facilities within the county for mass casualty incidents.
- Maintain liaison with American Red Cross (ARC) and other volunteer service agencies to support first aid and supplement medical resources in shelters and during other disaster situations.
- Maintain a casualty tracking system.
- Maintain listing of medical facilities.
- Implement the Incident Command System (ICS) for all joint operations.
- Set procedures for treatment of contaminated patients.
- Set procedures for decontamination of patients and equipment.
- Develop procedures for mass casualty incidents as a result of a major emergency/disaster.

Social Services Director (or designee)

- Report to the Emergency Operations Center (EOC) upon activation to assist in shelter operations.
- Plan for coordination of Social Services operations during disaster and provide trained personnel to assist in shelter and mass care operations.
- Develop mutual aid agreements.
- Coordinate with Red Cross, the Health Department and Emergency Management in the development, update and annual review for the Shelter and Mass Care Annex of this plan, as well as the Unmet Needs Annex of this plan.
- Coordinate with special needs facilities (e.g., nursing homes, rest homes, etc.) to ensure development of emergency procedures for evacuation, shelter of patients or residents or shelter in place/Stay-home order procedures. Provide advice or guidance as appropriate.
- Maintain listing of nursing homes and other special needs facilities.
- Coordinate emergency activities during response and recovery with American Red Cross, Salvation Army, and other volunteer organizations to include shelter, feeding and clothing.
- Develop a shelter stocking plan for DSS shelters and mass care facilities.
- Train and provide shelter managers and personnel to operate DSS shelters and mass care facilities.
- Identify evacuees within DSS shelters with special needs.
- Coordinate DSS feeding or evacuees and staff at shelters.
- Maintain current internal notification/recall rosters.
- Initiate the upgrading and marking of shelters as necessary.

- In coordination with the Health Department, American Red Cross, and the Fire Marshal, identify and survey congregate care shelter facilities which have lodging and mass feeding capabilities.
- Develop procedures or checklists to activate and deactivate shelters.
- Designate shelter facilities in the area with the shortest commuting distance to the emergency/disaster area for essential workers and their families.

Auxiliary Communications (AuxComm)

- When activated, report to the County EOC or other designated area as directed.
- Provide Local, regional, State, or National voice or digital communications as directed between EOC, shelters and other locations as directed.
- Provide backup digital and voice communications for Incident Commanders as directed.

Public Health Director (or designee)

- Develop procedures for emergency public health operations and act as liaison for mental health care. Annually review and update the Public Health Annex of this plan.
- Report to the Emergency Operations Center (EOC) upon activation and provide direction and control for emergency health operations.
- Plan for inspection of food and water in shelters and issuance of instructions for decontamination, distribution, and usage of food supplies in coordination with Cooperative Extension.
- Coordinate environmental health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.
- Provide support personnel to staff shelters.
- Coordinate with the Mental Health provider to provide crisis counselors for citizens and emergency response personnel (CISD).
- Develop mutual aid agreements.
- Develop and implement health awareness and public information programs regarding personal health and coordinate public information releases with the Public Information Officer.
- Provide for medical needs of special needs population.
- Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent, and control communicable disease as well as the distribution of exposure inhibiting or mitigating drugs.
- Assist in monitoring emergency workers exposed to hazardous materials.
- Assume responsibility for the identification of medical debris, provide technical information and assist in the clean-up and disposal to comply with state and federal safety and infection control standards as may be required to dispose of or prepare for shipment to the State Public Health Laboratory.

Medical Examiner

- Respond to notifications of fatalities from local authorities and establish an adequate morgue.

- Issue press releases in conjunction with the Public Information Officer.
- Develop procedures for the recovery, identification, registration, and disposition of the dead. These procedures should include the use of professionals and volunteers to sort, document, identify dead and the establishment of a morgue.
- Determine cause of death and issue death certificates.
- Notify next-of-kin and release remains and personal effects of the deceased to qualified representatives.
- Coordinate with funeral directors, ambulance services, pathologists, ARC, dentists, X-ray technicians and law enforcement in a mass casualty incident.

Superintendent of Schools (or designee)

- Develop, update, and annually review school emergency procedures and plans, including the evacuation of schools and the transportation of students and staff.
- Upon notification, report to the Emergency Operations Center to coordinate transportation resources, school activities and use of school facilities and personnel for shelter and mass care operations. Coordinate with other resources.
- Support transportation operations during evacuation and return of evacuees.
- Provide personnel to support evacuation and shelter operations.
- Plan for transportation of county residents in a disaster, including special population groups (handicapped, elderly, etc.).
- Provide school facilities for temporary medical treatment facilities and shelters, as needed.
- Maintain school transportation resources and provide fuel support when refueling is necessary.
- Direct the evacuation of school populations.
- Coordinate with law enforcement, fire departments, rescue squad and County Transportation Authority on designating staging areas, pick-up points, and routes.
- Obtain additional transportation resources, as needed from adjacent jurisdictions, the State and private sources.
- Develop Mutual Aid Agreement and evacuation process with the County Transportation Authority Director.

Transportation Authority

- Provide transportation resources and personnel to assist in evacuation or transportation of citizens.
- Coordinate transportation issues with the Superintendent of Schools.
- Report to the County Emergency Operations Center when required or requested.

American Red Cross

- Upon notification, report to the Emergency Operations Center to coordinate shelter and mass care operations with the Department of Social Services, school system, Health Department, and other human services organizations.
- Assume financial responsibility for Red Cross shelter operations.

- Develop a shelter stocking plan for ARC shelters. Coordinate with other organizations such as Salvation Army to provide additional food and clothing and/or comfort kits.
- Provide shelter managers to operate ARC shelters.
- Train shelter managers and staff for shelter operations.
- Arrange for staffing and feeding of evacuees in Red Cross managed shelters.
- Identify evacuees within ARC shelters with special needs.
- Provide shelter management supplies.
- Follow established mass care procedures.
- Provide food for emergency workers and persons in shelters.
- Answer inquiries and inform families on the status of individuals injured or missing.

Mental Health Services Provider

- Develop procedures to provide mental health services during emergencies.
- Develop a Disaster Training Guide for counseling personnel.
- Provide crisis intervention training for personnel assigned to Critical Incident Stress Debriefing Teams.
- Implement disaster plans for mental health facilities.
- Provide mental health professionals for treatment of disaster victims.
- Assist American Red Cross with inquiries and inform families on status of individuals injured or missing.
- Maintain a 24-hour Crisis Line during periods of evacuation.
- Identify evacuees in reception centers, shelters and Disaster Application Centers who have experienced mental stress and provide them with mental health services.
- Ensure continuity of mental health treatment and medication for persons in shelter, as necessary or requested.
- Provide crisis counseling to professionals and support staff working with the relocated population.
- Arrange for debriefings of psychological support for emergency workers and disaster victims.
- Coordinate with the Mental Health Coordinator and provide crisis counselors to shelters.
- Maintain information pertaining to mental health resources that may be utilized during emergency/disaster situations, such as a roster of qualified counselors.

Solid Waste Director

- Develop and maintain standard operating guidelines for solid waste disposal and debris management during an emergency/disaster situation.
- Serve as the County Debris Manager and coordinate all activities relative to debris operations.
- Upon notification, report to the Emergency Operations Center to coordinate public works and debris removal operations.

- Coordinate with all debris removal agencies (public and private contractors) for the disposal of all disaster debris.
- Develop and maintain resource lists with source, location and availability of equipment, fuel, and operational personnel to support response/recovery operations.
- Assist with debris clearance operations.

Cooperative Extension Director

- Operate out of the County Emergency Operations Center, as needed, for technical advice and liaison with the agricultural community.
- Maintain contact with the agricultural representative at the State Emergency Operations Center for coordination of agricultural activities.
- Assist sampling teams operating in the county during hazardous materials incidents that may affect agriculture, livestock, or agriculture resources.
- Work with the Damage Assessment Officer to provide personnel for agricultural damage assessment teams.
- Coordinate releases of public information with the Public Information Officer and the Health Department.

Municipal Public Works

- Upon notification, report to the Emergency Operations Center to coordinate public works and debris removal operations.
- Prepare procedures to provide public works/county maintenance functions during emergencies (e.g., roads, streets, water, and utility services).
- Develop and maintain resource lists with source, location and availability of equipment, fuel, and operational personnel to support response/recovery operations.
- Develop mutual aid agreements.
- Jointly with Department of Transportation (DOT) direct and dispatch public works mutual aid from other jurisdictions.
- Conduct debris clearance operations.
- Store and provide fuel for emergency vehicles.
- Prepare required reports and forward them to the EOC.
- Maintain emergency generators/power, water, and sanitation resources at vital facilities in the county during emergencies.
- Assist in damage assessment operations and relay damage assessment as requested by the Damage Assessment Officer.
- Prepare to upgrade and mark public shelters as directed by the Emergency Operations Center.
- Plan for emergency repair and restoration of vital facilities and utilities during disasters.

County Maintenance Director

- Prepare procedures to provide county maintenance functions during emergencies.
- Develop mutual aid agreements.

- Jointly with Department of Transportation (DOT) direct and dispatch county maintenance mutual aid from other jurisdictions.
- Prepare required reports and forward them to the EOC.

Animal Control Officer

- Serve as technical advisor to the Emergency Operations Center on issues dealing with animal control.
- Develop an emergency plan dealing with animal control issues and care custody and control of domestic animals in a disaster.
- Assist in developing a policy regarding fees, pickups and releases of domestic animals during a disaster and in the recovery phase of disaster operations.

Air Operations Manager (Designee)

- Develop and maintain standard operating guidelines for local air operations during emergency situations.
- Coordinate local aircraft operations during and following disaster events and provide related information to the Operations Officer.
- Provide for the priority clearance of the runway at Todd's Airstrip.
- Determine the capabilities and limitations of the airstrips, aircraft and facilities to support aviation operations during emergencies.
- Coordinate with the FAA regarding the need to restrict air space over the disaster area.
- Provide liaison with the National Transportation Safety Board and the FAA in the event of a mass casualty aircraft accident.
- Coordinate with military officials in support of disaster-related military flight operations at the Tri-County Airport.
- Coordinate with the Civil Air Patrol regarding missions and availability of CAP aircraft.

Data Center Director

- Develop and maintain standard operating guidelines for the management of county data processing during emergency/disaster situations.
- Provide support personnel for technical assistance with computer equipment, telephone and Information Systems during emergency/disaster activation.

Disaster Volunteer Coordinator

- Develop and maintain a list of available volunteers and procedures for managing volunteer resources.
- Coordinate the activation and deployment of volunteers as requested by the Emergency Management Coordinator.
- Serve in the EOC as needed.

Donations Manager

- Secure volunteers for receipt, tracking and distribution of donated goods.
- Identify space and equipment needed and pre-arrange for use of such resources during the time of need.

- Coordinate with Public Information Officer regarding needs, distribution, sites and similar information.
- Manage the receipt, sorting and distribution of goods to the affected population.
- Coordinate with relief agencies, the Division of Emergency Management Donated Goods Officer and local organizations to minimize duplication of effort.
- Maintain contact with Disaster Recovery Centers.

Unmet Needs Committee Chairman

- Have committee meetings as required.
- Work with groups, organizations and individuals to determine local unmet needs resulting from disaster events. Identify resources to help meet unmet needs, coordinating with the Donated Goods Manager.
- Serve in the Disaster Recovery Center as needed.
- Maintain contact with Disaster Recovery Centers.

Hazardous Materials Facility Emergency Coordinator

- Report all releases of hazardous materials to the 911 Center as specified by law.
- Provide required information to the LEPC and local Fire Department serving the facility.

USDA County Emergency Board

- Prepare Flash Situation Reports as needed.
- Provide leadership to the agriculture community during recovery from a disaster.
- Conduct damage assessment for agriculture lands and crops in coordination with Cooperative Extension.

NC Forest Service

- Manage and control forest fires.
- Assist Emergency Management Coordinator with coordination of local fire and debris operations.
- Conduct damage assessment for forestlands.
- Assist municipalities with debris removal and other resources.
- Assist with specialized missions and resources upon the request of Emergency Management.

G. Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of any of the Region's EOCs, the EOC will serve as the primary coordination point for all forms of critical information. Coordination of disaster intelligence may require the following activities:

- Identification of the types of information needed.
- Determination of where information will come from
- Identification of what sections of the Incident Command Structure will need and use the information.
- Establishing how the information will be disseminated.

Disaster information is typically managed under the Planning Section but may come into the EOC through any functional branch, Command Staff, or Policy Group representatives. Position checklists within the Town EOC Standard Operating Procedures dictate specific handling requirements and accountability for all information received involving an existing emergency or disaster situation.

H. Administration, Finance, and Logistics

General:

The Emergency Services Communications Center operates continuously 24 hours per day and is administered by the County Office of Emergency Management. Day-to-day operations are under the Emergency Management Coordinator.

The operational readiness and operations of the Emergency Operations Center is the responsibility of the Emergency Management Coordinator.

Records and Reports:

Records of expenditures and obligations during emergency operations must be maintained by the county government. Narratives and operational journals of response actions will be kept.

Compliance with law:

- Each County makes every attempt during all operations including emergency and/or disaster operations to comply with all applicable General Statutes of the State of North Carolina and all regulatory requirements of the various state agencies including but not limited to:
 - Department of Labor
 - Department of Health and Human Services
 - Department of Environment and Natural Resources
- Each County makes every attempt during all operations including emergency and/or disaster operations to comply with all applicable federal law and regulatory requirements of various federal agencies including but not limited to:
 - The Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - Pets Evacuation and Transportation Standards Act
 - Americans with Disabilities Act
 - Clean Air Act
 - Occupational Safety and Health Administration
- Consumer complaints pertaining to alleged unfair or illegal business practices during emergencies will be referred to the State Attorney General's Consumer Protection Division.
- There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions. This policy applies equally to all levels of government, contractors, and labor unions.

Agreements and Understandings

Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.

Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the local Emergency Management Coordinator to the Branch Office. From there, such requests are forwarded to the State Emergency Operations Center.

Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

I. Plan Development and Maintenance

Each agency, department, or group assigned responsibilities in this plan participated in its development and is required to develop standard operating procedures (SOPs) in support of the plan.

Annual review of this plan by all officials/departments/ agencies involved is mandatory. This includes coordinating revision through the Emergency Management Agency. A critique is recommended following any execution of the plan.

This plan should be exercised annually. Any execution of the plan may substitute for an annual exercise.

Updates, changes, modifications, additions, deletions, and/or corrections to this plan may be determined to be administrative in nature and may not require approval of the County Board of Commissioners or the re-approval or promulgation of the entire plan. Decisions regarding such shall be made by the Emergency Management Coordinator in coordination and consultation with the County Manager. If the County Manager feels the updates, changes, modifications, additions, deletions, and/or corrections to this plan are significant and that Board action is advised, the Emergency Management Coordinator will prepare appropriate documentation and submit the documentation, through normal channels, to the Board of Commissioners for consideration.

Emergency updates, changes, modifications, additions, deletions and/or corrections to this plan and/or any policy, procedure or annex that is part of this plan, may be made as an emergency interim measure with written approval of Chairman of the Board of Commissioners without prior consent or approval of the entire Board sitting in either regular or emergency session.

J. Authorities and References

General

Authorities

Various Federal, State, and Local statutory authorities and policies provide the basis for local actions and activities in the context of emergency and disaster management. Nothing in this EOP alters the existing authorities of individual counties, departments, and agencies, nor does it convey new authorities upon any local official.

Rather, this plan establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various departments

and agencies in a collective framework for action to include prevention, preparedness, response, and recovery activities.

The RAPREOP may be used in conjunction with other departmental incident management and emergency operations plans developed under these and other authorities as well as memorandums of understanding (MOUs) among various agencies.

References

Selected references are on file in the Administration Office. These include:

- Federal Communications Commission (FCC) rules and regulations.
- Public Law 93-288 as amended by Public Law 100-707, Disaster Relief Act of 1974.
- County Emergency Management Ordinances.
- County State of Emergency Ordinance.
- Local Mutual Aid Agreements and Understandings.
- Part 73, Subpart G and H, Federal Communications Commission Rules, and Regulations.
- North Carolina Emergency Management Act of 1977 as amended, NCGS 166A.
- N.C. General Statute 115C-242 (6).
- N.C. General Statute Article 36A of Chapter 14.
- Title III of Superfund Amendments and Reauthorization Act of 1986 (SARA).
- Statement of Understanding between the State of North Carolina and the American Red Cross.

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VIII. Functional Annexes

A. Direction, Control, and Coordination

Purpose

This annex outlines the direction and control procedures for emergency operations and identifies the personnel, facilities and resources which will be utilized in the coordinated response activities.

Situation And Assumptions

Situation

Many potential hazards threaten the county. This necessitates the centralization of direction and control to conduct effective and efficient emergency operations.

The affected County's Emergency Operations Center (EOC) serves as the central direction and control point for county-wide emergency response activities.

Regional County EOC locations:

- Bertie - 222 County Farm Rd. Windsor, NC 27983
- Hyde - 30 Oyster Creek St, Swanquarter, NC 27885
- Martin - 205 E Main St, Williamston, NC 27892
- Tyrrell - 106 Water Street Columbia NC 27925, alternate location is 898 Hwy 64 Columbia NC 27925
- Washington - The EOC is located at 116 Adams St. Plymouth NC 27962. The alternate EOC is at 1069 Plymouth Airport Road Plymouth NC 27962.

Assumptions

The designated EOC will be activated upon the threat or occurrence of a major emergency / disaster and designated personnel will report to the EOC in a timely fashion.

The County EOC facility and equipment is adequate for coordinating county-wide emergency operations.

Sufficient procedures have been developed to effectively direct and control disaster operations / recovery.

Emergency operations and coordination at all levels of government will be carried out according to plans and procedures.

Concept Of Operations

General

- Emergency operations will include all activities which are directed toward reduction of the immediate hazard, establishing situation control and restoration of normal operations within the county.
- The Emergency Management Coordinator will activate, organize, and operate the EOC in a flexible manner based on the magnitude of the situation.
- The organizational structure of the EOC will be arranged according to the type of incident, agencies and / or jurisdictions involved, objectives and strategies selected to resolve the situation and the demands of the emergency. Municipalities will provide representation in the EOC for inter-jurisdictional coordination when the event severely affects the jurisdiction or as requested.

- The Chairman of the Board of Commissioners will be notified by the Emergency Management Coordinator when EOC Activation is warranted to direct and control emergency operations.
- The EOC will be managed in accordance with the Regional EOC Standard Operating Procedures.
- On-scene activities of emergency response personnel will be managed utilizing the Incident Command System (ICS).
- EOC activation is necessary when one or more of the following situations occur:
 - There exists an imminent threat to the safety or health of the public.
 - Extensive multi-agency or inter-jurisdictional response and coordination is necessary to resolve or recover from a disaster situation.
 - Local resources are inadequate or depleted, and significant mutual aid resources must be obtained to resolve the disaster situation.
 - Declaration of a State of Emergency is imminent.
- Whenever the EOC is activated or activation of the EOC appears imminent, the Emergency Management Coordinator will notify the Division of Emergency Management, Eastern Branch Office, and State EOC.

Staffing

Personnel reporting to the EOC will operate in one of two functional sections assigned or predetermined by the Operations Officer.

- The Control Group under the direction of the Chairman of the jurisdiction or his designee, consists of the decision makers of the jurisdiction and others as decided by the Chairman. This group is responsible for:
 - The approval of policies and strategies pertinent to emergency / disaster operation.
 - Leadership and decision making (for implementation by the Support Group.)
 - Preparation and release of statements to the general public in coordination with the Public Information Officer.
 - Maintaining a line of communication with their respective administrators and County / City elected officials.
 - Maintaining a presence in the EOC, as necessary, to provide direction and control.
- The Support Group, under the direction of the Control Group, is responsible for on-scene operations including the allocation of resources. Depending on the incident at hand, any Department may be required to provide a representative to the Support Group. Additionally, representation by other agencies may be necessary (e.g., Red Cross, Food Panty, Salvation Army, etc.). The County Manager / Emergency Management Coordinator will determine those required to be present.

Continuity of Government

The line of succession for direction and control is:

1. Chairman, County Board of Commissioners
2. Vice Chairman, County Board of Commissioners
3. County Manager
4. Emergency Management Coordinator

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B. Warning and Communications

Communications

Purpose

This section describes the emergency communication, notification, and warning system.

Situation And Assumptions

Situation

- Each County operates a Central Communications Center which serves as the Enhanced 9-1-1 Center and County Warning Point.
 - Tyrrell County contracts 911 services with Dare County but maintains a backup 911 center and warning point.
- Day-to-day operations require a base number of dispatch positions, however the volume of traffic during times of disaster will require additional personnel to assist.
- The Communication Center is designed as a secure facility.
- Emergency communications procedures will be implemented, and backup capabilities activated, as necessary.
- Appropriate communications personnel will be notified.

Assumptions

- Emergency and disaster occurrences could have a detrimental effect on a County's communication system.
- The commercial telephone system serving each County is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage.
- Commercial electric power may be shut off during significant emergencies, necessitating the use of auxiliary power.
- It is possible for communities within the county to be isolated from communications for extended periods of time.
- Loss of communication towers or other such systems could hamper communication or the ability to page emergency personnel throughout the county.
- The ability to repair damage to a County communication system is contingent upon the availability of private commercial repair technicians.
- State assistance may be needed to procure supplemental communication equipment or to locate available repair technicians following a major disaster.

Concept Of Operations

General

- The Communication Center operates 24 hours a day and serves as the County Warning Point. As severe weather watches and warnings are received from the National Weather Service, the information is broadcast to all emergency services, schools, etc., according to the 911 Center Standard Operating Procedures.
- Emergency communications standard operating procedures will be implemented. Backup capabilities will be activated, as necessary.

- Within the National Response Framework, Communications is an Emergency Support Function, (ESF #2).
- Field emergency service personnel utilize the County emergency communications networks to communicate with the EOC.
- Amateur Radio volunteers will augment primary communications, as necessary.

Specific

- Telephone Service
 - Tyrrell County - Brightspeed provides the primary commercial telephone service.
 - Washington County – Centurylink and Brightspeed provide the primary commercial telephone service.
 - Mobile phone capability exists within the county through various providers.
 - The telephone companies will maintain a restoration priority list for telephone service prior to and/or following a major disaster.
 - During emergencies, personnel will staff information telephones in the EOC to respond to questions from the general public.
- Two-Way Radio Systems
 - Each County's Communication System is designated as the principal system to be used for direction and control activities. Principal users are as follows:
 - Law Enforcement
 - Emergency Management
 - Fire/Rescue
 - Emergency Medical Service
 - Public Utilities
 - Medical Facilities
- Other two-way communications systems which may be used to communicate with the State EOC during emergencies include:
 - Division of Criminal Information (DCI)
 - NC Voice Interoperability Plan for Emergency Responders (VIPER)
 - Commercial Telephone (Fax)
 - Amateur Radio Emergency Service (ARES)
 - Cellular Phone
 - Email
 - WebEOC

Facilities And Equipment

- Each County Emergency Communications Center is equipped with communications equipment (radio, telephone, computers, satellite radio, etc.) allowing contact within the county, contiguous counties, and the State EOC.
- The organizations involved in emergency communications will follow the administrative and logistical procedures established by their individual agencies.
- Communications equipment is vulnerable during times of emergency, particularly during periods of national emergency. Communications personnel must possess appropriate security clearances to send or receive classified information. Access to the Communications

Center is restricted and only authorized personnel bearing picture identification will be considered for admission.

Continuity of Government

The line of succession is:

1. Communications Director
2. Emergency Management Coordinator
3. County Manager

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Notification and Warning

Purpose

This annex describes the Regional County emergency communications/notification and warning systems.

Situation And Assumptions

Situation

- Each County operates a Central Communications Center which serves as the Enhanced 9-1-1 Center and County Warning Point.
- The Communications Center is designed as a secure facility.
- Notification of an emergency to the telecommunicator can come from a variety of sources.
- The Communications Center is often the first point of contact for the general public.
- County emergency communications (911) is heavily dependent on the commercial telephone network.
- Remote radio units from each of the emergency services can be located in the primary EOC.
- Special needs groups or schools may require special warning and/or notification.
- Emergency Management can activate the Emergency Alert System (EAS) to deliver warnings to the public.
- Scanner radios are monitored extensively by residents of the county providing another means of alerting or warning the public.
- Radio stations in the county and surrounding counties would be used to issue alerts to County citizens.
- Television stations in the Eastern North Carolina area provide primary TV coverage for Washington County.
- Television stations in Greenville NC and the state of Virginia provide primary TV coverage to Tyrrell County.
- Tyrrell and Washington Counties use Hyper-Reach to issue alerts to citizens.

Assumptions

- The use of all available forms of warning and notification should provide sufficient warning to the general public and special needs population.
- Emergency/disaster occurrences could have a detrimental effect on the county's communications system.
- The commercial telephone system serving the county is vulnerable to the effects of emergency/disasters and the possible system overload due to increased usage.
- Communications (911) can be disrupted due to the vulnerability of the telephone system.
- Commercial electric power may be shut off or lost during emergencies/disasters, requiring the use of auxiliary power.
- The National Weather Service may issue weather watches and/or warnings directly to the public and the Communications Center.
- Communication interruptions or degradation are possible for extended periods of time.

- Loss or damage to the primary or secondary communication towers could affect the ability to dispatch emergency responders.
- The ability to repair damage to the communications system is contingent upon the availability of private commercial repair.
- State assistance may be needed to procure supplemental communication equipment or to locate available repair technicians following a major disaster.

Concept Of Operations

General

- The Warning Point will initiate notification and warning of appropriate personnel. Telephone, radio communications or pagers will be used to notify officials, EOC staff, emergency personnel and others as required. Notification will follow established procedures.
- Emergency Services vehicles equipped with public address systems can be used to warn the general public.
- Emergency communications Standard Operating Procedures will be implemented. Backup capabilities will be activated, as necessary.
- Emergency warning may originate at the national, state, or local level of government. Timely warning requires dissemination to the public by all available means including but not limited to:
 - Local radio and television stations
 - County Reverse 911 System
 - Hyper-Reach in Tyrrell and Washington Counties
 - NOAA Weather Radio (National Weather Service)
 - Sirens, horns, mobile PA systems
 - Telephone
 - Emergency Alert System (EAS)
- Field emergency service personnel communicate with the EOC using established two-way radio communication channels.
- Special needs populations have been identified in each County and will be notified by DSS registry, Hyper-Reach, or door-to-door as the circumstances dictate.

Specific Communications/Warning Systems

- Telephone Service
 - Commercial telephone service is provided by Brightspeed in Tyrrell County, and Brightspeed and Mediacom in Washington County.
 - US Cellular, First Net, and Verizon mobile and cellular phone capability exists within the county.
 - During emergencies, personnel will staff telephones at the EOC to respond to questions from the general public.
- Two-Way Radio Systems
 - County Communications Systems are designated as the principal system to be used for direction and control activities. Two-way radios can receive emergency alert information from the Communications Center or from the EOC. Principal users are as follows:

- Law Enforcement, Sheriff's Department, Plymouth Police Department
- Emergency Management
- County Fire Departments
- Emergency Medical Services
- County Water Department.
- Fire Department Siren System
 - Some Fire Departments have emergency warning sirens.
 - Sirens can be activated from the Communications Center or from the fire department.
 - The siren system is an effective means of notifying firefighters and the immediate surrounding area to an alert.
 - Where available, Fire Department sirens are available 24/7.
- Hyper-Reach
 - Hyper-Reach is used for emergency notifications utilizing telephone, mobile, and cellular services.
 - The authorized users are:
 - Emergency Management Coordinator
 - County Manager
 - Communications Director
- Emergency Alert System (EAS)
 - The County Manager or Emergency Management Coordinator must authorize use of the EAS system.
 - County EAS responsibilities are assigned to LP-1 radio stations.

Continuity of Government

The line of succession for Notification and Warning is:

1. Chairman of the Board of County Commissioners
2. County Manager
3. Emergency Management Coordinator
4. Director of Communications

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C. Public Works and Engineering

Public Utilities/Building Maintenance

Purpose

The purpose of this Annex is to provide essential Public Utilities/Building Maintenance services during an emergency/disaster to reduce the impact of the emergency.

Situation And Assumptions

Situation

- In an emergency there is frequently a need for manpower and equipment to remove obstructions or debris from roads and at government facilities, and for restoration of essential utilities.

Assumptions

- The Public Utilities (Solid Waste) and Maintenance Departments have a limited, but immediate capability to provide emergency services for debris removal and emergency repair to local government facilities.

Concept Of Operations

- During non-emergency periods, the role of Public Utilities and Maintenance is confined to landfill operations, building and grounds maintenance, and equipment operations and maintenance.
- During emergencies, the Public Utilities function expands, and coordination of Public Works emergency operations is essential. Public Utilities/Maintenance arranges for support services for emergency response agencies and coordinates with the private sector.
- The County Maintenance supervisor will serve in the Emergency Operations Center for the coordination of debris removal and restoration of county owned facilities. This position will also serve as a coordination point to assist municipal Public Works agencies in getting support resources for the recovery and restoration of town streets and facilities.
- Each municipality will serve its own community within the scope of the Public Works activities that are provided to the citizens. When their capabilities are exhausted, the city can coordinate with other municipalities where there are existing mutual aid agreements, or they can utilize the County Emergency Operations Center to assist in acquiring assistance.
- The State of North Carolina maintains roads within the county and will provide the function of debris clearance and removal on these maintained roads. Within the municipalities, there is a mixture of state-maintained roads and city/town-maintained roadways. Prior agreements between North Carolina Department of Transportation and the cities/towns will determine responsibility for debris removal and repair of these roads.
- The Emergency Operations Center will also serve to coordinate with the North Carolina Department of Transportation information about critical areas or needs, for the clearance of debris from roadways, and to provide emergency vehicles access.
- Within the National Response Framework, Public Works/Utilities (and in this case Maintenance Operations) is considered an Emergency Support Function (ESF #3)

- **Direction and Control**

- The County Maintenance supervisor will coordinate maintenance activities during emergencies and coordinate with other response forces in the municipalities or North Carolina Department of Transportation.
- The Public Utilities Landfill Operator will coordinate debris removal and disposal operations at the landfill.
- When notified of an emergency situation, the Maintenance supervisor will determine the county resources to be committed to disaster response and alert appropriate personnel as will the landfill operator.
- On-site control will be coordinated by the designee of the Maintenance Supervisor or by the respective municipal Public Works director as well as the North Carolina DOT Supervisor or resident engineer, except that on-site control of landfill operations will be conducted by the designee of the landfill operator (Public Utilities).

Continuity of Government

The line of succession is:

1. Maintenance Supervisor
2. Solid Waste Director
3. County Manager

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County Receiving And Distribution Point

Purpose

- The County Receiving and Distribution Point (CRDP) guideline establishes procedures and responsibilities for establishing and operating the Regional County Receiving & Distribution Points.
- A County Receiving and Distribution Point is defined as a designated area that receives supplies and equipment requested during a disaster. The supplies and equipment will either be distributed to smaller receiving points in the county, and/or distributed to the general population from the CRDP. County assets and/or assets requested and received by the County will be used for shipment from the CRDP to points of distribution (PODs) within the county.

Situation And Assumptions

Situation

- Each County will require resources beyond those that are on hand during a major emergency/disaster.
- Such resources will come from a variety of sources (private contractor, State and Federal agencies).
- Resources will need to be located in centralized receiving points for later distribution.
- County Receiving and Distribution Point (CRDP) locations.
 - Bertie – 101 Barringer St. Windsor, NC 27983
 - Hyde –
 - Martin – 4001 W Main St, Williamston, NC 27892
 - Tyrrell – Tyrrell Hall, 906 HWY 64 Columbia NC 27925
 - Washington - 1375 NC-149, Plymouth, NC 27962
- A tracking system must be in place and maintained.

Assumptions

- The County will attempt to resolve resource shortfalls identified in preplanning analysis and provide the NCEM Branch Manager with anticipated needs from the State for major events.
- Resource needs will exceed County capabilities.
- The County will exhaust local resources by means of mutual aid or contracts before requesting resources from the State.
- The County operates under the Incident Command System and will utilize the system during emergency events. When operating on a large scale in coordination with other local, State and Federal agencies, the National Incident Management System is implemented.
- Each County has identified a Central Receiving Point and provided such information to the NCEM Area Coordinator/Branch Manager.

Direction and Control

- Support agencies requested by and assigned to support a county will work at the direction and control of the County.
- Resources provided by the State will only be shipped direct to the County Receiving and Distribution Point.

- An audit trail will be maintained at all levels (i.e., Care stations, Fire Departments, etc.) to include recovery of resources.
- All recovered resources will be processed through the County Receiving & Distribution Point for demobilization or reassignment. Supporting documentation must be completed prior to release.

Roles & Responsibilities

County

- The County is responsible for the County Receiving and Distribution Point management and operations.
- The County is responsible for ensuring that all County Receiving and Distribution Point personnel are properly trained.
- The County is responsible for providing to the State, the following information on the County Receiving and Distribution Point (include information on alternate sites):
 - Site Location
 - Directions (written and map)
 - Points of Contact (all pertinent contact information for day/night)
 - GPS Coordinates
- The County will be responsible for providing communications to support agencies operating within the county (example: use of local VIPER talk group).
- The County will be responsible for redistribution of resources to County Points of Distribution (PODs). Transportation resources assigned to the County by the State to assist in redistribution will only be used within the county for the assigned mission.
- The County will be responsible for internal logistics (feeding distribution staff, personnel, etc.).
- Local personnel will staff the County Staging Areas.

State of North Carolina

- The State is responsible for the distribution of resources to the County Receiving and Distribution Point, when requested by local Emergency Management through the Division of Emergency Management.
- After exhausting local resources, and upon request from local EM, the State may provide assistance to counties in the staffing of the County Receiving and Distribution Point.
- The State will utilize pre-planned routes and information on the location of the Receiving Point as provided by local EM.

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D. Emergency Public Information/External Affairs

Purpose

This section describes the process for staffing, operating, and maintaining a public information system for emergency/disaster use.

Situation And Assumptions

Situation

- The broadcast and print media will be relied upon to assist in the dissemination of public information to the general public.
- The County Manager and Emergency Management Coordinator have the capability to utilize the Emergency Alerting System (EAS) to deliver information to the public.
- The County may receive extensive media coverage during emergency/disaster situations.
- Scanner radios are used extensively by residents of the county. This provides another avenue for the delivery of emergency public information.
- The Public Information Officer for law enforcement will be the Sheriff or ranking Officer on scene who may be assisted by the County PIO.

Assumptions

- The County Public Information Officer (PIO) will be the County Manager, or his designee, as the need arises.
- Special interest groups in the county may disagree with official public information.
- The public may accept rumors, hearsay and half-truths as valid information which may cause fear and confusion.
- Local print and broadcast media will cooperate in printing and broadcasting detailed disaster-related instructions to the public.
- Emergencies and disasters which impact the county may generate interest to media sources beyond the county and the state.
- Law enforcement officials will release their own information, particularly concerning criminal activity.
- Inquiries will be received regarding the status of family members and missing or injured persons.
- Translation services will be available to provide communications for non-English-speaking citizens.

Concept Of Operations

General

- Information being released to the general public and media will be coordinated through the Public Information Officer.
- Public information for law enforcement emergencies will be handled by the Sheriff or Chief of Police with assistance from the County/Town PIO, as necessary.
- Ongoing public education programs will be conducted to increase public awareness of the following:
 - Potential hazards of the county
 - Family preparedness

- Shelter locations
- Flood prone areas.
- Evacuation routes
- Necessary action to be taken by the public.
- Emergency Management function
- The County Manager or Emergency Management Coordinator must authorize the use of the Emergency Alerting System (EAS).
- The National Weather Service will issue weather watches or warnings directly to Central Communications and to the media for public release.
- During emergencies/disasters, Control Group decisions and general information advisories are prepared on a timely basis and released to the media and/or the general public.
- Action will be taken to correct identified errors in information released by the media, or rumors about the emergency situation.
- Hard copy news releases are disseminated to the media and appropriate County and/or Town officials. The Division of Emergency Management State EOC and the Eastern Branch Office will be provided with news releases as appropriate.
- The County will practice an aggressive approach for the dissemination of information to isolated and non-English speaking populations during and following emergency events.
- The magnitude of the disaster may require innovative means of communications to inform the public, for example, aircraft banners, balloons, and billboards.
- Content of all news releases will be cleared through the Public Information Officer before release to the media and the public.
- When operating jointly with local, state, and federal agencies, Public Information is considered an emergency support function (ESF #15) within the National Response Framework. County Public Information Officers are aware that joint public information functions will be imperative during major disasters/emergencies.

Specific

- Inquiries concerning the status of individuals deceased or missing due to an emergency/disaster event will be referred to the chief law enforcement officer of the affected jurisdiction.
- Inquiries regarding injured persons will be referred to the designated hospital.

Continuity of Government

The line of succession for Public Information is:

1. Public Information Officer
2. County Manager
3. Control Group

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E. Evacuation

Purpose

This annex provides for coordinated evacuation and re-entry of the population, when necessary, during emergencies.

Situation And Assumptions

Situation

- A hazard analysis and vulnerability assessment has been completed which identifies the types of threats and the areas of the county most vulnerable to specific threats. While hazardous materials incidents, military actions and other threats are recognized, an approaching hurricane is the most likely event to require a large-scale evacuation.
- Each County Department of Social Services and the Health Department have been tasked to identify special needs populations which may have special evacuation requirements.
- A comprehensive hurricane evacuation study was completed in 2015 by NCEM. This study included a traffic analysis defining evacuation routes and clearance times, potential areas that could flood, and a behavioral analysis.
- Evacuation of the Outer Banks results in an extremely heavy flow of traffic into Regional Counties. Some of these evacuees transit through the county enroute to more distant destinations; others remain in these Counties to seek shelter.
- The principal mode of transportation will be private vehicles.
- There are numerous mobile homes located on individual sites or in mobile home parks in the county. Residents of mobile homes must be evacuated for any approaching hurricane.
- Situations requiring controlled access after an incident will be handled on a case-by-case basis by the Incident Commander in coordination with the EOC.

Assumptions

- Emergency situations may require evacuation of all or part of the county. Small scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large scale evacuation may be needed in the event of an impending hurricane.
- In the case of an approaching hurricane, sufficient warning time will normally be available to evacuate the threatened population.
- Traffic control resources will be in place prior to the public release of an evacuation order.
- Evacuation and re-entry information will be made available to the public by all available means.
- If there is a significant threat, some residents will evacuate prior to being advised to do so by public officials.
- Most evacuees will seek shelter with relatives or friends rather than accept public shelter.

- Some residents will refuse to evacuate regardless of warnings.
- Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.
- Debris or damage to the roadway could hamper re-entry.
- Evacuations due to an approaching hurricane should be completed during daylight hours and prior to the onset of gale force winds.
- Evacuations of the Outer Banks due to an approaching hurricane will adversely affect evacuation ordered in Regional Counties due to competing demands for services (i.e., Highways, emergency services, traffic control, sheltering, etc.).
- Effective traffic control points will facilitate orderly evacuation and re-entry into isolated or evacuated areas.

Concept Of Operations

General

- The responsibility for ordering a county-wide evacuation, or for an evacuation of a portion of the county, or for authorizing re-entry rests with the Chairman of the County Board of Commissioners or his designee. If an evacuation is limited to the city, the Mayor or his designee will issue the order.
- When operating in coordination with local, State and Federal response forces, Transportation is an emergency support function (ESF#1), as defined in the National Response Framework.
- Public information concerning the decisions on evacuation or re-entry orders will be released by the Public Information Officer using all available media.
- Regional coordination of traffic control, shelter/mass care and public information will enhance the total evacuation and re-entry process. The State Division of Emergency Management will coordinate regional evacuation activities.
- Law Enforcement will implement traffic control for evacuation and for re-entry.

Specific

- Evacuation
 - Traffic control points to support evacuation have been pre-determined.
 - The area to be evacuated will be determined by conditions at the time of the emergency.
 - Access to designated evacuation areas will be denied to non-essential personnel once an evacuation order has been issued.
 - Vehicles experiencing mechanical problems and impeding the flow of traffic on evacuation routes during an evacuation will be moved off the roads by any means necessary as authorized by law enforcement officials.
 - Institutions within the county must develop procedures for evacuation of patients, residents, or inmates. When the capabilities of an institution to meet resource requirements are exceeded, the institution will be assisted by the EOC with resource procurement.

- The Sheriff is responsible for the evacuation of prisoners/detainees at the county detention facility (jail) and will arrange for the transportation of those prisoners/detainees to a secure location outside of the hazard area.
- Schools will develop evacuation procedures. Pre-designated buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and "walk-away" evacuations. Parents will be advised of the location of reception centers.
- Designated special needs shelters will be opened to accommodate that population; specialized means of transportation will be needed to accomplish movement of these people to shelter. Due to the limited number of specialized vehicles available for transport, evacuation of the special needs population will be initiated in advance of a general evacuation.
- Re-entry
 - The decision to authorize re-entry to any evacuated/restricted area will be made by the Chairman of the Board of Commissioners or the Mayor, or their designees as appropriate, based on considerations of public safety and security.
 - Evacuated emergency service equipment and personnel will re-enter prior to the re-entry of the general public.
 - The Control Group will establish the order for the re-entry of the public.
 - Sections of the county may remain isolated or closed to the public even after re-entry begins.
- Transportation
 - Populations lacking transportation to a shelter facility will be assisted by the most appropriate means of transportation available, including law enforcement vehicles, school buses, emergency vehicles, church buses and privately-owned vehicles.
 - Pick-up points and/or routes will be established as needed. Evacuees without vehicles will be instructed to go to the nearest pick-up point. Pick-up routes will be designated for the rural areas. Emergency vehicles will travel these routes at least twice during the evacuation to assure all evacuees without vehicles are assisted. Under most circumstances when pick-up points are established and school buses are used, the routes will be the same as those routes currently run by school buses and preferably using the school bus driver for that route.
 - County Transit will also be able to provide transportation assistance for persons with special (i.e., wheelchair) transportation needs.

Continuity of Government

The line of succession for Evacuation is:

1. Chairman of the Board of Commissioners
2. County Manager
3. Emergency Management Coordinator
4. Incident Commander

The line of succession for Transportation is:

1. Superintendent of Schools
2. Assistant Superintendent of Schools
3. Transportation Coordinator

F. Mass Care (Emergency Assistance, Housing, Human Services)

Shelter And Mass Care

Purpose

This annex provides for the care of the population through the identification of shelters and provision of mass care.

Situation And Assumptions

Situation

- Based upon the County's hazard analysis, there are several different emergencies/disasters which could require the County to provide shelter/mass care. The most likely events that would require shelters to be opened are severe storms, tornadoes, hazardous material incidents, fires, and hurricanes.
- There are shelters in every County which have been approved by the Red Cross for use as hurricane shelters.
- The County will assume no responsibility/liability for unauthorized shelter openings during emergency events.
- Sheltering of County evacuees in other counties will be coordinated through the State Division of Emergency Management's EOC.
- Emergency workers and their families will be provided with shelter facility when needed. This shelter will require limited support from the County Department of Social Services.
- Shelter space could become limited for county residents if shelters are opened prematurely to accommodate Outer Banks evacuees.
- Special needs of homebound individuals will be accommodated in the shelters.

Assumptions

- Local grocery stores, restaurants and other businesses will support initial shelter/mass care operations with donations of emergency supplies.
- For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties. Shelter locations can be arranged and made available.
- A high percentage of evacuees will seek shelter with friends or relatives or at motels/hotels rather than go to public shelter.
- Churches and other groups may open shelters independently. These shelters cannot be supported by the County or American Red Cross.
- The County nor the Red Cross will be held responsible for any shelter operations not authorized by the EOC.
- Evacuees will be provided with public information in the shelters concerning the emergency event.

Concept Of Operations

- In Tyrrell County, the County Director of the County Department of Social Services, the County Chapter of the American Red Cross, the County Health Department and the County Superintendent of Schools, and County Emergency Management will jointly develop Standard Operating Procedures (SOPs) for shelter operations.

- The County Director of the County Department of Social Services, the County Chapter of the American Red Cross, the County Health Department, and the Emergency Management Coordinator will jointly develop Standard Operating Procedures (SOPs) for shelter operations.
- The Control Group will make decisions on when and where to open shelters in emergencies affecting a County. However, in an isolated emergency, the Incident Commander may request the opening of a shelter through the Emergency Management Coordinator.
- The County Department of Social Services, serving as the lead agency for Shelter/Mass Care, will coordinate shelter location and operation with the American Red Cross (ARC), and will mutually support shelter operations with shared personnel and support services whenever possible.
- If additional shelter support is needed following a disaster event, requests for assistance should be made through the State Division of Emergency Management's EOC.
- Public and private providers of institutional care (medical and residential) remain responsible for shelter plans for their residents.
- The Control Group in coordination with the County Department of Social Services, the County Superintendent of Schools and the American Red Cross will decide when shelters should be closed.
- At each approved shelter location, the County will provide health/medical support, communications, fire protection and security.
- Churches, Fire Stations, and community centers can be used as pick-up points for persons or groups requiring transportation to shelters.
- Crisis intervention and mental health counseling should be provided at shelters.
- Within the National Response Framework, Shelter and Mass Care is part of Emergency Support Function 6 (ESF #6).
- The Sheriff is responsible for the sheltering and/or evacuation of prisoners/detainees from the County Jail.

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G. Animal Control and Protection

Purpose

To control, protect and ensure the humane care and treatment of animals (domesticated and wild) during an emergency situation that could cause animal suffering.

Situation And Assumptions

Situation

- Any disaster that threatens humans threatens animals as well and it will be necessary to provide water, shelter, food and first aid.
- Relocation, shelter, or relief efforts for livestock, wildlife, or domesticated animals may be required.
- Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.
- Livestock left in evacuated areas will need to be cared for and provisions will need to be made for reentry.

Assumptions

- Regional Counties may expect outside assistance from the State and private sector in a major disaster.
- Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency.
- Personnel with proper training and protective equipment will be available to re-enter evacuated areas for the purpose of rescue or care of livestock or domestic animals.

Concept Of Operations

- The sheltering and protection of companion animals and livestock is the primary responsibility of their owners. Animal owners should plan for animal care during a disaster as they prepare their family preparedness plan.
- The Federal Pets Evacuation and Transportation Standards Act (PETS Act) requires state and local planners to plan for the mass care of household pets and service animals during mass sheltering and evacuation operations, including provision of veterinary care. The County Animal Control Office will be the lead agency for situation assessment and determination of resource needs. As needed the County will protect animals affected by any disaster to include rescue, shelter, control, feeding, and preventive immunization of animals left homeless, lost, or strayed as a result of the disaster. Local SPCA, or similar organizations will be asked to assist in this effort.
- Requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary medical professionals will be routed through the County Emergency Operations Center.
- Wild animals out of their natural habitats that are in danger either to themselves or humans will be handled by the County Animal Control Office or the North Carolina Wildlife Resources Commission personnel.
- Shelters that have been established for disaster victims will not accept domestic animals with the exception of documented service animals as allowed by applicable laws However,

if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general populace and given proper care.

- As much as possible and within the resources available, the Animal Control Office will establish or assist in establishing expedited shelters of animals. While companion animals (pets) and other animals are not allowed in shelters for humans, expedited shelters, portable kennels, or portable runs may be established in close proximity. The close proximity will allow owners to care for their own animals and minimize the personnel, equipment and feeding supplies needed.
- The County Animal Control Office will develop and produce, in coordination with the local SPCA or similar organization, the Coordinator of Emergency Services, Public Information Officer and the American Red Cross, guidelines for the care of animals during disasters. This information should include the three basic elements of food, water, and shelter.
- County Animal Shelters have limited capacity to house domestic animals. Animal Control Officers have limited capability to pick up and transport domestic animals to the animal shelter. County Emergency Management will be informed by the animal control officer when demand exceeds capacity or locally available resources are nearly exhausted. The Emergency Management Coordinator shall then request assistance from the State in the form of CAMET and trained personnel.
- It is the intent of the Region to consolidate emergency animal protection for companion animals and livestock when the capacity of animal shelters is exceeded in Bertie, Hyde, Martin, Tyrrell, and Washington counties. This consolidated facility will be located at the Bob Martin Eastern Agriculture Center. Staffing of this consolidated facility will be provided by the counties that house animals at this shelter.

Direction and Control

- The County Animal Control Department will direct and control all activities related to companion animal protection and control during a disaster. As needed, the Animal Control Department will coordinate their efforts with related State agencies.
- County Cooperative Extensions will direct and control all activities related to livestock and livestock protection during a disaster. As needed Cooperative Extension and/or the USDA Emergency Board will coordinate their efforts with related State agencies.

Continuity of Government

Line of Succession:

1. Animal Control Supervisor
2. Sheriff or designee
3. Emergency Management Coordinator

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H. Health and Medical

Emergency Medical Service (EMS)

Purpose

This procedure provides assistance to the general public by administering medical services during a natural, man-made, or technological emergency.

Situation And Assumptions

Situation

- Most emergency situations can lead to physical harm or bring about other internal medical problems.
- A well-planned medical support network is essential during emergency situations.
- Depending on the nature of the incident, complications may include traumatic injury or even death.

Assumptions

- A large-scale emergency may result in increased demands on hospitals, medical, and Emergency Medical transport services personnel.
- Many injuries, both minor and relatively severe, will be self-treated by the public.
- People other than medical personnel will transport many injured to medical facilities.
- EMS is most critical within the first 30 minutes of an emergency. Mutual aid assistance usually arrives after this critical period.
- Resources available through area and regional medical services mutual aid agreements will be provided.
- When local resources can no longer meet the demand of the situation, state agencies will be contacted to provide additional resources and/or assume control of the response.
- Catastrophic disasters may affect large areas of the county and medical resources may be damaged, destroyed, or unavailable.
- Standard operating guidelines will be developed to guide Emergency Medical responders in the treatment of patients and personnel involved with hazardous materials incidents.

Concept Of Operations

- Emergency operations for EMS services will be an extension of normal agency operations.
- Coordination between EMS/Rescue providers is necessary to ensure emergency operational readiness.
- EMS will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.
- Volunteer first aid and rescue squads serving the respective response areas will expand EMS capabilities.
- During mass casualty incidents, EMS will establish patient triage, holding, and treatment and transportation areas.

- When necessary, an EMS official will be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the Communications Center.
- Transfer of authority on-scene will be in accordance with established procedures.
- Within the National Response Framework, Public Health, and Medical Services (including Emergency Medical Services) is an emergency support function (ESF#8).

Continuity of Government

The line of succession for Emergency Medical Services is:

1. Emergency Medical Services Director
2. Emergency Medical Services On-Duty Supervisor
3. Emergency Medical Services On-Duty Senior Paramedic

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Public Health

Purpose

The purpose of this annex is to provide for the public health and provisions for medical services for the population of Regional counties during an emergency/disaster.

Situation And Assumptions

Situation

- Bertie County Health Department – 102 Rhodes Ave, Windsor, NC 27983
- Hyde County Health Department – 1151 Main St, Swanquarter, NC 27885
- Martin County Health Department - 210 W Liberty St, Williamston, NC 27892
- Tyrrell County Health Department – 408 Bridge St, Columbia, NC 27925
- Washington County Health Department - 198 NC-45 N, Plymouth, NC 27962
- A large portion of the population outside the city limits is dependent upon private wells and private septic systems. These systems are susceptible to flooding problems when flooding occurs.
- The Health Department, in conjunction with Social Services, will maintain a current list of persons with special needs.

Assumptions

- A large-scale emergency/disaster will result in increased demands on Public Health and medical personnel.
- Emergency operations for Public Health personnel will primarily be an extension of normal agency duties.
- Following an emergency/disaster, the Health Department will take action to prevent the spread of communicable disease resulting from contaminated water supplies, malfunctioning septic systems, increased numbers of vectors, spoiled or contaminated food supplies and lack of functional sanitary facilities.
- A catastrophic disaster could result in multiple fatalities necessitating extraordinary measures.
- When local resources can no longer meet the demand of the situation, additional resource requirements will be requested through the Emergency Management Coordinator, who will in turn contact the State Division of Emergency Management's Emergency Operations Center.

Concept Of Operations

General

- Emergency operations for Public Health services will be an extension of normal agency and facility duties.
- Coordination between Health/Medical providers is necessary to ensure emergency operational readiness.

Health

- The primary concern of public health is disease control. The County Health Department will implement effective environmental health, nursing, and health education practices to minimize the incidence of disease.

- The Health Department will coordinate health care in approved shelters.
- Frequent inspections of damaged areas and emergency shelters will be necessary to determine the need for pest control, sanitation, or other protective measures.
- The Health Director will oversee the expeditious testing of emergency water supplies to ensure potability.
- The Health Director must coordinate with the Public Information Officer concerning distribution of information to the general public on disaster-related health matters.
- The Health Department will coordinate the movement of special needs populations, for example, the homebound patients normally attended by the Home Health nurses.
- Public Health will coordinate and offer direction on recovery and protective procedures for resurfaced caskets.
- The Health Department will develop protocols and procedures to help identify possible bioterrorism as well as infectious disease that will cause devastation to the populations of the county such as pandemic influenza and smallpox.

Mental Health

- Tyrrell County utilizes ECU Health, which will coordinate activities with the Emergency Management Coordinator to provide services for the public and emergency workers, as necessary or requested by the Emergency Management Coordinator.
- Washington County utilizes Trillium.

Mortuary

- The County Medical Examiner will take charge of the proper recovery of human remains. If a medical examiner is not immediately available locally, the EOC may request a medical examiner through the State EOC.
- Coordination with the North Carolina Medical Examiner's Office will be essential in the event of mass fatalities and the need for identification and determination of cause of death. This coordination will be the co-responsibility of the Emergency Management Coordinator and the Medical Examiner.
- Expansion of morgue capability will be done utilizing resources from the State and the County.

Continuity of Government

Emergency Public Health operations will be directed from the EOC by the Health Director or his duly authorized designee.

The line of succession is:

1. Health Director
2. Nursing Supervisor
3. Clinical Supervisor

The Medical Examiner will direct and control all activities connected with identification of the dead and mortuary services.

The line of succession is:

1. Medical Examiner
2. North Carolina Medical Examiner's Office

I. Resource Management

Purpose

This section provides for the identification and management of resources that may be employed during emergency/disaster situations.

Situation And Assumptions

Situation

- Some resources needed to cope with emergencies and disasters are identified below:
 - Personnel
 - Equipment
 - Facilities
 - Sources of Information
- Each County Emergency Management Agency maintains an inventory of public and private sector resources that will be used during an emergency/disaster. This resource manual is updated annually.
- Mutual Aid Agreements/Memorandums of Understanding exist which provide for sharing of resources.

Assumptions

- During or following an emergency/disaster situation, the initial response will be dependent upon local public and private resources. Many of these resources will also be critical to recovery operations.
- Local resources will be inadequate to cope with a catastrophic disaster event; therefore, additional resources must be secured from other localities or the State.
- Many resource needs can be anticipated through planning activity, particularly through the Vital Facilities Survey.
- Donated goods and services plus volunteer resources will be critical to recovery, but efficient management of these resources is necessary.

Concept Of Operations

- County departments, city departments, and agencies will use their own resources and equipment during emergency/disaster situations, as necessary. Resources in excess of county and/or city needs will be available to each jurisdiction, per the Mutual Aid Agreement/Memorandums of Understanding.
- The commitment of resources from outside county government will be initiated by the Emergency Management Coordinator with operational control being exercised by the on-site commander of the service requiring that resource.
- Resources will be allocated based on availability and priority of need.
- Resource management will be coordinated by the County EOC.
- Resources arriving from outside the county will be directed to a designated staging area.
 - State-owned resources (DOT, NC Forestry Service, etc.) may be staged at County locations, or at a state facility.
- A Staging Officer will be designated for each Staging Area. The Staging Officer will track, inventory, and dispatch resources as directed by the EOC. Training will be provided for Staging Officers.
- Privately-owned sites for staging in the county will be negotiated and utilized as needed.
- State and federal resources will be requested by the Emergency Management Coordinator through the North Carolina Division of Emergency Management's State EOC.

J. Damage Assessment

Purpose

This annex describes a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance.

Situation And Assumptions

Situation

- Most hazardous events which may affect the Regional Counties have the potential for causing damage. A planned damage assessment program is essential for effective recovery operations.
- If a significant emergency/disaster occurs, the following series of damage assessment activities will be conducted by local government:
 - Initial impact assessment by field forces (e.g., Deputies/Firefighters reporting damage observed in their areas).
 - Apprise the State Division of Emergency Management continually as the degree of damage becomes apparent. Advise if outside assistance/resources are needed.
 - Preparation of a Situation Report for the Control Group.
 - Notification/transmittal of Situation Report to the NC State Division of Emergency Management's Emergency Operations Center.
 - Initiation of formal damage assessment activities by the Damage Assessment team.
 - Summarization of field information gathered by damage assessment teams for the Control Group.
 - Submission of detailed damage assessment information to NC State Division of Emergency Management's EOC by the Control Group.
- Electric power is essential in order to duplicate County tax maps needed for detailed damage assessment.
- The magnitude of the emergency/disaster may necessitate a need for additional personnel trained in damage assessment.
- Persons trained and experienced in damage assessment can be found throughout the state, in local and state government, and in the business community.
- Following a disaster, independent damage assessment activities may be conducted by a variety of organizations including, but not limited to:
 - State and Federal Damage Assessment team
 - American Red Cross
 - Insurance companies
 - Utility companies
 - Local Church and Interfaith groups

Assumptions

- A catastrophic disaster will exceed the damage assessment capabilities of the County and will require additional damage assessment personnel trained for such events.
- A portion of the county/municipality and personnel not impacted by the emergency/disaster may be available to assist with initial impact assessment.
- A catastrophic disaster will impede the ability of emergency services to provide immediate situation reports.

- The demand for information by the media may interfere with the County's ability to conduct impact assessment.
- Power outage and damage to the communications systems may hamper the impact assessment process.
- The thoroughness and accuracy of damage assessment can affect receipt of recovery assistance, such as a Presidential Declaration of Disaster for the county.
- The various groups conducting independent assessments have different perspectives; thus, some duplication of damage assessment may occur.

Concept Of Operations

General

- Responsibility for general impact assessment, and rough estimates of damage lies with local government.
- Damage assessment assistance will be obtained from other counties and/or the State Division of Emergency Management as the situation dictates.
- Following significant events, Federal (FEMA) officials will conduct a detailed damage assessment which will ultimately determine if a Federal Disaster Declaration is received by the County.

Specific

- Damage assessment activity will be coordinated from the Emergency Operations Center.
- The Damage Assessment Officer(s) will coordinate the compilation of damage assessment information, the plotting of damaged areas on local maps, and the preparation of damage assessment reports for the Control Group.
- Debris clearance activity must be documented as to cubic yards, truckloads, equipment hours, etc., as this information may support a request for a disaster declaration.
- The Control Group will forward damage assessment reports to the North Carolina Division of Emergency Management.
- The Control Group will review damage assessment reports to determine if any outside assistance will be necessary to recover from the emergency/disaster.
- Preliminary Damage Assessment usually follows local damage and impact assessment (Situation Report) and refers to Federal (FEMA) damage assessment activity.

Continuity of Government

The line of succession is:

1. Damage Assessment Officer
2. Emergency Management Coordinator
3. County Manager

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K. Firefighting and Hazardous Materials

Purpose

This annex provides for the coordination of fire, rescue, and hazardous materials activities to ensure the safety of life and property within Regional Counties during emergency situations.

Situation And Assumptions

Situation

Fire Situation

- Bertie County
 - Askewville Fire Department (St. 41), Windsor, NC
 - Aulander Fire Department (St. 61), Aulander, NC
 - Blue Jay Fire Department, Windsor, NC
 - Colerain Fire Department, Colerain, NC
 - Kelford Fire Department, Kelford, NC
 - Lewiston-Woodville Fire Department, Lewiston-Woodville, NC
 - Merry Hill-Midway Fire Department, Merry Hill, NC
 - Perrytown Fire Department, Colerain, NC
 - Powellsville Fire Department, Colerain, NC
 - Roxobel Fire Department, Roxobel, NC
 - Trap Fire Department, Colerain, NC
 - Windsor Fire Department, Windsor, NC
- Hyde County
 - Fairfield Vol Fire Department, Fairfield NC
 - Ponzer Vol Fire / Rescue Department, Belhaven NC
 - Scranton Vol Fire Department, Scranton NC
 - Swan Quarter Vol Fire Department, Swan Quarter NC
- Martin County
 - Bear Grass Fire / Rescue, Williamston NC
 - Griffins Township Vol Fire Department, Williamston NC
 - Robersonville Fire Department, Robersonville NC
 - The Oaks City Vol Fire Department, Oak City NC
 - Williamston Fire Department, Williamston NC
- Tyrrell County
 - Tyrrell Vol Fire Department, Columbia NC
- Washington County
 - Creswell Vol Fire Department, Creswell NC
 - Lake Phelps Vol Fire Department, Creswell NC
 - Mid-County Vol Fire Department, Roper NC
 - Plymouth Fire Department, Plymouth NC
 - Roper Fire Department, Roper NC
 - Pinetown-Long Acre Vol Fire Department, Pinetown NC
 - Pungo River Vol Fire Department, Pantego NC
- Local fire departments are first responders to any wildfire which threatens structures, but the NC Division of Forest Resources is the lead agency for forest and

wildland fire control. In addition to the responsible volunteer fire departments, our local forestry service offers invaluable assistance.

- The Division of Forest Resources utilizes written Division plans which address manpower, resources, response times, and mutual aid. There is a specific Forest Service Plan which addresses fire control. The District Plan expands on resources available from other counties and Districts in the state.
- Residential development in wooded areas known as urban interface has increased the hazard posed by forest fires, brush fires and grass fires.
- As private non-profits, incorporated volunteer fire departments are eligible applicants for Public Assistance provided through a Presidential Declaration of Disaster.

Hazardous Materials Response Situation

The Roanoke, Albemarle, Pamlico (RAP) Local Emergency Planning Commission (LEPC), on behalf of the counties of Bertie, Hyde, Martin, Tyrrell, and Washington have adopted a regional Hazardous Materials Annex which includes guidance for local responders.

Assumptions

- Planning and training prior to an incident will significantly reduce the risk to personnel.
- Existing fire personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements.
- When additional or specialized support is required, assistance can be obtained from state and federal agencies.
- Incidents may require response by multiple local, state and even federal agencies.
- Fire departments may be requested to perform tasks not associated with routine duties, such as search, emergency debris removal, alert and notification, evacuation, shelter staffing, etc.
- Fire stations will become a community focal point where people seeking basic necessities and information may congregate following an emergency/disaster. It is expected that fire stations in affected areas will be manned during critical periods of an emergency/disaster.
- All SARA facilities have been identified.
- All applicable facilities have reported chemical inventories.
- Facility Coordinators will report the release of a hazardous substance to the LEPC/Community Emergency Coordinator in a timely manner.
- Hazardous materials incidents may require emergency evacuation or sheltering-in-place of the threatened population.
- Hazardous materials incidents for which the responsible party cannot be identified will be resolved at the expense of the County.

Concept Of Operations

General

- Incident Command will be implemented on an appropriate scale at the scene of every fire/rescue/hazardous material event. If fire, threat of fire, or hazardous materials are involved, the Fire Chief of the district or his designated representative will be the Incident Commander. Since the Fire Chief or his designated representative will be the Incident Commander at HAZMAT incidents, all Fire Departments will establish HAZMAT Operations level as the minimum standard.
- When a disaster event appears likely, as in the case of a hurricane, the County Manager will notify all departments to initiate record-keeping in anticipation of a Presidential Disaster Declaration; see the Recovery Section of this Plan for more explanation.
- When two or more state agencies respond to an event, the North Carolina Division of Emergency Management's Eastern Branch Manager or his designee will serve as the state lead for coordination of all state resources at the scene of the local emergency.
- The Fire Chiefs of the Fire Departments and the Fire Marshal will serve on the County Support Group. The primary function will be liaison between the EOC and the affected fire departments.

Fire/Rescue

- During the critical phases of an emergency/disaster, fire stations in the affected areas will be opened and continuously manned as safety and conditions permit, and volunteer firefighters will be alerted. Communications will be established and maintained with the 9-1-1 Communications Center. All departments should develop Standard Operating Procedures (SOPs) for strategic evacuation of fire equipment if threatened by a Category 3 or higher hurricane.
- Fire stations will not be utilized as public shelters due to the following:
 - Interference with emergency operations.
 - Liability associated with shelter openings.
 - Possibility of long-term need for shelter space.
 - Structural and design limitations.
- The North Carolina Division of Forest Resources is the lead agency for wildland and forest fire control. During forest fire events, the local fire department's role will be to augment fire control and the protection of structures threatened by forest fire.
- Resources required by fire departments beyond those available through mutual aid will be requested through the Emergency Operations Center or the Emergency Management Coordinator.
- During emergencies, Fire Services must be prepared to support each other utilizing available expertise, equipment, and manpower. Firefighting is an emergency support function (ESF #4) as detailed in the National Response Framework. NIMS resource typing will also be used to reference apparatus and personnel.

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L. Search and Rescue

Purpose

This annex establishes guidance for search and rescue operations in the region in efforts to locate missing or lost persons, persons who are isolated, rescue of persons from collapsed structures, rescue of persons in water or recovery of drowning victims.

Situation And Assumptions

Situation

- The responsibility for search and rescue operations falls upon the applicable law enforcement agency.
- Due to the numerous remote locations and the large number of water bodies, Hyde County has an increased risk of experiencing lost persons.
- Drowning may occur anywhere in the Regional Counties. Counties are not equipped to respond to a drowning in many locations and affected County (through the Emergency Services Director) will pursue the appropriate equipment and training to prepare for this substantial risk.
- County Public Safety agencies are not generally equipped to handle massive rescue incidents, as the risk to the public and responders is generally low. Extensive training is required to perform such operations.
- Due to the amount of land under cultivation, beaches, extensive marshes, creeks, channels, forests and woodlands, the potential for accidents in remote portions of RAP Counties is significant. Remoteness creates a huge obstacle for emergency personnel who must respond.

Assumptions

- Planning and training prior to an incident will significantly reduce the risk to personnel.
- Each County Emergency Services Director maintains four-wheel drive vehicle(s) to access emergency scenes on farms, fields, woods, and beaches.
 - Tyrrell County Law Enforcement also maintains one or more vehicles.
 - Washington County has two 4-wheel drive trucks and two UTVs for SAR and wildland incidences.
- Existing personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements.
- Mutual aid from the N. C. Wildlife Resources Commission, the N. C. Marine Fisheries, and the U. S. Coast Guard may be requested to assist in search and rescue in public waters. These agencies will generally not participate in recovery efforts.

Concept Of Operations

General

- The responsibility for missing person operations falls upon the applicable law enforcement agency.
- The appropriate law enforcement agency should be promptly dispatched to all reports of missing persons. The Emergency Services Director should also be notified by the Emergency Communications Center.
- The Sheriff's Department has the jurisdiction for investigating drowning in all areas not maintained by the National Park Service or the National Fish and Wildlife Service.

Additionally, search and rescue and body recovery is generally handled by law enforcement agencies, although Fire and EMS departments will assist as much as possible.

- All non-essential persons should remain outside the search area. Massive manpower searches will be utilized as a last resort option on land.

Specific

- Search teams and tracking dogs will be requested through the Emergency Management Coordinator or Sheriff's Department for all overland searches.
- Should the emergency communications center receive a report of any entrapment, the appropriate fire department and the appropriate EMS unit(s) will be promptly dispatched. Deputies should be dispatched to provide scene control and assist where possible. The nearest available medical helicopter should be notified by the communications center to be on stand-by until the EMS on-scene Supervisor can advise appropriate response.
- The appropriate fire department should be dispatched to provide assistance to EMS on all remote locations incidents. The fire departments and their members typically have access to numerous four wheel-drive vehicles.
- Remote medical incidents / accidents suggest the consideration of medical helicopter transport early in the response.
- Farm accidents involving chemicals may cause the need for several other guidelines in the EOP to be utilized.
- The public will be made aware that fire and emergency response capabilities to remote locations are not always possible or typical. The N. C. Fire Prevention Code requires that all future structures constructed have adequate fire department access installed.
- At present, mutual aid must be requested from the N. C. Wildlife Resources Commission, the N. C. Marine Fisheries Division, and the U. S. Fish and Wildlife Service, or the U. S. Coast Guard. Each of these departments has varying responsibilities for such operations and generally has no responsibility once the potential for rescue has passed. Additionally, these agencies may not always be available or capable of the actions required.
- In joint local, State and Federal operations, Search and Rescue, within the National Response Framework, is an emergency support function (ESF #9).

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M. Public Safety and Security (Law Enforcement)

Purpose

This annex provides for security, maintenance of law and order and traffic control.

Situation And Assumptions

Situation

- Law enforcement in Regional Counties is provided by the County Sheriff's Department and Town Police Departments.
- State law enforcement agencies that regularly operate within Regional Counties are the N. C. Highway Patrol, N. C. Wildlife Resources Commission, the State Bureau of Investigation and Alcohol Law Enforcement.
- Federal law enforcement agencies that routinely operate within the county's border include the U. S. Fish and Wildlife Service, the FBI, and the United States Coast Guard.
- A spirit of cooperation exists among the local, state, and federal law enforcement agencies that operate within the county.
- When N. C. Highway Patrol personnel are requested to support County traffic control, a ranking officer from the Patrol may be present in the County EOC to coordinate N. C. Highway Patrol operations.
- Pre-determined traffic control points have been identified by the Highway Patrol, County Sheriff's Departments, and the Police Departments to facilitate management of traffic flow during evacuations.

Assumptions

- Activities of local law enforcement agencies will increase significantly during emergency operations. If local capabilities are overwhelmed, support may be obtained from state law enforcement agencies through Emergency Management.
- An evacuation from the Outer Banks could significantly impact County law enforcement/traffic control operations.
- During evacuations, accidents or mechanical failure could significantly impede the evacuating traffic flow.
- The number of law enforcement personnel normally available in the county may not be adequate to provide security during an emergency event.
- During or following an emergency event, it may be necessary to supplement local law enforcement personnel with officers from other jurisdictions to provide security and traffic control.

Concept Of Operations

- The County Sheriff's Department will be the coordinating agency for law enforcement operations in the county during multi-jurisdictional emergency events.
- Emergency law enforcement operations will interrupt routine functions and responsibilities. Expanded emergency responsibilities will include maintenance of law and order, traffic control, crowd control and security of damaged areas and shelters.
- Law enforcement activities will remain under the control of the senior law enforcement officer of the jurisdiction in which the emergency is taking place.

- Law enforcement officers will assist with the dissemination of emergency information to isolated populations and to motorists.
 - Law enforcement agencies will have primary responsibility for traffic control and security in and near an evacuated area and in other areas of emergency operations. They may be called upon to assist with warning the public.
 - When evacuation is required, traffic control points must be in place prior to the order to evacuate.
 - Law enforcement officers in the field will help with initial assessment of the situation and report to the Emergency Operating Center.
 - Law enforcement officers will enforce the provisions outlined in the Proclamation of a State of Emergency.
 - The Chief Law Enforcement Officer of the jurisdiction will coordinate handling of inquiries and informing families on the status of individuals deceased or missing due to a disaster event.
 - In joint local, state, and federal operations and under the National Response Framework, Law Enforcement is considered an emergency support function. Public Safety and Security is Emergency Support Function 13 (ESF#13).
- **Continuity of Government**

The line of succession for Law Enforcement is:

 1. Sheriff
 2. Chief Deputy
 3. On duty supervisor

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N. Recovery

Purpose

This annex outlines a system for the provision of Disaster Recovery Operations.

Situation

Recovery refers to the efforts to return life and property to its pre-disaster, and/or an improved condition. It consists of interdependent and coordinated actions from all levels of government. Citizen involvement for individual recovery is essential in the restoration process.

Recovery from a significant disaster involves two phases:

- Short Term Recovery
- Long Term Recovery

Assumptions

- A major disaster will have significant long-term economic impacts on the Region.
- Affected Counties have adequate insurance and reserve funds for immediate Recovery efforts.
- Affected Counties may be responsible for a 25% local share of Public Assistance funds requested.

Concept of Operation

General

Recovery planning for the affected County will begin at the onset of a disaster, with accurate record keeping of response logs, force-account labor timekeeping, equipment-use, and other disaster related expenditures. The County Finance Office will establish standard forms or other instruments for departments, through which disaster costs may be properly tracked.

Specific

Short Term Recovery

Short Term Recovery involves actions to alleviate the immediate and intermediate effects of a disaster and begins with the implementation of emergency protective actions such as:

- Initial emergency response to calls for assistance (fire, police, EMS)
- Security of impacted or evacuated areas
- Reduction or removal of immediate threats
- Initial impact assessments
- Preliminary damage assessment
- Emergency debris clearance
- Restoration of vital utilities and services

Long Term Recovery

Long Term Recovery involves actions designed to begin and implement complete restoration of damages including economic recovery for the County. Related actions include:

- Completion of damage assessments
- Completion of debris removal

- Request for State and Federal Disaster Declarations and Assistance
- Restoration of vital facilities
- Repair/replacement of commercial and residential facilities and buildings.
- Identification of mitigation projects

Following a disaster, the County will request damage assessment assistance through the EOC to determine the extent of injury and damages to public and private property. County damage assessment reports will be included in the County report and submitted to the State EOC for evaluation against predetermined Public and Individual Assistance damage thresholds.

If damages meet the thresholds for declaration, the Governor of the State will make a request to the President of the United States for a Presidential Declaration of Disaster for the County.

Once notified of a Presidential Declaration authorizing Public and/or Individual Assistance, the County will make a Notice of Interest in applying for Public Assistance to recover funds expended in response to the disaster as well as to implement repairs to damaged public facilities and grounds.

Following the Notice of Interest, a State Recovery project manager will be assigned to the County to begin the filing and reimbursement process for Public Assistance.

If the threshold is met for Individual Assistance Programs, the Federal Government works directly with affected individuals through a confidential application process. Federal assistance agencies may request help from the County or the Region with outreach programs to notify citizens of available programs. Following large-scale disasters, the Federal Emergency Management Agency (FEMA) may establish Disaster Application Centers (DACs) within an affected jurisdiction where individuals may go to apply for and to receive help with obtaining certain recovery programs.

Recovery assistance for businesses and other commercial entities may be authorized through the United States Small Business Administration (SBA) in the form of government-secured, low-interest loans, grants, and other programs. Public announcements of an SBA Declaration will be made through media sources, and to the County for further distribution.

Emergency recovery programs for agricultural interests is coordinated through the United States Department of Agriculture.

Mitigation funding may be authorized for declared Counties following a disaster.

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O. Financial Management

Purpose

The purpose of this annex is to outline Regional financial management operations during disasters.

Situation and Assumptions

Situation

- Financial policies/procedures and fiscal accountability are essential to the daily operations of every County and the confidence of the public.
- Disaster operations often require expenditures over and above what is budgeted in a fiscal year, causing a significant impact on the provision of routine services.
- During disasters, certain financial management policies may impede the effective delivery of emergency response/recovery and as such may require temporary authorizations to operate outside of normal operations.
- Each County has a dedicated Finance Department with a Department Director that operates under the supervision of the County Manager. Local financial policies are established by the County Board of Commissioners within the rules and laws in North Carolina.

Assumptions

- Disasters will overwhelm the local budget capabilities and require additional financial accounting and recovery documentation.
- Disaster financial policies exist to allow for necessary expenditures.
- Financial accounting forms and procedures have been developed for disaster operations.

Concept of Operation

- County departments and responders will maintain accounting of disaster response expenditures including employee time and equipment usage as outlined by the Finance Department.
- The Finance Department will keep detailed records of expenditures throughout response and recovery efforts, especially while under a declared state of emergency.
- The Finance Department will coordinate emergency procurement and movement of finances during an emergency or disaster, keeping detailed records.

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P. Private Sector Coordination

Purpose

This Annex defines the categories and outlines the role(s) of the private sector within the Region's Counties before, during, and after a disaster.

Situation and Assumptions

Situation

Citizens of the Region are the primary customers of Emergency Management activities and play a significant role in the capabilities of the Region's Counties to respond to and recover from disasters. Citizen, family, and business preparedness reduces the burden on the Region by taking necessary steps to ensure individual safety and security.

The private sector may also provide essential resources that are not available through governmental entities.

The Private Sector can be categorized as:

- Citizens
- Businesses

Since restoration of normal supply chains and activities will speed the recovery process, preparedness and readiness activities undertaken by each category within the private sector will assist in the success of the Region's overall response and handling of a disaster.

Assumptions

- The private sector is aware of and participates in on-going preparedness activities.
- Individual citizens have made some level of preparations for themselves and their families to be self-sufficient for up to 72 hours following a disaster.
- Citizens are capable of monitoring emergency notifications and warnings and will begin personal preparedness and response activities without initial instructions from the County.
- Businesses have planned for recovery and reopening following disaster.

Concept of Operation

General

Each County Projects Manager is the principal liaison/coordinator for private sector activities during disaster. As the lead, the Coordinator will maintain current contact lists and will coordinate with private sector interests to determine needs, as well as what resources could be provided to the County to assist in response and recovery activities.

Where possible, the County will establish Memorandums of Agreement or Understanding (MOU) to pre-identify terms and conditions that may be required to utilize private sector infrastructure and resources.

Specific

Citizens

- Citizens are encouraged to undertake preparedness activities to ensure their personal and family readiness in the event of disaster. Readiness activities include:
 - Awareness of hazards and their individual risks

- Establish and maintain a Family Disaster Plan
- Establish and maintain a Family Disaster Supplies Kit
- Citizens are encouraged to seek and maintain training in areas such as basic first aid, and community emergency response.
- Citizens with specific training and skills such as specialized rescue, advanced medical (EMT, Paramedic, Nursing, Physician, etc.) or other response-related discipline are encouraged to maintain contact with the private sector coordinator to register their capabilities and receive assignments, as necessary.

Businesses

- Businesses are encouraged to establish and maintain comprehensive continuity of operations plans that include:
 - Information for employees to protect themselves and their families.
 - Clearly identified roles and responsibilities that identify lines of succession and specific authorities for employee positions.
 - Methods of communication with employees and other suppliers.
 - Identification of necessary actions to protect business property and vital records.
 - Production shutdown procedures.
 - Identification of critical products and supplies.
 - Contacts with local emergency officials.
- Businesses are encouraged to participate in response resource inventory planning activities with every County.
- Businesses may establish a Business Emergency Operations Center to coordinate response resources and to promote faster recovery and reopening through a concerted effort to share information and logistics.

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Q. Volunteer and Donations Management

Purpose

This annex describes the function of managing goods and services that are donated in the event of a major disaster, for relief of residents of Regional Counties, or for the collection of goods donated by residents to be shipped to victims in other disaster areas.

Situation And Assumptions

Situation

- Historically, persons not directly affected by a disaster are eager to render aid to disaster victims through donations of money, goods, and services.
- Lack of an organized system of management for the identification, receipt, organization, and distribution of donated goods and services will result in confusion and loss of control of donated resources.
- The timely release of information to the public regarding the needs of victims and points of contact is essential to the management of donated goods and services.
- At the national level, several organizations have established telephone numbers for disaster relief inquiries. These organizations include FEMA, the American Red Cross, and County Emergency Management. The State of North Carolina will also establish a telephone line when the situation dictates.
- Suitable facilities, equipment, and personnel are needed for the management of donated goods.
- The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the county level.
- The distribution of donated goods must be coordinated with the identification of unmet needs.

Assumptions

- Suitable space and equipment will be available to receive, sort, and store incoming donated goods and volunteer resources.
- Adequate personnel for donations operations will be available.
- Multiple local distribution sites will make distributing goods convenient to the affected populations.
- A central reception and distribution site will be established by the State, away from the disaster area.
- An aggressive public information effort will expedite the distribution of goods to disaster victims as well as limit the influx of unwanted goods.
- Local transportation will be available to ship the donated goods to other disaster locations.
- There will be a surplus of some donated goods that will require disposal.
- Citizens and businesses in the county will elect to donate money and goods to disaster victims elsewhere and will seek guidance on methods of participation.
- Some donors will seek to bypass the distribution system established by the County.
- Charitable and religious organizations will offer their assistance in managing and operating points of distribution throughout the County.

Concept Of Operations

General

- The goal in donations management is to establish an approach whereby goods and services, if they cannot be discouraged, will be directed to a central reception center away from the disaster area where they can be sorted and organized for distribution.
- Prior agreements have been made with volunteer organizations to handle the receipt and distribution of donated goods, specifically County Emergency Management.
- After a disaster, County Emergency Management, along with local officials and private voluntary organizations, must assess as quickly as possible the needs of the impacted area, begin requests for the needed resources and notify the State Emergency Operations Center Common Function for Donations Management.

Receipt of Donations and Donated Goods

- County Department of Social Services is the lead agency for the reception and distribution of donated goods and services. American Red Cross and the Salvation Army will provide support if requested.
- In the event that the Department of Social Servi is not available to assume the coordinating role for donations management, County Emergency Management will assume the lead role with American Red Cross and/or the Salvation Army proving support.
- The magnitude and severity of the disaster will dictate the amount of space and personnel required for the reception and distribution process.
- The Department of Social Services will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of efforts.
- The County will establish a central reception and sorting center for donated goods, as needed and separate locations convenient to the affected area of the county can be used as points of distribution.
- Operational personnel will be provided by the Department of Social Services, or as necessary, solicited from a list of available personnel resources.
- Public information regarding distribution and reception sites, needed goods, volunteers, and other pertinent matters will be coordinated with and by the County Public Information Officer.
- Requests for needed goods and re-supply of needed goods will be channeled through the State EOC and the State Distribution Center when it has been established.
- Upon receipt of donated goods, they should be sorted and packaged in a manner suitable for distribution.
- Surplus donated goods will be disposed of in a manner consistent with the donor's apparent intent.

Designated donations

- A designated donation is an offer of a donation made to and accepted by an organization or a specific donation requested by an organization.
- Inquiries concerning donations for a specified organization will be referred to that organization. The organization accepting/receiving the donation will follow its own policies and procedures for handling the logistics involved.

- Once an offered donation has been accepted, it is a designated donation and belongs to that agency.
- Distribution of a designated donation will be accomplished by the receiving organization's procedures and under various other plans, such as mass feeding or sheltering.

Unsolicited/undesigned goods

- Unsolicited/undesigned goods are those donations which have arrived but have not been requested by an agency.
- Every effort will be made to designate every shipment to a specific agency.
- As a last resort, shipments which are unsolicited and undesigned will be directed to the reception center.
- Unsolicited donations that cannot be directly sent intact to a using organization from the reception center will be unloaded, sorted, classified, and stored as a donation arrives.

Transportation

- The transportation of goods from the donor to the receiving organization will be the responsibility of the donor. Exceptions to this will be on a case-by-case basis and only the most desperately needed items.
- Transportation of donated goods from the reception center to the distributions points will be accomplished using local, state, or in some cases, federal resources.

Voluntary Services

- Persons calling may wish to volunteer their personal time and services.
- The phone bank operators, or others taking inquiries from volunteers, will encourage individuals interested in volunteering services to affiliate with a recognized private voluntary organization or other organized group of their choice.
- County Emergency Management office and local officials will identify potentially needed volunteers who have specific technical skills and solicit their assistance.
- Public-sector volunteers will be registered through Donations Management (Department of Social Services) and will be called upon by agencies seeking particular skills.
- The American Red Cross will coordinate the housing and feeding of public volunteers.

Continuity of Government

The line of succession for Donations Management is:

1. County Director, Department of Social Services
2. County Emergency Management
3. American Red Cross/Salvation Army/Other volunteer agency

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R. Mutual-Aid and Multi-Jurisdictional Coordination

Purpose

This Annex outlines the process for activating, providing, and receiving mutual aid, as well as the coordination of a multi-jurisdictional incident.

Situation and Assumptions

Situation

During disasters, County resources can be easily overwhelmed requiring assistance from outside agencies to accomplish response and recovery missions. When activated, mutual-aid resources will arrive from agencies outside the jurisdiction of the County and will be governed by their own agency-specific protocols, and agency protections such as insurance for personnel and general liability.

In order to maintain a coordinated response when utilizing mutual-aid resources, it is necessary to establish agreements and protocols consistent with the priorities of the incident and the mission of the County.

NC General Statute § 166A, “Establishment of Mutual-Aid Agreements,” “Political Subdivisions Authorized to Enter Agreements with Other Political Subdivisions” states that “The chief executive of each political subdivision, with the concurrence of the subdivision's governing body, may develop mutual aid agreements for reciprocal emergency management aid and assistance. Such agreements shall be consistent with the State emergency management program and plans.”

In 1996, the State of North Carolina established a Statewide Mutual-Aid Agreement to provide a uniform, voluntary agreement for counties and municipalities to provide assistance to each other within the State. This put in place common policies and procedures to address logistics, deployment, compensation, and liability issues for all signatories.

Assumptions

The County is a signatory to the 2023 Statewide Mutual-Aid Agreement.

Requesting help under this agreement is done in the following ways:

- I. **Direct mutual aid** – Local communities may call another city or county directly to request additional equipment or personnel. All coordination is done by the participating agencies and logistics and reimbursements are specified in the mutual aid agreement. This is the most common form of mutual aid.
- II. **State-coordinated mutual aid** – Communities overwhelmed by a catastrophe may ask the N.C. Division of Emergency Management (NCEM) to coordinate its aid and record keeping. Logistics and reimbursement are then coordinated between NCEM and county emergency managers. The appropriate NCEM Regional Coordination Center will work with Division staff and the local government providing aid to coordinate resource delivery. Local governments who provide aid should be informed of the nature of their deployments and if the resource requires reimbursement of response costs.

III. **Interstate mutual aid** – Requests for out-of-state resources are coordinated through the Emergency Management Assistance Compact (EMAC). Resources deployed through this system are considered State resources and are coordinated through NCEM. Local governments providing aid will be reimbursed by NCEM who will then seek reimbursement from the requesting state.

As requests for resources become overwhelming, the county will coordinate with adjoining counties for additional available assistance while also working with North Carolina Emergency Management to utilize state resources as county capabilities become exhausted. When these requests concern compensation or liability issues, then the appropriate personnel will be contacted before requests are made.

Public Safety response agencies in the County have mutual-aid agreements in place with similar agencies in the county, as well as inter-state to provide reciprocal assistance when requested.

Mutual-Aid agreements do not legally bind agencies or political subdivisions to respond when requested.

County agencies may not commit to send mutual aid on request from an outside agency if by doing so, the County's protection will be compromised.

Resources requested through Mutual-Aid Agreements may not be available.

Concept of Operation

General

Individual agency Mutual-Aid Agreements may be activated by the head of the agency, or their designees as required to accomplish a mission, per the terms of the specific Agreement. Assistance through the Statewide Mutual-Aid Agreement may be activated by the County Administration or the listed County designees as identified on the Authorized Agents page of the Statewide Mutual-Aid Agreement.

Specific

Resources responding to the request for mutual aid will remain under the control of the parent agency but will work within the established Incident Command structure.

The requesting agency is responsible for establishing incident objectives and to maintain overall incident operational control under the Incident Command System.

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S. Debris Management

General

Organization

- Solid Waste will be responsible for planning and coordinating Debris Management activities.
- When the Operations Group determines that the debris management function will be needed as a result of the incident, the Debris Management Group will be activated.
- Solid Waste (Director or designee) will appoint the Debris Management Supervisor reporting to the Operations Group.
- The Debris Management Supervisor will be responsible for staffing the Debris Management Group with personnel that they determine is needed to complete the debris management operation.

Specific

Responsibilities

- Disaster responsibilities for municipalities will be determined by the respective jurisdictions according to their capabilities. However, all clean up and restitution efforts should be coordinated with adjoining jurisdictions, including all RAP Counties. All County municipalities are encouraged to participate in the existing agreement for sharing resources among themselves as a first priority.
- It is the mission of the North Carolina Department of Transportation (DOT) to pick up, reduce, and dispose of all types of debris caused by a disaster. DOT will be responsible for removal of debris from the State road system right-of-way.
- The EOC IC is responsible for daily operational control and overall management of the Emergency Operations Center and its Command and General staffs. The EOC IC will receive current information on the severity of the disaster from many sources.
- All requests for debris removal or disposal will be directed to the Operations Group who will in turn pass it to the Debris Management Supervisor.
- Requests for debris clearing will be coordinated with the Debris Management Supervisor.
- Requests for debris removal from State road systems right-of-way will be coordinated with the Debris Management Supervisor who in turn will coordinate debris removal with DOT.
- Requests for debris removal from non-State road systems right-of-way will be coordinated with the Debris Management Supervisor who in turn will coordinate debris removal with the State EOC.

Debris Management Supervisor

The Debris Management Supervisor will be responsible for, but not limited to, the following with respect to any and all debris management issues.

- Keep the Operations Group briefed on the status of the debris clearing, removal and disposal operations to include any problems encountered or expected.
- Assure that each County is represented at all meetings with other government and private agencies involved with the debris cleanup operation.
- The Debris Management Supervisor will coordinate debris issues with municipalities, other government and private agencies involved with the debris cleanup operation. The Debris Management Supervisor may appoint a field operations coordinator who will be responsible for daily operational control of the debris sites.
- Convene emergency debris coordinating meetings at the EOC or other location as appropriate.
- Ensure the debris management effort is provided with all available administrative staff and field support personnel.
- During EOC activation, the Debris Management Supervisor may coordinate debris management issues from the EOC. The Debris Management Supervisor will be responsible for coordinating all debris clearance reduction and disposal actions with the Operations Group. Actions will focus on keeping track of field site assignments and progress of the initial debris clearance from public roadways and vital facilities.
- The Debris Management Supervisor will ensure the monitoring of Debris Contractors, load inspections at debris sites and other off-site areas and the preparation of Load Sheets at debris sites or other impacted areas.
- The Debris Management Supervisor will coordinate the dissemination of public information with the EOC Public Information Officer (IO).
- The Debris Management Supervisor shall work with the appropriate State and Federal environmental regulatory agencies to ensure debris sites comply with established guidelines. Site monitoring will include environmental sampling (well drilling & monitoring sites) and lab services, as required.

Director, Parks & Recreation

- Support the Debris Management Supervisor by providing resources at the request of the Debris Management Supervisor.

Public Information Officer (PIO)

- The EOC IC determines if and when the PIO needs to be activated as a result of the incident. The EOC Incident Commander will appoint the PIO reporting to the EOC IC. The PIO will be responsible for staffing the Office of Public Information with personnel that they determine are needed to accomplish their assigned responsibilities as stated in EOP and by the EOC IC.
- The PIO will develop an initiative-taking information management plan. Emphasis will be placed on actions that the public can perform to expedite the cleanup process. Flyers, newspapers, radio, and TV public service announcements should be used to obtain the public's cooperation by separating burnable and non-burnable debris, segregating household hazardous waste, placing disaster debris at the

curbside, keeping debris piles away from fire hydrants and valves, reporting locations of illegal dump sites or incidents of illegal dumping and segregating recyclable materials. Pickup schedules will be disseminated in the local news media and the County Emergency Information hotline.

Finance / Administration Group

- The EOC IC determines if and when the Finance/Administration Group needs to be activated as a result of the incident.
- The Finance Department will appoint the Finance/Administration Group reporting to the EOC Incident Commander.
- The Finance/Administration Group will be responsible for staffing the Finance/Administration Section with personnel that they determine are needed to accomplish their assigned responsibilities as stated in the EOP and by the EOC IC.
- The Finance / Administration Group, or their designee, shall coordinate all reimbursement as a result of debris management and will provide for the collection and compilation of all labor, equipment hours, materials/supplies and expenditures related to disaster response and recovery.
- The Finance / Administration Group will also manage the receipt and submission of all debris contractor payables through consultation with the Debris Management Consultant (if one is designated) and the Debris Management Supervisor.
- Under the direction of the Finance / Administration Group, the County Debris Management Supervisor will ensure that debris management contractors establish and maintain insurance coverage as required by the contract.
- In addition, the County Finance/Administration Group, in cooperation with the Debris Management Consultant (if one is designated), will ensure that the identified contractors meet the contract requirements.

Damage Assessment

- The Operations Group determines that the damage assessment function will be needed as a result of the incident, Damage Assessment will be activated.
- The Tax Assessor (or designee) will appoint the Damage Assessment Group Supervisor reporting to the Operations Group.
- The Damage Assessment Officer will be responsible for staffing the Damage Assessment Group with personnel that they determine are needed to complete the damage assessment operation.
- The Damage Assessment Officer will be responsible for compiling all damage reports for the County. The Damage Assessment Officer will use information from sources in the field and information supplied by the EOC to help plan their group's activities and logistic needs.

Solid Waste Manager

- Coordinate with the Debris Management Supervisor in matters regarding storm debris collection, transportation, and disposal.
- Responsible for storm debris cleanup at Public Works facilities.
- Coordinate any on site open burning of vegetative debris.
- Provide a status report on the availability of disposal capacity and the types and quantities of storm debris being delivered to the landfill facilities for processing or storage.
- The Operations Group will be provided with regular status reports.

Hazardous Waste Services

- The contractor(s) in accordance with established State and Federal disposal regulations should separate Household Hazardous Waste (HHW).
- The contractor(s) will provide the Debris Management Supervisor recommendations for dealing with HHW materials.
- The contractor(s) will ensure the coordination of inspections, notifications, and if necessary, cleanup or mitigation of any hazardous waste releases at identified facilities.

Debris Management Consultant(s)

- The County may hire a prime contractor to coordinate debris removal and other related activities.
- The contract will be handled as other service contracts are handled within the scope of county government.
- The Finance Officer, in cooperation with the Debris Management Supervisor, will make recommendations regarding selection of the vendor, scope of work, costs and other related issues.
- The identified prime contractor will hire and supervise subcontractors within the scope of the contract.

Pre-Storm Administrative Actions

The County Emergency Services Director will conduct a Debris Management Workshop with the contractors (if any are identified beforehand), Debris Management Supervisor, identified County staff and municipal representatives to review the Debris Management Plan procedures and to ensure that the debris management operation works smoothly.

Items of discussion will include:

- Roles and responsibilities
- Debris Management Site
- Logistical support
- Procedures for call up of contractor personnel and equipment.
- Haul routing.
- Contractor vehicle identification and registration

- Debris hauling load ticket administration.
- Mobilization and operation of the Debris Management Sites
- Contractor payment request submission, review, and verification
- Special procedures for HHW
- Debris Management site open and closure requirements

Pre-storm Activation Actions

The Emergency Services Director will notify Solid Waste who will determine if the Finance Officer should in turn notify the contractor (if there are any contractors identified beforehand), in order to place them on alert status. They are to be prepared to move into the County area within an agreed upon time frame after receipt of a Notice to Proceed from the County.

The County Debris Management Consultant, if one is identified, will be notified by the County Finance Officer of a situation that could generate large volumes of debris. The Debris Management Consultant will establish a presence and coordinate with the County, should the situation dictate the activation of the emergency contract.

Debris Management Phases

Phase I: Debris Clearance Operations

The Solid Waste Manager, in cooperation with the Damage Assessment Group Supervisor, is the lead person responsible for coordinating impact assessment for structures, equipment and property immediately following a large-scale disaster in order to prioritize the impacted areas and resource needs. Debris clearance from roadways and public property will be accomplished using volunteer crews and equipment, NCDOT, mutual aid providers and private contractor resources. The NCDOT has the primary mission to clear debris from at least one lane on all primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police, and medical responders. Available volunteers from National Guard, Fire Departments, CERT, and the NC Forest Service may supplement these services. County Damage Assessment Teams will conduct initial zone-by-zone windshield surveys to identify the type of debris and to estimate amounts of debris on the roadways. The results of the windshield surveys will also be provided to the Debris Management Supervisor located at the EOC.

Priority for debris clearance will be based upon the following criteria:

- Extricate people.
- Major flood drainage arteries
- Egress for fire, police, and Emergency Operations Center
- Fire, Police and Municipal Buildings
- Ingress to hospitals, jail, and special care unit
- Major traffic routes
- Egress for fleet, traffic, road, and bridge, and designated remote locations.

- Supply distribution points and mutual aid assembly areas.
- Government facilities
- Public Safety communications towers
- Red Cross shelters
- Secondary roads to neighbor collection points
- Access for utility restoration
- Neighborhood streets
- Private property adversely affecting public welfare.

Phase II:

Contractor operations, if required, will require County, and identified municipalities to provide Field Monitoring Teams as well as Load Site and Disposal Site Monitors to oversee contractor operations for quality control purposes.

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T. Unmet Needs

Purpose

This section describes a process for addressing unmet needs following a disaster. It also describes the management of goods and services donated to the citizens of the Region following a disaster.

Situation And Assumptions

Situation

- "Unmet needs" refers to needs of disaster victims that have not been met by traditional organizations such as the American Red Cross, Salvation Army, and government. This may be due to ignorance of assistance available, reluctance of individuals to seek charitable assistance, ineligibility for programs available, or the result of difficulty in identification of needy individuals.
- Typical unmet needs can include the following:
 - Financial Assistance
 - Housing
 - Food
 - Transportation
 - Home furnishings
 - Special health care
 - Debris removal
 - Replacement of lost personal items
- Some national organizations have established telephone numbers for disaster relief inquiries; these include FEMA, the American Red Cross, and the Salvation Army. Besides government assistance, there are many sources of assistance available through church and civic groups, benevolent organizations, charities, foundations, and funds established during previous disasters in the United States.
- Historically, persons not affected by a disaster are eager to assist disaster victims through donations of money, goods, and/or services. In most cases, donated goods and services are essential to disaster recovery.
- Following any disaster, an organized system of management for the identification, receipt and distribution of donated goods and services is essential. Suitable facilities, equipment and personnel and preplanning are necessary for the management of donated goods.
- The distribution of donated goods and services must be coordinated with the identification of unmet needs within the community. The timely release of information to the public regarding needs, points of contact and telephone numbers is essential.

Assumptions

- Following a disaster, there will be local people with legitimate unmet needs.
- Organization is essential to identify unmet needs and match these needs with donated goods and services.
- Assistance and volunteers will be available from traditional sources to help with resolution of unmet needs.

- The County Department of Social Services, the County Health Department, assisted by local churches, civic organizations, volunteers, etc., are capable of identifying most unmet needs in the county.
- Donated goods, services and cash will become available, and can be used to fulfill unmet needs; therefore, coordination of unmet needs and donated goods and services is essential to recovery.
- Suitable space and equipment will be available to receive, sort and store donated goods.
- Attempts to donate inappropriate and unwanted goods can be expected; these goods include loose, unsorted, or dirty clothing, perishable foods, and other unneeded items.
- An aggressive public information effort will expedite the distribution of goods and services as well as limit an influx of unwanted goods.

Concept Of Operations

- A committee to address unmet needs and donated goods and services has been established. The County Director of the Department of Social Services or their designee chairs this committee. The "Unmet Needs/Donated Goods and Services" Committee is comprised of the following:
 - Department of Social Services or designee
 - Public Information Officer
 - Emergency Management Coordinator (Planning and Safety Director)
 - American Red Cross
 - Food Pantry
 - Salvation Army representative
 - County Health Director
 - United Way Chairman
 - Ministerial Association
- Additionally, representatives will be solicited from churches and civic organizations.
- The composition of the Committee will expand as required by the disaster event. This Committee shall have the following goals:
 - Identification of citizens with unmet needs
 - Assessment and verification of needs
 - Prioritization of individual needs
 - Identification of means to fill needs.
 - Coordination of effort/avoidance of duplication
 - Donations management (receipt, sorting, and distribution) development of pertinent public information.
- The Committee will meet and train as necessary to prepare for its tasks. Training will include:
 - Review of the Committee's goal.
 - Review of guidance and lessons learned from other jurisdictions and events, utilizing presentations from experienced persons.
 - Review of the Regional Emergency Operations Plan.
 - Development of Standard Operating Procedures for the Committee.
 - Review of the state and federal roles in disaster situations.

- Assistance from benevolent associations such as churches and civic organizations as well as private citizens, can be anticipated. The Committee will maintain close liaison with these groups in order to maximize the effectiveness of their assistance. These associations will be invited to participate in Committee meetings when providing assistance locally.
- The Committee will staff a position in Disaster Application Centers.
- The State of North Carolina will maintain a centralized donations management system for supporting state, local, and voluntary organization needs with offers of donated goods, monies, and volunteer services. The State will maintain a central phone number for handling donation inquiries and maintain a database system for recording offers of donated goods, monies, and volunteer services. The "Unmet Needs/Donated Goods and Services" Committee will liaise with the State through the Division of Emergency Management State EOC to solicit appropriate assistance.
- A central reception and sorting center for donated goods will be established. Donated goods will be transported from these locations to appropriate distribution centers convenient to the affected population (e.g., volunteer fire departments, churches, civic organizations, schools, etc.).

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U. Continuity of Operations

Purpose

The purpose of this Annex is to establish a general outline for the provision of Continuity of Operations Planning (COOP) for the Region. A separate COOP document is maintained by each County that identifies Mission Essential Functions (MEF) and lines of succession.

Situation

The Region is exposed to many hazards that have the potential to disrupt the daily delivery of vital government services. The intention of Continuity Planning is to ensure the continual provision of the MEFs of the affected County. Although Continuity Planning is primarily for the internal operations of government departments, it directly affects the County's capabilities to respond to and recover from disaster.

Assumptions

- The County may receive little or no warning of an impending emergency or disaster.
- County Departments are aware of and practiced in their COOP roles.
- Lines of succession and delegations of authority have been identified for each Department.
- Alternate facilities have been identified and can be occupied with minimal preparation for up to thirty (30) days or until normal operations can be resumed.
- Continuity personnel have been identified and are able to fulfill their role in maintaining continuity operations for the County.

Concept of Operation

General

The County Manager is the lead for activation of the COOP, and will make notifications to County Departments as outlined in the COOP. It is the goal of COOP to reestablish MEFs within twelve (12) hours of disruption, no matter what the cause.

Specific

- Upon notification of the potential for disruption of the MEFs of the County, the County Manager will begin continuity activities as outlined in the COOP. The following phases of COOP activation are described:
 - Phase I – Readiness
 - Routine testing of emergency notification systems.
 - COOP Plan review and exercises with County staff.
 - Annual review of alternate facilities, facility-use agreements, and equipment.
 - Phase II – Activation
 - The County Manager or Chairman of the Board, (if the Manager is incapacitated or unavailable), may activate the COOP for the entire organization, based on an emergency or threat directed at the organization.
 - Department Heads may initiate continuity activities within their own department based on an emergency or threat directed at their department.
 - Phase III – Continuity Operations
 - Transfer operations to alternate facilities, as necessary.

- Recall continuity personnel.
- Establish MEFs and governmental operations.
- Phase IV – Reconstitution Operations
 - Determine that the emergency situation has ended and is unlikely to reoccur.
 - Assess the operational status of normal facilities, and make repairs as required to reoccupy and resume usual operations.
 - Reestablish routine delivery of MEFs and other County services.

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V. Continuity of Government

General:

The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of government. These procedures will name who will be the decision-makers if an elected official or department head is not available.

Line of Succession:

The line of succession of the County Board of Commissioners/Town/City Council/Alderman proceeds from the Chairman to the Members of the Board in accordance with jurisdictional policy or law. Lines of succession for the Emergency Management Coordinator and department/agency heads with emergency responsibilities are shown in the appropriate procedure.

Preservation of Vital Records:

It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes, and ordinances. Each department or agency is responsible for the preservation of essential records to ensure continued operational capabilities.

Relocation of Government:

The County provides for the relocation of the governing body to the Emergency Operations Center during times of emergency, if necessary. If the primary Emergency Operations Center is determined inoperable, the governing body will relocate to an alternate Emergency Operations Center facility as needed. Municipal governments will relocate to facilities within their jurisdictions capable of providing emergency operations. If needed, the County EOC will help support this.

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IX. Hazard-Specific Annexes

A. Earthquake

Purpose

The purpose of this annex is to provide organizational and operational guidance for an Earthquake event.

Situation and Assumptions

Situation

An earthquake is the movement or trembling of the ground produced by sudden displacement of rock in the Earth's crust. Earthquakes result from crustal strain, volcanism, landslides, or the collapse of caverns. Earthquakes can affect hundreds of thousands of square miles, cause damage to property measured in the tens of billions of dollars, result in loss of life and injury to hundreds of thousands of persons, and disrupt the social and economic functioning of the affected area.

Approximately two-thirds of North Carolina is subject to earthquakes, with the western and southeast region most vulnerable to a very damaging earthquake. The state is affected by both the Charleston Fault in South Carolina and the New Madrid Fault in Tennessee. Both of these faults have generated earthquakes measuring greater than 8 on the Richter Scale during the last 200 years. In addition, there are several smaller fault lines throughout North Carolina.

Assumptions

- Little to no warning will be received prior to an earthquake event.
- The probability of significant, damaging earthquake events affecting the region is low; however, future events may result in light to moderate perceived shaking and damage ranging from none to very light.
- The annual probability of an earthquake event is estimated between one (1) and ten (10) percent.

Concept of Operations

Response to an earthquake event affecting a County will primarily be reactive, based on reported damages and casualties. The major functions will be:

- Search and Rescue
- Triage, treatment, and transportation of casualties.
- Firefighting
- Damage Assessment
- Security
- Public Information

General

The local Fire Department will serve as the lead agency for earthquake events in each County. Upon notification of such an event and based on reports of impacts, the Fire Department will coordinate response and recovery efforts within the County and will request additional

resources through direct mutual aid, the County EOC if activated, and County Emergency Management as required.

Specific

- The local Fire Departments will respond to reports of fire and potential gas leaks as a result of ruptured pipes or other such damages, assist in search and rescue efforts, and assist in damage assessment efforts.
- County EMS will respond as required to reports of casualties and provide triage, treatment, and transportation for the injured in accordance with agency protocols.
- Police Departments will assess and provide for the security needs of damaged infrastructure as well as provide traffic control as required.
- The Public Information Officer will develop pertinent informational and safety messages for approval and release through available media channels by the County Manager. Information may include:
 - Notification of State of Emergency Declaration, including any imposed prohibitions and restrictions
 - Location, date, and time of the event
 - Safety measures for the general public
 - Location and general extent of damages
 - Disrupted transportation routes.
 - Location(s) of public shelters
 - Other event-specific information
- The County Manager will activate the EOC and will initiate the declaration of a State of Emergency for the County as required.

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B. Flooding

Purpose

The purpose of this annex is to outline operational guidance for flooding when defined as the steady rise and overflowing of water that submerges dry land, outside of normal boundaries, due to natural or technological causes.

Situation and Assumptions

Situation

For the purposes of this plan, “Flood” is defined as the accumulation of water within a water body which results in the overflow of excess water onto adjacent lands, usually floodplains. A floodplain is the land adjoining the channel of a river, stream, ocean, lake or other watercourse or water body that is susceptible to flooding. Most floods fall into the following three categories: riverine flooding, coastal flooding, or shallow flooding (where shallow flooding refers to sheet flow, ponding, and urban drainage).

Assumptions

- There will be advance notice of pending weather which could cause flooding.
- Each County participates in the National Flood Insurance Program (NFIP) and has a Floodplain Ordinance.
- Each County has identified properties within its known flood zones and has taken measures to mitigate flood damage.
- County officials are aware of the atmospheric conditions that may result in flooding of low-lying areas.

Concept of Operations

General

The Engineering Department is the lead agency for flooding events in each County. Prior to an event and based on forecasts for weather conditions which have historically caused flooding and soil erosion, the County will begin notifications to interested parties within the affected areas, and downstream of dams through public information releases, and other available means. The Parks and Recreation Department may place signage along roadways known to flood, and close parks in the flood-prone area prior to the event to prevent occupancy and potential injury. Nearby residential occupants should be notified of the potential for flooding and advised to tune to local broadcast media as well as NOAA Weather Radio for forthcoming Flood Watches and Warnings issued by the National Weather Service.

Specific

During a flooding event, the following actions should be taken by the County:

- Establish communications with responding agencies.
- Immediately assess the flooded area for human casualties and provide rescue as needed.
- Issue alert and warnings through the County PIO and County Manager.
- Ensure that travel through the affected area is restricted.

- Activate the County EOC as appropriate and coordinate additional required logistics and response units with County Emergency Management.

Once the flood waters have returned to their normal levels, the following actions should be taken:

- Assess the area(s) for human casualties and provide appropriate services.
- Contact County Engineer and/or NCDOT to assess roadway infrastructure for safety.
- Clear any remaining debris from transportation routes.
- Remove flood debris from public rights-of-way and grounds and dispose of same according to disaster debris management plans.
- Perform damage assessment to determine the extent of property damage, and environmental impacts.
- Notate flood levels and document.
- Evaluate mitigation opportunities to reduce or eliminate the threats of future flooding events.

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Dam Failure

Purpose

This section addresses the failure of the Roanoke Rapids and Gaston Hydroelectric Dams. Information received from Dominion Power Emergency Action Plan Project Number 2014 is included.

Situation And Assumptions

Situation

Roanoke Rapids Power Station is located on a lake near the town of Roanoke Rapids, North Carolina. Roanoke Rapids lake, created by the power station dam, and is near the North Carolina-Virginia border. It is supplied by water from the Roanoke River that is regulated eight miles upstream by Dominion 's Gaston Hydro Station and Gaston Dam.

A submerged weir - an underwater dam - is located within the lake just before the dam's intakes to direct surface water from the lakes into the station. The weir rises to within 25 feet of the surface to ensure that high quality water is discharged from the power station to benefit the aquatic life and provide recreational opportunities and economic growth in the lower Roanoke River Basin.

Assumptions

Roanoke Rapids Hydro Station will activate their Emergency Action Plan (EAP) upon notification of a potentially hazardous situation, an imminent failure, or a failure in the dam structure.

Washington and Martin Counties will receive notification of impending flooding from the North Carolina Emergency Management Office (NCEM) per the EAP.

Washington County will have at least forty-six (46) hours' notice prior to any damaging flooding occurring in Washington County.

Notification

Per the EAP, the Washington County Communications Office (911 Center) will receive notification of a Class I or Class II Emergency from the NCEM office. The Supervisor in the Washington County Communications Office will in turn start a CAD (Computer Aided Dispatch) call and immediately notify the following personnel:

- Director of Emergency Management
- Fire Chiefs
- Town of Plymouth
- Town of Roper
- Town of Creswell
- Sheriff of County
- Chief of Plymouth Police Department
- Emergency Medical Services Director

Activation Of The Emergency Operations Center

The Emergency Operations Center (EOC) will immediately be activated and staffed to begin command and control for emergency personnel and evacuation orders. The EOC will be staffed with the Coordinator for Emergency Management, Fire Chiefs, EM Staff, Amateur Radio Operators, etc.

Emergency Operations Plan

The Emergency Operations Plan will be implemented at this time to direct evacuation and all other activities. The situation will be a flood event.

C. Hazardous Materials

Purpose

The purpose of this annex is to provide guidance for hazardous materials incidents within the County.

Situation and Assumptions

Situation

Due to an ever-increasing use of everyday household chemicals as well as transportation incidents, the threat of a major disaster involving hazardous materials continues to escalate. Hazardous materials incidents could occur from any one of several sources, including over-the-road shipping, rail transportation, aircraft accidents or from fixed facilities. As a result, evacuation or sheltering in place may be required to protect portions of the County's population.

Victims of such incidents may have short and/or long-term health, environmental and economic effects depending on the nature of the released material and the severity of the release.

Assumptions

- Hazardous materials incidents may occur without warning requiring immediate response actions by local agencies.
- Every County has limited capabilities to manage hazardous materials incident and must rely on external agencies for assistance.
- The nearest Hazardous Materials Regional Response Team RRT-1, Williamston, NC
- Each Fire Department is trained to the Awareness level for hazardous materials response.
- All County responders and Public Safety personnel have a minimum level of hazardous materials training.

Concept of Operations

General

The jurisdiction Fire Department serves as the lead agency for hazardous materials incidents and maintains protocols for response. The Fire Department should receive and maintain access to Tier II public notifications from fixed facilities as required by the Superfund Amendment and Reauthorization Act (SARA), Title III, Emergency Planning and Community Right to Know Act (EPCRA), which identifies chemicals that may be stored or in use at the facility.

Major transportation routes through the County should be pre-identified and traffic control points outlined to control entry and evacuation from the County during a hazardous materials incident.

Specific

- There are several types of incidents involving hazardous materials that could occur:
 - Fixed facilities
 - Roadway transportation

- Railway transportation
- Aircraft
- Pipeline

Response

- Response actions will initially involve defensive maneuvers to reduce or prevent the impact of a release. Unless specifically trained, certified, and equipped in handling a hazardous materials release the initial responder(s) should:
 - Establish the initial ICS for the incident.
 - Isolate the immediate area and restrict entry.
 - Attempt to identify the released material from a safe distance.
 - Notify County Emergency Services and other mutual aid resources as required.
- The level of response for an incident will be determined by:
 - The quantity, quality and toxic effects of the material involved in the release.
 - The population and property that is threatened.
 - The type and availability of protective equipment required for the material released.
 - The consequences of taking no immediate action.
- Protective measures taken may include:
 - Sheltering in-place
 - Evacuation
 - Isolation of the contaminated environment

Recovery

- Recovery will begin once the Incident Commander has determined that the release has been contained and the on-going threat has been terminated.
- Recovery actions will include:
 - Victim recovery
 - Damage assessment.
 - Responsible party identification
 - Clean-up and restoration of the affected facility and/or environment
 - Release of shelter-in-place orders and reentry of evacuees
 - Financial recovery

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D. Hurricane

Purpose

The purpose of this Annex is to outline organizational and operational guidelines for response to an Inland Hurricane.

Situation and Assumptions

Situation

Hurricanes and Tropical Storms are classified as atmospheric cyclones with winds that circulate around a defined, low-pressure center. A storm of this nature becomes designated by the National Hurricane Center as “Tropical” when sustained winds reach or exceed 39 miles per hour. “Hurricane” designation begins with sustained winds of 74 miles per hour or greater.

Further sub-categories of Hurricane designation are made as the storm reaches certain levels of intensity, based on wind speed, and are rated on the “Saffir-Simpson Scale” as follows:

Category	Maximum Sustained Wind Speed (MPH)
1	74-95
2	96-110
3	111-129
4	130-156
5	157+

Source: National Hurricane Center (2023)

Flooding from significant rainfall over a short period of time is generally the greatest hazard, as most events of this nature in this region do not carry sustained winds above the level of thunderstorms. However, significant wind gusts, straight-line winds and the potential for tornados associated with cyclonic storms exists.

Assumptions

- The County will have advance warning of a pending hurricane.
- Low-lying areas susceptible to flooding have been identified.
- The County relies on local and regional media outlets for dissemination of public information.
- The County will coordinate for mass care/sheltering needs.

Concept of Operations

Response to an Inland Hurricane can be broken into three (3) phases, *Pre-Impact*, *Impact*, and *Post-Impact*. The County may begin receiving general storm track and intensity forecasts as early as one week prior to forecast impact. Actions taken during the pre-impact phase will be vital to the success of the overall response and recovery efforts. General pre-impact activities should begin upon initial notification of a pending storm that has the potential to affect the County and should include public warning and notifications as well as assessment of the County’s readiness posture.

General

The Emergency Management Coordinator is the lead for Inland Hurricane coordination. As such, the Emergency Management Coordinator will maintain situational awareness of a pending storm which may affect the County and routinely relay vital information to the County Manager, and other County Departments on the threat. Based on the level of the threat, the County Manager may activate the EOC with appropriate staffing to begin response coordination and logistical support for County agencies.

Specific

(PRE-IMPACT PHASE)

Impact minus 72 hours

- Maintain situational awareness.
- Review County disaster operation plans and procedures.
- Review personal/family plans.
- Brief essential personnel, Department Heads, and Elected Officials on current County readiness status and situation.
- Verify staffing patterns and ensure adequate staffing will be available for the duration of the event.
- Identify known vulnerable areas/populations within the County.
- Verify readiness of response equipment/vehicles and make repairs, as necessary.
- Identify emergency fuel sources for vehicles/equipment.
- Identify traffic control points and assess required assets for traffic control operations.
- Establish financial accounting procedures for all disaster-related expenditures. Include personnel and equipment.
- Review Public Information Functions
- Communicate needs and concerns to County Emergency Services Office.

Impact minus 48 hours

- Maintain situational awareness.
- Brief essential personnel, Department Heads, and Elected Officials on current County readiness status and situation.
- Recall personnel if required for adequate depth of staffing.
- Activate disaster debris staging areas (to include DENR permitting).
- Stage road closure signage at or near known flood prone areas for quick deployment.
- Communicate needs and concerns to County Emergency Services Office.

Impact minus 24 hours

- Maintain situational awareness.
- Brief essential personnel, Department Heads, and Elected Officials on current County readiness status and situation.
- Activate disaster plans.
- Fuel all vehicles and equipment.
- Ensure logistical support for response personnel. (Food, beverage, lodging, etc.)

- Activate “State of Emergency” for jurisdiction. (Official documentation required)
- Take measures to protect vital records and documents in case of infrastructure damages (cover with plastic, etc.)
- Back up essential computer files.
- Establish Joint Public Information Function with County Emergency Operations Center to ensure accurate and timely information releases to the public.
- Secure your own family and ensure their readiness in your absence.

(IMPACT PHASE)

Impact

- Maintain situational awareness.
- Ensure safety of personnel and equipment during impact.
- Respond according to County disaster protocol. Normal protocol may not be applicable during this time if it is not reasonably safe for units to respond to a call for assistance.
- Consider suspension of normal patrol activities during impact.
- Communicate reports of damage and injuries to County Emergency Operations Center.
- Communicate logistical needs to County Emergency Operations Center.

Impact plus 6 hours

- Maintain situational awareness.
- Respond to life-safety and life-threatening issues. Responder safety is the highest priority!
- Assess damage to critical infrastructure and make reports to County Emergency Operations Center.
- Clear essential transportation routes of debris.
- Maintain security of impacted areas.
- Maintain Joint Public Information Function with County Emergency Operations Center to ensure accurate and timely information releases to the public.
- Brief essential personnel, Department Heads, and Elected Officials on current County response status and situation.
- Maintain communications, coordinate response operations, and request logistical support through County Emergency Operations Center.

Impact plus 12 hours

- Maintain situational awareness.
- Continue responding to life-safety and life-threatening issues.
- Report damages and injuries to County Emergency Operations Center.
- Begin formal damage assessment process, establish zones, and lay out assessment plan.
- Assess mass care needs to include food and shelter for affected populations.

- Maintain security of impacted areas.
- Maintain Joint Public Information Function with County Emergency Operations Center to ensure accurate and timely information releases to the public.
- Continue to clear roadways and transportation routes of debris.
- Brief essential personnel, Department Heads, and Elected Officials on current County response status and situation.
- Maintain communications coordinate response operations and request logistical support through County Emergency Operations Center.

Impact plus 24 hours

- Maintain situational awareness.
- Continue responding to life-safety and life-threatening issues.
- Report damages and injuries to County Emergency Operations Center.
- Continue to assess and provide mass care needs to include food and shelter for affected populations.
- Maintain security of impacted areas.
- Maintain Joint Public Information Function with County Emergency Operations Center to ensure accurate and timely information releases to the public.
- Continue to clear roadways/transportation routes of debris.
- Brief essential personnel, Department Heads, and Elected Officials on current County response status and situation.
- Maintain communications and coordinate response operations and logistical support through County Emergency Operations Center.
- Begin transitioning to Recovery operations and planning for demobilization of personnel and equipment.

(POST IMPACT PHASE)

Impact beyond 24 hours

- Maintain situational awareness.
- Continue responding to life-safety and life-threatening issues.
- Maintain essential mass care services for impacted populations.
- Begin recovery operations to include removal/transportation of debris to staging areas and restoration of normal services.
- Complete formal damage assessment and report to County EOC. If warranted, County will request "Declaration of Disaster."
- All agencies compile financial expenses for personnel and equipment.
- All agencies assess infrastructure and equipment damages and thoroughly document.
- Continue to communicate needs to County Emergency Operations Center and coordinate recovery efforts to ensure uniform reports and logistics sharing.

E. Terrorism

Purpose

Terrorism is defined as criminal acts or threats by individuals or groups to achieve political, social, or economic gain or recognition by fear, intimidation, coercion or violence against the government and its citizens. This Annex provides information and direction for an incident involving terrorist activity. It is intended as guidance only.

Situation and Assumptions

Situation

- The successful response to and management of a terrorist incident requires a well-planned, integrated and coordinated response from local government, neighboring jurisdictions, the private sector, state, and federal agencies.
- 9-1-1 telecommunicators are usually the first interface between the terrorist incident and the first responders. The information obtained from callers can have a crucial impact on the safety and welfare of emergency responders. The value of telecommunicators to first responders is heavily influenced by their knowledge of Weapons of Mass Destruction (WMD) terrorism.
- Some of the major issues that will require attention during management and control of a chemical or biological terrorist incident include:
 - Agent detection
 - Identification and isolation
 - Downwind evacuation or shelter-in-place
 - Traffic rerouting, congestion, and control
 - Disposition of the deceased
 - Hospital casualty overload
 - Public fear
 - Public information dissemination
 - Spread of contamination and disease
 - Safety and welfare of emergency responders
 - Evidence identification and preservation
 - Suspect(s) identification, arrest, and criminal prosecution.
- Mass casualty triage and medical management, as well as mass decontamination procedures must be practiced with sufficient frequency to build both confidence and competence in emergency responders.
- A chemical, biological or explosives-related terrorist incident is a federal crime scene, and in accordance with Presidential Decision Directive 39, the FBI has overall responsibility for crime scene management.
- Because of the likelihood of mass casualties and large numbers of emergency responders from the County and other nearby jurisdictions, and from state and federal agencies, it is imperative that a comprehensive accountability system be implemented and maintained throughout the incident.
- A terrorist incident involving a chemical or biological agent is still a hazardous materials incident, but with the potential for much greater consequences and challenges for emergency responders. It is also likely to be a mass casualty incident; however, a bio-

terrorist release will evolve over time, as the bacterial/viral symptoms may take hours or days to present, and the infected people may or may not be infecting others.

- Communication is a critical element in the management of WMD terrorism incidents. Timely and accurate information should be shared with the various agencies involved in the incident. The community must also be kept informed of matters potentially impacting their safety and welfare.

Assumptions

- Planning and training prior to an incident will significantly reduce the risk to personnel.
- Emergency response personnel are knowledgeable in the use of available resources.
- Response time for resources requested from outside the County may be significantly delayed.
- Crisis Management
Crisis Management addresses the cause of a terrorist incident, the identity, motivation and capability of the terrorists and the weapons they employ. Crisis Management is a law enforcement function and includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve the threat or act of terrorism. In a terrorist incident, a crisis management response may include traditional law enforcement missions such as intelligence, surveillance, tactical operations, behavioral assessment, negotiations, forensics, and investigations, as well as technical support missions such as agent identification, search, render-safe procedures, transfer and disposal, and limited decontamination.
- Consequence Management
Consequence Management addresses how the incident affects or potentially might affect public health, safety, and the environment. Consequence management includes measures to protect public health, safety, and the environment, to restore essential government services and to provide relief to governments, businesses and individuals affected by the consequences of terrorism. In an actual or potential terrorist incident, command and control of local government resources may transition between the County Sheriff's Department, County EMS, the local Fire Department, and the County Emergency Management Office. The Unified Command team approach will be utilized to transition incident command and control among these agencies.

Concept of Operations

- As part of the awareness program associated with acts of terrorism, First Responders (fire, EMS, law enforcement) must first ensure their own protection and the protection of all responding departments. A new way of thinking, a new assessment process, and new response protocols will be required for first-in response departments.
- Listed below are the primary components of the concept of operations. The primary first responders can address some of these components; the Incident Command System (ICS) and/or the EOC, when activated, will address other components.
 - Threat assessment levels
 - Notification process - internal/external, primary/support
 - Command and control function, ICS, and Unified Command
 - New entry protocols

- Crisis Management
- Consequence Management
- Roles, responsibilities, and checklists
- Chain of evidence and evidence preservation
- Other primary considerations as identified by response organizations.

NOTE: *The above is NOT an all-inclusive list. It is intended to emphasize the need for a more deliberate response process that will enhance responder and public safety. Each of the above items will be covered as part of the response overview.*

- **Threat assessment**

This element will be the responsibility of law enforcement agencies that consist of the County Sheriff's Department, North Carolina State Bureau of Investigation (NCSBI), Federal Bureau of Investigation (FBI), Bureau of Alcohol, Tobacco, and Firearms (BATF) and other law enforcement agencies that provide information on terrorist groups, individuals and threat situations based on collected intelligence. The FBI will have primary responsibility for coordinating intelligence and threat assessment information. The County Sheriff's Department will coordinate distribution of information to the County's primary response departments.

- **Notification Level - Internal/External, Primary/Support**

Listed below are the primary response and primary support departments that would be part of the notification process.

Primary Response Departments

- All Law Enforcement Agencies (local, state, and federal)
- Fire Service
- County EMS
- County Emergency Management

Primary Support Departments

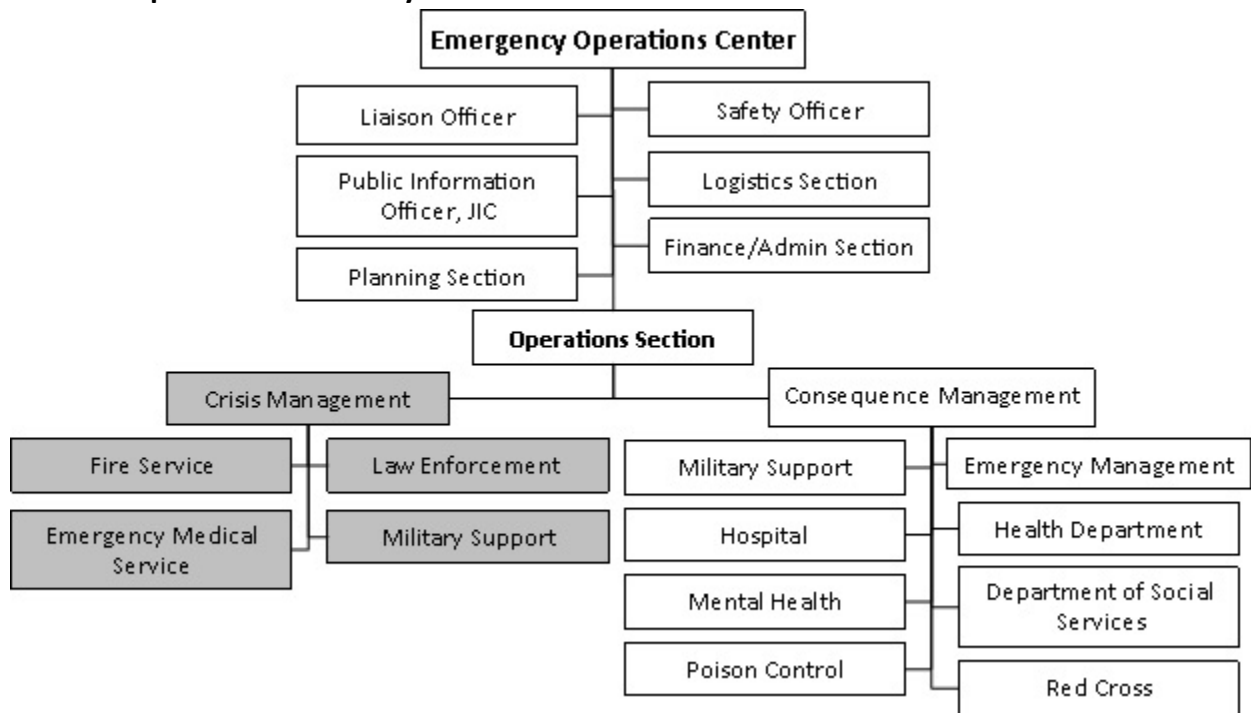
- Hospital
- Public Health Department
- NC Division of Emergency Management
- Department of Social Services
- Mental Health
- Debris removal organizations
- Corporate Communication/ Public Information
- American Red Cross-
- Poison Control Center

- **Command & Control**

- This function is critical for ensuring a successful operation. It is imperative that a team approach for command and control be used for response. In all incidents within the County, the local Fire Department will assume command of the consequence management phase of the incident. Because of the nature of these incidents, the responsibility of stabilizing the immediate area of operations within the definition of consequence management lies solely with the local Fire Department.

- Within the definition of crisis management, the County Sheriff's Department will assume responsibility of the situation and take appropriate action. There may be situations where consequence and crisis management must be addressed simultaneously where law enforcement and the local Fire Department share command and control. As soon as possible a core group will establish a Unified Command structure for tactical and investigative operations. The core group will consist of:
 - County Police Department
 - County Emergency Management
 - Local Fire Department
 - County Sheriff's Department
 - County Emergency Management
 - County EMS
 - NCSBI
 - FBI

Terrorism Response and Recovery Unified Command



- **Unified Command:**
 - A unified command system consists of a core group of agencies from town, county, state, and federal governments in a common location. This command structure is also found in large-scale incidents such as terrorist acts or WMD events.
 - Once established, the unified command will agree upon criminal tactical and investigative issues.
 - There is no clear separation between consequence and crisis management in instances where both consequence and crisis are operational concurrently. The Unified Command will prevail in instances where the consequence and crisis functions cross incident

- priorities, to insure the health and safety of responders, the general public and evidence in that order.
- It is possible that command of the scene may be transferred back and forth between consequence and crisis, based on needs, several times before the incident is brought to a resolution. The various agencies that comprise both consequence and crisis management may be brought to the forefront depending on the immediate circumstances and requirements faced as the situation unfolds.
 - It is imperative that immediate command and control be established to ensure control measures are implemented for life, safety, and evidence preservation.
 - All responding departments of local government must be prepared to interface with their state and federal counterparts at both the incident site and the EOC.
 - The EOC, when activated, will be the control center. Operational command will be maintained at the incident site.
 - **Entry Protocols**
 - A terrorist incident or WMD event will require new entry protocols to ensure responder safety. Guidelines are to be established based on threat level at the time of the incident. Entry into an area or building that may be contaminated or may have been destroyed by an explosion can range from normal site access with no protective measures to Level A entry suits with HOT ZONES set to protect responders.
 - Threat levels as defined in **Implementing Guidelines; Threat Assessment Levels**, will set new protocols.
 - **Crisis Management and Consequence Management**
 - These sections are combined because they operate in parallel and continuous fashion from initial response to final recovery. They deal with all phases of incident operation to include, but not limited to, response, recovery, clean up and site restoration.
 - **Roles, Responsibilities and Checklists**
 - This part of the planning document is detailed in **Roles, Responsibilities and Checklists** and in each of the core groups internal SOGs. The listing represents the primary factors associated with response to terrorist incidents.
 - **Preserving and Collecting Evidence**
 - This operational area is addressed in more detail in **Chain of Evidence** and by each agency's SOG. This function may be part of the new site entry protocols. Life safety issues will take precedence over this area of operation; however, maintaining the chain of evidence is a crucial element. The preservation and maintenance of evidence should be considered and exercised at every opportunity.

Implementing Guidelines

The information below is meant as basic response guidelines for terrorist incidents. The IC must use discretionary judgment to insure a timely, professional response. The only way to ensure the IC's decisions are in the best interest of responders and the public, is to use all possible sources of information from all response organizations in the decision-making process.

Threat Assessment Levels

The Threat Level is constantly being monitored by all law enforcement to the best of their ability. The primary law enforcement agency, in this regard, is the Federal Bureau of

Investigation. The primary state law enforcement agency is the North Carolina State Bureau of Investigation. The primary law enforcement agency for the Region is the affected County's Sheriff's Department. Other federal, state, and local law enforcement agencies may also have information available. One of the FBI's primary missions is to monitor terrorist groups, corroborate information received, identify terrorist members, and prepare a law enforcement interdiction plan.

As part of this ongoing initiative, information discovered or obtained from other sources will be shared with other law enforcement agencies, as appropriate, for law enforcement action and later with appropriate local and/or state officials.

Because a threat may be received by or relayed to 9-1-1 Telecommunicators, it is incumbent that the 9-1-1 staff and supervisors receive awareness training to assist them in recognizing a terrorist threat/act and respond accordingly. The 9-1-1 Communication Center supervisors/managers will be provided information so that they may better fulfill their role and responsibilities. All 9-1-1 Communications Center supervisors/managers should be involved in the intelligence briefings that are part of threat level assessment.

The County has chosen to establish threat levels to assist in a response to a terrorist incident. They are as follows:

Threat Level 4- Minimal Threat:

- Received threats do not warrant actions beyond normal liaison notifications or placing assets or resources on a heightened alert (agencies are operating under normal day-to-day conditions).

Threat Level 3- Potential Threat:

- Intelligence or an articulated threat indicates a potential for a terrorist incident. However, this threat has not yet been assessed as credible.
- Credibility assessment process is initiated.
- Request and deployment plans for resources should be made, should the resources be required.
- Notification of primary response departments is required. Primary response departments are appropriate law enforcement, fire department, rescue, EMS, and Emergency Management.

Threat Level 2- Credible Threat:

- A threat assessment indicates that the threat is credible and confirms the involvement of a WMD in the developing terrorist incident. Threat Level 2 requires the tailoring of response actions needed to anticipate, prevent, and/or resolve the crisis.
- Notification to primary response departments is required.
- Development of Unified Command structure should be implemented among the primary response departments.
- Activation of the Emergency Operation Center (EOC) and the Joint Information Center (JIC), with representation limited to the primary response departments should be considered.

- Notification of primary support departments may be implemented upon approval of the Unified Command structure.

Threat Level 1- Terrorism Incident:

- A terrorism incident has occurred which requires the immediate use of local resources in response to limited or major consequences of the event.
- Local response to the incident requires augmentation by State and Federal resources.
- Unified Command structure will be implemented.
- Activation of the Emergency Operations Center is required.
- Incident Command will be transferred to the EOC. Operations Command will be maintained at the incident site.
- JIC should be operational.

Roles, Responsibilities, and Checklists

This section outlines the primary areas of responsibility for responding organizations. The list identifies critical items of concern for all organizations. All additional lists or areas of responsibilities will be covered in agency SOGs.

Areas of Concern: Threat Level Conditions

All responding organizations should implement or alert their personnel to the following areas of concern in accordance with the threat level conditions:

- Develop internal notification procedures for responding departmental personnel.
- Ensure internal distribution of response plan.
- Follow directions of Unified Command through IC and EOC
- Insure implementation of adequate departmental training programs
- Develop control measures for Chain-of-Evidence process.
- Provide department representatives to incident site and EOC.
- Document all response activities from time of notification until termination.
- Participate in Direction and Control team as directed by IC or EOC
- Anticipate the committing of all available departmental resources to response and recovery effort.
- Provide department needs assessment for operation to IC or EOC.
- Develop a need-to-know list for internal operations (each department).
- Other as directed by IC or EOC

County Police Department

- Develop or enhance intelligence gathering capability for acts of terrorism.
- Establish distribution of notification process for sharing of information.
- Determine Threat Level (TL) based on information assessment.
- Initiate notification process to all response organizations.
- Maintain open lines of communications on intelligence with state and federal agencies.
- Review Personal Protective Equipment (PPE) requirements and site entry protocols.
- Initiate a meeting of organizations based on assessment of conditions.
- Establish site security based on hot zones, warm zones, and safe areas.

- Assist in site evacuation of personnel.
- Provide shelter security for activation of shelters resulting from incident.
- Provide guidance or training for maintaining Chain-of-Evidence process.
- Provide Awareness level training to all employees.
- Provide Incident Commander level training to all supervisors.
- Provide standby capabilities for security at hospitals and medical facilities.

Local Fire Department

- Provide fire suppression at site and surrounding location as required.
- Determine hot zone, warm zone, and safe zone.
- Assist in evacuation of personnel from site.
- Determine areas to be evacuated for public safety.
- Work with law enforcement for preservation of site evidence.
- Identify injured personnel and facilities.
- Establish ICS if first on scene.
- Provide Operations level training to all employees/members.
- Provide Incident Commander level training to all supervisors.
- Provide HazMat level training to all department personnel.
- Train personnel in signs and symptoms of chemical and biological agents.
- Provide IC and EOC with needs assessment for incident resolution.
- Observe site entry protocols.
- Provide mass decontamination of on-site personnel.
- Develop Mutual Aid plans which allow for the immediate utilization of on duty resources.

Chain of Evidence

Considerations

- Debris or trash should not be removed from any incident scene. Debris removal will be controlled by law enforcement agencies at local, state, or federal level.
- Rescue personnel and medical personnel at the site and at the hospital should be familiar with this operation and will do all within their power to insure preservation of evidence short of life safety or life and death situation.
- Private contractors for debris removal MUST follow the directions of law enforcement agencies.
- Debris disposal will also be directed by law enforcement agencies.

Mass Decontamination

The ability to conduct mass decontamination of large numbers of people in a very short period is imperative to limit exposure, possible burden to hospitals, and spread of contamination. The role of decontamination falls under the local Fire Department. The primary support departments assigned this program element are:

- Mutual Aid Fire Departments for:
 - Dependable source of clean water
 - Adequate resources to conduct operation.
 - Adequate workforce to perform mission.

- Ability to conduct operations at multiple locations.
- County EMS units for trained medical personnel.
- State resources located within local jurisdiction.

Local resources will be the primary source for this program element. The state will also provide assistance, and mutual aid requests can provide additional resources and personnel. In addition, elements of the military and other rapid response agencies can assist in this phase of the operation. Prior agreements with local and state units listed above will be part of local and state plans that address mass/large-scale decontamination.

Public Information

This area of response for incidents of terrorism or suspected acts of terrorism or WMD events is critical to ensure public confidence, eliminate rumors, and provide accurate and timely information to concerned responders and to citizens. This activity must be a joint effort by all levels of government and be centrally located, preferably near the EOC. The establishment by local government of a Joint Information Center (JIC) with all levels of responding government organizations present will be the basis for disseminating information to the media and the public.

Demobilization/Deactivation

This part of response to and recovery from terrorist incidents or WMD events will be determined by the EOC based on feedback and information from law enforcement agencies and on the threat-level as defined by the lead agency (law enforcement). In addition, County Emergency Management will establish a time for after-action critique by responding agencies and by recovery, crisis management, and consequence management efforts associated with the incident.

Documentation

Each agency will be responsible for documentation of their actions. The use of written statements, chronological sequence writing, videotaping and still photography will be beneficial in many issues. Evidence preservation and chain of custody issues are just a few which will benefit. In addition, during the process of applying for reimbursement for damaged, lost or destroyed equipment, these records will be needed. As soon as possible during the incident, a scribe or documentation officer should be assigned to the Command Post to document overall actions on the scene. This information can be passed on to the next Incident Commander. This documented information will be passed on to the lead agency conducting the investigation.

Critical Incident Stress Debriefing (CISD)

The Incident Commander should take into account the need for on-scene debriefing of personnel. Each agency should establish internal SOGs for debriefing within their respected agency. Combined or common debriefing sessions should be made available to first responders as soon as the crisis phase is over.

F. Infectious Disease

Purpose

This annex is intended to provide general practices and guidance for the continued internal operations of the County during a pandemic or other infectious disease event.

In January 2020, a novel strain of coronavirus, “SARS-CoV-2,” causing the disease known as “COVID-19,” was identified and noted as a global pandemic by the World Health Organization (WHO). Spreading rapidly across the United States in the pursuing months, with varying levels of medical consequences to the infected, Governmental and Health officials at all levels began to implement significant measures to contain the spread of the virus including the shuttering of places of business, cancellations of public gatherings, and mandatory use of personal protective equipment such as face coverings in public.

In any society, however, there exist services that are essential to the general welfare of a citizenry such as healthcare, security and public safety, food supply and certain other economic considerations. Since governmental entities are the primary providers of many of these essential, life-sustaining services, the safety of its primary workforce is of the utmost importance.

Scope

The Infectious Disease Annex is applicable to all County employees, offices and affiliate agencies and Boards. Those agencies with employees which are not under the direct supervision of the County Administration (hereafter “Administration”) may use the Annex as presented or may choose to adopt their own plans which will work in conjunction with this Annex to maintain the provision of essential services required by the County.

Nothing in this Annex is intended to take the form of mandatory or punitive actions unless otherwise adopted in other official ordinances of the County. This Annex may be used in full, part or not at all at the discretion of the Administration.

Situation and Assumptions

Situation

Normal Administration business hours are Monday through Friday from 8:00AM until 5:00PM excluding recognized holidays. Some departments are required to operate outside of these hours due to public demand for services.

Other services provided by the County are not under the direct supervision of the Administration but are under the authority of appointed or elected Boards responsible for establishing policies governing that agency’s operations. In most cases, though, employees of those agencies receive compensation and benefits from the County and fall within the scope of its personnel ordinances and policies.

Assumptions

It is understood that any infectious disease, whether declared pandemic or not, will impact the workforce of the County and its ability to deliver essential services to its citizens. To that end, the following planning assumptions must be made:

- Local, state, and federal health authorities will provide County Officials with initial and ongoing information and guidance on the infectious disease threat.

- Adequate supplies of personal protective equipment (PPE) may not be available through normal purchasing and procurement avenues.
- The County may experience a 40% or greater reduction in workforce availability due to an infectious disease.
- Not all actions taken by the County will be popular with its staff or the general public.

Concept of Operations

As with any situation that threatens the continued operations of the County, the County Manager, based on information provided by the County Public Health Director and other local and state authorities will assess the pending or on-going infectious disease situation and make the decision to activate the County's Continuity of Operations Plan.

The County Manager will direct, as appropriate, County Departments to implement specific measures designed to protect staff and the general public from the emerging infectious disease.

These may include:

- Restrict or cancel in-person customer services and meetings.
- Close County offices to the public or altogether for a period of time
- Cancel County travel authorizations.
- Authorize "Work-From-Home" for County staff.
- Authorize Departments to stagger work shifts to reduce or eliminate interoffice contact between staff.
- Begin procurement and distribution to staff of personal protective equipment such as face coverings, gloves, and hand sanitizer.
- Begin additional facility cleaning and sanitation procedures.

Annex Development and Maintenance

As a part of the County's established Continuity of Operations Plan (COOP), this Infectious Disease Annex was developed based on best practices and lessons learned from similar past events and is intended to provide additional guidance for decision-making authorities. Specific guidance on different infectious diseases affecting the County will change, and as such, this Annex and the County COOP are considered "Living Documents" which can and will require changes based on the information available at the time.

Warning and Communications

The Administration will (directly or through its Public Information Officer) make every effort to provide adequate initial warning and ongoing communications to its staff, based on information and guidance provided by local, state, and federal health authorities inclusive of the following means:

- County email
- County Mass Notification System
- Phone tree

Initially, specific information related to the emerging infectious disease may not be available. The Administration will provide data on the situation to its staff as it becomes available and can be verified as accurate by recognized health officials.

Notification of COOP activation and related specific actions to be taken will come directly from the Administration and will be distributed to Department Heads. All staff will then be notified by their Department Head of relative information.

As the situation continues to evolve, the Administration will maintain communications with all Departments at least weekly to provide new or modified information and guidance for safety and continuity of operations.

COOP Functions/Mission Essential Functions (MEF)

General COOP and MEFs are identified in the main plan and outline procedures to maintain and reestablish County Government as well as essential services, regardless of the circumstance at hand. These MEFs remain constant during an infectious disease event and measures, as outlined in the COOP, will be implemented to guarantee the continuous delivery of those services.

Governmental authorities, responsibilities, and lines of succession are outlined in the County Continuity of Government (COG) Plan.

Response Triggers

Trigger Event	Recommended Actions
Notification of National Infectious Disease Event. No state or local cases.	Administration monitors the event. Review COOP plans. Initiate communications to departments and elected officials on the event.
Notification of State Infectious Disease Event. No Local cases.	Administration continues to monitor the event closely. Increase frequency of communications to departments and elected officials. Place COOP Advance Team on stand-by to begin planning for COOP activation. Identify required PPE and discuss procurement procedures. Consider cancellation of public events and mass gatherings. Consider cancellation of in-person meetings in favor of virtual meeting/collaboration software.
Notification of Local Infectious Disease Event. No County Staff involved.	Administration receives daily briefings from local health officials. Maintain communications with departments and elected officials. Activate COOP Advance Team. Provide staff with statistical data as well as guidance information on disease prevention and related Human Resources policies on authorized leave and worktime recording. Activate "Work-From Home" and staggered staffing policies. Procure/distribute required PPE to departments. Implement departmental protective actions including, but not limited to placement of informational signage, restriction, or elimination of in-person meetings, partial or complete closure of departments to the public, social distancing, and suspension/revocation of departmental travel authorizations. Cancel in-person meetings and utilize virtual meetings. Cancel County-sponsored public events and mass gatherings.

Single Department - Staff Member(s) Notify Department Head of Possible Exposure to Infectious Disease. No Symptoms.	Department Head recommend "Self-Isolation" protocol and to seek medical advice from personal healthcare provider. Document the event.
Single Department - Staff Member(s) Exhibit Symptoms for Infectious Disease.	Department Head recommends "Self-Isolation" protocol and to seek medical evaluation from personal healthcare provider. Initiate internal contact tracing for possible exposure of other staff members. Notify Human Resources. Clean workstation. Document the event.
Single Department - Staff Member(s) Test Positive for Infectious Disease.	Department Head requires "Self-Isolation" protocol and to seek medical care from personal healthcare provider. Close Department. Clean/sanitize entire department. Notify Human Resources and Administration. Notify department staff and interdependent departments. * Follow additional recommendations from the Health Department and seek the Administration's approval prior to reopening the department. Document the event.
Multiple Departments - Staff Member(s) from Multiple Departments Exhibit Symptoms for Infectious Disease.	Administration is the lead department for multiple departments being affected at the same time. Activate the COOP Advance Team. Notify Health Department. Notify Elected Officials. Maintain communications with Department Heads and direct them to monitor staff for symptoms. Direct Department Heads to notify all department staff of the event. * Recommend "Self-Isolation" protocol for all affected staff and to seek medical evaluation from personal healthcare providers. Direct Department Heads to clean individual workstations. Document the event.
Multiple Departments - Staff Member(s) from Multiple Departments Test Positive for Infectious Disease.	Administration is the lead department for multiple departments being affected at the same time. Activate the COOP and implement appropriate continuity actions as outlined. Require "Self-Isolation" protocol for affected staff and to seek medical care from personal healthcare providers. Implement emergency protective actions such as immediately closing the affected departments. Clean/sanitize all affected Departments. Notify Health Department. Notify Elected Officials. Maintain communications with all Department Heads and notify unaffected departments to monitor staff closely for symptoms. Direct all Department Heads to notify all department staff. * Take additional measures as directed by Health Department Officials. Document the event.

** Notifications should not violate an individual's right to privacy as outlined in related rules and policies.*

Staff

Personnel Policies and Practices during an Infectious Disease Event

At all times, until otherwise rescinded either in part or in whole by the Administration or the County Board of Commissioners, the County Personnel Ordinance will remain in effect as the policy and governance document for personnel of the County. Specific and temporary modifications to scheduling and attendance policies may be allowed during an infectious disease event in order to mitigate the spread of the disease and to maintain continuity of operations and government.

Listed in this section are guidelines for personnel operations during such an event.

Notification and Communication

Departmental

As a part of the County's Hazard Communication Plan, Department Heads are responsible for keeping their staff informed of possible and emerging health threats. For the purposes of this Annex, declared pandemics and recognized infectious diseases should be considered a health hazard and as such the risk should be communicated to staff. Upon receipt of information regarding such hazards, Department Heads should begin communicating prevention guidance provided by health officials to their staff.

During an infectious disease event, it is the employee's responsibility to notify their Supervisor and/or Department Head as soon after a possible exposure to the disease as possible, immediately upon the onset of published symptoms with or without medical evaluation and/or testing and following notification of a positive test by a healthcare professional.

Supervisors receiving such information from a staff member should immediately notify the Department Head.

Upon notification of any of the above, the Department Head will immediately notify the Human Resources Department and the County Manager.

Human Resources

Upon notification by a Department Head of a possible, probable, or confirmed infectious disease affecting a County employee, the Human Resources Department will make notification to the County Manager.

County Manager

The County Manager will take such actions as outlined in the COOP to notify other County staff members and interdependent departments, appropriate health officials, Elected Officials, and others as deemed necessary. At a minimum, the County Manager, the county PIO, or a designee will provide weekly updates until the event resolves.






Personal Protective Equipment (PPE)

The proper categorization and use of Personal Protective Equipment (PPE) are recognized methods of protecting staff from various hazards presenting in and around the workplace. When a staff member's job duties require specific PPE, the County will provide it as a part of its responsibilities for a safe work environment.






As it relates to Infectious Diseases, there are four (4) Tiers of PPE published by the North Carolina Department of Occupational Safety and Health (NC OSH), with Tier I being the most protective and

Tier IV being the least protective. Below are examples of PPE (not all-inclusive) according to the recognized Tiers.

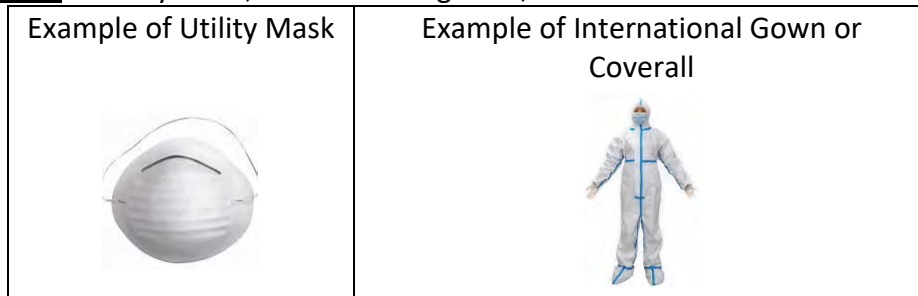
- **Tier I** – ** Requires a written Respiratory Protection Program to include individual medical evaluation, annual training, and annual fit testing. **
 - NIOSH approved respirators (N95, N99, P100), ASTM Level 1, 2, or 3 surgical or procedural masks, FDA-cleared sterile or non-sterile medical gloves, and isolation gowns.

<p>Example of N95 Respirator</p> 	<p>Example of N99 Respirator</p> 	<p>Example of Surgical Mask</p> 
<p>Example of Medical Gloves</p> 		<p>Example of Isolation Gown</p> 

- **Tier II** – ** Requires a written Respiratory Protection Program to include individual medical evaluation, annual training, and annual fit testing. **
 - Non-NIOSH approved but with FDA Emergency Use Authorization (EUA) respirators (KN95), respirators with exhalation valves (not to be used in situations where a sterile field must be maintained), non-medical examination gloves, coveralls, and nonsurgical isolation gowns.

<p>Example of KN95</p> 	<p>Example of Respirator with Exhalation Valve</p> 	
<p>Example of Non-Medical Gloves</p> 	<p>Example of Coveralls</p> 	<p>Example of Nonsurgical Isolation Gown</p> 

- **Tier III** – Utility mask, international gowns, and coveralls



- **Tier IV** – Homemade cloth mask, disposable and reusable (washable) laboratory coats, reusable (washable) patient gowns, disposable aprons.



It is the responsibility of the Department Head to determine which level of PPE their staff require, based on anticipated exposure as a result of the individual’s job duties. This is to be reviewed at a minimum annually, as new employees are hired, or job duties change, and updated in the department’s personnel records.

Adequate supplies of PPE for all staff should be planned for, based on historical events. Due to manufacturers’ recommended expiration dates, varying deterioration rates of certain materials used in the PPE, and storage limitations, it is not practical to maintain large amounts of PPE in a central warehouse; however, departments should have available a minimum amount of PPE for their staff and factor in the rotation of inventory whenever possible with other departments that use it more frequently.

Social Distancing in the Workplace

Social Distancing is the practice of maintaining a recommended separation between people to reduce the possibility of person-to-person transmission of infectious disease. The currently recommended Social Distance of at least six (6) feet between individuals is based on average respiratory droplet size and its relative fall and transfer rate from source to recipient. Increasing the distance between people effectively decreases the probability that infectious disease containing respiratory droplets will contact another person.

During an infectious disease event, whenever and wherever possible, Social Distancing of at least six (6) feet should always be maintained between staff. Departments and offices should reflect Social Distancing in desk and workspace placement. The use of common spaces such as printer/copier/mail rooms should be scheduled if possible or shared as “one-at-a-time” use to avoid frequent, close contact between staff. The occupancy capacity in the conference and meeting rooms should be reduced to accommodate Social Distancing requirements.

Use of Face Coverings

Face coverings, when properly worn and maintained, have been recommended by government officials to possibly reduce person-to-person transmission of infectious disease by placing a physical barrier directly in front of the wearer's nose and mouth. In addition to Social Distancing, according to health officials, this reduces the possibility of infected respiratory droplets reaching another person.

The County follows recommendations from health officials and as such recommends the use of Tier IV (minimum) face coverings by its staff during normal work hours whenever the following conditions apply:

- Social Distancing of at least six (6) feet cannot be practically maintained between interoffice staff and/or staff and customers.
- Another physical barrier such as a solid glass/plastic partition or curtain is not present for separation between people.
- When entering/exiting a workspace or office facility where personal interaction will be required.
- When required by policy or other official mandate.
- When representing the County in official capacity in a location that requires the use of face coverings.

Work from Home

In order to reduce human-to-human contact during an Infectious Disease Event, County Department Heads may authorize "Work from Home" for those positions whose duties will allow remote work. It may also be authorized for staff that have become affected by the ongoing event and are under self-isolation or mandatory-isolation protocol but are physically capable of working.

The following conditions should be considered before authorizing "Work from Home" for staff:

- Job duties are such that staff can accomplish their assigned mission within the Department.
- Adequate remote-work equipment and online connectivity is available.
- FLSA category (Exempt or Non-exempt)
 - Exempt – not eligible for overtime.
 - Non-exempt – eligible for overtime compensation (compensatory time or pay)
- The Department Head can effectively monitor the employee(s) working schedule and record the hours worked.

Rotating Work Schedules

County Department Heads may rotate or stagger work schedules to further reduce the number of staff members present at one time in the work environment, and hence increase social distancing capabilities between employees.

The following conditions should be considered before establishing a rotating or staggering work schedules:

- Job duties are such that deviating from normal business hours would not significantly compromise the Department's mission.
- Interdependent departments and personnel would not be compromised by deviating from normal business hours.

- The workplace itself has the capacity to operate outside of normal business hours. (Facility access, computer network availability, etc.)

Medical Evaluation

The County offers medical/personal health insurance as a benefit to its full-time employees. During an infectious disease event, this insurance remains in force and allows employees to seek covered medical care through their personal physician and/or medical provider. Employees are encouraged to follow their established medical care protocol during an infectious disease event.

Disease Testing

During an infectious disease event, employees may seek available and specific testing through their primary medical provider or through publicly available means. The County will follow the advice of Public Health Officials for mass testing.

- *Pre-exposure*
If recommended by Public Health Officials, employees are encouraged to seek available baseline testing to determine if they are currently affected by the on-going disease. The County does not require employees to have baseline, or pre-exposure testing unless under specific guidance or orders from Public Health Officials.
- *Post-exposure*
Once an employee has a reason to believe they have been exposed to the on-going disease, employees should self-isolate, receive immediate medical evaluation from their healthcare provider and receive a negative disease test result before consideration of a return to the workplace.

Medical Follow-up and Support

In general, employees are responsible for their personal medical care. During infectious disease events, employees are more likely to become infected by the ongoing disease due to familial contact and community spread and are more likely to contribute to the overall disease spread within the workplace as a result. Employees are encouraged to follow through with recommended healthcare procedures outlined by their provider and/or Public Health Officials.

Although the County does not directly provide medical evaluations or medical support, additional personal support may be available based on the situation, and needs will be evaluated during the event.

Quarantine/Isolation Policy

One of the most effective and immediate methods of limiting the spread of an infectious disease is to remove the infected person from the general population until the infection subsides and is no longer deemed a threat.

Voluntary self-isolation is the preferred method of achieving this; however, in certain situations, Public Health Officials may issue mandatory quarantine for an individual, group, or for the general population of an affected area as the situation dictates.

The County encourages employees to voluntarily self-isolate in their home immediately upon suspicion of exposure to an infectious disease, until such time as they are cleared to return to work by a healthcare professional. Employees should notify their supervisor of their intention for self-isolation as soon as possible after the employee suspects disease exposure and seeks medical care.

The length of required self-isolation will be determined by the employees' healthcare provider, recommendations by Public Health Officials, and County Human Resources policies and procedures in effect at the time of the exposure.

- Mandatory Quarantine/Isolation

North Carolina General Statute §130A-145 empowers the State and Local Health Directors to exercise quarantine and isolation authority as long as the public health is endangered. Quarantine/isolation orders can take the forms of the following:

- Orders Limiting Freedom of Movement – Confines a person or persons to a particular area or prohibits a person or persons from going to a particular place or area.
- Orders Limiting Freedom of Action - Affects specific behaviors but not the ability to move freely in society.
- Orders Limiting Freedom of Access - Prohibits a person or persons from obtaining access to a certain place.

The County will follow and enforce mandatory quarantine/isolation orders when properly and legally enacted by Public Health Officials.

- Voluntary Quarantine/Isolation

Voluntary Self-Isolation is the preferred method to prevent the spread of infectious disease. Employees who are suspected or have been exposed, exhibit symptoms, or test positive for an on-going infectious disease are asked to follow Self-Isolation Protocol as outlined in the respective appendix to this annex titled "Employee Self-Isolation Protocol."

Continuity Positions

The County has undertaken the process of identifying Continuity Positions to ensure continuity of operations in the face of events that will limit its ability to deliver essential services. Infectious diseases have the potential to significantly reduce the available workforce either by direct or suspected infection. Departments are compelled to continuously review the County's Continuity of Operations Plan (COOP) as well as their corresponding departmental continuity plans to ensure adequate depth of staffing is planned for and that Mission Essential Functions (MEFs) will continue. In the event of the loss of a department's ability to maintain essential services due to infectious disease affecting its continuity positions, the department's MEFs will devolve to the Administration, which will appoint as necessary the appropriate personnel and take certain courses of action to reestablish MEFs as soon as possible.

As an infectious disease continues to reduce the workforce and capabilities of County Government functions, further devolution to the next higher level of government may occur as outlined in the County COOP/COG.

Facilities

The County delivers its essential services to its public from various facilities located throughout the county. Customer service areas, individual employee offices and workstations, common meeting spaces, hallways and restrooms are all places where employees interact with each other and the general public. In order to reduce the additional spread of an infectious disease, certain actions should be considered and implemented within each facility based on its level of human occupancy.

Signage

The strategic placement of signage is a passive method of informing employees and the public of new and existing policies affecting the facility during an infectious disease event. In order to prevent the spread of infectious disease, County facilities will place appropriate signs in common areas and other places where required. If there are officially licensed or branded logos or other signs issued by public health agencies, the County will maintain compliance with established policies and will utilize the available designs to establish a consistent message during the event.

Signage may include but is not limited to the following categories:

- Handwashing procedures in restrooms
- Directional travel indicators within a facility
- Social distancing marks and notifications
- Face covering requirements and recommendations.
- Official notifications and public health requirements

Open/Closed to Public

It is the intention of the County that its offices and departments continue to deliver its essential services at all times. During an infectious disease event, however, it may become necessary to adjust schedules and hours of operation. The Administration will determine any alterations to the normal business hours and availability of services based on the active or potential threat and upon advice from other public health officials.

Routine Schedule

During an infectious disease event not affecting the ability of the County to deliver MEFs, County departments will remain open to employees and the public on their regular published schedules.

If a department should become compromised due to a temporary reduction in force as a result of the event, some modification to normal business hours may be authorized by the Administration. Department Heads should evaluate daily, for the duration of the event, their capability to deliver services and advise the Administration of any anticipated complications that will require deviation from normal business hours.

Following Known or Suspected Exposure

If an employee notifies the Department Head of a known or suspected exposure to an infectious disease, the Department Head should immediately notify the Administration and take such measures necessary to isolate the employee's workstation from the rest of the facility.

Based on the event and the level of exposure, the Administration and the Department Head will make a decision to leave the department in normal operation or to close the department temporarily until proper cleaning/sanitation can be accomplished.

If the exposure level is severe, the department may be closed indefinitely, and potentially relocated to a continuity facility.

If exposure is deemed widespread in the community, the Administration may consider, under advice or direction of public health officials, complete closure of governmental offices and

facilities. In this scenario, basic MEFs will continue in County facilities that are closed to the public.

Staff/Customer Barriers

In addition to social distancing, and face coverings physical barriers such as glass or hard plastic shields and guards placed between interoffice staff and in-person customer-service portals can potentially reduce the spread of infectious diseases by limiting direct bodily contact and through-the-air transmission of respiratory droplets.

In facilities where adequate distancing cannot be effectively achieved by rearranging workspaces and customer portals, barriers should be placed and maintained for the duration of the event.

Internal Directional Travel Restrictions and Markings

Directional travel within a facility is another way to limit personal interaction and reduce the spread of disease. When recommended by public health officials, County facilities may consider implementing one-way pathways to encourage employees and customers to remain socially distant. Without compromising exits and means of egress required by Building and Fire Codes, signage should be placed indicating the one-way flow to the required services within the facilities, as well as indications of “one way in and one way out” by utilizing separate entrances and exits.

Cleaning/Sanitation

Routine cleaning and sanitation practices should be observed at all times, but especially during an infectious disease event. It is the responsibility of each Department Head to ensure that their respective facilities are cleaned regularly with approved cleaning solutions and practices.

Regular Cleaning Schedule During Infectious Disease Event

To reduce the possibility of cross-contamination due to surface contact, during an infectious disease event without a known exposure, regular cleaning frequency of facilities should be increased to a minimum of twice daily and more often in facilities and areas with higher public traffic and/or a higher number of employees. Cleaning should include the following areas and items:

- Customer portals
- Employee workspaces/desks
- File Cabinets
- Door handles
- Copiers/Printers
- Computers

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Sanitizing/Disinfecting Following Exposure

Following a suspected or known exposure of a facility by an employee or customer, the Department Head should take immediate measures to ensure proper sanitation/disinfecting of the facility.

Once notified of exposure, the Department Head should isolate the immediate area from any additional contact and remove anyone within ten (10) feet of the affected area.

In some cases, temporary closure of the department may be required. In this event, the Department Head should immediately take whatever actions are necessary to prevent further exposure to employees or customers. As soon as possible, the Department Head should notify the Administration to initiate sanitizing/disinfection procedures.

In the event of the need to close a department due to exposure, the Administration may consider contracting an outside certified company to properly deep clean and sanitize the entire facility.

Recommended deep cleaning and sanitation include all procedures and items listed in Regular Cleaning as well as:

- Proper use of approved sanitizing solution(s) for the specific infectious disease and appropriate dwell times according to manufacturer's recommendations as well as guidance from EPA and CDC.
- Cleaning and sanitation of all hard surfaces including floors and walls up to eight (8) feet above the finished surface of the floor.
- Cleaning and sanitation where possible of all soft items such as chairs and other furniture.
- Removal and proper disposal, if required, of all non-essential soft surfaces such as paper, magazines, books, and small cloth-covered items.
- Removal and disposal of all items that cannot be properly sanitized in accordance with recommended practices.

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X. Appendices

A. Emergency Operations Center

General

Purpose

- The purpose of this SOG is to establish standard procedures for the activation and operation of Regional County Emergency Operations Centers (EOC).
- Also see Direction and Control for continuity of government and lines of succession in overall operations, including the Emergency Operations Center.

Scope

- This SOG includes organizational and functional procedures necessary to activate and operate the EOC quickly and efficiently.
- This SOG will apply except when modified as needed to meet specific conditions and situations.
- The Emergency Management Coordinator or their designee will carry out modifications.

Facility

- EOC Location
 - Bertie - 222 County Farm Rd. Windsor, NC 27983
 - Hyde - 30 Oyster Creek St, Swanquarter, NC 27885
 - Martin - 205 E Main St, Williamston, NC 27892
 - Tyrrell - 106 Water Street Columbia NC 27925, alternate location is 898 Hwy 64 Columbia NC 27925
 - Washington - The EOC is located at 116 Adams St. Plymouth NC 27962. The alternate EOC is at 1069 Plymouth Airport Road Plymouth NC 27962.

Function

- The Emergency Operations Center provides necessary space and facilities for the centralized direction and control of the following functions:
 - Direction of emergency operations.
 - Communications and warning.
 - Damage assessment and reporting.
 - Containment and/or control of hazardous material incidents/emergencies.
 - Dissemination of severe weather watches and warnings.
 - Actions to protect the health and safety of the general public, to include:
 - Public Information, instructions, and directions
 - Evacuation and/or sheltering.

Staffing

- County EOCs will be staffed by representatives of county and city governments involved in emergency operations and volunteers from civic organizations as appropriate.

Activation of EOC

Warning/Alerts

- Source and Means of Receipt

Warnings/alerts may be received from any source and by any means. The more likely sources and means are shown below. Warnings or directed messages will be verified according to developed procedures.

- On-the-scene personnel
- Weather Service
- State Highway Patrol
- Division of Criminal Information (DCI)
- NC Emergency Management
- News Media
- Hazardous materials fixed facilities in City/County
- Persons to Receive Messages
 - A warning may be received by the County Communications Center.
 - Warning/alerts may also be received by County Emergency Management Coordinator or their representative.

Alerting Procedures

- Upon receipt of a valid warning message, the Emergency Management Coordinator will:
 - Consult with the appropriate county and/or city officials and make recommendations for the activation of the EOC.
 - Officials alerted by the action prescribed above will alert those individuals and/or departments for which they are responsible.

Activation

- The EOC will be considered activated when sufficient personnel for operational activities are physically present.
- All personnel reporting for duty in the EOC will follow established check-in procedures.
- When the EOC is activated, space will be utilized as required by the operation and designated by the Emergency Management Coordinator.
- The initial situation briefing will be provided by the Emergency Management Coordinator when the EOC is activated. Subsequent briefings will be held as needed.

Organization

Staffing

- Full Activation.
- Limited (Partial) Activation - Sections will be represented as directed by the Emergency Management Coordinator.

Operations groups will be composed of the following:

- Executive
 - Chief executives (i.e., County Commission, County Manager)
 - Emergency Management Coordinator
 - Public Information Officer
 - S.E.R.T. (State Emergency Response Team) Representative

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- Operations
 - Operations Director/Manager
 - Law Enforcement
 - Fire Services/Fire Marshal
 - Public Works/Maintenance
 - Social Services
 - Emergency Medical Services and Rescue
 - Communications and Warning
 - Public Health
 - School System
 - Mental Health
 - Cooperative Extension
- Planning
 - Planning and situation unit
 - Hazardous Materials Safety * As required.
 - Solid Waste
 - Social Services
 - Public Health
 - Cooperative Extension (Agriculture)
 - Damage Assessment (Tax Administration / Building Inspections)
 - Animal Control
 - Other technical support services
- Logistics
 - Communications
 - Red Cross
 - A.R.E.S.
 - Other volunteer or support agencies
- Finance
 - Finance Director
 - Purchasing

Operational Procedures

General Duties and Responsibilities

Executive/Command

- *Chief Executives*
 - Responsible for the formulation of policy and operational guidelines for the conduct of emergency operations.
 - Responsible for the overall coordination of response and recovery efforts.
- *Emergency Management Coordinator*
 - Responsible for planning, organizing, directing, and supporting emergency operations conducted within the County.
 - Assign and where necessary, train personnel to accomplish required tasks in the operation of the EOC.

- Ensure that the EOC SOG and appropriate Annexes are periodically updated.
- Maintain sufficient supplies and equipment to ensure the operational capability of the EOC.
- Supervise and coordinate the functions during operations.
- Provide briefings as needed.
- Conduct other tasks as may be required to safeguard property and protect the people of the Region in emergencies.
- Locate and coordinate resources and resource requests.
- *Public Information Officer (PIO)*
 - Responsible for overall coordination of public information activities.
 - Establish procedures for the dissemination of information.
 - Provide the public with educational-type information for their safety and protection.
 - Disseminate public instruction and direction.
 - Act as the government's point-of-contact with the news media.
 - Serve under the direction of the County Manager or their designee.
- *S.E.R.T. Representative (State Emergency Response Team)*
 - Responsible for overall coordination of state and federal response resources and obtaining such resources from appropriate state and/or federal agencies.
 - Forward requests for assistance and/or resources to the appropriate state agencies.
 - Keep local officials briefed on the activities of the state.
 - Carry out other duties assigned by the state.

Operations

- *Operations Director/Manager*
 - Responsible for coordinating the activity of those agencies making a direct response in the containment and reduction of the emergency.
 - Receive incoming information concerning the emergency situation.
 - Have available the most current status of resources (i.e., manpower, equipment, and supplies), in and out of government.
 - Establish a priority of effort based on the two preceding items of information.
 - Be supported within the EOC by the Administrative Department of county government which will:
 - ❖ Maintain a complete record of activities in chronological order.
 - ❖ Provide personnel for secretarial and clerical activities as needed within the EOC.
 - ❖ Provide personnel for posting the operational status and activities on EOC display boards, charts, maps, etc.
- *Law Enforcement*
 - The Law Enforcement Group is headed by the County Sheriff or their representative.
 - The Sheriff is supported as needed by the municipal Police Department, and the North Carolina Highway Patrol.

- In addition to normal law enforcement activities, the Sheriff is charged in Emergency Operations with:
 - ❖ Providing assistance in warning and evacuation,
 - ❖ EOC Security,
 - ❖ Escorts for school buses,
 - ❖ Traffic control
 - ❖ Security for evacuated areas.
- *Fire Service/Fire Marshal*
 - The Fire Service within the County is represented in the EOC by the County Fire Marshal and (as necessary) the Chiefs of various city Fire Departments, as appropriate.
 - In addition to the coordination of firefighting operations, duties assigned to the Fire Service are many and varied. These duties are contained in current plans, particularly those involving hazardous material incidents and emergencies.
- *Public Works*
 - Public Works for the County will be made up of the personnel and equipment from the County Maintenance Department as well as Parks & Recreation.
 - It will be under the direction and control of the County Maintenance Director.
 - This group will provide such emergency services as debris clearance, soil removal, refuse collection and other similar services as needed for the safety and protection of the population.
- *Social Services*
 - In addition to the services provided by these organizations on a routine basis, they are tasked in emergencies with support operations of Congregate Care Shelters if required.
 - Facilities to be used as Congregate Care Shelters are identified in appropriate plans.
 - Supporting Congregate Care includes the entire spectrum of mass care from registering through feeding, bedding, physical hygiene, care of sick, aged, infirm and children, to returning the facility to its pre-shelter condition.
 - The Health Department and Social Services are responsible for coordinating Congregate Care to the Special Needs population.
- *Emergency Medical Service and Rescue*
 - The Director of Emergency Medical Service represents the Emergency Medical Service in the EOC.
 - Resources for the service are those of the Health Department, Rescue Squads, and the Emergency Medical Service.
 - In addition to services which would be required of this group in emergencies, they will support the medical and health requirements of Congregate Care.
- *Communications and Warning*
 - Communications within the County are under the operational control of the Office of Emergency Communications.
 - Additional communications which could be placed in service are identified in the Resource Manual.

- Warning within the County is provided by EAS with broadcast television and radio interrupt on all channels and is supplemented by public address systems mounted in emergency service vehicles.
- Warning is an assigned responsibility of the County Warning Point (EOC) and supplemented by the various emergency service agencies.
- The direction and control of the warning system is by the Emergency Management Coordinator.
- *Public Health*
 - Public Health is represented in the EOC by the Health Director, or a designee, who is supported, as needed, by members of their staff as required, based upon the nature of the incident.
 - In addition to normal duties, the Health Director will be responsible for directing their staff to assist in issues dealing with public health concerns of hazardous materials, if required.
 - The Health Director will also address specific issues concerning food products, sanitation, and population exposure to diseases that may manifest themselves in times of disaster.
- *School System*
 - The County Schools are represented in the EOC by the Superintendent or designee who has the authority to act on behalf of the schools.
 - Responsible for coordinating school related issues such as student evacuations, transportation, and the use of school facilities as congregate care shelters.
 - Works closely with American Red Cross and the Department of Social Services to ensure facilities are adequate and that the needs of both the public and the schools are met in times of disaster.
 - Serves as the primary liaison between the County and the School system.
- *Mental Health*
 - Mental Health is represented in the EOC as required or requested by the EOC staff and/or the Emergency Management Coordinator.
 - Mental health will be represented by the local director, or the chief of a mental health agency should a public agency not be available.
 - Responsible to provide assistance in the way of personnel to shelters when it is determined that mental health personnel are needed.
 - Responsible for supporting the Health Department, Social Services, and the Red Cross.
 - Responsible for arranging and coordinating CISD (critical incident stress debriefing) teams for emergency services personnel as needed.
- *Cooperative Extension*
 - Agriculture is represented by the Cooperative Extension Service Director, or designee, and is responsible for all issues concerning agriculture including assessing crop, livestock and their product damages that may result from the loss suffered in a disaster.
 - Keeps the EOC advised regarding agricultural losses or the potential of such losses.

- Responsible for the coordination of the removal of dead farm animals and/or the decontamination of such animals.
- Responsible for issuing proper authority to farmers to reenter stricken areas in coordination with the Sheriff and/or appropriate law enforcement agency.
- Coordinates assistance to the public by means of public information concerning the consumption of food products or the preparation of same.
- Activities are conducted in a coordinated manner with the Health Department and the Public Information Officer.
- *Damage Assessment*
 - Damage Assessment is represented by the Tax Supervisor who is responsible for the coordination of all damage assessment teams.
 - Responsible for ensuring that the teams are equipped and dispatched to the appropriate areas to conduct damage surveys.
 - Responsible for collecting damage assessment surveys and compiling information for accurate reporting to the Emergency Management Coordinator.

Technical /Planning/Special Services

- *Hazardous Materials Safety*
 - The HMSC (Hazardous Materials Safety Coordinator) has been appointed or will be appointed by the Emergency Management Coordinator and will serve as the Hazardous Materials Safety Section Chief.
 - This person is responsible for the receipt, evaluation, and reporting of data regarding hazardous materials.
 - The HMSC is also responsible for working with the Health Director in making recommendations for Emergency Workers and shall be assisted by the head of the Environmental Health Division of the County Health Department.
- *Animal Control*
 - The Director of Animal Control, or designee, will staff the Animal Control Section.
 - Animal Control will coordinate all issues dealing with domestic companion animals, including pet sheltering, and will assist Cooperative Extension, when possible, with livestock issues.
- *Other Technical Support Services*
 - Other technical support services may be necessary such as representatives of utilities, chemical manufactures, or other specialists.
 - These persons serve as technical advisors and liaisons within the scope of their expertise.

Logistics

This group is responsible for maintaining a display within the EOC of the current status of available government resources. Additionally, they must be knowledgeable of those resources available within the county but not under government control. This information will be assembled and frequently updated in a resource manual by the Department of Emergency Management. The Logistics Group may be established to coordinate the acquisition of supplies, equipment, and other resources (public and

private) necessary and approved to resolve / recover from the emergency or disaster situation. Logistics is also responsible for mass care and feeding and shelter operations.

- *Communications*
 - Responsible for operation of two-way radio equipment as required, as well as computers and other communications support equipment.
- *Red Cross*
 - In conjunction with County Social Services, responsible for the coordination of operations of Congregate Care Centers Shelters when required.
- *A.R.E.S.*
 - A.R.E.S. or the Amateur Radio Emergency Service is represented by a volunteer, licensed Amateur Radio Operator, and part of the amateur radio emergency service network.
 - Performs back-up communications via radio with shelters and messaging from the EOC to outlying emergency operations and serve as the link between shelter operations and the Red Cross liaison at the EOC.
 - Ensures that all amateur radio equipment used is functional and within the standards of the service and that all amateur radio personnel are licensed and members of ARES.
- *Salvation Army*
 - The Salvation Army provides services for donations management.

Finance

- This group is under the direction of the County Finance Officer. This group may be established to:
 - Compile and maintain documentation of purchases, acquisition, and utilization of emergency supplies, equipment, and other services.
 - Perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.

Message Control

- Radio communications received in the EOC will be via the County Communications Center. All traffic through the center is recorded in digital format and in the Computer Aided Dispatch System.
- Incoming information will be passed to the Operations Group Chief for information and disposition as deemed appropriate.
- Incoming information received via telephone or messenger will be written using the EOC messaging system furnished by Emergency Management.
- Actions taken as a result of incoming information will be made as an entry in the computer.
- Outgoing Messages: Copies of messages directing the commitment of resources or personnel will be made available to the Operations Officer and the information passed on to the Emergency Management Coordinator by the agency directing the action.

Administration

Registration

- A register will be maintained by Emergency Management for all personnel engaged in operational activities in the EOC.

- Name, title, agency, and time in/out will be required for recording purposes. This will be recorded as set forth in the Operations Manual.

Staffing

- EOC Group Chiefs or their designated representatives will be responsible for notifying members of their staff and providing alternatives as required.

Staff Support

- Administrative and logistical support of staff members within the EOC will be provided by the County Administration Department.

Housekeeping

- Bedding is available within the EOC and will be provided as needed during prolonged operations by the staff of Emergency Management or Red Cross.

Meals

- With the exception of special diets which are the responsibility of the individuals, meals will be provided within the EOC when circumstances dictate, or outside travel is restricted or curtailed.
- The procurement of food supplies will be the responsibility of the Emergency Management Coordinator or Red Cross.
- Preparation of meals within the EOC will be accomplished by either EOC Personnel or procured from the private sector.

Personal Items

- Each individual reporting to the EOC for duty will make provisions for their own personal hygiene requirements, clothing, and any special dietary needs or prescription medications.

Office Supplies

- The Department of Emergency Management will furnish an initial supply of essential items.
- Subsequent supplies will be made available from the county or retail stocks.

Transportation

- Transportation to and from the EOC is the responsibility of the individual.
- Should inclement weather or other conditions preclude vehicle movement, the Emergency Management Coordinator should be notified of whatever assistance is required.

Status Information

- The Operations Section, via entries into EOC or other appropriate manner, will maintain the following status information up to date in the EOC:
 - Operations Log
 - Shelters (capacity, name)
 - Weather Information
 - Decontamination stations
 - Traffic Control points/roadblocks
 - Warning and notification routes

Maps

- Maps that depict the area of the emergency will be posted and maintained. Such maps should depict demographic features and threats to the safety of people and property.

EOC Security

- The County Sheriff's Department will provide security and carry out the following:
 - Ensure picture IDs are worn or carried at all times and only those persons with proper identification are admitted to the EOC during operational hours.
 - Ensure an accurate log is kept of all persons entering or exiting the EOC.
 - Ensure authorized visitors are escorted at all times in the EOC.
 - Perform perimeter security checks and ensure appropriate doors are locked or otherwise secured.
 - Perform other security functions as directed by the Sheriff, ranking law enforcement officer, or the Emergency Management Coordinator.

Notification of E.O.C. Staff

Emergency Management and the County Manager's Office, following receipt of an alert from the County Communications Department requiring activation of the EOC, will alert the appropriate staff.

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B. Proclamation and Termination of a State of Emergency (Template)

Situation

North Carolina General Statute (NCGS) §166A provides authority for a municipality to declare, within its corporate boundaries, the existence of a “State of Emergency” by public proclamation. This provision allows the municipality to implement and enforce measures outlined within its Emergency Ordinances and other guidance from Federal, State, and local authorities, such as are necessary to protect life and property within its jurisdiction.

A State of Emergency declaration may also assist with Recovery efforts within the municipality to ensure protective measures are put in place following the hazard or on-going threat that required the initial declaration. In addition, reimbursement for expenditures made by and on behalf of the County in response to the hazard or on-going threat may require a prior declaration of the existence of a State of Emergency within the County being proclaimed to its citizens.

Once the imminent threat of an emergency or disaster has subsided, NCGS §166A also requires that each proclamation of a State of Emergency be terminated by proclamation of same.

- NCGS §166A-19.22. Municipal or County Declaration of State of Emergency.
(a) Declaration. - A state of emergency may be declared by the governing body of a municipality or county if either of these finds that an emergency exists. Authority to declare a state of emergency under this section may also be delegated by ordinance to the mayor of a municipality or to the chair of the board of county commissioners of a county.
- NCGS §166A-19.22. Municipal or County Declaration of a State of Emergency.
(c) Expiration of States of Emergency. - Unless an ordinance adopted pursuant to G.S. 166A-19.31 provides otherwise, a state of emergency declared pursuant to this section shall expire when it is terminated by the official or governing body that declared it.
- NCGS §166A-19.22. Municipal or County Declaration of a State of Emergency.
(d) Effect of Declaration. - The declaration of a state of emergency pursuant to this section shall activate the local ordinances authorized in G.S. 166A-19.31 and any and all applicable local plans, mutual assistance compacts, and agreements and shall also authorize the furnishing of assistance thereunder.

This Appendix provides templates for the proclamations of a Declaration and Termination of a State of Emergency by each County.

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Proclamation Of A County State Of Emergency

Pursuant to the _____(COUNTY) County State of Emergency Ordinance and Chapter 166A of the North Carolina General Statutes, and Article 36A, Chapter 14 of the North Carolina General Statutes, I have determined that a State of Emergency as defined in the _____(COUNTY) County State of Emergency Ordinance, exists in the County of _____(COUNTY) because of damage occurring from _____.

I, therefore, proclaim the existence of a State of Emergency in the County of _____(COUNTY).

I hereby order all County law enforcement officers, County employees and all other Emergency Management personnel subject to my control to cooperate in the enforcement and implementation of provisions of the County Emergency Ordinance which are set forth below.

Evacuation. I have determined that in the best interest of public safety and protection, it is necessary to evacuate the civilian population from _____(Area) _____. Citizens are free to use any type of transportation, but they are to use only _____(Route)_____ in leaving the area. Evacuation is to occur as soon as possible. Further proclamations concerning evacuation will be issued as needed.

Curfew. Unless a member of the County's law enforcement agency or the Emergency Management program, every person who is located within a _____ radius of _____ is to be inside a house dwelling from the hours of _____ to _____.

No Alcoholic Beverages. There shall be no sale, consumption, transportation, or possession of alcoholic beverages during the State of Emergency in the County of _____(COUNTY), except possession or consumption is allowed on a person's own premises.

No Firearms, Ammunition, or Explosives. During the State of Emergency, there shall be no sale or purchase of any type of firearm or ammunition, or any possession of such items along with any type of explosive off owner's own premises.

Execution of Emergency Plan. All civilians and Emergency Management personnel are ordered to comply with the emergency plan.

This proclamation shall become effective immediately.

Proclaimed this the ____ day of ____ 20 __, at ____ (a.m.) (p.m.).

CHAIRMAN, _____(COUNTY)COUNTY BOARD OF COMMISSIONERS

Proclamation Terminating a County State Of Emergency

On _____(DATE)_____, at ____(TIME)__(am/pm), I determined and proclaimed a local State of Emergency for the County of _____(COUNTY).

On _____(DATE)_____, at ____(TIME)__(am/pm), I ordered the evacuation of all civilians from the area, imposed a curfew, prohibited alcoholic beverages, firearms, ammunition, and explosives, and ordered the execution of the emergency plan.

I have determined that a State of Emergency no longer exists in the County of _____(COUNTY).

I thereby terminate the proclamation of a local State of Emergency and all of the restrictions and orders therein.

This proclamation is effective immediately.

Proclaimed this the _____ day of _____, 20_____, at _____ (am/pm).

CHAIRMAN, _____(COUNTY) COUNTY BOARD OF COMMISSIONERS

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C. Infectious Disease

Employee Self-Isolation Protocol

Purpose

In the event of a potential or known employee exposure to an on-going infectious disease, isolation of the affected individual(s) is recommended to prevent the further spread of disease to other employees and the general public.

Scope

This protocol, when required, applies to all County employees whether classified as a continuity position or not. Voluntary compliance is preferred; however, this protocol will be enforced, if necessary, in accordance with established personnel policies and applicable state and federal laws.

Procedures

General

1. Upon suspicion or confirmation of disease exposure the employee will immediately notify their supervisor via telephone, email, or in-person, donning appropriate and available PPE if already at work and social distancing can be maintained. The supervisor will document the notification and notify the Department Head. The Department Head will document the event and notify Human Resources.
2. If at work at the time of recognition of exposure, the employee should immediately isolate from other employees, close out any open work and leave the workplace avoiding contact with other employees on the way.
3. If not at the workplace at the time of recognition of exposure, the employee should remain away from the workplace and make contact with their supervisor via telephone or email.
4. The employee should remain isolated in their home, separated from family members and roommates, and seek medical advice from their primary healthcare provider.
5. The employee should remain away from the workplace until such time as they have received a confirmed negative disease test or have been cleared by a healthcare provider to return to work.

Confirmed

1. Upon confirmation of disease exposure and consequent positive testing, the employee will remain in self-isolation at their home, or in a medical facility under the attention of a healthcare provider.
2. The employee, if medically able, will maintain telephone or email contact with their supervisor as the disease progresses.
3. The employee will remain away from the workplace and in self-isolation until such time as they have been cleared by a healthcare provider and/or a period of fourteen (14) calendar days have elapsed since the onset of symptoms and they are no longer symptomatic.

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Workstation Cleaning Protocol

Purpose

In the event of a suspected employee exposure to an on-going infectious disease, proper and immediate cleaning and wipe-down of potentially contaminated surfaces can prevent the further spread of disease to other employees and the general public.

Scope

This protocol, when required, applies to all County facilities and workstations whether open to the general public or not. In some cases, this protocol should also apply to vehicles used by an exposed employee.

Procedures

Office/Workstation

1. Upon notification of possible exposure, the Department should take immediate measures to isolate the employee's workstation from other staff members and the remainder of the facility.
2. The Department Head should notify the Administration of the need for cleaning of the workstation as a result of the exposure.
3. The Administration should take immediate measures to cause the thorough cleaning of the affected workstation with an approved disinfecting solution, including wipe-down of frequently touched items:
 - Desks and items thereon
 - Chairs
 - Workstation computer equipment and cables
 - File cabinets and drawers.
 - Doorknobs and handles
 - Photocopier and other shared equipment

Vehicle

1. If the employee has used a county fleet vehicle or is assigned a vehicle as routine equipment, following the potential exposure notification the vehicle should be immediately cleaned inside with an approved disinfecting solution.
2. All frequently touched surfaces of the vehicle, inside and out should be wiped with disinfecting solution including:
 - Keys/key-fob
 - Exterior of doors, door handles, door frames, side windows and side mirrors
 - Interior door handles, door frames, side windows
 - Entertainment system
 - Steering wheel
 - Gear shifter.
 - Any equipment installed or frequently touched by the employee.

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Workstation Sanitizing Protocol

Purpose

In the event of a confirmed-positive employee or customer infection with an on-going infectious disease, proper and immediate cleaning and sanitation of contaminated surfaces can prevent the further spread of disease to other employees and the general public.

Scope

This protocol, when required, applies to all County facilities and workstations whether open to the general public or not. In some cases, this protocol will also apply to vehicles used by an infected employee.

Procedures

When a confirmed-positive infection has occurred, consideration should be given to contracting with a professional, certified deep-cleaning/disinfecting company to ensure complete and thorough removal of the infectious disease threat.

Cleaning and sanitation where possible of all soft items such as chairs and other furniture should be performed. Removal and proper disposal, of all non-essential soft surfaces such as paper, magazines, books, and small cloth-covered items may be required, as well as removal and disposal of all items that cannot be properly sanitized in accordance with recommended practices.

Office/Workstation

1. Upon notification of confirmed infectious disease in an employee or recent customer, the Department should take immediate measures to isolate the employee's workstation from other staff members and the remainder of the facility.
2. The Department Head should notify the Administration of the need for sanitizing/disinfecting of the workstation as a result of the exposure.
3. Administration should take immediate measures to cause the thorough disinfecting/sanitizing of the affected workstation with an approved disinfecting solution, including floors, walls, and frequently touched items:
 - Desks and items thereon
 - Chairs
 - Workstation computer equipment and cables
 - File cabinets and drawers.
 - Doorknobs and handles
 - Photocopier and other shared equipment

Vehicle

If the employee has used a county fleet vehicle or is assigned a vehicle as routine equipment, following the confirmed infection notification the vehicle should be immediately sanitized/disinfected inside and out with an approved disinfecting solution.

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Department Cleaning Protocol

Purpose

In the event of multiple suspected employee exposures to an on-going infectious disease, proper and immediate cleaning, and wipe-down of potentially contaminated surfaces in the entire department can prevent the further spread of disease to other employees and the general public.

Scope

This protocol, when required, applies to all County facilities whether open to the general public or not.

Procedures

1. Upon notification of possible multiple employee exposures, the Department Head should take immediate measures to isolate the Department from other staff members, the General Public, and the remainder of the facility in which it is housed.
2. The Department Head should notify the Administration of the need for cleaning of the entire Department as a result of the exposure.
3. Administration should take immediate measures to cause the thorough cleaning of the affected Department with an approved disinfecting solution, including wipe-down of frequently touched items including:
 - Desks and items thereon
 - Chairs
 - Trashcans
 - Workstation computer equipment and cables
 - Photocopier and other shared equipment
 - File cabinets and drawers.
 - Doorknobs and handles
 - Floors
 - Windows

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Department Sanitizing Protocol

Purpose

In the event of multiple confirmed-positive employee infections with an on-going infectious disease, proper and immediate sanitizing, and disinfecting of potentially contaminated surfaces in the entire department is essential to prevent the further spread of disease to other employees and the general public.

Scope

This protocol, when required, applies to all County facilities whether open to the general public or not.

Procedures

When a confirmed-positive infection has occurred, consideration should be given to contracting with a professional, certified deep-cleaning/disinfecting company to ensure complete and thorough removal of the infectious disease threat.

Cleaning and sanitation where possible of all soft items such as chairs and other furniture should be performed. Removal and proper disposal, of all non-essential soft surfaces such as paper, magazines, books, and small cloth-covered items may be required, as well as removal and disposal of all items that cannot be properly sanitized in accordance with recommended practices.

1. Upon notification of multiple confirmed-positive employee infections, the Department Head should take immediate measures to close the Department to other staff members, the General Public, and the remainder of the facility in which it is housed.
2. The Department Head should notify the Administration of the need for sanitizing/disinfecting of the entire Department as a result of the infections.
3. Administration should take immediate measures to cause the thorough sanitizing/disinfecting of the entire affected Department including all walls up to eight (8) feet above the finished floor with an approved disinfecting solution, including frequently touched items including:
 - Desks and items thereon
 - Chairs
 - Trashcans
 - Workstation computer equipment and cables
 - Photocopier and other shared equipment
 - File cabinets and drawers.
 - Doorknobs and handles
 - Floors
 - Windows

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XI. Glossary of Terms, Acronyms, and Abbreviations

ALS - Advanced Life Support	Emergency Medical Services apparatus or personnel at a Paramedic level with equipment and supplies to provide patient transport with advanced emergency medical care.
AMBER Alert- America's Missing: Broadcast Emergency Response	An emergency response system that disseminates information about a missing person by media broadcasting or electronic roadway signs.
ARC - American Red Cross	A nonprofit humanitarian organization that provides emergency assistance, disaster relief, and disaster preparedness education in the United States.
ARES - Amateur Radio Emergency Service	A corps of trained amateur radio operator volunteers organized to assist in public service and emergency communications.
BLS - Basic Life Support	Emergency Medical Services apparatus or personnel at an EMT level with equipment and supplies to provide patient transport with basic emergency medical care.
CART - County Animal Response Team	A group of volunteers and other entities with resources and personnel to respond to animal issues in disasters.
CB - Citizens Band Radio Service	A private, two-way, short-distance voice communications service for personal or business activities of the general public. It also may be used for voice paging. It is authorized 40 channels between 26.965 MHz and 27.405 MHz
CDC - Centers for Disease Control and Prevention	A division of the US Department of Health and Human Services (US DHHS), charged with the mission of domestic and foreign disease recognition, prevention, and control.
CISD - Critical Incident Stress Debriefing	A facilitator-led group process that is conducted soon after a traumatic event with individuals considered to be under stress from trauma exposure.
Contact Notification/Tracing	The process of identification of persons who may have come into contact with an infected person and subsequent collection of further information about these contacts.
COOP - Continuity of Operations Plan	A predetermined set of instructions or procedures that describe how mission-essential functions will be sustained as a result of a disaster event before returning to normal operations.
Coronavirus	A family of viruses named for the crown-like spikes on the surface of the individual virus cell. There are four main sub-groupings of coronaviruses, known as alpha, beta, gamma, and

COVID-19

delta. Sometimes coronaviruses that infect animals can evolve and make people sick and become a new human coronavirus.

An illness caused by the virus known as “SARS-CoV-2” that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

CPCS - Common Program Control Station

A Primary Station in an Operational (local) Area, which is responsible for originating and coordinating the broadcast of an emergency action notification for its area.

CPG – Comprehensive Preparedness Guide

Documents developed and produced by the Federal Emergency Management Agency (FEMA) to provide guidance in creation and maintenance of emergency and disaster plans, as well as a whole approach to community preparedness.

DCI - Division of Criminal Information (Formerly Police Information Network)

Agency established by the Attorney General of North Carolina in accordance with Article 3 of Chapter 114 of the North Carolina General Statutes. The North Carolina State Bureau of Investigation's Criminal Information and Identification Section is a part of DCI.

DRC - Disaster Recovery Center

A readily accessible facility or mobile office where applicants may visit for information about FEMA or other disaster assistance programs, or for questions related to your case.

EAS - Emergency Alert System

A national public warning system commonly used by state and local authorities to deliver important emergency information, such as weather and AMBER alerts, to affected communities.

EM - Emergency Management

A science and a system charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.

EMS - Emergency Medical Services

Emergency services that provide urgent pre-hospital treatment and stabilization for serious illness and injuries and transport to definitive care.

EMT - Emergency Medical Technician

A medical professional that provides emergency medical services. They provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system.

EOC – Emergency Operations Center

A central command and control facility responsible for carrying out the principles of emergency preparedness and Emergency Management, or disaster management functions at a strategic level during an emergency, and ensuring the continuity of operation of a company, political subdivision, or other

organization. An EOC is responsible for strategic direction and operational decisions and does not normally directly control field assets, instead leaving tactical decisions to lower commands. The common functions of EOCs are to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and provide logistical support to field units.

EOP – Emergency Operations Plan

A high-level document which provides a framework for local emergency and disaster operations. It assigns responsibilities to both public and private parties who hold a role in disaster response and recovery, as well as outlines the concept of operations for a coordinated effort in managing emergencies and disasters.

EPI - Emergency Public Information

Providing the public accurate, timely, and useful information and instructions throughout an emergency period.

The grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents. There are fifteen (15) ESFs grouped as follows:

ESF – Emergency Support Function

- ESF1 Transportation
- ESF2 Communications
- ESF3 Public Works and Engineering
- ESF4 Firefighting
- ESF5 Information and Planning
- ESF6 Mass Care, Emergency Assistance, Temporary Housing, and Human Services
- ESF7 Logistics
- ESF8 Public Health and Medical Services
- ESF9 Search and Rescue
- ESF10 Oil and Hazardous Materials Response
- ESF11 Agriculture and Natural Resources
- ESF12 Energy
- ESF13 Public Safety and Security
- ESF14 Cross-Sector Business and Infrastructure
- ESF15 External Affairs

EUA - Emergency Use Authorization

An authorization granted by the U.S. Food and Drug Administration during a public health emergency that allows

for the use of a drug or other medical product prior to its full approval.

Evacuation

The process of removing people from a place or area affected by an emerging threat.

FCC - Federal Communications Commission

An independent agency of the United States government that regulates communications by radio, television, wire, satellite, and cable across the United States.

FCO - Federal Coordinating Officer

Appointed by the Director of FEMA on behalf of the President to coordinate federal assistance following a declared disaster or emergency.

FEMA – Federal Emergency Management Agency

A division of the United States Department of Homeland Security. FEMA is the fiduciary of the National Response Framework, within which local Emergency Operations Plans are organized.

FOUO – For Official Use Only

Official designation for certain documents and other official government information that are not considered readily discoverable as public documents or to be published but may be shared with parties deemed in need of the document or information.

ICS – Incident Command System

A standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

IEMS - Integrated Emergency Management System

The framework which allows the various levels of government to work together to mitigate, prepare for, respond to, and recover from emergencies and disasters.

Individual Assistance

FEMA program provides federal disaster grant assistance in the wake of a major disaster to individuals and families. This assistance may include coverage for losses not covered by insurance, as well as temporary housing and other basic needs.

Infectious Disease

Disorders caused by organisms such as bacteria, viruses, fungi, or parasites.

Isolation

The complete separation from others, of a person suffering from contagious or infectious disease; quarantine.

JIC - Joint Information Center

A facility established to coordinate critical emergency information, crisis communications and public affairs functions, and is the central point of contact for all news media.

LEPC - Local Emergency Planning Committee	Community-based organizations that assist in preparing for emergencies, particularly those concerning hazardous materials.
MEF - Mission Essential Function	Those functions that enable an organization to provide vital services, exercise civil authority, maintain the safety of the public, and/or sustain the industrial/economic base.
MOS - Military Occupation Specialty	Role or job an individual held in the military
MOU - Memorandum of Understanding	Written agreements between organizations that require specific goods or services to be furnished or tasks to be accomplished by one organization in support of the other.
NAWAS - National Warning System	An automated telephone system used to convey warnings to United States-based federal, state, and local governments, as well as the military and civilian population
NC OSH - North Carolina Occupational Safety and Health	Agency under the North Carolina Department of Labor which administers a broad scope of workplace safety and health laws that apply to the private sector and all state and local government agencies.
NCDOT - North Carolina Department of Transportation	Agency responsible for all modes of transportation in North Carolina, including highways, rail, aviation, ferries, public transit, and bicycle and pedestrian transportation. NCDOT also oversees the state's Division of Motor Vehicles and Governor's Highway Safety Program.
NCGS - North Carolina General Statutes	The official North Carolina legal code, a collection of the statewide laws in force at the time of publication regardless of when they originally became law.
NGO - Nongovernmental Organization	A nongovernmental entity that serves the interests of its members, individuals, or institutions and is not for private benefit.
NIMS - National Incident Management System	A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines.
NIOSH - National Institute for Occupational Safety and Health	The Occupational Safety and Health Act of 1970 established NIOSH as a research agency focused on the study of worker safety and health. NIOSH is part of the U.S. CDC, within the U.S. DHHS.
NWS - National Weather Service	Federal agency that provides weather, water and climate data, forecasts, warnings, and impact-based decision support

services for the protection of life and property and enhancement of the national economy.

OEMS - North Carolina Office of Emergency Medical Services

A section of the Division of Health Service Regulation of the NC Department of Health and Human Services who has enforcement oversight in the rules and regulations governing EMS operations in the state of NC as created and adopted by the NC Medical Care Commission.

OSHA - Occupational Safety and Health Administration

A regulatory agency of the United States Department of Labor that originally had federal visitorial powers to inspect and examine workplaces

Pandemic

A disease outbreak that spreads across countries or continents and affects more people and takes more lives than an epidemic. The World Health Organization (WHO) sets pandemic alert system ranges from Phase 1 (a low risk) to Phase 6 (a full pandemic):

PIO - Public Information Officer

ICS position that interfaces with the public, media, various agencies, and the private sector to meet incident-related information needs. Position gathers, verifies, coordinates, and disseminates accessible, meaningful, and timely information about the incident for internal and external audiences.

POD - Points of Distribution

Centralized locations where the public picks up life sustaining commodities following a disaster or emergency, including shelf-stable food and water.

PPE - Personal Protective Equipment

Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. For the purposes of this document, PPE refers to respiratory protection, disease, and body fluid isolation equipment such as masks, gloves, gowns, face shields and other barrier equipment.

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There are two types of disaster declarations provided for in the Stafford Act, both of which authorize the President to provide supplemental federal disaster assistance.

Presidential Disaster Declaration

- *Emergency Declaration* - An Emergency Declaration can be declared for any occasion or instance when the President determines federal assistance is needed. Emergency Declarations supplement State and local efforts in providing emergency services, such as the protection of lives, property, public health, and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. The total amount of assistance provided for a single emergency may not exceed \$5 million. If this amount is exceeded, the President shall report to Congress.
- *Major Disaster Declaration* - The President can declare a Major Disaster Declaration for any natural event, including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought, or, regardless of cause, fire, flood, or explosion, that the President believes has caused damage of such severity that it is beyond the combined capabilities of state and local governments to respond. A major disaster declaration provides a wide range of federal assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work.

Public Assistance

FEMA program provides federal disaster grant assistance in the wake of a major disaster to state and local governments, and to certain non-profits, to help communities in their recovery efforts. Eligible reimbursements include debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged property.

Quarantine

A strict isolation imposed on individuals, groups, or places, intended to prevent the spread of disease.

RRT - Regional Response Team

A system of seven technical teams strategically located in the state to provide hazardous materials response services.

SARA - Superfund Amendments Reauthorization Act

A United States federal environmental remediation program established by the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA). The program is administered by the Environmental Protection Agency (EPA). The program is designed to investigate, and clean-up sites contaminated with hazardous substances.

SARS-CoV-2

The scientific name of the new strain of coronavirus discovered in 2019 and named in 2020. In people, the disease caused by the virus is called Coronavirus Disease 2019, or COVID-19.

SBA - Small Business Administration

An independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of the nation. Following disasters, the SBA may make loans and provide direct grant assistance to small business interests to aid in economic recovery.

SERT - State Emergency Response Team

A team of designated representatives of each department, agency, commission, or office of State Government that is charged with Emergency Management responsibilities.

SOG - Standard Operating Guidelines

A written organizational directive that establishes a course of action or policy.

SOP - Standard Operating Procedure

A written organizational directive that establishes a course of action or policy.

State of Emergency

An official declaration of the existence of an emergency situation occurring within a jurisdiction. Legal declaration that allows the expansion of certain governmental powers and authorities in order to effectively handle the emerging situation and protect life and property.

USAR - Urban Search and Rescue

A type of technical rescue operation that involves the location, extrication, and initial medical stabilization of victims trapped in an urban area, namely structural collapse due to natural disasters, war, terrorism or accidents, mines and collapsed trenches.

WHO - World Health Organization

The directing and coordinating authority on international health within the United Nations system.

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WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 2

DATE: January 6, 2025

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

SUMMARY EXPLANATION:

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

Public Comment Statements

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

Additionally, this policy stated that all speakers are required to sign up prior to the meeting at which they wish to speak. The signup sheet must be on the podium 30 mins prior to the meeting. Each speaker shall clearly write their name, address, and the topic upon which they wish to speak on the signup sheet. This board adopted rules that must be followed. Some of the high points of those rules, which I wish to remind the public is:

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

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 3

DATE: January 6, 2025

ITEM: Employee of the Year, Chair Phelps

SUMMARY EXPLANATION:

Chair Phelps will make a presentation to the Employee of the Year. The Employee of the Year is chosen from the Employees who were named during the previous year as Employee of the Quarter. The Employee of the Year will receive a check for \$250 and be recognized on the Employee Recognition Board in the County's Administrative Building.

WASHINGTON COUNTY BOARD OF COMMISSIONERS
AGENDA STATEMENT

ITEM NO: 4

DATE: January 6, 2025

ITEM: Departmental Information Update—Senior Center, Ms. Renee’ Collier, Director

SUMMARY EXPLANATION:

This month, Ms. Collier will speak to the Board and give them an update on what is going on in the Senior Center in the coming months.

If you have a request to hear from a certain department, please contact the Clerk.

Month	Department	Director
JAN	Senior Center	Renee’ Collier
FEB		
MAR		
APR		
MAY		
JUNE		
JULY		
AUG		
SEPT		
OCT		
NOV		
DEC		

List of Departments

Planning/Inspections	Human Resources
EM	Tax
EMS	Soil & Water
Elections	Utilities
Detention	DSS
Airport	Facilities
Landfill	TTA
Finance	Library
Register of Deeds	Soil & Water
MTW	Sheriff's Office
Senior Center	IT
Recreation	E911

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 5

DATE: January 6, 2024

ITEM: Public Hearing: Planning Board Recommendation for Flood Damage Prevention Ordinance, Mr. Allen Pittman, Planning/Safety/Inspections Director

SUMMARY EXPLANATION:

On Thursday, December 19, 2024, the Washington County Planning Board passed a motion to recommend the adoption of a revised Flood Damage Prevention Ordinance, NC Coastal model, which includes new language and definitions due to the inclusion of Coastal Flood Hazard Areas (VE and Coastal A zones). It is recommended that the Commissioners act on this matter at the January 6, 2025 meeting.

A draft of the ordinance was previously reviewed by the Planning Board at their November 21, 2024 meeting and a Public Hearing was set for December 19, 2024. The hearing was advertised, along with a notice that if the Planning Board recommended approval of the ordinance at this hearing, a separate hearing would be conducted by the Board of Commissioners at their January 6, 2025 meeting. This advertisement was confirmed with the Roanoke Beacon on December 4, and December 11, 2024.

This ordinance must be adopted prior to January 15, 2025 so the adopted document with signatures can be sent to the NCDPS and FEMA no later than January 17, 2025 in order for any flood insurance policies to be renewed or written in the future in Washington County.

Attached you will find a copy of the hearing text from the Planning Board, Mr. Allen Pittman's (Certified Floodplain Manager) statement of consistency, and the text of the Ordinance.

12/19/2024

1:00 pm

Commissioner's Room
advertised Room
Reservation verified
Dec 4, 2024
Dec 11, 2024

Public Hearing

Legislative Hearing for TEXT AMENDMENT to revise the Flood Damage Prevention Ordinance

**** The BOARD CHAIR shall call for a motion to open the Public Hearing; a second and a vote:**

The Board Chair shall call the hearing to order and proceed to allow public input in accordance with adopted rules: The Chair reads:

The Public Hearing on the matter of text amendments to update The Flood Damage Prevention Ordinance, Coastal Regular Phase is now open. The National Flood Insurance Program requires counties and municipalities participating in the program to amend their ordinance to include new language and definitions due to the inclusion of Coastal Flood Hazard Areas (VE and Coastal A zones).

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 hearing mandated prior to the Governing Board action on a zoning amendment 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 a roster to 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.

***The BOARD CHAIR will call for the Planning Director, acting as the Certified Floodplain Administrator, to read the information pertinent to this request for the zoning amendment.

NO ONE WAS PRESENT FOR OTHER PUBLIC

Comment

✓ Mr. Pittman, as the Certified Floodplain Administrator for Washington County, will you present the Ordinance and describe the changes required by the National Flood Insurance Program as well as the rationale for the change?

***The Planning Director, acting as the Certified Floodplain Administrator, will present the Ordinance. When he has completed his presentation the BOARD CHAIR will say:

We have heard from the Planning Director, as the Certified Floodplain Manager, regarding the revision. Are there any comments or questions from the Planning Board members?

***The BOARD CHAIR will briefly entertain questions and responses from the Board .

***The Board CHAIR will ask for the roster of speakers at the Public Hearing.

As I call you to the podium to speak, please give us your name, address, and comments or questions on the substance of the proposed action as described by the Planning Director/Certified Floodplain Administrator.

***The Board Chair will appoint a Board Member to time 3 minutes and call stop at the end of the allotted time. It will be the Chairs discretion whether the speaker is allowed to continue. BOARD CHAIR will call each speaker by name to the podium, and ask them to state their name and their address:

***When all have finished the Chair will say:

Thank you all for your comments and questions.

The public comment portion on the matter of a text revision to the Flood Damage Prevention Ordinance in accordance with the National Flood Insurance Program is now closed.

At this time, I will entertain questions from the Board in deliberation for a motion to recommend the adoption of the revision to the Flood Damage Prevention Ordinance

Deliberation and Decision

Text Amendment to Revise the Flood Damage Prevention Ordinance

Discussion Points:

- Q Does VE zone include property/homes along sound shore and existing dwellings.
- A. No - only piers, bathhouses on/over water.
- Q. How will it ultimately affect citizens?
- A. This is the model ordinance from NC Coastal area - adoption of this ordinance will allow the policies for flood insurance to be renewed. It does include our 2 foot free-board requirement. There are 104 policies with \$25.3 million currently that will be lost without adoption.
- Q. All federally insured loans require flood insurance for homes in a flood zone.
- A. Bertie and Chowan counties have the same model

Decision: Based on a motion stating:

I offer a motion to recommend the Washington County Board of Commissioners X adopt (or) _____ deny the revised Flood Damage Prevention Ordinance as presented.

Made by Maurice Hill

Second by Cynthia Downing

And a vote by the Washington County Planning Board recorded with signatures (next page)

****If the recommendation is to deny, the reason for the denial must be stated here:**

It is the recommendation of the Washington County Planning Board that the Washington County Board of Commissioners adopt (or) ___ deny the revision of the Flood Damage Prevention Ordinance as required for continued participation in the National Flood Insurance Program.

Signature of Planning Board members:

Chair, Mary Barnes Mary Barnes

Charles Weathersbee Charles Weathersbee
Vice Chair

Cynthia Downing Cynthia Downing

Greg Snyder Work out of town today

Marty Swett Marty Swett

Thomas Patrick out with flu

Maurice Hill Maurice Hill

*****Board Chair will state:**

Staff is charged with providing this information to the Clerk to the Washington County Board of Commissioners for inclusion on the January 6, 2025 agenda.

***** BOARD CHAIR calls for the motion to close public hearing:**

Statement Of Consistency

FLOOD DAMAGE PREVENTION ORDINANCE

This statement is to certify that The Flood Damage Prevention Ordinance is the NC Coastal Model Ordinance. This ordinance is required to be adopted for the new FEMA Flood Maps to become effective on January 17, 2025.

This ordinance is consistent with the Washington County Land use plan. It is vital to the land use and safety of Washington County.

Washington County has 104 flood insurance policies which provides \$25.3 million dollars of insurance protection.

These flood policies will not renew if these maps are not adopted. Staff recommends that this Ordinance be adopted as presented.

Allen R Pittman

Allen Pittman, CFM

12/19/2024



Community Overview

Community: WASHINGTON COUNTY * **State:** NORTH CAROLINA
County: WASHINGTON COUNTY **CID:** 370247

Program: Regular	Emergency Entry: 01/24/1975	Regular Entry: 08/19/1985
Status: PARTICIPATING		Status Effective: 03/18/1988
Current Map: 06/15/2022	Study Underway: YES	Level of Regs: D
FIRM Status: REVISED		Initial FIRM: 08/19/1985
FHBM Status: SUPERCEDED BY FIRM		Initial FHBM: 06/14/1974

Probation Status:

Probation Effective:	Probation Ended:
Suspension Effective: 02/04/1988	Reinstated Effective: 03/18/1988
Withdrawal Effective:	Reinstated Effective:

CRS Class / Discount: 07 / 15%	Policies in Force: 104
Effective Date: 04/01/2021	Insurance in Force: \$25,285,000.00
CAV Date: 07/08/2014 Workshop Date: 03/31/2022	No. of Paid Losses: 98
CAC Date: 03/31/2020 GTA Date: 03/31/2023	Total Losses Paid: \$1,358,045.43
<input type="checkbox"/> Tribal Community	Sub. Damage Claims Since 1978: 4
<input checked="" type="checkbox"/> Community Violations Tracker	Data Sharing Agreement Type:
<input checked="" type="checkbox"/> ICC Claims	Data Sharing Agreement Date:
	<input type="checkbox"/> HMGP Projects
	<input type="checkbox"/> FMA Projects

Community Website: <https://washconc.org/>

FLOOD DAMAGE PREVENTION ORDINANCE

Coastal Regular Phase

ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES.

SECTION A. STATUTORY AUTHORIZATION.

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Article 7, 9, and 11 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.

Therefore, the Board of Commissioners of Washington County, North Carolina, does ordain as follows:

SECTION B. FINDINGS OF FACT.

- (1) The flood prone areas within the jurisdiction of Washington County are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- (2) These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards.

SECTION C. STATEMENT OF PURPOSE.

It is the purpose of this ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

- (1) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- (5) Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

SECTION D. OBJECTIVES.

The objectives of this ordinance are to:

- (1) Protect human life, safety, and health;

- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business losses and interruptions;
- (5) Minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (6) Minimize damage to private and public property due to flooding;
- (7) Make flood insurance available to the community through the National Flood Insurance Program;
- (8) Maintain the natural and beneficial functions of floodplains;
- (9) Help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- (10) Ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

ARTICLE 2. DEFINITIONS.

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

“Accessory Structure (Appurtenant Structure)” means a structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms and may or may not be located on the same parcel as the farm dwelling or shop building.

“Addition (to an existing building)” means an extension or increase in the floor area or height of a building or structure.

“Alteration of a watercourse” means a dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

“Appeal” means a request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance.

“Area of Shallow Flooding” means a designated Zone AO or AH on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

“Area of Special Flood Hazard” see “Special Flood Hazard Area (SFHA)”.

“Base Flood” means the flood having a one (1) percent chance of being equaled or exceeded in any given year.

“Base Flood Elevation (BFE)” means a determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a “Special Flood Hazard Area”, it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the “Freeboard”, establishes the “Regulatory Flood Protection Elevation”.

“Basement” means any area of the building having its floor subgrade (below ground level) on all sides.

“Breakaway Wall” means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or the supporting foundation system.

“Building” see “Structure”.

“Chemical Storage Facility” means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

“Coastal Area Management Act (CAMA)” means North Carolina’s Coastal Area Management Act, this act, along with the Dredge and Fill Law and the Federal Coastal Zone Management Act, is managed through North Carolina Department of Environmental Quality (NCDEQ) Division of Coastal Management (DCM).

“Coastal AE Zone (CAZ)” means an area within a special flood hazard area, landward of a V zone or landward of an open coast without mapped V zones. In a Coastal A Zone, the principal source of flooding must be astronomical tides, storm surges, seiches, or tsunamis, not riverine flooding. During the base flood conditions, the potential for wave heights shall be greater than or equal to 1.5 feet. Coastal A Zones are not normally designated on FIRMs. (see Limit of Moderate Wave Action (LiMWA))

“Coastal Barrier Resources System (CBRS)” consists of undeveloped portions of coastal and adjoining areas established by the Coastal Barrier Resources Act (CoBRA) of 1982, the Coastal Barrier Improvement Act (CBIA) of 1990, and subsequent revisions, and includes areas owned by Federal or State governments or private conservation organizations identified as Otherwise Protected Areas (OPA).

“Coastal High Hazard Area” means a Special Flood Hazard Area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM, or other adopted flood map as determined in Article 3, Section B of this ordinance, as Zone VE.

“Development” means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

“Development Activity” means any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

“Digital Flood Insurance Rate Map (DFIRM)” means the digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

“Disposal” means, as defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

“Dry Floodproofing” means a combination of measures that make a building and attendant utilities and equipment watertight and substantially impermeable to floodwater, with structural components having the capacity to resist flood loads. Please refer to Technical Bulletin 3, Requirements for the Design and Certification of Dry Floodproofed Non-Residential and Mixed-Use Buildings, and available from the FEMA.

“Elevated Building” means a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

“Encroachment” means the advance or infringement of uses, fill, excavation, buildings, structures or development into

a special flood hazard area, which may impede or alter the flow capacity of a floodplain.

“Existing building and existing structure” means any building and/or structure for which the “start of construction” commenced before the initial Flood Insurance Rate Map (FIRM) for the community, dated December 4, 1985.

“Existing Manufactured Home Park or Manufactured Home Subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community, dated December 4, 1985.

“Flood” or “Flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (a) The overflow of inland or tidal waters; and/or
- (b) The unusual and rapid accumulation or runoff of surface waters from any source.

“Flood Boundary and Floodway Map (FBFM)” means an official map of a community, issued by the FEMA, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

“Flood Hazard Boundary Map (FHBM)” means an official map of a community, issued by the FEMA, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

“Flood Insurance” means the insurance coverage provided under the National Flood Insurance Program.

“Flood Insurance Rate Map (FIRM)” means an official map of a community, issued by the FEMA, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated. (see also DFIRM)

“Flood Insurance Study (FIS)” means an examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the FEMA. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

“Flood Prone Area” see “Floodplain”

“Flood Zone” means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

“Floodplain” means any land area susceptible to being inundated by water from any source.

“Floodplain Administrator” is the individual appointed to administer and enforce the floodplain management regulations.

“Floodplain Development Permit” means any type of permit that is required in conformance with the provisions of this ordinance, prior to the commencement of any development activity.

“Floodplain Management” means the operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.

“Floodplain Management Regulations” means this ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

“Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.

“Flood-resistant material” means any building product [material, component or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbars are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

“Floodway” means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

“Floodway encroachment analysis” means an engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and hydraulic models meeting the minimum requirement of the National Flood Insurance Program.

“Freeboard” means the height added to the BFE to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, storm surge or precipitation exceeding the base flood, and the hydrological effect of urbanization of the watershed. The BFE plus the freeboard establishes the “Regulatory Flood Protection Elevation”.

“Functionally Dependent Facility” means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

“Hazardous Waste Management Facility” means, as defined in NCGS 130A, Article 9, a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

“Highest Adjacent Grade (HAG)” means the highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

“Historic Structure” means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a local inventory of historic landmarks in communities with a “Certified Local Government (CLG) Program”; or
- (d) Certified as contributing to the historical significance of a historic district designated by a community with a “Certified Local Government (CLG) Program.”

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as

having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

“Letter of Map Change (LOMC)” means an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- (a) Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- (b) Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- (c) Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community’s floodplain management regulations.
- (d) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

“Light Duty Truck” means any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

- (a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- (b) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
- (c) Available with special features enabling off-street or off-highway operation and use.

“Limit of Moderate Wave Action (LiMWA)” means the boundary line given by FEMA on coastal map studies marking the extents of Coastal A Zones (CAZ).

“Lowest Adjacent Grade (LAG)” means the lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

“Lowest Floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building's lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

“Manufactured Home” means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term “manufactured home” does not include a “recreational vehicle”.

“Manufactured Home Park or Subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“Map Repository” means the location of the official flood hazard data to be applied for floodplain management. It is a central location in which flood data is stored and managed; in North Carolina, FEMA has recognized that the application of digital flood hazard data products carry the same authority as hard copy products. Therefore, the NCEM’s Floodplain Mapping Program websites house current and historical flood hazard data. For effective flood hazard data, the NC FRIS website (<https://fris.nc.gov/fris/Home.aspx?ST=NC>) is the map repository, and for historical flood hazard data the FEMA Map Service Center website (<https://msc.fema.gov/portal/home>) is the map repository.

“Market Value” means the building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.

“New Construction” means structures for which the “start of construction” commenced on or after the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

“Non-Encroachment Area (NEA)” means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

“Otherwise Protected Area (OPA)” see “Coastal Barrier Resources System (CBRS)”.

“Post-FIRM” means construction or other development for which the “start of construction” occurred on or after [December 4, 1985](#), the effective date of the initial Flood Insurance Rate Map.

“Pre-FIRM” means construction or other development for which the “start of construction” occurred before [December 4, 1985](#), the effective date of the initial Flood Insurance Rate Map.

“Principally Above Ground” means that at least 51% of the actual cash value of the structure is above ground.

“Public Safety” and/or “Nuisance” means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

“Recreational Vehicle (RV)” means a vehicle, which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck;
- (d) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use, and
- (e) Is fully licensed and ready for highway use.

“Reference Level” is the top of the lowest floor for structures within Special Flood Hazard Areas designated as Zones A, AE, AH, AO, A99. [The reference level is the bottom of the lowest horizontal structural member of the lowest floor for structures within Special Flood Hazard Areas designated as Zone VE and Coastal A.](#)

“Regulatory Flood Protection Elevation” means the “Base Flood Elevation” plus the “Freeboard”. In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus five (5) feet. In “Special Flood Hazard Areas” where no BFE has been established, this elevation shall be at least 2 two feet above the highest adjacent grade. Ductwork and non-flood resistant materials are subject to the regulatory flood protection elevation (RFPE).

“Remedy a Violation” means to bring the structure or other development into compliance with state and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance, or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

“Riverine” means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

“Salvage Yard” means any non-residential property used for the storage, collection, and/or recycling of any type of

equipment, and including but not limited to vehicles, appliances, and related machinery.

“Sand Dunes” means naturally occurring accumulations of sand in ridges or mounds landward of the beach.

“Shear Wall” means walls used for structural support but not structurally joined or enclosed at the end (except by breakaway walls). Shear walls are parallel or nearly parallel to the flow of the water.

“Solid Waste Disposal Facility” means any facility involved in the disposal of solid waste, as defined in NCGS 130A-290(a)(35).

“Solid Waste Disposal Site” means, as defined in NCGS 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.

“Special Flood Hazard Area (SFHA)” means the land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Article 3, Section B of this ordinance.

“Start of Construction” includes substantial improvement and means the date the building permit was issued provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

“Substantial Damage” means damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of “substantial improvement”.

“Substantial Improvement” means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (a) Any correction of existing violations of state or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (b) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to Article 4 Section E of this ordinance.

“Temperature Controlled” means having the temperature regulated by a heating and/or cooling system, built-in or appliance.

“Variance” is a grant of relief from the requirements of this ordinance.

“Violation” means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Articles 4 and 5 is presumed to be in violation until such

time as that documentation is provided.

“Water Surface Elevation (WSE)” means the height, in relation to NAVD 1988, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

“Watercourse” means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

ARTICLE 3. GENERAL PROVISIONS.

SECTION A. LANDS TO WHICH THIS ORDINANCE APPLIES.

This ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction of Washington County and within the jurisdiction of any other community whose governing body agrees, by resolution, to such application.

SECTION B. BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its FIS dated January 17, 2025, for Washington County and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto.

SECTION C. ESTABLISHMENT OF FLOODPLAIN DEVELOPMENT PERMIT.

A Floodplain Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities within Special Flood Hazard Areas determined in accordance with the provisions of Article 3, Section B of this ordinance.

SECTION D. COMPLIANCE.

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this ordinance and other applicable regulations.

SECTION E. ABROGATION AND GREATER RESTRICTIONS.

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

SECTION F. INTERPRETATION.

In the interpretation and application of this ordinance, all provisions shall be:

- (a) Considered as minimum requirements;
- (b) Liberally construed in favor of the governing body; and
- (c) Deemed neither to limit nor repeal any other powers granted under State statutes.

SECTION G. WARNING AND DISCLAIMER OF LIABILITY.

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of Washington County or by any officer or employee thereof for any flood damages that result from reliance on this ordinance, or any administrative decision lawfully made hereunder.

SECTION H. PENALTIES FOR VIOLATION.

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$50.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Washington County from taking such other lawful action as is necessary to prevent or remedy any violation.

ARTICLE 4. ADMINISTRATION.

SECTION A. DESIGNATION OF FLOODPLAIN ADMINISTRATOR.

The Planning Director, hereinafter referred to as the “Floodplain Administrator”, or their designee, is hereby appointed to administer and implement the provisions of this ordinance. *In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and implement this ordinance, the Floodplain Administrator shall be responsible for the coordination and community’s overall compliance with the National Flood Insurance Program and the provisions of this ordinance.*

SECTION B. FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.

- (1) **Application Requirements.** Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:
 - (a) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
 - (i) The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
 - (ii) The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Article 3, Section B, or a statement that the entire lot is within the Special Flood Hazard Area;
 - (iii) Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Article 3, Section B;
 - (iv) The boundary of the floodway(s) or non-encroachment area(s) as determined in Article 3, Section B;

- (v) The Base Flood Elevation (BFE) where provided as set forth in Article 3, Section B; Article 4, Section C; or Article 5, Section D;
 - (vi) The old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
 - (vii) The boundary and designation date of the Coastal Barrier Resource System (CBRS) area or Otherwise Protected Areas (OPA),
- (b) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
- (i) Elevation in relation to NAVD 1988 or subsequent datum of the proposed reference level (including basement) of all structures;
 - (ii) Elevation in relation to NAVD 1988 or subsequent datum to which any non-residential structure in Zones A, AE, AH, AO, A99 will be floodproofed; and
 - (iii) Elevation in relation to NAVD 1988 or subsequent datum to which any proposed utility systems will be elevated or floodproofed.
- (c) If floodproofing, a Floodproofing Certificate (FEMA Form FF-206-FY-22-153) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.
- (d) A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this ordinance are met. These details include but are not limited to:
- (i) The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
 - (ii) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Article 5, Section B(4)(c) when solid foundation perimeter walls or breakaway walls are used.
 - (iii) The following, in Coastal High Hazard Areas and Coastal A zones, in accordance with the provisions of Article 5, Sections G and H
 - (1) V-Zone Certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs; *In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.*
 - (2) Plans for open wood latticework or insect screening, if applicable; and
 - (3) Plans for non-structural fill, if applicable. If non-structural fill is proposed, it must be demonstrated through coastal engineering analysis that the proposed fill would not result in any increase in the BFE or otherwise cause adverse impacts by wave ramping and deflection on to the subject structure or adjacent properties.
- (e) Usage details of any enclosed areas below the lowest floor.
- (f) Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.
- (g) Certification that all other Local, State and Federal permits required prior to floodplain development

permit issuance have been received.

- (h) Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Article 5, Section B, subsections (6) and (7) of this ordinance are met.
- (i) A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

(2) **Permit Requirements.** The Floodplain Development Permit shall include, but not be limited to:

- (a) A complete description of all the development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.) and accurate cost estimate.
- (b) The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Article 3, Section B.
- (c) The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.
- (d) The Regulatory Flood Protection Elevation required for the protection of all public utilities.
- (e) All certification submittal requirements with timelines.
- (f) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of Article 5, Section F have been met.
- (g) The flood openings requirements.
- (h) Limitations of below BFE enclosure uses (i.e., parking, building access and limited storage only).
- (i) A statement, that all materials below BFE/RFPE must be flood resistant materials.
- (j) A statement, if in Zone VE, that there shall be no alteration of sand dunes which would increase potential flood damage.
- (k) A statement, if in Zones VE and Coastal A, that there shall be no fill used for structural support.

(3) **Certification Requirements.**

- (a) Elevation Certificates
 - (i) In lieu of a preliminary Elevation Certificate, a temporary benchmark at the Regulatory Flood Protection Elevation shall be placed on site by a registered land surveyor prior to issuance of a Floodplain Development Permit/Building Permit.
 - (ii) A final Finished Construction Elevation Certificate (FEMA Form FF-206-FY-22-152) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make

required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. *The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" x 3". Digital photographs are acceptable. (MANDATORY FOR CRS PARTICIPATION AND SHOULD BE INCLUDED IN ITS ENTIRETY.)*

(b) Floodproofing Certificate

- (i) If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form FF-206-FY-22-153), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. ***(THE FEMA FLOODPROOFING CERTIFICATE IS OPTIONAL AT THE TIME OF PERMITTING THE STRUCTURE BUT RECOMMENDED TO PROPERLY PERMIT THE STRUCTURE AND ENSURE COMPLIANCE WITH THIS ORDINANCE.)***
 - (ii) A final Finished Construction Floodproofing Certificate (FEMA Form [FF-206-FY-22-153](#)), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.
- (c) If a manufactured home is placed within Zones A, AE, AH, AO, A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Article 5, Section B(3)(b).
 - (d) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.
 - (e) Certification Exemptions. The following structures, if located within Zones A, AE, AH, AO, A99, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this

subsection:

- (i) Recreational Vehicles meeting requirements of Article 5, Section B(6)(a);
 - (ii) Temporary Structures meeting requirements of Article 5, Section B(7); and
 - (iii) Accessory Structures that are 150 square feet or less and meeting requirements of Article 5, Section B (8).
- (e) A V-Zone Certification with accompanying design plans and specifications is required prior to issuance of a Floodplain Development permit within Coastal High Hazard Areas (VE zones) and Coastal A zones. It shall be the duty of the permit applicant to submit to the Floodplain Administrator said certification to ensure the design standards of this ordinance are met. A registered professional engineer or architect shall develop or review the structural design, plans, and specifications for construction and certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this ordinance. This certification is not a substitute for an Elevation Certificate. In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE and Coastal A zone construction.
- (4) **Substantial Improvement/Damage determinations for existing buildings and structures.**
For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:
- (a) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
 - (b) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
 - (c) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
 - (d) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

SECTION C. DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR.

The Floodplain Administrator shall perform, but not be limited to, the following duties:

- (1) Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this ordinance have been satisfied.
- (2) Review all proposed development within Special Flood Hazard Areas to assure that all necessary local, state and federal permits have been received, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (3) Notify adjacent communities and the North Carolina Department of Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation

of a watercourse and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).

- (4) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.
- (5) Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Article 5, Section F are met.
- (6) Obtain actual elevation (in relation to **NAVD 1988 or subsequent datum**) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the provisions of Article 4, Section B(3).
- (7) Obtain actual elevation (in relation to **NAVD 1988 or subsequent datum**) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Article 4, Section B(3).
- (8) Obtain actual elevation (in relation to **NAVD 1988 or subsequent datum**) of all public utilities in accordance with the provisions of Article 4, Section B(3).
- (9) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of Article 4, Section B(3) and Article 5, Section B(2).
- (10) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.
- (11) When BFE data has not been provided in accordance with the provisions of Article 3, Section B, obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a federal, state, or other source, including data developed pursuant to Article 5, Section D(2)(c), in order to administer the provisions of this ordinance.
- (12) When BFE data is provided but no floodway or non-encroachment area data has been provided in accordance with the provisions of Article 3, Section B, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a federal, state, or other source in order to administer the provisions of this ordinance.
- (13) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.
- (14) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
- (15) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.

- (16) Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.
- (17) Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
- (18) Conduct the following actions when damage occurs to residential and/or non-residential structures:
 - (a) Conduct damage assessments for those damaged structures located within the SFHA;
 - (b) Determine whether the damaged structure is substantially damaged pursuant to Article 4, Section B(4); and
 - (c) Notify owner(s) of the development requirements for substantial damage and obtaining building/floodplain development permit prior to repair, rehabilitation, or reconstruction.
- (19) Follow through with corrective procedures of Article 4, Section D.
- (20) Review, provide input, and make recommendations for variance requests.
- (21) Maintain a current map repository to include, but not limited to, historical and effective FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with the provisions of Article 3, Section B of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.
- (22) Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).

SECTION D. CORRECTIVE PROCEDURES.

- (1) Violations to be corrected: When the Floodplain Administrator finds violations of applicable state and local laws; it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
- (2) Actions in Event of Failure to Take Corrective Action: If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:
 - (a) That the building or property is in violation of the floodplain management regulations;
 - (b) That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and
 - (c) That following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.
- (3) Order to Take Corrective Action: If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than sixty (60) calendar days, nor more than least one hundred eighty (180) calendar days. Where the Floodplain Administrator finds that there is imminent danger

to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.

- (4) Appeal: Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the clerk within ten (10) days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.
- (5) Failure to Comply with Order: If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58 and shall be punished at the discretion of the court.

SECTION E. VARIANCE PROCEDURES.

- (1) The Board of Commissioners as established by Washington County, hereinafter referred to as the “appeal board”, shall hear and decide requests for variances from the requirements of this ordinance.
- (2) Any person aggrieved by the decision of the appeal board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.
- (3) Variances may be issued for:
 - (a) The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;
 - (b) Functionally dependent facilities if determined to meet the definition as stated in Article 2 of this ordinance, provided provisions of Article 4, Section E(9)(b), (c), and (e) have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; or
 - (c) Any other type of development provided it meets the requirements of this Section.
- (4) In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:
 - (a) The danger that materials may be swept onto other lands to the injury of others;
 - (b) The danger to life and property due to flooding or erosion damage;
 - (c) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - (d) The importance of the services provided by the proposed facility to the community;
 - (e) The necessity to the facility of a waterfront location as defined under Article 2 of this ordinance as a functionally dependent facility, where applicable;
 - (f) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 - (g) The compatibility of the proposed use with existing and anticipated development;
 - (h) The relationship of the proposed use to the comprehensive plan and floodplain management program for

- that area;
- (i) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (j) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - (k) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (5) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (6) Upon consideration of the factors listed above and the purposes of this ordinance, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this ordinance.
- (7) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the BFE and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE may result in increased premium rates for flood insurance. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- (8) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the FEMA and the State of North Carolina upon request.
- (9) Conditions for Variances:
- (a) Variances shall not be issued when the variance will make the structure in violation of other federal, state, or local laws, regulations, or ordinances.
 - (b) Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
 - (c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - (d) Variances shall only be issued prior to development permit approval.
 - (e) Variances shall only be issued upon:
 - (i) A showing of good and sufficient cause;
 - (ii) A determination that failure to grant the variance would result in exceptional hardship; and
 - (iii) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (10) A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
- (a) The use serves a critical need in the community.

- (b) No feasible location exists for the use outside the Special Flood Hazard Area.
- (c) The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.
- (d) The use complies with all other applicable federal, state and local laws.
- (e) Washington County has notified the Secretary of the North Carolina Department of Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance, in accordance with North Carolina General Statutes §143-215.54A(b).

ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.

SECTION A. GENERAL STANDARDS.

In all Special Flood Hazard Areas, the following provisions are required:

- (1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
- (2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage in accordance with the FEMA Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*.
- (3) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.
- (4) All new electrical, heating, ventilation, plumbing, air conditioning equipment, duct systems, and other building utility systems, equipment, and service facilities shall be located at or above the Regulatory Flood Protection Elevation (RFPE) and/or specially designed to prevent water from entering or accumulating within the components and installed to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding to the design flood elevation. Utility systems, equipment, and service facilities include, but are not limited to, HVAC equipment, water softener units, bath/kitchen plumbing fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, water heaters, fuel tanks, and electric outlets/switches.
 - (a) Replacements part of a substantial improvement must also meet the above provisions.
 - (b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements comply with the standards for new construction consistent with the code and requirements for the original structure.
- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.
- (7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- (8) Nothing in this ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory

Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance.

- (9) New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in Article 4, Section E(10). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of Article 4, Section B(3).
- (10) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.
- (11) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (12) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- (13) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (14) When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.
- (15) When a building or structure is located in more than one flood zone or in a flood zone with multiple base flood elevations, the provisions for the most restrictive flood zone and the highest BFE shall apply.

SECTION B. SPECIFIC STANDARDS.

In all Special Flood Hazard Areas where BFE data has been provided, as set forth in Article 3, Section B, or Article 5, Section D, the following provisions, in addition to the provisions of Article 5, Section A, are required:

- (1) Residential Construction. New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation (RFPE), as defined in Article 2 of this ordinance.
- (2) Non-Residential Construction. New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation (RFPE), as defined in Article 2 of this ordinance. Structures located in Zones A, AE, AH, AO, A99 may be floodproofed to the RFPE in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with Article 5, Section I (2). A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Article 4, Section B (3), along with the operational plan and the inspection and maintenance plan.
- (3) Manufactured Homes.
 - (a) New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation (RFPE), as defined in

Article 2 of this ordinance.

- (b) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
 - (c) All enclosures or skirting below the lowest floor shall meet the requirements of Article 5, Section B (4).
 - (d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.
- (4) Elevated Buildings. Fully enclosed areas of new construction and substantially improved structures, which are below the lowest floor or below the lowest horizontal structural member (VE and Coastal A zones):
- (a) Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
 - (b) Shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and
 - (c) Shall include flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:
 - (i) A minimum of two flood openings on different sides of each enclosed area subject to flooding;
 - (ii) The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
 - (iii) If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
 - (iv) The bottom of all required flood openings shall be no higher than one (1) foot above the higher of the interior or exterior adjacent grade;
 - (v) Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
 - (vi) Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.
 - (d) Shall, in Coastal High Hazard Areas and Coastal A zones, also meet the requirements of Article 5, Section G.
 - (e) Shall not be temperature-controlled or conditioned;

(5) Additions/Improvements.

- (a) Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - (i) Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
 - (ii) A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.
- (b) Additions to post-FIRM structures, **except in VE and Coastal A Zones**, that are a substantial improvement with no modifications/rehabilitations/improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.
- (c) Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any modifications to the existing structure are:
 - (i) Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction consistent with the code and requirements for the original structure.
 - (ii) A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- (d) Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a one (1) year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started must comply with the standards for new construction. For each building or structure, the one (1) year period begins on the date of completion of the first improvement or repair of that building or structure subsequent to the effective date of this ordinance. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:
 - (i) Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions.
 - (ii) Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to Article 4 Section E of this ordinance.

(6) Recreational Vehicles. Recreational vehicles shall either:

- (a) Temporary Placement
 - (i) Be on site for fewer than 180 consecutive days; or
 - (ii) Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if

it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and has no permanently attached additions.)

- (b) **Permanent Placement.** Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.
- (7) **Temporary Non-Residential Structures.** Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:
- (a) A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
 - (b) The name, address, and phone number of the individual responsible for the removal of the temporary structure;
 - (c) The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
 - (d) A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
 - (e) Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.
- (8) **Accessory Structures.**
- (a) When accessory structures (sheds, detached garages, etc.) with a footprint of 600 square feet or less are to be placed within an A, AE, AO, AH, or A99 zone and no more than 100 square feet in VE and Coastal A zones, wet floodproofing may be permitted when the following criteria are met:
 - i. Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
 - ii. Accessory structures shall not be temperature-controlled;
 - iii. Accessory structures shall be designed to have low flood damage potential;
 - iv. Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
 - v. Accessory structures shall be firmly anchored in accordance with the provisions of Article 5, Section A(1);
 - vi. Accessory structures, regardless of the size or cost, shall not be placed below elevated buildings in Coastal A and VE Zones;
 - vii. All service facilities such as electrical shall be installed in accordance with the provisions of Article 5, Section A(4); and
 - viii. Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Article 5, Section B(4)(c).

- (b) All other accessory structures must comply with the elevation or floodproofing standards and certification requirements in accordance with Article 4, Section B(3) and Article 5, Section B(2).

An accessory structure with a footprint less than 150 square feet in A, AO, AH, AE and A99 zones satisfying the criteria outlined above is not required to meet the elevation or floodproofing certification requirements of Article 4, Section B(3). Elevation or floodproofing certifications are required for all other accessory structures in accordance with Article 4, Section B(3).

- (9) Tanks. When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
 - (a) Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
 - (b) Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse, or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
 - (c) Above-ground tanks not elevated. Above-ground fuel tanks that do not meet the elevation requirements of Article 5, Section B (2) of this ordinance shall not be permitted in VE or Coastal A zones. Fuel tanks may be permitted in other flood hazard areas, and septic tanks may be permitted in any flood-hazard area, provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.
 - (d) Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:
 - (i) At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
 - (ii) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.
- (10) Other Development.
 - (a) Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Article 5, Section F of this ordinance.
 - (b) Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
 - (c) Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
 - (d) Commercial storage facilities are not considered “limited storage” as noted in this ordinance and shall be protected to the Regulatory Flood Protection Elevation as required for commercial structures.

SECTION C. RESERVED.

SECTION D. STANDARDS FOR FLOODPLAINS WITHOUT ESTABLISHED BASE FLOOD ELEVATIONS.

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Article 3, Section B, where no BFE data has been provided by FEMA, the following provisions, in addition to the provisions of Article 5, Sections A and B, shall apply:

- (1) No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (2) The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:
 - (a) When BFE data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this ordinance and shall be elevated or floodproofed in accordance with standards in Article 5, Sections A and B.
 - (b) When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Article 5, Sections B and F.
 - (c) All subdivision manufactured home park and other development proposals shall provide BFE data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such BFE data shall be adopted by reference in accordance with Article 3, Section B and utilized in implementing this ordinance.
 - (d) When BFE data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in Article 2. All other applicable provisions of Article 5, Sections A and B shall also apply.

SECTION E. STANDARDS FOR RIVERINE FLOODPLAINS WITH BASE FLOOD ELEVATIONS BUT WITHOUT ESTABLISHED FLOODWAYS OR NON-ENCROACHMENT AREAS.

Along rivers and streams where BFE data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

- (1) Standards of Article 5, Sections A and B; and
- (2) Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point.

SECTION F. STANDARDS FOR FLOODWAYS AND NON-ENCROACHMENT AREAS.

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Article 3, Section B. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in Article 5, Sections A and B, shall apply to all development within such areas:

- (1) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
 - (a) It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood discharge, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit; or
 - (b) A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained within six months of completion of the proposed encroachment.
- (2) If Article 5, Section F(1) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.
- (3) Manufactured homes may be permitted provided the following provisions are met:
 - (a) The anchoring and the elevation standards of Article 5, Section B(3); and
 - (b) The encroachment standards of Article 5, Section F(1).

SECTION G. STANDARDS FOR COASTAL HIGH HAZARD AREAS (ZONE VE)

Coastal High Hazard Areas (Zone VE) and Coastal A zones are Special Flood Hazard Areas established in Article 3, Section B. These areas have special flood hazards associated with high velocity waters from storm surges or seismic activity and, therefore, all new construction and substantial improvements shall meet the following provisions in addition to the provisions of Article 5, Sections A and B:

- (1) All new construction and substantial improvements in VE zones shall:
 - (a) Be located landward of the reach of mean high tide;
 - (b) Comply with all applicable CAMA setback requirements.
- (2) All new construction and substantial improvements shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings or columns) is no lower than the regulatory flood protection elevation. Floodproofing shall not be utilized on any structures in Coastal High Hazard Areas and Coastal A zones to satisfy the regulatory flood protection elevation requirements.
- (3) New construction and substantial improvements shall have the space below the bottom of the lowest horizontal structural member of the lowest floor either be free of obstruction or constructed with breakaway walls, open wood latticework or insect screening, provided they are not part of the structural support of the building and are designed so as to breakaway, under abnormally high tides or wave action without causing damage to the elevated portion of the building or supporting foundation system or otherwise jeopardizing the structural integrity of the building. The following design specifications shall be met:
 - (a) Material shall consist of open wood or plastic lattice having at least 40 percent of its area open, or

- (b) Insect screening; or
- (c) Breakaway walls meeting the following design specifications:
 - (1) Breakaway walls shall have flood openings that allow for the automatic entry and exit of floodwaters to minimize damage caused by hydrostatic loads, per Article 5, Section B(4)(c)(i-vi); and
 - (2) Design safe loading resistance shall be not less than 10 nor more than 20 pounds per square foot; or
 - (3) Breakaway walls that exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by State or local codes) shall be certified by a registered professional engineer or architect that the breakaway wall will collapse from a water load less than that which would occur during the base flood event, and the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). The water loading values used shall be those associated with the base flood. The wind loading values used shall be those required by the North Carolina State Building Code.
- (4) All new construction and substantial improvements shall be securely anchored to pile or column foundations. All pilings and columns and the structure attached thereto shall be anchored to resist flotation, collapse, and lateral movement due to the effect of wind and water loads acting simultaneously on all building components.
 - (a) Water loading values used shall be those associated with the base flood.
 - (b) Wind loading values used shall be those required by the current edition of the North Carolina State Building Code.
- (5) For concrete pads, including patios, decks, parking pads, walkways, driveways, pool decks, etc. the following is required:
 - (a) Shall be structurally independent of the primary structural foundation system of the structure and shall not adversely affect structures through redirection of floodwaters or debris; and
 - (b) Shall be constructed to breakaway cleanly during design flood conditions, shall be frangible, and shall not produce debris capable of causing damage to any structure. The installation of concrete in small segments (approximately 4 feet x 4 feet) that will easily break up during the base flood event, or score concrete in 4 feet x 4 feet maximum segments is acceptable to meet this standard; and
 - (c) Reinforcing, including welded wire fabric, shall not be used in order to minimize the potential for concreted pads being a source of debris; and
 - (d) Pad thickness shall not exceed 4 inches; or
 - (e) Provide a Design Professional's certification stating the design and method of construction does not adversely affect the structure with which the concrete pad (including patios, decks, parking pads, walkways, driveways, pool decks, etc.) is associated, or nearby structures, by diverting floodwater and waves or creating debris capable of causing significant damage during base flood conditions.
- (6) For swimming pools and spas, the following is required:
 - (a) Be designed to withstand all flood-related loads and load combinations.
 - (b) Be elevated so that the lowest horizontal structural member is elevated above the RFPE; or
 - (c) Be located and installed in-ground in compliance with either of the following:

- a. Designed and constructed to break away during design flood conditions without producing debris capable of causing damage to any structure; or
 - b. Designed and constructed to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure.
 - (d) Registered design professionals must certify to local officials that a pool or spa beneath or near a building will not be subject to flotation or displacement that will damage building foundations or elevated portions of the building or any nearby buildings during a coastal flood.
 - (e) Pool equipment shall be located above the RFPE whenever practicable. Pool equipment shall not be located beneath an elevated structure.
- (7) All elevators, vertical platform lifts, chair lifts, etc., the following is required:
- (a) Elevator enclosures must be designed to resist hydrodynamic and hydrostatic forces as well as erosion, scour, and waves.
 - (b) Utility equipment must not be mounted on, pass through, or be located along breakaway walls.
 - (c) The cab, machine/equipment room, hydraulic pump, hydraulic reservoir, counterweight and roller guides, hoist cable, limit switches, electric hoist motor, electrical junction box, circuit panel, and electrical control panel are all required to be above RFPE. When this equipment cannot be located above the RFPE, it must be constructed using flood damage-resistant components.
- (8) Accessory structures, regardless of size or cost, shall not be permitted below elevated structures.
- (9) Fill/Grading
- (a) Minor grading and the placement of minor quantities of nonstructural fill may be permitted for landscaping and for drainage purposes under and around buildings and for support of parking slabs, pool decks, patios and walkways.
 - (b) The fill material must be similar and consistent with the natural soils in the area.
- (10) Decks and Patios. The following shall apply:
- (a) A deck that is structurally attached to a building or structure shall have the bottom of the lowest horizontal structural member at or above the Regulatory Flood Protection Elevation and any supporting members that extend below the Regulatory Flood Protection Elevation shall comply with the foundation requirements that apply to the building or structure, which shall be designed to accommodate any increased loads resulting from the attached deck. The increased loads must be considered in the design of the primary structure and included in the V-Zone Certification required under Article 4, Section B, (3)(f); or
 - (b) A deck or patio that is located below the Regulatory Flood Protection Elevation shall be structurally independent from buildings or structures and their foundation systems and shall be designed and constructed either to remain intact and in place during design flood conditions or to break apart into small pieces to minimize debris during flooding that is capable of causing structural damage to the building or structure or to adjacent buildings and structures.
- (11) Development activities other than buildings and structures shall be permitted only if also authorized by the

appropriate state or local authority; if located outside the footprint of, and not structurally attached to, buildings and structures; and if analyses prepared by qualified registered design professionals demonstrate no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent buildings and structures. Such other development activities include but are not limited to:

- (a) Bulkheads, seawalls, retaining walls, revetments, and similar erosion control structures;
- (b) Solid fences and privacy walls, and fences prone to trapping debris, unless designed and constructed to fail under flood conditions less than the design flood or otherwise function to avoid obstruction of floodwaters.

SECTION I. STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AO).

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

- (1) The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of five (5) feet, above the highest adjacent grade; or at least five (5) feet above the highest adjacent grade if no depth number is specified.
- (2) Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Article 5, Section I(1) so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Article 4, Section B(3) and Article 5, Section B(2).
- (3) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

SECTION J. STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AH).

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses shown in this zone. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

- (1) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

ARTICLE 6. LEGAL STATUS PROVISIONS.

SECTION A. EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.

This ordinance in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted December 4, 1985, as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or

proceeding instituted or pending. All provisions of the Flood Damage Prevention Ordinance of Washington County enacted on December 4, 1985, as amended, which are not reenacted herein are repealed.

SECTION B. EFFECT UPON OUTSTANDING FLOODPLAIN DEVELOPMENT PERMITS.

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this ordinance.

SECTION C. SEVERABILITY.

If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

SECTION D. EFFECTIVE DATE.

This ordinance shall become effective January 17, 2025.

SECTION E. ADOPTION CERTIFICATION.

I hereby certify that this is a true and correct copy of the Flood Damage Prevention Ordinance as adopted by the Board of County Commissioners of Washington County, North Carolina, on the Sixth day of January, 2024.

WITNESS my hand and the official seal of insert Name, Title, this the Day (number or text) day of Month, Year.

(signature)

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 6

DATE: January 6, 2025

ITEM: Updated Draft CIP, Mr. Curtis Potter, CM/CA

SUMMARY EXPLANATION:

Mr. Potter will bring a hard copy of the updated CIP proposals for general review and discussion to the meeting. Additional discussion and review will take place during the upcoming FY26 Budget Workshop Meetings.

WASHINGTON COUNTY BOARD OF COMMISSIONERS
AGENDA STATEMENT

ITEM NO: 7

DATE: January 6, 2025

ITEM: Strategic Plan Progress Update, Mr. Jason Squires, ACM

SUMMARY EXPLANATION:

Mr. Squires will discuss this with the Board since Mr. Kelly Chesson, SPC will be in Bertie this evening.

Background:

Staff will present an update on the Safe Healthy Communities and Organizational Excellence components of the 2024 Strategic Plan as shown in the attached action item tracking pages.

An update on the Economic Development and Strong Educational Opportunities will be provided during the upcoming FY26 Budget Workshops.

Staff seeks BOCC input on:

1. Any desired changes to the action item tracking page format
2. Any desired changes to specific goals and/or action items

Anticipated feedback and revision timeline:

1. 1/6/25: Presentation of ½ action item tracking pages and discussion
2. 1/15/25: Tentatively planned FY26 Budget Workshop Mtg & Presentation of remaining action item tracking pages and discussion
3. 2/3/25: Regular BOCC Mtg: Consideration/approval of specific revisions to goals/action items

Safe and Healthy Communities								
Goal 1	Provide high-quality emergency response and public safety.							
Goal 2	Improve access to affordable healthcare and nutrition opportunities.							
Goal 3	Enhance residential quality of life by supporting recreational opportunities including physical exercise, sports activities, and arts and cultural experience opportunities.							
Goal 4	Decrease substance abuse and dependence.							
Action Items	Goals	Primary Contact / Department	Barriers	Short-Term Priorities	Ongoing Timeline	% Done	Comments/Next Steps	
SHC2024.1	Finalize the design and site selection for the new Emergency Management & Training Operations Center (EMTOC) facility and begin construction to be completed by 2025.	1	CMO: JS/CSP		Design Finalization by 12/31/24; Bidding by 2/15/25	Land acquisition; Design Finalization; Bidding; Award; Construction Schedule Development	50%	Formalize timeline including 911 Grant
SHC2024.2	Develop transition plans and rough timelines for Emergency Management, E911, and Plymouth EMS to move into new EMTOC facility once completed.	1	E911/IT: 911 Director/IT Director	Logistical Planning	Begin E911 timeline once bidding process begins w/ est. completion date as goal	EM/EMS easiest; E911 More Complicated;	0%	
SHC2024.3A	Complete the development of a new firefighting well.	1	EM: LS	Legal Acquisition	Discuss viability w/ CVFD and if viable develop timeline	TBD: Completion by 6/30/25	0%	CVFD may request application of funding to alternative project in early 2025
SHC2024.3B	Complete construction of a new dedicated helicopter pad for life flight operations in Creswell.	1	CMO: JS/JW/CSP	Legal Acquisition / Funding (potentially)	Develop project timeline	TBD: Completion by 6/30/25	10%	Develop project timeline and scope/estimates
SHC2024.4	Support the continued operation of the Washington Regional Medical Center. Work with hospital leadership to identify mutually-beneficial ways to increase public information and transparency to improve public relations and increase hospital utilization.	1	CMO: CSP	Bankruptcy		Continuous; help WRMC establish a Friends of WRMC Hospital Foundation/Committee for Community Engagement and Support	25%	Monitor bankruptcy
SHC2024.5	Complete the comprehensive revision of the County Emergency Operation Plan and educate involved parties on their roles.	1	EM: LS	n/a	Adopt Plan	Develop, Adopt, and Implement Plan including DH Training	75%	Develop training timeline
SHC2024.6	Work with Volunteer Fire Depts to identify potential shortfalls in coverage and equipment, and to help identify longer-term CIP needs and possible funding sources.	1	EM: LS	Staff Time & Logistical Coordination	Discuss CIP planning needs and potential solutions with VFDs		20%	Is this still needed after FY25 additional penny? Consider engaging in longer term planning discussions with VFDs
SHC2024.7	Establish countywide healthcare provider meetings to discuss ways to collaborate in order to increase overall service quality for citizens while improving operational efficiencies/reducing overhead costs.	2	TBD	Staff Time & Logistical Coordination	Est. Primary Contact	Est. Primary Contact; Set initial mtg date to be held by 6/30/25; Consider setting recurrence schedule every 6-12 months	0%	Consider tying into annually required opioid input mtg; consider discussing action item need/revisions with MTW
SHC2024.8	Establish regular collaborative meetings between Recreation, Senior Center, Library, Cooperative Extension, TTA, and other partners for recreation including arts and culture providers to jointly discuss how to improve overall service quality for citizens while improving operational efficiencies. Consider establishing a new Arts, Tourism, and Recreation Advisory Committee for this purpose.	3	CMO: CSP/JS & Listed Partners		Discuss participation with TTA	First mtg held in Fall 2024; Next mtg scheduled for January 2025	35%	
SHC2024.9	Work with MTW Health Department with municipal input to develop a longer-term plan for the expenditure of opioid settlement funds toward mitigating opioid-related issues through eligible programs.	4	CMO: KC and/or JW or Summer ECU Intern	Admin Time	Set up mtg w/ MTW	Est. spending plan in connection with FY26 Budget before 5/1/25	10%	CMO staff currently researching possible programs

Ask MTW for general input on this SP cluster

Organizational Excellence							
Goal 1	Attract, retain, and grow high-performing employees.						
Goal 2	Foster a community of transparent accountability through performance measures and adherence to established processes.						
Goal 3	Seek new and best practice technology to improve processes in all county operations.						
Goal 4	Improve resident and customer service experience through efficient, high-quality service delivery and continuous innovation and improvement.						
Action Items	Goals	Primary Contact / Department	Barrier	Short-Term Priorities	Ongoing Timeline	% Done	Comments/Next Steps
ORG2024.1	Complete comparative analysis of current pay plan and make grade adjustments where justified to maintain regional competitiveness for recruitment and retention of high-quality employees.	1 CMO: CSP/JS	Admin Time	n/a	Mostly done during FY25 Budget; Review again before YORE and again during FY26 Budget.	85%	This should become a recurring item (but requires considerable time/resources). Consider placing on 2 or 3 year cycle with position specific spotcheck between
ORG2024.2	Review and revise employee performance evaluation process to encourage culture based on an expectation of constant personal and departmental improvement and transparent accountability.	2 CMO/HR: CSP/JS/FM	Admin Time for both Training & Evals	Develop tech tool to expedite process; Develop training through Neogov/other	Beta Testing Complete by 12/31/24; DH Reviews by 2/1/25 Countywide by 4/1/25	10%	Experimenting with Teamflect to expedite review form process, assign and track related performance review feedback and staff development goals
ORG2024.3	Engage employees to improve internal processes, and provide regular adherence training.	2 CMO/HR: CSP/JS/FM	HR/Training Resources/Time	Conduct DH Mgmt Satisfaction Survey; Bi-Monthly Newsletters;	Perpetual	50%	Redefine deliverable goals for this action item to better measure achievement. Intro weekly personnel action/engagement report?
ORG2024.4	Develop and implement an organizational training and development program including intentional onboarding and promotion transition training.	2 CMO: CSP/JS (need HR support but not enough manpower)	HR/Training Resources/Time	Develop HR resources via PT HR Position recruitment	Develop HR resources; Develop Safety Training via EM Dept; Develop Use of Online Training Tools.	10%	Some limited progress with NEOGov was made in 2024 but needs to be expanded and monitored recurrently. Consider using Perf Evals to emphasize training program development/commitment
ORG2024.5	Increase substantive value and attendance of safety committee meetings and expand outreach to employees to increase the amount of safety-related information shared.	3 EM: LS & Safety Committee	Lack of participation/interest	Survey Safety Cmte Participants for improv ideas; Develop regular use of Neogov	Regular Newsletter feature and solicit participants	35%	Develop reg reported metric on Neogov completion
ORG2024.6	Increase efficiency of County's grant procurement and management systems to improve overall effectiveness and maximize our capacity to obtain and utilize grant funding to the fullest extent possible.	3 CMO/CFO: CSP/MD/LZ		Develop active grants report to help illustrate current projects; Develop regular internal grant training program.	Perpetual	75%	Create recurring calendar of planning, reporting, review
ORG2024.7	Implement new processes (including a formal social media outreach and engagement program) for seeking and obtaining greater citizen feedback on service provision to aid in developing culture of transparent accountability and to help improve overall service delivery.	4 CMO: CSP/JS/DK	Admin Time	Create regular social media outreach program;		25%	Develop customer satisfaction surveys and regular review intervals; develop regular internal training on social media engagement best practices and policies; consider formalizing budget request process and annual input periods for certain topics
ORG2024.8	Consolidate the Assistant County Manager position into the formal organizational chart, and identify and evaluate opportunities for restructuring of certain departments (including E911) where current or potential operational changes may lead to increased operational efficiency and overall effectiveness.	4 CMO: CSP/JS		ACM incorporated; E911 on hold and under 911 Review Cmte guidance; Consider Econ Dev Dept.	Fluidly evolving	60%	Continue to evaluate and update as needed

ORG2024.9A	Revise and adopt an updated CIP plan for use in the FY25/26 Budgets.	4	CMO: CSP/JS/JW		Presentation to BOCC at Jan Regular or Workshop Mtg	Biannual update/input from DHs in Fall of even numbered years; Admin input by Dec; Presentation to BOCC by Jan; Inclusion in upcoming Budget process.	75%	Review in Jan 2025 and use in FY26 Budget
ORG2024.9B	Create new Capital Reserve Fund to strategically and responsibly save for future capital needs outside of the General Fund.	4	CMO/CFO: CSP/MD		Use Fund 58 for time being in FY25	n/a	50%	Consider and decide on formal creation of separate fund by April 25'

Possible: Creation of Admin/Mgmt Calendar to Track and stay on top of recurring admin duties/tasks

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 8

DATE: January 6, 2025

ITEM: PK 12 Update, Mr. Curtis Potter, CM/CA

SUMMARY EXPLANATION:

The County Manager will provide a general update on the status of completing the PK12 School Facility.

The School Board is currently reviewing proposed revisions to the original Funding and Lease Agreements.

Attached is an updated anticipated Debt Service Schedule which also shows additional county contributions covering an initial cash flow shortage to cover the debt service until repaid in later years by the sources shown in the attachment.

An Owner Architect Contractor meeting is set for 1/7/25 ahead of the anticipated opening day of 1/9/25 for students to enter the building.

Various parties are beginning to express increased interest in obtaining ownership or continued use of various school properties which are expected to be vacated by WCS shortly.

Management strongly recommends deferring any such consideration until after:

1. The PK12 facility is finished and fully populated by all intended students; and
2. Any pending revisions to the Funding Agreement and/or Lease are finalized and approved by both Boards.

Once these items occur (expected by mid-January) Management anticipates bringing a recommended strategy for receiving, reviewing, and handling all such requests from any such interested parties to the next regular Board meeting.

TOTAL FUNDS AVAILABLE TO PAY DEBT SERVICE & ACC REIMBURSEMENTS

Loan Term Years	Lease Term Years	Fiscal Year Ending	Interest Rate	Truist Loan Principle (\$19,796,000)	Truist Loan Interest	Total Debt Service	Potential Arbitrage	Amount of A40/A42 Restricted Sales Tax Revenues Used Annually for Debt Service (Typically \$690k+ total rec'd annually)	Lease Payments from WCS	Additional Unrestricted County Tax Revenues Committed to Debt Service (Equivalent to A46 1/4 cent Local Sales Tax Revenues)	Additional County Contributions Loaned to Project from its General Fund to Cover Projected Annual Debt Service Shortfalls ("ACC")	Post ACC Annual (Shortfalls) or Pre ARC Annual Surplus to use for ARC	Annual Reimbursements to County ("ARC") (to repay ACC from Total Funds Available to Pay Debt Service & ACC Reimb)	Post ACC & ARC Running Balance (Keep Positive) [Initial balance calc on FYE24 est fund balance not otherwise committed to PK12Project, before making 1st interest only debt srvc pmt that same FYE24 resulting in net neg balance at FYE24.
														\$ 219,089.49
1		2024	4.02		\$ (431,057.90)	\$ (431,057.90)		\$ -	\$ -			\$ (431,057.90)		\$ (211,968.41)
2	1	2025	4.02	\$ (1,042,000)	\$ (795,799.20)	\$ (1,837,799.20)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 774,767.61	\$ 211,968.41		\$ 0.00
3	2	2026	4.02	\$ (1,042,000)	\$ (753,910.80)	\$ (1,795,910.80)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 520,910.80	\$ -		\$ 0.00
4	3	2027	4.02	\$ (1,042,000)	\$ (712,022.40)	\$ (1,754,022.40)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 479,022.40	\$ -		\$ 0.00
5	4	2028	4.02	\$ (1,042,000)	\$ (670,134.00)	\$ (1,712,134.00)	STBD to be added to ACC	\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 437,134.00	\$ -		\$ 0.00
6	5	2029	4.02	\$ (1,042,000)	\$ (628,245.60)	\$ (1,670,245.60)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 395,245.60	\$ -		\$ 0.00
7	6	2030	4.02	\$ (1,042,000)	\$ (586,357.20)	\$ (1,628,357.20)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 353,357.20	\$ -		\$ 0.00
8	7	2031	4.02	\$ (1,042,000)	\$ (544,468.80)	\$ (1,586,468.80)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 311,468.80	\$ -		\$ 0.00
9	8	2032	4.02	\$ (1,042,000)	\$ (502,580.40)	\$ (1,544,580.40)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 269,580.40	\$ -		\$ 0.00
10	9	2033	4.02	\$ (1,042,000)	\$ (460,692.00)	\$ (1,502,692.00)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 227,692.00	\$ 0.00		\$ 0.00
11	10	2034	4.02	\$ (1,042,000)	\$ (418,803.60)	\$ (1,460,803.60)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 185,803.60	\$ 0.00		\$ 0.00
12	11	2035	4.02	\$ (1,042,000)	\$ (376,915.20)	\$ (1,418,915.20)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 143,915.20	\$ 0.00		\$ 0.00
13	12	2036	4.02	\$ (1,042,000)	\$ (335,026.80)	\$ (1,377,026.80)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 102,026.80	\$ 0.00		\$ 0.00
14	13	2037	4.02	\$ (1,042,000)	\$ (293,138.40)	\$ (1,335,138.40)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 60,138.40	\$ 0.00		\$ 0.00
15	14	2038	4.02	\$ (1,042,000)	\$ (251,250.00)	\$ (1,293,250.00)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00	\$ 18,250.00	\$ 0.00		\$ 0.00
16	15	2039	4.02	\$ (1,042,000)	\$ (209,361.60)	\$ (1,251,361.60)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00		\$ 23,638.40	\$ 23,638.40	\$ 0.00
17	16	2040	4.02	\$ (1,042,000)	\$ (167,473.20)	\$ (1,209,473.20)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00		\$ 65,526.80	\$ 65,526.80	\$ 0.00
18	17	2041	4.02	\$ (1,042,000)	\$ (125,584.80)	\$ (1,167,584.80)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00		\$ 107,415.20	\$ 107,415.20	\$ 0.00
19	18	2042	4.02	\$ (1,041,000)	\$ (83,696.40)	\$ (1,124,696.40)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00		\$ 150,303.60	\$ 150,303.60	\$ 0.00
20	19	2043	4.02	\$ (1,041,000)	\$ (41,808.00)	\$ (1,082,808.00)		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00		\$ 192,192.00	\$ 192,192.00	\$ 0.00
	20	2044	4.02			\$ -		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00		\$ 1,275,000.00	\$ 1,275,000.00	\$ 0.00
	21	2045	4.02			\$ -		\$ 575,000.00	\$ 400,000.00	\$ 300,000.00		\$ 1,275,000.00	\$ 1,275,000.00	\$ 0.00
	22	2046	4.02			\$ -		\$ 490,236.81	\$ 400,000.00	\$ 300,000.00		\$ 1,190,236.81	\$ 1,190,236.81	\$ 0.00
				\$ (19,796,000)	\$ (8,388,326.30)	\$ (28,184,326.30)		\$ 12,565,236.81	\$ 8,800,000.00	\$ 6,600,000.00	\$ 4,279,312.81	\$ 4,060,223.32	\$ 4,279,312.81	n/a

Totals above should be recalculated periodically to reflect actual ACC/ACR activity, but ACC and ARC Totals should remain equal to show 100% equitable reimbursement to County for all ACCs from ACRs

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 9

DATE: January 6, 2025

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

SUMMARY EXPLANATION:

COMMISSIONERS SEATS ON BOARDS & COMMITTEES: The Clerk to the Board has attached a list of the Boards & Committees that Commissioners currently serve on. If you would like to make any changes for 2025, now is the time. These can be discussed tonight or can be put back on the agenda for February. (see attached)

ALBEMARLE RC&D COUNCIL:

(See email below with request)

Subject: Albemarle Resource Conservation and Development (ARCD) Council Appointment

The Albemarle Resource Conservation and Development (ARCD) Council restructured its by-laws in 2023 to reduce its membership to **one representative from each of our 10 regional counties** (appointed by their respective Boards of Commissioners), **effective December 31, 2024**. The Council hopes that this change will allow for a more nimble board composed of active members committed to the mission of ARCD and willing to participate in accomplishing great things in our region!

We sent a request back in April for an appointment to the ARCD Board from your County. As of this writing we do not have any record of an appointee from your county. We ask that you please email us your appointment as soon as possible to continue your counties representation on our board. You are welcome to appoint a current member of the board as we have great board members from each county. We feel that this restructured Board will allow for a more efficient Board.

If you have questions about this, please feel free to reach out to me.

Thank you for your attention to this matter.

Fenton Eure III
ARCD Chairman of the Board
Fteure65@gmail.com
252-333-7943

ECONOMIC DEVELOPMENT ADVISORY COUNCIL

At their meeting on December 19, 2024, the Washington County Planning Board appointed Ms. Cynthia Downing to the Economic Development Committee. Ms. Downing's contact information follows:

Cynthia Downing
2332 Folly Road
Plymouth NC 27962
336-462-7903
Downingc222@gmail.com

Ms. Downing is experienced in working with Economic Development through the College system with a firm concentration in Workforce Development.

Washington County Boards & Committees
Commissioners Seats
January 6, 2025

Name	Board or Committee	Expiration Date or Comment
Carol V. Phelps	Lake Phelps Advisory Board	Board Vote
	Washington County Drainage	Board Consent
	Albemarle Commission RPO	Board Vote
	Travel & Tourism Authority	Board Cosent
	Employee of the Quarter Committee	rotates w/the Chair
Tracey A. Johnson	Albemarle Commission--Workforce Development Program Consortium Board	Board Vote
	Albemarle Commission--Executive Committee--COG	Board Vote
	Trillium Health Board	Board Vote
	Broadband Task Force Committee	Board Consent
	Washington County Airport Advisory Board	Board Consent
Julius Walker, Jr.	Department of Social Services Board	Board Vote
	JCPC Board	Board Vote
	SmartStart Partnership for Children	Board Vote
	ARSWA	Board Vote
	BCCC Board of Trustees	Board Vote 4 yr term 2024-2028
	PreK-12 Building/Steering Committee	Board Consent
Ann C. Keyes	Parks & Recreation Advisory Committee	Board Consent
	Fire Commission	Board Consent
	MTW Health Department Board	Board Consent
	Albemarle Commission--Washington County Alternate	Board Vore
	Local Emergency Planning Committee	Board Consent
	Planning Board	Board Consent
John C. Spruill	PreK-12 Building/Steering Committee	Board Consent
	Washington County Drainage	Board Consent
	Lake Phelps Advisory Board	Board Vote
	Resource Conservation & Development	Board Vote
	Albemarle Commission RPO--Alternate	Board Vote
	Washington County Facilities Advisory Committee	Board Consent
Washington County Airport Advisory Committee	Board Consent	

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 10

DATE: January 6, 2025

ITEM: Finance Officer's Report

SUMMARY EXPLANATION:

Ms. Missy Dixon, Finance Officer, will discuss the enclosed budget transfers and budget amendments for Board's approval/disapproval and information and other reports requested by the Board. (See attached.)

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: December 10, 2024
RE: Senior Center

BT #: 2025 - 043

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

Account Code	Description	Old	+ or (-)	New
10-5150-130	Senior Center - Workman's Comp	1,467.00	(75.00)	1,392.00
10-5150-270	Senior Center - Service Awards	-	75.00	75.00
Senior Center		1,467.00	-	1,467.00

Justification:

This transfer is to move monies within the Senior Center Budget to cover an employee's service award payment. This was inadvertently missed during the budget planning process.

Budget Officer's Initials CP

Approval Date: 12/10/24

Initials: MD
Batch #: 2025-043
Date: 12/11/2024

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 044

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

Date: December 16, 2024

RE: 911

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

Account Code	Description	Old	+ or (-)	New
69-9100-200	911 - Departmental Supplies	5,000.00	(335.00)	4,665.00
69-9100-356	911 - Maintenance Agreement-Edge One Recorder	5,600.00	335.00	5,935.00
911		10,600.00	-	10,600.00

Justification:

This transfer is to move monies within the 911 Budget to pay for the maintenance agreement on the 911 Recorder. Edge One was bought out by WSI Technologies and at renewal, the price increased above the amount originally budgeted.

Budget Officer's Initials CSF

Approval Date: 12/16/24

Initials:	<u>CSF</u>
Batch #:	<u>2025-044</u>
Date:	<u>12/16/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 045

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

Date: December 20, 2024

RE: Board of Elections/Sheriff/Detention/Transport

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

Account Code	Description	Old	+ or (-)	New
10-4170-140	Board of Elections - Workmans Comp	509.00	(1.00)	508.00
10-4170-040	Board of Elections - Longevity	1,282.00	1.00	1,283.00
Board of Elections				
10-4310-010	Sheriff - Salaries & Wages - Regular	862,049.00	(1,900.00)	860,149.00
10-4310-031	Sheriff - Salaries & Wages - Overtime	6,705.00	1,900.00	8,605.00
Sheriff				
10-4320-010	Detention - Salaries & Wages - Regular	422,629.00	(25,000.00)	397,629.00
10-4320-030	Detention - Salaries & Wages - Overtime	55,500.00	25,000.00	80,500.00
Detention				
37-4376-040	Transport - Salaries & Wages - Part-time	15,000.00	(5,000.00)	10,000.00
37-4376-030	Transport - Salaries & Wages - Overtime	17,346.00	5,000.00	22,346.00
Transport				
		1,381,020.00	-	1,381,020.00

Justification:

This transfer is to move monies within the Board of Elections, Sheriff, Detention, and Transport Budgets. For Elections, this is to cover the shortfall in the longevity line due to rounding down instead of up when budgeting. For Sheriff, Detention and Transport, this is to cover the additional funds needed in the Overtime lines of these departments due to staffing shortages.

Budget Officer's Initials C&P

Approval Date: 12/20/24

Initials:	<u> m </u>
Batch #:	<u> 2025-045 </u>
Date:	<u> 12/20/2024 </u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 046

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

Date: December 20, 2024

RE: SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-310	SS Admin - Travel	11,000.00	(4,000.00)	7,000.00
10-5310-250	SS Admin - Maintenance & Repair - Vehicle	10,000.00	4,000.00	14,000.00
10-5310-340	SS Admin - Postage	10,500.00	(2,000.00)	8,500.00
10-5310-350	SS Admin - Maintenance & Repair - Building	15,000.00	2,000.00	17,000.00
10-5310-610	SS Admin - Vendor Fees	13,000.00	(3,000.00)	10,000.00
10-5310-351	SS Admin - Repair & Maintenance - Equipment	5,000.00	1,000.00	6,000.00
10-5310-260	SS Admin - Departmental Supplies	35,000.00	2,000.00	37,000.00
SS Admin		99,500.00	-	99,500.00

Justification:

This transfer is to increase expenditure lines for Vehicle Maintenance, Building Maintenance, and Equipment Maintenance as well as Departmental Supplies. With the construction/renovations completed at the end of fiscal year 2024, we were unable to purchase the furniture for the Family Visitation Room as well as some of the Supervisor's Offices until this fiscal year. In conjunction, the cost of the laptops and equipment budgeted early in 2024 for purchase this fiscal year have seen increases in cost that exceeded the estimates used to create the budget. As a result, we are in need of additional funds in the departmental supply line to continue to buy papertowels, toilet paper, ink cartridges and cleaning supplies. Also, in anticipation that we will need funds to fix the Jeep Compass O2 Eval Sensors/Box, we will need additional funds in the Vehicle Repair Line. Also, there are some final building repairs and equipment repairs needed. Since the hurricane is impacting travel for meetings, we have funds in the travel line that can be transferred to this line to continue to maintain the agency. All lines are reimbursed at the same rate therefore this transfer is not budget impactive.

Budget Officer's Initials CBP

Approval Date: 12/20/24

Initials: MD
Batch #: 2025-046
Date: 12/20/2024

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: December 20, 2024
RE: SS Admin

BT #: 2025 - 047

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

Account Code	Description	Old	+ or (-)	New
10-5310-181	SS Admin - Group Insurance	479,344.00	(20,000.00)	459,344.00
10-5310-600	SS Admin - Contracted Services	207,620.00	20,000.00	227,620.00
SS Admin		686,964.00	-	686,964.00

Justification:

This transfer request is to increase expenditure line for Contracted Services. Due to the amount of vacancies in the Child Protective Services Units, we are using contracted workers with experience to cover the multiple cases we have. With 30+/- children in custody and that many more in investigations, our staff cannot cover all the demands of the unit. Currently we have one full time investigator, and two permanency planning workers. We have not been successful in filling the open social worker positions in several months. Without the contracted staff, our agency would not be able to fulfill protection of children services requirements. As a result, our expenditure lines for these contracted services are in need of additional funding to be able to maintain the requirements of the state and the caseloads in general. We are asking to move funds from salary lines that are being underspent due to vacancies to the contracted services lines to allow for continued coverage. Both lines are reimbursed at approximately 50% and are not budget impactful.

Budget Officer's Initials CPD

Approval Date: 12/20/24

Initials: MD
Batch #: 2025-047
Date: 12/20/2024

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: December 20, 2024
RE: OPIOID Settlement Funds

BT #: 2025 - 048

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

Account Code	Description	Old	+ or (-)	New
50-9990-000	Contingency	31,560.00	(2.00)	31,558.00
50-4200-001	Strategy 7 - Naloxone Distribution	10,615.00	1.00	10,616.00
50-4200-002	Strategy 9 - Harm Reduction SSP	10,615.00	1.00	10,616.00
OPIOID Settlement Funds		52,790.00	-	52,790.00

Justification:

This transfer is to move monies within the OPIOID Settlement Fund from the Contingency line to the Strategy 7 Naloxone and Strategy 9 Harm Reduction lines. When budgeting, the pennies were rounded down instead of up leaving these lines short.

Budget Officer's Initials CBP

Approval Date: 12/20/24

Initials: CBP
Batch #: 2025-048
Date: 12/20/2024

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: December 20, 2024
RE: Detention

BT #: 2025 - 049

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

Account Code	Work	Old	+ or (-)	New
10-4320-140	Detention - Workmans Comp	35,185.00	(500.00)	34,685.00
10-4320-350	Detention - Maintenance & Repair - Equipment	800.00	500.00	1,300.00
Detention		35,985.00	-	35,985.00

Justification:

This transfer is to move monies within the Detention Budget from the Workmans Comp line to the Maintenance & Repair Equipment line to pay for the repair of the jail cameras. There was not monies requested in this line during budget preparation.

Budget Officer's Initials CSF

Approval Date: 12/20/24

Initials: CSF
Batch #: 2025-049
Date: 12/20/2024

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 050

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

Date: January 6, 2025

RE: Sheriff/Senior Center/Social Services/Projects and Grants Fund

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	(1,535.00)	(210.00)	(1,745.00)
10-4310-611	Gun Permits Discretionary - County Portion	50,000.00	210.00	50,210.00
10-3540-030	Gun Permits-State Portion	(1,770.00)	(250.00)	(2,020.00)
10-4310-612	Gun Permits-State Portion	2,780.00	250.00	3,030.00
10-3540-040	Finger Printing	(435.00)	(70.00)	(505.00)
10-4310-613	Finger Printing	7,347.00	70.00	7,417.00
Sheriff				
10-3509-010	Senior Center Trips	(8,014.00)	(618.75)	(8,632.75)
10-5150-380	Senior Center Trips	8,014.00	618.75	8,632.75
10-3509-020	Senior Center Donations	(2,593.00)	(49.34)	(2,642.34)
10-5150-650	Senior Center Donations	2,841.00	49.34	2,890.34
Senior Center				
10-3500-081	DSS Community Donations-Christmas	(1,995.00)	(648.00)	(2,643.00)
10-5310-258	DSS Community Donations-Christmas	2,978.00	648.00	3,626.00
SS Admin				
58-3290-000	Interest Earned	(2,880.26)	(690.08)	(3,570.34)
58-4100-001	Expenditure of Interest Earned	15,511.07	690.08	16,201.15
Projects/Grants Fund				
Balanced:		70,248.81	-	70,248.81

Justification:

This amendment will put into budget additional revenues received in the following departments: Sheriff - gun permitting and finger printing, Senior Center - trip monies and donations, Social Services - donations received for Christmas, and the Projects and Grants Fund for interest earned.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 051

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

Date: January 6, 2025

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	(135,723.01)	(24,207.10)	(159,930.11)
21-5912-701	Truist PK-12 Financing-Earned Income	621,218.75	24,207.10	645,425.85
School Capital Outlay				
Balanced:		485,495.74	-	485,495.74

Justification:

This amendment will put into budget additional revenues received as Earned Income (Interest) on our remaining loan balance for the PK12 School.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 052

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

Date: January 6, 2025

RE: GF Fund Balance/Contingency/Elections/Detention

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

Account Code		Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-GF		(818,767.12)	(11,625.00)	(830,392.12)
10-4320-605	Contracted Services-Detention Center Study		-	11,625.00	11,625.00
GF/Detention					
10-9990-000	Contingency		28,293.00	(533.00)	27,760.00
10-4170-031	Elections - Salaries & Wages-Overtime		7,021.00	533.00	7,554.00
Contingency/Elections					
Balanced:			(783,453.12)	-	(783,453.12)

Justification:

This amendment is being done to increase the appropriated fund balance to cover the cost to participate in the Detention Center Study that the Board agreed to participate in at the December Meeting. It will also transfer monies from the Contingency line to Elections to cover an overage in the Overtime line due to the time required by staff to oversee the hand to eye count and recounts required by the State Board of Elections associated with the NC Supreme Court Associate Justice Seat 6.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 053

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

Date: January 6, 2025

RE: General Fund/School Capital Outlay

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(830,392.12)	(1,000,000.00)	(1,830,392.12)
10-9800-986	Transfer to Wash Co Schools Cap Outlay	700,000.00	1,000,000.00	1,700,000.00
21-3980-000	Transfer from General Fund	(700,000.00)	(1,000,000.00)	(1,700,000.00)
21-8000-600	Designated for Future Appropriation-BOE Cap Outlay	1,167,041.00	1,000,000.00	2,167,041.00
General Fund/School Capital Outlay				
Balanced:		336,648.88	-	336,648.88

Justification:

This amendment is being done to allocate General Fund Fund Balance to Fund 21 School Capital Outlay as an additional County contribution loaned to the PK12 School Project to cover projected annual debt service shortfalls.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Monthly Financial Summary
as of December 31, 2024

	<u>Budget</u>	<u>YTD Activity</u>
General Fund (10):		
Revenues	19,504,713.45	9,515,866.67
Expenditures	(19,504,713.45)	(7,737,838.82)
Balance:	-	1,778,027.85
<i>*Fund Balance Appropriation</i>		818,767.12
<i>*Transfer to General Fund</i>		-

Capital Outlay-Washington Co Schools (21):		
Revenues	25,025,012.72	10,783,041.00
Expenditures	(25,025,012.72)	(18,628,263.08)
Balance:	-	(7,845,222.08)
<i>*Fund Balance Appropriation</i>		12,699,838.36
<i>*Transfer from General Fund</i>		-

Drainage Fund (30):		
Revenues	438,936.00	58,107.79
Expenditures	(438,936.00)	(32,490.06)
Balance:	-	25,617.73
<i>*Fund Balance Appropriation</i>		81,515.00
<i>*Transfer from General Fund</i>		-

Sanitation Fund (33):		
Revenues	1,680,954.00	830,825.71
Expenditures	(1,680,954.00)	(640,550.94)
Balance:	-	190,274.77
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-

Water Fund (35):		
Revenues	1,848,742.00	812,505.20
Expenditures	(1,848,742.00)	(512,793.00)
Balance:	-	299,712.20
<i>*Fund Balance Appropriation</i>		356,242.00
<i>*Transfer from General Fund</i>		-

	<u>Budget</u>	<u>YTD Activity</u>
Waterworks Capital Projects Fund (36):		
Revenues	6,409,867.00	53,449.00
Expenditures	(6,409,867.00)	(156,527.75)
Balance:	-	(103,078.75)
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-

EMS Fund (37):		
Revenues	2,492,462.00	767,741.34
Expenditures	(2,492,462.00)	(1,073,387.63)
Balance:	-	(305,646.29)
<i>*Fund Balance Appropriation</i>		199,292.00
<i>*Transfer from General Fund</i>		-

Airport Taxi Lane Grant Fund (38):		
Revenues	2,178,449.00	163,288.00
Expenditures	(2,178,449.00)	(167,087.35)
Balance:	-	(3,799.35)
<i>*Fund Balance Appropriation</i>		16,667.00
<i>*Transfer from General Fund</i>		-

Airport Fund (39):		
Revenues	234,463.00	53,215.69
Expenditures	(234,463.00)	(125,553.32)
Balance:	-	(72,337.63)
<i>*Fund Balance Appropriation</i>		42,706.00
<i>*Transfer from General Fund</i>		-

WC Hospital Pension Fund (40):		
Revenues	450,000.00	51,374.47
Expenditures	(450,000.00)	(233,017.00)
Balance:	-	(181,642.53)
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-

	Budget	YTD Activity
Opioid Settlement Distribution Fund (50):		
Revenues	62,790.00	231,603.93
Expenditures	(62,790.00)	(10,000.00)
Balance:	-	221,603.93
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-

DSS Trust Fund Accounts (51):

Revenues	210,000.00	122,495.13
Expenditures	(210,000.00)	(181,808.46)
Balance:	-	(59,313.33)
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-

Projects/Grants Fund (58):

Revenues	5,677,956.45	3,338,386.40
Expenditures	(5,677,956.45)	(559,485.89)
Balance:	-	2,778,900.51
<i>*Fund Balance Appropriation</i>		1,113,863.81
<i>*Transfer from General Fund</i>		-

Community Development Block Grant (61):

Revenues	162,000.00	-
Expenditures	(162,000.00)	-
Balance:	-	-
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-

	Budget	YTD Activity
<u>Travel & Tourism Fund (63):</u>		
Revenues	247,326.00	81,904.78
Expenditures	(247,326.00)	(72,013.38)
Balance:	-	9,891.40
<i>*Fund Balance Appropriation</i>		87,326.00
<i>*Transfer from General Fund</i>		-

E-911 Fund (69):

Revenues	123,078.00	42,809.24
Expenditures	(123,078.00)	(64,073.61)
Balance:	-	(21,264.37)
<i>*Fund Balance Appropriation</i>		4,126.00
<i>*Transfer from General Fund</i>		-

Revaluation Fund (70):

Revenues	40,000.00	3,748.90
Expenditures	(40,000.00)	-
Balance:	-	3,748.90
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-

Washington County
Statement of Revenue and Expenditures - Standard

Revenue Account Range: First to zz-zzzz-zzz
Expend Account Range: First to zz-zzzz-zzz
Print Zero YTD Activity: No

Include Non-Anticipated: Yes
Include Non-Budget: No

Year To Date As Of: 12/31/24
Current Period: 12/01/24 to 12/31/24
Prior Year: Thru 06/30/24

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-3010-000	TAXES-AD VALOREM CURRENT YEAR	7,075,767.02	7,434,420.00	1,783,413.49	5,613,786.84	1,820,633.16-	76
10-3010-010	CURRENT YEAR TAX DISCOUNTS	47,231.56-	50,000.00-	0.00	20,474.22-	29,525.78	0
10-3011-000	TAXES-AD VALOREM 1ST PRIOR YR	125,472.88	200,000.00	5,892.76	174,755.08	25,244.92-	87
10-3012-000	TAXES-AD VALOREM ALL PRIOR YRS	79,050.78	1,600,000.00	3,276.88	38,041.68	1,561,958.32-	2
10-3018-000	NCVTS-WASHINGTON CO MOTOR VEH TAX	1,023,372.95	957,600.00	70,231.90	429,235.37	528,364.63-	45
10-3018-001	NCVTS-WASH CO BILL/CC CONTRA REV	33,170.49-	35,000.00-	0.00	0.00	35,000.00	0
10-3018-002	NCVTS-WASH CO REFUNDS-CONTRA REVEN	7,150.17-	0.00	0.00	0.00	0.00	0
10-3018-003	NCVTS-WASH CO INTEREST	11,178.62	0.00	0.00	0.00	0.00	0
10-3030-000	PREPAYMENT-PROPERTY TAXES	79,853.72	55,000.00	1,666.52	9,794.00	45,206.00-	18
10-3080-000	GROSS TAX REC LEASED VEHICLES	766.87	500.00	0.00	325.79	174.21-	65
10-3090-000	PAYMENTS IN LIEU OF TAXES	13,263.00	13,500.00	0.00	0.00	13,500.00-	0
10-3170-000	CURRENT YEAR TAX PENALTIES	11,944.00	10,000.00	5,694.70	9,973.89	26.11-	100
10-3170-010	PRIOR YEAR TAX PENALTIES	1,248.99	1,000.00	495.54	119,575.12	118,575.12	***
10-3180-000	CURRENT YEAR TAX INTEREST	36,882.81	28,000.00	0.00	540.93	27,459.07-	2
10-3180-010	PRIOR YEAR TAX INTEREST	55,336.28	280,000.00	2,251.58	332,304.64	52,304.64	119
10-3250-000	PRIVILAGE AND BEER LICENSES	800.00	750.00	0.00	0.00	750.00-	0
10-3270-000	MOTEL OCCUPANCY TAX -6%	177,221.00	0.00	0.00	0.00	0.00	0
10-3280-000	FRANCHISE FEES-CABLE TV	8,194.19	9,000.00	2,050.83	2,050.83	6,949.17-	23
10-3290-000	INTEREST EARNED ON INVESTMENTS	906,615.81	375,000.00	0.00	349,570.44	25,429.56-	93
10-3310-000	RENTS AND CONCESSIONS	11,300.00	11,100.00	1,025.00	5,650.00	5,450.00-	51
10-3312-000	JAIL CONCESSIONS	31,883.24	25,000.00	1,062.65	7,097.42	17,902.58-	28
10-3350-000	MISCELLANEOUS REVENUES	10,706.10	0.00	235.36	608.19	608.19	0
10-3350-001	JURY DUTY PAY	92.00	0.00	0.00	0.00	0.00	0
10-3352-000	ELECTIONS-TOWN REIMB & FILING	26,913.09	100.00	0.00	0.00	100.00-	0

Washington County
Statement of Revenue and Expenditures

01/02/2025
11:25 AM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-3353-000	INSURANCE PROCEEDS	63,207.51	0.00	0.00	0.00	0.00	0
10-3354-000	CRESWELL LEVY ADMINISTRATION FEE	5,164.42	4,000.00	0.00	0.00	4,000.00-	0
10-3360-000	RECREATION-DONATIONS	2,599.00	2,000.00	0.00	2,000.00	0.00	100
10-3360-013	RECREATION-VENDOR RENTS AND CONCES	500.00	400.00	0.00	150.00	250.00-	38
10-3361-013	NCDEQ GRANT-RECREATION-VOLKSWAGON	110,098.00	0.00	0.00	0.00	0.00	0
10-3410-000	WINE AND BEER TAX	32,847.53	33,000.00	0.00	0.00	33,000.00-	0
10-3415-000	ABC PROFIT DISTRIBUTION	46,088.00	35,000.00	0.00	0.00	35,000.00-	0
10-3420-000	SALES TAX-ONE HALF CENT-ART 44	0.00	0.00	0.34	0.34	0.34	0
10-3430-000	SALES TAX-ONE HALF CENT-ST-A42	269,206.16	245,000.00	1,236.03	43,759.04	201,240.96-	18
10-3440-000	SALES TAX-ONE-HALF CENT-ST-A40	771,074.14	770,000.00	58,667.53	187,801.69	582,198.31-	24
10-3450-000	SALES TAX ONE CENT LOCAL	1,310,558.65	1,200,000.00	1,636.02-	200,738.20	999,261.80-	17
10-3460-000	SALES TAX - REDISTRIBTUTION	439,530.84	439,500.00	37,087.47	111,262.41	328,237.59-	25
10-3470-000	SALES TAX-LOCAL 1/4 CENT-A46 (100%)	26.38	300,000.00	30,621.77	83,259.31	216,740.69-	28
10-3470-020	ABC ALCOHOLISM BOTTLE TAX	3,882.48	3,800.00	365.68	1,615.13	2,184.87-	42
10-3480-013	RAP LEPC TIER II GRANT	1,000.00	5,000.00	0.00	0.00	5,000.00-	0
10-3480-020	EMERGENCY MANAGEMENT PROG FUND	39,698.11	39,000.00	0.00	0.00	39,000.00-	0
10-3480-023	WEYERHAEUSER GIVING GRANT	2,000.00	0.00	0.00	0.00	0.00	0
10-3480-029	GRANT-EM CAPACITY BLDG COMPETITIVE G	47,690.00	94,600.00	0.00	0.00	94,600.00-	0
10-3480-087	ARPA REVENUE REPLACEMENT	72,294.14	0.00	0.00	0.00	0.00	0
10-3480-099	HYPER REACH-REVENUE FROM OTHERS	0.00	12,655.00	0.00	12,655.00	0.00	100
10-3490-000	DSS-ADMINISTRATION REIMBURSE	2,344,202.71	3,021,972.00	190,242.19	1,005,580.92	2,016,391.08-	33
10-3490-001	MEDICAID EXPANSION ADMIN COSTS	120,680.36	0.00	0.00	0.00	0.00	0
10-3500-000	DSS-DAY CARE - DCD	0.00	0.00	0.00	23,834.00	23,834.00	0
10-3500-050	DSS-FOSTER CARE/ADOPTIONRETURN	70,554.03	155,622.00	289.30	29,205.08	126,416.92-	19
10-3500-080	DSS-COMMUNITY DONATIONS-EMERGENCY	200.00	0.00	0.00	0.00	0.00	0
10-3500-081	DSS COMMUNITY DONATIONS-CHRISTMAS	790.00	1,995.00	536.00	2,643.00	648.00	132
10-3500-082	DSS COMMUNITY DONATIONS-FOSTER CHIL	200.00	0.00	0.00	0.00	0.00	0

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10-3500-120	DSS-TITLE IV-D CHILD SUPPORT	40,700.21	15,000.00	2,425.83	7,676.49	7,323.51-	51
10-3500-130	HOME & CC BLOCK GRANT-ALB COMM	78,077.92	78,133.00	7,171.45	26,602.80	51,530.20-	34
10-3500-140	DSS-TYRRELL IV-D CONTRACT	30,000.00	0.00	0.00	0.00	0.00	0
10-3500-190	DSS-MEDICAID CAP	208,293.00	150,000.00	19,604.00	97,266.00	52,734.00-	65
10-3500-191	DSS MODIVCARE & ONECALL CONTRACTS	5,645.10	3,500.00	214.70	2,336.45	1,163.55-	67
10-3500-200	DOT - ROAP & CTS GRANTS	412,921.00	206,689.00	5.00	116,990.00	89,699.00-	57
10-3500-270	SHIIP-SENIOR HEALTH INS INF	7,818.00	3,632.00	0.00	3,632.00	0.00	100
10-3500-280	MIPPA GRANT-MEDICAID IMPROVEMENT FOF	3,189.00	3,189.00	0.00	0.00	3,189.00-	0
10-3508-000	ALB COMM NUTRITION SITE DIRECTOR	6,690.72	7,882.00	0.00	852.12	7,029.88-	11
10-3508-001	ALB COMM GENERAL PURPOSE GRANT	3,718.00	3,719.00	0.00	0.00	3,719.00-	0
10-3509-000	SENIOR CITIZENS FUNDS	1,130.00	1,500.00	30.00	340.00	1,160.00-	23
10-3509-010	SENIOR CENTER TRIPS	6,096.39	8,014.00	525.00	8,632.75	618.75	108
10-3509-020	SENIOR CENTER DONATIONS	442.30	2,593.00	25.00	2,642.34	49.34	102
10-3509-040	SENIOR CTR STIPEND-COOP EXT SHIIP ADMI	999.00	1,000.00	0.00	0.00	1,000.00-	0
10-3509-100	NCDIT DIGITAL CHAMPION GRANT	0.00	44,639.33	0.00	9,600.00	35,039.33-	22
10-3510-010	COURT COST, FEES AND CHARGES	15,175.56	14,000.00	1,171.99	6,421.23	7,578.77-	46
10-3510-020	OFFICERS FEES	8,607.50	9,000.00	236.12	1,293.87	7,706.13-	14
10-3540-000	SHERIFF FEES	557.54	500.00	44.61	331.90	168.10-	66
10-3540-010	DRUG/DONATIONS/GRANT LEO	36.25	0.00	0.00	0.00	0.00	0
10-3540-020	GUN PERMITS DISCRETIONARY-COUNTY PO	6,035.00	1,535.00	175.00	1,745.00	210.00	114
10-3540-030	GUN PERMITS-STATE PORTION	7,135.00	1,770.00	210.00	2,020.00	250.00	114
10-3540-040	FINGER PRINTING	1,470.00	435.00	70.00	505.00	70.00	116
10-3540-070	DONATIONS-ANIMAL CONTROL	386.00	25.00	0.00	25.00	0.00	100
10-3540-083	NC ANIMAL SHELTER SUPPORT FUND GRAN	0.00	12,500.00	0.00	12,500.00	0.00	100
10-3541-000	SHERIFF'S SERVICE FEES	16,683.50	11,000.00	1,442.00	11,974.00	974.00	109
10-3541-010	SHERIFF-DONATIONS	25.00	35.00	0.00	35.00	0.00	100
10-3542-000	SHERIFF-ABC BOARD FUNDING	8,350.00	2,400.00	600.00	1,200.00	1,200.00-	50

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10-3550-000	BUILDING PERMIT FEES - (GC)	47,210.06	45,000.00	5,278.50	19,480.70	25,519.30-	43
10-3550-010	PLANNING CONTRACTED SERVICES-BLDG IN	2,668.50	10,000.00	756.50	5,113.00	4,887.00-	51
10-3550-030	ZONING FEES	1,565.00	1,500.00	75.00	450.00	1,050.00-	30
10-3560-000	REGISTER OF DEEDS FEES	62,488.90	70,000.00	3,837.80	36,727.80	33,272.20-	52
10-3560-010	MARRIAGE LICENSES	2,230.00	2,500.00	60.00	1,020.00	1,480.00-	41
10-3580-000	JAIL FEES/STATE REIMBURSEMENTS	2,411.68	700.00	54.00	850.51	150.51	122
10-3590-000	JAIL HOUS/TRANS/CO/US MARSHALL	113,870.53	120,000.00	0.00	42,935.11	77,064.89-	36
10-3600-001	GRANT-DHHS CORRECTIONS COVID19	4,628.42	0.00	0.00	0.00	0.00	0
10-3700-000	GRANT-NCDIT WASHINGTON CO RADIO UPG	0.00	100,462.00	0.00	0.00	100,462.00-	0
10-3830-000	SALE OF FIXED ASSETS	11,654.72	0.00	0.00	18,836.00	18,836.00	0
10-3830-001	SALE OF FORECLOSED PROPERTIES	30,873.99	10,000.00	0.00	5,425.00	4,575.00-	54
10-3900-000	NC EDUCATION LOTTERY	0.00	0.00	186,000.00	186,000.00	186,000.00	0
10-3970-020	M-T-W COURT COORDINATOR GRANT	83,715.52	90,994.00	20,340.22	20,340.22	70,653.78-	22
10-3970-040	JCPC-ROANOKE AREA YOUTH	52,707.00	69,257.00	5,771.00	34,631.00	34,626.00-	50
10-3970-041	JCPC-WASHINGTON COUNTY YOUTH	8,183.00	8,773.00	731.00	4,387.00	4,386.00-	50
10-3970-042	JCPC-ADMINISTRATION	3,685.51	10,910.00	909.00	5,456.00	5,454.00-	50
10-3970-050	SCHOOL REIMB-WCU/CHS SRO	38,788.69	149,146.00	8,191.86	40,968.42	108,177.58-	27
10-3970-060	BALLGAME REIMBURSEMENTS FROM SCHOI	2,524.35	0.00	0.00	1,283.84	1,283.84	0
10-3970-090	CONTRI FROM SOIL & WATER DIST	23,192.00	20,000.00	0.00	0.00	20,000.00-	0
10-3970-120	COST ALLOCATION-WATERWORKS	100,000.00	110,000.00	0.00	0.00	110,000.00-	0
10-3980-020	TOURISM DEVELOP AUTHOR 3% ADMN	4,500.00	4,500.00	0.00	0.00	4,500.00-	0
10-3990-000	APPROPRIATED FUND BALANCE	0.00	818,767.12	0.00	0.00	818,767.12-	0
10-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	30.00	0.00	0.00	0.00	0.00	0
	GENERAL FUND Revenue Totals	16,821,513.45	19,504,713.45	2,460,663.08	9,515,866.67	9,988,846.78-	48

<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>
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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	2,950.08	17,700.08	17,699.92	50
10-4110-020	SALARIES & WAGES-BOARD TRAVEL STIPEN	14,100.00	14,100.00	1,175.10	7,050.10	7,049.90	50
10-4110-030	SALARIES & WAGES-CELLPHONE STIPEND	3,000.00	3,000.00	250.00	1,500.00	1,500.00	50
10-4110-090	GOVERNING BOARD- FICA TAX EXPENSE	4,057.56	4,016.00	338.14	2,028.82	1,987.18	51
10-4110-140	GOVERNING BOARD- WORKMAN'S COMP	1,272.00	1,600.00	0.00	1,584.00	16.00	99
10-4110-200	GOVERNING BOARD- DEPT SUPPLIES	1,951.97	2,000.00	0.00	478.82	1,521.18	24
10-4110-310	GOVERNING BOARD- TRAVEL	11,401.13	20,000.00	1,026.36	5,489.56	14,510.44	27
10-4110-320	GOVERNING BOARD- COMMUNICATIONS	600.00	600.00	50.00	300.00	300.00	50
10-4110-350	POSTAGE	0.00	100.00	0.00	0.00	100.00	0
10-4110-370	GOVERNING BOARD- PRINTING	0.00	500.00	0.00	0.00	500.00	0
10-4110-380	ADVERTISING	1,961.00	2,500.00	70.00	740.50	1,759.50	30
10-4110-390	COMMISSIONERS-SPECIAL SPONSORED	9,191.09	10,000.00	2,377.82	3,932.94	6,067.06	39
10-4110-391	GOVERNING BOARD- DUES & SUBSCRIPTION	5,630.00	6,158.00	450.00	5,637.00	521.00	92
10-4110-392	OTHER COMMUNITY CONTRIBUTIONS	4,000.00	12,000.00	0.00	6,000.00	6,000.00	50
10-4110-442	CONTRACTED SERVICES	2,000.00	0.00	0.00	0.00	0.00	0
10-4110-443	CONTRACTED SERVICES - LOBBYING	36,000.00	37,006.00	10,500.00	18,000.00	19,006.00	49
	4110 GOVERNING BOARD:	130,564.75	148,980.00	19,187.50	70,441.82	78,538.18	47
10-4120-000	MANAGERS OFFICE:	0.00	0.00	0.00	0.00	0.00	0
10-4120-010	MANAGERS OFFICE- S & W- REGULAR	290,171.84	310,819.00	27,162.83	161,609.16	149,209.84	52
10-4120-040	SALARIES & WAGES-LONGEVITY	1,924.71	2,941.00	0.00	2,940.37	0.63	100
10-4120-090	MANAGERS OFFICE- FICA TAX EXPENSE	22,082.39	23,925.00	2,055.67	12,454.33	11,470.67	52
10-4120-100	MANAGERS OFFICE- RETIREMENT	58,762.12	68,303.00	5,611.84	33,995.94	34,307.06	50
10-4120-101	MANAGERS OFFICE 401 (K) CONTRIB	8,705.26	9,382.00	814.89	4,848.31	4,533.69	52
10-4120-130	MANAGERS OFFICE- UNEMPLOYMENT INS.	0.00	1,570.00	0.00	0.00	1,570.00	0

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10-4120-140	MANAGERS OFFICE- WORKMAN'S COMP	1,764.00	1,905.00	0.00	1,813.00	92.00	95
10-4120-180	MANAGERS OFFICE- GROUP INS.	40,911.12	47,764.00	3,775.53	22,653.18	25,110.82	47
10-4120-190	LEGAL SERVICES	6,677.13	5,000.00	0.00	205.00-	5,205.00	4-
10-4120-191	MANAGERS OFFICE-UNCSOG LFNC INTERN I	5,000.00	20,000.00	0.00	10,000.00	10,000.00	50
10-4120-260	MANAGERS OFFICE- DEPARTMENTAL SUPPL	13,061.28	9,000.00	60.00	1,167.35	7,832.65	13
10-4120-270	MANAGERS OFFICE - SERVICE AWARDS	0.00	175.00	175.00	175.00	0.00	100
10-4120-310	MANAGERS OFFICE- TRAVEL	3,763.21	5,300.00	305.85	1,718.52	3,581.48	32
10-4120-315	TRAINING	9,357.22	11,000.00	855.20	2,792.88	8,207.12	25
10-4120-320	MANAGERS OFFICE- COMMUNICATIONS	2,168.82	3,300.00	173.10	1,015.50	2,284.50	31
10-4120-330	POSTAGE	54.13	100.00	2.37	21.43	78.57	21
10-4120-355	MAINT & REPAIR-VEHICLE	1,172.39	2,000.00	0.00	80.00	1,920.00	4
10-4120-370	MANAGERS OFFICE- PRINTING	0.00	250.00	0.00	0.00	250.00	0
10-4120-380	ADVERTISING	5,457.50	6,000.00	252.00	1,375.50	4,624.50	23
10-4120-381	MANAGERS OFFICE-LOST REF-EDUCATION	6,024.04	0.00	0.00	0.00	0.00	0
10-4120-390	MANAGERS OFFICE- DUES AND SUBSCRIPTI	1,924.08	3,350.00	14.99	1,825.65	1,524.35	54
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-VEHIC	25,958.32	35,000.00	0.00	34,220.00	780.00	98
	4120 MANAGERS OFFICE:	504,939.56	575,084.00	41,259.27	294,501.12	280,582.88	51
10-4130-000	FINANCE OFFICE:	0.00	0.00	0.00	0.00	0.00	0
10-4130-010	FINANCE OFFICE- S & W- REGULAR	220,305.49	229,397.00	22,471.43	121,084.91	108,312.09	53
10-4130-031	FINANCE OFFICE-PARTTIME	0.00	15,273.00	0.00	0.00	15,273.00	0
10-4130-040	SALARIES & WAGES-LONGEVITY	2,587.45	2,755.00	0.00	2,754.07	0.93	100
10-4130-090	FINANCE OFFICE- FICA TAX EXPENSE	16,092.09	18,918.00	1,614.88	8,848.59	10,069.41	47
10-4130-100	FINANCE OFFICE- RETIREMENT	44,825.61	50,674.00	4,642.61	25,585.20	25,088.80	50
10-4130-101	FINANCE OFFICE- 401(K) CONTRIB.	6,609.27	6,961.00	674.14	3,632.54	3,328.46	52
10-4130-130	FINANCE OFFICE- UNEMPLOYMENT INS.	0.00	1,884.00	0.00	0.00	1,884.00	0

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10-4130-140	FINANCE OFFICE- WORKMAN'S COMP	1,354.00	1,506.00	0.00	1,269.00	237.00	84
10-4130-180	FINANCE OFFICE- PROFESSIONAL SERVICES	83,826.21	103,000.00	29,072.12	69,249.27	33,750.73	67
10-4130-181	FINANCE OFFICE- GROUP INS.	37,482.95	45,517.00	3,605.10	21,630.60	23,886.40	48
10-4130-260	FINANCE OFFICE- DEPARTMENTAL SUPPLIES	12,985.13	6,499.00	569.76	2,253.13	4,245.87	35
10-4130-270	FINANCE OFFICE-SERVICE AWARDS	50.00	0.00	0.00	0.00	0.00	0
10-4130-280	FINANCE OFFICE- POSTAGE	2,264.71	2,500.00	244.45	1,107.11	1,392.89	44
10-4130-310	FINANCE OFFICE- TRAVEL	210.82	500.00	32.94	87.46	412.54	17
10-4130-315	TRAINING	3,139.80	3,300.00	53.00	602.86	2,697.14	18
10-4130-320	FINANCE OFFICE- COMMUNICATIONS	1,370.43	1,200.00	96.25	521.12	678.88	43
10-4130-390	FINANCE OFFICE- DUES & SUBSCRIPTIONS	713.00	1,000.00	246.00	469.00	531.00	47
10-4130-410	FINANCE OFFICE- LEASE EQUIPMENT	494.63	550.00	0.00	126.00	424.00	23
10-4130-540	FINANCE OFFICE - CAPITAL OUTLAY EQUIP	5,250.00	0.00	0.00	0.00	0.00	0
	4130 FINANCE OFFICE:	439,561.59	491,434.00	63,322.68	259,220.86	232,213.14	53
10-4140-000	TAX ADMIN:	0.00	0.00	0.00	0.00	0.00	0
10-4140-010	TAX ADMIN.- S & W- REGULAR	200,386.05	259,456.00	19,681.11	116,737.85	142,718.15	45
10-4140-040	SALARIES & WAGES-LONGEVITY	1,820.89	1,851.00	0.00	1,303.62	547.38	70
10-4140-090	TAX ADMIN.- FICA TAX EXPENSE	14,267.66	19,990.00	1,382.59	8,290.03	11,699.97	41
10-4140-100	TAX ADMIN.- RETIREMENT	40,687.89	57,069.00	4,066.11	24,387.34	32,681.66	43
10-4140-101	TAX ADMIN.- 401(K) CONTRIB.	4,938.94	7,839.00	434.23	2,571.32	5,267.68	33
10-4140-130	TAX ADMIN.- UNEMPLOYMENT INS.	0.00	2,198.00	0.00	0.00	2,198.00	0
10-4140-140	TAX ADMIN.- WORKMAN'S COMP	2,985.00	3,694.00	0.00	3,112.00	582.00	84
10-4140-180	TAX ADMIN.- GROUP INS.	44,819.18	65,499.00	4,482.05	26,892.30	38,606.70	41
10-4140-260	TAX ADMIN.- OFFICE & DEPTAL SUPPLIES	11,940.43	11,001.00	1,129.86	3,214.97	7,786.03	29
10-4140-270	SERVICE AWARDS	100.00	0.00	0.00	0.00	0.00	0
10-4140-310	TAX ADMIN.- TRAVEL	105.00	500.00	0.00	0.00	500.00	0
10-4140-315	TRAINING	1,807.08	6,000.00	0.00	1,705.80	4,294.20	28

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10-4140-320	TAX ADMIN.- COMMUNICATIONS	1,390.30	1,500.00	71.25	371.38	1,128.62	25
10-4140-325	TAX ADMIN-POSTAGE	14,330.19	15,000.00	2,004.07	7,929.01	7,070.99	53
10-4140-341	ADVERTISING	2,796.50	3,500.00	0.00	300.00	3,200.00	9
10-4140-370	PRINTING	5,870.38	8,000.00	0.00	3,372.95	4,627.05	42
10-4140-390	TAX ADMIN.- DUES & SUBSCRIPTIONS	6,657.72	6,750.00	376.67	2,973.25	3,776.75	44
10-4140-500	TAX ADMIN - CONTRACTED SERVICES	6,925.00	25,000.00	0.00	0.00	25,000.00	0
10-4140-501	TAX ADMIN-CONTR. SERVICES-KEYSTONE M	0.00	41,852.00	0.00	0.00	41,852.00	0
10-4140-502	TAX ADMIN-CONTRACTED SERVICES-GIS	0.00	12,000.00	0.00	10,815.00	1,185.00	90
10-4140-510	CONTRACTED SERVICES-ZACCHAEUS	4,141.97	6,500.00	0.00	0.00	6,500.00	0
10-4140-511	TAX ADMIN - CONTRACTED SERV FILE STOR.	360.00	480.00	0.00	0.00	480.00	0
10-4140-550	TAX ADMIN - CAPITAL OUTLAY	122,751.57	46,017.00	0.00	6,047.00	39,970.00	13
	4140 TAX ADMIN:	489,081.75	601,696.00	33,627.94	220,023.82	381,672.18	37
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	46,684.25	47,260.00	4,274.33	25,309.98	21,950.02	54
10-4170-011	SALARIES & WAGES-BOARD	6,820.00	5,640.00	1,000.00	4,640.00	1,000.00	82
10-4170-030	BOARD OF ELECTIONS- SALARIES- PART-TIM	35,522.63	24,364.00	430.04	18,465.58	5,898.42	76
10-4170-031	BOARD OF ELECTIONS - S & W-OVERTIME	9,340.64	7,021.00	532.65	7,553.18	532.18-	108
10-4170-040	SALARIES & WAGES-LONGEVITY	922.12	1,283.00	0.00	1,282.30	0.70	100
10-4170-090	BOARD OF ELECTIONS- FICA TAX EXPENSE	7,572.91	6,390.00	473.39	4,368.75	2,021.25	68
10-4170-100	BOARD OF ELECTIONS- RETIREMENT EXPEN	11,448.60	11,690.00	993.12	6,997.91	4,692.09	60
10-4170-101	BOARD OF ELECTIONS- 401(K) CONTRIB.	1,680.75	1,606.00	144.21	977.69	628.31	61
10-4170-130	BOARD OF ELECTIONS- UNEMPLOYMENT IN:	0.00	1,256.00	0.00	0.00	1,256.00	0
10-4170-140	BOARD OF ELECTIONS- WORKMANS COMP	456.00	508.00	0.00	429.00	79.00	84
10-4170-180	BOARD OF ELECTIONS- GROUP INS. EXPENS	8,168.23	9,108.00	722.27	4,333.62	4,774.38	48
10-4170-260	BOARD OF ELECTIONS- DEPART SUPPLIES	4,213.25	4,999.00	255.00	4,539.73	459.27	91
10-4170-270	BOARD OF ELECTIONS-SERVICE AWARDS	0.00	135.00	135.00	135.00	0.00	100

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10-4170-310	BOARD OF ELECTIONS- TRAVEL	1,555.19	2,500.00	195.50	878.96	1,621.04	35
10-4170-315	TRAINING	8,791.82	7,000.00	0.00	3,427.48	3,572.52	49
10-4170-320	BOARD OF ELECTIONS- COMMUNICATIONS	2,863.57	5,000.00	389.25	2,315.90	2,684.10	46
10-4170-330	POSTAGE	977.77	2,000.00	333.74	1,714.47	285.53	86
10-4170-350	BOARD OF ELECTIONS- MAINT & REPAIR- EQ	733.00	1,500.00	0.00	491.25	1,008.75	33
10-4170-360	CONTRACTED SERVICES	18,523.65	19,317.00	0.00	6,874.56	12,442.44	36
10-4170-370	BOARD OF ELECTIONS- PRINTING	19,648.64	12,000.00	5,462.85	11,557.90	442.10	96
10-4170-380	ADVERTISING	1,291.50	600.00	0.00	600.00	0.00	100
10-4170-390	BOARD OF ELECTIONS- DUES & SUBSCRIPTI	33.00	500.00	0.00	0.00	500.00	0
10-4170-550	CAPITAL OUTLAY-EQUIPMENT	0.00	20,000.00	0.00	15,416.35	4,583.65	77
	4170 BOARD OF ELECTIONS:	187,247.52	191,677.00	15,341.35	122,309.61	69,367.39	64
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	82,944.37	84,257.00	7,109.09	42,481.03	41,775.97	50
10-4180-030	REGISTER OF DEEDS- S & W- PART-TIME	7,922.67	8,000.00	204.55	627.77	7,372.23	8
10-4180-040	SALARIES & WAGES-LONGEVITY	1,085.82	1,647.00	0.00	1,409.58	237.42	86
10-4180-090	REGISTER- OF- DEEDS- FICA TAX EXPENSE	6,599.47	7,184.00	523.20	3,187.88	3,996.12	44
10-4180-100	REGISTER- OF- DEEDS- RETIREMENT	16,902.85	18,761.00	1,468.74	9,067.81	9,693.19	48
10-4180-101	REGISTER OF DEEDS- 401(K) CONTRIB.	2,488.38	2,577.00	213.27	1,274.42	1,302.58	49
10-4180-102	REGISTER OF DEEDS- REG DS SUPPLEMENT	657.84	1,000.00	58.11	304.42	695.58	30
10-4180-130	REGISTER OF DEEDS- UNEMPLOYMENT INS.	0.00	942.00	0.00	0.00	942.00	0
10-4180-140	REGISTER OF DEEDS- WORKMAN'S COMP	458.00	572.00	0.00	482.00	90.00	84
10-4180-180	REGISTER- OF- DEEDS- GROUP INS.	16,248.74	18,182.00	1,437.17	8,623.02	9,558.98	47
10-4180-260	REGISTER-OF-DEEDS-DEPARTMENTAL SUPP	3,915.00	6,499.00	451.44	1,158.48	5,340.52	18
10-4180-270	SERVICE AWARDS	0.00	50.00	50.00	50.00	0.00	100
10-4180-310	REGISTER- OF- DEEDS- TRAVEL	0.00	200.00	0.00	0.00	200.00	0
10-4180-315	TRAINING	514.00	2,500.00	158.73-	158.73-	2,658.73	6-

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10-4260-440	CONTRACT SERVICES-COURTHOUSE SECUR	70,119.87	75,000.00	5,594.55	36,948.58	38,051.42	49
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	1,323.24	0.00	0.00	0.00	0.00	0
10-4260-555	SMART START LEASE ASSISTANCE	4,200.00	4,200.00	0.00	1,050.00	3,150.00	25
10-4260-562	CAP OUTLAY-OTHER CIP BUILDING PROJECT	0.00	500,000.00	0.00	0.00	500,000.00	0
10-4260-564	EXPENDITURE: LEASE FINANCING PRINCIPA	3,746.30	0.00	0.00	0.00	0.00	0
10-4260-565	EXPENDITURE: INTEREST	3.70	0.00	0.00	0.00	0.00	0
	4260 BUILDINGS:	83,845.11	583,652.00	5,594.55	37,998.58	545,653.42	7
10-4265-000	FACILITY SERVICES:	0.00	0.00	0.00	0.00	0.00	0
10-4265-010	FACILITY SERVICES- S & W- REGULAR	191,672.04	203,352.00	15,712.75	101,632.65	101,719.35	50
10-4265-090	FACILITY SERVICES- FICA TAX EXPENSE	14,361.48	15,556.00	1,177.79	7,623.57	7,932.43	49
10-4265-100	FACILITY SERVICES- RETIREMENT	38,551.56	44,412.00	3,246.24	21,002.12	23,409.88	47
10-4265-101	FACILITY SERVICES- 401(K) CONTRIB.	5,025.77	6,101.00	402.98	2,646.56	3,454.44	43
10-4265-130	FACILITY SERVICES- UNEMPLOYMENT INS.	0.00	1,884.00	0.00	0.00	1,884.00	0
10-4265-140	FACILITY SERVICES- WORKMAN'S COMP	13,919.00	15,824.00	2,589.00	3,940.00	11,884.00	25
10-4265-181	FACILITY SERVICES- GROUP INS.	46,905.93	54,383.00	3,597.85	24,495.48	29,887.52	45
10-4265-200	FACILITY SERVICES- DEPT SUPPLIES & MATE	17,128.55	20,000.00	2,572.04	13,009.68	6,990.32	65
10-4265-201	CLERK OF COURT DEPARTMENTAL SUPPLIE:	2,631.09	3,200.00	367.06	923.15	2,276.85	29
10-4265-202	CLERK OF COURT-MAINT & REPAIR-BUILDING	443.46	1,900.00	0.00	0.00	1,900.00	0
10-4265-215	FACILITY SERVICES- MAINT AND REPAIR BLD	62,031.46	85,000.00	4,405.04	44,686.98	40,313.02	53
10-4265-230	FACILITY SERVICES- DEPT SUPPLIES-SAFET	2,854.11	4,000.00	303.57	1,628.49	2,371.51	41
10-4265-250	FACILITY SERVICES-SUPPLIES-VEHICLE	7,045.46	4,000.00	165.18	2,103.58	1,896.42	53
10-4265-256	FACILITY SERVICES- INSURANCE CLAIMS	25,826.38	0.00	0.00	0.00	0.00	0
10-4265-315	FACILITY SERVICES-TRAINING	0.00	1,500.00	0.00	0.00	1,500.00	0
10-4265-320	FACILITY SERVICES- COMMUNICATIONS	4,953.04	5,500.00	481.20	2,281.79	3,218.21	41
10-4265-325	POSTAGE	19.00	100.00	0.00	0.00	100.00	0

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10-4265-330	FACILITY SERVICES- UTILITIES-ELECTRICITY	111,539.18	120,000.00	12,778.58	54,859.81	65,140.19	46
10-4265-331	UTILITIES-FUEL/GAS	10,764.29	12,000.00	142.41	723.36	11,276.64	6
10-4265-332	UTILITIES-WATER	25,695.80	35,000.00	1,277.75	9,171.26	25,828.74	26
10-4265-355	MAINT & REPAIR-VEHICLES	694.02	3,000.00	0.00	1,122.13	1,877.87	37
10-4265-440	CONTRACTED SERVICES-MOWING	15,827.00	17,000.00	0.00	8,031.75	8,968.25	47
10-4265-540	FACILITIES- CAPITAL OUTLAY - EQUIPMENT	669.92	0.00	0.00	0.00	0.00	0
10-4265-551	MAINT AGREEMENTS-COMMANDER SOFTWARE	1,790.00	2,500.00	0.00	2,499.00	1.00	100
10-4265-601	CONTRACTED SERVICES-SECURITY SYSTEM	2,034.75	3,000.00	0.00	784.29	2,215.71	26
10-4265-602	CONTRACTED SERVICES-EXTERMINATING	6,877.00	8,000.00	0.00	6,252.00	1,748.00	78
10-4265-603	CONTRACTED SERVICES-ELEVATOR	10,618.04	17,000.00	0.00	5,309.02	11,690.98	31
10-4265-604	CONTRACTED SERVICES-REPUBLIC	9,023.58	10,000.00	817.80	3,873.54	6,126.46	39
10-4265-605	CONTRACTED SERVICES-FIRE EXT	3,155.20	3,600.00	322.00	920.00	2,680.00	26
	4265 FACILITY SERVICES:	632,057.11	697,812.00	50,359.24	319,520.21	378,291.79	46
10-4310-000	SHERIFF:	0.00	0.00	0.00	0.00	0.00	0
10-4310-010	SHERIFF- S & W- REGULAR	749,782.70	860,149.00	63,752.50	399,687.97	460,461.03	46
10-4310-030	SHERIFF- SALARIES AND WAGES PART-TIME	27,587.96	29,000.00	2,450.03	19,096.99	9,903.01	66
10-4310-031	SALARIES & WAGES-OVERTIME	115.29	8,605.00	1,816.95	8,519.81	85.19	99
10-4310-040	SALARIES & WAGES-LONGEVITY	4,721.28	4,797.00	0.00	4,279.75	517.25	89
10-4310-090	SHERIFF- FICA TAX EXPENSE	56,944.62	69,045.00	4,981.22	31,688.73	37,356.27	46
10-4310-100	SHERIFF- RETIREMENT	155,383.28	198,536.00	13,925.51	87,413.35	111,122.65	44
10-4310-101	SHERIFF- 401K CONTRIB.	34,048.06	41,215.00	2,896.99	18,010.31	23,204.69	44
10-4310-102	SHERIFF-SUPPLEMENTAL PENSION FUND	1,033.05	1,300.00	0.00	0.00	1,300.00	0
10-4310-130	SHERIFF- UNEMPLOYMENT INS.	1,500.77	5,966.00	0.00	0.00	5,966.00	0
10-4310-140	SHERIFF- WORKMAN'S COMP	35,453.00	56,873.00	20,081.00	33,193.00	23,680.00	58
10-4310-180	SHERIFF- PROFESSIONAL SERVICES	12,799.48	12,000.00	500.00	3,420.00	8,580.00	28
10-4310-181	SHERIFF- GROUP INS.	118,952.69	165,902.00	10,957.75	67,999.02	97,902.98	41

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10-4310-210	SHERIFF- UNIFORMS	7,764.63	10,000.00	990.88	6,991.31	3,008.69	70
10-4310-250	SHERIFF- SUPPLIES-VEHCILE	64,604.48	65,000.00	4,400.00	28,781.12	36,218.88	44
10-4310-260	SHERIFF- DEPARTMENTAL SUPPLIES	17,748.28	16,499.00	764.99	5,576.80	10,922.20	34
10-4310-270	SERVICE AWARDS	235.00	75.00	75.00	75.00	0.00	100
10-4310-310	SHERIFF- TRAVEL	8,519.96	4,000.00	0.00	2,463.92	1,536.08	62
10-4310-315	TRAINING	2,838.20	3,000.00	53.00	53.00	2,947.00	2
10-4310-320	SHERIFF- COMMUNICATIONS	12,446.38	17,500.00	1,640.61	7,379.45	10,120.55	42
10-4310-330	POSTAGE	2,273.16	2,000.00	227.38	963.46	1,036.54	48
10-4310-350	SHERIFF- MAINT. & REPAIR EQUIPMENT	738.14	4,000.00	0.00	3,186.95	813.05	80
10-4310-355	SHERIFF- MAINT.- VEHICLE	26,878.96	23,000.00	1,156.65	11,284.79	11,715.21	49
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	192.44	500.00	246.00	436.79	63.21	87
10-4310-392	SHERIFF- UNDERCOVER INVESTIGATIONS	4,000.00	7,000.00	0.00	0.00	7,000.00	0
10-4310-412	MAINT AGREEMENT-FINGERPRINT MACHINE	3,829.00	4,100.00	0.00	0.00	4,100.00	0
10-4310-413	LEASE-BUILDING	825.00	840.00	0.00	825.00	15.00	98
10-4310-414	MAINT AGREEMENTS-HRMS & QTR MASTER	1,310.00	1,336.00	0.00	1,336.00	0.00	100
10-4310-415	MAINT AGREEMENTS-RMS & RAMBLER	4,878.00	4,976.00	0.00	4,976.00	0.00	100
10-4310-417	LEASE - ANKLE MONITORING DEVICES	1,457.50	1,800.00	0.00	0.00	1,800.00	0
10-4310-540	CAPITAL OUTLAY VEHICLES	182,921.56	112,000.00	0.00	0.00	112,000.00	0
10-4310-550	SHERIFF- CAPITAL OUTLAY - EQUIPMENT	28,938.97	0.00	0.00	0.00	0.00	0
10-4310-600	SHERIFF- ANIMAL CONTROL	9,656.47	10,000.00	1,504.32	5,527.74	4,472.26	55
10-4310-601	DONATIONS-ANIMAL CONTROL	0.00	3,786.00	0.00	0.00	3,786.00	0
10-4310-602	SHERIFF-ABC BOARD FUNDING	9,433.99	21,194.00	0.00	0.00	21,194.00	0
10-4310-603	SHERIFF DONATIONS-PURCHASE OF K-9	0.00	774.00	0.00	0.00	774.00	0
10-4310-604	SHERIFF-COUNTY CONTRIB-PURCHASE OF I	1,328.87	1,500.00	329.98	1,257.47	242.53	84
10-4310-611	GUN PERMITS DISCRETIONARY-COUNTY PO	0.00	50,000.00	0.00	0.00	50,000.00	0

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10-4310-612	GUN PERMITS-STATE PORTION	8,155.00	2,780.00	330.00	1,810.00	970.00	65
10-4310-613	FINGERPRINTING	222.33	7,347.00	0.00	0.00	7,347.00	0
10-4310-650	SHERIFF-DONATIONS	0.00	1,899.00	0.00	0.00	1,899.00	0
10-4310-904	NC ANIMAL SHELTER SUPPORT FUND GRAN	0.00	12,500.00	0.00	0.00	12,500.00	0
	4310 SHERIFF:	1,599,518.50	1,843,194.00	92,918.76	756,233.73	1,086,960.27	41
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	41,846.79	41,410.00	3,998.75	23,894.92	17,515.08	58
10-4311-040	SRO-UNION-LONGEVITY	456.86	0.00	0.00	0.00	0.00	0
10-4311-090	SRO- WASH CO UNION- FICA TAX EXPENSE	3,188.19	3,168.00	282.57	1,687.95	1,480.05	53
10-4311-100	SRO- WASH CO UNION- RETIREMENT EXPEN	8,999.71	9,731.00	880.92	5,264.03	4,466.97	54
10-4311-101	SRO- WASH CO UNION- 401(K) CONTRIB.	2,092.36	2,071.00	199.94	1,194.76	876.24	58
10-4311-130	SRO - WASH CO UNION- UNEMPLOYMENT IN	0.00	314.00	0.00	0.00	314.00	0
10-4311-140	SRO- WASH CO UNION- WORKMAN'S COMP E	2,643.00	2,844.00	0.00	2,394.00	450.00	84
10-4311-180	SRO- WASH CO UNION- GROUP INS.	6,725.04	9,089.00	722.77	4,336.62	4,752.38	48
10-4311-210	SRO- WASH CO UNION- UNIFORMS	237.84	1,000.00	0.00	700.62	299.38	70
10-4311-250	MAINTENANCE & REPAIR-VEHICLE	1,123.73	3,000.00	124.53	799.62	2,200.38	27
10-4311-260	SRO- WASH CO UNION-DEPARTMENTAL SUP	0.00	199.00	0.00	0.00	199.00	0
10-4311-270	SRO-WAS CO UNION-SERVICE AWARDS	50.00	0.00	0.00	0.00	0.00	0
10-4311-310	SRO- WASH CO UNION- TRAVEL	1,467.59	2,000.00	0.00	0.00	2,000.00	0
10-4311-315	TRAINING	0.00	500.00	0.00	0.00	500.00	0
	4311 SRO - WASHINGTON COUNTY UNION:	68,831.11	75,326.00	6,209.48	40,272.52	35,053.48	53
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	41,410.00	0.00	0.00	41,410.00	0
10-4313-090	SRO- CRESWELL- FICA TAX EXPENSE	0.00	3,168.00	0.00	0.00	3,168.00	0
10-4313-100	SRO- CRESWELL- RETIREMENT	0.00	9,731.00	0.00	0.00	9,731.00	0

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10-4320-010	DETENTION CENTER- S & W - REGULAR	283,624.68	397,629.00	26,929.15	160,254.02	237,374.98	40
10-4320-030	SALARIES & WAGE - OVERTIME	110,404.63	80,500.00	7,208.77	62,705.49	17,794.51	78
10-4320-031	DETENTION CENTER - S&W PARTTIME	53,139.47	31,000.00	2,223.85	15,766.41	15,233.59	51
10-4320-040	SALARIES & WAGES - LONGEVITY	2,907.15	3,252.00	0.00	3,251.27	0.73	100
10-4320-090	DETENTION CENTER- FICA TAX EXPENSE	33,520.83	39,191.00	2,718.68	18,103.77	21,087.23	46
10-4320-100	DETENTION CENTER- RETIREMENT	79,830.16	105,116.00	7,052.90	46,735.15	58,380.85	44
10-4320-101	DETENTION CENTER- 401(K) CONTRIB.	8,588.17	14,439.00	800.83	5,126.59	9,312.41	36
10-4320-130	DETENTION CENTER- UNEMPLOYMENT INS.	0.00	4,710.00	0.00	0.00	4,710.00	0
10-4320-140	DETENTION CENTER- WORKMAN'S COMP	27,493.00	34,685.00	0.00	29,616.00	5,069.00	85
10-4320-181	DETENTION CENTER- GROUP INS.	65,452.25	117,788.00	6,468.21	38,809.26	78,978.74	33
10-4320-185	TRAVEL	69.50	2,500.00	0.00	29.00	2,471.00	1
10-4320-190	DETENTION CENTER- TRAINING	3,405.02	5,000.00	0.00	2,749.30	2,250.70	55
10-4320-200	DETENTION CENTER- DEPARTMENTAL SUPP	15,300.80	18,000.00	3,311.19	13,063.43	4,936.57	73
10-4320-210	DETENTION CENTER- UNIFORMS	5,310.55	7,500.00	0.00	5,913.32	1,586.68	79
10-4320-244	CONTRACTED SERVICES-SOUTHERN HEALT	132,875.20	150,000.00	11,385.37	79,697.59	70,302.41	53
10-4320-247	DETENTION CENTER- FOOD & PROVISIONS	73,697.45	90,000.00	10,085.25	52,229.10	37,770.90	58
10-4320-270	SERVICE AWARDS	175.00	135.00	135.00	135.00	0.00	100
10-4320-290	SUPPLIES & MATERIALS-HYGIENE	2,352.70	3,500.00	404.60	489.59	3,010.41	14
10-4320-299	DETENTION CENTER- LAUNDRY & DRY CLEA	6,186.88	7,500.00	595.00	2,975.00	4,525.00	40
10-4320-320	DETENTION CENTER- COMMUNICATIONS	979.29	1,500.00	96.25	521.50	978.50	35
10-4320-330	POSTAGE	100.49	250.00	6.27	32.23	217.77	13
10-4320-350	DETENTION CENTER- MAINT & REPAIR- EQUI	978.53	1,300.00	475.00	1,180.00	120.00	91
10-4320-550	DETENTION CENTER- CAPITAL OUTLAY- EQU	0.00	20,000.00	0.00	0.00	20,000.00	0
10-4320-600	DETENTION CENTER- CONTRACTED SERVIC	90,492.63	109,200.00	1,245.76	13,736.04	95,463.96	13
10-4320-601	CONTRACTED SERVICES-OPTUM	3,021.84	4,000.00	0.00	3,204.00	796.00	80
10-4320-602	MAINTENANCE AGREEMENTS-SOUTHERN SC	3,815.00	3,900.00	0.00	3,891.00	9.00	100
10-4320-603	MAINTENANCE AGREEMENTS-TOP GUARD	99.00	100.00	0.00	0.00	100.00	0

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10-4320-900	GRANT-DHHS CORRECTIONS COVID19	4,628.42	0.00	0.00	0.00	0.00	0
	4320 DETENTION CENTER:	1,008,448.64	1,252,695.00	81,142.08	560,214.06	692,480.94	45
10-4330-000	EMERGENCY MANAGEMENT:	0.00	0.00	0.00	0.00	0.00	0
10-4330-010	EMERGENCY MGMT - S & W- REGULAR	56,961.00	57,019.00	4,870.42	29,103.68	27,915.32	51
10-4330-090	EMERGENCY MGMT - FICA TAX EXPENSE	3,616.01	4,362.00	310.68	1,854.98	2,507.02	43
10-4330-100	EMERGENCY MGMT - RETIREMENT	11,458.34	12,453.00	1,006.23	6,012.83	6,440.17	48
10-4330-101	EMERGENCY MGMT - 401(K) CONTRIB.	1,708.86	1,711.00	146.11	873.10	837.90	51
10-4330-130	EMERGENCY MGMT - UNEMPLOYMENT INS.	0.00	314.00	0.00	0.00	314.00	0
10-4330-140	EMERGENCY MGMT - WORKMAN'S COMP	2,621.00	2,807.00	0.00	2,450.00	357.00	87
10-4330-180	EMERGENCY MGMT - GROUP INS.	8,183.22	9,140.00	723.52	4,341.12	4,798.88	48
10-4330-250	MAINTENANCE & REPAIR - VEHICLE	453.97	1,200.00	199.55	903.85	296.15	75
10-4330-260	EMERGENCY MGMT - DEPARTMENTAL SUPPLI	1,992.67	3,200.00	416.61	1,475.98	1,724.02	46
10-4330-270	EMERGENCY MGMT - GENERATOR FUEL	0.00	2,400.00	0.00	0.00	2,400.00	0
10-4330-310	EMERGENCY MGMT - TRAVEL	3,051.51	3,000.00	197.24	1,209.01	1,790.99	40
10-4330-315	TRAINING	1,875.51	3,000.00	0.00	75.00	2,925.00	2
10-4330-320	EMERGENCY MGMT - COMMUNICATIONS	1,808.90	5,500.00	299.85	1,499.19	4,000.81	27
10-4330-330	POSTAGE	57.43	150.00	0.00	15.28	134.72	10
10-4330-350	EMERGENCY MGMT - MAINT. & REPAIR- EQUI	2,184.13	7,500.00	0.00	0.00	7,500.00	0
10-4330-370	EMERGENCY MGMT - PRINTING	208.09	400.00	0.00	225.77	174.23	56
10-4330-380	ADVERTISING	344.26	400.00	0.00	0.00	400.00	0
10-4330-390	EMERGENCY MGMT - DUES & SUBSCRIPTION	1,795.00	2,200.00	0.00	0.00	2,200.00	0
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	0.00	878.00	0.00	0.00	878.00	0
10-4330-540	EMERGENCY MGMT - CAPITAL OUTLAY- VEHI	60,702.21	17,800.00	0.00	0.00	17,800.00	0
10-4330-600	EMERGENCY MGMT - CONTRACTED SERVICE	2,950.00	8,500.00	0.00	6,000.00	2,500.00	71
10-4330-693	RAP LEPC TIER II GRANT	0.00	4,000.00	0.00	0.00	4,000.00	0

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10-4330-703	WEYERHAEUSER GIVING GRANT	1,964.94	0.00	0.00	0.00	0.00	0
10-4330-707	GRANT-EM CAPACITY BLDG COMPETITIVE G	47,690.00	94,600.00	0.00	12,069.98	82,530.02	13
10-4330-995	MAINTENANCE AGREEMENTS - HYPER REAC	1,945.00	14,600.00	0.00	14,600.00	0.00	100
	4330 EMERGENCY MANAGEMENT:	213,572.05	258,576.00	8,170.21	82,709.77	175,866.23	32
10-4340-000	FIRE PROTECTION:	0.00	0.00	0.00	0.00	0.00	0
10-4340-991	PLYMOUTH VFD-OPERATIONAL	129,259.00	129,476.00	10,789.67	64,738.02	64,737.98	50
10-4340-992	ROPER VFD-OPERATIONAL	81,727.00	81,864.00	6,822.00	40,932.00	40,932.00	50
10-4340-993	CRESWELL VFD-OPERATIONAL	51,685.00	51,772.00	4,314.33	25,885.98	25,886.02	50
10-4340-994	MCVFD-OPERATIONAL	58,309.00	58,406.00	4,867.17	29,203.02	29,202.98	50
10-4340-995	LAKE PHELPS VFD-OPERATIONAL	46,034.00	46,111.00	3,842.58	23,055.48	23,055.52	50
10-4340-996	PUNGO VFD-OPERATIONAL	23,750.00	23,789.00	1,982.42	11,894.52	11,894.48	50
10-4340-997	PINETOWN/LONG ACRE VFD	8,188.00	8,202.00	683.50	4,101.00	4,101.00	50
10-4340-999	ADDITIONAL 5TH CENT RESERVES	0.00	99,905.00	0.00	18,350.70	81,554.30	18
	4340 FIRE PROTECTION:	398,952.00	499,525.00	33,301.67	218,160.72	281,364.28	44
10-4345-000	FORESTRY:	0.00	0.00	0.00	0.00	0.00	0
10-4345-991	FORESTRY MATCH (35%)	82,022.96	129,156.00	7,842.73	34,018.40	95,137.60	26
10-4350-000	INSPECTIONS & PLANNING:	0.00	0.00	0.00	0.00	0.00	0
10-4350-121	SALARIES & WAGES-REGULAR	102,628.59	104,602.00	8,775.08	52,436.48	52,165.52	50
10-4350-127	SALARIES & WAGES-LONGEVITY	725.12	744.00	0.00	743.24	0.76	100
10-4350-181	FICA TAX	6,499.45	8,057.00	553.87	3,363.72	4,693.28	42
10-4350-182	RETIREMENT	20,790.33	23,003.00	1,812.94	10,986.97	12,016.03	48
10-4350-183	GROUP INSURANCE	18,249.61	20,228.00	1,603.97	9,623.82	10,604.18	48
10-4350-184	401(K) CONTRIBUTIONS	3,078.83	3,160.00	263.25	1,573.08	1,586.92	50
10-4350-185	UNEMPLOYMENT INSURANCE	0.00	628.00	0.00	0.00	628.00	0

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10-4350-186	WORKMAN'S COMP	4,228.00	5,069.00	1,163.00-	3,582.00	1,487.00	71
10-4350-260	DEPARTMENTAL SUPPLIES	2,419.30	4,000.00	94.67	477.99	3,522.01	12
10-4350-311	TRAVEL	844.43	1,000.00	65.02	421.11	578.89	42
10-4350-320	COMMUNICATIONS	1,243.53	1,500.00	92.34	461.64	1,038.36	31
10-4350-330	INSPECTIONS - POSTAGE	10.99	250.00	0.00	0.00	250.00	0
10-4350-341	PRINTING	234.29	500.00	0.00	0.00	500.00	0
10-4350-352	MAINT & REPAIR-EQUIPMENT	0.00	500.00	0.00	0.00	500.00	0
10-4350-353	MAINT & REPAIR-VEHICLE	132.11	1,000.00	0.00	412.50	587.50	41
10-4350-370	ADVERTISING	469.00	500.00	0.00	294.00	206.00	59
10-4350-395	TRAINING	2,125.00	2,500.00	0.00	0.00	2,500.00	0
10-4350-491	DUES & SUBSCRIPTIONS	370.00	500.00	0.00	0.00	500.00	0
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:	164,048.58	247,741.00	12,098.14	84,376.55	163,364.45	34
10-4915-000	GEOGRAPHIC INFORMATION SYSTEMS:	0.00	0.00	0.00	0.00	0.00	0
10-4915-181	GIS-PROFESSIONAL SERVICES	9,240.00	0.00	0.00	0.00	0.00	0
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	251,494.00	20,957.83	125,746.98	125,747.02	50
10-5110-993	2ND DIST DRUG COURT COORDINATOR POS	83,715.52	90,994.00	20,340.22	20,340.22	70,653.78	22
	5110 DISTRICT HEALTH	302,996.52	342,488.00	41,298.05	146,087.20	196,400.80	43
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	99,241.92	97,827.00	8,444.59	50,273.52	47,553.48	51
10-5150-040	SALARIES & WAGES-LONGEVITY	1,103.89	1,065.00	0.00	1,064.24	0.76	100

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10-5150-090	SENIOR CITIZENS CENT- FICA TAX EXPENSE	7,208.62	7,562.00	601.90	3,662.72	3,899.28	48
10-5150-100	SENIOR CITIZENS CENT- RETIREMENT	20,228.91	21,588.00	1,744.66	10,606.41	10,981.59	49
10-5150-101	SENIOR CITIZENS CENT- 401(K) CONTRIB.	2,979.06	2,965.00	253.34	1,508.21	1,456.79	51
10-5150-130	SENIOR CITIZENS CTR- WORKMAN'S COMP	1,431.00	1,392.00	67.00	1,392.00	0.00	100
10-5150-131	SENIOR CENTER- UNEMPLOYMENT INS.	0.00	874.00	0.00	0.00	874.00	0
10-5150-180	SENIOR CITIZENS CENT- GROUP INS.	24,680.39	27,179.00	2,155.31	12,931.90	14,247.10	48
10-5150-247	APPROPRIATION-ALBEMARLE NUTRITION	47,807.00	47,807.00	0.00	23,903.50	23,903.50	50
10-5150-250	SEN CENTER-MAINTENANCE & REPAIR-VEHI	0.00	2,000.00	0.00	615.69	1,384.31	31
10-5150-257	DEPARTMENT SUPPLIES-CRAFTS/CERAMICS	4,340.11	4,000.00	526.10	2,106.91	1,893.09	53
10-5150-260	DEPARTMENTAL SUPPLIES	4,939.36	5,500.00	102.24	2,518.16	2,981.84	46
10-5150-270	SERVICE AWARDS	0.00	75.00	75.00	75.00	0.00	100
10-5150-280	POSTAGE	14.63	250.00	0.00	0.00	250.00	0
10-5150-310	SENIOR CITIZENS CTR- TRAVEL	1,542.40	3,000.00	765.72	1,620.14	1,379.86	54
10-5150-315	TRAINING	2,980.79	6,000.00	0.00	135.00	5,865.00	2
10-5150-320	SENIOR CITIZENS CENT- COMMUNICATIONS	1,851.95	6,000.00	373.01	1,715.01	4,284.99	29
10-5150-330	UTILITIES-GAS	5,306.20	8,000.00	0.00	430.00	7,570.00	5
10-5150-350	SENIOR CENTER- MAINT & REPAIR- BUILDING	881.20	1,500.00	0.00	341.89	1,158.11	23
10-5150-351	SENIOR CENTER- MAINT & REPAIR - EQUIP	0.00	1,000.00	0.00	0.00	1,000.00	0
10-5150-370	TRAVEL-SENIOR GAMES	300.00	300.00	300.00	300.00	0.00	100
10-5150-380	SENIOR CENTER TRIPS	6,046.60	8,014.00	3,223.86	6,939.02	1,074.98	87
10-5150-390	SENIOR CENTER-DUES & SUBSCRIPTIONS	1,579.93	1,270.00	143.84	506.78	763.22	40
10-5150-550	CAPITAL OUTLAY-EQUIPMENT	0.00	3,500.00	0.00	2,369.53	1,130.47	68
10-5150-600	SENIOR CITIZENS CTR- CONTRACTED SERVI	3,633.00	5,000.00	384.00	1,608.00	3,392.00	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	4,808.02	2,841.00	0.00	388.04	2,452.96	14
10-5150-698	NCDIT DIGITAL CHAMPION GRANT	0.00	9,600.00	0.00	0.00	9,600.00	0
	5150 SENIOR CITIZENS CENTER:	243,804.98	277,009.00	19,160.57	127,011.67	149,997.33	46

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10-5155-000	VETERAN SERVICE:	0.00	0.00	0.00	0.00	0.00	0
10-5155-320	VETERAN SERVICE OFFC- COMMUNICATION	80.43	0.00	0.00	0.00	0.00	0
10-5310-000	SOCIAL SERVICES- ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0
10-5310-010	SALARIES & WAGES-BOARD	1,187.50	1,195.00	75.00	500.00	695.00	42
10-5310-011	SS ADMIN.- S & W- REGULAR	2,043,674.76	2,079,321.00	159,506.95	992,981.88	1,086,339.12	48
10-5310-013	SALARIES & WAGES-LONGEVITY	19,948.12	18,473.00	0.00	18,198.71	274.29	99
10-5310-030	LEGAL - IV-D	7,464.97	0.00	0.00	0.00	0.00	0
10-5310-031	CHILD SUPPORT CONTRACT	134,477.00	277,492.00	23,124.33	115,621.65	161,870.35	42
10-5310-090	SS ADMIN.- FICA TAX	151,193.43	163,809.00	11,705.72	74,437.94	89,371.06	45
10-5310-100	SS ADMIN.- RETIREMENT	414,896.42	467,331.00	32,954.12	208,909.78	258,421.22	45
10-5310-101	SS ADMIN.- 401(K) CONTRIB.	58,945.22	64,194.00	4,628.28	29,096.32	35,097.68	45
10-5310-130	HUMAN SERVICES- UNEMPLOYMENT INS.	0.00	17,270.00	0.00	0.00	17,270.00	0
10-5310-140	SS ADMIN.- WORKMAN'S COMP	48,461.00	54,364.00	872.00-	42,774.00	11,590.00	79
10-5310-180	LEGAL-PROTECTIVE SERVICES	24,574.04	50,000.00	4,512.50	14,875.00	35,125.00	30
10-5310-181	SS ADMIN.- GROUP INS.	388,318.50	459,344.00	31,977.32	196,241.13	263,102.87	43
10-5310-250	MAINT & REPAIR - VEHICLE	8,867.04	14,000.00	1,295.10	9,495.95	4,504.05	68
10-5310-257	SS ADMIN.- COUNTY GENERAL ASSISTANCE	11,442.07	10,000.00	237.22	6,733.29	3,266.71	67
10-5310-258	DSS COMMUNITY DONATIONS-CHRISTMAS	1,595.00	2,978.00	0.00	0.00	2,978.00	0
10-5310-259	DSS COMMUNITY DONATIONS-FOSTER CHIL	490.34	321.00	0.00	192.37	128.63	60
10-5310-260	DEPARTMENTAL SUPPLIES	44,572.73	37,000.00	3,628.54	33,708.67	3,291.33	91
10-5310-268	FOOD STAMPS DIRECT CHARGE	4,392.59	5,000.00	369.99	1,663.10	3,336.90	33
10-5310-270	SERVICE AWARDS	600.00	450.00	450.00	450.00	0.00	100
10-5310-310	TRAVEL	9,889.67	7,000.00	409.48	701.92	6,298.08	10
10-5310-311	SS ADMIN - VEHICLE FUEL	10,409.61	9,000.00	717.20	3,577.16	5,422.84	40
10-5310-315	TRAINING	18,197.55	30,000.00	1,467.28	15,937.78	14,062.22	53
10-5310-320	SS ADMIN.- COMMUNICATIONS	20,687.95	20,000.00	1,168.87	9,426.23	10,573.77	47

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10-5310-330	UTILITITES	27,899.23	30,000.00	1,804.66	10,337.76	19,662.24	34
10-5310-340	SS ADMIN.- POSTAGE	7,462.44	8,500.00	557.86	3,882.07	4,617.93	46
10-5310-350	SS ADMIN.- MAINT AND REPAIR- BLDG.	25,799.73	17,000.00	2,314.31	11,286.22	5,713.78	66
10-5310-351	SS ADMIN.- REPAIR AND MAINT- EQUIP.	8,284.34	6,000.00	102.35	4,504.81	1,495.19	75
10-5310-370	SS ADMIN.- ADVERTISING	1,157.02	1,500.00	49.00	94.50	1,405.50	6
10-5310-390	SS ADMIN.- DUES AND SUBSCRIPTION	14,549.62	15,000.00	358.86	6,459.11	8,540.89	43
10-5310-550	SOCIAL SERVICES- CAPITAL OUTLAY- EQUIPM	214,122.18	38,108.00	0.00	38,107.66	0.34	100
10-5310-600	SOCIAL SERVICES- CONTRACTED SERVICES	186,572.62	227,620.00	29,973.27	137,842.56	89,777.44	61
10-5310-601	MAINT AGREEMENTS-NC CORRELS	1,217.00	1,300.00	0.00	0.00	1,300.00	0
10-5310-602	MAINT AGREEMENTS-INFO INC.	4,909.20	5,110.00	0.00	2,552.76	2,557.24	50
10-5310-605	SS ADMIN - SECURITY CONTRACT	2,716.00	10,000.00	0.00	290.00	9,710.00	3
10-5310-610	SS ADMIN.- VENDOR FEES	776.50	10,000.00	0.00	934.00	9,066.00	9
10-5310-611	SS FAMILY REUNIFICATION (PSYCH EVALS)	10,789.50	17,500.00	0.00	937.50	16,562.50	5
	5310 SOCIAL SERVICES- ADMINISTRATION:	3,930,540.89	4,176,180.00	312,516.21	1,992,751.83	2,183,428.17	48
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%)	88,179.33	81,922.00	5,815.00	47,160.00	34,762.00	58
10-5380-030	SS ECONOMIC SUPPORT- CRISIS INTERVEN	5,544.66	10,000.00	0.00	336.94	9,663.06	3
10-5380-190	WF EMPLOYMENT SERVICES	3,764.89	10,000.00	0.00	59.33	9,940.67	1
10-5380-370	TANF-EMERGENCY ASSISTANCE	31,339.90	30,000.00	0.00	30,000.00	0.00	100
10-5380-375	DSS COMMUNITY DONATIONS-EMERGENCY	269.57	246.00	95.00	195.61	50.39	80
10-5380-376	TITLE IV-FOSTER CARE	179,996.99	135,000.00	24,450.34	102,408.06	32,591.94	76
10-5380-377	STATE FOSTER HOME CARE	58,207.96	75,000.00	5,787.44	37,776.51	37,223.49	50
10-5380-379	SS ECONOMIC SUPPORT- SPECIAL ASSISTAN	81,487.50	85,000.00	236.50	28,121.50	56,878.50	33
10-5380-381	TITLE IV-E ADOPTION	20,830.42	24,510.00	0.00	7,469.55	17,040.45	30
10-5380-383	SPECIAL LINKS (100%)	433.25	5,000.00	0.00	824.97	4,175.03	16
10-5380-384	CHILD CARE (MOE-PART OF &65K MIN)	8,531.64	15,000.00	1,873.62	6,350.76	8,649.24	42

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-5380-403	SS ECONOMIC SUPPORT- BLIND COMMISSIC	2,134.34	2,500.00	0.00	0.00	2,500.00	0
10-5380-404	SS ECONOMIC SUPP-CIP/LIEAP SUPPLEMEN	13,806.72	0.00	0.00	0.00	0.00	0
10-5380-405	LIHWAP-LOW INCOME HOUSEHLD WATER AS	14,423.99	0.00	0.00	0.00	0.00	0
10-5380-406	LIEAP PAYMENTS	19,766.55	25,000.00	4,000.00	4,000.00	21,000.00	16
10-5380-407	ADOPTION PROMOTIONS	2,647.82	69,998.00	0.00	2,012.67	67,985.33	3
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 RETL	7,160.00	12,392.00	0.00	0.00	12,392.00	0
10-5380-410	GENERAL ASSISTANCE-FOSTER CARE CHIL	3,221.17	5,000.00	264.11	1,391.65	3,608.35	28
	5380 SOCIAL SERVICES-ECONOMIC SUPPOR	541,746.70	599,068.00	42,522.01	268,107.55	330,960.45	45
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	2,707.83	6,500.00	445.46	971.30	5,528.70	15
10-5400-202	DOT GRANT-CLEANING/OTHER SUPPLIES (85	6,370.98	6,000.00	435.75	3,013.39	2,986.61	50
10-5400-250	MAINT & REPAIR-VEHICLE	24,037.97	35,000.00	2,047.27	9,661.09	25,338.91	28
10-5400-260	- TRANSIT ADVERTISING	4,087.09	5,000.00	300.00	3,886.21	1,113.79	78
10-5400-310	SS TRANSPORTATION- WF TRANSPORTATIO	4,595.10	10,000.00	0.00	3,523.41	6,476.59	35
10-5400-311	RIVERLIGHT TRANSIT VEHICLE FUEL	33,785.54	37,500.00	1,944.10	9,942.52	27,557.48	27
10-5400-315	DOT GRANT - TRAVEL/TRAINING (85% REIMB	1,072.00	4,500.00	0.00	574.66	3,925.34	13
10-5400-320	SS TRANSPORTATION- COMMUNICATIONS	7,429.86	8,500.00	912.24	3,845.60	4,654.40	45
10-5400-347	GRANT-RDC TRANSPORTATION	4,993.20	6,000.00	2,242.00	2,242.00	3,758.00	37
10-5400-372	VOLUNTEER TRANSPORATION-MEDICAID	25,097.61	35,000.00	1,717.82	7,465.05	27,534.95	21
10-5400-390	DOT-DUES AND SUBSCRIPTIONS (85% REIME	920.00	750.00	0.00	484.00	266.00	65
10-5400-540	CAPITAL OUTLAY-VAN REPLACEMENT	249,232.24	0.00	0.00	0.00	0.00	0
10-5400-600	SS TRANSPORTATION- WORK FIRST DOT	3,962.00	5,133.00	1,428.40	2,837.90	2,295.10	55
10-5400-601	MAINT AGREEMENTS-CTS SOFTWARE	11,226.00	11,800.00	963.58	5,781.48	6,018.52	49
10-5400-602	CONTRACTED LABOR - RIVERLIGHT	3,533.63	10,000.00	540.00	2,831.63	7,168.37	28
10-5400-603	DRUG TEST CONTRACT-SAFETY WORKS	577.00	1,000.00	0.00	121.00	879.00	12

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10-5400-610	SENIOR CENTER TRANSPORTATION	425.20	6,000.00	0.00	0.00	6,000.00	0
	5400 SOCIAL SERVICES TRANSPORTATION:	384,053.25	188,683.00	12,976.62	57,181.24	131,501.76	30
10-5830-000	JUVENILE SERVICE:	0.00	0.00	0.00	0.00	0.00	0
10-5830-200	JCPC-WASHINGTON COUNTY YOUTH	9,001.17	9,650.00	0.00	162.65	9,487.35	2
10-5830-250	JCPC - CBA	3,685.51	10,910.00	144.56	144.56	10,765.44	1
10-5830-299	JCPC - ROANOKE AREA YOUTH	57,977.57	76,183.00	0.00	24,775.07	51,407.93	33
	5830 JUVENILE SERVICE:	70,664.25	96,743.00	144.56	25,082.28	71,660.72	26
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	867,499.98	867,500.02	50
10-5911-000	COMMUNICATIONS:	0.00	0.00	0.00	0.00	0.00	0
10-5911-010	COMMUNICATIONS-S & W- REGULAR	180,210.55	233,426.00	23,448.65	126,112.23	107,313.77	54
10-5911-030	SALARIES & WAGES-OVERTIME	68,065.73	65,000.00	7,134.13	47,042.32	17,957.68	72
10-5911-031	SALARIES & WAGES-PARTTIME	45,859.93	50,000.00	1,247.02	7,768.04	42,231.96	16
10-5911-040	SALARIES & WAGES-LONGEVITY	323.60	0.00	0.00	0.00	0.00	0
10-5911-090	COMMUNICATIONS- FICA TAX	22,027.56	26,655.00	2,367.56	13,536.02	13,118.98	51
10-5911-100	COMMUNICATIONS- RETIREMENT	51,124.65	65,176.00	6,442.32	36,589.62	28,586.38	56
10-5911-130	COMMUNICATIONS- 401(K) CONTRIB.	4,469.59	8,953.00	556.78	3,230.94	5,722.06	36
10-5911-131	COMMUNICATIONS - UNEMPLOYMENT	0.00	2,826.00	0.00	0.00	2,826.00	0
10-5911-140	COMMUNICATIONS- WORKERS' COMP	1,769.00	2,122.00	0.00	1,788.00	334.00	84
10-5911-180	COMMUNICATIONS- GROUP INS.	36,912.64	72,386.00	5,037.39	28,088.51	44,297.49	39
10-5911-210	UNIFORMS	0.00	1,500.00	0.00	0.00	1,500.00	0
10-5911-260	DEPARTMENTAL SUPPLIES	2,328.16	4,999.00	532.45	815.75	4,183.25	16
10-5911-310	TRAVEL	470.24	1,000.00	0.00	32.95	967.05	3
10-5911-315	TRAINING	405.02	4,000.00	0.00	0.00	4,000.00	0

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10-5911-320	COMMUNICATIONS	14,141.16	16,000.00	287.73	1,067.08	14,932.92	7
10-5911-330	POSTAGE	10.31	100.00	9.76	9.76	90.24	10
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	2,208.00	2,252.00	0.00	2,252.00	0.00	100
10-5911-415	MAINTENANCE AGREEMENT - MOTOROLA	14,550.20	15,317.00	0.00	15,277.71	39.29	100
10-5911-610	GRANT-NCDIT WASHINGTON CO RADIO UPG	0.00	100,462.00	0.00	0.00	100,462.00	0
	5911 COMMUNICATIONS:	446,376.34	673,674.00	47,063.79	284,360.93	389,313.07	42
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	6,750.00	13,500.00	13,500.00	50
10-5940-992	TRILLIUM-ABC BOTTLE TAX	3,000.00	3,000.00	750.00	1,500.00	1,500.00	50
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	7,500.00	28,239.97	15,000.03	65
10-6000-000	MEDICAL EXAMINER:	0.00	0.00	0.00	0.00	0.00	0
10-6000-180	CONTRACT-MEDICAL EXAMINER	12,100.00	15,000.00	200.00	2,750.00	12,250.00	18
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	97,087.40	97,000.00	8,092.93	36,898.32	60,101.68	38
10-6050-090	COOPERATIVE EXT SERV- FICA TAX EXPENS	7,146.30	7,420.00	592.30	2,693.02	4,726.98	36
10-6050-100	COOPERATIVE EXT SERV- RETIREMENT	24,289.46	26,190.00	2,112.43	8,870.38	17,319.62	34
10-6050-130	COOPERATIVE EXT SERV- UNEMPLOYMENT	0.00	970.00	0.00	0.00	970.00	0
10-6050-140	COOPERATIVE EXT SERV- WORKMAN'S COM	0.00	114.00	0.00	0.00	114.00	0
10-6050-180	COOPERATIVE EXT SERV- GROUP INS.	13,789.68	17,010.00	1,566.97	5,441.40	11,568.60	32
10-6050-260	DEPARTMENTAL SUPPLIES	1,666.49	1,800.00	96.27	674.09	1,125.91	37
10-6050-310	TRAVEL	0.00	1,200.00	0.00	0.00	1,200.00	0
10-6050-320	COOPERATIVE EXT SERV- COMMUNICATION:	1,202.62	1,500.00	120.50	562.14	937.86	37

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10-6110-991	REGIONAL LIBRARY	205,000.00	216,500.00	18,041.67	108,250.02	108,249.98	50
10-6120-000	RECREATION:	0.00	0.00	0.00	0.00	0.00	0
10-6120-010	RECREATION-S & W- REGULAR	46,321.83	46,949.00	4,217.25	24,950.33	21,998.67	53
10-6120-030	SALARIES & WAGES-PARTTIME	15,324.12	18,000.00	1,152.75	7,524.50	10,475.50	42
10-6120-040	SALARIES & WAGES-LONGEVITY	1,159.23	1,519.00	0.00	1,518.21	0.79	100
10-6120-090	RECREATION- FICA TAX EXPENSE	4,595.54	5,320.00	393.37	2,495.88	2,824.12	47
10-6120-100	RECREATION- RETIREMENT	9,550.59	10,557.00	871.28	5,468.38	5,088.62	52
10-6120-101	RECREATION- 401(K) CONTRIB.	1,389.62	1,450.00	126.52	748.52	701.48	52
10-6120-130	RECREATION- UNEMPLOYMENT INS.	0.00	628.00	0.00	0.00	628.00	0
10-6120-140	RECREATION- WORKMAN'S COMP	2,816.00	3,842.00	431.00-	2,888.00	954.00	75
10-6120-180	RECREATION- GROUP INS.	8,113.47	9,107.00	716.77	4,300.62	4,806.38	47
10-6120-200	SUPPLIES & MATERIALS	4,677.88	6,000.00	115.87	2,008.04	3,991.96	33
10-6120-250	SUPPLIES - VEHICLES	3,002.23	5,000.00	82.36	848.37	4,151.63	17
10-6120-260	OFFICE SUPPLIES	7,256.80	3,000.00	0.00	1,279.31	1,720.69	43
10-6120-270	SPORTS EQUIPMENT	8,567.81	9,000.00	0.00	2,885.34	6,114.66	32
10-6120-271	RECREATION-SERVICE AWARDS	0.00	175.00	175.00	175.00	0.00	100
10-6120-310	TRAVEL	3,854.66	5,000.00	0.00	0.00	5,000.00	0
10-6120-315	TRAINING	0.00	750.00	0.00	0.00	750.00	0
10-6120-320	RECREATION- COMMUNICATIONS	3,820.32	4,000.00	315.21	1,634.46	2,365.54	41
10-6120-325	POSTAGE	0.00	260.00	0.00	160.35	99.65	62
10-6120-330	RECREATION- COUNTY RECREATION- UTILIT	17,780.94	20,000.00	1,065.54	6,576.55	13,423.45	33
10-6120-350	MAINT & REPAIR - BUILDINGS	13,517.12	19,840.00	1,362.40	6,956.38	12,883.62	35
10-6120-355	MAINT & REPAIR - VEHICLE	3,497.69	5,000.00	0.00	795.05	4,204.95	16
10-6120-390	DEPARTMENTAL SUPPLIES - AWARDS	1,776.61	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	1,250.00	2,000.00	0.00	645.00	1,355.00	32

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
10-6120-550	CAPITAL OUTLAY - EQUIPMENT	18,553.20	15,000.00	0.00	0.00	15,000.00	0
10-6120-553	MAINTENANCE/EQUIPMENT - SKINNERS	0.00	4,000.00	0.00	0.00	4,000.00	0
10-6120-610	CONTRACTED SERVICES-LEAD/ASST/OFFICI	6,550.00	7,500.00	0.00	2,520.00	4,980.00	34
10-6120-650	RECREATION-DONATIONS	3,791.98	4,081.00	0.00	218.82	3,862.18	5
10-6120-693	NCDEQ GRANT-RECREATION-VOLKSWAGON	110,098.00	0.00	0.00	0.00	0.00	0
	6120 RECREATION:	299,467.64	212,181.00	10,163.32	78,799.11	133,381.89	37
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	169.68	1,131.20	3,868.80	23
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	258,204.00	0.00	0.00	258,204.00	0
10-8300-130	ADDITIONAL UNEMPLOYMENT INSURANCE	0.00	3,000.00	0.00	0.00	3,000.00	0
10-8300-140	COPIER MAINTENANCE AGREEMENT	3,385.62	6,000.00	241.19	1,316.00	4,684.00	22
10-8300-321	CENTRAL SERVICES-COMMUNICATIONS-TEL	4,398.78	31,000.00	2,801.74	15,075.93	15,924.07	49
10-8300-391	CENTRAL SERVICES-SOFTWARE LICENSES	19,397.22	20,980.00	4,096.90	4,351.00	16,629.00	21
10-8300-451	INSURANCE-PROPERTY & LIABILITY	298,929.00	361,850.00	0.00	354,832.00	7,018.00	98
10-8300-452	INSURANCE-TRANSPORTATION (15 PASSENGER)	12,500.00	15,000.00	0.00	15,000.00	0.00	100
10-8300-491	APPROP-ALBEMARLE COMMISSION	9,583.83	13,073.00	299.43	1,536.47	11,536.53	12
	8300 CENTRAL SERVICES:	348,194.45	709,107.00	7,439.26	392,111.40	316,995.60	55
10-9800-000	TRANSFERS:	0.00	0.00	0.00	0.00	0.00	0
10-9800-033	TRANSFER TO SANITATION	100,000.00	50,000.00	0.00	0.00	50,000.00	0
10-9800-039	TRANSFER TO AIRPORT FUND	99,738.00	99,905.00	0.00	0.00	99,905.00	0
10-9800-040	TRANSFER TO WCH PENSION FUND	450,000.00	450,000.00	0.00	0.00	450,000.00	0
10-9800-058	TRANSFER TO PROJECTS/GRANTS FUND	166,333.00	93,410.45	0.00	0.00	93,410.45	0
10-9800-070	TRANSFER TO RE-VAL FUND	40,000.00	40,000.00	0.00	0.00	40,000.00	0

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<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>
10-9800-982	TRANSFER TO WASH CO EMS	398,952.00	399,620.00	0.00	0.00	399,620.00	0
10-9800-986	TRANSFER TO WASH CO SCHOOLS CAP OUT	0.00	700,000.00	0.00	0.00	700,000.00	0
	9800 TRANSFERS:	1,255,023.00	1,832,935.45	0.00	0.00	1,832,935.45	0
10-9990-000	CONTINGENCY	0.00	28,293.00	0.00	0.00	28,293.00	0
10-9999-999	OCCUPANCY TAXES REMITTED TO TTA-EXPE	177,221.00	0.00	0.00	0.00	0.00	0
	GENERAL FUND Expenditure Totals	16,508,887.73	19,504,713.45	1,177,989.66	7,737,838.82	11,766,874.63	40

10 GENERAL FUND	Prior	Current	YTD
Revenues:	16,821,513.45	2,460,663.08	9,515,866.67
Expenditures:	16,508,887.73	1,177,989.66	7,737,838.82
Net Income:	312,625.72	1,282,673.42	1,778,027.85

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
21-3230-320	SALES TAX-ARITCLE 40 (30%)/\$735,000	330,460.35	330,000.00	25,143.23	80,486.44	249,513.56-	24
21-3230-321	SALES TAX-ARTICLE 42 (60%)/\$400,000	403,809.20	360,000.00	1,854.04	65,638.56	294,361.44-	18
21-3230-400	GRANT-NEEDS BASED PUBLIC SCHOOL CAP	37,343,155.67	10,399,451.35	0.00	10,476,985.89	77,534.54	101
21-3230-402	TRUIST PK-12 FINANCING-EARNED INCOME	433,372.43	135,723.01	24,207.10	159,930.11	24,207.10	118
21-3230-404	PK-12 RENTAL INCOME	0.00	400,000.00	0.00	0.00	400,000.00-	0
21-3980-000	TRANSFER FROM GENERAL FUND	0.00	700,000.00	0.00	0.00	700,000.00-	0
21-3990-000	APPROPRIATED FUND BALANCE-WC SCHOO	0.00	12,699,838.36	0.00	0.00	12,699,838.36-	0
	CAPITAL OUTLAY-WASHINGTON CO SCHOOL	38,510,797.65	25,025,012.72	51,204.37	10,783,041.00	14,241,971.72-	43

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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
21-5912-691	CAPITAL OUTLAY-WASHINGTON COUNTY SCI	400,000.00	100,000.00	8,333.33	49,999.98	50,000.02	50
21-5912-693	CAP OUT-ARCH, PLANNING, SURVEYING, EN	0.00	14,338.00	0.00	13,001.25	1,336.75	91
21-5912-695	GRANT-NEEDS BASED PUB SC-PLANNING/DE	652,318.10	637,155.59	77,535.94	387,672.71	249,482.88	61
21-5912-696	GRANT-NEEDS BASED PUB SC-CONSTRUCTI	37,303,324.38	9,839,830.30	0.00	9,839,830.30	0.00	100
21-5912-698	GRANT-NEEDS BASED PUB SC-ENGINEERIN	247,294.41	0.00	0.00	0.00	0.00	0
21-5912-700	TRUIST PK12 FUNDED CONSTRUCTION	9,241,233.98	10,807,629.08	1,778,716.81	6,499,959.64	4,307,669.44	60
21-5912-701	TRUIST PK-12 LOAN-EXPENSE-EARNED INCC	0.00	621,218.75	0.00	0.00	621,218.75	0
	5912 CAPITAL OUTLAY-WASHINGTON CO SC	47,844,170.87	22,020,171.72	1,864,586.08	16,790,463.88	5,229,707.84	76
21-8000-600	DESIGNATED FOR FUTURE APPROP-BOE CO	0.00	1,167,041.00	0.00	0.00	1,167,041.00	0
21-9100-001	TRUIST PRINCIPAL (STARTS IN FY 25)	0.00	1,042,000.00	0.00	1,042,000.00	0.00	100
21-9200-001	TRUIST INTERERST (STARTS IN FY 24)	431,057.90	795,800.00	0.00	795,799.20	0.80	100

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<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>
	CAPITAL OUTLAY-WASHINGT Expenditure To	48,275,228.77	25,025,012.72	1,864,586.08	18,628,263.08	6,396,749.64	74

21 CAPITAL OUTLAY-WASHINGTON CO SCHC	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	38,510,797.65	51,204.37	10,783,041.00
Expenditures:	48,275,228.77	1,864,586.08	18,628,263.08
Net Income:	9,764,431.12-	1,813,381.71-	7,845,222.08-

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
30-3920-010	WATERSHED 1972 REFERENDUM TAX-CURRI	83,345.14	85,000.00	21,160.09	51,508.12	33,491.88-	61
30-3920-020	WATERSHED 1972 REF TAX-CURR YR DISCOI	559.08-	600.00-	0.00	238.14-	361.86	0
30-3920-030	WATERSHED 1972 TAX REF-CURR YR PENAL	132.19	125.00	67.84	117.26	7.74-	94
30-3920-040	WATERSHED 1972 REF TAX-CURR YR INTERE	983.51	750.00	0.00	5.15	744.85-	1
30-3921-010	WATERSHED 1972 REF TAX-1ST PRIOR YR	19,764.83	2,400.00	19.06	831.50	1,568.50-	35
30-3921-020	WATERSHED 1972 REF TAX-OTHER PRIOR YI	789.52	800.00	27.92	360.07	439.93-	45
30-3921-030	WATERSHED 1972 REF TAX-PRIOR YR PENAL	1,834.76	10.00	0.14	8.05	1.95-	80
30-3921-040	WATERSHED 1972 TAX REF-PRIOR YR INTER	5,451.94	3,500.00	62.87	1,743.55	1,756.45-	50
30-3930-000	DRAINAGE ASSESSMENT-EDDIE SMIT	6,460.27	6,150.00	2,850.03	3,766.96	2,383.04-	61
30-3940-000	EDDIE SMITH-RECAP ASSESSMENT04	0.00	0.00	0.00	5.27	5.27	0
30-3951-002	STREAMFLOW REHAB ASSISTANCE PROG (S	0.00	259,286.00	0.00	0.00	259,286.00-	0
30-3990-000	APPROP WATERSHED RESERVE	0.00	81,515.00	0.00	0.00	81,515.00-	0
	DRAINAGE Revenue Totals	118,203.08	438,936.00	24,187.95	58,107.79	380,828.21-	13

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	0.00	1,000.00	0.00	0.00	1,000.00	0
30-7140-380	EDDIE SMITH CANAL-ADVERTISING	56.00	250.00	0.00	0.00	250.00	0
30-7140-600	EDDIE SMITH CANAL- DRAINAGE- CON SVC F	0.00	15,000.00	0.00	5,849.91	9,150.09	39
	7140 EDDIE SMITH CANAL:	56.00	16,250.00	0.00	5,849.91	10,400.09	36
30-8000-000	WATERSHED IMPROVEMENT:	0.00	0.00	0.00	0.00	0.00	0
30-8000-010	DRAINAGE-S&W REGULAR	0.00	27,874.00	2,472.75	6,885.65	20,988.35	25
30-8000-090	DRAINAGE-FICA TAX EXPENSE	0.00	2,132.00	189.16	526.74	1,605.26	25
30-8000-100	DRAINAGE-RETIREMENT	0.00	6,087.00	510.87	1,422.57	4,664.43	23

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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>
30-8000-101	DRAINAGE-401(K) CONTRIBUTION	0.00	836.00	0.00	0.00	836.00	0
30-8000-130	DRAINAGE-UNEMPLOYMENT INS	0.00	314.00	0.00	0.00	314.00	0
30-8000-140	DRAININAGE-WORKMAN'S COMP	0.00	1,113.00	0.00	1,112.00	1.00	100
30-8000-180	DRAINAGE-GROUP INSURANCE	0.00	9,044.00	45.23	133.19	8,910.81	1
30-8000-340	BEAVER CONTROL	26,980.00	35,000.00	6,890.00	16,560.00	18,440.00	47
30-8000-352	STREAMFLOW REHAB ASSISTANCE PROG (S	0.00	259,286.00	0.00	0.00	259,286.00	0
30-8000-600	AQUATIC WEED SPRAYING	9,570.00	20,000.00	0.00	0.00	20,000.00	0
30-8000-610	CLEARING & SNAGGING	28,736.00	50,000.00	0.00	0.00	50,000.00	0
30-8000-611	MAUL 7 KENDRICKS CREEKS PROJECT	10,941.99	11,000.00	0.00	0.00	11,000.00	0
	8000 WATERSHED IMPROVEMENT:	76,227.99	422,686.00	10,108.01	26,640.15	396,045.85	6
	DRAINAGE Expenditure Totals	76,283.99	438,936.00	10,108.01	32,490.06	406,445.94	7

30 DRAINAGE	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	118,203.08	24,187.95	58,107.79
Expenditures:	76,283.99	10,108.01	32,490.06
Net Income:	41,919.09	14,079.94	25,617.73

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
33-3350-001	CONSTR CONTRACTERS DISPOSAL FEES(BII	84,696.52	80,000.00	3,473.75	43,280.11	36,719.89-	54
33-3400-000	METAL/WHITE GOODS REVENUE	4,980.53	0.00	0.00	0.00	0.00	0
33-3400-001	NCDENR GRANT	6,100.88	3,500.00	0.00	0.00	3,500.00-	0
33-3501-000	RURAL SOLID WASTE FEE-COUNTY	1,281,539.69	1,403,154.00	143,202.11	700,700.41	702,453.59-	50
33-3501-001	RSW FEE MUNICIPAL TIPPING REIMB (BILLET	70,347.37	51,000.00	6,177.00	40,994.53	10,005.47-	80
33-3503-000	WHITE GOODS DISP FEE & GRANTS	6,173.71	6,000.00	0.00	1,547.39	4,452.61-	26
33-3504-000	SOLID WASTE DISPOSAL TAX	7,086.75	7,200.00	0.00	1,836.17	5,363.83-	26
33-3670-010	STATE TIRE TAX REVENUES	20,337.27	20,000.00	0.00	5,123.95	14,876.05-	26
33-3670-020	STATE TIRE TAX REVENUES(BILLED)	185.12	100.00	0.00	896.48	796.48	896
33-3795-000	PENALTIES AND INTEREST(BILLED)	25.00	0.00	0.00	0.00	0.00	0
33-3970-075	TOWN SOLID WASTE	109,628.65	60,000.00	6,160.00	36,446.67	23,553.33-	61
33-3980-000	TRANSFER FROM GENERAL FUND	100,000.00	50,000.00	0.00	0.00	50,000.00-	0
	SANITATION Revenue Totals	1,691,101.49	1,680,954.00	159,012.86	830,825.71	850,128.29-	49

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	40,292.86	59,020.00	2,292.42	15,161.02	43,858.98	26
33-7400-031	LANDFILL & COLLECT - S & W PARTTIME	4,806.00	5,000.00	0.00	3,033.00	1,967.00	61
33-7400-040	LANDFILL & COLLECT- PROFESSIONAL SERV	24,263.50	37,400.00	0.00	8,068.95	29,331.05	22
33-7400-090	LANDFILL & COLLECT- FICA TAX EXPENSE	3,454.42	4,898.00	171.55	1,384.43	3,513.57	28
33-7400-100	LANDFILL & COLLECT- RETIREMENT EXPENS	2,804.91	12,890.00	473.61	3,127.38	9,762.62	24
33-7400-101	LANDFILL & COLLECT- 401(K) CONTRIB.	1,063.29	1,771.00	68.77	133.66	1,637.34	8
33-7400-130	LANDFILL & COLLECTIO- UNEMPLOYMENT IN	0.00	942.00	0.00	0.00	942.00	0
33-7400-140	LANDFILL & COLLECT- WORKMAN'S COMP	5,818.00	7,604.00	2,624.00-	3,777.00	3,827.00	50
33-7400-180	LANDFILL & COLLECT- GROUP INS.	9,413.18	18,099.00	717.27	1,568.16	16,530.84	9

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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>
33-8100-601	DESIGNATED FOR FUTURE APPROPRIATION	0.00	17,958.00	0.00	0.00	17,958.00	0
	SANITATION Expenditure Totals	1,661,793.26	1,680,954.00	106,388.83	640,550.94	1,040,403.06	38

33 SANITATION	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	1,691,101.49	159,012.86	830,825.71
Expenditures:	1,661,793.26	106,388.83	640,550.94
Net Income:	29,308.23	52,624.03	190,274.77

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
35-3290-000	INTEREST EARNED ON INVESTMENTS	8,716.72	7,500.00	0.00	3,195.61	4,304.39-	43
35-3710-000	UTILITY BASE CHARGES	909,436.06	900,000.00	76,191.65	459,038.62	440,961.38-	51
35-3710-010	UTILITY CONSUMPTION CHARGES	543,755.06	550,000.00	45,640.21	316,110.23	233,889.77-	57
35-3730-000	TAP & CONNECTION FEES	21,823.00	12,000.00	0.00	19,105.92	7,105.92	159
35-3750-000	RECONNECTION FEES	19,250.00	18,000.00	1,470.00	11,899.41	6,100.59-	66
35-3760-000	WATER ASSESSMENTS	0.00	0.00	0.00	35.00	35.00	0
35-3790-000	PENALTIES & INTEREST-UTIL BILL	5,869.32	5,000.00	563.67	3,120.00	1,880.00-	62
35-3790-021	NCDEQ VUR PEA RIDGE TRANS GRANT	15,000.00	0.00	0.00	0.00	0.00	0
35-3790-023	NCDEQ VUR TRAINING GRANT	2,000.00	0.00	0.00	0.00	0.00	0
35-3821-000	FEES COLLECTED FOR METER TAMPERING	518.34	0.00	0.00	0.00	0.00	0
35-3990-990	FUND BALANCE APPROPRIATED	0.00	356,242.00	0.00	0.00	356,242.00-	0
35-9999-001	OVERPAYMENTS	0.00	0.00	0.00	0.41	0.41	0
	WATER Revenue Totals	1,526,368.50	1,848,742.00	123,865.53	812,505.20	1,036,236.80-	43

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	212,230.92	231,523.00	22,268.38	118,802.98	112,720.02	51
35-7130-040	OPERATION&MAINT.- PROFESSIONAL SERVIC	3,505.51	33,301.00	0.00	4,252.37	29,048.63	13
35-7130-050	SALARIES & WAGES-LONGEVITY	1,846.06	1,951.00	0.00	1,950.58	0.42	100
35-7130-090	OPERATION&MAINT.- FICA TAX EXPENSE	15,943.61	17,855.00	1,659.24	8,971.87	8,883.13	50
35-7130-100	OPERATION&MAINT.- RETIREMENT EXPENSE	21,462.78	50,898.00	4,600.65	24,947.68	25,950.32	49
35-7130-101	OPERATION- 401(K) CONTRIB.	5,930.93	7,002.00	668.03	3,564.02	3,437.98	51
35-7130-130	OPERATION&MAINT.- UNEMPLOYMENT INS.	0.00	2,198.00	0.00	0.00	2,198.00	0
35-7130-140	OPERATION&MAINT.- WORKMAN'S COMP	7,130.00	13,647.00	0.00	11,204.00	2,443.00	82
35-7130-180	OPERATION&MAINT.- GROUP INS.	48,206.35	65,407.00	5,032.64	30,195.84	35,211.16	46

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
35-7130-200	SUPPLIES & MATERIALS	30,175.59	30,000.00	820.06	27,276.18	2,723.82	91
35-7130-210	OPERATION&MAINT.- UNIFORMS	1,042.69	4,000.00	0.00	3,390.13	609.87	85
35-7130-250	VEHICLE SUPPLIES	19,971.05	17,500.00	1,404.46	8,640.76	8,859.24	49
35-7130-260	DEPARTMENTAL SUPPLIES	2,573.79	6,599.00	0.00	383.65	6,215.35	6
35-7130-298	MAINT & REPAIR-TANK	64,330.08	66,000.00	0.00	32,969.16	33,030.84	50
35-7130-315	TRAINING	255.50	4,000.00	0.00	0.00	4,000.00	0
35-7130-320	OPERATION&MAINT.- COMMUNICATIONS	1,597.24	2,600.00	123.15	666.12	1,933.88	26
35-7130-330	UTILITIES-ELECTRICITY	10,939.77	14,000.00	1,188.68	5,250.92	8,749.08	38
35-7130-340	OPERATION&MAINT.- POSTAGE	23,012.29	24,000.00	2,760.51	13,911.62	10,088.38	58
35-7130-350	MAINT & REPAIR-EQUIPMENT	42,183.99	25,000.00	1,177.05	4,162.08	20,837.92	17
35-7130-370	OPERATION&MAINT.- ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
35-7130-390	OPERATION&MAINT.- DUES & SUBSCRIPTION	3,576.98	6,500.00	305.24	3,681.63	2,818.37	57
35-7130-550	CAPITAL OUTLAY-EQUIPMENT	17,041.32	197,000.00	0.00	0.00	197,000.00	0
35-7130-580	DEBT SERVICE-NCDENR	0.00	27,993.00	0.00	0.00	27,993.00	0
35-7130-600	CONTRACTS-MOWING	17,325.00	22,000.00	0.00	9,275.00	12,725.00	42
35-7130-693	NCDEQ VUR TRAINING GRANT	2,000.00	0.00	0.00	0.00	0.00	0
35-7130-800	DEPRECIATION-OTHER EQUIPMENT	272,584.00	0.00	0.00	0.00	0.00	0
35-7130-998	COST ALLOCATION-GENERAL FUND	100,000.00	110,000.00	0.00	0.00	110,000.00	0
	7130 OPERATIONS & MAINTENANCE:	924,865.45	981,474.00	42,008.09	313,496.59	667,977.41	32
35-7135-000	TREATMENT PLANT:	0.00	0.00	0.00	0.00	0.00	0
35-7135-010	TREATMENT PLANT-S & W- REGULAR	41,889.04	42,912.00	3,711.92	22,092.43	20,819.57	51
35-7135-040	SALARIES & WAGES-LONGEVITY	0.00	446.00	0.00	445.43	0.57	100
35-7135-090	TREATMENT PLANT- FICA TAX EXPENSE	3,253.07	3,315.00	285.88	1,735.66	1,579.34	52
35-7135-100	TREATMENT PLANT- RETIREMENT EXPENSE	8,498.66	9,443.00	766.88	4,656.31	4,786.69	49
35-7135-101	TREATMENT PLANT- 401(K) CONTRIB.	1,267.74	1,300.00	111.36	662.78	637.22	51
35-7135-130	TREATMENT PLANT- UNEMPLOYMENT INS.	0.00	314.00	0.00	0.00	314.00	0

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
35-7135-140	TREATMENT PLANT- WORKMAN'S COMP	4,363.00	3,240.00	1,172.00-	1,556.00	1,684.00	48
35-7135-180	TREATMENT PLANT- GROUP INS.	8,217.60	9,094.00	721.27	4,327.62	4,766.38	48
35-7135-200	SUPPLIES & MATERIALS	1,888.15	8,700.00	180.98	6,163.67	2,536.33	71
35-7135-210	TREATMENT PLANT- UNIFORMS	1,963.63	2,300.00	0.00	1,321.89	978.11	57
35-7135-250	TREATMENT PLANT- FUEL	2,083.71	4,000.00	172.94	653.41	3,346.59	16
35-7135-270	SERVICE AWARDS	0.00	50.00	50.00	50.00	0.00	100
35-7135-298	CONTRACTS	17,957.67	23,000.00	10,889.00	12,489.00	10,511.00	54
35-7135-299	WATER TREATMENT CHEMICALS	50,973.97	60,000.00	4,097.36	21,062.36	38,937.64	35
35-7135-315	TRAINING	0.00	2,500.00	0.00	1,317.00	1,183.00	53
35-7135-320	TREATMENT PLANT- COMMUNICATIONS	3,500.16	3,700.00	348.04	2,392.67	1,307.33	65
35-7135-330	TREATMENT PLANT- UTILITIES	41,179.28	34,000.00	2,973.87	16,413.44	17,586.56	48
35-7135-340	TREATMENT PLANT- POSTAGE	38.34	250.00	0.00	0.00	250.00	0
35-7135-350	MAINT & REPAIR-EQUIPMENT	11,558.35	36,000.00	1,586.70	25,644.02	10,355.98	71
35-7135-370	TREATMENT PLANT- ADVERTISING	170.46	500.00	0.00	0.00	500.00	0
35-7135-390	TREATMENT PLANT- DUES & SUBSCRIPTION	3,267.38	5,000.00	292.30-	2,560.80	2,439.20	51
35-7135-540	TREATMENT PLANT- CAPITAL OUTLAY- VEHIC	0.00	60,000.00	0.00	52,851.92	7,148.08	88
35-7135-541	CAPITAL OUTLAY-EQUIPMENT	0.00	223,107.00	20,900.00	20,900.00	202,207.00	9
35-7135-600	DESIGNATED FOR FUTURE APPROPRIATION	0.00	8,900.00	0.00	0.00	8,900.00	0
	7135 TREATMENT PLANT:	202,070.21	542,071.00	45,331.90	199,296.41	342,774.59	37
35-9100-000	DEBT PRINCIPAL:	0.00	0.00	0.00	0.00	0.00	0
35-9100-030	2021 WATER REV REFUNDING BOND-PRINCIP	0.00	270,000.00	0.00	0.00	270,000.00	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	60,276.28	55,197.00	0.00	0.00	55,197.00	0
35-9200-900	AMORTIZATION ON DEFERRED CHARGES	4,127.87	0.00	0.00	0.00	0.00	0
	9200 DEBT INTEREST:	64,404.15	55,197.00	0.00	0.00	55,197.00	0

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<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	1,191,339.81	1,848,742.00	87,339.99	512,793.00	1,335,949.00	28

35 WATER	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	1,526,368.50	123,865.53	812,505.20
Expenditures:	1,191,339.81	87,339.99	512,793.00
Net Income:	335,028.69	36,525.54	299,712.20

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
36-3100-001	NCDEQ GRANT-ASSET INVENTORY ASSESSM	114,984.00	122,016.00	0.00	11,199.00	110,817.00-	9
36-3100-002	NCDEQ VUR PEA RIDGE WATER TRANS GRAI	109,669.00	5,347,331.00	0.00	40,000.00	5,307,331.00-	1
36-3100-003	NCDEQ VUR ROPER CONNECTION GRANT	29,680.00	940,520.00	0.00	2,250.00	938,270.00-	0
	WATERWORKS CAPITAL PROJECTS FUND: F	254,333.00	6,409,867.00	0.00	53,449.00	6,356,418.00-	0

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
36-0000-000	WATERWORKS CAPITAL PROJECTS FUND:	0.00	0.00	0.00	0.00	0.00	0
36-4100-001	NCDEQ GRANT-ASSET INVENTORY ASSESSM	114,984.00	122,016.00	0.00	18,429.00	103,587.00	15
36-4100-002	NCDEQ VUR PEA RIDGE WATER TRANS GRAI	109,669.00	5,347,331.00	0.00	115,498.75	5,231,832.25	2
36-4100-003	NCDEQ VUR ROPER CONNECTION GRANT	29,680.00	940,520.00	750.00	22,600.00	917,920.00	2
	4100 Total	254,333.00	6,409,867.00	750.00	156,527.75	6,253,339.25	2
	WATERWORKS CAPITAL PROJ Expenditure T	254,333.00	6,409,867.00	750.00	156,527.75	6,253,339.25	2

36 WATERWORKS CAPITAL PROJECTS FUND	Prior	Current	YTD
Revenues:	254,333.00	0.00	53,449.00
Expenditures:	254,333.00	750.00	156,527.75
Net Income:	0.00	750.00-	103,078.75-

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
37-3290-000	INTEREST	3,138.36	0.00	0.00	1,558.63	1,558.63	0
37-3350-000	NCACC WASHINGTON EMS	128,442.00	100,000.00	0.00	0.00	100,000.00-	0
37-3490-000	EMS REVENUE	790,453.97	840,000.00	503.78	288,161.59	551,838.41-	34
37-3490-010	WEYERHAEUSER GRANT	1,500.00	0.00	0.00	0.00	0.00	0
37-3490-020	DUKE RACE-CARS GRANT	6,125.00	2,900.00	0.00	2,900.00	0.00	100
37-3490-021	UNC PECC+ PROGRAM GRANT	3,600.00	600.00	0.00	600.00	0.00	100
37-3500-000	TRANSPORT SERVICE REVENUE	267,163.55	275,000.00	0.00	136,971.12	138,028.88-	50
37-3833-840	EMS DONATIONS	100.00	50.00	0.00	50.00	0.00	100
37-3901-000	TYRRELL-EMS CONTRACT	675,000.00	675,000.00	56,250.00	337,500.00	337,500.00-	50
37-3902-000	FUND BALANCE APPROPRIATED	0.00	199,292.00	0.00	0.00	199,292.00-	0
37-3980-010	TRANSFER FROM GENERAL FUND	398,952.00	399,620.00	0.00	0.00	399,620.00-	0
	EMS Revenue Totals	2,274,474.88	2,492,462.00	56,753.78	767,741.34	1,724,720.66-	30

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	667,502.37	829,128.00	53,290.27	331,750.57	497,377.43	40
37-4330-030	SALARIES & WAGES-OVERTIME	285,818.10	300,000.00	24,548.02	151,910.36	148,089.64	51
37-4330-040	SALARIES & WAGES-PARTTIME	16,842.44	20,000.00	3,301.76	10,351.58	9,648.42	52
37-4330-050	SALARIES & WAGES-LONGEVITY	4,493.25	5,825.00	0.00	5,824.34	0.66	100
37-4330-090	FICA TAXES	71,301.21	81,775.00	5,974.35	36,753.02	45,021.98	45
37-4330-100	- RETIREMENT EXPENSE	191,396.82	229,091.00	16,081.41	101,086.99	128,004.01	44
37-4330-101	- 401K CONTRIB.	24,039.03	31,469.00	2,049.84	12,899.23	18,569.77	41
37-4330-130	EMS OPERATIONS- UNEMPLOYMENT INS.	0.00	6,280.00	0.00	0.00	6,280.00	0
37-4330-140	- WORKMAN COMP	70,527.00	101,510.00	13,517.00-	71,925.00	29,585.00	71
37-4330-180	GROUP INSURANCE	135,426.94	181,492.00	10,081.53	64,076.78	117,415.22	35

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
37-4330-190	TRAINING	211.84	6,000.00	0.00	0.00	6,000.00	0
37-4330-200	SUPPLIES & MATERIALS	53,608.61	55,000.00	3,174.12	23,535.88	31,464.12	43
37-4330-210	UNIFORMS	3,355.33	4,000.00	1,277.61	2,501.23	1,498.77	63
37-4330-250	FUEL	71,024.22	75,000.00	3,318.03	23,515.86	51,484.14	31
37-4330-260	DEPARTMENTAL SUPPLIES	11,319.93	14,000.00	64.57	455.16	13,544.84	3
37-4330-270	SERVICE AWARDS	75.00	125.00	125.00	125.00	0.00	100
37-4330-295	PORTABLE COMM HARDWARE	0.00	2,500.00	0.00	39.95	2,460.05	2
37-4330-320	- COMMUNICATIONS	5,117.73	5,100.00	610.88	3,301.42	1,798.58	65
37-4330-350	POSTAGE	0.00	100.00	0.00	0.00	100.00	0
37-4330-355	MAINT & REPAIR-EQUIPMENT	52,070.29	50,000.00	3,327.84	25,900.43	24,099.57	52
37-4330-390	WASH EMS - DUES & SUBSCRIPTIONS	6,393.78	8,100.00	491.83	4,537.62	3,562.38	56
37-4330-396	EMS-MEDICAID COST REPORT	8,300.00	8,000.00	0.00	0.00	8,000.00	0
37-4330-399	QUARTERLY INTERGOVERNMENTAL TRANSF	18,720.91	30,000.00	0.00	0.00	30,000.00	0
37-4330-540	CAPITAL OUTLAY-VEHICLES	42,955.05	10,941.00	5,693.97	6,294.19	4,646.81	58
37-4330-550	WASH CO EMS- CAPITAL OUTLAY- EQUIPMEN	17,477.88	25,000.00	0.00	24,661.44	338.56	99
37-4330-600	CONTRACTS-MEDICAL DIRECTOR	23,248.00	23,250.00	1,937.50	11,625.00	11,625.00	50
37-4330-610	CONTRACTS-BILLING	43,469.55	49,980.00	2,795.32	14,985.01	34,994.99	30
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	678.00	0.00	0.00	678.00	0
37-4330-652	DUKE RACE-CARS GRANT	16,100.00	5,950.00	134.97	134.97	5,815.03	2
37-4330-653	UNC PECC+ PROGRAM GRANT	0.00	10,525.00	0.00	0.00	10,525.00	0
37-4330-654	WEYERHAEUSER GIVING GRANT	1,500.00	0.00	0.00	0.00	0.00	0
	4330 WASHINGTON COUNTY EMS:	1,842,295.28	2,175,999.00	124,761.82	928,191.03	1,247,807.97	43
37-4376-000	TRANSPORT SERVICE:	0.00	0.00	0.00	0.00	0.00	0
37-4376-010	SALARIES & WAGES-REGULAR	39,443.43	108,652.00	10,134.37	50,104.00	58,548.00	46
37-4376-030	SALARIES & WAGES-OVERTIME	11,310.42	22,346.00	1,945.32	19,275.83	3,070.17	86

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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>
37-4376-040	SALARIES & WAGES-PARTTIME	8,130.62	10,000.00	625.61	3,669.56	6,330.44	37
37-4376-090	FICA TAXES	4,371.82	10,786.00	943.10	5,433.53	5,352.47	50
37-4376-100	TRANSPORT SERVICE- RETIREMENT EXPEN:	10,002.10	27,518.00	2,563.85	14,402.07	13,115.93	52
37-4376-101	TRANSPORT SERVICE- 401K CONTRIB.	912.09	3,780.00	372.29	1,989.29	1,790.71	53
37-4376-130	TRANSPORT- UNEMPLOYMENT INS.	0.00	1,256.00	0.00	0.00	1,256.00	0
37-4376-140	TRANSPORT SERVICE- WORKMAN'S COMP	3,979.00	13,389.00	7,313.00-	3,957.00	9,432.00	30
37-4376-180	GROUP INSURANCE	9,361.15	36,174.00	1,482.27	8,802.16	27,371.84	24
37-4376-200	SUPPLIES & MATERIALS	16,213.79	20,000.00	934.47	6,355.07	13,644.93	32
37-4376-210	TRANSPORT SERVICE- UNIFORMS	1,711.03	2,500.00	0.00	570.81	1,929.19	23
37-4376-250	FUEL	6,496.08	12,000.00	572.12	3,175.86	8,824.14	26
37-4376-260	TRANSPORT - DEPARTMENTAL SUPPLIES	5,096.97	11,999.00	458.00	10,275.61	1,723.39	86
37-4376-295	PORTABLE COMM HARDWARE	0.00	1,000.00	0.00	196.00	804.00	20
37-4376-320	TRANSPORT SERVICE- COMMUNICATIONS	1,673.37	1,800.00	0.00	20.87	1,779.13	1
37-4376-355	MAINT & REPAIR-EQUIPMENT	5,544.14	10,000.00	353.98	5,813.15	4,186.85	58
37-4376-370	ADVERTISING	793.60	2,000.00	0.00	0.00	2,000.00	0
37-4376-390	TRANSPORT - DUES & SUBSCRIPTIONS	4,689.78	4,900.00	370.80	1,826.16	3,073.84	37
37-4376-550	CAPITAL OUTLAY-EQUIPMENT	24,385.44	0.00	0.00	0.00	0.00	0
37-4376-610	CONTRACTS-BILLING	16,375.41	16,363.00	1,572.37	9,329.63	7,033.37	57
	4376 TRANSPORT SERVICE:	170,490.24	316,463.00	15,015.55	145,196.60	171,266.40	46
	EMS Expenditure Totals	2,012,785.52	2,492,462.00	139,777.37	1,073,387.63	1,419,074.37	43

37 EMS	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	2,274,474.88	56,753.78	767,741.34
Expenditures:	2,012,785.52	139,777.37	1,073,387.63
Net Income:	261,689.36	83,023.59-	305,646.29-

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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
38-3800-083	AIRFIELD LIGHTING REPLACE (CON/CA/RPR)	806,271.03	1,468,408.00	119,916.00	119,916.00	1,348,492.00-	8
38-3800-091	NPE FEDERAL GRANT-FY 20-21	123,947.00	43,373.00	20,234.00	43,372.00	1.00-	100
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	166,667.00	0.00	0.00	166,667.00-	0
38-3800-095	NPE FEDERAL GRANT-FY 24-25	0.00	150,000.00	0.00	0.00	150,000.00-	0
	AIRPORT PROJECTS Revenue Totals	930,218.03	2,178,449.00	140,150.00	163,288.00	2,015,161.00-	7

<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
38-8135-663	AIRFIELD LIGHTING REPLACE (CON/CA/RPR)	807,120.69	1,468,408.00	119,916.35	119,916.35	1,348,491.65	8
38-8135-671	NPE FEDERAL GRANT FY 20-21	123,096.27	43,373.00	20,233.50	43,371.00	2.00	100
38-8135-672	NPE FEDERAL GRANT FY 21-22	0.00	166,667.00	0.00	3,800.00	162,867.00	2
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
38-8135-675	NPE FEDERAL GRANT FY 24-25	0.00	166,667.00	0.00	0.00	166,667.00	0
	8135 AIRPORT:	930,216.96	2,178,449.00	140,149.85	167,087.35	2,011,361.65	8
	AIRPORT PROJECTS Expenditure Totals	930,216.96	2,178,449.00	140,149.85	167,087.35	2,011,361.65	8

38 AIRPORT PROJECTS	Prior	Current	YTD
Revenues:	930,218.03	140,150.00	163,288.00
Expenditures:	930,216.96	140,149.85	167,087.35
Net Income:	1.07	0.15	3,799.35-

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Statement of Revenue and Expenditures

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
39-3570-000	AIRPORT FUEL SALES	63,869.80	75,000.00	3,295.80	37,615.69	37,384.31-	50
39-3600-000	HANGER RENTAL	15,600.00	15,600.00	0.00	15,600.00	0.00	100
39-3600-001	FARM LAND LEASE	1,252.00	1,252.00	0.00	0.00	1,252.00-	0
39-3980-010	TRANSFER FROM GENERAL FUND	99,738.00	99,905.00	0.00	0.00	99,905.00-	0
39-3990-000	APPROPRIATED FUND BALANCE	0.00	42,706.00	0.00	0.00	42,706.00-	0
39-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	234.82	0.00	0.00	0.00	0.00	0
	AIRPORT OPERATIONS Revenue Totals	180,694.62	234,463.00	3,295.80	53,215.69	181,247.31-	22

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	41,983.33	42,026.00	3,589.75	21,450.92	20,575.08	51
39-4530-030	SALARIES & WAGES-LONGEVITY	840.52	862.00	0.00	861.54	0.46	100
39-4530-032	SALARIES & WAGES - PARTTIME	13,654.97	15,000.00	0.00	559.39	14,440.61	4
39-4530-090	FICA TAX	4,297.65	4,733.00	272.70	1,738.20	2,994.80	37
39-4530-100	AIRPORT - RETIREMENT	8,613.97	9,341.00	741.64	4,609.74	4,731.26	49
39-4530-101	AIRPORT - 401K	1,259.56	1,286.00	107.69	643.52	642.48	50
39-4530-130	AIRPORT- UNEMPLOYMENT INS.	0.00	628.00	0.00	0.00	628.00	0
39-4530-140	AIRPORT- WORKMAN'S COMP	2,392.00	3,907.00	0.00	3,289.00	618.00	84
39-4530-180	AIRPORT - GROUP INSURANCE	8,071.03	9,091.00	714.17	4,285.02	4,805.98	47
39-4530-190	CONTRACTED SERVICES	0.00	12,330.00	0.00	8,457.00	3,873.00	69
39-4530-200	AIRPORT- DEPARTMENTAL SUPPLIES	5,025.92	3,999.00	76.67	1,160.77	2,838.23	29
39-4530-250	AIRPORT- AV GAS AND JET FUEL	59,270.50	67,500.00	26,364.61	50,835.35	16,664.65	75
39-4530-270	AIRPORT - SERVICE AWARDS	100.00	0.00	0.00	0.00	0.00	0
39-4530-310	AIRPORT- TRAVEL	1,119.93	1,500.00	35.00	462.99	1,037.01	31
39-4530-320	AIRPORT- COMMUNICATIONS	1,171.95	1,865.00	120.95	584.55	1,280.45	31

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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>
39-4530-330	AIRPORT- UTILITIES	7,132.04	8,500.00	772.42	3,706.01	4,793.99	44
39-4530-331	POSTAGE	11.14	50.00	0.70	9.21	40.79	18
39-4530-350	MAINT & REPAIR-BUILDING	4,909.68	8,000.00	47.20	663.93	7,336.07	8
39-4530-351	MAINT & REPAIR-EQUIPMENT	6,543.23	20,000.00	480.32	14,820.68	5,179.32	74
39-4530-352	MAINT & REPAIR - FUELMASTER	1,675.00	1,675.00	0.00	0.00	1,675.00	0
39-4530-390	AIRPORT- DUES AND SUBSCRIPTIONS	752.50	1,000.00	127.70	525.80	474.20	53
39-4530-450	INSURANCE	4,422.00	5,500.00	0.00	4,422.00	1,078.00	80
39-4530-550	AIRPORT- CAPITAL OUTLAY- EQUIPMENT	38,810.00	0.00	0.00	0.00	0.00	0
39-4530-997	DESIGNATED FOR FUTURE APPROPRIATION	0.00	10,670.00	0.00	0.00	10,670.00	0
39-4530-998	AIRPORT- SALES TAX ON FUEL	4,570.57	5,000.00	377.70	2,467.70	2,532.30	49
	4530 AIRPORT:	216,627.49	234,463.00	33,829.22	125,553.32	108,909.68	54
	AIRPORT OPERATIONS Expenditure Totals	216,627.49	234,463.00	33,829.22	125,553.32	108,909.68	54

39 AIRPORT OPERATIONS	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	180,694.62	3,295.80	53,215.69
Expenditures:	216,627.49	33,829.22	125,553.32
Net Income:	35,932.87-	30,533.42-	72,337.63-

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
40-3290-000	INTEREST EARNED ON INVESTMENTS	124,400.14	0.00	0.00	51,374.47	51,374.47	0
40-3960-000	TRANSFER FROM GENERAL FUND	450,000.00	450,000.00	0.00	0.00	450,000.00-	0
WC HOSPITAL PENSION FUND: Revenue Total		574,400.14	450,000.00	0.00	51,374.47	398,625.53-	11

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	29,323.00	30,000.00	0.00	8,017.00	21,983.00	27
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	300,000.00	300,000.00	75,000.00	225,000.00	75,000.00	75
4155 WC HOSPITAL PENSION FUND:		329,323.00	450,000.00	75,000.00	233,017.00	216,983.00	52
WC HOSPITAL PENSION FUN Expenditure Tot		329,323.00	450,000.00	75,000.00	233,017.00	216,983.00	52

40 WC HOSPITAL PENSION FUND:	Prior	Current	YTD
Revenues:	574,400.14	0.00	51,374.47
Expenditures:	329,323.00	75,000.00	233,017.00
Net Income:	245,077.14	75,000.00-	181,642.53-

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<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	132,184.93	62,790.00	6,507.28	231,601.79	168,811.79	369
50-3290-000	INTEREST EARNED	241.00	0.00	0.00	2.14	2.14	0
	OPIOID SETTLEMENT FUND: Revenue Totals	132,425.93	62,790.00	6,507.28	231,603.93	168,813.93	368

<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	10,000.00	0.00	10,000.00	0.00	100
50-4200-001	STRATEGY 7- NALOXONE DISTRIBUTION	10,615.10	10,616.00	0.00	0.00	10,616.00	0
50-4200-002	STRATEGY 9 - HARM REDUCTION SSP	10,615.09	10,616.00	0.00	0.00	10,616.00	0
	4200 Total	21,230.19	21,232.00	0.00	0.00	21,232.00	0
50-9990-000	CONTINGENCY	0.00	31,558.00	0.00	0.00	31,558.00	0
	OPIOID SETTLEMENT FUND: Expenditure Tot	26,230.19	62,790.00	0.00	10,000.00	52,790.00	16

50 OPIOID SETTLEMENT FUND:	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	132,425.93	6,507.28	231,603.93
Expenditures:	26,230.19	0.00	10,000.00
Net Income:	106,195.74	6,507.28	221,603.93

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
51-3100-001	DSS TRUST FUND ACCOUNTS	198,398.50	210,000.00	13,823.00	122,495.13	87,504.87-	58
51-3999-900	CANCELLED PRIOR YEAR REVENUE	185.63	0.00	0.00	0.00	0.00	0
TRUSTEES Revenue Totals		198,584.13	210,000.00	13,823.00	122,495.13	87,504.87-	58

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	213,041.98	210,000.00	23,484.49	181,808.46	28,191.54	87
TRUSTEES Expenditure Totals		213,041.98	210,000.00	23,484.49	181,808.46	28,191.54	87

51 TRUSTEES	Prior	Current	YTD
Revenues:	198,584.13	13,823.00	122,495.13
Expenditures:	213,041.98	23,484.49	181,808.46
Net Income:	14,457.85-	9,661.49-	59,313.33-

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	49,456.52	0.00	0.00	0.00	0.00	0
	Fund 52 Revenue Totals	49,456.52	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	57,326.96	0.00	0.00	0.00	0.00	0
	Fund 52 Expenditure Totals	57,326.96	0.00	0.00	0.00	0.00	0

52 Fund	Prior	Current	YTD
Revenues:	49,456.52	0.00	0.00
Expenditures:	57,326.96	0.00	0.00
Net Income:	7,870.44-	0.00	0.00

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
55-3100-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LAC	72,294.14	0.00	0.00	0.00	0.00	0
	Fund 55 Revenue Totals	72,294.14	0.00	0.00	0.00	0.00	0

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
55-4100-000	AMERICAN RESCUE PLAN ACT (ARPA) OF 20:	0.00	0.00	0.00	0.00	0.00	0
55-4200-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LAC	72,294.14	0.00	0.00	0.00	0.00	0
	Fund 55 Expenditure Totals	72,294.14	0.00	0.00	0.00	0.00	0

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

Washington County
Statement of Revenue and Expenditures

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
58-3101-001	RURAL DOWNTOWN ECON DEV-ELEVATOR G	0.00	468,209.00	0.00	0.00	468,209.00-	0
58-3102-000	DEPT OF COMM - MOTORSPORTS GRANT	63,558.95	136,317.38	0.00	136,317.38	0.00	100
58-3103-000	WEYERHAEUSER GIVING GRANT	0.00	2,000.00	0.00	2,000.00	0.00	100
58-3290-000	INTEREST EARNED	578.62	2,880.26	0.00	16,200.97	13,320.71	562
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 40.8	66,131.95	183,868.05	0.00	183,868.05	0.00	100
58-3300-002	DPS-WCSO DIR APPROP S.L. 2021.180	84,269.66	0.00	0.00	0.00	0.00	0
58-3300-003	NCDIT-E911 GRANT-EMTOC	0.00	677,407.50	0.00	0.00	677,407.50-	0
58-3300-004	HB103 LPR DIR APPROPRIATION	44,658.84	0.00	0.00	0.00	0.00	0
58-3980-010	TRANSFER FROM GENERAL FUND	166,333.00	93,410.45	0.00	0.00	93,410.45-	0
58-3990-000	APPROPRIATED FUND BALANCE	0.00	1,113,863.81	0.00	0.00	1,113,863.81-	0
	PROJECTS/GRANTS FUND Revenue Totals	425,531.02	5,677,956.45	0.00	3,338,386.40	2,339,570.05-	58

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
58-0000-000	PROJECTS/GRANTS FUND:	0.00	0.00	0.00	0.00	0.00	0
58-4100-001	EXPENDITURE OF INTEREST EARNED	578.62	15,511.07	0.00	0.00	15,511.07	0
58-4101-001	RURAL DOWNTOWN ECON DEV-ELEVATOR G	0.00	468,209.00	0.00	0.00	468,209.00	0
58-4202-000	DEPT OF COMMERCE - MOTORSPORTS GRA	63,558.95	136,317.38	0.00	41,264.20	95,053.18	30
58-4203-000	WEYERHAEUSER GIVING GRANT	0.00	2,000.00	0.00	0.00	2,000.00	0
58-4203-001	EM BLDG LOCAL MATCH	0.00	894,900.00	79,085.00	334,733.64	560,166.36	37
58-4203-002	ELEVATOR LOCAL MATCH	0.00	23,410.45	0.00	0.00	23,410.45	0
	4203 WEYERHAEUSER GIVING GRANT	0.00	920,310.45	79,085.00	334,733.64	585,576.81	36
58-4260-556	CAP RESERVES ROOF REPAIRS/REPLACEME	0.00	47,500.00	0.00	0.00	47,500.00	0

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Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
58-4260-557	CAP OUTLAY ROOF REPAIRS/REPLACEMENT	0.00	112,500.00	0.00	0.00	112,500.00	0
58-4260-558	CAP RESERVES HVAC REPAIRS/REPLACEME	0.00	47,107.00	0.00	0.00	47,107.00	0
	4260 Total	0.00	207,107.00	0.00	0.00	207,107.00	0
58-4300-003	DPS-WCSO DIR APPROP S.L. 2021-180	84,269.66	0.00	0.00	0.00	0.00	0
58-4300-004	HB103 LPR DIR APPROPRIATION	44,658.84	0.00	0.00	0.00	0.00	0
	4300 Total	128,928.50	0.00	0.00	0.00	0.00	0
58-4301-001	EM BLDG DIRECT APPROP S.L. 2021.180	5,100.00	3,000,000.00	0.00	0.00	3,000,000.00	0
58-4301-002	CAP PROJ DIR APPROP SL 2021-180 SEC 40.8	66,131.95	183,868.05	74,635.00	183,488.05	380.00	100
58-4301-003	NCDIT-E911 GRANT-EMTOC	0.00	677,407.50	0.00	0.00	677,407.50	0
	4301 Total	71,231.95	3,861,275.55	74,635.00	183,488.05	3,677,787.50	5
58-6200-001	PARTF GRANT LOCAL MATCH	0.00	69,226.00	0.00	0.00	69,226.00	0
	PROJECTS/GRANTS FUND Expenditure Total	264,298.02	5,677,956.45	153,720.00	559,485.89	5,118,470.56	10

58 PROJECTS/GRANTS FUND	Prior	Current	YTD
Revenues:	425,531.02	0.00	3,338,386.40
Expenditures:	264,298.02	153,720.00	559,485.89
Net Income:	161,233.00	153,720.00-	2,778,900.51

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
59-3010-211	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	167,469.64	0.00	11,215.69	65,730.65	65,730.65	0
59-3010-212	PLYMOUTH NCVTS CONTRA REVENUE ACCC	8,368.93-	0.00	0.00	0.00	0.00	0
59-3010-221	ROPER MOTOR VEHICLE TAX - NCVTS	20,975.32	0.00	1,025.85	7,232.47	7,232.47	0
59-3010-222	ROPER NCVTS CONTRA REVENUE ACCOUNT	1,152.45-	0.00	0.00	0.00	0.00	0
59-3010-241	CRESWELL MOTOR VEHICLE TAX - NCVTS	11,241.74	0.00	1,319.73	6,095.26	6,095.26	0
59-3010-242	CRESWELL NCVTS CONTRA REVENUE ACCO	514.72-	0.00	0.00	0.00	0.00	0
59-3010-320	CRESWELL TAX LEVY	104,096.43	0.00	38,578.70	71,255.10	71,255.10	0
59-3010-350	DRAINAGE DISTRICT 5 LEVY	34,037.30	0.00	5,608.07	30,616.89	30,616.89	0
59-3010-360	ALBEMARLE DRAINAGE DISTRICT	111,784.92	0.00	31,268.13	74,733.04	74,733.04	0
59-3010-370	PUNGO RIVER DRAINAGE DISTRICT	40,509.19	0.00	14,772.16	21,371.47	21,371.47	0
	DMV MUNICIPAL TAXES Revenue Totals	480,078.44	0.00	103,788.33	277,034.88	277,034.88	0

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
59-0000-000	FUND 59:	0.00	0.00	0.00	0.00	0.00	0
59-6900-298	LEVY- DRAINAGE DISTRICT 5 LEVY	34,037.30	0.00	11,988.97	22,904.00	22,904.00-	0
59-6900-404	CRESWELL TAX LEVY	98,123.92	0.00	28,414.96	30,337.96	30,337.96-	0
59-6900-411	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	159,100.71	0.00	16,112.61	54,514.96	54,514.96-	0
59-6900-412	ROPER MOTOR VEHICLE TAX - NCVTS	19,822.87	0.00	1,543.34	6,206.62	6,206.62-	0
59-6900-413	CRESWELL MOTOR VEHICLE TAX - NCVTS	10,727.02	0.00	847.39	4,775.53	4,775.53-	0
59-6900-414	ALBEMARLE DRAINAGE DISTRICT	111,784.92	0.00	30,746.07	38,490.01	38,490.01-	0
59-6900-415	PUNGO RIVER DRAINAGE DISTRICT	40,509.19	0.00	4,197.53	4,197.53	4,197.53-	0
	6900 Total	474,105.93	0.00	93,850.87	161,426.61	161,426.61-	0
	DMV MUNICIPAL TAXES Expenditure Totals	474,105.93	0.00	93,850.87	161,426.61	161,426.61-	0

59 DMV MUNICIPAL TAXES	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
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Washington County
Statement of Revenue and Expenditures

Revenues:	480,078.44	103,788.33	277,034.88
Expenditures:	474,105.93	93,850.87	161,426.61
Net Income:	5,972.51	9,937.46	115,608.27

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>
61-3490-010	REVENUE	0.00	162,000.00	0.00	0.00	162,000.00-	0
	COMMUNITY DEVELOPMENT BLOCK GRANT	0.00	162,000.00	0.00	0.00	162,000.00-	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>
61-8300-000	SFR:	0.00	0.00	0.00	0.00	0.00	0
61-8300-552	SINGLE FAMILY REHAB 2023	0.00	162,000.00	0.00	0.00	162,000.00	0
	COMMUNITY DEVELOPMENT B Expenditure 1	0.00	162,000.00	0.00	0.00	162,000.00	0

61 COMMUNITY DEVELOPMENT BLOCK GRA	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.00	0.00	0.00
Expenditures:	0.00	0.00	0.00
Net Income:	0.00	0.00	0.00

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Statement of Revenue and Expenditures

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
63-3270-000	MOTEL OCCUPANCY TAX	177,221.00	160,000.00	12,893.65	81,904.78	78,095.22-	51
63-3990-000	TTA-FUND BALANCE APPROPRIATION	0.00	87,326.00	0.00	0.00	87,326.00-	0
	TRAVEL AND TOURISM Revenue Totals	177,221.00	247,326.00	12,893.65	81,904.78	165,421.22-	33

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	1,166.67	7,000.02	6,999.98	50
63-4960-020	WASH CO AFRICAN AMERICAN MUSEUM OPE	6,000.00	5,000.00	416.67	2,500.02	2,499.98	50
63-4960-100	BILLBOARD ADVERTISEMENTS	24,132.00	36,820.00	1,352.00	12,279.00	24,541.00	33
63-4960-130	DDA-SIGNAGE, OPEN AIR MARKET, XMAS MK	2,968.40	10,600.00	0.00	0.00	10,600.00	0
63-4960-140	CIVIL WAR TRAIL SIGNS MAINTENANCE	1,000.00	4,900.00	0.00	1,000.00	3,900.00	20
63-4960-180	HISTORIC ALBEMARLE TOUR DUES	350.00	1,000.00	0.00	0.00	1,000.00	0
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
63-4960-260	HISTORICAL SOCIETY OF WASHINGTON CO	0.00	500.00	0.00	0.00	500.00	0
63-4960-341	MARITIME MUSEUM & LIGHTHOUSE	10,000.00	10,000.00	833.33	4,999.98	5,000.02	50
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 DL	2,000.00	2,000.00	0.00	0.00	2,000.00	0
63-4960-370	CONTRACT-WEBSITE HOST & MAINT	1,067.88	1,200.00	100.00	500.00	700.00	42
	4960 TRAVEL & TOURISM:	98,018.28	122,520.00	3,868.67	29,779.02	92,740.98	24
63-4970-000	TRAVEL & TOURISM:	0.00	0.00	0.00	0.00	0.00	0
63-4970-010	SALARIES & WAGES-DIRECTOR	24,999.96	25,000.00	2,083.33	12,499.98	12,500.02	50
63-4970-090	TRAVEL- FICA TAX	1,420.67	1,750.00	119.53	717.18	1,032.82	41
63-4970-100	TRAVEL- RETIREMENT	5,029.26	5,266.00	430.42	2,582.52	2,683.48	49

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>
63-4970-131	TRAVEL - UNEMPLOYMENT	0.00	250.00	0.00	0.00	250.00	0
63-4970-140	TRAVEL- WORKER'S COMP	128.00	160.00	0.00	129.00	31.00	81
63-4970-180	TRAVEL- GROUP INS.S	10,061.22	10,600.00	880.02	5,280.12	5,319.88	50
63-4970-190	TRAVEL - LEGAL SERVICES	0.00	1,583.00	0.00	1,477.50	105.50	93
63-4970-260	DEPARTMENTAL SUPPLIES	2,358.09	500.00	0.00	0.00	500.00	0
63-4970-310	TRAVEL- TRAVEL & TRAINING	625.00	1,000.00	0.00	0.00	1,000.00	0
63-4970-370	MARKETING & ADVERTISING-ADMIN	39,677.28	70,297.00	2,540.12	16,048.06	54,248.94	23
63-4970-390	TRAVEL- DUES & SUBSCRIPTIONS	263.00	400.00	0.00	0.00	400.00	0
63-4970-600	ADMIN FEE 3%- GENERAL FUND	4,500.00	4,500.00	0.00	0.00	4,500.00	0
63-4970-602	PROFESSIONAL SERVICES-AUDIT	4,650.00	3,500.00	3,500.00	3,500.00	0.00	100
	4970 TRAVEL & TOURISM:	93,712.48	124,806.00	9,553.42	42,234.36	82,571.64	34
	TRAVEL AND TOURISM Expenditure Totals	191,730.76	247,326.00	13,422.09	72,013.38	175,312.62	29

63 TRAVEL AND TOURISM	Prior	Current	YTD
Revenues:	177,221.00	12,893.65	81,904.78
Expenditures:	191,730.76	13,422.09	72,013.38
Net Income:	14,509.76-	528.44-	9,891.40

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
69-3370-000	E911 TELEPHONE SURCHARGE (1YR)	118,952.52	118,952.00	0.00	42,809.24	76,142.76-	36
69-3990-000	APPROPRIATED PRIOR YR BALANCE	0.00	4,126.00	0.00	0.00	4,126.00-	0
	EMERGENCY TELECOMMUNICATIONS Rever	118,952.52	123,078.00	0.00	42,809.24	80,268.76-	34

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
69-9100-000	911:	0.00	0.00	0.00	0.00	0.00	0
69-9100-180	PROFESSIONAL SERVICES	2,760.00	2,760.00	0.00	2,760.00	0.00	100
69-9100-200	DEPARTMENTAL SUPPLIES	3,869.91	4,665.00	0.00	0.00	4,665.00	0
69-9100-310	TRAINING	2,030.00	4,000.00	1,755.00	1,755.00	2,245.00	44
69-9100-320	COMMUNICATIONS	8,045.82	8,000.00	1,345.09	4,764.98	3,235.02	60
69-9100-350	MAINT & REPAIR-EQUIPMENT	612.36	2,000.00	0.00	413.91	1,586.09	21
69-9100-351	CONTRACTED SERVICES-SOUNDSIDE	13,366.80	13,770.00	0.00	13,767.60	2.40	100
69-9100-352	MAINT AGREEMENT-SOUTHERN SOFTWARE	7,796.00	7,952.00	0.00	7,952.00	0.00	100
69-9100-354	MAINT AGREEMENT-SOUTHERN SOFT MAPP	3,280.00	3,346.00	0.00	3,346.00	0.00	100
69-9100-355	MAINT AGREEMENT-SOUTHERN SOFT PAGIN	813.00	829.00	0.00	829.00	0.00	100
69-9100-356	MAINT AGREEMENT-EDGE ONE RECORDER	5,300.00	5,935.00	5,935.00	5,935.00	0.00	100
69-9100-357	MAINT AGREEMENT-MOTOROLA	0.00	16,811.00	0.00	16,810.12	0.88	100
69-9100-358	MAINT AGREEMENT-ESRI	0.00	1,900.00	0.00	1,900.00	0.00	100
69-9100-361	MAINT AGREEMENT-EMD	3,840.00	4,000.00	3,840.00	3,840.00	160.00	96
69-9100-362	MAINT AGREEMENT-CAD	0.00	2,000.00	0.00	0.00	2,000.00	0
69-9100-363	MAINT AGREEMENT-ENDPOINT	0.00	110.00	0.00	0.00	110.00	0
69-9100-550	- CAPITAL OUTLAY- EQUIPMENT	16,380.33	45,000.00	0.00	0.00	45,000.00	0
	9100 911:	68,094.22	123,078.00	12,875.09	64,073.61	59,004.39	52
	EMERGENCY TELECOMMUNICA Expenditure	68,094.22	123,078.00	12,875.09	64,073.61	59,004.39	52
	69 EMERGENCY TELECOMMUNICATIONS	Prior	Current	YTD			

Washington County
Statement of Revenue and Expenditures

Revenues:	118,952.52	0.00	42,809.24
Expenditures:	68,094.22	12,875.09	64,073.61
Net Income:	50,858.30	12,875.09-	21,264.37-

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
70-3290-000	INTEREST ON INVESTMENTS	7,874.50	0.00	0.00	3,748.90	3,748.90	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	47,874.50	40,000.00	0.00	3,748.90	36,251.10-	9

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
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	Prior	Current	YTD
Revenues:	47,874.50	0.00	3,748.90
Expenditures:	0.00	0.00	0.00
Net Income:	47,874.50	0.00	3,748.90

Washington County
Statement of Revenue and Expenditures

01/02/2025
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Grand Totals	Prior	Current	YTD
Revenues:	64,584,523.04	3,156,145.63	27,187,398.13
Expenditures:	72,823,941.73	3,933,271.55	30,356,316.90
Net Income:	8,239,418.69-	777,125.92-	3,168,918.77-

Revenue Transaction Report - Budget Amendments/Transfers as of 12/31/2024

Account Id	Description	Adopted	Amended	New Budget
10-3010-000	TAXES-AD VALOREM CURRENT YEAR	7,434,420.00	0	7,434,420.00
10-3010-010	CURRENT YEAR TAX DISCOUNTS	-50,000.00	0	-50,000.00
10-3011-000	TAXES-AD VALOREM 1ST PRIOR YR	200,000.00	0	200,000.00
10-3012-000	TAXES-AD VALOREM ALL PRIOR YRS	1,600,000.00	0	1,600,000.00
10-3018-000	NCVTS-WASHINGTON CO MOTOR VEH TAX	957,600.00	0	957,600.00
10-3018-001	NCVTS-WASH CO BILL/CC CONTRA REV	-35,000.00	0	-35,000.00
10-3030-000	PREPAYMENT-PROPERTY TAXES	55,000.00	0	55,000.00
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	10,000.00	0	10,000.00
10-3170-010	PRIOR YEAR TAX PENALTIES	1,000.00	0	1,000.00
10-3180-000	CURRENT YEAR TAX INTEREST	28,000.00	0	28,000.00
10-3180-010	PRIOR YEAR TAX INTEREST	280,000.00	0	280,000.00
10-3250-000	PRIVILAGE AND BEER LICENSES	750.00	0	750.00
10-3280-000	FRANCHISE FEES-CABLE TV	9,000.00	0	9,000.00
10-3290-000	INTEREST EARNED ON INVESTMENTS	375,000.00	0	375,000.00
10-3310-000	RENTS AND CONCESSIONS	11,100.00	0	11,100.00
10-3312-000	JAIL CONCESSIONS	25,000.00	0	25,000.00
10-3350-000	MISCELLANEOUS REVENUES	0.00	0	0.00
10-3352-000	ELECTIONS-TOWN REIMB & FILING	100.00	0	100.00
10-3354-000	CRESWELL LEVY ADMINISTRATION FEE	4,000.00	0	4,000.00
10-3360-000	RECREATION-DONATIONS	0.00	2,000.00	2,000.00
10-3360-013	RECREATION-VENDOR RENTS AND CONCESSIONS	400.00	0	400.00
10-3410-000	WINE AND BEER TAX	33,000.00	0	33,000.00
10-3415-000	ABC PROFIT DISTRIBUTION	35,000.00	0	35,000.00
10-3420-000	SALES TAX-ONE HALF CENT-ART 44	0.00	0	0.00
10-3430-000	SALES TAX-ONE HALF CENT-ST-A42	245,000.00	0	245,000.00
10-3440-000	SALES TAX-ONE-HALF CENT-ST-A40	770,000.00	0	770,000.00
10-3450-000	SALES TAX ONE CENT LOCAL	1,200,000.00	0	1,200,000.00
10-3460-000	SALES TAX - REDISTRIBTUTION	439,500.00	0	439,500.00
10-3470-000	SALES TAX-LOCAL 1/4 CENT-A46 (100%)	300,000.00	0	300,000.00
10-3470-020	ABC ALCOHOLISM BOTTLE TAX	3,800.00	0	3,800.00
10-3480-013	RAP LEPC TIER II GRANT	5,000.00	0	5,000.00
10-3480-020	EMERGENCY MANAGEMENT PROG FUND	39,000.00	0	39,000.00
10-3480-029	GRANT-EM CAPACITY BLDG COMPETITIVE GRT	97,000.00	-2,400.00	94,600.00
10-3480-099	HYPER REACH-REVENUE FROM OTHERS	0.00	12,655.00	12,655.00
10-3490-000	DSS-ADMINISTRATION REIMBURSE	3,021,972.00	0	3,021,972.00
10-3500-000	DSS-DAY CARE - DCD	0.00	0	0.00
10-3500-050	DSS-FOSTER CARE/ADOPTIONRETURN	155,622.00	0	155,622.00
10-3500-081	DSS COMMUNITY DONATIONS-CHRISTMAS	0.00	1,995.00	1,995.00
10-3500-120	DSS-TITLE IV-D CHILD SUPPORT	15,000.00	0	15,000.00
10-3500-130	HOME & CC BLOCK GRANT-ALB COMM	78,133.00	0	78,133.00
10-3500-190	DSS-MEDICAID CAP	150,000.00	0	150,000.00
10-3500-191	DSS MODIVCARE & ONECALL CONTRACTS	3,500.00	0	3,500.00
10-3500-200	DOT - ROAP & CTS GRANTS	215,307.00	-8,618.00	206,689.00
10-3500-270	SHIIP-SENIOR HEALTH INS INF	7,818.00	-4,186.00	3,632.00

Revenue Transaction Report - Budget Amendments/Transfers as of 12/31/2024

10-3500-280	MIPPA GRANT-MEDICAID IMPROVEMENT FOR PAT	3,189.00	0	3,189.00
10-3508-000	ALB COMM NUTRITION SITE DIRECTOR	7,882.00	0	7,882.00
10-3508-001	ALB COMM GENERAL PURPOSE GRANT	3,719.00	0	3,719.00
10-3509-000	SENIOR CITIZENS FUNDS	0.00	1,500.00	1,500.00
10-3509-010	SENIOR CENTER TRIPS	1,500.00	6,514.00	8,014.00
10-3509-020	SENIOR CENTER DONATIONS	0.00	2,593.00	2,593.00
10-3509-040	SENIOR CTR STIPEND-COOP EXT SHIIP ADMIN	1,000.00	0	1,000.00
10-3509-100	NCDIT DIGITAL CHAMPION GRANT	0.00	44,639.33	44,639.33
10-3510-010	COURT COST, FEES AND CHARGES	14,000.00	0	14,000.00
10-3510-020	OFFICERS FEES	9,000.00	0	9,000.00
10-3540-000	SHERIFF FEES	500.00	0	500.00
10-3540-020	GUN PERMITS DISCRETIONARY-COUNTY PORTION	0.00	1,535.00	1,535.00
10-3540-030	GUN PERMITS-STATE PORTION	0.00	1,770.00	1,770.00
10-3540-040	FINGER PRINTING	0.00	435.00	435.00
10-3540-070	DONATIONS-ANIMAL CONTROL	0.00	25.00	25.00
10-3540-083	NC ANIMAL SHELTER SUPPORT FUND GRANT	12,500.00	0	12,500.00
10-3541-000	SHERIFF'S SERVICE FEES	11,000.00	0	11,000.00
10-3541-010	SHERIFF-DONATIONS	0.00	35.00	35.00
10-3542-000	SHERIFF-ABC BOARD FUNDING	2,400.00	0	2,400.00
10-3550-000	BUILDING PERMIT FEES - (GC)	45,000.00	0	45,000.00
10-3550-010	PLANNING CONTRACTED SERVICES-BLDG INSP	10,000.00	0	10,000.00
10-3550-030	ZONING FEES	1,500.00	0	1,500.00
10-3560-000	REGISTER OF DEEDS FEES	70,000.00	0	70,000.00
10-3560-010	MARRIAGE LICENSES	2,500.00	0	2,500.00
10-3580-000	JAIL FEES/STATE REIMBURSEMENTS	700.00	0	700.00
10-3590-000	JAIL HOUS/TRANS/CO/US MARSHALL	120,000.00	0	120,000.00
10-3700-000	GRANT-NCDIT WASHINGTON CO RADIO UPGRADE	100,462.00	0	100,462.00
10-3830-000	SALE OF FIXED ASSETS	0.00	0	0.00
10-3830-001	SALE OF FORECLOSED PROPERTIES	10,000.00	0	10,000.00
10-3900-000	NC EDUCATION LOTTERY	0.00	0	0.00
10-3970-020	M-T-W COURT COORDINATOR GRANT	90,994.00	0	90,994.00
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	149,146.00	0	149,146.00
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	110,000.00	0	110,000.00
10-3980-020	TOURISM DEVELOP AUTHOR 3% ADMN	4,500.00	0	4,500.00
10-3990-000	APPROPRIATED FUND BALANCE	535,255.00	283,512.12	818,767.12
21-3230-320	SALES TAX-ARITCLE 40 (30%)/\$735,000	330,000.00	0	330,000.00
21-3230-321	SALES TAX-ARTICLE 42 (60%)/\$400,000	360,000.00	0	360,000.00
21-3230-400	GRANT-NEEDS BASED PUBLIC SCHOOL CAP FUND	2,646,948.00	7,752,503.35	10,399,451.35
21-3230-402	TRUIST PK-12 FINANCING-EARNED INCOME	100,000.00	35,723.01	135,723.01
21-3230-404	PK-12 RENTAL INCOME	400,000.00	0	400,000.00
21-3980-000	TRANSFER FROM GENERAL FUND	700,000.00	0	700,000.00
21-3990-000	APPROPRIATED FUND BALANCE-WC SCHOOLS CO	19,375,328.00	-6,675,489.64	12,699,838.36

Revenue Transaction Report - Budget Amendments/Transfers as of 12/31/2024

30-3920-010	WATERSHED 1972 REFERENDUM TAX-CURRENT YR	85,000.00	0	85,000.00
30-3920-020	WATERSHED 1972 REF TAX-CURR YR DISCOUNT	-600.00	0	-600.00
30-3920-030	WATERSHED 1972 TAX REF-CURR YR PENALTIES	125.00	0	125.00
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	800.00	0	800.00
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	6,150.00	0	6,150.00
30-3940-000	EDDIE SMITH-RECAP ASSESSMENT04	0.00	0	0.00
30-3951-002	STREAMFLOW REHAB ASSISTANCE PROG (StRAP)	0.00	259,286.00	259,286.00
30-3990-000	APPROP WATERSHED RESERVE	81,515.00	0	81,515.00
33-3350-001	CONSTR CONTRACTERS DISPOSAL FEES(BILLED)	80,000.00	0	80,000.00
33-3400-001	NCDENR GRANT	3,500.00	0	3,500.00
33-3501-000	RURAL SOLID WASTE FEE-COUNTY	1,403,154.00	0	1,403,154.00
33-3501-001	RSW FEE MUNICIPAL TIPPING REIMB (BILLED)	51,000.00	0	51,000.00
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	20,000.00	0	20,000.00
33-3670-020	STATE TIRE TAX REVENUES(BILLED)	100.00	0	100.00
33-3795-000	PENALTIES AND INTEREST(BILLED)	0.00	0	0.00
33-3970-075	TOWN SOLID WASTE	60,000.00	0	60,000.00
33-3980-000	TRANSFER FROM GENERAL FUND	50,000.00	0	50,000.00
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	550,000.00	0	550,000.00
35-3730-000	TAP & CONNECTION FEES	12,000.00	0	12,000.00
35-3750-000	RECONNECTION FEES	18,000.00	0	18,000.00
35-3760-000	WATER ASSESSMENTS	0.00	0	0.00
35-3790-000	PENALTIES & INTEREST-UTIL BILL	5,000.00	0	5,000.00
35-3810-000	DOT UTILITY RELOCATION REIMBURSEMENTS	0.00	0	0.00
35-3990-990	FUND BALANCE APPROPRIATED	335,041.00	21,201.00	356,242.00
35-9999-001	OVERPAYMENTS	0.00	0	0.00
36-3100-001	NCDEQ GRANT-ASSET INVENTORY ASSESSMENT	143,718.00	-21,702.00	122,016.00
36-3100-002	NCDEQ VUR PEA RIDGE WATER TRANS GRANT	5,452,000.00	-104,669.00	5,347,331.00
36-3100-003	NCDEQ VUR ROPER CONNECTION GRANT	945,200.00	-4,680.00	940,520.00
37-3290-000	INTEREST	0.00	0	0.00
37-3350-000	NCACC WASHINGTON EMS	100,000.00	0	100,000.00
37-3490-000	EMS REVENUE	840,000.00	0	840,000.00
37-3490-020	DUKE RACE-CARS GRANT	0.00	2,900.00	2,900.00
37-3490-021	UNC PECC+ PROGRAM GRANT	0.00	600.00	600.00
37-3500-000	TRANSPORT SERVICE REVENUE	275,000.00	0	275,000.00
37-3833-840	EMS DONATIONS	0.00	50.00	50.00
37-3901-000	TYRRELL-EMS CONTRACT	675,000.00	0	675,000.00
37-3902-000	FUND BALANCE APPROPRIATED	174,748.00	24,544.00	199,292.00
37-3980-010	TRANSFER FROM GENERAL FUND	399,620.00	0	399,620.00
38-3800-000	APPROPRIATED FUND BALANCE	16,667.00	0	16,667.00

Revenue Transaction Report - Budget Amendments/Transfers as of 12/31/2024

38-3800-083	AIRFIELD LIGHTING REPLACE (CON/CA/RPR)	2,200,000.00	-731,592.00	1,468,408.00
38-3800-091	NPE FEDERAL GRANT-FY 20-21	0.00	43,373.00	43,373.00
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	166,667.00	0	166,667.00
38-3800-095	NPE FEDERAL GRANT-FY 24-25	150,000.00	0	150,000.00
39-3570-000	AIRPORT FUEL SALES	75,000.00	0	75,000.00
39-3600-000	HANGER RENTAL	15,600.00	0	15,600.00
39-3600-001	FARM LAND LEASE	1,252.00	0	1,252.00
39-3980-010	TRANSFER FROM GENERAL FUND	99,905.00	0	99,905.00
39-3990-000	APPROPRIATED FUND BALANCE	42,706.00	0	42,706.00
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	62,790.00	0	62,790.00
50-3290-000	INTEREST EARNED	0.00	0	0.00
51-3100-001	DSS TRUST FUND ACCOUNTS	210,000.00	0	210,000.00
58-3101-001	RURAL DOWNTOWN ECON DEV-ELEVATOR GRANT	0.00	468,209.00	468,209.00
58-3102-000	DEPT OF COMM - MOTORSPORTS GRANT	0.00	136,317.38	136,317.38
58-3103-000	WEYERHAEUSER GIVING GRANT	0.00	2,000.00	2,000.00
58-3290-000	INTEREST EARNED	0.00	2,880.26	2,880.26
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	183,868.05	183,868.05
58-3300-003	NCDIT-E911 GRANT-EMTOC	0.00	677,407.50	677,407.50
58-3980-010	TRANSFER FROM GENERAL FUND	70,000.00	23,410.45	93,410.45
58-3990-000	APPROPRIATED FUND BALANCE	4,255,726.00	-3,141,862.19	1,113,863.81
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
61-3490-010	REVENUE	0.00	162,000.00	162,000.00
63-3270-000	MOTEL OCCUPANCY TAX	160,000.00	0	160,000.00
63-3990-000	TTA-FUND BALANCE APPROPRIATION	77,326.00	10,000.00	87,326.00
69-3370-000	E911 TELEPHONE SURCHARGE (1YR)	118,952.00	0	118,952.00
69-3990-000	APPROPRIATED PRIOR YR BALANCE	4,126.00	0	4,126.00
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
Final Totals		64,316,467.00	2,470,282.62	66,786,749.62

Expenditure Transaction Report - Budget Amendments/Transfers as of 12/31/2024

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	0	20,000.00
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	2,500.00	0	2,500.00
10-4110-390	COMMISSIONERS-SPECIAL SPONSORED	10,000.00	0	10,000.00
10-4110-391	GOVERNING BOARD- DUES & SUBSCRIPTIONS	6,158.00	0	6,158.00
10-4110-392	OTHER COMMUNITY CONTRIBUTIONS	12,000.00	0	12,000.00
10-4110-443	CONTRACTED SERVICES - LOBBYING	18,000.00	19,006.00	37,006.00
	Control Total	129,974.00	19,006.00	148,980.00
10-4120-000	MANAGERS OFFICE:	0	0	0.00
10-4120-010	MANAGERS OFFICE- S & W- REGULAR	310,819.00	0	310,819.00
10-4120-040	SALARIES & WAGES-LONGEVITY	1,925.00	1,016.00	2,941.00
10-4120-090	MANAGERS OFFICE- FICA TAX EXPENSE	23,925.00	0	23,925.00
10-4120-100	MANAGERS OFFICE- RETIREMENT	68,303.00	0	68,303.00
10-4120-101	MANAGERS OFFICE 401 (K) CONTRIB	9,382.00	0	9,382.00
10-4120-130	MANAGERS OFFICE- UNEMPLOYMENT INS.	1,570.00	0	1,570.00
10-4120-140	MANAGERS OFFICE- WORKMAN'S COMP	1,905.00	0	1,905.00
10-4120-180	MANAGERS OFFICE- GROUP INS.	47,764.00	0	47,764.00
10-4120-190	LEGAL SERVICES	10,000.00	-5,000.00	5,000.00
10-4120-191	MANAGERS OFFICE-UNC SOG LFNC INTERN PROG	12,000.00	8,000.00	20,000.00
10-4120-260	MANAGERS OFFICE- DEPARTMENTAL SUPPLIES	9,000.00	0	9,000.00
10-4120-270	MANAGERS OFFICE - SERVICE AWARDS	175.00	0	175.00
10-4120-310	MANAGERS OFFICE- TRAVEL	5,300.00	0	5,300.00
10-4120-315	TRAINING	14,000.00	-3,000.00	11,000.00
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	2,000.00	0	2,000.00
10-4120-370	MANAGERS OFFICE- PRINTING	250.00	0	250.00
10-4120-380	ADVERTISING	6,000.00	0	6,000.00
10-4120-390	MANAGERS OFFICE- DUES AND SUBSCRIPTIONS	3,350.00	0	3,350.00
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	0	35,000.00
	Control Total	574,068.00	1,016.00	575,084.00
10-4130-000	FINANCE OFFICE:	0	0	0.00
10-4130-010	FINANCE OFFICE- S & W- REGULAR	229,397.00	0	229,397.00
10-4130-031	FINANCE OFFICE-PARTTIME	15,273.00	0	15,273.00
10-4130-040	SALARIES & WAGES-LONGEVITY	2,626.00	129.00	2,755.00
10-4130-090	FINANCE OFFICE- FICA TAX EXPENSE	18,918.00	0	18,918.00

Expenditure Transaction Report - Budget Amendments/Transfers as of 12/31/2024

10-4130-100	FINANCE OFFICE- RETIREMENT	50,674.00	0	50,674.00
10-4130-101	FINANCE OFFICE- 401(K) CONTRIB.	6,961.00	0	6,961.00
10-4130-130	FINANCE OFFICE- UNEMPLYMENT INS.	1,884.00	0	1,884.00
10-4130-140	FINANCE OFFICE- WORKMAN'S COMP	1,506.00	0	1,506.00
10-4130-180	FINANCE OFFICE- PROFESSIONAL SERVICES	103,000.00	0	103,000.00
10-4130-181	FINANCE OFFICE- GROUP INS.	45,517.00	0	45,517.00
10-4130-260	FINANCE OFFICE- DEPARTMENTAL SUPPLIES	6,499.00	0	6,499.00
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	3,300.00	0	3,300.00
10-4130-320	FINANCE OFFICE- COMMUNICATIONS	1,200.00	0	1,200.00
10-4130-390	FINANCE OFFICE- DUES & SUBSCRIPTIONS	1,000.00	0	1,000.00
10-4130-410	FINANCE OFFICE- LEASE EQUIPMENT	550.00	0	550.00
	Control Total	491,305.00	129.00	491,434.00
10-4140-000	TAX ADMIN:	0	0	0.00
10-4140-010	TAX ADMIN.- S & W- REGULAR	259,456.00	0	259,456.00
10-4140-040	SALARIES & WAGES-LONGEVITY	1,851.00	0	1,851.00
10-4140-090	TAX ADMIN.- FICA TAX EXPENSE	19,990.00	0	19,990.00
10-4140-100	TAX ADMIN.- RETIREMENT	57,069.00	0	57,069.00
10-4140-101	TAX ADMIN.- 401(K) CONTRIB.	7,839.00	0	7,839.00
10-4140-130	TAX ADMIN.- UNEMPLOYMENT INS.	2,198.00	0	2,198.00
10-4140-140	TAX ADMIN.- WORKMAN'S COMP	3,694.00	0	3,694.00
10-4140-180	TAX ADMIN.- GROUP INS.	65,499.00	0	65,499.00
10-4140-260	TAX ADMIN.- OFFICE & DEPTAL SUPPLIES	11,001.00	0	11,001.00
10-4140-310	TAX ADMIN.- TRAVEL	500.00	0	500.00
10-4140-315	TRAINING	6,000.00	0	6,000.00
10-4140-320	TAX ADMIN.- COMMUNICATIONS	1,500.00	0	1,500.00
10-4140-325	TAX ADMIN-POSTAGE	15,000.00	0	15,000.00
10-4140-341	ADVERTISING	3,500.00	0	3,500.00
10-4140-370	PRINTING	8,000.00	0	8,000.00
10-4140-390	TAX ADMIN.- DUES & SUBSCRIPTIONS	6,750.00	0	6,750.00
10-4140-500	TAX ADMIN - CONTRACTED SERVICES	25,000.00	0	25,000.00
10-4140-501	TAX ADMIN-CONTR. SERVICES-KEYSTONE MAINT	41,852.00	0	41,852.00
10-4140-502	TAX ADMIN-CONTRACTED SERVICES-GIS	12,000.00	0	12,000.00
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	20,000.00	26,017.00	46,017.00
	Control Total	575,679.00	26,017.00	601,696.00
10-4170-000	BOARD OF ELECTIONS:	0	0	0.00
10-4170-010	BOARD OF ELECTIONS- S & W - REGULAR	47,260.00	0	47,260.00
10-4170-011	SALARIES & WAGES-BOARD	5,640.00	0	5,640.00
10-4170-030	BOARD OF ELECTIONS- SALARIES- PART-TIME	24,364.00	0	24,364.00
10-4170-031	BOARD OF ELECTIONS - S & W-OVERTIME	5,320.00	1,701.00	7,021.00
10-4170-040	SALARIES & WAGES-LONGEVITY	945.00	338.00	1,283.00
10-4170-090	BOARD OF ELECTIONS- FICA TAX EXPENSE	6,390.00	0	6,390.00
10-4170-100	BOARD OF ELECTIONS- RETIREMENT EXPENSE	11,690.00	0	11,690.00
10-4170-101	BOARD OF ELECTIONS- 401(K) CONTRIB.	1,606.00	0	1,606.00
10-4170-130	BOARD OF ELECTIONS- UNEMPLOYMENT INS.	1,256.00	0	1,256.00

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10-4170-140	BOARD OF ELECTIONS- WORKMANS COMP	509.00	-1.00	508.00
10-4170-180	BOARD OF ELECTIONS- GROUP INS. EXPENSE	9,108.00	0	9,108.00
10-4170-260	BOARD OF ELECTIONS- DEPART SUPPLIES	4,999.00	0	4,999.00
10-4170-270	BOARD OF ELECTIONS-SERVICE AWARDS	135.00	0	135.00
10-4170-310	BOARD OF ELECTIONS- TRAVEL	2,500.00	0	2,500.00
10-4170-315	TRAINING	7,000.00	0	7,000.00
10-4170-320	BOARD OF ELECTIONS- COMMUNICATIONS	5,000.00	0	5,000.00
10-4170-330	POSTAGE	2,000.00	0	2,000.00
10-4170-350	BOARD OF ELECTIONS- MAINT & REPAIR- EQUI	1,500.00	0	1,500.00
10-4170-360	CONTRACTED SERVICES	19,317.00	0	19,317.00
10-4170-370	BOARD OF ELECTIONS- PRINTING	12,000.00	0	12,000.00
10-4170-380	ADVERTISING	600.00	0	600.00
10-4170-390	BOARD OF ELECTIONS- DUES & SUBSCRIPTIONS	500.00	0	500.00
10-4170-550	CAPITAL OUTLAY-EQUIPMENT	20,000.00	0	20,000.00
	Control Total	189,639.00	2,038.00	191,677.00
10-4180-000	REGISTER OF DEEDS:	0	0	0.00
10-4180-010	REGISTER- OF- DEEDS- S & W- REGULAR	84,257.00	0	84,257.00
10-4180-030	REGISTER OF DEEDS- S & W- PART-TIME	8,000.00	0	8,000.00
10-4180-040	SALARIES & WAGES-LONGEVITY	1,647.00	0	1,647.00
10-4180-090	REGISTER- OF- DEEDS- FICA TAX EXPENSE	7,184.00	0	7,184.00
10-4180-100	REGISTER- OF- DEEDS- RETIREMENT	18,761.00	0	18,761.00
10-4180-101	REGISTER OF DEEDS- 401(K) CONTRIB.	2,577.00	0	2,577.00
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.	942.00	0	942.00
10-4180-140	REGISTER OF DEEDS- WORKMAN'S COMP	572.00	0	572.00
10-4180-180	REGISTER- OF- DEEDS- GROUP INS.	18,182.00	0	18,182.00
10-4180-260	REGISTER-OF-DEEDS-DEPARTMENTAL SUPPLIES	6,499.00	0	6,499.00
10-4180-270	SERVICE AWARDS	50.00	0	50.00
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	2,000.00	0	2,000.00
10-4180-390	REGISTER- OF- DEEDS- DUES AND SUBSCRIPTI	550.00	0	550.00
10-4180-600	REGISTER OF DEEDS- CONTRACTED SERVICES	14,500.00	0	14,500.00
	Control Total	170,221.00	0.00	170,221.00
10-4210-000	INFORMATION TECHNOLOGY:	0	0	0.00
10-4210-010	INFO. TECH- S & W- REGULAR	55,259.00	0	55,259.00
10-4210-040	SALARIES & WAGES-LONGEVITY	1,658.00	42.00	1,700.00
10-4210-090	INFO. TECH- FICA TAX EXPENSE	4,354.00	0	4,354.00
10-4210-100	INFO. TECH- RETIREMENT	12,431.00	0	12,431.00
10-4210-101	INFO. TECH- 401(K) CONTRIB.	1,708.00	0	1,708.00
10-4210-130	INFO. TECH- UNEMPLOYMENT INS.	314.00	0	314.00
10-4210-140	INFO. TECH- WORKMAN'S COMP	347.00	0	347.00
10-4210-180	INFO. TECH- CONTRACTED SERVICES	22,000.00	0	22,000.00
10-4210-181	INFO. TECH- GROUP INS.	11,113.00	0	11,113.00
10-4210-200	INFO. TECH- DEPARTMENTAL SUPPLIES	1,499.00	0	1,499.00
10-4210-270	INFO. TECH-SERVICE AWARDS	200.00	0	200.00

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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	55,000.00	0	55,000.00
10-4210-550	INFO. TECH- CAPITAL OUTLAY EQUIPMENT	40,000.00	0	40,000.00
	Control Total	208,583.00	42.00	208,625.00
10-4260-000	BUILDINGS:	0	0	0.00
10-4260-440	CONTRACT SERVICES-COURTHOUSE SECURITY	75,000.00	0	75,000.00
10-4260-550	BUILDINGS- PUBLIC DEFENDER HOUSING	4,452.00	0	4,452.00
10-4260-555	SMART START LEASE ASSISTANCE	4,200.00	0	4,200.00
10-4260-562	CAP OUTLAY-OTHER CIP BUILDING PROJECTS	500,000.00	0	500,000.00
	Control Total	583,652.00	0.00	583,652.00
10-4265-000	FACILITY SERVICES:	0	0	0.00
10-4265-010	FACILITY SERVICES- S & W- REGULAR	203,352.00	0	203,352.00
10-4265-090	FACILITY SERVICES- FICA TAX EXPENSE	15,556.00	0	15,556.00
10-4265-100	FACILITY SERVICES- RETIREMENT	44,412.00	0	44,412.00
10-4265-101	FACILITY SERVICES- 401(K) CONTRIB.	6,101.00	0	6,101.00
10-4265-130	FACILITY SERVICES- UNEMPLOYMENT INS.	1,884.00	0	1,884.00
10-4265-140	FACILITY SERVICES- WORKMAN'S COMP	15,824.00	0	15,824.00
10-4265-181	FACILITY SERVICES- GROUP INS.	54,383.00	0	54,383.00
10-4265-200	FACILITY SERVICES- DEPT SUPPLIES & MATER	20,000.00	0	20,000.00
10-4265-201	CLERK OF COURT DEPARTMENTAL SUPPLIES	3,200.00	0	3,200.00
10-4265-202	CLERK OF COURT-MAINT & REPAIR-BUILDING	1,900.00	0	1,900.00
10-4265-215	FACILITY SERVICES- MAINT AND REPAIR BLDG	85,000.00	0	85,000.00
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
10-4265-315	FACILITY SERVICES-TRAINING	1,500.00	0	1,500.00
10-4265-320	FACILITY SERVICES- COMMUNICATIONS	5,500.00	0	5,500.00
10-4265-325	POSTAGE	100.00	0	100.00
10-4265-330	FACILITY SERVICES- UTILITIES-ELECTRICITY	120,000.00	0	120,000.00
10-4265-331	UTILITIES-FUEL/GAS	12,000.00	0	12,000.00
10-4265-332	UTILITIES-WATER	35,000.00	0	35,000.00
10-4265-355	MAINT & REPAIR-VEHICLES	3,000.00	0	3,000.00
10-4265-440	CONTRACTED SERVICES-MOWING	17,000.00	0	17,000.00
10-4265-551	MAINT AGREEMENTS-COMMANDER SOFTWARE	2,500.00	0	2,500.00
10-4265-601	CONTRACTED SERVICES-SECURITY SYSTEM	3,000.00	0	3,000.00
10-4265-602	CONTRACTED SERVICES-EXTERMINATING	8,000.00	0	8,000.00
10-4265-603	CONTRACTED SERVICES-ELEVATOR	17,000.00	0	17,000.00
10-4265-604	CONTRACTED SERVICES-REPUBLIC	10,000.00	0	10,000.00
10-4265-605	CONTRACTED SERVICES-FIRE EXT	3,600.00	0	3,600.00
	Control Total	697,812.00	0.00	697,812.00
10-4310-000	SHERIFF:	0	0	0.00
10-4310-010	SHERIFF- S & W- REGULAR	868,754.00	-8,605.00	860,149.00
10-4310-030	SHERIFF- SALARIES AND WAGES PART-TIME	29,000.00	0	29,000.00
10-4310-031	SALARIES & WAGES-OVERTIME	0.00	8,605.00	8,605.00
10-4310-040	SALARIES & WAGES-LONGEVITY	4,797.00	0	4,797.00
10-4310-090	SHERIFF- FICA TAX EXPENSE	69,045.00	0	69,045.00

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10-4310-100	SHERIFF- RETIREMENT	198,536.00	0	198,536.00
10-4310-101	SHERIFF- 401K CONTRIB.	41,215.00	0	41,215.00
10-4310-102	SHERIFF-SUPPLEMENTAL PENSION FUND	1,300.00	0	1,300.00
10-4310-130	SHERIFF- UNEMPLOYMENT INS.	5,966.00	0	5,966.00
10-4310-140	SHERIFF- WORKMAN'S COMP	56,873.00	0	56,873.00
10-4310-180	SHERIFF- PROFESSIONAL SERVICES	12,000.00	0	12,000.00
10-4310-181	SHERIFF- GROUP INS.	165,902.00	0	165,902.00
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	16,499.00	0	16,499.00
10-4310-270	SERVICE AWARDS	75.00	0	75.00
10-4310-310	SHERIFF- TRAVEL	4,000.00	0	4,000.00
10-4310-315	TRAINING	3,000.00	0	3,000.00
10-4310-320	SHERIFF- COMMUNICATIONS	17,500.00	0	17,500.00
10-4310-330	POSTAGE	2,000.00	0	2,000.00
10-4310-350	SHERIFF- MAINT. & REPAIR EQUIPMENT	2,000.00	2,000.00	4,000.00
10-4310-355	SHERIFF- MAINT.- VEHICLE	25,000.00	-2,000.00	23,000.00
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	500.00	0	500.00
10-4310-392	SHERIFF- UNDERCOVER INVESTIGATIONS	7,000.00	0	7,000.00
10-4310-412	MAINT AGREEMENT-FINGERPRINT MACHINE	4,100.00	0	4,100.00
10-4310-413	LEASE-BUILDING	840.00	0	840.00
10-4310-414	MAINT AGREEMENTS-HRMS & QTR MASTER	1,336.00	0	1,336.00
10-4310-415	MAINT AGREEMENTS-RMS & RAMBLER	4,976.00	0	4,976.00
10-4310-417	LEASE - ANKLE MONITORING DEVICES	1,800.00	0	1,800.00
10-4310-540	CAPITAL OUTLAY VEHICLES	112,000.00	0	112,000.00
10-4310-600	SHERIFF- ANIMAL CONTROL	10,000.00	0	10,000.00
10-4310-601	DONATIONS-ANIMAL CONTROL	0.00	3,786.00	3,786.00
10-4310-602	SHERIFF-ABC BOARD FUNDING	2,400.00	18,794.00	21,194.00
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	50,000.00	50,000.00
10-4310-612	GUN PERMITS-STATE PORTION	0.00	2,780.00	2,780.00
10-4310-613	FINGERPRINTING	0.00	7,347.00	7,347.00
10-4310-650	SHERIFF-DONATIONS	0.00	1,899.00	1,899.00
10-4310-904	NC ANIMAL SHELTER SUPPORT FUND GRANT	12,500.00	0	12,500.00
	Control Total	1,757,814.00	85,380.00	1,843,194.00
10-4311-000	SRO - WASHINGTON COUNTY UNION:	0	0	0.00
10-4311-010	SRO- WASH CO UNION-S & W- REGULAR	41,410.00	0	41,410.00
10-4311-090	SRO- WASH CO UNION- FICA TAX EXPENSE	3,168.00	0	3,168.00
10-4311-100	SRO- WASH CO UNION- RETIREMENT EXPENSE	9,731.00	0	9,731.00
10-4311-101	SRO- WASH CO UNION- 401(K) CONTRIB.	2,071.00	0	2,071.00
10-4311-130	SRO - WASH CO UNION- UNEMPLOYMENT INS.	314.00	0	314.00
10-4311-140	SRO- WASH CO UNION- WORKMAN'S COMP EXPEN	2,844.00	0	2,844.00
10-4311-180	SRO- WASH CO UNION- GROUP INS.	9,089.00	0	9,089.00
10-4311-210	SRO- WASH CO UNION- UNIFORMS	500.00	500.00	1,000.00
10-4311-250	MAINTENANCE & REPAIR-VEHICLE	3,500.00	-500.00	3,000.00

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10-4311-260	SRO- WASH CO UNION-DEPARTMENTAL SUPPLIES	199.00	0	199.00
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	75,326.00	0.00	75,326.00
10-4313-000	SRO- CRESWELL:	0	0	0.00
10-4313-010	SRO- CRESWELL-S & W- REGULAR	41,410.00	0	41,410.00
10-4313-090	SRO- CRESWELL- FICA TAX EXPENSE	3,168.00	0	3,168.00
10-4313-100	SRO- CRESWELL- RETIREMENT	9,731.00	0	9,731.00
10-4313-101	SRO- CRESWELL- 401K CONTRIB.	2,071.00	0	2,071.00
10-4313-130	SRO - CRESWELL- UNEMPLOYMENT INS.	314.00	0	314.00
10-4313-140	SRO- CRESWELL- WORKMAN'S COMP	2,844.00	0	2,844.00
10-4313-180	SRO- CRESWELL- GROUP INS.S	9,089.00	0	9,089.00
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	199.00	0	199.00
10-4313-310	SRO- CRESWELL- TRAVEL	2,000.00	0	2,000.00
10-4313-315	TRAINING	500.00	0	500.00
	Control Total	75,326.00	0.00	75,326.00
10-4314-000	SRO- PLYMOUTH HIGH:	0	0	0.00
10-4314-010	SRO - PLYMOUTH HIGH-S & W- REGULAR	41,410.00	0	41,410.00
10-4314-090	SRO - PLYMOUTH HIGH- FICA TAX	3,168.00	0	3,168.00
10-4314-100	SRO - PLYMOUTH HIGH- RETIREMENT MATCH	9,731.00	0	9,731.00
10-4314-101	SRO - PLYMOUTH HIGH- 401K CONTRIBUTIONS	2,071.00	0	2,071.00
10-4314-130	SRO - PLYMOUTH HIGH- UNEMPLOYMENT INS.	314.00	0	314.00
10-4314-140	SRO - PLYMOUTH HIGH- WORKMAN'S COMP	2,844.00	0	2,844.00
10-4314-180	SRO - PLYMOUTH HIGH- GROUP INS.	9,089.00	0	9,089.00
10-4314-210	SRO - PLYMOUTH HIGH- UNIFORMS	500.00	500.00	1,000.00
10-4314-250	MAINT & REPAIR - VEHICLE	3,500.00	-500.00	3,000.00
10-4314-260	DEPARTMENTAL SUPPLIES	199.00	0	199.00
10-4314-310	SRO- TRAVEL	2,000.00	0	2,000.00
10-4314-315	TRAINING	500.00	0	500.00
	Control Total	75,326.00	0.00	75,326.00
10-4320-000	DETENTION CENTER:	0	0	0.00
10-4320-010	DETENTION CENTER- S & W - REGULAR	428,129.00	-30,500.00	397,629.00
10-4320-030	SALARIES & WAGE - OVERTIME	50,000.00	30,500.00	80,500.00
10-4320-031	DETENTION CENTER - S&W PARTTIME	31,000.00	0	31,000.00
10-4320-040	SALARIES & WAGES - LONGEVITY	3,172.00	80.00	3,252.00
10-4320-090	DETENTION CENTER- FICA TAX EXPENSE	39,191.00	0	39,191.00
10-4320-100	DETENTION CENTER- RETIREMENT	105,116.00	0	105,116.00
10-4320-101	DETENTION CENTER- 401(K) CONTRIB.	14,439.00	0	14,439.00
10-4320-130	DETENTION CENTER- UNEMPLOYMENT INS.	4,710.00	0	4,710.00
10-4320-140	DETENTION CENTER- WORKMAN'S COMP	35,185.00	-500.00	34,685.00
10-4320-181	DETENTION CENTER- GROUP INS.	117,788.00	0	117,788.00
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	18,000.00	0	18,000.00
10-4320-210	DETENTION CENTER- UNIFORMS	7,500.00	0	7,500.00
10-4320-244	CONTRACTED SERVICES-SOUTHERN HEALTH PART	150,000.00	0	150,000.00

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10-4320-247	DETENTION CENTER- FOOD & PROVISIONS	90,000.00	0	90,000.00
10-4320-270	SERVICE AWARDS	135.00	0	135.00
10-4320-290	SUPPLIES & MATERIALS-HYGIENE	3,500.00	0	3,500.00
10-4320-299	DETENTION CENTER- LAUNDRY & DRY CLEANING	7,500.00	0	7,500.00
10-4320-320	DETENTION CENTER- COMMUNICATIONS	1,500.00	0	1,500.00
10-4320-330	POSTAGE	250.00	0	250.00
10-4320-350	DETENTION CENTER- MAINT & REPAIR- EQUIP	0.00	1,300.00	1,300.00
10-4320-550	DETENTION CENTER- CAPITAL OUTLAY- EQUIPM	20,000.00	0	20,000.00
10-4320-600	DETENTION CENTER- CONTRACTED SERVICES	110,000.00	-800.00	109,200.00
10-4320-601	CONTRACTED SERVICES-OPTUM	4,000.00	0	4,000.00
10-4320-602	MAINTENANCE AGREEMENTS-SOUTHERN SOFTWARE	3,900.00	0	3,900.00
10-4320-603	MAINTENANCE AGREEMENTS-TOP GUARD	100.00	0	100.00
Control Total		1,252,615.00	80.00	1,252,695.00
10-4330-000	EMERGENCY MANAGEMENT:	0	0	0.00
10-4330-010	EMERGENCY MGMT - S & W- REGULAR	57,019.00	0	57,019.00
10-4330-090	EMERGENCY MGMT - FICA TAX EXPENSE	4,362.00	0	4,362.00
10-4330-100	EMERGENCY MGMT - RETIREMENT	12,453.00	0	12,453.00
10-4330-101	EMERGENCY MGMT - 401(K) CONTRIB.	1,711.00	0	1,711.00
10-4330-130	EMERGENCY MGMT - UNEMPLOYMENT INS.	314.00	0	314.00
10-4330-140	EMERGENCY MGMT - WORKMAN'S COMP	2,807.00	0	2,807.00
10-4330-180	EMERGENCY MGMT - GROUP INS.	9,140.00	0	9,140.00
10-4330-250	MAINTENANCE & REPAIR - VEHICLE	1,200.00	0	1,200.00
10-4330-260	EMERGENCY MGMT - DEPARTMENTAL SUPPLIES	5,000.00	-1,800.00	3,200.00
10-4330-270	EMERGENCY MGMT - GENERATOR FUEL	2,400.00	0	2,400.00
10-4330-310	EMERGENCY MGMT - TRAVEL	3,000.00	0	3,000.00
10-4330-315	TRAINING	3,000.00	0	3,000.00
10-4330-320	EMERGENCY MGMT - COMMUNICATIONS	5,500.00	0	5,500.00
10-4330-330	POSTAGE	150.00	0	150.00
10-4330-350	EMERGENCY MGMT - MAINT. & REPAIR- EQUI	7,500.00	0	7,500.00
10-4330-370	EMERGENCY MGMT - PRINTING	400.00	0	400.00
10-4330-380	ADVERTISING	400.00	0	400.00
10-4330-390	EMERGENCY MGMT - DUES & SUBSCRIPTIONS	2,200.00	0	2,200.00
10-4330-400	EM DONATIONS-EMERGENCY RESPONSE BANQUET	1,442.00	0	1,442.00
10-4330-401	DONATIONS - EMERGENCY MANAGEMENT	0.00	878.00	878.00
10-4330-540	EMERGENCY MGMT - CAPITAL OUTLAY- VEHIC	16,000.00	1,800.00	17,800.00
10-4330-600	EMERGENCY MGMT - CONTRACTED SERVICES	2,500.00	6,000.00	8,500.00
10-4330-693	RAP LEPC TIER II GRANT	4,000.00	0	4,000.00
10-4330-707	GRANT-EM CAPACITY BLDG COMPETITIVE GRT	0.00	94,600.00	94,600.00
10-4330-995	MAINTENANCE AGREEMENTS - HYPER REACH	1,945.00	12,655.00	14,600.00
Control Total		144,443.00	114,133.00	258,576.00
10-4340-000	FIRE PROTECTION:	0	0	0.00
10-4340-991	PLYMOUTH VFD-OPERATIONAL	399,620.00	-270,144.00	129,476.00
10-4340-992	ROPER VFD-OPERATIONAL	0.00	81,864.00	81,864.00
10-4340-993	CRESWELL VFD-OPERATIONAL	0.00	51,772.00	51,772.00
10-4340-994	MCVFD-OPERATIONAL	0.00	58,406.00	58,406.00
10-4340-995	LAKE PHELPS VFD-OPERATIONAL	0.00	46,111.00	46,111.00
10-4340-996	PUNGO VFD-OPERATIONAL	0.00	23,789.00	23,789.00
10-4340-997	PINETOWN/LONG ACRE VFD	0.00	8,202.00	8,202.00

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10-4340-999	ADDITIONAL 5TH CENT RESERVES	99,905.00	0	99,905.00
	Control Total	499,525.00	0.00	499,525.00
10-4345-000	FORESTRY:	0	0	0.00
10-4345-991	FORESTRY MATCH (35%)	129,156.00	0	129,156.00
	Control Total	129,156.00	0.00	129,156.00
10-4350-000	INSPECTIONS & PLANNING:	0	0	0.00
10-4350-121	SALARIES & WAGES-REGULAR	104,602.00	0	104,602.00
10-4350-127	SALARIES & WAGES-LONGEVITY	725.00	19.00	744.00
10-4350-181	FICA TAX	8,057.00	0	8,057.00
10-4350-182	RETIREMENT	23,003.00	0	23,003.00
10-4350-183	GROUP INSURANCE	20,228.00	0	20,228.00
10-4350-184	401(K) CONTRIBUTIONS	3,160.00	0	3,160.00
10-4350-185	UNEMPLOYMENT INSURANCE	628.00	0	628.00
10-4350-186	WORKMAN'S COMP	5,069.00	0	5,069.00
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	1,500.00	0	1,500.00
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	500.00	0	500.00
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	247,722.00	19.00	247,741.00
10-5110-000	DISTRICT HEALTH	0	0	0.00
10-5110-991	MTW HEALTH DEPARTMENT	251,494.00	0	251,494.00
10-5110-993	2ND DIST DRUG COURT COORDINATOR POSITION	90,994.00	0	90,994.00
	Control Total	342,488.00	0.00	342,488.00
10-5150-000	SENIOR CITIZENS CENTER:	0	0	0.00
10-5150-010	SENIOR CITIZENS CENT- S & W- REGULAR	97,827.00	0	97,827.00
10-5150-040	SALARIES & WAGES-LONGEVITY	1,020.00	45.00	1,065.00
10-5150-090	SENIOR CITIZENS CENT- FICA TAX EXPENSE	7,562.00	0	7,562.00
10-5150-100	SENIOR CITIZENS CENT- RETIREMENT	21,588.00	0	21,588.00
10-5150-101	SENIOR CITIZENS CENT- 401(K) CONTRIB.	2,965.00	0	2,965.00
10-5150-130	SENIOR CITIZENS CTR- WORKMAN'S COMP	1,467.00	-75.00	1,392.00
10-5150-131	SENIOR CENTER- UNEMPLOYMENT INS.	874.00	0	874.00
10-5150-180	SENIOR CITIZENS CENT- GROUP INS.	27,179.00	0	27,179.00
10-5150-247	APPROPRIATION-ALBEMARLE NUTRITION	47,807.00	0	47,807.00
10-5150-250	SEN CENTER-MAINTENANCE & REPAIR-VEHICLE	2,000.00	0	2,000.00
10-5150-257	DEPARTMENT SUPPLIES-CRAFTS/CERAMICS	4,000.00	0	4,000.00
10-5150-260	DEPARTMENTAL SUPPLIES	5,500.00	0	5,500.00
10-5150-270	SERVICE AWARDS	0.00	75.00	75.00
10-5150-280	POSTAGE	250.00	0	250.00
10-5150-310	SENIOR CITIZENS CTR- TRAVEL	3,000.00	0	3,000.00

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10-5150-315	TRAINING	6,000.00	0	6,000.00
10-5150-320	SENIOR CITIZENS CENT- COMMUNICATIONS	6,000.00	0	6,000.00
10-5150-330	UTILITIES-GAS	8,000.00	0	8,000.00
10-5150-350	SENIOR CENTER- MAINT & REPAIR- BUILDING	1,500.00	0	1,500.00
10-5150-351	SENIOR CENTER- MAINT & REPAIR - EQUIP	1,000.00	0	1,000.00
10-5150-370	TRAVEL-SENIOR GAMES	300.00	0	300.00
10-5150-380	SENIOR CENTER TRIPS	0.00	8,014.00	8,014.00
10-5150-390	SENIOR CENTER-DUES & SUBSCRIPTIONS	1,270.00	0	1,270.00
10-5150-550	CAPITAL OUTLAY-EQUIPMENT	3,500.00	0	3,500.00
10-5150-600	SENIOR CITIZENS CTR- CONTRACTED SERVICES	5,000.00	0	5,000.00
10-5150-601	CONTRACTED SERVICES - SCHEDULING SYSTEM	900.00	0	900.00
10-5150-650	SENIOR CENTER DONATIONS	0.00	2,841.00	2,841.00
10-5150-698	NCDIT DIGITAL CHAMPION GRANT	0.00	9,600.00	9,600.00
	Control Total	256,509.00	20,500.00	277,009.00
10-5310-000	SOCIAL SERVICES- ADMINISTRATION:	0	0	0.00
10-5310-010	SALARIES & WAGES-BOARD	1,500.00	-305.00	1,195.00
10-5310-011	SS ADMIN.- S & W- REGULAR	2,105,821.00	-26,500.00	2,079,321.00
10-5310-013	SALARIES & WAGES-LONGEVITY	18,473.00	0	18,473.00
10-5310-031	CHILD SUPPORT CONTRACT	277,492.00	0	277,492.00
10-5310-090	SS ADMIN.- FICA TAX	163,809.00	0	163,809.00
10-5310-100	SS ADMIN.- RETIREMENT	467,331.00	0	467,331.00
10-5310-101	SS ADMIN.- 401(K) CONTRIB.	64,194.00	0	64,194.00
10-5310-130	HUMAN SERVICES- UNEMPLOYMENT INS.	17,270.00	0	17,270.00
10-5310-140	SS ADMIN.- WORKMAN'S COMP	54,364.00	0	54,364.00
10-5310-180	LEGAL-PROTECTIVE SERVICES	50,000.00	0	50,000.00
10-5310-181	SS ADMIN.- GROUP INS.	494,344.00	-35,000.00	459,344.00
10-5310-250	MAINT & REPAIR - VEHICLE	10,000.00	4,000.00	14,000.00
10-5310-257	SS ADMIN.- COUNTY GENERAL ASSISTANCE	10,000.00	0	10,000.00
10-5310-258	DSS COMMUNITY DONATIONS-CHRISTMAS	0.00	2,978.00	2,978.00
10-5310-259	DSS COMMUNITY DONATIONS-FOSTER CHILDREN	0.00	321.00	321.00
10-5310-260	DEPARTMENTAL SUPPLIES	30,000.00	7,000.00	37,000.00
10-5310-268	FOOD STAMPS DIRECT CHARGE	5,000.00	0	5,000.00
10-5310-270	SERVICE AWARDS	145.00	305.00	450.00
10-5310-310	TRAVEL	16,000.00	-9,000.00	7,000.00
10-5310-311	SS ADMIN - VEHICLE FUEL	9,000.00	0	9,000.00
10-5310-315	TRAINING	30,000.00	0	30,000.00
10-5310-320	SS ADMIN.- COMMUNICATIONS	20,000.00	0	20,000.00
10-5310-330	UTILITIES	30,000.00	0	30,000.00
10-5310-340	SS ADMIN.- POSTAGE	10,500.00	-2,000.00	8,500.00
10-5310-350	SS ADMIN.- MAINT AND REPAIR- BLDG.	15,000.00	2,000.00	17,000.00
10-5310-351	SS ADMIN.- REPAIR AND MAINT- EQUIP.	5,000.00	1,000.00	6,000.00
10-5310-370	SS ADMIN.- ADVERTISING	1,500.00	0	1,500.00
10-5310-390	SS ADMIN.- DUES AND SUBSCRIPTION	15,000.00	0	15,000.00
10-5310-550	SOCIAL SERVICES- CAPITAL OUTLAY- EQUIPMEN	38,000.00	108.00	38,108.00
10-5310-600	SOCIAL SERVICES- CONTRACTED SERVICES	166,120.00	61,500.00	227,620.00
10-5310-601	MAINT AGREEMENTS-NC CORRELS	1,300.00	0	1,300.00
10-5310-602	MAINT AGREEMENTS-INFO INC.	5,110.00	0	5,110.00
10-5310-605	SS ADMIN - SECURITY CONTRACT	10,000.00	0	10,000.00

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10-5310-610	SS ADMIN.- VENDOR FEES	13,000.00	-3,000.00	10,000.00
10-5310-611	SS FAMILY REUNIFICATION (PSYCH EVALS)	17,500.00	0	17,500.00
	Control Total	4,172,773.00	3,407.00	4,176,180.00
10-5380-000	SOCIAL SERVICES-ECONOMIC SUPPORT:	0	0	0.00
10-5380-011	IN-HOME SERVICES (100%)	81,922.00	0	81,922.00
10-5380-030	SS ECONOMIC SUPPORT- CRISIS INTERVENTION	10,000.00	0	10,000.00
10-5380-190	WF EMPLOYMENT SERVICES	10,000.00	0	10,000.00
10-5380-370	TANF-EMERGENCY ASSISTANCE	30,000.00	0	30,000.00
10-5380-375	DSS COMMUNITY DONATIONS-EMERGENCY RELIEF	0.00	246.00	246.00
10-5380-376	TITLE IV-FOSTER CARE	135,000.00	0	135,000.00
10-5380-377	STATE FOSTER HOME CARE	75,000.00	0	75,000.00
10-5380-379	SS ECONOMIC SUPPORT- SPECIAL ASSISTANCE	85,000.00	0	85,000.00
10-5380-381	TITLE IV-E ADOPTION	24,510.00	0	24,510.00
10-5380-383	SPECIAL LINKS (100%)	5,000.00	0	5,000.00
10-5380-384	CHILD CARE (MOE-PART OF &65K MIN)	15,000.00	0	15,000.00
10-5380-403	SS ECONOMIC SUPPORT- BLIND COMMISSION	2,500.00	0	2,500.00
10-5380-406	LIEAP PAYMENTS	25,000.00	0	25,000.00
10-5380-407	ADOPTION PROMOTIONS	0.00	69,998.00	69,998.00
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	-108.00	12,392.00
10-5380-410	GENERAL ASSISTANCE-FOSTER CARE CHILDREN	5,000.00	0	5,000.00
	Control Total	528,932.00	70,136.00	599,068.00
10-5400-000	SOCIAL SERVICES TRANSPORTATION:	0	0	0.00
10-5400-200	DOT GRANT - OFFICE SUPPLIES (85% REIMB)	6,500.00	0	6,500.00
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	10,000.00	0	10,000.00
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	8,500.00	0	8,500.00
10-5400-347	GRANT-RDC TRANSPORTATION	6,000.00	0	6,000.00
10-5400-372	VOLUNTEER TRANSPORATION-MEDICAID	35,000.00	0	35,000.00
10-5400-390	DOT-DUES AND SUBSCRIPTIONS (85% REIMB)	750.00	0	750.00
10-5400-600	SS TRANSPORTATION- WORK FIRST DOT	3,962.00	1,171.00	5,133.00
10-5400-601	MAINT AGREEMENTS-CTS SOFTWARE	11,800.00	0	11,800.00
10-5400-602	CONTRACTED LABOR - RIVERLIGHT	10,000.00	0	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	187,512.00	1,171.00	188,683.00
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
	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

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10-5911-000	COMMUNICATIONS:	0	0	0.00
10-5911-010	COMMUNICATIONS-S & W- REGULAR	233,426.00	0	233,426.00
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
10-5911-090	COMMUNICATIONS- FICA TAX	26,655.00	0	26,655.00
10-5911-100	COMMUNICATIONS- RETIREMENT	65,176.00	0	65,176.00
10-5911-130	COMMUNICATIONS- 401(K) CONTRIB.	8,953.00	0	8,953.00
10-5911-131	COMMUNICATIONS - UNEMPLOYMENT	2,826.00	0	2,826.00
10-5911-140	COMMUNICATIONS- WORKERS' COMP	2,122.00	0	2,122.00
10-5911-180	COMMUNICATIONS- GROUP INS.	72,386.00	0	72,386.00
10-5911-210	UNIFORMS	1,500.00	0	1,500.00
10-5911-260	DEPARTMENTAL SUPPLIES	4,999.00	0	4,999.00
10-5911-310	TRAVEL	1,000.00	0	1,000.00
10-5911-315	TRAINING	4,000.00	0	4,000.00
10-5911-320	COMMUNICATIONS	16,000.00	0	16,000.00
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	2,252.00	0	2,252.00
10-5911-415	MAINTENANCE AGREEMENT - MOTOROLA	15,317.00	0	15,317.00
10-5911-610	GRANT-NCDIT WASHINGTON CO RADIO UPGRADE	100,462.00	0	100,462.00
	Control Total	673,674.00	0.00	673,674.00
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	15,000.00	0	15,000.00
	Control Total	15,000.00	0.00	15,000.00
10-6050-000	COOPERATIVE EXT SERVICE:	0	0	0.00
10-6050-010	COOPERATIVE EXT SERV- S & W - REGULAR	97,000.00	0	97,000.00
10-6050-090	COOPERATIVE EXT SERV- FICA TAX EXPENSE	7,420.00	0	7,420.00
10-6050-100	COOPERATIVE EXT SERV- RETIREMENT	26,190.00	0	26,190.00
10-6050-130	COOPERATIVE EXT SERV- UNEMPLOYMENT INS.	970.00	0	970.00
10-6050-140	COOPERATIVE EXT SERV- WORKMAN'S COMP	114.00	0	114.00
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	1,500.00	0	1,500.00
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	1,020.00	0	1,020.00
10-6050-410	LEASE-EQUIPMENT	2,125.00	0	2,125.00
10-6050-998	MIPPA GRANT-MEDICAID IMPROVEMENT FOR PAT	3,189.00	0	3,189.00
10-6050-999	GRANT - SHIIP	7,818.00	-4,186.00	3,632.00
	Control Total	167,806.00	-4,186.00	163,620.00
10-6060-000	SOIL & WATER:	0	0	0.00
10-6060-030	SALARIES & WAGES-REGULAR	32,439.00	0	32,439.00

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10-6060-090	SOIL & WATER- FICA TAX	2,482.00	0	2,482.00
10-6060-100	SOIL & WATER- RETIREMENT	7,085.00	0	7,085.00
10-6060-101	SOIL AND WATER- 401(K) CONTRIB.	973.00	0	973.00
10-6060-130	SOIL & WATER- UNEMPLOYMENT INS.	314.00	0	314.00
10-6060-140	SOIL & WATER- WORKMAN'S COMP	1,295.00	0	1,295.00
10-6060-180	SOIL & WATER CONSERV- GROUP INS.	9,059.00	0	9,059.00
10-6060-200	SOIL & WATER- DEPTAL SUPPLIES	1,499.00	0	1,499.00
10-6060-310	SOIL & WATER- TRAVEL	2,000.00	0	2,000.00
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	1,500.00	0	1,500.00
10-6060-380	SOIL & WATER - ADVERTISING	350.00	0	350.00
10-6060-390	DUES & SUBSCRIPTIONS	300.00	0	300.00
	Control Total	63,946.00	0.00	63,946.00
10-6110-000	CULTURAL/LIBRARY:	0	0	0.00
10-6110-991	REGIONAL LIBRARY	216,500.00	0	216,500.00
	Control Total	216,500.00	0.00	216,500.00
10-6120-000	RECREATION:	0	0	0.00
10-6120-010	RECREATION-S & W- REGULAR	46,949.00	0	46,949.00
10-6120-030	SALARIES & WAGES-PARTTIME	18,000.00	0	18,000.00
10-6120-040	SALARIES & WAGES-LONGEVITY	1,391.00	128.00	1,519.00
10-6120-090	RECREATION- FICA TAX EXPENSE	5,320.00	0	5,320.00
10-6120-100	RECREATION- RETIREMENT	10,557.00	0	10,557.00
10-6120-101	RECREATION- 401(K) CONTRIB.	1,450.00	0	1,450.00
10-6120-130	RECREATION- UNEMPLOYMENT INS.	628.00	0	628.00
10-6120-140	RECREATION- WORKMAN'S COMP	3,842.00	0	3,842.00
10-6120-180	RECREATION- GROUP INS.	9,107.00	0	9,107.00
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	175.00	0	175.00
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	4,000.00	0	4,000.00
10-6120-325	POSTAGE	100.00	160.00	260.00
10-6120-330	RECREATION- COUNTY RECREATION- UTILITIES	20,000.00	0	20,000.00
10-6120-350	MAINT & REPAIR - BUILDINGS	20,000.00	-160.00	19,840.00
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	15,000.00	0	15,000.00
10-6120-553	MAINTENANCE/EQUIPMENT - SKINNERS	4,000.00	0	4,000.00
10-6120-610	CONTRACTED SERVICES-LEAD/ASST/OFFICIALS	7,500.00	0	7,500.00
10-6120-650	RECREATION-DONATIONS	0.00	4,081.00	4,081.00
	Control Total	207,972.00	4,209.00	212,181.00

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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	-1,796.00	258,204.00
10-8300-130	ADDITIONAL UNEMPLOYMENT INSURANCE	3,000.00	0	3,000.00
10-8300-140	COPIER MAINTENANCE AGREEMENT	6,000.00	0	6,000.00
10-8300-321	CENTRAL SERVICES-COMMUNICATIONS-TELECOM	31,000.00	0	31,000.00
10-8300-391	CENTRAL SERVICES-SOFTWARE LICENSES	20,980.00	0	20,980.00
10-8300-451	INSURANCE-PROPERTY & LIABILITY	361,850.00	0	361,850.00
10-8300-452	INSURANCE-TRANSPORTATION (15 PASSENGER)	15,000.00	0	15,000.00
10-8300-491	APPROP-ALBEMARLE COMMISSION	12,073.00	1,000.00	13,073.00
	Control Total	709,903.00	-796.00	709,107.00
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	99,905.00	0	99,905.00
10-9800-040	TRANSFER TO WCH PENSION FUND	450,000.00	0	450,000.00
10-9800-058	TRANSFER TO PROJECTS/GRANTS FUND	70,000.00	23,410.45	93,410.45
10-9800-070	TRANSFER TO RE-VAL FUND	40,000.00	0	40,000.00
10-9800-982	TRANSFER TO WASH CO EMS	399,620.00	0	399,620.00
10-9800-986	TRANSFER TO WASH CO SCHOOLS CAP OUTLAY	700,000.00	0	700,000.00
10-9990-000	CONTINGENCY	50,000.00	-21,707.00	28,293.00
	Control Total	1,809,525.00	1,703.45	1,861,228.45
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	100,000.00	0	100,000.00
21-5912-693	CAP OUT-ARCH, PLANNING, SURVEYING, ENG	0.00	14,338.00	14,338.00
21-5912-695	GRANT-NEEDS BASED PUB SC-PLANNING/DESIGN	1,526,369.00	-889,213.41	637,155.59
21-5912-696	GRANT-NEEDS BASED PUB SC-CONSTRUCTION	8,459,099.00	1,380,731.30	9,839,830.30
21-5912-700	TRUIST PK12 FUNDED CONSTRUCTION	10,807,629.00	0.08	10,807,629.08
21-5912-701	TRUIST PK-12 LOAN-EXPENSE-EARNED INCOME	0.00	621,218.75	621,218.75
21-8000-600	DESIGNATED FOR FUTURE APPROP-BOE CO	1,181,379.00	-14,338.00	1,167,041.00
21-9100-001	TRUIST PRINCIPAL (STARTS IN FY 25)	1,042,000.00	0	1,042,000.00
21-9200-001	TRUIST INTERERST (STARTS IN FY 24)	795,800.00	0	795,800.00
	Control Total	23,912,276.00	1,112,736.72	25,025,012.72
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	1,000.00	0	1,000.00
30-7140-380	EDDIE SMITH CANAL-ADVERTISING	250.00	0	250.00
30-7140-600	EDDIE SMITH CANAL- DRAINAGE- CON SVC PR	15,000.00	0	15,000.00
	Control Total	16,250.00	0.00	16,250.00
30-8000-000	WATERSHED IMPROVEMENT:	0	0	0.00
30-8000-010	DRAINAGE-S&W REGULAR	27,874.00	0	27,874.00
30-8000-090	DRAINAGE-FICA TAX EXPENSE	2,132.00	0	2,132.00
30-8000-100	DRAINAGE-RETIREMENT	6,087.00	0	6,087.00
30-8000-101	DRAINAGE-401(K) CONTRIBUTION	836.00	0	836.00
30-8000-130	DRAINAGE-UNEMPLOYMENT INS	314.00	0	314.00
30-8000-140	DRAININAGE-WORKMAN'S COMP	1,113.00	0	1,113.00

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30-8000-180	DRAINAGE-GROUP INSURANCE	9,044.00	0	9,044.00
30-8000-340	BEAVER CONTROL	35,000.00	0	35,000.00
30-8000-352	STREAMFLOW REHAB ASSISTANCE PROG (StRAP)	0.00	259,286.00	259,286.00
30-8000-600	AQUATIC WEED SPRAYING	20,000.00	0	20,000.00
30-8000-610	CLEARING & SNAGGING	50,000.00	0	50,000.00
30-8000-611	MAUL 7 KENDRICKS CREEKS PROJECT	11,000.00	0	11,000.00
	Control Total	163,400.00	259,286.00	422,686.00
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	59,020.00	0	59,020.00
33-7400-031	LANDFILL & COLLECT - S & W PARTTIME	5,000.00	0	5,000.00
33-7400-040	LANDFILL & COLLECT- PROFESSIONAL SERVICE	31,000.00	6,400.00	37,400.00
33-7400-090	LANDFILL & COLLECT- FICA TAX EXPENSE	4,898.00	0	4,898.00
33-7400-100	LANDFILL & COLLECT- RETIREMENT EXPENSE	12,890.00	0	12,890.00
33-7400-101	LANDFILL & COLLECT- 401(K) CONTRIB.	1,771.00	0	1,771.00
33-7400-130	LANDFILL & COLLECTIO- UNEMPLOYMENT INS.	942.00	0	942.00
33-7400-140	LANDFILL & COLLECT- WORKMAN'S COMP	7,604.00	0	7,604.00
33-7400-180	LANDFILL & COLLECT- GROUP INS.	18,099.00	0	18,099.00
33-7400-200	MAINTENANCE SUPPLIES & MATERIALS	1,800.00	0	1,800.00
33-7400-210	LANDFILL & COLLECT - UNIFORMS	900.00	0	900.00
33-7400-250	SUPPLIES & MATERIALS-VEHICLE	5,000.00	0	5,000.00
33-7400-260	DEPARTMENTAL SUPPLIES	1,999.00	0	1,999.00
33-7400-310	TRAVEL	250.00	0	250.00
33-7400-315	TRAINING	1,500.00	0	1,500.00
33-7400-320	LANDFILL & COLLECT- COMMUNICATIONS	2,400.00	0	2,400.00
33-7400-330	LANDFILL & COLLECT- UTILITIES	2,000.00	0	2,000.00
33-7400-340	LANDFILL & COLLECT- POSTAGE	300.00	0	300.00
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	6,200.00	0	6,200.00
33-7400-550	CAPITAL OUTLAY-EQUIPMENT	50,000.00	0	50,000.00
33-7400-600	CONTRACTED SERVICES	75,000.00	-6,400.00	68,600.00
33-7400-991	LANDFILL & COLLECTIO- NC DOR ASSESSMENT	3,500.00	0	3,500.00
33-7401-600	CONTRACT-SCRAP TIRE	130,000.00	0	130,000.00
33-7402-600	CONTRACT-GARBAGE COLLECTIONS	904,000.00	0	904,000.00
33-7402-606	ARSWMA ADM FEES	4,075.00	0	4,075.00
33-7402-610	CONTRACT-REGIONAL LANDFILL	310,000.00	0	310,000.00
33-7500-000	LANDFILL - DEPRECIATION	6,348.00	0	6,348.00
	Control Total	1,662,996.00	0.00	1,662,996.00
33-8100-000	CAPITAL PROJECTS:	0	0	0.00
33-8100-601	DESIGNATED FOR FUTURE APPROPRIATION	17,958.00	0	17,958.00
	Control Total	17,958.00	0.00	17,958.00
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	231,523.00	0	231,523.00
35-7130-040	OPERATION&MAINT.- PROFESSIONAL SERVICES	10,000.00	23,301.00	33,301.00
35-7130-050	SALARIES & WAGES-LONGEVITY	1,875.00	76.00	1,951.00
35-7130-090	OPERATION&MAINT.- FICA TAX EXPENSE	17,855.00	0	17,855.00

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35-7130-100	OPERATION&MAINT.- RETIREMENT EXPENSE	50,974.00	-76.00	50,898.00
35-7130-101	OPERATION- 401(K) CONTRIB.	7,002.00	0	7,002.00
35-7130-130	OPERATION&MAINT.- UNEMPLOYMENT INS.	2,198.00	0	2,198.00
35-7130-140	OPERATION&MAINT.- WORKMAN'S COMP	13,647.00	0	13,647.00
35-7130-180	OPERATION&MAINT.- GROUP INS.	65,407.00	0	65,407.00
35-7130-200	SUPPLIES & MATERIALS	30,000.00	0	30,000.00
35-7130-210	OPERATION&MAINT.- UNIFORMS	4,000.00	0	4,000.00
35-7130-250	VEHICLE SUPPLIES	17,500.00	0	17,500.00
35-7130-260	DEPARTMENTAL SUPPLIES	6,599.00	0	6,599.00
35-7130-298	MAINT & REPAIR-TANK	66,000.00	0	66,000.00
35-7130-315	TRAINING	4,000.00	0	4,000.00
35-7130-320	OPERATION&MAINT.- COMMUNICATIONS	2,600.00	0	2,600.00
35-7130-330	UTILITIES-ELECTRICITY	14,000.00	0	14,000.00
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
35-7130-390	OPERATION&MAINT.- DUES & SUBSCRIPTIONS	6,500.00	0	6,500.00
35-7130-550	CAPITAL OUTLAY-EQUIPMENT	197,000.00	0	197,000.00
35-7130-580	DEBT SERVICE-NCDENR	27,993.00	0	27,993.00
35-7130-600	CONTRACTS-MOWING	22,000.00	0	22,000.00
35-7130-998	COST ALLOCATION-GENERAL FUND	110,000.00	0	110,000.00
	Control Total	958,173.00	23,301.00	981,474.00
35-7135-000	TREATMENT PLANT:	0	0	0.00
35-7135-010	TREATMENT PLANT-S & W- REGULAR	42,912.00	0	42,912.00
35-7135-040	SALARIES & WAGES-LONGEVITY	424.00	22.00	446.00
35-7135-090	TREATMENT PLANT- FICA TAX EXPENSE	3,315.00	0	3,315.00
35-7135-100	TREATMENT PLANT- RETIREMENT EXPENSE	9,465.00	-22.00	9,443.00
35-7135-101	TREATMENT PLANT- 401(K) CONTRIB.	1,300.00	0	1,300.00
35-7135-130	TREATMENT PLANT- UNEMPLOYMENT INS.	314.00	0	314.00
35-7135-140	TREATMENT PLANT- WORKMAN'S COMP	3,240.00	0	3,240.00
35-7135-180	TREATMENT PLANT- GROUP INS.	9,094.00	0	9,094.00
35-7135-200	SUPPLIES & MATERIALS	8,700.00	0	8,700.00
35-7135-210	TREATMENT PLANT- UNIFORMS	2,300.00	0	2,300.00
35-7135-250	TREATMENT PLANT- FUEL	4,000.00	0	4,000.00
35-7135-270	SERVICE AWARDS	50.00	0	50.00
35-7135-298	CONTRACTS	23,000.00	0	23,000.00
35-7135-299	WATER TREATMENT CHEMICALS	60,000.00	0	60,000.00
35-7135-315	TRAINING	2,500.00	0	2,500.00
35-7135-320	TREATMENT PLANT- COMMUNICATIONS	3,700.00	0	3,700.00
35-7135-330	TREATMENT PLANT- UTILITIES	34,000.00	0	34,000.00
35-7135-340	TREATMENT PLANT- POSTAGE	250.00	0	250.00
35-7135-350	MAINT & REPAIR-EQUIPMENT	36,000.00	0	36,000.00
35-7135-370	TREATMENT PLANT- ADVERTISING	500.00	0	500.00
35-7135-390	TREATMENT PLANT- DUES & SUBSCRIPTIONS	5,000.00	0	5,000.00
35-7135-540	TREATMENT PLANT- CAPITAL OUTLAY- VEHICLE	60,000.00	0	60,000.00
35-7135-541	CAPITAL OUTLAY-EQUIPMENT	223,107.00	0	223,107.00
35-7135-600	DESIGNATED FOR FUTURE APPROPRIATION	11,000.00	-2,100.00	8,900.00
	Control Total	544,171.00	-2,100.00	542,071.00

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35-9100-000	DEBT PRINCIPAL:	0	0	0.00
35-9100-030	2021 WATER REV REFUNDING BOND-PRINCIPAL	270,000.00	0	270,000.00
	Control Total	270,000.00	0.00	270,000.00
35-9200-000	DEBT INTEREST:	0	0	0.00
35-9200-030	2021 WATER REV REFUNDING BOND-INTEREST	55,197.00	0	55,197.00
	Control Total	55,197.00	0.00	55,197.00
36-0000-000	WATERWORKS CAPITAL PROJECTS FUND:	0	0	0.00
36-4100-001	NCDEQ GRANT-ASSET INVENTORY ASSESSMENT	143,718.00	-21,702.00	122,016.00
36-4100-002	NCDEQ VUR PEA RIDGE WATER TRANS GRANT	5,452,000.00	-104,669.00	5,347,331.00
36-4100-003	NCDEQ VUR ROPER CONNECTION GRANT	945,200.00	-4,680.00	940,520.00
	Control Total	6,540,918.00	-131,051.00	6,409,867.00
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	829,492.00	-364.00	829,128.00
37-4330-030	SALARIES & WAGES-OVERTIME	300,000.00	0	300,000.00
37-4330-040	SALARIES & WAGES-PARTTIME	20,000.00	0	20,000.00
37-4330-050	SALARIES & WAGES-LONGEVITY	5,461.00	364.00	5,825.00
37-4330-090	FICA TAXES	81,775.00	0	81,775.00
37-4330-100	- RETIREMENT EXPENSE	229,091.00	0	229,091.00
37-4330-101	- 401K CONTRIB.	31,469.00	0	31,469.00
37-4330-130	EMS OPERATIONS- UNEMPLOYMENT INS.	6,280.00	0	6,280.00
37-4330-140	- WORKMAN COMP	101,510.00	0	101,510.00
37-4330-180	GROUP INSURANCE	181,492.00	0	181,492.00
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	14,000.00	0	14,000.00
37-4330-270	SERVICE AWARDS	125.00	0	125.00
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	50,000.00	0	50,000.00
37-4330-390	WASH EMS - DUES & SUBSCRIPTIONS	8,100.00	0	8,100.00
37-4330-396	EMS-MEDICAID COST REPORT	8,000.00	0	8,000.00
37-4330-399	QUARTERLY INTERGOVERNMENTAL TRANSFER FEE	30,000.00	0	30,000.00
37-4330-540	CAPITAL OUTLAY-VEHICLES	0.00	10,941.00	10,941.00
37-4330-550	WASH CO EMS- CAPITAL OUTLAY- EQUIPMENT	25,000.00	0	25,000.00
37-4330-600	CONTRACTS-MEDICAL DIRECTOR	23,250.00	0	23,250.00
37-4330-610	CONTRACTS-BILLING	49,980.00	0	49,980.00
37-4330-611	WASH EMS-CONTRACTS-DRUG SCREENING	5,180.00	0	5,180.00
37-4330-650	EMS DONATIONS	0.00	678.00	678.00
37-4330-652	DUKE RACE-CARS GRANT	0.00	5,950.00	5,950.00
37-4330-653	UNC PECC+ PROGRAM GRANT	0.00	10,525.00	10,525.00
	Control Total	2,147,905.00	28,094.00	2,175,999.00
37-4376-000	TRANSPORT SERVICE:	0	0	0.00
37-4376-010	SALARIES & WAGES-REGULAR	110,998.00	-2,346.00	108,652.00
37-4376-030	SALARIES & WAGES-OVERTIME	15,000.00	7,346.00	22,346.00

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37-4376-040	SALARIES & WAGES-PARTTIME	15,000.00	-5,000.00	10,000.00
37-4376-090	FICA TAXES	10,786.00	0	10,786.00
37-4376-100	TRANSPORT SERVICE- RETIREMENT EXPENSE	27,518.00	0	27,518.00
37-4376-101	TRANSPORT SERVICE- 401K CONTRIB.	3,780.00	0	3,780.00
37-4376-130	TRANSPORT- UNEMPLOYMENT INS.	1,256.00	0	1,256.00
37-4376-140	TRANSPORT SERVICE- WORKMAN'S COMP	13,389.00	0	13,389.00
37-4376-180	GROUP INSURANCE	36,174.00	0	36,174.00
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	12,000.00	0	12,000.00
37-4376-260	TRANSPORT - DEPARTMENTAL SUPPLIES	11,999.00	0	11,999.00
37-4376-295	PORTABLE COMM HARDWARE	1,000.00	0	1,000.00
37-4376-320	TRANSPORT SERVICE- COMMUNICATIONS	1,800.00	0	1,800.00
37-4376-355	MAINT & REPAIR-EQUIPMENT	10,000.00	0	10,000.00
37-4376-370	ADVERTISING	2,000.00	0	2,000.00
37-4376-390	TRANSPORT - DUES & SUBSCRIPTIONS	4,900.00	0	4,900.00
37-4376-610	CONTRACTS-BILLING	16,363.00	0	16,363.00
	Control Total	316,463.00	0.00	316,463.00
38-8135-000	AIRPORT:	0	0	0.00
38-8135-663	AIRFIELD LIGHTING REPLACE (CON/CA/RPR)	2,200,000.00	-731,592.00	1,468,408.00
38-8135-671	NPE FEDERAL GRANT FY 20-21	0.00	43,373.00	43,373.00
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
38-8135-675	NPE FEDERAL GRANT FY 24-25	166,667.00	0	166,667.00
	Control Total	2,866,668.00	-688,219.00	2,178,449.00
39-0000-000	AIRPORT OPERATIONS:	0	0	0.00
39-4530-000	AIRPORT:	0	0	0.00
39-4530-010	AIRPORT-S & W- REGULAR	42,026.00	0	42,026.00
39-4530-030	SALARIES & WAGES-LONGEVITY	841.00	21.00	862.00
39-4530-032	SALARIES & WAGES - PARTTIME	15,000.00	0	15,000.00
39-4530-090	FICA TAX	4,733.00	0	4,733.00
39-4530-100	AIRPORT - RETIREMENT	9,362.00	-21.00	9,341.00
39-4530-101	AIRPORT - 401K	1,286.00	0	1,286.00
39-4530-130	AIRPORT- UNEMPLOYMENT INS.	628.00	0	628.00
39-4530-140	AIRPORT- WORKMAN'S COMP	3,907.00	0	3,907.00
39-4530-180	AIRPORT - GROUP INSURANCE	9,091.00	0	9,091.00
39-4530-190	CONTRACTED SERVICES	3,000.00	9,330.00	12,330.00
39-4530-200	AIRPORT- DEPARTMENTAL SUPPLIES	3,999.00	0	3,999.00
39-4530-250	AIRPORT- AV GAS AND JET FUEL	67,500.00	0	67,500.00
39-4530-310	AIRPORT- TRAVEL	1,500.00	0	1,500.00
39-4530-320	AIRPORT- COMMUNICATIONS	1,865.00	0	1,865.00
39-4530-330	AIRPORT- UTILITIES	8,500.00	0	8,500.00
39-4530-331	POSTAGE	50.00	0	50.00
39-4530-350	MAINT & REPAIR-BUILDING	8,000.00	0	8,000.00
39-4530-351	MAINT & REPAIR-EQUIPMENT	20,000.00	0	20,000.00
39-4530-352	MAINT & REPAIR - FUELMASTER	1,675.00	0	1,675.00
39-4530-390	AIRPORT- DUES AND SUBSCRIPTIONS	1,000.00	0	1,000.00

Expenditure Transaction Report - Budget Amendments/Transfers as of 12/31/2024

39-4530-450	INSURANCE	5,500.00	0	5,500.00
39-4530-997	DESIGNATED FOR FUTURE APPROPRIATION	20,000.00	-9,330.00	10,670.00
39-4530-998	AIRPORT- SALES TAX ON FUEL	5,000.00	0	5,000.00
	Control Total	234,463.00	0.00	234,463.00
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	10,000.00	0	10,000.00
50-4200-001	STRATEGY 7- NALOXONE DISTRIBUTION	10,615.00	1.00	10,616.00
50-4200-002	STRATEGY 9 - HARM REDUCTION SSP	10,615.00	1.00	10,616.00
	Control Total	31,230.00	2.00	31,232.00
50-9990-000	CONTINGENCY	31,560.00	-2.00	31,558.00
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	210,000.00	0	210,000.00
	Control Total	210,000.00	0.00	241,558.00
58-0000-000	PROJECTS/GRANTS FUND:	0	0	0.00
58-4100-001	EXPENDITURE OF INTEREST EARNED	0.00	15,511.07	15,511.07
58-4101-001	RURAL DOWNTOWN ECON DEV-ELEVATOR GRANT	0.00	468,209.00	468,209.00
58-4202-000	DEPT OF COMMERCE - MOTORSPORTS GRANT	100,000.00	36,317.38	136,317.38
58-4203-000	WEYERHAEUSER GIVING GRANT	2,000.00	0	2,000.00
58-4203-001	EM BLDG LOCAL MATCH	900,000.00	-5,100.00	894,900.00
58-4203-002	ELEVATOR LOCAL MATCH	0.00	23,410.45	23,410.45
58-4260-556	CAP RESERVES ROOF REPAIRS/REPLACEMENTS	40,000.00	7,500.00	47,500.00
58-4260-557	CAP OUTLAY ROOF REPAIRS/REPLACEMENTS	0.00	112,500.00	112,500.00
58-4260-558	CAP RESERVES HVAC REPAIRS/REPLACEMENTS	20,000.00	27,107.00	47,107.00
58-4301-001	EM BLDG DIRECT APPROP S.L. 2021.180	3,000,000.00	0	3,000,000.00
58-4301-002	CAP PROJ DIR APPROP SL 2021-180 SEC 40.8	194,500.00	-10,631.95	183,868.05
58-4301-003	NCDIT-E911 GRANT-EMTOC	0.00	677,407.50	677,407.50
58-6200-001	PARTF GRANT LOCAL MATCH	69,226.00	0	69,226.00
	Control Total	4,325,726.00	1,352,230.45	5,677,956.45
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
61-8300-000	SFR:	0	0	0.00
61-8300-552	SINGLE FAMILY REHAB 2023	0.00	162,000.00	162,000.00

Expenditure Transaction Report - Budget Amendments/Transfers as of 12/31/2024

	Control Total	0.00	162,000.00	162,000.00
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	5,000.00	0	5,000.00
63-4960-100	BILLBOARD ADVERTISEMENTS	32,200.00	4,620.00	36,820.00
63-4960-130	DDA-SIGNAGE, OPEN AIR MARKET, XMAS MKTPL	10,600.00	0	10,600.00
63-4960-140	CIVIL WAR TRAIL SIGNS MAINTENANCE	1,400.00	3,500.00	4,900.00
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
63-4960-200	NORTH CAROLINA BEAR FESTIVAL	30,000.00	0	30,000.00
63-4960-220	SPONSORSHIPS & VENDOR FEES-BEAR FEST	0.00	0	0.00
63-4960-260	HISTORICAL SOCIETY OF WASHINGTON CO	500.00	0	500.00
63-4960-341	MARITIME MUSEUM & LIGHTHOUSE	0.00	10,000.00	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
63-4960-370	CONTRACT-WEBSITE HOST & MAINT	1,200.00	0	1,200.00
	Control Total	104,400.00	18,120.00	122,520.00
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	5,266.00	0	5,266.00
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	10,600.00	0	10,600.00
63-4970-190	TRAVEL - LEGAL SERVICES	0.00	1,583.00	1,583.00
63-4970-260	DEPARTMENTAL SUPPLIES	500.00	0	500.00
63-4970-310	TRAVEL- TRAVEL & TRAINING	1,000.00	0	1,000.00
63-4970-370	MARKETING & ADVERTISING-ADMIN	80,000.00	-9,703.00	70,297.00
63-4970-390	TRAVEL- DUES & SUBSCRIPTIONS	400.00	0	400.00
63-4970-600	ADMIN FEE 3%- GENERAL FUND	4,500.00	0	4,500.00
63-4970-602	PROFESSIONAL SERVICES-AUDIT	3,500.00	0	3,500.00
	Control Total	132,926.00	-8,120.00	124,806.00
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	5,000.00	-335.00	4,665.00
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	2,000.00	0	2,000.00
69-9100-351	CONTRACTED SERVICES-SOUNDSIDE	13,770.00	0	13,770.00
69-9100-352	MAINT AGREEMENT-SOUTHERN SOFTWARE CAD	7,952.00	0	7,952.00
69-9100-354	MAINT AGREEMENT-SOUTHERN SOFT MAPPING	3,346.00	0	3,346.00
69-9100-355	MAINT AGREEMENT-SOUTHERN SOFT PAGING	829.00	0	829.00
69-9100-356	MAINT AGREEMENT-EDGE ONE RECORDER	5,600.00	335.00	5,935.00
69-9100-357	MAINT AGREEMENT-MOTOROLA	16,811.00	0	16,811.00
69-9100-358	MAINT AGREEMENT-ESRI	1,900.00	0	1,900.00
69-9100-361	MAINT AGREEMENT-EMD	4,000.00	0	4,000.00
69-9100-362	MAINT AGREEMENT-CAD	2,000.00	0	2,000.00

Expenditure Transaction Report - Budget Amendments/Transfers as of 12/31/2024

69-9100-363	MAINT AGREEMENT-ENDPOINT	110.00	0	110.00
69-9100-550	- CAPITAL OUTLAY- EQUIPMENT	45,000.00	0	45,000.00
	Control Total	123,078.00	0.00	123,078.00
70-0000-000	FUND 70:	0	0	0.00
70-8600-000	RESERVE FOR REAPPRAISAL	40,000.00	0	40,000.00
	Final Totals	64,316,467.00	2,470,282.62	66,786,749.62

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 11

DATE: January 6, 2025

**ITEM: Other Items by Chairman, Commissioners, County Manager/Attorney,
Finance Officer or Clerk**

SUMMARY EXPLANATION:

- a) EMTOC Design/Timeline
- b) FY26 Budget Workshop, CM/CA
- Department Head Reports from December 2024 (see attached)
- Statistic Reports (see attached)

Department Head Reports to the Commissioners
January 6, 2025
Board of Commissioners' Meeting

EMS

Jennifer O'Neal

No report submitted.

Recreation

Randy Fulford

Recreation is doing well we have teams 5-7, 8-10, 11-13, 14-17 and we will be starting our league January 4, 2025. Columbia has some teams and wants to play us on February 1 and March 1, 2025. We will be hosting the EAC Tournament this year for 12 under and 16 under in Plymouth if we have the old high school gym.

Elections

Dora Bell

No report submitted.

Library

Brandy Goodwin

Staffing:

Director Judi Bugniazet will be retiring at the end of January 2025 – her replacement Nate King will begin his training at the beginning of January to take over her position. He will train for two-weeks with Judi before she leaves.

Programming:

- Our usual storytime programs are still ongoing – F2F Storytime at 10:30 AM and Virtual Storytime at NOON on Wednesday's.
- WIP (Works in Progress) with Miss Rita is going strong; the group meets at NOON on Wednesday's.
- We have not offered any seasonal programming as we cannot bring in participants for our regular programs; this will hopefully change in new year as a listing of our programs will appear in the Roanoke Beacon alongside other businesses for community to see what is offered in WA County.

Other Library Happenings/Community Opportunities:

- We are no longer accepting donations as we received a large influx of unsuitable items before Thanksgiving that needed to be properly disposed of by County Maintenance. These items took up the entire back corner of the library. We may begin receiving donations again in 2025 but this remains to be seen.
- The library has had two security incidents in which the police were called – this is becoming an all-too-familiar issue here.
- Director Judi Bugniazet is retiring at the end of January 2025; Nate King who will replace her will begin training in early January to take over the position.
- Library will be closed December 24-26 and January 1st for the holidays.

Cooperative Extension

Rebecca Liverman



Tax Office
Sherri Wilkins

1. We continue to work every day with Zacchaeus Legal Services – sending tax information, verifying balances due, completing tax certifications, adding attorney fees and/or suit cost.
2. Assisted the taxpayers with the Tag & Tax program, handling value 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 – we had several address requests this month. We have a variation of these daily.
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. Sent mapping updates to Joe with Atlas. Had correspondence with Joe several times for assistance with mapping requests.
7. Received debt setoff payments this month. I am in communication with Bill Walsh of the NC Gov't Debt Setoff regarding a switch to their software for the debt setoff program. This will affect the tax office, utilities office and EMS.
8. The office remains busy with tax payments, releases, appeal questions, exemption questions, questions that always arise after the tax bills are received.
9. Listing notices were listed around the county and in the Roanoke Beacon as required by NCGS.
10. Abstract data files and Business Personal Property data files and updated forms were sent to BMS (our printers) for the January listing period.
11. The tax office staff enjoyed the Employee Appreciation breakfast, thank you.

Planning/Inspections/Floodplain Management
Allen Pittman

Permits Issued	14
Plan Reviews	5
Floodplain Reviews	5
Map Reviews	4

6, 13, 20 Tyrrell County Contract

NeoGov Safety Classes: Fire Prevention, Winter Driving, Communications

Continued work on Floodplain Ordinance updates; worked with NCDPS to help the municipalities of Creswell and Roper get their ordinance adopted prior to January 17. Plymouth sent information to NCDPS that they had revised and adopted the plan.

Work continues with PK-12 School:

Upfitting mobile unit to become a usable classroom space
Knox Box for fire protection

Fire Watch continues at Washington Regional Medical Center

19th: Planning Board:

Public Hearing on Flood Damage Prevention Ordinance. Board recommended adoption of Ordinance as revised by FEMA and NCDPS to meet the Coastal Phase changes.

Cynthia Downing was chosen to represent the Planning Board on the Economic Development Council. Kelly Chesson presented information about the Council and the work he has been doing, resources utilized, needs, goals, etc.

Mary Barnes was elected Chair for 2025; Charles Weathersbee was elected Vice-Chair.

Discussed researching and revising ordinances regarding development to Commercial Corridor, and correcting language definitions in ordinance to match GIS or vice-versa (example: CI is on GIS; CC is in ordinance). Mr. Pittman will put something together for the January Planning Board.

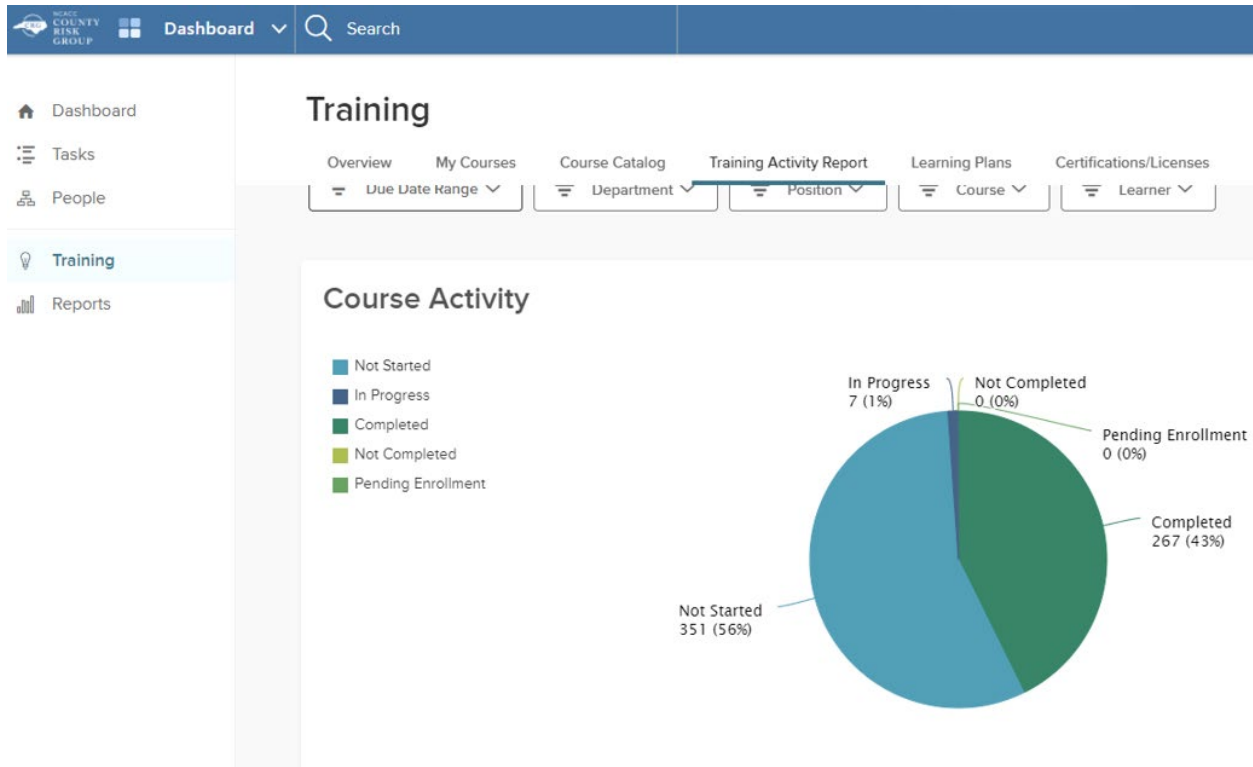
Thank you all for your continued support.

Emergency Management

Lance Swindell

- 11/4/ Swamp Hogs Meeting (Soil&Water,Floodplain/Planning,EM)
- 11/18 – Received Electronics for EM Water Rescue Boat
- 11/19 - Swamp Hogs Meeting
- 11/19 – NEOGOV- Assignment- Fire Safety sent out
- 11/20 – FY25 EMPG Grant Application in Person, Eastern Branch
- 11/25 -Fire Chiefs Meeting
- 11/25 – Accident involving Maola Truck and Log Truck/Head on
- 12/2 – Swamp Hogs Meeting
- 12/4 – DHM
- 12/5 – Equip. Maint. – Sign Boards
- 12/6 – New Water Level Guage Discussion-Zoom
- 12/10 – Employee Safety Committee Meeting, CMO
- 12/11 – Martin Co. EOC, RAP-LEPC Meeting
- 12/11 – EOP review w/ ACM
- 12/12 – Equip. Maint. – Sign Boards
- 12/16 – Swamp Hogs Meeting
- 12/17 – Equip. Maintenance-Prime Mover Maintenance
- 12/18 - Tier II Grant Application for RAP-LEPC

- 12/20 - Water and MRE's for Emergency needs (2 pallets)
- 12/20 - County Christmas Breakfast



Soil and Water

Chris Respass

No report submitted.

Landfill

VACANT

No report submitted.

Sheriff's Office/Detention/E911

Chief Deputy Arlo Norman/Clinta Blount/Harley Spruill

Detention:

1. UNIFIRST ARRIVE TO PICK UP AND DROP OFF LINEN ON. 11/01/2024
2. UNIFIRST ARRIVED TO PICK UP AND DROP OFF LINEN ON 11/08/2024
3. UNIFIRST ARRIVE TO PICK UP AND DROP OFF LINEN ON 11/14/2024
4. UNIFIRST ARRIVE TO PICK UP AND DROP OFF LINEN ON. 11/21/2024
5. UNIFIRST CAME ON 11/28/2024 TO PICK UP AND DROP OFF LINEN.

Information Technology

Darlene Fikes

Mediacom: Currently, Mediacom is drawing out a plan to replace cable in Courthouse using the stairwell where they will be able to branch off at each floor.

Tax Office Software Migration: Timeline has been developed. Tax office working on items that need to be completed.

FY24 911 Grant: Installation completed. Received invoices from Motorola and found errors – requested to have corrections made and invoices resent. We are now in the process of finalizing the 911 2024 Grant requirements. This includes the final project report and supporting documentation of payment.

1. Type instructions for adding O365 on a new computer. Email to Curtis.
2. Review email from Motorola of outstanding invoices. Multiple phone calls/emails with Motorola and Mobile Communications.
3. Assist with maintenance on pcs and servers (performed by SSG).
4. Remove David Bowers from digital door locks in Water Dept, Tax, Clerk of Court and Judges Chamber.
5. Type and present to the 911 Board the 2024 Grant presentation progress update on December 6.
6. Remove Darlene Harrison from Tax digital door lock and change passwords in AD.
7. Add Ys to abstract file so Tax office and begin keying new data.
8. Refresh Dell quote for Senior Center and email to Renee.
9. Troubleshoot issue with connection to McDaniels. Call SSG to get price for checking cables.
10. Unpack and start documentation for new Recreation computers.
11. Troubleshoot issue with connection to Elite.
12. Troubleshoot issue with hp printer in Register of Deeds – possible issue with hard drive or firmware issue - call Specialty. Specialty ordered a new hard drive and it has arrived – waiting for tech to be scheduled to install.
13. Assist Clinta with camera issue. Told her she would need to contract vendor that service Cameras for Jail and contact Finance to verify money is in budget to cover cost.
14. Remove Charlie Arnold documents/emails and add James Hinson profile on lieutenant pc.
15. Troubleshoot issue with Jail entering info in SMCP.
16. Delete/Add accounts in O365.
17. Delete/Add codes in digital door locks.
18. Assist Debbie with keyboard issue.
19. Assist Edmunds with adding new signature for checks.
20. Change Landfill Manager email to Shakiem Blakney.
21. WSI invoice received with incorrect sales tax. Notify WSI and received corrected invoice.
22. Train Harley how to enter requisitions Edmunds.

23. Clean up space on SVR01.
24. Received invoices from Motorola for 911 Grant. Errors found – request to have corrected.
25. Request quotes for Senior Center and Recreation. Place order for Recreation. Forward quote to Senior Center.
26. Two hard drives on 911 NAS failed. Received quote from SSG. Request eligibility from 911 Board.
27. Check postage machine during the month to determine when postage is needed.
28. Attend County Manager group meetings.
29. Stamp, sign & copy invoices & take to Finance.
30. Verify CopyPro and VC3 invoices for Finance.
31. Complete Weekly Activity Report for County Manager

Senior Center

Renee' Collier

No report submitted.

Surplus

Debbie Knieper

Personal Property Surplus Year End Update FY2024 to 2025

Sold				
ID	Asset	Price	Beginning Bid	Status
2025-002	Panasonic Tough Books	\$100.00		S/PU
2025-003	TV, VCR, DVD	\$20.00		S/PU
2025-001	Dell Optiplex 380 w Monitor	\$0.00		Tossed
2025-004	2010 Ford Fusion	\$3,000.00	1,000	S/PU
2025-005	Ford E 450 2016	\$7,120.00	2750	S/PU
2025-006	HP Jet Pro SC	\$76.00	50	S/PU
2025-007	IBM Printer	\$0.00	40	Tossed
2025-008	HP Jet Pro 8620 Printer	\$40.00	40	S/PU
2025-010	Dell Optiplex 330	\$0.00	20	Tossed
2025-011	Optiplex 3070	\$40.00	40	S/PU
2025-012	2008 Dodge Charger	\$725.00	250	S/PU

Total \$11,121 Update for Jan Meeting

The total above, \$ has been brought back to county for items not being utilized during FY 2024 to 2025

Facility Services
Ricky Young

No report submitted.

DSS
Clifton Hardison

Washington County Board of Social Services
Regular Meeting Minutes
Tuesday, November 19, 2024

Attendance

- Board of Social Services: Harry White, Ann Keyes and Wendy Furlough
- By Phone: Rona Norman
- Staff: Clifton Hardison, Cathy Ange, Yolanda White and Lynn Swett

Call to Order

The monthly meeting of the Washington County Board of Social Services was held on Tuesday, November 19, 2024 at 9:00 AM. Mr. White, Vice-Chairman, called the meeting to order and welcomed everyone.

Additions/Deletions to the Agenda

Mr. White asked for any additions or deletions to the agenda. Wendy Furlough moved to approve the agenda. Ann Keyes gave a second to the motion and the vote in favor of the motion was unanimous.

Introduction of Staff

Angela Freeman introduced Krysten Manning to the Board. She is the new Income Maintenance Caseworker in the Food and Nutrition Services Unit. Tammy Mixon introduced Daja Vincent. She is the new Income Maintenance Caseworker in the Medicaid Unit. The Board welcomed them to the agency.

Public Comments

None were given.

Consent Agenda

Wendy Furlough moved to approve the consent agenda that included the October 15, 2024 regular board meeting minutes. Ann Keyes gave a second to the motion and the vote in favor of the motion was unanimous.

Adult Services Presentation (Mobilization of Essential Services)

Yolanda White presented the Adult Services Presentation - Mobilization of Essential Services. The presentation can be found with the minutes.

Director's Report/Informational Items

Administration: We have six vacancies - Vehicle Operator in Riverlight Transit, IMCW II position in Food and Nutrition, two Social Worker IA&T positions in the Children Services Unit, a Social Worker III position and Social Work Supervisor III position in the Permanency Planning Unit. All the positions have been posted.

Food and Nutrition Services: Food Stamp statistics were reviewed.

Child Care: Child Care statistics were reviewed. We have 58 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 27 children, all of them are in our custody.

Adult Services: Adult Services statistics were reviewed.

Energy Program: Work First statistics and Energy Programs were reviewed.

Child Support: Child Support statistics were reviewed. Child Support is being managed by Young Williams.

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 December 17, 2024 at 9 a.m.

Adjournment

Ms. Keyes made a motion to adjourn and Ms. Norman gave a second to the motion. There being no further business to come before the Board, Mr. White adjourned the meeting.

Respectively submitted,
Harry White, Co-Chairman

Submitted by Cathy Ange

**WASHINGTON COUNTY
BOARD OF SOCIAL SERVICES MEETING
TUESDAY, DECEMBER 17, 2024
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, DECEMBER 17, 2024
9:00 AM

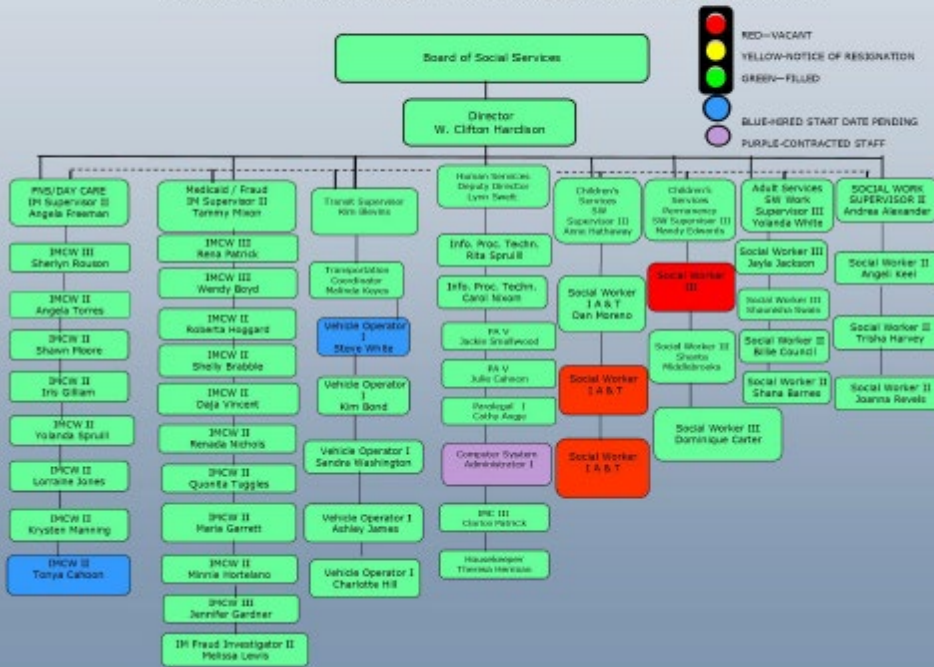
1. **WELCOME AND CALL TO ORDER –CHAIR, JULIUS WALKER**
2. **ADDITIONS OR DELETIONS TO THE AGENDA**
– CHAIR, JULIUS WALKER
3. **PUBLIC COMMENTS – CHAIR, JULIUS WALKER**
4. **INTRODUCTION OF NEW STAFF**
5. **CONSENT AGENDA – CHAIR, JULIUS WALKER**
 - A. **OPEN MEETING MINUTES – November 19, 2024**
6. **DIRECTOR’S REPORT – CLIFTON HARDISON**
7. **RIVERLIGHT TRANSIT PRESENTATION – KIM BLEVINS**
8. **OTHER ITEMS BY BOARD MEMBERS OR DIRECTOR-**
NEXT MEETING – TUESDAY, JANUARY 21, 2025 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

A new IV-E Permanency program monitoring is complete, with no findings, but awaiting final letter.

Audit/Monitoring Findings

- Single county audit is complete, we do not have final letter.

COMMENTS? QUESTIONS?



DIRECTOR'S TRAVEL

Dec 27 thru Jan 3 – OFF
 Jan 9 – Raleigh Meeting (NCACDSS)
 Jan 14 thru 15 – School of Government – Chapel Hill

ADMIN. Fy	23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Staff Level	55	52	51	50	49	52							
Vacancies		3	4	5	6	3							
Front Desk Visits		272	246	233	261	153							
FINANCIAL													
Expenditures from 1571	\$2,043,830	\$410,686	\$380,847	\$407,965	\$429,447	\$414,886							
Percentage of total budget Remaining		87.00%	73.00%	66.00%	60.00%	52.00%							

FNS FY 23-24	YTD TOTALS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		2,650	2,655	2,633	2,733	2,782							
Benefits	\$2,206,278	\$435,164	\$440,276	\$390,823	\$465,712	\$474,303							
Applications Taken	468	99	88	76	104	101							
Reviews Completed	538	128	135	105	169	1							

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		170	172	170	171	171							
Waiting List		59	58	60	36	44							
Benefit Amount	\$1,136,578	\$82,844	\$88,297	\$84,661	\$83,014	\$86,836	\$84,683						
Total Benefit Issued	\$ 510,335												
Benefit Remaining	\$626,243												

**NOVEMBER FIGURES ARE PRELIMINARY AND MAY CHANGE IN THE FUTURE

MEDICAID FY 23-24	Monthly Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		4,335	4,450	4,474	4,499	4,499							
Applications Taken	329	66	61	65	70	67							
Reviews Completed	628	125	126	130	123	124							

PROGRAM INTEGRITY FY 23-24		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Claims-On Going													
	FNS	74	71	73	76	73							
	Medicaid	1	1	1	1	1							
	WFFA	3	3	3	3	3							
	Child Care	12	12	12	12	12							

CHILD PROTECTIVE SERVICES FY 23-24		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total Children involved with Foster Care		27	28	29	30	26							
Total Children in DSS Custody		27	28	29	30	26							
Total Children not in DSS Custody		0	0	0	0	0							
Reports Received		12	8	10	6	5							
Children in Assessments/ Investigations		61	58	45	40	42							

ADULT PROTECTIVE SERVICES FY '23-24		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Reports Received		3	4	1	7	3							
Total Active Cases		1	3	5	6	3							
Guardianship Cases		6	6	6	6	6							

ENERGY PROGRAMS FY 23-24	Balance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
CIP Apps	159	33	39	34	51	2							
CIP Paid checkwrite	\$337	\$0	\$0	\$0	\$0	\$337							
CIP Paid direct pay	\$52,186	\$3,177	\$15,626	\$7,926	\$15,474	\$9,983							
CIP remaining balance	\$ -												
LIEAP Apps		0	0	0	0	0							
LIEAP paid checkwrite	\$ -	\$0	\$0	\$0	\$0	\$0							
LIEAP paid direct pay	\$ -	\$0	\$0	\$0	\$0	\$0							
LIEAP remaining balance	\$ 90,615												

CHILD SUPPORT- WASHINGTON CO. FY 23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Caseloads	860	855	844	834	816							
Paternity Established	7	0	3	0	0	4						
Total Collections	\$530,651	\$108,612	\$109,367	\$120,933	\$99,530	\$92,209						
Orders Established	1	0	0	0	0	1						

RIVERLIGHT TRANSIT FY 23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Monthly Unduplicated Riders	71	69	61	84	73							
Medicaid Transportation	28	24	22	24	20							
MODIVCARE	5	6	6	10	6							
ONE CALL	0	0	0	0	0							
Roanoke Development Center	0	0	0	0	0							
Senior Center	9	9	9	10	10							
Rural General Public	6	9	10	18	14							
Other (DDS, WF, EDTAP)	23	21	14	22	23							

RIVERLIGHT TRANSIT FY 23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Monthly One-Way Passenger Trips	662	572	613	726	567							
Roanoke Development Center	0	0	0	0	0							
Medicaid Transportation	155	123	155	181	133							
MODIVCARE	12	13	15	27	15							
ONE CALL	0	0	0	0	0							
Senior Center	287	228	271	278	243							
Other (DDS, WF, EDTAP)	170	168	122	168	124							
Rural General Public	38	40	50	72	52							

WASHINGTON COUNTY

STATISTIC REPORT



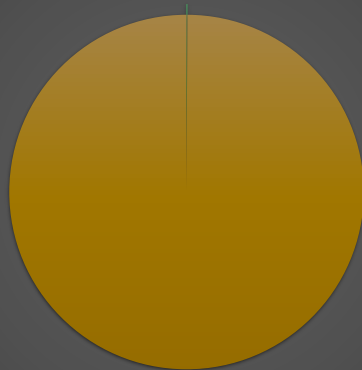
Reporting Period:

DECEMBER 2024

**TAX
FY24-25**

	July	Aug.	Sept.	Oct.	Nov.	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Collections													
Amount*													\$ -
Current Year Tax	\$ 1,034,603.36	\$ 472,813.97	\$ 1,716,260.60	\$ 359,027.43	\$ 252,118.91								\$ 3,834,824.27
Current Yr Discount	\$ -	\$ (2,288.44)	\$ (17,589.09)	\$ -	\$ -								\$ (19,877.53)
Current Year Penalty	\$ -	\$ 84.94	\$ 3,143.33	\$ 758.09	\$ 282.21								\$ 4,268.57
Current Year Interest	\$ -	\$ -	\$ 1.85	\$ 345.61	\$ 18.24								\$ 365.70
													Oct Int is on Deferred Taxes made Due
Watershed Tax Current Yr	\$ 900.00	\$ 1,339.03	\$ 20,694.17	\$ 4,317.62	\$ 2,834.21								\$ 30,085.03
Watershed Discount	\$ -	\$ (25.44)	\$ (205.23)	\$ -	\$ -								\$ -
Watershed Penalty	\$ -	\$ 1.05	\$ 37.18	\$ 7.86	\$ 3.20								\$ 49.29
Watershed Interest	\$ -	\$ -	\$ -	\$ 3.38	\$ -	\$ -							\$ 3.38
													Oct Int is on Deferred Taxes made Due
Prior Year Tax	\$ 113,986.52	\$ 43,681.96	\$ 24,819.23	\$ 16,739.69	\$ 17,640.25								\$ 216,867.65
Prior Year Penalty	\$ 532.81	\$ 46.79	\$ 88.76	\$ 56.61	\$ 118,382.20								\$ 119,108.17
Prior Year Interest	\$ 107,944.06	\$ 164,514.32	\$ 6,368.56	\$ 3,241.20	\$ 47,996.24								\$ 330,064.38
Prior Year Watershed	\$ 427.68	\$ 172.72	\$ 237.18	\$ 185.25	\$ 121.76								\$ 1,144.59
Prior Year WS Penalty	\$ 5.90	\$ 0.28	\$ 0.91	\$ 0.70	\$ 0.16								\$ 7.95
Prior Year WS Interest	\$ 483.98	\$ 346.23	\$ 337.46	\$ 331.52	\$ 181.50								\$ 1,680.69
Bad Checks	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Prepayments	\$ -	\$ 83.08	\$ 921.61	\$ 2,654.05	\$ 4,626.74								\$ 8,285.48
TOTAL	\$ 1,258,885.31	\$ 680,770.49	\$ 1,755,116.52	\$ 387,669.01	\$ 444,205.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,526,877.62
Advalorem Garnishments													
Initiated	0	0	0	0	-								0
Amount	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Satisfied/Cancelled	0	0	0	0	-								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	\$ 94,977.77	\$ 91,165.98	\$ 85,475.57	\$ 89,228.29	\$ 70,231.90								\$ 336,101.74
Solid Waste Fees													\$ -
Billed Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -
Collected All Years	\$ 14,532.69	\$ 28,278.01	\$ 360,458.82	\$ 79,282.71	\$ 70,585.68								\$ 553,137.91
Bad Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 14,532.69	\$ 28,278.01	\$ 360,458.82	\$ 79,282.71	\$ 70,585.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 553,137.91
Eddie Smith Drainage													
Billed Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collected Current Yr	\$ 291.70	\$ -	\$ 259.16	\$ 210.84	\$ 265.30								\$ 1,027.00
TOTAL	\$ 291.70	\$ -	\$ 259.16	\$ 210.84	\$ 265.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,027.00
Drainage Fees - Other													
Collected Current Yr	\$ 6,167.86	\$ 12,381.04	\$ 36,559.47	\$ 10,230.76	\$ 9,486.77							0	\$ 74,825.90
Town Collections													
Creswell Levy	\$ 349.86	\$ 1,674.35	\$ 24,831.41	\$ 4,732.93	\$ 741.70								\$ 32,330.25
TOTAL TAX DEPOSIT	\$ 1,375,205.19	\$ 814,269.87	\$ 2,262,700.95	\$ 571,354.54	\$ 595,516.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,619,047.52

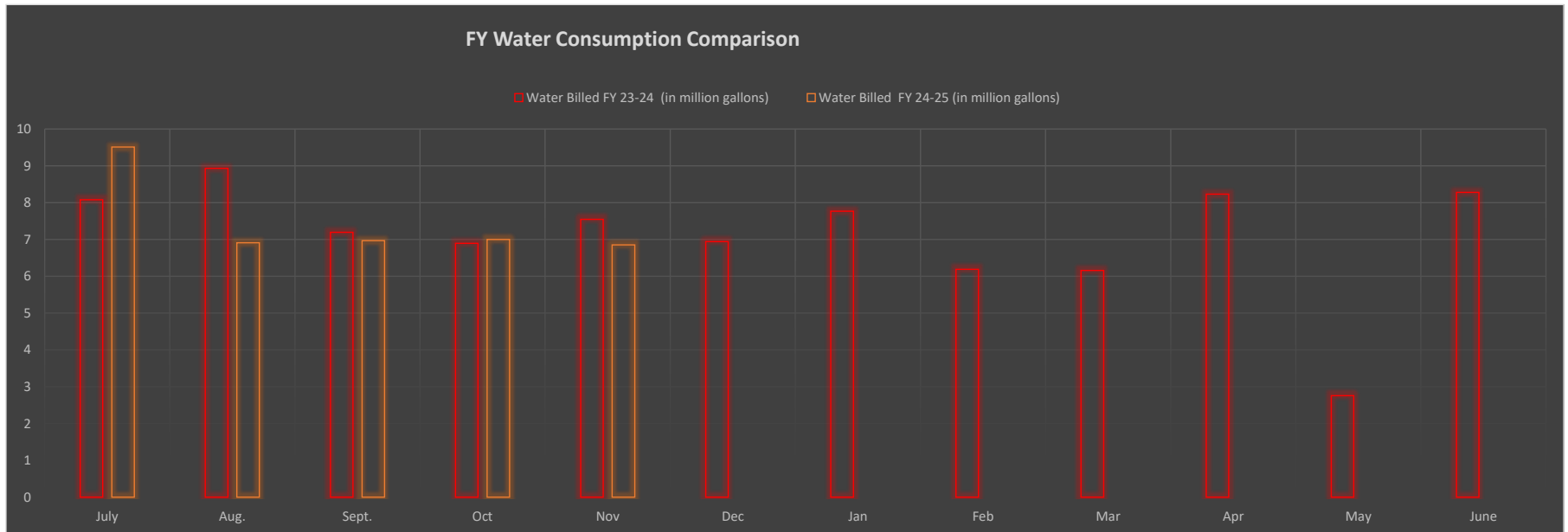
Tax Fees



■ Current Yr Discount
 ■ Current Year Penalty
 ■ Current Year Interest
 ■ Watershed Tax Current Yr
 ■ Watershed Discount
 ■ Watershed Penalty
 ■ Watershed Interest
 ■ Prepayments
 ■ TOTAL

Albemarle Beach Solar, LLC We received a payment per the payment plan 11/7/24. I remain in touch regarding additional payments and the proposed sale.
 VL Group A, LLC We received payment in full for the 2023 taxes. No delinquencies, only the 2024 taxes are due.
 Plymouth Solar, LLC No payments rec'd on the 2023 taxes. Delinquent balance due \$27,688.26 (there was an adjustment on the 2023 taxes due to an assessment error)
 I am in contact with the same person who is handling the Albemarle Beach Solar, LLC payment plan for a status on the payments for VL Group, LLC and Plymouth Solar, LLC.
 We received a payment for VL Group A, LLC to pay the 2023 taxes.

	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Water Billed FY 23-24 (in million gallons)	8.08	8.93	7	6.896	7.547	6.94	7.77	6.19	6.16	8.23	2.755	8.28	86
Water Billed FY 24-25 (in million gallons)	9.51	6.91	6.97	7	6.85								30
Base Charges	\$ 71,439	\$ 71,283	\$ 71,361	\$ 71,127	\$ 71,217								\$ 356,427
Consumption Charges	\$ 81,120	\$ 46,350	\$ 47,445	\$ 47,580	\$ 45,855								\$ 268,350
Reconnecton Charges	\$ 1,890	\$ 2,240	\$ 2,170	\$ 2,135	\$ 1,470								\$ 9,905
Number of Abatements	18	9	4	9	4								44
Dollar Amount of Abatements	\$ 2,408.50	\$ 3,608	\$ 413	\$ 1,493	\$ 186								\$ 8,107.50
Water Pumped (in million gallons)	16.4	15.9	14.14	13.16									59.600
Number of Customers	2682	2676	2679	2670	2673								13,380
New taps	2	2	1	0	1								2
Water Billed to Roper	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$4,844.65								\$ 24,223.25
													0



EMERGENCY MEDICAL SERVICES (EMS)

FY24-25

Washington County

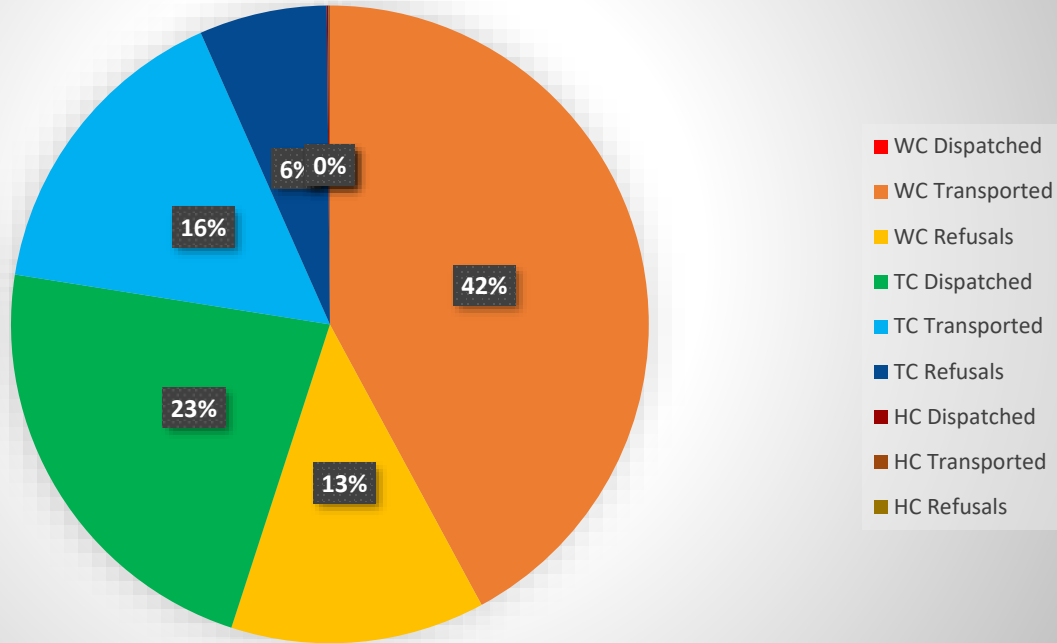
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
WC Dispatched	161	131	148	151	115								
WC Transported	124	95	120	113	87								539
WC Refusals	37	36	28	34	30								165
Transport Washington													
Hospital to Hospitals	0	1	0	1	0								2
SNF to Doctors	112	94	132	199	149								686
Hospital Discharges	13	9	19	13	6								60
EMS Back Up	4	5	6	6	2								23

Tyrrell County

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
TC Dispatched	51	66	51	69	51								288
TC Transported	36	41	39	52	35								203
TC Refusals	15	25	12	15	16								83
Mutual Aid Hyde													
HC Dispatched	0	1	0	0	0	0	0	0	0	0	0	0	1
HC Transported	0	1	0	0	0	0	0	0	0	0	0	0	1
HC Refusals	0	0	0	0	0	0	0	0	0	0	0	0	0

EMS Dispatches for FY24-25

(Washington, Tyrrell & Hyde Counties)

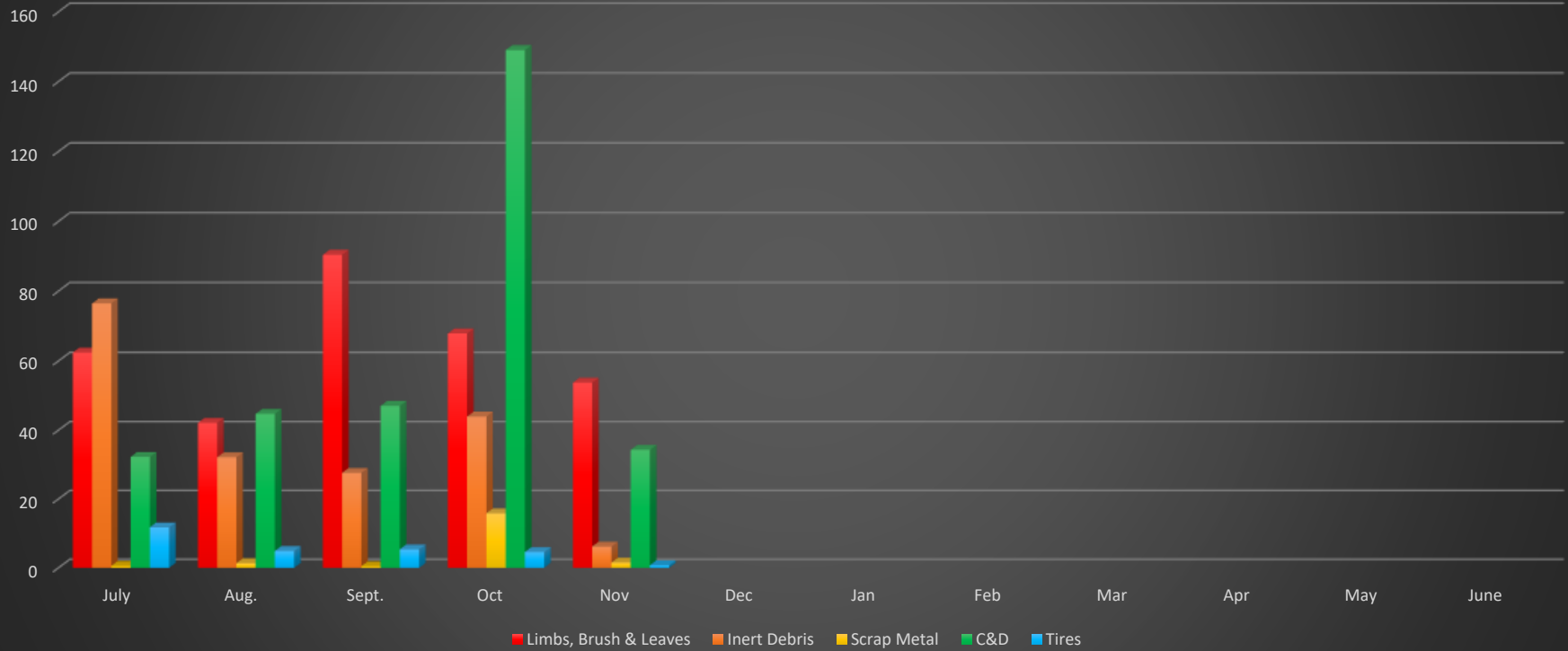


LANDFILL *(in tons)*

FY 24-25

	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
Limbs, Brush & Leaves	62.41	42.11	90.43	67.89	53.79								316.63
Inert Debris	76.5	32.1	27.58	43.95	6.19								186.32
Scrap Metal	0.57	1.34	0.49	15.85	1.51								19.76
C&D	32.24	44.74	47.06	149.03	34.31								307.38
Tires	11.76	4.92	5.37	4.57	0.77								27.39

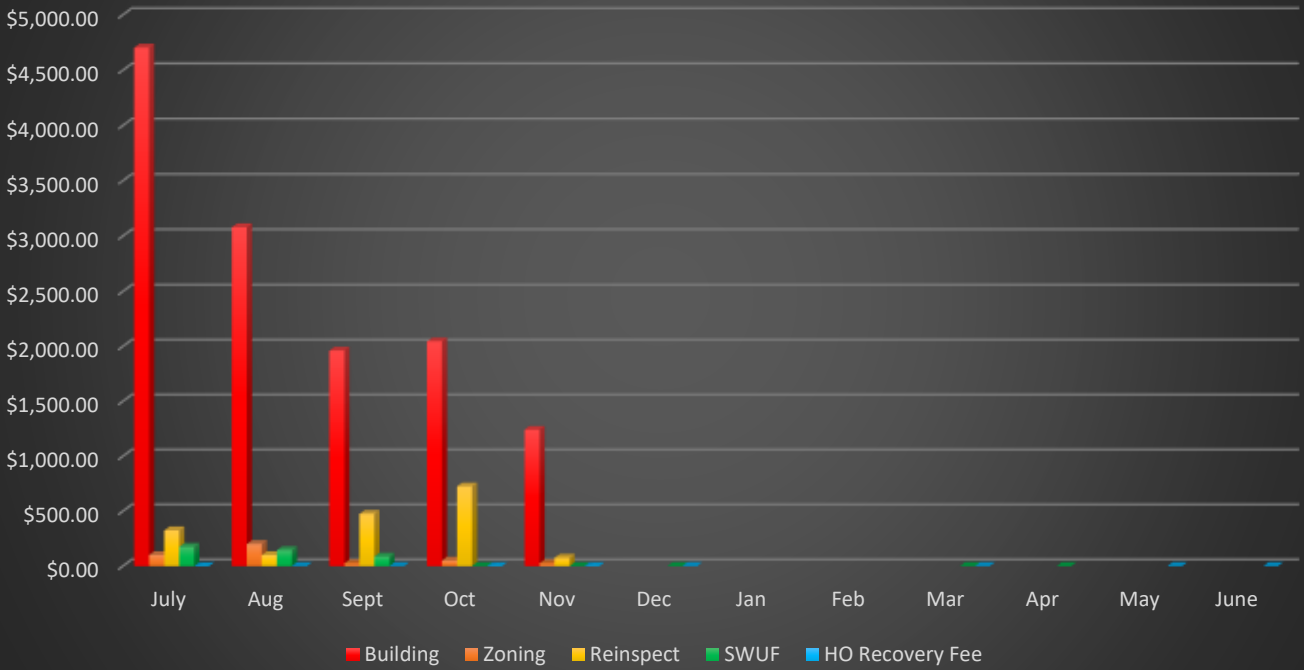
Landfill Collections in Tons



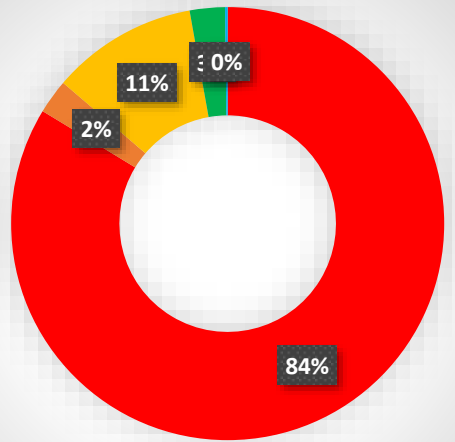
**PLANNING AND ZONING
FY24-25
Inspections and Fees**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Building	\$4,702.70	\$ 3,080.00	\$ 1,960.40	\$ 2,043.50	\$ 1,240.60								\$13,027.20
Zoning	\$ 100.00	\$ 200.00	\$ 25.00	\$ 50.00	\$ 25.00								\$400.00
Reinspect	\$ 325.00	\$ 100.00	\$ 475.00	\$ 725.00	\$ 75.00								\$1,700.00
SWUF	\$175.00	\$ 145.84	\$ 87.50	\$ -	\$ -	\$ -			\$ -	\$ -			\$408.34
HO Recovery Fee	\$10.00	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ -			\$ -		\$ -	\$ -	\$30.00
Total	\$5,312.70	\$3,525.84	\$2,547.90	\$2,828.50	\$1,350.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,565.54

Planning and Zoning Fees Collected (FY24-25)



Fees Collected Percentages



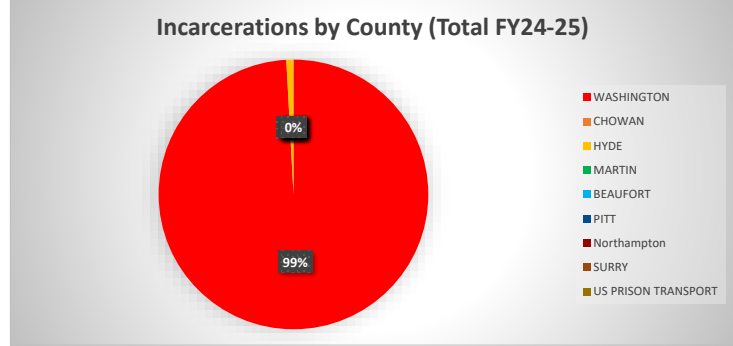
- Building
- Zoning
- Reinspect
- SWUF
- HO Recovery Fee

SENIOR CENTER FY24-25

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	YTD Total
Unduplicated Attendees	79	58	78	78	73								366
Total Guest Check-Ins	29	28	23	22	7								109
New Member Forms Submitted	8	1	5	2	1								17
Center-Sponsored Events	450	396	375	428	274								1923
Special Events	149	113	144	207	144								757
Caregiver's Support Groups	0	0	0	0	0								0
Exercise Room	64	57	62	59	50								292
Fitness Workout (ON HOLD)	HOLD	HOLD	HOLD	HOLD	HOLD								0
Yoga	8	5	4	4	5								26
Chair Exercise	51	39	48	39	12								189
Line Dance (ON HOLD)	8	HOLD	24	18	9								59
Crafts With Sandra Lee	13	14	18	16	5								66
Drop-in Activities	16	25	34	27	56								158
Pickle Ball (ON HOLD)	HOLD	HOLD	HOLD	HOLD	HOLD								0
Roper Classes	14		HOLD	HOLD	HOLD								14
Creswell Classes	10		HOLD	HOLD	HOLD								10
													YTD Total
	0	0	0	0	0	0	0	0	0	0	0	0	0
Congregate Meals Served													0
Home-Delivered Meals Served													0
													YTD Total
	\$ 748.00	\$ 2,419.34	\$ 209.00	\$ 100.00	\$ 65.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,541.34
Congregate Donations to AC	\$ 69.00												\$ 69.00
MOW Donations to AC	\$ 550.00												\$ 550.00
Activity Fees to County GF	\$ 80.00	\$ 55.00	\$ 50.00	\$ 80.00	\$ 40.00								\$ 305.00
Senior Collected Donations	\$ 49.00	\$ 2,364.34	\$ 159.00	\$ 20.00	\$ 25.00								\$ 2,617.34

DETENTION
FY24-25
Incarcerations by County

		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total (by Gender)	Total Incarcerations
		50	52	67	56	67	0	0	0	0	0	0	0	292	292
WASHINGTON	Male	34	34	48	30	41								187	232
	Female	8	8	8	10	11								45	
CHOWAN	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
HYDE	Male	0	0	1	1	0	0	0	0	0	0	0	0	2	2
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
MARTIN	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
BEAUFORT	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
PITT	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
Northampton	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	
SURRY	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
SMCP	Male	8	10	10	15	15								58	58
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	

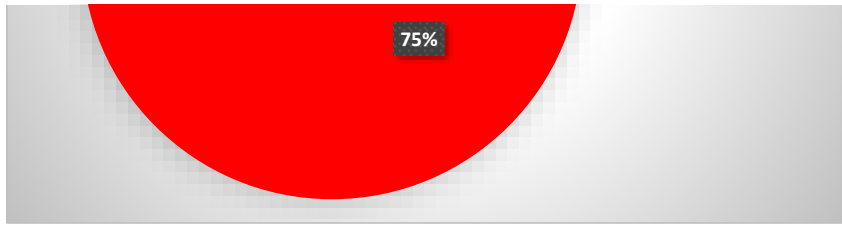


SHERIFF FY24-25

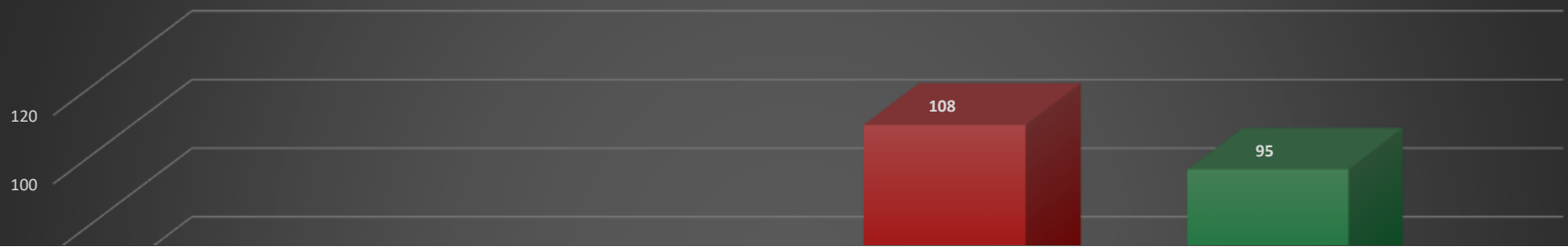
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD TOTALS
Total Number of Dispatched Calls	1105	998	1022	929	0	0	0	0			0	0	4054
Law Enforcement	853	755	776	676									3060
Animal Control	73	89	77	79									318
EMS	179	154	169	174									676
Reported Incidents			31	10									41
Total Arrests								0	0	0	0	0	0
Misdemeanor Arrests			7	2	6	0							15
Felony Arrests			10	0	7	1							18
Total Papers Served	0	0	51	21	48	20	0	0	0	0	0	0	140
Criminal Papers Served			17	4	7	4							32
Civil Papers Served			34	17	41	16							108
Total Papers Outstanding	0	0	36	39	31	29	0	0	0	0	0		135
Criminal Papers Outstanding			7	19	6	8							40
Civil Papers Outstanding			29	20	25	21							95
Gun Permits Issued N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Conceals Pending N/A			10	9									19
Concealed Permits Issued N/A													0

Dispatched Calls (FY24-25)





Total Arrests & Papers Processed/Served (FY24-25)



WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 12

DATE: January 6, 2025

ITEM: Closed Session

SUMMARY EXPLANATION:

A Closed Session has been scheduled pursuant to NCGS§143-318.11(a)(3) (attorney-client privilege) and NCGS §143-318.11(a)(6) (personnel).

December 2, 2024

The Washington County Board of Commissioners met in a regular meeting on Monday, December 2, 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. Also, present were County Manager/ County Attorney Curtis S. Potter, Jason Squires, ACM, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Current Board Chair, Commissioner Keyes called the December 2, 2024, meeting to order and stated that this is the Board's annual organizational meeting.

Chair Keyes welcomed everyone and thanked the Board for entrusting her as the Chair during the past year.

ELECTION OF CHAIR: Current Chair Keyes called for nominations for a new Chair of the Washington County Board of Commissioners for 2024 – 2025.

Current Chair Keyes made a motion to nominate Commissioner Phelps as Chair. There were no other nominations. Current Chair Keyes called for the vote on the motion for Commissioner Phelps to be the Chair for 2024-2025; motion carried unanimously.

Current Chair Keyes handed over the gavel and congratulated Commissioner Phelps as the Chair for 2024-2025. Chair Phelps presided over the remainder of the meeting.

ELECTION OF VICE-CHAIR: Chair Phelps called for nominations for Vice-Chair of the Washington County Board of Commissioners for 2024-2025.

Commissioner Walker made a motion to nominate Commissioner Spruill as Vice-Chair. Commissioner Keyes seconded. There were no other nominations. Chair Phelps called for the vote on the motion for Commissioner Spruill to be the Vice-Chair for 2024-2025; motion carried unanimously.

Commissioner Spruill gave the invocation and Chair Phelps led the pledge of allegiance.

ADDITIONS/DELETIONS: None.

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 Meeting Minutes for November 4, 2024
- b) Tax Refunds & Releases and Insolvent Accounts
- c) 2025 County Commissioners' Regular Meeting Schedule
- d) 2025 County Holiday Schedule
- e) Revised Pay Tables Effective 12/16/2024

- f) FY2025-26 Budget Calendar
- g) Mark Bardill Tax Foreclosures Contract Renewal

**Commissioner Spruill made a motion to approve the Consent Agenda.
Commissioner Keyes seconded; motion carried unanimously.**

PUBLIC FORUM: None.

BOB STEINBURG CY25-26 LOBBYIST CONTRACT: Mr. Potter sent out the following information.

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

AGENDA ITEM MEMO

MEMO Date:	November 24 th , 2024	MEETING DATE:	December 2 nd , 2024	ITEM:
SUBJECT:	Lobbyist Update and Contract Renewal For 2025/2026			
DEPARTMENT:	Board of Commissioners			
FROM:	Curtis S. Potter, County Manager/County Attorney			

ATTACHMENTS:

- A- Draft Lobbyist Representation Agreement w/ The WolfeStein Group, LLC (2pgs)
- B- Draft Lobbyist Representation Agreement w/ Jones Street Consulting, LLC (2pgs)

PURPOSE: To receive an update on recent and potential upcoming lobbying activities at the general assembly, and to consider renewing the soon to expire lobbying contracts of The WolfeStein Group (Bob Steinburg) and Jones Street Consulting (Jackson Stancil).

BACKGROUND & ANALYSIS:

- **2023-2024** Along with other surrounding counties, Washington County entered into a two separate two-year lobbying contracts with two separate lobbyists (former NC Sen. Bob Steinburg and Jackson Stancil) to work together in tandem to lobby on behalf of the County's legislative interests at the General Assembly during its 2003-2004 session. The County Manager worked with the lobbyists on several occasions to advance the County's interests particularly related to ongoing efforts to secure additional funding for school capital outlay projects, as well as to attempt to correct harmfully written legislation.
- **2005-2006** A dedicated lobbying team would be well worth the direct financial costs described below if they are successful at securing additional funding, or blocking additional unfunded mandates, the combined values of which exceeded their direct contract costs.

FINANCIAL IMPACTS:

- **Direct Cost:** \$19,006 per agreement per year = \$38,012 per year (with cancellation option after 1st year)
- **Indirect Benefit:** Potential for substantial cost savings and/or additional revenues/returns on investment depending on contract performance, legislative funding availability, and policy outcomes.
- **Other:** A budget amendment of \$19,006 would be required in the current FY25 budget to pay for the first half of both contracts as well as the applicable annual lobbyist registration fees.

RECOMMENDATION(S):

Based on the current political climate and dynamics facing Washington County over the next two years, and the relative small amount of the direct financial costs compared to the relative large scale of the indirect financial benefits, it is recommended that the lobbyist contracts be continued for an additional two years, with a cost/benefit evaluation to be conducted prior to the expiration of the option to cancel the contracts after their first year.

1. **VOTE:** To renew the lobbying agreements with WolfeStein Group, LLC and Jones Street Consulting, LLC as presented, and to authorize the County Manager to execute the agreements with any modifications to be made in the County's best interests by the County Attorney, once a budget transfer or amendment has been approved.

AGREEMENT

This AGREEMENT, made and entered into by and between Washington County, North Carolina, North Carolina, and The WolfeStein Group.

1. WHEREAS, Washington County, North Carolina, North Carolina desires to hire a contract Government relations professional (a.k.a. Lobbyist) to represent its interest in the budgeting process of the 2025-2026 biennial North Carolina State operating budget.

a. Lobbying is defined herein as the advocacy for Washington County, North Carolina as it relates to state funding requests for various Washington County initiatives, including infrastructure, historic preservation and tourism, but not limited to same; also tracking legislation that could have a positive or negative impact on Washington County, North Carolina.

b. The WolfeStein Group will report to the County manager on at least a monthly basis to provide updates and answer questions while the North Carolina General Assembly is in session.

c. The WolfeStein Group will not engage in any illegal activities like bribes, payoffs or making promises on behalf of Washington County.

2. WHEREAS, The WolfeStein Group (Bob Steinburg) is desirous of performing said government relations work for Washington County, North Carolina, North Carolina.

3. NOW THEREFORE, in consideration of mutual promises and Covenants of the parties hereafter set forth, the parties agree as follows:

a. TERM. This Agreement shall commence January 1, 2025 and Terminate on December 31, 2026. Washington County, North Carolina shall have the right to cancel this contract before the end of year one with 30-days notice to The WolfeStein Group.

b. SERVICES. During the term of this Agreement, The WolfeStein Group (Bob Steinburg) agrees to lobby the North Carolina General Assembly on all issues concerning Washington County, North Carolina with regular monthly reports to the County Manager while the General Assembly is in session. The WolfeStein Group (Bob Steinburg) agrees to meet with the County manager and/or the Washington County Board of Commissioners at any time requested with at least a 48 hour advance notice.

c. COMPENSATION. Washington County, North Carolina will compensate The WolfeStein Group, LLC for the aforementioned services and payments will be made to The WolfeStein Group, LLC pursuant to this agreement as follows:

1) \$1500.00 per month for the entire contract agreement, payable to The WolfeStein Group, LLC, 103 South Granville Street, Edenton, North Carolina 27932-1831.

4. COMPLIANCE. In connection with the performance of services under this Agreement, The WolfeStein Group, LLC, at all times, will comply with the letter and intent of all applicable Federal, State and local laws and regulations, including those applicable to lobbying and political contributions. If at any time during the term of this Agreement The WolfeStein Group, LLC intentionally and materially violates applicable Federal, State or local Laws and regulations this Agreement immediately becomes null and void.

5. LOBBYIST REGISTRATION. The Lobbyists will register as a Lobbyist in the State of North Carolina for Washington County, North Carolina, North Carolina when lawfully required to do so and will comply with all rules and regulations of N.C. Lobbying Law.

A. Washington County, North Carolina will pay the \$500.00 Lobbyist Registration fee, made payable to the North Carolina Office of Secretary of State to lobby the North Carolina General Assembly and Executive branch.

6. ENTIRE AGREEMENT. This shall be the entire agreement between the parties.

7. CHOICE OF LAW. If any dispute arises under this contract, the Laws of Chowan County and the State of North Carolina shall apply.

Bob Steinburg
President of The WolfeStein Group, LLC
Date

Representative of the Washington County, North Carolina
Date

AGREEMENT

This AGREEMENT, made and entered into by and between Washington County, North Carolina, North Carolina, and Jones Street Consulting.

1. WHEREAS, Washington County, North Carolina, North Carolina desires to hire a contract Government relations professional (a.k.a. Lobbyist) to represent its interest in the budgeting process of the 2025-2026 biennial North Carolina State operating budget.

a. Lobbying is defined herein as the advocacy for Washington County, North Carolina as it relates to state funding requests for various Washington County initiatives, including infrastructure, historic preservation and tourism, but not limited to same; also tracking legislation that could have a positive or negative impact on Washington County, North Carolina.

b. Jones Street Consulting will report to the County Manager on at least a monthly basis to provide updates and answer questions while the North Carolina General Assembly is in session.

c. Jones Street Consulting will not engage in any illegal activities like bribes, payoffs or making promises on behalf of Washington County.

2. WHEREAS, Jones Street Consulting (Jackson Stancil) is desirous of performing said government relations work for the Washington County, North Carolina, North Carolina.

3. NOW THEREFORE, in consideration of mutual promises and Covenants of the parties hereafter set forth, the parties agree as follows:

a. TERM. This Agreement shall commence January 1, 2025 and Terminate on December 31, 2026. Washington County, North Carolina shall have the right to cancel this contract before the end of year one with 30-days notice to Jones Street Consulting.

b. SERVICES. During the term of this Agreement, Jones Street Consulting (Jackson Stancil) agrees to lobby the North Carolina General Assembly on all issues concerning Washington County, North Carolina with regular monthly reports to the County Manager while the General Assembly is in session. Jones Street Consulting (Jackson Stancil) agrees to meet with the County Manager and/or the Washington County Board of Commissioners at any time requested with at least a 48 hour advance notice.

c. COMPENSATION. Washington County, North Carolina will compensate Jones Street Consulting, LLC for the aforementioned services and payments will be made to Jones Street Consulting, LLC pursuant to this agreement as follows:

1) \$1500.00 per month for the entire contract agreement, payable to Jones Street Consulting, LLC, 150 Fayetteville Street, Suite 1130, Raleigh NC 27601 .

4. COMPLIANCE. In connection with the performance of services under this Agreement, Jones Street Consulting, LLC, at all times, will comply with the letter and intent of all applicable Federal, State and local laws and regulations, including those applicable to lobbying and political contributions. If at any time during the term of this Agreement Jones Street Consulting, LLC intentionally and materially violates applicable Federal, State or local Laws and regulations this Agreement immediately becomes null and void.

5. LOBBYIST REGISTRATION. The Lobbyists will register as a Lobbyist in the State of North Carolina for Washington County, North Carolina, North Carolina when lawfully required to do so and will comply with all rules and regulations of N.C. Lobbying Law.

A. Washington County, North Carolina will pay the \$500.00 Lobbyist Registration fee, made payable to the North Carolina Office of Secretary of State to lobby the North Carolina General Assembly and Executive branch.

6. ENTIRE AGREEMENT. This shall be the entire agreement between the parties.

7. CHOICE OF LAW. If any dispute arises under this contract, the Laws of Chowan County and the State of North Carolina shall apply.

Jackson Stancil
President of Jones Street Consulting, LLC
Date

Representative of the Washington County, North Carolina
Date

Mr. Steinburg was in attendance and spoke to the Board tonight on what he and Jackson Stancil can do for Washington County and their availability to the Board. He thanked the Board

for trusting them over the last two years and he is before the Board tonight to ask for another two-year contact. The contract remains basically the same.

Commissioner Walker asked what they have the lobbyist been doing for us. Mr. Potter said they have been trying to get money for the PK12 school to no avail.

Mr. Potter went on to say that \$1M is earmarked to come to the County for opioid crisis intervention. They are trying to get us money on last minute items that come into the budget for the County. Mr. Steinburg said five (5) of the eleven (11) clients he has are ones that he represented when he was in the General Assembly for 10 years. He said the House is in session today, and the Senate next week. Mr. Steinburg said Washington County is getting two (2) lobbyist for the price of one! Mr. Potter said one change in the contact is a one-year cancellation clause which means the County is committing to one year but if we do not want to go into the 2nd year, with a 60-day notice, it could be cancelled. There were two errors in memo which were Mr. Potters regarding the years mentioned in the memo.

Commissioner Johnson asked if the fee was separate from the contract. Mr. Potter said yes and there is also an electronic filing fee for each lobbyist.

Commissioner Keyes said she wants the next time the County hears from Mr. Steinburg it will be for him to tell the County about the money he is getting for Washington County! Mr. Steinburg said he hopes so. He sees a lot of opportunities.

Mr. Potter said one example of a legislative goal that the County is asking the lobbyist to carry to the General Assembly is in regard to solar farms. The County wants the 80% tax exemption to be changed.

Commissioner Spruill made a motion to approve the lobbyist contract. Commissioner Keyes seconded; motion passed unanimously.

RESO 2024-036 TO FORM ECONOMIC DEVELOPMENT ADVISORY COUNCIL:
Mr. Kelly Chesson spoke to the Board regarding the following information sent to the Board from Mr. Potter.

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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AGENDA ITEM MEMO

MEMO Date: November 25th, 2024 **MEETING DATE:** December 2nd, 2024 **ITEM:**
SUBJECT: Formation of Economic Development Council
DEPARTMENT: Economic Development
FROM: Curtis S. Potter, County Manager/County Attorney

ATTACHMENTS:

- A- Resolution Establishing an Economic Development Advisory Council (1-2pgs)
- B- Proposed Draft Bylaws of the Economic Development Council (5pgs)

PURPOSE: To discuss the potential formation of a new Economic Development Council consisting of a wide range of representatives who will collaborate with and provide feedback and input on the County's Economic Development program.

BACKGROUND:

- "Sustainable Economic Growth & Development" was identified as one of the four primary goals of the Strategic Plan adopted earlier this year.
 - o The first action item of that goal was to "Re-establish an Economic Development Committee or other similar body to meet regularly and begin developing and coordinating a more formalized county economic development program."
 - o The third action item of that goal was to: "Hold recurring collaborative discussions with municipal partners to identify and pursue mutually beneficial economic development strategies and opportunities including community development."
- Mr. Kelly Chesson (NCACC Strategic Management Coordinator) has been working with management on economic development matters including the development of the economic portion of the strategic plan and on managing specific action items within it, as well as obtaining additional general economic development knowledge, resources, and regional contacts in preparation for launching a more formal economic development program within the county.
- Attached are a draft Resolution and Bylaws establishing a 19 member Economic Development Advisory Council (EDC) administered by a smaller and more flexible 5 member Executive Committee consisting of:
2-Commissioners, 1-County Manager, 1-Finance Officer, and 1-Economic Developer or other designee.

- The Board of Commissioners retains full authority over the EDC, and may modify or disband it at any point in the future.
- If the Bylaws are approved in early December, the Board could also make initial appointments of its own 2 members the same night, meaning the full Executive Committee would be formed to go ahead and begin its planning work for the administration of the larger full EDC sometime in early 2025. Otherwise the 2 Commissioner members may be appointed any time after approving the formation and initial Bylaws of the EDC.
- Board Appointments of the 5 private sector members could be made at the next regular meeting, which would also provide time for the listed partner agencies with independent appointment powers to be notified of the new EDC and to make their appointments to its membership.
- Initial two-year terms are proposed to begin effective January 1st, 2025.
- Staff expects to recommend that the EDC begin working under a quarterly regular meeting schedule to be more effectively set once most of the members are appointed to the full EDC.
- The Manager plans to designate Mr. Kelly Chesson as the designee in place of an Economic Developer pending further review and discussions with the Board about potentially establishing a full-time Economic Development position.

FINANCIAL IMPACT & ANALYSIS: No immediate direct costs.

Future indirect (lost opportunity) costs are anticipated to accumulate as existing staff devote time and resources toward administering the EDC and other economic development pursuits. These costs are expected to be outweighed/justified in the long term by the potentially substantial gains to be received throughout the community from a successfully operating economic development program.

In the short term, management anticipates offsetting these indirect (lost opportunity) costs by assigning most of the new administrative work to temporarily available staff including a NCACC SMS Project Coordinator and/or LFNC Fellow, while management conducts a cost/benefit analysis of proposing some combination of a possible departmental restructuring and/or additional personnel costs to hire a full time Economic Developer to carry out the additional administrative and departmental work on a permanent long term basis.

RECOMMENDATION:

1. Review and discuss any questions or concerns with the proposed Bylaws.
2. **VOTE:** to approve the proposed Resolution and Bylaws to establish a new Economic Development Advisory Council.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS:

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RESOLUTION 2024-036

ESTABLISHING AN ECONOMIC DEVELOPMENT ADVISORY COUNCIL

WHEREAS, the Washington County Board of Commissioners approved a Strategic Plan on April 1st, 2024, containing "Sustainable Economic Growth & Development" as one of its four key goals; and

WHEREAS, the first and potentially most critical action item for that goal was to "*Re-establish an Economic Development Committee or other similar body to meet regularly and begin developing and coordinating a more formalized county economic development program.*"; and

WHEREAS, county staff made an economic development program update to the Board at its November 4th, 2024, meeting and recommended that the Board consider the creation of a formal economic development advisory body; and

WHEREAS, county staff have proposed the creation of a new Economic Development Advisory Council more particularly described within and to be governed by an instrument entitled certain "Bylaws of The Washington County Economic Development Advisory Council (EDC).

NOW, THEREFORE, BE IT RESOLVED as follows: An Economic Development Advisory Council is hereby formed and authorized for the purposes described within, and to be governed by that instrument entitled "Bylaws of The Washington County Economic Development Advisory Council (EDC)" which is attached, incorporated by reference, and hereby approved.

ATTEST:

 Chair, Board of Commissioners

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

Bylaws
of
The Washington County
Economic Development Advisory Council (EDC)

Article I: Purpose

The purpose of the Washington County Economic Development Advisory Council (sometimes hereinafter referred to as the "EDC") is to serve as an advisory body to the Board of County Commissioners related to economic development policies.

The Council will also support the County's efforts in promoting sustainable economic growth, attracting new businesses, retaining or expanding existing businesses, creating employment opportunities, and improving the overall quality of life for all residents.

The Council will coordinate and utilize collaborative efforts to focus on developing a strategic vision and plan for economic development consistent with the County's official mission/vision statements and its other relevant approved plans and policies, including without limitation any broader countywide strategic or land use development plans.

Article II: Partners

The EDC shall collaborate with local, regional and statewide partners, including without limitation:

- Municipal governments
- Travel & Tourism Authority
- Local Chambers of Commerce
- Regional economic development agencies
- Educational institutions
- State and federal economic development organizations
- Planning Board
- Public Utilities Departments
- Community Development Partners
- Private sector partners, including local businesses, financial institutions, and real estate agencies

Partners will provide expertise, resources, and support to achieve the EDC's objectives.

Article III: Membership

1. **Composition:** The EDC shall initially consist of 19 members, including representation from governmental and partner organizations as follows:
 - 5 Executive Committee Members consisting of the following:
 - a. 2 County Commissioners (appointed by the Board of Commissioners)
 - b. The County Economic Developer (or County Manager's Econ Dev designee)
 - c. The County Manager (or designee)
 - d. The County Finance Officer (or designee)
 - 3 Municipal Government Members (one appointed by each county municipality)
 - 5 Private Sector Partner Members (appointed by the Board of Commissioners)
 - 1 TTA Member (the TTA Director or their designee)
 - 1 Local School System Member (the Superintendent's designee)
 - 1 Community College Member (the College President's designee)
 - 1 COG/Workforce Development Member (the COG Director's designee)
 - 1 Planning Board Member (appointed by the Planning Board)
 - 1 The County Utilities Director or their designee
 - ? Other members as appointed from time to time by the Board of Commissioners
2. **Selection:** Members shall be appointed by the designated appointing authority, or otherwise by the County Board of Commissioners, based on their expertise, commitment to economic development, and alignment with the official strategic plan and/or goals officially approved by the County.
3. **Term:** Members will serve two-year terms, with a maximum of three consecutive terms, unless no other qualified or interested persons are available to fill a membership seat, or unless otherwise approved by the County Board of Commissioners.
4. **Vacancies:** Any vacancy shall be filled for the remainder of any applicable term by the designated appointing authority, or otherwise by the County Board of Commissioners.

Article IV: Roles and Responsibilities

1. **Executive Committee:** The Executive Committee shall be a subset of the EDC, consisting of the members specifically identified above.
 - a. **Purpose:** The Executive Committee will be responsible for: ensuring the efficient administration and governance of the EDC, overseeing the implementation of strategic economic development initiatives and projects, and may act on behalf of the full Council in urgent matters between scheduled meetings.
 - b. **Authority:** The Executive Committee is vested with full authority to develop meeting agendas, coordinate subcommittee activities, make all time-sensitive EDC decisions, and address all issues requiring prompt EDC action.

- c. **Mandate:** The Executive Committee shall make regular reports to the EDC and Board of County Commissioners regarding its ongoing activities, and the status of any major ongoing economic development initiatives or specific projects.
 - d. **Good Faith:** In exercising its authority, the Executive Committee shall exercise good faith efforts to use sound discretion and to defer and delay using its unilateral decision making authority (especially with respect to major non-time-sensitive planning, policy making, or project decisions) until after a reasonable opportunity arises to discuss and receive relevant input on such matters from the full EDC. The Executive Committee shall also take pains to ensure that any public recommendations or major decisions made unilaterally on behalf of the EDC without prior EDC discussion or endorsement are designated as such, and are not misrepresented as recommendations or decisions of the full EDC.
2. **Chairperson:** The Chairperson shall lead all EDC meetings, set agendas, and represent the body in public forums. The Chairperson shall be elected by the EDC members for a one-year term for up to three successive terms.
3. **Vice Chairperson:** The Vice-Chairperson shall assist the Chairperson, assume leadership responsibilities in the Chairperson's absence. The Vice-Chairperson shall be elected by the EDC members for a one-year term for up to three successive terms.
4. **Secretary:** The Secretary shall keep accurate records of both EDC and Executive Committee meetings, distribute meeting minutes, and handle committee correspondence. The Secretary shall be appointed by the County Manager or their designee.
5. **Members:** Members are expected to actively participate in meetings, contribute ideas and expertise, engage with stakeholders, and participate in assigned subcommittees or project groups as necessary. Failure to attend two or more successive meetings without good cause shown in the discretion of the Executive Committee shall be considered grounds for removal by the Executive Committee.
6. **Subcommittees:** The EDC may form subcommittees focused on specific areas or projects, such as workforce development, infrastructure planning, small business support, downtown revitalization, and specific industry sectors. Each subcommittee will report progress to the Executive Committee, which will then relay updates to the full EDC.

Article V: Expectations and Standards of Conduct

1. **Meeting Attendance:** Members are expected to attend at least 75% of all scheduled meetings annually. Regular attendance is critical to maintain consistency and effectiveness of the EDC and economic development progress within the county.
2. **Participation:** Members should actively contribute ideas, complete assigned tasks, and engage with stakeholders. Each member is expected to support the committee's purpose and mission professionally and respectfully.
3. **Open Meetings:** Full official EDC meetings shall be considered and treated as meetings of a "public body" pursuant to applicable state law. Executive Committee meetings shall not be considered as an official meeting of a public body.

4. **Conflicts of Interest:** Members must disclose any conflicts of interest regarding matters before the EDC. Members with conflicts must recuse themselves from discussions and decisions in which they have a financial or personal interest.

Article VI: Performance Standards

To assess the effectiveness of the EDC, the following performance standards shall be established and reviewed annually:

1. **Goal Achievement:** The EDC will set measurable economic development goals each year (e.g., new businesses attracted, job creation targets). Progress will be documented and reviewed by the County Board of Commissioners.
2. **Stakeholder Engagement:** The EDC shall maintain active relationships with key stakeholders and ensure consistent communication with partner organizations.
3. **Project Execution:** The EDC must successfully initiate and complete any fully funded economic development project within a reasonably swift period of time. As projects arise, specific performance measures will be discussed, established, and tracked to monitor the overall efficiency and effectiveness of project execution and delivery. The purpose of such measures shall be non-punitive but are intended rather to aide in pre-planning, ongoing monitoring, and strategic after-action reviews and improvements to recurring project cycles.
4. **Community Impact:** The EDC will assess its impact on job creation, increased investment, and improvements in community infrastructure or other similar resources and report its relevant findings and conclusions to the Board of County Commissioners annually.

Article VII: Other Terms and Conditions

1. **Member Accountability:** Members who fail to meet attendance requirements or engage in disruptive behavior may receive a warning from the Chairperson. Continued issues may result in the member's removal by a majority vote of the EDC or Executive Committee.
2. **Conflict of Interest Violations:** Member who fail to disclose a conflict of interest may be subject to disciplinary action, including removal by a majority vote of the EDC or Executive Committee.
3. **Ethical Violations:** Any member discovered to be engaging in unethical or illegal activity shall be reported immediately to the County Manager, may be removed immediately by the Executive Committee, and may be subject to further legal action if appropriate.
4. **Performance Shortfalls:** If the EDC fails to meet its performance standards for two consecutive years, a review will be conducted by the County Manager and reported to the EDC and Board of County Commissioners. The review may result in restructuring, leadership changes, or dissolution of the committee if deemed necessary. If practicable, the County Board of Commissioners shall solicit and consider the input of the EDC prior to making any major substantive changes following any such review.

- 5. **Retention of Authority:** The Board of County Commissioners retains its full authority over the EDC which is formed by the Board strictly as an advisory body, including the Board’s right to suspend, modify, or dissolve these Bylaws or the EDC itself at any time and without prior notice by majority vote of the Board.
- 6. **Amendment:** These bylaws may only be amended by the Board of County Commissioners which may make such amendments unilaterally at any time and without notice. The EDC may recommend amendments from time to time by a two-thirds majority vote of the EDC membership present at any EDC meeting where such matter is properly considered. Before considering any such matter, all EDC members shall be provided at least 30 days prior notice to such a meeting including a clear statement about the intent to vote on proposing a bylaw amendment, and including a copy of the proposed amendment itself.

ADOPTED this ___ day of _____2024 by the Washington County Board of Commissioners.

Chair, County Board of Commissioners

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

Commissioner Johson made a motion to approve RESO 2024-036 and the bylaws for establishing a new Economic Development Advisory Council. Commissioner Keyes seconded; motion carried unanimously.

SKINNERSVILLE CIVIC CENTER UPDATE: Mr. Potter went over the following information.

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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AGENDA ITEM MEMO

MEMO Date:	November 26 th , 2024	MEETING DATE:	December 2 nd , 2024	ITEM:
SUBJECT:	Skinnersville Civic Center, Inc. Request for Land			
DEPARTMENT:	CMO			
FROM:	Curtis S. Potter, County Manager/County Attorney			

ATTACHMENTS:

- A- Survey for Washington County & Skinnersville Civic Center, Inc. Revised 11/15/2024 (1pg)
- B- SCC letter to Board dated 2/20/23 (6pgs)

PURPOSE: To discuss and consider approval of the Skinnersville Civic Center, Inc. (SCC) request to transfer about 3.55 additional acres of county owned real property located at the Pea Ridge Recreational Area (NCPIN 7830746763) to the SCC for its use in providing for more realistic setbacks, renovation/expansion activities, and future growth and development as a community center.

BACKGROUND & STAFF ANALYSIS: The SCC owns and operates a community building commonly known as the Skinnersville Civic Center which is believed to be eligible for inclusion as a state historical property. The building is situated on a very small lot consisting of approximately 0.32 acres shown as Lots C1 and C2 in the attached survey dated April 18, 2024 (revised November 15, 2024) by Hood Richardson, P.A. and for informational purposes known as NCPIN 7830747435.

The SCC building is used for a wide variety of community events and activities including without limitation arts, crafts, and various educational and economic improvement classes. Over the years the building has served as a polling station and a wide variety of other purposes to serve the public interests of the Skinnersville community at large.

The Skinnersville Civic Center mission statement reads as follows: *“to provide opportunities for social, educational, health, and moral development with a special emphasis on this disadvantaged community in a high poverty and rural neighborhood within Washington County. We, the community are committed to enhancing, inspiring, supporting, and providing opportunities for our community center to flourish. Our goal is to improve community involvement, build a stronger sense of self-worth, social skills, and the ability to work as a part of a team by employing best modeling and community involvement skills.”*

A wide variety of County staff have worked extensively with the SCC for over two years starting when a Rural Transformation Grant (RTG) was initially targeted by both the County and SCC in the fall of 2022.

The SCC submitted the attached letter dated February 20th, 2023 requesting certain land be transferred back to the SCC from the County to help facilitate the SCC's current and future building maintenance and expansion projects as well as to potentially help the SCC independently apply for and better compete to receive additional grant funding from other sources for its ongoing development and mission. The requested land equates to about 3.55 acres.

Included in that letter are references to some historical context which is helpful to understand as follows:

- In 1964 Roughton conveyed 2 tracts of land to the SCC. The 1st Tract consisted of about 16 acres and was the original property from which the County's current recreational property (NCPIN 7830746763) and the SCC's current property (NCPIN 7830747435) originated. This deed contained a 50 year Right of Reverter that the property be used for community purposes and betterment.
- In 1978 the SCC conveyed Tract 1 to Washington County except for the small 0.32 acres shown as Lots C1 and C2 in the attached survey which the SCC retained and still owns, and subject to the Right of Reverter.
- In 1979 Roughton and the SCC reconveyed Tract 1 except for the small 0.32 acres shown as Lots C1 and C2 in the attached survey which the SCC retained and still owns, to the County along with any interests they previously held in the Right of Reverter thereby effectively destroying it.

During the fall of 2022 County staff determined and confirmed that the SCC was not actually eligible to apply for the RTG (because it only permitted funds to be used on publicly owned infrastructure) but staff continued to meet with and discuss possible mutually beneficial ways for the County to apply for and use some of the RTG funds to upgrade the county owned recreational property which surrounds the SCC in a way that would accomplish some of their original RTG goals. An RTG application was approved by the Board and submitted in the summer of 2023, but ultimately was not awarded.

Since the fall of 2023 County staff has continued to work with the SCC to discuss their land transfer request and to try to develop the terms of a potential compromise solution that could be recommended to the Board to transfer some, but not all, of the requested property to the SCC without monetary consideration, but subject to certain legally required restrictive covenants.

The County commissioned and paid for the attached survey which has been revised multiple times at the SCC's request during this process, and shows their 0.32 acres as Lots C1 and C2. The existing SCC building does not have adequate side setbacks from the county owned property surrounding it which includes Lot B and D, and staff agree the SCC need additional property to expand or even to adequately maintain the existing SCC building.

Despite repeated efforts to reach a compromise solution in which the County would convey an additional 0.88 acres (Lots B and D) to the SCC, those efforts appear to have stalled primarily over the SCC's continuing demand to also have the County convey Lot A (another 2.67 acres) to the SCC in addition to Lots B and D.

It appears some SCC members or affiliated parties believe the surrounding county property which they are requesting be transferred back to the SCC (including specifically but without limitation Lot A shown on the survey) was conveyed to the County in error, or was otherwise somehow not properly conveyed and rightfully still belongs to the SCC rather than the County. Recent communications indicate that the SCC intends to seek an investigation into the circumstances surrounding the property transfer during the 1970s.

Staff continues to recommend the Board it consider conveying only Lots B and D to the SCC (to combine with Lot C1 and C2 which the SCC already owns) in exchange for the SCC conveying Lot C2 to the County, and making the transferred property subject to certain restrictive covenants which the County would be legally required to attach if the property is conveyed to a nonprofit without monetary consideration. In substance those covenants would permanently require the SCC to use the transferred property for the same type of public purposes for which the County could use it, and would be substantially similar to the covenants placed on the recreational property purchased several years ago from the County by Picosin Innovative Charter in Creswell, NC.

- This would increase the SCC property from 0.32 acres to 1.18 acres providing adequate side setbacks to the actual building and room for reasonable expansion, and would also straighten the existing property boundary between the parties respective parcels running along an existing ditch as shown in the survey.
- Staff would also recommend the County retain ownership of Lot A consisting of 2.67 acres to the west of the SCC property for the foreseeable future based on several factors including:
 - o Most of Parcel A lies within the 500-year flood plane (see survey), and there is a legitimate flood resiliency/hazard mitigation planning interest in limiting its further development.
 - o Lot A's location is immediately adjacent to a critical transportation infrastructure crossroad located in the very heart of the areas of Washington County projected and anticipated to develop fastest in terms of future residential growth. Maintaining control over this property may prove valuable to future utility, recreation, or other public purposes. Not doing so may jeopardize or impact in unforeseen ways the continuing and future use of both this specific Lot A in question, as well as the larger tract of recreational property of which it is a part situated to the north of the ditch shown within the attached survey.
 - Staff anticipates recommending Lot A be included as part of an in-kind match to be counted toward a future PARTF grant application. This will require permanently restricting the future development of this Lot except for limited recreational purposes. This use of the property would address the first points above while still keeping the use of this Lot consistent with its originally intended recreational purposes.
 - o The County could still potentially permit the SCC to make certain uses of Lot A through easements or licenses (even if it is used in a PARTF project) if deemed necessary and desirable by the Board to aide the SCC in accomplishing its objectives.
 - Staff is uncertain exactly what the SCC's objectives are, particularly with respect to Lot A but believes the SCC does have specific objectives and plans for Lot A. Despite requests for the SCC to outline those plans in writing so they can be evaluated as a potential justification for transferring Lot A, no such plans have been received for further discussion or review beyond verbally describing the possibility of building an outdoor covered shelter of some kind.
 - Staff believes the current recommendation to transfer only Lots B and D adequately addresses the SCC's stated desire to increase their parking area, potentially expand their existing building's footprint, and construct an outdoor shelter for community/membership use.

- If an outdoor shelter is the goal for Lot A's development, staff would advise that the County should consider developing the shelter itself, for potential use by both the SCC and larger public as part of the larger recreational property owned by the County. This is based on staff receiving feedback during recent budget years to pursue the potential construction of additional recreational shelters throughout the county. It would also accomplish that goal in a manner that would take into fuller consideration some of the concerns outlined above.

Staff believes that if at some point in the future, the potential plans of the SCC expand beyond the recommended footprint of the property recommended to be conveyed at this time, the County could consider an additional transfer or an easement depending upon the circumstances. Regardless staff also recommends the County continue in perpetuity to consider in good faith, mutually beneficial ways to cooperate in the future development of any county owned property immediately adjacent to the SCC property.

RELEVANT AUTHORITY: NCGS § 160A-279(a) Sale of property to entities carrying out a public purpose; procedure. provides in relevant part: *"(a) Whenever a city or county is authorized to appropriate funds to any public or private entity which carries out a public purpose, the city or county may, in lieu of or in addition to the appropriation of funds, convey by private sale to such an entity any real or personal property which it owns..." "provided that no such conveyance may be made to a for-profit corporation. The city or county shall attach to any such conveyance covenants or conditions which assure that the property will be put to a public use by the recipient entity. The procedural provisions of G.S. 160A-267 shall apply."...*

§ 160A-267. Private sale. provides in relevant part: *"When the council proposes to dispose of property by private sale, it shall at a regular council meeting adopt a resolution or order authorizing an appropriate city official to dispose of the property by private sale at a negotiated price. The resolution or order shall identify the property to be sold and may, but need not, specify a minimum price. A notice summarizing the contents of the resolution or order shall be published once after its adoption, and no sale shall be consummated thereunder until 10 days after its publication."*

FINANCIAL IMPACTS:

- Presently the County has invested substantial indirect/lost opportunity costs via staff time incurred on this project and \$1,950 for surveying. If approved, the County would be investing further resources to facilitate a deed exchange and would lose the value of at least 0.88 acres without monetary consideration.

RECOMMENDATION(S):

1. Thoroughly review the background/staff analysis section of this Memo including all attachments.
2. Hear any SCC representatives regarding their ongoing concerns and requests.
3. Consult with legal counsel regarding any legal questions or concerns in closed session.
4. Direct staff how to proceed or respond to the SCC with respect to answering any specific concerns or requests made by the SCC.

the county return to the civic center the land from the ditch on the east side of the center and follow that ditch around the back of the center to the adjacent property line on the west side of the center (See the attached maps labeled Land Request 1 and Land Request 2). If we have misinterpreted the readings and the visuals of the attached maps and there is evidence that Skirmersville Civic Center has more land attached to the center than we projected, we apologize for any inconvenience caused and would like you to disregard this request.

We sincerely hope that you will partner with us to help the Skirmersville Civic Center Board of Directors and its committee members develop a safe and viable place for our community to continue and disseminate needed program services.

Signed:
Chester McDowell, Chairperson
Chester McDowell, Sr.
Roger Aycock, Asst. Treasurer
Heidi Herman
Heidi Herman, Asst. Secretary

Larry Norman, Member
Larry Norman





Mr. Potter turned the meeting over to the Skannersville Civic Center Board (SCC) personnel who were in attendance.

Mr. Chester McDonald, 694 Jones White Road, Roper, spoke to the Board. A handout was given to the Board and shown below.

DECEMBER 2, 2024 WASHINGTON COUNTY COMMISSIONERS BOARD MEETING

**AGENDA: SKANNERSVILLE CIVIC CENTER, INC
REQUEST FOR COUNTY COMMISSIONERS BOARD INVESTIGATION
PURPOSE: ADDRESS COMMUNITY CONCERNS**

1. TO CONFIRM VALIDATION OF 1978 D.B.269, P. 353 AND 1979 D.B. 273, P.

637

2. RECORD OF SKANNERSVILLE CIVIC CENTER, INC. LISTED AS GRANTEE AFTER 1964 ON COUNTY RECORDS

FIRST PAGE: BRIEF OF SKANNERSVILLE COMMUNITY CONCERNS

NEXT THREE PAGES: EMAILS BETWEEN SCC,INC BOARD AND COUNTY MANAGER

NEXT SIX PAGES: LABEL D-1, 2, 3, 4, 5 & 6- COPIES OF COUNTY GOVERNMENT RECORDS

TO THE COMMISSIONERS BOARD DEC 2 2024

FOR THE PAST 45 YEARS SKINNERSVILLE COMMUNITY WAS CONVINCED THAT THE COMMUNITY OWNED THE SKINNERSVILLE CIVIC CENTER BUILDING AND 2 ACRES OF LAND IN WHICH WAS TO BE RETAINED FROM THE 1978 DEED TRANSACTION BETWEEN SKINNERSVILLE CIVIC CENTER, INC. (SCC. INC.) AND THE COUNTY OF WASHINGTON. HOWEVER; WHEN SCC. INC APPLIED FOR GRANTS IT WAS REVEALED THAT AFTER THE 1978 LAND TRANSFER TRANSACTION, THE COUNTY OF WASHINGTON WAS THE GRANTEE OF ALL THE LAND (APPROX 16 ACES), LEAVING THE COMMUNITY WITH NO DEEDED PROPERTY.

THE PRESENT COUNTY COMMISSIONERS BOARD GRANTED THE TASK TO THE COUNTY MANAGER TO WORK WITH THE SCC.INC. BOARD TO AGREE TO ENOUGH LAND ADDITIONS FOR THE CIVIC CENTER BUILDING EXTENSION. HOWEVER: AT EVERY COMMUNITY MEETING THE SAME CONCERNS AS TO HOW DID THE COMMUNITY END UP WITH NO DEED PROPERTY AFTER THE 1978 DEED TRANSACTION?

THE COMMUNITY INSTRUCTED THE SCC. INC BOARD TO ACQUIRE RESEARCH FOR ANY POSSIBLE DOCUMENTED ANSWERS AND LET THE COUNTY MANAGER AND COMMISSIONERS KNOW THE RESULT. ON NOV 11, 2024 OUR BOARD EMAILED THE COMMUNITY CONCERNS. THE RESULTS OF THAT RESEARCH ARE AS FOLLOWS:

NO DOCUMENTATION WAS FOUND IN THE COUNTY ORDINANCE OR RESOLUTION RECORDS OF 1978 AND 1979 WHERE THE COUNTY BOARD OF COMMISSIONERS MADE A RESOLUTION TO PURCHASE PROPERTY FROM SKINNERSVILLE CIVIC CENTER, INC. THESE NON-STATUTORY PROPERTY PURCHASES LISTED ON 1978 DEED, D.B.269, P.353 AND 1979 DEED, D.B.273, P.637 ARE IN VIOLATION OF NC G-S 153A,12. EXERCISE OF CORPORATE POWER.

NO DOCUMENTATION WAS FOUND IN THE COUNTY REGISTER OF DEEDS RECORD WHICH VERIFIES SKINNERSVILLE CIVIC CENTER, INC RETAINED ANY PROPERTY FROM THE 1978 PROPERTY TRANSACTION (D.B.269,P.353) BETWEEN SKINNERSVILLE CIVIC CENTER,INC AND THE COUNTY OF WASHINGTON. ACCORDING TO THE COUNTY LAND INDEX, DOC 018507, THE COUNTY OF WASHINGTON IS THE GRANTEE OF THE RETAINED PARCEL OF LAND MENTIONED ON THE SECOND PAGE OF THE 1978 DEED.

ALSO, NOTE ON THE SAME PAGE, FIRST PARAGRAPH "THERE IS EXPRESSLY EXCLUDED FROM THIS CONVEYANCE"/"WHICH IS RETAINED" MEANING THAT THE GRANTOR, SKINNERSVILLE CIVIC CENTER, INC WAS TO KEEP A PARCEL OF LAND. NO DOCUMENTS WERE FOUND TO VERIFY SUCH RETENTION, INDICATING A POSSIBLE VIOLATION NC GS 78A-8. (SEE DOCUMENT D-1, 2,3 &4)

NO DOCUMENTATION WAS FOUND IN THE COUNTY REGISTER OF DEEDS RECORD WHICH VERIFIES SKINNERSVILLE CIVIC CENTER, INC IS A GRANTEE TO ANY PROPERTY IN WASHINGTON COUNTY OTHER THAN THE PROPERTY LISTED IN THE 1964 DEED, D.B.203, P.439. (SEE DOCUMENT D-5)

CONCERNING THE SURVEY MAPS INFORMATION

SCC, INC BOARD AGREED TO HAVE A SURVEY MAP MADE OF THE POTENTIAL LAND ADDITIONS SUGGESTED BY THE COUNTY MANAGER. HOWEVER THE CERTIFY MAPS CONFLICTING DATA WERE NOT ACCORDING TO WASHINGTON COUNTY REGISTER OF DEED RECORDS.

NO DOCUMENTS OF RECORD EXIST FOR THE SURVEYOR TO CERTIFY WASHINGTON COUNTY AS GRANTEE ON DOCUMENT D.B.203, P.439 ON A SURVEY MAP. (SEE DOCUMENT D-5&6)

NO DOCUMENTS OF RECORD EXIST FOR THE SURVEYOR TO CERTIFY SKINNERSVILLE CIVIC CENTER, INC AS GRANTEE ON DOCUMENT D.B.273, P.637 NOR D.B. 269, P 353 ON A SURVEY MAP.(SEE DOCUMENT D-6)

NO NC GENERAL STATUTE WAS FOUND TO GRANT AUTHORITY TO THE SURVEYOR OR TO THE COUNTY MANAGER TO CHANGE GRANTOR, GRANTEE OR REASSIGN DEED BOOK NUMBERS FOR A SURVEY MAP.

NOW, BEFORE ANY FUTURE SCC. INC. BOARD AND COUNTY MANAGER MEETING ABOUT THE LAND ADDITIONS, WE ARE REQUESTING THE COMMISSIONERS BOARD TO ACQUIRE AN INVESTIGATION OF THE COMMUNITY CONCERNS. PLEASE MAKE AVAILABLE DOCUMENTATION AND/OR DOCUMENTS WHICH CONFIRM VALIDATIONS OF THE 1978-1979 DEEDS. ALSO, MAKE AVAILABLE THE DEED LISTING SKINNERSVILLE CIVIC CENTER, INC., A GRANTEE AFTER 1964 IN ORDER TO MAKE GRANTING ADDITIONAL LAND POSSIBLE. A REPLY BEFORE OR DURING JAN. 2025 COUNTY COMMISSIONERS MONTHLY MEETING WOULD BE APPRECIATED.

Commissioner Spruill asked what exactly the SCC Board wants. Mr. McDonald said there has always been a problem with not having a deed in SCC's name. The SCC Board wants everything squared away from the 1978 deed. They want clearance of the retaining land on the 1978 deed.

Discussion ensued.

Commissioner Spruill said the county has spent a lot of time on this in creating a survey map. Is the SCC Board satisfied with this? Mr. McDonald said they were, until the deed/map numbers were changed.

Commissioner Keyes asked Mr. McDonald what the SCC Board is looking for tonight. Mr. McDonald said the SCC Board is looking for the listing as SCC as the owner/grantee on the 1978 deed.

Commissioner Spruill asked Mr. Potter if with this map can a clear deed be made. Mr. Potter said the County could do a quitclaim deed for lots b, c1, and d.

Commissioner Spruill asked Mr. McDonald if the County does that, would that satisfy the SCC Board. Mr. McDonald said the SCC Board wants the County to look into the issues in their memo.

Mr. Potter said he can see this going on and on and on. If the Board votes tonight to do the quitclaim deed on lots b c1 and d, will that satisfy the SCC Board.

Mr. McDonald said he wants the BoCC to do an investigation on the SCC Board concerns.

Commissioner Spruill said he feels this Board is prepared to get the SCC Board what they want so that they can move forward with getting grants, etc. for the SCC. Commissioner Spruill said he does not know who the SCC Board wants the Commissioners to talk to.

Commissioner Keyes asked if there is a possibility of Mr. McDonald going back to the community with what the Board is offering tonight? Mr. McDonald said he could, but when the map came and a different deed number it raised questions.

Chair Phelps said the Commissioners cannot keep going on and on with this. Mr. McDonald said Skinnersville is a part of the County and that Chair Phelps should come talk to their community.

Commissioner Johnson said is what the SCC Board is saying is that the County does not own the property in question. Mr. McDonald said the 1978 deed was not carried out properly from the transaction.

Commissioner Spruill asked to continue this in Closed Session and Mr. McDonald said the SCC Board wanted to attend Closed Session also.

Mr. Potter commended Mr. McDonald on what he has prepared. Mr. Potter also said no one from the SCC Board can attend the Closed Session and that the County Manager will send a letter on the outcome to the SCC Board.

No action was taken tonight on this matter.

REGIONAL DETENTION CENTER STUDY: Mr. Squires went over the following information.

Chowan County has asked Gates and Washington to join in commissioning a study (attached) to analyze the future projected needs and cost/benefits of a regional Chowan, Gates, Washington Detention Center. If we choose to participate Washington County's estimated initial cost in the study (pro-rated by population) would be around \$11,625.

The Sheriff attended an initial project discussion meeting and after due consideration believes that a regional detention center is not a necessity at this time and will most likely be cost prohibitive. He does not support moving forward with the study.

From a management analysis standpoint, the primary advantage of utilizing a regional jail would be potential shared cost savings derived from centralizing staffing and feeding plans to reduce unnecessary competition between the current individual jails for staff. The Washington County detention center perpetually faces short staffing challenges. The primary risk in not regionalizing would be if we became unable to recruit sufficient staff to actually keep our detention center open. However, management concurs that a regional detention center model will likely prove and be considered cost prohibitive in the short term based on and compared with current and historical detention center expenses. It is the longer-term needs and risks that a regional detention center and study to evaluate it would more likely help us to better understand and plan for.

If the study is structured to provide useable projection data for each county, it could be potentially useful to our own longer-term jail/detention planning processes even if we do not decide to participate in this particular regional jail opportunity. That would become even more important if any other long range courthouse capital project plans develop in the upcoming CIP or in future CIPs.

Recommendation: Discuss this request and potential participation in the study and direct staff how to proceed.

Commissioner Johnson made a motion to move forward with participation in the study. Commissioner Spruill seconded; motion carried unanimously.

PK 12 PROJECT & FUNDING AGREEMENT/LEASE UPDATE: Mr. Potter gave an update to the Board. The school continues to make very fast progress. A CO was issued last Wednesday. Some school mtgs were rescheduled to Dec 11 (from last week). There is a lot of work left to be done, on all parties. Mr. Potter said he has meetings set up with the school staff and their finance staff.

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

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: October 31, 2024
RE: Recreation

BT #: 2025 - 036

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

Account Code	Description	Old	+ or (-)	New
10-6120-350	Recreation - Maintenance & Repair-Buildings	20,000.00	(160.00)	19,840.00
10-6120-325	Recreation - Postage	100.00	160.00	260.00
Recreation		20,100.00	-	20,100.00

Justification:

This transfer is to move monies within the Recreation Budget from Building Repair & Maintenance to Postage to pay the costs of shipping for a piece of equipment. A part on our Scoreboard went bad and had to be shipped out for repair. There were games scheduled for Saturday and the only way that the piece could be gotten back to us in time for the game was to overnight it. The Recreation Director considered this an emergency since there was approximately 15 teams coming to play that Saturday and the Scoreboard was needed.

Budget Officer's Initials CSF

Approval Date: 11/4/24

Initials:	<u>CSF</u>
Batch #:	<u>2025-036</u>
Date:	<u>11/5/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: November 18, 2024
RE: SS Admin

BT #: 2025 - 037

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

Account Code	Description	Old	+ or (-)	New
10-5310-011	SS Admin - Salaries & Wages - Regular	2,105,821.00	(26,500.00)	2,079,321.00
10-5310-181	SS Admin - Group Insurance	494,344.00	(15,000.00)	479,344.00
10-5310-600	SS Admin - Contracted Services	166,120.00	41,500.00	207,620.00
SS Admin		2,766,285.00	-	2,766,285.00

Justification:

This transfer is to move monies within the Department of Social Services Budget from the regular salary line and the group insurance line to the contracted services line. Due to the amount of vacancies in the Child Protective Services Units, we are using contracted workers with experience to cover the multiple cases that DSS currently has. With 30+/- children in custody and that many more in investigations, our staff cannot cover all the demands of the unit. Currently DSS has only one full time Investigator and two Permanency Planning Workers. DSS has not been successful in filling the open Social Worker Positions in several months. Without the contracted staff, the agency would not be able to fulfill protection of children services requirements. As a result, our expenditure lines for these contracted services are in need of additional funding to be able to maintain the requirements of the state and the caseloads in general. All lines are reimbursed at approximately 50% and are not budget impactful.

Budget Officer's Initials CBP

Approval Date: 11/18/24

Initials:	<u>CBP</u>
Batch #:	<u>2024-037</u>
Date:	<u>11/18/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: November 18, 2024
RE: School Capital Outlay Fund

BT #: 2025 - 038

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

Account Code	Description	Old	+ or (-)	New
21-8000-600	Designated for Future Appropriation	1,169,041.00	(2,000.00)	1,167,041.00
21-5912-693	Cap Outlay-Architect, Planning, Surveying, Eng	12,338.00	2,000.00	14,338.00
School Capital Outlay Fund		1,181,379.00	-	1,181,379.00

Justification:

This transfer is to move monies within the School Capital Outlay Fund (21) from Designated for Future Appropriations to the Capital Outlay Architect, Planning, Surveying and Engineering line to cover additional work needed by Terracon on the New PK12 School Project in regards to evaluation of ABC Subbase and Asphalt along with a Special Inspections Summary Report.

Budget Officer's Initials CSF

Approval Date: 11/18/24

Initials:	<u>CSF</u>
Batch #:	<u>2025-038</u>
Date:	<u>11/18/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 039

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

Date: November 26, 2024

RE: Sheriff/Detention/SS Admin/Water Operations/Water Treatment/EMS/Transport/Airport

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

Account Code	Description	Old	+ or (-)	New
10-4310-010	Sheriff - Salaries & Wages-Regular	863,979.00	(1,930.00)	862,049.00
10-4310-031	Sheriff - Salaries & Wages-Overtime	4,775.00	1,930.00	6,705.00
Sheriff				
10-4320-010	Detention - Salaries & Wages-Regular	428,129.00	(5,500.00)	422,629.00
10-4320-030	Detention - Salaries & Wages-Overtime	50,000.00	5,500.00	55,500.00
Detention				
10-5310-010	SS Admin - Salaries & Wages-Board	1,500.00	(305.00)	1,195.00
10-5310-270	SS Admin - Service Awards	145.00	305.00	450.00
SS Admin				
35-7130-100	Water Operations - Retirement Expense	50,974.00	(76.00)	50,898.00
35-7130-050	Water Operations - Salaries & Wages-Longevity	1,875.00	76.00	1,951.00
Water Operations				
35-7135-100	Water Treatment - Retirement Expense	9,465.00	(22.00)	9,443.00
35-7135-040	Water Treatment - Salaries & Wages-Longevity	424.00	22.00	446.00
Water Treatment				
37-4330-010	EMS - Salaries & Wages-Regular	829,492.00	(364.00)	829,128.00
37-4330-050	EMS - Salaries & Wages-Longevity	5,461.00	364.00	5,825.00
EMS				
37-4376-010	Transport - Salaries & Wages-Regular	110,352.00	(1,700.00)	108,652.00
37-4376-030	Transport - Salaries & Wages-Overtime	15,646.00	1,700.00	17,346.00
Transport				
39-4530-100	Airport Operations - Retirement	9,362.00	(21.00)	9,341.00
39-4530-030	Airport Operations - Longevity	841.00	21.00	862.00
Airport				
		2,382,420.00	-	2,382,420.00

Justification:

This transfer is to move monies within the Sheriff, Detention, Social Services, Water Operations, Water Treatment, EMS, Transport and Airport Budgets to cover payroll related expense overages. For the Sheriff's Office, Detention and Transport budgets, the transfer is to cover overages in the Overtime lines due to being short staffed. For the Social Services, Water Operations, Water Treatment, EMS and Airport budgets, the transfer will cover overexpenditures in the service award lines and longevity lines due to the COLA which was approved by the Board and budgeted in the Central Services line - instead of pulling these from the Central Services line, these departments are able to absorb the overages within their existing budget lines.

Budget Officer's Initials CSF

Approval Date: 11/26/24

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 039

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

Date: November 26, 2024

RE: Sheriff/Detention/SS Admin/Water Operations/Water Treatment/EMS/Transport/Airport

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

Account Code	Description	Old	+ or (-)	New
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Sheriff				
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10-4320-030	Detention - Salaries & Wages-Overtime	50,000.00	5,500.00	55,500.00
Detention				
10-5310-010	SS Admin - Salaries & Wages-Board	1,500.00	(305.00)	1,195.00
10-5310-270	SS Admin - Service Awards	145.00	305.00	450.00
SS Admin				
35-7130-100	Water Operations - Retirement Expense	50,974.00	(76.00)	50,898.00
35-7130-050	Water Operations - Salaries & Wages-Longevity	1,875.00	76.00	1,951.00
Water Operations				
35-7135-100	Water Treatment - Retirement Expense	9,465.00	(22.00)	9,443.00
35-7135-040	Water Treatment - Salaries & Wages-Longevity	424.00	22.00	446.00
Water Treatment				
37-4330-010	EMS - Salaries & Wages-Regular	829,492.00	(364.00)	829,128.00
37-4330-050	EMS - Salaries & Wages-Longevity	5,461.00	364.00	5,825.00
EMS				
37-4376-010	Transport - Salaries & Wages-Regular	110,352.00	(1,700.00)	108,652.00
37-4376-030	Transport - Salaries & Wages-Overtime	15,646.00	1,700.00	17,346.00
Transport				
39-4530-100	Airport Operations - Retirement	9,362.00	(21.00)	9,341.00
39-4530-030	Airport Operations - Longevity	841.00	21.00	862.00
Airport				
		2,382,420.00	-	2,382,420.00

Justification:

This transfer is to move monies within the Sheriff, Detention, Social Services, Water Operations, Water Treatment, EMS, Transport and Airport Budgets to cover payroll related expense overages. For the Sheriff's Office, Detention and Transport budgets, the transfer is to cover overages in the Overtime lines due to being short staffed. For the Social Services, Water Operations, Water Treatment, EMS and Airport budgets, the transfer will cover overexpenditures in the service award lines and longevity lines due to the COLA which was approved by the Board and budgeted in the Central Services line - instead of pulling these from the Central Services line, these departments are able to absorb the overages within their existing budget lines.

Budget Officer's Initials CSF

Approval Date: 11/26/24

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 041

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

Date: December 2, 2024

RE: Various Departments

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

Account Code	Description	Old	+ or (-)	New
10-8300-120	Central Services - Additional SalaryBenefit Exp-Comp Study	260,000.00	(1,796.00)	258,204.00
10-4120-040	County Manager - Salaries & Wages-Longevity	1,925.00	1,016.00	2,941.00
10-4130-040	Finance - Salaries & Wages-Longevity	2,626.00	129.00	2,755.00
10-4170-040	Elections - Salaries & Wages - Longevity	945.00	337.00	1,282.00
10-4210-040	IT - Salaries & Wages-Longevity	1,658.00	42.00	1,700.00
10-4320-040	Detention - Salaries & Wages - Longevity	3,172.00	80.00	3,252.00
10-4350-127	Inspections & Planning - Salaries & Wages - Longevity	725.00	19.00	744.00
10-5150-040	Senior Center - Salaries & Wages - Longevity	1,020.00	45.00	1,065.00
10-6120-040	Recreation - Salaries & Wages - Longevity	1,391.00	128.00	1,519.00
Various Departments				
		Balanced:	273,462.00	-
				273,462.00

Justification:

This amendment is to transfer budgeted dollars from the Central Services Department to various Departments throughout the General Fund. This transfer is needed due to the COLA that was given during the budget process. The additional funds needed to cover the increased salary and benefits were budgeted in the Central Services Department, therefore I am having to move monies from that department to cover the overages in individual departments longevity lines.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 042

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

Date: December 2, 2024

RE: Contingency/Board of Commissioners/Elections

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	49,000.00	(20,707.00)	28,293.00
10-4110-443	Commissioners - Contracted Services - Lobbying	18,000.00	19,006.00	37,006.00
10-4170-031	Elections - Salaries & Wages - Overtime	5,320.00	1,701.00	7,021.00
Contingency/Board of Commissioners/Elections				
Balanced:		72,320.00	-	72,320.00

Justification:

This amendment is to transfer budgeted dollars from Contingency to the Commissioners budget to cover the cost to renew the Lobbying contracts that terminate at the end of December and to the Elections budget to cover an overage in the Overtime line due to the time required by staff to carry out all requirements passed down by the state to oversee and conduct the most recent election.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

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

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

Ms. Bennett mentioned the following reports were in the Board's Agenda Package:

- DSS Annual Report for the Community Child Protection Team (CCPT)
DSS is required to submit this report to the Commissioners. This is for info only. No budget impact and no action to be taken. *(The documents referenced herein will be attached and become a part of these minutes.)*

- MTW Annual Report for the Child Fatality Protection Team (CFPT).
MTW is required to submit this report to the Commissioners. This is for info only. No budget impact and no action to be taken. *(The documents referenced herein will be attached and become a part of these minutes.)*

Commissioner Spruill asked if there would be any advertising of the office closing for the Employee Christmas Breakfast. Mr. Potter stated that a notice has been sent to the Beacon for printing.

Commissioner Johnson mentioned that the Albemarle Commission has an interim Director: Mr. David Whitmer.

Ms. Dixon had a request for the Board. The Water Dept. down to one staff member again. Would the Commissioners consider closing that office at 4:00 PM each day because it is extremely difficult to do the end of day duties while trying to assist customers at the window. This will not be a permanent thing--just until they hire a new person. They will notify the public in advance. They will also have forms on their door to help them. They will not close early on the 4th/15th days that are penalty assessment day and cutoff days. This would begin January 6, 2025.

Commissioner Keyes made a motion to approve the request to close the Water Dept. at 4:00 PM (except on days that are penalty assessment day and cutoff days, beginning January 6, 2025. Commissioner Spruill seconded. Commissioner Walker asked how long this would be in effect. Mr. Potter said until June. The position is currently being advertised. **Motion carried unanimously.**

Ms. Bennett mentioned the upcoming employee Christmas breakfast on Friday, December 20, 2024, at 9:30 AM at the Plymouth Church of Christ, Family Learning Center on Hwy 32, Plymouth and encouraged the Commissioners to attend.

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

Back in Open Session, **Commissioner Keyes made a motion to grant a performance based inc\$2,500 to Ms. Dixon. Commissioner Spruill seconded; motion carried unanimously.**

Commissioner Spruill stated he would like to be a Commissioner on the Economic Development Advisory Council Member. The Board can bring back possible names of other members.

With no further business to discuss, **Commissioner Keyes made a motion to adjourn the meeting. Commissioner Spruill seconded; motion carried unanimously.**

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

Carol V. Phelps
Chair

December 2, 2024

The Washington County Board of Commissioners met in a Special Called meeting on Monday, December 2, 2024, at 4:30 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Ann C. Keyes, Tracey A. Johnson, 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 and County Finance Officer Missy Dixon. Clerk to the Board Julie J. Bennett was unable to attend.

Chair Keyes called the meeting to order.

AUDIT PRESENTATION FOR WASHINGTON COUNTY FY 2024: Mr. Thompson of Thompson, Price, Scott, Adams & Co., P.A. spoke to the Board and gave the following presentation.

Washington County

Presentation Agenda

	<u>PAGE(s)</u>
I. GENERAL COMMENTS	
II. REQUIRED COMMUNICATIONS AU-C 260	1-3
III. AUDIT RESULTS	4-11
IV. QUESTIONS AND COMMENTS	
V. CLOSE	



Thompson, Price, Scott, Adams & Co, P.A.

P.O. Box 398
1626 S Madison Street
Whiteville, NC 28472
Telephone (910) 642-2109
Fax (910) 642-5958

Alan W. Thompson, CPA
R. Bryon Scott, CPA
Gregory S. Adams, CPA

November 22, 2024

To the Board of Commissioners
Washington County
Plymouth, North Carolina

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Washington County for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and OMB Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 17, 2024. Professional standards also required that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Washington County are described in Note 1 to the financial statements. The County adopted GASB Statement 100 "Accounting Changes and Error Corrections" for the year ended June 30, 2024. We noted no transactions entered into by Washington County during the year for which there was a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant estimate(s) or assumptions noted during the audit.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. There are no such disclosures identified.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Members
American Institute of CPAs - N.C. Association of CPAs – AICPA's Private Companies Practice Section

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representation

We have requested certain representations from management that are included in the management representation letter dated November 22, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Auditing Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Washington County's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We identified technical errors in Medicaid Compliance testing that are discussed in the audit report as Findings 2024-001, 2024-002, and 2024-003.

The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board. The County is required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager. The items that you will be required to respond to in this letter are the FPICs identified on the Data Input Worksheet concerning the Water and Sewer Capital Assets Condition Ratio and the Tax Revenues being more than 3% under budget.

Other Matters

We applied certain limited procedures to the Schedule of County's Proportionate Share of Net Pension Liability (LGERS), Schedule of County Contributions (LGERS), Schedule of County's Proportionate Share of Net Pension Asset (ROD), Schedule of County Contributions (ROD), Schedule of Changes in Total Pension Liability - Law Enforcement Officer's Special Separation Allowance, and Schedule of Changes in Total OPEB Liability and Related Ratios, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained

during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual non-major fund statement schedules, budgetary schedules, and other schedules, and the schedule of expenditures of federal and State awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Please ensure that management and the Board is aware of the new GASB pronouncements for the upcoming fiscal year. Be especially mindful of GASB No.101: Compensated Absences, as the implementation of this standard may take a significant amount of time and resources to gather the necessary information. If the proper resources are not allotted for the implementation of this standard, this could potentially cause a significant delay in the completion of the upcoming audit.

Restriction on Use

This information is intended solely for the use of the Board of Commissioners and management of Washington County and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

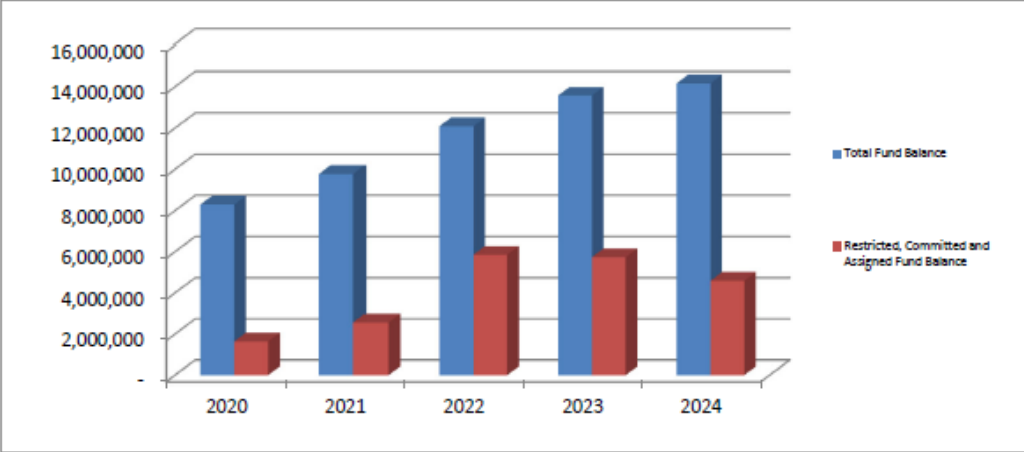
Thompson, Price, Scott, Adams & Co., P.A.

Thompson, Price, Scott, Adams & Co, P.A.

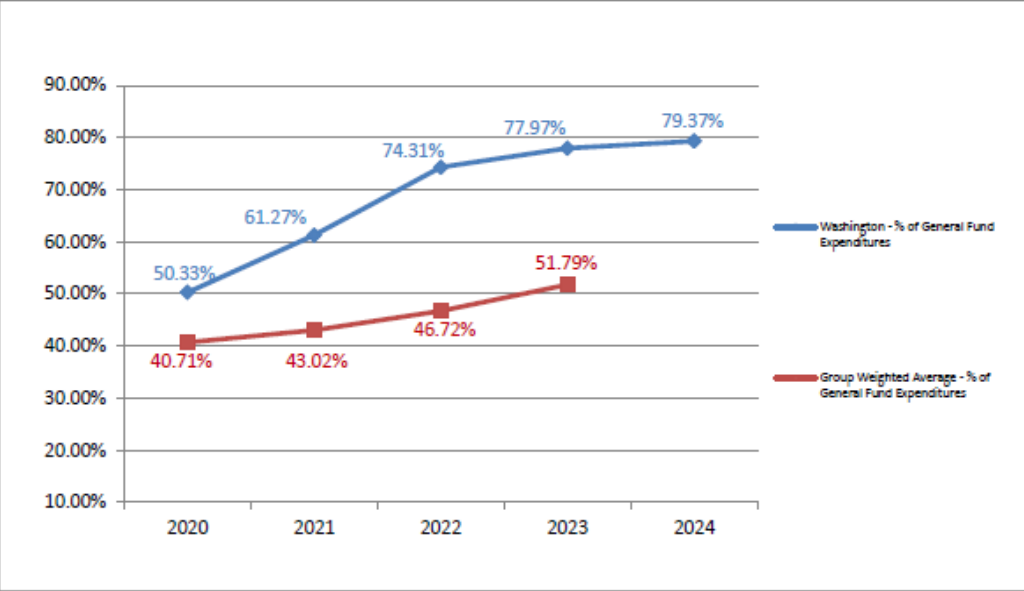
Washington County					
FINANCIAL INFORMATION FOR 5 YEARS					
	2024	2023	2022	2021	2020
Total Fund Balance - General Fund	14,163,982	13,571,403	12,093,361	9,781,691	8,293,894
Unavailable Fund Balance - GF (Restricted for State Statute, Inventories, Prepaids)	1,319,185	1,654,298	1,411,742	1,211,964	1,203,854
Restricted, Committed, and Assigned Fund Balance	4,586,825	5,732,742	5,852,581	2,562,617	1,643,420
General Fund Expenditures (including Transfers out)	16,183,989	15,284,440	14,373,938	13,986,925	14,086,611
Fund Balance Available as % of General Fund Expenditures	79.37%	77.97%	74.31%	61.27%	50.33%
Unassigned Fund Balance	9,577,157	7,838,661	6,240,780	7,089,712	5,446,620
Unassigned Fund Balance as % of General Fund Expenditures (including Transfers out)	59.18%	51.29%	43.42%	50.69%	38.67%
Revenues over (under) expenditures before other financing sources					
General Fund	1,357,603	2,086,789	1,064,093	1,963,662	1,189,090
Sanitation Fund	(70,690)	(142,490)	(62,776)	75,685	(70,459)
Water Fund	474,381	272,282	319,741	304,183	275,967
Cash vs. Accumulated Depreciation - Water Fund					
Total Fixed Assets	12,056,472	11,636,920	11,633,634	11,536,859	11,533,637
Accumulated Depreciation	6,258,668	6,004,424	5,825,385	5,519,589	5,285,780
Cash	1,973,740	1,864,428	2,234,662	1,717,240	1,009,398
Cash vs. Accumulated Depreciation - Sanitation Fund					
Total Fixed Assets	636,549	626,875	682,975	695,067	682,975
Accumulated Depreciation	309,003	301,930	351,682	345,334	338,986
Cash	1,060,476	1,378,721	587,909	853,330	1,014,861
Cash vs. Fund Balance (Net Position)					
Cash - General	13,459,243	12,512,336	11,220,827	11,766,145	9,522,502
Cash - Other Governmental	27,697,086	26,122,517	3,681,880	840,050	966,617
Cash - Sanitation Fund	1,060,476	1,378,721	587,909	853,330	1,014,861
Cash - Water Fund	1,973,740	1,864,428	2,234,662	1,717,240	1,009,398
Fund Balance - General	14,163,982	13,571,403	12,093,361	9,781,691	8,293,894
Fund Balance - Other Governmental Funds	13,551,152	22,686,652	3,388,052	3,238,338	2,972,818
Net Position - Sanitation Fund	84,165	54,855	162,345	(388,012)	(498,697)
Net Position - Water Fund	4,112,886	3,638,505	3,366,223	3,046,482	2,742,299
Property Tax Rates	0.840	0.840	0.840	0.845	0.845
Collection Percentages	93.99%	80.15%	95.87%	95.96%	95.71%
Collection Percentages (excluding Motor Vehicle)	93.19%	78.02%	95.36%	95.45%	95.23%
Total Property Valuation	1,033,458,141	1,181,869,926	1,012,857,345	1,002,715,148	1,021,442,963
Total Levy Amount	8,681,049	9,919,997	8,498,170	8,472,943	8,273,688
Breakdown of Debt (Excl Compensated Absences & OPEB)					
Governmental - Installment Purchase (Direct Placement)	19,796,000	19,796,000	43,212	114,458	234,122
Governmental - Lease & Subscription Liabilities	-	3,746	18,601	33,086	-
Business-type - Revenue Bonds	2,641,000	2,905,000	3,164,000	3,357,147	3,573,567
Business-type - Notes Payable (Direct Borrowing)	279,924	307,917	335,909	363,902	391,894
	22,716,924	23,012,663	3,561,722	3,868,593	4,199,583

Washington County						
FINANCIAL INFORMATION FOR 5 YEARS						
	2024	2023	2022	2021	2020	
Breakdown of General Fund Revenues						
Ad Valorem Taxes	8,412,556	8,339,932	8,510,284	8,550,407	8,313,844	
Other Taxes, License & Permits	3,048,615	2,858,255	2,649,592	2,543,205	2,326,057	
Intergovernmental Revenue	3,910,234	3,539,692	3,669,587	4,137,091	3,445,361	
Sales and Services	243,623	306,041	257,272	165,278	304,367	
Investment Earnings	1,038,891	423,502	29,932	9,118	92,284	
Miscellaneous	122,650	722,668	182,548	69,605	172,772	
Total	16,776,569	16,190,090	15,299,215	15,474,704	14,654,685	
Breakdown of General Fund Expenditures						
General Government	3,425,707	3,172,729	3,155,326	2,854,358	2,952,196	
Public Safety	3,998,828	3,846,882	3,782,146	3,565,761	3,693,340	
Economic and Physical Development	218,202	180,223	198,852	198,466	187,796	
Human Services	5,276,207	4,551,829	4,817,068	4,483,759	4,069,048	
Cultural & Recreational	748,272	577,057	532,105	534,673	523,981	
Education	1,735,000	1,748,298	1,735,000	1,822,407	1,984,881	
Debt Service	16,750	26,283	14,625	51,636	54,353	
Total	15,418,966	14,103,301	14,235,122	13,511,060	13,465,595	

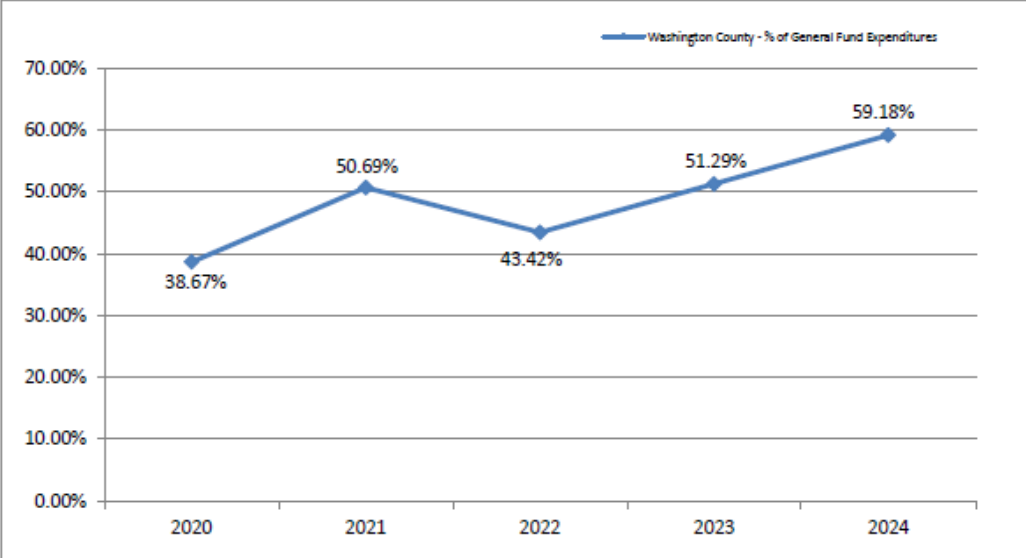
Washington County Analysis of Fund Balance



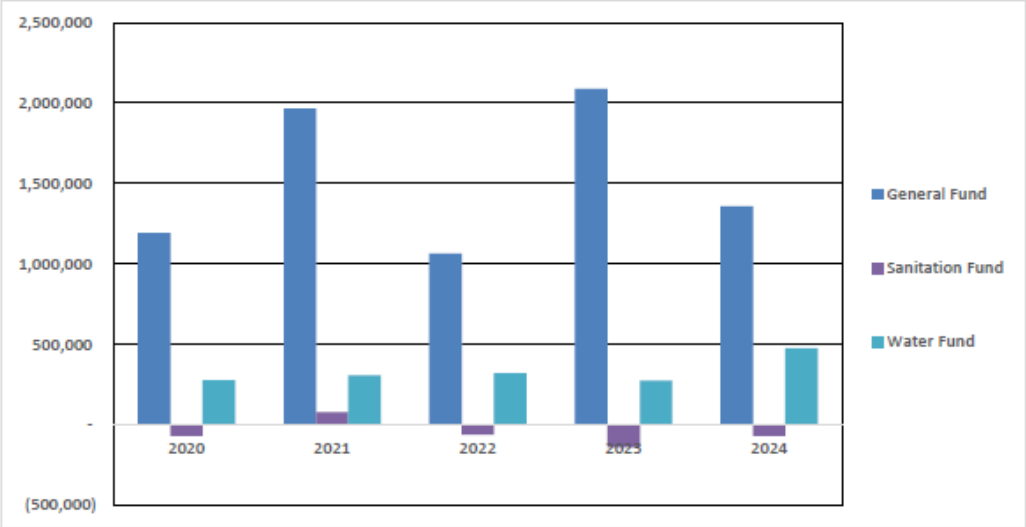
Washington County Analysis of Fund Balance Available (Note - 2024 Group Weighted Average Not Available at Date of Presentation)



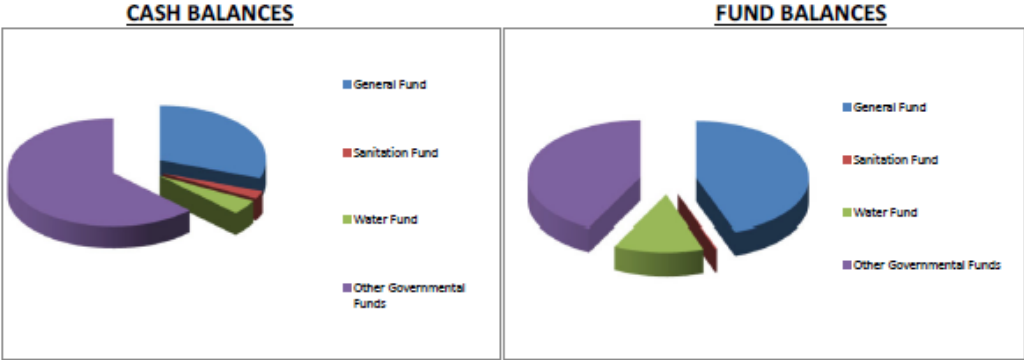
Washington County Analysis of Unassigned Fund Balance as a % of General Fund Expenditures



Washington County Analysis of Revenues Over (Under) Expenditures before Transfers



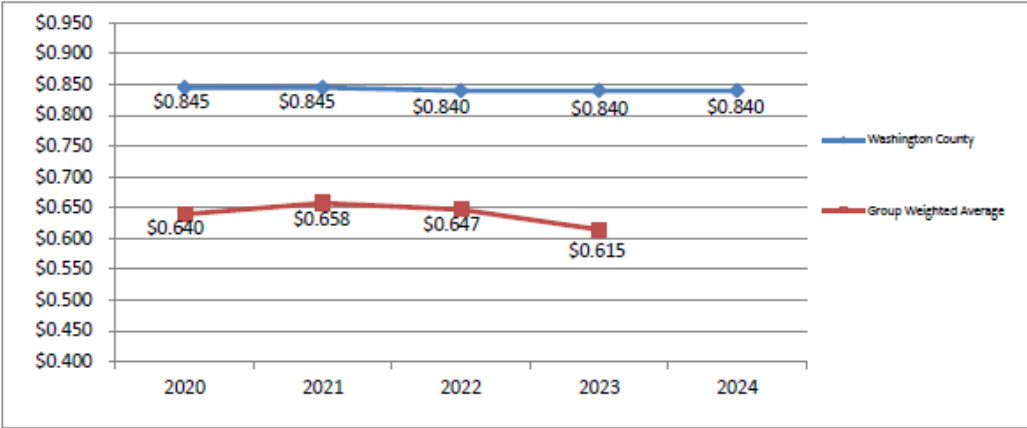
**Washington County
Analysis of Cash and Fund Balances
at June 30, 2024**



	2024	
	<u>Cash Balances</u>	<u>Fund Balances</u>
General Fund	\$ 13,459,243	\$ 14,163,982
Other Governmental Funds	27,697,086	13,551,152
Sanitation Fund	1,060,476	84,165
Water Fund	1,973,740	4,112,886
Total	\$ 44,190,545	\$ 31,912,185

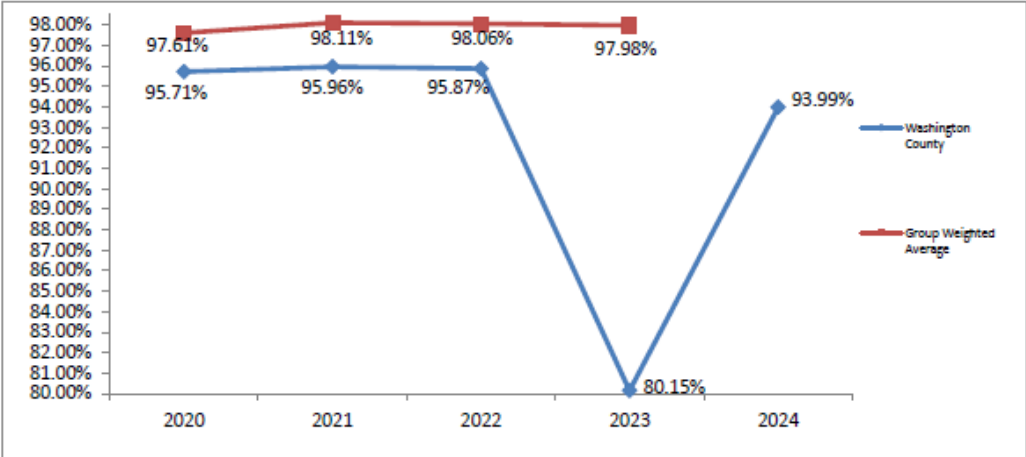
**Washington County
Property Tax Rates**

(Note - 2024 Group Weighted Average Not Available at Date of Presentation)



Washington County Collection Percentages

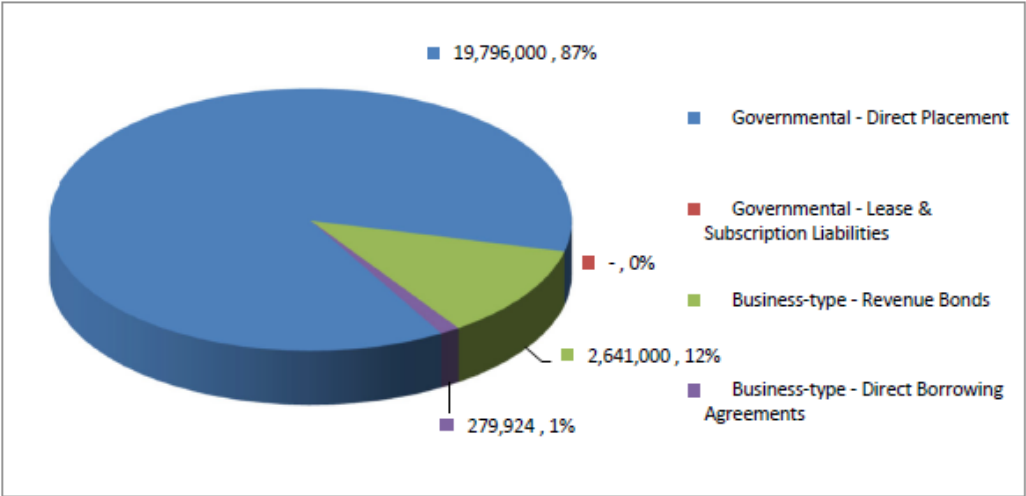
(Note - 2024 Group Weighted Average Not Available at Date of Presentation)



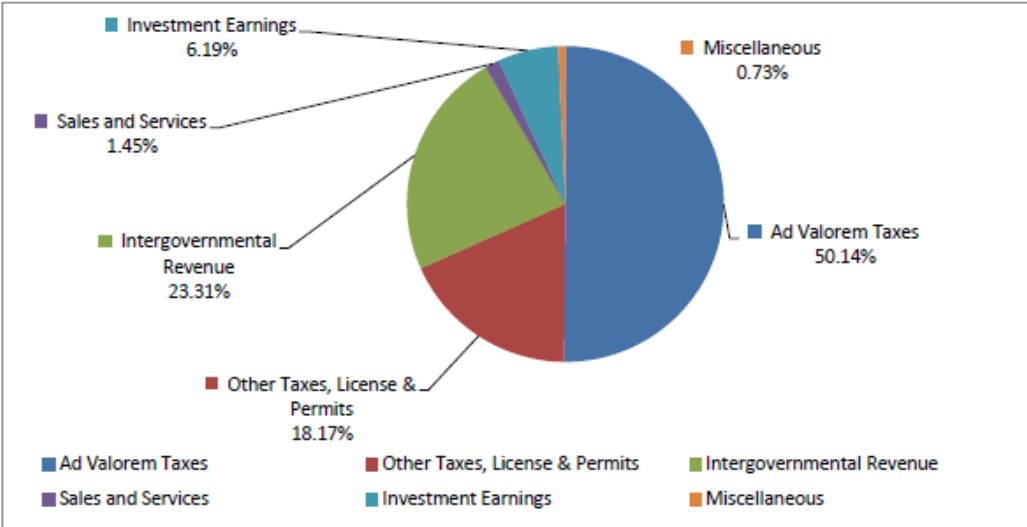
2023 Collection % significantly off as a result of the Solar Farm Discovery that is being paid on a payment plan over several years.

Washington County

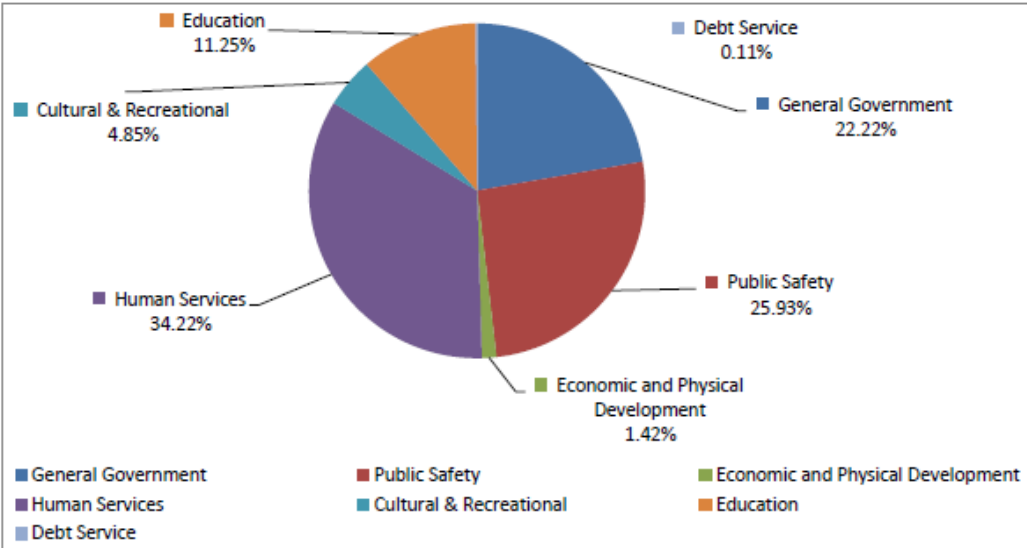
Debt Analysis (excluding Compensated Absences, Pension Liability & OPEB Liability)
FYE June 30, 2024



Washington County
Break Down of General Fund Revenue
FYE June 30, 2024



Washington County
Break Down of General Fund Expenditures
FYE June 30, 2024



ADDITIONAL REQUIRED COMMUNICATIONS

Changes to the Audit Process

The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board.

You are required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager.

The following are the items that have to be addressed by responding directly to the LGC with a corrective action plan.

Cash Flow Indicators:		2022	2023	2024	Minimum Threshold	Unit Results
8	Water and Sewer Capital Assets Condition Ratio	0.50	0.48	0.46	Remaining useful life of asset greater than or equal to 0.50	0.46

This capital assets condition ratio formula calculates the remaining useful life. A remaining useful asset value less than 0.50 may signal the need to replace the assets in the near future.

		2024	Target	
10	The budgeted ad valorem tax (including motor vehicles) for the General fund had more than 3% uncollected for the fiscal year audited. Decreases are shown by a negative percentage.	-4.73%	Less than 3%	-4.73%

This indicator shows that the local government did not collect 3% (or more) of its budgeted ad valorem taxes. This could be an indicator of negative economic events, inaccurate budgeting, and/or issues with the collection process. Uncollected revenues at the 3% level represent several pennies of the tax rate.

Mr. Thompson confirmed an unmodified, or what they call a clean audit. He mentioned that the general fund balance has trended upward since 2020. Mr. Thompson made mention of two observations for the Board to be aware of, the depreciation vs fixed assets ratio and that there was over a 3% difference in ad valorem tax collected vs budgeted. He advised that he is obligated to report on these observations and would not otherwise.

Commissioner Johnson asked for clarification on whether these items were considered findings or observations. Mr. Thompson answered these were only observations he was obligated to report.

Chair Keyes thanked Mr. Thompson for his presentation and thanked staff for their efforts in keeping Washington County financially viable.

Mr. Potter noted that the fixed assets mentioned above were in the Water Dept. He also advised the Board that the general fund balance can be misleading and urged the Board to focus on the unassigned general fund balance.

At 5:00 PM, with no further business to discuss, **Commissioner Phelps made a motion to adjourn the meeting. Commissioner Walker seconded; motion carried unanimously.**

Jason Squires, ACM
Deputy Clerk to the Board

Ann C. Keyes
Chair