

HERTFORD COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
COMMISSIONER'S CHAMBERS/MULTI-PURPOSE ROOM – JUDICIAL CENTER

Monday, April 19, 2021 - 7:00 PM

Present: Com. Ronald J. Gatling, Chairman, Com. John D. Horton, Vice-Chair Com. Leroy Douglas, Com. Andre' Lassiter, and Com. William F. Mitchell, Jr.

Also Present with the Board: Mr. David B. Cotton, County Manager, Dr. Renee Fleetwood, Clerk to the Board, Attorney Charles L Revelle, III, County Attorney
Attorney Maria Jones, Revelle & Lee

The following directors attended the meeting: Mrs. Brenda Brown, DSS Director, Mrs. Renee Draper, Finance Director, Mrs. Shelia Privott, Board of Election Director, and Sheriff Dexter Hayes.

Chairman Ronald J. Gatling called the meeting to order at 7:00 PM, and Com. William F. Mitchell, Jr. provided the Invocation.

On a motion by Com. Mitchell and a second by Com. Andre' Lassiter, the Board approved to amend the Agenda to remove Memo #9617 HOME Consortium Grant Program Presentation.

Chairman Gatling and the Board recognized County Manager David Cotton's Birthday.

CONSENT AGENDA

On a motion by Com. Mitchell and a second by Com. Andre' Lassiter, the Board approved the Consent Agenda as follows:

- Approved April 5, 2021 Minutes

■ Approval of March 2021 Releases

RELEASES FOR MONTH ENDING

March 2021

		LEVY	VALUE	TAX
AHOSKIE TOWNSHIP	NAME	YEAR	RELEASED	RELEASED
Bill#35065-2020-2020 Taxpayer already billed for 1970 boat on abstract #35104	Pierce, Steven N.	2020	500	G01-\$4.20 LLP-\$0.42
MURFREESBORO TOWNSHIP				
Bill#2476-2020-2020 Taxpayer failed to report to Tax Assessor's office that mobile home was sold until 3/19/21 Our office will send discovery letter to the new owner for 2020 & 2021	Vaughan, Alvina L	2020	4602	G01-\$38.66 LLP-\$3.87 W01-\$90.00 W02-\$90.00
Bill#26014-2019-2019 Owner failed to take care of his listing MH is owned by Shameka Moore & Michael Madric Heirs	Bishop, Ruben Jr	2019	2474	G01- \$20.78 LLP- \$2.08 W01-\$90.00 W02-90.00
Bill #2205-2020-2020 Owner failed to take care of his listing MH is owned by Shameka Moore & Michael Madric Heirs	Bishop, Ruben, Jr	2020	2326	G01-\$19.54 LLP- \$1.95 W01-\$90.00 W02-\$90.00
WINTON TOWNSHIP				
MANEY'S NECK TOWNSHIP				
ST. JOHN TOWNSHIP				
HARRELLSVILLE TOWNSHIP				

TOTAL VALUE APPROVED THIS REPORT (2020 LEVY)	<u>\$5102.00</u>
TOTAL TAX RELEASED THIS REPORT (2020 LEVY)	<u>\$230.15</u>
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	<u>\$2326.00</u>
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	<u>\$201.49</u>

TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2020)	<u>\$90.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2020)	<u>\$90.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2019)	<u>\$90.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2019)	<u>\$90.00</u>

Respectfully submitted,
 Tammy H. Eason
 Tammy H. Eason, Tax Collector

■ Request Approval of NCVTS Refund to Percy Bunch, Jeffrey Jones, and Julie Martin

North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 4/6/2021 2:49:48 PM

Owner Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Bill #	Status	Transaction #	Refund Description	Refund Reason	Create Date	A	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BUNCH, PERCY ELVIN	BUNCH, PERCY ELVIN		PO BOX 216	MURFREESBORO, NC 27855	Adjustment >= \$100	0052280404	PENDING	213292821	Refund Generated due to adjustment on Bill #0052280404-2020-2020-0000-00	Adjustment	####		G01	Tax	(\$392.65)	\$0.00	(\$392.65)
													C04	Tax	(\$308.51)	\$0.00	(\$308.51)
													C04	Vehicle Fee	\$0.00	\$0.00	\$0.00
																Refund	\$701.16
JONES, JEFFREY HAYWOOD	JONES, JEFFREY HAYWOOD		400 HOLLY HILL RD	MURFREESBORO, NC 27855	Proration	0046452982	PENDING	213290724	Refund Generated due to proration on Bill #0015382472-2020-2020-0000-00	Tag Surrender	####		G01	Tax	(\$210.37)	\$0.00	(\$210.37)
													C04	Tax	(\$165.28)	\$0.00	(\$165.28)
													C04	Vehicle Fee	\$0.00	\$0.00	\$0.00
																Refund	\$375.65
MARTIN, JULIE BRITT	MARTIN, JULIE BRITT	MARTIN, ROY EARL JR	335 JAY TRL	MURFREESBORO, NC 27855	Proration		PENDING	210530973	Refund Generated due to proration on Bill #0053179725-2019-2019-0000-00	Tag Surrender	####		G01	Tax	(\$78.92)	\$0.00	(\$78.92)
													C04	Tax	(\$62.00)	\$0.00	(\$62.00)
													C04	Vehicle Fee	\$0.00	\$0.00	\$0.00
																Refund	\$140.92

PUBLIC COMMENT

No public comment was given.

REQUEST APPROVAL OF 2020 HAVA FUNDS: DS200 VOTING EQUIPMENT

On a motion by Vice-Chair Horton and a second by Com. Mitchell, the Board approved the 2020 HAVA Funds: DS200 Voting Equipment in the amount of \$105,392.50 as presented by Board of Elections Director Mrs. Shelia Privott and recommended by County Manager David B. Cotton.

REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2020-2021 AMENDMENT #19, 20, 21

On a motion by Com. Mitchell and a second by Com. Douglas, the Board approved the Hertford County Budget Ordinance Fiscal Year 2020-2021 Amendment #19 in the amount of \$459,521.95 for COVID Recovery Act Grant Disbursement/Reimbursement.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2020-2021

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
GENERAL FUND	100107-419919	COVID-19 RECOVERY ACT	427,724.53	
SOLID WASTE	620117-444802	COVID-19 RECOVERY - ENT	22,033.42	
NORTHERN RURAL WATER	650118-444802	COVID-19 RECOVERY - ENT	1,053.92	
SOUTHERN RURAL WATER	660119-444802	COVID-19 RECOVERY - ENT	8,710.08	
Total Changes in Revenue			\$459,521.95	\$ -

Net Change in Revenue

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
GENERAL FUND	109900-599103	COVID RECOVERY ACT	248,056.26	
REGISTER OF DEEDS	104160-526000	SUPPLIES & MATERIALS	751.19	
REGISTER OF DEEDS	104160-531100	TRAVEL	19.20	
SHERIFF	104180-512100	SALARIES & WAGES - REGULAR	39,375.00	
JAIL	104190-512100	SALARIES & WAGES - REGULAR	36,000.00	
JAIL	104190-526000	SUPPLIES & MATERIALS	983.45	
EMERGENCY MGT	104200-512100	SALARIES & WAGES - REGULAR	1,800.00	
AMBULANCE (EMS)	104205-512100	SALARIES & WAGES - REGULAR	29,700.00	
AMBULANCE (EMS)	104205-521200	UNIFORMS	400.00	
AMBULANCE (EMS)	104205-523800	DRUGS AND MEDICAL SUPPLIES	6,202.32	
AMBULANCE (EMS)	104205-526001	SUPPLIES & MATERIALS - VEHIC	247.23	
AMBULANCE (EMS)	104205-551002	CAPITAL OUTLAY - EQUIPMENT	8,558.00	
E-911	104206-526000	SUPPLIES & MATERIALS	201.67	
ANIMAL CONTROL	104210-512100	SALARIES & WAGES - REGULAR	3,000.00	
INSPECTIONS	104230-512100	SALARIES & WAGES - REGULAR	1,050.00	
BUILDINGS & GROUNDS	104260-512600	SALARIES & WAGES - PT	15,000.00	
BUILDINGS & GROUNDS	104260-521100	HOUSEKEEPING SUPPLIES	526.65	
BUILDINGS & GROUNDS	104260-526000	SUPPLIES & MATERIALS	30.57	
BUILDINGS & GROUNDS	104260-551002	CAPITAL OUTLAY - EQUIPMENT	14,130.00	
VETERAN SERVICES	104270-512100	SALARIES & WAGES - REGULAR	750.00	
SOIL CONSERVATION	104280-526000	SUPPLIES & MATERIALS	17.99	
TECHNICAL SUPPORT	104370-551002	CAPITAL OUTLAY - EQUIPMENT	9,675.00	
ADMINISTRATION	104410-512100	SALARIES & WAGES - REGULAR	11,250.00	
SOLID WASTE	624690-512100	SALARIES & WAGES - REGULAR	21,750.00	

SOLID WASTE	624690-526000	SUPPLIES & MATERIALS	283.42	
NORTHERN RURAL WATER	654700-512600	SALARIES & WAGES -PT	210.00	
NORTHERN RURAL WATER	654700-535202	MAIN AND REPAIR - BUILDING	843.92	
SOUTHERN RURAL WATER	664710-512100	SALARIES & WAGES -REGULAR	6,000.00	
SOUTHERN RURAL WATER	664710-512600	SALARIES & WAGES -PT	540.00	
SOUTHERN RURAL WATER	664710-535202	MAIN AND REPAIR - BUILDING	2,170.08	
		Total Changes in Expenditures	\$459,521.95	\$ -

Net Change in Expenditures

Explanation:

COVID-19 RECOVERY ACT GRANT DISPERSEMENT/REIMBURSEMENT

Amendment # 19

Approved: _____

Posted: _____

Finance Director Date

On a motion by Com. Mitchell and a second by Com. Douglas, the Board approved the Hertford County Budget Ordinance Fiscal Year 2020-2021 Amendment #20 in the amount of \$9,669.36 for funds received above that which was budgeted.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2020-2021

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
AHOSKIE FIRE DEPARTMENT	280110-411000	TAXES-AD VALOREM CY	7,017.65	
AHOSKIE FIRE DEPARTMENT	280110-411001	TAXES-AD VALOREM PY	130.42	
AHOSKIE FIRE DEPARTMENT	280110-411002	TAXES-AD VALOREM FY	253.79	
AHOSKIE FIRE DEPARTMENT	280110-411100	TAXES PENALTIES AND INTEREST	731.28	
AHOSKIE FIRE DEPARTMENT	280110-411500	PRIOR YEARS VEHICLE TAX	31.49	
UNION FIRE DEPARTMENT	290111-411000	TAXES-AD VALOREM CY	644.04	
UNION FIRE DEPARTMENT	290111-411001	TAXES-AD VALOREM PY	535.06	
UNION FIRE DEPARTMENT	290111-411100	TAXES PENALTIES AND INTEREST	103.16	
UNION FIRE DEPARTMENT	290111-411500	PRIOR YEARS VEHICLE TAX	5.84	
WOODLAND FIRE DEPARTMENT	260126-411001	TAXES-AD VALOREM PY	149.10	
WOODLAND FIRE DEPARTMENT	260126-411100	TAXES PENALTIES AND INTEREST	32.20	
WOODLAND FIRE DEPARTMENT	260126-411502	NC VEH TAXES FIRE DISTRICTS	35.33	
Total Changes in Revenue			\$9,669.36	\$ -

Net Change in Revenue

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
AHOSKIE FIRE DEPARTMENT	284610-569000	CONTRACTED SERVICES	8,164.63	
UNION FIRE DEPARTMENT	294615-569000	CONTRACTED SERVICES	1,288.10	
WOODLAND FIRE DEPARTMENT	264640-569000	CONTRACTED SERVICES	216.63	
Total Changes in Expenditures			\$9,669.36	\$ -

Net Change in Expenditures

Explanation:

Funds received above that which was budgeted.

Finance Director
Date

Amendment # 20
Approved:
Posted:

On a motion by Com. Mitchell and a second by Com. Douglas, the Board approved the Hertford County Budget Ordinance Fiscal Year 2020-2021 Amendment #21 in the amount of \$51,800.00 for funds awarded for 2020 HAVA Grant Board of Elections.

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2020-2021

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Elections	100060-413207	2020 HAVA	51,800.00	
		Total Changes in Revenue	\$51,800.00	
				\$ -
		Net Change in Revenue	51,800.00	

EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
Elections	104150-555005	2020 HAVA	51,800.00	
		Total Changes in Expenditures	\$51,800.00	\$ -
		Net Change in Expenditures	51,800.00	

Explanation:

Funds awarded for 2020 HAVA Grant - Elections

Amendment # 21
 Approved: _____
 Posted: _____

Finance Director _____ Date _____

FEBRUARY 2021 MONTHLY FINANCIAL REPORT

Finance Director Renee Draper presented the February 2021 Monthly Financial Report as attached.

County of Hertford
Monthly Financial Report

February 2021



Renee' B. Draper, Finance Director

David B. Cotton, County Manager



Table of Contents

Letter of Transmittal.....	1
Comparative Statement of General Fund Revenues.....	3
Delinquent Taxes.....	4
Comparative Statement of General Fund Expenditures.....	5
Comparative Statement of Enterprise Fund Revenues & Expenditures.....	7
Rural Water District Funds.....	7
Tunis Sewer District Fund.....	8
Sanitation (Solid Waste) Fund.....	8
Operating Cash & Investment Balances.....	9
Outstanding Long-Term Debt.....	10
Economic Indicators & Hertford County Public School Capital Outlay Requests	11
Year to Date Line Item Detail by Department/Office/Agency.....	12

Letter of Transmittal

April 19th, 2021

County Administration and the Finance Department are pleased to present the February 28, 2021, Monthly Financial Report (MFR) to the Board of County Commissioners and the Citizens of Hertford County.

The MFR is intended to provide informative and relevant financial data to the Board of County Commissioners and the Citizens of Hertford County. The MFR includes highlights of the County's financial position and relative stability as of February 28, 2021. The financial information, which is unaudited, includes a comparative analysis of the General Fund as well as the Enterprise Fund(s) revenues and expenditures to date for the periods ending February 28, 2020 and 2021.

Interpretative Note: the figures, amounts, data points and percentages contained in the MFR will be impacted by timing differences in receipts and payments from the comparative fiscal years. These timing anomalies are most pronounced early in the Fiscal Year due to the ad valorem tax receipt deadline and the quarterly disbursement cycle of sales tax revenues. Further, all funds except the Enterprise Funds are accounted for on a modified accrual basis of accounting as required by the North Carolina General Statute § 159-26(c). Under modified accrual accounting, revenues are reported when they are both measurable and available. Expenditures are recorded in the period in which the liability is incurred, except for interest on long-term debt and accrued compensated absences. The Enterprise Funds use a full accrual accounting, recording revenues when earned and expenditures when incurred.

Exhibit 1 indicates that as of February 28, 2021, General Fund revenues totaled \$19.1 million, which equates to 66.6% of the budgeted annual revenue (this does not include transfers).

Exhibit 2 provides an overview of the delinquent tax figures.

Exhibit 3 indicates that as of February 28, 2021, General Fund expenditures totaled \$16.9 million, which equates to 59.2% of the budgeted annual expenditures (this does not include transfers).

Exhibit 4 indicates that as of February 28, 2021 Southern Rural Water District Fund revenues totaled \$692,668, which equates to 58.6% of the budgeted annual revenue and the expenditures totaled \$832,363, which equates to 70% of the budgeted annual expenditures (these do not include transfers). Southern Rural Water District has a debt service payment at the beginning of the fiscal year totaling \$352,528. Further, the debt service amount equates to approximately thirty percent of the total annual operating budgeted amount for Fiscal Year 2020 – 2021. As such, the debt service payment arbitrarily skews the year to date expenditure report. By comparing the operating expenditures (absent the annual debt service) with the operating revenues, a more accurate assessment may be made of the enterprise fund's financial position. Based on the described analysis, revenues collected are at approximately 41% and expenditures to date total approximately 57.9%. Finally, as the fiscal year progresses, the overall budgeted percentages will track more in line with the actual year to date percentages.

Exhibit 5 indicates that as of February 28, 2021, Northern Rural Water District Fund revenues totaled \$304,794, which equates to 53.4% of the budgeted annual revenue and the expenditures totaled \$349,952, which equates to 64.7% of the budgeted annual expenditures (these do not include transfers). Northern Rural Water District has a debt service payment at the beginning of the fiscal year totaling \$166,830. Further, the debt service amount equates to approximately one-third of the total annual operating budgeted amount for Fiscal Year 2020 – 2021. As such, the debt service payment arbitrarily skews the year to date expenditure report. By comparing the operating expenditures (absent the annual debt service) with the operating revenues, a more accurate assessment may be made of the enterprise fund's financial position. Based on the described analysis, revenues collected are at approximately 87.1% and expenditures to date total approximately 50.1%. Finally, as the fiscal year progresses, the overall budgeted percentages will track more in line with the actual year to date percentages.

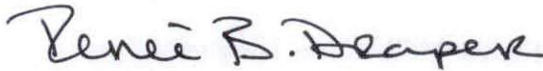
Exhibit 6 indicates that as of February 28, 2021, Tunis Sewer District Fund revenues totaled \$16,005, which equates to 43.9% of the budgeted annual revenue as well as expenditures totaled at \$5,539, which equates to 15.2% of the budgeted annual expenditures (this does not include transfers).

Exhibit 7 indicates that as of February 28, 2021, Sanitation (Solid Waste) Fund revenues totaled \$1,020,517, which equates to 80.9% of the budgeted annual revenue (this does not include transfers) & Sanitation (Solid Waste) Fund expenditures totaled \$738,521, which equates to 80% of the budgeted annual expenditures (this does not include transfers).

Exhibit 8 illustrates a graphical depiction of the County-wide operating cash balance on a month to month basis for the Fiscal Years 2018-2021.

Exhibit 9 is a descriptive illustration of the County's outstanding long-term debt as of June 30th for Fiscal Years 2018 to 2020, as well as the debt related activity for the period ending February 28, 2021.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Renee B. Draper". The signature is fluid and cursive, with the first name "Renee" being the most prominent part.

Renee' B. Draper, Finance Director

Comparative Statement General Fund Revenues

As a point of comparison, the County's total General Fund revenue collection is not noticeably different from the same reporting period in Fiscal Year 2019-2020. However, revenue collections are likely to decline as the partial economic shutdown associated with COVID-19 continues to impact our community. Based on current economic forecasts and fiscal trends; the post COVID-19 economic recovery will likely extend longer than earlier projected by economist. County staff will continue to monitor federal and State legislative trends, which may impact our local economy. Lastly, County staff will analyze revenue collection statistics and offer recommendations to the Board of County Commissioners to ensure that the County maintains fiscal prudence and financial solvency.

As of February 28, 2021, General Fund revenues totaled \$19.1 million, which equates to 66.6% percent of the budgeted revenues that have been collected by the County. As well, no single revenue source or category of revenues has sufficient receipts to establish a clear pattern. However, from other economic data, County staff are able to extrapolate that Fiscal Year 2020-2021 revenue collections may trend closely to budgeted figures.

Revenues may not track consistently with the calendar since many revenue sources have due dates that do not occur consistently throughout the Fiscal Year. Large revenue sources, such as ad valorem and personal property tax revenues are remitted throughout the year with a single deadline occurring in January of each year.

Exhibit 1

DESCRIPTION	Fiscal Year 2019-2020			Fiscal Year 2020-2021		
	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Ad Valorem Taxes	\$12,351,186	\$11,965,064	96.9%	\$12,791,331	\$12,203,784	95.4%
Vehicle Taxes	\$60,000	\$32,397	54.0%	\$40,000	\$13,401	33.5%
NC New Vehicle Taxes	\$1,268,225	\$866,438	68.3%	\$1,270,225	\$924,800	72.8%
Sales Taxes	\$5,042,000	\$2,140,436	42.5%	\$4,788,588	\$2,298,934	48.0%
Other Taxes & Licenses	\$83,000	\$43,629	52.6%	\$71,479	\$36,410	50.9%
Unrestricted Intergovernmental	\$60,000	\$0	0.0%	\$60,000	\$0	0.0%
Restricted Intergovernmental	\$579,409	\$290,031	50.1%	\$667,203	\$239,895	36.0%
Restricted Intergovernmental - Aging	\$334,979	\$183,126	54.7%	\$436,224	\$185,836	42.6%
Restricted Intergovernmental - Social Services	\$2,798,798	\$1,878,858	67.1%	\$2,934,989	\$1,488,929	50.7%
Permits & Fees	\$194,000	\$161,653	83.3%	\$213,000	\$183,185	86.0%
Sales & Services	\$1,680,150	\$1,064,012	63.3%	\$1,603,951	\$942,031	58.7%
Investment Earnings	\$150,000	\$77,089	51.4%	\$110,000	\$11,619	10.6%
Miscellaneous	\$32,935	\$108,447	329.3%	\$73,365	\$27,930	38.1%
Transfer Funds	\$143,551	\$83,502	58.2%	\$173,500	\$91,455	52.7%
Covid Relief Funds	-	-	-	\$994,386	\$460,422	46.3%
Fund Balance Appropriation	\$1,711,309	\$0	0.0%	\$2,458,834	\$0	0.0%
Totals	\$26,489,542	\$18,894,682	71.3%	\$28,687,075	\$19,108,630	66.6%

Delinquent Taxes

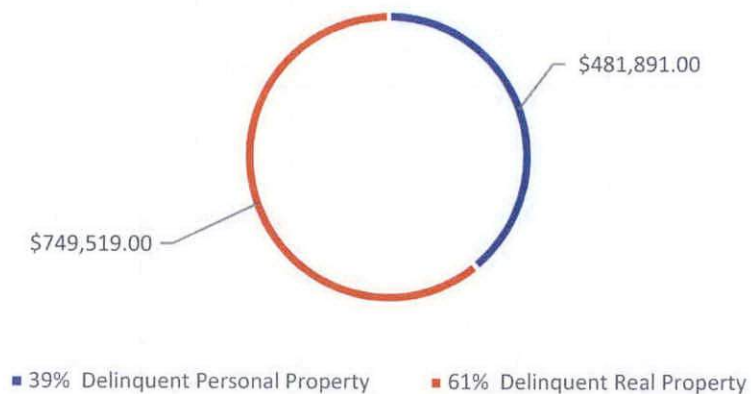
The Board of County Commissioners recognizes the significance and equity of collecting Delinquent Taxes. As such, the Board directed County staff to develop and implement a plan to ultimately increase the collection rate to ninety-nine (99%) percent. As of the Fiscal Year 2019-2020 Audit, the County's collection rate is 96.26% percent. The collection remedies for collecting delinquent taxes are provided in North Carolina General Statute § 105-366 through North Carolina General Statute § 105-375. The appointed Tax Collector may utilize attachment and garnishment, levy and sale of personal property, foreclosure, etc. to collect delinquent taxes. Based on the guidance from the Commissioners and the collection remedies available, County staff have devised a comprehensive plan to achieve the Board's goal.

As of June 30, 2020, the delinquent taxes balance was \$1,361,529, which equate to 9.7% percent of the total tax levy* (\$14,018,993). As of February 28, 2021, the delinquent taxes balance was \$1,231,410, which equates to 8.78% percent of the total tax levy. As a point of reference, one (0.01¢) penny on the tax rate generates approximately \$140,000 in tax revenue. The delinquent taxes balance equates to approximately ten (0.10¢) cents on the tax rate.

*Assumes collection rate of 100%

Exhibit 2

Delinquent Taxes as of February 28, 2021



Comparative Statement General Fund Expenditures

As of February 28, 2021, the General Fund expenditures for the first half of Fiscal Year 2020-2021 totaled \$16.9 million, at 59.2% of the annual budgeted amounts.

Additional expenses were incurred due to COVID-19. Finance is in the final steps of completing the budget amendment for council to consider and will then transfer the reimbursement to the departments that reported COVID expenditures.

General Fund expenditures are monitored and appropriation recommendations are submitted to the Commissioners throughout the Fiscal Year in accordance with the Board's guidance, statutory requirements, external economic variables as well as General Fund revenue receipts.

Exhibit 3

DESCRIPTION	Fiscal Year 2019-2020			Fiscal Year 2020-2021		
	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Governing Body	\$139,502	\$85,741	61.5%	\$139,815	\$77,556	55.5%
Fees For Taxes	\$62,500	\$37,802	60.5%	\$62,500	\$40,334	64.5%
Administration	\$451,256	\$324,937	72.0%	\$522,478	\$307,581	58.9%
Hr & Risk Services	\$424,320	\$213,241	50.3%	\$446,582	\$277,037	62.0%
Finance	\$374,437	\$175,572	46.9%	\$362,142	\$240,499	66.4%
Tax Assessor	\$294,311	\$161,902	55.0%	\$313,295	\$165,230	52.7%
Tax Collector	\$250,416	\$150,055	59.9%	\$257,329	\$159,489	62.0%
Elections	\$190,631	\$111,801	58.6%	\$274,063	\$205,074	74.8%
Register Of Deeds	\$211,501	\$130,342	61.6%	\$212,174	\$147,143	69.4%
Land Records	\$203,733	\$119,889	58.8%	\$208,764	\$131,136	62.8%
Sheriff	\$2,282,285	\$1,475,613	64.7%	\$2,321,876	\$1,525,943	65.7%
Jail	\$2,042,307	\$1,144,230	56.0%	\$1,978,221	\$1,199,884	60.7%
Emergency Management	\$327,565	\$207,481	63.3%	\$368,518	\$154,684	42.0%
Emergency Services	\$1,398,026	\$911,451	65.2%	\$1,423,245	\$908,570	63.8%
E911 Central Communications	\$690,235	\$403,782	58.5%	\$691,391	\$453,292	65.6%
Animal Control	\$103,910	\$53,523	51.5%	\$102,490	\$61,960	60.5%
Medical Examiner	\$20,000	\$8,800	44.0%	\$17,500	\$8,450	48.3%
Building Inspections	\$137,784	\$83,118	60.3%	\$138,546	\$86,660	62.5%
Economic Development	\$92,902	\$38,055	41.0%	\$153,582	\$8,582	5.6%
Public Buildings	\$1,033,202	\$699,198	67.7%	\$1,174,435	\$688,637	58.6%
Veterans Service	\$68,893	\$41,841	60.7%	\$70,076	\$44,042	62.8%
Soil Conservation	\$135,690	\$73,414	54.1%	\$138,062	\$81,536	59.1%
Coop Extension	\$166,104	\$63,693	38.3%	\$147,793	\$75,068	50.8%
Steps to Health Grant	\$1,611	\$579	35.9%	\$2,061	\$0	0.0%
Health Department	\$571,947	\$349,523	61.1%	\$529,819	\$339,377	64.1%

Exhibit 3 Continued

DESCRIPTION	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Courts Department	\$83,410	\$52,617	63.1%	\$74,101	\$54,247	73.2%
Mental Health	\$87,750	\$57,172	65.2%	\$86,390	\$58,092	67.2%
Community Based Alternative	\$105,016	\$70,011	66.7%	\$105,016	\$70,011	66.7%
DJJ & Delinquency Prevention	\$117,618	\$78,062	66.4%	\$138,810	\$90,140	64.9%
ROAP Grant	\$128,050	\$67,583	52.8%	\$29,033	\$18,725	64.5%
Legal Department	\$78,000	\$51,054	65.5%	\$78,000	\$50,000	64.1%
Central Services	\$27,250	\$14,987	55.0%	\$21,750	\$12,878	59.2%
Central Services-Telephone	\$142,537	\$76,782	53.9%	\$125,700	\$73,441	58.4%
Central Services-Tech Support	\$654,007	\$331,327	50.7%	\$666,006	\$481,975	72.4%
Aging Administration	\$316,334	\$180,753	57.1%	\$357,199	\$213,315	59.7%
Aging - Public Assistance	\$429,713	\$225,363	52.4%	\$491,616	\$209,944	42.7%
DSS Administration	\$2,508,317	\$1,529,123	61.0%	\$2,551,803	\$1,673,750	65.6%
DSS - Public Assistance	\$952,850	\$734,955	77.1%	\$1,169,231	\$842,137	72.0%
DSS - Grants	\$24,983	\$13,186	52.8%	\$39,642.00	\$14,730	37.2%
Local Funds	\$535,000	\$285,767	53.4%	\$431,500	\$250,292	58.0%
Debt Service - Judicial Center	\$940,820	\$157,359	16.7%	\$915,819	\$144,859	15.8%
DSS Renovation Loan	\$286,799	\$0	0.0%	\$281,374	\$0	0.0%
AES School Project	-	-		\$626,109	\$70,608	11.3%
Contribution Fire/Rescue	\$353,705	\$223,332	63.1%	\$341,042	\$229,324	67.2%
Public Schools	\$5,445,292	\$3,525,688	64.7%	\$5,415,792	\$3,517,431	64.9%
Special Appropriations	\$194,146	\$123,209	63.5%	\$183,474	\$118,722	64.7%
Operating Transfers	\$1,308,400	\$572,419	43.7%	\$1,223,000	\$607,805	49.7%
Contingency	\$100,000	\$0	0.0%	\$1,046,034	\$787,272	75.3%
Transfers/Adjustments	\$ (5,523.00)			\$ 231,876.00		
Totals	\$26,489,542	\$15,436,334	58.3%	\$28,687,075	\$16,977,466	59.2%

Comparative Statement Enterprise Fund Revenues & Expenditures

Hertford County has one kind of Proprietary Fund. Enterprise Funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Hertford County uses Enterprise Funds to account for its water and sewer activities and for its sanitation operations. Actual revenues and expenditures for the Enterprise Funds are recorded on the full accrual accounting basis method, meaning that revenues are recorded when earned and expenditures when incurred.

Hertford County operates four (4) Enterprise Funds to include: 1) Northern Rural Water District Fund, 2) Southern Rural Water District Fund, 3) Tunis Sewer District Fund & 4) Sanitation (Solid Waste) Fund. Enterprise Funds distinguish operating revenue and expenses from non-operating items. Operating revenues and expenses generally result from providing services as well as producing and delivering goods in connection with an Enterprise Fund's principal ongoing operations.

The budgeted figures for Fiscal Year 2020-2021 were established to support the ongoing operations and anticipated capital improvements for each Enterprise Fund. The budgeted revenue figures include estimated carryover from the prior Fiscal Year. Actual carryover amounts from Fiscal Year 2019-2020 to Fiscal Year 2020-2021 are reported as a component of operating revenue.

Exhibit 4

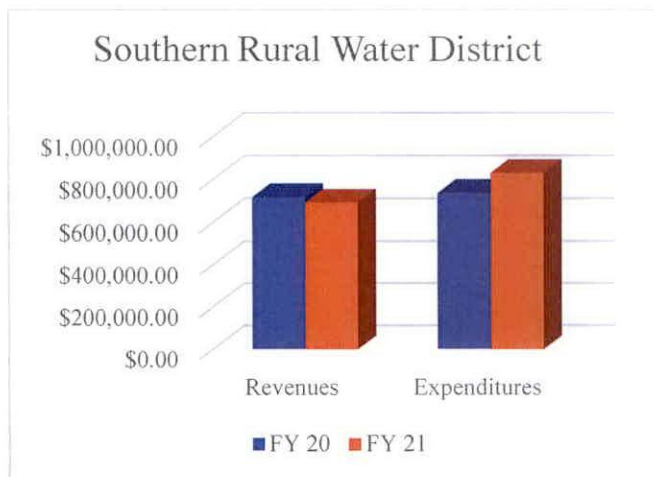
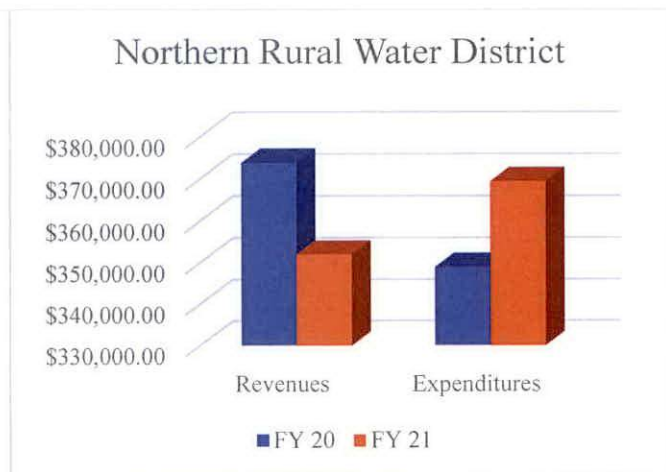


Exhibit 5



		Outstanding Balance*
Southern Rural Water District		\$ 108,873.41
Northern Rural Water District		\$ 34,027.35
Total		\$ 142,900.76

* = Governor Cooper's Executive Order prohibited local utilities from disconnecting customers with past due balances, as well as not charging late fees.

Exhibit 6

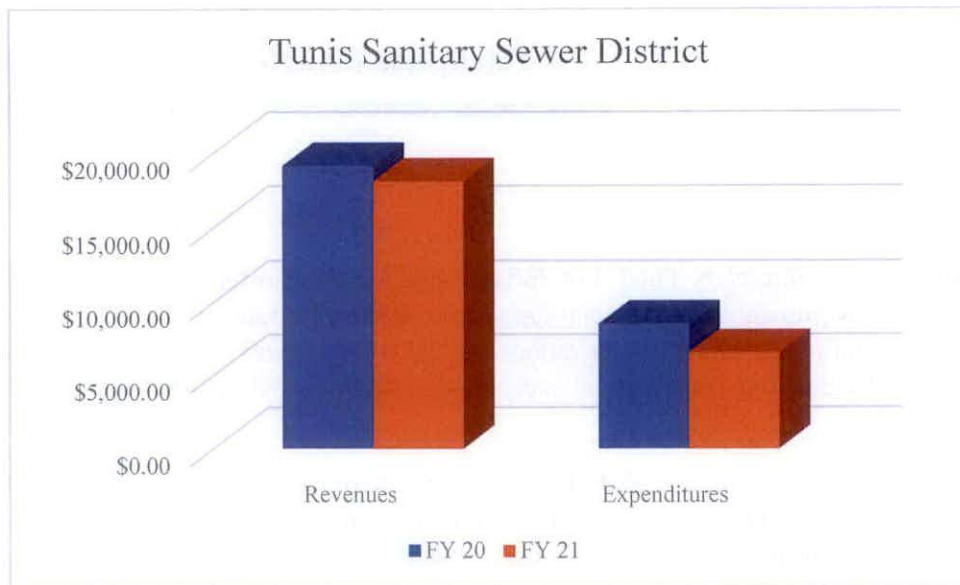
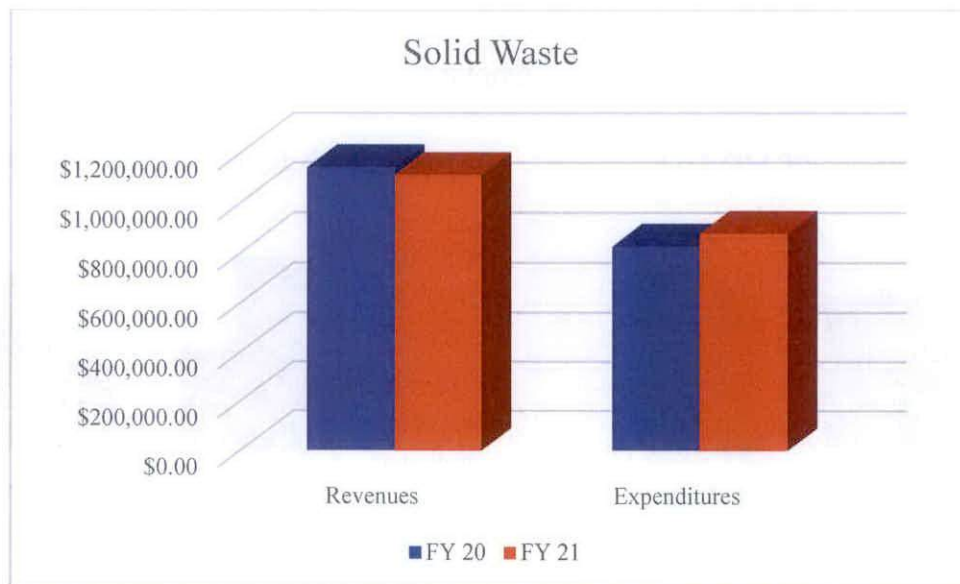


Exhibit 7



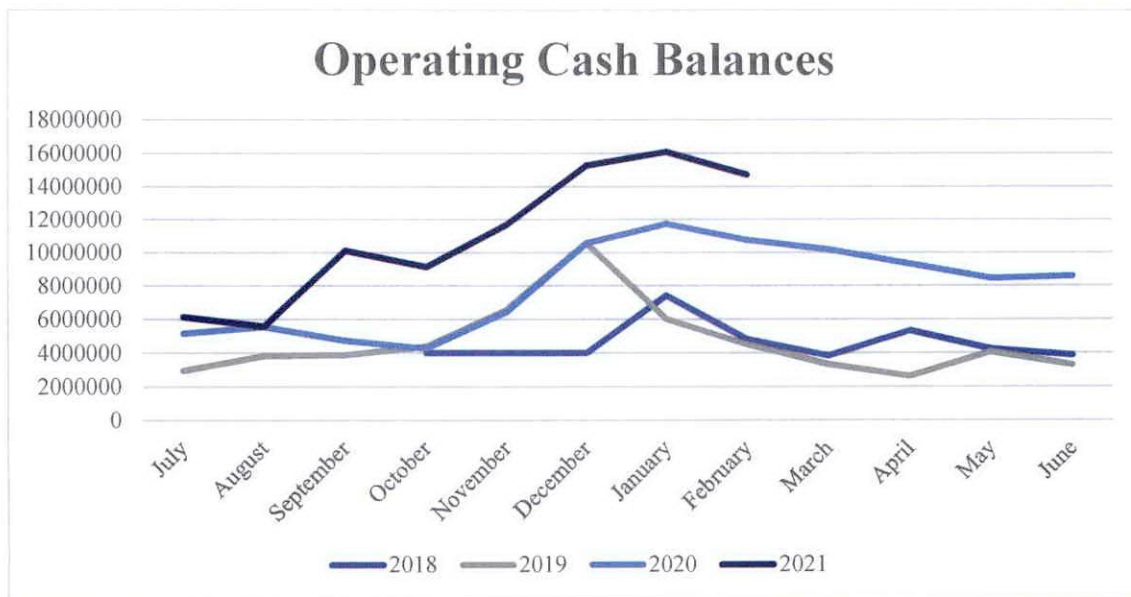
Operating Cash & Investment Balances

All deposits of the County are made in Board designated official depositories and are secured as required by North Carolina General Statute § 159-31. The County may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the County may establish time deposit accounts such as Negotiable Order of Withdrawal (NOW) and Super NOW accounts, money market deposit accounts and certificate of deposit.

North Carolina General Statute § 159-30(c) authorizes the County to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers' acceptances and the North Carolina Capital Management Trust (NCCMT).

Hertford County pools money from several funds to facilitate disbursement and investment as well as to maximize investment income. Therefore, all cash and investments are considered cash and cash equivalents.

Exhibit 8



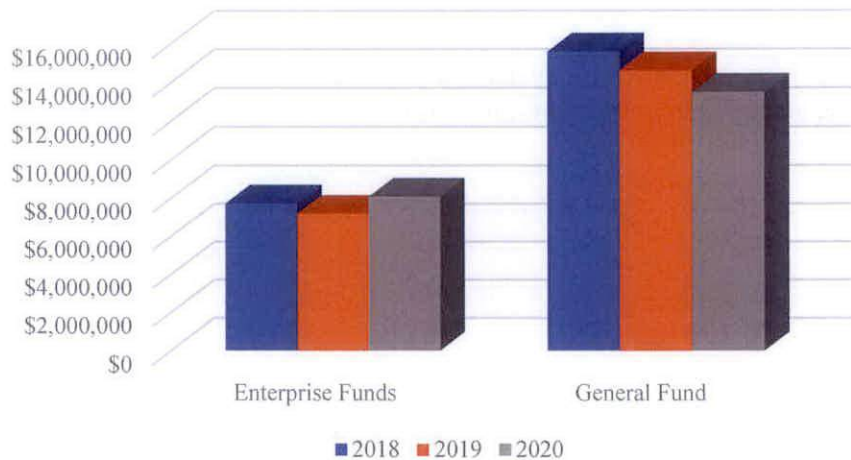
Outstanding Long-Term Debt

In the Government-wide Financial Statements and Proprietary Fund (Enterprise Fund) types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities on the statement of net position.

As part of the budget development process each Fiscal Year and in accordance with North Carolina General Statute § 159-35 & North Carolina General Statute § 159-36, Hertford County is required to appropriate adequate funding to satisfy all principal and interest payments associated with any long-term debt prior to contemplating any other expense or expenditure.

Exhibit 9

Hertford County Outstanding Debt



	Debt Outstanding 2018	Debt Outstanding 2019	Debt Outstanding 2020	FY 2021 Annual Debt Service Payment	Debt Retirement Date
Enterprise Funds					
Northern Water District	\$2,335,482	\$2,168,661	\$3,422,297	\$203,880	FY59
Southern Water District	\$4,935,397	\$4,582,869	\$4,230,340	\$352,528	FY59
Tunis Sanitary District	\$454,984	\$442,324	\$429,794	\$12,769	FY54
Subtotal Enterprise Funds	\$7,725,863	\$7,193,854	\$8,082,431	\$569,177	
General Fund					
DSS Renovation	\$2,975,739	\$2,678,089	\$2,385,865	\$281,373	FY28
Judicial Center	\$12,597,285	\$11,924,925	\$11,095,206	\$889,719	FY33
Ahoskie Elementary School	-	-	-	\$626,108	FY30
Subtotal General Fund	\$15,573,024	\$14,603,014	\$13,481,071	\$1,797,200	
Totals	\$23,298,887	\$21,796,868	\$21,563,502	\$4,732,755	

Economic Indicators

There are a multitude of Economic Indicators and Variables, which influence Hertford County's long-term financial viability and short-term fiscal stability. These Economic Indicators and Variables range from the diversity of the businesses in the community to the supporting infrastructure.

Economic Indicators and Variables:

- ♦ Hertford County's top ten (10) taxpayers have an assessed valuation of \$230,145,206, which equates to fifteen-point-forty-four (15.44%) percent of the total assessed value.
- ♦ The partial shutdown of the economy due to the COVID-19 pandemic has thus far been mitigated through financial support from the federal and State governments. The loss to Hertford County is less than 1% compared to last year, the county retained businesses but did not grow. Hertford County staff will continue to analyze economic data and the annual budget to ensure that the County maintains a balanced and financially sound budget.
- ♦ The local unemployment rate was 6.5% in February 2021.
- ♦ The County's unemployment rate continues to trend above the national average of 6.2% as well as being above the State average of 5.7% in February 2021.
- ♦ New construction value for the date range of July 1, 2020 through February 28, 2021 totaled \$5,043,528.77, which equates to a 14.73% decrease as compared with the same reporting period for Fiscal Year 2019-2020.

HCPS School Capital Outlay Requests

The below exhibit breaks down the capital outlay requests received from and paid to Hertford County Public Schools for Fiscal Year 2020 – 2021 as of February 31, 2021.

Inv Date	Amount	Breakdown	Description
16-Nov	\$ 23,140.66	\$ 7,690.01	3 MINI SPLIT SYSTEMS IN BUS GARAGE
		\$ 15,450.65	15 TON SPLIT SYSTEM REPLACEMENT BEAR FIELD SCHOOL
11-Jan	\$ 41,049.46	\$ 12,427.22	10 TON GAS PACK - CS BROWN
		\$ 28,621.94	HERTFORD HIGH SCHOOL COMPRESSOR
5-Mar	51480.81	\$ 7,500.00	PAVED 6 AREAS IN PARKING LOT AT HERTFORD COUNTY PUBLIC SCHOOL
		\$ 53,480.81	ENGINE FOR ACTIVITY BUS
		\$ (9,500.00)	ENGINE FOR ACTIVITY BUS
FY21 YTD	\$115,670.93		

REQUEST APPROVAL OF SECOND READING OF THE HERTFORD COUNTY COMMISSIONERS' ADVISORY BOARD ON AGING AND APPROVAL OF BY-LAWS

On a motion by Com. Douglas and a second by Com. Mitchell, the Board approved the Hertford County Commissioners' Advisory Board on Aging By-Laws with the appropriate language after the noted deletions as follows:



HERTFORD COUNTY COMMISSIONERS' ADVISORY BOARD ON AGING

BY-LAWS

ARTICLE I - NAME

The name of the Advisory Board shall be the Hertford County Commissioners' Advisory Board on Aging, hereafter, referred to as the "Council on Aging".

The Purpose of this advisory board is to carry out the Congressional intent of the Older Americans Act to provide a means for citizens' participation to plan, to advise, advocate, and promote coordination of Aging services in Hertford County.

ARTICLE II – PURPOSE & RESPONSIBILITIES

The Purpose of this advisory board is to carry out the Congressional intent of the Older Americans Act to provide a means for citizens' participation to plan, to advise, advocate, and promote coordination of Aging services in Hertford County:

It shall be the responsibility of the Council on Aging while acting as the liaison between the older citizens of the County and the County government to:

- advise services on Aging matters concerning planning, implementing, and evaluating programs for senior citizens of Hertford County.
- advocate for older adults in social, political, and economic areas; encouraging independence and promoting happiness.
- suggest policy and make recommendations to the Board of Commissioners and the Office of Aging on the special needs of the elderly, particularly with respect to the needs for a comprehensive, integrated approach to the delivery of services in the fields of health, mental health, social services, recreation, employment and other programs for older adults.
- Work to simulate and promote needed services and programs for older residents.
- Assist the public and voluntary agencies in providing services to older persons.
- Review and make recommendations concerning service proposals and funding of services that have an impact on older persons.
- Consult with and assist the Office of Aging Director (hereinafter DOA) in the preparation of the Department's budget.
- Review the proposed budget of the DOA prior to the time that budget is submitted to the County Manager.
- Advocate the needs of the DOA to the BOCC.
- Perform other functions and duties from time to time as requested and prescribed by the BOCC.

ARTICLE III - COMPOSITION

1. Council Membership

- a). Membership of the Council is to be selected and appointed by the Hertford County Board of Commissioners.

- b). The Council shall consist of eight members at large from the county who are knowledgeable and experienced in the needs of the elderly.
 - c). The County Director of Social Services, Federal Social Security, and Director of Social Service or his/her designee, and four citizens, shall serve by virtue of their respective offices.
 - d). A Hertford County Board of Commissioner shall serve as a member.
- 2. The Council shall consist of eight members.
 - 3. At least two of the Council memberships shall be participants in the Office of Aging program.
 - 4. Council members at large shall be appointed from the county for four-year terms, staggered.

ARTICLE IV - FILLING OF VACANCIES

Members of the Council may recommend prospective members for appointment to the Council.

ARTICLE V - MEETINGS

The Council on Aging shall meet quarterly at a time and place agreed upon by the Council Members.

The Chairman may call other meetings as deemed necessary, provided notice is given to all members. Seven members are needed for a quorum.

- (A) Special meetings of the Council may be called at the discretion of the Chairperson, or upon request of one-half of the Council. Requests shall state the purpose of the special meeting in writing.
- (B) Notices of all meetings of the Council shall be provided in advance to the members and to the Chairperson and the Hertford County Board of Commissioners.

ARTICLE VI - OFFICERS

The Council shall elect from its members a Chairman and a Vice-Chairman and create and fill such offices as it may determine. Terms of office shall be one year, with eligibility for re-election.

ARTICLE VII - DUTIES OF THE CHAIRMAN

The Chairman shall preside at all meetings of the Council. He or she shall call special meetings with prior notice given, when necessary. The Chairman shall appoint all special Councils and shall be a non-voting member.

ARTICLE VIII - DUTIES OF THE VICE-CHAIRMAN

In the absence of the Chairman, the Vice-Chairman shall preside and perform the duties of the Chairman.

ARTICLE IX - DUTIES OF THE SECRETARY

The Secretary shall keep the minutes of the Council meetings and shall perform such other secretarial duties as may arise from time to time. The Administrative Support Staff of the Office of Aging shall serve as the Secretary.

Adopted the _____ day of _____, 2021

Hertford County Board of Commissioners

Honorable Ronald J. Gatling, Chairman

ATTEST:

Clerk to the Board

ECONOMIC DEVELOPMENT REPORT

Ms. Kelly Bowers, Hertford County Economic Development Director, presented the Economic Development Report highlighting an overview of the 2020 Hertford County Labor Force, homeownership verses rentals, US Highway 158-95 project to widen roads in Conway, NC to connect with I-95 in Jackson, NC, superstreet on US Hwy. 158 and Route 11 (funded project to start construction October 2022, County lodging, marketing, Economic Development Progress, business expansions in Hertford County (Tavern 125 and Sandy Land Peanut), new businesses (Els Ranchero Mexican Restaurant, a new florist, retail consignment shop in Murfreesboro, Quality Fitness Club, Ricks Quality Cleaning Service, Real Time Bookkeeping and Eliza Mae's Closet in Ahoskie along with RCCC offering classes depending on the employment needs of Manufacturers, and upcoming proposed projects.

During the presentation, Chairman Gatling and the Board requested that Director Bowers network with SECU regarding the Hertford County Housing studies, invite town council of Murfreesboro for a meeting with NCDOT and provide the date of that meeting to the Board.

Com. Douglas commented that the Board may need to consider resuming the Economic Development Board.

TRILLIUM'S ANNUAL BUDGET PRESENTATION

Mr. Bland Baker, Northern Regional Director of Trillium Health Resources, presented the Trillium Annual Budget Report highlighting with Chairman Gatling and the Board that of the 26 Counties served 266,000 citizens are Medicaid eligible, Trillium served 58,452 individuals from mild to severe mental health needs, there are approximately 500 providers, \$475,921,857.00 was disbursed on services last year, and that between March 15 and May 14, 2021 members must sign up for one of the five Medicaid plans and list a primary care doctor.

Chairman Gatling and the Board thanked Mr. Baker for the continued services of Trillium Health Resources.

REQUEST CONSIDERATION OF BID PROPOSAL ON TAX FORECLOSED PROPERTY FRANCES KAY SCOTT PIN # 5968-45-5728

On a motion by Com. Mitchell and a second by Vice-Chair Horton, the Board approved the Bid Proposal on Tax Foreclosed Property Frances Kay Scott PIN # 5968-45-5728 to be advertised for upset bid as presented by Attorney Charles L. Revelle, III.

REQUEST APPROVAL OF PETITION & RESOLUTION REQUEST FOR ADDITION

**TO STATE MAINTAINED SECONDARY ROAD SYSTEM FORM SR 2(3/2006) TO
NCDOT: SONORA DRIVE, HAZELWOOD DRIVE AND MORRIS ROAD EXTENSION**

On a motion by Com. Douglas and a second by Com. Lassiter, the Board approved the Petition & Resolution Request for Addition to State Maintained Secondary Road System Form SR 2(3/2006) to NCDOT: Sonora Drive, Hazelwood Drive and Morris Road Extension as presented by County Manager David B. Cotton.

COUNTY MANAGER'S COMMENTS

County Manager Cotton made the following comments: 1) reminded the Board of the May 3, 2021 scheduled Budget Workshop; 2) he is receiving the needed information from outside funded agents; and 3) he is working to present a balanced budget to the Board and remain on schedule with the previously outlined County budget schedule.

COMMISSIONERS' COMMENTS

The Commissioners commented as follows:

Vice-Chair Horton commented that Representative Howard Hunter, III is on the Transportation Committee and that the Board and the Economic Development Director need his assistance for 158 & 11 exchange.

On a motion by Vice-Chair Horton second by Com. Mitchell the Board approved that Ms. Kelly Bowers, Economic Development Director, and the Board contact Representative Hunter and the State Department regarding the 158 & 11 exchange in Murfreesboro, NC.

Com. Douglas commented thanking everyone for coming and stated it was good to see everyone in attendance.

Com. Lassiter and Com. Mitchell made no comments.

CLOSED SESSION

On a motion by Com. Mitchell and a second by Com. Douglas, the Board unanimously approved to move to Closed Session as allowed under NCGS § 143-318.11(a)(3) to consult with the County Attorney.

Minutes of Closed Session are on file in the Office of the Clerk to the Board.

On a motion by Com. Lassiter and a second by Com. Mitchell, the Board unanimously approved to return to the Regular session.

ADJOURN MEETING

On a motion by Com. Mitchell and a second by Vice-Chair Horton, the Board unanimously approved to adjourn the meeting.

Approved May 17, 2021

Com. Ronald J. Gatling, Chairman

Dr. Renee Fleetwood, Clerk to Board