Moore County
Board of Commissioners

June 20, 2024 | 10:00 AM
Historic Courthouse
1 Courthouse Square
Carthage, NC 28327

MINUTES

COMMISSIONERS PRESENT:
Chairman Nick Picerno, Vice Chairman Kurt Cook, Frank Quis, John Ritter, Jim Von Canon

CALL TO ORDER
Chairman Picerno called the meeting to order.

INVOCATION
County Manager Wayne Vest offered the invocation.

PLEDGE OF ALLEGIANCE
Commissioner Quis led the Pledge of Allegiance.

1. **ITEMS OF BUSINESS:**

A. Public Works - System Development Fees for Moore County Public Utilities
Public Works Director Randy Gould reviewed information regarding system development fees. County Manager Wayne Vest noted there were several options on the table for securing future water sources and the system development fee analysis was based on what might be done going forward, but there were a lot of unknowns still being vetted. Mr. Vest recommended holding the rates consistent with FY24 noting they could be changed later was some unknowns were pinned down and the funding strategy was determined. Chairman Picerno concurred, acknowledging that raising the rates raised the costs for young and new homeowners. **Upon motion made by Chairman Picerno, seconded by Commissioner Von Canon, the Board voted 5-0 to renew the system development fees for FY25 consistent with the current FY24 rates.**

B. Administration - Adopt the FY 2024-2025 Moore County Budget Ordinance
County Manager Wayne Vest reviewed highlights of the FY25 recommended budget, which would include a two-cent reduction in the general fund tax rate and would hold the ALS and fire protection rates the same as FY24. He noted and explained a modification to hold the SDF fees constant to FY24. Chairman Picerno offered comments regarding the budget. He recommended a couple of amendments to the recommended budget, one being, as Mr. Vest had explained,

to keep the SDF fees at the current level, and the other being to increase the recommended public schools current expense from what was presented to $38,204,595, an increase of $1,652,972. The offset on the revenue side would be an increase in Medicaid hold harmless, so there would be no impact to the taxpayers. Chairman Picerno discussed his expectation, based on historical information, that there would still be leftover in the fund balance from Medicaid hold harmless even though the amount to the public schools was being increased. He noted the funding formula discussion with Moore County Schools was based on the 33-cent tax rate, so this way the Schools would not be penalized with the tax cut. **Chairman Picerno made a motion, seconded by Commissioner Ritter, to approve the FY25 budget ordinance with his recommended amendments.** Commissioner Von Canon inquired about the ROAP fees for Transportation and Mr. Vest explained that they remained as they were for FY24 in FY25 and there would be some additional steps to take in the process if the Board wanted to change the fees. Commissioner Von Canon recommended just keeping them the same and Commissioner Ritter concurred. **The motion to approve the budget ordinance carried 5-0.** The budget ordinance is hereby incorporated as a part of these minutes by attachment as Appendix A. Chairman Picerno reviewed highlights of the adopted budget including a COLA for employees, a two-cent property tax reduction, fully funded as requested fire and rescue operations, establishment of a fire capital reserve fund, fully funded as requested Sheriff's Office, funding of the Schools at 38.5% based on a 33-cent tax rate, and additions to EMS personnel and equipment, and a new station. Chairman Picerno thanked everyone and shared a story from his first year working on the budget. Mr. Vest thanked him for his kind words and thanked the Board for its support.

C. <u>Human Resources - Position Classification and Pay Plan for Moore County</u>
Human Resources Director Dawn Gilbert requested the Board's approval of the Position Classification and Pay Plan. **Upon motion made by Commissioner Von Canon, seconded by Commissioner Ritter, the Board voted 5-0 to adopt the Position Classification and Pay Plan for Moore County effective July 1, 2024.** The plan is hereby incorporated as a part of these minutes by attachment as Appendix B.

D. <u>Human Resources - NC Office of State Human Resources Salary Plan Reporting Form</u>
Human Resources Director Dawn Gilbert requested the Board's approval of the salary reporting form for FY25. **Upon motion made by Commissioner Quis, seconded Commissioner Cook, the Board voted 5-0 to approve the NC Office of State Human Resources Salary Reporting Form for FY25.**

ADJOURNMENT

There being no further business, **upon motion made by Commissioner Quis, seconded by Commissioner Cook, the Board voted 5-0 to adjourn the June 20, 2024, Special Meeting of the Moore County Board of Commissioners at 10:22am.**

Nick Picerno, Chairman

COUNTY OF MOORE CORPORATE SEAL NORTH CAROLINA

Laura M. Williams, Clerk

COUNTY OF MOORE

BUDGET ORDINANCE

FY 2024/2025

Final

BUDGET ORDINANCE

AN ORDINANCE ADOPTING THE ANNUAL BUDGET AND SETTING THE TAX RATE FOR THE COUNTY OF MOORE FOR FISCAL YEAR 2024-2025.

WHEREAS Article 3 of Chapter 159 of the North Carolina General Statutes (NCGS) requires local governments in North Carolina to adopt ordinances establishing an annual budget, in accordance with procedures established in said Article 3, and

WHEREAS the Moore County Board of Commissioners, following a public hearing as required by law has considered the proposed annual budget for Moore County for the 2024-2025 Fiscal Year,

NOW, THEREFORE BE IT ORDAINED BY THE COUNTY OF MOORE BOARD OF COMMISSIONERS THAT:

SECTION 1 REVENUES

The following revenues are hereby appropriated for operating the County government for the Fiscal Year beginning July 1, 2024, and ending June 30, 2025:

GENERAL FUND 100 BUDGET SUMMARY

Revenues:	
Property Taxes	$71,634,734
Rental Vehicle Tax	$111,000
Sales Tax (Art 39, 40 and 42)	$27,825,000
Sales Tax (Article 46)	$5,355,000
Medicaid Hold Harmless	$3,623,317
ABC Revenues/Video Franchise Tax	$729,000
Interest income	$5,500,000
Transfer In from Bond Interest	$150,000
Transfer in from Fund 251 CR for Debt Service MCS	$3,946,375
Transfer In from Fund 254 SCC Debt Service	$71,497
Transfer in from Fund 255 Article 46 Capital Projects	$1,054,008
Transfer in from Fund 253 SCC 6% Debt Service	$438,598
Transfer In from Court Fund 432 for Debt Service	$1,936,438
Appropriate Restricted Fund Balance Permitting	$680,915
Departmental Revenues and Fees	$15,889,696
Child Support Enforcement	$847,950
Social Services	$7,102,142
Public Health	$695,140
Other Grants	$959,897
Aging/Senior Center	$1,001,518
Appropriated Fund Balance	$4,400,000
Appropriated Restricted Fund Balance-Tax Reval	$49,800
TOTAL REVENUES	**$154,002,025**

SECTION 2 EXPENDITURES

The following expenditures are appropriated to the General Fund 100 and other funds as described in sections 6 through 18 for the Fiscal Year beginning July 1, 2024, and ending June 30, 2025:

Expenditures

General Government

Governing Body	$264,827
Administration	$783,949
Human Resources	$675,989
Finance	$904,163
County Attorney	$1,330,441
Tax	$3,691,772
Board of Elections	$1,117,166
Register of Deeds	$2,596,484
Information Technology/GIS	$3,437,558
Property Management	$8,573,734
TOTAL	$23,376,083

Public Safety

Sheriff	$12,071,272
Sheriff-Detention Center	$7,785,091
Sheriff-Animal Center	$1,077,980
Day Reporting Center	$126,568
Youth Services/JCPC	$120,334
Emergency Management/E-911/Fire Marshal	$2,253,268
TOTAL	$23,434,513

Environmental and Community Development

Solid Waste	$8,462,957
Planning and Community Development	$750,566
Planning Code Enforcement	$1,487,915
Cooperative Extension Service	$386,079
Soil and Water Conservation Service	$223,497
TOTAL	$11,311,014

Human Services

Child Support Enforcement	$981,300
Veterans Services	$447,076
Aging/Senior Center	$2,012,078
Social Services	$12,464,206
Public Health	$5,464,023
TOTAL	$21,368,683

Cultural Development	
Library	$862,369
Parks and Recreation	$984,486
TOTAL	$1,846,855
Education	
Public School Current Expense	$38,204,595
Public School Capital	$800,000
Public Schools Debt Service-Principal	$10,912,308
Public School Debt Service-Interest	$4,455,707
Community College Current Expense	$5,287,879
Community College Debt Service-Principal	$1,978,692
Community College Debt Service-Interest	$667,791
TOTAL	$62,306,972
Non-Departmental	$3,768,098
TOTAL	$3,768,098
Transfers	
Transfer to CR Fire Service Fund 258	$738,752
Transfer to CR for Solid Waste Fund 257	$400,000
TOTAL	$1,138,752
Debt Service – County P&I (excluding Education)	$5,451,055
TOTAL	$5,451,055
TOTAL EXPENDITURES	**$154,002,025**

SECTION 3 AD VALOREM TAX LEVY

A. There is hereby levied for Fiscal Year 2024-2025, an ad valorem tax on all property having a situs in Moore County as listed for taxes as of January 1, 2024, at a rate of thirty-one ($.310) cents per $100 dollars of assessed value of such property, pursuant to and in accordance with the Machinery Act, Chapter 105 of the NC General Statutes, and other applicable laws.

B. There is hereby levied for Fiscal Year 2024-2025, a unified fire tax rate on all property having a situs in the Moore County Fire Protection Service District at a rate of eight and three-fourths ($.0875) cents per $100 dollars of assessed value of such property in Moore County which is attached to and made a part of this ordinance.

C. There is hereby levied for Fiscal Year 2024-2025, an Emergency Medical Service Advanced Life Support Tax on all property within such emergency service district, as listed for property taxes as of January 1, 2024, at a rate of three and three-fourths

($.0375) cents per $100 dollars of assessed value of such property, pursuant to and in accordance with the Machinery Act found in Chapter 105 of the North Carolina General Statutes and other applicable laws. Such tax can be used solely for the purpose of providing Emergency Medical Services.

D. Tax revaluation was last calculated during the Fiscal Year 2023-2024 budget which reflected the results of the 2023 County-wide revaluation. As required by North Carolina General Statutes, the Revenue Neutral Tax Rate has been calculated and determined to be $0.3512 cents per $100 dollars of assessed valuation for County General Fund 100, $0.0290 for EMS Advanced Life Support Fund 200 and $0.0871 for the Rural Fire Protection Fund 215.

SECTION 4 LEVY OF OTHER TAXES

There is hereby levied, all County Rental Vehicle Taxes as authorized by the NCGS, and other such taxes, as provided in the ordinances and resolutions duly adopted by the Board of Commissioners.

SECTION 5 AUTHORIZED TRANSFER OF APPROPRIATIONS, CONTRACTING LIMITATION, AND OTHER MATTERS:

A. **AUTHORIZED TRANSFER OF APPROPRIATIONS**

The Budget is adopted at the Fund level and the County Manager or Assistant County Manager, or his/her designee is hereby authorized to transfer appropriations between all County Funds under the conditions listed below:

1. The County Manager, Assistant County Manager, or his/her designee may transfer amounts by budget transfer between departments within a fund without limitation, but they shall be reported to the Board of Commissioners by the Finance Office.

2. The County Manager, Assistant County Manager, or his/her designee may transfer amounts by budget amendment between funds and these budget amendments must be reported and approved by the Board of Commissioners in an itemized report.

3. The Finance Director or the Assistant Finance Director can approve budget transfers up to and including $10,000 within the same fund.

B. **CONTRACTING LIMITATION**

1. Any appropriations for land and new buildings included in this ordinance may be obligated only after approval of the Board of Commissioners.

2. The County Manager, Assistant County Manager, or his/her designee is authorized to obligate through the necessary agreements, contracts, grant agreements, purchase orders or other such documents, funds included in this budget ordinance up to and including $100,000 for the following purposes:

a. Initiate grant agreements to public and non-profit agencies,
b. Leases of routine business equipment,
c. Financing Agreements for purchases not including land or buildings:
d. Consultant, professional, and/or maintenance service agreements,
e. Purchase of apparatus, supplies, construction, repair work, and materials including where formal bids are required by state law or county policies as long as the Board of Commissioners makes the bid award as required by law;
f. Agreements for the acceptance of State and Federal grant funds.

3. The County Manager, Assistant County Manager, or his/her designee is authorized to obligate funds through the necessary agreements, contracts, grant agreements, purchase orders or other such documents, included in this budget ordinance at any amount so long as the Board of Commissioners approves/authorizes by majority vote the County Manager, Assistant County Manager, or his/her designee signing said document.

4. The Finance Director, Assistant Finance Director, or his/her designees is authorized to accept and obligate funds through grant agreements included in this budget ordinance at any amount so long as the Board of Commissioners approves/authorizes by majority vote the Finance Director, Assistant Finance Director, or his/her designee signing said document.

5. During a State of Emergency situation, the County Manager, Assistant County Manager, or his/her designee is authorized to obligate funds through the necessary agreements, contracts, grant agreements, purchase orders, listed in item 2e and 2f above, or other such documents, included in this budget ordinance at any amount as designated in the State of Emergency Declaration.

6. The Health Director is hereby authorized to execute necessary agreements within the Health Operational Fund up to and including $50,000 in accordance with State law and County policies. The Health Director is to notify the County Manager and Assistant County Manager or his/her designee and provide a copy of any such agreements authorized in this paragraph no later than the next workday. The County Manager can sign up to and including $100,000 for Health. Any amount above $100,000 must have the approval of the Board of Commissioners unless the Board of Commissioners authorizes the Health Director to approve the necessary agreements.

7. Department Directors are hereby authorized to execute contracts up to $30,000 for their respective departments only.

8. For federal procurement, in accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of North Carolina law, the County of Moore hereby self-certifies the following micro-purchase thresholds, each of which is a "higher threshold consistent with State law" under 2 C.F.R. § 200.320(a)(1)(iv)(C):

   a. $30,000, for the purchase of "apparatus, supplies, materials, or equipment"; and

   b. $30,000, for the purchase of "construction or repair work"; and

c. $50,000, for the purchase of services not subject to competitive bidding under North Carolina law; and

d. $50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the Unit has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to G.S. 143-64.32. If the exemption is not authorized, the micro-purchase threshold shall be $10,000.00.

C. **OTHER MATTERS**

1. All fees, commissions, and sums paid to or collected by any County official, officer, or agent for any service performed by said official, officer or agent in his/her official capacity shall inure to the benefit of the County and are considered County funds.

2. Pre-Audit Requirements – Pursuant to Chapter 159 of the NC General Statutes the Finance Director (Caroline Xiong) is hereby designated as a Deputy Finance Director for the purposes of pre-audit functions. Other individuals designated for Pre-Audit Requirements as Deputy Finance Director(s) for the purposes of pre-audit functions include two additional individuals: Chris Morgan, Assistant Finance Director and Terra Vuncannon, Purchasing Manager.

3. In accordance with Article V of the North Carolina Constitution, the County Manager and Assistant County Manager shall require the following prior to releasing public funds to other governmental agencies or private groups:

   a. The activity to be funded is for a public purpose.
   b. The activity to be funded is one the County is authorized to undertake or for which the County has specific statutory authorization to fund.
   c. Through appropriate means, the County maintains some degree of control over the funds provided through this ordinance to a governmental agency or private group.

4. The County Manager, Assistant County Manager, or his/her designee is authorized to disburse the Moore County Fire Protection Service District tax revenues up to and including the amount approved in this ordinance by the Board of Commissioners. The balance, in this fund, if any, will be held by the County as an apparatus and building reserve for future purchases for the Rural Fire Protection Service Districts upon approval of the Fire Commission and Board of Commissioners.

SECTION 6 ENTERPRISE FUNDS

The following funds are designated as Enterprise Funds and are to be accounted for as such:

Water Pollution Control Plant Fund 600	$9,239,277
Public Utilities Fund 610	$17,414,127

Note: The East Moore Water District Fund 620 will be accounted for in a separate Budget Ordinance approved by the East Moore Water District Board.

SECTION 7 INTERNAL SERVICE FUNDS

The following funds are designated as Internal Service Funds, and will be accounted for as such:

Self-Insurance/Risk Management Fund 810	$12,233,754

SECTION 8 SPECIAL REVENUE FUNDS

Annual Special Revenue Funds:

A. **EMERGENCY MEDICAL SERVICES / ALS FUND**

Emergency Medical Services Fund 200	$13,312,160

B. **EMERGENCY TELEPHONE SYSTEM FUND**

Emergency Telephone System Fund 210	$211,428

C. **TRANSPORTATION SERVICES FUND**

Transportation Services Fund 230	$1,540,197

D. **SOIL & WATER CONSERVATION DISTRICT FUND**

Soil & Water Conservation District Fund 220	$33,753

E. **FIRE PROTECTION SERVICE DISTRICT FUND** - The County accounts for the collection and distribution of property taxes on the assessed valuation of taxable property, as listed for taxes as of January 1, 2024, for special districts as listed attached hereto and made a part of this ordinance. The tax rate and appropriations shown on the Fire Protection Service District have been determined by the Fire Commission in conjunction with the various fire department representatives, and the County as necessary for the operation of their fire departments for FY 2025.

Fire Protection Service District Fund 215 Operations	$7,529,684
Fire Debt Service Fund 216 Capital	$1,057,807

F. **SOCIAL SERVICES CHARITABLE FUND**

The Social Services Charitable Fund accounts for funds donated to the department for specific needs.

Social Services Charitable Fund 280	$15,000

G. **SOCIAL SERVICES REPRESENTATIVE PAYEE**

The Social Services Representative Payee Fund accounts for funds belonging to individuals who are unable to maintain those funds themselves.

Social Services Representative Payee Fund 281	$420,000

H. **OPIOID SPECIAL REVENUE FUND**

Opioid Special Revenue Fund 290	$25,000

I. **MULTI-YEAR SPECIAL REVENUE GRANTS FUND**

Multi –Year Grant Fund 240

J. **MULTI-YEAR CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

To track Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act of 2021. These funds expire December 31, 2026.

- Multi-Year Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) 241 $19,594,757

SECTION 9 COMPONENT UNIT FUNDS

The County maintains funds for the Convention and Visitors Bureau, and Moore County Airport Authority, as component units, and shall incorporate the budgets as adopted by the respective boards into the County Accounting records.

Convention and Visitors Bureau Fund 260	$3,806,500
Airport Authority Fund 640	$6,227,103

The Airport also has a Capital Project Fund 461

SECTION 10 TRUST and CUSTODIAL FUNDS

The County maintains various trust funds. Trust and Custodial Funds are identified as:

A. Sheriff Department Trust Funds-This department must maintain certain funds for daily operation. The following funds are authorized:

1. Sheriff's Department-Civil Fund-accounts for funds used in the legal aspects of docketing and collection of judgments. (Fund 730)

2. Sheriff's Department Inmate Trust Fund-accounts for commissary and inmate services. (Fund 730)

3. Special Tax District Municipal Funds-account for the collection and disbursement for special taxing districts and municipalities. (Fund 700, 710)

NCGS requires individuals who sign checks in Trust and Custodial Funds to be designated Special Deputy Finance Officer for this purpose only. On a monthly basis, each Special Deputy Finance Officer listed below will provide the County Finance Officer with a copy of the reconciled bank statement and a statement of receipts and disbursements. The following individuals are hereby authorized:

Ronnie Fields – Sheriff
Andy Conway – Chief Deputy
Eric Galloway - Major
Adam Goins – Captain
William Flint - Captain
Lindsey Bufmeyer – Administrative Assistant I

SECTION 11A CAPITAL PROJECTS BUDGETS

The County uses Capital Project Fund budgets and has incorporated these budgets into the financial and accounting systems. Capital Project Funds are used to account for capital projects that span fiscal years and/or may take more than one fiscal year to complete. The following categories of projects are accounted for in such manner:

MCPU ARP Capital Project (Linden Rd Wells/Water and Sewer Lines)– Fund 412
WPCP Capital Project – Fund 602
Pandemic Recovery Capital Projects – Fund 437
Vass Phase II Sewer System Improvements Capital Project – Fund 411
Seven Lakes Sewer Capital Project – Fund 413
Emergency Communication Narrow Banding Project – Fund 431
New Courthouse Building Capital Project – Fund 432
Parks and Recreation Capital Project – Fund 433
Solid Waste Improvement Capital Project – Fund 435
2013 Water Sources Project – Fund 447
Airport County Capital Projects – Fund 450
School and College Capital Projects – Fund 470, 480, 481, 482, 483 and 490

SECTION 11B CAPITAL RESERVE FUNDS

The County will maintain nine (9) Capital Reserve Funds as multi-year Capital Project Funds for the purpose of paying for future non-enterprise fund governmental projects, future non-enterprise fund debt service, future enterprise fund capital projects, future school and college projects as listed below:

1. Capital Reserve for Governmental Projects (Fund 250)
2. Capital Reserve for Debt – Consolidated with General Fund (Fund 251)
3. Capital Reserve for Enterprise – Consists of 3 separate capital reserve enterprise fund transfers from Water Pollution Control Plant, Public Utilities and East Moore Water Districts funds into this Capital Reserve for Enterprise Projects. (Fund 252)
4. Capital Reserve for Capital Projects for Sandhills Community College (Fund 253)
5. Capital Reserve for Debt Service for Sandhills Community College (Fund 254)

6. Capital Reserve for Capital Construction Projects for Moore County Schools (Fund 255)
7. Capital Reserve for Debt Service for Moore County Schools (Fund 256)
8. Capital Reserve for Solid Waste (Fund 257)
9. Capital Reserve for Fire Protection Services (Fund 258)

SECTION 12 TEN YEAR CAPITAL PROJECT PLAN

The County Manager has prepared a ten-year capital forecast. It is included as a part of the budget document for planning purposes only. The ten-year capital plan does not authorize the expenditure of funds.

SECTION 13 MOORE COUNTY PUBLIC SCHOOLS

The Moore County School Board may not adjust the County appropriation in any manner without prior approval of the Board of Commissioners in accordance with NCGS 159-13.

SECTION 14 SANDHILLS COMMUNITY COLLEGE

The County has provided funding to the Community College for Current Expense expenditures in accordance with NCGS 115D-55. The Community College may not adjust County appropriations in any manner without the prior approval of the Board of Commissioners.

SECTION 15 DUAL SIGNATURES ON CHECKS AND ELECTRONIC AND FACSIMILE SIGNATURES

The County will use dual signatures on checks and drafts made on County funds in accordance with NCGS 159-25(b). The signatures of the County Manager or Assistant County Manager and the Finance Director or the Deputy or Assistant Finance Director, following proof of warrant, are the authorized signatures of Moore County.

Pursuant to NCGS 159-28.1, the County authorizes the use of electronic signatures, facsimile signature machines, signature stamps, or similar devices in signing checks and drafts and in signing the pre-audit certificate on contracts or purchase orders. The Finance Officer or his/her designee will be responsible for the custody of their electronic signature, facsimile machines, stamps, plates, and other devices.

Pursuant to NCGS 66-58.4, the County is authorized to use and accept electronic signatures in the execution of contracts. Any individual authorized to execute contracts on behalf of the County is authorized to do so using an electronic signature. All electronic signatures must be in compliance with NCGS 66-58.5.

SECTION 16 FINANCIAL REPORTING

The Finance Director, Assistant Finance Director or designee, will submit a monthly financial report for the County Manager, Assistant County Manager and the Board of Commissioners and, from time to time, other reports as required by the County Manager, Assistant County Manager and/or the Board of Commissioners.

SECTION 17 RESERVES FOR ENCUMBRANCES

The reserves for encumbrances on June 30, 2024; and carry over appropriations representing prior commitments as of that date shall be re-appropriated pursuant to NCGS 159-13 to the departments within the various funds unless excluded by the County Manager or Assistant County Manager. Expenditures against these encumbrances may be made during fiscal year 2024-2025 as the previous commitments are satisfied.

SECTION 18 FEE SCHEDULE

The Annual Fee Schedule, which is attached to this ordinance, sets all fees authorized to be charged by the County for County goods, services or other functions provided by County personnel, equipment, including consultation and other such activities; and is hereby approved.

SECTION 19 INVALID OR UNCONSTITUTIONAL PORTIONS OF THIS ORDINANCE

Should any section, paragraph, sentence, clause, or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder of said ordinance shall not be affected thereby.

SECTION 20 EFFECTIVE DATE

That this ordinance shall be in full force and effect on July 1, 2024.

Adopted the 20th day of June 2024.

Nick Picerno, Chairman
Moore County Board of Commissioners

COUNTY OF MOORE
CORPORATE
SEAL
NORTH CAROLINA

Laura M. Williams, Clerk to the Board

Position Classification and Pay Plan

Effective 07/01/2024

Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
	5		19,446	20,418	21,439	22,512	23,637	24,820	30,629
	6		20,418	21,439	22,512	23,637	24,820	26,060	32,160
	7		21,439	22,512	23,637	24,820	26,060	27,364	33,767
Solid Waste Site Attendant	8	B	22,512	23,637	24,820	26,060	27,364	28,731	35,456
	9		23,637	24,820	26,060	27,364	28,731	30,168	37,229
Nutrition Site Manager	10	A	24,820	26,060	27,364	28,731	30,168	31,677	39,090
	11		26,060	27,364	28,731	30,168	31,677	33,260	41,045
Certified Nursing Assistant I	12	H	27,364	28,731	30,168	31,677	33,260	34,923	43,098
Community Social Services Assistant	12	H							
Certified Nursing Assistant II	13	H	28,731	30,168	31,677	33,260	34,923	36,670	45,252
Custodial Worker	13	B							
MCTS Driver	13	B							
Secretary	13	F							
Office Assistant III	14	F	30,168	31,677	33,260	34,923	36,670	38,502	47,515
Processing Assistant III	14	F							
Tax Assistant I	14	F							
Administrative Secretary	15	F	31,677	33,260	34,923	36,670	38,502	40,428	49,890
Animal Shelter Attendant	15	G							
Billing & Collections Clerk I	15	C							
Lead Custodial Worker	15	B							
Medical Office Assistant	15	F							
Nutrition Coordinator	15	F							
Accounting Clerk IV	16	F	33,260	34,923	36,670	38,502	40,428	42,449	52,385
In-Home Services Supervisor	16	D							
Office Assistant IV	16	F							
Processing Assistant IV	16	F							
Veterans Services Assistant	16	F							
Accounting Technician I	17	F	34,923	36,670	38,502	40,428	42,449	44,573	55,005
Billing & Collections Clerk II	17	C							
Foreign Language Interpreter II	17	F							
Library Technician	17	F							
Tax Assistant II	17	F							
Transportation Fleet & Route Coordinator	17	F							
Transportation Office Coordinator	17	F							
Utility Field Services Technician I	17	B							
Accounting Clerk V	18	F	36,670	38,502	40,428	42,449	44,573	46,800	57,754
Equipment Operator	18	B							
Family Caregiver Advisor	18	H							
Human Resources Technician I	18	C							
Income Maintenance Caseworker I	18	H							
Library Program Specialist	18	F							
Master Control Room Operator	18	G							
Operation Specialist	18	B							
Personnel Technician I	18	C							
Processing Assistant V	18	F							
Property Assessment Specialist	18	F							
Public Health Educator I	18	E							

Position Classification and Pay Plan

Effective 07/01/2024

Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
Tax Assistant III	18	F							
Tax Mapping Technician	18	E							
Truck Driver/Equipment Operator	18	B							
Utility Field Services Technician II	18	B							
Utility Maintenance Technician I	18	B							
Water Maintenance Technician I	18	B							
Water Pollution Control Plant Operator Trainee	18	B							
Weigh Master/Equipment Operator	18	B							
Accounting Technician II	19	F	38,502	40,428	42,449	44,573	46,800	49,140	60,642
Billing & Collections Clerk III	19	C							
Case Manager	19	H							
EMT Basic	19	G							
Environmental Health Technician	19	B							
Human Resources Placement Specialist	19	H							
Human Services Coordinator I	19	H							
Licensed Practical Nurse	19	E							
Maintenance Technician	19	B							
Medical Laboratory Technician I	19	E							
Senior Insurance & Volunteer Services Advisor	19	F							
Social Worker I	19	H							
Utility Maintenance Technician II	19	B							
Veterans Services Officer	19	H							
Warehouse Inventory Coordinator	19	B							
Water Maintenance Technician II	19	B							
Water Pollution Control Lab Technician	19	B							
Administrative Assistant I	20	C	40,428	42,449	44,573	46,800	49,140	51,597	63,674
Child Support Agent I	20	H							
Deputy Register of Deeds II	20	F							
E911 Telecommunicator	20	G							
Fitness Coordinator	20	B							
Fleet Maintenance Mechanic	20	D							
Income Maintenance Caseworker II	20	H							
Income Maintenance Investigator I	20	H							
Nutrition/Transportation Manager	20	F							
Nutritionist I	20	E							
Public Safety Administrative Assistant I	20	G							
SEC Program Coordinator	20	H							
Substance Abuse Counselor	20	H							
Telecommunicator	20	G							
Utility Maintenance Technician III	20	B							
Water Maintenance Technician III	20	B							
Water Pollution Control Plant Mechanic	20	B							
Water Pollution Control Plant Operator I	20	B							
Water System Operator I	20	B							
Accounting Technician III	21	F	42,449	44,573	46,800	49,140	51,597	54,177	66,858
Backflow and Cross Connection Specialist	21	B							
Billing & Collections Specialist	21	C							

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sition Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
det Deputy	21	G							
Cognitive Behavior Intervention Specialist	21	H							
Delinquent Tax Collector	21	E							
Deputy Register of Deeds III	21	E							
Detention Officer	21	G							
Electrical/Maintenance Technician	21	B							
Evidence Technician	21	G							
Financial Specialist	21	E							
Human Resources Technician II	21	C							
HVAC/Maintenance Technician	21	B							
Lead E911 Telecommunicator	21	G							
Lead Fleet Maintenance Mechanic	21	B							
Lead Telecommunicator	21	G							
Medical Laboratory Technician II	21	E							
Permitting Technician	21	F							
Personnel Technician II	21	C							
Tax Mapping Specialist	21	E							
Title Research & Foreclosure Specialist	21	E							
Veterinary Technician	21	G							
Water Pollution Control Plant Operator II	21	B							
Water System Operator II	21	B							
Accounting Specialist I	22	E	44,573	46,800	49,140	51,597	54,177	56,885	70,202
ministrative Assistant II	22	C							
Advanced EMT	22	G							
Athletics Programs Assistant	22	C							
Business/Personal Property Appraiser	22	E							
Child Support Agent II	22	H							
Custodial Supervisor	22	B							
Detention Deputy Sheriff	22	G							
Detention Sergeant	22	G							
E911 Communication Specialist	22	G							
E911 Training Specialist	22	G							
Engineering Technician I	22	E							
Financial Accounting Specialist	22	E							
Human Resources Specialist	22	C							
Human Services Coordinator II	22	H							
Income Maintenance Caseworker III	22	H							
Income Maintenance Investigator II	22	H							
Landfill Operations Supervisor	22	D							
Natural Resources Administrative Assistant	22	C							
Present Use Value Specialist	22	E							
Program & Events Coordinator	22	C							
Public Health Educator II	22	E							
Public Safety Administrative Assistant II	22	G							
cords Classification Officer	22	G							
enior Maintenance Technician	22	B							
Solid Waste Collections Supervisor	22	D							

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Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
Water Pollution Control Plant Operator III	22	B							
Water System Operator III	22	B							
Computer Systems Administrator I	23	E	46,800	49,140	51,597	54,177	56,885	59,731	73,711
Dental Hygienist I	23	E							
Deputy Sheriff	23	G							
Information Technology Support Specialist I	23	E							
Lead Child Support Agent	23	H							
Mechanical/Electrical Inspector	23	D							
Nutritionist II	23	E							
Real Property Appraiser	23	E							
Senior Register of Deeds Analyst	23	E							
Social Worker II	23	H							
Utility Field Services Supervisor	23	D							
Voter Registration Service Coordinator	23	C							
Water Pollution Control Plant Operator IV	23	B							
Accountant	24	C	49,140	51,597	54,177	56,885	59,731	62,718	77,397
Accounting Specialist II	24	F							
Administrative Assistant III	24	C							
Administrative Officer I	24	D							
Assistant Register of Deeds	24	C							
Athletics Programs Supervisor	24	C							
Deputy Sheriff Corporal	24	G							
Elections Training & Recruiting Specialist	24	C							
EMS Logistics Specialist	24	G							
EMT Paramedic	24	G							
Human Resources Analyst I	24	C							
Human Services Coordinator III	24	H							
Income Maintenance Supervisor II	24	D							
Information Technology Support Specialist II	24	E							
Library Supervisor	24	D							
Maintenance Supervisor/Collections	24	D							
Maintenance Supervisor/Distribution	24	D							
Natural Resources Specialist	24	E							
Planner	24	E							
Planning/Zoning Specialist	24	E							
Public Safety Administrative Services Officer I	24	G							
Senior Real Property Appraiser	24	E							
Water Pollution Control Plant Chief Mechanic	24	D							
Youth Services/Day Reporting Center Supervisor	24	D							
Building Inspector I	25	D	51,597	54,177	56,885	59,731	62,718	65,853	81,266
Child Support Supervisor	25	D							
Dental Hygienist II	25	E							
Deputy Sheriff Sergeant	25	G							
Detective Sergeant	25	G							
Detention Lieutenant	25	G							
Engineering Technician II	25	E							
Environmental Health Associate	25	E							

Position Classification and Pay Plan

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...sition Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
...ousing Rehab Program Coordinator	25	E							
Human Services Planner/Evaluator I	25	H							
Information Technology Applications Analyst	25	E							
Maintenance Supervisor/Water Quality	25	D							
Nutritionist III	25	E							
Paramedic First Class	25	G							
Public Health Nurse I	25	E							
Records Sergeant	25	G							
Revaluation Coordinator	25	C							
Senior Tax Auditor	25	E							
Social Worker III	25	H							
Tax Mapping Manager	25	D							
Transport Sergeant	25	G							
Water Pollution Control Plant Chief Operator	25	D							
Water Pollution Control Plant Lab Chemist	25	E							
Appraisal Supervisor/Revaluation Analyst	26	E	54,177	56,885	59,731	62,718	65,853	69,145	85,330
Deputy Fire Marshal	26	G							
Election Services Manager	26	D							
Fleet Maintenance Supervisor	26	D							
GIS Programmer Analyst	26	E							
Human Resources Analyst II	26	C							
Landfill/Collections Superintendent	26	D							
...aintenance Supervisor	26	D							
Paramedic Corporal	26	G							
Public Information Officer	26	C							
Quality Assurance/In-Home Services Manager	26	D							
Social Work Supervisor II	26	D							
Social Worker-Investigative/Assessment & Treatment	26	H							
Tax Collection Supervisor	26	D							
Tax Customer Service Supervisor	26	D							
Tax Listing Supervisor	26	D							
Administrative Officer II	27	D	56,885	59,731	62,718	65,853	69,145	72,603	89,596
Building Inspector II	27	D							
EMS Captain	27	G							
Environmental Health Specialist	27	E							
Forensic Officer	27	G							
Human Resources Recruitment & Retention Coordinator	27	C							
Human Services Planner/Evaluator II	27	H							
Information Technology Applications Specialist	27	E							
Information Technology Office/Communication Specialist	27	E							
Paralegal	27	E							
Paralegal and Purchasing Coordinator	27	E							
Public Health Nurse II	27	E							
Public Safety Administrative Services Officer II	27	G							
...ccounting & Grants Manager	28	E	59,731	62,718	65,853	69,145	72,603	76,233	94,076
...ministrative Services Manager	28	D							
Deputy Sheriff Lieutenant	28	G							

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Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
E911 Communications Manager	28	G							
Forensic Lieutenant	28	G							
GIS Coordinator	28	E							
Information Technology Network Engineer	28	E							
Law Office/Contracts Manager	28	C							
Natural Resources Administrator	28	D							
Planning Supervisor	28	D							
Public Health Nurse III	28	E							
Purchasing Manager	28	E							
Risk and Benefits Manager	28	D							
Support Services Officer	28	G							
Veterans Services Director	28	D							
Budgeting Manager/Internal Auditor	29	E	62,718	65,853	69,145	72,603	76,233	80,045	98,781
Building Inspector III	29	D							
EMS Major	29	G							
Environmental Health Program Specialist	29	E							
Fire Marshal	29	G							
Income Maintenance Administrator I	29	D							
Information Technology Senior Systems Administrator	29	E							
Information Technology Server Administrator	29	E							
Logistics Training Chief	29	G							
Senior Planner	29	E							
Social Work Supervisor III	29	D							
Soil Scientist I	29	E							
Training and Compliance Manager	29	E							
Utility Operations Manager	29	D							
Environmental Health Supervisor I	30	D	65,853	69,145	72,603	76,233	80,045	84,047	103,719
GIS Manager	30	E							
Social Work Program Manager	30	D							
Tax Business Systems Analyst	30	E							
Transportation Director	30	D							
Water Pollution Control Plant Superintendent	30	D							
Assistant Finance Director	31	D	69,145	72,603	76,233	80,045	84,047	88,249	108,904
Assistant Human Resources Director	31	D							
Captain - Non LEO	31	G							
Deputy Sheriff Captain	31	G							
Information Technology Applications Manager	31	D							
Information Technology Network Manager	31	D							
Information Technology Security Manager	31	D							
Inspections Supervisor	31	D							
Social Work Program Administrator I	31	D							
Tax Collection Division Manager	31	D							
Tax Listing/Assessing Division Manager	31	D							
Aging Services Director	32	D	72,603	76,233	80,045	84,047	88,249	92,662	114,349
Assistant Property Management Director	32	D							
Child Support Director	32	D							
Parks & Recreation Director	32	D							

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Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
Public Health Nursing Director I	32	E							
Solid Waste Director	32	D							
Budgeting and Auditing Director	33	E	76,233	80,045	84,047	88,249	92,662	97,295	120,068
EMS Chief	33	G							
Environmental Health Supervisor II	33	D							
Public Safety Deputy Director	33	G							
Capital Projects Manager	34	E	80,045	84,047	88,249	92,662	97,295	102,159	126,070
Deputy Sheriff Major	34	G							
Assistant County Attorney	35	E	84,047	88,249	92,662	97,295	102,159	107,268	132,375
Advanced Practice Provider II	36	E	88,249	92,662	97,295	102,159	107,268	112,631	138,992
Central Inspections Director	36	D							
County Engineer	36	E							
Chief Deputy	37	G	92,662	97,295	102,159	107,268	112,631	118,263	145,942
Human Resources Director	37	D							
Planning Director	37	D							
Public Safety Director	37	G							
Associate County Attorney	38	E	97,295	102,159	107,268	112,631	118,263	124,176	153,240
Property Management Director	38	E							
Finance Director	39	D	102,159	107,268	112,631	118,263	124,176	130,385	160,902
Information Technology Director	39	D							
Public Works Director	39	E							
Health Director	40	D	107,268	112,631	118,263	124,176	130,385	136,903	168,947
Social Services Director	40	D							
	41		112,631	118,263	124,176	130,385	136,903	143,749	177,394
Assistant County Manager	42	D	118,263	124,176	130,385	136,903	143,749	150,936	186,264
	43		124,176	130,385	136,903	143,749	150,936	158,484	195,577
	44		130,385	136,903	143,749	150,936	158,484	166,407	205,356
	45		136,903	143,749	150,936	158,484	166,407	174,727	215,623

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Position Title	Grade	Band	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
Appointed and Elected Officials									
Clerk to the Board	60	D	69,804						139,608
Tax Administrator	61	D	93,918						187,834
County Attorney	62	E	142,145						284,289
County Manager	63	D	152,299						304,600
Register of Deeds	70	D	82,496						164,990
Sheriff	71	G	101,532						203,065
Deputy Tax Collector	72	D	69,145						108,904

Special Non-Salaried Classifications

Groundskeeper	81	A	14.73	per hour
Seasonal Maintenance	82	A	10.97	per hour
Elections Worker - rate set by Elections Board	83	A		Rate set by Elections Board
Intern-rate set by Department	84	A		Rate set by Department
Grant Funded Position - Position Title and rate set by grant	85			Rate set by Grant
Public Safety Technician	86	A	21.97	per hour
Recreation - Basketball, Multiple Referees	87	A	19.57	per game
Recreation - Basketball, Single Referee	88	A	26.10	per game
Recreation - Football Referee	89	A	19.57	per game
Recreation - Soccer Referee	90	A	19.57	per game
Recreation - Adult Softball Umpire	91	A	23.48	per game
Recreation - Coach Pitch Umpire	92	A	19.57	per game
Recreation - Jr. League Umpire	93	A	39.16	per game
Recreation - Little League Umpire	94	A	23.48	per game
Recreation - Tee Ball Umpire	95	A	19.57	per game
Recreation - Youth Softball Umpire	96	A	23.48	per game
Recreation - Open/Close Facilities	97	A	19.57	per day
Recreation - Scorekeeper	98	A	13.05	per game
Recreation - Concession Worker	99	A	9.17	per hour
Recreation - Lead Concession Worker	100	A	10.10	per hour
Recreation - Concession Manager	101	A	11.13	per hour
Recreation - Park Attendant	102	A	10.97	per hour

On Call Pay

Non-Exempt Employees Only

Day	Rate Per Day
Monday thru Thursday	10.00
Friday, Saturday, and Sunday	20.00
County Observed Holiday	30.00

Shift Premium

E911 Telecommunicator and Telecommunicator	6:00 pm to 6:00 am work shift	75¢ per hour
Master Control Room Operator	6:00 pm to 6:00 am work shift	75¢ per hour
Solid Waste Site Attendant	Works on County recognized holida	2 x hourly rate of pay