

**Board of Commissioners
Meeting
May 3, 2021**



WASHINGTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
MAY 3, 2021

**COMMISSIONERS' CONFERENCE ROOM & LIVESTREAM
ON FACEBOOK VIA ZOOM
116 ADAMS STREET, PLYMOUTH, NC**

	6:00 PM	Call to Order—Chair Sexton
	6:01 PM	Invocation / Pledge Additions / Deletions
Item 1	6:10 PM	Consent Agenda a) Approval of Minutes b) Tax Refunds & Releases and Insolvent Accounts c) Resolution 2021-004 Authorizing Sale Of Real Property, 90 Cumberland St., Plymouth, By Electronic Public Auction Pursuant To NCGS 160 A-270 d) Proclamation 2021-006 Older Americans Month e) Audit Contract for FY21 f) Approval of Elections Equipment g) JCPC Certification h) Approval of Ordinances: Subdivision, Nuisance and Flood Damage
Item 2	6:15 PM	Public Forum (3-minute limit per speaker)
Item 3	6:25 PM	Public Hearings in Accordance with 160-D, Washington County Planning Board, Mr. David Clifton, Chair and Mr. Allen Pittman, Planning & Inspections Director (Resolution(s))
Item 4	6:45 PM	Update on Economic Improvement Council, Dr. Landon Mason
Item 5	7:00 PM	Eddie Smith Service District Presentation, Mr. David Gadd, Attorney & Ms. Martha Prinsloo, Soil & Water Technician
Item 6	7:15 PM	TTA Update and New Logo Discussion, Mr. Tom Harrison, TTA Director
Item 7	7:35 PM	COVID-19 and Vaccine Update, Mr. Wes Gray, MTW Health Dept. Director
Item 8	7:45 PM	Department Information Update: Information Technology, Ms. Darlene Fikes
Item 9	8:00 PM	Board of Equalization and Review, Ms. Sherri Wilkins, Tax Administrator
Item 10	8:05 PM	Boards & Committees, Ms. Julie J. Bennett, Clerk to the Board
Item 11	8:10 PM	Finance Officer's Report, Budget Amendments/Budget Transfers, Ms. Missy Dixon, Finance Officer
Item 12	8:20 PM	Other Items by Chair, Commissioners, CM/CA, Finance Officer or Clerk
Item 13	8:30 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 to May 17 @ 6:00 PM in the Commissioners' Room

WASHINGTON COUNTY BOARD OF COMMISSIONERS
AGENDA STATEMENT

ITEM NO: 1

DATE: May 3, 2021

ITEM: Consent Agenda

SUMMARY EXPLANATION:

- a) Approval of Minutes from April 5, 2021 meeting
See attached.
- b) Tax Refunds & Releases and Insolvent Accounts
See attached.
- c) Resolution 2021-004 Authorizing Sale Of Real Property, 90 Cumberland St., Plymouth, By
Electronic Public Auction Pursuant To NCGS 160 A-270
See attached.
- d) Proclamation 2021-006 Older Americans Month
See attached.
- e) Audit Contract for FY21
See attached.
- f) Approval of Elections Equipment
See attached.
- g) JCPC Certification
See attached.

April 5, 2021

The Washington County Board of Commissioners met in a regular meeting on Monday, April 5, 2021 at 6:00 PM by using ZOOM—virtual meeting software (due to the COVID-19 pandemic) for Facebook Live Streaming and in person in the Commissioners’ Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey Johnson, Ann Keyes, Carol Phelps, Bill Sexton and Julius Walker, Jr. were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Sexton called the meeting to order. Commissioner Keyes gave the invocation; County Manager Curtis Potter led the Pledge of Allegiance.

ADDITIONS/DELETIONS: NONE

CONSENT AGENDA: **Commissioner Walker made a motion to approve the Consent Agenda:**

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Proclamation: “North Carolina Safe 811 Safe Digging Month”
- d) Washington County Schools—DPI Facility Needs Survey

Commissioner Phelps seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

PUBLIC FORUM: None.

PUBLIC HEARING FOR BAY BROTHERS SEAFOOD: Commissioner Phelps made a motion to open the public hearing on Bay Brothers Seafood. Commissioner Keyes seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Mr. Potter spoke to the Board and made the following presentation.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
WILLIAM "BILL" R. SEXTON, JR., CHAIR
TRACEY A. JOHNSON, VICE-CHAIR
ANN C. KEYES
CAROL V. PHELPS
JULIUS WALKER, JR.



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PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823
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ADMINISTRATION STAFF:
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cpotter@washconc.org
CATHERINE "MISSY" DIXON
FINANCE OFFICER
mdixon@washconc.org
JULIE J. BENNETT, CMC, NCMCC
CLERK TO THE BOARD
jbennett@washconc.org

AGENDA ITEM MEMO

MEMO DATE: March 31st, 2021 **FOR BOCC MEETING ON:** April 5th, 2021
SUBJECT: Bay Brothers Seafood – Public Hearing per NCGS 158-7.1 & Bids
DEPARTMENT: Economic Development
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

- A- BOCC Resolution authorizing USDA Grant Application dated 3/2/20 (2pgs)
- B- BOCC Resolution accepting USDA Grant Application dated 7/15/20 (2pgs)
- C- Notice of Public Hearing per NCGS 158-7.1
- D- Request for Bids/Proposals (RFP) For: Commercial Refrigeration Equipment Issued March 19, 2021 (without its additional standard contractual terms/attachments)

***Bids: To be delivered at the meeting**

PURPOSE: To fulfill the statutorily required public hearing requirement per NCGS 158-7.1 for economic development appropriations; to review and obtain the Board’s approval of the bid(s) submitted in response to the County’s Request for Proposals/Bids (RFP) to supply the intended commercial refrigeration equipment applying the lowest responsive responsible bidder standard of award; to obtain the Board’s approval and authorization for staff to proceed with executing the remaining documents required to purchase, install, and lease the intended equipment to Bay Brother’s Seafood in compliance with any and all applicable grant requirements and other rules, regulations, or laws.

SUMMARY BACKGROUND: Washington County has been working with Bay Brothers Seafood over the past year to help facilitate the restoration of equipment needed to return the large commercial seafood packaging and distribution facility previously operated by IBX Seafood to full capacity. Doing so will have an immediate impact not only on the economic development and impacts of Bay Brothers itself, but also on the various indirectly related businesses that supply and purchase seafood from this facility.

The \$181,301 USDA grant already approved for this purpose operates similar to a loan in the sense that Bay Brothers is required to repay the depreciating value of the equipment itself over its useful life, along with any other associated costs such as maintenance, insurance, taxes, and county administration costs in installments as lease payments for the equipment to Washington County, which in turn is required under the grant to actually purchase and maintain ownership of the equipment while it is leased to Bay Brothers as the intended end user. At

the end of the lease term, the equipment may be sold to Bay Brothers for its current salvage value, and any remaining funds received from the grant program may be utilized for other economic development programs subject to USDA approval.

The previous grant agreement (USDA RD-4280) has been amended to contain an updated itemization of equipment to be purchased initially as part of a first phase, and extends the term of the overall grant for an additional year in order to enable Bay Brothers and Washington County to use any remaining grant funds to purchase additional needed equipment as part of a second phase.

FINANCIAL IMPACTS & ANALYSIS: Other than the initial advancement of local funds which will be fully reimbursed by the USDA up to the approved amount of the grant, no local funding is committed for this project which is ultimately funded exclusively by the grant funds.

RECOMMENDATIONS: Staff recommends reviewing the bid(s) which will be presented to the Board at its meeting, and recommends

the meeting and awarding the bid to the lowest responsible responsive bidder subject to proceeding with the single renegotiated current bid to be in the best interest of the county considering the amount of due diligence and length of time already provided for other interested firms to submit a bid response if desired. Additionally time is of the essence in completing this project due to the current landfill capacity, increasing chances of seasonal rain delays, and need to complete the project before the end of the fiscal year if possible to simplify internal accounting, budgeting, and auditing issues.

- Vote to approve the allocation and use of the USDA grant funding for economic development purposes pursuant to any and all applicable laws and grant requirements.
- Vote to delegate the authority to the County Manager to approve the award of the bid to the lowest responsive responsible bidder, subject to the successful negotiation of an equipment purchase and installation contract with the bidder, and subject to the successful negotiation of an equipment lease agreement with the property owner.
 - o The terms of the lease agreement shall require the owner to provide a lien upon the equipment while located on private property, and shall require the property owner to pay monetary consideration for the exclusive use of such equipment equal to its depreciating value over its useful life anticipated to be 12 years, together with any and all applicable maintenance, insurance, taxes, and administrative costs the county may incur in connection with the grant, and containing any other terms and conditions required pursuant to the grant requirements, applicable laws, or otherwise deemed necessary by any of the parties.
- Vote to authorize staff to proceed with the negotiation and execution of the foregoing agreements together with any additional documentation reasonably required to proceed with the actual purchase, installation, and lease of the intended equipment in compliance with any and all grant requirements or other applicable laws.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
D. COLE PHELPS, CHAIR
JENNIFER C. RIDDICK, VICE-CHAIR
TRACEY A. JOHNSON
WILLIAM "BILL" R. SEXTON, JR.
JULIUS WALKER, JR.



ADMINISTRATION STAFF:
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JULIE J. BENNETT, CMC, NCMCC
CLERK TO THE BOARD
jbennett@washcoenc.org

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A RESOLUTION

**OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, NORTH
CAROLINA, AUTHORIZING THE APPLICATION FOR A US DEPARTMENT OF AGRICULTURE
RURAL BUSINESS DEVELOPMENT GRANT (RBDG)**

WHEREAS, the US Department of Agriculture administers the Rural Business Development Grant (RBDG) program which is a competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas; and

WHEREAS, under the Rural Business Development Grant (RBDG) program, a County can apply for a Business Enterprise Project which includes without limitation "technical assistance, equipment, realty improvements, water and wastewater infrastructure development, or revolving loan fund recapitalization"; and

WHEREAS, one of the Town of Plymouth's largest private industrial facilities is located at 100 Jean Street, Plymouth, NC 27962, and was previously operated and commonly known as the Plymouth Garment Factory, and served as one of the largest local private employers until its closure approximately twenty (20) years ago; and

WHEREAS, that facility sat largely empty and underutilized until it was purchased approximately five (5) years ago by IQF Direct, LLC which substantially renovated the facility and opened and operated it for some time as a local seafood packaging and distribution facility known as IBX Seafood; and

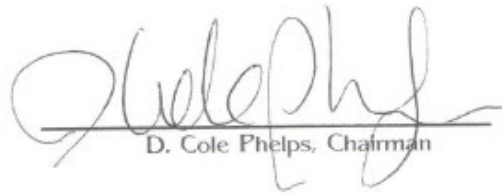
WHEREAS, the facility was more recently closed and sold at public auction to satisfy the enforcement of a legal judgement against IQF Direct, LLC, and was purchased and acquired in December 23, 2019 by NSC Family Holdings, LLC which has partnered with Bay Brothers Seafood to reopen and utilize the facility as a local seafood packaging and distribution company once again employing local residents and directly and indirectly supporting the local economy with a variety of potential additional operations including without limitation retail space and Agritourism; and

WHEREAS, Bay Brothers Seafood recently approached Washington County about working together to seek potential RDBG funds that would be utilized to purchase essential and critically necessary equipment to be used in helping to restore and reopen the OBX Seafood Facility as an active local seafood processing facility providing local employment opportunities and directly and indirectly supporting numerous other aspects of the local economy; and

NOW THEREFORE BE IT RESOLVED by the Washington County Board of County Commissioners that:

- 1) Upon the certification of the County Attorney that Washington County has the legal authority to do so, authority is hereby delegated to the County Manager and Finance Officer to:
 - a. Apply for a USDA Rural Business Development Grant (RBDG) on Bay Brother's Seafood's behalf in an amount not to exceed \$200,000 to be used to purchase certain equipment deemed reasonably necessary by the County Manager to restore and reopen an active seafood packaging and distribution operation at the facility referred to hereinabove, and to modify the scope of the application to apply for funding for any other eligible purpose deemed reasonably necessary to assist with the facilitation of said project.
- 2) Such equipment to the extent eligible for grant funding may include without limitation, commercial freezer/cooler equipment or components, commercial retail equipment, ice making equipment, installation services, etc.
- 3) Any and all funds to be utilized to assist in funding the efforts of Bay Brother's Seafood shall be derived from grant funding, and unless otherwise authorized, no local county match funds shall be utilized.

ADOPTED this the 2nd day of March, 2020.


D. Cole Phelps, Chairman

ATTEST:


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



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BOARD OF COMMISSIONERS

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

**RESOLUTION
APPROVING**

**Acceptance of Rural Business Development Grant (RBDG) Funds
Related to a Project Associated with Bay Brothers Seafood
Pursuant to Letter of Conditions issued by USDA**

BE IT RESOLVED

In conjunction with the Rural Business Development Grant (RBDG) application that has been filed with USDA, Rural Development, the **Washington County Board** will accept the Letter of Conditions when issued by USDA. The amount of the RBDG will be **\$181,301**.

That the **COUNTY MANAGER** and **COUNTY FINANCE OFFICER** be authorized to execute all forms necessary to obtain a **Rural Business Development Grant (RBDG)** from Rural Development, including, but not limited to the following forms:

- | | |
|---------------------------|-------------------------------------|
| RD Form 1942-46 | Letter of Intent to Meet Conditions |
| RD Form 1940-1 | Request for Obligation of Funds |
| Form RD 4280-2 | Rural Business-Cooperative Service |
| | Financial Assistance Agreement |
| Form RD 400-1 | Equal Opportunity Agreement |
| RD Form 400-4 | Assurance Agreement |
| AD Form 1047 | Certification Regarding Debarment |
| AD Form 1048 | Cert Regarding Debarment-Lower Tier |
| AD Form 1049 | Cert Regarding Drug Free Workplace |
| SF-LLL | Disclosure of Lobbying Activities |
| RD Form 1940-Q, Exh. A-1 | Certification for Contracts |
| Certificate of Compliance | Federal State, Local Requirements |
| Unnumbered Letter | Rural Area Certification |

This resolution is to become a part of the official minutes of the **Washington County** meeting held on **July 15, 2020**.


MOTION TO ADOPT THE RESOLUTION:

MADE BY: Commissioner Johnson

SECONDED BY: Commissioner Sexton

MOTION PASSED 4 to 9

By: 
D. Cole Phelps, Board Chair

Attest: 
Julie J. Bennett, CMC, NCMCC
Clerk to the Board

7/15/20
(Date)

Notice of Public Hearing

The Washington County Board of Commissioners will hold a Public Hearing pursuant to NCGS 158-7.1 during its regularly scheduled Board Meeting at 6:00PM on April 5th, 2021 at 116 Adams Street, Plymouth, NC 27962 to consider approving bids submitted to the county to purchase commercial refrigeration equipment to be installed at the commercial seafood packaging and distribution facility located at 100 Jean St. Plymouth, NC 27962 owned by NSC Family Holdings, LLC and commonly referred to as Bay Brothers Seafood.

The Board intends to authorize such purchase and installation pursuant to the terms of a \$181,301.00 USDA Rural Business Development Grant (RBDG) awarded to the County to help facilitate local economic development by more specifically assisting Bay Brothers expand its operations and associated direct and indirect local employment opportunities. No local matching or other funds of any kind are involved in the project which is fully funded by the grant.

The project is multi-phased. Phase 1 consists of four (4) commercial grade refrigeration/freezer units with an est. useful life of twelve (12) years, and combined total est. value of over \$100,000. This equipment will enable Bay Brothers to restore active refrigeration to multiple existing and currently underutilized cooler/freezer rooms in the facility thereby expanding the overall operational capacity and potential economic impact of this facility.

Pursuant to the grant terms, the County will maintain actual ownership of the equipment, and lease it to the property owner for a term not longer than its est. useful life. In addition to other grant obligations, the property owner will provide a lien on the equipment to the County as security, and will pay monetary consideration over the term of the lease equal to at least the depreciable fair market value of the purchased and installed equipment, together with any ongoing maintenance, taxes, insurance, and administrative or other related expenses incurred by the County.

The equipment may be sold to the property owner as permitted by the grant and/or applicable law for its then current depreciated salvage value at the end of the lease. Any excess lease revenues shall be handled in accordance with any applicable grant requirements, but are expected to remain available for additional future economic development appropriation purposes.



WASHINGTON COUNTY

REQUEST FOR BIDS/PROPOSAL (RFP)

For: Commercial Refrigeration Equipment

Issued on: March 19th, 2021

All Proposals and/or Related Inquiries
(Including Inquiries to Obtain Physical Site Access for Quoting Purposes)
Must be Submitted in Writing to:

Washington County Manager's Office
Attn: Mary Moscato, Administrative Assistant
116 Adams Street
PO Box 1007
Plymouth, NC 27962
Tel: (252) 793-5823
E-mail: mmoscato@washconc.org

Bid Proposals Due: Monday, April 5th, 2021 @ 10:00AM

Bid Proposals Opened in Public: Monday, April 5th, 2021 @ 10:15AM

I. Request for Bid/Proposal (RFP)

Washington County hereby requests and will receive sealed bids/proposals (these terms “bid” and “proposal” may be used interchangeably in this RFP) to provide the specific materials, equipment, goods, services, or other items (collectively referred to herein as “specified items”) as described in more detail within this RFP.

Bidders are invited to submit a sealed bid/proposal in response to this RFP subject to the terms and conditions contained herein. Please carefully read all this RFP in its entirety including all instructions and specifications. Failure to comply with instructions or to provide bids/proposals for the specified items may disqualify your bid/proposal from consideration or award.

Copies of the RFP may be obtained at the Washington County Manager’s Office, at the address stated above during normal business hours (8:30 am to 5:00 pm, Monday – Friday), or online at <http://www.washconco.org/rfps.aspx> prior to the date and time specified for submissions. County reserves the right to make modifications to this RFP via addenda, which if made will be published and made publicly available at the same web site. Bidders are responsible for checking for Addenda prior to submitting their bids/proposals.

II. Submission & Opening Procedures:

Bids/proposals must be made in writing, and physically delivered to the attention of the specified party at the specified address by the specified deadline as stated on the RFP cover page. Bids/proposals should be submitted in a sealed envelope or package marked “RFP - Refrigerated Cooler Boxes” in the lower left-hand corner with the name, address, and contact info for the submitting bidder stated clearly in the upper left-hand corner.

Failure to have a bid/proposal properly submitted prior to the specified delivery or opening time may prevent the acceptance or consideration of the bid/proposal. Washington County cannot assume the responsibility for any delivery delays resulting from any failure by the US Postal Service or other package courier to properly deliver any bid/proposals by the specified dates which shall be the sole responsibility of each bidder.

Proposals will be opened and read in public at the specified delivery address at the specified time as both are stated on the cover page of this RFP. You are invited, but not required, to be present at the opening. However, due to COVID19 protocols, social distancing regulations may limit the number of persons physically permitted in the meeting room during opening. Priority will be given to members of the local media and/or representatives from parties actually submitting bids/proposals. Alternative arrangements such as moving the bid/proposal opening outdoors (weather permitting), or providing a livestream of the bid/proposal in lieu of permitting physical attendance in the meeting room itself may also be considered within the county's sole discretion depending upon the circumstances and number of parties actually present. For this reason if you have questions or concerns about facilitating attendance, please contact the County at your earliest possible convenience to discuss and resolve such matters.

III. Project Overview:

Washington County has been awarded a Rural Business Development Grant through the USDA for economic development purposes to help aid and facilitate the continuing economic development and growth of Bay Brother's Seafood which is a recently established and currently operating local seafood processing, packaging, and distribution business that recently acquired and is continuing the renovations of one of the Town of Plymouth's largest (and previously inactive and vacant) industrial buildings for its operations at the site identified below within the Town of Plymouth. Bay Brother's operations directly support and impact not only the economic development of Washington County, but also of its surrounding neighbors in northeastern North Carolina related to its supply and distribution chains.

This grant is intended and structured to permit Bay Brother's Seafood to obtain the installation and use of certain refrigeration equipment (the "specified items") to be purchased and installed by Washington County with the USDA grant funds referred to above at the specified physical site location.

**Site Location:
Bay Brother's Seafood
100 Jean Street
Plymouth, NC 27962**

The purchase and installation of refrigeration equipment is needed to provide critical infrastructure for Bay Brothers Seafood business operations and continued economic growth. Successful implementation will support the on-going operations of Bay Brothers Seafood retail and processing in rural Washington County. Functional refrigeration boxes will store seafood products pre- and post-processing year-round to provide viable seafood products for sales markets.

By having freezer capabilities the business will be able to freeze product during the summer for sale during other times of the year when prices are much higher. This will help Bay Brothers Seafood gain a competitive advantage and allow them to operate year-round unlike many other seafood markets. The ability to remotely monitor temperatures in the boxes contributes to the security of a successful and safe storage of products.

Scope of Work: This project is expected to result in three (3) functioning refrigeration boxes that will be remotely monitored.

All funding related to this project is anticipated to be derived from federal USDA grant sources, and there are currently no local Washington County matching or other funds committed or allocated to the project.

IV. RFP Terms & Conditions:

- A. Washington County seeks bids/proposals from experienced and qualified bidders for its purchase and installation (including any associated electrical work) at the Bay Brother's site location stated herein of the specified items described in this RFP. Such items must meet any and all applicable minimum standards or additional specifications described herein to be considered responsive to this RFP.
- B. This RFP is part of a competitive procurement process, designed to serve the best financial interests of the USDA, the County and its citizens. Bids/proposals will be evaluated and selected in accordance with applicable rules, regulations, and law to insure the bid/proposal most advantageous to the County is selected. Unless otherwise stated in this RFP, proposals will be evaluated based on the lowest responsive responsible bidder standard.
- C. Bids should be prepared simply and economically providing an organized concise straight forward description of the contractor's ability to provide the specified items, and meet any other project or RFP conditions or requirements specified herein.
- D. Proposals shall be effective for a period of one hundred twenty (120) days, and must be signed by an official authorized to bind any bidding entity to a final contract. If a shorter effective period is specified in the proposal, the County may waive this requirement, or negotiate the extension of such period, but is not required to do so.
- E. The successful bidder shall enter into a formal written contract with the County to provide the specified items which shall include as part of the terms and conditions thereof this entire RFP by specific reference and incorporation therein. The contract shall also include the same or substantially similar terms and conditions as those most favorable to the County which are contained within the following instruments attached hereto and incorporated herein by reference:
 - a. "Standard Agreement for Independent Contractors" (to be used as the template for the contract between the parties unless otherwise agreed), and
 - b. "NC Local Government Standard Contractual Terms & Conditions Rider (Revised July 1, 2020)"

Failure of the successful bidder to accept and enter into such a contract may result in the cancellation of any award of the bid/proposal to any bidder by the County. The County commits to attempt to resolve any contractual disagreements in good faith before cancelling any awarded bid/proposal, and has provided the attached documents for the bidder's advance reference and knowledge of certain applicable rules, regulations, and laws that may apply to local government contracts.

- F. Bids/proposals which are made based on modification/alteration of, or changes in, the terms, conditions, or specifications of this RFP, or which otherwise are offered

upon the County's acceptance of certain conditions may not be considered. However, the County reserves the right to consider, evaluate and accept such bids/proposals depending upon the circumstances involved. Any bidder submitting such a bid/proposal must clearly and boldly mark on the face of the sealed envelope or package used to deliver the bid/proposal the phrase "Conditional Bid".

G. The County reserves the right at all times to reject any or all bids/proposals for any lawful reasons, or for no reason within its complete and sole discretion. Additionally the County reserves the right to waive or not waive immaterial informalities or irregularities in any bids/proposals or bidding procedures, and to accept or further negotiate the cost, terms, and conditions of any bid/proposal determined to be in the County's best interest, even if such proposal is not the lowest in price.

H. Additional Specifications, Terms, & Conditions:

- a. Insurance: The bidder must furnish the insurances (including Workers' Compensation and Employer's Liability) as described within the attached Standard Agreement for Independent Contractors. A Certificate of Insurance must be filed with the Washington County Finance Office prior to beginning work and must be kept on file for the duration of the contract.
- b. Uniform Guidance Requirements: The bidder must comply with the Federal Uniform Guidance Requirements as described within the attached Standard Agreement for Independent Contractors.
- c. The bidder or their subcontractor(s) if applicable must possess any and all licenses required to install the specified items as requested (including specifically but without limitation any required electrical licenses).

V. Detailed Minimum Standards/Specifications for Specified Items:

Specified Items Overview: This project is to quote the price to purchase, deliver, and turnkey install for use (including any and all related plumbing/electrical work) three (3) functioning refrigeration boxes (condensing units and evaporators) that will be remotely monitored.

Bids/proposals should be submitted for the specified items identified below which meet or exceed the necessary minimum specifications for such items also identified below.

Prices shall include an itemization of the specific price(s) for each individual unit of equipment to be purchased (inclusive of delivery to the site), as well as the separately identified specific price(s) to install each unit to enable a more transparent and equitable evaluation of the prices provided by bidders for both the equipment and installation services.

A. Refrigeration Schedule: Condensing Units

Room #	Sq-Ft	Height (ft)	Temp (°F)	Refrigerant	Condensing Unit Type	HP	Volts	Phase	Quantity	Manufacturer
1	1900	10	35	R-404a	Scroll	7.6	208-230	3	1 to serve 2 new evaps	KeepRite Refrigeration or comparable
3	1800	10	35	R-404a	Scroll	7.6	208-230	3	1 to serve 2 new evaps	KeepRite Refrigeration or comparable
4	3100	10	35	R-404a	Scroll	6.1	208-230	3	2 to serve 1 new and 1 existing evap	KeepRite Refrigeration or comparable

Condensing Unit Features:

- 1) Outdoor rated condensing unit with painted weather housing
- 2) Units must be AWEF compliant
- 3) Horizontal air flow type unit
- 4) Weatherproof electrical control box
- 5) High efficient enhanced copper tube and aluminum fin coil design
- 6) Crankcase heater
- 7) Adjustable head pressure control valves
- 8) Suction service valves
- 9) Receiver with fusible plug and shut off valve

Condensing Unit Options:

- 1) Liquid line filter drier / site glass
- 2) Dual adjustable pressure controls
- 3) Defrost time clock
- 4) 6-lead phase/voltage monitor
- 5) Protective condenser fin coating

B. Refrigeration Schedule: Evaporators

Room #	Sq-Ft	Height (ft)	Temp (°F)	Refrigerant	Evaporator Type	Volts	Phase	Quantity	Manufacturer
1	1900	10	35	R-404a	Medium Profile	208-230	1	2 new	KeepRite Refrigeration or comparable
3	1800	10	35	R-404a	Medium Profile	208-230	1	2 new	KeepRite Refrigeration or comparable
4	3100	10	35	R-404a	Medium Profile	208-230	1	1 new to add to 1 existing	KeepRite Refrigeration or comparable

Evaporator Unit Features:

- 1) Heavy gauge textured aluminum cabinet construction
- 2) 3/8" tubing coil construction
- 3) ECM fan motors, with two speed motor technology
- 4) Hinged access panels

Evaporator Unit Options:

- 1) Thermostatic expansion valve, installed
- 2) Liquid line solenoid valve, installed
- 3) Digital thermostat, installed
- 4) Insulated drain pans

C. Installation Scope of Work (to be separately itemized in bids/proposals):

C-1 Refrigeration and Electrical Installations Scope of Work:

Provide materials, tools, labor and rental equipment to install refrigeration and electrical systems as follows:

- 1) Review site conditions and verify condenser and evaporator locations plus power supply for specified new and existing refrigeration equipment.
- 2) Include in installation price the following items:
 - a) Receive, uncrate and set/hang evaporators and condensers in designated areas to be determined onsite.
 - b) Review and/or upgrade and correct power supply as required by local code.
 - c) Install all associated electrical, copper lines sets and drains to make systems operable.
 - d) Provide factory startup, run time testing and final adjustments.
 - e) Provide extended warranty on compressors.
 - f) Provide 90 day warranty on items of workmanship.
 - g) Provide 1 year service plan from date of startup.
 - h) Contractor is to provide a turkey installations that includes both Refrigeration and Electrical

3) Equipment owner (Washington County) reserves the right to exclude/include specific rooms from the bid.

C-2. Refrigeration Specifications:

- 1) All work to be per industry standards and conform with local codes and jurisdiction.
- 2) Materials used:
 - a. ACR cleaned and capped nitrogenized hard copper tubing.
 - b. ¾" armaflex insulation on medium temp suction lines, 1" on low temp suction lines, liquid lines are not insulated.
 - c. Medium temp drains to be PVC, low temp to be type M copper pipe with heat trace and ¾" insulation.
- 3) Purging with nitrogen while brazing is expected and work will be inspected for excessive flash that can clog strainers at startup.
- 4) Pressure test is required. System should be pressurized to 200 pounds with Nitrogen and held for 24 hours.
- 5) Prior to start up, each system should receive a two stage evacuation. Confirmation of less than 150 micron vacuum with photograph.
- 6) Contractor is responsible for lifting condensers to the roof.
- 7) Contractor is responsible for cutting and patching roof for any needed penetrations.

C-3. Electrical Specifications:

- 1) All work to be per NEC industry standards and conform with local codes and jurisdiction.
- 2) Contractor is responsible for review of existing conditions to confirm electrical is adequate for new equipment.
- 3) Contractor is responsible for identifying and installing dedicated circuits that energize condensers and evaporators.
- 4) Contractor is required to be available for system start up, so no delays are incurred.
- 5) Contractor is responsible for cutting and patching roof for any needed penetrations.
- 6) Contractor is responsible for installing service disconnects at each piece of equipment.
- 7) Contractor is responsible for heat trace cabling and energizing.

- Crane lifting/rental services or other ancillary services required to install the specified items in a turnkey ready to use fashion comparable with industry standards and applicable regulations should be included within the total installation price(s) provided in the bid/response unless otherwise expressly stated therein, in which case any non-included costs shall be itemized together with an educated guess/estimate provided for obtaining such services/items not otherwise included in the total installation price actually bid.

Commissioner Johnson made a motion to open the public hearing on Bay Brothers Seafood. Commissioner Phelps seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Commissioner Johnson made a motion to approve items as presented and also listed below regarding Bay Brothers Seafood. Commissioner Keyes seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

- Vote to approve the allocation and use of the USDA grant funding for economic development purposes pursuant to any and all applicable laws and grant requirements.
- Vote to delegate the authority to the County Manager to approve the award of the bid to the lowest responsive responsible bidder, subject to the successful negotiation of an equipment purchase and installation contract with the bidder, and subject to the successful negotiation of an equipment lease agreement with the property owner.
 - o The terms of the lease agreement shall require the owner to provide a lien upon the equipment while located on private property, and shall require the property owner to pay monetary consideration for the exclusive use of such equipment equal to its depreciating value over its useful life anticipated to be 12 years, together with any and all applicable maintenance, insurance, taxes, and administrative costs the county may incur in connection with the grant, and containing any other terms and conditions required pursuant to the grant requirements, applicable laws, or otherwise deemed necessary by any of the parties.
- Vote to authorize staff to proceed with the negotiation and execution of the foregoing agreements together with any additional documentation reasonably required to proceed with the actual purchase, installation, and lease of the intended equipment in compliance with any and all grant requirements or other applicable laws.

PUBLIC HEARINGS IN ACCORDANCE WITH CHAPTER 160D, A NEW LAND USE LAW FOR NORTH CAROLINA: Commissioner Keyes made a motion to open the public hearing on the updated ordinances in accordance with 160-D. Commissioner Walker seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Washington County Planning Board Chair, Mr. David Clifton and Mr. Allen Pittman, Planning & Inspection Director spoke about bringing the County's documentation up to code by following the new GS Chapter 160-D for the following Ordinances. The deadline for getting these approved is July 1, 2021.

- Subdivision Ordinance
- Unsafe Buildings--Condemnation Ordinance
- Flood Damage Prevention Ordinance

Chair Sexton asked Mr. Potter were the Commissioners expected to approve these changes tonight. Mr. Potter said that there needs to be some more cleanup on these before they are approved. Chair Sexton said to have them on the Consent Agenda at the next meeting.

Chair Sexton asked if the Planning Board had any luck finding out about what he was talking about at the last meeting. Mr. Pittman said on the issue of Recreation, the Planning Board did make sure the ordinance was worded that recreational facilities were for the folks who lived in the subdivision. On the amount of acreage for giving to family, Chair Sexton said it looks like he could give 5 acres to each of

his 3 children. Mr. Pittman yes he could, as long as no parcel is less than 5 acres. Commissioner Keyes this exemption was in the ordinance for situations such as this.

Chair Sexton asked about the other two ordinances. Mr. Pittman said the Flood Damage ordinance was approved by the State. Mr. Pittman said the Nuisance ordinance was in good shape. Commissioner Keyes asked if special software was used for making these changes. Mr. Pittman said they used PDF software. Mr. Potter said there is a model template that was used for the Flood Damage ordinance. Mr. Potter said not much changed in 160-D for the Nuisance (unsafe buildings) ordinance and there were not many adjustments for the Subdivision ordinance. The software that was used did not check the format very well. These ordinances just need to be tweaked. One error dealt with having different dates in the same ordinance. There needs to be consistency in the ordinances. Mr. Potter said a cover sheet will be put on them when they are brought back on the Consent Agenda in May showing any changes. Mr. Potter did advise the Board to wait for one more meeting before approving.

Chair Sexton asked what was next. Mr. Potter said the actual Zoning Ordinance which includes the Solar Ordinance and maybe a Sign Ordinance. Mr. Potter asked did the Commissioners want to continue to be the Board of Adjustment for variances or have the Planning Board in this role. Mr. Potter said the Planning Board can also be made up of other members (not the Commissioners.) Staff needs guidance as to which direction they would like to go. Mr. Clifton said the Planning Board has discussed it some. Chair Sexton said the Planning Board can bring that back to the next meeting. Chair Sexton said he would like it to stay with the Commissioners. Mr. Clifton said since he's been around, the Planning Board tries to make it easy for the residents. When the Board of Adjustment is the Commissioners it becomes a quasi-judicial meeting and it's more like court and discourages residents to ask for a variance. Chair Sexton said some of the issues are big and need the Commissioners. Chair Sexton said that Commissioner Keyes and her staff did a wonderful job over the years. Commissioner Keyes said the Planning Board was actually granted that authority at one time. Mr. Pittman said at this time, he would like to leave it as is until all the changes are made to satisfy 160-D then come back to talk about other issues. Mr. Pittman said the Solar Ordinance has some issues other than what needs to be changed for 160-D. He will try to get with the Planning Board to get it back to the Commissioners. Chair Sexton asked about a junk car ordinance. Mr. Pittman said it is part of the Condemnation ordinance, but not very lengthy. Mr. Potter said some other county's view this is a police power for junk cars. Discussion ensued.

Commissioner Johnson made a motion to close the public hearing on the Ordinances. Commissioner Keyes seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

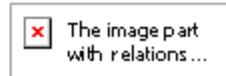
Chair Sexton said the Board will see Mr. Pittman and Mr. Clifton at the next meeting and get all these on the Consent Agenda.

UPDATE FROM REPUBLIC SERVICES; Mr. Chris Wilson, Municipal Services Manager and Mr. Pat Carlidelle, Operations Manager for Republic Services were in attendance. Mr. Wilson said he has spoken to the Board before and introduced Mr. Pat Carlidelle as the person who replaced Mr. Mike Kavanaugh. Mr. Wilson gave the following presentation.

Washington County Commissioner Meeting

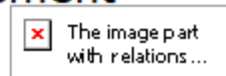
Residential Curbside Collection Review

April 5, 2021




Agenda

- Introduction of Carldelle "Pat"
Patrick – Operations Manager
- Services Provided
- Cart Delivery and Replacement
- Communication Enhancement




Services Provided to Washington County

- Once a week curbside trash collection
- Once a week curbside recycling collection
- Once a week bulk waste collection
- Container deliveries, removals and exchanges on Wednesdays

 The image part with relations...

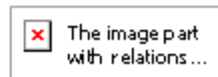
Cart/Container Activity

- Jan 1, 2020 - Dec 31, 2020- Full Year
- 240 cart exchanges/replacements.
- Approximately 6% of all carts Republic Services provides to the County.
- Combination of both County requested exchanges and Republic Services driver identified exchanges

 The image part with relations...

Thank You!

Open Discussion/Q&A



Mr. Potter asked what days Republic Services treat as holidays. Mr. Wilson said they have six (6): New Year's Day, Memorial Day, 4th of July, Thanksgiving, Christmas, Labor Day and residents will be serviced the next day (except on a Sunday).

Mr. Potter says the residents can also call in and say their trash didn't get picked up so what can they do? Mr. Potter tells them to leave the trash can out at least one more day. Republic Services will send a truck out a second day if they had too much to pick up on the dedicated day.

Chair Sexton asked Mr. Potter if the calls have been turned over to the landfill. Mr. Potter said not yet. It is being worked on.

Chair Sexton thanked Republic Services for speaking to the Commissioners tonight.

UPDATE FROM TRILLIUM: Mr. Dave Peterson, Senior Regional Director spoke to the Commissioners and said this is his 7th year of coming out and speaking to them. Mr. Peterson said Commissioner Johnson gave him the idea of having an orientation on what Trillium does so the Commissioners will understand what they do for the County. Mr. Peterson gave the following presentation.

TRILLIUM HEALTH RESOURCES ANNUAL REPORT WASHINGTON COUNTY

DAVE PETERSON, MA
SENIOR REGIONAL DIRECTOR



TRILLIUM UPDATE

Trillium's mission: Transforming lives and building community well-being through partnership and proven solutions.

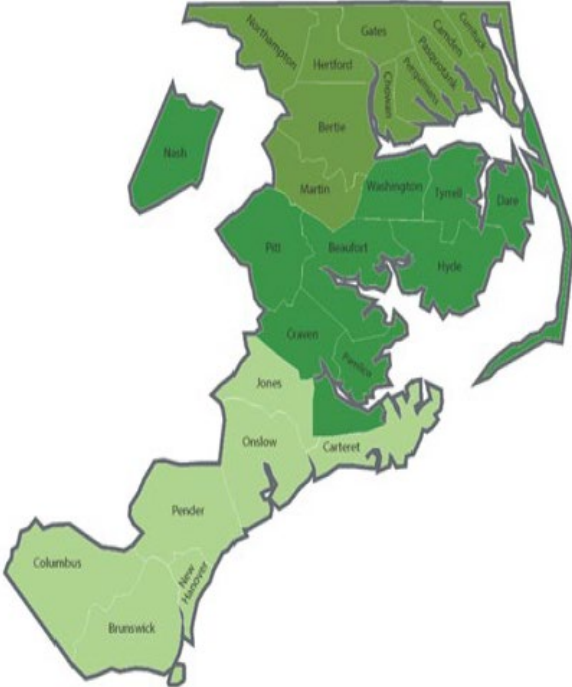
- Who We Are
- Medicaid Transformation Changes
- Organizational changes- Call centers, Contracts, Care Management
- COVID-19 Response
- County Data

Who We Are - Numbers

- 26 Counties
- 1,469,101 total population
- 266,000 Medicaid Eligible
- Served 58,452 individuals from mild to severe mental health needs
 - 70% with MH needs
 - 20% with SUD
 - 10% with IDD
- Approximately 500 Providers
- \$475,921,857.00 spent on services last year
- Smallest County- Tyrrell 3,665- Largest County -New Hanover 232,274
- Cover over 12,000 square miles

Trillium Map per Region

REGION	POPULATION	SQUARE MILES	# OF COUNTIES
Northern	201,969	3,511	10
Central	494,441	4,717	9
Southern	772,691	4,176	7



Medicaid Transformation- Standard Plans

- **Standard Plan- 5 companies were awarded**
 - Amerihealth Caritas NC Inc.
 - Blue Cross Blue Shield of NC
 - UnitedHealthcare of NC Inc.
 - WellCare of NC Inc.
 - Carolina Complete Health- covers regions 3, 4 and 5
- ❖ **These Plans will be managing the mild to moderate Medicaid behavioral health recipients**

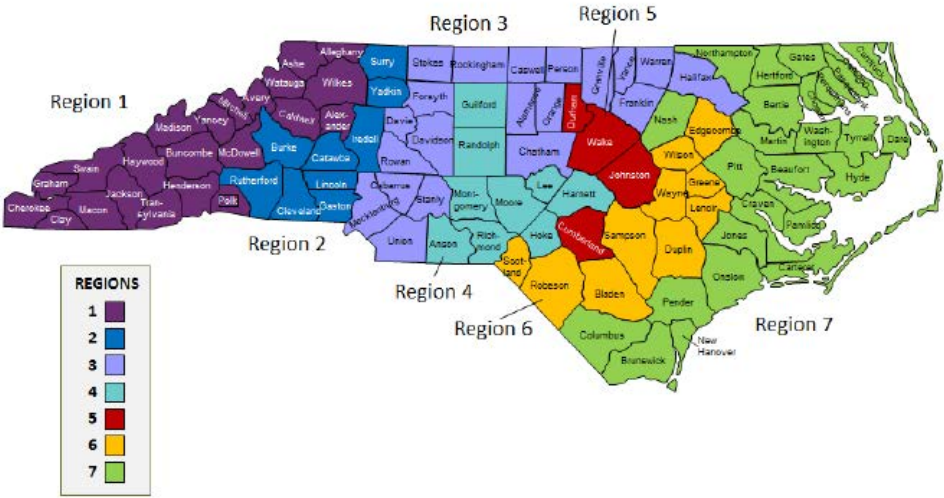
Medicaid Transformation Standard Plans continued:

- Standard Plan Insurance Companies Timeline:
- March 15th through May 14th - Open Enrollment
- May 15th- Auto enrollment
- July 1st 2021- Standard Plans begin to serve Medicaid individuals with Low to Moderate needs

Medicaid Transformation Tailored Plan:

- 5-7 Managed Care Organizations- NCACC recommended the current LME/MCO map
- Managing the high risk/high cost individuals with mental health, developmental disabilities and substance use
- DHHS released the RFA on November 13th 2020
- Managing the whole person- both physical health and behavioral health

Behavioral Health I/DD Tailored Plan Regions



Medicaid Transformation Tailored Plan Continued

- Applications were due back to the state on Feb 2nd 2021 and we submitted ours on time
- DHHS will award the contracts on June 11th, 2021 to 5-7 MCO's
- We will have a readiness review late fall
- July 1st 2022- Begin the Tailored Plan the more Severe behavioral Health, Substance use and IDD population like we do today

What will it Look like

- Manage the whole person both Behavioral and Physical health
- Focus on the Social Determinants of Health-
 1. 1. Transportation
 2. 2. Housing
 3. 3. Food Insecurities
 4. 4. Employment
 5. 5. Personal Safety
- Contract with every pharmacy in our 26 counties
- Contract with all primary care physicians that provide services to Medicaid consumers
- Provide Tailored Care Management

Organizational changes

Call Centers

- Pharmacy
- Provider
- Nurse
- Current Call Center

Contracts

- Pharmacy
- Primary Care Offices

Care Management

- Whole Person Care

Impact today

- Consumers will remain with the same services with their MCO
- We will still move forward with developing the infrastructure to serve the whole person
- Work towards contracting with pharmacies and primary care services

COVID - 19 IMPACT

- Setup a separate webpage for all of our information regarding COVID-19
- Some rate increases extended ranging from 5% - 30% to Network Providers
- Waiving Prior Authorizations
- Supplying COVID Kits to providers/consumers
- Respite for Children with IDD increased to 30 hours
- Telehealth continues to be provided when needed
- Food Delivery

COVID-19 Impact continued...

- Promoting Hope4NC
- Trillium continues remote status with office usage limited to 15% of allowed capacity
- Access to Care continues to be in operation 24 hours per day.
- <https://www.trilliumhealthresources.org/news-events-training/coronavirus-information>

Project Updates

- DSS Respite Homes
- 1200 Naloxone kits
- COVID Kits for Providers and Consumers
- Increased Rates for providers Direct Care Staff
- Hand Sanitizer stations at Playgrounds
- Racial Equity Projects- internal and external
- Safe Schools/Health Kids- online training on a variety of topics
- Crisis and Disaster Response Department

Consumers served in Washington County

Total Consumers served - 582

- Mental Health - 426
- Substance Use - 122
- I/DD - 73

Total is unduplicated, since a single individual may receive services in more than one category



Commissioner Johnson asked how folks received this information about the Medicaid transformation. Mr. Peterson said that the State did send out letters in the mail to ones already on Medicaid to tell them of these changes. He would like people to talk about these changes. Most folks will not read the letters and then they will be signed up automatically.

Commissioner Walker asked about pharmacies. Mr. Peterson said Trillium DP would contract with all of them. Chair Sexton asked how many Primary Care providers are in Washington County. Mr. Peterson said maybe 12.

Commissioner Keyes asked if she could get a sample copy of the letter so she can help distribute it. Mr. Potter said the County will also put a link to Trillium's page on ours for information.

Commissioner Johnson thanked Mr. Peterson for coming and bringing that important information so citizens know they need to make a choice rather than one being assigned for them.

The Commissioners thanked Mr. Peterson for coming.

COVID-19 AND VACCINE UPDATE: Ms. Vicky Manning, MTW Health Department Administrator gave an update on COVID-19 and the vaccines since Mr. Gray was on vacation.



Martin-Tyrrell-Washington

DISTRICT HEALTH

Wes Gray, MPA, MPH, Health Director

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



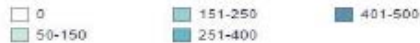
Public Health
Prevent. Promote. Protect.

Coronavirus Update April 5, 2021 - 4:00 pm

The coronavirus COVID-19 is affecting 218 countries and territories around the world.

North Carolina		United States		Global	
Total Cases	922,560	Total Cases	31,461,919	Total Cases	132,282,777
Deaths	12,173	Deaths	568,976	Deaths	2,870,086
Recovered	887,724	Recovered	23,993,494	Recovered	106,520,006

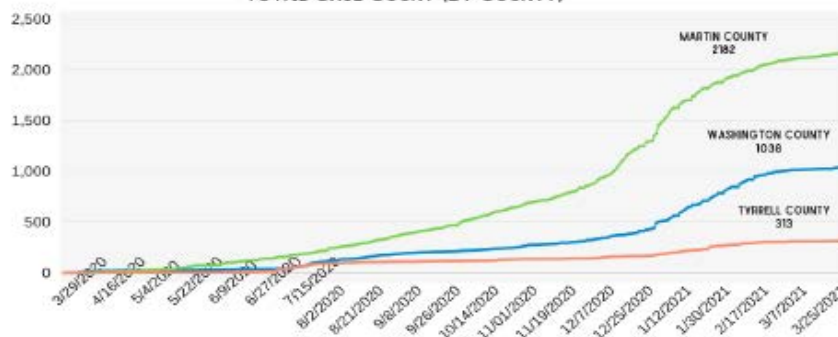
NC Case Distribution (NCDHHS)



District Profile (3 hospitalized)

County	Martin	Tyrrell	Washington
Total Cases	2182	313	1040
Deaths	41	6	31
Cases since 3/31	+8	+0	+0

TOTAL CASE COUNT (BY COUNTY)



Martin County
210 W. Liberty St.
Williamston, NC 27892
252.793.1819

Tyrrell County
408 Bridge St.
Columbia, NC 27925
252.793.1750

Washington County
198 Hwy. 45 North
Plymouth, NC 27962
252.793.3023

Total Tests Completed in NC - As of 4/5: 11,509,107 (6.0% positive) *Increase*
 Diagnostic tests - As of 3/30: Tyrrell (2,905 or 72.3% of the population), Washington (13,903 or 120.0% of the population), Martin (24,188 tests or 107.8% of the population)
 % Positive from March 28- April 5: Martin (3.1%), Data not shown for Tyrrell or Washington County.
 Population Source: United States Census Bureau - County Quickfacts, July 1, 2019 Population Estimates

Ongoing Outbreaks - 4/5 (these are total case counts since the start of the facility outbreak, not active case counts)

Facility Type	County	Facility	Staff		Residents / Students		Total	
			Cases	Deaths	Cases	Deaths	Cases	Deaths
Nursing Home	Washington	Roanoke Landing	44	0	66	6	110	6
K-12 School	Martin	Williamston Primary	7	0	0	0	7	0

Vaccination Dashboard (April 1: NC is currently 33rd in the US for % of population vaccinated)

Location	Doses Distributed / Shots Given	% Used	% of population with 1 st Dose/2 nd dose
US	200,496,635 / 153,631,404	77%	30% / 17%
NC	6,244,060 / 4,781,372	77%	29% / 17%

County Residents (all sources including hospitals and health departments. As of 4/1, MTW has administered (or transferred to District congregate living homes) 10,160 doses of vaccine)

Martin		Tyrrell		Washington	
1 st Dose	2 nd Dose	1 st Dose	2 nd Dose	1 st Dose	2 nd Dose
6,045	4,238	1,136	857	2,911	2,140
Population = 22,440		Population = 4,016		Population = 11,582	
% 1 st Dose	% 2 nd Dose	% 1 st Dose	% 2 nd Dose	% 1 st Dose	% 2 nd Dose
26.9%	18.8%	28.2%	21.3%	25.1%	18.4%

Graphic of the Day [NC DHHS Website](#)



A complete list of counties and their metrics is listed at the end of the report, including the previous tier and current tier.

County Metrics

The COVID-19 County Alert System uses a combination of metrics to determine whether a county meets criteria to be in a certain tier. These metrics provide information about the amount of viral spread and hospital impact in the county.

How Tiers are Determined:

To be assigned to a certain tier, a county must meet the threshold for case rate for that tier AND the threshold for either percent positive OR hospital impact.

- Case Rate: The number of new cases in 14 days per 100,000 people
- Percent Positive: The percent of tests that are positive over 14 days
- Hospital Impact: A composite score based on the impact that COVID-19 has had on hospitals including percent of COVID-19 hospitalizations, COVID-19 related visits to the Emergency Department, staffed open hospital beds, and critical staffing shortages over 14 days

	Minimum Case Rate (per 100,000 over 14 days)	Minimum % of Tests Positive	Hospital Impact within the County
Critical (Red)	≥ 100	≥ 10%	High Impact on county hospitals
Substantial (Orange)	≥ 75	≥ 10%	Medium Impact on county hospitals
Significant (Yellow)	≥ 50	≥ 10%	Medium Impact on county hospitals
Moderate (Light Yellow)	≥ 25	≥ 10%	Low Impact on county hospitals
Low (Green)	< 25	< 10%	Low Impact on county hospitals

Notes on Numbers: For the counts above, I check the following four sources regularly (Some have different update times so I'll see any discrepancies I record the highest number): [Johns Hopkins Case Map](#), [Coronavirus Worldometer](#), [NC DHHS Coronavirus Case Count](#)

Commissioner Johnson asked how the Roper clinic was advertised. Ms. Manning said it was a last minute clinic and they used social media. They had some vaccine they wanted to get to people. Mr. Potter addressed Commissioner Johnson and said he had talked to Mr. Gray about this and it was as Ms.

Manning said, they had extra vaccine and wanted to get it to people. He will try to share any future information he gets in hopes of getting more participants.

DEPARTMENT INFORMATION UPDATE—TAX OFFICE: Ms. Sherri Wilkins, Tax Administrator, gave the following presentation.



Steps in performing a Revaluation

- Field Work
- Sales Study
- Developing the Schedule of Values
- Review

Revaluation –

- Is a mass appraisal of real property in a given area
- Allows all real property to be listed at current market value
- Insures the County's tax burden is distributed equitably

Field Work

- **Each Property is visited by an appraiser**
- **County Property Record Card data is verified**
- **Improvements are verified**
- **Specifics to the property are noted**
- **Photos are taken of improvements**

Sales Study

- **Review of recent property sales in the County**
- **Analyze Sales Data**

Review

All properties are reviewed to insure accuracy

Developing the Schedule of Values

- **Standards and Rules**
- **Values**
- **Influences specific to Washington County**

What happens after notices are mailed?

- Informal Hearings
- Board of Equalization and Review
- Property Tax Commission

Commissioner Johnson asked how many years does the County do a revaluation. Ms. Wilkins said every 8 years.

Chair Sexton asked when citizens will receive notices. Mrs. Wilkins said they will be mailed this week and citizens will have 15 days to appeal.

Commissioner Keyes said she would like to thank Ms. Wilkins for all the work she does.

Ms. Wilkins did said that some property may go up 5%....most will be the solar farms. As a whole, there will not a huge change from one year or another.

All the Commissioners thanked Ms. Wilkins for what she does and said they appreciate her.

REAL PROPERTY SURPLUS: Mr. Curtis Potter, CM/CA spoke to the Board regarding real property surplus by discussing the resolution below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
WILLIAM "BILL" R. SEXTON, JR., CHAIR
TRACEY A. JOHNSON, VICE-CHAIR
ANN C. KEYES
CAROL V. PHELPS
JULIUS WALKER, JR.



ADMINISTRATION STAFF:
CURTIS S. POTTER
COUNTY MANAGER/ COUNTY ATTORNEY
cpotter@washconc.org
JULIE J. BENNETT, CMC, NCMCC
CLERK TO THE BOARD
jbennett@washconc.org

POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823 FAX (252) 793-1183

RESOLUTION 2021-003

RESOLUTION AUTHORIZING SALE OF REAL PROPERTY,
758 SPRULL BRIDGE ROAD CRESWELL, BY ELECTRONIC PUBLIC AUCTION
PURSUANT TO G.S. 160 A-270

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

WHEREAS, the County Manager has recommended that the property, described below, should be sold as public auction as surplus property; and 758 Sprull Bridge Creswell, NC; Tax P/n #7777.00-67-2165; Deed Book 525, Page 372-373;

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

1. The County Manager or their designee is authorized to sell by electronic auction at www.govdeals.com the surplus property described above during the next 120 days following approval of this resolution.
2. Electronic advertisements of the sale of real property, described above, shall be posted at least 30 calendar days prior to the date on which bidding for the property opens.
3. Electronic advertisements shall be posted on the Washington County website and, where feasible, by other electronic means through which notice of the electronic auction may be broadly advertised.
4. Electronic advertisements shall identify and provide a general description of the property to be sold, the date and time at which electronic bidding opens, the electronic address where information about the property to be sold can be found, a reference to the resolution authorizing the sale, and any other relevant terms and conditions of sale.
5. After conclusion of the bid process, the results shall be reported to the Board at their next regularly scheduled meeting, and the Board shall accept or reject the bid within 30 days of said report.

ADOPTED this ____ day of _____, 20____

William "Bill" R. Sexton, Chair
Washington County Board of Commissioners

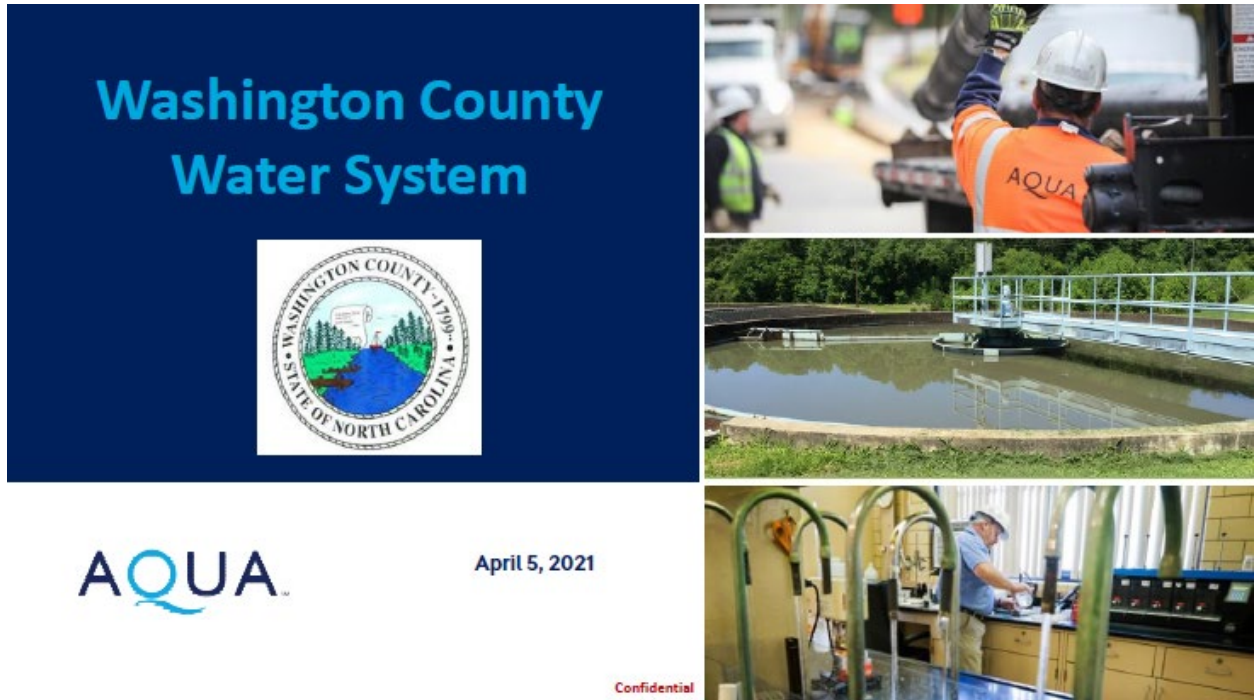
ATTEST:

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

Commissioner Phelps made a motion to approve Resolution 2021-003 above and to proceed as presented in the Resolution. Commissioner Walker seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea;

Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

AQUA DISCUSSION: Mr. Shannon Becker, President and Mr. Ruffin Poole, Director of AQUA spoke to the Board and gave the following presentation.



Aqua Team

Shannon Becker
President
Aqua North Carolina, Inc.

C. Ruffin Poole
Director
Corporate Development
Aqua North Carolina, Inc.



AGENDA

- Introduction
- Aqua Company Overview
- Capital Planning and Water System Experience
- Reliability, Emergency Response and Customer Service
- Environmental Stewardship
- Community Engagement
- Overview of Fair Market Value
- Rates
- Aqua’s Expertise
- Acquisition Process and Partnership with Washington County



Company Overview

- Changed name from Aqua America to Essential Utilities, prior to closing the acquisition of Peoples Gas in March 2020
- One of the largest publicly traded water, wastewater and natural gas providers in the U.S.
- Serving approximately 5 million people across 10 states under the Aqua and Peoples brands
- Ticker Symbol – (WTRG) - \$10.0 billion in market capitalization
- Stable investment grade rated company (A- at S&P) with strong access to capital
- Total annual capital budget of approximately \$950 million

- Operating in 10 states
- Over 3,100 employees serving more than 5 million people
- Combined rate base greater than \$7.0 billion



- Founded in 1886; headquartered in Bryn Mawr, PA
- Large multi-state water & wastewater company with \$5.0 billion of rate base as of year-end 2019
- >99% earnings from the regulated water and wastewater utility business
- 225 MGD water production



- Founded in 1885; headquartered in Pittsburgh, PA
- Largest natural gas distribution company in PA with \$2.3 billion of rate base as of year-end 2019
- 15,000 miles of distribution pipeline, 2,400 miles of gathering pipeline and 310 miles of intrastate transmission pipeline
- >98% of earnings from regulated gas distribution



Aqua North Carolina



OUR CORE VALUES:

Integrity, Respect and the Pursuit of Excellence



OUR MISSION:

Protecting and providing Earth's most essential resource.



OUR VISION:

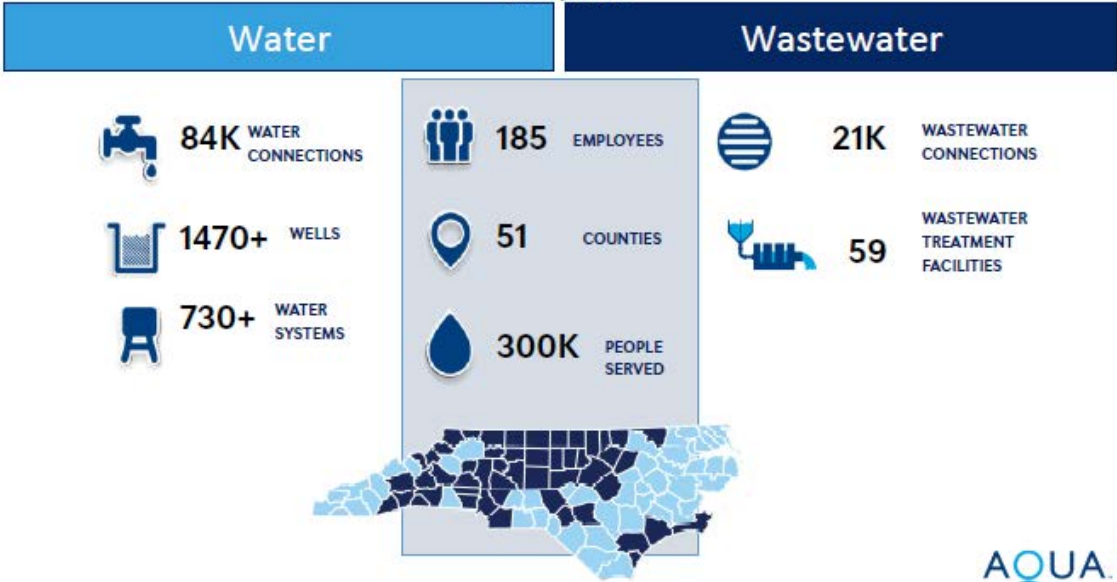
At Aqua America, we know that water is a precious resource – one that plays a critical role in sustaining life. We take seriously our responsibility to protect and provide this essential resource. We are committed to sustainable business practices; excellent customer service; attracting and developing top talent; the strategic growth of our company; delivering shareholder value; investing in technology and infrastructure; and giving back to the communities in which we operate. We do all these with integrity and transparency.



6

Aqua New North Carolina At A Glance

as of April 2021



Aqua NC Team – Coastal Division

Strong deep bench in NC focused on delivering safe and reliable water & wastewater service.

Shannon Becker
President,
Aqua North Carolina Inc.
15+ Years

Joe Pearce, P.E.
Director of Operations
30+ Years

Amanda Berger
Environmental Compliance
20+ Years

Michael Melton
Director of Engineering
20+ Years

Joel Mingus
Area Manager
20+ Years

Chris Collins
Area Supervisor
20+ Years

Aqua North Carolina has 26 Operators in Coastal Division



Capital Investment

Aqua prudently and efficiently invests capital to maintain compliance and the highest levels of service. In the communities whose systems we acquire, we assume all of responsibilities of Capex as part of our continued operations.



Aqua NC spent **\$110M** over the past 3 years to replace and rehabilitate aging infrastructure including iron and manganese removal facilities, water mains, wastewater treatment plants and wastewater collection systems.



Proposed Capital Investment in Washington County

Aqua is committed to investing in the infrastructure in Washington County. The five-year capital plan includes over \$4M in improvements over the first five years including a new reverse osmosis water treatment facility.

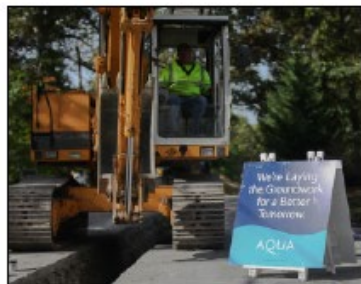


Water in Washington County

- Water Treatment Upgrades:
 - New Reverse Osmosis Treatment Facility
- Tank Painting, Repair, and Altitude values
- Conversion from Gas Chlorine to Hypofeed System
- Well Security Improvements
- Water Loss Study & Main replacement program
- Service Renewals
- Meter Replacements (AMR)
- SCADA Improvements
- Booster Stations Improvements
- Ammonia & Phosphate system upgrades



Reliability and Emergency Response



- Multiple resources to address water and emergencies
 - On-call employees and contractors including operators, engineers, and environmental specialists
 - Operations control center staffed 24/7/365 for critical operations and security checks



Customer Service



Customer Service

- Maintain NC Emergency Operations Plan
- Outstanding Customer service during Severe Weather Events
- U.S. based 24/7/365 Aqua-owned customer service call centers
 - One in North Carolina
- Extensive data management system to protect customer information



Convenient Bill Pay

- Convenient e-billing and bill pay options on our website
- WaterSmart also provides outage alerts and tips to help with water conservation, leak identification, pipe protection, etc.
- Local Western Union payment option also available

Source of Image: CustomerInsightExperience.com



J.D. Power 2020 Water Utility Residential Survey

By customer satisfaction, according to J.D. Power's survey, Aqua is the top-rated midsize private utility in the South region

J.D. Power Survey Index Criteria



Quality and Reliability	Price	Conservation	Billing & Payment	Communications	Customer Service
29%	21%	16%	14%	14%	6%

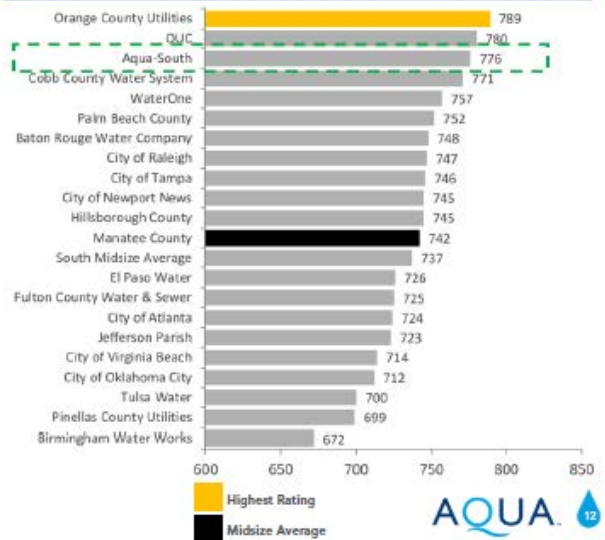
J.D. Power Survey Scope

32,675
TOTAL RESPONSES
NATIONALLY

5TH
YEAR OF THE STUDY

90 BRANDS
WITH 400,000+
RESIDENTIAL
CUSTOMERS

J.D. Power Results for Mid-Sized South



Environmental and Regulatory Responsibilities

Aqua strives to be the best custodian of the environment with a focus on conservation and stewardship. Aqua will take over all the responsibilities of the complex compliance requirements following an acquisition. In addition, Aqua has very strong relationships with all regulators with whom we work with.



Working with Environmental Regulators



Working with the North Carolina Utilities Commission ("NCUC")



Aqua employees with the "TreeVitalize" grant program



Aqua has an on-site lab that performs 270k tests/year



Aqua North Carolina is an entirely regulated utility, falling under the purview of the NCUC and NCDEQ. Aqua North Carolina can only change its rates after obtaining approval from the NCUC.



Community Engagement

Aqua North Carolina is deeply entrenched within the local communities where we operate. After all, our employees not only work in local communities, but live there too.

Aqua's corporate giving and volunteer program, the Ripple Effect, provides employees the opportunity to volunteer during the workday for events like tree plantings, stream clean-ups, local food banks and many others.



Our core values guide and inspire our work as we interact with each other and our customers.



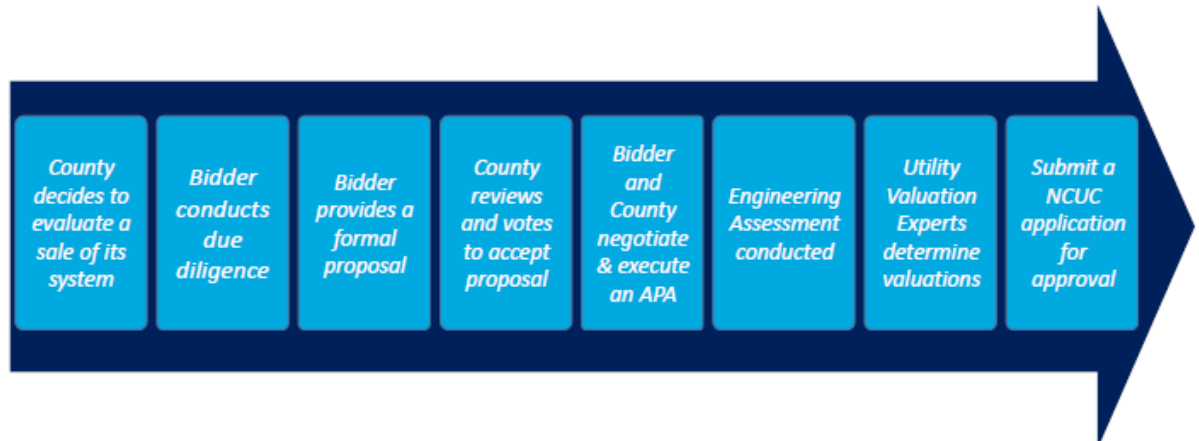
FMV Overview

<p>Legislation Overview</p>	<ul style="list-style-type: none"> • Signed into law – June 2018 • Rules adopted – December 2020 • Valuation process allows local governments to receive fair market value for systems • Removes regulatory roadblocks between buyers and sellers • Improves transparency and certitude of acquisition process
<p>Problem Addressed by Legislation</p>	<ul style="list-style-type: none"> • Underfunded Local Government Water and Wastewater Systems • Deferred Maintenance is a disservice to the rate payers • EPA estimates \$31.6B infrastructure needed over next 20 years • \$190B private capital available for water and wastewater infrastructure • \$1B investment = \$3.46B economic output • Supports 28,500 jobs
<p>Why Municipalities are Embracing FMV</p>	<ul style="list-style-type: none"> • Increased water and wastewater regulations • Aging infrastructure (and workforce) • Avoid future expected or unexpected capital needs • Desire to focus on core operations • Ability to put the sale proceeds to work in the community • Continued delivery of safe water and wastewater services



How FMV Works

Below is an illustrative example of the FMV process. Aqua will work with Washington County professional staff.



Summary of FMV

- Completely voluntary; withdraw anytime during the process until APA is signed
- Three valuation experts separately appraise value
- NCUC approves purchase
- NCUC reviews and sets rates
- Consumer advocate works on your behalf at the NCUC



Rates Information

- If a transaction occurs, Aqua will adopt the County's current water rates until the next rate case
- Heavily regulated - Aqua does not set customer rates
- Only the North Carolina Utilities Commission (NCUC) can approve and determine customer rates
 - Expenditures must be deemed *prudent*
- Rates can only change as a result of a legal rate proceeding which includes:
 - Public hearings – customer input
 - Review by Public Staff of the Utilities Commission and other consumer advocates
 - Analysis of expenditures to ensure prudence



Our Expertise



Customer Focus with 24/7/365 Customer Service

Water Treatment and Distribution

Emergency Preparedness and Response

Continuous System Monitoring and Preventive Maintenance

Capital Planning and Asset Management

Regulatory and Environmental Compliance

Prioritization of safety on all projects and operations



Making the Decision

1



Aqua Approach
Respect,
Integrity and
Excellence

2



Washington
County water
customer would
be Aqua's future
water customers

3



Thriving
communities and
growth occur
with a solid
utility in place

4



Our goal is to help
the County flourish
and succeed through
this acquisition

5



The team in front
of you now will
be the same
people you will
deal with
throughout the
process

6



We understand
and appreciate
the magnitude of
your decision

We want to be your solution!





We're Ready for Your Questions

WaterByAqua.com



Commissioner Johnson said if WTRG is their stock market trading option and if so, how is that affected by what they do. Mr. Poole said AQUA answers to their customers and employees before stockholders. AQUA has an outstanding compliance record.

Chair Sexton asked what type of percentage the citizens are going to be looking at for a rate increase. Ms. Becker said AQUA looks at what needs to be in compliance and rates are made on actual costs of service. AQUA is very prudent. They would have to see what the current rates are and figure it into an equation while making their capital plan. Chair Sexton asked if having the towns join also would it make the rates cheaper. Ms. Becker said yes, it could keep the rates low. Chair Sexton had a question on the reverse osmosis system. Will it remove salt from the water we get from the Castle Haynes aquifer? Mr. Poole said yes it would. Chair Sexton asked does AQUA monitor the water output (water loss). Chair Sexton asked if they would be required to run to a small number of houses to service (ones that aren't serviced now). Mr. Ruffin said they would have to see what the Zoning Ordinance says.

Ms. Keyes said Washington County has five (5) fire department districts, how would AQUA handle those. Ms. Becker said AQUA would collaborate with them. AQUA likes to have a collaborative relationship with the fire departments.

Mr. Potter said the County struggles here with water cutoffs for folks who don't pay on time or by the grace period. The County doesn't do cut-offs and cut-ons on the same day. Mr. Potter said he is interested in payment policies. Ms. Becker said AQUA has a call center. They have a delinquency date; send a notice by mail, even calls them. Under COVID-19, they are now leaving door tags asking them to call and make payment arrangements and if they call they won't get cut off and if they don't, then their water gets cut off.

Chair Sexton asked what the next move is. Mr. Potter said the Board can discuss the contractual procedures in Closed Session. The Board will have to make the decision with feedback from the citizens on whether to invest in this system.

Commissioner Johnson asked how many public hearings would have to be had. Mr. Poole said at least two--one on the front end and one on the back (with the Utilities Commission). The whole process could take about a year.

LANDFILL BID CONSIDERATION & AWARD: Mr. Curtis Potter, CM/CA spoke to the Board and went over the memo below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
WILLIAM "BILL" R. SEXTON, JR., CHAIR
TRACEY A. JOHNSON, VICE-CHAIR
ANN C. KEYES
CAROL V. PHELPS
JULIUS WALKER, JR.



POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823
FAX (252) 793-1183

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

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

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

AGENDA ITEM MEMO

MEMO DATE: March 31st, 2021 **FOR BOCC MEETING ON:** April 5th, 2021
SUBJECT: C&D Landfill Phase 3 Expansion – Bids
DEPARTMENT: Utilities – Solid Waste
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

A- Proposal/Bid from Jones & Smith Contractors, LLC for \$82,250

PURPOSE: To review and award the bid for constructing the Phase 3 expansion of the County’s C&D Landfill.

SUMMARY BACKGROUND: Washington County operates its own landfill for commercial and demolition (C&D) debris in addition to limb debris, metal “white” goods, and tires. The C&D portion of the landfill is constructed and permitted in sections referred to as cells or phases pursuant to state law.

The currently permitted cell has reached capacity, and the next section needs to be prepared for use in order to continue operating the landfill for the benefit of local residents and contractors.

The County contracted with its landfill engineering firm Smith & Gardner, Inc. to develop and advertise a Request for Bids/Proposals which was distributed to firms in our region that specialize or have experience in landfill construction, and which was published February 5th, 2021 with a bid submission deadline of March 19th, 2021. The attached bid was the only bid submitted for consideration.

FINANCIAL IMPACTS & ANALYSIS: The current allocation for this construction project is \$60,000 based on previously estimates by Smith & Gardner. Staff has negotiated the attached bid from its original \$82,250 to \$76,250 and believes there is currently sufficient available funding already allocated in other landfill budget lines which can be transferred to fund the \$16,250 difference.

RECOMMENDATIONS: Staff recommends proceeding with the single renegotiated current bid to be in the best interest of the county considering the amount of due diligence and length of time already provided for other interested firms to submit a bid response if desired. Additionally time is of the essence in completing this project due to the current landfill capacity, increasing chances of seasonal rain delays, and need to complete the project before the end of the fiscal year if possible to simplify internal accounting, budgeting, and auditing issues.

- Vote to approve the attached bid as renegotiated to \$76,250, and authorize staff to proceed with entering into a contract to initiate and complete the Phase 3 landfill construction project.

PROPOSAL

To: Washington County, North Carolina

From: Bidder: JONES AND Smith CONTRACTORS, LLC
 Address: 112 W. FIRE TOWER RD
WINTERVILLE, NC 28590
 Phone: 252-746-7628 FAX: -
 Email: jamesb@janesandsmith.us
 Contractor's License No.: 66110
 Date of Bid: 3-11-21

The undersigned hereby signifies that it is their intention and purpose to enter into a formal Contract with Washington County, NC [Owner], to furnish all labor, materials, tools, equipment, apparatus, supplies, etc., required and to do all the work necessary for and because of the construction, erection, and/or installation of the proposed

Washington County C&D Landfill - Phase 3
Washington County, North Carolina

in accordance with the Contract Documents, including the following Addenda [Bidder shall list to acknowledge receipt]:

No.: 1 _____

Date: 3-11-21 _____

and in accordance with the terms of this Proposal which are as follows:

THAT: The undersigned has carefully examined the Drawings and Specifications and all other Contract Documents and fully understands them.

THAT: The undersigned has carefully examined the site of the project and is familiar with the conditions under which the work, or any part thereof, is to be performed and the conditions which must be fulfilled in furnishing and/or installing, erecting, or constructing any or all items of the Project.

THAT: The undersigned will provide all necessary tools, machinery, equipment, apparatus, and all other means necessary to do all the work and will furnish all labor, materials, and all else required to complete such Contract as may be entered into, in the manner prescribed in and in accordance with the terms of the Specifications and the Contract and in accordance with the true intent and meaning thereof, and in accordance with the Drawings and the requirements of the Engineers under them, in a first class manner.

DocuSign Envelope ID: 42194B50-C1AD-424E-AFFC-7DBE65BE5895

THAT: The undersigned hereby declares that the only person, or persons, interested in the Bid as principal(s) is, or are, named herein; that no other persons have any interest in the Bid or in the Contract to be entered into; that this Bid is made without connection with any person, company, or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

THAT: The Owner reserves the right to reject any and all Bids and to waive formalities and technicalities in the Bidding procedure.

THAT: The rights of the Owner and the recommendations of the Engineers are not to be questioned in the Award of Contracts or the rejection of any or all Bids.

THAT: It is the intention of the Owner to let Contracts on the basis of the Bids received in accordance with the Contract Documents and in such manner as they may deem to be for the best interests of the Owner.

THAT: The work under each Section will be awarded under one Contract and that the Owner shall have the right to include such item or items as the Owner may deem to be in the best interests of the Owner.

THAT: The undersigned shall submit, in the blank spaces provided, all data, guarantees, and other information called for.

THAT: This Proposal shall be signed and submitted in the manner prescribed in the Instructions to Bidders.

THAT: It is the intent of these Contract Documents to obtain a Contract based on a Lump Sum Price except where Unit Prices are specifically requested. Where a discrepancy exists between words and numbers in the Bid amount, the written words shall govern.

THAT: The undersigned represents that they are properly licensed.

Bid Form

**Washington County CGO Landfill - Phase 3
Washington County, North Carolina**

Bidder agrees to perform all the work described in the Specifications and shown on the Contract Drawings for the lump sum and unit prices listed in the Bid Schedule(s) below.

Measurement and Basis for Payment:

Some of the line items in the Bid Schedule(s) may include approximate quantities as estimated by the Engineer. The Contractor shall not rely on the quantities given, but shall instead estimate all quantities independently as required to complete the Proposal. The Bid Schedule(s) outlines each item and the corresponding lump sum or unit price listed by the Contractor. The price associated with each lump sum item shall be the full compensation paid for the work described, regardless of the Engineer's or Contractor's estimated quantity. For Lump Sum items, no claim shall be made by the Contractor for deviations between the Contractor's estimated and the actual quantity required to complete the work described, wherein no measurement will be made.

A description of measurement and payment for each Lump Sum and Unit Price Bid item can be found in Section 01025, Measurement and Payment, of these Specifications.

Unit Price Deviations:

The Bidder is responsible for providing unit prices consistent with typical industry norms for the work described. Unit prices which appear inconsistent with typical prices for similar work shall be justified by the Bidder at the request of the Engineer. Providing unit prices which do not reasonably reflect the work described, either high or low, which are not justified satisfactorily to the Engineer, may deem the Bidder non-responsive and invalidate the Bidder's Proposal.

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A1. Base Bid Schedule:

Pay Item Number	Description	Spec. Reference	Estimated Quantity	Units	Unit Cost	Extended Cost
1.0	Site Preparation:	02110	1	LS	Lump Sum	3,100.00
2.0	Earthwork:	-----	-----	-----	-----	-----
2.1	Excavation to Subgrade	02222	2,500	CY	6.00	15,000.00
2.2	Overexcavation & Backfill (On-Site Soil)	02222	50	CY	12.00	600.00
2.3	Structural Fill to Subgrade (On-Site Soil)	02223	300	CY	8.00	2,400.00
2.4	Select Structural Fill (Off-Site Soil)	02223	3,300	CY	10.50	34,650.00
3.0	Erosion and Sedimentation Control:	-----	-----	-----	-----	-----
3.1	Temp. Gravel Construction Entrance/Exit	02270	1	LS	Lump Sum	2,500.00
3.2	Silt Fence	02270	500	LF	7.00	3,500.00
3.3	Erosion Control Blanket	02275	1,200	SY	2.50	3,000.00
3.4	Revegetation	02930	3.5	Acres	Lump Sum	10,500.00
4.0	Surveying	01010	1	LS	Lump Sum	3,000.00
5.0	Mobilization & Insurance: (Max. = 5% of Total Bid Price)	-----	1	LS	Lump Sum	3,500.00

The TOTAL BASE BID PRICE for the pay items listed above is as follows:

(In Words) \$ Eighty-two thousand two hundred fifty Dollars and zero Cents.
 (In Numbers) \$ 82,250.00

Notes:

- Engineer's estimated quantities are based on in-place quantities. Areas and lengths are based on horizontally projected areas and lengths. No adjustments have been made for stripping topsoil, slopes, uneven contours, overlaps, seams, anchor trenches, compaction factors, etc.

NOTE: PROPOSAL SIGNATURE REQUIRED ON PAGE P-8. ALL PROPOSALS MUST BE PROPERLY EXECUTED TO BE CONSIDERED A VALID BID.

Qualifications of Bidders

In order to assist the Owner in determining whether the Bidder is qualified to perform the work, as set forth in the Contract Documents, the Bidder shall furnish the information as required in the Instructions To Bidders and attach to this Proposal Form.

2013 Washington County C&D Landfill - Phase 2

Proposed Subcontractors

The Bidder shall provide names and contact information for the following subcontractors. If more than one firm is under consideration for this work, please list each additional firm below or on a separate attached sheet. If the Bidder intends to perform one or more of the tasks identified below, please note "To be Performed by (Bidder Name)". The Contractor whose bid is accepted shall not substitute any person or subcontractor in the place of the subcontractors listed below, except:

- A. If the listed subcontractor's bid is later determined by the Contractor to be non-responsive or non-responsive, or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work; or
- B. With the approval of the Owner for good cause shown by the Contractor.

Task	Proposed Subcontractor Information		
	Firm Name, Address, and Phone #	Dollar Amount	% of Total
Surveying:	Timothy Escott 105 Hillard Dr. Plymouth, NC 27962	3,000	3.6%
Revegetation:	DAVENPORT INC. PO Box 160 Plymouth NC 27962	5,200	6.3%
Other GRADING	DAVENPORT INC. PO Box 160 Plymouth NC 27962	31,000	41%
Other:			

Proposal Signature

(Sign on Next Page)

Corporation:

The Bidder is a corporation organized and existing under the laws of the State of North Carolina, which operates under the legal name of Jones and Smith Contractors, LLC (Limited Liability Corporation) and the full names of its officers are as follows:

President: _____
Vice-President: _____
Secretary: _____
Manager: Barton Horne

and it does have a corporate seal. The Managing-Member is authorized to sign construction proposals and Contracts for the company by action of its Board of Directors taken 1/1/19, a certified copy of which is hereto attached. *(Strike out this last sentence if not applicable.)*

Partnership:

The business is a partnership consisting of individual partners whose full names are as follows:

The partnership does business under the legal name of:

Individual:

The Bidder is an individual whose full name is:

and if operating under a trade name, said trade name is as follows:

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(SIGN BELOW)

Dated March 19, 2021

LLC
Legal Entity

(SIGN HERE)

By: [Signature]
Barton Horne
Printed Name

SEAL
(If Corporation)

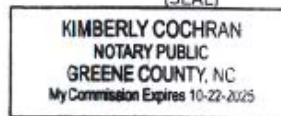
252-746-7620
Telephone Number

Subscribed and sworn to before me this 19th day of March, 2021

Kimberly Cochran
Notary Public

Pitt
County

My Commission Expires: 10/22/2025
(SEAL)





1588 NC 102 East
Ayden, NC 28513

P: 252.746.7628
F: 252.814.2067

DELEGATION OF AUTHORITY LETTER

To Whom it May Concern:

By means of this letter, Jones and Smith Contractors, LLC, delegates the authority herein described to Kenneth H. Smith (Member-Manager) and Barton A. Horne (Member-Manager) on the following terms and conditions:

1. The member-manager(s) may, solely as necessary, review and execute, on behalf of Jones and Smith Contractors, LLC, contracts pertinent to Company business.
2. The effective date of this delegation is 1/1/19 and shall run until revoked by delegating official or his/her successor.
3. The authority delegated is not subject to sub-delegation without prior and express written consent.
4. This delegation is made pursuant to the Washington County C&D Landfill – Phase 3 Contractual Signatory Authority Policy and is subject thereto:

A handwritten signature in black ink, appearing to read "Kenneth H. Smith", written over a horizontal line.

Kenneth H. Smith (Member-Manager)

Date:

A handwritten signature in black ink, appearing to read "Barton A. Horne", written over a horizontal line.

Barton A. Horne (Member-Manager)

Date: 3/19/21

Cc: Jones and Smith Corporate File
Horne and Horne, PLLC

Commissioner Johnson made a motion to approve the abovementioned bid of Jones & Smith Contractors, LLC as negotiated to \$76,250 and authorize staff to proceed with entering into a contract to initiate and complete the Phase 3 landfill construction project. Commissioner Keyes seconded. Chair Sexton proceeded with the roll call: Commissioner

Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon said the budget transfers, budget amendments and the financial report were in the Commissioners' package. Commissioner Keyes said she had no questions since it was put together so well. Commissioner Johnson asked how it's going using the credit card system at the airport. Ms. Dixon said there are a few things that needed to be completed before Campbell Oil will give us access. (It is a supply contract....no RFP needed.)

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
 Missy Dixon, Finance Officer
Date: February 26, 2021
RE: Recreation

BT #: 2021 - 081

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

Account Code	Description	Old	+ or (-)	New
10-6120-610	Contracted Services-Lead /Asst/Officials	1,500.00	(200.00)	1,300.00
10-6120-550	Capital Outlay - Equipment	25,052.00	200.00	25,252.00
Recreation				
Balanced:		26,552.00	-	26,552.00

Justification:

This transfer is to move monies within Recreation from Contracted Services to Capital Outlay. An extra \$200 was needed to cover the costs of highway use tax and tags for the new truck that is being purchased to replace the recreation truck that is no longer in service due to the transmission.

Budget Officer's Initials CS

Approval Date: 2/26/21

Initials:	<u>CS</u>
Batch #:	<u>2021-081</u>
Date:	<u>3/1/2021</u>

RECEIVED

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
 Missy Dixon, Finance Officer
Date: February 26, 2021
RE: EMS-Transport

BT #: 2021 - 082

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

Account Code	Description	Old	+ or (-)	New
37-4376-010	Transport-Salaries & Wages-Regular	98,400.50	(10,000.00)	88,400.50
37-4376-030	Transport-Salaries & Wages-Overtime	12,000.00	10,000.00	22,000.00
EMS-Transport				
Balanced:		110,400.50	-	110,400.50

Justification:

To transfer monies within EMS Transport from Regular Salaries to Overtime. This request is due to the fact that the Transport Division has been down two full-time employees for some time now and has been having to use existing full-time employees to fill those two positions causing the increase in overtime.

Budget Officer's Initials MD

Approval Date: 2/26/21

Initials:	MD
Batch #:	2021-082
Date:	3/1/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
 Missy Dixon, Finance Officer
Date: March 8, 2021
RE: SS Admin

BT #: 2021 - 083

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

Account Code	Description	Old	+ or (-)	New
10-5310-315	SS Admin - Training	7,040.00	(500.00)	6,540.00
10-5310-600	SS Admin - Contracted Services	113,326.00	500.00	113,826.00
SS Admin				
Balanced:		120,366.00	-	120,366.00

Justification:

To transfer monies within the DSS Admin Budget to cover the increased costs in drug testing in the child protective services cases. In anticipation of the need for additional testing through the end of the fiscal year, we are requesting to move these funds in order to increase our contract with SAFE-T-WORKS by \$500 to accommodate the need. This request is not budget impactful as both lines are reimbursable at 50%.

Budget Officer's Initials _____

Approval Date: _____

Initials:
 Batch #: 2021-083
 Date: 3/8/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 084

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

Date: March 8, 2021

RE: Central Services/Medical Examiner

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

Account Code	Description	Old	+ or (-)	New
10-8300-451	Insurance-Property & Liability	169,188.00	(3,000.00)	166,188.00
10-6000-180	Contract Medical Examiner	5,000.00	3,000.00	8,000.00
Central Services/Medical Examiner				
Balanced:		174,188.00	-	174,188.00

Justification:

To transfer monies from Central Services to the Medical Examiner line. There is an increase needed to cover the costs associated with autopsies and death investigations. This budget is always an estimate as you cannot anticipate the number of cases that you will have during a fiscal year. In talking with the EMS Director, there are still a number of unfinished cases that have yet to be billed to the county.

Budget Officer's Initials _____

Approval Date: _____

Initials:	<i>MP</i>
Batch #:	2021-084
Date:	3/8/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
 Missy Dixon, Finance Officer
Date: March 10, 2021
RE: EMS Transport/TTA

BT #: 2021 - 085

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

Account Code	Description	Old	+ or (-)	New
37-4376-180	Transport - Group Insurance	31,066.00	(6,000.00)	25,066.00
37-4376-610	Transport - Contracts - Billing	10,413.00	6,000.00	16,413.00
EMS Transport				
63-4970-370	TTA Marketing & Advertising-Admin	25,000.00	(215.00)	24,785.00
63-4970-100	TTA Retirement	2,343.00	215.00	2,558.00
TTA				
Balanced:		68,822.00	-	68,822.00

Justification:

To transfer monies within EMS Transport to cover the costs associated with the billing Contract. These charges have exceeded our estimate due to an increase in transport calls. To transfer monies within TTA to cover a retirement increase that exceeded our budget estimate - this transfer was approved at the 3/9/2021 TTA Meeting.

Budget Officer's Initials _____

Approval Date: _____

Initials:	CP
Batch #:	2021-085
Date:	3/15/2021

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Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, *Finance Officer*
Date: March 16, 2021
RE: Airport Operations

BT #: 2021 - 086

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

Account Code	Description	Old	+ or (-)	New
39-4530-250	Airport - AV Gas and Jet Fuel	50,000.00	(2,821.00)	47,179.00
39-4530-351	Airport - Maintenance & Repair-Equipment	5,000.00	2,821.00	7,821.00
Airport Operations				
Balanced:		55,000.00	-	55,000.00

Justification:

To transfer monies within the Airport Operations budget to cover the costs to repair the outside Fuelmaster System to be able to begin using the credit card machine again.

Budget Officer's Initials MS

Approval Date: 3/17/21

Initials:	<u>MS</u>
Batch #:	<u>2021-086</u>
Date:	<u>3/17/2021</u>

Washington County
Board of Commissioners
Curtis Potter, County Manager
Missy Dixon, Finance Officer

2021-03-17 10:00:00 AM

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
 Missy Dixon, Finance Officer
Date: March 17, 2021
RE: Water Treatment

BT #: 2021 - 087

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

Account Code	Description	Old	+ or (-)	New
35-7135-350	Water Treatment - Maintenance & Repair-Equipment	40,000.00	(1,200.00)	38,800.00
35-7135-200	Water Treatment - Supplies & Materials	5,000.00	1,200.00	6,200.00
Water Treatment				
Balanced:		45,000.00	-	45,000.00

Justification:

To transfer monies within the Water Treatment Budget in order to purchase additional needed supplies and to pay the monthly charges for the Bouncies needed through June 30.

Budget Officer's Initials MS

Approval Date: 3/17/21

Initials: MP
 Batch #: 2021-087
 Date: 3/22/2021



Washington County, Washington

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 088

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

Date: March 18, 2021

RE: Senior Center

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

Account Code	Description	Old	+ or (-)	New
10-5150-257	Senior Center - Department Supplies-Crafts/Ceramics	3,500.00	(1,000.00)	2,500.00
10-515-260	Senior Center - Departmental Supplies	1,100.00	1,000.00	2,100.00
Senior Center				
		Balance:	4,600.00	-
				4,600.00

Justification:

To transfer monies within the Senior Center Budget to purchase new chairs for the Conference Room.

Budget Officer's Initials MD

Approval Date: 3/18/21

Initials: MD
 Batch #: 2021-088
 Date: 3/18/2021

RECEIVED
 WASHINGTON COUNTY
 3/18/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 089

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

Date: March 19, 2021

RE: Contingency/IT

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	16,303.00	(6,000.00)	10,303.00
10-4210-350	Information Tech-Maintenance & Repair - Equipment	30,000.00	6,000.00	36,000.00
Contingency/IT				
Balanced:		46,303.00	-	46,303.00

Justification:

To transfer monies from Contingency to the Information Technology budget to cover the costs to have the Microsoft Email Exchange rebuilt due to a breach caused by security issues within Microsoft. We have filed this with the insurance company on our Cyber Security Policy but are unsure at this point how much of this may or may not be covered.

Budget Officer's Initials

Approval Date:

Initials:	<u> </u>
Batch #:	<u>2021-089</u>
Date:	<u>3/21/2021</u>



Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 090

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

Date: March 24, 2021

RE: Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-4310-315	Sheriff - Training	3,000.00	(600.00)	2,400.00
10-4310-102	Sheriff - Supplemental Pension Fund	1,200.00	600.00	1,800.00
Sheriff				
Balanced:		4,200.00	-	4,200.00

Justification:

To transfer monies within the Sheriff's Office Budget from training to the supplemental pension fund line. Each year we budget an estimated amount based on the year before, this year we did not budget enough to cover the invoice from the NC Department of Justice. This is a mandatory payment that is made annually.

Budget Officer's Initials MP

Approval Date: 3/24/21

Initials:	MP
Batch #:	2021-090
Date:	3/24/2021



Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 092

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

Date: March 29, 2021

RE: SS Admin/SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5400-602	SS Transportation - Contracted Labor - Riverlight	15,000.00	(12,000.00)	3,000.00
10-5310-180	SS Admin - Legal Protective Services	35,460.00	7,540.00	43,000.00
10-5310-260	SS Admin - Departmental Supplies	49,500.00	3,500.00	53,000.00
10-5310-351	SS Admin - Repair & Maintenance Equipment	6,000.00	960.00	6,960.00
SS Admin/SS Transportation				
Balanced:		105,960.00	-	105,960.00

Justification:

To transfer monies within the DSS Budgets due to a need to increase the lines for departmental supplies, legal services and repairs & maintenance to equipment. This movement of monies is in anticipation of expenditures through the fiscal year end. This request is not budget impactful as all lines are reimbursable at 50%.

Budget Officer's Initials MS

Approval Date: 3/29/21

Initials: MS
 Batch #: 2021-092
 Date: 3/31/2021

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Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 093

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

Date: March 29, 2021

RE: Emergency Management

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

Account Code	Description	Old	+ or (-)	New
10-4330-702	Emergency Management - Sunenergy Grant - Generators & Tires	5,000.00	(5,000.00)	-
10-4330-315	Emergency Management - Training	2,000.00	(769.00)	1,231.00
10-4330-540	Emergency Management - Capital Outlay - Vehicle	42,000.00	5,769.00	47,769.00
Emergency Management				
		Balanced:		
		49,000.00	-	49,000.00

Justification:

To transfer monies within Emergency Management to cover the upfitting of the new Emergency Management Vehicle. Sunenergy has given us written permission to use an old tire and generator grant towards this upfitting since tires are no longer needed and another grant has been identified to purchase the generators.

Budget Officer's Initials _____

Approval Date: 3/31/21

Initials: MD
 Batch #: 2021-093
 Date: 3/31/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: March 29, 2021
RE: SS Transportation

BT #: 2021 - 094

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

Account Code	Description	Old	+ or (-)	New
10-5400-201	SS Transportation - DOT Grant Printer	300.00	(30.00)	270.00
10-5400-315	SS Transportation - DOT Grant Travel/Training	5,750.00	(500.00)	5,250.00
10-5400-260	SS Transportation - Transit Advertising	3,750.00	530.00	4,280.00
SS Transportation				
		Balance:		
		9,800.00	-	9,800.00

Justification:

To transfer monies within SS Transportation to cover the costs associated with advertising for the remainder of the fiscal year. These expenditures can be claimed on the grant and are all reimbursed at the same rate so this transfer is not budget impactive.

Budget Officer's Initials _____

Approval Date: _____

Initials: MP

Batch #: 2021-094

Date: 3/31/2021

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2021 - 095

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

Date: April 5, 2021

RE: Sheriff's Cooperative Extension/E911

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	(6,470.00)	(1,015.00)	(7,485.00)
10-4310-611	Gun Permits Discretionary - County Portion	24,070.00	1,015.00	25,085.00
10-3540-030	Gun Permits-State Portion	(8,010.00)	(1,260.00)	(9,270.00)
10-4310-612	Gun Permits-State Portion	8,735.00	1,260.00	9,995.00
10-3540-040	Finger Printing	(1,730.00)	(290.00)	(2,020.00)
10-4310-613	Finger Printing	1,785.00	290.00	2,075.00
Sheriff				
10-3500-280	MIPPA Grant-Medicaid Improvement for Patients	(1,000.00)	(2,157.00)	(3,157.00)
10-6050-998	MIPPA Grant-Medicaid Improvement for Patients	1,000.00	2,157.00	3,157.00
Cooperative Extension				
69-3990-000	Appropriated Fund Balance-E911	(199,064.00)	(29,000.00)	(228,064.00)
69-9100-550	E911-Capital Outlay-Equipment	208,500.00	29,000.00	237,500.00
E911				
Balanced:		27,816.00	-	27,816.00

Justification:

To budget additional revenues received in the Sheriff's Office for Gun Permitting and Finger Printing. To budget for MIPPA Grant that has been awarded and will be received prior to year end. To appropriate fund balance in E911 to cover the costs of a new Recorder as part of the upgrading of equipment to the primary PSAP. The old recorder is not compatible with the new ES/Net System that is being installed so it has to be replaced.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Commissioner Keyes made a motion to approve the budget amendments/transfers as presented above. Commissioner Phelps seconded. Chair Sexton proceeded with the roll

call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

OTHER ITEMS BY CHAIR, COMMISSIONERS, COUNTY MANAGER/ COUNTY MANAGER OR CLERK:

Commissioner Johnson has a request from BCCC WCC. They need a part-time person to work in the facility for 20 hours a week. Please call the County Manager's Office for more information.

Commissioner Keyes talked about creating a community development/economic development group. Chair Sexton said he would be glad to appoint Commissioner Keyes to head that up along with any other Commissioner. Commissioner Phelps said he would like to join that group.

Ms. Bennett mentioned to the Commissioners about the NCACC's "meeting in a box" now comes in an envelope. She also asked the Commissioners to please look over info on NCACC website regarding the upcoming 114th Annual Conference being held in person August 12-14, 2021 in New Hanover County (Wilmington). Please let Ms. Bennett know if you would like to attend.

Mr. Potter reiterated that the County spending cutoff date is May 4.

Mr. Potter gave a brief rundown of the County's email woes. The County's email server was hacked and our email system was down for approximately 3 weeks. It is up and running now. Ms. Fikes will give the Department Update at the May meeting.

Mr. Potter informed the Board of a couple of recent vehicle accidents.

Mr. Potter said the County has started receiving vehicles that were ordered. The Emergency Management Director's is in Plymouth at the dealership. Ms. Dixon is checking on the vehicle for the Water Department.

Commissioner Keyes made a motion to go into Closed Session pursuant to NCGS§143-318.11(a)(3)--attorney-client privilege and NCGS 143-318.11(a)(4) to discuss the location or expansion of industries or other businesses in the area, et. Seq. Commissioner Phelps seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Back in Open Session, at 9:59 PM, with no further business to discuss, **Commissioner Keyes made a motion to adjourn. Commissioner Phelps seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.**

William R. "Bill" Sexton
Chair

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



North Carolina Vehicle Tax System

Apr 2021

NCVTS Pending Refund report

Report Date
4/29/2021
8:47:21 AM

Payee Name	Primary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax	Levy Type	Change	Interest Change	Total Change
COLLINS, JOHN EDWARD	COLLINS, JOHN EDWARD	105 QUAIL DR	PLYMOUTH, NC 27962	Proration	0059772280	CM49960	PENDING	143750418	Refund Generated due to proration on Bill #0059772280-2020-2020-0000-00	Vehicle Sold	04/14/2021	W P	Tax Tax	(\$73.05) (\$46.14)	\$0.00 \$0.00	(\$73.05) (\$46.14) Refund \$119.19
DAVENPORT, DAVID LEO	DAVENPORT, DAVID LEO	212 N 6TH ST	CRESWELL, NC 27928	Proration	0051759661	TBZ7249	PENDING	215625750	Refund Generated due to proration on Bill #0051759661-2020-2020-0000-00	Vehicle Sold	04/14/2021	W C C	Tax Tax Vehicl	(\$28.86) (\$16.87) \$0.00	\$0.00 \$0.00	(\$28.86) (\$16.87) \$0.00 Refund \$45.73
DAVIS, LARRY DARNELL	DAVIS, LARRY DARNELL	1836 FOLLY RD	PLYMOUTH, NC 27962	Proration	0048038963	FMY3575	PENDING	72033368	Refund Generated due to proration on Bill #0048038963-2019-2019-0000-00	Vehicle Sold	04/20/2021	W	Tax	(\$8.71)	\$0.00	(\$8.71) Refund \$8.71
DOVER, JUANITA HARRELL	DOVER, JUANITA HARRELL	766 LEARYS BCH	ROPER, NC 27970	Proration	0046504901	EBL1583	PENDING	71997315	Refund Generated due to proration on Bill #0046504901-2019-2019-0000-00	Vehicle Sold	04/19/2021	W	Tax	(\$14.23)	\$0.00	(\$14.23) Refund \$14.23
JOHNSON, CAROL DAVENPORT	JOHNSON, CAROL DAVENPORT	5062 NC HIGHWAY 32 N	ROPER, NC 27970	Proration	0058297453	TDS1722	PENDING	71632926	Refund Generated due to proration on Bill #0058297453-2020-2020-0000-00	Vehicle Sold	04/06/2021	W	Tax	(\$8.98)	\$0.00	(\$8.98) Refund \$8.98
MILLER, CHASE DANIEL	MILLER, CHASE DANIEL	21 DUSTIN DR	SWANNANO A, NC 28778	Proration	0052520570	EAD7572	PENDING	71751621	Refund Generated due to proration on Bill #0052520570-2019-2019-0000-00	Vehicle Sold	04/09/2021	W	Tax	(\$7.87)	\$0.00	(\$7.87) Refund \$7.87



North Carolina Vehicle Tax System

Apr 2021

NCVTS Pending Refund report

Report Date
4/29/2021
8:47:21 AM

Owner 1	Owner 2	Address	County	Reason	Bill #	Plate #	Status	Vehicle ID	Refund Description	Vehicle Status	Effective Date	Category	Amount	Refund	Net		
MILLER, JAMIE LYNN	MILLER, JAMIE LYNN	527 WILLIAMS LOOP RD	ROPER, NC 27970	Proration	0045574205	HE1336	PENDING	71751634	Refund Generated due to proration on Bill #0045574205-2020-2020-0000-00	Vehicle Sold	04/09/2021	W Tax	(\$157.04)	\$0.00	(\$157.04)		
														Refund	\$157.04		
NICHOLS, DUANE EDWARD	NICHOLS, DUANE EDWARD	15937 NC HWY 94N	ROPER, NC 27970	Adjustment < \$100	0060369613	TFS8062	PENDING	216311031	Refund Generated due to adjustment on Bill #0060369613-2020-2020-0000	Situs error	04/22/2021	W Tax	\$0.00	\$0.00	\$0.00		
														P Tax	(\$20.74)	\$0.00	(\$20.74)
														P Vehicl	(\$15.00)	\$0.00	(\$15.00)
														Refund	\$35.74		
OBER, MARTHA BENNETT	OBER, MARTHA BENNETT	6145 MACKEYS RD	ROPER, NC 27970	Proration	0008001215	RWV8856	PENDING	71910753	Refund Generated due to proration on Bill #0008001215-2019-2019-0000-00	Vehicle Sold	04/15/2021	W Tax	(\$9.15)	\$0.00	(\$9.15)		
														Refund	\$9.15		
SPRUILL, SHELBY LYNN	SPRUILL, SHELBY LYNN	3317 PEA RIDGE RD	ROPER, NC 27970	Proration	0050931299	FCT3314	PENDING	71751619	Refund Generated due to proration on Bill #0050931299-2020-2020-0000-00	Vehicle Sold	04/09/2021	W Tax	(\$57.05)	\$0.00	(\$57.05)		
														Refund	\$57.05		
TARKINGTON, SAMUEL NEAL	TARKINGTON, SAMUEL NEAL	687 WHITE RD	CRESWELL, NC 27928	Proration	0032225499	EBY4433	PENDING	71997280	Refund Generated due to proration on Bill #0032225499-2019-2019-0000-00	Vehicle Sold	04/19/2021	W Tax	(\$10.44)	\$0.00	(\$10.44)		
														Refund	\$10.44		
WYNN, VERNARD LEE	WYNN, VERNARD LEE	84 MACKEYS RD	PLYMOUTH, NC 27962	Adjustment < \$100	0031616149	RBE4594	PENDING	216206514	Refund Generated due to adjustment on Bill #0031616149-2020-2020-0000-00	Over Assessment	04/21/2021	W Tax	(\$26.76)	\$0.00	(\$26.76)		
														P Tax	(\$16.90)	\$0.00	(\$16.90)
														P Vehicl	\$0.00	\$0.00	\$0.00
														Refund	\$43.66		



North Carolina Vehicle Tax System

Apr 2021

NCVTS Pending Refund report

Report Date
4/29/2021
8:47:21 AM

ZIONS CHAPEL CHURCH OF CHRIST	ZIONS CHAPEL CHURCH OF CHRIST	PO BOX 99 ROPER, NC 27970	Adjustme nt >= \$100	0060673184	TFS5719	PENDING	216718410	Refund Generated due to adjustment on Bill #0060673184- 2020-2020-0000-00	Situs error	04/27/2021	W P P	Tax Tax Vehicl	(\$123.12) (\$77.76) (\$15.00)	\$0.00 \$0.00 \$0.00	(\$123.12) (\$77.76) (\$15.00)	Refund \$215.88	Refund \$733.67
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Requested by Tax Administrator

4/29/21

Date

"Approved by the Washington County Board of
Commissioners Meeting held _____, 2021"

Clerk to the Board of Commissioners

WASHINGTON COUNTY
REAL ESTATE, PERSONAL PROPERTY AND MOTOR VEHICLE REFUNDS AND RELEASES
Apr 2021

DATE	NAME	TICKET YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
4/1/21	Blount, Marquitta Denise	7995 2020	6484	2		\$275.00		MH Double Billed; Requesting release of \$275.00 SWUF (2020)
4/1/21	Blount, Marquitta Denise	7995 2020	6484	2		\$14.70		MH Double Billed; Requesting release of \$14.70 (Tax=\$14.53; WS=\$.17) (2020)
4/1/21	Bowser, Nana Trustee	596 2020	7150	4	9937	\$0.91		7777.00-00-5102 does not exist; Requesting rel of \$.91 (\$.90-tax; \$.01-WS) (2020)
4/1/21	Howell, Cora Lee Heirs	8655 2018	25260	3	8651	\$275.00		House fire 12-27-17; Requesting release of \$275.00 (2018)
4/1/21	Howell, Cora Lee Heirs	8706 2019	25260	3	8651	\$275.00		House fire 12-27-17; Requesting release of \$275.00 (2019)
4/1/21	Howell, Cora Lee Heirs	8738 2020	25260	3	8651	\$275.00		House fire 12-27-17; Requesting release of \$275.00 (2020)
4/1/21	Howell, Cora Lee Heirs	8532 2014	25260	3	8651		\$475.66	House fire 12-27-17; Requesting refund of \$275.00 (applied to 2014)
4/1/21	Howell, Cora Lee Heirs	8578 2015	25260	3	8651		\$179.54	House fire 12-27-17; Requesting refund of \$275.00 (applied to 2015)
4/1/21	Howell, Cora Lee Heirs	8638 2016	25260	3	8651		\$169.80	House fire 12-27-17; Requesting refund of \$275.00 (applied to 2016)
4/1/21	McGahee, Tonja Thomas Heirs	6082 2019	31948	1	10313	\$275.00		MH sold 10/22/18; Requesting release of \$275.00 SWUF (2019)
4/1/21	McGahee, Tonja Thomas Heirs	6079 2020	31948	1	10313	\$275.00		MH sold 10/22/18; Requesting release of \$275.00 SWUF (2020)

SITUS CODES:

1 - PLYMOUTH	20 - COUNTY
2 - LEES MILLS, ROPER	21 - PLYMOUTH
3 - SKINNERSVILLE / CRESWELL	22 - ROPER
4 - SCUPPERNONG / CRESWELL	24 - CRESWELL
31-Town of Plymouth	

WASHINGTON COUNTY
REAL ESTATE, PERSONAL PROPERTY AND MOTOR VEHICLE REFUNDS AND RELEASES
Apr 2021

DATE	NAME	TICKET YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
4/1/21	McGahee, Tonja Thomas Heirs	6082 2019	31948	1	10313	\$155.32		MH Sold 10/22/18; Requesting release of \$155.32 (Tax=\$149.33; WS=\$5.99) (2019)
4/1/21	McGahee, Tonja Thomas Heirs	6079 2020	31948	1	10313	\$73.11		MH Sold 10/22/18; Requesting release of \$73.11 (Tax=\$72.24; WS=\$.87) (2020)
4/1/21	Norman, Lavelle	9183 2020	35806	1		\$275.00		No electric; Requesting release of \$275.00 (SWUF) (2020)
4/1/21	VL Director Land Holdings, LLC	10169 2020	53312	2	6016	\$554.76		Pin Merged; Requesting release of \$554.76 (Tax=\$548.27; WS=\$6.49) (2020)
<i>John Webb</i>								
								4/29/21
								"Approved by the Washington County Board of
	Requested by Tax Administrator							Commissioners meeting held _____, 2021"
								Clerk to the Board of Commissioners

SITUS CODES:

- | | |
|------------------------------|---------------|
| 1 - PLYMOUTH | 20 - COUNTY |
| 2 - LEES MILLS, ROPER | 21 - PLYMOUTH |
| 3 - SKINNERSVILLE / CRESWELL | 22 - ROPER |
| 4 - SCUPPERNONG / CRESWELL | 24 - CRESWELL |
| 31 - Town of Plymouth | |

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

COMMISSIONERS:

WILLIAM "BILL" R. SEXTON, JR., CHAIR
TRACEY A. JOHNSON, VICE-CHAIR
ANN C. KEYES
CAROL V. PHELPS
JULIUS WALKER, JR.



POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823
FAX (252) 793-1183

ADMINISTRATION STAFF:

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

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

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

RESOLUTION 2021-004

RESOLUTION AUTHORIZING SALE OF REAL PROPERTY, 90 CUMBERLAND ST PLYMOUTH, BY ELECTRONIC PUBLIC AUCTION PURSUANT TO G.S. 160 A-270

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

WHEREAS, the County Manager has recommended that the property, described below, should be sold as public auction as surplus property; and 90 Cumberland St, NC; Tax Pin #6798.00-13-2233; Deed Book 532, Page 892;

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

1. The County Manager or their designee is authorized to sell by electronic auction at www.govdeals.com the surplus property described above during the next 120 days following approval of this resolution.
2. Electronic advertisements of the sale of real property, described above, shall be posted at least 30 calendar days prior to the date on which bidding for the property opens.
3. Electronic advertisements shall be posted on the Washington County website and, where feasible, by other electronic means through which notice of the electronic auction may be broadly advertised.
4. Electronic advertisements shall identify and provide a general description of the property to be sold, the date and time at which electronic bidding opens, the electronic address where information about the property to be sold can be found, a reference to the resolution authorizing the sale, and any other relevant terms and conditions of sale.
5. After conclusion of the bid process, the results shall be reported to the Board at their next regularly scheduled meeting, and the Board shall accept or reject the bid within 30 days of said report.

Adopted this 3rd day of May, 2021.

William R. "Bill" Sexton, Jr., Chair
Washington County Board of Commissioners

ATTEST:

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

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

COMMISSIONERS:

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POST OFFICE BOX 1007
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ADMINISTRATION STAFF:

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COUNTY MANAGER/ COUNTY ATTORNEY
cpotter@washconc.org

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

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

RESOLUTION 2021-006

PROCLAMATION OLDER AMERICANS MONTH 2021

WHEREAS, Washington County includes a growing number of older Americans who have built resilience and strength over their lives through successes and difficulties; and

WHEREAS, Washington County benefits when people of all ages, abilities, and backgrounds are included and encouraged to share their successes and stories of resilience; and

WHEREAS, Washington County recognizes our need to nurture ourselves, reinforce our strength, and continue to thrive in times of both joy and difficulty; and

WHEREAS, Washington County can foster communities of strength by:

- creating opportunities to share stories and learn from each other;
- engaging older adults through education, recreation, and service; and
- encouraging people of all ages to celebrate connections and resilience.

NOW, THEREFORE, we the Washington County Board of Commissioners do hereby proclaim May 2021 to be Older Americans Month. We urge every resident to recognize older adults and the people who support them as essential contributors to the strength of our community.

Proclaimed this the 3rd day of May, 2021.

William R. "Bill" Sexton, Jr., Chair
Washington County Board of Commissioners

ATTEST:



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

The	Governing Board BOARD OF COMMISSIONERS
of	Primary Government Unit (or charter holder) WASHINGTON COUNTY
and	Discretely Presented Component Unit (DPCU) (if applicable) WASHINGTON COUNTY TRAVEL & TOURISM AUTHORITY

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.
	Auditor Address 1626 S MADISON STREET, WHITEVILLE, NC 28472

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/21	Audit Report Due Date 10/31/21
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)(G.S. 159-34 and 115C-447) All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern.

30. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

31. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

32. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

33. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

34. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
JEFF BEST	JEFF BEST, CPA	jbest@jeffbestcpa.com

OR Not Applicable (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the billings for the last annual audit of the unit submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES


Primary Government Unit	WASHINGTON COUNTY
Audit Fee	\$ 42,500.00
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$ 3,500
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 34,500.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	WASHINGTON COUNTY TRAVEL & TOURISM AUTHORITY
Audit Fee	\$ 3,750
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$ 500
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 3,187.50

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	
Authorized Firm Representative (typed or printed)* ALAN W. THOMPSON	Signature* 
Date* 02/12/21	Email Address* alanthompson@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit* WASHINGTON COUNTY	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	✓
Mayor/Chairperson (typed or printed)* ✓	Signature* 
Date ✓	Email Address ✓

Chair of Audit Committee (typed or printed, or "NA") ✓	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE



Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed) Missy Dixon	Signature* 
Date of Pre-Audit Certificate* ✓	Email Address* mdixon@washconc.org

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

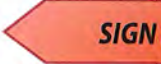

DPCU*	
WASHINGTON COUNTY TRAVEL & TOURISM AUTHORITY	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature* 
Date*	Email Address* 

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature* 
Missy Dixon	
Date of Pre-Audit Certificate* 	Email Address* mdixon@washconc.org

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



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

February 12, 2021

Washington County

PO Box 1007

Plymouth, North Carolina 27962

To Management and Those Charged With Governance:

We are pleased to confirm our understanding of the services we are to provide the Washington County for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Washington County as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Washington County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Washington County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist 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 will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Law Enforcement Officers' Special Separation Allowance Schedule of Total Pension Liability (Asset) and Schedule of Total Pension Liability (Asset) as a Percentage of Covered-Employee Payroll
3. Schedule of the Proportionate Share of the Net Pension Liability (Asset) and Schedule of County Contributions – LGERS
4. Schedule of the Proportionate Share of the Net Pension Liability (Asset) and Schedule of County Contributions – ROD
5. Schedule of Proportionate Share of the County's Net OPEB Liability and Contributions – Retiree Health Benefit Fund

We have also been engaged to report on supplementary information other than RSI that accompanies the Washington County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal and State Awards.
2. Combining and Individual Fund Financial Statements, Budgetary Schedules, and Other Schedules

Members

American Institute of CPAs - N.C. Association of CPAs - AICPA Division of Firms

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory and Statistical Schedules (prepared for Comprehensive Annual Financial Report presentation)

Our responsibility for other information included in documents containing the entity's audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on-

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners and management of Washington County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors,

(2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories (if material), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures-Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Washington County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. Accordingly, we will express no such opinion. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards

applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Washington County's major programs. For federal programs that are included in the 2020 Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the 2020 Compliance supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Washington County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of Washington County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and State awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and State awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including

noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by May 1, 2021.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and State awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and State awards. You also agree to make the audited financial statements readily available to intended users of schedules of expenditures of federal and State awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedules of expenditures of federal and State awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, (Jeff Best), who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate

confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate. We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order or additional engagement letter for such additional work.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' report or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to Oversight Agencies (or its designee), a federal agency provided direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal cognizant agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit by approximately May 1, 2021 and to issue our reports no later than October 31, 2021. Alan Thompson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, should not exceed \$50,250. Also, any excessive additional fees incurred in obtaining required audit evidence (i.e. bank confirmations) will be billed directly to the Board. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. However, if we are not able to complete the audit as agreed upon in the Request for Proposal and it is determined to be the fault of the auditor (i.e. not because of delays in obtaining confirmations from the State, required actuary reports, being able to get onsite for testing due to government restrictions on travel, etc), there will be a \$1,000 penalty for every 30 days the audit is late. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated

cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

If additional programs are required to be tested that have not been identified as major programs for testing in previous years, additional fees may be charged at standard hourly rates. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. However, we believe our contract as it is will be sufficient to cover but we do want to reserve the right to discuss this issue.

We appreciate the opportunity to be of service to the Washington County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Alan W. Thompson".

Alan W. Thompson, CPA
Thompson, Price, Scott, Adams & Co., P.A.

RESPONSE:

This letter correctly sets forth the understanding of the Washington County.

Management signature: _____

SIGN HERE

Title: _____ ✓

Date: _____ ✓

Governance signature: _____

SIGN HERE


Title: _____ ✓


Date: _____ ✓

CC: Board of Commissioners

Instructions for Completing Audit Contract for 6-30-21

For most of you, we have just finished this process, and now it is time to start planning for next year's audit. We have attached the contract and engagement letter for the year ending 6-30-21. We have marked all areas that must be completed prior to returning the contract to us.

The LGC will not approve the contract if every box marked with a  is not complete.

You also need to make sure that the signature is completed if marked with a  .

If your Entity has an official audit committee, please complete the section on Page 8 that asks for the name, signature, date, and email address of the audit committee chair. If you do not have a formal audit committee, please type or write "N/A" in the box asking for the Chair of the Audit Committee.

Please help us by ensuring that all marked areas are completed, or the LGC will reject the contract and make us resubmit it.

If you have any questions, please email myself (bturbeville@tpsacpas.com) or Alan Thompson (alanthompson@tpsacpas.com) and we will address any questions or concerns you may have.

Once the contract has been approved by the Board and appropriate signatures are obtained, please return to us and we will submit the contracts to the LGC and begin planning the 2021 engagements.



Washington County Board of Elections

116 Adams Street
P.O. Box 1007
Plymouth, NC 27962

Dora Bell

Director of Elections
(252) 793 6017
Fax: (252) 793-5801
elections@washconc.org

Date: April 30, 2021

To: State Board of Elections

From: Washington County Board of Elections

Re: Preliminary Recommendation

Please consider this letter from the Board of Elections as a recommendation to the Board of County Commissioners of Washington County that we proceed in purchasing the equipment as indicated in the attached forms.

Thank you,

Dora Bell
Director of Elections

STEP 2: PRELIMINARY RECOMMENDATION

Make a preliminary recommendation to the board of county commissioners as to which voting system should be acquired by the county.

- Official action to preliminarily recommend can be taken as soon as the same meeting during which the demonstration is conducted, provided the meeting is properly noticed. Alternatively, the meeting to preliminarily recommend a voting system may be noticed prior to the demonstration as long as the meeting is held after the demonstration.
- The Board can recommend by resolution, letter, presentation, or other official action.

<p>Following the demonstration, the Board recommended:</p> <p><input type="checkbox"/> by resolution dated _____</p> <p><input type="checkbox"/> by letter dated _____ signed by _____</p> <p><input checked="" type="checkbox"/> by presentation given on <u>April 21, 2021</u></p> <p><input type="checkbox"/> by nature of an official action taken on _____</p>
<p>that <u>Washington</u> County adopt and acquire the:</p> <p><input checked="" type="checkbox"/> ES&S Voting System 5.2.4.0 Voting System</p> <p><input type="checkbox"/> ES&S Unity 3.4.1.1 Voting System</p> <p><input type="checkbox"/> Hart InterCivic Verity 2.2 Voting System</p>

STEP 3: TEST THE PROPOSED VOTING SYSTEM

The county board must either: (1) test the proposed voting system in at least one precinct where the voting system would be used if adopted, or (2) test the proposed voting system in a simulated election.

- County board staff must notify State Board voting systems staff via email (votingsystems.sboe@ncsbe.gov) of its intent to test the recommended voting system.
- The voting systems election management system and the components of the system must undergo Logic & Accuracy testing prior to use in the test election.
- After completing the test election, the county board must determine that the recommended voting system has met the requirements for voting in that county.

<input checked="" type="checkbox"/>	On <u>April 21, 2021</u> , the county board staff notified the State Board of Elections voting systems staff of its intent to test the recommended voting system.
<input checked="" type="checkbox"/>	The recommended voting system was tested on <u>April 21, 2021</u> . The voting systems election management system and all of the components of the system were subject to Logic & Accuracy testing prior to use in the test election.
<input type="checkbox"/>	If tested during a real election, the recommended voting system was tested in _____ one-stop absentee voting site(s) and/or _____ Election Day precinct(s).
<input checked="" type="checkbox"/>	The Board, having completed its election (real or simulated) in which the recommended voting system was tested, has determined that the recommended system meets the requirements for voting in the county.

STEP 4: SBE APPROVAL

The county board of elections cannot replace any voting system, or any portion thereof, without approval of the State Board.

The Board seeks the approval of the State Board of Elections to replace its current voting system, or a portion there of with the following voting system:

- Hart InterCivic Verity 2.2 Voting System
 ES&S Unity 3.4.1.1 Voting System
 ES&S Voting System 5.2.4.0 Voting System

The Board proposes to adopt and acquire the voting system’s election management system (EMS) and the following components of the system:

<i>Component Type</i>	<i>Model</i>	<i>Quantity</i>
<i>Precinct Ballot Tabulator (PBT)</i>	<i>Model DS200 Precinct Scanner</i>	<i>10</i>
<i>Central Ballot Tabulator (CBT)</i>		
<i>Ballot Marking Device (BMD)</i>	<i>ExpressVote Ballot Marking Device</i>	<i>9</i>
<i>BMD Printer</i>		
<i>Ballot on Demand (BOD) Printers</i>		

The Board proposes to use the DS 200 9 ExpressVote ballot marking device and its accessible peripherals to meet ADA requirements to allow for accessible voting.

STEP 5: ADOPTION AND ACQUISITION OF NEW VOTING SYSTEM BY BOARD OF COUNTY COMMISSIONERS

The board of county commissioners, with the approval of the county board of elections, may adopt and acquire only a voting system of a type, make, and model certified by the State Board for use in some or all voting places in the county at some or all elections. The board of county commissioners may decline to adopt and acquire any voting system recommended by the county board of elections but may not adopt and acquire any voting system that has not been approved by the county board of elections. Following SBE approval, the County Board understands that it may then proceed to ask its Board of County Commissioners for the approval and funding to acquire the recommended voting system.

Along with this request, the Board is submitting the proposed vendor contract to permit the State Board of Elections to review and approve the terms of the vendor's contract.

Board Chair	<i>Croft</i>	4-27-2021 Date
Board Secretary	<i>Melvin S. Port</i>	4-27-2021 Date
Board Member	<i>[Signature]</i>	4/28/2021 Date
Board Member	<i>Thomas J. Patrick</i>	<i>[Signature]</i> 4/27/21 Date
Board Member	<i>General M. James</i>	4-27-2021 Date

State Board of Elections use Only	
The proposed voting system replacement <input type="checkbox"/> IS <input type="checkbox"/> ISNOT approved.	
Approved by:	Date:



Maintaining voter confidence. Enhancing the voter experience.

Washington County, NC BOE Purchase Proposal Quote Submitted by Election Systems & Software

Purchase Solution Includes:

Quantity	Item Description	Price
Tabulation Hardware		
	Model DS200 Precinct Scanner:	
10	Model DS200 (Includes Scanner, Internal Backup Battery, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll and One (1) Standard 4GB Memory Device)	\$57,500.00
10	Tote Bin	\$2,250.00
6	Standard 4GB Memory Device (Additional)	\$630.00
	ExpressVote Ballot Marking Device:	
9	ExpressVote BMD Terminal (Includes Terminal, Internal Backup Battery, ADA Keypad, Headphones, Power Supply with AC Cord, and One (1) Standard 4GB Memory Device)	\$29,925.00
9	Soft-Sided Case	\$1,575.00
Election Services		
1	Implementation Services (Does not include Coding, Voice Files or Ballots)	\$1,700.00
X	Equipment Operations Training	
1	Election On-Site Support	\$4,675.00
X	Equipment Installation	\$2,095.00
X	1 Year Hardware and Firmware Warranty	Included
	Shipping & Other	
X	Shipping and Handling	\$1,580.00
X	Customer Loyalty Discount and Trade-In Allowance. Equipment Being Traded-In by Customer Includes: 10-Model 100 Scanner 10-Model 100 Ballot Box 9-AutoMARK	(\$6,800.00)
Total Purchase Solution		\$95,130.00

*6 precincts
+ 3 others*

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.
5. Annual Software License, Maintenance and Support Services for the Electionware Software quoted above will be invoiced upon expiration of Customer's current Software License Maintenance and Support Services Agreement.
6. ES&S will coordinate and pay for the pickup and transportation of the trade-in equipment from Customer's site on a date to be mutually agreed upon by the parties. ES&S is responsible for preparing, packaging and palletizing the trade-in equipment for shipment.

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.

1-Year Funding: FY 2021-2022

Membership

- | | |
|---|------------|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? | <u>Yes</u> |
| B. Are members appointed for two-year terms and are those terms staggered? | <u>Yes</u> |
| C. Is membership reflective of social-economic and racial diversity of the community? | <u>Yes</u> |
| D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | <u>Yes</u> |

If not, which positions are vacant and why?

The position of a Business Community member has been open and efforts are being made to fill that position. Also, 2 persons under the age of 21 or 1 person under age 21 and 1 person from the public representing the interests of families of at-risk juveniles are currently open on the Board. Those position are trying to be filled as well. The Juvenile Defense Attorney position has not been able to be filled in several years.

Organization

- | | |
|---|----------------|
| A. Does the JCPC have written Bylaws? | <u>Yes</u> |
| B. Bylaws are | <u>On file</u> |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. | <u>Yes</u> |
| D. Does the JCPC have written policies and procedures for funding and review? | <u>Yes</u> |
| E. These policies and procedures | <u>On file</u> |
| F. Does the JCPC have officers and are they elected annually? | <u>Yes</u> |

Meetings

- | | |
|--|------------|
| A. JCPC meetings are considered open and public notice of meetings is provided. | <u>Yes</u> |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | <u>Yes</u> |
| C. Does the JCPC meet six (6) times a year at a minimum? | <u>Yes</u> |
| D. Are minutes taken at all official meetings? | <u>Yes</u> |
| E. Are minutes distributed prior to or during subsequent meetings? | <u>Yes</u> |

Planning

- | | |
|--|------------|
| A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? | <u>Yes</u> |
| B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS? | <u>Yes</u> |
| C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? | <u>Yes</u> |

Public Awareness

- | | |
|--|------------|
| A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members?
<input checked="" type="checkbox"/> RFP, Distribution List, and Advertisement attached | <u>Yes</u> |
| B. Does the JCPC complete a biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members? | <u>Yes</u> |

No Overdue Tax Debt

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level?

Yes

Briefly outline the plan for correcting any areas of standards non-compliance.

Working on filling vacant positions on JCPC membership.

Approved this the 3rd day of May, 2021.

William R. "Bill" Sexton, Jr., Chair
Washington County Board of Commissioners

ATTEST:

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

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Linda Carr	Superintendent		White	Female
2) Chief of Police or designee	Willie Williams	Chief of Police		Black or African-American	Male
3) Local Sheriff or designee	Johnny Barnes	Sheriff		White	Male
4) District Attorney or designee	Seth Edwards	District Attorney		White	Male
5) Chief Court Counselor or designee	James Ward	Chief Court Counselor		White	Male
6) Director, Local Management Entity/ Managed Care Organization (LME/MCO), or designee	Chinita Vaughn	SOC-Coordinator for Trillium		Black or African-American	Female
7) Director DSS or designee	Clifton Hardison	Director		White	Male
8) County Manager or designee	Curtis Potter	County Manager		White	Male
9) Substance Abuse Professional	Tonya Johnson	Substance Abuse-Uplift		Black or African-American	Female
10) Member of Faith Community	Harry White	Minister		Black or African-American	Male
11) County Commissioner	Julius Walker	Commissioner		Black or African-American	Male
12) A Person Under the Age of 21					
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles					
14) Juvenile Defense Attorney					
15) Chief District Judge or designee	Regina Parker	Chief District Court Judge		Black or African-American	Female
16) Member of Business Community					
17) Local Health Director or designee	Wes Gray	Director		White	Male
18) Rep. United Way/other non-profit	Kay Overton	Director-Partnership for Children		White	Female
19) Representative/Parks and Rec	Randy Fulford	Parks and Recreation		Black or African-American	Male
20) County Commissioner appointee	Debra Price Fonville	Supervisor Juvenile Justice		Black or African-American	Female
21) County Commissioner appointee	Doretha Garrett	Center for Family Violence		Black or African-American	Female
22) County Commissioner appointee	Elizabeth Jackson	4-H Extension Agent		White	Female
23) County Commissioner appointee	Lucas Denny	Intake Counselor Juvenile Justice		Black or African-American	Male
24) County Commissioner appointee	Missy Dixon	Fianance Director Washington County		White	Female
25) County Commissioner appointee	Stephanie Simpson	Police Department		Black or African-	Female

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Specified Members	Name	Title	Designee	Race	Gender
				American	
26) County Commissioner appointee					

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 2

DATE: May 3, 2021

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

SUMMARY EXPLANATION:

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

Public Comment Statements

In December of 2015, the Washington County Board of Commissioners adopted a public comment period.

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

Additionally this policy stated that all speakers are required to sign up prior to the meeting at which they wish to speak. The signup sheet must be on the podium 30 mins prior to the meeting. Each speaker shall clearly write their name, address, and the topic upon which they wish to speak on the signup sheet.

This board adopted rules that must be followed. Some of the high points of those rules, which I wish to remind the public is:

1. Speakers shall be acknowledged by the Board Chairperson.
2. Speakers shall address the Board from the lectern at the front of the room, and begin their remarks by stating their name and address.
3. Public comment is not intended to require any Board or staff members to answer any impromptu questions or engage in debate. Speakers shall address all remarks to the Board as a body, and not to any individual board or staff members. Discussions between speakers and members of the audience shall not be allowed.

4. Speakers shall be courteous in their language and presentations, and shall not use profanity, racial slurs, or make any obscene remarks, nor engage in any personal attacks of commissioners.
 5. Speakers shall have a maximum of three (3) to five (5) minutes to make their remarks depending on the number of speakers and topics. The Chairperson may limit the number of speakers allowed to make substantially similar comments with respect to the same topic.
 6. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the County Clerk.
 7. Speakers shall not discuss any of the following: matters which are the subject of public hearings set for the same meeting; matters which are closed session matters, including without limitation matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, and matters which are made confidential by law.
-

HOW TO PARTICIPATE IN THE PUBLIC FORUM/PUBLIC HEARING DURING COVID-19 AT THE MAY 3, 2021 WASHINGTON COUNTY BOARD OF COMMISSIONERS MEETING

Due to regrettably necessary ongoing protective measures related to COVID-19, it will likely be necessary limit and restrict physical access to this meeting. Washington County is committed to maintaining the highest standards of transparency and community engagement during these challenging times, and appreciates your patience and understanding with such restrictions. **The May 3, 2021 Board of Commissioners meeting will take place at 116 Adams Street, Plymouth, NC in the Commissioners' Room and be live streamed on the County's Facebook Page.** Please review the following information carefully regarding alternative ways to access or participate in this, or any other public hearing, or any public comment portion of the regular meeting.

1. Access and View the meeting online. The meeting will be live streamed on the County's publicly accessible Facebook page at: www.facebook.com/Washconc/
2. Only if you wish to speak during any public comment period, or during any advertised public hearing portion of the meeting, you may attend the meeting in person for such purpose. You must arrive at 116 Adams Street before 6:00 PM to sign up. You must wear a cloth protective mask, maintain at least six feet of distance between yourself and all other persons, and follow any other applicable social distancing guidance. You may be asked to wait outside (please come prepared for inclement weather), and each person may be called into the meeting room one at a time to address the Board before being required to leave the meeting room in order to limit overall occupancy and comply with applicable regulations and guidance. You may still follow the remainder of the meeting which will be live

streaming on the Facebook page referred to above, or may access a recording of the full meeting which will remain accessible on our Facebook page for at least 48 hours after the meeting is concluded.

Please contact Julie Bennett, Clerk to the Board at 252-793-5823, or by email at jbennett@washconc.org **before 2:00 PM on Monday, May 3, 2021** with any questions or concerns related to this notice or access to or participation in the May 3, 2021 meeting.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 3

DATE: April 3, 2021

ITEM: Public Hearings in Accordance with 160D: Washington County Planning Board, Mr. David Clifton, Chair and Mr. Allen Pittman, Washington County Planning & Inspections Director

SUMMARY EXPLANATION:

There will be a public hearing on documents presented by the Washington County Planning Board. In accordance with NCGS 160D, there are specific changes that need to be made. Documents are attached and there is a list to tell you what was changed in each document.

The Planning Board will continue to be on the agenda throughout the next couple of months as they are updating ordinances due to NCGS 160D (deadline is July 1, 2021.)

ZONING ORDINANCE CHANGES

Article 1

Zoning Ordinance Constitution No changes

Article 2

General Regulations

No changes

Article 3

Zoning Districts

No changes

Article 3A

Rural Area Single Family Residential District

No changes

Article 3B

Corridor Commercial District

No changes

Article 4

Zoning Amendments

No changes

Article 5

Special Use Permits

Effect upon Conditional Uses and Permitted Conditional Uses are deleted per GS160-D

Article 6

Nonconforming Uses

Inserted amendments as previously approved:

age of nonconforming lot of record: **(Amended November 15, 2010):** If a lot was approved on a subdivision plat and duly recorded prior to the effective date of this Ordinance and if such lot met the requirements of the Subdivision Ordinance in effect at the time of recordation, then, such lot may be used for any use permitted under the current zoning district designation even though the lot does not meet the lot area or lot width and depth requirements of the district. ~~Provided that all other regulations (including setbacks, yards, requirements, density, screening, etc.) of this Ordinance can be satisfied.~~ However, the following regulations shall apply:

- a. In any district in which single-family dwellings are permitted, a single-family (including mobile homes) and customary accessory buildings may be erected on any single lot on record prior to January 1, 2004.
- b. For lots on record as of January 1, 2004, CAMA regulations will apply for waterfront lots, and the following dimensional requirements shall apply:
 1. Lots with 6,000 square feet or less:
 - a. Front yard setback 15 feet
 - b. Side yard setback 5 feet
 - c. Rear yard setback 10 feet
 2. Lots with 6001 to 10,000 square feet
 - a. Front yard setback 20 feet
 - b. Side yard setback 8 feet
 - c. Rear yard setback 10 feet
 3. Lots with 10,001 to 15,000 square feet
 - a. Front yard setback 25 feet
 - b. Side yard setback 8 feet
 - c. Rear yard setback 10 feet
 4. Lots with 15,001 to 19,999 square feet
 - a. Front yard setback 30 feet
 - b. Side yard setback 10 feet
 - c. Rear yard setback 10 feet

Article 7

Signage Regulations

References to Special Exceptions deleted per GS Article 8

Site Plan Regulations

No changes

Article 9

Administration and Adjustment

The Planning Coordinator shall act under the provisions of the Zoning Board of Adjustment Law (GS 160D-406)

Article 10

Board of Adjustment: Variances and Appeals

All references to Special Exceptions have been deleted per 160D

Article 11

Definitions
No Changes

Article 12
Process for the Construction and Operation of Wind Energy Facilities
No Changes

Article 13
Solar Energy Development Ordinance

17. PERMIT CHOICE

An applicant shall not be made to wait for final action on the proposed change before proceeding if the applicant elected determination under prior rules. (G.S. 143-755; G.S. 160D-108(b).)

If a local development regulation changes after an application is submitted, the applicant may choose the version of the rule that applies; but may require the applicant to comply with new rules if the applicant delays the application for six months. (G.S. 143-755; G.S. 160D-108(b); S.L. 2019-111, Pt. I.)

An application for one development permit triggers permit choice for permits under any development regulation; such permit choice is valid for eighteen months after approval of the initial application. (G.S. 143-755; G.S. 160D-108(b); S.L. 2019-111, Pt. I)

This ordinance is bound by the requirements of G.S. 160D. All applicable requirements of the statute shall apply.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

COMMISSIONERS:

WILLIAM "BILL" R. SEXTON, JR., CHAIR
TRACEY A. JOHNSON, VICE-CHAIR
ANN C. KEYES
CAROL V. PHELPS
JULIUS WALKER, JR.



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CLERK TO THE BOARD
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RESOLUTION 2021-007

RESOLUTION ON STATEMENT OF CONSISTENCY WASHINGTON COUNTY BOARD OF COMMISSIONERS

WHEREAS, in accordance with the provisions of North Carolina General Statute 160D, the Board of Commissioners does hereby find and conclude that the proposed Ordinance Amendments are reasonable and in the public interest because it brings the local Ordinances into compliance with applicable North Carolina law. Additionally, the proposed Ordinance amendments support the following policies and goals of the County.

- Article 1 Zoning Ordinance Constitution
- Article 2 General Regulations
- Article 3 Zoning Districts
- Article 3A Rural Area Single Family Residential District
- Article 3B Corridor Commercial District
- Article 4 Zoning Amendments
- Article 5 Special Use Permits
- Article 6 Nonconforming Uses
- Article 7 Signage Regulations
- Article 8 Site Plan Regulations
- Article 9 Administration and Adjustment
- Article 10 Board of Adjustment: Variance and Appeals
- Article 11 Definitions
- Article 12 Process for Construction and Operation of Wind Energy Facilities
- Article 13 Solar Energy Development Ordinance

NOW THEREFORE BE IT RESOLVED, the Washington County Board of Commissioners does hereby approve and adopt the text amendments to the Zoning Ordinance as presented.

Adopted this 3rd day of May, 2021.

William R. "Bill" Sexton, Jr., Chair
Washington County Board of Commissioners

ATTEST:

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

Article 1:
Zoning Ordinance Constitution

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C.	Authority	3
D.	Severability	3
E.	Interpretation, Purpose, and Conflict	3
F.	Jurisdiction	3
G.	Adoption	3

Article I:
Zoning Ordinance Constitution

A. Title

The regulations embraced in this and the following articles constitute what shall be designated “The Zoning Ordinance of Washington County, North Carolina,” and may be further cited as the “Zoning Ordinance”.

B. Purpose and Intent

The Zoning Ordinance of Washington County, North Carolina (hereinafter “Ordinance”) is intended to promote the health, safety and general welfare of the public and to implement the County’s adopted Land Use Plan for the orderly and controlled development of the County.

To accomplish these ends, the Ordinance is designed to achieve the following goals and objectives:

1. To promote the health, safety, morals, and general welfare of the citizens of the Washington County and to create and maintain conditions under which the citizens and their environment can exist in a productive and enjoyable harmony while fulfilling the social, economic, and other requirements of present and future generations;
2. To facilitate the creation of a convenient, attractive and harmonious community; to provide for adequate light, air, convenience of access and safety from fire, flood and other dangers; and to reduce or prevent congestion in the public streets;
3. To provide for County growth that is consistent with the efficient and economic use of public funds and environmental quality;
4. To recognize the needs of housing, industry and business in the County’s future growth;
5. To promote the creation and expansion of land uses that will be developed with adequate highway, utility, health, education and recreational facilities;
6. To provide residential areas with healthy surroundings for family life;
7. To protect against destruction of or encroachment of incompatible uses and buildings upon the County’s historic areas and tourism corridors;
8. To encourage economic development activities that provide desirable employment and a broad tax base;
9. To promote the conservation of sensitive environmental areas and the preservation of the County’s waterfront resources;
10. To encourage the preservation of stream valleys, steep slopes, lands of natural beauty, scenic vistas, and other similar areas and to ensure that development in such areas is well-controlled;
11. To protect against the following: overcrowding of land; undue intensity of noise; air and water pollution; undue density of population in relation to community facilities existing or available; obstruction of light and air; danger and congestion in travel and transportation; and loss of life, health, or property from fire, flood, panic or other dangers;
12. To promote housing of such type, size and cost as will allow County residents of various economic conditions to reside in safe, sanitary dwellings units; and
13. To encourage innovative and desirable approaches to designed development; and to promote the distinctive sense of urban and suburban places as well as the sense of community within the County.

The zoning regulations and districts herein set forth in this Ordinance have been prepared in concert with the Washington County Growth Opportunities Plan for the expressed purpose to promote the orderly development of the County. In so doing, the health, safety and general welfare of the county may be served by limiting problems associated with vehicular traffic congesting; securing safety from the potential dangers of fire, panic or natural disaster; providing light and air for all citizens; prohibiting the unsafe, unhealthy over crowding of land; and promoting the facilitation of proper services inclusive of transportation, water, sewer, electricity, schools, parks in such a manner that the overall plan will be served and properly implemented. Also, thought the application of this Ordinance, those areas having environmental qualities (Area of Environmental Concern) which should be preserved or developed in a judicious manner will be guided to insure their existence for future generations. Within the context of this purpose, all requirements and/or restrictions have been developed with reasonable consideration of all factors inclusive of the suitability of use of land, value of property and buildings and the general needs of the populace.

C. Authority

To accomplish all other objective and exercise all other powers set forth in Chapter ~~153A-160D~~, Section ~~340-702~~ of the General Statutes of the State of North Carolina.

D. Severability

Should any article, section or provision of this Ordinance be decided by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof other than the part so held to be unconstitutional or invalid.

E. Interpretation, Purpose and Conflict

In its interpretation and application, the provision of this Ordinance shall be held to be minimum requirements, adopted for the promotion of the public health, safety, morals and general welfare. Wherever the requirements of this Ordinance are at variance with other requirement of the lawfully adopted rules, regulations, Ordinance, deed restrictions or covenants, the most restrictive or that imposing the highest standards shall govern.

F. Jurisdiction

The proclitions of this Ordinance shall be application within the corporate limits of Washington County with the exception of Town's corporate limits and their extraterritorial limits as adopted under the General Statutes ~~160DA-360-202~~ of the State of North Carolina.

G. Adoption

The Washington County Board of Commissioners do hereby adopt the following:

1. An ordinance properly regulating and restricting the height, size, location and use of buildings; location, use and the size of lots, yards, courts and other open land spaces; the location and standards of certain land use activities inclusive of commercial, industrial and residential uses through the creation of districts with recognized boundaries and regulatory controls fort the expressed stated purpose (Article I) to promote orderly development for the general welfare of the citizens of Washington County, North Carolina.
2. In so doing, the Washington County Board of Commissioners does accept this ordinance and the accompanying official map as the instruments of interpretation and enforcement.

3. Furthermore, the Washington County Board of Commissioners provides for a Board of Adjustment, appeals procedures and the imposition of penalties in order to assure the equitable enforcement of this ordinance and its intent.

Article 2:
General Regulations

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Article 2:
General Regulations

A. Purpose and Intent: General Effect of Zoning Ordinance

No building or structure hereafter shall be erected and no existing building or structure shall be moved, altered, added to or enlarged, nor shall any land or structure be used or arranged for any purpose or manner other than those permitted within the assigned zoning districts and specific provisions of this Ordinance. Any building or structure shall be located on an approved lot of record, and, in no case, shall there be more than one principal building on one lot unless otherwise provided in this Ordinance. All new construction or use of land shall conform with the use and dimensional requirement for the district in which it is to be located. The following regulations are applicable to all uses of land and structures in the jurisdiction and shall be enforceable upon the effective date of this Ordinance.

B. Prior Approvals

Nothing in this Ordinance shall be deemed to require any change to the plans, plats, lots or buildings previously approved prior to the effective date of this Ordinance.

C. Equability

The regulations contained in this Ordinance for each district shall be applied in an equal and impartial manner to all property within each district throughout Washington County.

D. Farm Exception

The terms of this Ordinance shall regulate the use of every building and land within the areas of jurisdiction except for bona fide farms outside the corporate limits of the jurisdiction except that any use of such property for non-farm purposes shall be subject to such regulations.

E. Conforming Use

Land and structures or the uses of land and structures that conform with the regulations for the district in which it is located may be continued provided that any structural change or alteration or change in use shall conform with the provisions of this Ordinance.

F. Nonconforming Use

Land or structures or uses of land and structures that would be prohibited under the regulation for the district in which it is located shall be considered as nonconforming uses. Nonconforming uses or structures shall be allowed to continue under the appropriate provisions spelled out in this Ordinance.

G. One Principal Building

No lot shall be occupied by more than one principal building. No portion of a yard,

court or other open space provided about any building or structure for the purpose of complying with the provisions of this Ordinance shall be included as a part of a yard or other open space required under this Ordinance for another building or structure. A residence shall always be considered the principal use of a lot.

H. Lot Reduction

No yard or lot existing at the time of the passage of this Ordinance shall be permitted to be reduced in size or area below the minimum requirements set forth herein. Yards or lots created after the effective date of this Ordinance shall meet at least the minimum requirements established by this Ordinance.

I. Adjoining/Vacant Lots of Record

If two (2) or more adjoining lots of record are in single ownership at any time after the adoption of this Ordinance and such lots individually have less frontage or area than the minimum requirements of the applicable district, such lots shall be considered as a single lot or several lots which meet the minimum requirements of the district in which the lots are located.

J. Newly Incorporated Areas

All territory which may hereafter be included within the zoning jurisdiction of Washington County shall within one (1) year after formal designation by the Board of Commissioners be appropriately zoned by the Washington County Planning Board. Until such time all property herein described shall be placed in the RA, Rural Areas Zoning District and those regulations governing that district shall apply.

K. Building Permits

1. A building permit is required in advance of the initiation of any building construction activity including erecting, constructing, enlarging, structurally altering, converting or relocating any building or structure. All applications for building permits shall be accompanied by building plans, specifications and site plans as required by the County Code, plus additional information deemed necessary by the Planning Coordinator to enforce the provisions of this Ordinance.

2. It shall be unlawful for any person to erect, construct, enlarge, extend, structurally alter or use any building except in conformance with plans approved by the Planning Coordinator, or her designee, as required by this article.\

L. Certificates of Use and Occupancy

1. A building hereafter erected under the expressed conditions of a building permit, with the exception of accessory buildings not intended for human occupancy, shall not be occupied in whole or in part until a certificate of use and occupancy has been issued by the County. The occupancy permit shall also certify applicable compliance with current zoning regulations as attested by the Planning Coordinator.

2. An existing building hereafter enlarged, structurally altered, and/or changed in use under the expressed conditions of a building permit, with the exception of accessory buildings not intended for human occupancy, shall not be occupied in whole or in part until an occupancy permit has been issued by the County Building Official and the Planning Coordinator under applicable State and County regulations. For the purpose of zoning interpretation, the conversion of

single-family residential dwelling to multi-family or other residential tenant (for lease) facility shall constitute a change in use.

3. The Planning Coordinator and the Building Official shall be responsible for determining whether applications for certificates of use and occupancy as defined in the North Carolina State Building Code are in accord with the requirements of this Ordinance.

4. No certificates of use and occupancy or temporary certificate of use and occupancy shall be issued by the Building Official unless the Planning Coordinator has certified that all applicable provisions of this Ordinance have been met.

5. The Planning Coordinator shall not approve any temporary certificate of use and occupancy where the applicable provisions of this Ordinance are not met, except in such instances where lack of compliance is of a temporary nature and involve site related improvements, such as landscaping, vegetative screening and paving which cannot reasonably be completed due to seasonal or weather conditions. In such instances the Planning Coordinator shall, before approving such temporary certificate of use and occupancy, be satisfied that the premises involved is physically suitable for use and occupancy in terms of access, parking and other site-related improvements.

6. If the provisions of this Ordinance are violated, the certificate of use and occupancy shall become null and void, and a new certificate shall be required for any further use of such building, structure or land.

M. Zoning Districts

The entire territory of Washington County shall be divided into classes of residential, commercial, industrial, and special overlay zoning districts as presented in Article 3. The location and boundaries of the zoning districts established by this Ordinance are as indicated on the map entitled "Official Zoning Map of Washington County, North Carolina," as approved by the County Board of Commissioners as part of this Ordinance, endorsed by the Clerk to the County Board of Commissioners, and filed in the office of the Planning Coordinator and Clerk of the Board.

N. Interpretation of Zoning District Boundaries

In the event that uncertainties exist with respect to the intended boundaries of the various zoning districts as shown on the Official Zoning Map, the following rules shall apply:

1. Where zoning district boundaries of Washington County appear to follow streets, alleys, railroads or highways, such boundaries shall be construed as the centerlines of those streets, alleys, railroads or highways.

2. Where zoning district boundaries appear to follow lines of lots or parcels of record, such lot or parcel lines shall be construed to be such boundary.

3. Where a zoning district divides a parcel of land, the location of such boundary shall be determined by the use of the Zoning Map scale as measured to the nearest foot unless such line can be more accurately determined by geometric or land surveying computations.

4. Where indicated district boundaries are approximately following corporate boundaries, such corporate boundaries shall be construed to be the district boundaries.

5. Where district boundaries are indicated as approximately following a river, stream, or marsh, the centerline of the river, stream or other water body shall be construed to be the district boundary.

6. The Flood Boundary and Floodway Maps, as amended, prepared by the Federal Emergency Management Administration, shall be incorporated into the Official Zoning Map to delineate the boundaries of the Floodplain Overlay District (FP-O District). This map is filed in the office of the Planning Coordinator.

7. All areas of the County which are under water are considered to be within a zoning district and controlled by applicable district regulations. District boundaries over water areas are located by noted or scaled dimensions, with reference to physical features, County corporate limits or straight line projection of the district boundaries.

O. Interpretation of District Regulations

1. Permitted uses and special permit uses are listed for the various zoning districts governed by this Ordinance. Any use not specifically permitted in a specified district or districts as a by right use or a special permit use may be prohibited.

2. Where a reference is made to specific prohibitions it is for the purpose of clarification or guidance and no further inference may be drawn therefrom.

3. No structure shall hereafter be built or moved, and no structure or land shall hereafter be occupied, except for a use that is permitted as a by right use or a special permit use as regulated by the provisions for such use and the applicable district requirements of this Ordinance.

4. No use of a structure or land that is designated as a special permit use in any district shall be established or hereafter changed to another use designated as a special use, unless a special use permit has been secured from the County Board of Commissioners.

5. No sign, fence, wall, accessory use or structure, or home occupation shall be hereafter established, altered, or enlarged unless in accordance with the provisions of this Ordinance.

6. Within each zoning district there are additional regulations referenced that are directly applicable to development permitted in the district.

7. If any property in the County is not shown on the Official Zoning Map as being located within a zoning district, such property shall be classified as R-A, Rural Areas Zoning District, until the property zoning designation has been changed in accord with the provisions of this Ordinance.

P. District Size

1. Where no minimum district size is specified, the minimum lot areas and width requirements for that zoning district shall define the minimum district size.

2. In administering the provisions of this article, the County Manager shall have the authority to interpret the definitions of qualifying physical land uses to be used for open space or landscaped open space ratios in a given district.

3. Lands in common open space shall be so covenanted and perpetually maintained, managed and owned by a non-profit organization or other legal entity established under the laws of the State of North Carolina. Such entity shall be approved by the County Attorney or designated agent as a condition of final plan approval.

Q. Areas of Environmental Concern

The following areas outlined below are those Areas of Environmental Concern as defined in General Statute 113A affected by the application of this Ordinance within the jurisdiction of Washington County. The enforcement of this Ordinance within these designated area or land affecting such area should be wholly consistent with the development policies and regulations prescribed in the Coastal Area Management Act of North Carolina. All development standard and permits required under the Act will take precedence over the standards and regulations set forth in this Ordinance.

1. Estuarine Waters

Estuarine waters are defined in General Statute 113A - 113(b) as "all the water of the Atlantic Ocean within the boundary of North Carolina and all the waters of the bays, sounds, rivers and tributaries thereto seaward of the dividing line between coastal fishing waters and inland fishing waters as set forth in an agreement adopted by the Wildlife Resources Commission and the Department of Natural Resources and Community Development filed with the Secretary of State, entitled "Boundary Lines, North Carolina Commercial Fishing – Inland Fishing Waters" revised to March 1, 1965.

2. Estuarine Shorelines

Estuarine Shorelines constitute those non-ocean shorelines which are especially vulnerable to erosion, flooding or other adverse effects of wind and water and are intimately connected to the estuary. This area extends from the mean high water level or normal water level along the estuaries, sounds, bays and brackish waters as set forth in an agreement adopted by the Wildlife Resources Commission and the Department of Natural Resources and Community Development for a distance of seventy-five (75) feet landward.

3. Public Trust Areas

Public Trust Areas are all waters of the Atlantic Ocean and the lands thereunder from the mean high water mark to the seaward limit of state jurisdiction; all natural bodies of water subject to measurable lunar tides and lands thereunder to the mean high water mark; all navigable natural bodies of water and land thereunder to the mean high water level or mean water level as the case may be, except privately-owned lakes to which the public has no right of access; all water in artificially created bodies of water containing significant public fishing resources or other public resources which are accessible to the public by navigation; and all water in artificially created bodies of water in which the public has acquired right by prescription, custom, usage, dedication or any other means. In determining whether the public has acquired rights in artificially created bodies of water, the following factors shall be considered.

- i. Use of the body of water by the public;
- ii. Length of time the public has used the area;
- iii. Value of public resources in the body of water; and
- iv. Whether the public resources in the body of water are mobile to the extent that they can move into natural bodies of water.

R. Condominiums

Notwithstanding the specific minimum lot size requirements and minimum yard requirements specified for a given zoning district, a single family detached or attached dwelling condominium development and other forms of real estate condominiums may be permitted under the Condominium Laws of North Carolina. Condominium developments shall comply with the density and other provisions of the zoning district in which they are located.

S. Accessory Uses and Structures

1. Accessory uses are permitted in any zoning district, but only in connection with, incidental to, and on the same lot with, a principal structure which is in use and permitted in such district. Walls and fences are regulated separately in the following section.

2. In residential districts, no motor homes, recreational vehicles, trailers or boats shall be parked on the public street right of way. No parking of any of the above cited vehicles shall be permitted in a front yard of a residential lot.

3. All accessory uses and structures shall be placed in rear yards and shall cover no more than twenty (20) percent of the area of the rear yard.

4. No accessory structure shall be located in a front yard, except for flagpoles, fences and walls.

5. Accessory buildings on lots in commercial and industrial districts which abut a residential district shall be located a minimum of fifty (50) feet from such residential district line.

6. No accessory building may be placed within the limits of a recorded easement, alley or required fire lane.

7. No accessory structure other than garages shall exceed twenty-four (24) feet in height. Garages may exceed twenty-four (24) feet in height with a special use permit provided that the height of the garage shall not exceed the height of the primary residential structures.

8. Swimming pools may occupy a required rear or side yard, provided that such pools are not located closer than ten (10) feet to a rear lot line or ten (10) feet to an interior or side lot line. A pedestrian space at least three (3) feet in width shall be provided between pool walls and the protective fences or barrier walls of the pool. Seasonal, non-permanent, above ground pools are exempt from this provision.

9. Home occupations are permitted only as an accessory use. Home occupations shall be permitted subject to the following limitations:
 - (i). No display of products shall be visible from the street;
 - (ii). No mechanical equipment shall be installed or used except such that is normally used for domestic, professional, or hobby purposes and which does not cause noise or other interference in radio and television reception.

10. Dwellings may be accessory uses in any residential district if:
 - (i). The use is located inside the principal dwelling; or
 - (ii). The use is detached as a garage apartment; or
 - (iii). The use is occasional sleeping accommodations ancillary to the principal dwelling as a guesthouse.

11. Setbacks must be in accordance with the district in which the accessory use is located. No single family dwelling unit shall be divided into more than two (2) units.

12. Retail uses and services are permitted as accessory uses when clearly incidental to the principal use. With the exception of restaurants in conjunction with a motel, such uses shall be conducted wholly within the principal building and without exterior advertising or display. These activities shall be conducted solely for the convenience of the employees, patients, patrons, students, or visitors and not for the general retail public. In hospitals and clinics these accessory uses may include drug stores, florists, gift and book shops and cafeterias. In institutional settings, office buildings, hotels, country club houses and airports, such activities may include gift and book shops, restaurants, cafeterias and coffee shops, lounges, proshops and beauty and barber shops.

T. Walls and Fences

Walls and fences, berms and similar items which may restrict passage or vision or simply enhance private property may be located within required yards as defined by building setbacks except as restricted herein:

1. No walls or fences located within front and side yards shall exceed a height of forty-eight (48) inches as measured from the grade at the point of placement. No walls or fences or similar items other than landscaping within side and rear yards shall exceed a height of eight (8) feet. Barbed wire will be allowed only in non-residential districts on walls or fences not to exceed eight (8) feet.

2. In Commercial/Industrial districts, walls and fences that are clearly used for safety or security purposes may supersede other height regulations.

3. In all use districts, walls and fences, hedgerows and other dense landscaping and other items which occur on corner lots, which exceed three and one-half (3 1/2) feet in height, and present an obstruction to vision°, shall be in accordance to NC Department of Transportation's Site Distance regulations.

4. In all use districts, walls and fences, hedgerows and other dense landscaping and other items which exceed four (4) feet in height and present an obstruction of vision to traffic ingress and egress on property shall be reduced in height or relocated in a manner which negates the obstruction as determined by the

North Carolina Department of Transportation (hereinafter referred to as "NCDOT") or the Planning Coordinator.

5. In all residential districts, walls and fences, which adjoin property lines, shall not be electrified or otherwise secured in a manner inappropriate or dangerous to the neighborhood.

6. Trellises and trellis work, play equipment, outdoor furniture, mailboxes, ornamental entry columns and gates are allowed within required yards.

7. Walls, fences and other enclosures for uses such as swimming pools, refuse enclosures, transformers and substations may be restricted by other regulations which shall supersede this section.

U. Home Occupations

1. A home occupation permit shall be approved by the Planning Coordinator prior to commencement of business operations.

2. The home occupation shall be clearly incidental to the use of the premises for dwelling purposes.

3. The home occupation shall be conducted only by direct family members residing on the premises and not more than one person who is not a direct member of the family.

4. The home occupation shall not result in the alteration of the appearance of the residential dwelling unit or the lot on which it is located. There shall be no storage or display of goods outside of a completely enclosed structure.

5. The home occupation shall be conducted within the dwelling or fully enclosed accessory building, shall not require external alterations to the appearance of the dwelling, and shall involve no equipment which is deemed to be in conflict with the intent of the residential nature of the community.

6. The home occupation shall not involve the use or storage of explosives, flammable or hazardous materials and may not involve any process that produces smoke, dust, odor, noise, vibration, or electrical interference, which in the opinion of the Planning Coordinator, is deteriorative or harmful to surrounding properties.

7. The home occupation shall not involve the delivery and storage of materials at a frequency beyond that which is reasonable to the residential use of the property.

8. There shall be no group instruction, assembly or activity, or no display that will indicate from the exterior that the dwelling is being utilized in part for any purpose other than that of a residential dwelling. Advertising shall be limited to within the structure.

9. A home occupation shall comply with all applicable County, State and Federal laws and regulations governing the intended use, including applicable business licenses and permits.

10. Home occupation applicants shall permit reasonable inspections of the premises by the Planning Coordinator or other County official to determine

compliance with this Ordinance and the conditions attached to the granting of a home occupation permit.

11. Any home occupation, which in the opinion of the Planning Coordinator, has violated the provisions of the home occupation permit or becomes a burden to the neighborhood due to excessive traffic, noise, hours of operation, lighting, or use intensity, shall have its permit revoked and the home occupation shall discontinue or correct operations within ten days upon notification.

12. Any person aggrieved by the action of the Planning Coordinator in granting, denying or revoking a home occupation permit or in stipulating conditions or corrections thereto may appeal the decision to the Board of Adjustment.

13. Within the context of the above requirements, home occupation uses include, but are not limited to, the following:

- a. Artist, sculptor, graphic designer or photographer, limited to one employee.
- b. Author or composer, limited to one employee.
- c. Computer programmer, internet service provider or individual conducting a computer-oriented technology services, limited to one employee.
- d. Home care provider (babysitting for not more than 5 non-related children.)
- e. Tailor or seamstress, limited to one employee.
- f. Professional office, limited to one employee with no client interaction on the site.
- g. Tutoring, limited to two students at any one time.
- h. Salesperson, provided that no retail or wholesale transactions occur on premises and limited to one employee.
- i. Telephone answering service, limited to one employee.
- j. Music teacher, limited to two students at any one time.
- k. Caterer, limited to one employee.

14. Specifically prohibited home occupation uses include, but are not limited to, the following:

- a. Auto repair or auto paint shop.
- b. Day care provider (babysitter serving more than five non-related children).
- c. Gift shops.
- d. Adult entertainment businesses and massage parlors.
- e. Medical and dental clinics.
- f. Veterinary activities and kennels.
- g. Wrecking and towing service.
- h. Welding and machine shop.
- i. Nursing homes, convalescent homes, and adult care facilities (4 adults or more).
- j. Child day care provider.
- k. Eating establishments.
- l. Antique shops.
- m. Tourist homes.
- n. Fortune tellers.
- o. Small machinery repair shop.
- p. Other similar uses.
- q. Commercial (non-charitable) door-to-door sales

V. Lot and Yard Requirements and Modifications

1. No structure or part thereof shall hereafter be constructed or moved on a lot which does not meet all of the minimum lot area and yard requirements established for the zoning district in which the structure is or is planned to be located except when allowed by special use permit.
2. The minimum lot width shall be measured at the minimum front yard setback line approved on the final subdivision plat. For lots fronting curved streets, the front yard setback will be established parallel to the street as measured constructing tangent points from the street. Each lot must maintain a minimum street frontage of at least twenty-five (25) feet.
3. Pipestem lots (also known as “flag lots”) are not permitted in any residential district.
4. Cornices, awnings, eaves, Americans with Disabilities Act (ADA) ramps, gutters, and other similar structural overhangs at least eight feet above grade shall comply with the NC State Building Codes.
5. Uncovered and unenclosed decks, porches, patios, terraces and other similar features not covered by a roof or canopy may extend or project into a front, side or rear yard setback line not more than six (6) feet.
6. Swimming pools may project into required side and rear yards, provided that these projections be at least ten (10) feet from any side or rear property line. Swimming pools are not permitted in front yards. Swimming pools shall be fenced and/or landscaped in accordance with the NC State Building Code.
7. Corner lots shall provide a setback equal to the required front setback for all yards adjoining a public street.
8. Where the frontage on one side of a street between two (2) intersecting streets is improved with buildings having a setback greater or less than one setback heretofore permitted, no building shall project beyond the average setback line of the existing buildings of the same zoning classification so established.
9. No commercial above ground fuel storage tanks may be located less than one hundred (100) feet from any residential district. Canopies and pump operations are not classified as accessory buildings and shall comply with standard principal building setbacks for the district concerned.

W. Public Hearings

1. Public hearings held by the Planning Board or the Board of Adjustment or other duly appointed authority, shall be held in accordance with State law.
2. In accordance with applicable regulations, before such hearings, the following is required:
 - a. Notice of the intended action shall be published once a week for two successive weeks in a newspaper of general circulation in Washington County; provided that such notice for matters to be considered by more than one board or commission may be published concurrently. Such notice shall specify the time and place of the hearing at which persons affected may appear and present their views. The public hearing shall take place not less than six days or more than twenty-one days after the second advertisement appears in such

newspaper, with not less than six days elapsing between the first and second publication.

b. The applicant for action requiring a public hearing shall bear the cost of said notice. The applicant shall be required to supply the names of those persons that are required to be notified. Any person entitled to such notice may waive such right in writing.

(1) Applications for Appeals, Special Exceptions, Variances, Special Use Permits, vested rights and amendments to the Zoning Ordinance involving a change in zoning classification of twenty-five or fewer parcels of land, require, in addition to the advertising required herein, written notices to be given at least five days before the hearing to the owner (the last known address as shown on the current real estate assessment records of the Washington County) of each parcel involved, the owners of all abutting property and the owners of property immediately across the street or road from the property affected. If such notice is sent by an applicant other than a representative of the County, it shall be sent by registered or certified mail and the return receipts shall be filed with the records of the case. If such notice is sent by a representative of the Council, the notice may be sent by first class mail; provided that the representative make affidavit that such mailings have been made and file such affidavit with the records of the case.

(2) When a proposed amendment to the zoning Ordinance involves a change in the zoning classification of five hundred or more parcels of land, written notice to the owners of each parcel is not required. Notice shall be advertised as required herein.

(3) The Planning Staff shall have a minimum of thirty (30) days and a maximum of sixty (60) days to prepare any case for public hearing.

Article 3:
Zoning Districts

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Article 3:
Zoning Districts

A. Purpose and Intent

The Planning Board of Washington County, North Carolina has established and adopted zoning districts in order to classify, regulate and restrict the location and use of buildings, structures, land, wetlands and water; to regulate and restrict the height and bulk of buildings; to regulate the area of yards and other open spaces around buildings; to regulate the intensity and density of land uses and to regulate historic areas and major entrance corridors within the geographical territory of the County.

B. Zoning District Classifications

The eight zoning districts are organized into two general zoning categories: (1) Residential Districts, and (1) Commercial and Industrial Districts

Article	Residential Districts	
3.A	Rural Areas Single Family Residential District	R-A
3.B	Corridor Commercial Retail Commercial District	C-C

Article 3.A:
Rural Areas Single Family Residential District

A.	Purpose and Intent	2
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C.	Uses Permitted by Special Use Permit	3
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Article 3A:
R-A, Rural Area
Single Family Detached Residential District

A. Purpose and Intent

The R-A, Rural Area Single Family Residential District is intended to supplement the County's subdivision ordinance by providing a means by which rural residential development can be most efficiently accommodated while existing agricultural, aquaculture, fishing, forestry uses and open space can be maintained in the status quo in the near term.

It is the intent of this district to offer options for landowners to preserve existing natural features and vegetation promote sustainable agricultural and forestry activities and encourage the conservation and maintenance of sensitive environmental areas of Washington County. At the same time, the R-A district offers the flexibility for the intelligent management of large parcels for future residential development until a point in time when they are most attractive in the marketplace and urban infrastructure becomes available.

In the County's designated rural areas, new residential subdivisions are not encouraged where it is currently infeasible to extend public water and sewer systems. However, there are many locations where long-range residential development could be desirable if public water and public sewer or accepted septic systems were available. On the other hand, it is recognized that limited family subdivisions and other minor subdivisions of land with large lots with private water and septic service are in the best interests of the County's citizens. This district is designed to accommodate these types of residential development as well. For small subdivisions, landowners are encouraged to cluster the siting of residences in order that the larger remaining portions of a property can be employed for agricultural, forestry or other forms of open space use.

In the future, when it is feasible for the taxpayers to fund the extension of public utilities and infrastructure capable of serving higher density land uses, these rural lands may be reclassified to another residential zoning district or some other more intensive use.

B. Permitted Uses

- a. General farming, agriculture, aquaculture, dairying, fishing, and forestry
- b. Conservation areas
- c. Single family detached dwellings
- d. Accessory uses to residential structures, limited to detached carport and garages, tool sheds, children's playhouses and play structures and animal houses (designed for a single animal).
- e. Yard sale and/or garage sale (temporary)
- f. Public parks and playgrounds
- g. Schools and colleges (public or private)
- h. Private swimming pools and tennis courts
- i. Noncommercial indoor (amended March 2016) and outdoor recreational activities, including hiking, hunting, boating, horseback riding, swimming, skeet and trap shooting, shooting preserves, and fishing.
- j. Home occupations.
- k. Irrigation wells
- l. Country store (retail, limited to 4,000 square feet maximum)
- m. Private boat docks serving a single residential dwelling

- n. Churches and places of worship
- C. Uses Permitted by Special Use Permit
- a. Lodges, social clubs, hunting clubs and boat clubs
 - b. Commercial plant nurseries, with sales transactions performed on the site
 - c. Bed and breakfast lodgings
 - d. Temporary sawmills
 - e. Veterinary clinics and hospitals
 - f. Livestock sales facilities
 - g. Open air markets and stands for farm, horticulture, craft, and produce sales
 - h. Hogging
 - i. Poultry houses
 - j. Cemeteries
 - k. Commercial kennels and horse stables
 - l. Communication towers or antennae
 - m. Golf Courses and golf driving ranges
 - n. Group homes and nursing homes
 - o. Day care centers (for both adults and children)
 - p. Drive-in Movie and other open air theaters
 - q. Commercial outdoor recreational activities, including hiking, hunting, boating, horseback riding, swimming, skeet and trap shooting, shooting preserves and fishing.
 - r. On-site commercial operations for agricultural and forestry product sales and services
 - s. Hair Salon or Barber Shop
 - t. Minimum lot area may be reduced to 15,000 square feet for single-family detached dwellings with public water service and an approved septic system.
- D. Maximum Density for Rural Area Development
- Residential Subdivision Lots: Two (2.0) unit per developable acre
- E. Lot Size Standards for Rural Area Development
- a. Minimum Lot Area: 20,000 square feet
 - b. Minimum Lot Width:
 - i. Interior lot: 100 feet
 - ii. Corner lot:
 - 1. Fronting and access on existing public road - 200 feet
 - 2. Fronting and access on New Public or Private Road – 125 feet
 - iii. Minimum lot depth: 200 feet
- F. Yard and Height Standards for Rural Area Development
- a. Building Height
 - i. Residential building height: 45 feet
 - ii. Public or semi-public building 55 feet
 - iii. Cupolas, spires, and steeples 90 feet
 - iv. Accessory buildings: 34 feet
 - b. Minimum yard requirements
 - i. Front yard: 35 feet
 - ii. Side Yard: 15 feet
 - iii. Rear Yard: 10 feet
 - iv. In addition to the above regulations, the yard requirements for uses and structures other than residential dwellings and residential accessory uses shall be further regulated by floor area ratio and lot coverage rations. A maximum floor area ratio equal to 0.25 shall apply to such uses and structures, with a maximum percentage of lot coverage equal to 20%. The location of all such uses shall be subject to site plan approval.

- G. Additional Regulations
- a. Refer to the Flood Damage Prevention Ordinance, where applicable
 - b. Refer to the County Subdivision Ordinance, where applicable
 - c. Refer to Non-Conforming Uses for Lot sizes where applicable
 - d. Refer to Sign Regulations for signage provisions, where applicable
 - e. Refer to the Junk Vehicle Ordinance, where applicable
 - f. Refer to the County Mobile Home, Travel Trailers and Mobile Home Parks Ordinance, where applicable
 - g. Refer to the County Water Regulation Policy, where applicable
 - h. Refer to State and BOCA Building Codes, where applicable
 - i. Refer to Coastal Management Act Regulations, where applicable
 - j. Refer to State Environmental Regulations, where applicable
 - k. Recreational vehicle parking shall be located outside of the front yard setbacks
 - l. All public road and street engineering design, pavement sections, access locations and other transportation criteria shall be subject to NCDOT review and approval
 - m. A site plan shall be required for non-residential uses
 - n. Refer to Landscaping Regulations for screening and buffer yard provisions, where applicable
 - o. Any subdivision or lot which is proposed to be developed on shrink/swell soils or soils with engineering limitations shall require a geotechnical report to be submitted with the preliminary plat and plans. Such report shall be prepared by a registered professional engineer and shall address the feasibility of development on the subject soils. No subdivision plat or site plan shall be approved for final recordation until the County has reviewed a foundation engineering report.

All recorded plats for lots containing soils with engineering limitations shall bear the following note:

“This lot contains soils which require special engineering design for foundations and structural elements. No structure will be approved for issuance of a building permit until a foundation engineering design prepared by a certified professional engineer has been approved for the proposed structure.”

Article 3.B:
Corridor Commercial District

A.	Purpose and Intent	2
B.	Permitted Uses	2
C.	Special Permit Uses	3
D.	Lot Size Requirements	3
E.	Bulk Regulations	4
F.	Additional Regulations	4

Article 3B:
C-C District

Corridor Commercial District

A. Purpose and Intent

The Corridor Commercial District provides for the establishment of land use techniques and regulations regarding suitable locations along the County's heavily traveled routes where commercial development may occur. These guidelines are intended for those commercial areas on routes oriented to vehicle traffic requiring major access, including interchanges on the planned US Route 64. Best management practices and storm water management shall be included in planned developments. Fees and/or costs associated with testing, surveying, and design shall be the responsibility of the individual, builder, or developer.

It is the intent of this district to offer options to developers and/or owners of tracts lying within the district as well as to infill parcels at selected locations to provide for commercial uses and subsequent on-site parking and pedestrian traffic, public water and sewer, public street frontage, safe access, storm drainage, storm water management facilities, outdoor lighting, high quality site planning and landscape design. Developments are encouraged in areas where existing public water and sewer exists or it is feasible to extend public water and sewer systems. This district encourages reduction to driveway access to public roads. This district does not allow for domestic wells and septic systems for commercial developments.

B. Permitted Uses

- a. Automobile and light vehicle dealerships and retail sales establishments (with service and repair facilities as an ancillary use).
- b. Banks and Financial institutions
- c. Business services and office supply establishments
- d. Car Washes
- e. Churches and places of worship
- f. Convenience stores (with or without gasoline sales)
- g. Fast-food restaurants
- h. Funeral Homes
- i. Gasoline sales establishments with no repair services and no vehicle storage
- j. Health club, spa, or fitness center
- k. Hotels and motels
- l. Commercial Kennels
- m. Laundromats/Dry Cleaners
- n. Light intensity wholesale trade
- o. Medical office facilities
- p. Mini-Storage warehouses, with no exterior storage
- q. Movie theaters
- r. Offices (general and professional)
- s. Parking lots (public and private)
- t. Personal service establishments; i.e. hair salons, barber shops (adult businesses are prohibited)
- u. Plant nurseries
- v. Private post office and delivery services
- w. Public uses
- x. Repair service
- y. Restaurants
- z. Retail sales and leasing establishments
- aa. Shopping Centers
- bb. Veterinary Clinics (with no outdoor kennels)

- C. Special Use Permits
- a. Any use incorporating a drive-thru facility
 - b. Auction establishments
 - c. Bed and Breakfast, inn or tourist home
 - d. Communication towers and antennas
 - e. Commercial recreation facilities (indoor and outdoor)
 - f. Conference Centers
 - g. Frozen food lockers
 - h. Hospitals and health care facilities (inpatient and out-patient services)
 - i. Light warehousing
 - j. Research and Development activities
 - k. Daycare (Adult and Child)
 - l. Private clubs and lodges
 - m. Schools, colleges and universities (public or private)
- D. Lot Size Requirements
- a. Minimum district size: Not Regulated
 - b. Minimum lot area: 30,000 sq. ft.
 - c. Minimum lot width:
 - i. Interior lot – As regulated by the Subdivision Ordinance
 - ii. Corner lot – As regulated by the Subdivision Ordinance
 - d. Minimum lot depth:
 - i. Interior lot – As regulated by the Subdivision Ordinance
 - ii. Corner lot – As regulated by the Subdivision Ordinance
- E. Bulk Regulations
- a. Building Height
 - i. Building Height 35 feet
 - ii. Public or semi-public housing 45 feet
 - iii. Cupolas, spires and steeples 90 ft (Special Permit)
 - iv. Accessory buildings 16ft (24 ft by special permit for single family)
 - b. Minimum yard requirements Refer to Subdivision Ordinance
 - i. Front Yard 20 ft (with frontage and access on existing public road)
 - ii. Side Yard 20 feet
 - iii. Rear Yard 25 feet
- F. Additional Regulations:
- a. Paving must meet minimum standards set by the Planning Board
 - b. All travel-ways and parking shall be constructed with curb and gutter
 - c. All new or upgraded subdivisions or development shall be engineered and designed in accordance with the standards, criteria, and recommendations of NCDOT.
 - d. All uses in the C-C District shall require a site plan.
 - e. Refer to the Flood Damage Prevention Ordinance, where applicable
 - f. Refer to the County Subdivision Ordinance, where applicable
 - g. Refer to Sign Regulations for signage provisions, where applicable
 - h. Refer to the County Mobil Home, Travel Trailers, and Mobile Home Parks and Travel Trailer Parks Ordinance, where applicable
 - i. Refer to the Junk Vehicle Ordinance, where applicable
 - j. Refer to the County Water Regulation Policy, where applicable
 - k. Refer to State and BOCA Building Codes, where applicable
 - l. Refer to Coastal Management Act Regulations, where applicable
 - m. Refer to State Environmental Regulations, where applicable
 - n. Refer to NCDCM General Development Standards, where applicable

- o. Any subdivision or lot which is proposed to be developed on shrink/swell soils or soils with engineering limitations shall require a geotechnical report to be submitted with the preliminary plat and plans. Such report shall be prepared by a registered professional engineer and shall address the feasibility of development on the subject soils. No subdivision plat or site plan shall be approved for final recordation until the County has reviewed a foundation engineering report.

All recorded plats for lots containing soils with engineering limitations shall bear the following note:

“This lot contains soils which require special engineering design for foundations and structural elements. No structure will be approved for issuance of a building permit until a foundation engineering design prepared by a certified professional engineer has been approved for the proposed structure.”

Article 4:
Zoning Amendments

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Article 4:
Zoning Amendments

A. Initiation of Zoning Amendments and Changes:

Whenever the public necessity, convenience, general welfare or good zoning practice requires, the Washington County Board of Commissioners may by Ordinance amend, supplement or change (a) the text of the Zoning Ordinance, (b) the zoning district boundaries of the Official Zoning Map or (c) the zoning district classification of property.

Any such amendment may be initiated by:

1. County Board of Commissioners on its own motion;
2. Recommendation by the Planning Board to the County Board of Commissioners;
3. Petition of the owner(s), contract purchaser with the owner's written consent, or the owner's agent with the owner's written consent, of the property which is the subject of the proposed amendment.

B. Requirements for Zoning Amendment Application:

For zoning amendment applications initiated by a property owner's petition in accord with paragraph A.3. above, the applicant shall be responsible for the preparation and cost of all materials, exhibits, notifications, fees and other considerations related to the application. All petitions for zoning map amendment (rezoning) or zoning Ordinance text change related thereto shall include a complete and signed rezoning application as well as other materials as specified hereinafter. The Planning Coordinator or designee will be available to assist with the preparation of zoning amendment applications.

Ten (10) copies of the application must be submitted to the office of the Planning Coordinator and shall include, at a minimum, the following:

1. Names, addresses and relationship to the land of all owners and applicants for rezoning of the property described in the application or who may have an interest in the development of the subject property. Where the application is filed by an agent, contract purchaser or lessee, a written and notarized statement shall be provided signed by the title owner or owners indicating endorsement of the application by the owner or owners and authorizing the applicant to seek the rezoning on their behalf.
2. A notarized affidavit, signed by the applicant(s), stating whether or not any member of the Planning Board or the County Board of Commissioners has any interest in the land to be rezoned either individually, by ownership of stock in a corporation owning such land, partnership, as the beneficiary of a trust, or the settler of an irrevocable trust or whether any member of their immediate household has any such interest in the outcome of the decision.
3. Tax map of the property to be rezoned.
4. A certified plat showing the metes and bounds of the property to be rezoned, with the seal and signature of the Certified Land Surveyor preparing the plat.

5. A legal description of property and area (in square feet or acres) of the property to be rezoned.
6. Location of all existing buildings and structures.
7. Statement of purpose, feasibility and justification of the proposed amendment, to include:
 - a. A statement addressing the relationship of the proposed zoning to the Land Use Plan or any adopted Ordinance, land use plan, facility plan or other County document which may be related to the application.
 - b. A statement addressing the physical, transportation, public infrastructure, community facilities, schools and environmental impact of the proposed land use(s) for the property to be rezoning.
 - c. Description of areas having environmental or historic significance.
 - d. Description of proposed development, including a statement addressing the impact of the development on adjoining properties and neighborhoods.
 - e. A statement addressing the adequacy of public services and infrastructure to serve the proposed land uses.
 - f. A statement addressing special amenities and improvements to be included with the proposed development.
 - g. A statement setting forth the timing and phasing of the proposed development.
 - h. Any conditional elements and additional information that the applicant may desire to proffer in the consideration of the zoning amendment (see Conditional Zoning and Proffers, Article 5).
8. A General Development Plan which graphically depicts the scope and intent of the proposed development to include the following:
 - a. Schematic land use plan (to be prepared on an accurate base map and a horizontal scale of 1" = 50' or other appropriate scale to be approved by the Planning Coordinator prior to submission of application).
 - b. Proposed location and height of building and other physical improvements including parking and loading spaces.
 - c. Proposed location, type, size and area of open spaces, recreational areas and other community facilities.
 - d. Proposed density of development, maximum floor area coverage, dwelling unit count and estimate of net developable areas in accord with the provisions of the applicable zoning district(s).
 - e. Plan of vehicular and pedestrian circulation.
 - f. Environmental features (including 100 year flood plain, wetlands, soils with high shrink/swell characteristics, sinkholes, quarried and filled land and other sensitive environmental areas).
 - g. Schematic plan for public water and sewer services.

h. Schematic plan depicting how adjacent and neighboring properties shall be protected from any adverse effects of the proposed development, including screening, buffering, fencing and related landscape treatments.

i. Schematic development and/or subdivision plan depicting the phasing of the proposed development if the project is to be developed in more than one phase.

9. The names, addresses and tax map identification numbers of all owners of abutting property and property immediately across the street from the property requested to be rezoned and any abutting property or property immediately across the street from the property requested to be rezoned which lies in the County.

10. An application fee as provided for in Planning Coordinator's Schedule of Fees.

C. Pre-Application Conference Requirement:

1. A Pre-Application Conference shall be conducted with the Planning Coordinator and the Staff Review Committee prior to the submission of an application for zoning amendment.

2. An application for zoning amendment shall not be deemed "complete" unless and until the Pre-Application Conference has been conducted.

D. Action on Application by the Planning Coordinator:

1. The application for zoning amendment shall be reviewed for completeness by the Planning Coordinator and designated members of the County staff. A determination of completeness of the application shall be made within fourteen (14) days from date of submission. If the applicant is not deemed "complete", it shall be returned to the applicant with correspondence provided which outlines the nature and areas in which the applicant is incomplete. No further review shall be conducted on an application which is deemed incomplete.

2. Within thirty (30) days of the receipt of a complete application, the Planning Coordinator shall prepare a staff report outlining the review findings and other relevant comments and recommendations related to the proposed zoning amendment. This report shall be forwarded to the Planning Board prior to the first public meeting on the application.

E. Action on Application by Planning Board:

1. Upon receipt of the staff review report of a complete application, the Planning Coordinator shall set a time and place for a public hearing by the Planning Board on said amendment and direct that the public notice for said amendment be given as required in the State Code.

2. No zoning amendment or change shall be adopted, amended or reenacted unless a complete application on the proposed amendment has been reviewed by the Planning Board.

3. The Board shall hold at least one (1) public hearing on such proposed amendment after required notice have been given. A notice of the public hearing shall be given once a week for two (2) successive calendar weeks in a newspaper of general circulation in Washington County. Such notice shall be published the first time not less than ten (10) days prior to the date fixed for such public hearings. The notice shall contain all pertinent information related to the change, indicating the area affected by recognizable landmarks and the exact change being requested citing the sections

of this ordinance so affected. Following the hearing, the Planning Board shall prepare and by motion adopt its recommendations, which may include changes in the original proposal resulting from the hearing and shall report such recommendations, together with any explanatory matter and the Board's statement, by motion or resolution, indicating the public purposes to the County Board of Commissioners.

4. Failure of the Planning Board to report within thirty-five (35) days after the first meeting of the Board after the proposal has been referred to the Board shall be deemed a recommendation for approval, unless such proposal has been withdrawn by the applicant prior to the expiration of such time period.

F. Posting of Property by Applicant or County:

1. A "Public Notice" sign or signs indicating the zoning case number and other information required by the Planning Coordinator shall be posted in a prominent place on the property subject to the application and such sign shall be visible from a public street. The sign or signs, as provided by the Planning Coordinator, shall be erected by the applicant and shall be located within ten (10) feet of a boundary which abuts a public street.

2. The sign or signs shall be posted fourteen (14) days prior to the scheduled Planning Board public hearing and shall remain on the property until action on the application has been taken on the application by the County Board of Commissioners.

3. The applicant shall be responsible for ensuring that the sign is maintained during this period. It shall be unlawful for any person, except the applicant or the Planning Coordinator to remove or tamper with any sign during the period it is required to be maintained.

G. Action on Application by County Board of Commissioners:

1. Before approving and adopting any amendment to this chapter, the Board of Commissioners shall hold at least one (1) public hearing thereon (whether or not jointly held with the Planning Board), after public notice and written notice as required in State Statutes of North Carolina, after which the Board of Commissioners may make appropriate changes or corrections in the proposed amendment; provided, however, that no additional land may be zoned to a different classification than was contained in the public notice without an additional public notice and written notice as required in State Statutes of North Carolina.

2. If a joint public hearing is not held on the matter (i.e. only the Planning Board oversees the initial public hearing), the Washington County Board of Commissioners shall consider the application at the next regularly scheduled meeting following its presentation to the Planning Board unless the application was presented less than five (5) days prior to such meeting at which time the application will be placed upon the next regularly scheduled meeting's agenda.

3. A simple majority of the Washington County Planning Board of Commissioners shall be required to amend this Ordinance when such recommendations by the Planning Board are favorable

H. Reconsideration of Request:

1. No consideration of a new request for amendment or change initiated by a property owner's petition in accord with paragraph A.3. hereinabove and as further provided for in this Article, including any change to the boundaries or designations on the Official Zoning Map, which is deemed substantially the same request as an earlier application filing, shall be considered within three

hundred sixty-five (365) calendar days of the date of the earlier filing acted upon by the County Board of Commissioners.

2. The provision of paragraph H.1. hereinabove shall not impair the right of either the Planning Board or the County Board of Commissioners to propose any amendment to this Ordinance on their own motion at any time.

I. Withdrawal of Application:

1. Applications for a change in zoning may be withdrawn from consideration by the applicant at any time prior to any vote by the Planning Board or County Board of Commissioners, provided that no new application concerning any or all of the same property shall be filed within three hundred and sixty-five (365) days of the date of action by the Planning Board or County Board of Commissioners unless the body approving the withdrawal specifies that the time limitation shall not apply and, thereby, permits the application to be withdrawn “without prejudice.”

2. The applicant shall not be entitled to any refund of application fees upon withdrawal of an application.

J. Amendments and Variations of Conditions:

There shall be no amendment, change or variation of any condition created pursuant to the provisions of this Article until after a public hearing before County Board of Commissioners advertised pursuant to the provisions of the state Statutes of North Carolina.

Article 5:
Special Use Permits

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Effect Upon Conditional Uses and Permitted Conditional Uses are deleted per GS160-D

Article 5:
Special Use Permits

A. Purpose and Intent

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

B. General Standards and Criteria for Special Use Permit Review

All applications for special use permit shall be reviewed using the following criteria:

1. The proposed use shall be:

a. In harmony with the adopted Land Use Plan and the Growth Opportunities Plan;

b. In harmony with the intent and purpose of the zoning district in which the use is proposed to be located and

c. In harmony with the character of adjacent properties and the surrounding neighborhoods and also with existing and proposed development.

2. The proposed use shall be adequately served by essential public services such as streets, drainage facilities, fire protection and public water, and sewer facilities, where applicable.

3. The proposed use shall not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

4. The proposed use shall be designed, sited and landscaped so that the use will not hinder or discourage the appropriate development or use of adjacent properties and surrounding neighborhoods.

5. The proposed use does not affect adversely the general plans for the physical development of the County as embodied in these regulations and in any plan or portion thereof adopted by the Planning Board.

6. The proposed use will not affect adversely the health and safety of residents and workers in the County.

7. The proposed use will not be adversely affected by the existing uses.
8. The proposed use will be placed on a lot of sufficient size to satisfy the space requirements of said use.
9. The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use said facility, vehicular movement, noise or fume generation or any type of physical activity.
10. The standards set forth for each particular use for which a permit may be granted have been met.
11. The Planning Board or Board of Commissioners may impose or require such additional restrictions and conditions as may be necessary to protect the health and safety of workers and residents in the community and to protect the value and use of property in the general neighborhood.
12. The proposed use will not be contrary to the purposes stated for these regulations.
13. Whenever the Board of Commissioners shall find in the case of any permit granted pursuant to the provisions of the regulations that any of the terms, conditions or restrictions upon which such permit was granted are not being complied with, said Board shall rescind and revoke such permit after giving due notice to all parties concerned and granting full opportunity for a public hearing.

C. Special Conditions

1. In granting any special use permit, the Board of Commissioners may impose any conditions necessary to assure that the proposed use will conform with the requirements of this section and will continue to do so. The Board of Commissioners may take all necessary actions to ensure compliance with the conditions imposed.
2. The Board of Commissioners may impose reasonable standards as deemed necessary to protect the public interest and welfare. Such standards may include, but need not be limited to:
 - a. More restrictive sign standards.
 - b. Additional open space, landscaping or screening requirements.
 - c. Additional yard requirements.
 - d. Special lighting requirements.
 - e. Time limitations on hours of operation.
 - f. Additional off-street parking and loading requirements.
 - g. Additional utility, drainage and public facility requirements.
 - h. Additional right-of-way and public access requirements.
 - i. Additional requirements to ensure compatibility with the Land Use Plan.
 - j. Conditions for renewal, extension, expiration, and/or revocation of the permit.

3. The Board of Commissioners may specify time limits or expiration dates for a special use permit, including provisions for periodic review and renewal.

D. Application Requirements for Special Use Permit

1. An application for a special use permit shall be made by the owner, contract purchaser with the owner's written consent, or the owner's agent, of the property on which the proposed use is to be located. The application shall be submitted to the Planning Coordinator, and shall be accompanied by the filing fee as established by the Board of Commissioners.

2. If the request for a special use permit has been denied by the Board of Commissioners, a request in substantially the same form shall not be resubmitted within one (1) year of the date of denial.

3. The application shall include the following information:

a. A preliminary site plan in accordance with the Site Plan Regulations outlined in Article 10.

b. A description of the proposed use and, where applicable, the hours of operation and the proposed number of employees/patrons.

c. A written statement of proposed project compatibility with the following:

- (1). The Land Use Plan.
- (2). The Growth Opportunities Plan.
- (3). The applicable zoning district.
- (4). The surrounding properties.
- (5). Current and future neighborhood conditions.
- (6). Pedestrian and vehicular traffic patterns, on-site and off-site.
- (7). Adequate public facilities.

d. When requested by the Planning Coordinator, the Planning Board, or the Board of Commissioners, the following information shall be provided by the applicant:

- (1). The architectural elevations and floor plans of proposed building(s).
- (2). Traffic impact analysis.
- (3). Fiscal impact analysis.
- (4). Parking and site circulation analysis.
- (5). Photographs of property and surrounding area.
- (6). Environmental impact statement.

E. Action by Planning Board

1. No special use permit shall be approved unless the proposal has been reviewed by the Planning Board. The Planning Board shall conduct at least one (1) public hearing in accordance with this Ordinance. Following the public hearing, the Planning Board shall prepare and by motion adopt its recommendations, which may include changes in the applicant's original proposal resulting from the hearing, and shall report such recommendations, together with any explanatory material, to the County Commissioners.

2. Failure of the Planning Board to report within thirty-five (35) days after the first

meeting of the Planning Board after the proposal has been referred to the Planning Board shall be deemed approval, unless the proposed special use permit has been withdrawn by the applicant prior to the expiration of such time period or the time period has been extended by mutual agreement by the County and the applicant.

F. Action by Board of Commissioners

1. Before approving a special use permit, the Board of Commissioners shall hold at least one (1) public hearing in accordance with this Ordinance after which the Board of Commissioners may make appropriate changes to or impose appropriate conditions upon the proposed special use. Nothing herein shall preclude the Board of Commissioners from holding a joint public hearing with the Planning Board.

2. A concurring vote of a majority of the members of Board of Commissioners shall be required to approve a special use permit.

G. Extension, Renewal, Expiration, Revocation

1. Extension

a. An extension shall be for the purpose of administratively extending timeframes established by the Board of Commissioners for the implementation and/or completion of certain improvements which were stipulated as a condition of original special use permit approval. A request for extension may be initiated by the property owner.

b. Upon initiation of property owner's request for extension, or upon any other initiative, the Planning Coordinator shall inspect the special use permit, review the record of compliance with those conditions and restrictions previously imposed by the Board of Commissioners; and make a determination on whether the special use permit satisfies other conditions of approval and the provisions of the article.

c. Upon a favorable finding, the Planning Coordinator shall approve an extension of the original special permit for a period of time not to exceed one (1) year or for such timeframe as may have been otherwise specified for future extension by the Board of Commissioners at the time of approval of original special permit.

d. If it is determined that the use is not in compliance with all conditions and restrictions previously imposed by the Board of Commissioners, the Planning Coordinator shall, depending on the nature of the noncompliance, either deny the extension or require the remedy of any violation within a specified time. If the extension is denied or the property owner fails to correct the violation within the time specified, the special permit shall expire. The approval of a new special permit shall be required prior to any subsequent reinstatement of the use.

2. Renewal

a. A renewal shall be for the purpose of allowing a new period of time for the operation of a currently valid special use permit; provided, however, that the County Board of Commissioners shall not approve a renewal application for a use which is no longer allowed as a special use permit in the zoning district in which the special use permit is located. The owner shall have thirty (30) days to apply for a renewal.

b. The procedure for the renewal of a special use permit shall be the same as specified

herein for the approval of the original permit, except that the Planning Coordinator may waive any submission requirement if such requirement is deemed not necessary for an adequate review of the application.

c. The Board of Commissioners shall review the applicant's record of compliance with those conditions and restrictions previously imposed and determine if the use still satisfies the provisions of this Article.

d. Any special use permit that is not renewed prior to the established time shall expire without notice and become null and void.

3. Expiration

a. Whenever a special use permit is approved by the Board of Commissioners, the special use authorized shall be established, or any construction authorized shall be commenced and diligently pursued, within such time as the Board of Commissioners may have specified, or, if no such time has been specified, then within eighteen (18) months from the approval date of such permit.

b. If the special use or construction has not commenced in accordance with the above provisions, then the special use permit shall automatically expire without notice and become null and void.

4. Revocation

a. Unless a time limit is specified for a special use permit, the same shall be valid for an indefinite period of time, except that if the use or activity should cease for any reason for a continuous period of two (2) years or more, the special permit shall automatically terminate without notice and become null and void.

b. The approval of a new special use permit shall be required prior to any subsequent reinstatement of the use.

c. A special use permit shall be revocable upon written order of the Board of Commissioners at any time because of the failure of the owner or operator of the use covered by the permit to observe all requirements with respect to the maintenance and conduct of the use and all conditions in connection with the permit that were imposed in issuing the same. A revoked permit shall become null and void.

H. Other Provisions

The foregoing provisions shall not be deemed to preclude the use of any other remedy prescribed by law with respect to violations of the provisions of this Ordinance.

I. Effect Upon Conditional Uses

Those uses which existed prior to the effective date of this Ordinance or any amendment thereto and permitted only as Conditional Uses in the district in which they are located or had received a Conditional Use Permit from the Board of Adjustment shall be considered to be legally established Conditional Uses. Any expansion, addition or other change for which a zoning certificate is required shall be heard, considered and approved or disapproved by the Board of Adjustment in the same manner as an original application for

conditional approval.
Effect Upon Conditional Uses Deleted per NCGS 160-D

J. Permitted Conditional Uses

The Board of Adjustment may grant permission for the establishment of the following uses in any district except as noted and with any specific conditions set forth by said Board.

Any use as deemed appropriate by the board.
Permitted Conditional Uses Deleted per NCGS 160-D

Article 6:
NONCONFORMING USES

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Article 6:
NONCONFORMING USES

A. Purpose and Intent

1. Land use objectives: The objective of this article is to regulate and limit the development and continued existence of uses, structures and lots established prior to the effective date of this Ordinance which do not conform to the requirements of this Ordinance. Certain nonconformities may continue, but the provisions of this article are intended to curtail substantial investment in nonconformities and to bring about their eventual improvement to a conforming status or elimination in order to preserve the integrity of this article and the desired character for Washington County. The application of this Ordinance should in no way encourage their existence or perpetuate them as nonconforming uses of land.

2. Conditions for continuation: Any nonconforming use, structure or lot which lawfully existed as of the effective date of this Ordinance and which remains nonconforming, and any use, structure or lot which has become nonconforming as a result of the adoption of this Ordinance or any subsequent reclassification of zoning districts or other amendment to this Ordinance, may be continued or maintained only in accordance with the terms of this article.

3. Variances and special exceptions: The limitations of this article shall not apply to structures or lots whose nonconforming features are the subject of a variance or a special exception that has been granted by the Board of Adjustment or a modification or condition that was approved by the Board of Commissioners.

4. Change in title or possession: If any change in title or possession of a lot or building, or renewal of a lease of a nonconforming building or use occurs, the existing nonconforming use or building may continue so long as a other applicable provisions of this article are met.

B. Nonconforming Uses: Change, Discontinuation & Expansion

1. Change of nonconforming use to more restrictive use: If no structural alternatives are made to a nonconforming use of land or building, a nonconforming use of land or of a building may be changed to another nonconforming use of the same or of a more restricted classification. Whenever a nonconforming use of land or buildings has been changed to a more restricted use or to a conforming use, such use shall not thereafter be changed to a less restricted use.

2. Expansion of nonconforming use: Except as provided for herein, a nonconforming use shall not be expanded or extended beyond the floor area or lot area it occupied on the effective date of this Ordinance.

3. Moving nonconforming uses: No non-conforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of this Ordinance.

4. Discontinuation of nonconforming use: If a nonconforming use is discontinued or abandoned for a continuous period of more than two (2) years, including any period of discontinuation before the effective date of this Ordinance, then that use shall not be renewed or reestablished and any subsequent use of the lot or structure shall conform to the

regulations of this Ordinance. When any nonconforming use is replaced by a permitted use, the use shall thereafter conform to the regulations for the district, and no nonconforming use shall thereafter be resumed.

5. Change of a conforming use to a conforming use: Any nonconforming use of land may be changed to a conforming use, or with the approval of the Board of Adjustment to any use more in character with the uses permitted in the particular district under question.

C. Nonconforming Structures

Where a lawful structure exists at the effective date of adoption of amendment of this Ordinance that could not be built under the terms of this Ordinance as determined by the Planning Coordinator based upon reason of restrictions of an area, lot coverage, height, yard, its location on the lot or other requirements that may be included within this Ordinance, the structure may be continued so long as it remains otherwise lawful subject to the following provisions and conditions.

1. Repair or reconstruction of nonconforming structure: Should a nonconforming structure or a nonconforming portion of a structure be destroyed by any means to an extent which exceeds sixty-five percent (65%) of its replacement cost at the time of destruction as determined by the Inspections Office, it shall not be reconstructed except in conformance with the provisions of this Ordinance. Any replacement involving work equaling less than sixty-five (65%) of the cost at time of destruction shall be completed within one (1) year of that date. Should this replacement not take place within this time period, the rights under provision of this section will not be valid and no building permit be granted for purposes other than for activities in conformance with this Ordinance.

2. Alteration or enlargement of nonconforming structure: No such nonconforming structure may be enlarged upon or altered in any manner unless such actions can be proven to reduce the nonconforming characteristics of the structure as determined by the Planning Coordinator.

3. Relocation of nonconforming structure: Should a structure (nonconforming or conforming) be moved for any reason, it shall thereafter conform to the regulations for the district in which it is located after it is moved.

4. Preexisting structures with prior approvals (“grandfather” clause): Nonconforming buildings for reasons other than use which have been issued a building permit prior to annexation or amendments to this Ordinance shall be permitted under the conditions of said permit but thereafter held to the conditions herein.

5. Maintenance and Routine Repair: Normal maintenance and routine repair of a nonconforming structure will be permitted as long as the maintenance or repair cannot be construed to add, extend or intensify the nonconforming use.

6. Mobile Homes: Nonconforming mobile homes may be removed and replaced where both the real property on which the mobile home is located and the mobile home are owned by at least one (1) of its occupants provided that such mobile home is removed and replace within thirty (30) calendar days.

D. Nonconforming Lots

1. Usage of nonconforming lot of record: If a lot was approved on a subdivision plat

and duly recorded prior to the effective date of this Ordinance and if such lot met the requirements of the Subdivision Ordinance in effect at the time of recordation, then, such lot may be used for any use permitted under the current zoning district designation even though the lot does not meet the lot area or lot width and depth requirements of the district, provided that all other regulations (including setbacks, yards requirements, density, screening, etc.) of this Ordinance can be satisfied.

Usage of nonconforming lot of record: Amended November 15, 2010: If a lot was approved on a subdivision plat and duly recorded prior to the effective date of this Ordinance and if such lot met the requirements of the Subdivision Ordinance in effect at the time of recordation, then, such lot may be used for any use permitted under the current zoning district designation even though the lot does not meet the lot area or lot width and depth requirements of the district. However, the following regulations shall apply:

- a. In any district in which single-family dwellings are permitted, a single-family (including mobile homes) and customary accessory buildings may be erected on any single lot on record prior to January 1, 2004.
 - b. For lots on record as of January 1, 2004, CAMA regulations will apply for waterfront lots, and the following dimensional requirements shall apply:
 1. Lots with 6,000 square feet or less:
 - a. Front yard setback 15 feet
 - b. Side yard setback 5 feet
 - c. Rear yard setback 10 feet
 2. Lots with 6001 to 10,000 square feet
 - a. Front yard setback 20 feet
 - b. Side yard setback 8 feet
 - c. Rear yard setback 10 feet
 3. Lots with 10,001 to 15,000 square feet
 - a. Front yard setback 25 feet
 - b. Side yard setback 8 feet
 - c. Rear yard setback 10 feet
 4. Lots with 15,001 to 19,999 square feet
 - a. Front yard setback 30 feet
 - b. Side yard setback 10 feet
 - c. Rear yard setback 10 feet
2. Prohibition on establishment of nonconforming lot: A lot may only be established after the effective date of this Ordinance if such lot conforms with all requirements of this Ordinance.
 3. Boundary line adjustments: Notwithstanding the provisions hereinabove, boundary line adjustments may be permitted between nonconforming lots provided the Planning Coordinator finds that the degree of nonconformity is not increased due to such adjustment.
 4. Right-of-way dedication, eminent domain and condemnation: Any lot which, by reason of realignment of a County, State or Federal highway, street or other public improvement which is implemented by reason of public land acquisition or condemnation proceedings related thereto, has been reduced in size to an area less than that required by law, shall be considered a nonconforming lot of record subject to the provisions set forth herein; and any lawful use or structure existing at the time of such public acquisition or condemnation proceedings which would thereafter no longer be permitted under the terms of this Ordinance shall be considered a nonconforming use or structure except as where the

average front setback establishes a new setback line.

5. Adjoining Vacant Lots: If two (2) or more adjoining and vacant lots of record are in single ownership at any time after the adoption of this ordinance and such lots individually have less frontage or area than the minimum requirements of the district in which the lots are located such lots shall be considered as a single lot or several lots which meet the minimum requirements of this ordinance for the district in which such lots are located.

E. Nonconforming Signs

1. Maintenance of nonconforming signs: In any zoning district, where any sign does not comply with the provision of this Ordinance, such sign and any supporting structures may be maintained in their existing condition, but such signs and structures shall not be replaced, reconstructed, moved, structurally altered or re-illuminated except in compliance with the provisions of this Ordinance.

2. Loss of lawful nonconforming sign status: Any nonconforming sign which is replaced, reconstructed, moved, structurally altered or, re-illuminated (i.e. change in sign lighting scheme) shall cause the sign to lose its status as a lawful nonconforming sign.

3. Damage to nonconforming signs: No sign which has been damaged by any cause to the extent of more than fifty (50) percent of the fair market value of the sign, as valued immediately before damage, shall be restored, repaired or replaced and used in conformity with this Ordinance unless such restoration, repair or replacement and use is approved as a special exception by the Board of Adjustment. If a sign is damaged by less than fifty (50) percent of the fair market value, it may be repaired or reconstructed and used as before the time of damage, provided that such repairs or reconstruction be completed within sixty (60) days of the date of such damage.

4. Supporting structures: Supporting structures for nonconforming signs may continue in use for a conforming sign if said supporting structures comply in all respects to the applicable requirements of this Ordinance and other Ordinances of Washington County.

5. Permits for additional signs: No permits for additional signs shall be issued for any premises on which there are any nonconforming signs or non conforming supporting structures.

F. Relationship to Site Plan Requirements

A change or addition to any non-conforming use, structure, or site subject to a site plan shall require that the entire use, structure, or site (including both the non-conforming and conforming improvements) be brought into full conformance with all of the requirements of this Ordinance, provided that the Planning Board, upon recommendation by the Planning Coordinator, may waive a portion or all of the individual requirements for conformance.

Article 7:
Signage Regulations

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Article 7:
Signage Regulations

A. Purpose and Intent:

The purpose of this article is to regulate the size, location, height and construction of signs for public observance; to protect the public health, safety, convenience and general welfare; to facilitate the creation of a convenient, attractive and harmonious community, to protect property values and to further economic development objectives of Washington County. Signs subject to these regulations include all exterior signs and permanent interior window signs which are placed for exterior observance. To these ends, these regulations are intended to promote signs which are:

1. An enhancement to the appearance of the County's corridors, residential neighborhoods and business areas;
2. Legible and appropriate to the activity to which they pertain;
3. Constructed and maintained in a structurally sound and attractive condition; and
4. Limited to the specific use or business that is in operation on the premises.

B. Sign Permit Requirement:

Except as provided hereinafter, no sign shall be erected, installed, used, altered, painted, relocated, replaced or reconstructed until a Sign Permit has been issued by the Planning Coordinator.

C. Sign Definitions:

For the purpose of this article, certain terms and words pertaining to signs are hereby defined.

1. **Awning Sign.** A sign painted or printed on, attached flat or sewn onto valance or body of any awning.
2. **Billboard Sign.** A sign used as an outdoor display for the purpose of advertising or promoting a business, service, activity or products, which is not located on the premises on which a sign is situated. Also referred to as Outdoor Advertising Sign.
3. **Building Mounted Sign.** A sign attached to, painted on, inscribed upon or deriving its major support from a building, including a wall sign, a projecting sign, a canopy sign, a marquee or an awning sign.
4. **Bulletin Board.** A sign that identifies an institution or organization on the premises of which it is located and that contains the name of the institution or organization, the names of individuals connected with it and general announcements of events or activities occurring at the institution or similar message.
5. **Canopy Sign.** A sign attached to or displayed on a canopy. For the purpose of this Article, a canopy is a permanent, roof-like structure of rigid materials either supported by and extending from a building or free-standing, including a marquee.

6. Changeable Copy Sign. A sign or part of a sign that is designed so that characters, letters or illustrations can be changed or rearranged without altering the face or surface of the sign.
7. Detached Sign. See Freestanding Sign.
8. Directional Sign. An on-premises sign giving directions, instructions, and/or facility information, but containing no advertising copy (i.e. parking, exit or entrance signs).
9. Directory Sign. A subsidiary sign listing the names, uses or location of various businesses conducted within a building or group of buildings.
10. Double-Faced Sign. A sign with two parallel, or nearly parallel, faces, back to back, and located no more than 24 inches from each other.
11. Externally Illuminated Sign. A sign which does not produce artificial light from within itself but which is opaque and illuminated by spotlights or floodlights not a part of or attached to the sign itself.
12. Freestanding Sign. A sign, supported by one or more columns, uprights or braces, in or upon the ground, but not attached to any building. A sign attached to a flat surface not a part of the building, such as a fence or wall, shall be considered a freestanding sign. A monument sign, as defined herein below, shall also be considered a freestanding sign.
13. Flashing Sign. An illuminated sign on which the artificial or reflected light is not maintained stationary and constant in intensity and color at all times when in use.
14. Flat Sign. See Wall Sign.
15. Informational Sign. A sign of a public or quasi-public nature which identifies or locates a hospital, public building, college, university, public parking area, historic area, major tourist attraction, public recreation area or similar public or quasi-public activity, which shall be approved on a case-by-case basis by the Planning Coordinator.
16. Internally Illuminated Sign. Any sign designed to radiate artificial light from within itself.
17. Marquee. A permanent structure, awning or canopy projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.
18. Monument Sign. A ground mounted sign which is mounted on a contiguous base having a minimum width of at least ninety percent (90%) of the sign width and its supporting structure and not attached to any building.
19. Off Premises Directional Sign. A sign which is not located on the same premises as the use to which it refers and which is intended to provide information as to the identity and location of use, but which does not otherwise qualify as an advertising sign.
20. Outdoor Advertising Sign. A freestanding or building mounted sign which bears a message which does not pertain to the use of the property, where the sign is located, and which does not identify the place of business, if any, where the sign is located as the purveyor of merchandise or services upon the property. Outdoor advertising signs may also be referred to as "billboards" or "poster panels", but such signs shall not be interpreted to mean informational signs allowed by this Article.

21. Projecting Sign. A sign which is attached and perpendicular to the face of a wall of a building and which extends eighteen (18) inches or more from the building wall or face.
22. Real Estate Sign. A temporary sign which advertises the sale, lease, rental or display of the lot or building upon which such sign is displayed.
23. Sign. Any writing, letter work or numeral, pictorial presentation, illustration or decoration, emblem, device, symbol or trademark, flag, banner, pennant or any other device, figure or character which is employed to announce, direct attention to, identify, or make known, and which is visible from a public street or sidewalk or area of public congregation.
24. Sign Area. That area which outlines the outer extremities of all letters, figures, characters and delineations, or within an area including the outer extremities of the framework or background of the sign, whichever includes the larger area. The support for the sign background, whether it be columns, a pylon, or a building or part thereof, shall not be included in the sign area. The area of a cylindrical or spherical sign shall be computed by multiplying the diameter of the cylinder by the height of the sign.
25. Street Frontage. The entire length of that part of a lot that fronts on a public street, as defined by the plat of record for the subject lot.
26. Wall Sign. A building mounted sign which is attached to, painted on, inscribed upon, or deriving its major support from a wall and which projects less than twelve (12) inches from the wall.
27. Window Sign. A sign painted onto or physically affixed to a building window including upper floor windows and the glazing of doors or signs legible from any vehicular public right-of-way through a building window, limited to 10 percent of the total glass area of the window in which they are placed.

D. General Requirements for All Signs:

The following regulations shall apply generally to all signs and are in addition to the regulations that apply to signs for all uses:

1. Responsibility: The owner and/or tenant of the premises and the owner and/or erector of the sign shall be held responsible for any violation of these regulations.
2. Removal: The Planning Coordinator shall remove or cause to be removed any sign erected or maintained in conflict with these regulations if the owner or lessee of either the site or the sign fails to correct the violation within 30 days after receiving written notice of violation from the Planning Coordinator.
3. Landscaping: A landscaped planting area shall be provided around the base of any freestanding or detached sign. The planting area shall contain 2 times the area of the sign, be a minimum of 4 feet in width, be protected from vehicular encroachment and be landscaped with a combination of low-growing shrubs and ground covers (other than grass).
4. Illumination standards: Externally illuminated signs shall be illuminated only by a steady, stationary, light source directed only at the sign without causing glare for motorists and pedestrians or illumination spill over on neighboring properties. Internally illuminated signs, where permitted, shall be illuminated only by a steady, stationary, light source internal to the sign without causing glare for motorists and pedestrians or illumination spill over on neighboring properties.
5. Sight distance: The land adjoining a street intersection is to be kept clear of obstructions between three (3) and seven (7) feet above the ground to protect the visibility and safety of motorists

and pedestrians. The impact of sign placement, size and height shall be addressed with each sign permit application, with graphic information to be provided with the submission of a site plan sufficient for the Planning Coordinator to assess an applicant's site distance determination.

E. Calculation of Sign Area

1. Sign area computations: The sign area shall be calculated as the entire area within a single continuous perimeter, and a single plane, composed of a square, circle, rectangle or other geometric figure that encloses the extreme limits of the sign's message, background and trim, and including all letters, figures, graphics or other elements of the sign.

2. Sign faces calculated: The sign area shall be calculated based upon the maximum number of faces viewable for any single ground position, as follows:

a. Single faced sign: one face counted.

b. Double faced sign: each face counted.

c. "V" sign with an angle of 45 degree or greater: two faces counted.

d. Three dimensional sign: projected to single flat planes, all visible sign faces counted.

e. Cylindrical sign: the sign area on each side of the cylinder shall be calculated by multiplying the height of the cylinder by the diameter of the cylinder.

3. Computations of sign height

The dimension from the top of any point on a sign, including its support structure, of any sign erected within thirty (30) feet of a street shall be the distance from the grade level of the nearest curb of the street to the top of the sign or sign structure, whichever is greater. The height of all signs farther than thirty (30) feet from a street shall be the distance from the grade level where the sign is erected to the top of the sign or sign structure whichever is greater.

F. Exempt Signs:

The following signs are exempted from the provisions of this article and may be erected or constructed without a permit but in accordance with the structural and safety requirements of the building code.

1. Traffic Signs and Signals. Signs erected and maintained pursuant to and in discharge of any federal, state or county government function, or as may be required by law.

2. Changing of message content. Changing a copy on a bulletin board, poster board, display encasement, marquee or changeable copy sign.

3. Temporary real estate signs (Non-illuminated). Temporary, non-illuminated real estate signs advertising real estate for sale or lease shall be exempt from obtaining a sign permit.

4. Identifying sign for official state automobile inspection stations (Non-illuminated). Non-illuminated signs identifying official state automobile inspection stations, provided that such signs shall not exceed 10 square feet in area and shall be limited to one sign for each street frontage.

5. Temporary, non-illuminated construction signs. Temporary non-illuminated signs not more than 32 square feet in area, erected in connection with new construction work.
6. Signs warning trespassers (Non-illuminated). Non-illuminated signs warning trespassers or announcing property as posted, without limitations on number or placement, limited in area to two square feet.
7. Political signs: Sign applicable to federal, state or local elections are permitted as long as, the area of such sign shall not exceed eight (8) square feet and such signs may be erected no earlier than thirty (30) days prior to the date of the election and shall be removed no later than seven (7) days after the election.
8. Civic/charitable signs: Signs advertising activities of civic/charitable organizations may be erected on any property, as long as one side of such sign shall not exceed sixteen (16) square feet, and such signs may be erected no earlier than four (4) weeks prior to the date of the activity and shall be removed no later than one (1) week after the completion of the activity.
9. The display of a national, state or municipal flag: The display of a government flag not exceeding 72 square feet in area per side.
10. Memorial tablets and historic markers: Tablets or markers erected or approved by the State of North Carolina or Washington County.
11. Seasonal displays and decorations which do not advertise a product or service: Displays or decorations that are of a patriotic, religious or civic character on private property, not advertising a product or service, not displayed for a period to exceed 30 days.
12. Handicapped parking space sign: Signs not exceeding two (2) square feet in area denoting reserved parking spaces for handicapped motorists.

G. Temporary Signs

The following signs and displays may be erected for a period not to exceed thirty(30) days. If a temporary sign is not removed at the expiration of the time limitation, the Planning Coordinator may remove the sign or display and charge the cost of the removal to the individual applicant or responsible enterprise.

1. Civic and cultural event sign. Signs or banners not exceeding 32 square feet advertising a special civic or cultural event such as a fair, exposition, play, concert or meeting, sponsored by a governmental, civic or charitable organization.
2. Seasonal decorative commercial sign. Special decorative signs or displays for commercial purposes on a commercial, industrial or manufacturing use property, where such sales are permitted, used for holidays and other seasonal events.
3. Commercial promotional signs or banners. Special sales promotion displays on any commercial, industrial or manufacturing use property, including displays incidental to the opening of a new business and special one-time auctions of real or personal property in estate or bankruptcy sales.
4. Public auction/sales signs (Non-illuminated): Non-illuminated signs advertising public auctions or sales, as differentiated from signs advertising established commercial enterprises, real estate sales and home/garage/yard sales, may be erected on any commercial, industrial or manufacturing use property.

5. Temporary portable sign. Temporary portable signs, such as “A-frame” signs, not exceeding 32 square feet in area, which are intended to identify or display information pertaining to an establishment for which permanent free-standing signage is on order.

H. Prohibited Signs:

1. Roof sign and roof projecting sign. No sign which is not an integral part of the building design shall be fastened to and supported by or on the roof of a building and no projecting sign shall extend over or above the roof line or parapet wall of a building.

2. Sign causing visual confusion. No sign shall be constructed, erected, or operated or maintained which is so located and so illuminated as to provide a background of colored lights blending with traffic signal lights, which may confuse a motorist when viewed from normal approaching position of a vehicle at a distance of 25 to 300 feet.

3. Tree, utility pole and other related signs. No sign, except official notices of Washington County, shall be attached to trees, utility poles, public property, improvements within public rights of way or on any unapproved supporting structure.

4. Sign projecting over a public right of way. No signs shall project over public right-of-way without express permission of the Planning Board in conjunction with the approval of a site plan, except for permitted flat signs which may project not more than 18 inches.

I. Nonconforming Signs:

Any sign which was in existence at the time of the effective date of these regulations and which does not conform to the provisions herein, shall be deemed a lawful nonconforming sign, and may remain, subject to the following:

1. A nonconforming sign must be maintained in good repair and condition.

2. Nonconforming signs may not be enlarged, extended, modified, reconstructed or structurally altered except in accordance with this article.

3. No nonconforming sign shall be moved on the same lot or building or to another lot or building unless the sign as relocated is modified to comply with all requirements of this article.

J. Abandoned Signs:

A sign, including its supporting structure or brackets, shall be removed by the owner or lessee of the premises upon which the sign is located when the business it advertises is no longer on the premises. Such sign, if not removed within sixty (60) days from the termination of occupancy by such business shall be considered to be in violation of this section, and the Planning Coordinator may cause the abandoned sign to be removed at the owner's expense.

K. Permitted Signs for all Residential Uses:

The following non-illuminated or externally illuminated signs shall be permitted in conjunction with residential uses located within the County:

1. Freestanding Signs:

a. Church, institutional or civic use identification. One freestanding monument sign, limited to

thirty-two (32) square feet, in area for a church bulletin board or identifying a church, school, park, playground, library, museum or other public or semi-public use, recreational use or club, shall be permitted. An additional area not exceeding forty-four (44) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign. Pole signs are prohibited.

b. Subdivision, project, nursing home or day care facility identification sign. One freestanding monument sign per street entrance identifying a single-family detached residential subdivision or manufactured home park, limited in area to twenty-four (24) square feet, shall be permitted. Two (2) such signs are permitted if erected in conjunction with a median (formal gateway entrance) and approved as part of the plan of development or subdivision application. An additional area not exceeding thirty-two (32) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign. Pole signs are prohibited.

c. Bed and breakfast identification sign. One freestanding sign not exceeding twelve (12) square feet in area identifying a bed and breakfast, inn or tourist home shall be permitted. An additional area not exceeding sixteen (16) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

2. Building Mounted Signs:

a. Multi-family building identification sign. One or more signs limited in aggregate area to ten (10) square feet, to identify the building address, shall be permitted.

3. Directory Signs.

Church directories. Directory signs are not permitted on all residential uses, except for directories at churches and places of worship. Such directory signs shall not exceed sixteen (16) square feet in area. An additional area not exceeding twenty-four (24) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

4. Additional Regulations.

Sign Height and Setback. All freestanding signs for these uses shall have a maximum height of eight (8) feet and shall not be located within five (5) feet of any public street right-of-way, or property line and shall not be located within ten (10) feet of any alley, private street or driveway intersecting a public or private street.

L. Permitted Signs for Commercial Uses.

The following accessory illuminated or non-illuminated signs shall be permitted for commercial uses:

1. Freestanding Signs:

a. Business identification sign for a single occupant commercial building. One freestanding or monument sign for identification of a single business establishment shall be permitted. Such sign shall be limited in area to thirty-two (32) square feet. An additional area not exceeding forty-four (44) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

b. Business identification sign for a group of two or more contiguous stores or businesses per building and less than 60,000 gross leasable square feet. Sign area shall be combined into a single

freestanding or monument sign advertising all businesses on the premises. The combined sign shall not exceed forty-eight (48) square feet in area. An additional area not exceeding sixty-four (64) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

c. Business identification sign for a group of two or more contiguous stores or businesses per building and more than 60,000 gross leasable square feet. Permitted sign area shall be combined into a single freestanding or monument sign advertising all businesses on the premises. The combined sign shall not exceed forty-eight (64) square feet in area. An additional area not exceeding eighty-five (85) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

d. Directional signs. Directional signs limited in area to four (4) square feet shall be permitted as accessory signs and not included in any computation of sign area. One per entrance or exit not to exceed three (3) feet in height nor located within five (5) feet of any street right-of-way line.

2. Building Mounted Signs:

a. Wall signs. Wall signs shall be permitted for each establishment on the premises. The combined sign area of wall, projecting, canopy, awning and marquee signs shall be limited to two (2) square foot of sign per linear foot of building frontage.

b. Projecting signs. One projecting sign shall be permitted for each establishment on the premises. The combined sign area of wall, projecting, canopy, awning and marquee signs shall be limited to two (2) square foot of sign per linear foot of building frontage. Additionally each side of a projecting sign must be counted towards the total allowable sign area.

c. Awning, canopy or marquee signs. Awning, canopy or marquee signs shall be permitted for each establishment on the premises. The combined sign area of wall, projecting, canopy, awning and marquee signs shall be limited to two (2) square foot of sign per linear foot of building frontage.

3 Directory Signs.

a. Business directory for a single occupant commercial building. One directory sign is allowed per commercial building. Such directory signs shall not exceed sixteen (16) square feet in area. When the directory is freestanding, an additional area not exceeding twenty-four (24) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

b. Business directory for a group of two or more contiguous stores or businesses per building and less than 60,000 gross leasable square feet. One directory sign is allowed. Such directory signs shall not exceed twenty four (24) square feet in area. When directory is freestanding, an additional area not exceeding thirty-six (36) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

c. Business directory for a group of two or more contiguous stores or businesses per building and more than 60,000 gross leasable square feet. One directory sign is allowed. Such directory signs shall not exceed thirty-two (32) square feet in area. When the directory is freestanding, an additional area not exceeding forty-eight (48) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

4. Additional Regulations.

a. Individual free-standing signs for individual shopping center tenants shall not be permitted. For the purposes of this section, lawfully subdivided out parcels which have been depicted on the

approved shopping center site plan shall be considered as separate parcels and may be signed as such.

b. Gasoline pump island signs at gasoline sales establishments are subject to the following additional conditions:

a. Two non-illuminated "self-serve" or "full-serve" signs per pump island not to exceed 2 square feet each; and

b. One fuel price or promotional information sign per fuel pump not to exceed two square feet.

M. Permitted Signs for Manufacturing and Industrial Uses:

The following illuminated or non-illuminated signs shall be permitted for manufacturing and industrial uses:

1. Freestanding Signs:

a. Business identification sign for a commercial building with 20,000 gross leasable square feet or less. One freestanding or monument sign for identification of a single business establishment shall be permitted. Such sign shall be limited in area to forty-eight (48) square feet. An additional area not exceeding sixty-four (64) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

b. Business identification sign for a commercial building with more than 20,000 gross leasable square feet but less than 100,000 gross leasable square feet. Permitted sign area shall be combined into a single freestanding sign advertising all businesses on the premises. The combined sign shall not exceed sixty-four (64) square feet in area. An additional area not exceeding ninety-six (96) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

c. Business identification sign for a commercial building with more than 100,000 gross leasable square feet. Permitted sign area shall be combined into a single freestanding sign advertising all businesses on the premises. The combined sign shall not exceed sixty-four (64) square feet in area. An additional area not exceeding one hundred and thirty-three (133) square feet may be devoted to architectural elements which serve as support or base for such sign and which are not part of the message portion of the sign.

d. Directional signs. Directional signs limited in area to eight (8) square feet shall be permitted as accessory signs and not included in any computation of sign area. One sign per entrance or exit not to exceed eight (8) feet in height nor located within ten (10) feet of any street right-of-way line.

2. Building Mounted Signs:

a. Wall signs. One wall signs shall be permitted for each establishment on the premises. The combined sign area of wall, projecting, canopy, awning and marquee signs shall be limited to two (2) square foot of sign per linear foot of building frontage.

b. Projecting signs. One projecting sign shall be permitted for each establishment on the premises. The combined sign area of wall, projecting, canopy, awning and marquee signs shall be limited to two (2) square foot of sign per linear foot of building frontage. Additionally each side of a projecting sign must be counted towards the total allowable sign area.

c. Awning, canopy or marquee signs. One awning, canopy or marquee sign shall be permitted for each establishment on the premises. The combined sign area of wall, projecting, canopy, awning and marquee signs shall be limited to two (2) square foot of sign per linear foot of building frontage.

N. Outdoor Advertising Signs:

- a. All outdoor advertising signs will be erected in accordance with North Carolina Department of Transportation's Regulations for the Control of Outdoor Advertising in North Carolina.

O. Special Sign Exceptions:

1. Cause for Exceptions: In order to provide for adjustments in the relative locations of signs of the same or different classifications, to promote the usefulness of these regulations as instruments of fact finding, interpretation, application and adjustment, and to supply the necessary elasticity to their efficient operation, special sign exceptions may be granted by the Planning Board, as permitted by the terms of these regulations, after notice and a public hearing as provided for in these regulations. Towards this end, an owner of a property or business may apply to the Planning Board for a special sign exception permit.

2. Considerations for Exceptions: In considering an application for a special sign exception, the Planning Board, upon recommendation from the Planning Coordinator, shall give due regard to the specific guidelines and standards of this article and those listed elsewhere in these regulations, and in general to the nature and condition of adjacent uses and structures, and probable effect upon them of the proposed exception. The Planning Board shall also take into account the special characteristics, design, location, construction, method of operation, effect on nearby properties or any other aspects of the particular sign that may be proposed by the applicant.

3. Adverse Effect: If it should find, after the hearing, that the proposed sign: (a) will not adversely affect the community appearance, health, safety, or welfare of persons residing or working on the premises or in the neighborhood or corridor; (b) will not unreasonably impair the desired character of the property, corridor or adjacent properties; (c.) nor be incompatible with the Land Use Plan of Washington County, (d) nor be likely to reduce or impair the value of buildings or property in surrounding areas, (e.) but that such sign will be in substantial accordance with the general purpose and objectives of this article, then the Planning Board, upon consideration of recommendation from the Planning Coordinator, may grant the exception and authorize the issuance, of a special sign exception permit.

4. Conditions for Mitigation: In those instances where the Planning Board finds that the proposed sign may be likely to have an adverse effect as above, the Planning Board shall determine whether such effect can be avoided by the imposition of any special requirements or conditions with respect to location, design, construction, equipment, maintenance or operation, in addition to those expressly stipulated in this article, and may grant a special sign exception subject to such reasonable conditions and limitations as the case may require, including but not limited to limitation as to size, type, color, graphic design, location or illumination.

5. Application Fee: An application fee to be submitted with any special sign exception application shall be established by the County.

All references to special Exceptions deleted based on GS16-D

*Article 8:***Site Plan Regulations**

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Article 8:
Site Plan Regulations

A. Purpose and Intent:

1. Title and Application:

The Washington County Board of Commissioner's shall require the submission and approval of a plan of site development, hereinafter referred to as the "site plan", prior to the issuance of building permits.

2. Relationship to the Growth Opportunities Plan, Zoning Ordinance and other County Plans, Policies and Ordinances:

The site plan requirements shall be employed to implement the Growth Opportunities Plan, the Zoning Ordinance and other County Plans for future development.

3. General Purpose and Process:

A. The purpose of this article is to facilitate the utilization of the most advantageous site improvement techniques in the development of land within the County. The site plan requirements promote contemporary standards in the siting, design, and implementation of development to ensure that land is used in a manner which is efficient and harmonious with neighboring properties.

B. This article provides for a preliminary and final site plan review process by the County's Planning Board.

C. Site plans, landscape plans, plats, engineering design calculations, construction specifications and architectural drawings, which are to be prepared and approved in accordance with the provisions of this article, shall be required by the County in the review of site plan applications.

D. Nothing herein shall require the approval of any development or land use, or any feature thereof, which shall be found by the Planning Board to constitute a danger to the public health, safety or general welfare, or which shall be determined by the Planning Board to be a departure from, or violation of, sound engineering design or standards.

E. No work or site preparation may begin before the applicant for a project has received an approved site plan, erosion and sediment control plan, and subdivision plat (if required).

4. Costs of Site Development:

The developer shall be responsible for all costs incurred in planning, engineering, bonding, constructing, installing, testing and inspecting of all public facilities and infrastructure as well as all site improvements required to complete the proposed project.

5. Fees:

The developer shall pay all applicable plan review fees at the time of submission of

a site plan or plat. Fees for site inspections and other aspects of the development process shall be due and payable in accord with the site development fee schedule. A copy of this schedule is available in the County Inspections Office.

B. Administration of this Article:

1. Authority to Approve Site Plans:

The County Board of Commissioners designates the Planning Board to review and act to approve or disapprove site plans within its jurisdiction. In the performance of its duties, the Planning Board shall request and consider the review and comments of the County Staff, the North Carolina Department of Transportation (NCDOT), as well as any other public agencies as may be deemed appropriate.

2. Authority to Review Site Plans:

The Planning Coordinator, as agent of the Planning Board, shall administer, review and provide a recommendation concerning any site plan submission. The final approval of any given site plan shall be granted by the Planning Board, subject to recommendation of the Planning Coordinator and as otherwise provided herein.

a. The Planning Coordinator, as the designated agent of the Planning Board, shall be responsible for the receipt and processing of all site plan applications subject to the procedures as hereinafter provided.

b. The Planning Coordinator may establish, from time to time, such proper and reasonable administrative procedures, in addition to those provided herein, as shall be necessary for the proper administration of this article.

c. County staff and other designated public officials responsible for the supervision, inspection, testing and enforcement of this article shall have the right to enter upon any property subject to the provisions of this article at all reasonable times during the periods of plan review and construction for the purpose of ensuring compliance with this article.

d. It shall be the responsibility of the applicant, owner or developer to notify the Planning Coordinator to schedule a visit from the Planning Coordinator and the Building Inspector when each stage of the development is ready for field inspection for compliance with the approved site development plan.

C. Uses Requiring a Site Plan:

A preliminary and final site plan for land development activities are required for projects involving the following:

1. Commercial land uses.
2. Industrial land uses.
3. Attached and multi-family land uses.
4. Uses in a mobile home park.
5. Enlargement of a commercial or industrial building that results in changes in on-site parking requirements, provided that such enlargement exceeds twenty-five percent (25%) of the gross floor area of the original building or 2000 square feet, whichever is less.
6. Uses and facilities which have frontage on the Albemarle Sound or tributary thereof.

7. Installation, extension or change of a public water or sewer main or other public utility or infrastructure.
8. Parking lots intended for the general public to serve commercial or industrial uses.

D. Waiver of Requirement for a Final Site Plan:

The Planning Coordinator may waive the requirement for the applicant to submit a final site plan (or any portion thereof) upon consideration of the following uses, conditions, and circumstances:

1. Where it can be clearly established by the applicant at the preliminary site plan conference that the use will not require any of the improvements subject to review in this article.
2. Where it can be shown by the applicant at the preliminary site plan conference that a waiver from the requirement to submit a site plan (or a portion thereof) will be in keeping with the spirit of this article.
3. Where it can be clearly demonstrated that the application for a final site plan and building permit involves building and safety regulations that are not critical to the purpose and intent of the zoning ordinance and County plans.
4. Where it can be clearly established by the applicant that such waiver will not have an adverse effect on (a) the public health, safety, welfare, and convenience, (b) the planning for and provision of adequate public facilities, utilities, drainage, environmental controls, and transportation facilities, (c) preservation of agricultural, forestry or conservation lands, and (d) other relevant considerations related to the County plans.
5. An applicant seeking a waiver from a requirement to submit a final site plan (or any portion thereof) shall provide written documentation to the Planning Coordinator addressing all of the applicable above conditions for waiver. This waiver shall be submitted with the preliminary site plan.; Subject to the scope and impact of the requested waiver, the Planning Coordinator, at his or her sole discretion, may either (a) act upon the waiver request, or (b) refer the waiver request and applicant's supporting documentation to the Planning Board for action at its next regularly scheduled meeting. The applicant shall be notified in writing by the Planning Coordinator within ten (10) days upon action by either the Planning Coordinator or the Planning Board.
6. Notwithstanding any grant of waiver by the Planning Coordinator or the Planning Board, the applicant is required to show evidence of (1) having appropriate zoning of the subject property for the proposed land use, (2) having obtained a building permit and an erosion and sediment control permit, and, (3) upon completion of improvements, a certificate of occupancy.

E. Preliminary Site Plan:

1. Requirement for the Preliminary Site Plan Conference

- a. A Preliminary Site Plan Conference is required for a developer or owner in conjunction with the submission of the preliminary site plan. The Preliminary Site Plan Conference allows the applicant to review the preliminary site plan for a proposed land use

with the Planning Coordinator, the Planning Board and/or other County officials prior to the formal preparation of the final site plan, and, further, to better understand and anticipate key planning issues, site plan submission requirements, and site-related design issues which may be deemed essential by the County during the subsequent final site plan review process.

b. A Preliminary Site Plan Conference does not negate the requirement for the submission of a final site plan, erosion and sediment control plans, or to meet any other applicable provisions of this article.

c. A preliminary site plan containing information outlined herein below shall be submitted by the applicant ten (10) calendar days prior to the scheduled Preliminary Site Plan Conference.

d. Within ten (10) days of completion of the Preliminary Site Plan Conference, the Planning Coordinator shall prepare written comments and recommendations related to the preliminary site plan. Such recommendations may include (1) a request for a re-submission of the preliminary site plan and an additional Preliminary Site Plan Conference or (2) an approval for the applicant to proceed with the final site plan.

e. Waiver requests by the applicant may be considered and acted upon at the Preliminary Site Plan Conference or may be deferred until action on the final site plan.

2. Preliminary Site Plan Conference Objectives:

The applicant shall contact the Planning Coordinator to schedule a Preliminary Site Plan Conference. The purpose of this conference is to review the County's evaluation of the preliminary site plan with respect to the following considerations:

a. Review of concept plan with respect to location, use, design, scope, type, density, physical characteristics, impacts on adjacent uses, and phasing of proposed development.

b. Coordination of the proposed development with the Land Development Strategy, the zoning ordinance, County plans for future land use, State transportation plans, adopted County, state or federal utility and facilities plans, the capital improvements program, and plans for development of neighboring properties.

c. Reasonable regulations and provisions uniquely applicable to the proposed development as related to topography, soils, geology, public utility and facilities service, drainage and flood control, transportation, environmental and historic impact, economic development, and facilitation of the creation of a convenient, attractive and harmonious development.

3. Information Required on a Preliminary Site Plan:

Five (5) copies of the preliminary site plan shall be submitted ten (10) calendar days prior to the scheduled date of the Preliminary Site Plan Conference.

The preliminary site plan shall show the following:

a. Name, address and telephone number of owner or developer.

b. Indicate scale (to be one inch equal not more than forty feet) with preferred sheets sized 18" x 24".

c. Name, address and telephone number of preparer of plan.

- d. Vicinity map.
- e. Survey of the lot by bearings and distances, and a north arrow.
- f. The area of the lot and gross acreage or square footage of area to be developed, including calculations of net developable area.
- g. General location of the proposed and existing edge of pavement or curb line and other public improvements along the frontage of the property.
- h. Size, location and use of existing and proposed buildings.
- i. General location of the proposed site improvements (including utilities, drainage conveyance, building and site signage, buildings, streets, site lighting, driveways and parking areas) and distances from all property lines.
- j. The dimension, height and use of the proposed building improvements.
- k. General limits of site clearing and grading.
- l. Existing topography and a preliminary grading plan depicting finished contours, with contour intervals of two feet or less.
- m. General location of wetlands and impacts of the proposed development thereon, with copies of state and federal permit applications and permit approval related to any proposed disturbance to the wetlands.
- n. General location of 100-year floodplain boundaries and impacts of the proposed development thereon, employing FEMA mapping where available and for areas where development may encroach upon areas which may be subject to periodic flooding, engineering calculations and mapping for 100-year floodplains which have not been mapped by FEMA.
- o. General location of proposed on-site stormwater management facilities and BMP measures.
- p. Phasing plan for the proposed development, if the project is to be developed in more than one phase, with a narrative explanation of how phasing and completion of project is to be accomplished.
- q. Other documentation as needed by the Planning Coordinator and the Planning Board to facilitate the understanding of the development proposal as well as its impacts on surrounding properties.

F. Final Site Plan Requirements:

1. Copies Required:

Six (6) sets of all final site plans shall be submitted in clearly legible blue or black line copies and shall contain the information outlined in this section. A major site plan is hereinafter referred to as a "site plan" in this section. Site plans which lack information required by this article shall be deemed to be incomplete and shall be rejected.

2. Fee Required:

Payment of the site plan review fees per the fee schedule adopted by the County Commissioners, and reviewed and approved annually, for costs associated with the review of any final site plan shall be required at the time of submission of the site plan.

3. Final Site Plan Certification:

Final site plans or any portion thereof involving engineering, architecture, landscape architecture, geology, environmental science, or land surveying shall be certified by an engineer, architect, land surveyor, or landscape architect who is duly qualified to practice and whose professional practice is duly registered by the State of North Carolina.

No person shall prepare or certify design elements of site plans which are outside the limits of their professional expertise and license. All sheets and calculations submitted with any site plan shall bear the seal and signature of the respective design professional(s).

4. Information Required on Final Site Plan:

This section outlines the required information on site plans. The applicant shall employ as many sheets as necessary to incorporate the following minimum requirements.

The sheet size shall be a preferred minimum size of 18" x 24", pursuant to the approval for change in sheet size by the Planning Coordinator. The minimum scale of any site plan shall be 1" = 40'.

All site plans shall be prepared on a current base map which shows existing topography with contour intervals Z of ten feet (10') or less, extending a minimum of twenty-five (25) feet minimum beyond property lines and including contiguous public rights of ways. Topographic mapping shall depict all natural and cultural features for the property, as well as supplemental existing spot elevations. A north arrow shall be included on all plan sheets.

All sheets shall be bound into a single document and each sheet shall bear the seal and signature of the professional engineer, architect and/or surveyor certifying the final site plan.

a. Project Cover Sheet - The application shall prepare a cover sheet which clearly depicts the following:

1. Title of project.
2. Name, address, phone number and professional seal of preparer(s) of (a) site plan, (b) boundary survey, and (c) topographic mapping.
3. Name, address and phone number of owner of property.
4. County tax map number, parcel number, and deed book reference for parcel or parcels subject to development.
5. Description of planned land use, along with projected number of employees (for non-residential land uses) and other information related to the activities to be conducted on the property.
6. Date of plan and mapping preparation.

7. Vicinity map.
8. Gross acreage (or square footage) of property.
9. A blank space, sized 4" x 4", for County review comments and approval notations.
- b. Boundary Survey Information: A current certified boundary survey of the property prepared to National Mapping Standards accuracy shall be submitted with the site plan in both paper and digital form and shall include the following:
 1. Title, title source, and name of owner of lot and subdivision names and/or lot owners for surrounding lots.
 2. Metes and bounds of property.
 3. Location and metes and bounds of all existing property lines, rights of way and easements.
 4. Names of existing streets in and adjoining the development.
 5. Setback and yard lines for each parcel in accord with zoning requirements.
 6. Location of 100-year floodplain boundaries, employing FIRM mapping boundaries or engineered boundaries in absence of FIRM information.
 7. County tax map number, parcel number, deed book reference and zoning designation for parcel or parcels subject to development.
 8. County tax map number, parcel number, deed book reference and zoning designation for adjacent parcels.
 9. Reference to survey datum, where applicable. Horizontal control shall be based on North Carolina State Plane Coordinate System in the most current North American Datum coordinate system.
- c. Minimum Information to be included in a Site Plan:
 1. Location, dimensions, design sections and construction specifications of all site improvements, including, but not limited to, existing and proposed streets, travelways, alleys, curb and gutter, sidewalk and driveways, including proposed street names and locations for street lights, street signs, and traffic signals.
 2. Location of existing and proposed buildings and accessory structures, including calculations of land area coverage and floor elevations of proposed use.
 3. Location of existing utilities within and adjacent to the development including size and elevation. Provide elevation profile where grading is proposed above utility or within easement limits.
 4. Site plan and design profiles of proposed streets and travelways (public or private) depicting finished grades and finished grading contours, spot elevations for all non-typical sections, locations of entrances, taper design and any necessary structures and roadway appurtenances, sight distances for all crest and sag vertical curves, and sight distances (horizontal and vertical) at all street intersections and road entrances other than single family driveways, unless warranted by unique topographical and geological conditions.

5. Site plan location and design specifications for off-street parking, streets, travelways, parking areas, sidewalks, and loading areas, including:
 - (a) building square footage.
 - (b) site access plan for internal traffic and pedestrian circulation, including handicap access.
 - (c) size of parking spaces, angle of stalls, width of aisles.
 - (d) travelway and parking lot pavement sections.
 - (e) pavement design calculations.
 - (f) parking calculations, including ADA requirements.
 - (g) provisions for emergency access / fire protection.
 - (h) location and marking of permanent fire lanes, if required.
 - (i) pavement striping and marking.
 - (j) finished grades and spot elevations at critical design points.
6. Location, size, and characteristics of geophysical and environmental features (such as wetlands, ponds, springs, streams, watercourses, adverse soils conditions, etc.).
7. Location, size, design profiles and design calculations for proposed domestic water service and sanitary sewer mains and laterals. Invert elevations shall be shown to the nearest 0.01' accuracy. Location of gas, telephone, cable, electric and other utility lines and other underground or overhead structures in or affecting the project.
8. Site plans for projects which require utility pumping storage or treatment facilities shall be supported by appropriate structural, hydraulic, electrical and mechanical plans and construction specifications.
9. Location, width and purpose of all existing and proposed utility right-of-ways and easements.
10. Location and boundaries of existing water courses, the existing 100-year flood plain and floodways employing either FIRM mapping or engineering floodplain studies and mapping using HEC I and II procedures (or equivalent technique) where FIRM information does not exist. In areas where development may encroach upon floodplains or floodways, the Planning Coordinator may require both a pre-development and post-development floodplain study.
11. Erosion and sediment control plan, specifications, design standards, and narrative report.
12. Site plan location and design criteria for the following:
 - (a) recreation areas (including playgrounds, courts, fields, pedestrian walkways, bike paths, etc.).
 - (b) open space, including required land area calculations.
 - (c) site amenities.
 - (d) retaining walls (include calculations).
 - (e) site and building signage, including street and advertising signs
 - (f) site lighting (exterior and building mounted), including height, illumination intensity, foot-candle distributions, and fixture type and shielding, as required.
 - (g) provisions and location for public trash collection and pick-up.
 - (h) refuse collection and dumpster locations, including access and screening improvements.
 - (i) locations and design for traffic control devices and signalization.
 - (j) building and structural footings.

16. Landscape and screening plan, where applicable.
17. Water quality impact assessment for development of properties with frontage on the Albemarle Sound or its tributaries.
 - (a) hydrologic calculations and hydraulic modeling of the contributing drainage basin.
 - (b) energy grade line calculations for all enclosed pipe systems.
 - (c) storm runoff for pre-development and post-development characteristics, based the Modified Rational Formula, the TR-55 methodology or other appropriate modeling techniques as approved by the Planning Coordinator.
 - (d) analysis and verification of receiving channel capacity and adequacy to accommodate runoff generated by project.
 - (e) stormwater management pond or retention/detention structure routing calculations and hydraulic performance analysis of the proposed facility, and
 - (f) storm culvert, pipe, and inlet (street and yard) design loading and sizing calculations.
 - (g) waterfront conservation and stabilization measures to support proposed development.
 - (h) evidence of all required state and federal permits.
18. Traffic impact analysis, including (a) traffic generation, assignment and distribution calculations and analysis for traffic created by the proposed development, (b) analysis of existing public streets and street intersection capacity based on impacts of the project traffic volumes as well as future projected base (background) traffic conditions, and (c) identification of public and private transportation improvements required by project.
19. Articles of incorporation, covenants and property maintenance documents related to the ownership, management, and maintenance functions for any condominium development or other property wherein common ownership agreements † exist or as otherwise required by the zoning ordinance, subdivision ordinance or other County codes.

G. Minimum Design and Construction Standards:

In furtherance of the purposes of this article and to assure the public safety and general welfare for the citizens of Washington County, no final site plan shall be approved unless and until the County is assured that the following improvements and minimum design criteria will be implemented as required. In addition to requirements outlined herein, all site improvements are to be provided in accord with the County's design and construction standards (as may be adopted from time to time) and the Erosion and Sediment Control Ordinance.

1. Street Construction and Design Standards:

All street and highway construction and geometric design standards shall be in accord with the County's design and construction standards and any applicable NCDOT design and construction standards which have been adopted by the County.

a. All commercial and industrial development must have direct access to public dedicated streets or highways. Such developments are to be designed so that interior parcels or lots will not have direct access to any existing NCDOT road or highway unless the physiography, shape or size of the tract would preclude other methods of providing access.

b. Where traffic generated from any development exceeds 1500 vehicle trips per day, or when a residential subdivision contains 150 or more dwelling units (whichever is less),

such development or subdivision shall provide connectors to any existing public road or highway at two locations. Where only one connection is physically achievable, the connecting portion of the entrance roadway must be of a four-lane divided standard extending into the development for a length of not less than 250 feet or as otherwise determined by the Planning Board. No internal vehicular connections shall be permitted to this entrance section.

c. Streets and rights-of-way shall be provided and designed to permit access to adjoining acreage in conformance with the requirements of NCDOT and other transportation plans and to the satisfaction of the Planning Coordinator and the Planning Board.

d. Curb and gutter shall be required on all new public and private streets in all commercial and industrial developments and in attached and multifamily residential developments where the median residential lot size is 15,000 square feet or less, unless waived by the Planning Board.

e. Where public or private streets are to be constructed in phases, such streets shall be terminated with a temporary cul-de-sac or other temporary turn-around acceptable to the Planning Coordinator. Where temporary turn-arounds are provided, adequate rights of way and/or temporary access and construction easements shall be designated on site plans and subdivision plats.

2. Parking, Loading and Site Access:

a. For all multifamily residential, institutional and commercial uses, required off-street parking spaces, parking lots, loading spaces, and on-site vehicular access shall be constructed of a permanent all weather, stabilized, dust free surface (concrete or asphalt) with curb and gutter and in accordance with the County's design and construction standards.

b. For industrial uses, all employee and customer parking, as well as all entrances into parking areas, shall be constructed of an all-weather, stabilized, dust free surface which is clearly defined from adjoining on-site improvements and in accordance with the County's design and construction standards.

c. For industrial uses, surfacing may be waived only for areas used for heavy equipment parking and loading areas.

d. Curb and gutter shall be required on all new private travelways, private streets, and travelways, loading areas and parking lots within a lot which serves 20 or more vehicles, provided that storm drainage can be adequately accommodated, unless such requirement is otherwise waived by the Planning Board.

e. Parking lots for public, commercial, industrial and certain attached and multifamily residential uses shall be adequately illuminated during non-daylight hours. Lighting shall be designed, shielded, and otherwise arranged to direct light and glare away from abutting properties and adjacent rights of way. Lighting fixtures in parking lots should be compatible with the architectural characteristics of the development. A lighting study may be required with the submission of a site plan.

f. Dimensional requirements and design criteria for parking spaces, parking lots and loading areas shall be in accord with the County's design and construction standards.

3. Sidewalks and Pedestrian Walkways:

a. Sidewalks within public rights of way shall be required on all new public streets or

other areas of a site where in keeping with the NCDOT requirements and other County public improvements plans. Sidewalks shall be constructed of concrete and otherwise in accord with the County's design and construction standards, except in cases where other materials may be approved by the Planning Board based on its suitability to its environs and its natural setting.

b. Construction of bicycle facilities on new public streets or other areas of a site in accordance with the NCDOT requirements and the County's plans for such facilities.

4. Lots and Yards:

Lot and yard sizes for individual uses shall conform to regulations established in the Subdivision Ordinance and by the Planning Board.

5. Easement Widths:

Minimum easement width shall be established as required in the County's design and construction standards.

6. Storm Drainage Systems and Stormwater Management:

On-site storm drainage and stormwater management structures shall be constructed in concert with all site development activities and post-development runoff volumes and velocities shall not exceed pre-development levels. Analysis and design recommendations shall take into consideration the impact of 2-, 10-, and 100-year storm intensities, both pre- and post-development.

7. Water Systems:

Water distribution systems shall be designed and constructed to adequately supply both peak load demands for domestic and commercial service and fire flow requirements for the intended development, and meet all requirements of the County's design and construction standards.

8. Sewer Systems:

Sewer systems shall be designed and constructed on the basis of average daily per capita flows of not less than those set forth by sewerage regulations of the State's Department of Health and the County's design and construction standards.

9. Street Lights, Site Lighting and Electrical Facilities:

Provisions for street lights, parking lot lighting and other site lighting shall be shown on site plans, as required by the County's Design and Construction Manual. Locations of street and parking lot light poles, fixtures, conduits, transformers, wires and easements shall be coordinated with the County and local electric company and shall be shown on the site plans.

10. Best Management Practices and Erosion and Sedimentation Control Measures:

Installation of adequate temporary and permanent erosion and sedimentation control measures, as required by the County's design and construction standards and the Erosion and Sediment Control Ordinance. Installation of Best Management Practices and other measures related to water quality and runoff protection shall be in accord with applicable State laws and design guidelines.

11. Other Design Criteria:

All other design criteria and construction standards shall be in accordance with the County's design and construction standards and other applicable regional, state and federal requirements, including those of the North Carolina Department of Transportation or other public agency, as adopted by the County.

Where standards and criteria are not provided therein for a particular site development component, the Planning Coordinator either shall provide the governing standards or shall approve a proposed standard as prepared by the applicant's engineer.

12. Construction Standards, Inspection, and Supervision:

a. Unless otherwise specifically provided in this ordinance, the construction standards for all required on-site and off-site improvements shall conform to the provisions of this article and the County's design and construction standards and all applicable NCDOT design manuals. The Planning Board shall provide written approval of the plans, details, and specifications for all required improvements prior to commencement of construction.

b. Inspections during the installation of the required on-site improvements shall be made by the County personnel appointed by the Board of Commissioners, as applicable, and as required to monitor compliance with the approved site plan and applicable County design and construction standards.

c. The owner or developer shall notify the Planning Coordinator in writing forty eight (48) hours prior to the beginning of any work shown to be constructed on an approved site plan.

d. The owner or developer shall provide adequate supervision on the site during the installation of all required improvements and have a responsible superintendent or foreman together with one set of approved plans, profiles and specifications available at the site at all times when work is being performed.

e. The installation of improvements, as required by this article, shall in no case serve to bind the County to accept such improvements for the maintenance, repair or operation thereof, but such acceptance shall be subject to the existing regulations concerning the acceptance of each type of improvement.

H. Site Plan Review, Fee and Approval Procedures:

1. Site Plan Submittal, Fee and Compliance Procedures:

a. Final site plan submission requirements: Six (6) copies of the final site plan shall be submitted to the Planning Coordinator. The site plan shall be accompanied by payment of fees for review and processing. The fee shall be based on a fee schedule as may be adopted and modified from time to time by the County Commissioners.

2. Initial Site Plan Compliance Requirements:

a. An initial review of the applicant's final site plan and final site plan check list will be made by the Planning Coordinator to determine the completeness and general compliance with the information requirements of this ordinance.

b. Site plans which contain all necessary information required by this article, the site plan check list, and, further, which are consistent with the proceedings of the Preliminary Site Plan Conference, shall be deemed to be complete and shall be forwarded to all necessary reviewing local, state and federal agencies and staff within five (5) working days of submittal, at which time the applicant's submittal shall be deemed "substantially complete and accepted for review." The applicant shall be notified of this finding in writing.

c. Site plans which lack any information required by this article and which are consistent with the proceedings of the Preliminary Site Plan Conference shall be deemed to be incomplete and shall be rejected by the Planning Coordinator within five (5) working days of submittal, at which time the applicant's submittal shall be deemed "incomplete and rejected" and the reasons for rejection clearly provided. Further review of the submission shall be suspended. The applicant shall be notified of this finding in writing.

3. Review Procedures for Final Site Plans:

a. Review process, general:

Final approval of any site plan may be granted by the Planning Board by majority vote at a regularly scheduled public hearing, subject to a decision by the Planning Coordinator to request review and approval by the Planning Board.

b. All site plans shall be reviewed by County staff, NCDOT, State or local agencies or their delegated agents who are qualified to determine compliance with applicable laws and regulations in relation to proposed development.

c. Site plan review and notification process:

(1) Within ten (10) calendar days after acceptance of a site plan which has been determined to be "substantially complete and accepted for review", the reviewing staff and agencies will be issued a copy of the site plan for review and comment on the technical compliance with this ordinance and all applicable standards, provided that the site plan has been found to be in initial compliance as hereinabove stated.

(2) All Plan staff and agency reviews and comments shall be completed within thirty (30) calendar days from the date of issuance of the site plan for review. Staff and agency comments shall be provided in writing to the Planning Coordinator, who shall be responsible for preparing a final site plan review report with the Planning Coordinator's recommendations for approval, approval with conditions, or disapproval within fourteen (14) calendar days after receipt of all staff and agency comments.

(3) Upon receipt by the Planning Coordinator, the applicant shall be provided with all staff and agency review comments and recommendations.

In cases where site plan revisions, deletions, or additions are necessary, the applicant shall be so notified, in writing, within fourteen (14) calendar days after receipt of all staff and agency comments.

In cases where no site plan revisions, deletions, or additions are necessary, the Planning Coordinator shall schedule a public hearing for the site plan at the next regularly scheduled meeting of the Planning Board.

(4) Revisions by applicant: Upon receipt of comments, the site plan shall be revised by the applicant to comply with all requirements of the staff and reviewing agencies and the applicant shall submit such revisions together with any required re-submittal fee. Where the revised site plan does not include all requested or required revisions, the applicant will be

notified in writing that the site plan review process shall not proceed until the requested or required revisions are complete. Site plans requiring only minor revisions will be reviewed within fourteen (14) calendar days upon resubmission. Plans requiring substantial revisions will be reviewed on the time frame of a new submission.

(5) Scheduling for a required Planning Board public meeting: Upon determination of a need for Board approval of a site plan by the Planning Coordinator and within ten (10) calendar days after receipt of all staff and agency comments, the Planning Coordinator shall schedule the final site plan for a public meeting before the Planning Board.

(6) Action by Planning Board, if required: Within sixty (60) days of receipt of staff comments, the Planning Board shall act on the application and shall render a decision to approve, approve with conditions, defer or disapprove the site plan upon action at a regularly scheduled meeting.

(7) Site plan revisions: In consideration of site plan revisions to any final site plan, such revisions may be (a) approved administratively by the Planning Coordinator, or (b) approved administratively by the Planning Coordinator upon input from the Planning Board, provided that where the Planning Coordinator is of the opinion that the site plan revision is of such a magnitude and impact that a decision on the revision should be reached only after a public hearing thereon.

4. Approval/Denial Process:

a. Site plans will be approved by the Planning Board if they demonstrate substantial compliance with this ordinance, as well as the site design criteria set forth in this article and the County's design and construction standards and if the public facilities, utilities and site designs as designed will be able to function in a manner beneficial to the health, safety and general welfare of the public.

b. Under certain conditions approval by other agencies not specifically referred to hereinabove shall be a prerequisite to approval by the County.

c. In denying a site plan, specific reasons shall be provided. Reasons for denial shall relate in general terms to such modifications or corrections as will permit approval of the site plan.

5. Expiration of Approval:

Final approval of any site plan (with the exception of erosion and sediment control plans) submitted under the provisions of this ordinance shall expire two (2) years after the date of such approval, provided that the owner or developer has not accomplished substantial completion of the site improvements or as otherwise represented with the approval of the original site plan.

I. Site Construction Permits:

1. Prerequisites for Commencement of Site Improvement Activities:

No site improvement activities may occur on land that is appropriately zoned for the proposed use or activity unless all of the following requirements are met:

a. Approval of final site plan.

b. Approval of final subdivision plat, if required.

- c. County approval of erosion and sediment control plan, if required.
 - d. County approval of an erosion and sediment control bond, if applicable.
 - e. Installation of erosion and sediment control measures in accord with the plan.
 - f. Approval of availability and capacity of all necessary utilities.
2. Improvements Costs:

All improvements required by this ordinance shall be installed at the cost of the owner or developer, except where cost sharing or reimbursement agreements between the County of Washington and the applicant are appropriate, the same to be recognized by formal written agreement prior to site development plan approval.

3. Acceptance of Site Improvements:

The approval of a site development plan or the installation of the improvements as required by this ordinance shall not obligate the County to accept the improvements for maintenance, repair or operation. Acceptance shall be subject to County standards and criteria related to the acceptance of each type of improvement.

4. Bonding of Public Improvements:

- a. Performance (surety) bond required for improvements:

1. A bond may be required by the County prior to commencement of construction to guarantee the successful completion, function, and operation of certain public improvements which are to be accepted for dedication, maintenance and/or operation by the County, State or other public agency.

2. In such instances, before the final site plan will be approved by the Planning Coordinator for the owner to commence work and before issuance of an land disturbance permit for any project, the owner or his designated agent shall submit a bond or other surety acceptable to the Planning Coordinator to ensure that measures could be taken by the County at the owner's expense should owner fail to complete the public utilities, infrastructure, facilities and erosion control measures required for the project within the specified time frame.

3. The period of the initial bond (surety) agreement shall be not less than twelve (12) months from its effective date. The bond shall be of a form which automatically renews itself unless and until the issuing guarantor shall give ninety (90) days prior written notice to the County of its intent to terminate the bond.

4. The developer or his agent shall submit a detailed, itemized cost estimate of (a) public utilities, infrastructure and/or facilities, (b) erosion control and public facilities, and (c) other bondable improvements related to the public health, safety and general welfare as determined and required to be bonded by the Planning Coordinator.

5. If prior to sixty (60) days from the expiration date of the bond the applicant has not taken steps to gain approval of improvements, release of the bond, and/or extension of the bond, the applicant and surety will be notified by the County by certified mail within forty-five (45) calendar days prior to the expiration date that a bond extension or new bond will be required.

6. If an extension or new bond is not received by the Planning Coordinator within twenty-five (25) calendar days of the original bond's expiration date, action will be taken to draw upon the original to allow the County to complete the installation of public improvements, other site improvements and erosion control and public works facilities. At that time, all construction permits will be revoked and continued work at the project will place the developer, the contractor, and/or other associated parties in violation of this ordinance.

7. Forms of surety guarantees, all of which shall be subject to the approval of the County Attorney, shall be limited to the following:

a. Corporate surety bond from an insurance corporation licensed in North Carolina.

b. Cash escrows and set-asides from an insured lending institution.

c. Irrevocable letters of credit from an insured lending institution.

d. Cashier's check.

e. Other surety as approved by the County Attorney.

f. The bond may be released by the County in full or in part only upon the satisfactory completion of applicable improvements and the permanent stabilization of the site against erosion and sedimentation.

J. Requests for Waivers, Variations or Substitutions:

1. An applicant or owner may request a waiver, variation or substitution pursuant to (a) the requirements for physical improvements, (b) the requirements for site development processes and activities, (c) the requirements for specific designs, plans and documentation to be submitted with the site plan application, and (d) other requirements related to the application of this article. The specific provisions for the waiver of the requirement for preparation and submission of a site plan are addressed in Section D of this article. A written request for a waiver, variation or substitution shall state the rationale and justification for such request together with such alternatives as may be proposed by the applicant or owner.

2. Such request shall be submitted in writing to the Planning Coordinator with the filing of a site plan accompanied by a statement from the applicant as to the public purpose served by such waiver, variation, or substitution in regard to the purpose and intent of this article.

3. The Planning Coordinator may accept the request for waiver, variation or substitution for any requirement in a particular case upon a finding that the waiver, variation or subdivision of such requirement would advance the purposes of this ordinance and otherwise serve the public interest in a manner equal to or exceeding the desired effects of the requirements of the ordinance. Alternately, the Planning Coordinator may recommend a conditional modification to the request, or the Planning Coordinator may deny the request. The applicant may appeal the decision of the Planning Coordinator to the Planning Board.

4. No such waiver, variation, or substitution shall be detrimental to the public health, safety or welfare, orderly development of the area, sound engineering practice, or to properties located within the project impact area.

5. The Planning Coordinator, at his/here sole discretion and in deliberation on the request, may require the submission of a professional engineering report or other related technical documentation and plan exhibits to support the applicant's request for waiver, variation, or substitution.

K. Revisions to Approved Site Plans:

1. Any revision or deviation from approved plans and specifications must be submitted in writing with related site plan documentation to the Planning Coordinator.

2. The Planning Coordinator shall determine which staff and agencies are required to review the requested modifications and will oversee the implementation of this process.

3. The Planning Coordinator may grant approval of site plan revisions, provided that where the Planning Coordinator is of the opinion that a proposed revision is of such a magnitude and impact that a decision on the revision should be reached only after a public hearing thereon, then a meeting before the Planning Board to act on such revision shall be scheduled in a fashion similar to an original site plan submission.

L. Appeals:

1. Appeals of a decision of the Planning Coordinator in the administration of this article shall be as provided in the Code of North Carolina.

2. Appeals of a decision of the Planning Board by the applicant or a party in interest regarding a site plan, waiver, variation or substitution shall be to the County Commissioners, provided that such appeal is filed with the County Manager within ten (10) calendar days of the decision being appealed.

3. The appeal shall be placed on the agenda of the County Commissioners at the next regular meeting. The County Commissioners may reverse or affirm, wholly or partly, or may modify the decision of the Planning Board.

M. Violations and Penalties:

1. Any person, whether owner, lessee, principal, agent, employee or otherwise, who violates any of the provisions of this ordinance, or permits any such violation, or fails to comply with any of the requirements hereof, or who erects any building or uses any building or uses any land in violation of any detailed or proffered statement or plan submitted by him and approved under the provisions of this ordinance shall be guilty of a Class I misdemeanor and, upon conviction thereof, shall be subject to punishment as provided by law. Each day that a violation continues shall be deemed a separate offense.

2. Any building erected or improvements constructed contrary to any of the provisions of this ordinance or to the approved plans, and any use of any building or land which is conducted, operated or maintained contrary to any of the provisions of this ordinance shall be, and the same is hereby declared to be, unlawful.

3. The County may initiate injunction, mandamus, or any other action to prevent, enjoin, abate or remove such erection or use in violation of any provision of this ordinance.

4. Upon becoming aware of any violation of a provision of this ordinance, the

Planning Coordinator, shall serve notice of such violation on the person committing or permitting the same. If such violation has not ceased within a reasonable time as specified in the notice, action as may be necessary to terminate the violation shall be initiated.

5. The remedies provided for in this article are cumulative and not exclusive and shall be in addition to any other remedies provided by law.

Article 9:
Administration and Adjustment

Article 9:**Administration and Adjustment**

A. Purpose

The Planning Board is established to advise the Board of Commissioners on all matters related to the orderly growth and development of Washington County. It shall approve or disapprove the location, character and extent of all public facilities in the County.

B. Authority and Establishment

The Planning Board, with the advice and assistance of the County Manager, the Planning Coordinator and County staff, shall:

1. Prepare and recommend amendments to the Zoning Ordinance.
2. Prepare and recommend amendments to the Subdivision Ordinance.
3. Receive, review and provide recommendations and a summary report to the Board of Commissioners for all proposed amendments, supplemental changes, modifications or appeals to this Ordinance.
4. Review and make recommendations on all amendments to the Official Zoning Map of the County.
5. Review and make recommendations on applications for special exceptions, variances and appeals filed with the Board of Adjustment, and, when deemed necessary, to attend Board of Adjustment hearings on behalf of the County.
6. Review and approve preliminary and final site plans when requested by the County Manager or the Planning Coordinator and where otherwise in accord with the administrative processes contained in this Ordinance.
7. Periodically review the zoning district designations to ensure that land development is taking place within the intent of this Ordinance and its parts.
8. Coordinate with and review the actions of other committees, boards and commissions which may be duly commissioned to consider or make recommendations on matters related to zoning, land use, capital improvements or comprehensive planning in the County.

C. Membership of the Planning Board

The members of the Planning Board shall be appointed by the Washington County Board of Commissioners. The Planning Board shall consist of seven (7) regular members. Each member shall be permanent residents within the limits of Washington County. In order to ensure a broad geographical involvement, the seven members of the Board shall represent and reside in the four (4) townships of Plymouth, Lee's Mill, Skinnerville, and Scuppernon; the three incorporated municipalities of Plymouth, Roper, and Creswell. One representative from the Washington County Board of Commissioners shall be appointed as a liaison and advisor to the Planning Board, with no voting power.

D. Planning Board Membership Term of Service

Planning Board members shall each serve three (3) year staggered terms with each serving until his/her successor is appointed and qualified.

E. Vacancy

Any vacancy in the membership of the board, other than by reason of the expiration of term of office shall be filled when such vacancy occurs for the unexpired term only. The Washington County Board of Commissioners shall appoint new members to the Planning Board for a term as addressed in the Washington County Planning Board bylaws, provided that nothing in this section shall be construed to affect the term of any member incumbent on the effective date of this Ordinance.

F. Enforcement Officer: The Planning Coordinator

The County Manager or his agent shall administer and enforce this Ordinance. This agent shall be designated as the "Planning Coordinator" by the County Manager and shall accept the duties as outlined below.

G. Duties of the Planning Coordinator

The Planning Coordinator shall act under the provisions of the Zoning Board of Adjustment **Law (GS 160D-406)** which provides for the decisions of "an administrative official charged with the enforcement of any Ordinance adopted pursuant to this Part."

Pursuant to this and other authorities set out in the State law of North Carolina the Planning Coordinator will be responsible for the processing, review and enforcement of all provisions adopted as part of this Ordinance. Such activities will consist of, but not be limited to the following:

1. Receipt of application for permits.
2. Issuance of denial of permits.
3. Documentation of reasons for denial of permits.
4. Issuance of certificates of occupancy or compliance.
5. Posting and/or mailing of notices.
6. Issuance of stop order pursuant to violations.
7. Revocation of permits.
8. Issuance of certificates of occupancy for non-conforming uses.
9. Receipt of notices of appeal.
10. Maintain file of documentation of individual cases.
11. Initiator of all actions related to the above activities.

H. Enforcement Actions

Upon the finding of any inappropriate or illegal activities on the part of any citizen which would violate the provisions of this Ordinance, the Planning Coordinator shall notify in writing the person(s)

responsible for such actions indicating the following:

1. The nature of the violation(s).
2. The action(s) necessary to correct the violation.
3. The date by which correction action(s) should be taken and completed.
4. Actions(s) which will take place if such corrective action is not taken.
5. When such action has not been taken or is deemed inadequate based upon the conditions listed in this Ordinance, an order for the discontinuance of the use or occupation of any land, building or structure or any illegal additions, alterations or structural changes thereto may be issued.
6. Any other action authorized by this Ordinance to ensure compliance with or to prevent violation of any provision.

I. Certificate of Compliance

No building or other structures shall be erected, moved, added to or structurally altered until a "Certificate of Zoning Compliance" shall have been issued, except in conformity with the provisions of this Ordinance, except after written order from the Board of Adjustment. No building permit for the purpose of erection, extension or alterations of any building shall be issued before an application has been made and a "Certificate of Zoning Compliance" issued.

J. Compliance Procedures

All applications for a Certificate of Zoning Compliance shall be accompanied with the following before acceptance.

1. Plans showing the dimensions and shape of the parcel to be built upon.
2. The exact size, uses and location of the parcel(s) of any existing building.
3. The exact size, uses and location of the parcel(s) of any propose building.
4. Other information as may be necessary to determine conformance with and provide for the enforcement of this Ordinance (see Article 10: Site Plan Regulations).

K. Processing of Application

The following will be the minimum requirements set forth for processing and review of an application.

1. Plans and Fees as submitted according to Site Plan Regulations (see Article 10).
2. One (1) copy shall be returned to the applicant by the Planning Coordinator either approved or disapproved and attested to name by his/her signature on such copy. One (1) copy either approved or disapproved and attested to name by Planning Coordinator shall be retained on file.
3. A fee of \$50.00 shall be charged upon receipt of application to pay for processing. The fee amount will be set annually by the Washington County Board of Commissioners.

4. The above fee will be charged in addition to any fee charged for a building permit.

L. Violation of Ordinance

In case any building or structure is erected, constructed, reconstructed, altered, repaired, converted or maintained in violation of this Ordinance or any building, structure or land is used in violation of this Ordinance, the Planning Coordinator or any appropriate authority or any adjacent, nearby or neighboring property owner who would be affected by such violation in addition to other remedies may institute an injunction, mandamus or other appropriate action in proceeding to prevent occupancy or use of such building, structure or land.

M. Penalties for Violations

Any person violating any provision of this Ordinance shall be guilty of a misdemeanor and upon conviction shall be punished for each offense, not more than fifty dollars (\$50.00) or imprisonment not to exceed thirty (30) days. Each day such violation continues shall be deemed to be a separate offense.

Article 10:
Board of Adjustment:
Variances, Special Exceptions and Appeals

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Article 10:
Board of Adjustment:
Variances, Special Exceptions and Appeals

A. Purpose and Intent

This Ordinance endeavors to create a process by which the County Manager, the Planning Coordinator, the Planning Board and Board of Commissioners can address and implement zoning and land use in such a way as to reconcile the desires of future applicants with the health, safety and general welfare interests of the County. However, there may be special and unusual circumstances which arise within the administrative process that dictate that an application receive special attention in pursuit of fairness and sound planning practices. Therefore, variances and special exceptions to the application of this Ordinance, as well as opportunities to appeal decisions related to the application of the Zoning Ordinance which are outside the purview of the County Manager, the Planning Coordinator, the Planning Board and Board of Commissioners are provided as a means of increasing the flexibility of the new Ordinance.

B. Creation of Board

There shall be and hereby is created a Board of Adjustment, hereinafter referred to as the "Board" consisting of five (5) regular members.

C. Composition of Board of Adjustment

1. The Washington County Board of Commissioners shall serve as the Board of Adjustment.
2. The term of office shall follow the elected term of the Board of Commissioner Member.
3. Each member shall receive such compensation as the Board of Commissioners may authorize for attendance at each regular or called meeting of the Board held at least fifteen (15) days after proper public notice.
4. The Circuit Court may remove any member of the Board for malfeasance, misfeasance or nonfeasance in office or for other just cause upon a hearing held not less than fifteen days from notification of the Board member sought to be removed.
5. Within the limits of funds appropriated by the Board of Commissioners via its annual budgeting process, the Board may employ or contract for legal services, technical services, secretaries, clerks and other advisory services.
6. Members shall have permanent residence within Washington County and shall so reside during their term of appointment.

D. Appointment of Members

1. In January of each year, the Washington County Board of Commissioners shall review all appointments making necessary new appointments for a term beginning in the tenth (10th) day of January of the year of the appointment.
2. All appointments shall follow the term of the elected Board of Commissioners.

E. Organization of Board

1. As the Washington County Board of Commissioners will serve as the Board of Adjustment, all appointments shall follow the terms of the elected Board of Commissioners.
2. The Board shall appoint a recording secretary whose duty it shall be to keep the minutes and other record of the actions and deliberations of the Board and perform such other ministerial duties as the Board shall direct. A secretary who is not a member of the Board shall not be entitled to vote on matters before the Board.
3. The recording secretary may receive such compensation as the Board of Commissioners may authorize for attendance at each regular or called meeting of the Board.

F. General Procedures for Board

1. The Board may make, alter and rescind rules and forms for its procedures, consistent with Ordinances of the County and general laws of the state as it may deem necessary in order to carry into effect the provisions of this Ordinance, said rules to be in writing and copies available to the public at the office of the Planning Coordinator and the recording secretary of the Board.
2. Meetings of the Board shall be held at the call of the chairman and at such other times as the Board may determine.
3. A regular member when he knows he will be absent from a meeting shall notify the chairman twenty-four hours prior to the meeting of such fact.
4. All meetings of the Board shall be open to the public.
5. The recording secretary shall keep minutes of the Board's proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of the Board's examinations and other official actions, all of which shall be immediately filed in the office of the Board and shall be a public record.
6. A quorum of the Board shall consist of three (3) Board members, one of which shall be either the chairman or the vice-chairman.
7. The Board shall keep a full public record of its proceedings and other official actions and shall submit a report of its activities to the Board of Commissioners at least once each year.
8. The Board may adjourn a regular meeting if all applications or appeals cannot be disposed of in the day set and no further public notice shall be necessary for such an adjourned meeting.

G. Powers of Board of Adjustment: Variances, Special Exceptions and Appeals

The Board of Adjustment shall have the following powers and duties:

1. **Variances:** The Board may consider and grant a variance to the application of this Ordinance which cannot be otherwise granted by the Planning Board or Board of Commissioners in situations where due to the characteristics of the property under consideration an unnecessary hardship on the applicant will be created, and where the spirit of the Ordinance can be otherwise maintained. The Board may authorize upon appeal or original application in specific cases a variance

from the application of the strict terms of this Ordinance, provided that such variance will not be contrary to the public interest, when owing to special conditions a literal enforcement of the provisions of this Ordinance will result in unnecessary hardship; provided that the spirit of the Ordinance shall be observed and that substantial justice done as hereinafter specified. No variance may be granted except after a public hearing in accordance with this Ordinance.

2. Special Exceptions: The Board may consider and grant a special exception to modify standards and regulations for certain uses allowed within a given district, but which by their nature and design may have an undue impact or be incompatible with other uses of land, when it is judged in the interest of sound development in the County. The Board may hear and decide applications for special exceptions for certain uses, yards and heights as may be specifically authorized in this article. The Board may impose such conditions relating to the use, yard or height for which a permit is granted as it may deem necessary in the public interest, including limiting the duration of a permit, and may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be in compliance. No special exception may be granted except after a public hearing in accordance with this article. Applications for special exceptions are distinguished from special use permits which are reviewed and considered by the Planning Board.

3. The Board may consider and grant an appeal to decisions rendered by the Planning Coordinator or any other staff member, official, or agency of the County related to the administration and enforcement of this Ordinance, provided that any opportunity to appeal such decision to the Planning Board or Board of Commissioners shall have been exhausted. No such appeal shall be heard except after a public hearing in accordance with this Ordinance.

4. Zoning Map Interpretation: The Board may interpret any conflicts or questions arising from the interpretation of the Official Zoning Map by the Planning Coordinator, Planning Board or Board of Commissioners where there is an unresolved disagreement as to the location of lot lines or a district boundary, subject to notice of adjoining property owners affected by any such interpretation and after a public hearing. The Board shall provide for the enforcement of this Ordinance and regulations prescribed in its adoption.

5. Administrative Questions: The Board shall pass on administrative questions and their modification based upon the enforcement of this Ordinance. In so doing, the Board may prescribe appropriate conditions and safeguards to protect the continuing application of this Ordinance.

6. No Power to Rezone: No provision of this section shall be construed as granting any Board the power to rezone property.

7. Revocation of Permit: To revoke a special exception if the Board determines that there has not been compliance with the terms or conditions of the permit. No special exception may be revoked except after a public hearing in accordance with section "J." of this Ordinance.

H. Variances:

1. The Board shall have the power in specific cases to grant a variance from the application of the strict application of the terms of this Ordinance under the following provisions:

a. When a property owner can show that his property was acquired in good faith.

b. Where by reason of the exceptional narrowness, shallowness, size or shape of a specific piece of property at the time of the effective date of the Ordinance, or where by reason of exceptional topographic conditions or other extraordinary situation or condition of such piece of property, or of the condition, situation, or development of property immediately adjacent thereto, the strict application of the terms of the Ordinance would effectively prohibit or unreasonably restrict the utilization of the property or where the Board is satisfied, upon the evidence heard by it, that the

granting of such variance will alleviate a clearly demonstrable hardship approaching confiscation, as distinguished from a special privilege or convenience sought by the applicant, provided that all variances shall be in harmony with the intended spirit and purpose of the Ordinance.

- c. The variance will not be contrary to the public interest.
 - d. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or building in the same district.
 - e. That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
 - f. That the special conditions and circumstances do not result from the actions of the applicant.
 - g. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other land, structures or buildings in the same district.
2. No such variance shall be authorized by the Board unless it finds:
 - a. That the strict application of the Ordinance would produce undue hardship.
 - b. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
 - c. That the authorization of such variance will not be of substantial detriment to adjacent property and that the character of the zoning district will not be changed by the granting of the variance.
 - d. That the condition or situation of the subject property is not of so general or recurring in nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the Ordinance.
 3. Unauthorized variances:
 - a. No variance shall be authorized that would result in an increase in the density or dwelling unit count not otherwise permitted in by the applicable zoning district regulations.
 - b. No variance shall be authorized that would permit the establishment of any new use not otherwise permitted in the zoning district under the provisions of this Ordinance.
 - c. No variance shall be authorized that would permit the establishment of any use not otherwise permitted in a floodplain.
 - d. No such variance shall be authorized except after a public hearing in accordance with this article.
 4. In authorizing a variance the Board may impose such conditions regarding the location, character and other features of the proposed structure or use as it may deem necessary in the public interest, and may require a guarantee or performance bond to ensure that the conditions imposed are being and will continue to be complied with.
 5. After the Board has approved a variance, the variance so approved or granted shall lapse after one year period or such longer period of time as may be approved for “good cause”: by the Board, provided that no substantial construction or change of use has taken place in accordance with

the plans for which such variance was granted.

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

I. Special Exceptions:

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

a. To provide for adjustments in the relative locations of uses and buildings of the same or different classifications,

b. To promote the usefulness of these regulations as instruments for fact-finding, interpretations, application and adjustment, and

c. To supply the necessary elasticity to efficiently administer these regulations in the interest of sound land use.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. The procedure for amendment of a special exception already approved, or the request for a change of conditions attached to an approval, shall be the same as for the new application, except that, where the Planning Coordinator determines the change to be minor relative to the original approval, the administrator may transmit the same to the Board with the original record without requiring that a new application be filed. All references to Special Exceptions have been deleted per NCGS 160D

J. Appeals

Any citizen may bring before the Board of Adjustment an appeal concerning any action related to the enforcement of this Ordinance.

1. Procedure: Such appeals must adhere to the following procedures:

a. Provide written notice of an appeal to the Planning Coordinator.

b. The reasons and circumstances for appeal.

- c. The corrective actions which are requested.
 - d. The concurring vote of four (4) members shall be necessary to reverse any order, requirement, decision or determination of the Planning Coordinator to decide in favor of the applicant any matter upon which it is required to pass under the provisions of this Ordinance.
 - e. NOTE: Appeal from the decision of the Board of Adjustment (Washington County Board of Commissioners) shall then go to the Superior Court of Washington County.
2. Hearing Procedures: Upon notification by the Planning Coordinator that the requirements of this Ordinance have been fulfilled by the applicant the case shall be addressed by the Board of Adjustment. The following shall be procedures observed by the Board Of Adjustment.
 - a. A reasonable time shall be fixed, not to exceed thirty (30) days from notification for the hearing of such appeals.
 - b. Appropriate public notice of such hearing shall be provided to the appellant by the Board of Adjustment with time, place and date of the hearing.
 - c. Fifteen (15) days notice shall be given adjoining property owners.
 - d. Upon the hearing, the Board shall determine disposition of such appeals and the extent of such action shall be enforced (such as variance, district change and map alteration). All action shall be based upon a majority vote of the Board of Adjustment.
 - e. All information, including documentation and rationale for the grounds for the subject application as well as plats, maps, site plans and other graphic exhibits required by the standard application form or the Planning Coordinator, or other information as required by the Board in order that it might be fully informed, shall be furnished by the applicant. The application shall include a copy of the decision or determination on which the application is based.
 - f. It shall be the responsibility of the recording secretary of the Board to place the matter on the Board meeting agenda.
 - g. The Planning Coordinator shall also transmit a copy of the application to the Planning Board of every appeal and application for variance made to the Board and shall notify the Commission of the scheduled date of hearing thereon. The Planning Board may send a recommendation to the Board or appear as a party at the hearing.
 - h. If a request for a variance or special exception has been denied by the Board, a request in substantially the same form shall not be considered by the Board within one (1) year of the date of denial.
 - i. The procedure for amendment of a special exception or variance already approved, or a request for a change of conditions attached to an approval, shall be the same as for a new application except that where the Planning Coordinator determines the change to be minor relative to the original approval, the Planning Coordinator may transmit the same to the Board with the original record without requiring that a new application be filed.
 3. Application for Appeals:
 - a. An appeal may be taken to the Board of Adjustment by any person aggrieved or by any officer, department, commission, board or agency of the County affected by any decision of the Planning Coordinator or from any order, requirement, decision or determination made by any other

officer in the administration or enforcement of this Ordinance.

b. All information, including documentation and rationale for the grounds for the subject appeal as well as plats, maps, site plans and other graphic exhibits or information as required by the Board in order that it might be fully informed, shall be furnished by the applicant. The application shall include a copy of the decision or determination on which the application is based.

c. Any written notice of a zoning violation or a written order of the Planning Coordinator shall include a statement informing the recipient that he may have a right to appeal the notice of a zoning violation or a written order within thirty days in accordance with this section, and that the decision shall be final and unappealable if not appealed within thirty (30) days. The appeal period shall not commence until the statement is given to the recipient.

d. An appeal shall be taken within thirty (30) days after the decision appealed by filing with the administrator, and with the Board, a notice of appeal specifying the grounds thereof. The Planning Coordinator shall forthwith transmit to the recording secretary of the Board all the papers constituting the record upon which the action appealed was taken. An appeal stays all proceedings in the furtherance of the action appealed from unless the administrator certifies to the Board, after the notice of appeal shall have been filed with him, that by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property. In such case proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board or a Court of record, on application and on notice to the Planning Coordinator for good cause shown.

e. The Planning Coordinator shall also transmit a copy of the application to the Planning Board of every appeal made to the Board and shall notify the Commission of the scheduled date of hearing thereon. The Planning Board may send a recommendation to the Board or appear as a party at the hearing.

4. Hearing and Decision:

a. The Board shall fix a reasonable time for a public hearing on an application or appeal. The Board shall decide upon the application or appeal within ninety (90) days of its filing.

b. Upon the hearing any party may appear in person, or by agent, or by attorney, before the Board. In exercising its powers, the Board may, in conformity with the provisions of this Ordinance, reverse or affirm, wholly or partly, or may modify, any order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken.

c. The concurring vote of a majority of the members of the Board shall be necessary to reverse any order, requirement, decision or determination of the administrative officer or to decide in favor of the applicant on any matter upon which it is required to pass under this Ordinance, or to effect any variance from this article.

5. Proceedings to Prevent Construction of Building in Violation of Zoning Ordinance:

a. In any case where the Planning Coordinator has certified conformity with the provisions of this Ordinance and a building permit has been issued and construction of the building for which such permit was issued is subsequently sought to be prevented, restrained, corrected or abated as a violation of the zoning Ordinance, suit may be filed within fifteen (15) days after the start of construction by a person who had no actual notice of the issuance of such permit.

b. The Circuit Court may hear and determine issues raised in the litigation even though no appeal was taken from the decision of the Planning Coordinator to the Board of Adjustment.

6. Filing Fees:

a. Filing Fee: To hear and decide any appeal or review any order, requirement, decision or determination by the Planning Coordinator a fee shall be paid to Washington County, along with the application, to cover advertising and administrative expenses. The fee will be set annually by the Washington County Board of Commissioners in the annual budget.

b. All persons, firms or corporations appealing to the Board of Adjustment necessitating the publication of notices in the newspaper shall be required to pay, at the time the application is submitted, a fee as established by Board of Commissioners for expenses relative thereto.

c. All persons, firms or corporation applying for variances under the provisions of this Ordinance or applying for an amendment or a variance already approved necessitating the publication of notices in the newspaper shall be required to pay, at the time the application is submitted, a fee as established by Board of Commissioners for expenses relative thereto.

d. The payment of such money in advance to the office of the administrator as specified shall be deemed a condition precedent to the consideration of such appeal, variance request or requested amendment to a variance already approved.

K. Consideration of Conditions for Approvals:

The Board may attach conditions to the granting of a variance or to the approval of a special exception. In establishing adequate and necessary conditions, the Board may consider the following elements with respect to potential inclusion, modification, exclusion or limitation:

1. Placement of signs and advertising structures.
2. Signs: size, number, type, color, location or illumination.
3. Outdoor lighting: illumination intensity, direction, location, shielding.
4. Parking and loading: location, size, number.
5. Cleaning and painting.
6. Roof type.
7. Construction materials.
8. Construction phasing.
9. Exits, entrances, doors and windows.
10. Landscaping and screening.
11. Paving and site improvements.
12. Operating times.
13. Architectural facades.
14. Structural changes.
15. Smoke, dust, gas, noise and vibrations associated with the use.
16. Termination of use due to use lapse or other conditions.
17. Open space requirements.
18. Adequate public facilities and supporting infrastructure.
19. Adequate storm drainage and stormwater management.
20. Adequate environmental protection measures.
21. Other elements consistent with the Comprehensive Plan.

L. Procedure on Special Exception and Variance Applications and Appeals:

1. Application for Special Exceptions and Variances

a. Applications to the Board of Adjustment for special exceptions and variances in which the Board has original jurisdiction under this Ordinance may be made by any property owner, tenant,

government official, department, commission, board or agency. Such application shall be made to the Board on standard application forms which shall be provided for the purpose in accordance with rules adopted by the Board.

b. Appeal of Board Decisions to the Circuit Court: Any person or persons jointly or severally aggrieved by any decision of the Board of Adjustment, or any taxpayer or any administrative officer, official, department, commission, board, or agency of the County, may present to the Circuit Court of the County of Washington County a petition specifying the ground on which aggrieved within thirty (30) days after the filing of the decision in the office of the Board. The appeals proceedings before the Circuit Court shall be in accordance with applicable state statutes.

M. Notice and Hearing Requirements:

1. No variance, special exception or appeal may be authorized or otherwise acted upon except after notice and hearing as required by State statutes of North Carolina.

2. As is stated in the State statutes of North Carolina, each of the planning actions listed hereinabove need not be advertised in full, but may be advertised by reference. Every such advertisement shall contain a summary of the proposed action and hearing date.

Article 11:
Definitions

A. Interpretations:

For the purpose of this ordinance, certain words and terms are to be interpreted as follows (except as defined herein, all other words shall have their customary dictionary definition as would be applicable):

1. Words used in the present tense can include the future; words used in the masculine gender can include the feminine and neuter; words in the singular number can include the plural; and words in the plural can include the singular, unless the obvious construction of the wording indicates otherwise.
2. The word “shall” is mandatory. The word “may” is permissive.
3. Unless otherwise specified, all distances shall be measured horizontally and at right angles to the line in relation to which the distance is specified.
4. The word “building” includes the word structure, and the word “structure” includes the word building; the word “lot” includes the word plot; the word “used” shall be deemed also to include designed, intended, or arranged to be used; the term “erected” shall be deemed also to include constructed, reconstructed, altered, placed, relocated or removed.
5. The terms “land use” and “use of land” shall be deemed also to include building use and use of building.
6. The word “adjacent” means nearby and not necessarily contiguous.
7. The word “contiguous” means touching and sharing a common point or line.
8. The word map shall mean the official Zoning map of Washington County adopted pursuant to this Ordinance.
9. The word Ordinance shall mean the official Zoning Ordinance of Washington County.
10. The word County shall mean Washington County, North Carolina.
11. The word Board shall mean the Planning Board of Washington County, unless otherwise noted.
12. The words Board of Commissioners shall mean the Washington County Board of Commissioners.
13. The words Board of Adjustment shall mean the Washington County Board of Adjustment.

B. Definitions

As used in this article, the following terms or words shall have meanings given below unless the context requires otherwise.

Accessory Use: A use customarily incidental and subordinate to the primary use of building and

located on the same lot with such use of building.

Acre: A measure of land equating to 43,560 square feet.

Acreage: A parcel of land, regardless of area, described by metes and bounds and not a lot of any recorded subdivision plat.

Addition: Any construction which increases the area or cubic content of a building or structure. The construction of walls which serve to enclose any portion of an existing structure, such as a porch, shall be deemed an addition within the meaning of the chapter.

Administrator, Zoning: The person whom the County Commissioners have designated as its agent for administration and enforcement of this Ordinance and subsequent regulations.

Adult Business: Any business, activity, club or other establishment which permits its employees, members, patrons or guests on its premises to exhibit any specified anatomical areas before any other person or persons.

Adult day care center: A building or structure where care, protection and supervision are provided on a regular schedule for disabled adult persons and senior citizens for less than 24 hours per day.

Agriculture: The production, keeping or maintenance, for sale, lease or personal use, of plants and animals useful to man, including, but not limited to: forage and sod crops, grains and seed crops; dairy animals and dairy products; poultry and poultry products; livestock, including beef cattle, sheep, swine, horses, ponies, mules, goats or any mutations or hybrids thereof, including the breeding and grazing of any or all such animals; bees and apiary products; fur animals; trees and forest products and fruits of all kinds, including grapes, nuts and berries; vegetables; nursery, flora, ornamental and greenhouse products.

Alley: Includes "passageway" as a thoroughfare through the middle or in the rear of a block affording access to the rear of property and/or buildings.

Animal shelter: As differentiated from a Kennel as defined herein, any place designated to provide for the temporary accommodation of five (5) or more common unowned household pets until appropriate disposition of such pets can be effectuated.

Apartment: See Dwelling, Multiple family.

Architect: A professional who is registered with the State Department of Professional and Occupational Registration as an architect.

Attached residential buildings: A row of two (2) or more dwelling units, separated from one another by continuous vertical wall(s) without opening from basement floor to roof, with each unit located on a separate lot of record. Townhouses are included in this category.

Automobile and/or trailer sales area: An open space, other than a street or required automobile parking space, used for display or sale of new or used automobiles or trailers and where no repair work is done.

Automobile repair: General repair, engine rebuilding or reconditioning of motor vehicles; collision service, such as body, frame or fender straightening and repair; overall painting of motor vehicles.

Automobile salvage yard: Any lot or place which is exposed to the weather and upon which more than five (5) motor vehicles of any kind incapable of being licensed or operated on the highways are placed, located or found.

Automobile service station: A place where gasoline stored only in underground tanks, kerosene or motor oil and lubricants or grease, for operation of motor vehicles, are directed related to the public on premises, and including minor accessories, and services for automobiles, but not including automobile repairs and rebuilding.

Average daily traffic (ADT): Total volume of traffic during a given period of time (in whole days greater than one day and less than one year) divided by the number of days in that time period.

Bank: See Financial institution.

Base Flood: See Flood. Also, refer to the FP-O District regulations for additional definitions related to floodplains, floodways, flood fringes, and other words related to the floodplain regulations.

Base Flood Elevation: The highest height, expressed in feet above sea level of floodwaters occurring in regulatory base flood.

Basement: That portion of a building partly underground, having at least one-half of its height above the average adjoining grade. A basement shall be termed a cellar when more than one-half of its height is below the average adjoining grade. A basement or cellar shall be counted as a story only if the vertical distance from the average adjoining grade to the ceiling is over five (5) feet.

Bed and breakfast lodging: A single family dwelling, occupied by its owner or operator, containing sleeping and breakfast accommodations as an accessory use to the principal use as a private residence. Such lodging shall have no more than eight (8) room accommodations for transient persons and wherein a charge is normally paid for such accommodations.

Berm: A landscaped earthen mound intended to screen, buffer, mitigate noise and generally enhance views of parking areas, storage areas or required yards particularly from public streets or adjacent land uses.

Billboard: Inclusive of "outdoor signs" and "outdoor advertisements", meaning any sign (including a standard poster pane), either free-standing or attached to a structure which directs attention to a business, commodity, service, entertainment or other activity conducted, sold or offered elsewhere than on the premises on which the sign is located.

Block: That land abutting on one side of a street extending to the rear lot lines, or for parcels of land extending through to another street, to a line midway between the two (2) streets and lying between the two (2) nearest intersecting and intercepting streets or between the nearest intersecting or intercepting street and the boundary of any railroad right-of-way, park, school ground or non-subdivided acreage or center line of any drainage channel twenty (20) feet or more in width.

Board of Adjustment: The Board of Adjustment of the County of Washington. A local body, created by ordinance, and appointed by the Circuit Court, whose responsibility it is to hear appeals and to consider requests for variances from provisions of the Zoning Ordinance in accord with State Statutes of North Carolina.

Boardinghouse: A single detached dwelling where the property owner, after obtaining a boardinghouse permit and license from the City, must reside on the premises, and where for compensation and by prearrangement for definite periods, lodging and/or meals shall be provided for not more than four (4) persons not of the same family. Operation of a boarding or rooming house shall not be deemed a home occupation. There shall be no more than one (1) boarding or rooming house on each recorded lot.

Buffer or screening: Any device or natural growth, or a combination thereof, which shall serve as a

barrier to vision, light, or noise between adjoining properties, wherever required by this ordinance and further defined herein.

Buildable area: The portion of a lot remaining after required yards and open space requirements have been provided and sensitive environmental factors have been applied.

Building: A structure with a roof supported by columns or walls, intended to provide shelter or persons, property, animals or business activity. Includes roof, gutters, walls, downspouts, porches, foundation, crawl spaces, windows, floors and doors. Term is inclusive of the words "structure" and "establishment".

Building footprint: The area on the ground surface covered by the building.

Building front: That one (1) face or wall of a building which is architecturally designed as the front of the building, which normally contains the main entrance(s) for use by the general public.

Building height: See Height, building.

Building Line: Inclusive of "setback line" denoting the line on the front, rear and sides of a lot established according to the Zoning district regulation set herein, delineating the area upon which a building may be erected and/or maintained.

Building, rear: That portion of a building which is, by either service area, secondary entry and egress or the facade directly opposite the front facade of the structure; the reverse frontage of the building.

Bulk regulations: Regulations controlling the size of structures and the relationship of structures and uses to each other and to open areas and lot lines. Bulk regulations include provisions controlling (a) maximum building height, (b) maximum floor area ratio and (c) minimum yard requirement.

Business service and office supply establishment: Any establishment containing no more than 5000 square feet of net floor area wherein the primary occupation is the provision of services or supplies principally to the business, commercial, industrial or institutional community, but not including retail sales to the general public except as a secondary and subordinate ancillary activity. This term shall include establishments such as catering and printing establishments which serve the general public. Business service and supply service establishments shall not involve the use of more than three (3) vehicles other than passenger cars.

Campground: A parcel of land upon which two (2) or more campsites for camping units are located, established or maintained for occupancy by camping units of the general public as temporary living quarters for recreation, education or vacation purposes.

Camping unit: Any tent, trailer, cabin, lean-to or similar structure established or maintained and operated in a campground as temporary living quarters for recreation, education or vacation purposes.

Canopy: A roof-like structure, with an approved covering, which is attached to a building at one end and is otherwise supported by one (1) or more posts; or a freestanding roof-like structure supported by posts and open on all sides.

Car wash: A commercial establishment whose structure, or portion thereof, contains facilities for washing motor vehicles, using production-line, automated or semi-automated methods for washing, whether or not employing a chain conveyor, blower, steam-cleaning or similar mechanical device, and whose primary use is for the purpose of washing motor vehicles for a stipulated fee.

Carport: Any space outside a building, wholly or partly covered by a roof, and used for the shelter of

parked motor vehicles. A carport may be attached or freestanding and is to be enclosed on no more than three sides. Carports shall be considered accessory structures.

Cemetery: Property used for the interring of the dead, in which mausoleums may be utilized.

Center line: A line lying midway between the side lines of a street or alley right-of-way as measured in the horizontal plane.

Certificate of Occupancy: A certificate granted by the City's Building Official which permits the use of a building in accordance with the approved plans and specifications and which certifies compliance with the provisions of law for the use and occupancy of the building in its several parts together with any special stipulations or conditions of the building permit. Unless such a certificate is issued, a building cannot be occupied.

Child care center: A regularly operating service arrangement for two (2) or more children under the age of thirteen (13) where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection and well-being of a child for less than a twenty-four (24) hour period, in a facility that is not the residence of the provider or of any of the children in care.

Church or place of religious worship: A building whose primary use is for the assembly of persons for religious worship and instruction. The religious facility may include offices, classrooms, parlors and meeting rooms for religious purposes.

Clinic: An establishment where patients who are not lodged overnight are admitted for examination and treatment by one (1) or more physicians practicing medicine, dentistry or psychiatric treatment.

Club: A group of people organized for a common purpose to pursue common goals, interests, or activities and usually characterized by certain membership qualifications, payment of fees and dues, regular meetings and a constitution and bylaws.

Cluster subdivision: An alternate means of subdividing a lot premised on the concept of reducing lot size, yard and bulk requirements in return for the provision of common open space and recreational improvements within the development. Cluster subdivisions are often permitted at higher net densities in comparison to conventional developments, but also leave more open space by reducing lot sizes.

Commercial use: An occupation, employment, enterprise or activity involves the sale of goods and/or services that is carried on for profit or charitable not for profit purposes by the owner, lessee or licensee.

Commercial vehicle: Any motor vehicle used for non-private use which is over one ton in weight.

Community center: A building used for recreational, social, educational and cultural activities, open to the public or a portion of the public, owned and operated by a public or private not-for-profit group or agency.

Complete application: An application form or petition completed as specified by ordinance and the rules and regulations of the municipal agency and all accompanying documents required by ordinance for approval of the application or petition.

Congregate care facility: a structure other than a single-family dwelling where more than four (4) unrelated persons reside under supervision for special care, treatment, training or similar purposes on a temporary or permanent basis.

Contractor's offices and shops: Establishments for the installation and servicing of such items as air conditioners, electrical equipment, flooring, heating, painting, plumbing, roofing, tiling and ventilating, as well as, those areas established to manage such operations.

Convalescent home: An extended or intermediate care facility licensed or approved to provide full-time convalescent or chronic care to individuals who, by reason of advanced age, chronic illness or infirmity, are unable to care for themselves.

Convenience store: A small retail establishment offering for sale purchased food products, household items, newspaper and magazines, and sandwiches and other prepared foods for off-site consumption. Such establishments, typically serve a small market area (i.e. neighborhood) and should be designed at a size and scale that is compatible with the surrounding community.

Cul-de-sac: A local street, one end of which is closed and consists of a circular turn-around. A "cul de sac" is distinguished from the terms "roundabout" and "rotary".

Curb Cut: Inclusive of "driveway" referring to a lowered or cut-away (paved or unpaved) curb for purposes of ingress or egress to property abutting a public street.

Curb grade: The elevation of the established curb in front of the building measured at the midpoint of such frontage. Where no curb exists, the City engineer shall establish such curb grade for the existing or proposed street in accordance with the existing street grading plans of the City.

Curb line: The face of a curb along private streets, travel ways, service drives and/or parking bays / lots.

Day care facility (adult or child): See Adult day care center and Child care center

Demolition: The complete or substantial removal of any structure or external element of any structure.

Density: The number of dwelling units per acre in a development.

Developer: The legal or beneficial owner or owners of all the land proposed to be included in a given development, or the authorized agent thereof. In addition, the holder of an option or contract to purchase, a lessee having a remaining term of not less than thirty (30) years, or other persons having an enforceable proprietary interest in such land shall be deemed to be a developer for the purpose of this ordinance.

Development: The division of land, or construction or substantial alteration of residential, commercial, industrial, institutional, recreational, transportation or utility facilities or structures.

Development plan, generalized: A required submission at the time of filing for an amendment to the Official Zoning Map for any and all zoning districts, to be prepared and approved in accordance with the provisions of this ordinance, and which generally characterizes the proposed development of the subject lot or property.

District (or zoning district): Any designated geographical section of the County of Washington in which the regulations governing the use of the buildings and premises, the heights of building, the size of yards and the intensity of the use are uniform.

Drive-in bank: Any financial institution which offers its services to persons within a motor vehicle.

Drive-in-theater: An open lot devoted primarily to the showing of motion pictures or theatrical productions on a paid admission basis to patrons seated in automobiles.

Drive-thru service: An establishment that by design, physical facilities, service, or by packaging procedures encourages or permits customers to receive services or obtain goods, while remaining in their motor vehicles.

Driveway: That space or area of a lot that is specifically designated and reserved for the movement of motor vehicles within the lot from one site to another or from the lot to a public street.

Duplex: A two-family attached residential use in which the dwelling units are located on individual platted lots, and which share a common wall (including without limitation the wall of an attached garage or porch) and in which each dwelling unit has living space on the ground floor and a separate, ground floor entrance.

Dwelling: A building or portion thereof inclusive of "residence" defined as providing complete living facilities; inclusive of eating sleeping and bath facilities.

Dwelling, manufactured home: see mobile home.

Dwelling, mobile home: See mobile home.

Dwelling, modular unit: A factory-fabricated transportable building designed to be used by itself or to be incorporated with similar units at a building site into a modular structure that will be a finished building placed in a fixed location on a permanent foundation (ie. conventional basement or crawl space foundation) incorporating a system of supports, including piers. The term is intended to apply to major assemblies, and does not include prefabricated panels, trusses, plumbing trees and other prefabricated sub-elements incorporated into a structure at the site. For the purpose of this ordinance, a modular unit shall be deemed a Single family dwelling and shall not be deemed a Manufactured home.

Dwelling, Multi-Family: Inclusive of "apartments", "condominiums" and "townhouses" as a residence designated for occupation by three (3) or more families with separate living facilities for each.

Dwelling, Single-Family: A detached residence designed for occupation by one (1) family only.

Dwelling, single family attached: A group of two (2) or more single family dwelling units which are generally joined to one another by a common party wall, a common floor/ceiling and/or connecting permanent structures such as breezeways, carports, garages or screening fences or walls, whether or not such a group is located on a single parcel of ground or on adjoining individual lots. Each unit on a lot shall have its own outside entrance(s); architectural facades or treatment of materials shall be varied from one unit to another; and no more than two (2) abutting units in a row shall have the same rear and front setbacks, with a minimum setback offset being two and one half (2 1/2) feet unless otherwise approved by the Planning Coordinator. For the purpose of this ordinance, dwellings such as a semidetached, garden court dwelling, patio house, zero lot line dwelling, City house, duplex and two-family dwelling shall be deemed a single family attached dwelling.

Dwelling, single family detached: A single family dwelling unit which is entirely surrounded by open space or yards on the same lot. Such dwelling unit may include rental space for occupancy by not more than two (2) persons unrelated to the resident family, provided that such rental space does not include separate kitchen facilities or a separate entrance for the exclusive use of the renters.

Dwelling, townhouse: An attached residence located on an individually platted lot, in which each dwelling unit shares a common wall (including without limitation the wall of an attached garage or porch) with at least one (1) other dwelling unit, and in which each dwelling unit has living space on the ground floor and a separate, ground floor entrance.

Dwelling, Two-Family: Inclusive of "duplex" defined as a residence designed for occupation by two (2) families only with separate living facilities for each.

Dwelling unit: One (1) or more rooms in a residential building or residential portion of a building which are arranged, designed, used or intended for use as a complete, independent living facility for one (1) family, and which include permanent provisions for living, sleeping, eating, cooking and sanitation.

Easement: A right created by an express or implied agreement of one (1) owner of land to make lawful and beneficial use of the land of another for a special purpose not inconsistent with any other uses already being made of the land.

Egress: An exit.

Elderly housing: A structure, typically containing multi-family dwelling units, where the occupancy of the dwellings are restricted to persons 60 years of age or older, or couples where either the husband or wife is 60 years of age or older and which meets the Fair Housing Amendments Act of 1988 for elderly housing. Such a structure may consist of individual dwelling units, community dining areas, common recreation areas, special support services and limited medical or nursing care.

Electric Fence: A fence designed to carry an electric current which is used for security or for establishing a boundary for a private or commercial property. An electric fence designed solely for the protection or herding of animals is not considered an electric fence for the purposes of this Ordinance.

Engineer: A professional who is registered with the State of North Carolina as a professional engineer.

Enlargement: An increase in the size of an existing structure.

Extraterritorial Area: Inclusive of "extraterritorial district", "extraterritorial planning area" and "extraterritorial planning district" meaning the properties or land beyond the corporate limits of Washington County, adopted in accordance with the North Carolina General Statutes 160A-360.

Facade: The exterior walls of a building exposed to public view or that wall viewed by persons not within the building.

Family: One (1) or more persons occupying a premise(s) or residence, living as a single housekeeping unit as distinguished from a group occupying a boarding house, fraternity, sorority or transient resident(s) (such as motel, hotel occupants)

Family day home: A child day program offered in the residence of the provider or the home of any of the children in care for one (1) through twelve (12) children under the age of thirteen (13), exclusive of the provider's own children and any children who reside in the home, when at least one (1) child receives care for compensation.

Fast food restaurant: Any establishment which provides as a principal use wrapped and/or packaged food and drink which is ready for consumption, either on or off-the premises.

Fence: An artificially constructed barrier of any material or combination of materials erected to enclose, screen or separate areas.

Financial institution: Any building where the primary occupation is concerned with such State regulated businesses as banking, savings and loans, loan companies and investment/securities companies. However, for the purpose of this ordinance, any financial institution having a drive-in

window(s) shall be deemed a Drive-in bank as defined herein.

Flood (100-Year) or Base flood: The flood having a one percent chance of being equaled or exceeded in any given year.

Floodplain: All land areas in and adjacent to streams and water courses subject to continuous or periodic inundation from flood events as designated by the United States Department of Housing and Urban Development (HUD), or the Federal Emergency Management Agency (FEMA), and/or the United States Geological Survey.

Floor area, gross: The sum of the total horizontal areas of all floors of all buildings on a lot, measured from the interior faces of exterior walls. The term "gross floor area" shall include basements; elevator shafts and stairwells at each story; floor space used for mechanical equipment with structural headroom of six (6) feet, six (6) inches or more; penthouses, attic space, whether or not a floor has actually been laid, providing structural headroom of six (6) feet, six (6) inches or more; interior balconies; and mezzanines.

Floor area, net: The total floor area designed for tenant occupancy of all floors of all buildings on a lot, measured from the center line of joint partitions to the interior faces of exterior walls, which excludes areas designed for permanent uses such as toilets, utility closets, corridors for pedestrian or vehicle through traffic, enclosed parking areas, meters, rooftop mechanical structures, mechanical and equipment rooms, fire exits, stairwells, elevators and escalators. For the purposes of this ordinance, the term "net floor area" shall not include outdoor display areas for the sale, rental and display of recreational vehicles, boats and boating equipment, trailers, horticultural items, farm or garden equipment and other similar products.

Floor area ratio: The ratio determined by dividing the gross floor area of all buildings on a lot by the area of that lot.

Foster home: A residence in which any child, other than a child by birth or adoption, resides as a member of the household and has been placed therein.

Fraternity house: A dwelling or dwelling unit maintained exclusively for fraternity members and their guests or visitors and affiliated with an academic or professional college, university or other institution of higher learning.

Frontage: The distance between the two (2) side lot lines as measured along the front setback line.

Funeral home: A building used for the preparation of the deceased for funeral and the ceremonies connected therewith before burial or cremation.

Garage, private: An accessory building designed and used only for storage purposes which is owned and/or by the occupants of the building to which it is accessory.

Garage, public: A building, or portion thereof, other than a private garage, designed or used primarily for equipping, servicing, repairing, renting or selling motor driven vehicles and accessories.

Garage, commercial parking or storage: A building, or portion thereof, designated or used exclusively for the parking or storage of vehicles for a fee, but within which no licensed and operable passenger vehicles are serviced, repaired, equipped or sold.

Garage/yard sale: Any on-premises sale of goods operated out of a one-family, two-family or multi-family dwelling.

Geometric design: The dimensions and arrangements of the visible features of a roadway. These include pavement widths, horizontal and vertical alignment, slopes, channelization, interchanges, and other features the design of which significantly affects traffic operation, safety and capacity.

Golf course: Land, whether publicly or privately owned, on which the game of golf is played, including accessory uses such as golf driving ranges and buildings customary thereto.

Golf driving range: A practice range for hitting golf balls from a common tee-off area, and for purposes of this ordinance, not operated in conjunction with a golf course or country club.

Grade: A horizontal reference plane representing the average of finished ground level adjoining a building at all exterior walls; also referred to as Grade plane.

Grade, finished: The final elevation of the ground surface after development.

Gross leasable area: The total area for which the tenant pays rent and which is designed for the tenant's occupancy and exclusive use, exclusive of public or common areas such as utility rooms, stairwells, malls, etc.

Gross site area: The total area measured in acres within the boundaries of a given parcel of land. See also Net developable area which is a subset of Gross site area.

Guest house: Dwelling or lodging units for a temporary or non-paying guest or guests in an accessory building. No such quarters shall be occupied by the same guest or guests for a period of time of more than three (3) months in any twelve (12) month period, and no such quarters shall be rented, leased, or otherwise made available for compensation of any kind.

Hardship, inordinate: To establish a case of "inordinate hardship," the applicant shall submit evidence that the strict conformance to any of the provisions of this zoning ordinance would burden the applicant, whereby the applicant cannot make reasonable economic use of the property due to such regulations. Such evidence may include proof of consideration of plans for construction, attempts to sell, rent or lease the property and information regarding annual income and expenses. Any hardship created by action of the applicant shall not be considered in reviewing any application.

Height, building: The vertical distance to the highest point of the roof for flat roofs; to the deck line of mansard roofs; and to the average height between eaves and the ridge for gable, hip and gambrel roofs measured from the curb level if the building is not more than ten (10) feet distance from the front lot line, or from the Grade in all other cases.

Historic area or district: An area or existing site containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community of such significance as to warrant conservation and preservation.

Historic preservation: The protection, rehabilitation and restoration of districts, sites, buildings, structures and artifacts significant in — American history, architecture, archaeology or culture.

Homeowners association: A community association internally organized in a specific development in which individual owners share common interests in open space or facilities.

Home Occupation: An occupation for gain conducted in a residence by a person or family residing therein.

Home Professional Office: The office, studio or occupational room of a doctor, dentist, architect, musician, tutor, instructor, professional engineer or surveyor, attorney, realtor or insurance agent or

similar professional person(s) providing services when:

- (a). such use is conducted within a residence occupied by the practitioner,
- (b). no other persons are engaged in the occupation, and
- (c). there is no display of goods or of advertising, other than an identification sign.

Hospital: Any institution receiving in-patients and rendering medical, surgical or obstetrical care, to include general hospitals and specialized institutions in which care is oriented to cardiac, eye, ear, nose, throat, psychiatric, pediatric, orthopedic, skin and cancer and obstetric cases.

Hotel: Inclusive of "motel", "tourist home" and "boarding house" defined as a commercial structure in which sleeping accommodations are provided and offered to transient visitors for compensation.

Housing: See Dwelling.

Industrial, heavy: Land use classification consisting of, but not limited to, large manufacturing operations, heavy equipment facilities, construction and maintenance yards, businesses which store, process or distribute fuel in containers (i.e. propane) and other basic intensive industrial activities that typically impose significant impacts on adjacent uses (i.e. noise, light, air, water, waste treatment and traffic generation).

Industrial, light: Land use classification consisting of, but not limited to, light manufacturing, fabricating, processing, wholesale distributing and warehousing uses appropriately located for access by highways. These uses are typically less intensive in nature than heavy industrial uses and pose only minor impacts on adjacent uses (i.e. noise, light, air, water, waste treatment and traffic generation).

Industrial park: A planned development of a tract of land with two (2) or more separate industrial buildings. Such development is planned, designed, constructed and managed on an integrated and coordinated basis with special attention given to on-site vehicular circulation, parking, utility needs, building design and orientation and open space.

Ingress: Access or entry.

Institutional home: A facility providing assisted community living for more than eight (8) persons deemed as indigent, orphaned or the like.

Institutional use: A nonprofit corporation or a nonprofit establishment whose purpose is of a civic, educational, charitable, religious or philanthropic nature.

ITE: Institute of Traffic Engineers.

Junk: Dilapidated and inoperative automobiles, trucks, tractors, and other such vehicles and parts thereof, dilapidated wagons and other kinds of vehicles and parts thereof, discarded appliances, scrap building material, scrap contractor's equipment, tanks, casks, cans, barrels, boxes, drums, piping, bottles, glass, wood scraps, old iron, machinery, rags, paper, excelsior, hair, mattresses, beds or bedding or any other kind of scrap or waste material which is stored, kept, handled or displayed.

Junk vehicle: Any motor vehicle, trailer or semi-trailer which is either inoperable or unfit for licensing and which by virtue of its condition may not be feasibly restored. In addition, any vehicle may be presumed to be a junk vehicle when State inspection stickers are not displayed or have been expired for more than ninety (90) days.

Junk Yard: Inclusive of "salvage yard" as a location for indoor and/or outdoor storage, sale or resale

of junk including scrap material of metal, rags, paper, lumber, structural steel, equipment or assortment thereof or for the dismantling, demolition and/or abandonment of automobiles, boats and other vehicles or machinery.

Jurisdiction: The area within the corporate boundary of the County of Washington.

Kennels: A fenced in or enclosed structure or structures, facility or facilities in which actual or intended use is to domicile more than four (4) dogs or other domesticated animals.

Landfill: A land depository, excavation, or area operated in a controlled manner by a person or business entity, for the dumping of debris or inert material other than clean dirt; or a disposal site operated by means of compacting and covering solid waste at least once a day with an approved material. This term is intended to include both debris landfills and sanitary landfills.

Landscape Architect: Any professional who is registered with the State of North Carolina's Department of Professional and Occupational Registration as a Landscape Architect.

Landscaping: The improvement of a lot with grass, shrubs, trees, other vegetation and/or ornamental objects. Landscaping may include pedestrian walks, flower beds, ornamental objects such as fountains, statues and other similar natural and artificial objects designed and arranged to produce an esthetically pleasing effect.

Land surveyor: Any professional who is registered with the State Department of Professional and Occupational Registration as a Land Surveyor.

Laundromat: An establishment providing washing, drying or dry cleaning machines on the premises for rental use to the general public for family laundering or dry cleaning purposes.

Level of service: A qualitative measure that represents the collective factors of speed, travel time, traffic interruptions, freedom to maneuver, safety, driving comfort and convenience, and operating costs provided by a highway facility under a particular volume conditions.

Loading space: A space, within a building or on the premises, providing for the standing, loading or unloading of vehicles.

Lot: Inclusive of "parcel" denoting a land of sufficient size to meet minimum, Zoning requirements for use, coverage and area and to provide such yards and other open spaces as are required herein. Such lot may consist of the following:

- (a). single lot of record;
- (b). portion of a lot of record;
- (c). combination of complete lots of record, of complete lots of record and portions of lots of record or of portions of lots of record; or
- (d). parcel of land described by metes and bounds, provided that in no case of division or combination shall any residual lot or parcel be create which does not meet the requirements of this Ordinance.

Lot area: The total horizontal area measured in the horizontal plane included within the lot lines of a lot.

Lot, Corner: A lot which occupies the interior angle at the intersection of two (2) street lines which make an angle of more than forty-five (45) degrees and less that than one-hundred, thirty-five (135) degrees with each other. The street line forming the least frontage shall be deemed the front of the lot except where the two (2) street lines are equal, in which case the owner shall be required to met the applicable standards of this Ordinance.

Lot Coverage: That portion of the lot that is covered by buildings and structures.

Lot Depth: The mean arithmetic horizontal distance between front and rear lot lines.

Lot, flag: A lot where only a portion of the lot fronts on or abuts a public street and the remainder of the lot is located behind an adjacent lot (see also Lot, pipestem).

Lot, interior: Any lot, including a through lot, other than a corner lot.

Lot line: Any boundary of a lot as defined herein. Where applicable, a lot line shall coincide with a Street line or Right-of-way line. Where a lot line is curved, all dimensions related to said lot line shall be based on the chord of the arc.

Lot line, front: A line which is contiguous to the street boundary of a lot; or, in the case where a lot does not abut a street other than by its driveway, or is a through lot, that lot line which runs generally parallel to and /or in front of the principal entrance of the main building on the lot.

Lot line, rear: That lot line that is most distance from, and is most nearly parallel with, the front lot line. If a rear lot line is less than ten (10) feet in length, or if the lot comes to a point at the rear, the rear lot line shall be deemed to be a ten (10) foot line parallel to the front lot line, lying wholly within the lot for the purpose of establishing the required minimum rear yard.

Lot line, side: A lot line which is neither a front lot line nor a rear lot line as defined herein.

Lot, minimum area of: The smallest lot area established by the Zoning Ordinance on which a use or building may be located in a particular zoning district.

Lot, nonconforming: An otherwise legally platted lot that does not conform to the minimum area or width requirements prescribed in this Zoning Ordinance for the district in which it is located, either at the effective date of the Ordinance or as a result of subsequent amendments to the Ordinance.

Lot, pipestem: A lot approved which does not abut a public street other than by its driveway which affords access to the lot (see also Lot, flag).

Lot of Record: A lot which is a part of a subdivided plat which has been recorded in the Office of the Register of Deeds of Washington County no later than the day of the adoption of this Ordinance, or a lot described by metes and bounds, the description of which has been recorded by the aforementioned time.

Lot, reverse frontage: A residential through or corner lot, intentionally designed so that the front lot line faces a local street rather than facing a parallel major thoroughfare.

Lot size requirements: Restrictions on the dimensions of a lot, to include a specified zoning district size, lot area and lot width, all established to limit the minimum size and dimension of a lot in a given zoning district.

Lot, through: An interior lot, but not a corner lot, abutting on two (2) or more public streets.

Lot Width: The arithmetic mean horizontal distance between side lot lines].

Mall: A shopping center where stores on both sides of a pedestrian way which may be enclosed or open.

Manufactured home: See Dwelling, manufactured home.

Manufacturing: The processing, fabrication, assembly, distribution or production of goods such as,

but not limited to: scientific and precision instruments, photographic equipment, communication equipment, computation equipment, household appliance, toys, sporting and athletic goods, glass products made of purchase glass, electric lighting and wiring equipment, industrial controls, radio and TV receiving sets, optical goods and electrical machinery.

Marina, commercial: A marina designed and operated for profit, or operated by any club or organized group where hull and engine repairs, boat and accessory sales, packaged food sales, eating establishments, personal services, fueling facilities, storage and overnight guest facilities or any combination of these are provided.

Marina, private: A marina designed and intended to be used for mooring of boats by residents of the general neighborhood with no commercial facilities other than those necessary for minor servicing or repair.

Marquee: A permanent roof-like structure projecting over an entrance.

Mini-warehouse: A building consisting of individual, small, self-contained units that are leased for the storage of household goods, business goods or contractors' supplies.

Mobile Home: A portable manufactured housing unit designed for transportation on its own chassis and placement on a temporary or semi-permanent foundation having a measurement of over thirty-two (32) feet in length and over eight (8) feet in width. As used in this article, mobile home also means a double-wide mobile home which is two (2) or more portable manufactured housing units designed for transportation on their own chassis and which connect on site for placement on a temporary or semi-permanent foundation having a measurement of over thirty-two (32) feet in length and over eight (8) feet in width.

Mobile Home Park: A place or tract of land maintained, offered or used for the parking of at least five (5) mobile homes used or intended to be used for living and/or sleeping purposes.

Modular Home: A factory-fabricated, transportable building (or building section) designed to be permanent, whether as one (1) unit or joined with similar units into a modular whole, placed on a permanent foundation and used for residential purposes. For the purpose of this Ordinance, such will be treated the same as conventional housing.

Motel: A building or portion thereof or a group of buildings which provide sleeping accommodations in six (6) or more separate units or rooms for transients on a daily, weekly, or similar short-term basis, whether such establishment is designated as a hotel, inn, automobile court, motel, motor lodge, tourist cabin, tourist court, tourist home or otherwise. A hotel or motel shall be deemed to include any establishment which provides residential living accommodations for transients on a short-term basis, such as an apartment hotel.

Net developable area: The land deemed most suitable for development within a given area or parcel. It is calculated by subtracting the critical environmental areas within the area or parcel that should be protected from development and the estimated right-of-way requirements from the total gross area. The result is the net developable area, which provides a realistic measure of land holding capacity for an area or parcel in the City. (Refer to illustrative example of the net developable area calculation in the Appendix of the Zoning Ordinance.)

Nightclub: A place of assembly that provides exhibition, performance or other forms of entertainment, serves food and/or alcoholic beverages; and provides music and space for dancing.

Nonconforming lot: A lot, the area, dimension or location of which was lawful prior to the adoption, revision or amendment of the Zoning Ordinance, but which fails by reason of such adoption, revision or amendment to conform to the present requirements of the zoning district in which it is located.

Nonconforming Use: Any structure and/or use of land which does not conform with the permitted uses for the Zoning district in which it is located, either at the effective date of this Ordinance or as a result of subsequent amendments to this Ordinance.

Notice, public: The advertisement of a public hearing in a newspaper of general circulation in the area, indicating the time, place and nature of a public hearing as required by the Code of North Carolina, 1950, as amended.

Nursery school: A private school program, as recognized and accredited by the State Board of Education, operated for the purpose of providing training, guidance, education and/or care for children below the age of compulsory school attendance, separated from their parents or guardians during any part of the day other than from 6pm to 6am.

Nursing Home: Inclusive of "convalescent home", "rest home" or "elderly home" described as a health facility where persons are housed and furnished with meals and continuing nursing care for compensation either on a part-time or full-time basis.

Office: Any room, studio, clinic, suite or building wherein the primary use is the conduct of a business such as accounting, correspondence, research, editing, administration or analysis; or the conduct of a business by salesmen, sales representatives or manufacturer's representatives; or the conduct of a business by professionals such as engineers, architects, land surveyors, artists, musicians, lawyers, accountants, real estate brokers, insurance agents, dentists or physicians, urban planners and landscape architects. For the purpose of this ordinance, an office shall not involve manufacturing, fabrication, production, processing, assembling, cleaning, testing, repair or storage of materials, goods and products; or the sale and/or delivery of any materials, goods or products which are physically located on the premises. An office shall not be deemed to include a veterinary clinic.

Off-site: Any area outside the boundary of a lot.

Off-street loading space: A space or berth used for the loading or unloading of commercial vehicles that is directly accessible to an access aisle, and which is not located on a dedicated street right-of-way.

Off-street parking space: A temporary storage area for a motor vehicle that is directly accessible to an access aisle, and which is not located on a dedicated street right-of-way.

On-site: That area which is within the boundary of a lot.

Open space: That area intended to provide light and air, and is designed for either scenic or recreational purposes. Open space shall, in general, be available for entry and use by the residents or occupants of the development, but may include a limited proportion of space so located and treated as to enhance the amenity of the development by providing landscaping features, screening for the benefit of the occupants or those in neighboring areas, or a general appearance of openness. Open space shall not include driveways, parking lots, or other vehicular surfaces, any area occupied by a building, or areas so located or so small as to have no substantial value for the purpose stated in this definition.

Open space, common: All open space that is designed and designated for use and enjoyment by all residents or occupants of the development or by the residents or occupants of a designated portion of the development. Common open space shall represent those areas not to be dedicated as public lands and rights of way, but which are to remain in the ownership of a homeowners association or of a condominium in accordance with the provisions set forth in this ordinance. Pedestrian paths and sidewalks may be included in the calculation of required common open space. Vehicular travel ways, parking lots and individual private yards within the area of platted residential lots may not be included in the calculation of required common open space.

Open space, dedicated: All open space which is to be dedicated or conveyed to the City or an appropriate public agency, board, or body for public use as open space.

Open space, landscaped: That open space within the boundaries of a given lot that is designed to enhance privacy and the amenity of the development by providing landscaping features, screening for the benefit of the occupants or those in neighboring areas, or a general appearance of openness. Landscaped open space may include, but need not be limited to lawns, decorative planting, flower beds, sidewalks/walkways, ornamental objects such as fountains, statues and other similar natural or artificial objects, wooded areas and water courses, any or all of which are designed and arranged to produce an esthetically pleasing effect within the development. Landscaped open space may be either Common or Dedicated open space as defined herein.

Outdoor Display: To show, exhibit or make visible goods or merchandise for sale.

Outdoor Storage: The holding, keeping or storage, in an unroofed area, of any goods, junk, materials, merchandise or vehicles in the same place for more than twenty-four (24) hours. All outdoor storage shall be required to be enclosed by a fence, wall, landscaped berm, or other suitable and appropriate method.

Overlay District: A zoning district superimposed on one or more underlying zones, that imposes additional requirements above those required by the underlying zoning district.

Owner: Any individual, firm, association, syndicate, partnership or corporation having sufficient proprietary interest to the land in question (i.e. holder of legal title or the lessee of the land in question having a remaining term of not less than thirty (30) years).

Parking bay: A combined travel way and parking area developed as a private improvement designed to provide necessary and sufficient vehicular access and off-street parking service to a private development. Spaces with parking bays are normally oriented perpendicular to the line of travel in the travel way. A parking bay may be either single-loaded (parking only on one side of the travel way) or double loaded (parking on both sides of the travel way).

Parking garage: An off-street, single or multi-level building used for the temporary parking of motor vehicles.

Parking lot: An area containing one (1) or more spaces for the purpose of temporary, daily or overnight off-street parking. A parking lot shall include automobile and truck display lots, lots for the display of other types of vehicles, lots for the storage of vehicles and commercial parking lots.

Parking, off-street: Any space specifically allotted to the parking of motor vehicles as an accessory use. For the purpose of this ordinance, such space shall not be located in a dedicated right-of-way, a travel lane, a service drive, nor any easement for public ingress or egress.

Parking space: The area required for parking one (1) automobile which shall be a minimum of nine (9) feet wide and eighteen (18) feet long, not including passageways.

Parking unit, private: A self-contained and privately maintained area accessed by a public street but allowing no through traffic routes and providing such off-street parking as may be required under this chapter for the building served. Said parking unit may be entered by a private drive from the public street, provided, that such drive offers adequate ingress and egress for emergency vehicles and otherwise complies with acceptable City standards.

Performance standards: A set of criteria or limits relating to nuisance elements, which a particular use or process, may not exceed.

Person: A public or private individual, group, company, firm, corporation, partnership, association,

society, joint stock company, or any other combination of human beings whether legal or natural.

Personal service establishment: Any building wherein the primary occupation is the repair, care of, maintenance or customizing of personal properties that are worn or carried about the person or are a physical component of the person. For the purpose of this ordinance, personal service establishments shall include but need not be limited to barber shops, beauty parlors, pet grooming establishments, laundering, cleaning and other garment servicing establishments, tailors, dressmaking shops, shoe cleaning or repair shops, and other similar places of business.

Pharmacy: A store where the primary area is utilized for the filling of medical prescriptions and the sale of drugs, medical devices and supplies, nonprescription medicines, and hygienic supplies.

Plan of development: A sketch of the site drawn to scale, showing the dimensions and acreage of the property, and approximate location of buildings, roads, parking areas and landscaping, the number of dwelling units or commercial or other types of buildings and other information essential for determining whether the provisions of this ordinance are being observed, such as pertinent site engineering data.

Plat: A drawing, map or plan for a parcel of land or subdivision, or rearrangement, revision of re-subdivision of land.

Porch: A roofed open area, which may be glazed or screened, usually attached or made a part of and with direct access to or from a building.

Premises: A lot, together with all buildings or structures occupying it.

Principal building: A building in which is conducted the principle use of the lot on which it is located.

Principal Use: The principal or primary use for which a lot or the main structure thereon is designed, arranged or intended and for which it is or may be used, occupied or maintained.

Private club: An association organized and operated on a non-profit basis for persons who are bona fide members paying dues, from which the association owns or leases premises, the use of which premises is restricted to such members and their guests, and which manages the affairs of such association by and through a board of directors, executive committee, or similar body chosen by the members. Food, meals and beverages may be served on such premises, provided adequate dining space and kitchen facilities are available.

Pro-rata share: The payment of a subdivider or developer of land for his share of the cost of providing reasonable and necessary drainage or utility facilities located outside the property limits of the land owned or controlled by the subdivider or developer of land and necessitated or require, at least in part, by the construction or improvement of his subdivision or development.

Public floor area: The gross building area, as figured on a per-story basis, which clearly serves the general public, such as vestibules and lobbies, corridors, waiting rooms and toilets, servicing areas, and required stairs, ramps and elevators. Employee-oriented areas, such as kitchens and freezer rooms, storage, maintenance and service areas, shall not apply. Unfinished areas shall be included and figures on the basis of potential use.

Public use: Any area, building or structure held, used or controlled exclusively for public purposes by any department or branch of the County of Washington, State government, Federal government, without reference to the ownership of the building or structure or of the realty upon which it is situated.

Quorum: A majority of the full authorized membership of an agency, board or commission.

Recycling center: A facility in which used material is separated and processed prior to shipment to other facilities that will use those materials to manufacture new products.

Refuse: Waste materials including ashes, garbage, rubbish, junk, industrial waste, dead animals and other solid waste materials, including salvageable waste.

Rehabilitation: The upgrading of a building previously existing in a dilapidated or substandard condition, for human habitation or use.

Renovation: The upgrading of a building.

Repair service establishment: Any building containing no more than 5,000 square feet of net floor area wherein the primary occupation is the repair and general service of common home appliances such as musical instruments, sewing machines, televisions and radios, washing machines, vacuum cleaners, power tools, electric razors, refrigerators and lawn mowers; or any building wherein the primary occupation is interior decorating, to include reupholstering and the making of draperies, slipcovers and other similar articles, but not to include furniture or cabinetmaking establishments.

Research laboratory: An establishment or other facility for carrying on an investigation into a neutral, physical or social science, or engineering and development as an extension of investigation with the objective of creating end products.

Restaurant: Establishment in which the principle activity is the sale of food and beverages for consumption on the premises.

Restaurant, drive-thru: An establishment where food and drink are prepared and served for consumption primarily within the principal building, exclusive or drive-thru facilities.

Restoration: The replication or reconstruction of a building's original architectural features.

Retail sales establishment: Any building wherein the primary occupation is the sale of merchandise in small quantities, either in broken lots or parcels, not in bulk, for use or consumption by the immediate purchaser. For the purpose of this ordinance, however, retail sales establishments shall not be interpreted to include Automobile-oriented uses.

Retaining wall: A structure constructed to hold back or support an earthen bank.

Review board: Refer to the Tourism Corridor Review Board, the appointed body which contributes to the administration of the Tourism Corridor Overlay District.

Review commission: The Commission of Architectural Review, the appointed body, which contributes to the administration of the Historic Preservation Overlay District.

Right-of-way lines: Lines which separate private property from dedicated public property containing or proposed to contain publicly-owned street surfaces, curb and gutter, sidewalks and planted strips. Where a public street is designated on the major thoroughfare plan, all requirements of this chapter, which relate to rights-of-way shall be measured from the indicated proposed right-of-way lines.

Rooming house: see Boardinghouse.

Salvage yard: Any space or area or portion of lots used for the storage, sale, keeping or abandonment of junk or waste materials, including used building material, for the dismantling, demolition, sale or abandonment of automobiles and other vehicles, machinery or parts thereof.

Sanitary landfill: A disposal facility for solid waste so located, designed and operated that it does not pose a substantial present or potential hazard to human health or the environment, including pollution

of air, land, surface water or groundwater.

Setback: In this ordinance, the term setback is not used; as such term represents a distance that is established in like manner as that for a Yard in the minimum yard requirements.

School: Any building or part thereof, which is designed, constructed, or used for education or instruction in any branch of knowledge.

Screening: A method of visually shielding or obscuring one abutting or nearby structure or use from another by fencing, walls, berms, or densely planted vegetation.

Service Station: Inclusive of "gas station" and "filling station" as a building or lot dedicated to the rendering of automotive services such as the sale of gasoline, oil, grease and accessories and the minor repair of automobiles such as tune-ups, brake adjustment and tire changes and excluding body working, overhauling, painting and other specialized services.

Shopping Center: Inclusive of "convenience center", "shopping mall" and "commercial center" defined as more than two (2) commercial establishments planned and constructed as a single unit with off-street parking and loading facilities provided on the property and related in location, size and type of shops to the general trade area in the vicinity.

Shrink-swell soil: Expansive and contracting soil composed largely of clay and as further defined by geotechnical evaluation of soils subject to land development activity in the City. The soil will expand generally in an upward direction when water from any source is interspersed into a shrink/swell soil. When a shrink/swell soil dries, cracks and voids are sometimes created between the soil and constructed footings, which can subsequently lead to foundation settlement.

Sign: A device (stationary or transportable) designed to inform, direct or attract the attention of persons not on the premises on which the sign is located as spelled out in Section 8.4.

Site plan: A required submission, prepared and approved in accordance with the provisions of Article 10 of this ordinance, which is a detailed engineering drawing of the proposed improvements required in the development of a given lot or lots.

Special exception: A yard exception or height exception specifically listed in the Zoning Ordinance which may be permitted in a specified district or in all districts in accord with terms of the Ordinance by the Board of Adjustment under certain conditions, such conditions to be determined in each case by the terms of this ordinance and by the Board of Adjustment.

Special use: A use that, owing to some special characteristics attendant to its size, siting, intensity, operation or installation, is permitted in a district after site specific review and subject to special conditions approved by the Board of Commissioners.

Spot zoning: Rezoning of a lot or parcel of land for a use incompatible with surrounding land uses, without reference to the land use plan. According to Section 15.2-2280 of the North Carolina Code, spot zoning is illegal "when the zoning ordinance is designed solely to serve the private interests of one or more landowners: but, if the legislative purpose is to further the welfare of the entire county or city as part of an overall zoning plan, the ordinance does not constitute illegal spot zoning."

Stadium: A large open or enclosed place used for games and major events and partly or completely surrounded by tiers of seats for spectators.

Storage yard: The use of any space, whether inside or outside a building, for the storage or keeping of construction equipment, machinery, vehicles or parts thereof, boats and/or farm machinery, and inventory which, due to its physical character, is not normally stored within a structure.

Story: That part of a building between the level of one (1) finished floor and the level of the next higher finished floor or, if there is no higher finished floor, then part of the building between the level of the highest finished floor and the top of the roof beams.

Street: A dedicated and accepted public right-of-way for vehicular traffic, which affords the principal means of access to abutting property.

Street, arterial: A street which carries the major portion of the trips entering and leaving an urban area, as well as the majority of through movements desiring to bypass the central business area of the County. Because of the nature of travel served by an arterial street, almost all fully and partially controlled access streets are a part of this functional class, including freeways, major thoroughfares, and expressways. Arterial streets are public.

Street, collector: A street which provides for principal internal movements at moderate operating speeds within residential developments, neighborhoods, and commercial or industrial districts. It also provides the primary means of circulation between adjacent neighborhoods and can serve as a local bus route. A collector street functions to distribute trips from arterial streets to local and other collector streets. Conversely, it collects traffic from local streets and channels it into the arterial system. The collector street provides for the dual purpose of serving both individual property access and local traffic movement. Collector street are public.

Street, cul-de-sac: A street with a common ingress and egress and with a turnaround at the end.

Street line: The dividing line between a street and a lot. This term may be used synonymously with the right-of-way line of a public street, or the curb line of a parking bay, travel lane or private street.

Street, local: A street which primarily provides direct access to residential, commercial, industrial or other abutting property. The local street system includes all facilities not classified as a principal arterial, minor arterial or collector street. A local street offers the lowest level of mobility and may not serve a bus route. Overall operating speeds are low in order to permit frequent stops or turning movements.

Street, principal highway: Any highway so classified by the North Carolina Department of Highways and Transportation, which serves as a multi-lane arterial devoted purely to traffic movement.

Street, private ("private street"): A local or collector street, not a component of the State or City primary or secondary public road system, which is guaranteed to be maintained by a private corporation or other private entity and is subject to the provisions of this ordinance.

Street, public: A platted County street, dedicated for the use of the general public, graded and paved in order that every person has the right to pass and to use it at all times, for all purposes of travel, transportation or parking to which it is adapted and devoted, and which is maintained by the County.

Street, service drive: A public street paralleling and contiguous to a major thoroughfare, designed primarily to promote safety by providing free access to adjoining property and limited access to major thoroughfares. All points of ingress and egress are subject to approval by County officials as designated in this ordinance.

Street tree: Any tree which grows in the street right-of-way or on private property abutting the street right-of-way.

Structure: That which is built or constructed, the use of which requires permanent location on the ground or attachment to something having a permanent location on the ground.

Subdivider: Any person who subdivides land pursuant to the Subdivision Ordinance of the County of

Washington.

Subdivision: A division of a lot, parcel or tract of land into two (2) or more lots for the purpose, whether immediate or future, of transfer of ownership; or any division of land upon which a street, alley or public right-of-way is involved. The term includes re-subdivision and, where appropriate to the context, shall relate to the process of subdividing or to the land subdivided and solely for the purpose of recordation of any single division of land into two (2) lots, a plat of such division shall be submitted.

Subdivision, cluster: An alternate means of subdividing a lot premised on the concept of reducing lot size, yard and bulk requirements in return for the provision of common open space and recreational improvements within the development. Cluster subdivisions are often permitted at higher net densities in comparison to conventional developments, but leave more open space by reducing lot sizes.

Subdivision, conventional: The subdivision of a lot in accordance with the lot size requirements and bulk regulations specified in the district regulations.

Substantial improvement: Any extension, repair, reconstruction or other improvement of a property, the cost of which equals or exceeds fifty (50) percent of the fair market value of a property before the improvement is started or, if the property has been damaged and is being restored, before the damage occurred.

Temporary structure or building: A structure or building without any foundation or footings and which is removed when the designated time period, activity or use for which the structure or building was erected has ceased.

Theater: A building or structure designed for the enactment of dramatic and other artistic performances and/or showing of motion pictures. For the purpose of this ordinance, a dinner theater shall be deemed a restaurant. A drive-in theater shall be deemed a separate use.

Tourist home: A private residence where, as a subordinate and incidental use occupying less than fifty (50) percent of the primary single-family residential use of the building, temporary accommodations to overnight guests are provided for free.

Townhouse: An attached residence located on an individually platted lot, in which each dwelling unit shares a common wall (including without limitation the wall of an attached garage or porch) with at least one (1) other dwelling unit, and in which each dwelling unit has living space on the ground floor and a separate, ground floor entrance.

TIA: Traffic Impact Assessment. A traffic impact assessment is a formal evaluation of traffic required of developers by the City which is used to provide an efficient means for the incorporation of transportation systems analysis for future development projects, including redevelopment activities.

TSM: Transportation Safety Measures. Transportation safety measures are specific transportation applications designed to reduce the potential number of vehicular accidents at a particular intersection or section of road, street or highway.

Trash: see Refuse.

Travel Trailer: Any structure which:

- (a) consists of a single unit completely assembled at the factory,
- (b) is designed so that the total structure can be transported on its own chassis
- (c) is not over thirty-two (32) feet in length and eight (8) feet in width and

(d). may be used as a dwelling unit

Travel way: A private street which is intended to serve the vehicular access requirements of and provides internal access to a private development. A travel way may incorporate perpendicular or parallel parking.

Tree canopy or tree cover: Shall include all areas of coverage by plant material exceeding five (5) feet in height.

Unrelated person(s): More than one (1) person(s) occupying a dwelling and living as a single housekeeping unit, all of whom are not related by birth, adoption, marriage, guardianship or as distinguished from a family as defined.

Use: Any purpose for which a structure or tract of land may be designed, arranged, intended, maintained or occupied; also, any activity, occupation, business or operation carried on, or intended to be carried on, in or on a structure or on a tract of land.

Variance: A variance is a relaxation of the specific terms of a Zoning Ordinance. A variance may be made where, owing to conditions peculiar to the property - not the result of the actions of the applicant, a literal enforcement of the regulations would result in unnecessary and undue hardship. Variance(s) are granted by the Board of Adjustment who must adhere to certain rules and regulations as set fourth in this Ordinance.

Vehicle service establishment: Buildings and premises wherein mechanical and body work, repair of transmissions and differentials, straightening of body parts, painting, welding or other similar work is performed on vehicles within a completely enclosed structure. Vehicle service establishments shall not be deemed to include Heavy equipment sale, rental and service establishments.

Vehicle sale, rental and ancillary service establishment: Any use of land whereon the primary occupation is the sale, rental and ancillary service of any vehicle in operating condition such as an automobile, motorcycle, truck, trailer, ambulance, taxicab, recreational vehicle, mobile home or boat. For the purpose of this ordinance, vehicle sale, rental and ancillary service establishments shall not be deemed to include Heavy, equipment sale, rental and service establishments.

V/C: Volume to Road Capacity Ratio. In this ratio, volume represents the number of vehicles passing over a given section of a lane or roadway in a given time, which can be one (1) hour or more, and road capacity represents the maximum number of vehicles that can reasonably be expected to pass over a given section of a lane or roadway in one direction, or both directions if so indicated, during a given time (usually one (1) hour) under prevailing roadway and traffic conditions.

Waiver: The ability of the Board of Commissioners, Planning Board or Planning Coordinator, depending upon the circumstance, and the guidance of this Ordinance, to allow an applicant to avoid a regulation when such an opportunity is specifically made available by this Ordinance.

Warehouse: A building used primarily for the holding or storage of goods and merchandise.

Wetlands: An area as identified on the national Inventory of Wetlands or other qualified professional and/or regulated by the Army Corps of Engineers.

Wholesale trade establishment: Any building wherein the primary occupation is the sale of merchandise in gross for resale, and any such building wherein the primary occupation is the sale of merchandise to institutional, commercial and industrial consumers. For the purpose of this ordinance, a warehouse shall not be deemed a wholesale trade establishment.

Written notice: A notification in writing delivered in person to the individual or parties intended; or delivered at, or sent by, certified or registered mail to the last residential or business address of legal

record.

Yard: Required open space unoccupied and unobstructed by any structure or portion of a structure from ground to sky, except as provided herein.

Yard, Front: Required open space across the front of a lot measured from side lot line to side lot line and lying between the front property line and the front building setback line.

Yard, Side: Required open space extending along either side of a lot measured from front setback line to the rear setback line and lying between the side lot line and the side setback line.

Yard, Rear: Required open space extending across the rear of a lot measured from side lot line to side lot line and lying between the rear property line and the rear building setback line. (NOTE: A rear yard may be used for an accessory building provided not structures, temporary or permanent, be constructed within five (5) feet of any property line.)

Zero lot line dwelling: The location of a residential building on a lot in such a manner that one or more of the buildings sides rests directly on a lot line.

Zone: A specifically delineated area or district in the County of Washington, North Carolina within which regulations and requirements uniformly govern the use, placement, spacing and size of land and buildings.

Zoning: The legislative process by which a governing body classifies land within a community in to areas and districts referred to as zones.

Zoning map: The map or maps which are part of the Zoning Ordinance, and delineate the boundaries of each zone.

Zoning text: The text of the Zoning Ordinance containing the terms and conditions of zoning within the County of Washington, North Carolina and setting forth the standards, procedures and requirements.

Article 12 (XII):

Process for the Construction and Operation of Wind Energy Facilities

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WASHINGTON COUNTY, NORTH CAROLINA
AN ORDINANCE ESTABLISHING THE PROCESS FOR THE CONSTRUCTION AND
OPERATION OF WIND ENERGY FACILITIES

1. TITLE

The regulations embraced in this and the following articles constitute what shall be designated “An Ordinance Establishing the Process for the Construction and Operation of Wind Energy Facilities within Washington County.

2. PURPOSE

The purpose of the Ordinance is to provide for the regulation of the construction and operation of Wind Energy Facilities in Washington County, subject to reasonable conditions that will protect the environment, health, safety, and general welfare of the public.

3. DEFINITIONS

Any terms not defined herein shall utilize the definitions set forth in the Washington County Zoning Ordinance.

- A. Applicant** – the person or entity filing a permit application under this ordinance
- B. Environmental Assessment** – a detailed examination of the applicant’s proposal and its local environmental context with an emphasis on avoiding, minimizing, and mitigating adverse impacts.
- C. Facility Operator** –the entity responsible for the day-to-day operation and maintenance of the Wind Energy Facility.
- D. Facility Owner** – the entity or entities having controlling or majority equity interest in the Wind Energy Facility, including their respective successors and assigns.
- E. Participating Landowner** – any landowner under lease or other property agreements with the Facility Owner or Operator pertaining to the Wind Energy Facility
- F. Non-Participating Landowner** – any landowner not under agreement with the Facility Owner or Operator

- G. Occupied Building** – a residence, school, hospital, church, public library, or other building used for public gathering, that is occupied, or in use, when the permit application is submitted.
- H. Public Road** – is a full passage State maintained road.
- I. Shadow Flicker** – the visible flicker effect when rotating turbine blades cast shadows on the ground and nearby structures causing the repeating pattern of light and shadow.
- J. Wind Energy Facility** – an electric generating facility, whose main purpose is to supply electricity; consisting of one or more Wind Turbines and other accessory structures and buildings, including substations, meteorological towers, electrical infrastructure, transmission lines and other appurtenant structures and facilities.
- K. For the purpose of this ordinance, the term “wind energy facility”** does not apply to roof-mounted or building integrated roof mounting systems. Such proposed systems must first meet the required structural construction permit requirements related to the structure to which it is affixed prior to application for this permit to construct a “Wind Energy Facility:
- L. Small Wind Energy Facility** – a single system designed to supplement other electricity sources as an accessory use to existing buildings or facilities, wherein the power generated is primarily for on-site consumption. A small wind energy conversion system consists of a single wind turbine, a tower, and associated control or conversion electronics, which has a total rated capacity of 20 kw or less
- M. Medium Wind Energy Facility** – a wind energy conversion system consisting of one or more wind turbine(s), a tower(s) and associated control or conversion electronics, which has a total rated capacity of more than 20 kW but not greater than 100 kW.
- N. Large Wind Energy Facility** – a wind energy conversion system consisting of one or more wind turbine(s), tower(s), and associated control or conversion electronics, which has a total rated capacity of more than 100 kW.
- O. Wind Power** – the conversion of wind energy into another form of energy
- P. Wind Turbine** – or windmill – a wind energy conversion system that converts wind energy into electricity through the use of a wind turbine generator, and may include a nacelle, rotor, tower, buy wires, and pad transformer.
- Q. Wind Turbine Height** – the distance measured from grade at the center of the tower to the highest point of the turbine rotor or tip of the turbine blade when it reaches its highest elevation.

4. PERMIT REQUIREMENT

No Wind Energy Facility, or addition of a Wind Turbine to an existing Wind Energy Facility, shall be constructed unless a permit has been issued to the Facility Owner or Operator approving construction of the facility under this Ordinance. Permit application of the expansion shall be based on the total rated capacity, including existing facility, but excluding like-kind replacements.

Any physical modification to an existing and permitted Wind Energy Facility that materially alters the size and/or type of Wind Turbines or other equipment shall require a permit modification under this Ordinance. Like-kind replacements shall not require a permit modification.

5. PERMITTED USE

<i>Wind Energy Facility Size</i>	<i>Zoning Districts</i>			
	<i>Agricultural</i>	<i>Residential</i>	<i>Commercial</i>	<i>Industrial/ Manufacturing</i>
Small	Permitted	Permitted	Permitted	Permitted
Medium	Permitted	Special Use	Special Use	Permitted
Large	Special Use	Special Use	Special Use	Special Use

6. PERMIT APPLICATION

The permit application shall contain the following:

- A. A narrative describing the proposed Wind Energy Facility, including an overview of the entire project;
- B. The proposed total rated capacity of the Wind Energy Facility;
- C. The proposed number, representative, types and heights or range of heights of wind turbines to be constructed; including their generating capacity, dimensions and respective manufacturers, and a description of ancillary facilities;
- D. Identification and location of the properties on which the proposed Wind Energy Facility will be located;

- E. A site plan showing the planned location of all wind turbines, property lines, setback lines, access roads, and turnout locations, substation(s), ancillary equipment, building(s), and transmission and distribution lines. The site plan must also include the location of all structures and properties, demonstrating compliance of the setbacks;
- F. Certification of compliance with applicable local, state, and Federal regulations, including but not limited to FAA and FCC regulations;
- G. Other relevant information as may be reasonably requested by Washington County to ensure compliance with the requirements of this Ordinance;
- H. Decommissioning plans that describe the anticipated life of the wind power project, the estimated decommissioning costs in current dollars, the method for ensuring that funds will be available for decommissioning and restoration of the land, and the anticipated manner in which the wind power project will be decommissioned and the site restored;
- I. A surety bond, certified check, or irrevocable letter of credit issued by a bank or other lending institution, in a form approved by the Washington County Attorney, must be posted by the facility owner, payable to the County upon default in an amount determined by the Planning Board to assure installation or decommissioning and restoration. The installation thus guaranteed shall be installed within 12 months in accordance with the NC State Building Code. Decommissioning and restoration must be completed within three (3) years of the application for decommissioning with the possibility of reasonable extensions at the discretion of the Planning Board. If the installation or the decommissioning and restoration have not occurred within the allotted time, the County shall take necessary steps to proceed with the accomplishment and completion of work required, making use of the certified check or calling upon the surety of the bond; or an irrevocable letter of credit, in a form approved by the County Attorney, issued by a bank or other lending institution. A deposit of funds in the escrow may be accepted in lieu of bond, check, or letter of credit under the same terms and conditions.
- J. Documentation of agreement between Participating Landowner(s) and the Facility Owner/Operator of the Wind Energy Facility; and
- K. The signature of the Applicant.

Throughout the permit process, the Applicant shall promptly notify the Washington County Planning Department of any proposed changes to the information contained in the permit application that would alter the impact of the project.

Changes to the approved application that do not materially alter the initial site plan may be adopted administratively.

As described earlier in this ordinance, roof-mounted or building integrated roof mounting systems are subject to approval by the County Building Inspector prior to application for this permit to construct and operate Wind Energy facility.

7. SETBACKS

Minimum Setback Requirements for Wind Energy is calculated by multiplying the required setback number by the Wind Turbine Height and measured in feet from the center of the wind turbine base to the property line, Public Road, or nearest point on the foundation of an Occupied Building: Requirements are:

Facility Type	Occupied Buildings on Participating Landowner Property	Occupied Buildings on Non-Participating Landowner Property	Property Lines on Non-Participating Landowner Property	Public Roads
Small system	0.0	1.5	1.1	1.5
Medium System	1.1	2.0	1.5	1.5
Large System	1.1	2.5	1.5	1.5

Setback provisions may be waived if the following conditions are met:

- A. Adjacent property owners may waive, the setback requirements for Property Lines and/or Occupied Buildings on the Participating Landowner property and/or Non-Participating Landowner property by signing a waiver that sets forth the applicable setback provisions(s) and the proposed changes.
- B. The written waiver shall notify applicable property owner(s) of the setback required by this Ordinance, describe how the Wind Energy Facility is not in compliance, and state that consent is granted for the Wind Energy Facility to waive the setback as required by this Ordinance.
- C. Any such waiver shall be signed by the applicant, the Participating Land Owner(s) and/or Non-Participating Landowner(s), and recorded in the Washington County Registrar of Deeds Office.

8. NOISE AND SHADOW FLICKER

This section shall apply only to Large Wind Energy Facilities.

Noise and shadow flicker issues for Small and Medium Wind Energy Facilities are addressed by setbacks, or will be addressed by an existing noise ordinance.

Audible sound from any Wind Energy Facility shall not exceed fifty-five (55) dBA, as measured at any Occupied Building of a Non-Participating Landowner.

Shadow flicker at any Occupied Building on a Non-Participating Landowner's property caused by any Wind Energy Facility located within 2,500 feet of an Occupied Building shall not exceed thirty (30) hours per year, as determined by WindPRO software developed by EMD International.

- A. Adjacent property owners may waive the noise and/or shadow flicker provisions of this Ordinance by signing a waiver of their rights
- B. The written waiver shall notify applicable property owner(s) of the noise and/or flicker limits required by this Ordinance, describe how the Wind Energy Facility is not in compliance, and state that consent is granted for the Wind Energy Facility to waive noise and/or flicker limits as required by this Ordinance.
- C. Any such waiver shall be signed by the applicant and the Non-Participating Landowner(s) and recorded in the Washington County Registrar of Deeds Office.

9. INSTALLATION AND DESIGN

The installation and design of the Wind Energy Facility shall conform to those of the American National Standards Institute. All structural, electrical, and mechanical components of the Wind Energy Facility shall conform to relevant and applicable local, state, and national codes.

Any on-site collector system shall, to the maximum extent possible, be placed underground.

The visual appearance of Wind Energy Facilities shall at a minimum:

- A. Be a non-obtrusive color such as white, off-white, or gray;
- B. Not be artificially lighted, except to the extent required by the Federal Aviation Administration or other applicable authority that regulates air safety; and,

- C. Not display advertising (including flags, streamers, or decorative items) except for Identification of the turbine manufacturer, facility owner and operator.

10. DECOMMISSIONING

The Wind Energy Facility Owner shall have up to 12 months to complete decommissioning of the Facility if no electricity is generated for a continuous period of 12 months.

Decommissioning shall include the removal off all wind turbines, buildings, cabling, electrical components, roads, and any other associated facilities down to 36 inches below grade.

Disturbed earth shall be graded and re-seeded, unless the landowner requests in writing that access roads or other land surface areas are not to be restored.

11. VIOLATIONS

Upon the finding of any inappropriate or illegal activities on the part of any citizen which would violate the provisions of this Ordinance, the Planning Coordinator shall notify in writing the person(s) responsible for such actions indicating the following:

1. The nature of the violation(s)
2. The actions necessary to correct the violation(s)
3. The date by which corrective actions should be taken and completed
4. Actions which will take place if such corrective action is not taken
5. When such corrective action has not been taken or is deemed inadequate based upon the conditions listed in the Ordinance, an order for the discontinuance of the use or occupation of any land, building, or structure or any illegal additions, alterations, or structural changes thereto may be issued.
6. Any other actions authorized by the Ordinance to ensure compliance with or to prevent violation of any provision

7. Any person violating any provision of this Ordinance shall be guilty of a misdemeanor and upon conviction shall be punished for each offense, by payment of a fine of \$50.00 per offense, or imprisonment not to exceed thirty (30) days. Each day such violation continues shall be deemed to be a separate offense.

Article 13:

Washington County

Solar Energy Development Ordinance ("SORD")

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1. TITLE

This Ordinance, in addition to being adopted as Article 13 of the Zoning Ordinance of Washington County, shall be known as the "Washington County Solar Energy Development Ordinance", and is sometimes referred to hereinafter as the "**SORD**".

2. PURPOSE

The purpose of this SORD is to protect public health and safety by establishing specific and reasonable standards for permitting as a special use, the construction, installation, and operation of commercial energy systems (solar farms) in Washington County.

3. AUTHORITY

This SORD is adopted pursuant to the authority and provisions of NCGS § 153A-121 (General ordinance-making power), NCGS § 160D-702 (Grant of power), and other applicable law, provided however, nothing herein shall be interpreted to conflict with or supersede any provision of NCGS § 153A-144 (Limitations on regulating solar collectors).

4. JURISDICTION

This SORD shall apply to all unincorporated areas of Washington County excluding the extraterritorial jurisdiction of any municipality, unless such municipality adopts this SORD within its jurisdiction as permitted by law.

5. DEFINITIONS

Except as expressly limited herein, the terms, provisions, and definitions provided for under Article 11 (Definitions) of the Zoning Ordinance of Washington County are incorporated herein by reference and apply to this SORD except to the extent of any direct conflict with any specific definitions provided for the following terms, which shall have the following specifically ascribed meanings:

- A. **"Abandonment"** - means if a Solar Farm generates no electricity for a continuous twelve (12) month period, or if any Solar Energy System falls into a state of disrepair for such period, then in either event, such Solar Farm shall be deemed abandoned.
- B. **"Solar Collector"** - means any component, device, structure or any portions thereof for which the primary purpose is the transformation of solar radiant energy into thermal, mechanical, chemical or electrical energy.
- C. **"Solar Energy System"** - means the Solar Collector components and all subsystems thereof including without limitation all equipment, conduits, and any accessory supporting structures or buildings required to convert solar radiant energy into thermal, mechanical, chemical, or electrical energy.
- D. **"Solar Farm"** - except as expressly limited below, means any use of land where a series of one or more Solar Energy Systems or Solar Collectors are placed in an area on a parcel of land for the purpose of generating photovoltaic power, and collectively has a nameplate generation capacity of at least 15 kilowatts (kW) direct current (DC) or more when operating at maximum efficiency. The term Solar Farm is also sometimes referred to as a solar power plant or solar photovoltaic farm.
 - 1. Notwithstanding the foregoing, the term "Solar Farm" shall not include any non-commercial Solar Energy Systems, nor be construed so as to prohibit installation of a Solar Collector that gathers solar radiation as a substitute for traditional energy for water heating, active space heating and/or cooling, passive heating, or generating electricity for a residential property (meaning property where the predominant use is for residential purposes), for a non-solar business (meaning a business not engaged in selling solar energy), or for agricultural farming purposes.

6. GENERAL REGULATIONS

- A. Solar Farms may be allowed in the Residential and Commercial/Industrial Zoning Districts only as a special use, and subject to compliance with all applicable rules, regulations, and laws including without limitation the requirements of this SORD and Article 5 (Special Use Permits) of the Zoning Ordinance of Washington County.
- B. This SORD shall be supplemental to, and shall not abridge any other applicable local, state, or federal rules, regulations, or laws, including without limitation any more restrictive provisions of the Zoning Ordinance of Washington County related to Special Use Permits than set forth within this SORD.
- C. A valid Special Use Permit, Building Permit, Electrical Permit, and ongoing compliance with this SORD is a mandatory requirements for all Solar Farms.

7. PERMIT REQUIREMENTS & PROCEDURES: (GROUND MOUNTED AND ROOF TOP)

- A. A completed Special Use Permit application, including a complete engineered site plan, both complying with all applicable rules, regulations, and laws including without limitation the requirements of this SORD and Article 5 (Special Use Permits) of the Zoning Ordinance of Washington County, shall be submitted to the Planning Department for preliminary review before being submitted to the Washington County Planning Board to take official action thereon in accordance with applicable law.
- B. Before final submission of an application and site plan for official review and action, applicants are encouraged to work closely together with the Planning Department to more fully understand the requirements of this SORD and other applicable laws, to revise their application as deemed necessary or desirable prior to final submission, and to include any and all additional information as part of each application which may assist the Washington County Planning Board in taking official action thereon in accordance with applicable law.
- C. The Washington County Planning Board will conduct a public hearing prior to consideration of any application submitted for a Special Use Permit for a Solar Farm. The record of the public hearing shall be maintained as part of any Solar Farm Special Use Permit.
- D. Upon approval of any Solar Farm Special Use Permit application and site plan, the Washington County Planning Board may approve and authorize the issuance of a Special Use Permit, and also if applicable, any building and/or electrical permits issuance of which was pending approval of any such Special Use Permit.
- E. Solar panel materials shall be UL listed as hereafter amended. Documentation of compliance shall be provided with the seal and signature of a design professional licensed in North Carolina.

- F. Upon completion of site construction, a certified as-built plan by an engineer shall be submitted to the Planning Department and filed with the Register of Deeds. This as-built plan shall receive approval by the permitting staff prior to final inspection and prior to issuance of any Certificate of Occupancy and/or the notice to proceed to any Utility provider.

8. APPLICATION REQUIREMENTS:

All applications and plans shall include all the following:

- A. Name of the project, names and addresses of the owner(s), and the engineers and surveyors.
- B. Date, scale and accurate North arrow.
- C. Boundaries and actual dimensions and shape of parcel, including total acreage, with bearings and distances.
- D. Site plan showing streets, circulations, driveways, service buildings, easements, arrangement of solar panels and streets; also fencing, gates and vegetative buffer.
- E. Horizontal and vertical (elevation) to scale drawings with dimensions that show the location of the solar panels and system on the property.
- F. Vicinity map showing the location and surrounding land use.
- G. Names and addresses of adjoining property owners.
- H. Elevation certificate.
- I. Land contours.
- J. North Carolina Utilities Commission Permit.
- K. Other State or Federal Permits.
- L. Other features and designs as deemed reasonably necessary from time to time by the Washington County Planning Board.
- M. A Decommissioning Plan in compliance with this SORD.

9. SETBACKS & SCREENING

A minimum setback distance of seventy five (75) feet from all property boundaries and three hundred (300) feet from all residential boundaries, shall be required except for: (i) any shared internal boundary existing between two or more property boundaries of adjoining parcels which are part of a single Solar Farm project as shown on the site plan, or (ii) property boundaries where the applicable adjoining owner(s) agree to lessen such distance by executing a signed written waiver of this requirement, provided no such waiver shall act to permit less than a required minimum twenty five (25) foot setback.

- A. Power inverters and other sound producing equipment shall be no less than one hundred (100) feet from any dwelling unit at the time of construction/installation.
- B. All Solar Energy Systems shall be completely enclosed with a minimum of six (6) feet high chain link or security fencing as measured from the natural grade of the fencing perimeter.

Amended July 1, 2021

All Solar Energy Systems shall be completely enclosed with a minimum of six (6) feet high chain link or security fencing as measured from the natural grade of the fencing perimeter. Said fence shall be placed at the applicable setback line described in Section 9 (A) above.

Unless buffered at all times by natural forest vegetation meeting the minimum spacing and height requirements, and having a substantially similar obscuring effect of a vegetative buffer installed pursuant to this section, a continuous evergreen vegetative buffer shall be installed and maintained at all times within the setback areas required by this SORD, and around the perimeter of the exterior of the fencing and gates that are required around the perimeter of all Solar Energy Systems, including without limitation between such Solar Energy Systems and adjacent residential or commercial/industrial areas and/or public highways or streets. Nothing contained herein shall be construed to require such buffer to block reasonable access to any Solar Farm.

1. The evergreen vegetative buffer shall be composed of evergreen trees or shrubs of a type which at planting shall be a minimum of four (4) feet in height. The evergreen trees or shrubs shall be spaced no more than ten (10) feet apart, from the base of the plant to the base of the next plant. At maturity, required vegetative screening shall be no less than fifteen (15) feet tall, regardless of line-of-sight.
2. Failure to continuously maintain the foregoing visual buffers shall constitute a violation of this SORD for which a Special Use Permit previously granted may be revoked by the Washington County Planning Board.

10. HEIGHT LIMITATIONS

The height of Solar Energy System solar panels shall be measured from the highest natural grade below each solar panel to the top of that panel. Panel height shall not exceed fifteen (15) feet. Poles and wires reasonably necessary to connect to public electric utilities shall not be subject to this requirement.

11. AVIATION NOTIFICATION

Experience and research has shown there are legitimate concerns regarding the possibility for Solar Farms to cause a glare hazard for pilots and/or air traffic controllers. To address these concerns, all applications submitted pursuant to this Ordinance for approval of any Solar Farm permit shall include a detailed map analysis highlighting all airport operations and/or designated flight paths within five (5) nautical miles of the outermost proposed boundaries of any proposed Solar Farm, and for all such airport operations or designated flight paths actually located therein, shall additionally include:

- A. A certified true copy of a Notice of Intent to Construct a Solar Farm (containing at a minimum, the Solar Farm's exact proposed location, type(s) of solar technology/devices to be used, and overall size including total acreage and surface areas of all panels or other reflective devices);

- B. A Full Report of potential Aviation Glare Hazards (AGH) arising from the proposed Solar Farm on all such airport operations and/or designated flight paths using the most recent version of the Department of Energy's Sandia National Laboratories recently developed glare hazard assessment tool (or any other assessment tool required or otherwise recommended by the FAA) in accordance with its user manual, and applying the same evaluation standards required and otherwise recommended by the FAA for evaluating AGH of off-airport solar projects, it being the intent of this Ordinance to require all applicants to utilize the most recent and thorough evaluation techniques of measuring AGH then available and required or otherwise recommended by the FAA, as modified from time to time; and
- C. Proof of said Notice and Full Report being actually delivered not less than ninety (90) days prior to the submission of any application for a Solar Farm permit made hereunder to all the following: The local Airport District Office (ADO) of the FAA with oversight over Washington County, NC for any airport operated under FAA regulations as part of the National Plan of Integrated Airport Systems (NPIAS)(including without limitation the Plymouth Municipal Airport); The airport management for all NPIAS and non-NPIAS airport(s); and The NC Commanders' Council for affected military airport or low altitude flight paths in said area.
- D. Changes in proposed Solar Farm design standards prior to any permit approved under this Ordinance shall require proof of re-delivery of an updated Notice and Full Report in accordance with the foregoing provisions.

12. DECOMMISSIONING, ABANDONMENT, HAZARD ABATEMENT

- A. A signed and notarized Decommissioning Plan shall be submitted to the Planning Department as part of every Special Use Permit application and shall be in a form suitable to be recorded with the Register of Deeds. The Decommissioning Plan shall include at a minimum all the following provisions and requirements:
 - 1. Initiation upon "Abandonment" of a Solar Farm as defined in this SORD;
 - 2. Any additional conditions which may be defined or established from time to time by the Washington County Planning Board upon which decommissioning will be initiated (i.e., end of lease, condition of a potential public safety hazard, etc.)
 - 3. Complete removal of all non-utility owned equipment conduits, structures, fencing, roads and foundations; and restoration of property to condition prior to development of the Solar Farm, unless the landowner request in writing that the access roads or other land surface areas not be restored.
 - 4. The timeframe for completion of removal and decommissioning activities shall be from sixty (60) to one hundred eighty (180) days unless otherwise extended by Washington County within its sole discretion for good cause shown.
 - 5. A signed statement from the party responsible for completing the Decommissioning Plan acknowledging such responsibility.

6. The terms and/or amounts of any proposed surety or performance bond, or certified funds which an applicant proposes to provide in satisfaction of the following paragraph.

To ensure the full completion of decommissioning requirements, and/or to facilitate the mitigation and abatement of public nuisances or health hazards caused by debris or hazardous materials occurring in the event of partial or complete destruction of any Solar Farm or Solar Energy Systems by natural or man-made causes, Washington County requires the placement of a solar decommissioning bond meeting certain terms and in certain amounts as determined by the Washington County Planning Board in conjunction with the Planning Department to ensure such decommissioning or removal of hazardous materials is completed expeditiously, and at no cost to County. The bond protects the obligee against financial loss associated with three different sources of risk. These three sources of risk are:

- Environmental liabilities related to hazardous waste and hazardous substances
- Removal and disposal of improvements and facilities
- Reclaiming and restoring the land, including revegetation and soil stabilization

The required bond amount is established in the Plan of Development (POD) for the site, which includes a commissioning and site reclamation plan, and must be approved. The minimum bond amount SHALL \$10,000 per acre of land disturbance.

- B. Upon any failure to initiate or complete any Decommissioning Plan, the Building Inspector may take action as authorized by law including without limitation NCGS §160D-1119 (Unsafe buildings condemned).

13. CONFLICT OF LAWS & SEVERABILITY CLAUSES

- A. Whenever the regulations of this SORD conflict with each other, or with the requirements of the Zoning Ordinance of Washington County, or with any other statute, the more restrictive regulation shall apply.
- B. Should any section or provision of this SORD be determined by a court of competent jurisdiction to be unconstitutional or invalid, such determination or decision shall not affect the validity of the SORD as a whole, or of any part thereof, other than the part so declared to be unconstitutional or invalid.

14. GRANDFATHER PROVISION

Any Solar Farms not permitted by this SORD, which is in lawful operation at the time of the adoption of this SORO is hereby exempted from the provisions of this SORD.

15. RECORD KEEPING

The Washington County Planning Department shall maintain a record of all Solar Farm Special Use Permits and copies shall be furnished upon request to any interested person.

16. VIOLATIONS

Upon the finding of any inappropriate or illegal activities on the part of any person which would

violate the provisions of this SORD, the Planning Director or their designee shall notify in writing the person(s) responsible for such actions indicating the followings:

- A. The nature of the violation(s)
- B. The action(s) necessary to correct the violation(s.)
- C. The date by which corrective action(s) should be taken and completed.
- D. Action(s) which will take place if such corrective action is not taken.
- E. When such corrective action has not been taken or is deemed inadequate based upon the conditions listed in this SORD, an order for the discontinuance of the use or occupation of any land, building or structure or any illegal additions, alterations or structural changes thereto may be issued.
- F. Any other action authorized by this SORD to ensure compliance with, or to prevent violation of any provision.
- G. Any person violating any provision of this SORD shall be guilty of a misdemeanor and upon conviction shall be punished for each offense, not more than fifty dollars (\$50.00) or imprisonment not to exceed thirty (30) days. Each day such violation continues shall be deemed to be a separate offense.

17. PERMIT CHOICE

An applicant shall not be made to wait for final action on the proposed change before proceeding if the applicant elected determination under prior rules. (G.S. 143-755; G.S. 160D-108(b).)

If a local development regulation changes after an application is submitted, the applicant may choose the version of the rule that applies; but may require the applicant to comply with new rules if the applicant delays the application for six months. (G.S. 143-755; G.S. 160D-108(b); S.L. 2019-111, Pt. I.)

An application for one development permit triggers permit choice for permits under any development regulation; such permit choice is valid for eighteen months after approval of the initial application. (G.S. 143-755; G.S. 160D-108(b); S.L. 2019-111, Pt. I.)

This ordinance is bound by the requirements of G.S. 160D. All applicable requirements of the statute shall apply.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 4

DATE: May 3, 2021

ITEM: Update on Economic Improvement Council, Dr. Landon Mason

SUMMARY EXPLANATION:

Dr. Landon Mason, Director of the Economic Improvement Council asked to be on the agenda to talk to the Board.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 5

DATE: May 3, 2021

ITEM: Eddie Smith Service District Presentation, Mr. David Gadd, Attorney and Ms. Martha Prinsloo, Soil & Water Technician

SUMMARY EXPLANATION:

Mr. Gadd will speak to the Board regarding the Eddie Smith Service District. Ms. Prinsloo will be available by phone (ZOOM).

See attached.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

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DRAINAGE PROJECT REPORT

Establishment of a County Service District to improve drainage by maintaining ditches, canals and watercourses pursuant to NCGS §153A-300 – §153A-310

1. **A map of the proposed district showing the boundaries is attached hereto as Exhibit A.**
2. **The proposed district meets the standards set out in NCGS 153A-302(a):**

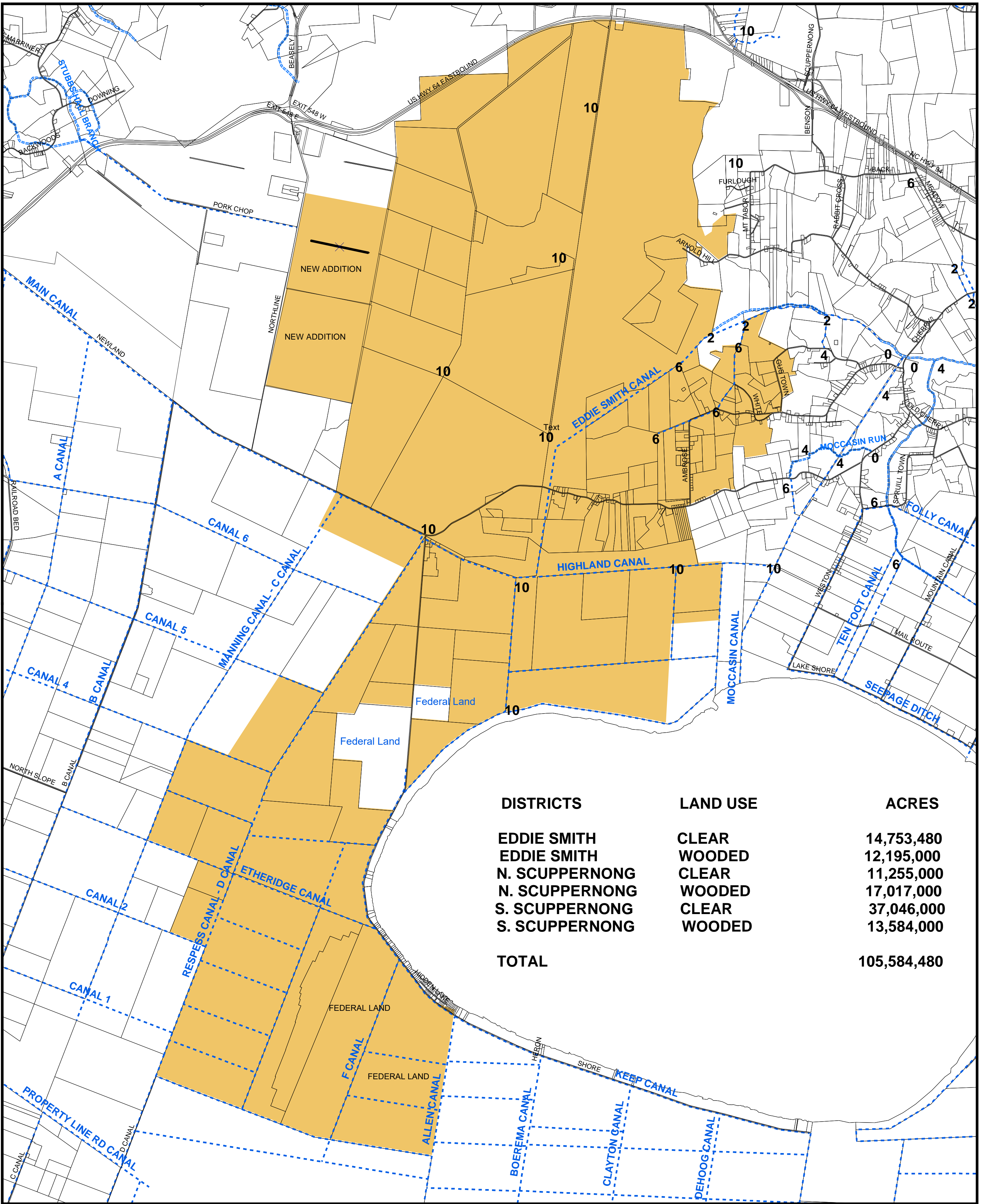
The majority of the property in eastern Washington County encompassing the proposed service district is within the boundaries of the Eddie Smith Special Assessment District, which was established in 1994. The new service district will replace the Eddie Smith Special Assessment District and its boundaries will be slightly expanded. The purpose for replacing the special assessment district with a service district is that the statutory framework pertaining to service districts is better suited for funding ongoing drainage related services. Upon expenditure of all funds held for the Eddie Smith Special Assessment District, the Eddie Smith Special Assessment District will be discontinued and abolished by Washington County. The need for drainage maintenance in this area of the County to enhance farming, forestry and residential uses is perpetual.

The primary use of the land in the proposed area is farming. The resident population is sparse. The appraised value of the property in the proposed district is approximately \$51,840,380. The present County tax rate is \$0.8550 per \$100.00 valuation and the only other taxing district existing in the same location is the aforementioned Eddie Smith Special Assessment District.

The proposed district is well prepared to sustain the additional taxes necessary to improve and maintain drainage. The Eddie Smith Special Assessment District has been used for the same purpose since its inception. As a result, the landowners have come to expect and rely on improved drainage provided by Washington County.

3. **Plan for providing proposed services within the boundaries of the service district:**
The project entails all forms of drainage maintenance within the proposed boundaries, including but not limited to:
 - a. clearing and snagging of trees, logs, alligator weed and other debris in the canals, ditches and watercourses.
 - b. mowing of ditch banks
 - c. clearing and removal of sediment from canals, banks and ditches

The County will primarily contract with independent service providers to perform the services listed above.



EDDIE SMITH DRAINAGE MAP



WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 6

DATE: May 3, 2021

ITEM: TTA Update and New Logo Discussion, Mr. Tom Harrison, TTA Director

SUMMARY EXPLANATION:

Mr. Tom Harrison, TTA Director requested to be on the agenda to give an update on the TTA and discuss a new County logo.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 7

DATE: May 3, 2021

ITEM: COVID-19 and Vaccine Update, Mr. Wes Gray, MTW Health Department Director

SUMMARY EXPLANATION:

Mr. Wes Gray, Director of MTW Health Department will speak to the Board and give an update on COVID-19 and the vaccine and how it is affecting the citizens of Washington County.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 8

DATE: May 3, 2021

ITEM: Department Information Update: Information Technology (IT), Ms. Darlene Fikes, IT Director

SUMMARY EXPLANATION:

This is a new item added to the monthly agenda. Each month a different Department Head will be asked to come and speak to the Commissioners about the work going on in their area. For the May 3, 2021 meeting, the Department Head for IT, Ms. Darlene Fikes will give an update.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 9

DATE: May 3, 2021

ITEM: Board of Equalization & Review, Ms. Sherri Wilkins, Tax Administrator

SUMMARY EXPLANATION:

a) Administration of Oath

The Clerk to the Board will administer the Oath of Office to each Board member.

b) Motion to convene as the Board of Equalization and Review (E & R)

c) Hearing of Appeals

As of the preparation of this agenda package, Sherri Wilkins, Tax Administrator, has informed the County Manager's Office that there are no appeals at this time.

d) Motion to recess the Board of E & R until May 17, 2021 at 6:00 PM in the Board of Commissioners' Room.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 10

DATE: May 3, 2021

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

SUMMARY EXPLANATION:

Albemarle Commission—Area Agency on Aging

The Albemarle Commission Area Agency on Aging (AAA) is in need of two appointed representatives on their Regional Advisory Council (RAC); one re-appointment and a new appointment. Ms. Gail Spiewak currently serves as the Senior Tar Heel Legislature Delegate for Washington County and the Vice President of RAC. They would like to recommend Ms. Spiewak for reappointment.

Ms. Spiewak has agreed to serve if reappointed.

Ms. Vanessa Joyner, Senior Center Director has expressed an interest to fill the vacant seat on the Regional Aging Council. The Albemarle Commission would like to recommend that she be appointed by your Board.

Trillium Board

Commissioner Johnson would like to discuss identifying a new appointee to replace Diane White (Business Representative—Washington County) who is resigning from the Trillium Board.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 11

DATE: May 3, 2021

ITEM: Finance Officer's Report

SUMMARY EXPLANATION:

Ms. Missy Dixon, Finance Officer will discuss the enclosed budget amendments/transfers to the Board for approval/disapproval and information.

Ms. Dixon will also discuss the enclosed Monthly Financial Summary with the Board.

See attached.

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, *Finance Officer*
Date: April 1, 2021
RE: Facility Services/Clerk of Court

BT #: 2021 - 096

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

Account Code	Description	Old	+ or (-)	New
10-4265-201	Clerk of Court - Departmental Supplies	1,700.00	(500.00)	1,200.00
10-4265-215	Facility Services - Maintenance & Repair Building	62,540.00	(1,800.00)	60,740.00
10-4265-202	Clerk of Court - Maintenance & Repair Building	1,500.00	2,300.00	3,800.00
Facility Services/Clerk of Court				
Balanced:		65,740.00	-	65,740.00

Justification:

To transfer monies within the Clerk of Court Budgets and Facilities Budgets to cover the cost to replace the flooring in three rooms and a lobby area for the Clerk of Court.

Budget Officer's Initials *CDP*

Approval Date: 4/1/21

Initials:	<i>CDP</i>
Batch #:	2021-096
Date:	4/1/2021

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Washington County Manager's Office

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2021 - 115

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

Date: May 3, 2021

RE: General Fund/Landfill

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(695,655.99)	(35,000.00)	(730,655.99)
10-9800-033	Transfer to Sanitation	-	35,000.00	35,000.00
				-
33-3501-000	Landfill-Rural Solid Waste Fee-County	(1,083,775.00)	(25,000.00)	(1,108,775.00)
33-3980-000	Transfer from General Fund	-	(35,000.00)	(35,000.00)
33-7400-320	Landfill-Communications	1,425.00	75.00	1,500.00
33-7402-610	Landfill-Contract-Reginal Landfill	251,000.00	59,925.00	310,925.00
General Fund/Landfill				
Balanced:		(1,527,005.99)	-	(1,527,005.99)

Justification:

An unanticipated surge in volume of solid waste has led to an unanticipated increase in the cost of tipping fees billed to the County. This surge is being experienced regionally and is likely due to COVID19 impacts on residential lifestyle practices. The increased expenses will be offset by an additional allocation of higher than anticipated landfill revenues from the local C&D landfill as well as a transfer of additional funds from the General Fund to attempt to prevent the Landfill Fund from closing its year with a net negative operations margin, and to continue to provide financial support from the general fund to the fiscally distressed landfill fund.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 097

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

Date: April 1, 2021

RE: Landfill

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

Account Code	Description	Old	+ or (-)	New
33-7400-010	Landfill - Salaries & Wages - Regular	57,819.00	(8,200.00)	49,619.00
33-7400-050	Landfill - Salaries & Wages - Longevity	323.00	(323.00)	-
33-7400-100	Landfill - Retirement Expense	10,202.00	(1,000.00)	9,202.00
33-7400-101	Landfill - 401(K) Contribution	1,245.00	(250.00)	995.00
33-7400-130	Landfill - Unemployment Insurance	504.00	(504.00)	-
33-7400-140	Landfill - Workmans Comp	7,117.00	(81.00)	7,036.00
33-7400-180	Landfill - Group Insurance	12,578.00	(5,000.00)	7,578.00
33-7400-250	Landfill - Supplies & Material - Vehicle	5,000.00	(500.00)	4,500.00
33-7400-310	Landfill - Travel	220.00	(220.00)	-
33-7400-315	Landfill - Training	3,000.00	(3,000.00)	-
33-7400-320	Landfill - Communications	1,750.00	(200.00)	1,550.00
33-7400-350	Landfill - Maintenance & Repair - Equipment	9,500.00	(722.00)	8,778.00
33-8100-600	Landfill - Capital Project - C&D Landfill Expansion	90,000.00	20,000.00	110,000.00
Landfill				
Balanced:		199,258.00	-	199,258.00

Justification:

To transfer monies within the Landfill Budget to cover the costs for the completion of the C&D Landfill Expansion. RFP Bids came in higher than originally anticipated therefore requiring more monies in the Expansion line than currently budgeted.

Budget Officer's Initials

Approval Date:

Initials:
Batch #:
Date:

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APR 01 2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, *Finance Officer*
Date: April 6, 2021
RE: Senior Center

BT #: 2021 - 098

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

Account Code	Description	Old	+ or (-)	New
10-5150-257	Senior Center - Departmental Supplies - Crafts/Ceramics	2,500.00	(1,000.00)	1,500.00
10-5150-330	Senior Center - Utilities - Gas	7,000.00	1,000.00	8,000.00
Senior Center				
Balanced:		9,500.00	-	9,500.00

Justification:

To transfer monies within the Senior Center Budget due to the higher than anticipated costs of fuel to heat the center.

Budget Officer's Initials *CDP*

Approval Date: 4/8/21

Initials: *CDP*
Batch #: 2021-098
Date: 4/9/2021

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APR 06 2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 099

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

Date: April 9, 2021

RE: Inspections

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

Account Code	Description	Old	+ or (-)	New
10-4350-395	Inspections - Training	1,000.00	(524.00)	476.00
10-4350-260	Inspections - Departmental Supplies	2,000.00	524.00	2,524.00
Inspections				
		Balanced:		
		3,000.00	-	3,000.00

Justification:

To transfer monies within the Inspections Budget to cover the cost to purchase supplies needed through year end and to purchase a monitor due to the very small size of the current one.

Budget Officer's Initials CSB

Approval Date: 4/9/21

Initials: CSB
Batch #: 2021-099
Date: 4/12/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 100

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

Date: April 9, 2021

RE: Tax

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

Account Code	Description	Old	+ or (-)	New
10-4140-315	Tax - Training	6,000.00	(750.00)	5,250.00
10-4140-260	Tax - Office & Departmental Supplies	4,650.00	750.00	5,400.00
Tax				
		Balanced:		
		10,650.00	-	10,650.00

Justification:

To transfer monies within the Tax Budget to cover the cost to purchase supplies needed through year end.

Budget Officer's Initials CPD

Approval Date: 4/9/21

Initials: CPD
Batch #: 2021-100
Date: 4/12/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 101

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

Date: April 13, 2021

RE: Central Services/Elections/SS Admin/Water Treatment/Airport Operations

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

Account Code	Description	Old	+ or (-)	New
10-8300-120	Central Services - Additional Salary/Benefit Exp-Comp Study	51,742.50	(759.00)	50,983.50
10-4170-030	Elections - Salarie & Wages Part-Time	61,861.00	(700.00)	61,161.00
10-4170-140	Elections - Workmans Comp	484.00	(48.00)	436.00
10-4170-180	Elections - Group Insurance Expense	7,333.00	(445.00)	6,888.00
10-4170-260	Elections - Departmental Supplies	3,106.00	(140.00)	2,966.00
10-4170-310	Elections - Travel	1,750.00	(350.00)	1,400.00
10-4170-320	Elections - Communications	1,000.00	(150.00)	850.00
10-4170-350	Elections - Maintenance & Repair - Equipment	1,100.00	(522.00)	578.00
10-4170-390	Elections - Dues & Subscriptions	180.00	(150.00)	30.00
10-4170-130	Elections - Unemployment Insurance	252.00	(252.00)	-
10-4170-090	Elections - FICA Tax Expense	8,423.00	1,000.00	9,423.00
10-4170-100	Elections - Retirement Expense	8,151.00	1,811.00	9,962.00
10-4170-101	Elections - 401 (K) Contribution	1,394.00	325.00	1,719.00
10-4170-010	Elections - Salaries & Wages - Full Time	42,112.00	50.00	42,162.00
10-4170-011	Elections - Salaries & Wages - Board	6,000.00	330.00	6,330.00
Elections				
10-5310-315	SS Admin - Elections	6,540.00	(1,000.00)	5,540.00
10-5310-600	SS Admin - Contracted Services	113,826.00	1,000.00	114,826.00
SS Admin				
35-7135-315	Water Treatment - Training	2,000.00	(1,575.00)	425.00
35-7135-200	Water Treatment - Supplies & Materials	6,200.00	1,575.00	7,775.00
35-7135-350	Water Treatment - Maintenance & Repair - Equipment	38,800.00	(3,263.00)	35,537.00
35-7135-299	Water Treatment - Chemicals	20,000.00	3,263.00	23,263.00
Water Treatment				
39-4530-310	Airport Operations - Travel	200.00	(200.00)	-
39-4530-200	Airport Operations - Departmental Supplies	745.00	200.00	945.00
Airport Operations				
Balanced:		383,199.50	-	383,199.50

Justification:

To transfer monies within the Elections budget and Central Services to cover additional costs associated with salaries and benefits due to the salary compensation study and the amount of part-time and over-time needed during the general election. To transfer monies within the DSS Admin budget to cover the increased costs for drug testing for the agency due to the increased number of child protective services cases. (lines are reimbursable at same rate) To transfer monies within the Water Treatment budget to purchase lab supplies and water treatment chemicals needed prior to year end. To transfer monies within the Airport Operations budget to cover the cost to purchase two bouncies (vehicle tracking devices) for the airport courtesy cars.

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APR 14 2021

Budget Officer's Initials CSB

Approval Date: 4/14/21

Washington County Manager's Office

Initials: CSB
Batch #: 2021-101
Date: 4/14/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 102

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

Date: April 15, 2021

RE: SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-140	SS Admin - Workmans Comp	50,982.00	(7,500.00)	43,482.00
10-5310-351	SS Admin - Repair & Maintenance Equipment	6,960.00	7,500.00	14,460.00
SS Admin				
Balanced:		57,942.00	-	57,942.00

Justification:

To transfer monies within the DSS Admin Budget. This transfer is needed to cover the cost of equipment to accommodate the migration of the DSS email server to the cloud based Microsoft Exchange 365. This movement of email will provide a more secure environment for agency email and reduce the security threats as recently seen. All lines are reimbursable at the same rate therefore this transfer is not budget impactive.

Budget Officer's Initials CSB

Approval Date: 4/19/21

Initials: MD
 Batch #: 2021-102
 Date: 4/19/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 103

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

Date: April 19, 2021

RE: Sheriff/Recreation

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

Account Code	Description	Old	+ or (-)	New
10-4310-030	Sheriff - Salaries & Wages Part-time	2,000.00	(750.00)	1,250.00
10-4310-180	Sheriff - Professional Services	3,500.00	750.00	4,250.00
Sheriff				
10-6120-250	Recreation - Supplies-Vehicles	3,500.00	(1,750.00)	1,750.00
10-6120-320	Recreation - Communications	2,200.00	1,000.00	3,200.00
10-6120-350	Recreation - Buildings	23,000.00	750.00	23,750.00
Recreation				
Balanced:		34,200.00	-	34,200.00

Justification:

To transfer monies within the Sheriff's Office budget due to the underbudgeting of the Professional Services line - these charges pay for new employees drug testing and physicals. To transfer monies within the Recreation budget due to the communications line being underbudgeted and the costs to install gates for the fencing and signs due to someone tearing up the yard with ATV's and the painting of Graffiti.

Budget Officer's Initials CSF

Approval Date: 4/21/21

Initials:	(m)
Batch #:	2021-103
Date:	4/21/2021

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APR 21 2021

Washington County Manager's Office

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, *Finance Officer*
Date: April 19, 2021
RE: SS Admin

BT #: 2021 - 104

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

Account Code	Description	Old	+ or (-)	New
10-5310-600	SS Admin - Contracted Services	114,826.00	(9,000.00)	105,826.00
10-5310-351	SS Admin - Repair & Maintenance - Equipment	14,460.00	9,000.00	23,460.00
SS Admin				
Balanced:		129,286.00	-	129,286.00

Justification:

To transfer monies within the SS Admin budget to increase the equipment repair & maintenance line to accommodate the purchase of a subscription for Nessus vulnerability scanning software to scan all machines in the agency as now required by DHHS to be in compliance with the IRS Publication 1075. This publication requires such scanning for any machine that houses or receives IRS Federal Tax Data. All lines are reimbursable at 50% therefore this transfer does not affect revenues.

Budget Officer's Initials CSF

Approval Date: 4/21/21

Initials: CP
Batch #: 2021-104
Date: 4/22/2021

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APR 21 2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 105

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

Date: April 21, 2021

RE: Landfill

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

Account Code	Description	Old	+ or (-)	New
33-7400-010	Landfill - Salaries & Wages - Regular	49,619.00	(250.00)	49,369.00
33-7400-090	Landfill - FICA Tax Expense	4,831.00	(250.00)	4,581.00
33-7400-100	Landfill - Retirement Expense	9,202.00	(800.00)	8,402.00
33-7400-101	Landfill - 401(K) Contribution	995.00	(347.00)	648.00
33-7400-180	Landfill - Group Insurance	7,578.00	(3,000.00)	4,578.00
33-7400-320	Landfill - Communications	1,550.00	(125.00)	1,425.00
33-7400-330	Landfill - Utilities	1,800.00	(350.00)	1,450.00
33-7400-600	Landfill - Contracted Services	27,000.00	(6,525.00)	20,475.00
33-7402-600	Landfill - Garbage Collections	796,000.00	(392.00)	795,608.00
33-7401-600	Landfill - Contract-Scrap Tire	36,000.00	12,039.00	48,039.00
Landfill				
Balanced:		934,575.00	-	934,575.00

Justification:

To transfer monies within the Landfill Budget to increase the contract for scrap tire pick up. This line was underbudgeted as it is merely an estimate each year because there is no way to know how many tires will be received at the landfill that will have to be picked up. We have had to increase this line several years in a row due to the increase in tires being taken.

Budget Officer's Initials CPD

Approval Date: 4/21/21

Initials: CPD
Batch #: 2021-105
Date: 4/22/2021

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APR 21 2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, *Finance Officer*
Date: April 21, 2021
RE: Water Operations

BT #: 2021 - 106

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

Account Code	Description	Old	+ or (-)	New
35-7130-315	Water Operations - Training	4,700.00	(4,200.00)	500.00
35-7130-200	Water Operations - Supplies & Materials	12,000.00	4,200.00	16,200.00
Water Operations				
Balanced:		16,700.00	-	16,700.00

Justification:

To transfer monies within the Water Operations Budget to increase the supplies and materials line in order to purchase 20 meter setters for the distribution system. The Water Technicians have had to replace numerous setters throughout this fiscal year causing the need to increase this line item budget.

Budget Officer's Initials CPD

Approval Date: 4/21/21

Initials:	CPD
Batch #:	2021-106
Date:	4/22/21

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APR 21 2021

Washington County Manager's Office

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, *Finance Officer*
Date: April 21, 2021
RE: Revaluation

BT #: 2021 - 107

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

Account Code	Description	Old	+ or (-)	New
70-8600-200	Revaluation - Departmental Supplies	1,500.00	(860.00)	640.00
70-8600-330	Revaluation - Postage	3,500.00	860.00	4,360.00
Revaluation				
Balanced:		5,000.00	-	5,000.00

Justification:

To transfer monies within the Revaluation Budget to increase the postage line. These monies are needed to mail out the revaluation notices to residents.

Budget Officer's Initials CPD

Approval Date: 4/21/21

Initials: CPD
Batch #: 2021.107
Date: 4/22/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 108

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

Date: April 23, 2021

RE: Cooperative Extension/Revaluation

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

Account Code	Description	Old	+ or (-)	New
10-6050-410	Cooperative Extension - Lease Equipment	3,600.00	(500.00)	3,100.00
10-6050-350	Cooperative Extension - Maintenance & Repair-Equipment	1,010.00	500.00	1,510.00
Cooperative Extension				
70-8600-370	Revaluation - Printing	3,200.00	(10.00)	3,190.00
70-8600-200	Revaluation - Departmental Supplies	640.00	10.00	650.00
Revaluation				
Balanced:		8,450.00	-	8,450.00

Justification:

To transfer monies within the Cooperative Extension budget to cover the costs of replacement vinyl lettering due to the window being broken. To transfer monies within Revaluation to departmental supplies to cover the costs to replace paper used for the revaluation project.

Budget Officer's Initials CSF

Approval Date: 4/26/21

Initials:	<u>CSF</u>
Batch #:	<u>2021-108</u>
Date:	<u>4/26/2021</u>

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Washington County Manager's Office

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 109

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

Date: April 26, 2021

RE: Governing Board

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

Account Code	Description	Old	+ or (-)	New
10-4110-200	Governing Board - Departmental Supplies	3,000.00	(1,000.00)	2,000.00
10-4110-380	Governing Board - Advertising	500.00	1,000.00	1,500.00
Board of Commissioners				
		Balanced:		
		3,500.00	-	3,500.00

Justification:

To transfer monies within the Governing Board Budget to cover the costs for June Public Notices to include 160-D, Budget and anything additional that may come up between now and the end of the fiscal year.

Budget Officer's Initials cep

Approval Date: 4/26/21

Initials: MP
Batch #: 2021-109
Date: 4/27/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 110

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

Date: April 26, 2021

RE: SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-5380-408	SS Economic Support - Medicaid Paybacks	25,000.00	(10,000.00)	15,000.00
10-5380-409	SS Economic Support - State Program Returns	-	10,000.00	10,000.00
SS Economic Support				
Balanced:		25,000.00	-	25,000.00

Justification:

To transfer monies within the DSS Economic Support Budget to create a new line for state paybacks as a result of monitoring findings. This request is part of an anticipated payback to child care. So far there have not been any findings that would require audit paybacks for medicaid but there have been for child care. This new line would capture paybacks to state programs other than medicaid. All monies are 100% county so there would be not affect on revenue.

Budget Officer's Initials CP

Approval Date: 4/26/21

Initials: CP
Batch #: 2021-110
Date: 4/26/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 111

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

Date: April 26, 2021

RE: Finance/Board of Elections

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

Account Code	Description	Old	+ or (-)	New
10-4130-310	Finance - Travel	1,100.00	(60.00)	1,040.00
10-4170-260	Board of Elections - Departmental Supplies	2,966.00	60.00	3,026.00
Finance/Elections				
		Balanced:		
		4,066.00	-	4,066.00

Justification:

To transfer monies from Finance to Board of Elections to purchase an external backup drive needed to retrieve and store lost data.

Budget Officer's Initials CP

Approval Date: 4/26/21

Initials: CP
Batch #: 2021-111
Date: 4/27/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 112

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

Date: April 28, 2021

RE: Manager's Office/Contingency/Board of Elections/SS Admin/SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-4120-310	Manager's Office - Travel	2,000.00	(1,800.00)	200.00
10-4120-315	Manager's Office - Training	5,000.00	(1,000.00)	4,000.00
10-4120-355	Manager's Office - Maintenance & Repair-Vehicle	1,500.00	(500.00)	1,000.00
10-4120-400	Manager's Office - Lease-Copier	6,800.00	(4,000.00)	2,800.00
10-4120-260	Manager's Office - Departmental Supplies	4,000.00	7,200.00	11,200.00
10-4120-390	Manager's Office - Dues & Subscriptions	3,950.00	100.00	4,050.00
Manager's Office				
10-9990-000	Contingency	10,303.00	(6,000.00)	4,303.00
10-4170-550	Board of Elections - Capital Outlay-Equipment	60,000.00	6,000.00	66,000.00
Board of Elections				
10-5400-602	SS Transportation-Contracted Services-Riverlight	3,000.00	(3,000.00)	-
10-5310-260	SS Admin-Departmental Supplies	53,000.00	3,000.00	56,000.00
SS Transportation/SS Admin				
Balanced:		149,553.00	-	149,553.00

Justification:

To transfer monies within the Manager's Office budget to cover excess dues through FYE 2021 and to consolidate unspent funds into departmental supplies to potentially be used to purchase new computers/equipment for general staff training and EOC purposes. To transfer monies from Contingency to Board of Elections for the additional monies needed to purchase the new voting machines - based on the quote we did not previously move enough monies. To transfer monies within DSS to increase the budget in the departmental supplies line for anticipated expenditures through FYE 2021.

Budget Officer's Initials CSA

Approval Date: 4/29/21

Initials: CSA
Batch #: 2021-112
Date: 4/29/2021

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2021 - 113

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

Date: May 3, 2021

RE: Sheriff/SS Economic Support/Facility Services

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	(7,485.00)	(1,645.00)	(9,130.00)
10-4310-611	Gun Permits Discretionary-County Portion	25,085.00	1,645.00	26,730.00
10-3540-030	Gun Permits - State Portion	(9,270.00)	(2,045.00)	(11,315.00)
10-4310-612	Gun Permits - State Portion	9,995.00	2,045.00	12,040.00
10-3540-040	Finger Printing	(2,020.00)	(400.00)	(2,420.00)
10-4310-613	Finger Printing	2,075.00	400.00	2,475.00
Sheriff				
10-3500-080	DSS - Community Donations-Medical Support	(30.00)	(35.00)	(65.00)
10-5380-375	DSS - Community Donations-Medical Support	1,431.00	35.00	1,466.00
SS Economic Support				
10-3353-000	Insurance Proceeds	(31,407.00)	(3,889.00)	(35,296.00)
10-4265-256	Facility Services - Insurance Claims	16,970.00	3,889.00	20,859.00
Facility Services				
Balanced:		5,344.00	-	5,344.00

Justification:

To budget for additional revenues received for gun permitting, finger printing and DSS medical support donations. To budget monies received from the insurance company for the repair of a Sheriff's Vehicle involved in an accident.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2021 - 114

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

Date: May 3, 2021

RE: SS Economic Support/SS Transportation/SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS Administration Reimbursement	(2,495,215.00)	(24,000.00)	(2,519,215.00)
10-5380-190	SS Economic Support-WF Employment Services	13,000.00	(4,000.00)	9,000.00
10-5380-384	SS Economic Support-Child Care (MOE-Part of \$65K Min)	38,400.00	(5,000.00)	33,400.00
10-5400-310	SS Transportation-WF Transportation	22,000.00	(5,000.00)	17,000.00
10-5310-550	SS Admin-Capital Outlay-Equipment	-	18,000.00	18,000.00
10-5380-376	SS Economic Support - Foster Care	102,500.00	20,000.00	122,500.00
SS Economic Support/SS Transportation/SS Admin				
Balanced:		(2,319,315.00)	-	(2,319,315.00)

Justification:

To transfer monies within the Department of Social Services Budgets to increase the Foster Care line as the expenses for the children in our care is larger than anticipated. DSS has over 20 children in care at this time and their housing needs are more than the standard board rate for most. This request is also to increase the Capital Outlay Equipment line as DSS has the opportunity to purchase two Mondo Boards for the agency to provide two areas for meetings and trainings. These Mondo Boards will provide additional ways to do virtual visits with families and children as well as to provide training aids for staff while allowing for social distancing. The lines that funds are being moved from are nonreimbursable lines and the expense lines that these funds are being moved to are 50% to 75% reimbursable therefore increasing revenues generated.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2021 - 115

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

Date: May 3, 2021

RE: General Fund/Landfill

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(695,655.99)	(35,000.00)	(730,655.99)
10-9800-033	Transfer to Sanitation	-	35,000.00	35,000.00
				-
33-3501-000	Landfill-Rural Solid Waste Fee-County	(1,083,775.00)	(25,000.00)	(1,108,775.00)
33-3980-000	Transfer from General Fund	-	(35,000.00)	(35,000.00)
33-7400-320	Landfill-Communications	1,425.00	75.00	1,500.00
33-7402-610	Landfill-Contract-Reginal Landfill	251,000.00	59,925.00	310,925.00
General Fund/Landfill				
Balanced:		(1,527,005.99)	-	(1,527,005.99)

Justification:

An unanticipated surge in volume of solid waste has led to an unanticipated increase in the cost of tipping fees billed to the County. This surge is being experienced regionally and is likely due to COVID19 impacts on residential lifestyle practices. The increased expenses will be offset by an additional allocation of higher than anticipated landfill revenues from the local C&D landfill as well as a transfer of additional funds from the General Fund to attempt to prevent the Landfill Fund from closing its year with a net negative operations margin, and to continue to provide financial support from the general fund to the fiscally distressed landfill fund.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2021 - 116

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

Date: May 3, 2021

RE: Communications/E911

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(730,655.99)	(26,000.00)	(756,655.99)
10-5911-540	Communications-Capital Outlay Equipment-Primary PSAP	131,502.00	26,000.00	157,502.00
				-
69-3990-000	Appropriated Fund Balance-E911	(228,064.00)	(35,000.00)	(263,064.00)
69-9100-550	E911-Capital Outlay Equipment	237,500.00	35,000.00	272,500.00
Communications/E911				
Balanced:		(589,717.99)	-	(589,717.99)

Justification:

To allocate GF Fund Balance and E911 Fund Balance to cover the costs of purchasing a new E911 Server as part of the phase of replacing equipment in the primary PSAP. The total purchase is \$59,744 of which \$35,000 is eligible for reimbursement by the 911 Board.

Approval Date: _____
Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2021 - 117

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

Date: May 3, 2021

RE: Water Operations

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

Account Code	Description	Old	+ or (-)	New
35-3810-000	DOT Utility Relocation Fees (100% Reimb)	-	(127,000.00)	(127,000.00)
35-7130-380	DOT Utility Relocation Fees (100% Reimb)	-	127,000.00	127,000.00
Water Operations				
Balanced:		-	-	-

Justification:

To budget monies to cover the costs associated with the Cool Springs Water Main Relocation that has to be done due to the replacement of the culvert in that area. These expenses are 100% reimbursable by NCDOT.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 118

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

Date: April 28, 2021

RE: Finance/Inspections/Water Operations

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

Account Code	Description	Old	+ or (-)	New
10-4130-540	Finance - Capital Outlay Equipment	1,175.00	(1,175.00)	-
10-4130-260	Finance - Departmental Supplies	6,123.00	1,175.00	7,298.00
Finance				
10-4350-341	Inspections - Printing	400.00	(400.00)	-
10-4350-395	Inspections - Training	476.00	400.00	876.00
Inspections				
35-7130-550	Water Operations - Capital Outlay - Equipment	10,750.00	(3,200.00)	7,550.00
35-7130-260	Water Operations - Departmental Supplies	1,000.00	3,200.00	4,200.00
Water Operations				
		19,924.00	-	19,924.00

Justification:

To transfer monies from Finance and Water Operations Capital Outlay to Departmental Supplies to purchase new computers for the Accounting Technician and the two Water Customer Service Reps. To transfer monies within Inspections to purchase needed books from UNC SOG.

Budget Officer's Initials *CDP*

Approval Date: 4/29/21

Initials:	<i>CDP</i>
Batch #:	2021-118
Date:	4/29/2021

Monthly Financial Summary

as of April 28, 2021

	Budget	YTD Activity
<u>General Fund (10):</u>		
Revenues	15,826,235.00	12,776,212.88
Expenditures	(15,826,235.00)	(11,508,632.42)
Balance:	-	1,267,580.46
<i>*Fund Balance Appropriation</i>		<i>695,655.99</i>
<u>Capital Outlay-Washington Co Schools (21):</u>		
Revenues	546,000.00	363,487.60
Expenditures	(546,000.00)	(333,333.30)
Balance:	-	30,154.30
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-
<u>Drainage Fund (30):</u>		
Revenues	372,053.00	209,149.13
Expenditures	(372,053.00)	(184,363.24)
Balance:	-	24,785.89
<i>*Fund Balance Appropriation</i>		-
<u>Sanitation Fund (33):</u>		
Revenues	1,360,809.00	1,285,956.12
Expenditures	(1,360,809.00)	(1,015,050.99)
Balance:	-	270,905.13
<i>*Fund Balance Appropriation</i>		<i>21,000.00</i>
<u>Water Fund (35):</u>		
Revenues	1,348,806.50	1,102,491.15
Expenditures	(1,348,806.50)	(727,084.81)
Balance:	-	375,406.34
<i>*Fund Balance Appropriation</i>		<i>11,806.50</i>
<u>EMS Fund (37):</u>		
Revenues	2,316,739.50	1,545,956.68
Expenditures	(2,316,739.50)	(1,659,611.06)
Balance:	-	(113,654.38)
<i>*Fund Balance Appropriation</i>		<i>398,809.00</i>
<i>*Transfer from General Fund</i>		<i>334,616.50</i>
<u>Airport TaxiLane Grant Fund (38):</u>		
Revenues	1,320,079.00	903,971.12
Expenditures	(1,320,079.00)	(903,971.64)
Balance:	-	(0.52)
<i>*Fund Balance Appropriation</i>		-

	Budget	YTD Activity
<u>Airport Fund (39):</u>		
Revenues	189,257.00	163,261.90
Expenditures	(189,257.00)	(95,858.50)
Balance:	-	67,403.40
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		<i>94,317.00</i>
<u>Projects/Grants Fund (58):</u>		
Revenues	581,301.00	20,000.00
Expenditures	(581,301.00)	-
Balance:	-	20,000.00
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		<i>10,000.00</i>
<u>CRF Pandemic Recovery (60):</u>		
Revenues	717,303.00	717,102.05
Expenditures	(717,303.00)	(663,186.52)
Balance:	-	53,915.53
<i>*Fund Balance Appropriation</i>		-
<u>CDBG Scattered Site Grant Fund (61):</u>		
Revenues	48,116.00	48,088.00
Expenditures	(48,116.00)	(48,088.00)
Balance:	-	-
<i>*Fund Balance Appropriation</i>		-
<u>Travel & Tourism Fund (63):</u>		
Revenues	171,601.00	138,177.67
Expenditures	(171,601.00)	(89,907.68)
Balance:	-	48,269.99
<i>*Fund Balance Appropriation</i>		<i>29,675.00</i>
<u>E-911 Fund (69):</u>		
Revenues	354,484.00	94,815.54
Expenditures	(354,484.00)	(93,273.57)
Balance:	-	1,541.97
<i>*Fund Balance Appropriation</i>		<i>228,064.00</i>
<u>Revaluation Fund (70)</u>		
Revenues	87,420.00	33,016.40
Expenditures	(87,420.00)	(69,331.86)
Balance:	-	(36,315.46)
<i>*Fund Balance Appropriation</i>		<i>54,370.00</i>
<i>*Transfer from General Fund</i>		<i>33,000.00</i>

Washington County
Statement of Revenue and Expenditures

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 06/30/21
 Expend Account Range: First to Last Include Non-Budget: No Current Period: 04/01/21 to 04/28/21
 Print Zero YTD Activity: No Prior Year As Of: 06/30/21

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-3010-000	TAXES-AD VALOREM CURRENT YEAR	7,035,159.54	7,096,596.00	123,570.68	7,020,008.28	0.00	76,587.72-	99
10-3010-010	CURRENT YEAR TAX DISCOUNTS	61,935.64-	0.00	0.00	61,496.48-	0.00	61,496.48-	0
10-3011-000	TAXES-AD VALOREM 1ST PRIOR YR	218,851.51	210,000.00	18,154.32	215,688.39	0.00	5,688.39	103
10-3012-000	TAXES-AD VALOREM ALL PRIOR YRS	146,665.73	150,000.00	14,280.81	114,955.83	0.00	35,044.17-	77
10-3018-000	NCVTS-WASHINGTON CO MOTOR VEH TAX	838,930.11	786,200.00	96,860.50	671,180.94	0.00	115,019.06-	85
10-3018-001	NCVTS-WASH CO BILL/CC CONTRA REV	29,616.41-	0.00	0.00	0.00	0.00	0.00	0
*10-3018-002	NCVTS-WASH CO REFUNDS-CONTRA REVENUE	5,187.95-	0.00	0.00	0.00	0.00	0.00	0
*10-3018-003	NCVTS-WASH CO INTEREST	6,074.76	0.00	0.00	0.00	0.00	0.00	0
10-3030-000	PREPAYMENT-PROPERTY TAXES	59,842.73	40,000.00	6,481.64	29,477.97	0.00	10,522.03-	74
10-3080-000	GROSS TAX REC LEASED VEHICLES	769.67	500.00	60.53	687.13	0.00	187.13	137
10-3090-000	PAYMENTS IN LIEU OF TAXES	13,633.00	15,000.00	12,812.00	12,812.00	0.00	2,188.00-	85
10-3120-000	REFUNDS-AD VALOREM TAXES	994.65-	0.00	0.00	1,181.38-	0.00	1,181.38-	0
10-3170-000	CURRENT YEAR TAX PENALTIES	10,776.46	15,000.00	762.52	6,170.84	0.00	8,829.16-	41
10-3170-010	PRIOR YEAR TAX PENALTIES	1,358.03	1,500.00	85.34	1,014.05	0.00	485.95-	68
10-3180-000	CURRENT YEAR TAX INTEREST	26,162.11	25,000.00	5,467.55	17,524.49	0.00	7,475.51-	70
10-3180-010	PRIOR YEAR TAX INTEREST	67,757.16	67,000.00	5,921.84	54,381.75	0.00	12,618.25-	81
10-3250-000	PRIVILEGE AND BEER LICENSES	595.00	600.00	360.00	600.00	0.00	0.00	100
10-3260-000	ANIMAL ADOPTION FEES & FINES	695.00	600.00	0.00	290.00	0.00	310.00-	48
10-3270-000	MOTEL OCCUPANCY TAX -6%	124,870.52	0.00	0.00	0.00	0.00	0.00	0
10-3280-000	FRANCHISE FEES-CABLE TV	11,798.55	14,000.00	0.00	5,905.72	0.00	8,094.28-	42
10-3290-000	INTEREST EARNED ON INVESTMENTS	89,200.19	35,000.00	0.00	6,160.73	0.00	28,839.27-	18
10-3310-000	RENTS AND CONCESSIONS	10,700.00	11,400.00	950.00	11,050.00	0.00	350.00-	97
10-3312-000	JAIL CONCESSIONS	25,551.04	16,500.00	1,723.38	10,236.68	0.00	6,263.32-	62
10-3350-000	MISCELLANEOUS REVENUES	1,203.55	0.00	0.00	1,004.48	0.00	1,004.48	0
10-3350-001	JURY DUTY PAY	68.00	0.00	0.00	24.00	0.00	24.00	0
10-3352-000	ELECTIONS-TOWN REIMB & FILING	18,345.89	0.00	0.00	0.00	0.00	0.00	0
10-3352-002	NC COMMUNITY FOUNDATION-ELECTIONS GRANT	0.00	14,000.00	0.00	14,000.00	0.00	0.00	100
10-3352-003	CTR FOR TECH/CIVIC LIFE (CTCL) GRT-ELECT	0.00	6,592.00	0.00	6,591.72	0.00	0.28-	100
10-3352-004	2020 HAVA FUNDS-NC CFDA# 90-404	0.00	34,574.00	0.00	0.00	0.00	34,574.00-	0
10-3353-000	INSURANCE PROCEEDS	28,288.00	31,407.00	3,889.23	35,295.12	0.00	3,888.12	112
10-3354-000	CRESWELL LEVY ADMINISTRATION FEE	4,250.47	4,000.00	0.00	0.00	0.00	4,000.00-	0
10-3360-000	RECREATION-DONATIONS	550.00	0.00	0.00	0.00	0.00	0.00	0
10-3360-002	RECREATION-BASKETBALL FEES	1,585.00	1,500.00	0.00	0.00	0.00	1,500.00-	0
10-3360-005	RECREATION-FOOTBALL FEES	1,777.50	1,750.00	0.00	0.00	0.00	1,750.00-	0
10-3360-007	RECREATION-CHEERLEADING	0.00	250.00	0.00	0.00	0.00	250.00-	0
10-3360-013	RECREATION-VENDOR RENTS AND CONCESSIONS	400.00	400.00	0.00	0.00	0.00	400.00-	0

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-3361-012	GRANT-WEYERHAEUSER REC SECURITY CAMERAS	8,000.00	0.00	0.00	0.00	0.00	0.00	0
10-3370-000	RECREATION-PARTICIPANT INSURANCE	2,160.00	2,000.00	97.50	172.50	0.00	1,827.50-	9
10-3410-000	WINE AND BEER TAX	33,457.95	40,000.00	0.00	0.00	0.00	40,000.00-	0
10-3415-000	ABC PROFIT DISTRIBUTION	22,094.10	30,000.00	0.00	20,818.80	0.00	9,181.20-	69
10-3430-000	SALES TAX-ONE HALF CENT-ST-A42	198,159.74	187,000.00	18,178.20	128,511.95	0.00	58,488.05-	69
10-3440-000	SALES TAX-ONE-HALF CENT-ST-A40	615,764.47	619,000.00	54,969.75	398,345.91	0.00	220,654.09-	64
10-3450-000	SALES TAX ONE CENT LOCAL	914,710.23	851,000.00	84,474.85	592,848.64	0.00	258,151.36-	70
10-3460-000	SALES TAX - REDISTRIBTUTION	293,515.55	292,000.00	25,266.58	176,868.14	0.00	115,131.86-	61
10-3470-020	ABC ALCOHOLISM BOTTLE TAX	3,628.31	0.00	355.09	3,094.90	0.00	3,094.90	0
10-3480-012	HAZARD MITIGATION-PROPERTY ACQUISITION	91,678.91	0.00	0.00	0.00	0.00	0.00	0
10-3480-013	RAP LEPC TIER II GRANT	5,000.00	0.00	0.00	0.00	0.00	0.00	0
10-3480-016	HSGP-OPERATION "GET THEM FED"	6,719.50	0.00	0.00	0.00	0.00	0.00	0
10-3480-018	HMEP GRANT-HAZMAT INCIDENT STABILIZATION	7,250.00	0.00	0.00	0.00	0.00	0.00	0
10-3480-020	EMERGENCY MANAGEMENT PROG FUND	38,904.03	38,500.00	18,752.80	39,377.80	0.00	877.80	102
10-3480-026	SUNENERGY GRANT - EM VEHICLE	0.00	21,000.00	0.00	0.00	0.00	21,000.00-	0
10-3480-080	EM DONATIONS-EMERGENCY RESPONSE BANQUET	5,803.00	50.00	0.00	50.00	0.00	0.00	100
10-3480-088	CRF ELIGIBLE PAYROLL EXPENSE REIMB	0.00	372,794.93	0.00	372,594.93	0.00	200.00-	100
10-3480-098	HURRICANE DORIAN - FEMA REIMBURSEMENTS	6,619.50	0.00	0.00	0.00	0.00	0.00	0
10-3490-000	DSS-ADMINISTRATION REIMBURSE	2,081,188.20	2,495,215.00	175,790.57	1,703,766.68	0.00	791,448.32-	68
10-3500-040	DAYCARE FRAUD REPAYMENTS	0.00	2,500.00	0.00	0.00	0.00	2,500.00-	0
10-3500-050	DSS-FOSTER CARE/ADOPTIONRETURN	23,029.71	84,643.00	8,018.90	120,397.88	0.00	35,754.88	142
10-3500-080	DSS-COMMUNITY DONATIONS-MEDICAL	422.00	30.00	0.00	65.00	0.00	35.00	217
10-3500-081	DSS COMMUNITY DONATIONS-CHRISTMAS	1,860.00	1,505.00	0.00	1,505.00	0.00	0.00	100
10-3500-082	DSS COMMUNITY DONATIONS-FOSTER CHILDREN	300.00	0.00	0.00	0.00	0.00	0.00	0
10-3500-090	DSS-CERTIFICATION FEES	2,216.03	2,500.00	0.00	0.00	0.00	2,500.00-	0
10-3500-120	DSS-TITLE IV-D CHILD SUPPORT	49,021.30	18,600.00	6,413.47	26,232.29	0.00	7,632.29	141
10-3500-121	DSS-SPECIAL LINKS	0.00	500.00	0.00	0.00	0.00	500.00-	0
10-3500-130	HOME & CC BLOCK GRANT-ALB COMM	48,023.65	67,500.00	3,625.47	38,440.61	0.00	29,059.39-	57
10-3500-140	DSS-TYRRELL IV-D CONTRACT	60,000.00	60,000.00	5,000.00	50,000.00	0.00	10,000.00-	83
10-3500-190	DSS-MEDICAID CAP	195,649.60	135,000.00	20,196.00	192,869.50	0.00	57,869.50	143
10-3500-200	DOT - ROAP & CTS GRANTS	322,905.00	361,859.00	38,069.00-	123,861.00	0.00	237,998.00-	34
10-3500-202	DSS-RDC CONTRACT/TRANSPORTATION	1,403.28	2,500.00	38,079.00	0.00	0.00	2,500.00-	0
10-3500-221	GRANT-VIDANT HOSPITAL	2,500.00	0.00	0.00	0.00	0.00	0.00	0
10-3500-270	SHIIP-SENIOR HEALTH INS INF	3,595.00	4,560.00	0.00	4,560.00	0.00	0.00	100
10-3500-280	MIPPA GRANT-MEDICAID IMPROVEMENT FOR PAT	0.00	3,157.00	2,157.00	3,157.00	0.00	0.00	100
10-3500-290	WASH CO PESTICIDE CONTAINER RECYC GRANT	0.00	4,842.00	635.70	4,509.30	0.00	332.70-	93
10-3508-000	ALB COMM NUTRITION SITE DIRECTOR	7,882.11	7,882.00	0.00	0.00	0.00	7,882.00-	0
10-3508-001	ALB COMM GENERAL PURPOSE GRANT	10,740.00	10,574.00	0.00	0.00	0.00	10,574.00-	0
10-3508-002	ALB COMM TITLE III D GRANT	0.00	1,000.00	0.00	0.00	0.00	1,000.00-	0
10-3509-000	SENIOR CITIZENS FUNDS	2,025.00	2,500.00	0.00	0.00	0.00	2,500.00-	0

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-3509-010	SENIOR CENTER TRIPS	6,212.85	0.00	0.00	0.00	0.00	0.00	0
10-3509-020	SENIOR CENTER DONATIONS	208.00	0.00	0.00	0.00	0.00	0.00	0
10-3509-040	SENIOR CTR STIPEND-COOP EXT SHIIP ADMIN	185.00	185.00	0.00	0.00	0.00	185.00-	0
10-3510-010	COURT COST, FEES AND CHARGES	20,361.18	22,000.00	1,906.03	11,745.46	0.00	10,254.54-	53
10-3510-020	OFFICERS FEES	10,932.18	12,000.00	940.10	7,337.03	0.00	4,662.97-	61
10-3530-000	RAP LEPC-HYPERREACH	13,000.00	0.00	0.00	0.00	0.00	0.00	0
10-3540-000	SHERIFF FEES	3,368.09	2,000.00	597.28	3,780.37	0.00	1,780.37	189
10-3540-010	DRUG/DONATIONS/GRANT LEO	369.86	0.00	61.16	857.33	0.00	857.33	0
10-3540-020	GUN PERMITS DISCRETIONARY-COUNTY PORTION	4,685.00	7,485.00	1,470.00	9,270.00	0.00	1,785.00	124
10-3540-030	GUN PERMITS-STATE PORTION	5,725.00	9,270.00	1,830.00	11,495.00	0.00	2,225.00	124
10-3540-040	FINGER PRINTING	1,640.00	2,020.00	370.00	2,470.00	0.00	450.00	122
10-3540-070	DONATIONS-ANIMAL CONTROL	657.84	27.00	0.00	27.00	0.00	0.00	100
10-3540-080	SHERIFF GRANT - BODY CAMS	0.00	25,000.00	0.00	0.00	0.00	25,000.00-	0
10-3541-000	SHERIFF'S SERVICE FEES	11,219.50	12,000.00	548.00	6,817.61	0.00	5,182.39-	57
10-3541-010	SHERIFF-DONATIONS	59.45	3,355.00	0.00	3,355.00	0.00	0.00	100
10-3541-030	SHERIFF DONATIONS-PURCHASE OF K-9	5,200.00	0.00	0.00	0.00	0.00	0.00	0
10-3542-000	SHERIFF-ABC BOARD FUNDING	2,400.00	2,400.00	0.00	2,400.00	0.00	0.00	100
10-3543-001	SHERIFF EXECUTION SALE PROCEEDS	48,932.50	0.00	0.00	0.00	0.00	0.00	0
10-3550-000	BUILDING PERMIT FEES - (GC)	185,208.00	45,000.00	4,297.40	37,677.20	0.00	7,322.80-	84
10-3550-010	PLANNING CONTRACTED SERVICES-BLDG INSP	0.00	15,000.00	0.00	0.00	0.00	15,000.00-	0
10-3550-020	DECOMMISSIONING BOND-SOLAR FARMS	50,000.00	0.00	0.00	0.00	0.00	0.00	0
10-3550-030	ZONING FEES	1,700.00	1,200.00	75.00	1,325.00	0.00	125.00	110
10-3560-000	REGISTER OF DEEDS FEES	62,903.56	60,000.00	5,561.60	64,457.45	0.00	4,457.45	107
10-3560-010	MARRIAGE LICENSES	2,160.00	2,500.00	300.00	1,860.00	0.00	640.00-	74
10-3580-000	JAIL FEES/STATE REIMBURSEMENTS	7,342.85	7,000.00	350.38	3,465.49	0.00	3,534.51-	50
10-3590-000	JAIL HOUS/TRANS/CO/US MARSHALL	71,515.67	75,000.00	110.00	20,279.00	0.00	54,721.00-	27
10-3830-000	SALE OF FIXED ASSETS	438.07	5,000.00	400.00	400.00	0.00	4,600.00-	8
10-3900-000	NC EDUCATION LOTTERY	179,875.00	87,407.00	0.00	87,406.85	0.00	0.15-	100
10-3970-020	M-T-W COURT COORDINATOR GRANT	0.00	73,689.00	6,259.88	58,327.81	0.00	15,361.19-	79
10-3970-030	STATE AID VETERANS OFFICE	2,181.78	2,000.00	0.00	2,083.87	0.00	83.87	104
10-3970-040	JCPC-ROANOKE AREA YOUTH	61,976.00	63,367.00	5,280.00	52,807.00	0.00	10,560.00-	83
10-3970-041	JCPC-WASHINGTON COUNTY YOUTH	21,886.00	18,182.00	1,515.00	15,152.00	0.00	3,030.00-	83
10-3970-042	JCPC-ADMINISTRATION	3,858.00	7,391.00	615.00	6,161.00	0.00	1,230.00-	83
10-3970-050	SCHOOL REIMB-WCU/CHS SRO	149,755.50	115,540.00	9,561.93	65,981.24	0.00	49,558.76-	57
10-3970-060	BALLGAME REIMBURSEMENTS FROM SCHOOLS	1,291.50	0.00	0.00	0.00	0.00	0.00	0
10-3970-070	NCACC MANAGEMENT FELLOW GRANT ASST	23,493.55	1,344.08	0.00	1,344.08	0.00	0.00	100
10-3970-090	CONTRI FROM SOIL & WATER DIST	22,871.00	21,136.00	0.00	0.00	0.00	21,136.00-	0
10-3970-120	COST ALLOCATION-WATERWORKS	75,000.00	120,000.00	0.00	120,000.00	0.00	0.00	100
10-3980-020	TOURISM DEVELOP AUTHOR 3% ADMN	3,500.00	3,500.00	0.00	3,500.00	0.00	0.00	100
10-3990-000	APPROPRIATED FUND BALANCE	0.00	695,655.99	0.00	0.00	0.00	695,655.99-	0

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-3991-000	REGISTER DDS PRESERVATION FUND	0.00	9,000.00	0.00	0.00	0.00	9,000.00-	0
10-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	9.36	0.00	0.00	0.00	0.00	0.00	0
GENERAL FUND Revenue Total		14,776,473.33	15,826,235.00	757,370.98	12,776,212.88	0.00	3,050,022.12-	81

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-0000-000	GENERAL FUND:	0.00	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	0.00	0
10-4110-010	SALARIES & WAGES-BOARD	35,399.60	35,400.00	2,950.00	29,499.40	0.00	5,900.60	83
10-4110-020	SALARIES & WAGES-BOARD TRAVEL STIPEND	14,099.80	14,100.00	1,175.00	11,749.80	0.00	2,350.20	83
10-4110-030	SALARIES & WAGES-CELLPHONE STIPEND	1,500.00	1,500.00	125.00	1,250.00	0.00	250.00	83
10-4110-090	GOVERNING BOARD- FICA TAX EXPENSE	3,946.84	4,000.00	328.91	3,289.00	0.00	711.00	82
10-4110-140	GOVERNING BOARD- WORKMAN'S COMP	1,469.00	1,543.00	0.00	1,390.00	0.00	153.00	90
10-4110-200	GOVERNING BOARD- DEPT SUPPLIES	3,066.44	2,000.00	450.84	1,556.71	0.00	443.29	78
10-4110-310	GOVERNING BOARD- TRAVEL	5,525.93	12,000.00	100.00	774.77	0.00	11,225.23	6
10-4110-320	GOVERNING BOARD- COMMUNICATIONS	600.00	750.00	50.00	500.00	0.00	250.00	67
10-4110-350	POSTAGE	55.00	50.00	0.00	6.95	0.00	43.05	14
10-4110-370	GOVERNING BOARD- PRINTING	300.00	500.00	0.00	100.00	0.00	400.00	20
10-4110-380	ADVERTISING	510.00	1,500.00	306.00	733.00	0.00	767.00	49
10-4110-390	COMMISSIONERS-SPECIAL SPONSORED	3,095.68	4,000.00	0.00	3,936.00	0.00	64.00	98
10-4110-391	GOVERNING BOARD- DUES & SUBSCRIPTIONS	5,660.96	5,900.00	41.75	5,737.61	0.00	162.39	97
10-4110-392	OTHER COMMUNITY CONTRIBUTIONS	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0
10-4110-442	CONTRACTED SERVICES-GRANICUS	4,800.00	5,136.00	0.00	5,136.00	0.00	0.00	100
DEPARTMENT Total		80,029.25	96,379.00	5,527.50	65,659.24	0.00	30,719.76	68

10-4120-000	MANAGERS OFFICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4120-010	MANAGERS OFFICE- S & W- REGULAR	217,010.86	219,577.00	17,384.50	171,107.10	0.00	48,469.90	78
10-4120-040	SALARIES & WAGES-LONGEVITY	1,647.22	1,983.00	0.00	1,982.26	0.00	0.74	100
10-4120-090	MANAGERS OFFICE- FICA TAX EXPENSE	16,514.65	16,812.00	1,315.65	13,060.89	0.00	3,751.11	78
10-4120-100	MANAGERS OFFICE- RETIREMENT	34,008.11	38,558.00	2,941.46	28,395.87	0.00	10,162.13	74
10-4120-101	MANAGERS OFFICE 401 (K) CONTRIB	5,222.18	6,593.00	521.53	4,864.53	0.00	1,728.47	74
10-4120-130	MANAGERS OFFICE- UNEMPLOYMENT INS.	0.00	244.00	0.00	0.00	0.00	244.00	0
10-4120-140	MANAGERS OFFICE- WORKMAN'S COMP	952.00	1,450.00	0.00	1,261.00	0.00	189.00	87
10-4120-180	MANAGERS OFFICE- GROUP INS.	21,475.40	29,495.00	2,276.16	20,937.95	0.00	8,557.05	71
10-4120-190	LEGAL SERVICES	77,054.97	12,500.00	0.00	3,297.50	0.00	9,202.50	26
10-4120-260	MANAGERS OFFICE- DEPARTMENTAL SUPPLIES	7,685.05	4,000.00	183.62	2,598.48	0.00	1,401.52	65
10-4120-270	MANAGERS OFFICE - SERVICE AWARDS	125.00	0.00	0.00	0.00	0.00	0.00	0
10-4120-310	MANAGERS OFFICE- TRAVEL	1,040.27	2,000.00	0.00	40.00	0.00	1,960.00	2

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4120-315	TRAINING	6,019.97	5,000.00	143.75	2,982.00	0.00	2,018.00	60
10-4120-320	MANAGERS OFFICE- COMMUNICATIONS	1,562.60	2,000.00	95.53	1,057.55	0.00	942.45	53
10-4120-330	POSTAGE	30.06	100.00	7.10	32.89	0.00	67.11	33
10-4120-355	MAINT & REPAIR-VEHICLE	114.04	1,500.00	0.00	0.00	0.00	1,500.00	0
10-4120-370	MANAGERS OFFICE- PRINTING	250.00	150.00	0.00	100.00	0.00	50.00	67
10-4120-380	ADVERTISING	0.00	2,364.00	150.00	1,542.00	0.00	822.00	65
10-4120-381	MANAGERS OFFICE-LOST REF-EDUCATION	2,684.16	0.00	0.00	0.00	0.00	0.00	0
10-4120-390	MANAGERS OFFICE- DUES AND SUBSCRIPTIONS	3,387.41	3,950.00	8.00	3,930.83	0.00	19.17	100
10-4120-400	LEASE-COPIER	6,629.44	6,800.00	0.00	1,662.48	0.00	5,137.52	24
DEPARTMENT Total		403,413.39	355,076.00	25,027.30	258,853.33	0.00	96,222.67	73
10-4130-000	FINANCE OFFICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4130-010	FINANCE OFFICE- S & W- REGULAR	159,844.38	167,737.00	14,739.92	142,647.20	0.00	25,089.80	85
10-4130-040	SALARIES & WAGES-LONGEVITY	986.74	1,037.00	0.00	1,036.27	0.00	0.73	100
10-4130-090	FINANCE OFFICE- FICA TAX EXPENSE	11,544.70	12,912.00	1,064.36	10,283.31	0.00	2,628.69	80
10-4130-100	FINANCE OFFICE- RETIREMENT	25,071.98	29,613.00	2,494.00	24,311.28	0.00	5,301.72	82
10-4130-101	FINANCE OFFICE- 401(K) CONTRIB.	4,795.42	5,064.00	442.20	4,279.44	0.00	784.56	85
10-4130-130	FINANCE OFFICE- UNEMPLMNT INS.	0.00	1,008.00	0.00	0.00	0.00	1,008.00	0
10-4130-140	FINANCE OFFICE- WORKMAN'S COMP	1,008.00	1,113.00	0.00	954.00	0.00	159.00	86
10-4130-150	FINANCE OFFICE-BANK FEES	22,305.73	21,000.00	0.00	16,928.01	0.00	4,071.99	81
10-4130-180	FINANCE OFFICE- PROFESSIONAL SERVICES	78,587.87	86,000.00	1,233.32	73,976.77	0.00	12,023.23	86
10-4130-181	FINANCE OFFICE- GROUP INS.	31,571.34	29,328.00	2,278.52	23,028.70	0.00	6,299.30	79
10-4130-260	FINANCE OFFICE- DEPARTMENTAL SUPPLIES	8,613.69	6,123.00	1,282.18	3,799.84	0.00	2,323.16	62
10-4130-280	FINANCE OFFICE- POSTAGE	1,667.60	2,500.00	135.32	1,511.76	0.00	988.24	60
10-4130-310	FINANCE OFFICE- TRAVEL	640.38	1,040.00	92.58	648.99	0.00	391.01	62
10-4130-315	TRAINING	636.95	4,000.00	97.50	97.50	0.00	3,902.50	2
10-4130-320	FINANCE OFFICE- COMMUNICATIONS	1,546.72	1,600.00	128.06	1,188.19	0.00	411.81	74
10-4130-355	REPAIR & MAINTENANCE-VEHICLES	0.00	500.00	0.00	52.80	0.00	447.20	11
10-4130-390	FINANCE OFFICE- DUES & SUBSCRIPTIONS	604.00	1,007.00	196.00	982.80	0.00	24.20	98
10-4130-410	FINANCE OFFICE- LEASE EQUIPMENT	1,146.00	1,200.00	138.60	563.70	0.00	636.30	47
10-4130-540	FINANCE OFFICE - CAPITAL OUTLAY EQUIP	0.00	1,175.00	0.00	0.00	0.00	1,175.00	0
DEPARTMENT Total		350,571.50	373,957.00	24,137.40	306,290.56	0.00	67,666.44	82
10-4140-000	TAX ADMIN:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4140-010	TAX ADMIN.- S & W- REGULAR	156,342.38	175,101.00	15,053.76	143,084.04	0.00	32,016.96	82
10-4140-040	SALARIES & WAGES-LONGEVITY	1,683.23	1,774.00	0.00	1,773.11	0.00	0.89	100
10-4140-090	TAX ADMIN.- FICA TAX EXPENSE	10,977.04	13,531.00	1,063.09	10,181.10	0.00	3,349.90	75
10-4140-100	TAX ADMIN.- RETIREMENT	24,641.93	31,034.00	2,547.09	24,509.84	0.00	6,524.16	79

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4210-010	INFO. TECH- S & W- REGULAR	49,936.87	51,313.00	4,383.00	43,188.48	0.00	8,124.52	84
10-4210-040	SALARIES & WAGES-LONGEVITY	1,496.31	1,540.00	0.00	1,539.39	0.00	0.61	100
10-4210-090	INFO. TECH- FICA TAX EXPENSE	3,312.84	4,044.00	283.47	2,903.44	0.00	1,140.56	72
10-4210-100	INFO. TECH- RETIREMENT	8,016.55	9,274.00	741.60	7,567.92	0.00	1,706.08	82
10-4210-101	INFO. TECH- 401(K) CONTRIB.	1,498.07	1,586.00	131.49	1,295.64	0.00	290.36	82
10-4210-130	INFO. TECH- UNEMPLOYMENT INS.	0.00	252.00	0.00	0.00	0.00	252.00	0
10-4210-140	INFO. TECH- WORKMAN'S COMP	351.00	349.00	0.00	305.00	0.00	44.00	87
10-4210-180	INFO. TECH- CONTRACTED SERVICES	9,600.00	8,200.00	600.00	6,000.00	0.00	2,200.00	73
10-4210-181	INFO. TECH- GROUP INS.	8,883.74	9,343.00	737.20	7,430.40	0.00	1,912.60	80
10-4210-200	INFO. TECH- DEPARTMENTAL SUPPLIES	2,362.83	1,300.00	0.00	297.04	0.00	1,002.96	23
10-4210-270	INFO. TECH-SERVICE AWARDS	200.00	0.00	0.00	0.00	0.00	0.00	0
10-4210-310	INFO. TECH- TRAVEL	39.50	100.00	0.00	10.07	0.00	89.93	10
10-4210-315	TRAINING	0.00	1,550.00	0.00	50.00	0.00	1,500.00	3
10-4210-320	INFO. TECH- COMMUNICATIONS	2,437.27	2,850.00	213.87	2,354.19	0.00	495.81	83
10-4210-330	POSTAGE	46.80	50.00	0.00	46.00	0.00	4.00	92
10-4210-350	INFO. TECH- MAINT. & REPAIR- EQUIPMENT	19,325.98	36,000.00	1,220.00	21,188.00	0.00	14,812.00	59
DEPARTMENT Total		107,507.76	127,751.00	8,310.63	94,175.57	0.00	33,575.43	74
10-4260-000	BUILDINGS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4260-440	CONTRACT SERVICES-COURTHOUSE SECURITY	55,755.28	59,000.00	4,768.31	17,201.59	0.00	41,798.41	29
10-4260-550	BUILDINGS- PUBLIC DEFENDER HOUSING	4,452.00	4,452.00	0.00	0.00	0.00	4,452.00	0
10-4260-554	PROBATION & PAROLE-FORBES	15,858.55	16,600.00	1,200.00	14,883.55	0.00	1,716.45	90
10-4260-555	SMART START LEASE ASSISTANCE	3,600.00	4,200.00	1,050.00	3,150.00	0.00	1,050.00	75
DEPARTMENT Total		79,665.83	84,252.00	7,018.31	35,235.14	0.00	49,016.86	42
10-4265-000	FACILITY SERVICES:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4265-010	FACILITY SERVICES- S & W- REGULAR	137,297.08	168,850.00	12,028.17	137,181.82	0.00	31,668.18	81
10-4265-040	SALARIES & WAGES-LONGEVITY	2,362.63	1,969.00	0.00	1,968.44	0.00	0.56	100
10-4265-090	FACILITY SERVICES- FICA TAX EXPENSE	9,206.62	13,068.00	808.67	9,531.59	0.00	3,536.41	73
10-4265-100	FACILITY SERVICES- RETIREMENT	21,779.63	29,971.00	2,035.17	23,544.22	0.00	6,426.78	79
10-4265-101	FACILITY SERVICES- 401(K) CONTRIB.	3,365.80	5,125.00	262.59	2,624.58	0.00	2,500.42	51
10-4265-130	FACILITY SERVICES- UNEMPLOYMENT INS.	0.00	1,362.00	0.00	0.00	0.00	1,362.00	0
10-4265-140	FACILITY SERVICES- WORKMAN'S COMP	18,888.00	7,080.00	0.00	6,362.00	0.00	718.00	90
10-4265-181	FACILITY SERVICES- GROUP INS.	34,788.38	45,698.00	3,000.90	33,776.08	0.00	11,921.92	74
10-4265-200	FACILITY SERVICES- DEPT SUPPLIES & MATER	14,992.68	18,000.00	1,231.07	16,451.66	0.00	1,548.34	91
10-4265-201	CLERK OF COURT DEPARTMENTAL SUPPLIES	2,728.32	1,200.00	6.10	810.18	0.00	389.82	68
10-4265-202	CLERK OF COURT-MAINT & REPAIR-BUILDING	623.42	3,800.00	0.00	0.00	0.00	3,800.00	0
10-4265-215	FACILITY SERVICES- MAINT AND REPAIR BLDG	62,122.80	60,740.00	1,439.90	34,052.55	0.00	26,687.45	56

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4265-230	FACILITY SERVICES- DEPT SUPPLIES-SAFETY	2,004.96	3,000.00	346.80	1,381.85	0.00	1,618.15	46
10-4265-250	FACILITY SERVICES-SUPPLIES-VEHICLE	1,631.15	3,000.00	91.36	1,278.31	0.00	1,721.69	43
10-4265-256	FACILITY SERVICES- INSURANCE CLAIMS	6,690.50	16,970.00	5,707.20	10,583.71	0.00	6,386.29	62
10-4265-270	SERVICE AWARDS	50.00	200.00	0.00	200.00	0.00	0.00	100
10-4265-320	FACILITY SERVICES- COMMUNICATIONS	7,036.23	6,800.00	594.45	5,902.89	0.00	897.11	87
10-4265-325	POSTAGE	0.00	50.00	0.00	0.00	0.00	50.00	0
10-4265-330	FACILITY SERVICES- UTILITIES-ELECTRICITY	101,227.62	105,000.00	504.73	78,029.06	0.00	26,970.94	74
10-4265-331	UTILITIES-FUEL/GAS	6,819.57	10,000.00	682.95	8,020.31	0.00	1,979.69	80
10-4265-332	UTILITIES-WATER	30,620.97	30,000.00	1,566.28	13,796.50	0.00	16,203.50	46
10-4265-355	MAINT & REPAIR-VEHICLES	438.10	1,500.00	0.00	579.98	0.00	920.02	39
10-4265-440	CONTRACTED SERVICES-MOWING	26,049.00	28,440.00	2,912.00	13,775.00	0.00	14,665.00	48
10-4265-540	FACILITIES- CAPITAL OUTLAY - EQUIPMENT	69,304.92	53,200.00	0.00	0.00	0.00	53,200.00	0
10-4265-551	MAINT AGREEMENTS-COMMANDER SOFTWARE	1,533.00	1,533.00	0.00	1,533.00	0.00	0.00	100
10-4265-601	CONTRACTED SERVICES-SECURITY SYSTEM	1,858.32	1,800.00	0.00	1,706.22	0.00	93.78	95
10-4265-602	CONTRACTED SERVICES-EXTERMINATING	7,144.00	7,144.00	0.00	6,844.00	0.00	300.00	96
10-4265-603	CONTRACTED SERVICES-ELEVATOR	14,890.00	10,090.00	2,385.00	10,090.00	0.00	0.00	100
10-4265-604	CONTRACTED SERVICES-REPUBLIC	8,361.26	10,785.00	780.36	6,557.74	0.00	4,227.26	61
10-4265-605	CONTRACTED SERVICES-FIRE EXT	2,348.00	4,550.00	166.25	2,389.00	0.00	2,161.00	53
10-4265-606	CONTRACTED SERVICES-HOUSE KEEPING	6,060.00	6,420.00	600.00	4,710.00	0.00	1,710.00	73
DEPARTMENT Total		602,222.96	657,345.00	37,149.95	433,680.69	0.00	223,664.31	66
10-4310-000	SHERIFF:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4310-010	SHERIFF- S & W- REGULAR	691,620.62	767,348.00	61,750.18	582,145.67	0.00	185,202.33	76
10-4310-030	SHERIFF- SALARIES AND WAGES PART-TIME	0.00	1,250.00	0.00	0.00	0.00	1,250.00	0
10-4310-040	SALARIES & WAGES-LONGEVITY	1,874.23	2,928.00	0.00	2,840.28	0.00	87.72	97
10-4310-090	SHERIFF- FICA TAX EXPENSE	50,623.51	59,697.00	4,461.88	42,204.02	0.00	17,492.98	71
10-4310-100	SHERIFF- RETIREMENT	110,516.71	137,739.00	10,622.19	99,872.85	0.00	37,866.15	73
10-4310-101	SHERIFF- 401K CONTRIB.	32,472.19	37,345.00	2,578.78	25,271.75	0.00	12,073.25	68
10-4310-102	SHERIFF-SUPPLEMENTAL PENSION FUND	574.57	1,800.00	0.00	1,773.47	0.00	26.53	99
10-4310-130	SHERIFF- UNEMPLOYMENT INS.	2,496.00	5,040.00	0.00	4,606.26	0.00	433.74	91
10-4310-140	SHERIFF- WORKMAN'S COMP	51,388.00	54,496.00	0.00	45,225.00	0.00	9,271.00	83
10-4310-180	SHERIFF- PROFESSIONAL SERVICES	4,597.50	4,250.00	179.50	3,470.50	0.00	779.50	82
10-4310-181	SHERIFF- GROUP INS.	107,408.12	150,325.00	10,399.09	93,335.46	0.00	56,989.54	62
10-4310-210	SHERIFF- UNIFORMS	7,625.51	10,000.00	489.70	7,836.88	0.00	2,163.12	78
10-4310-250	SHERIFF- SUPPLIES-VEHCILE	57,701.70	54,000.00	5,114.51	35,675.85	0.00	18,324.15	66
10-4310-260	SHERIFF- DEPARTMENTAL SUPPLIES	23,672.66	38,000.00	207.88	10,626.63	0.00	27,373.37	28
10-4310-270	SERVICE AWARDS	50.00	100.00	0.00	100.00	0.00	0.00	100
10-4310-310	SHERIFF- TRAVEL	1,950.40	2,000.00	0.00	966.72	0.00	1,033.28	48
10-4310-315	TRAINING	818.76	2,400.00	0.00	505.00	0.00	1,895.00	21

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4310-320	SHERIFF- COMMUNICATIONS	10,808.90	13,400.00	954.85	10,712.60	0.00	2,687.40	80
10-4310-330	POSTAGE	1,107.19	1,500.00	189.63	1,289.50	0.00	210.50	86
10-4310-350	SHERIFF- MAINT. & REPAIR EQUIPMENT	4,997.99	2,000.00	0.00	848.38	0.00	1,151.62	42
10-4310-355	SHERIFF- MAINT.- VEHICLE	27,265.45	32,500.00	2,979.11	27,261.54	0.00	5,238.46	84
10-4310-370	SHERIFF- PRINTING	175.00	200.00	0.00	130.00	0.00	70.00	65
10-4310-380	ADVERTISING	68.00	200.00	0.00	36.00	0.00	164.00	18
10-4310-390	SHERIFF- DUES & SUBSCRIPTIONS	325.86	400.00	0.00	337.30	0.00	62.70	84
10-4310-392	SHERIFF- UNDERCOVER INVESTIGATIONS	5,000.00	7,000.00	0.00	5,500.00	0.00	1,500.00	79
10-4310-411	LEASE-COPIER	60.24	0.00	0.00	0.00	0.00	0.00	0
10-4310-412	LEASE-FINGERPRINT	3,150.00	3,365.00	0.00	3,308.00	0.00	57.00	98
10-4310-413	LEASE-BUILDING	840.00	840.00	0.00	770.00	0.00	70.00	92
10-4310-414	MAINT AGREEMENTS-HRMS & QTR MASTER	1,285.00	1,300.00	0.00	1,298.00	0.00	2.00	100
10-4310-415	MAINT AGREEMENTS-RMS & RAMBLER	4,878.00	4,880.00	0.00	4,878.00	0.00	2.00	100
10-4310-416	MAINT AGREEMENTS-BIOMETRIC SCANNING	643.00	650.00	0.00	0.00	0.00	650.00	0
10-4310-417	LEASE - ANKLE MONITORING DEVICES	0.00	12,000.00	232.50	817.50	0.00	11,182.50	7
10-4310-540	CAPITAL OUTLAY VEHICLES	127,226.35	113,534.00	33,132.00	58,574.00	0.00	54,960.00	52
10-4310-550	SHERIFF- CAPITAL OUTLAY - EQUIPMENT	19,688.30	34,500.00	0.00	23,360.21	0.00	11,139.79	68
10-4310-600	SHERIFF- ANIMAL CONTROL	6,975.61	10,000.00	242.32	6,545.82	0.00	3,454.18	65
10-4310-601	DONATIONS-ANIMAL CONTROL	69.90	27.00	0.00	0.00	0.00	27.00	0
10-4310-602	SHERIFF-ABC BOARD FUNDING	0.00	1,028.00	0.00	0.00	0.00	1,028.00	0
10-4310-603	SHERIFF DONATIONS-PURCHASE OF K-9	9,500.00	3,601.00	0.00	0.00	0.00	3,601.00	0
10-4310-604	SHERIFF-COUNTY CONTRIB-PURCHASE OF K-9	9,678.17	1,500.00	0.00	140.43	0.00	1,359.57	9
10-4310-611	GUN PERMITS DISCRETIONARY-COUNTY PORTION	265.00	25,085.00	0.00	0.00	0.00	25,085.00	0
10-4310-612	GUN PERMITS-STATE PORTION	5,335.00	9,995.00	0.00	8,140.00	0.00	1,855.00	81
10-4310-613	FINGERPRINTING	530.73	2,075.00	0.00	0.00	0.00	2,075.00	0
10-4310-615	SHERIFF EXECUTION SALE EXPENSES	48,932.50	0.00	0.00	0.00	0.00	0.00	0
10-4310-650	SHERIFF-DONATIONS	1,065.00	6,130.00	0.00	0.00	0.00	6,130.00	0
DEPARTMENT Total		1,435,261.67	1,616,428.00	133,534.12	1,110,403.62	0.00	506,024.38	69
10-4311-000	SRO - WASHINGTON COUNTY UNION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4311-010	SRO- WASH CO UNION-S & W- REGULAR	33,459.96	33,460.00	2,928.75	28,444.98	0.00	5,015.02	85
10-4311-090	SRO- WASH CO UNION- FICA TAX EXPENSE	2,513.88	2,560.00	220.22	2,137.82	0.00	422.18	84
10-4311-100	SRO- WASH CO UNION- RETIREMENT EXPENSE	5,432.06	6,082.00	513.12	4,983.60	0.00	1,098.40	82
10-4311-101	SRO- WASH CO UNION- 401(K) CONTRIB.	1,673.04	1,673.00	146.44	1,422.28	0.00	250.72	85
10-4311-130	SRO - WASH CO UNION- UNEMPLOYMENT INS.	0.00	252.00	0.00	0.00	0.00	252.00	0
10-4311-140	SRO- WASH CO UNION- WORKMAN'S COMP EXPEN	2,369.00	2,488.00	0.00	2,238.00	0.00	250.00	90
10-4311-180	SRO- WASH CO UNION- GROUP INS.	6,863.30	7,305.00	568.51	5,746.82	0.00	1,558.18	79
10-4311-210	SRO- WASH CO UNION- UNIFORMS	314.08	500.00	374.71	374.71	0.00	125.29	75
10-4311-250	MAINTENANCE & REPAIR-VEHICLE	1,908.53	2,250.00	265.33	1,998.42	0.00	251.58	89

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4311-260	SRO- WASH CO UNION-DEPARTMENTAL SUPPLIES	0.00	200.00	0.00	182.49	0.00	17.51	91
10-4311-310	SRO- WASH CO UNION- TRAVEL	0.00	500.00	0.00	0.00	0.00	500.00	0
10-4311-315	TRAINING	0.00	500.00	0.00	0.00	0.00	500.00	0
DEPARTMENT Total		54,533.85	57,770.00	5,017.08	47,529.12	0.00	10,240.88	82
10-4313-000	SRO- CRESWELL:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4313-010	SRO- CRESWELL-S & W- REGULAR	15,724.57	33,460.00	3,001.58	12,636.90	0.00	20,823.10	38
10-4313-090	SRO- CRESWELL- FICA TAX EXPENSE	1,118.85	2,560.00	225.80	951.44	0.00	1,608.56	37
10-4313-100	SRO- CRESWELL- RETIREMENT	1,580.84	6,082.00	525.88	1,965.98	0.00	4,116.02	32
10-4313-101	SRO- CRESWELL- 401K CONTRIB.	487.97	1,673.00	150.08	561.07	0.00	1,111.93	34
10-4313-130	SRO - CRESWELL- UNEMPLOYMENT INS.	0.00	252.00	0.00	0.00	0.00	252.00	0
10-4313-140	SRO- CRESWELL- WORKMAN'S COMP	2,369.00	2,488.00	0.00	2,238.00	0.00	250.00	90
10-4313-180	SRO- CRESWELL- GROUP INS.S	1,975.78	7,305.00	568.51	2,274.04	0.00	5,030.96	31
10-4313-210	SRO- CRESWELL- UNIFORMS	0.00	500.00	122.54	328.06	0.00	171.94	66
10-4313-250	MAINTENANCE & REPAIR-VEHICLE	868.64	2,250.00	114.37	229.65	0.00	2,020.35	10
10-4313-260	SRO- CRESWELL- DEPARTMENTAL SUPPLIES	0.00	200.00	0.00	140.52	0.00	59.48	70
10-4313-310	SRO- CRESWELL- TRAVEL	0.00	500.00	0.00	0.00	0.00	500.00	0
10-4313-315	TRAINING	0.00	500.00	0.00	0.00	0.00	500.00	0
DEPARTMENT Total		24,125.65	57,770.00	4,708.76	21,325.66	0.00	36,444.34	37
10-4314-000	SRO- PLYMOUTH HIGH:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4314-010	SRO - PLYMOUTH HIGH-S & W- REGULAR	32,773.60	33,460.00	2,858.00	28,161.98	0.00	5,298.02	84
10-4314-090	SRO - PLYMOUTH HIGH- FICA TAX	2,455.42	2,560.00	212.14	2,089.42	0.00	470.58	82
10-4314-100	SRO - PLYMOUTH HIGH- RETIREMENT MATCH	5,203.84	6,082.00	500.72	4,934.00	0.00	1,148.00	81
10-4314-101	SRO - PLYMOUTH HIGH- 401K CONTRIBUTIONS	1,603.33	1,673.00	142.90	1,408.12	0.00	264.88	84
10-4314-130	SRO - PLYMOUTH HIGH- UNEMPLOYMENT INS.	0.00	252.00	0.00	0.00	0.00	252.00	0
10-4314-140	SRO - PLYMOUTH HIGH- WORKMAN'S COMP	2,488.00	2,488.00	0.00	2,238.00	0.00	250.00	90
10-4314-180	SRO - PLYMOUTH HIGH- GROUP INS.	6,581.05	7,305.00	568.51	5,746.82	0.00	1,558.18	79
10-4314-210	SRO - PLYMOUTH HIGH- UNIFORMS	406.29	500.00	0.00	53.14	0.00	446.86	11
10-4314-250	MAINT & REPAIR - VEHICLE	1,973.10	2,250.00	302.10	1,903.22	0.00	346.78	85
10-4314-260	DEPARTMENTAL SUPPLIES	0.00	200.00	0.00	140.52	0.00	59.48	70
10-4314-310	SRO- TRAVEL	0.00	500.00	0.00	0.00	0.00	500.00	0
10-4314-315	TRAINING	0.00	500.00	0.00	0.00	0.00	500.00	0
DEPARTMENT Total		53,484.63	57,770.00	4,584.37	46,675.22	0.00	11,094.78	81
10-4317-000	SRO - PINES:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4317-010	SRO - PINES-S&W REGULAR	23,228.93	0.00	0.00	0.00	0.00	0.00	0

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10-4317-090	SRO - PINES-FICA TAX	1,684.81	0.00	0.00	0.00	0.00	0.00	0
10-4317-100	SRO - PINES-RETIREMENT MATCH	3,758.89	0.00	0.00	0.00	0.00	0.00	0
10-4317-101	SRO - PINES-401K CONTRIBUTIONS	1,161.47	0.00	0.00	0.00	0.00	0.00	0
10-4317-140	SRO - PINES-WORKMANS COMP	2,369.00	2,238.00	0.00	2,238.00	0.00	0.00	100
10-4317-180	SRO - PINES-GROUP INS	4,839.49	0.00	0.00	0.00	0.00	0.00	0
10-4317-210	SRO - PINES-UNIFORMS	252.39	0.00	0.00	0.00	0.00	0.00	0
10-4317-250	MAINT & REPAIR-VEHICLE	1,563.39	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		38,858.37	2,238.00	0.00	2,238.00	0.00	0.00	100
10-4320-000	DETENTION CENTER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4320-010	DETENTION CENTER- S & W - REGULAR	305,953.91	297,335.00	28,474.13	246,572.51	0.00	50,762.49	83
10-4320-030	SALARIES & WAGE - OVERTIME	53,820.61	91,500.00	3,531.46	78,326.36	0.00	13,173.64	86
10-4320-031	DETENTION CENTER - S&W PARTTIME	31,801.64	37,306.00	2,789.17	31,732.74	0.00	5,573.26	85
10-4320-040	SALARIES & WAGES - LONGEVITY	1,584.85	1,983.00	0.00	1,707.26	0.00	275.74	86
10-4320-090	DETENTION CENTER- FICA TAX EXPENSE	28,930.70	34,029.00	2,565.34	26,453.71	0.00	7,575.29	78
10-4320-100	DETENTION CENTER- RETIREMENT	55,468.72	69,607.00	5,415.34	55,117.86	0.00	14,489.14	79
10-4320-101	DETENTION CENTER- 401(K) CONTRIB.	6,908.13	7,415.00	687.48	5,520.20	0.00	1,894.80	74
10-4320-130	DETENTION CENTER- UNEMPLOYMENT INS.	0.00	3,276.00	0.00	0.00	0.00	3,276.00	0
10-4320-140	DETENTION CENTER- WORKMAN'S COMP	29,040.00	29,758.00	0.00	29,758.00	0.00	0.00	100
10-4320-181	DETENTION CENTER- GROUP INS.	72,902.92	94,711.00	6,800.31	60,411.49	0.00	34,299.51	64
10-4320-185	TRAVEL	34.00	500.00	0.00	269.21	0.00	230.79	54
10-4320-190	DETENTION CENTER- TRAINING	2,272.86	5,000.00	510.79	2,212.20	0.00	2,787.80	44
10-4320-200	DETENTION CENTER- DEPARTMENTAL SUPPLIES	8,283.29	12,000.00	481.28	9,046.25	0.00	2,953.75	75
10-4320-210	DETENTION CENTER- UNIFORMS	3,832.95	5,000.00	0.00	4,935.85	0.00	64.15	99
10-4320-244	CONTRACTED SERVICES-SOUTHERN HEALTH PART	128,755.16	135,000.00	10,419.23	113,176.44	0.00	21,823.56	84
10-4320-247	DETENTION CENTER- FOOD & PROVISIONS	83,635.70	95,000.00	4,199.35	45,576.20	0.00	49,423.80	48
10-4320-270	SERVICE AWARDS	100.00	0.00	0.00	0.00	0.00	0.00	0
10-4320-290	SUPPLIES & MATERIALS-HYGIENE	844.04	4,000.00	0.00	0.00	0.00	4,000.00	0
10-4320-299	DETENTION CENTER- LAUNDRY & DRY CLEANING	6,127.00	6,000.00	488.00	5,156.00	0.00	844.00	86
10-4320-320	DETENTION CENTER- COMMUNICATIONS	677.90	650.00	47.69	563.25	0.00	86.75	87
10-4320-330	POSTAGE	103.50	200.00	14.14	71.44	0.00	128.56	36
10-4320-350	DETENTION CENTER- MAINT & REPAIR- EQUIP	20,198.86	20,000.00	274.90	7,529.17	0.00	12,470.83	38
10-4320-550	DETENTION CENTER- CAPITAL OUTLAY- EQUIPM	0.00	22,500.00	0.00	0.00	0.00	22,500.00	0
10-4320-600	DETENTION CENTER- CONTRACTED SERVICES	35,059.59	50,000.00	1,200.00	37,897.42	0.00	12,102.58	76
10-4320-601	CONTRACTED SERVICES-OPTUM	3,797.28	4,220.00	0.00	3,516.00	0.00	704.00	83
10-4320-602	MAINTENANCE AGREEMENTS-SOUTHERN SOFTWARE	3,062.00	3,742.00	0.00	0.00	0.00	3,742.00	0
10-4320-603	MAINTENANCE AGREEMENTS-TOP GUARD	99.00	100.00	0.00	0.00	0.00	100.00	0
10-4320-604	MAINTENANCE AGREEMENTS-FED LOCKING SERVI	0.00	4,750.00	0.00	0.00	0.00	4,750.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
DEPARTMENT Total		883,294.61	1,035,582.00	67,898.61	765,549.56	0.00	270,032.44	74
10-4330-000	EMERGENCY MANAGEMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4330-010	EMERGENCY MGMT - S & W- REGULAR	59,954.76	54,272.00	4,522.67	45,226.70	0.00	9,045.30	83
10-4330-040	SALARIES & WAGES - LONGEVITY	2,196.22	0.00	0.00	0.00	0.00	0.00	0
10-4330-090	EMERGENCY MGMT - FICA TAX EXPENSE	4,397.55	4,152.00	283.59	2,835.90	0.00	1,316.10	68
10-4330-100	EMERGENCY MGMT - RETIREMENT	9,682.72	9,523.00	765.24	7,652.40	0.00	1,870.60	80
10-4330-101	EMERGENCY MGMT - 401(K) CONTRIB.	1,808.03	1,629.00	135.68	1,356.80	0.00	272.20	83
10-4330-130	EMERGENCY MGMT - UNEMPLOYMENT INS.	0.00	252.00	0.00	0.00	0.00	252.00	0
10-4330-140	EMERGENCY MGMT - WORKMAN'S COMP	4,562.00	4,441.00	0.00	4,310.00	0.00	131.00	97
10-4330-180	EMERGENCY MGMT - GROUP INS.	6,294.91	7,373.00	572.27	5,781.10	0.00	1,591.90	78
10-4330-250	MAINTENANCE & REPAIR - VEHICLE	349.12	750.00	283.31	283.31	0.00	466.69	38
10-4330-260	EMERGENCY MGMT - DEPARTMENTAL SUPPLIES	1,864.32	3,401.00	570.78	2,508.12	0.00	892.88	74
10-4330-310	EMERGENCY MGMT - TRAVEL	770.65	1,500.00	162.26	969.43	0.00	530.57	65
10-4330-315	TRAINING	941.61	1,231.00	0.00	89.80	0.00	1,141.20	7
10-4330-320	EMERGENCY MGMT - COMMUNICATIONS	1,648.35	2,200.00	138.05	1,378.84	0.00	821.16	63
10-4330-330	POSTAGE	52.48	200.00	0.00	42.08	0.00	157.92	21
10-4330-350	EMERGENCY MGMT - MAINT. & REPAIR- EQUI	2,235.34	3,500.00	0.00	3,212.78	0.00	287.22	92
10-4330-370	EMERGENCY MGMT - PRINTING	0.00	250.00	0.00	0.00	0.00	250.00	0
10-4330-380	ADVERTISING	730.00	250.00	0.00	0.00	0.00	250.00	0
10-4330-390	EMERGENCY MGMT - DUES & SUBSCRIPTIONS	288.75	539.00	0.00	188.40	0.00	350.60	35
10-4330-400	EM DONATIONS-EMERGENCY RESPONSE BANQUET	6,613.14	5,442.00	0.00	0.00	0.00	5,442.00	0
10-4330-410	EMERGENCY MGMT - LEASE-COPIER	2,164.20	600.00	0.00	539.73	0.00	60.27	90
10-4330-540	EMERGENCY MGMT - CAPITAL OUTLAY- VEHIC	0.00	47,769.00	41,003.30	41,003.30	0.00	6,765.70	86
10-4330-600	EMERGENCY MGMT - CONTRACTED SERVICES	733.00	250.00	0.00	0.00	0.00	250.00	0
10-4330-692	HAZARD MITIGATION-PROPERTY ACQUISITION	37,204.50	0.00	0.00	0.00	0.00	0.00	0
10-4330-693	RAP LEPC TIER II GRANT	4,000.00	0.00	0.00	0.00	0.00	0.00	0
10-4330-703	WEYERHAEUSER GIVING GRANT-RADIOS	62,993.25	0.00	0.00	0.00	0.00	0.00	0
10-4330-995	MAINTENANCE AGREEMENTS - HYPER REACH	13,000.00	1,945.00	0.00	1,945.00	0.00	0.00	100
10-4330-999	RAP LEPC FUND BLAANCE TRANSFER	5,268.00	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		229,752.90	151,469.00	48,437.15	119,323.69	0.00	32,145.31	79
10-4331-000	EM-STATE OF EMERGENCY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4333-031	HURR DORIAN-FEMA-S & W OVERTIME	3,234.89	0.00	0.00	0.00	0.00	0.00	0
10-4333-090	HURR DORIAN-FEMA-FICA	233.69	0.00	0.00	0.00	0.00	0.00	0
10-4333-100	HURR DORIAN-FEMA-RETIREMENT	501.04	0.00	0.00	0.00	0.00	0.00	0
10-4333-101	HURR DORIAN-FEMA-401k	96.85	0.00	0.00	0.00	0.00	0.00	0
10-4333-250	HURR DORIAN-FEMA-DIESEL/GAS	1,317.03	0.00	0.00	0.00	0.00	0.00	0
10-4333-260	HURR DORIAN-FEMA-DEPARTMENTAL SUPPLIES	125.46	0.00	0.00	0.00	0.00	0.00	0

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10-4333-600	HURR DORIAN - CONTRACTED SERVICES	790.25	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		6,299.21	0.00	0.00	0.00	0.00	0.00	0
10-4340-000	FIRE PROTECTION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4340-991	PLYMOUTH VFD-OPERATIONAL	120,473.00	121,080.00	10,090.00	100,900.00	0.00	20,180.00	83
10-4340-992	ROPER VFD-OPERATIONAL	76,462.00	77,069.00	6,422.42	64,224.20	0.00	12,844.80	83
10-4340-993	CRESWELL VFD-OPERATIONAL	49,201.00	49,808.00	4,150.67	41,506.70	0.00	8,301.30	83
10-4340-994	MCVFD-OPERATIONAL	56,562.00	57,169.00	4,764.08	47,640.80	0.00	9,528.20	83
10-4340-995	LAKE PHELPS VFD-OPERATIONAL	44,288.00	44,895.00	3,741.25	37,412.50	0.00	7,482.50	83
10-4340-996	PUNGO VFD-OPERATIONAL	19,181.00	19,181.00	1,598.42	15,984.20	0.00	3,196.80	83
10-4340-997	PINETOWN/LONG ACRE VFD	8,067.00	8,067.00	672.25	6,722.50	0.00	1,344.50	83
DEPARTMENT Total		374,234.00	377,269.00	31,439.09	314,390.90	0.00	62,878.10	83
10-4345-000	FORESTRY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4345-991	FORESTRY MATCH (35%)	72,978.50	109,358.00	0.00	52,101.93	0.00	57,256.07	48
DEPARTMENT Total		72,978.50	109,358.00	0.00	52,101.93	0.00	57,256.07	48
10-4350-000	INSPECTIONS & PLANNING:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4350-121	SALARIES & WAGES-REGULAR	51,291.17	97,545.00	8,128.75	81,287.50	0.00	16,257.50	83
10-4350-127	SALARIES & WAGES-LONGEVITY	492.54	691.00	0.00	690.18	0.00	0.82	100
10-4350-181	FICA TAX	2,999.02	7,515.00	504.09	5,062.23	0.00	2,452.77	67
10-4350-182	RETIREMENT	8,096.50	17,236.00	1,375.39	13,870.68	0.00	3,365.32	80
10-4350-183	GROUP INSURANCE	10,844.43	16,689.00	1,302.61	13,146.48	0.00	3,542.52	79
10-4350-184	401(K) CONTRIBUTIONS	1,538.73	2,948.00	243.86	2,438.60	0.00	509.40	83
10-4350-185	UNEMPLOYMENT INSURANCE	0.00	504.00	0.00	0.00	0.00	504.00	0
10-4350-186	WORKMAN'S COMP	861.00	7,160.00	0.00	3,236.00	0.00	3,924.00	45
10-4350-260	DEPARTMENTAL SUPPLIES	711.78	2,524.00	404.72	1,445.76	0.00	1,078.24	57
10-4350-270	INSPECTIONS - SERVICE AWARDS	0.00	100.00	0.00	100.00	0.00	0.00	100
10-4350-311	TRAVEL	476.22	1,000.00	85.41	353.43	0.00	646.57	35
10-4350-320	COMMUNICATIONS	1,922.61	2,500.00	151.11	1,423.01	0.00	1,076.99	57
10-4350-341	PRINTING	0.00	400.00	0.00	0.00	0.00	400.00	0
10-4350-352	MAINT & REPAIR-EQUIPMENT	0.00	623.00	0.00	189.39	0.00	433.61	30
10-4350-353	MAINT & REPAIR-VEHICLE	139.95	1,000.00	0.00	394.62	0.00	605.38	39
10-4350-370	ADVERTISING	1,897.00	750.00	0.00	477.60	0.00	272.40	64
10-4350-395	TRAINING	0.00	476.00	0.00	440.00	0.00	36.00	92
10-4350-439	LEASE-EQUIPMENT	2,138.28	600.00	0.00	539.69	0.00	60.31	90
10-4350-440	CONTRACTED	33.00	6,000.00	0.00	0.00	0.00	6,000.00	0

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10-4350-491	DUES & SUBSCRIPTIONS	0.00	677.00	0.00	421.80	0.00	255.20	62
10-4350-500	DECOMMISSIONING BOND-SOLAR FARMS	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0
10-4350-540	CAPITAL OUTLAY-VEHICLE	0.00	31,000.00	0.00	30,750.97	0.00	249.03	99
10-4350-600	CONTRACTED SERV-ABANDONED PROPERTY DEMO	4,900.00	5,000.00	0.00	0.00	0.00	5,000.00	0
10-4350-601	CONTRACTED SERVICES-BUILDING INSPECTOR	21,224.25	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		107,844.48	252,938.00	12,195.94	156,267.94	0.00	96,670.06	62
10-4915-000	GEOGRAPHIC INFORMATION SYSTEMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4915-010	GEOGRAPHIC INFO SYST-S & W- REGULAR	37,410.58	39,265.00	3,272.08	32,720.80	0.00	6,544.20	83
10-4915-040	GEOGRAPHIC INFO SYST - LONGEVITY	373.30	393.00	0.00	392.65	0.00	0.35	100
10-4915-090	GEOGRAPHIC INFO SYST- FICA TAX EXPENSE	2,845.73	3,034.00	245.14	2,485.27	0.00	548.73	82
10-4915-100	GEOGRAPHIC INFO SYST- RETIREMENT EXPENSE	5,932.65	6,959.00	553.64	5,611.30	0.00	1,347.70	81
10-4915-101	GEOGRAPHIC INFO SYST- 401(K) CONTRIB.	1,132.70	1,190.00	98.16	983.10	0.00	206.90	83
10-4915-130	GEOGRAPHIC INFO SYST- UNEMPLOYMENT INS.	0.00	252.00	0.00	0.00	0.00	252.00	0
10-4915-140	GEOGRAPHIC INFO SYST- WORKMAN'S COMP	1,551.00	1,714.00	0.00	1,466.00	0.00	248.00	86
10-4915-180	GEOGRAPHIC INFO SYST- GROUP INS.	6,871.44	7,324.00	569.45	5,756.14	0.00	1,567.86	79
10-4915-181	GIS-PROFESSIONAL SERVICES	4,800.00	0.00	0.00	0.00	0.00	0.00	0
10-4915-190	GEOGRAPHIC INFO SYST- TRAINING	1,465.24	2,000.00	0.00	60.00	0.00	1,940.00	3
10-4915-260	DEPARTMENTAL SUPPLIES	2,936.73	2,100.00	0.00	1,033.87	0.00	1,066.13	49
10-4915-270	GIS-SERVICE AWARDS	50.00	0.00	0.00	0.00	0.00	0.00	0
10-4915-320	GIS- COMMUNICATIONS	615.64	600.00	43.72	447.72	0.00	152.28	75
10-4915-330	POSTAGE	3.46	50.00	0.00	0.00	0.00	50.00	0
10-4915-350	MAINT AGREEMENTS-ESRI SOFTWARE	2,350.00	2,350.00	2,350.00	2,350.00	0.00	0.00	100
10-4915-351	MAINT AGREEMENTS-ATLAS DATA WEBSITE	3,600.00	4,800.00	0.00	4,800.00	0.00	0.00	100
DEPARTMENT Total		71,938.47	72,031.00	7,132.19	58,106.85	0.00	13,924.15	81
10-5110-000	DISTRICT HEALTH	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5110-990	2ND JUDICIAL DIST DRUG RECOVERY COURT	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00	100
10-5110-991	MTW HEALTH DEPARTMENT	199,346.00	199,346.00	16,612.17	166,121.70	0.00	33,224.30	83
10-5110-993	2ND DIST DRUG COURT COORDINATOR POSITION	0.00	73,689.00	6,259.88	58,327.81	0.00	15,361.19	79
DEPARTMENT Total		204,346.00	278,035.00	22,872.05	229,449.51	0.00	48,585.49	83
10-5150-000	SENIOR CITIZENS CENTER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5150-010	SENIOR CITIZENS CENT- S & W- REGULAR	73,362.43	83,488.00	7,418.25	60,216.96	0.00	23,271.04	72
10-5150-040	SALARIES & WAGES-LONGEVITY	940.98	988.00	0.00	987.58	0.00	0.42	100
10-5150-090	SENIOR CITIZENS CENT- FICA TAX EXPENSE	5,445.72	6,480.00	548.06	4,460.23	0.00	2,019.77	69
10-5150-100	SENIOR CITIZENS CENT- RETIREMENT	11,587.84	14,862.00	1,255.16	10,165.85	0.00	4,696.15	68

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10-5150-101	SENIOR CITIZENS CENT- 401(K) CONTRIB.	2,201.10	2,542.00	222.55	1,772.92	0.00	769.08	70
10-5150-130	SENIOR CITIZENS CTR- WORKMAN'S COMP	3,756.00	2,988.00	0.00	2,822.00	0.00	166.00	94
10-5150-131	SENIOR CENTER- UNEMPLOYMENT INS.	0.00	672.00	0.00	0.00	0.00	672.00	0
10-5150-180	SENIOR CITIZENS CENT- GROUP INS.	18,260.19	21,857.00	1,698.26	13,526.33	0.00	8,330.67	62
10-5150-247	APPROPRIATION-ALBEMARLE NUTRITION	47,807.00	47,807.00	11,951.75	47,807.00	0.00	0.00	100
10-5150-257	DEPARTMENT SUPPLIES-CRAFTS/CERAMICS	2,651.41	1,500.00	73.25	676.59	0.00	823.41	45
10-5150-260	DEPARTMENTAL SUPPLIES	5,874.01	2,100.00	148.03	885.22	0.00	1,214.78	42
10-5150-270	SERVICE AWARDS	100.00	0.00	0.00	0.00	0.00	0.00	0
10-5150-280	POSTAGE	90.95	300.00	7.97	140.59	0.00	159.41	47
10-5150-310	SENIOR CITIZENS CTR- TRAVEL	896.50	2,000.00	233.61	798.65	0.00	1,201.35	40
10-5150-315	TRAINING	1,497.78	3,000.00	259.00	834.95	0.00	2,165.05	28
10-5150-320	SENIOR CITIZENS CENT- COMMUNICATIONS	900.21	1,000.00	68.04	665.20	0.00	334.80	67
10-5150-330	UTILITIES-GAS	5,190.46	8,000.00	1,698.81	7,132.66	0.00	867.34	89
10-5150-350	SENIOR CENTER- MAINT & REPAIR- BUILDING	0.00	1,000.00	0.00	125.40	0.00	874.60	13
10-5150-351	SENIOR CENTER- MAINT & REPAIR - EQUIP	496.19	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5150-370	TRAVEL-SENIOR GAMES	300.00	300.00	0.00	0.00	0.00	300.00	0
10-5150-380	SENIOR CENTER TRIPS	8,027.74	803.00	0.00	80.00	0.00	723.00	10
10-5150-390	SENIOR CENTER-DUES & SUBSCRIPTIONS	295.00	2,300.00	0.00	175.00	0.00	2,125.00	8
10-5150-410	LEASE-COPIER	738.12	200.00	0.00	184.53	0.00	15.47	92
10-5150-600	SENIOR CITIZENS CTR- CONTRACTED SERVICES	2,740.00	3,216.00	0.00	0.00	0.00	3,216.00	0
10-5150-601	CONTRACTED SERVICES - SCHEDULING SYSTEM	900.00	900.00	0.00	0.00	0.00	900.00	0
10-5150-650	SENIOR CENTER DONATIONS	73.83	2,352.00	0.00	16.60	0.00	2,335.40	1
10-5150-651	SUBARU DONATIONS-MEALS ON WHEELS	2,988.09	2,248.00	0.00	0.00	0.00	2,248.00	0
10-5150-699	GRANT-VIDANT HOSPITAL	1,818.98	682.00	0.00	0.00	0.00	682.00	0
DEPARTMENT Total		198,940.53	214,585.00	25,582.74	153,474.26	0.00	61,110.74	72
10-5155-000	VETERAN SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5155-030	SALARIES & WAGES-PARTTIME	9,963.00	9,964.00	830.25	8,302.50	0.00	1,661.50	83
10-5155-090	VETERAN SERVICE OFFC- FICA TAX EXPENSE	785.16	750.00	65.43	654.30	0.00	95.70	87
10-5155-130	VETERAN SERVICE OFF- UNEMPLOYMENT INS.	0.00	100.00	0.00	0.00	0.00	100.00	0
10-5155-140	WORKMAN'S COMP	63.00	66.00	0.00	59.00	0.00	7.00	89
10-5155-260	DEPARTMENTAL SUPPLIES	24.56	500.00	0.00	0.00	0.00	500.00	0
10-5155-310	VETERAN SERVICE OFFC- TRAVEL	120.00	600.00	0.00	50.00	0.00	550.00	8
10-5155-320	VETERAN SERVICE OFFC- COMMUNICATIONS	564.55	1,200.00	47.64	452.42	0.00	747.58	38
DEPARTMENT Total		11,520.27	13,180.00	943.32	9,518.22	0.00	3,661.78	72
10-5310-000	SOCIAL SERVICES- ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5310-010	SALARIES & WAGES-BOARD	1,237.50	1,500.00	100.00	950.00	0.00	550.00	63

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10-5310-011	SS ADMIN.- S & W- REGULAR	1,772,792.35	2,013,438.00	163,314.61	1,590,101.78	0.00	423,336.22	79
10-5310-013	SALARIES & WAGES-LONGEVITY	12,942.53	14,983.00	0.00	14,982.76	0.00	0.24	100
10-5310-014	SS ADMIN - S & W OVERTIME	1,566.86	6,500.00	0.00	2,460.19	0.00	4,039.81	38
10-5310-030	LEGAL - IV-D	14,893.78	25,000.00	430.00	12,796.50	0.00	12,203.50	51
10-5310-090	SS ADMIN.- FICA TAX	129,830.60	150,613.00	11,859.58	116,468.65	0.00	34,144.35	77
10-5310-100	SS ADMIN.- RETIREMENT	277,721.45	345,172.00	28,242.39	271,862.82	0.00	73,309.18	79
10-5310-101	SS ADMIN.- 401(K) CONTRIB.	45,827.32	58,854.00	4,103.21	38,928.68	0.00	19,925.32	66
10-5310-130	HUMAN SERVICES- UNEMPLOYMENT INS.	107.71	14,433.00	0.00	0.00	0.00	14,433.00	0
10-5310-140	SS ADMIN.- WORKMAN'S COMP	40,382.00	43,482.00	0.00	31,920.00	0.00	11,562.00	73
10-5310-180	LEGAL-PROTECTIVE SERVICES	23,296.71	43,000.00	5,962.50	26,423.95	0.00	16,576.05	61
10-5310-181	SS ADMIN.- GROUP INS.	359,676.52	429,236.00	30,519.99	309,549.76	0.00	119,686.24	72
10-5310-250	MAINT & REPAIR - VEHICLE	5,327.59	7,000.00	483.30	4,440.98	0.00	2,559.02	63
10-5310-257	SS ADMIN.- COUNTY GENERAL ASSISTANCE	9,573.66	10,000.00	1,300.00	5,874.03	0.00	4,125.97	59
10-5310-258	DSS COMMUNITY DONATIONS-CHRISTMAS	839.87	3,173.00	0.00	1,045.37	0.00	2,127.63	33
10-5310-259	DSS COMMUNITY DONATIONS-FOSTER CHILDREN	0.00	300.00	0.00	66.00	0.00	234.00	22
10-5310-260	DEPARTMENTAL SUPPLIES	37,900.52	53,000.00	3,090.36	47,876.25	0.00	5,123.75	90
10-5310-268	FOOD STAMPS DIRECT CHARGE	3,474.72	4,000.00	562.04	3,243.37	0.00	756.63	81
10-5310-270	SERVICE AWARDS	458.00	450.00	0.00	400.00	0.00	50.00	89
10-5310-310	TRAVEL	11,531.30	6,500.00	45.29	1,971.60	0.00	4,528.40	30
10-5310-311	SS ADMIN - VEHICLE FUEL	3,734.44	4,847.00	209.18	1,862.26	0.00	2,984.74	38
10-5310-315	TRAINING	15,780.08	5,540.00	0.00	1,097.74	0.00	4,442.26	20
10-5310-320	SS ADMIN.- COMMUNICATIONS	19,130.33	22,000.00	1,709.39	15,820.02	0.00	6,179.98	72
10-5310-330	UTILITITES	21,387.85	27,000.00	749.17	18,403.41	0.00	8,596.59	68
10-5310-340	SS ADMIN.- POSTAGE	9,970.37	12,000.00	44.01	10,929.82	0.00	1,070.18	91
10-5310-350	SS ADMIN.- MAINT AND REPAIR- BLDG.	45,003.39	35,000.00	2,972.95	24,854.70	0.00	10,145.30	71
10-5310-351	SS ADMIN.- REPAIR AND MAINT- EQUIP.	6,811.81	23,460.00	746.64	6,330.18	0.00	17,129.82	27
10-5310-370	SS ADMIN.- ADVERTISING	1,192.95	1,250.00	39.00	294.00	0.00	956.00	24
10-5310-390	SS ADMIN.- DUES AND SUBSCRIPTION	1,198.90	1,500.00	0.00	1,016.82	0.00	483.18	68
10-5310-410	LEASE-EQUIPMENT	13,550.97	14,500.00	177.18	4,486.01	0.00	10,013.99	31
10-5310-550	SOCIAL SERVICES- CAPITAL OUTLAY- EQUIPMEN	47,171.47	0.00	0.00	0.00	0.00	0.00	0
10-5310-600	SOCIAL SERVICES- CONTRACTED SERVICES	114,581.13	105,826.00	7,389.11	74,471.91	0.00	31,354.09	70
10-5310-601	MAINT AGREEMENTS-NC CORRELS	1,217.00	1,870.00	0.00	1,217.00	0.00	653.00	65
10-5310-602	MAINT AGREEMENTS-INFO INC.	3,987.03	4,245.00	1,060.89	4,243.56	0.00	1.44	100
10-5310-610	SS ADMIN.- VENDOR FEES	1,744.00	8,000.00	83.00	6,146.00	0.00	1,854.00	77
10-5310-611	SS FAMILY REUNIFICATION (PSYCH EVALS)	2,705.00	10,000.00	0.00	3,412.50	0.00	6,587.50	34
DEPARTMENT Total		3,058,547.71	3,507,672.00	265,193.79	2,655,948.62	0.00	851,723.38	76
10-5380-000	SOCIAL SERVICES-ECONOMIC SUPPORT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5380-011	IN-HOME SERVICES (100%)	60,183.75	75,000.00	4,991.00	38,280.25	0.00	36,719.75	51

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-5912-508	EDUCATION- CAP OUT- LOTTERY-ALL SCHOOLS	179,875.00	87,407.00	0.00	87,406.85	0.00	0.15	100
DEPARTMENT Total		179,875.00	87,407.00	0.00	87,406.85	0.00	0.15	100
10-5940-000	REHABILITATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5940-991	TRILLIUM-LOCAL FUNDING	27,000.00	27,000.00	0.00	20,250.00	0.00	6,750.00	75
10-5940-992	TRILLIUM-ABC BOTTLE TAX	3,000.00	3,000.00	0.00	2,250.00	0.00	750.00	75
DEPARTMENT Total		30,000.00	30,000.00	0.00	22,500.00	0.00	7,500.00	75
10-6000-000	MEDICAL EXAMINER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6000-180	CONTRACT-MEDICAL EXAMINER	15,450.00	8,000.00	0.00	4,500.00	0.00	3,500.00	56
DEPARTMENT Total		15,450.00	8,000.00	0.00	4,500.00	0.00	3,500.00	56
10-6050-000	COOPERATIVE EXT SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6050-010	COOPERATIVE EXT SERV- S & W - REGULAR	86,887.31	86,889.00	7,240.65	65,165.62	0.00	21,723.38	75
10-6050-090	COOPERATIVE EXT SERV- FICA TAX EXPENSE	6,474.56	6,648.00	517.63	4,807.86	0.00	1,840.14	72
10-6050-100	COOPERATIVE EXT SERV- RETIREMENT	17,131.43	19,119.00	1,569.77	14,127.97	0.00	4,991.03	74
10-6050-130	COOPERATIVE EXT SERV- UNEMPLOYMENT INS.	0.00	870.00	0.00	0.00	0.00	870.00	0
10-6050-140	COOPERATIVE EXT SERV- WORKMAN'S COMP	0.00	93.00	0.00	0.00	0.00	93.00	0
10-6050-180	COOPERATIVE EXT SERV- GROUP INS.	12,138.48	13,200.00	981.13	8,927.88	0.00	4,272.12	68
10-6050-260	DEPARTMENTAL SUPPLIES	1,845.05	1,555.00	214.98	1,529.20	0.00	25.80	98
10-6050-310	TRAVEL	119.95	0.00	0.00	0.00	0.00	0.00	0
10-6050-320	COOPERATIVE EXT SERV- COMMUNICATIONS	845.95	1,550.00	73.97	767.30	0.00	782.70	50
10-6050-340	COOPERATIVE EXT SERV- POSTAGE	74.25	0.00	0.00	0.00	0.00	0.00	0
10-6050-350	MAINT & REPAIR-EQUIPMENT	20.69	1,510.00	0.00	1,509.99	0.00	0.01	100
10-6050-390	DUES & SUBSCRIPTIONS	467.76	585.00	0.00	525.00	0.00	60.00	90
10-6050-410	LEASE-EQUIPMENT	3,601.99	3,100.00	0.00	2,503.82	0.00	596.18	81
10-6050-997	WASH CO PESTICIDE CONTAINER RECYC GRANT	0.00	4,842.00	1,259.30	4,509.30	0.00	332.70	93
10-6050-998	MIPPA GRANT-MEDICAID IMPROVEMENT FOR PAT	0.00	3,157.00	1,950.00	2,946.98	0.00	210.02	93
10-6050-999	GRANT - SHIIP	3,595.00	4,560.00	0.00	4,372.35	0.00	187.65	96
DEPARTMENT Total		133,202.42	147,678.00	13,807.43	111,693.27	0.00	35,984.73	76
10-6060-000	SOIL & WATER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6060-030	SALARIES & WAGES-REGULAR	33,459.96	33,460.00	2,805.00	27,949.98	0.00	5,510.02	84
10-6060-090	SOIL & WATER- FICA TAX	2,559.96	2,560.00	214.58	2,138.18	0.00	421.82	84
10-6060-100	SOIL & WATER- RETIREMENT	5,215.78	5,871.00	474.61	4,729.18	0.00	1,141.82	81
10-6060-101	SOIL AND WATER- 401(K) CONTRIB.	1,003.89	1,004.00	84.15	838.50	0.00	165.50	84

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-6060-130	SOIL & WATER- UNEMPLOYMENT INS.	0.00	252.00	0.00	0.00	0.00	252.00	0
10-6060-140	SOIL & WATER- WORKMAN'S COMP	1,377.00	1,446.00	0.00	1,301.00	0.00	145.00	90
10-6060-180	SOIL & WATER CONSERV- GROUP INS.	6,863.30	7,305.00	568.51	5,746.82	0.00	1,558.18	79
10-6060-200	SOIL & WATER- DEPTAL SUPPLIES	1,539.75	1,000.00	0.00	218.63	0.00	781.37	22
10-6060-310	SOIL & WATER- TRAVEL	675.92	1,200.00	0.00	79.73	0.00	1,120.27	7
10-6060-315	TRAINING	573.51	1,800.00	212.65	617.65	0.00	1,182.35	34
10-6060-320	SOIL & WATER- COMMUNICATIONS	1,856.35	1,850.00	50.00	1,673.99	0.00	176.01	90
10-6060-330	SOIL & WATER - POSTAGE	10.44	250.00	7.55	118.75	0.00	131.25	48
10-6060-350	MAINT & REPAIR - EQUIPMENT	45.00	750.00	0.00	27.98	0.00	722.02	4
10-6060-380	SOIL & WATER - ADVERTISING	228.00	350.00	0.00	36.00	0.00	314.00	10
10-6060-390	DUES & SUBSCRIPTIONS	624.00	800.00	446.00	546.00	0.00	254.00	68
DEPARTMENT Total		56,032.86	59,898.00	4,863.05	46,022.39	0.00	13,875.61	77
10-6110-000	CULTURAL/LIBRARY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6110-991	REGIONAL LIBRARY	186,423.00	196,039.00	16,336.58	163,365.80	0.00	32,673.20	83
DEPARTMENT Total		186,423.00	196,039.00	16,336.58	163,365.80	0.00	32,673.20	83
10-6120-000	RECREATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6120-010	RECREATION-S & W- REGULAR	41,274.96	41,275.00	3,588.33	34,990.80	0.00	6,284.20	85
10-6120-030	SALARIES & WAGES-PARTTIME	9,330.62	7,000.00	944.50	2,133.50	0.00	4,866.50	30
10-6120-040	SALARIES & WAGES-LONGEVITY	1,031.88	1,032.00	0.00	1,031.88	0.00	0.12	100
10-6120-090	RECREATION- FICA TAX EXPENSE	3,741.21	3,808.00	329.33	2,744.64	0.00	1,063.36	72
10-6120-100	RECREATION- RETIREMENT	6,593.51	7,423.00	607.15	6,095.07	0.00	1,327.93	82
10-6120-101	RECREATION- 401(K) CONTRIB.	1,238.28	1,270.00	107.65	1,049.74	0.00	220.26	83
10-6120-140	RECREATION- WORKMAN'S COMP	4,320.00	4,998.00	0.00	3,706.00	0.00	1,292.00	74
10-6120-180	RECREATION- GROUP INS.	6,846.02	7,330.00	566.93	5,731.16	0.00	1,598.84	78
10-6120-200	SUPPLIES & MATERIALS	4,992.94	4,000.00	624.97	3,405.41	0.00	594.59	85
10-6120-250	SUPPLIES - VEHICLES	2,235.95	1,750.00	77.39	942.60	0.00	807.40	54
10-6120-260	OFFICE SUPPLIES	2,568.86	1,500.00	0.00	0.00	0.00	1,500.00	0
10-6120-270	SPORTS EQUIPMENT	7,967.27	1,000.00	0.00	0.00	0.00	1,000.00	0
10-6120-271	RECREATION-SERVICE AWARDS	135.00	0.00	0.00	0.00	0.00	0.00	0
10-6120-310	TRAVEL	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
10-6120-320	RECREATION- COMMUNICATIONS	2,491.00	3,200.00	362.79	2,175.60	0.00	1,024.40	68
10-6120-325	POSTAGE	0.00	50.00	0.00	8.25	0.00	41.75	16
10-6120-330	RECREATION- COUNTY RECREATION- UTILITIES	14,403.50	15,000.00	846.86	10,299.24	0.00	4,700.76	69
10-6120-350	MAINT & REPAIR - BUILDINGS	7,578.94	23,750.00	0.00	21,010.83	0.00	2,739.17	88
10-6120-355	MAINT & REPAIR - VEHICLE	2,511.96	2,000.00	0.00	1,711.07	0.00	288.93	86
10-6120-390	DEPARTMENTAL SUPPLIES - AWARDS	945.10	200.00	0.00	0.00	0.00	200.00	0

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-6120-450	INSURANCE AND BONDS	2,202.00	2,203.00	0.00	2,202.00	0.00	1.00	100
10-6120-491	DUES & SUBSCRIPTIONS-TOURNAMENT FEES	357.95	1,000.00	500.00	500.00	0.00	500.00	50
10-6120-550	CAPITAL OUTLAY - EQUIPMENT	0.00	25,252.00	0.00	25,227.51	0.00	24.49	100
10-6120-553	MAINTENANCE/EQUIPMENT - SKINNERS	3,200.00	0.00	0.00	0.00	0.00	0.00	0
10-6120-554	MAINTENANCE/EQUIPMENT - CRESWELL	3,300.00	3,500.00	0.00	0.00	0.00	3,500.00	0
10-6120-555	ROPER PLAYGROUND FUNDS	0.00	10,000.00	0.00	10,000.00	0.00	0.00	100
10-6120-610	CONTRACTED SERVICES-LEAD/ASST/OFFICIALS	3,255.00	1,300.00	0.00	170.00	0.00	1,130.00	13
10-6120-650	RECREATION-DONATIONS	0.00	1,535.00	0.00	0.00	0.00	1,535.00	0
10-6120-660	RECREATION-PARTF GRANT MATCH	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
10-6120-692	GRANT-WEYERHAEUSER REC SECURITY CAMERAS	7,998.70	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		140,520.65	194,376.00	8,555.90	135,135.30	0.00	59,240.70	70
10-6180-000	COMMUNITY ALTERNATIVE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6180-260	DEPARTMENTAL SUPPLIES-PARTICIPANT (100%)	18,991.64	0.00	0.00	0.00	0.00	0.00	0
10-6180-265	DEPARTMENTAL SUPPLIES - MOBILITY AIDES	1,459.75	0.00	0.00	0.00	0.00	0.00	0
10-6180-600	CONTRACTED SERVICES - IN HOME (100%)	2,997.68	5,000.00	84.84	2,686.60	0.00	2,313.40	54
DEPARTMENT Total		23,449.07	5,000.00	84.84	2,686.60	0.00	2,313.40	54
10-8300-000	CENTRAL SERVICES:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-8300-120	ADDITIONAL SALARY/BENEFIT EXP-COMP STUDY	0.00	50,983.50	0.00	0.00	0.00	50,983.50	0
10-8300-130	ADDITIONAL UNEMPLOYMENT INSURANCE	1,815.44	0.00	0.00	0.00	0.00	0.00	0
10-8300-140	TOSHIBA COPIER MAINTENANCE AGREEMENT	0.00	6,400.00	649.70	3,898.20	0.00	2,501.80	61
10-8300-451	INSURANCE-PROPERTY & LIABILITY	144,301.00	166,188.00	0.00	162,408.00	0.00	3,780.00	98
10-8300-452	INSURANCE-TRANSPORTATION (15 PASSENGER)	8,000.00	8,640.00	0.00	8,640.00	0.00	0.00	100
10-8300-491	APPROP-ALBEMARLE COMMISSION	12,458.37	12,911.00	108.07	11,630.27	0.00	1,280.73	90
DEPARTMENT Total		166,574.81	245,122.50	757.77	186,576.47	0.00	58,546.03	76
10-9100-000	DEBT PRINCIPAL:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-9100-002	DEBT PRINCIPAL-COMMERCE CENTER	50,000.00	50,000.00	0.00	49,543.34	0.00	456.66	99
DEPARTMENT Total		50,000.00	50,000.00	0.00	49,543.34	0.00	456.66	99
10-9200-000	DEBT INTEREST:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-9200-721	DEBT INTERST-COMMERCE CENTER	4,353.11	2,205.00	0.00	2,093.43	0.00	111.57	95
DEPARTMENT Total		4,353.11	2,205.00	0.00	2,093.43	0.00	111.57	95

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-9800-000	TRANSFERS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-9800-033	TRANSFER TO SANITATION	30,000.00	0.00	0.00	0.00	0.00	0.00	0
10-9800-039	TRANSFER TO AIRPORT FUND	93,559.00	94,317.00	0.00	94,317.00	0.00	0.00	100
10-9800-058	TRANSFER TO PROJECTS/GRANTS FUND	0.00	10,000.00	0.00	10,000.00	0.00	0.00	100
10-9800-070	TRANSFER TO RE-VAL FUND	33,000.00	33,000.00	0.00	33,000.00	0.00	0.00	100
10-9800-982	TRANSFER TO WASH CO EMS	497,457.00	334,616.50	0.00	334,616.50	0.00	0.00	100
DEPARTMENT Total		654,016.00	471,933.50	0.00	471,933.50	0.00	0.00	100
10-9990-000	CONTINGENCY	0.00	10,303.00	0.00	0.00	0.00	10,303.00	0
DEPARTMENT Total		0.00	10,303.00	0.00	0.00	0.00	10,303.00	0
10-9999-999	OCCUPANCY TAXES REMITTED TO TTA-EXPEND	124,870.52	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		124,870.52	0.00	0.00	0.00	0.00	0.00	0
GENERAL FUND Expend Total		14,129,713.45	15,826,235.00	1,199,384.13	11,508,632.42	0.00	4,317,602.58	73

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
10	GENERAL FUND	14,776,473.33	757,370.98	12,776,212.88	14,129,713.45	1,199,384.13	11,508,632.42	1,267,580.46

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Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
21-3230-320	SALES TAX-ARTICLE 40 (30%)/\$735,000	263,899.04	265,000.00	23,558.47	170,719.69	0.00	94,280.31-	64
21-3230-321	SALES TAX-ARTICLE 42 (60%)/\$400,000	297,239.59	281,000.00	27,267.29	192,767.91	0.00	88,232.09-	69
CAPITAL OUTLAY-WASHINGTON Revenue Total		561,138.63	546,000.00	50,825.76	363,487.60	0.00	182,512.40-	67

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
21-0000-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOLS:	0.00	0.00	0.00	0.00	0.00	0.00	0
21-5912-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOLS:	0.00	0.00	0.00	0.00	0.00	0.00	0
21-5912-691	CAPITAL OUTLAY-WASHINGTON COUNTY SCHOOLS	400,000.00	400,000.00	33,333.33	333,333.30	0.00	66,666.70	83
DEPARTMENT Total		400,000.00	400,000.00	33,333.33	333,333.30	0.00	66,666.70	83
21-8000-600	DESIGNATED FOR FUTURE APPROP-BOE CO	0.00	146,000.00	0.00	0.00	0.00	146,000.00	0
DEPARTMENT Total		0.00	146,000.00	0.00	0.00	0.00	146,000.00	0
CAPITAL OUTLAY-WASHINGTON CO Expend Total		400,000.00	546,000.00	33,333.33	333,333.30	0.00	212,666.70	61

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
21	CAPITAL OUTLAY-WASHINGTON CO SCHOOLS	561,138.63	50,825.76	363,487.60	400,000.00	33,333.33	333,333.30	30,154.30

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
30-3290-000	INTEREST ON INVESTMENTS	107.06	0.00	0.00	1.89	0.00	1.89	0
30-3920-000	WATERSHED IMPROVEMENT TAX .01	0.19-	0.00	0.00	0.00	0.00	0.00	0
30-3920-010	WATERSHED 1972 REFERENDUM TAX-CURRENT YR	84,669.61	93,317.00	69.48	83,088.89	0.00	10,228.11-	89
30-3920-020	WATERSHED 1972 REF TAX-CURR YR DISCOUNT	730.28-	0.00	0.00	728.62-	0.00	728.62-	0
30-3920-030	WATERSHED 1972 TAX REF-CURR YR PENALTIES	73.37	100.00	9.07	71.81	0.00	28.19-	72
30-3920-040	WATERSHED 1972 REF TAX-CURR YR INTEREST	2,012.15	1,000.00	60.75	190.82	0.00	809.18-	19
30-3921-010	WATERSHED 1972 REF TAX-1ST PRIOR YR	2,643.41	2,500.00	258.61	2,197.97	0.00	302.03-	88
30-3921-020	WATERSHED 1972 REF TAX-OTHER PRIOR YEARS	1,130.71	1,000.00	71.92	855.70	0.00	144.30-	86
30-3921-030	WATERSHED 1972 REF TAX-PRIOR YR PENALTIE	11.45	10.00	1.03	9.08	0.00	0.92-	91
30-3921-040	WATERSHED 1972 TAX REF-PRIOR YR INTEREST	3,256.26	2,500.00	523.75	3,456.05	0.00	956.05	138
30-3951-000	STREAM DEBRIS REMOVAL ALLOC FROM STATE	49,221.51	146,454.00	0.00	120,005.54	0.00	26,448.46-	82
30-3951-001	WATERSHED RESTORATION PROJECT	0.00	125,172.00	0.00	0.00	0.00	125,172.00-	0
DRAINAGE Revenue Total		142,395.06	372,053.00	994.61	209,149.13	0.00	162,903.87-	56

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
30-0000-000	DRAINAGE FUND:	0.00	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	0.00	0
30-7140-600	EDDIE SMITH CANAL- DRAINAGE- CON SVC PR	7,500.00	15,000.00	0.00	800.00	0.00	14,200.00	5
30-7140-995	DESIGNATED FOR FUTURE APPR-EDDIE SMITH	0.00	16,326.00	0.00	0.00	0.00	16,326.00	0
DEPARTMENT Total		7,500.00	31,326.00	0.00	800.00	0.00	30,526.00	3
30-8000-000	WATERSHED IMPROVEMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
30-8000-340	BEAVER CONTROL	20,020.00	25,000.00	0.00	20,980.00	0.00	4,020.00	84
30-8000-350	STREAM DEBRIS REMOVAL ALLOC FROM STATE	49,221.51	146,454.00	0.00	142,918.24	0.00	3,535.76	98
30-8000-351	WATERSHED RESTORATION PROJECT	0.00	125,172.00	0.00	0.00	0.00	125,172.00	0
30-8000-600	AQUATIC WEED SPRAYING	29,999.50	30,000.00	0.00	19,665.00	0.00	10,335.00	66
30-8000-611	MAUL 7 KENDRICKS CREEKS PROJECT	0.00	11,000.00	0.00	0.00	0.00	11,000.00	0
30-8000-612	DESIGNATED FOR FUTURE APPROPRIATION	0.00	3,101.00	0.00	0.00	0.00	3,101.00	0
DEPARTMENT Total		99,241.01	340,727.00	0.00	183,563.24	0.00	157,163.76	54
DRAINAGE Expend Total		106,741.01	372,053.00	0.00	184,363.24	0.00	187,689.76	50

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
30	DRAINAGE	142,395.06	994.61	209,149.13	106,741.01	0.00	184,363.24	24,785.89

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
DEPARTMENT Total		318,819.39	152,472.00	7,200.44	112,255.84	0.00	40,216.16	74
33-7401-600	CONTRACT-SCRAP TIRE	35,918.53	48,039.00	3,309.23	36,367.43	0.00	11,671.57	76
DEPARTMENT Total		35,918.53	48,039.00	3,309.23	36,367.43	0.00	11,671.57	76
33-7402-600	CONTRACT-GARBAGE COLLECTIONS	771,135.36	795,608.00	66,300.66	608,589.72	0.00	187,018.28	76
33-7402-606	ARSWMA ADM FEES	3,690.00	3,690.00	0.00	3,690.00	0.00	0.00	100
33-7402-610	CONTRACT-REGIONAL LANDFILL	264,852.62	251,000.00	26,244.99	244,306.81	0.00	6,693.19	97
DEPARTMENT Total		1,039,677.98	1,050,298.00	92,545.65	856,586.53	0.00	193,711.47	82
33-7500-000	LANDFILL - DEPRECIATION	6,348.00	0.00	0.00	0.00	0.00	0.00	0
DEPARTMENT Total		6,348.00	0.00	0.00	0.00	0.00	0.00	0
33-8100-000	CAPITAL PROJECTS:	0.00	0.00	0.00	0.00	0.00	0.00	0
33-8100-600	CAPITAL PROJECT- C&D LANDFILL EXPANSION	0.00	110,000.00	1,568.01	9,841.19	0.00	100,158.81	9
DEPARTMENT Total		0.00	110,000.00	1,568.01	9,841.19	0.00	100,158.81	9
SANITATION Expend Total		1,400,763.90	1,360,809.00	104,623.33	1,015,050.99	0.00	345,758.01	75

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
33	SANITATION	1,360,304.45	73,432.56	1,285,956.12	1,400,763.90	104,623.33	1,015,050.99	270,905.13

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Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
35-3290-000	INTEREST EARNED ON INVESTMENTS	930.96	250.00	0.00	359.58	0.00	109.58	144
35-3353-000	INSURANCE PROCEEDS	0.00	0.00	10,471.52	10,471.52	0.00	10,471.52	0
35-3710-000	UTILITY BASE CHARGES	811,254.57	790,000.00	0.00	612,349.72	0.00	177,650.28-	78
35-3710-010	UTILITY CONSUMPTION CHARGES	531,562.64	515,000.00	0.06	436,565.07	0.00	78,434.93-	85
35-3730-000	TAP & CONNECTION FEES	9,641.00	5,500.00	0.00	10,086.00	0.00	4,586.00	183
35-3750-000	RECONNECTION FEES	20,649.05	23,000.00	0.00	28,584.97	0.00	5,584.97	124
35-3790-000	PENALTIES & INTEREST-UTIL BILL	4,796.24	3,250.00	0.00	4,074.29	0.00	824.29	125
35-3810-000	DOT UTILITY RELOCATION REIMBURSEMENTS	84,944.90	0.00	0.00	0.00	0.00	0.00	0
35-3820-000	MISCELLANEOUS - EMPLOYEE THEFT	482.61	0.00	0.00	0.00	0.00	0.00	0
35-3821-000	FEES COLLECTED FOR METER TAMPERING	548.60	0.00	0.00	0.00	0.00	0.00	0
35-3990-990	FUND BALANCE APPROPRIATED	0.00	11,806.50	0.00	0.00	0.00	11,806.50-	0
35-9999-001	OVERPAYMENTS	249.83	0.00	0.00	0.00	0.00	0.00	0
WATER Revenue Total		1,465,060.40	1,348,806.50	10,471.58	1,102,491.15	0.00	246,315.35-	82

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
35-0000-000	WATER WORKS:	0.00	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	0.00	0
35-7130-010	OPERATION&MAINT.-S & W- REGULAR	178,110.08	197,801.00	14,673.92	159,539.71	0.00	38,261.29	81
35-7130-031	SALARIES & WAGES-PARTTIME	373.89	0.00	0.00	0.00	0.00	0.00	0
35-7130-040	OPERATION&MAINT.- PROFESSIONAL SERVICES	11,285.54	25,000.00	50.00	4,698.56	0.00	20,301.44	19
35-7130-050	SALARIES & WAGES-LONGEVITY	416.88	1,160.00	0.00	1,159.47	0.00	0.53	100
35-7130-090	OPERATION&MAINT.- FICA TAX EXPENSE	12,156.38	14,575.00	1,068.80	11,473.29	0.00	3,101.71	79
35-7130-100	OPERATION&MAINT.- RETIREMENT EXPENSE	21,297.82	33,428.00	2,482.82	27,089.84	0.00	6,338.16	81
35-7130-101	OPERATION- 401(K) CONTRIB.	4,183.09	5,716.00	374.67	3,590.06	0.00	2,125.94	63
35-7130-130	OPERATION&MAINT.- UNEMPLOYMENT INS.	0.00	1,155.00	0.00	0.00	0.00	1,155.00	0
35-7130-140	OPERATION&MAINT.- WORKMAN'S COMP	13,365.00	11,445.00	0.00	9,359.00	0.00	2,086.00	82
35-7130-180	OPERATION&MAINT.- GROUP INS.	38,366.02	45,766.00	2,835.63	34,703.17	0.00	11,062.83	76
35-7130-200	SUPPLIES & MATERIALS	14,727.29	16,200.00	0.00	10,504.11	0.00	5,695.89	65
35-7130-210	OPERATION&MAINT.- UNIFORMS	1,380.57	1,600.00	162.03	1,302.17	0.00	297.83	81
35-7130-250	VEHICLE SUPPLIES	14,204.22	13,000.00	1,649.48	10,681.42	0.00	2,318.58	82
35-7130-260	DEPARTMENTAL SUPPLIES	511.92	1,000.00	0.00	527.37	0.00	472.63	53
35-7130-270	SERVICE AWARDS	0.00	150.00	0.00	150.00	0.00	0.00	100
35-7130-298	MAINT & REPAIR-TANK	58,279.92	59,737.00	14,934.22	59,736.88	0.00	0.12	100
35-7130-310	OPERATION & MAINT.- TRAVEL	0.00	250.00	0.00	0.00	0.00	250.00	0
35-7130-315	TRAINING	2,289.51	500.00	0.00	0.00	0.00	500.00	0
35-7130-320	OPERATION&MAINT.- COMMUNICATIONS	2,759.95	2,800.00	208.62	1,979.57	0.00	820.43	71
35-7130-330	UTILITIES-ELECTRICITY	11,871.89	12,000.00	931.36	9,425.80	0.00	2,574.20	79
35-7130-340	OPERATION&MAINT.- POSTAGE	16,916.94	18,500.00	2,011.23	16,434.36	0.00	2,065.64	89

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
35-7130-350	MAINT & REPAIR-EQUIPMENT	21,765.54	27,000.00	1,402.42	18,344.92	0.00	8,655.08	68
35-7130-370	OPERATION&MAINT.- ADVERTISING	561.00	600.00	276.00	276.00	0.00	324.00	46
35-7130-380	DOT UTILITY RELOCATION FEES (100% REIM)	71,153.10	0.00	0.00	0.00	0.00	0.00	0
35-7130-390	OPERATION&MAINT.- DUES & SUBSCRIPTIONS	875.00	2,250.00	0.00	835.00	0.00	1,415.00	37
35-7130-410	LEASE COPIER FEES-CUSTOMER SERVICES	2,042.32	2,200.00	59.06	873.76	0.00	1,326.24	40
35-7130-540	CAPITAL OUTLAY - VEHICLE	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0
35-7130-550	CAPITAL OUTLAY-EQUIPMENT	0.00	10,750.00	0.00	0.00	0.00	10,750.00	0
35-7130-580	DEBT SERVICE-NCDENR	0.00	27,993.00	0.00	27,992.45	0.00	0.55	100
35-7130-600	CONTRACTS-MOWING	12,411.00	12,480.00	1,352.00	6,320.00	0.00	6,160.00	51
35-7130-710	'95 REVENUE BOND-PRINCIPAL	0.09	34,169.00	0.00	0.00	0.00	34,169.00	0
35-7130-711	'00 REVENUE BOND-PRINCIPAL	0.00	182,525.00	0.00	0.00	0.00	182,525.00	0
35-7130-720	'95 REVENUE BOND-INTEREST	23,226.95	21,948.00	0.00	0.00	0.00	21,948.00	0
35-7130-721	'00 REVENUE BOND-INTEREST	123,244.49	117,065.00	0.00	0.00	0.00	117,065.00	0
35-7130-800	DEPRECIATION-OTHER EQUIPMENT	255,974.00	0.00	0.00	0.00	0.00	0.00	0
35-7130-998	COST ALLOCATION-GENERAL FUND	50,000.00	80,000.00	0.00	80,000.00	0.00	0.00	100
DEPARTMENT Total		963,750.40	1,005,763.00	44,472.26	496,996.91	0.00	508,766.09	49
35-7135-000	TREATMENT PLANT:	0.00	0.00	0.00	0.00	0.00	0.00	0
35-7135-010	TREATMENT PLANT-S & W- REGULAR	69,891.96	73,258.50	6,176.92	59,653.66	0.00	13,604.84	81
35-7135-040	SALARIES & WAGES-LONGEVITY	605.66	606.00	0.00	605.66	0.00	0.34	100
35-7135-090	TREATMENT PLANT- FICA TAX EXPENSE	4,857.61	5,394.00	428.65	4,184.45	0.00	1,209.55	78
35-7135-100	TREATMENT PLANT- RETIREMENT EXPENSE	11,101.45	12,370.00	1,045.13	10,296.30	0.00	2,073.70	83
35-7135-101	TREATMENT PLANT- 401(K) CONTRIB.	2,113.04	2,115.00	185.31	1,801.48	0.00	313.52	85
35-7135-130	TREATMENT PLANT- UNEMPLOYMENT INS.	0.00	504.00	0.00	0.00	0.00	504.00	0
35-7135-140	TREATMENT PLANT- WORKMAN'S COMP	5,126.00	5,705.00	0.00	5,134.00	0.00	571.00	90
35-7135-180	TREATMENT PLANT- GROUP INS.	15,815.30	16,597.00	1,299.61	13,231.14	0.00	3,365.86	80
35-7135-200	SUPPLIES & MATERIALS	4,842.13	7,775.00	249.07	5,030.11	0.00	2,744.89	65
35-7135-210	TREATMENT PLANT- UNIFORMS	246.93	1,200.00	0.00	914.45	0.00	285.55	76
35-7135-250	TREATMENT PLANT- FUEL	1,688.11	4,500.00	172.35	1,159.45	0.00	3,340.55	26
35-7135-298	CONTRACTS	15,823.54	19,000.00	404.17	14,329.25	0.00	4,670.75	75
35-7135-299	WATER TREATMENT CHEMICALS	22,172.65	23,263.00	2,610.60	19,551.60	0.00	3,711.40	84
35-7135-315	TRAINING	1,028.39	425.00	0.00	425.00	0.00	0.00	100
35-7135-320	TREATMENT PLANT- COMMUNICATIONS	2,127.52	2,700.00	209.95	2,099.50	0.00	600.50	78
35-7135-330	TREATMENT PLANT- UTILITIES	28,126.35	30,000.00	2,040.27	24,411.93	0.00	5,588.07	81
35-7135-340	TREATMENT PLANT- POSTAGE	0.00	50.00	0.00	0.00	0.00	50.00	0
35-7135-350	MAINT & REPAIR-EQUIPMENT	13,726.96	35,537.00	157.12	26,693.92	0.00	8,843.08	75
35-7135-370	TREATMENT PLANT- ADVERTISING	324.00	500.00	0.00	96.00	0.00	404.00	19
35-7135-390	TREATMENT PLANT- DUES & SUBSCRIPTIONS	476.33	600.00	0.00	470.00	0.00	130.00	78
35-7135-541	CAPITAL OUTLAY-EQUIPMENT	0.00	30,000.00	0.00	0.00	0.00	30,000.00	0

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
35-7135-600	DESIGNATED FOR FUTURE APPROPRIATION	0.00	30,944.00	0.00	0.00	0.00	30,944.00	0
35-7135-998	COST ALLOCATION-GENERAL FUND	25,000.00	40,000.00	0.00	40,000.00	0.00	0.00	100
DEPARTMENT Total		225,093.93	343,043.50	14,979.15	230,087.90	0.00	112,955.60	67
WATER Expend Total		1,188,844.33	1,348,806.50	59,451.41	727,084.81	0.00	621,721.69	54

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
35	WATER	1,465,060.40	10,471.58	1,102,491.15	1,188,844.33	59,451.41	727,084.81	375,406.34

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
37-3290-000	INTEREST	0.00	0.00	0.00	202.49	0.00	202.49	0
*37-3300-000	MISCELLANEOUS REVENUE	9,849.07	0.00	0.00	0.00	0.00	0.00	0
37-3350-000	NCACC WASHINGTON EMS	181,729.00	107,214.00	0.00	0.00	0.00	107,214.00-	0
37-3490-000	EMS REVENUE	506,177.20	625,000.00	4,873.68	449,703.09	0.00	175,296.91-	72
37-3491-000	COVID-19 CARES ACT REVENUES	39,453.00	0.00	0.00	0.00	0.00	0.00	0
37-3500-000	TRANSPORT SERVICE REVENUE	202,017.59	175,000.00	0.00	194,709.60	0.00	19,709.60	111
37-3510-000	EMS STANDBY AMBULANCE SERVICE	1,625.00	0.00	0.00	0.00	0.00	0.00	0
37-3800-000	TYRRELL CO EMS AMBULANCE PURCHASE	35,802.32	0.00	0.00	0.00	0.00	0.00	0
37-3830-000	SALE OF FIXED ASSETS	30,000.00	1,000.00	0.00	4,125.00	0.00	3,125.00	412
37-3833-840	EMS DONATIONS	100.00	100.00	0.00	100.00	0.00	0.00	100
37-3901-000	TYRRELL-EMS CONTRACT	675,000.00	675,000.00	56,250.00	562,500.00	0.00	112,500.00-	83
37-3902-000	FUND BALANCE APPROPRIATED	0.00	398,809.00	0.00	0.00	0.00	398,809.00-	0
37-3980-010	TRANSFER FROM GENERAL FUND	497,457.00	334,616.50	0.00	334,616.50	0.00	0.00	100
	EMS Revenue Total	2,179,210.18	2,316,739.50	61,123.68	1,545,956.68	0.00	770,782.82-	67

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
37-0000-000	WASHINGTON COUNTY EMS:	0.00	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	0.00	0
37-4330-010	SALARIES & WAGES-REGULAR	585,640.30	686,051.00	54,795.62	503,744.98	0.00	182,306.02	73
37-4330-030	SALARIES & WAGES-OVERTIME	278,288.12	278,100.00	26,473.19	247,742.50	0.00	30,357.50	89
37-4330-040	SALARIES & WAGES-PARTTIME	83,815.28	119,000.00	2,747.06	52,243.45	0.00	66,756.55	44
37-4330-050	SALARIES & WAGES-LONGEVITY	2,793.96	3,145.00	0.00	3,144.79	0.00	0.21	100
37-4330-090	FICA TAXES	67,840.58	79,457.00	6,029.36	57,330.82	0.00	22,126.18	72
37-4330-100	- RETIREMENT EXPENSE	134,328.90	161,356.00	13,738.67	127,467.61	0.00	33,888.39	79
37-4330-101	- 401K CONTRIB.	18,899.17	27,590.00	2,072.59	19,282.18	0.00	8,307.82	70
37-4330-130	EMS OPERATIONS- UNEMPLOYMENT INS.	6.27-	5,040.00	0.00	0.00	0.00	5,040.00	0
37-4330-140	- WORKMAN COMP	92,536.00	106,735.00	0.00	77,430.00	0.00	29,305.00	73
37-4330-180	GROUP INSURANCE	124,026.30	149,937.00	10,380.82	100,066.68	0.00	49,870.32	67
37-4330-190	TRAINING	5,370.61	6,800.00	222.20	770.56	0.00	6,029.44	11
37-4330-200	SUPPLIES & MATERIALS	38,410.27	43,908.00	2,892.59	32,702.32	0.00	11,205.68	74
37-4330-210	UNIFORMS	3,757.59	6,000.00	380.93	1,393.54	0.00	4,606.46	23
37-4330-250	FUEL	38,714.11	38,000.00	3,617.64	26,948.13	0.00	11,051.87	71
37-4330-260	DEPARTMENTAL SUPPLIES	6,481.47	16,678.00	95.31	14,543.05	0.00	2,134.95	87
37-4330-270	SERVICE AWARDS	50.00	50.00	0.00	50.00	0.00	0.00	100
37-4330-295	PORTABLE COMM HARDWARE	1,111.00	8,622.00	0.00	4,524.00	0.00	4,098.00	52
37-4330-320	- COMMUNICATIONS	4,825.08	5,500.00	0.00	4,760.82	0.00	739.18	87
37-4330-350	POSTAGE	0.81	50.00	0.00	28.70	0.00	21.30	57
37-4330-355	MAINT & REPAIR-EQUIPMENT	23,700.35	36,000.00	188.55	19,452.49	0.00	16,547.51	54

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
37-4330-390	WASH EMS - DUES & SUBSCRIPTIONS	0.00	8,000.00	569.70	7,315.75	0.00	684.25	91
37-4330-396	EMS-MEDICAID COST REPORT	5,621.00	1,000.00	0.00	1,000.00	0.00	0.00	100
37-4330-450	PROPERTY & LIABILITY	486.00	500.00	0.00	0.00	0.00	500.00	0
37-4330-540	CAPITAL OUTLAY-VEHICLES	167,826.92	60,000.00	0.00	56,558.22	0.00	3,441.78	94
37-4330-550	WASH CO EMS- CAPITAL OUTLAY- EQUIPMENT	0.00	972.00	0.00	0.00	0.00	972.00	0
37-4330-600	CONTRACTS-MEDICAL DIRECTOR	23,248.00	23,250.00	1,937.50	19,375.00	0.00	3,875.00	83
37-4330-610	CONTRACTS-BILLING	33,204.50	37,188.00	4,599.86	26,906.48	0.00	10,281.52	72
37-4330-611	WASH EMS-CONTRACTS-DRUG SCREENING	0.00	5,180.00	0.00	101.00	0.00	5,079.00	2
37-4330-650	EMS DONATIONS	396.00	100.00	0.00	0.00	0.00	100.00	0
37-4330-651	COVID-19 CARES ACT EXPENSES	3,885.99	39,453.00	0.00	5,099.03	0.00	34,353.97	13
DEPARTMENT Total		1,745,252.04	1,953,662.00	130,741.59	1,409,982.10	0.00	543,679.90	72
37-4376-000	TRANSPORT SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-4376-010	SALARIES & WAGES-REGULAR	64,546.03	88,400.50	4,624.80	49,908.58	0.00	38,491.92	56
37-4376-030	SALARIES & WAGES-OVERTIME	10,444.54	22,000.00	1,687.79	14,990.66	0.00	7,009.34	68
37-4376-040	SALARIES & WAGES-PARTTIME	23,524.38	25,000.00	1,851.69	15,323.27	0.00	9,676.73	61
37-4376-090	FICA TAXES	7,266.74	10,281.00	563.10	5,476.33	0.00	4,804.67	53
37-4376-100	TRANSPORT SERVICE- RETIREMENT EXPENSE	11,357.23	19,018.00	1,068.09	10,980.95	0.00	8,037.05	58
37-4376-101	TRANSPORT SERVICE- 401K CONTRIB.	950.41	3,252.00	189.37	1,571.11	0.00	1,680.89	48
37-4376-130	TRANSPORT- UNEMPLOYMENT INS.	0.00	1,008.00	0.00	0.00	0.00	1,008.00	0
37-4376-140	TRANSPORT SERVICE- WORKMAN'S COMP	1,853.00	13,811.00	0.00	12,430.00	0.00	1,381.00	90
37-4376-180	GROUP INSURANCE	13,356.33	25,066.00	1,132.32	14,329.36	0.00	10,736.64	57
37-4376-200	SUPPLIES & MATERIALS	14,682.25	19,360.00	532.33	18,403.95	0.00	956.05	95
37-4376-210	TRANSPORT SERVICE- UNIFORMS	1,393.00	2,500.00	68.85	1,625.59	0.00	874.41	65
37-4376-250	FUEL	7,072.87	14,000.00	1,014.22	6,397.91	0.00	7,602.09	46
37-4376-295	PORTABLE COMM HARDWARE	1,960.00	6,398.00	634.50	3,934.50	0.00	2,463.50	62
37-4376-320	TRANSPORT SERVICE- COMMUNICATIONS	3,164.16	3,500.00	504.56	2,015.40	0.00	1,484.60	58
37-4376-355	MAINT & REPAIR-EQUIPMENT	7,010.81	15,000.00	1,161.13	4,915.72	0.00	10,084.28	33
37-4376-370	ADVERTISING	214.50	2,000.00	0.00	0.00	0.00	2,000.00	0
37-4376-390	TRANSPORT - DUES & SUBSCRIPTIONS	0.00	2,000.00	247.80	1,904.55	0.00	95.45	95
37-4376-550	CAPITAL OUTLAY-EQUIPMENT	27,484.10	242.00	0.00	0.00	0.00	242.00	0
37-4376-610	CONTRACTS-BILLING	11,782.75	16,413.00	1,373.98	11,594.87	0.00	4,818.13	71
DEPARTMENT Total		208,063.10	289,249.50	16,654.53	175,802.75	0.00	113,446.75	61
37-9100-000	DEBT PRINCIPAL:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-9100-002	DEBT PRINCIPLE - 2017 BB&T AMBULANCES	27,711.24	28,341.00	0.00	28,340.28	0.00	0.72	100
37-9100-003	DEBT PRINC - 2017 HEART MONITORS(LGFCU)	40,422.23	41,324.00	0.00	41,323.91	0.00	0.09	100

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
DEPARTMENT Total		68,133.47	69,665.00	0.00	69,664.19	0.00	0.81	100
37-9200-000	DEBT INTEREST:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-9200-002	DEBT INTEREST - 2017 BB&T AMBULANCES	1,930.29	1,302.00	0.00	1,301.25	0.00	0.75	100
37-9200-003	DEBT INT - 2017 HEART MONITORS (LGFCU)	3,762.45	2,861.00	0.00	2,860.77	0.00	0.23	100
DEPARTMENT Total		5,692.74	4,163.00	0.00	4,162.02	0.00	0.98	100
EMS Expend Total		2,027,141.35	2,316,739.50	147,396.12	1,659,611.06	0.00	657,128.44	72

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
37	EMS	2,179,210.18	61,123.68	1,545,956.68	2,027,141.35	147,396.12	1,659,611.06	113,654.38-

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Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
38-3800-071	PARALLEL TAXIWAY NPE FUNDS	0.00	600,000.00	0.00	566,223.12	0.00	33,776.88-	94
38-3800-081	PARALLEL TAXIWAY PROJECT (CONSTRUCTION)	7,122,744.88	250,079.00	0.00	250,079.00	0.00	0.00	100
38-3800-082	PARALLEL TAXIWAY CA/RPR PROJ 4313	0.00	170,000.00	87,669.00	87,669.00	0.00	82,331.00-	52
38-3800-090	NPE FEDERAL GRANT-FY 19-20	0.00	150,000.00	0.00	0.00	0.00	150,000.00-	0
38-3800-091	NPE FEDERAL GRANT-FY 20-21	0.00	150,000.00	0.00	0.00	0.00	150,000.00-	0
AIRPORT PROJECTS Revenue Total		7,122,744.88	1,320,079.00	87,669.00	903,971.12	0.00	416,107.88-	68

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
38-8135-000	AIRPORT:	0.00	0.00	0.00	0.00	0.00	0.00	0
38-8135-651	PARALLEL TAXIWAY NPE FUNDS	0.00	600,000.00	0.00	566,223.25	0.00	33,776.75	94
38-8135-661	PARALLEL TAXIWAY (CONSTRUCTION)	7,122,744.88	250,079.00	0.00	250,079.00	0.00	0.00	100
38-8135-662	PARALLEL TAXIWAY CA/RPR PROJ 4313	0.00	170,000.00	87,669.39	87,669.39	0.00	82,330.61	52
38-8135-670	NPE FEDERAL GRANT-FY 19-20	0.00	150,000.00	0.00	0.00	0.00	150,000.00	0
38-8135-671	NPE FEDERAL GRANT FY 20-21	0.00	150,000.00	0.00	0.00	0.00	150,000.00	0
DEPARTMENT Total		7,122,744.88	1,320,079.00	87,669.39	903,971.64	0.00	416,107.36	68
AIRPORT PROJECTS Expend Total		7,122,744.88	1,320,079.00	87,669.39	903,971.64	0.00	416,107.36	68

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
38	AIRPORT PROJECTS	7,122,744.88	87,669.00	903,971.12	7,122,744.88	87,669.39	903,971.64	0.52-

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
39-3300-000	CARES ACT FUNDING - AIRPORT	0.00	20,000.00	0.00	20,000.00	0.00	0.00	100
39-3310-000	TIMBER SALES-AVIATION FUNDS	0.00	10,400.00	0.00	0.00	0.00	10,400.00-	0
39-3570-000	AIRPORT FUEL SALES & HANGERS	53,485.25	55,000.00	9,067.88	36,944.90	0.00	18,055.10-	67
39-3600-000	HANGER RENTAL	12,600.00	9,540.00	0.00	12,000.00	0.00	2,460.00	126
39-3980-010	TRANSFER FROM GENERAL FUND	93,559.00	94,317.00	0.00	94,317.00	0.00	0.00	100
AIRPORT OPERATIONS Revenue Total		159,644.25	189,257.00	9,067.88	163,261.90	0.00	25,995.10-	86

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
39-0000-000	AIRPORT OPERATIONS:	0.00	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	0.00	0
39-4530-010	AIRPORT-S & W- REGULAR	38,159.08	40,001.00	3,333.42	33,334.20	0.00	6,666.80	83
39-4530-030	SALARIES & WAGES-LONGEVITY	571.19	601.00	0.00	600.02	0.00	0.98	100
39-4530-032	SALARIES & WAGES - PARTTIME	8,190.00	10,400.00	1,020.00	7,960.00	0.00	2,440.00	77
39-4530-090	FICA TAX	3,534.28	3,623.00	333.03	3,177.30	0.00	445.70	88
39-4530-100	AIRPORT - RETIREMENT	6,037.47	7,124.00	564.01	5,741.62	0.00	1,382.38	81
39-4530-101	AIRPORT - 401K	1,144.80	1,219.00	100.00	1,000.00	0.00	219.00	82
39-4530-140	AIRPORT- WORKMAN'S COMP	2,689.00	3,106.00	0.00	2,960.00	0.00	146.00	95
39-4530-180	AIRPORT - GROUP INSURANCE	6,807.70	7,326.00	563.20	5,694.18	0.00	1,631.82	78
39-4530-200	AIRPORT- DEPTAL SUPPLIES	239.58	945.00	94.50	573.47	0.00	371.53	61
39-4530-250	AIRPORT- AV GAS AND JET FUEL	66,196.48	47,179.00	0.00	13,704.25	0.00	33,474.75	29
39-4530-320	AIRPORT- COMMUNICATIONS	1,569.96	1,700.00	131.91	1,338.39	0.00	361.61	79
39-4530-330	AIRPORT- UTILITIES	7,487.16	9,500.00	812.28	5,659.41	0.00	3,840.59	60
39-4530-331	POSTAGE	0.00	55.00	0.00	55.00	0.00	0.00	100
39-4530-350	MAINT & REPAIR-BUILDING	1,020.34	4,500.00	26.03	1,966.85	0.00	2,533.15	44
39-4530-351	MAINT & REPAIR-EQUIPMENT	3,420.91	7,821.00	23.49	5,753.65	0.00	2,067.35	74
39-4530-352	MAINT & REPAIR - FUELMaster	550.00	550.00	0.00	550.00	0.00	0.00	100
39-4530-390	AIRPORT- DUES AND SUBSCRIPTIONS	80.00	80.00	0.00	80.00	0.00	0.00	100
39-4530-450	INSURANCE	3,683.00	3,683.00	0.00	3,683.00	0.00	0.00	100
39-4530-997	DESIGNATED FOR FUTURE APPROPRIATION	0.00	36,344.00	0.00	0.00	0.00	36,344.00	0
39-4530-998	AIRPORT- SALES TAX ON FUEL	4,448.97	3,500.00	147.39	2,027.16	0.00	1,472.84	58
DEPARTMENT Total		155,829.92	189,257.00	7,149.26	95,858.50	0.00	93,398.50	51
AIRPORT OPERATIONS Expend Total		155,829.92	189,257.00	7,149.26	95,858.50	0.00	93,398.50	51

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
39	AIRPORT OPERATIONS	159,644.25	9,067.88	163,261.90	155,829.92	7,149.26	95,858.50	67,403.40

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
58-3100-000	AGAPE - LOCAL MATCH DONATION	0.00	10,000.00	0.00	10,000.00	0.00	0.00	100
58-3101-000	DEPT OF COMM-AGAPE GRANT #2587	0.00	380,000.00	0.00	0.00	0.00	380,000.00-	0
58-3200-000	USDA RBDG GRANT - BAY BROTHERS	0.00	181,301.00	0.00	0.00	0.00	181,301.00-	0
58-3980-010	TRANSFER FROM GENERAL FUND	0.00	10,000.00	0.00	10,000.00	0.00	0.00	100
PROJECTS/GRANTS FUND Revenue Total		0.00	581,301.00	0.00	20,000.00	0.00	561,301.00-	3

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
58-0000-000	PROJECTS/GRANTS FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
58-4201-001	AGAPE - LOCAL MATCH	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
58-4201-002	AGAPE CLINIC PROJECT #2587	0.00	380,000.00	0.00	0.00	0.00	380,000.00	0
DEPARTMENT Total		0.00	400,000.00	0.00	0.00	0.00	400,000.00	0
58-5200-001	USDA RBDG GRANT - BAY BROTHERS	0.00	181,301.00	0.00	0.00	0.00	181,301.00	0
DEPARTMENT Total		0.00	181,301.00	0.00	0.00	0.00	181,301.00	0
PROJECTS/GRANTS FUND Expend Total		0.00	581,301.00	0.00	0.00	0.00	581,301.00	0

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
58	PROJECTS/GRANTS FUND	0.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00

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Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
59-3010-211	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	141,850.40	0.00	19,606.62	114,258.30	0.00	114,258.30	0
59-3010-212	PLYMOUTH NCVTS CONTRA REVENUE ACCOUNT	6,867.52-	0.00	0.00	0.00	0.00	0.00	0
59-3010-221	ROPER MOTOR VEHICLE TAX - NCVTS	17,928.06	0.00	3,018.23	13,908.15	0.00	13,908.15	0
59-3010-222	ROPER NCVTS CONTRA REVENUE ACCOUNT	658.36-	0.00	0.00	0.00	0.00	0.00	0
59-3010-241	CRESWELL MOTOR VEHICLE TAX - NCVTS	8,507.63	0.00	742.96	6,815.83	0.00	6,815.83	0
59-3010-242	CRESWELL NCVTS CONTRA REVENUE ACCOUNT	377.53-	0.00	0.00	0.00	0.00	0.00	0
59-3010-320	CRESWELL TAX LEVY	80,758.82	0.00	1,225.94	80,486.94	0.00	80,486.94	0
59-3010-350	DRAINAGE DISTRICT 5 LEVY	34,296.66	0.00	5,209.95	33,922.75	0.00	33,922.75	0
59-3010-360	ALBEMARLE DRAINAGE DISTRICT	104,142.74	0.00	38.91	114,441.77	0.00	114,441.77	0
59-3010-370	PUNGO RIVER DRAINAGE DISTRICT	14,463.13	0.00	1,252.32	40,378.09	0.00	40,378.09	0
DMV MUNICIPAL TAXES Revenue Total		394,044.03	0.00	31,094.93	404,211.83	0.00	404,211.83	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
59-0000-000	FUND 59:	0.00	0.00	0.00	0.00	0.00	0.00	0
59-6900-298	LEVY- DRAINAGE DISTRICT 5 LEVY	34,296.66	0.00	957.58	28,712.80	0.00	28,712.80-	0
59-6900-404	CRESWELL TAX LEVY	80,758.82	0.00	3,711.18	75,297.95	0.00	75,297.95-	0
59-6900-411	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	134,982.88	0.00	10,373.12	94,651.68	0.00	94,651.68-	0
59-6900-412	ROPER MOTOR VEHICLE TAX - NCVTS	17,269.70	0.00	1,015.33	10,889.92	0.00	10,889.92-	0
59-6900-413	CRESWELL MOTOR VEHICLE TAX - NCVTS	8,130.10	0.00	616.11	6,072.87	0.00	6,072.87-	0
59-6900-414	ALBEMARLE DRAINAGE DISTRICT	104,142.74	0.00	3,041.29	114,402.86	0.00	114,402.86-	0
59-6900-415	PUNGO RIVER DRAINAGE DISTRICT	14,463.13	0.00	1,171.87	39,125.77	0.00	39,125.77-	0
DEPARTMENT Total		394,044.03	0.00	20,886.48	369,153.85	0.00	369,153.85-	0
DMV MUNICIPAL TAXES Expend Total		394,044.03	0.00	20,886.48	369,153.85	0.00	369,153.85-	0

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
59	DMV MUNICIPAL TAXES	394,044.03	31,094.93	404,211.83	394,044.03	20,886.48	369,153.85	35,057.98

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Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
60-3000-001	CRF FUNDS FROM SL 2020-4	6,781.97	0.00	0.00	431,628.03	0.00	431,628.03	0
60-3000-002	CRF FUNDS FROM SL 2020-80	0.00	224,745.00	0.00	224,744.02	0.00	0.98-	100
60-3000-003	CRF FUNDS FROM SL 2020-17 - ELECTIONS	0.00	44,930.00	0.00	44,930.00	0.00	0.00	100
60-3000-004	CRF FUNDS FROM SL 2020-97 - ELECTIONS	0.00	16,000.00	200.00-	15,800.00	0.00	200.00-	99
60-3990-000	APPROPRIATED FUND BALANCE	0.00	431,628.00	0.00	0.00	0.00	431,628.00-	0
CRF PANDEMIC RECOVERY Revenue Total		6,781.97	717,303.00	200.00-	717,102.05	0.00	200.95-	100

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
60-0000-000	CRF PANDEMIC RECOVERY:	0.00	0.00	0.00	0.00	0.00	0.00	0
60-4000-000	CRF PANDEMIC RECOVERY:	0.00	0.00	0.00	0.00	0.00	0.00	0
60-4000-001	FY20 CRF EXPENSES	6,781.97	0.00	0.00	0.00	0.00	0.00	0
60-4000-002	MEDICAL EXPENSES	0.00	67,886.00	0.00	45,835.17	0.00	22,050.83	68
60-4000-003	PUBLIC HEALTH EXPENSES	0.00	129,641.00	1,719.60	110,444.25	0.00	19,196.75	85
60-4000-004	PAYROLL EXPENSES	0.00	346,821.93	0.00	346,821.93	0.00	0.00	100
60-4000-005	PUBLIC HEALTH MEASURE EXP	0.00	27,052.00	0.00	26,891.68	0.00	160.32	99
60-4000-007	OTHER	0.00	28,973.00	0.00	16,464.42	0.00	12,508.58	57
60-4000-008	MUNICIPALITIES	0.00	55,999.07	0.00	55,999.07	0.00	0.00	100
DEPARTMENT Total		6,781.97	656,373.00	1,719.60	602,456.52	0.00	53,916.48	92
60-5000-001	CRF EXPENSES - BOARD OF ELECTIONS	0.00	34,957.00	0.00	34,957.00	0.00	0.00	100
60-5000-002	CRF PAYROLL EXPENSES-BOARD OF ELECTIONS	0.00	25,973.00	0.00	25,773.00	0.00	200.00	99
DEPARTMENT Total		0.00	60,930.00	0.00	60,730.00	0.00	200.00	100
CRF PANDEMIC RECOVERY Expend Total		6,781.97	717,303.00	1,719.60	663,186.52	0.00	54,116.48	92

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
60	CRF PANDEMIC RECOVERY	6,781.97	200.00-	717,102.05	6,781.97	1,719.60	663,186.52	53,915.53

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Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
61-3490-001	CDBG-SCATTERED SITE (SFR) GRANT '17	121,476.00	48,116.00	0.00	48,088.00	0.00	28.00-	100
	COMMUNITY DEVELOPMENT BLOC Revenue Total	121,476.00	48,116.00	0.00	48,088.00	0.00	28.00-	100

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
61-8300-000	SFR:	0.00	0.00	0.00	0.00	0.00	0.00	0
61-8300-551	SFR 17 - REHAB '17	121,476.00	48,116.00	0.00	48,088.00	0.00	28.00	100
	DEPARTMENT Total	121,476.00	48,116.00	0.00	48,088.00	0.00	28.00	100
	COMMUNITY DEVELOPMENT BLOCK Expend Total	121,476.00	48,116.00	0.00	48,088.00	0.00	28.00	100

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
61	COMMUNITY DEVELOPMENT BLOCK GRANTS	121,476.00	0.00	48,088.00	121,476.00	0.00	48,088.00	0.00

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
63-3270-000	MOTEL OCCUPANCY TAX	124,870.52	127,000.00	13,252.57	123,253.71	0.00	3,746.29-	97
63-3290-000	INTEREST EARNED ON INVESTMENT	223.07	0.00	0.00	3.96	0.00	3.96	0
63-3960-000	EDPNC TOURISM RECOVERY GRANT-SL 2020-4	0.00	14,926.00	6.00-	14,920.00	0.00	6.00-	100
63-3990-000	TTA-FUND BALANCE APPROPRIATION	0.00	29,675.00	0.00	0.00	0.00	29,675.00-	0
TRAVEL AND TOURISM Revenue Total		125,093.59	171,601.00	13,246.57	138,177.67	0.00	33,423.33-	81

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
63-0000-000	FUND 63:	0.00	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	0.00	0
63-4960-010	MUSEUM/HISTORIC SOCIETY	14,000.00	14,000.00	1,166.67	11,666.70	0.00	2,333.30	83
63-4960-040	LIVING HISTORY	1,200.58	3,500.00	0.00	0.00	0.00	3,500.00	0
63-4960-100	BILLBOARD ADVERTISEMENTS	11,682.46	27,000.00	1,729.42	12,074.62	0.00	14,925.38	45
63-4960-140	CIVIL WAR TRAIL SIGNS MAINTENANCE	1,000.00	1,200.00	0.00	1,000.00	0.00	200.00	83
63-4960-180	HISTORIC ALBEMARLE TOUR DUES	700.00	1,000.00	0.00	700.00	0.00	300.00	70
63-4960-181	ROANOKE RIVER PARTNERS DUES	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00	100
63-4960-200	NORTH CAROLINA BEAR FESTIVAL	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0
63-4960-210	HISTORICAL SOCIETY-FALL PADDLE	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
63-4960-341	MARITIME MUSEUM & LIGHTHOUSE	5,000.00	10,000.00	833.33	8,333.30	0.00	1,666.70	83
63-4960-343	TOWN OF PLYMOUTH BOAT RACES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0
63-4960-370	CONTRACT-WEBSITE HOST & MAINT	3,280.00	5,000.00	200.00	1,100.00	0.00	3,900.00	22
63-4960-991	EDPNC TOURISM RECOVERY GRANT-SL 2020-4	0.00	14,926.00	0.00	14,920.00	0.00	6.00	100
DEPARTMENT Total		41,363.04	107,626.00	3,929.42	51,294.62	0.00	56,331.38	48

63-4970-000	TRAVEL & TOURISM:	0.00	0.00	0.00	0.00	0.00	0.00	0
63-4970-010	SALARIES & WAGES-DIRECTOR	15,000.00	15,000.00	1,250.00	12,500.00	0.00	2,500.00	83
63-4970-090	TRAVEL- FICA TAX	607.08	1,353.00	50.59	505.90	0.00	847.10	37
63-4970-100	TRAVEL- RETIREMENT	2,337.80	2,558.00	211.50	2,115.00	0.00	443.00	83
63-4970-131	TRAVEL - UNEMPLOYMENT	0.00	119.00	0.00	0.00	0.00	119.00	0
63-4970-140	TRAVEL- WORKER'S COMP	95.00	150.00	0.00	90.00	0.00	60.00	60
63-4970-180	TRAVEL- GROUP INS.S	8,793.50	9,660.00	728.98	7,351.90	0.00	2,308.10	76
63-4970-260	DEPARTMENTAL SUPPLIES	0.00	50.00	0.00	0.00	0.00	50.00	0
63-4970-310	TRAVEL- TRAVEL & TRAINING	0.00	1,300.00	0.00	0.00	0.00	1,300.00	0
63-4970-320	TRAVEL- COMMUNICATIONS	0.00	50.00	0.00	0.00	0.00	50.00	0
63-4970-340	TRAVEL- POSTAGE	0.00	200.00	0.00	0.00	0.00	200.00	0
63-4970-370	MARKETING & ADVERTISING-ADMIN	25,356.50	24,785.00	2,767.68	8,125.26	0.00	16,659.74	33
63-4970-390	TRAVEL- DUES & SUBSCRIPTIONS	175.00	1,000.00	0.00	175.00	0.00	825.00	18
63-4970-600	ADMIN FEE 3%- GENERAL FUND	3,500.00	3,500.00	0.00	3,500.00	0.00	0.00	100

Washington County
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
63-4970-602	PROFESSIONAL SERVICES-AUDIT	4,250.00	4,250.00	0.00	4,250.00	0.00	0.00	100
DEPARTMENT Total		60,114.88	63,975.00	5,008.75	38,613.06	0.00	25,361.94	60
TRAVEL AND TOURISM Expend Total		101,477.92	171,601.00	8,938.17	89,907.68	0.00	81,693.32	52

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
63	TRAVEL AND TOURISM	125,093.59	13,246.57	138,177.67	101,477.92	8,938.17	89,907.68	48,269.99

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
69-3370-000	E911 TELEPHONE SURCHARGE (1YR)	162,822.22	126,420.00	10,535.06	94,815.54	0.00	31,604.46-	75
69-3990-000	APPROPRIATED PRIOR YR BALANCE	0.00	228,064.00	0.00	0.00	0.00	228,064.00-	0
EMERGENCY TELECOMMUNICATIO Revenue Total		162,822.22	354,484.00	10,535.06	94,815.54	0.00	259,668.46-	27

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
69-9100-000	911:	0.00	0.00	0.00	0.00	0.00	0.00	0
69-9100-200	DEPARTMENTAL SUPPLIES	731.21	1,145.00	0.00	835.96	0.00	309.04	73
69-9100-310	TRAINING	2,220.67	3,405.00	0.00	2,555.00	0.00	850.00	75
69-9100-320	COMMUNICATIONS	28,270.92	29,800.00	920.00	21,120.87	0.00	8,679.13	71
69-9100-321	COMMUNICATIONS-911 BACKUP	10,878.16	11,595.00	0.00	625.30	0.00	10,969.70	5
69-9100-350	MAINT & REPAIR-EQUIPMENT	135.00	1,000.00	0.00	144.00	0.00	856.00	14
69-9100-351	CONTRACTED SERVICES-SOUNDSIDE	12,600.00	12,600.00	0.00	12,600.00	0.00	0.00	100
69-9100-352	MAINT AGREEMENT-SOUTHERN SOFTWARE CAD	7,567.00	7,643.00	0.00	7,643.00	0.00	0.00	100
69-9100-354	MAINT AGREEMENT-SOUTHERN SOFT MAPPING	3,216.00	3,216.00	0.00	3,216.00	0.00	0.00	100
69-9100-355	MAINT AGREEMENT-SOUTHERN SOFT PAGING	790.00	800.00	0.00	798.00	0.00	2.00	100
69-9100-356	MAINT AGREEMENT-EDGE ONE RECORDER	4,785.00	5,025.00	0.00	4,785.00	0.00	240.00	95
69-9100-357	MAINT AGREEMENT-WIRELESS COMMUNICATIONS	13,765.48	14,450.00	1,181.54	12,996.94	0.00	1,453.06	90
69-9100-358	MAINT AGREEMENT-ESRI	2,350.00	2,700.00	2,350.00	2,350.00	0.00	350.00	87
69-9100-359	MAINT AGREEMENT-CENTURYLINK INTRADO	8,400.00	8,820.00	0.00	8,820.00	0.00	0.00	100
69-9100-360	MAINT AGREEMENT-CENTURYLINK CENTURION	10,343.50	11,185.00	0.00	11,183.50	0.00	1.50	100
69-9100-361	MAINT AGREEMENT-EMD	3,600.00	3,600.00	0.00	3,600.00	0.00	0.00	100
69-9100-550	- CAPITAL OUTLAY- EQUIPMENT	0.00	237,500.00	0.00	0.00	0.00	237,500.00	0
DEPARTMENT Total		109,652.94	354,484.00	4,451.54	93,273.57	0.00	261,210.43	26
EMERGENCY TELECOMMUNICATIONS Expend Total		109,652.94	354,484.00	4,451.54	93,273.57	0.00	261,210.43	26

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
69	EMERGENCY TELECOMMUNICATIONS	162,822.22	10,535.06	94,815.54	109,652.94	4,451.54	93,273.57	1,541.97

Washington County
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
70-3290-000	INTEREST ON INVESTMENTS	3,083.57	50.00	0.00	16.40	0.00	33.60-	33
70-3980-000	APPROPRIATED FUND BALANCE	0.00	54,370.00	0.00	0.00	0.00	54,370.00-	0
70-3980-010	TRANSFER FROM GENERAL FUND	33,000.00	33,000.00	0.00	33,000.00	0.00	0.00	100
REAPPRAISAL Revenue Total		36,083.57	87,420.00	0.00	33,016.40	0.00	54,403.60-	38

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
70-0000-000	FUND 70:	0.00	0.00	0.00	0.00	0.00	0.00	0
70-8600-200	- DEPTAL SUPPLIES	1,076.21	650.00	191.49	452.26	0.00	197.74	70
70-8600-330	REVAL-POSTAGE	0.00	4,360.00	4,357.35	4,357.35	0.00	2.65	100
70-8600-370	REVALUATION- PRINTING	0.00	3,190.00	0.00	0.00	0.00	3,190.00	0
70-8600-380	REVALUATION - ADVERTISING	72.00	300.00	0.00	156.00	0.00	144.00	52
70-8600-600	REVALUATION-CONTRACTED SERVICES	174,240.00	75,920.00	243.75	64,316.25	0.00	11,603.75	85
70-8600-601	REVAL-CONTRACTED SERVICES-DYNAMIC DATA	1,300.00	3,000.00	0.00	50.00	0.00	2,950.00	2
DEPARTMENT Total		176,688.21	87,420.00	4,792.59	69,331.86	0.00	18,088.14	79
REAPPRAISAL Expend Total		176,688.21	87,420.00	4,792.59	69,331.86	0.00	18,088.14	79

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
70	REAPPRAISAL	36,083.57	0.00	33,016.40	176,688.21	4,792.59	69,331.86	36,315.46-

Washington County
Statement of Revenue and Expenditures

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
10	GENERAL FUND	14,776,473.33	757,370.98	12,776,212.88	14,129,713.45	1,199,384.13	11,508,632.42	1,267,580.46
21	CAPITAL OUTLAY-WASHINGTON CO SCHOOLS	561,138.63	50,825.76	363,487.60	400,000.00	33,333.33	333,333.30	30,154.30
30	DRAINAGE	142,395.06	994.61	209,149.13	106,741.01	0.00	184,363.24	24,785.89
33	SANITATION	1,360,304.45	73,432.56	1,285,956.12	1,400,763.90	104,623.33	1,015,050.99	270,905.13
35	WATER	1,465,060.40	10,471.58	1,102,491.15	1,188,844.33	59,451.41	727,084.81	375,406.34
37	EMS	2,179,210.18	61,123.68	1,545,956.68	2,027,141.35	147,396.12	1,659,611.06	113,654.38-
38	AIRPORT PROJECTS	7,122,744.88	87,669.00	903,971.12	7,122,744.88	87,669.39	903,971.64	0.52-
39	AIRPORT OPERATIONS	159,644.25	9,067.88	163,261.90	155,829.92	7,149.26	95,858.50	67,403.40
51	TRUSTEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
56	LIBRARY PROJECT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57	COMMERCE CENTER WATER & SEWER PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
58	PROJECTS/GRANTS FUND	0.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
59	DMV MUNICIPAL TAXES	394,044.03	31,094.93	404,211.83	394,044.03	20,886.48	369,153.85	35,057.98
60	CRF PANDEMIC RECOVERY	6,781.97	200.00-	717,102.05	6,781.97	1,719.60	663,186.52	53,915.53
61	COMMUNITY DEVELOPMENT BLOCK GRANTS	121,476.00	0.00	48,088.00	121,476.00	0.00	48,088.00	0.00
62	COMMUNITY DEVELOPMENT BLOCK GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63	TRAVEL AND TOURISM	125,093.59	13,246.57	138,177.67	101,477.92	8,938.17	89,907.68	48,269.99
67	FUND 67:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
69	EMERGENCY TELECOMMUNICATIONS	162,822.22	10,535.06	94,815.54	109,652.94	4,451.54	93,273.57	1,541.97
70	REAPPRAISAL	36,083.57	0.00	33,016.40	176,688.21	4,792.59	69,331.86	36,315.46-

Washington County
Statement of Revenue and Expenditures

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expended	Total Available Revenues
ZZ	DUMMY 1099	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Final Total	28,613,272.56	1,105,632.61	19,805,898.07	27,441,899.91	1,679,795.35	17,760,847.44	2,045,050.63

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 12

DATE: May 3, 2021

**ITEM: Other Items by Chairman, Commissioners, County Manager/Attorney,
Finance Officer or Clerk**

SUMMARY EXPLANATION:

- Department Head Reports from April 2021
- Statistics Report from Mar-Apr 2021

See attached.

Department Head Reports to the Commissioners
May 3, 2021
Board of Commissioners' In Person & Facebook Livestreamed Meeting

Geographic Information Systems

Harry White

- Verified of property as recorded on deeds
- Transfer of real property
- Land-parcel splits and recombination of property
- Assist the general public with maps and related needs
- Managed correspondence via phone, email
- Assist the Finance Department when needed
- Providing maps for the Tax Department
- Department Heads Virtual Meeting (4/7/21)
- Budget Meeting with Curtis (4/13/21)
- WC Schools Business Advisory Virtual Meeting (4/23/21)

EMS

Jennifer O'Neal

EMS STAFFING:

The availability of our part time staff remains reduced due to obligations to their full time employers. The EMS Division has one opening for a Paramedic and the Transport Division has one opening for a Basic EMT. The system has continued to be covered internally with alternative staffing strategies without need for assistance from the state.

EMPLOYEE SAFETY:

PPE remains at a comfortable level and is sufficient to absorb a peak in call volume for approximately 9 days. EMS and Transport Providers continue to manage the daily disinfecting practices inside the bases and ambulances.

OTHER SYSTEM BUSINESS:

Our EMS Providers continue to assist MTW Health Department with getting our citizens vaccinated. We have several home bound patients throughout Washington and Tyrrell Counties. In a combined effort between MTW and WTCEMS, we are identifying these patients and sending EMS Personnel out to the home to collect information, vaccinate, and observe the patient following the vaccination for adverse reactions. This process is providing relief to those who are dependent on the ambulance for transportation from the financial burden of an ambulance bill. Currently private insurance, Medicare and Medicaid currently do not pay for a trip to the vaccine clinics. We are collecting data from these home visits to assist with evaluating the need for and implementation of a Community Paramedic Program.

Interviews for the Deputy Director Position have been completed and an offer made to the chosen candidate.

Thank you for your continued support of the Washington-Tyrrell County EMS System.

Recreation

Randy Fulford

Recreation is good; we are still signing children up and getting our basketball teams together for state games. We will have our first ECAYF football meeting on Sunday 3:00 pm at the gym.

Elections

Dora Bell

The county Board of Elections met on April 21, 2021 with Printelect, ES&S and a member from the state board to do a simulated election at the Plymouth gym. Poll workers and some of the Commissioners also attended to run ballots through the new DS200 machines. All went well.

Library

Vacant

No report submitted.

Cooperative Extension

Rebecca Liverman

Rebecca Liverman

County Extension Director & Family and Consumer Sciences



We hosted a Medicare 101 session on our front porch! We are trying to give people the opportunity to safely gather and ask questions. Turning 65 can be frustrating!



Cooperative Extension partnered with MTW District Health Dept. for a low carb looking night. All the ingredients were **FREE** and provided by the Diabetes Prevention Program. Jessica Askew from MTW and myself were live in the kitchen while our participants joined us from the comfort of their own home. **We had 25 registered participants from three counties.**

April is Volunteer Appreciation Month! There are so many volunteers that are the behind the scene magic makers in our office. **I want to highlight Whitney Spruill who has worked with**



us for 10 years. She comes in once a week to help ALL the programs, answer phones, send mailings, and help keep us organized.

Beth Stanley Jackson
4-H Youth Development

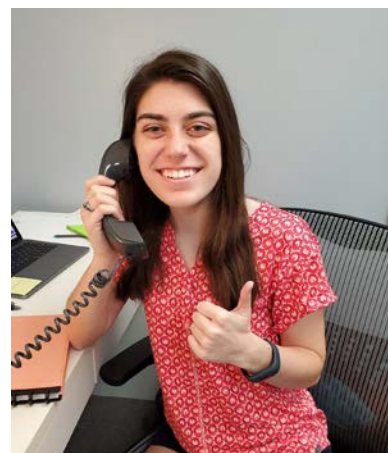
The Cooperative Extension staff has worked very hard the past few months to ensure our 4-H Livestock Exhibitors will be back in the barn this year! Following all state and local regulations, we plan to welcome our 23 exhibitors and their limited family members. Our show will look a little different as we space out classes across the day. The show will be livestreamed, so please check out our Facebook page on Wednesday, May 5. Follow us at “Washington County NC 4-H.”



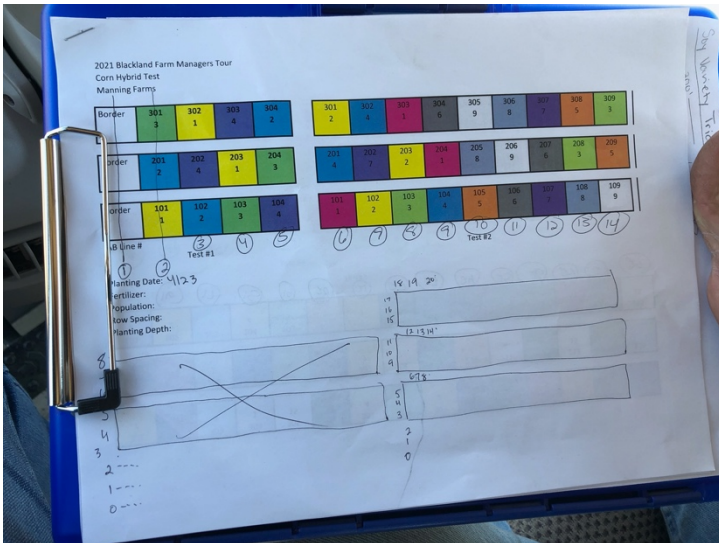
Following the success of our “4-H to the Front Door” program, we are in the process of planning our 4-H summer activities. Our goal is to offer hands-on activities, while following all safety guidelines. **We plan to take our youth on short educational field trips and offer at-home activities with the opportunity to complete at our office on 4-H Fridays. Summer will look a little different, but we are excited to start bringing youth back in person!**



Over the past seven months, the 4-H program has been fortunate to have an intern helping us navigate the new normal. **Samantha Corduan is a lifelong 4-H'er who has a strong passion for the program. She is a senior at Lawrence Academy, our current NC 4-H State Vice President, and the recipient of a full scholarship to Virginia Tech.** Her enthusiasm, creativity, and dedication has been critical to our success!



Jalynne Waters
Agricultural Agent



Jalynne has been in the field most of this month making plans for the 50th Blackland Farm Managers Tour to be held on Hwy 99 this summer. The behind the scenes work on sorting seed, communicating with different seed dealers and preparing research plots is tremendous.

The new NCDAs Pesticide Recycling Container purchased through PETF Grant funds has been placed at Donald's Flying Service.

She also has been working with many farmers to take their pesticide exam. Reliable, rural internet has made this a problem for many farmers. We are happy to assist them.

Washington County Soil and Water
Martha Prinsloo

During the month of April, Soil and Water department has done one field survey – 40 acres. Due to the high-water levels, we had problems removing beaver dams; we are working with the Town of Plymouth, School System, and Washington County Sheriff's office for approval to blow up 3 dams in the town limits, near Washington County High School. We are aware of many beaver dam sites all over the county, and are assessing where the money we have left in that line item will be best spent. I have worked on contracts for irrigation wells through Agwrap; I received the \$2,000.00 additional funding requested for these projects. I worked with Mr. Pittman to review maps in the floodplain of Washington County regarding drainage. The Soil and Water Board met on March 29, and the next scheduled meeting is Monday (April 26). The approval for our new member will be presented to the State at their May meeting. . The MOU, between the County and the Board of Supervisors is still being negotiated. Master Agreement, and Cost-Share contracts have been approved by Raleigh.

The Eddie Smith Drainage Service District is being developed with the help of David Gadd, Attorney, as well as with Washington County. We are working with the tax office and with GIS mapping to gather valuation data for the district. A public hearing will be set and advertised; my office will be mailing out notices to landowners and advertising in the district when that meeting is set.

Soil and Water budget request has been reviewed with Mr. Potter.

Veteran's Service Officers Report
Burl Walker

During this period, I assisted 4 veterans and 4 dependents with 13 telephone calls. This report also includes items for the March report.

1. Submitted request for 2 Property Exclusion requests.
2. Submitted 1 request for disabled veteran's driver's license.
3. Submitted 1 report of Unreimbursed Medical Expense.
4. Obtained 1 flag from Post Office for a deceased veteran.
5. Sent a veteran's file to his new home closer to Durham VA Medical Center.
6. Registered 2 veterans in the VA Healthcare System.
7. 1 widow was sent to me instead of the Town of Washington.

Tax Office
Sherri Wilkins

1. At the April Commissioner's meeting I presented information on the revaluation process.
2. The Notice of Lien Advertisement/Debt Setoff letters were mailed this week. Delinquent 2020 taxes will be advertised in May.
3. We continue to collect payments for accounts that have been referred for foreclosure – every time we get a payment, receive correspondence (such as the need to add costs) or are notified in any way about a property in foreclosure we notify ZLS and update the accounts in foreclosure. As information is received from Zacchaeus Legal Services (ZLS) we update the accounts.
4. Denise Jones processed the Insolvents, Refunds and Releases reports.
5. Denise Jones processes the monthly reports from NCVTS.
6. Denise Jones researched estate files at the Clerk of Court's office.
7. Assisted the taxpayers with the Tag & Tax program, handling adjustments, refunds, releases, and general questions.
8. Darlene Harrison assisted with Tax Certifications.
9. Staff continues to handle the calls regarding Republic Services (RS) and the taxpayers over trash cans, recycle bins, trash and debris pickup. As of April 6, we began using an update report for RS. The requests are now separated between missed pickups, debris pickups and requests for trash cans & recycle bins. As of today, we have received 135 phone calls.
10. Darlene Harrison and I completed work on the transfers from deeds so the Revaluation notices can be mailed.
11. Lonnie Baker (programmer) and I worked on moving 2021 revaluation values to our collections/billing software.
12. I submitted the Statistical Reports.

Planning/Safety/Inspections/Floodplain Management
Allen Pittman

Permits Issued	18
Inspections	31
Plan Reviews	7
Flood Plain Reviews	6
Map Reviews	5

Attended: Commissioners Meeting (160D work continues)
Planning Board (Zoom – 15th)
Fire Commission (Face to face, 19th)

Regional HMP Hazard Mitigation Plan which was updated and approved by the state in 2020 has been approved by FEMA.

Worked with Martha Prinsloo in Soil and Water for mapping and drainage issues in the flood plain

Inspected burned structure on Clemmons Street in Roper with EM1

Discussed subdivision ordinance with landowner

Replaced road sign – waiting for poles to replace additional signs which are ready

Worked with Dominion Power to obtain easement for power to a lot sold for homesite on Thomas Swain Lane

Scheduled – Floodplain workshop on Wednesday 4-28-21
CERT meeting 4-26-21
Budget workshop – with Curtis 4-27-21

Emergency Management
Lance Swindell

No report submitted.

Register of Deeds
Tim Esolen

No report submitted.

Public Utilities
Doremus Luton

Updates regarding Washington County Water System and C&D Landfill are as follows:

Solid Waste

The landfill took in 64.66 Tons of Leaves, Brush and Limbs, 0.0 Tons of Inert Debris, 2.22 Tons of Scrap Metal, 142.22 Tons of Construction Debris and 8.45 tons of Scrap Tires this month.

Water Department

Water plant staff treated and distributed a total of 12.7 million gallons (MG). The average daily usage was .409 MG. We served 2607 accounts, billing customers for 7.049 MG of water.

Sheriff's Office/Detention/E911
Chief Deputy Arlo Norman/Clinta Blount/Anna Johnson

Detention:

- 1. WATER LEAKING GOING INTO A-BLOCK 04/01/2021.**
- 2. FIRE EXSTINGUISHER CAME ON 04/02/2021.**

- 3. UNFIRST BROUGHT LINEN ON 04/02/2021**
- 4. MCDANIELS CAME FOR MONEY PICK UP LEFT NOTE PADS, PENS, MOUSE PADS AND CORN FOR CHIEF.**
- 5. FAXED SUPPLY ORDER @ 08:10am 04/02/2021.**
- 6. CANCELED SUPPLY ORDERED 04/02/2021.**
- 7. SERVICE ROOFING COMPANY TO ROOF @12:55pm 04/06/2021.**
- 8. MAINTENANCE PERSONAL SANDERS CHECK SHOWERS IN B-BLOCK 04/08/2021.**
- 9. UNFIRST BROUGHT LINEN 04/09/2021**
- 10. UNFIRST BROUGHT LINEN 04/23/2021**

E911: The 911 Department has hired two new full time employees - Shadasha Covel and Kimani Nixon and they will both be starting May 16th. We are still looking to fill 1 full time spot and two part time spots.

Information Technology

Darlene Fikes

March 2021

Listed below are some of the items worked on this month:

1. Troubleshoot issues with DCI connection in 911.
2. Discussions with State 911 Board and Motorola on 911 radio lease, purchase, warranty and maintenance amounts. Also, discuss SOW and maintenance to determine eligible expenses.
3. Discuss with Motorola to remove rack from quote and make corrections to proposal.
4. Discuss with State 911 Board and Motorola the fiber connection to Farmville for 911 radios.
5. Discuss with State 911 Board breakdown needed for Motorola maintenance.
6. Make a list of contacts to inform cutover to Fiber+ and ip changes: VDS, ACI, Debt Setoff, Edmunds, Southern Bank, Southern Software, MTW Health Dept, Ron Painter, Lonnie Baker, Interactive Communications, AFIS, DCI, eCATS, ESInet, VINE, McDaniels, Go Daddy, State Board of Elections, Courthouse Computers, all vpn users.
7. Cut over to Fiber+ and disconnect dsl at Courthouse. Confirm everyone can connect.
8. Multiple calls to Century Link to change Reverse DNS to new ip.
9. Discuss with Missy items that need to be purchased in the 911 Center – Radio, Recorder and Server.
10. ESInet rack and equipment delivered March 11th.
11. Email request and call Toshiba multi times to have copier moved from 958 US Hwy 64 E to 128 E Water St.
12. Move FY21-22 Budget forms to My Docs for Burl Walker and explain how to fill out.
13. Troubleshoot issue with phones in Tax office.
14. Work with State Board of Elections on connectivity issue with the County. Century Link needed to turn on GRE tunnel.
15. Work with Missy concerning issues with EMAG.
16. Discussions with State 911 Board and EdgeOne concerning replacement of 911 recorder and eligibility.
17. Setup new employee Ariel Lesesne at Senior Center.
18. Quote and install printer for Mary Moscato.
19. Setup Renee Collier and Anna Johnson to access Edmunds.
20. Order POTS line for ESInet.
21. Microsoft Exchange issue required the shutdown/rebuild of the Exchange and migration of all mailboxes. Worked closely with UNC Shannon Tufts, NGLGISA Strike Team and NC National Guard. More information will be included in my presentation to the Board's May meeting.
22. Attend ESInet Recurring Calls for updates on what has been completed and what remains to be done before cutover date of June 24th.
23. Attend Commissioners meeting and Departmental meeting.
24. Check postage machine during the month to determine when postage is needed.
25. Stamp, sign & copy invoices & take to Finance.
26. Reconcile Budget Statement.

April 2021

Listed below are some of the items worked on this month:

1. Troubleshoot PageGate issue.
2. Discussions with State 911 Board and EdgeOne concerning replacement recorder.
3. Discussions with State 911 Board and Motorola concerning replacement recorder.
4. Discussions with State 911 Board and SSG concerning replacement of server.
5. Review Active Directory/Exchange and determine users that can be deleted. Update list with department heads.
6. Contact Cornerstone for revised camera quote for Detention Center.
7. Work on email password changes.
8. Work on invoice from Lumen – did not receive credit.
9. Review all server maintenance renewals to verify all have been submitted.
10. LOA signed by Curtis and emailed to Verizon for EMAG agreement.
11. IT Budget meeting with Curtis and Missy.
12. Troubleshoot issue with 911 printer.
13. Attend online NC National Guard Cybersecurity class on April 15th.
14. Troubleshoot issue with monitor in EOC office.
15. Informed by Charles Arnold new software Brazos for e-citation needs to be installed.
16. Train Anna Johnson how to add/delete users on 911 internet pc. Also, train her on how to use Edmunds software.
17. Walk through new EMS Director office with Jennifer O’Neal and Mary Moscato – determine where network jacks need to be placed.
18. Work with Anna Johnson – review 911 & Communications budget.
19. Attend ESInet Recurring Calls for updates on what has been completed and what remains to be done before cutover date of June 24th.
20. Check postage machine during the month to determine when postage is needed.
21. Stamp, sign & copy invoices & take to Finance.
22. Reconcile Budget Statement.

Senior Center

Vanessa Joyner

Overall: Due to the COVID-19, our senior center is still closed to the public. We are offering Line Dancing on Thursdays at 5:30 outside. We are offering Dance Fitness outside on Monday, Wednesday and Fridays at 5:30. We are also offering Chair Exercise virtually on Tuesday and Thursday at 1:00 pm. The Line Dancing has been very successful and Dance Fitness is catching on. The virtual Chair Exercise is not as successful as we would like. We have about three to four seniors that are participating. Many do not have access to zoom or that computer literate. We prepared a newsletter for the seniors and so we can be prepared when we re-open the center. We are looking at re-opening the center on June 1, 2021 if the count stays low for Washington County.

We have hired a new Administrative Assistant, Ariel Lesesne. She started on March 1, 2021. Ms. Lesesne has been riding with Martha Carter to get familiar with the Meals-On-Wheels route in Plymouth. Martha Carter and I have not been able to take any time off since March of last year. With the new Admin Assistant learning one of the routes, hopefully we will be able to take some time off.

We are still delivering meals to the homebound seniors. We are delivering to fifty-one (51) seniors. We have about ten (10) seniors to come and pick up lunch from the senior center. This is for those that are able to drive and get out of the house. We are running out of money to cover more homebound meals. People are calling every week asking for Meals-On-Wheels. The Salvation Army is still supplying boxes of food for our homebound seniors once a month. This has proven to be a great help for them. They have shelf stable food and sometimes a frozen meat. The seniors able to drive can pick up boxes at the Nazarene Church in Plymouth every Thursday.

During this past year we have lost eleven (11) of our homebound seniors, two (2) participants and three (3) volunteers. This has hit our senior center family very hard. We have been able to replace the homebound with citizens on the waiting list and new people calling every week. We are working on getting our volunteers ready to start back delivering in June. We are facing some challenges with this. We are looking for coordinators for the Creswell and Pea Ridge Routes and volunteers.

Airport

Knapp Brabble

1. Outlook is for **increased** activity in aviation. Last week AIR/TAP sponsored an eight hour aviation management zoom school. Michael Landguth, president and CEO of RDU airport, reported that last year the first week of April, RDU was off 96% from 2019. He reported that the first week of April 2021 RDU was 53% of pre-COVID operations.
2. Runway 21. We have had a problem with cracks in asphalt on runway 21 and grass growing thru/in those cracks. On April 12, 13, 14 crews under contract with NCDOT/DOA repaired cracks under aviation maintenance contract **without cost** to Plymouth/Washington County Airport.
3. Also, on Wednesday April 20, under the same aviation maintenance contract crews repainted the 21 and 3 on end of runway. They also repainted centerline, edge lines and landing approach symbols on each end of runway.
4. Replaced 4 runway lights.
5. Cleaned fire ants in 3 runway lights, not sure why ants getting inside of runway lights.
6. Replaced damaged paneling from water leaks in conference room. Repainted conference room. Have 2 more ceiling tile to replace in conference room.
7. Plan to work on ladies room next week.
8. Have been mowing lots of weeds.

Facility Services

Louis Boone

1. Tear out rotten header across Strader bldg. and installed new header.
2. Installed ceiling tiles and exit light bulbs in the Detention center.
3. Met with two (2) contractors for the leaking roofs at Courthouse, Windows on the World, Dreams, and Airport for bids.
4. Installed new ceiling tiles on the fourth floor.
5. Set up Plymouth Church of Christ for Court.
6. Sprayed Round Up around County buildings, cut grass and trimmed.
7. Reattached braces to the ramps at the Health Department.
8. Installed curtain wall around the drain at the Health Department. Cut grass tends to clog the man hole.
9. Unclog drain lines in the first floor men and women restrooms about 3-4 times a week.
10. Unclog drain pan of a/c unit in Clerk of Court office.
11. Took boxes of paper to Finance, Tax, County Manager, Water and Clerk's office.
12. Put ceiling tiles and light bulbs at Social Services.
13. Adjust the door at Social Services.
14. Put door stopper on the door in the laundry room in Detention Center.
15. Put flush valve in the commode tank in Sheriff's office.
16. Dust, mop, wash windows, sweep, empty trash and installed bulbs, balance, light switches, receptacles and light fixtures.
17. Disinfect throughout County buildings.

MTW Health District

Wes Gray

(Sends daily COVID-19 updates)

Surplus Report

Renee' Collier

Washington County, NC
Date range: 01 Apr 2021 - 27 Apr 2021

ID #	Inventory ID	Description	Category	Buyer	Type	Starting Bid	Sold Amount	Bids	Auction Ended	Status	Credit Date
74	2021-005	2007 Chevrolet Impala LT3 3.9L- NOT RUNNING	Automobiles	Anthony Joyner	USD	\$500.00	\$1,300.00	34	22 Apr 2021 03:55 PM ET	PU	
						\$500.00	\$1,300.00				

DSS
Clifton Hardison

Washington County Board of Social Services
Regular Meeting Minutes
Tuesday, March 16, 2021

Attendance

- Board of Social Services (in person): Julius Walker and Julie Phelps
- Present through Zoom: Paulique Horton, Rona Norman and Wendy Furlough
- Staff: Clifton Hardison and Lynn Swett

Call to Order

The monthly meeting of the Washington County Board of Social Services was held on Tuesday, March 16, 2021 at 9:00 AM. Mr. Walker, Chairman, called the meeting to order and welcomed everyone.

Additions/Deletions to the Agenda

Mr. Walker asked for any additions or deletions to the agenda. Mr. Walker added a closed session to the agenda.

Public Comments

None were given

Consent Agenda

Julie Phelps moved to approve the consent agenda that included the February 16, 2021 regular board meeting minutes. Ms. Horton gave a second to the motion and the vote in favor of the motion was unanimous.

Proposed Budget for 2021-2022

Lynn Swett highlighted the building improvements that were budgeted and the ROAP grant uncertainty. Mr. Walker recommended getting a minimum of two quotes for the building improvements.

Director Informational Items

Administration: Staff vacancies were reviewed and discussed.

Children Services: Child Welfare statistics were reviewed. Clifton advised the Board that the runaway foster child has been found and was placed in a 24 hour hold with the detention center. She will be placed in a therapeutic foster home today.

Fatality Review: The results of the fatality review were reviewed. The board was provided a copy of the report and no questions or concerns were addressed.

REDA AUDIT RESULTS: The results of the REDA audit were reviewed. The board was provided a copy of the results and no questions or concerns were addressed.

Director's PowerPoint presentation and spreadsheet reports are attached.

CLOSED SESSION:

Ms. Horton made a motion to go into closed session. Ms. Norman gave a second to the motion and the vote in favor of the motion was unanimous.

Ms. Horton made a motion to approve the director's pay grade to be changed to a grade 81. Ms. Furlough gave a second to the motion and the vote in favor of the motion was unanimous.

Ms. Horton made a motion to come out of closed session. Ms. Norman gave a second to the motion and the vote in favor of the motion was unanimous.

Adjournment

Ms. Horton 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. Walker adjourned the meeting.

Respectively submitted,
Julius Walker, Chairman

Submitted by Cathy Ange

**WASHINGTON COUNTY
BOARD OF SOCIAL SERVICES
MEETING
TUESDAY, APRIL 20, 2021
9:00 AM**

**CONFERENCE ROOM
WASHINGTON COUNTY
DEPARTMENT OF SOCIAL
SERVICES
209 EAST MAIN ST
PLYMOUTH, NC 27962**



**WASHINGTON COUNTY BOARD OF
SOCIAL SERVICES MEETING AGENDA
TUESDAY, APRIL 20, 2021
9:00 AM**

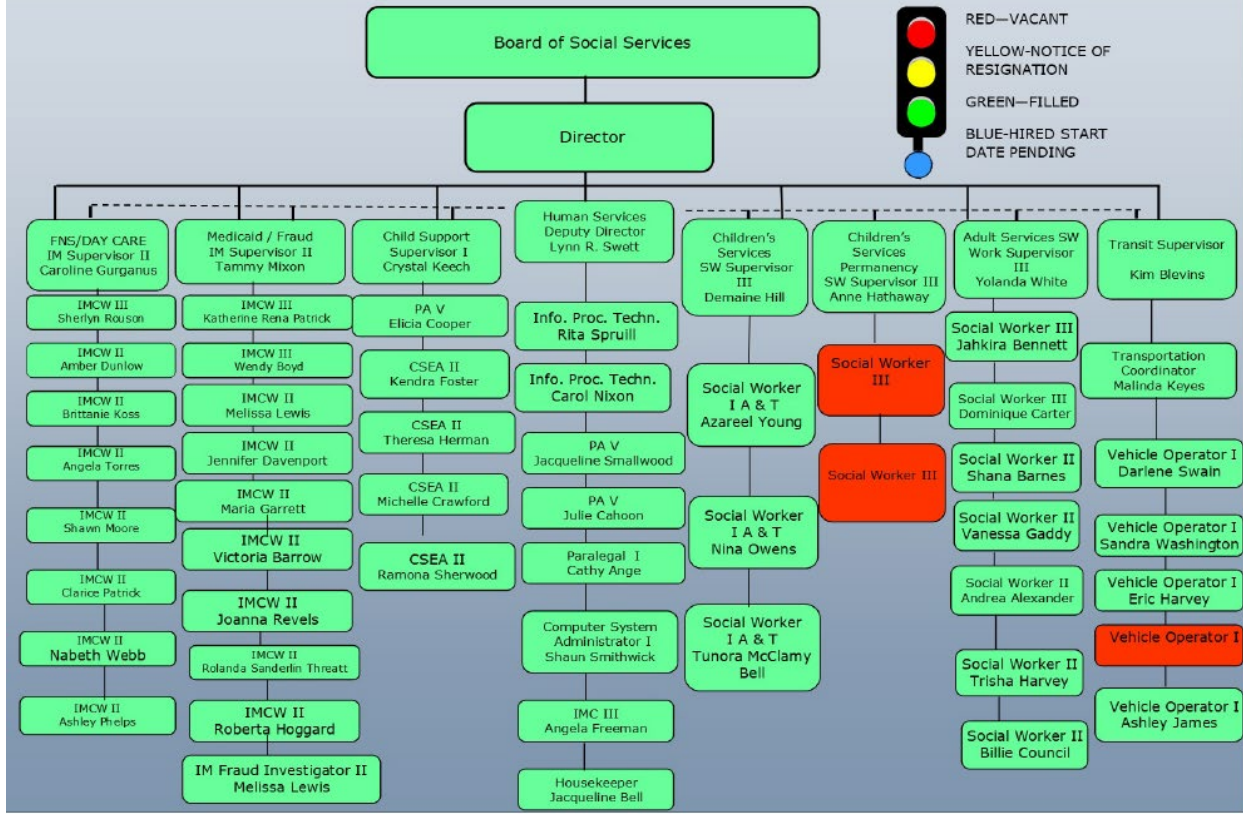
- 1. WELCOME AND CALL TO ORDER –CHAIR, JULIUS WALKER**
- 2. ADDITIONS OR DELETIONS TO THE AGENDA**
– CHAIR, JULIUS WALKER
- 3. PUBLIC COMMENTS – CHAIR, JULIUS WALKER**
- 4. CONSENT AGENDA – CHAIR, JULIUS WALKER**
 - A. OPEN MEETING MINUTES – February 16, 2021**
- 5. DIRECTOR’S REPORT - CLIFTON HARDISON**
- 6. CLOSED SESSION**
- 7. OTHER ITEMS BY BOARD MEMBERS OR DIRECTOR- NEXT MEETING –Tuesday, May 18, 2021 AT 9:00 AM**
- 8. 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

NC DOT TRIENNIAL REVIEW MAY 26-28, 2021

AUDIT/MONITORING FINDINGS

- Child Care Monitoring is on its final documentation. Deadline for completion is October, 2021.
- Child Welfare/Foster Care is on its final documentation.
- Fiscal monitoring is complete, a copy of the letter is in your packet.
- APS/Guardianship Programmatic review complete, a copy of the letter is in your packet.
- Last phase of REDA audits for Medicaid have been completed.

COMMENTS? QUESTIONS?



DIRECTOR'S TRAVELS
no plans

ADMIN. Fy 20-21		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Staff Level	57	56	53	54	54	55	56	55	54	54			
Vacancies		1	4	3	3	2	1	2	3	3			
Front Desk Visits		185	248	222	200	171	207	369	207	207			
FINANCIAL													
Expenditures from 1571	\$2,857,909	\$334,392	\$299,286	\$305,071	\$276,565	\$276,527	\$331,352	\$368,190	\$334,317	\$332,208			
Percentage Remaining		86.00%	80.00%	73.00%	68.00%	62.00%	48.00%	45.00%	39.00%	33.00%			

FNS FY 20-21	YTD TOTALS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		3,032	3,059	3,078	2,992	2,980	3,044	3,040	3,066	3,159			
Benefits	\$5,404,625	\$596,316	\$540,446	\$735,154	\$548,444	\$545,076	\$553,438	\$552,860	\$611,792	\$721,099			
Applications Taken	463	48	48	34	58	74	55	50	57	39			
Reviews Completed	575	86	1	114	166	53	45	29	40	41			

CHILD CARE FY 20-21	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													
Waiting List		93	47	52	52	33	36	27	34	47			
Benefit Amount	\$817,475												
Total Benefit Issued	\$ 673,872	\$ 88,760	\$ 81,467	\$ 85,055	\$ 74,748	\$ 77,653	\$ 69,717	\$ 68,925	\$ 71,243	\$ 56,304			
Benefit Remaining	\$143,603												

MEDICAID FY 20-21	Monthly Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		4,515	4,516	4,529	4,537	4,550	4,570	4,565	4,582	4,582			
Applications Taken	354	28	31	39	33	45	53	50	33	42			
Reviews Completed	2,064	279	237	182	174	187	216	220	287	282			

PROGRAM INTEGRITY FY 20-21		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Claims-On Going													
	FNS	71	73	74	72	71	71	71	69	72			
	Medicaid	2	2	2	2	2	2	2	2	2			
	WFFA	4	4	4	4	4	3	3	3	2			
	Child Care	12	12	12	12	12	12	12	12	12			

CHILD PROTECTIVE SERVICES FY 20-21		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total Children involved with Foster Care		18	30	19	26	28	28	26	26	20			
Total Children in DSS Custody						19	19	17	17	17			
Total Children not in DSS Custody						9	9	9	9	3			
Reports Received		4	6	7	5	4	3	6	10	5			
Children in Assessments/ Investigations		10	20	41	37	40	42	41	48	56			

ADULT PROTECTIVE SERVICES FY '20-21	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
	Reports Received	8	8	7	9	6	3	9	5	5		
Total Active Cases	7	6	5	2	6	7	5	7	7			
Guardianship Cases	5	5	5	5	5	5	5	5	5			

IN HOME SERVICES FY 20-21	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
	In Home Aid Clients	9	9	11	11	11	10	9	9	10		
In Home Aid Inquiry List	20	23	27	20	20	20	4	4	20			
Special Assist In Home Aid Clients	0	0	0	0	0	0	0	0	0			
Community Alternatives Program for Disabled Adult Clients (CAP)	56	57	57	56	56	58	53	54	54			
CAP Waiting List	6	4	6	6	11	5	3	3	1			

Work First Employment & Cash Assistance FY 20-21	ytd Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Cash Benefits Issued	\$54,183	\$6,247	\$7,134	\$5,594	\$6,460	\$5,169	\$5,886	\$5,569	\$6,099	\$6,025			
Emergency Assist Issued	\$ 6,870	\$ 500	\$ 697	\$ 475	\$ 880	\$ 143	\$1,610	\$ 1,051	\$ 800	\$ 714			
Employment Assist Issued	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Community Med Suppt	\$489	\$0	\$0	\$33	\$63	\$48	\$76	\$64	\$175	\$30			
Applications Taken	10	0	1	3	2	1	2	1	0	0			
Single Parent Caseload		9	11	10	9	9	8	8	8	8			
Two Parent Caseload		0	0	0	0	0	0	0	0	0			
Child Only Cases		23	22	22	21	20	21	21	22	21			
200% of Poverty Cases		11	8	8	6	3	0	1	0	0			
TOTAL OPEN CASES		43	41	38	34	31	29	30	30	30			

ENERGY PROGRAMS FY 20-21	Balance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
CIP Apps	106	12	22	1	0	3	15	22	21	10			
CIP Paid	\$41,995	\$3,706	\$11,843	\$1,150	\$427	\$0	\$2,851	\$4,300	\$7,933	\$9,785			
CIP remaining balance	\$ 54,586												
LIEAP Apps		0	0	0	0	0	42	64	25	16			
LIEAP paid	\$ 166,900	\$0	\$0	\$0	\$0	\$0	\$62,600	\$52,700	\$30,500	\$21,100			
LIEAP remaining balance	\$ 42,823												

CHILD SUPPORT- WASHINGTON CO. FY 20-21	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Caseloads	1,176	1,167	1,163	1,160	1,158	1,181	1,194	1,194	1,199			
Paternity Established	52	2	1	8	11	2	3	4	10	11		
Total Collections	\$1,176,846	\$148,210	\$157,157	\$116,503	\$120,168	\$125,629	\$121,233	\$103,542	\$119,566	\$164,838		
Orders Established	39	3	0	8	6	2	4	1	7	8		
CHILD SUPPORT- TYRRELL CO.												
Total Caseload	209	209	209	211	209	207	207	205	203			
Paternity Tests Performed	3	1	0	0	0	0	1	0	1	0		
Total Collections	\$287,812	\$46,491	\$31,219	\$33,791	\$32,405	\$29,815	\$28,739	\$25,853	\$27,362	\$32,137		

RIVERLIGHT TRANSIT FY 20-21	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Monthly Unduplicated Riders	86	79	74	76	77	69	78	71	82			
Medicaid Transportation	59	57	55	56	51	52	60	52	52			
Roanoke Development Center	0	0	0	0	0	0	0	0	0			
Senior Center	0	0	0	0	0	0	0	0	0			
Rural General Public	18	13	14	13	19	10	12	11	23			
Other (DDS, WF, EDTAP)	9	7	5	7	7	7	6	8	7			

RIVERLIGHT TRANSIT FY 20-21	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Monthly One-Way Passenger Trips	417	336	342	361	357	347	349	374	431			
Roanoke Development Center	0	0	0	0	0	0	0	0	0			
Medicaid Transportation	285	246	262	259	242	241	245	273	302			
Senior Center	0	0	0	0	0	0	0	0	0			
Other (DDS, WF, EDTAP)	74	45	44	62	56	70	60	65	82			
Rural General Public	58	45	36	40	59	36	44	36	47			

WASHINGTON COUNTY

STATISTIC REPORT



Reporting Period:

APRIL 2021

DETENTION
FY20-21
Incarcerations by County

		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
		43	42	34	37	35	41	44	28	40	53	0	0	397
WASHINGTON	Male	37	34	26	30	27	37	33	23	30	28			305
	Female	3	5	5	4	5	1	8	1	7	4			43
CHOWAN	Male	1	1	1	1	1	1	1	1	1	1			10
	Female	0	0	0	0	0	0	0	0	0	0			0
HYDE	Male	0	0	0	0	0	0	0	0	0	0			0
	Female	0	0	0	0	0	0	0	0	0	0			0
MARTIN	Male	0	0	0	0	0	0	0	0	0	0			0
	Female	0	0	0	0	0	0	0	0	0	0			0
BEAUFORT	Male	0	0	0	0	0	0	0	0	0	0			0
	Female	0	0	0	0	0	0	0	1	0	0			1
PITT	Male	0	0	0	0	0	0	0	0	0	0			0
	Female	0	0	0	0	0	0	0	0	0	0			0
HERTFORD	Male	0	0	0	0	0	0	0	0	0	0			0
	Female	0	0	0	0	0	0	0	0	0	0			0
NASH	Male	0	0	0	0	0	0	0	0	0	0			0
	Female	0	0	0	0	0	0	0	0	0	0			0
SMCP		2	2	2	2	2	2	2	2	2	20			38
US PRISON TRANSPORT	Male	0	0	0	0	0	0	0	0	0	0			0
	Female	0	0	0	0	0	0	0	0	0	0			0

EMERGENCY MEDICAL SERVICES (EMS)

FY20-21

Washington County

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Dispatched	162	188	122	151	128	161	187	132					1231
Transported	114	143	93	111	85	108	123	89					866
Refusals	48	45	29	40	53	53	64	43					375
Transport Washington													
Hospital to Hospitals	1	1	0	0	2	3	3	1					11
SNF to Doctors	124	117	139	88	80	79	95	101					823
Hospital Discharges	10	7	4	11	12	11	15	13					83
EMS Back Up	0	3	2	3	5	3	3	2					21

Tyrrell County

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Dispatched	50	54	46	54	43	50	54	67					418
Transported	28	39	29	40	32	39	38	47					292
Refusals	22	15	17	14	11	11	16	20					126
Mutual Aid Hyde													
Dispatched	2	0	0	3	1	0	1	0					7
Transported	0	0	0	2	1	0	0	0					3
Refusals	2	0	0	1	0	0	0	0					3

**PLANNING AND ZONING
FY20-21
Inspections and Fees**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Building	\$2,385.00	\$3,429.40	\$2,689.00	\$3,091.00	\$1,670.00	\$2,672.10	\$2,371.30	\$3,127.00	\$7,235.00				\$28,669.80
Zoning	\$175.00	\$75.00	\$175.00	\$150.00	\$25.00	\$50.00	\$50.00	\$100.00	\$25.00				\$825.00
Reinspect	-	\$250.00	\$250.00	\$525.00	\$175.00	\$225.00	\$350.00	\$375.00	\$75.00				\$2,225.00
SWUF	\$139.52	\$114.60			\$45.84			\$252.08	\$-				\$552.04
HO Recovery Fee	-	\$10.00		\$10.00	\$-	\$10.00	\$10.00	\$10.00	\$10.00				\$60.00
Total	\$2,699.52	\$3,879.00	\$3,114.00	\$3,776.00	\$1,915.84	\$2,957.10	\$2,781.30	\$3,864.08	\$7,345.00	\$0.00	\$0.00	\$0.00	\$32,331.84

SHERRIFF FY20-21

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD TOTALS
Total Number of Dispatched Calls	0	0	0	0	0	0	0	0	0	0	0	0	0
Law Enforcement													0
Animal Control													0
EMS													0
Reported Incidents										73			73
Total Arrests	0	0	0	0	9	0	0	0	17	16	0	0	42
Misdemeanor Arrests					5				8	6			19
Felony Arrests					4				9	10			23
Total Papers Served	0	0	0	0	23	0	0	0	6	29	0	0	58
Criminal Papers Served										0			0
Civil Papers Served					23				6	29			58
Total Papers Outstanding	0	0	0	0	0	0	0	0	0	13	0	0	13
Criminal Papers Outstanding										0			0
Civil Papers Outstanding										13			13

**TAX
FY20-21**

	July	Aug.	Sept.	Oct.	Nov.	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Collections													
Amount*													\$ -
Current Year Tax	\$ 2,337,198.31	\$ 1,250,581.12	\$ 236,876.63	\$ 190,481.13	\$ 333,647.20	\$ 1,273,674.29	\$ 1,042,863.78	\$ 107,100.11	\$ 151,748.48				\$ 6,924,171.05
Current Yr Discount	\$ (46,670.76)	\$ (14,847.28)	\$ (135.05)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ (61,653.09)
Current Year Penalty	\$ 1,400.47	\$ 814.41	\$ 462.73	\$ 91.35	\$ 106.59	\$ 820.96	\$ 1,281.88	\$ 192.66	\$ 237.27				\$ 5,408.32
Current Year Interest	\$ -	\$ 526.34	\$ -	\$ -	\$ -	\$ 229.55	\$ 2,820.82	\$ 3,301.58	\$ 5,178.52				\$ 12,056.81
Watershed Tax Current Yr	\$ 27,683.97	\$ 14,573.37	\$ 2,735.71	\$ 2,169.78	\$ 3,926.87	\$ 16,360.18	\$ 12,450.22	\$ 1,303.77	\$ 1,831.57				\$ 83,035.44
Watershed Discount	\$ (553.10)	\$ (174.31)	\$ (1.49)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ (728.90)
Watershed Penalty	\$ 16.42	\$ 9.82	\$ 5.45	\$ 1.05	\$ 1.50	\$ 9.71	\$ 14.95	\$ 1.30	\$ 2.79				\$ 62.99
Watershed Interest	\$ -	\$ 5.88	\$ -	\$ -	\$ -	\$ 3.03	\$ 26.73	\$ 33.74	\$ 60.69				\$ 130.07
Prior Year Tax	\$ 42,628.27	\$ 46,535.07	\$ 39,343.60	\$ 58,500.96	\$ 15,601.85	\$ 16,167.17	\$ 30,181.66	\$ 16,924.30	\$ 32,011.74				\$ 297,894.62
Prior Year Penalty	\$ 89.33	\$ 324.00	\$ 161.14	\$ 123.11	\$ 102.97	\$ 38.80	\$ 43.92	\$ 10.16	\$ 35.28				\$ 928.71
Prior Year Interest	\$ 6,255.44	\$ 6,723.67	\$ 5,549.21	\$ 8,820.44	\$ 2,995.28	\$ 3,210.83	\$ 4,412.01	\$ 3,448.54	\$ 7,039.49				\$ 48,454.91
Prior Year Watershed	\$ 398.89	\$ 405.22	\$ 440.67	\$ 533.88	\$ 141.74	\$ 137.18	\$ 354.86	\$ 91.00	\$ 213.16				\$ 2,716.60
Prior Year WS Penalty	\$ 0.57	\$ 4.11	\$ 1.91	\$ 0.32	\$ 0.12	\$ 0.17	\$ 0.46	\$ 0.04	\$ 0.35				\$ 8.05
Prior Year WS Interest	\$ 475.54	\$ 398.14	\$ 509.29	\$ 359.30	\$ 245.50	\$ 152.48	\$ 315.91	\$ 185.80	\$ 285.34				\$ 2,927.30
Bad Checks	\$ -	\$ (268.13)	\$ -	\$ -	\$ 304.18	\$ -	\$ -	\$ -	\$ -				\$ 36.05
Prepayments	\$ 1,271.40	\$ 1,611.64	\$ 2,101.96	\$ 1,303.25	\$ 1,672.38	\$ 1,913.00	\$ 4,359.85	\$ 2,399.76	\$ 6,363.09				\$ 22,996.33
TOTAL	\$ 2,370,194.75	\$ 1,307,223.07	\$ 288,051.76	\$ 262,384.57	\$ 358,746.18	\$ 1,312,717.35	\$ 1,099,127.05	\$ 134,992.76	\$ 205,007.77	\$ -	\$ -	\$ -	\$ 7,338,445.26
Advalorem Garnishments													
Initiated		5	2	1	-	0	0	0	0				8
Amount		\$ 7,331.36	\$ 3,478.13	\$ 8,626.40	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 19,435.89
Satisfied/Cancelled		1	3	2	-	0	0	0	0				6
Amount		\$ 1,370.02	\$ 6,695.98	\$ 3,377.05	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 11,443.05
* 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													
	\$ 76,887.06	\$ 72,924.46	\$ 74,644.62	\$ 72,384.94	\$ 54,593.16	\$ 76,425.92	\$ 70,847.31	\$ 72,567.45	\$ 96,860.50				\$ 668,135.42
Solid Waste Fees													
													\$ -
Billed Current Yr	\$ 1,081,025.00						\$ -						\$ 1,081,025.00
Collected Current Yr	\$ 370,746.01	\$ 94,294.39	\$ 49,511.92	\$ 44,869.90	\$ 54,921.17	\$ 177,353.76	\$ 88,549.89	\$ 32,086.35	\$ 45,979.26				\$ 958,312.65
Bad Checks	\$ -	\$ -	\$ -	\$ -	\$ 550.00	\$ -	\$ -	\$ -	\$ -				\$ 550.00
TOTAL	\$ 370,746.01	\$ 94,294.39	\$ 49,511.92	\$ 44,869.90	\$ 55,471.17	\$ 177,353.76	\$ 88,549.89	\$ 32,086.35	\$ 45,979.26				\$ 958,862.65
Drainage Fees - Eddie Smith													
Billed Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collected Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Yrs Collected	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drainage Fees - Other													
Collected Current Yr	\$ 23,410.50	\$ 13,404.38	\$ 16,958.76	\$ 13,728.58	\$ 22,494.83	\$ 44,125.56	\$ 42,912.37	\$ 35.71	\$ 5,170.74				\$ 182,241.43
Town Collections													
DMV													\$ -
Creswell Levy	\$ 15,612.13	\$ 5,756.68	\$ 3,546.00	\$ 1,421.64	\$ 36,426.08	\$ 36,426.08	\$ 8,315.17	\$ 588.07	\$ 3,906.51				\$ 111,998.36
TOTAL	\$ 15,612.13	\$ 5,756.68	\$ 3,546.00	\$ 1,421.64	#NAME?	\$ 36,426.08	\$ 8,315.17	\$ 588.07	\$ 3,906.51	\$ -	\$ -	\$ -	\$ 111,998.36
TOTAL TAX DEPOSIT	\$ 2,856,850.45	\$ 1,493,602.98	\$ 432,713.06	\$ 394,789.63	#NAME?	\$ 1,647,048.67	\$ 1,309,751.79	\$ 240,270.34	\$ 356,924.78	\$ -	\$ -	\$ -	#NAME?

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 13

DATE: May 3, 2021

ITEM: Closed Session

SUMMARY EXPLANATION:

Mr. Potter would like to have the following Closed Sessions pursuant to NCGS§143-318.11(a)(3) (attorney-client privilege) and NCGS §143-318.11(a)(6) (personnel).