



**Board of Commissioners  
Agenda Packet**

**August 17, 2020**

**Work Session**

5:00 PM Education Consulting and School Construction

**6:00 PM Call to Order**

- A) Invocation & Pledge of Allegiance
- B) Approval of Agenda

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.*

**Commissioner's Report****County Manager's Report****Administrative Reports**

- A) **Interfaith Community Outreach-Jenniffer Albanese, Executive Director**

**Public Hearings**

- A) **PB 20-11 Steven W. Craddock** Request to amend the Unified Development Ordinance Chapter 4, Use Standards, to modify the extractive industry (mining) and accessory use standards for minor excavations (ponds). The proposed amendment removes extractive industry from the Heavy Industrial (HI) and Light Industrial (LI) zoning districts, Full Service and Limited Service land use designations, modifies the lot and access requirements, and the expansion and extension requirements. The proposed amendment requires excavation accessory uses (ponds less than one acre) to use the excavated materials on the subject property.

**Old Business**

- A) **Action Item: PB 19-24 New Bridge Creek Estates: Request for a Preliminary Plat/Use Permit for a 37 lot Conservation Subdivision located off Caratoke Highway, Parcel Identification Number 0031-000-064N-0000, Moyock Township.**

**New Business**

- A) **Consideration of Resolution Authorizing Exchange of County Property for Property Owned by Jeffery G. Brodil**
- B) **Consideration and Possible Action to Adopt the Strategic Plan for Currituck County**
- C) **Purchasing and Contracting Policy Update**
- D) **Consideration of Resolution Updating Requirements for the Award of Public Building and Repair Construction Contracts and Adopting a Minority Business Participation Outreach Plan Pursuant to N.C. Gen. Stat. §143-128.2**



- E) **Consideration of Resolution Adopting a Prequalification Policy for Construction and Repair Work Pursuant to N.C. Gen. Stat. §143-135.8**
- F) **Consideration of a Resolution Authorizing the Sole Source Purchase of Computer Hardware and Software from Instrulogic, LLC for Operation of Mainland Water and Southern Outer Banks Water Systems**
- G) **Budget Amendment-CARES Act**
- H) **Lower Currituck VFD-Use of Equipment Replacement Fund for Fiberglass Tank Replacement**
- I) **Consent Agenda**
  - 1. Budget Amendments
  - 2. Personnel Policy Revision-Emergency Family Medical Leave
  - 3. Job Description Revisions
  - 4. Petition for Road Addition: Hidden Oaks Subdivision-Shady Oaks, Oak Bend, N. Heritage Tree, S. Heritage Tree, N. Gumberry, S. Gumberry, Arrow Head
  - 5. Petition for Road Addition: Windswept Pines Subdivision-Parrish Point, Snoozy Manor, Anvil Bend, Alden Run
  - 6. Approval Of Minutes-July 20, 2020 BOC, Strategic Planning Sessions and Work Session-Strategic Planning
- J) **Amended Item-Discussion for Consideration to Extend Lifeguard Services Contract**

**Closed Session**

Closed Session pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters.

**Adjourn**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2871)

**Agenda Item Title:** 5:00 PM Education Consulting and School Construction

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Discussion

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**Brief Description of Agenda Item:**

**Reason for Request:**

Discuss possibility of securing an education consultant and general discussion on school construction.

**Potential Budget Affect:** Unknown

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2878)

**Agenda Item Title:** Interfaith Community Outreach-Jenniffer Albanese, Executive Director

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Information

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**Brief Description of Agenda Item:**

**Reason for Request:**

Director of the ICO, Jenniffer Albanese, will address the Board to review services provided and assistance received by the citizens of Currituck County through the organization's efforts.

**Potential Budget Affect:**

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – 2850

**Agenda Item Title:** PB 20-11 Steven W. Craddock

**Submitted By:** Donna Voliva – Planning & Community Development

**Item Type:** Legislative

**Presenter of Item:** Donna Voliva

**Board Action:** Action

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**Brief Description of Agenda Item:**

Request to amend the Unified Development Ordinance Chapter 4, Use Standards, to modify the extractive industry (mining) and accessory use standards for minor excavations (ponds). The proposed amendment removes extractive industry from the Heavy Industrial (HI) and Light Industrial (LI) zoning districts, Full Service and Limited Service land use designations, modifies the lot and access requirements, and the expansion and extension requirements. The proposed amendment requires excavation accessory uses (ponds less than one acre) to use the excavated materials on the subject property.

**Planning Board Recommendation:** Approval

**Staff Recommendation:** Approval

**TRC Recommendation:**



## Currituck County

Planning and Community Development Department  
*Planning Division*  
 153 Courthouse Road, Suite 110  
 Currituck, North Carolina, 27929  
 252-232-3055 FAX 252-232-3026

To: Board of Commissioners

From: Planning Staff

Date: July 27, 2020

Subject: PB 20-11 Steven W. Craddock Text Amendment MODIFIED

Steven W. Craddock submitted a text amendment application to modify the extractive industry and accessory use standards for mining operations and minor excavations (ponds). Mr. Craddock indicated in the request that this amendment is intended to protect and insure the most valuable portions of Currituck County are preserved and developed to their maximum potential, create jobs, increase and enhance the tax base in accordance with the highest and best use of land, and to ensure Currituck County can continue to keep tax rates low.

To address staff concerns, the applicant requested a revision to the text amendment application that was submitted to the planning board.

The amended and proposed text amendment to the Unified Development Ordinance (UDO), Chapter 4, Section 4.2.5.A. Extractive Industry, will revise the current ordinance language in an effort to:

- Require mining operations to have an improved direct access to major arterial streets (direct, easement, or private right of way).
- Prepare an access impact report for operations that utilize an easement or private right of way.
- Remove the Extension of Expiration Time Period language.
- Require all expansions to go through the same process as a new permit.

The proposed text amendment will impact expansions and modifications to some existing, active mining operations as well as new applications. If the proposed language is adopted, some of the existing mining operations that were lawfully established would no longer conform to the adopted provisions in this amendment; rendering some active mining operations nonconforming. A list of existing mines is provided for reference.

In addition, the application request includes a text amendment to Chapter 4, Section 4.3.3.J. Excavation, that will require excavation accessory uses (ponds less than one acre) to use the excavated material removed from the pond on the subject property.

## Text Amendment Review Standards

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

## Staff Recommendation

The proposed text amendment modifies some aspects of the extraction and excavation standards of the UDO and will impact modifications to existing mining operations.

Staff recommended approval of the amended request as presented to the Planning Board on July 14, 2020. However, since the Planning Board meeting several mine operators contacted the county with concerns regarding the potential implications resulting from adoption of the proposed text amendment as presented. Given the concerns expressed by mine operators, staff would recommend the Board of Commissioners **table** the request to allow the applicant time to address the nonconforming situations and concerns from the mine operators.

In the event the Board finds the applicant resolved the conflicts with the existing operations, staff could recommend approval of the request as amended and suggests the following Statement of Consistency and Reasonableness:

The 2006 Land Use Plan includes the following policies related to mining activities and the secondary impacts of the mining operation. The requested zoning text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

- POLICY ID8: MINING ACTIVITIES, or secondary impacts of mining activities not subject to permit approval by the State of North Carolina, may be subject to review and management by Currituck County. Activities to be addressed may include, but not be limited to, the adequacy of roads serving the mine site, visual impacts during operation and after closing of the mine site, noise and dust considerations, etc.
- POLICY TR11: ACCESS TO HIGHER INTENSITY DEVELOPMENT shall generally not be permitted through an area of lower intensity development. For example, access to a multi-family development, a major park facility or other large traffic generator shall not be

permitted through a local street serving a single-family residential neighborhood.

The request is reasonable and in the public interest because:

- The proposed amendment is not in conflict with provisions of the Unified Development Ordinance by requiring mine expansions to be subject to a quasi-judicial decision.
- The proposed amendment would identify potential transportation impacts to easements and private rights of way that are used by others and provide mitigation methods to reduce adverse impacts on nearby properties.

### **Planning Board Recommendation**

The Planning Board unanimously (6-0) recommended approval at their meeting on July 14, 2020 with the following changes:

#### **Chapter 4: Use Standards**

##### **A. Excavation**

- Woody debris can be removed
- Minor excavation for the primary purpose
- Any access road shall remain free of dust and sediment



**STAFF REPORT  
PB 20-11 STEVEN W. CRADDOCK  
TEXT AMENDMENT  
BOARD OF COMMISSIONERS  
AUGUST 3, 2020**

Amendment to the Unified Development Ordinance Chapter 4. Use Standards.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 4: Use Standards is amended by adding the following underlined language, deleting the struck-through language and numbering accordingly:

#### 4.2.5. Industrial Uses

##### **A. Extractive Industry**

Extractive industry uses shall receive and maintain a State of North Carolina mining permit and comply with the following standards:

##### **(1) General**

- (a)** Any mine activity affecting more than one acre (including excavation, area where overburden is placed, area used processing or treatment and settling ponds, access roads, etc.) shall be subject to these regulations and require a use permit.
- (b)** Any mine activity affecting one acre or less (including excavation area, overburden or filled area, access roads, etc.) where all or a portion of the excavated material is removed from the site shall be subject to these regulations and require a use permit.
- (c)** All State permits and applications for State permits associated with the mining activity, including permit



modifications, shall be filed with the Planning and Community Development Department by the applicant.

**(2) Size**

No more than 30 percent of the total site shall be excavated at any given time during the mining operation and after completion except as otherwise provided in this section.

**(3) Setbacks**

**(a)** No activities associated with the mine, including but not limited to excavation activities, vehicular access (except for driveways providing access to the site) and detention ponds shall be located within 100 feet of any property line and 300 feet of any residence, school, religious institution, hospital, commercial or industrial building, vehicular right-of-way or easement, or cemetery.

**(b)** Setbacks may be reduced by 50 percent when there is a complete visual screen at least six feet in height and an intermittent visual screen to a height of at least 20 feet between the mining activity and the adjoining use. Further, the Board of Commissioners may reduce non-modified setbacks by 50 percent when the mining activity adjoins a vacant parcel or farmland.

**(4) Height**

Mined materials shall not be stored in excess of 25 feet in height.

**(5) Access**

**(a)** ~~For operations that generate more than five trips per peak hour, at~~ At least 200 feet of continuous pavement shall be required onsite starting at the point the access road intersects with a public street or highway unless such public street is not paved. Acceleration and deceleration lanes shall be required

by the county when it determines, subject to input from the North Carolina Department of Transportation, that such lanes will enhance public safety. All access roads should intersect with public streets at right angles, but in no case be less than 60 degrees. All streets and roads utilized to access the mining site shall be maintained free of dust and sediment and shall be properly graded and drained. For the purposes of this section, continuous pavement shall be solid concrete or pavement and shall not include millings, ground asphalt, or friction course products.

- (b) Where two or more accesses to the mining operation exist, traffic shall be routed to the access having the least negative impact on adjoining properties.
- (c) All access roads (haul roads) shall only access major arterial streets (direct, easement, or private right of way).

**(6) Vehicles**

All trucks hauling mined materials (i.e. sand, clay, topsoil) shall be covered with a tarpaulin.

**(7) Hours of Operation**

In no case shall the hours of operation be beyond sunrise to sunset. Mining activities shall not occur on Saturdays from Memorial Day through Labor Day or Sundays.

**(8) Refuse**

No bulk waste, hazardous waste, commercial waste, garbage, construction or demolition waste shall be placed on site. Notwithstanding the foregoing, warehousing and distribution of medical waste for processing or disposal off site may be authorized by a use permit in accordance with Section 4.2.5.D.4, Warehouse and Distribution of Medical Waste.

**(9) Mine Discharge Water**

- (a) Discharging of water from the mine site shall be permitted subject to obtaining a state permit. The county may require periodic testing of the mine discharge water for settleable solids, total suspended solids, chlorides, turbidity, and pH at the operators' expense. Such testing shall not exceed six tests per year. Discharging without proper state permits will result in initiating procedures to revoke the use permit.
- (b) Mine discharge water, including but not limited to discharge stormwater, mine dewatering, and process wastewater, shall not adversely affect downstream properties. Drainage patterns shall not be altered so as to cause flooding off-site while the permit is valid and after reclamation. The county may require decreased discharge rates until the downstream impacts are resolved.

**(10) Signage**

'No trespassing' signs indicating that a mining operation is being conducted on the site shall be spaced a minimum of 250 feet apart.

**(11) Reclamation**

Reclamation shall be conducted simultaneously with mining operations. Annual reclamation reports shall be submitted to the Planning and Community Development Department within ten days of being filed with the State.

**(12) Overburden**

Overburden to be used for future reclamation shall be placed where it will not be disturbed by normal mining activities and shall be stabilized to reduce wind and water erosion. Use of overburden for earth berms is encouraged to reduce the impact of the mining operation on adjoining properties.

**(13) Groundwater Level Impacts**

No mining activities shall adversely affect surrounding in use wells, ponds or increase chlorides in downstream water bodies. If a mine that requires off-site dewatering is located within a 1,500 foot radius of an in use well, pond, or a source of salt water intrusion, hydrogeological reports or performance guarantees with monitoring wells shall be required and the Board of Commissioners may consider adjusting setbacks or imposing other conditions on the applicant. Any person owning or operating a mining site in a manner that adversely affects an in use well through contamination or diminution of groundwater shall provide the well owner with a replacement water supply of equal quantity and quality. Any person owning or operating a mining site in a manner which creates lowering of pond levels below moderate drought levels or increases chloride levels downstream of dewatering operations shall decrease pumping rates until normal levels are reached. A rebuttal is permitted that contamination or diminution of water has been caused by the mining activity. Proposals for mining activities shall be accompanied by a hydrogeological report or performance guarantees with monitoring wells as provided in this section.

**(a) Hydrogeological Report**

A hydrogeological report may be required for mining activities with dewatering operations when an existing in use well is located within a 1,500 foot radius of the excavation area. The requirement to provide a hydrogeological report shall be determined by the County Engineer and shall be based on proximity, number and depth of existing in use wells. The report shall be prepared by a registered engineer, geologist, or other professional approved by the County Engineer. The report shall include the following:

- (i) Location and description of all in use wells located within a 1,500 foot radius of the excavation area.
- (ii) Description of existing and proposed drainage patterns located within a 1,500 foot radius of the excavation area.
- (iii) Proposed mine construction and operation plan.
- (iv) Description of dewatering activities.
- (v) Field analysis to include aquifer tests using test well pumping to monitor water levels for a 24 hour period and appropriately located piezometers in a pattern to reflect the water table aquifer and drainage influences. Water level measurements shall be made in each piezometer to build and calibrate a model to analyze the hydrologic relationship between proposed mine operations and the surrounding environment.
- (vi) Hydrogeological model simulation demonstrating the effects of mine dewatering on the groundwater drawdown in a 1,500 foot radius of the excavation area.
- (vii) Description of the impacts on the quality and quantity of in use wells, lowering of ponds, and any potential salt water contamination sources and recommended mitigation action of any adverse impacts.

**(a) Performance Guarantees and Monitoring Wells**

The mine operator may offer a performance guarantee and monitoring wells, in lieu of hydrogeological reports, to replace any in use wells located within a 1,500 foot radius of the excavation area that have diminished in quantity or quality from the mines dewatering operation.

**(i) Performance Guarantees**

- (A)** The mine operator shall guarantee replacement of water supply to that of equal quantity and quality of owners in use well.
- (B)** A performance guarantee, in the form of a cash deposit, shall be established in the amount of \$3,000 per in use well to assure the operator has funds available should the need arise to replace any of the in use wells.

**(ii) Monitoring Wells**

Monitoring wells may be required for mining activities with dewatering operations when an existing in use well, pond, or a source of salt water intrusion is within a 1,500 foot radius of the excavation area. A plan shall be provided outlining groundwater monitoring strategies which demonstrates the effects of pumping. Monitoring well requirements shall include the following:

- (A)** Monitoring wells to assess hydrogeological conditions shall be constructed to comply with the provisions of NCDEQ rule 15A NCAC 02C – Well Construction Standards.
- (B)** Install to a depth equal to the maximum depth of the mine dewatering operation.
- (C)** Monitoring wells shall be located between the excavation area and the in use wells or pond and located as close as possible to the mine property line. In no instance shall the monitoring well

be located closer than one-third the distance from the in use well to the mine. In some instances, it may be necessary to install the well on adjacent properties, in which case a well construction permit will be required through NCDEQ.

- (D) Monitoring wells shall be installed prior to dewatering operations and maintained throughout the duration of the mine permit period.
- (E) Water levels shall be collected monthly and submitted quarterly to the Planning and Community Development Department.
- (F) In the event an in use well or pond within a 1,500 foot radius of the excavation area has an issue with quality or quantity of water levels, the monitoring well(s) water level data will be used to assess changes in the water table levels over the period of time the mine was dewatering. Decreased water table levels below in use well depths or pond depths shall constitute the requirement to replace an in use well so as not to be affected by the mine dewatering operations or to modify dewatering rates so as to not lower water levels in adjacent ponds below their moderate drought levels.

#### **(14) Plan Requirements**

In addition to the site plan requirements in the Administrative Manual, plans for mining operations shall include the following items:

- (a) Name of mine;
- (b) Name and address of property owner and mine operator;
- (c) Existing and proposed mine boundaries, including acreages;
- (d) Location of existing and proposed vehicular access and haul road(s);
- (e) Location and dimension of existing and proposed buffer(s) and berms;
- (f) Location, acreage, and height of stockpile and overburden disposal areas;
- (g) Location of 100-year floodplain and wetland boundaries;
- (h) Phasing of mining operations including reclamation;
- (i) Estimated noise levels at exterior property lines;
- (j) Location of existing and proposed drainage features within a 1,500 foot radius of the excavation area;
- (k) Location of existing in use wells and ponds within a 1,500 foot radius of the excavation area if the mine will use dewatering operations; ~~and~~
- (l) Hydrogeological report, monitoring well plan, or performance guarantee as determined by the County Engineer addressing potential impacts to in use wells, ponds, or salt water intrusion sources within a 1,500 foot radius of the excavation area; and,
- (m) Access impact report prepared by a professional with transportation and road construction experience addressing the potential impacts the use of trucks and heavy equipment may generate on the easement or private right of way and mitigation methods to address the potential impacts. Mitigation methods may include but not limited to road maintenance



agreement, performance guarantee, or other methods acceptable to the Board of Commissioners.

**(15) Expansion**

An expansion of an existing mining operation shall comply with the following procedures and additional standards.

**(a) Procedure**

- (i)** With the approval of the ~~Planning Director~~ Board of Commissioners, additional area within the site can be mined provided previously mined areas are reclaimed with non-contaminated soils to the original ground elevation in accordance with state standards. All reclaimed land shall be identified on a map recorded in the register of deeds.
- ~~**(ii)** With the approval of the Planning Director, an expansion of an existing mine operation not to exceed 40 percent of the total site area can be mined.~~
- (iii)** In accordance with Section 2.3.14, the Board of Commissioners can approve an expansion of an existing mine operation not to exceed 50 percent of the total site area.

**(b) Additional Standards**

- (i)** The existing mine has an active use permit and State permit.
- (ii)** The existing mine has been in operation for a period of no less than five years.
- (iii)** The existing mine has maintained compliance with all applicable state and local permit regulations for the past five years of operation.

- (iv) The cumulative total of the mine's excavation area, including the requested expansion, shall not exceed 50 percent of the total site area. All on-site CAMA and US Army Corps of Engineers designated wetlands and surface waters shall not be included in the total site area calculation.
- (v) All state mining permit modifications shall be obtained prior to any expansion activities being performed.

**(16) Expiration**

The use permit shall be valid for the same permit period as the State of North Carolina mining permit not to exceed ten years from the date of issuance or for a shorter duration as deemed appropriate by the Board of Commissioners. In the event the property owner desires to continue the mining operation thereafter, he shall again petition the Board of Commissioners for a new permit.

**~~(17) Extension of Expiration Time Period~~**

~~The Planning Director may, upon receiving a written request for extension, grant an extension not to exceed ten years provided the existing mine has maintained compliance with all applicable state and local regulations.~~

**Item 2:** That Chapter 4: Use Standards is amended by adding the following underlined language, deleting the struck-through language and renumber accordingly:

#### 4.3.3. Specific Standards for Certain Accessory Uses

**A. Excavation**

Minor excavations for the purpose of establishing a pond ~~or to acquire~~ acquiring fill for the enhancement of the subject property may be permitted as an accessory use, provided:

- (1) One acre or less is affected (including excavated area, fill, and haul roads). Excavation materials shall remain on the subject property.
- (2) Excavation is setback at least 100 feet from all lot lines;
- (3) Slopes are maintained at no greater than 3:1 above the water, 2:1 below the water, and an average depth of four feet is maintained; and
- (4) A performance guarantee of at least \$1,000 is posted with the Planning and Community Development Department to ensure adequate reclamation following excavation.

**Item 3: Statement of Consistency and Reasonableness:**

Provided the applicant addresses the concerns expressed by the existing mine operator, the requested text amendment generally appears to be consistent with the goals, policies, and objectives of the 2006 Land Use Plan. The 2006 Land Use Plan includes the following policies related to mining activities and the secondary impacts of the mining operation.

- POLICY ID8: MINING ACTIVITIES, or secondary impacts of mining activities not subject to permit approval by the State of North Carolina, may be subject to review and management by Currituck County. Activities to be addressed may include, but not be limited to, the adequacy of roads serving the mine site, visual impacts during operation and after closing of the mine site, noise and dust considerations, etc.
- POLICY TR11: ACCESS TO HIGHER INTENSITY DEVELOPMENT shall generally not be permitted through an area of lower intensity development. For example, access to a multi-family development, a major park facility or other large traffic generator shall not be permitted through a local street serving a single-family residential neighborhood.

The request is reasonable and in the public interest because:

- The proposed amendment is not in conflict with provisions of the Unified Development Ordinance by requiring mine expansions to be subject to a quasi-judicial decision.
- The proposed amendment would identify the potential transportation impacts to easements and private rights of way that are used by others and provide mitigation methods to reduce adverse impacts on nearby properties.

**Item 4:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 5:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Board of Commissioners' Chairman  
Attest:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board

DATE ADOPTED: \_\_\_\_\_  
MOTION TO ADOPT BY COMMISSIONER: \_\_\_\_\_  
SECONDED BY COMMISSIONER: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES \_\_\_\_\_NAYS  
.....

PLANNING BOARD DATE: \_\_\_\_\_  
PLANNING BOARD RECOMMENDATION: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES \_\_\_\_\_NAYS  
ADVERTISEMENT DATE OF PUBLIC HEARING: \_\_\_\_\_  
BOARD OF COMMISSIONERS PUBLIC HEARING: \_\_\_\_\_  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_

Attachment: 1- 20-11 Steven Craddock Mining-Ponds Staff Report (PB 20-11 Steven W. Craddock)

Mine	Operator	State Permit	Zoning	Road	Text Amendment Impact
Bright Mine	Bonney G. Bright	3-8-2006	AG	NC 615	Conforming
Bluebird#1 Mine	Moyock Farm Associates	9-29-1988	AG	Easement to Major Arterial	Conforming
Thrasher Mine	Elbow Road Farms, Inc.	12-14-1999	AG	Secondary	Nonconforming
Spruill Mine	William H. Spruill	2-1-1999	HI/AG	Private R/W to Major Arterial	Conforming
Guinea Pit	William H. Spruill	8-8-2016	AG/GB*	Private R/W to Major Arterial	Currently Nonconforming*
Countryscapes LLC Mine	Countryscapes LLC	12-11-1998	AG	Private R/W to Major Arterial	Conforming
Cheshire Meadows Mine	James and Amy Innes	8-1-2005	AG	US 158	Conforming
Tommy Newbern Mine	Thomas E. Newbern, Sr.	7-5-2002	GB/AG*	US 158	Currently Nonconforming*
Bayview Sand Mine	HOM Development LLC	3-19-2018	AG	Secondary	Nonconforming
Site No. 2 Mine	TNT Services, Inc.	12-21-1999	AG	Private R/W to Major Arterial	Conforming
Green Acres Lane Development Mine	Jeffrey A. Newbern, Sr.	7-5-2002	AG	US 158	Conforming
Wilbur Griggs Mine	HOM Development LLC	11-4-2013	HI/GB*	Easement to Major Arterial	Currently Nonconforming*
Griggs Pit	RPC Contracting	7-31-1987	AG	Secondary	Nonconforming
Malco Mine	TR Equipment Co., Inc.	9-27-1994	AG	Easement to Secondary	Nonconforming
Brumsey Mine (inactive)	Barnhill Contracting	4-11-1995	LB/AG**	Secondary	Nonconforming (inactive)
McPherson Mine (inactive)	Barnhill Contracting	11-14-1986	AG	Easement to Secondary	Nonconforming (inactive)

\* Modification or expansion would require a rezoning – currently nonconforming due to zoning district

\*\*Mine site contains a bifurcated district – the mining activity including haul road is located in the AG district



## Text Amendment Application

**OFFICIAL USE ONLY:**

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

**Contact Information**
**APPLICANT:**

Name: Steven W. Craddock  
 Address: PO Box 1185  
Grandy, NC 27939-1185  
 Telephone: 252-453-3200 (work)  
 E-Mail Address: appraisals@appraisenc4u.com

**Request**

I, the undersigned, do hereby make application to change the Currituck County UDO as herein requested.

Amend Chapter(s) Multiple Section(s) Multiple as follows:

See the attached two-page document with the proposed text amendments/changes to the UDO.

These majority of these proposed changes are specific to Extractive Mining and Ponds.

\*Request may be attached on separate paper if needed.

Steven W. Craddock (signed digitally)

Petitioner

05/18/2020

Date

Monday, May 18, 2020

## Sand Pit Text Amendment

Sand Pit text Amendment

### 4.2.5. Industrial Uses, A. Extractive Industry Text Amendment

#### A. Extractive Industry

- Pages 4.40 - 4.41 of the UDO
- (1) General
  - Add (C.) Cannot be located in Full Service, or limited Service on the 2006 Land Use Plan. This applies to new permits, and any modifications, or expansions of existing permits.
  - Add (D.) Mine must be located 100% in its entirety, on one single parcel of land. Including any and all haul roads, all the way until they reach a state maintained road that is eligible by county requirements for a mine haul road access.
- (2) Size- No more than 30% of the total site uplands may be excavated at any given time.
- (5) Access
  - (a) Remove [more than five trips per peak hour] from the first sentence. Define pavement as real solid pavement, or solid concrete. Not ground up asphalt, millings, or friction course products.
  - Add (C) Must have its own, direct access point, to U.S. 158 Caratoke Hwy., 168 Caratoke Hwy., 158 Short cut road, or hwy 34 Shawboro Rd. without impeding through an already existing street, or neighborhood. Mine may not utilize an easement across another property for access.
- Propose to remove Extraction Industry from permitted uses in HI, and LI. leaving AG with a Use Permit. (Table 4.1.1: Summary Use Table, Page 4.8 of the UDO)
- (15) Expansion. - Expansion must go through the same process as a new permit.
- Remove #(17) Extension of Expiration Time Period. (No extensions)

Monday, May 18, 2020

- This is consistent with the 2006 land use plan recommendation in section 7 Review of existing policies, goal 3.3: (last updated in 2000, 20 years ago) Page 7-3 of the 2006 Land Use Plan.
- To protect and insure, the most valuable portions of Currituck County, are preserved and developed to their maximum potential. To create quality jobs. To increase, and enhance the tax base in accordance with the highest and best use of the land, and to insure Currituck County can continue to keep rates low, while reaping the maximum benefits for its citizens for years to come.
- Less than One Acre permits.
- Chapter 4 Use Standards, section 4.3: Accessory Use Standards, Subsection 4.3.3: Specific Standards for Certain Accessory Uses. J. Excavation Page 4.61 of the UDO.
- Propose to add [strictly for the enhancement of the subject property] to the first sentence after fill.
- Sentence should read - Minor excavations for the purpose of establishing a pond or acquiring fill, strictly for the enhancement of the subject property, may be permitted as an accessory use, provided:
- Propose to replace (1) One acre or less is affected (including haul roads);
- With (1) Pond should not exceed one acre. Fill material should be strictly used on, for, and not leave subject property. Fill material should not be placed in certified ACOE wetlands.

Attachment: 3 Steven Craddock TA Application (PB 20-11 Steven W. Craddock)





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2853)

**Agenda Item Title:** Action Item: PB 19-24 New Bridge Creek Estates: Request for a Preliminary Plat/Use Permit for a 37 lot Conservation Subdivision located off Caratoke Highway, Parcel Identification Number 0031-000-064N-0000, Moyock Township.

**Submitted By:** Cheri Elliott – Planning & Community Development

**Presenter of Item:** Donna Voliva

**Board Action:** Action

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**Brief Description of Agenda Item:**

Request for a Preliminary Plat/Use Permit for a 37 lot Conservation Subdivision located off Caratoke Highway, Parcel Identification Number 0031-000-064N-0000, Moyock Township.

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**



# STAFF REPORT

## PB 19-24 NEW BRIDGE CREEK ESTATES

### PRELIMINARY PLAT/USE PERMIT

#### BOARD OF COMMISSIONERS

#### JULY 20, 2020

### APPLICATION SUMMARY

<b>Property Owner:</b> New Bridge Creek, LLC PO Box 505 Moyock, NC 27958	<b>Applicant:</b> New Bridge Creek, LLC PO Box 505 Moyock, NC 27958
<b>Case Number:</b> PB 19-24	<b>Application Type:</b> Preliminary Plat/Use Permit
<b>Parcel Identification Number:</b> 0031-000-064C-0000; 0031-000-064D-0000; 0031-000-064K-0000; 0031-000-064L-0000; 0031-000-064M-0000; 0031-000-064N-0000	<b>Existing Use:</b> Active Agricultural/Wetlands
<b>2006 Land Use Plan Classification:</b> Rural/Conservation	<b>Proposed Use:</b> Low Density Residential Subdivision, Type II
<b>2014 Moyock Small Area Plan Classification:</b> Rural/Conservation	<b>Parcel Size (Acres):</b> 104.09 development area 99.67 acres (excludes 4.42 ac CAMA wetlands)* 109.06 acres (includes minor subdivisions)*
<b>Zoning:</b> Agriculture (AG)	<b>Development Type:</b> Type II - Conservation Maximum 0.40 du/ac with 60% open space
<b>Number of Units:</b> 37 residential lots	<b>Project Density:</b> 0.37 dwelling unit/acre
<b>Required Open Space:</b> 62.45 acres (60%)* <small>*63.05 acres includes minor subdivision lot with residential use</small>	<b>Provided Open Space:</b> 64.46 acres (61%)*

\*Two minor subdivisions were created within five years of the major subdivision submittal. The two subdivisions include:

- January 17, 2017 – 1 minor subdivision lot zoned GB contains 43,560 square feet
- January 28, 2020 - 2 minor subdivision lots zoned GB contain 172,780 square feet

### SURROUNDING PARCELS

	Land Use	Zoning
North	Rowland Creek	N/A
South	Residential/Woodland/Farmland	AG/GB
East	Creek	N/A
West	Residential	AG

### STAFF ANALYSIS

#### Application Summary

- The applicant, New Bridge Creek, LLC, is requesting preliminary plat/use permit approval of a 37 lot residential subdivision.
- The proposed development is a Type II conservation subdivision requiring 60% open space for a maximum development density of 0.40 dwelling units per acre.
- The base zoning of the property is Agriculture (AG) and the minimum lot size for a conservation subdivision is 30,000 square feet.

4. The properties included in the major subdivision application consist of five exempt subdivision lots and the residual parcel (Ferebee Acres, LLC).

#### Development Summary

1. The property contains 47.51 acres of US Army Corps of Engineers jurisdictional wetlands (preliminary jurisdictional determination) and approximately 4.42 acres of coastal wetlands. The wetlands and riparian buffer will be located in open space.
2. The conservation development theme is wetland preservation, and the primary conservation area consists of 64.46 acres.
3. The existing elevations of the proposed residential lots are between 1-5 feet above mean sea level. Tides and storm events inundate portions of the proposed development with water.
4. The applicant is proposing water access for the subdivision including a five foot wide walkway to the water's edge.
5. The proposed streets are designed to be 20' in pavement width and a roadside swale within a 50' right of way. A five foot wide sidewalk is proposed within the street right of way; between the pavement and the roadside swale.
6. The subject property contains an existing access easement for an exempt division (lots greater than 10 acres in area) located to the northwest. Improved interconnectivity is proposed to the northwest property line. Utilities and the sidewalk will extend to the property line.
7. The Soil Survey of Currituck County, North Carolina identifies the proposed residential lots are predominately located in Roanoke fine sandy loam (Ro) soils. The remaining lot area is identified as Wahee fine sandy loam (Wa), and the wetlands along the creek are identified as Conaby Muck (Cb) and Currituck Muck Peat (Cu). The soil survey indicates Roanoke soils are frequently flooded for brief periods. The soils of the proposed developed areas are poorly suited for urban and recreation uses because of flooding, wetness, slow permeability, and low strength.
8. The wooded area located to the rear of the development (open space) is identified as the Lower Tull Creek Woods and Marsh significant heritage area.
9. A two lot minor subdivision was created for the General Business (GB) properties. The recorded subdivision indicated the two lots would have a shared access. An amended minor subdivision plat is being reviewed that includes a dedicated right of way and deceleration lane on Caratoke Highway. The minor subdivision dedicated right of way is approximately 600' south of the existing private, unpaved road (easement). NCDOT issued a driveway permit for the minor subdivision road, and the permit shall be modified to include the deceleration lane required by the UDO. The proposed 37 lot subdivision includes right of way dedication and improvement for the existing, private, unpaved road. The minimum intersection spacing for a local street intersecting a major arterial street is 1,000 feet.
10. The 10<sup>th</sup> edition of the *ITE Trip Generation Manual* states a single family dwelling generates 10 trips per day, and the proposed 37 lot development will generate 370 vehicles per day.
11. A community meeting was held September 20, 2019 at the Moyock Library. Nearby property owners asked questions regarding the lot size, schools, water access, and stormwater.

INFRASTRUCTURE	
<b>Water</b>	Proposed Public Water Supply
<b>Sewer</b>	On-site septic
<b>Transportation</b>	Pedestrian: Sidewalks on both sides of the street Connectivity Score: N/A
<b>Stormwater/Drainage</b>	Property line vegetative swales will convey runoff to two stormwater basins. Existing internal farm ditches will be filled and stormwater will be redirected. An existing ditch located along the proposed Cowells Creek Road conveys water through this property.
<b>Lighting</b>	No street lighting proposed.
<b>Landscaping</b>	A 25' streetscape shall be provided (Caratoke Highway). Street trees will be provided.
<b>Compatibility</b>	The adjacent land uses are generally residential.
<b>Recreation and Park Area Dedication</b>	The applicant proposes 1.02 acre for recreation and park area dedication that includes a portion of the pond and wetlands. The location of the proposed dedication does not provide adequate access, and the recreation and park needs can be better met by development outside of the subdivision. Payment in lieu of dedication will be accepted.
<b>Riparian Buffers</b>	A 30' riparian buffer will be provided adjacent to all wetland boundaries. The buffer is located in open space.

ADEQUATE PUBLIC FACILITIES – SCHOOLS <sup>1</sup>				
School	2019-2020 2020-2021 Actual Capacity <sup>2</sup>	2021-2022 Actual Capacity <sup>3</sup>	Committed Capacity <sup>3</sup>	Proposed Capacity Changes
				Number of Students
Moyock Elementary	109%	115%	122%	9 students
Shawboro Elementary	87%	90%		
Central Elementary	77%	85%		
Griggs Elementary	57%	59%	96%	
Jarvisburg Elementary	88%	95%		
Knotts Island Elementary	36%	38%	38%	
Moyock Middle	94%	83%	96%	3 students
Currituck Middle	70%			
Currituck High	84%	85%	103%	5 students
JP Knapp Early College	88%			

<sup>1</sup>Does not include minor subdivisions, exempt subdivisions, and subdivisions approved prior to the adoption of the adequate public facilities ordinance (October 1994)

<sup>2</sup>Capacity percentages are based on 2019-2020 and 2020-2021 school year classroom standards and January 2020 ADM

<sup>3</sup>Capacity percentages are based on the 2021-2022 school year classroom standards and January 2020 ADM

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends adoption of the use permit and approval of the preliminary plat subject to the following conditions of approval:

1. The application complies with all applicable review standards of the UDO provided the following items are addressed:
  - a. The existing property elevations along with tidal and periodic storm events inundate the site with water. The applicant indicates the anticipated grade of the development will be designed in accordance with Section 7.3.4 of the UDO and will meet the regulatory flood protection elevations. An assessment of the existing drainage, storm events and the tidal influences should be evaluated at the construction drawing process to ensure adverse impacts are mitigated. (LUP NH1)
  - b. The existing lots located between Caratoke Highway and the proposed Cowells Creek Road convey stormwater through this property by a series of existing culverts and farm ditches. Most of the existing farm ditches will be filled and the stormwater will be redirected. The applicant indicated no changes are proposed to the ditch. A detailed stormwater evaluation of the existing drainage patterns shall be provided at the construction drawing process to ensure the existing drainage patterns will not be negatively impacted by the new drainage system designed for this subdivision.
  - c. Conservation subdivisions require the incorporation of a 25' vegetative buffer comprised of new or existing trees and shrubs that provides an opaque screen of the development to a height of 10 feet or more as seen from major arterial streets within 1,000 feet of the development. A note was added to the preliminary plat indicating 1) existing trees along property line/right of way to be used to satisfy both the street tree and major arterial screening requirements (north of the New Bridge Creek Road entrance), and 2) a 25' vegetative buffer for major arterial screening shall form an opaque screen to a height of 10 feet or more on an adjacent property. The applicant indicates the 25' vegetative buffer will be provided along the rear of the minor subdivision lots. Typically, the buffer is located within the boundary of the proposed subdivision, but in this instance it is unclear how the applicant can guarantee compliance off site and meet the requirements of the UDO.
2. Provided the applicant can demonstrate major arterial streetscape can be guaranteed, the proposed use will meet the use permit review standards of the UDO.
3. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. An assessment of the existing drainage, storm events, and the tidal influences should be evaluated at the construction drawing process to ensure adverse impacts are mitigated. (LUP NH1)
  - b. A detailed stormwater evaluation of the existing drainage patterns shall be provided at the construction drawing process to ensure the existing drainage patterns will not be negatively impacted by the new drainage system designed for this subdivision.
  - c. A 25' vegetative buffer comprised of new or existing trees and shrubs that provides an opaque screen of the development to a height of 10 feet or more as seen from major arterial streets within 1,000 feet of the development. Provide documentation that will ensure the installation and maintenance of the required streetscape that meets the minimum requirements of the UDO.
  - d. No parking signs shall be placed along the street at intersections and the entrance (approximately 4-5 signs).

## USE PERMIT REVIEW STANDARDS

A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary staff findings

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. The proposed use of a single family residential dwelling subdivision will not endanger the public health or safety. The proposed subdivision will benefit the public health and safety by:
  - a. Constructing a watermain extension to serve the proposed lots with domestic water supply;
  - b. Installing fire protection methods, such as fire hydrants and proper access for emergency vehicles, to adjacent lots that currently do not have such amenities;
  - c. Managing stormwater runoff per the Currituck Stormwater Manual and/or state stormwater requirements to provide management of stormwater runoff flooding and quality;
  - d. Laying out proposed lot lines to best suit the on-site wastewater evaluations provided by ARHS. Each lot will acquire an on-site wastewater improvement permit prior to construction commencement; and,
  - e. Obtaining review and approval of necessary NCDOT permits such as right of way encroachment agreements and street and driveway access permits. Since NCDOT will have an opportunity to review the subdivision, the owner will have the chance to address any safety or health concerns they may have.

The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

Preliminary Applicant Findings:

1. The adjacent and abutting lands consist mostly of single family residence and residential subdivision of same characteristics as the proposed residential subdivision. The proposed lots are similar in size to the adjacent subdivision and residential lots. Proposing a subdivision of such similar nature as adjacent lands and development will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

The use will be in conformity with the Land Use Plan or other officially adopted plans.

Preliminary Staff Findings:

1. The 2006 Land Use Plan classifies this site as Rural and Conservation land use classifications in the Moyock subarea.
2. The area intended for residential lots is predominately in the Rural land use classification. The Rural and Conservation areas contemplate a residential density of one unit per three acres.
3. The policy emphasis for Moyock subarea indicates residential development densities should be limited to 1-3 units per acre in areas where on-site wastewater is proposed and other county services are may be limited.
4. The proposed use is in keeping with the policies of the plan, some of which are:
 

POLICY ES2: NON-COASTAL WETLANDS, including FRESHWATER SWAMPS, AND INLAND, NON-TIDAL WETLANDS, shall be conserved for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species. Currituck County supports the efforts of the U.S. Army Corps of Engineers in protecting such wetlands through the Section 4042 permit program of the Clean Water Act, as well as Section 4013 water quality certifications by the State of North Carolina.

POLICY ES3: COASTAL WETLANDS shall be conserved for the valuable functions they perform in protecting water quality and in providing critical habitat for the propagation and



survival of important plant and animal species. CAMA use standards and policies for coastal wetlands shall be supported. Uses approved for location in a coastal wetland must be water dependent (i.e. utility easements, bridges, docks, and piers) and be developed so as to minimize adverse impacts.

POLICY WQ5: Development that preserves the NATURAL FEATURES OF THE SITE, including existing topography and significant existing vegetation, shall be encouraged. If COASTAL AND NON-COASTAL WETLANDS are considered part of a lot's acreage for the purpose of determining minimum lot size or development density, Low Impact Development techniques or appropriate buffers shall be integrated into the development. Open space developments shall be encouraged to REDUCE IMPERVIOUS SURFACE AREAS associated with new development and redevelopment.

POLICY ES8: Areas of the County identified for significant future growth shall avoid NATURAL HERITAGE AREAS (e.g. Great Marsh on Knotts Island, Currituck Banks/Swan Island Natural Area, Currituck Banks Corolla Natural Area, Pine Island/Currituck Club Natural Area, Northwest River Marsh Game Land, and may other marsh areas on the mainland).

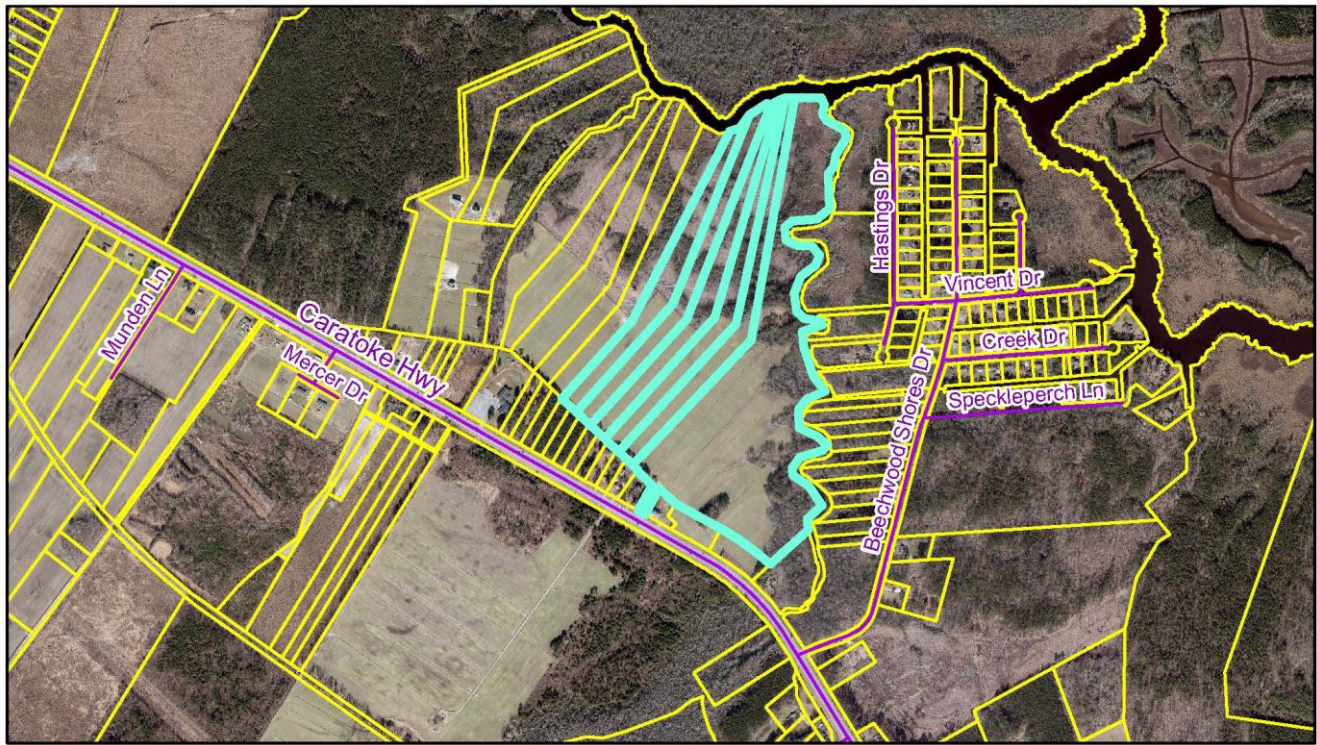
5. The Moyock Small Area Plan, an official adopted plan, classifies the site as Rural and Conservation on the future land use map. The rural designation provides for low density at less than one unit per acre. The property is near an industrial activity center. The proposed development density is 0.37 units per acre.
6. The proposed use is in keeping with the following policy in the Moyock Small Area Plan:  
FLU 1: Promote compatibility between new development and existing development to avoid adverse impacts to the existing community. This is achieved through design and includes larger setbacks, landscaped or forested strips, transition zones, fencing, screening, density and/or bulk step downs, or other architectural and site plan measures that encourage harmony.

The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

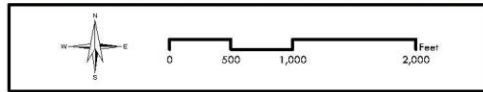
#### Preliminary Staff Findings:


1. The proposed subdivision contains 37 residential lots.
2. The projected daily project water demand is 29,600 gpd. Public water is available for this development and capacity is reserved through August 16, 2020.
3. Based on the Student Generation Rate study prepared by Tischler and Associates, Inc. (2004), the proposed subdivision will generate the following students:
  - a. 9 elementary school students;
  - b. 3 middle school students; and,
  - c. 5 high school students
4. According to Currituck County Schools, the proposed subdivision is located in the following school districts:
  - a. Shawboro Elementary
    - i. 87% 2019-2021 actual capacity based on January 2020 ADM
    - ii. 90% 2021-2022 actual capacity based on January 2020 ADM
  - b. Moyock Middle School
    - i. 94% 2019-2021 actual capacity based on January 2020 ADM
  - c. Currituck High School
    - i. 84% 2019-2021 actual capacity based on January 2020 ADM

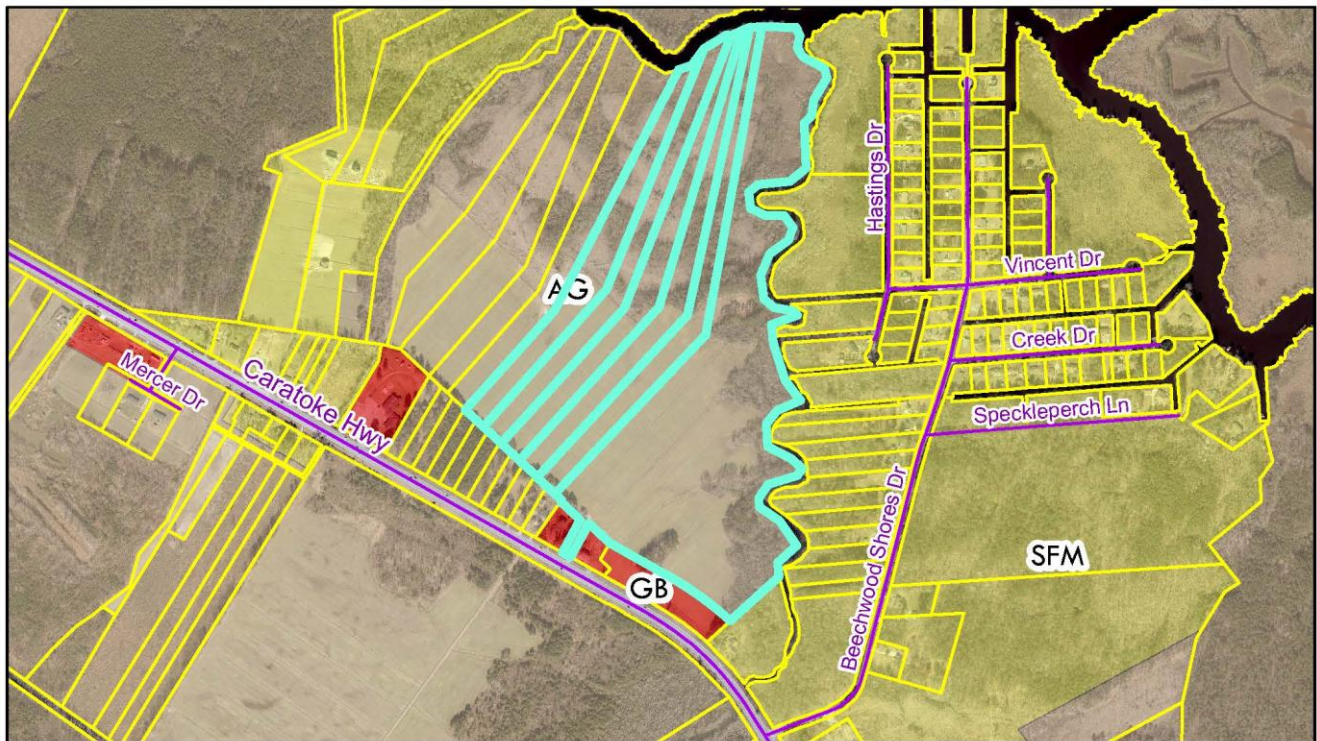




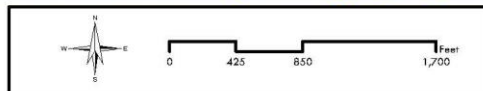
PB 19-24  
New Bridge Creek Estates  
Aerial




 Currituck County  
Planning and Community  
Development

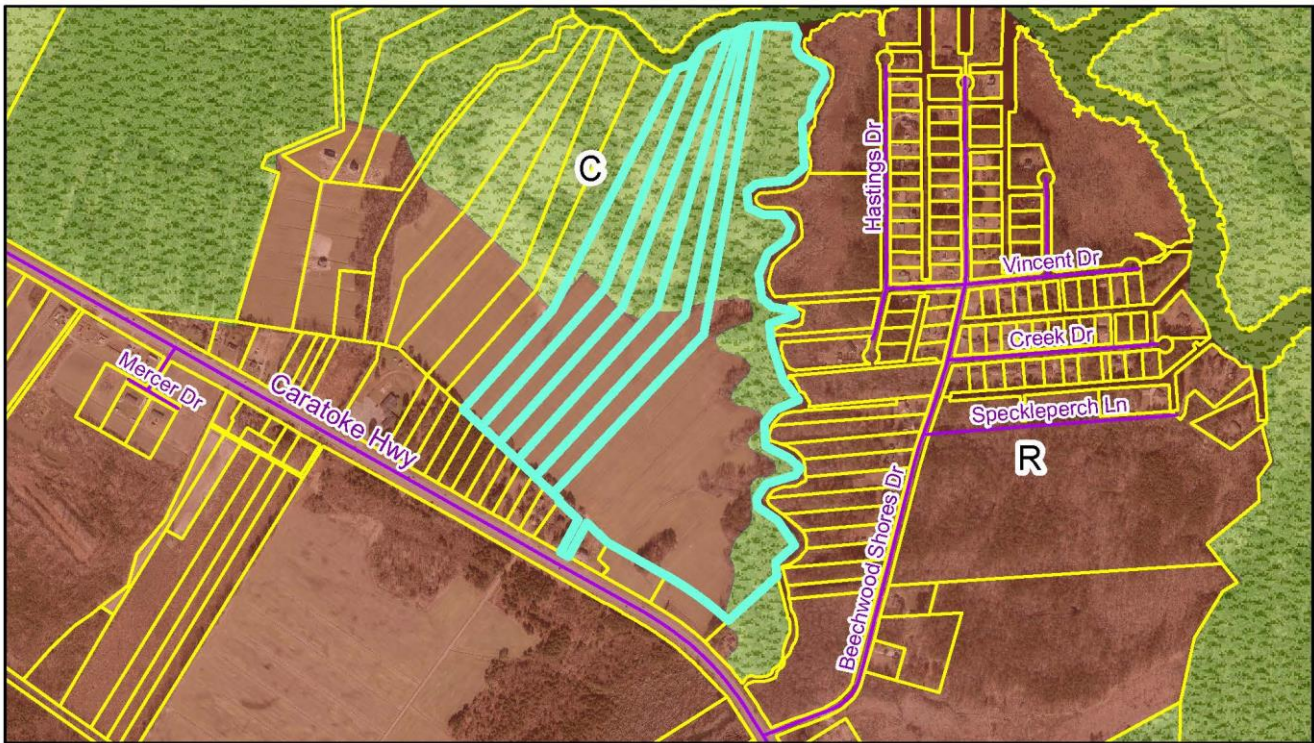


PB 19-24  
New Bridge Creek Estates  
Zoning

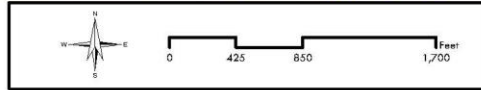


 Currituck County  
Planning and Community  
Development

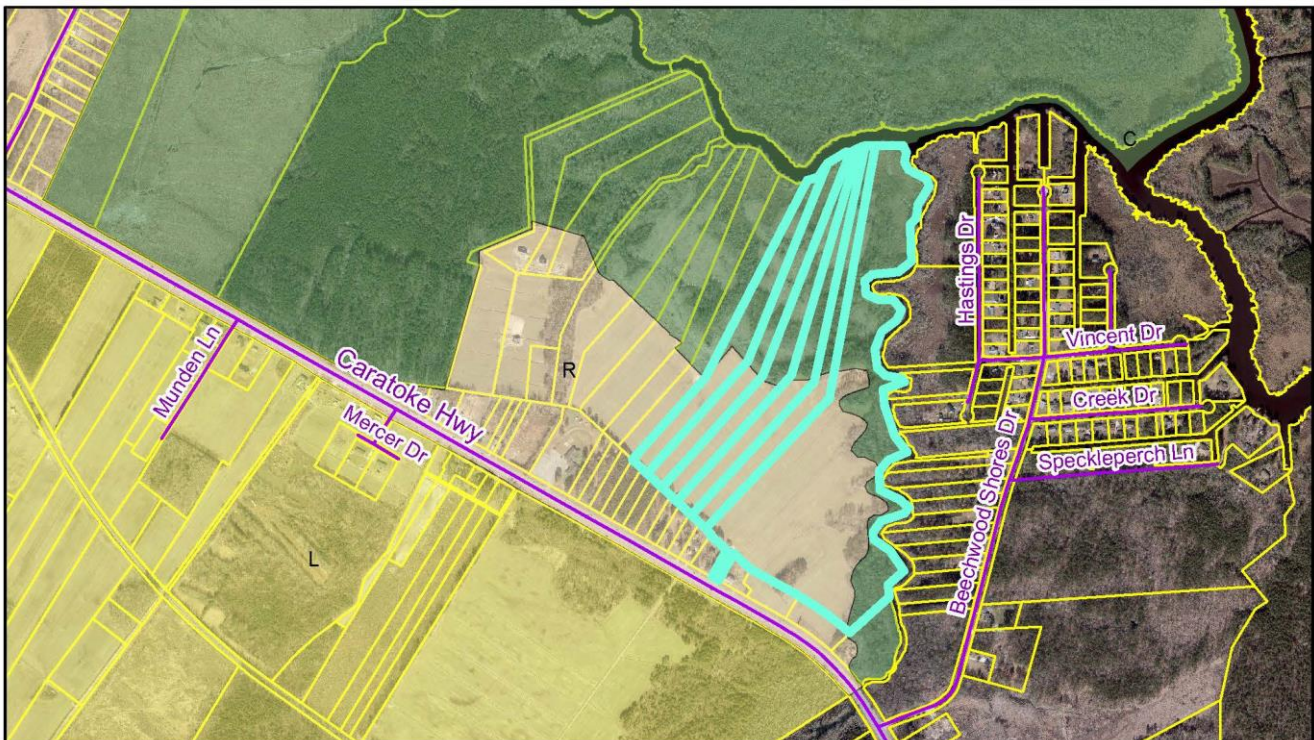




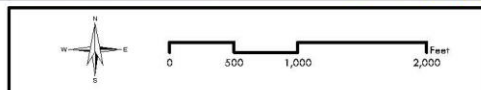
**PB 19-24**  
New Bridge Creek Estates  
2006 Land Use Plan



Currituck County  
Planning and Community  
Development



**PB 19-24**  
New Bridge Creek Estates  
Moyock Small Area Plan



Currituck County  
Planning and Community  
Development

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE  
Board of Commissioners: [www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm](http://www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm)



OWNERSHIP & DEDICATION CERTIFICATE

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION JURISDICTION OF CURRITUCK COUNTY, THAT I HEREBY FREELY ADOPT THIS PLAT OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREAS SHOWN ON THIS PLAT AS STREETS, UTILITIES, ALLEYS, WALKS, RECREATION AND PARKS, OPEN SPACE AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE AND THAT I WILL MAINTAIN ALL SUCH AREAS UNTIL THE OFFER OF DEDICATION IS ACCEPTED BY THE APPROPRIATE PUBLIC AUTHORITY OR HOME OWNER'S ASSOCIATION. ALL PROPERTY SHOWN ON THIS PLAT AS DEDICATED FOR PUBLIC USE SHALL BE DEEMED TO BE DEDICATED FOR ANY OTHER PUBLIC USE AUTHORIZED BY LAW WHEN SUCH USE IS APPROVED BY THE APPROPRIATE PUBLIC AUTHORITY IN THE PUBLIC INTEREST.

OWNER DATE

NOTARY CERTIFICATE

I, \_\_\_\_\_, A NOTARY PUBLIC OF \_\_\_\_\_ COUNTY NORTH CAROLINA, DO HEREBY CERTIFY THAT \_\_\_\_\_ PERSONALLY APPEARED BEFORE ME THIS DATE AND ACKNOWLEDGE THE DUE EXECUTION OF THE FOREGOING CERTIFICATE.

WITNESS MY HAND AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

NOTARY PUBLIC DATE

PUBLIC STREETS DIVISION OF HIGHWAY DISTRICT ENGINEER CERTIFICATE

I HEREBY CERTIFY THAT THE PUBLIC STREETS SHOWN ON THIS PLAT ARE INTENDED FOR DEDICATION AND HAVE BEEN DESIGNED OR COMPLETED IN ACCORDANCE WITH AT LEAST THE MINIMUM SPECIFICATIONS AND STANDARDS OF THE NC DEPARTMENT OF TRANSPORTATION FOR ACCEPTANCE OF SUBDIVISION STREETS ON THE NC HIGHWAY SYSTEM FOR MAINTENANCE.

DATE DISTRICT ENGINEER

EASEMENT ESTABLISHMENT STATEMENT

A 10 FOOT EASEMENT FOR UTILITIES AND DRAINAGE ALONG REAR AND SIDE PROPERTY LINES AND A 15 FOOT EASEMENT ALONG THE FRONT PROPERTY LINE IS HEREBY ESTABLISHED.

ALL SIDEWALK AREAS ARE HEREBY ESTABLISHED AS PEDESTRIAN EASEMENTS.

FLOODWAY/FLOODPLAIN STATEMENT

USE OF LAND WITHIN A FLOODWAY OR FLOODPLAIN IS SUBSTANTIALLY RESTRICTED BY CHAPTER 7 OF THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE.

STORMWATER STATEMENT

NO MORE THAN 30% OF TOTAL PARCEL SHALL BE COVERED BY IMPERVIOUS STRUCTURES AND MATERIALS, INCLUDING ASPHALT, GRAVEL, CONCRETE, BRICK STONE, SLATE, OR SIMILAR MATERIAL, NOT INCLUDING HOOD DECKING OR THE WATER SURFACE OF SWIMMING POOLS. THIS COVENANT IS INTENDED TO ENSURE COMPLIANCE WITH THE STORMWATER PERMIT NUMBER ISSUED BY THE STATE OF NORTH CAROLINA. THE COVENANT MAY NOT BE CHANGED OR DELETED WITHOUT THE CONSENT OF THE STATE. FILLING IN OR PIPING OF ANY VEGETATIVE CONVEYANCES (DITCHES, SWALES, ETC.) ASSOCIATED WITH THIS DEVELOPMENT, EXCEPT FOR AVERAGE DRIVENWAY CROSSINGS, IS STRICTLY PROHIBITED BY ANY PERSON. THE LOT COVERAGE ALLOWANCE PROVIDED IN THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE MAY BE DIFFERENT THAN THE NC STATE STORMWATER PERMIT. THE MOST RESTRICTIVE LOT COVERAGE SHALL APPLY.

NOTE: THIS DOCUMENT IS PRELIMINARY – NOT FOR CONSTRUCTION, RECORDATION, SALES OR CONVEYANCES – THIS DOCUMENT IS FOR DISCUSSION PURPOSES ONLY! EXISTING INFORMATION SHOWN ON THIS DOCUMENT IS BASED ON BEST AVAILABLE DATA AND IS NOT A CERTIFIED SURVEY. ALL INFORMATION SHOWN ON THIS DOCUMENT IS SUBJECT TO ANY REQUIREMENTS BY ANY REGULATORY AGENCY, ENTITY OR AUTHORITY.

QUIBLE & ASSOCIATES, P.C. DOES NOT GUARANTEE THE ACCURACY OR THE COMPLETENESS OF ANY INFORMATION IN THIS DOCUMENT AND IS NOT RESPONSIBLE FOR ANY ERROR OR OMISSION OR ANY LOSSES OR DAMAGES RESULTING FROM THE USE OF THIS INFORMATION.

NOTES:

- CURRENT OWNER: NEW BRIDGE CREEK LLC / DEVELOPER PO BOX 505 MOYOCK, NC 27958
- PROPERTY INFORMATION: 6 EXISTING PARCELS  
PIN: 8050-02-8530, 8050-03-5263, 8050-03-3582, 8050-03-3582, 8050-03-2696 & 8050-03-1852.  
PID: 0031000064H0000, 00310000064M0000, 00310000064L0000, 00310000064K0000, 00310000064C0000 & 00310000064D0000.  
ADDRESS: CARATOKE HWY  
ZONED: AGRICULTURE (AG)
- SUBJECT REFERENCES: DB 1491, PG 740; PG 0, SL 150, 159 & 168; PG 0, SL 168.
- TOTAL PARCELS AREA = 4,534,184.91 SF / 104.09 AC  
UPLANDS = 2,212,264.94 SF / 52.16 AC  
404 WETLANDS = 2,069,430.26 SF / 47.51 AC  
COASTAL WETLANDS = 192,489.71 SF / 4.42 AC  
(AREAS BY COORDINATE METHOD)
- PROPOSED 31 LOT CONSERVATION RESIDENTIAL SUBDIVISION (WETLAND THEME)  
LOTS ALLOWED = (104.09 AC - 4.42 AC) x 0.4 LOTS/AC = 39 LOTS
- DEVELOPMENT AREA = 1,726,246.19 SF / 39.63 AC  
PROPOSED LOT AREA = 1,484,100.20 SF / 34.19 AC  
PROPOSED R/W AREA = 2,371,451.94 SF / 54.44 AC
- PROPOSED CONSERVATION OPEN SPACE = 2,807,438.72 SF / 64.46 AC (61.9%)  
REQUIRED OPEN SPACE = 4,534,184.91 SF x 60% = 2,720,510.95 SF
- THIS SUBDIVISION IS DESIGNED FOR SINGLE FAMILY DWELLINGS 2 STORIES OR LESS AND EFFECTIVE FIRE AREA LESS THAN 4,800 sq.ft. AND SEPARATION BASED ON AVAILABLE FIRE FLOW OF 420 GPM AT 20 PSI.
- SOIL TYPES: ROANOKE FINE SANDY LOAM (Ro), WAHEE FINE SANDY LOAM (Wa), CONABY MUCK (Cb) & CURRITUCK MUCK PEAT (Cw).
- BOUNDARY & 404 WETLAND INFORMATION SHOWN BASED ON PG 0, SL 168, ELECTRONIC DATA RECEIVED FROM E.T. HYMAN SURVEYING, DATED 07/23/2018, AND FIELD SURVEYS BY QUIBLE & ASSOCIATES, PC, DATED OCTOBER 2017. COASTAL WETLANDS SHOWN BASED ON DELINEATION BY QUIBLE & ASSOCIATES, PC AND APPROVED BY NCDWM ON 04/21/20.
- TOPOGRAPHIC INFORMATION SHOWN BASED ON FIELD SURVEYS BY QUIBLE & ASSOCIATES, PC, DATED OCTOBER 2017, APRIL 2018 & JUNE 2018. VERTICAL DATUM NAVD 1988.
- PROPERTY IS LOCATED IN NEIP FLOODS AS SHOWN AND SUBJECT TO CHANGES, BASED ON COMMUNITY CID NO. 370078, PANEL 8040; SUFFIX K. (MAP NUMBER 3721804000K) EFFECTIVE DATE: 12/21/2018.
- THIS PLAN SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.

PUBLIC DEDICATION OF RECREATION AND PARK AREA STATEMENT

A PAYMENT-IN-LIEU OF RECREATION AND PARK AREA DEDICATION HAS BEEN PROVIDED IN ACCORDANCE WITH THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE. PAYMENTS-IN-LIEU RECEIVED BY THE COUNTY SHALL BE USED ONLY FOR THE ACQUISITION OR DEVELOPMENT OF RECREATION AND PARK AREAS, AND OPEN SPACE SITES CONSISTENT WITH THE REQUIREMENTS OF NORTH CAROLINA GENERAL STATUTES SECTION 153A-331.

APPROVAL CERTIFICATE

I HEREBY CERTIFY THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE AND, THEREFORE, THIS PLAT HAS BEEN APPROVED BY THE CURRITUCK COUNTY ADMINISTRATOR, SUBJECT TO ITS BEING RECORDED IN THE OFFICE OF THE CURRITUCK COUNTY REGISTER OF DEEDS WITHIN NINETY (90) DAYS OF THE DATE BELOW.

ADMINISTRATOR DATE

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

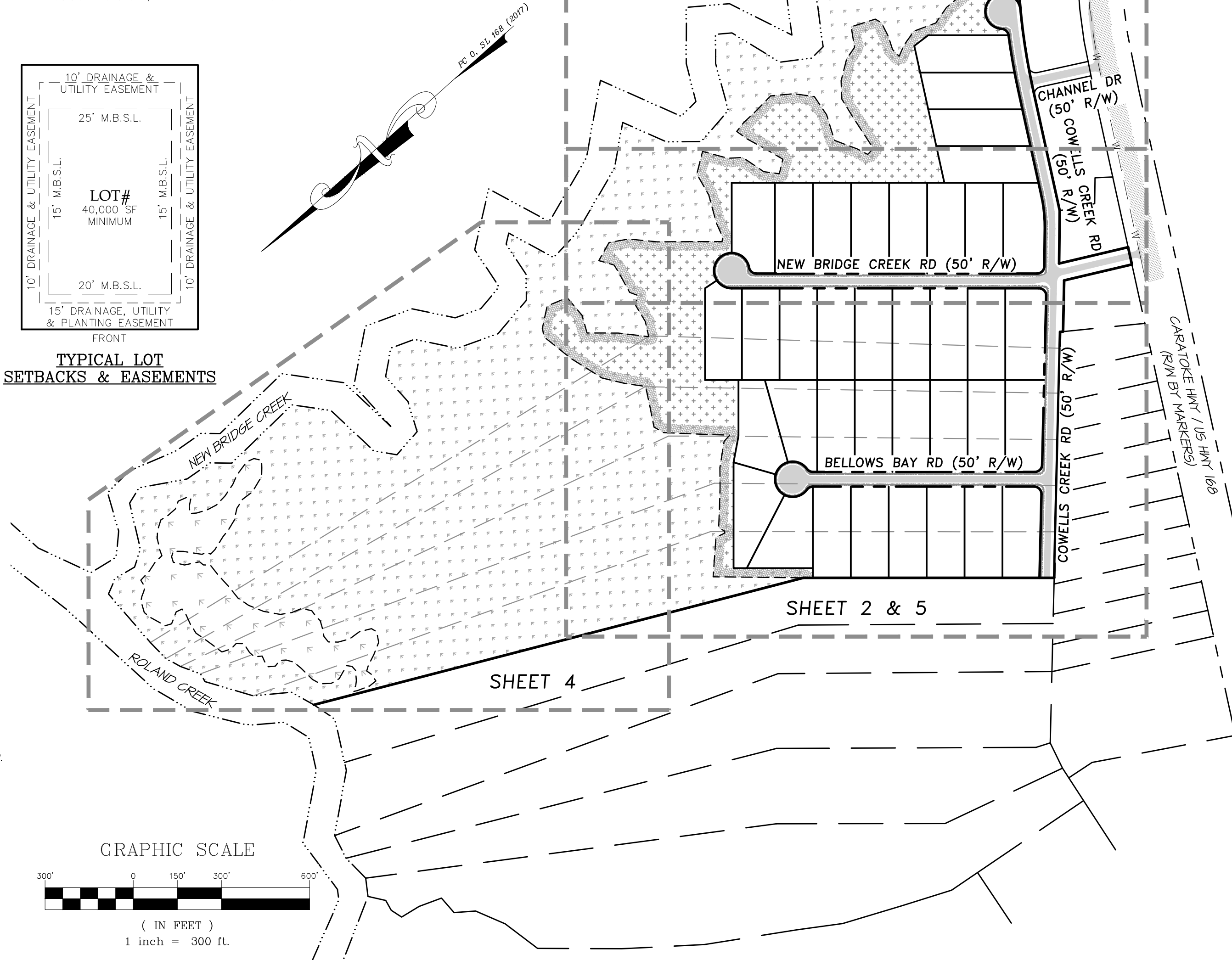
I, \_\_\_\_\_, REVIEW OFFICER OF CURRITUCK COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER DATE

IMPROVEMENTS CERTIFICATE

I HEREBY CERTIFY THAT ALL IMPROVEMENTS REQUIRED BY THE CURRITUCK COUNTY UNIFIED DEVELOPMENT ORDINANCE HAVE BEEN INSTALLED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PREPARED BY QUIBLE & ASSOCIATES, P.C., AND SAID IMPROVEMENTS COMPLY WITH CURRITUCK COUNTY SPECIFICATIONS.

REGISTERED ENGINEER, DATE



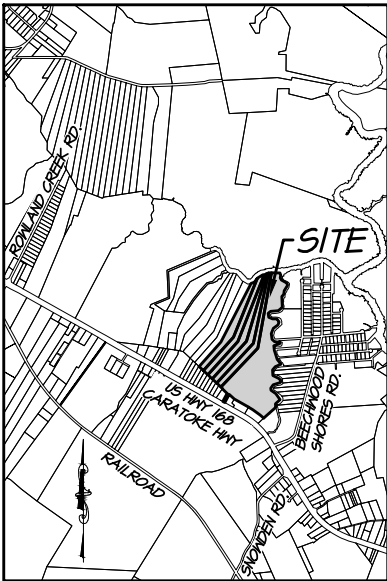
SURVEYOR'S CERTIFICATE

I, JOHN M. HURDLE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (SEE NOTES); THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINES AND ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN (SEE NOTES); THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 41-30 AS AMENDED.

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION AND SEAL THIS 22ND DAY OF JUNE, 2020, A.D.

JOHN M. HURDLE, PLS NC L-52049



NC License#: C-0208  
SINCE 1959

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administrator@quible.com

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PRELIMINARY PLAT - (1 of 6)

**NEW BRIDGE CREEK ESTATES**

**WETLAND CONSERVATION THEME**

MOYOCK TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO. P17079

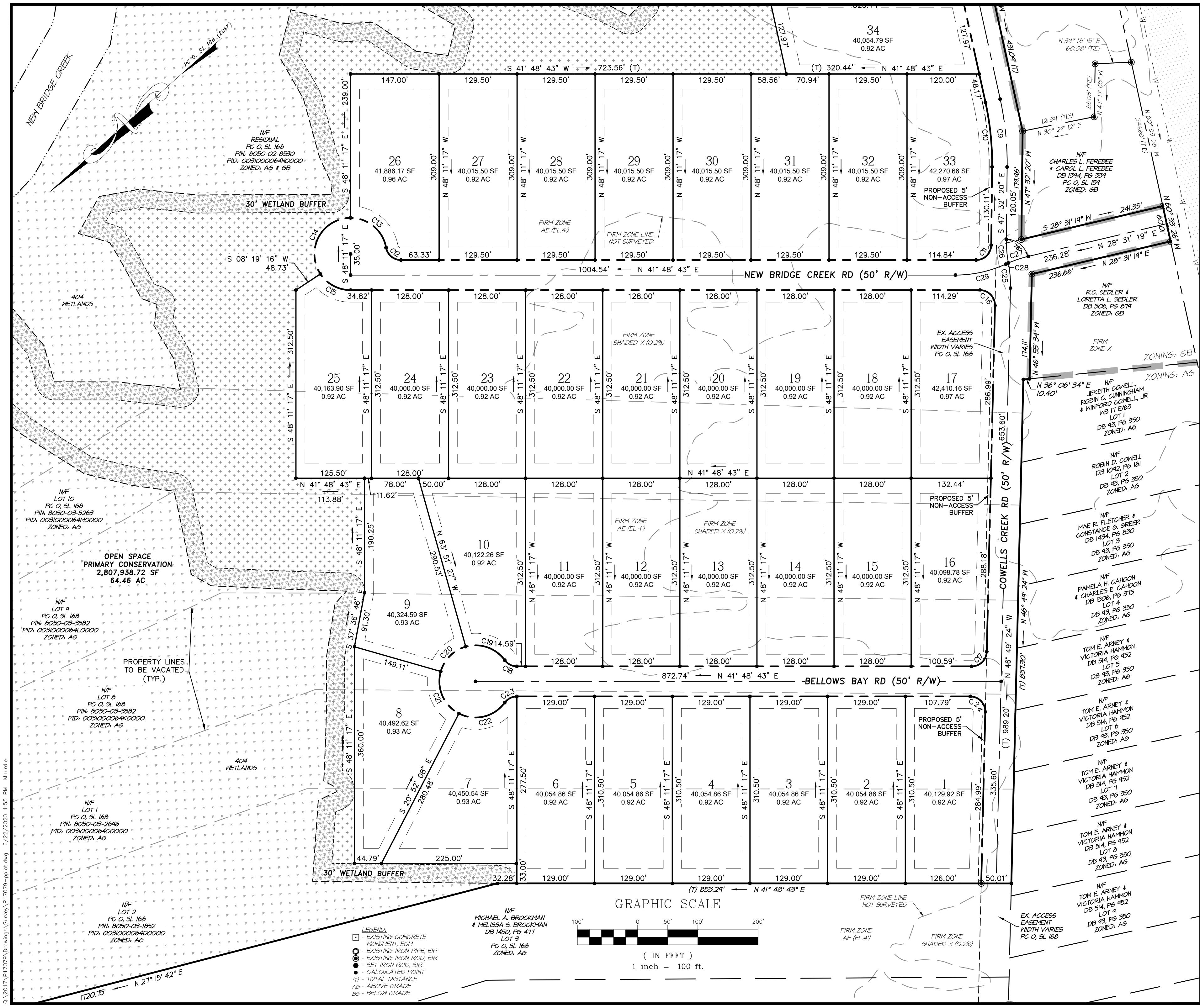
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SCALE 1"=300'

ISSUE DATE 06/22/20





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## PRELIMINARY PLAT - (2 of 6)

### NEW BRIDGE CREEK ESTATES

#### WETLAND CONSERVATION THEME

MOYOCK TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO. **P17079**

DRAWN BY **JMH**

CHECKED BY **DLT/JMH**

SCALE **1"=100'**

ISSUE DATE **06/22/20**



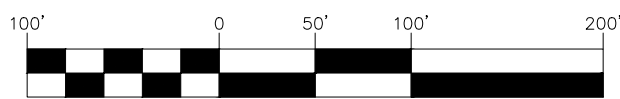
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CURVE TABLE				
CURVE#	LENGTH	RADIUS	CHD LENGTH	CHD BEARING
C1	485.70'	2170.00'	484.69'	N 54° 08' 42" W
C2	219.45'	2170.00'	219.36'	N 50° 37' 48" W
C3	273.22'	60.00'	91.31'	N 03° 58' 54" W
C4	34.37'	25.00'	31.73'	N 84° 56' 49" E
C5	269.32'	2195.00'	269.15'	N 57° 02' 32" W
C6	266.25'	2170.00'	266.09'	N 57° 02' 32" W
C7	128.65'	2220.00'	128.63'	N 57° 19' 48" W
C8	60.72'	2220.00'	60.72'	N 59° 46' 25" W
C9	113.61'	500.00'	113.36'	N 54° 02' 53" W
C10	107.93'	475.00'	107.70'	N 54° 02' 53" W
C11	38.99'	25.00'	35.15'	N 02° 51' 48" W
C12	34.83'	25.00'	32.08'	N 81° 43' 48" E
C13	83.60'	60.00'	77.00'	N 81° 43' 48" E
C14	129.32'	60.00'	105.70'	N 19° 56' 00" W
C15	59.18'	60.00'	56.81'	S 70° 04' 00" W

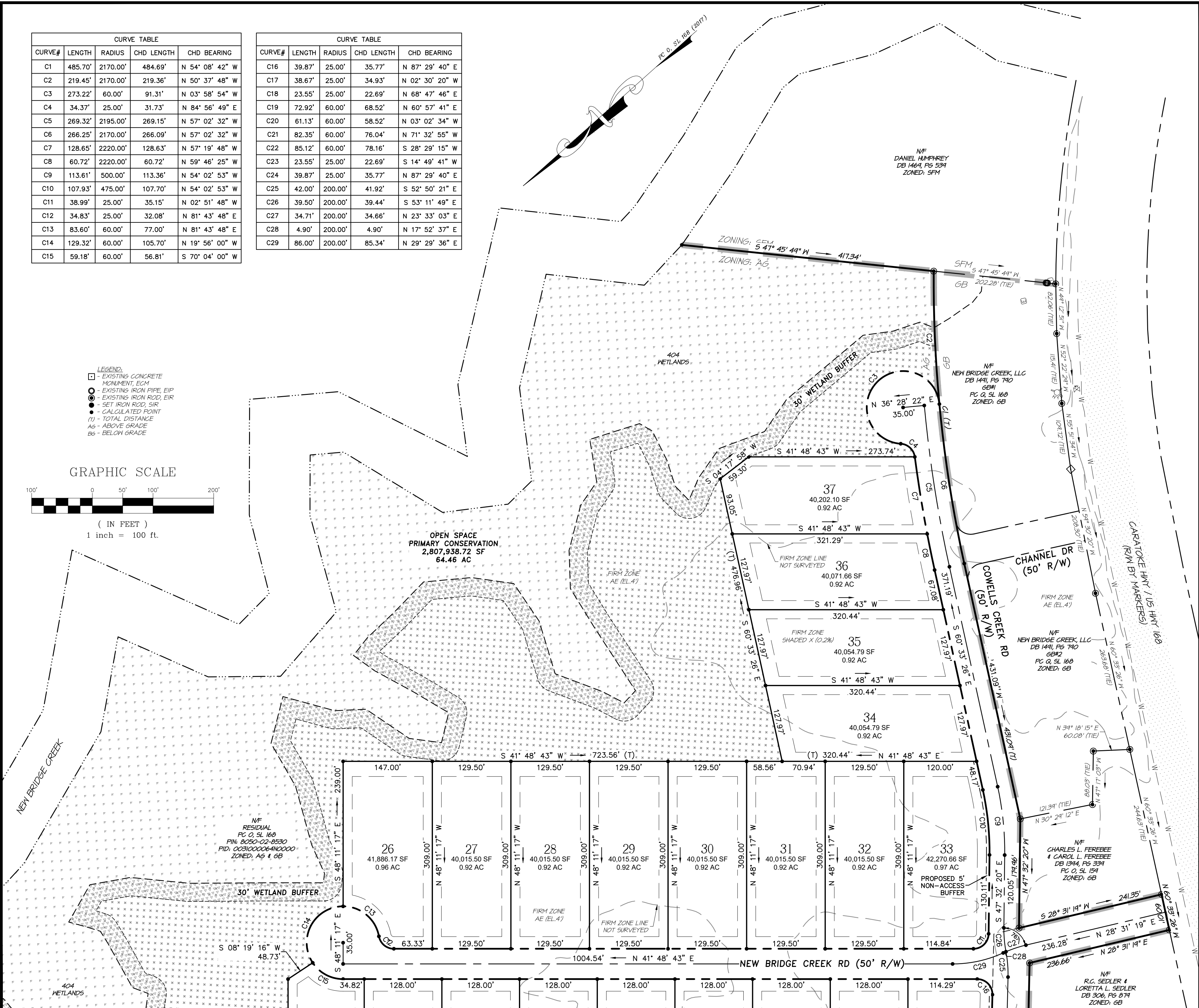
CURVE TABLE				
CURVE#	LENGTH	RADIUS	CHD LENGTH	CHD BEARING
C16	39.87'	25.00'	35.77'	N 87° 29' 40" E
C17	38.67'	25.00'	34.93'	N 02° 30' 20" W
C18	23.55'	25.00'	22.69'	N 68° 47' 46" E
C19	72.92'	60.00'	68.52'	N 60° 57' 41" E
C20	61.13'	60.00'	58.52'	N 03° 02' 34" W
C21	82.35'	60.00'	76.04'	N 71° 32' 55" W
C22	85.12'	60.00'	78.16'	S 28° 29' 15" W
C23	23.55'	25.00'	22.69'	S 14° 49' 41" W
C24	39.87'	25.00'	35.77'	N 87° 29' 40" E
C25	42.00'	200.00'	41.92'	S 52° 50' 21" E
C26	39.50'	200.00'	39.44'	S 53° 11' 49" E
C27	34.71'	200.00'	34.66'	N 23° 33' 03" E
C28	4.90'	200.00'	4.90'	N 17° 52' 37" E
C29	86.00'	200.00'	85.34'	N 29° 29' 36" E

- LEGEND:
- EXISTING CONCRETE MONUMENT, ECM
  - EXISTING IRON PIPE, EIP
  - EXISTING IRON ROD, EIR
  - SET IRON ROD, SIR
  - CALCULATED POINT
  - (T) - TOTAL DISTANCE
  - AG - ABOVE GRADE
  - BG - BELOW GRADE

GRAPHIC SCALE



( IN FEET )  
1 inch = 100 ft.



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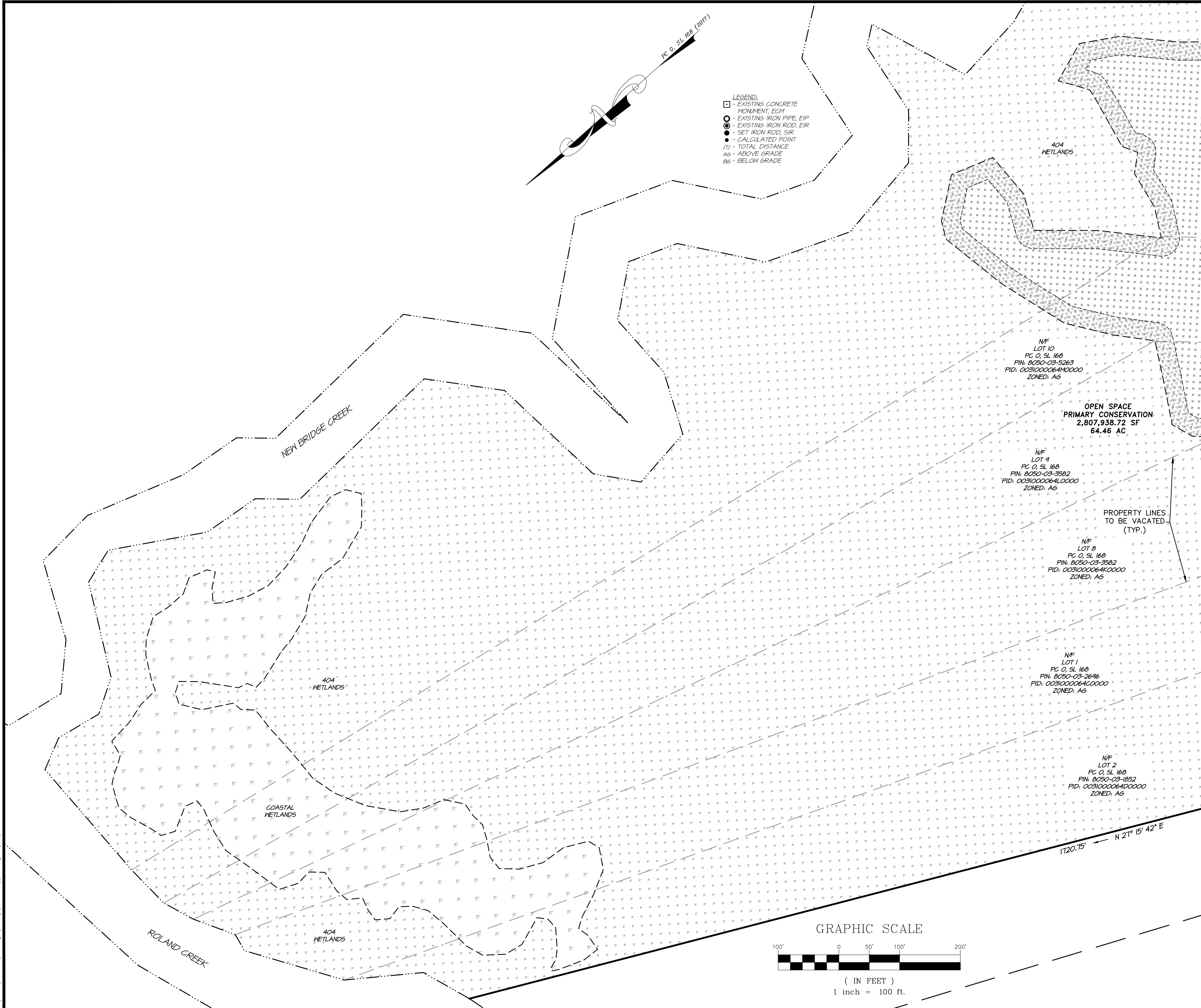
### NEW BRIDGE CREEK ESTATES WETLAND CONSERVATION THEME

MOYOCK TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO.	P17079
DRAWN BY	JMH
CHECKED BY	DLT/JMH
SCALE	1"=100'
ISSUE DATE	06/22/20



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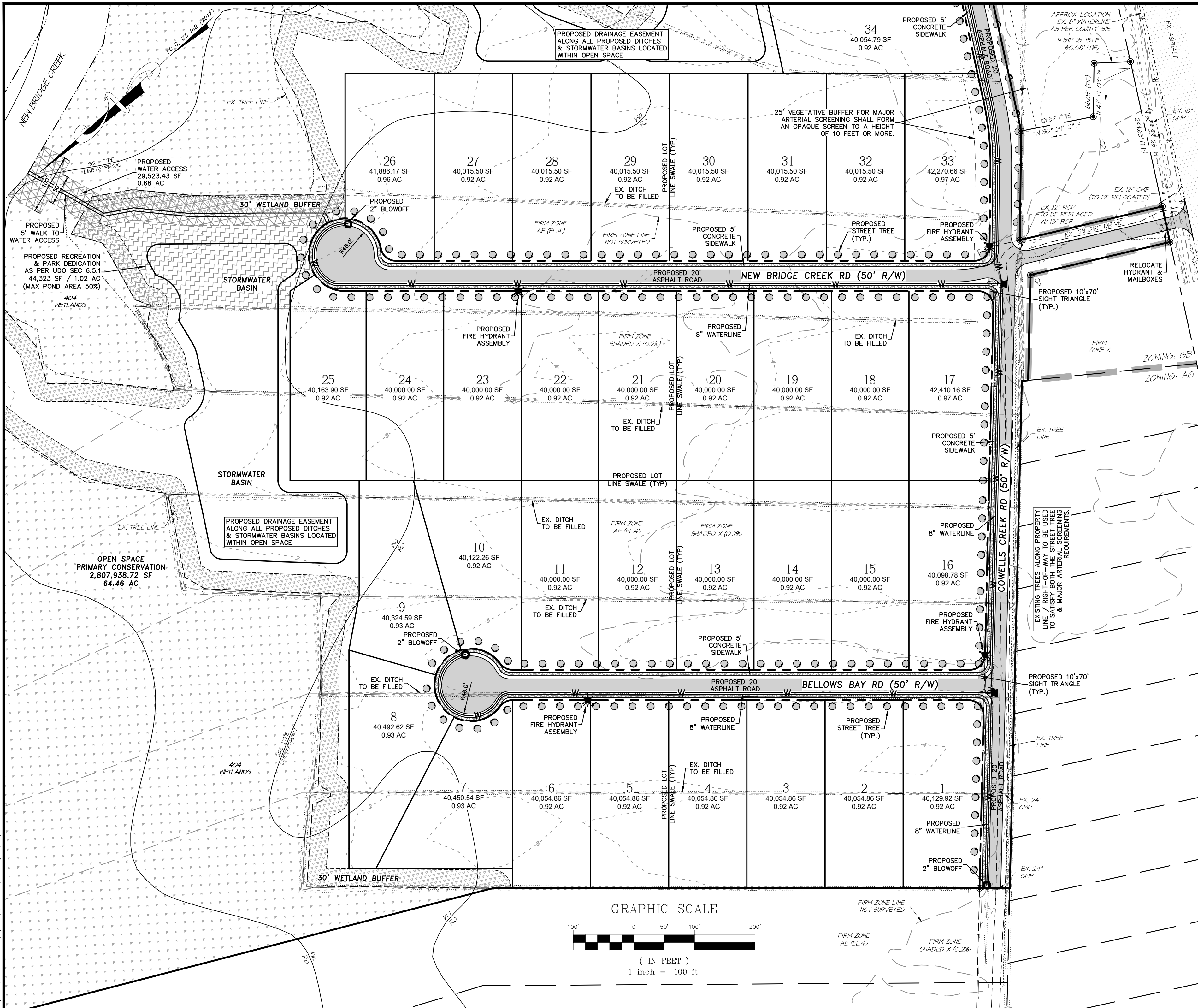
**NEW BRIDGE CREEK ESTATES**  
**WETLAND CONSERVATION THEME**

MOYOCK TOWNSHIP  
CURRITUCK COUNTY  
NORTH CAROLINA

COMMISSION NO.	<b>P17079</b>
DRAWN BY	<b>JMH</b>
CHECKED BY	<b>DLT/JMH</b>
SCALE	<b>1"=100'</b>
ISSUE DATE	<b>06/22/20</b>



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## PRELIMINARY PLAT - (5 of 6)

### NEW BRIDGE CREEK ESTATES

#### WETLAND CONSERVATION THEME

MOYOCK TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

COMMISSION NO.  
**P17079**

DRAWN BY  
**JMH**

CHECKED BY  
**DLT/JMH**

SCALE  
**1"=100'**

ISSUE DATE  
**06/22/20**









## Major Subdivision Application

**OFFICIAL USE ONLY:**

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

**Contact Information**
**APPLICANT:**

Name: New Bridge Creek, LLC  
 Address: PO Box 505  
Moyock, NC 27958  
 Telephone: (252) 207-3002  
 E-Mail Address: jerry@currituckhomes.com

**PROPERTY OWNER:**

Name: New Bridge Creek, LLC  
 Address: PO Box 505  
Moyock, NC 27958  
 Telephone: (252) 207-3002  
 E-Mail Address: jerry@currituckhomes.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same

**Request**

Physical Street Address: Caratoke Highway

Parcel Identification Number(s): 0031000064N0000, 0031000064M0000, 0031000064L0000, 0031000064K0000,  
0031000064C0000 & 0031000064D0000

Subdivision Name: New Bridge Creek Estates

Number of Lots or Units: 37

Phase: 1

**TYPE OF SUBMITTAL**

- ☐ Conservation and Development Plan  
☐ Amended Sketch Plan/Use Permit  
☒ Preliminary Plat (or amended)  
     ☐ Type I OR ☒ Type II  
☐ Construction Drawings (or amended)  
☐ Final Plat (or amended)

**TYPE OF SUBDIVISION**

- ☐ Traditional Development  
☒ Conservation Subdivision  
☐ Planned Unit Development  
☐ Planned Development

I hereby authorize county officials to enter my property for purposes of determining compliance with all applicable standards. All information submitted and required as part of this process shall become public record.

Property Owner(s)/Applicant\*

9.20.19  
 Date

**\*NOTE: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants a signature is required for each.**

**Community Meeting, if applicable**

Date Meeting Held: 9/20/19

Meeting Location: Moyock Public Library

**Use Permit Review Standards, if applicable***PUD Amended Sketch Plan/Use Permit, Type II Preliminary Plat*

Purpose of Use Permit and Project Narrative (please provide on additional paper if needed): \_\_\_\_\_  
 This project proposes a 37 lot conservation subdivision on an existing 104.09 acres of land in Moyock, Currituck County.

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

- A. The use will not endanger the public health or safety.  
 Please see the attached Use Permit Review Standards Application Continued sheet.

- B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.  
 Please see the attached Use Permit Review Standards Application Continued sheet.

- C. The use will be in conformity with the Land Use Plan or other officially adopted plan.  
 Please see the attached Use Permit Review Standards Application Continued sheet.

- D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.  
 Please see the attached Use Permit Review Standards Application Continued sheet.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

  
 Property Owner(s)/Applicant\*

9.20.19  
 Date

**\*NOTE:** Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants a signature is required for each.

Major Subdivision Application  
 Page 6 of 12

Revised 8/29/2018

Attachment: 3 New Bridge Creek Estates App (PB 19-24 New Bridge Creek Estates)

New Bridge Creek Estates  
 Moyock, Currituck County  
 Use Permit Review Standards Application (Continued)

**A. The use will not endanger the public health or safety.**

The proposed use of a single family residential dwelling subdivision will not endanger the public health or safety. The proposed subdivision will benefit the public health and safety by:

- constructing a watermain extension to serve the proposed lots with domestic water supply;
- installing fire protection methods, such as fire hydrants and proper access for emergency vehicles, to adjacent lots that currently do not have such amenities.
- managing stormwater runoff per the Currituck County Stormwater Manual and/or State Stormwater requirements to provide management of stormwater runoff flooding and quality.
- laying out proposed lot lines to best suit the onsite wastewater evaluations provided by ARHS. Each lot will acquire an onsite wastewater improvement permit prior to construction commencement;
- Obtaining review and approval of necessary NCDOT permits such as Right of Way Encroachment Agreements and Street and Driveway Access Permits. Since NCDOT will have an opportunity to review the subdivision, the owner will have the chance to address any safety or health concerns they may have.

**B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.**

The adjacent and abutting lands consist mostly of single family residences and residential subdivision of same characteristics as the proposed residential subdivision. The proposed lots are similar in size to the adjacent subdivision and residential lots. Proposing a subdivision of such similar nature as adjacent lands and development will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

**C. The use will be in conformity with the Land Use Plan or other officially adopted plan.**

The proposed conservation subdivision is in general conformance with the County's Land Use Plan and current UDO. The proposed subdivision will be held to the UDO standards for layout, screening, and other requirements. The Moyock Future Land Use Map classifies the area of the proposed lots of this subdivision as Rural.

**D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.**

Utility services are available to the site and onsite wastewater disposal will be designed and permitted in accordance with the State Rules and Standards. The location of the proposed subdivision is already within defined school, fire & rescue, and law enforcement areas. At the time of the pre-application meeting for this project, the elementary school district for this area will be Shawboro Elementary School, which we understand to be under the maximum capacity allowed for the school. The proposed subdivision layout is designed to conform with the North Carolina Fire Code and the County Fire Official's preferred hydrant location and reaches. The proposed subdivision will not exceed the County's ability to provide adequate public facilities.



## Major Subdivision Submittal Checklist – Preliminary Plat

Staff will use the following checklist to determine the completeness of your application for preliminary plat within ten business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

# Major Subdivision Submittal Checklist – Preliminary Plat

Date Received: \_\_\_\_\_

TRC Date: \_\_\_\_\_

Project Name: New Bridge Creek Estates

Applicant/Property Owner: New Bridge Creek, LLC

### Major Subdivision – Preliminary Plat Submittal Checklist

1	Complete Major Subdivision application	✓
2	Complete Use Permit Review Standards, if applicable	✓
3	Application fee at Preliminary Plat (\$100 per lot or \$250 for amended plats)	✓
4	Community meeting written summary, if applicable	✓
5	Preliminary Plat with professional's seal	✓
6	Existing features plan	✓
7	Proposed landscape plan, including common areas, open space set-aside configuration and schedule, required buffers, fences and walls, and tree protection plan	✓
8	Stormwater management narrative and preliminary grading plan	✓
9	Completely executed street name approval form	✓
10	Septic evaluations by ARHS for each individual lot or letter of commitment from centralized sewer service provider	✓
11	Letter of commitment from centralized water provider, if applicable	✓
12	Wetland certification letter and map, if applicable	✓
13	Geological analysis for development or use of land containing a significant dune, if applicable	N/A
14	Economic and public facilities impact narrative, if required by administrator	N/A
15	Conservation Subdivision: Approved conservation and development plan	✓
16	3 copies of plans	✓
17	1- 8.5" x 11" copy of plan	✓
18	2 hard copies of ALL documents	✓
19	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	✓

### For Staff Only

#### Pre-application Conference

Pre-application Conference was held on \_\_\_\_\_ and the following people were present:

\_\_\_\_\_

#### Comments

\_\_\_\_\_

\_\_\_\_\_



## Currituck County

Department of Planning and Community Development  
 153 Courthouse Road, Suite 110  
 Currituck, North Carolina 27929  
 252-232-3055  
 FAX 252-232-3026

### MEMORANDUM

**To:** Quible and Associates, PC  
 New Bridge Creek Estates, LLC

**From:** Planning Staff

**Date:** October 9, 2019 and UPDATED June 16, 2020

**Re:** PB 19-24 New Bridge Creek Estates, TRC Comments

~~The Technical Review Committee met on October 9, 2019 to review New Bridge Creek Estates, preliminary plat. At this time, the application is determined incomplete and may not proceed further until:~~

- ~~1. The minor subdivision creating GB #1 and GB#2 and removing the area from the subdivision notes.~~
2. Changes to The conservation and development plan must be approved.

The Technical Review Committee met on October 9, 2019 to review the New Bridge Creek Estates, preliminary plat. Normally TRC comments are valid for six months. However, due to COVID-19 the county extended the TRC review comments for three additional months. The applicant submitted revised plans addressing the TRC comments from October 9, 2019 and the updated comments are provided for the revised plans. The TRC comments indicated as strick through text indicate the the TRC commend was addressed on the revised plan and the new comments are underlined text.

### **Planning and Community Development (Donna Voliva 252-232-6032)**

#### Application Incomplete Reviewed

- ~~1. The application is considered incomplete for the following reasons:~~
  - ~~a. The minor subdivision creating GB #1 and GB#2 and removing the area from the subdivision notes. This would also include notes referencing N/F Residual lot information. Conservation subdivisions are not permitted in the GB zoning district.~~
  - b. Changes to The conservation and development plan must be approved.
- ~~2. Provide verification of CAMA wetlands from the Division of Coastal Management. CAMA designated wetlands are not included in total land area calculation for residential density.~~
- ~~3. Identify the CAMA AEC.~~
4. The reserve utility open space shall be shown on the preliminary plat. The BOC will hold a public hearing and potential action on June 22, 2020 for a text amendment to modify the reserve utility open space requirement.
5. The recreation and park area dedication consistent with the UDO, Section 6.5, shall be shown on the preliminary plat for review by the TRC.
- ~~6. Note #5 indicates 42 lots are allowed, but based on the development area calculation it should be 41 lots (pending CAMA wetland verification).~~
- ~~7. Note #5 indicates historic farmland is a secondary theme. While the prime agricultural lands are identified as a secondary conservation area, it is not appear to be conserved farmland. Please clarify. The wetland theme is sufficient to meet the conservation theme requirement.~~
- ~~8. ARHS lot evaluations are not referenced by the same sequence of lot numbers shown on the preliminary plat. Provide a cross reference or plan representing the evaluations. Lot A is~~

~~determined unsuitable by ARHS. This lot must be deemed suitable or provisional suitable in order to be shown as a lot on the preliminary plat.~~

9. Provide major arterial screening.
10. Street trees are required along both sides of all streets.
11. The entrance road does shall align with New Bridge Creek Road and have the same road name, or meet the intersection spacing requirements and have a separate name.
12. The existing farm ditches (majority) will be filled. The adjacent properties located on Caratoke Highway appear to have rear ditches that connect to this ditch system. What improvements will be made to maintain and connect the existing drainage to the outlet?
13. Identify ditches that drain more than five acres.
14. ~~Provide a detail sheet for the remaining acreage of the parcel (development) or include property data on Sheet 1.~~
15. Double frontage lots are not permitted unless it is necessary to avoid direct access to lots onto major arterial streets. Is it intended for lots located along Caratoke Highway to have access to the interior road?
16. ~~What are the minimum dimensional standards proposed for the development? Include all minimum dimensional standards on the plat.~~
17. Are heritage trees on the property (improvement areas)?
18. Provide drainage easements over open space.
19. Existing elevations are between 2-5 feet and the property has experienced tidal and storm flooding. What is the anticipated grade of the development?
20. There are staff concerns for the type of construction (slab) and loading of some areas of the lower elevations. What are the anticipated improvements to address the site conditions?
21. The wooded area in the rear of the development is identified as the Lower Tull Creek Woods and Marsh significant heritage area. It appears this area is identified as open space.
22. Provide the sight triangle at intersections.
23. The revised plan provides two right of way dedications (access roads) on Caratoke Highway. The proposed dedication includes a right of way between the General Business (2 nonresidential lots) identified as Channel Drive that requires a deceleration lane on Caratoke Highway. The placement of this new street does not meet the minimum intersection spacing on a major arterial. Consult with NCDOT to address the reduced intersection spacing in accordance with Section 6.2.1.C.
24. The proposed amendment of the minor subdivision provides a 50' right of way dedication (see note 23). Minor subdivisions do not allow for public right of way dedication.

#### **Currituck County Building and Fire Inspections (Jason Corbell 252-232-6029)**

##### **Reviewed**

1. Max dead end street of 150'. If road extends it must be certified to hold a load of 75,000 pounds or provide a turnaround. The north road extension exceeds 150 feet. How will this be addressed?
2. Cluster mailboxes are to be ADA accessible and should be installed to DOT standards.
3. Detectable warnings are to be installed at all crosswalks.
4. Soil engineering required. Compaction test possible as well.
5. Install blue hydrant markers.
6. Walkways shall be ADA accessible and built to commercial standards.

#### **Currituck County GIS (Harry Lee 252-232-4039)**

##### **Reviewed**

1. Please propose a street name for the short entrance street. (i.e. Channel, Point Bar, etc.)
2. Please propose a street name for the eastern section shown as Cowells Creek Rd that runs from the entrance street and terminates in the cul-de-sac. Cowells Creek Rd can remain the section from the entrance street running west and beyond Bellows Bay Rd.
3. Call GIS for clarification if needed.
4. Addresses will be assigned by GIS during Final Plat TRC review.

#### **Currituck County Parks and Recreation (Jason Weeks 252-232-3007)**

No Comment

**NC Division of Coastal Management (Charlan Owens 252-264-3901)**

Reviewed

1. All of the proposed development besides the walkway is outside of our 30' buffer.
2. The walkway leading to the water will need to be issued under a CAMA Minor Permit through Currituck County. If any part of the walkway crosses over into the Public Trust Shoreline the structure will be considered water dependent and will need to be issued through a CAMA General Permit.

**Albemarle Regional Health Services (Joe Hobbs 252-232-6603)**

Reviewed

1. Each proposed lot which makes up this proposed sub-division will need to be evaluated for sewage treatment and disposal approval by the Currituck County Health Dept.(ARHS/CURRITUCK). Please call Kevin Carver RS at 252-232-6603

**Currituck County Engineer (Eric Weatherly 252-232-6035)**

Approval with Corrections

1. Many of the areas in the back of the subdivision are at 0' msl or a few feet above.
  - a. How will the stormwater systems function in periods of tidal flooding?
  - b. How will fill be determined on the lots and streets to take into account septic systems as well as tidal flooding?
2. Clean out existing ditches along property lines.
3. How will the BMP's volume be designed, is it to meet the state standards and to utilize the county stormwater volume alternatives? The basins on the preliminary plat seem larger than required for state standards.

**Currituck County Public Utilities, Water (Yama Jones 252-232-2769)**

Reviewed

Dave Spence provided no new comments

1. A water service line is planned (installed) to the southern lot of Ferebee Acres (10 acre exempt parcel). Verify the location and protection of the line.
2. The waterline extension to the northern property boundary should be an eight inch line.
3. Development fees are due at building permit.

Comments were not received:

**Currituck County Public Utilities, SOBWS (Benjie Carawan 252-453-2370)**

**Currituck County Public Utilities, Wastewater (Glenn Vance 252-6062)**

**The following items are necessary for resubmittal:**

- 3 - full size copies of revised plans.
- 1- 8.5"x11" copy of all revised plans.
- 1- PDF digital copy of all revised documents and plans.

Attachment: 4 New Bridge Creek Estates TRC Comments 10919 UPDATED REVISIONS 6162020 (PB 19-24 New Bridge Creek Estates)

September 25, 2019

Jennie Turner, CZO, CFM  
Currituck County Planning and Community Development  
153 Courthouse Road, Suite 110  
Currituck, NC 27929

**RE: Community Meeting Report**  
Major Subdivision Preliminary Plat Application  
Lots 1, 2, 8, 9, 10 and the Residual Parcel, Ferebee Acres LLC Exempt Subdivision  
PID: 0031000064N0000, 0031000064M0000, 0031000064L0000, 0031000064K0000,  
0031000064C0000 and 0031000064D0000  
Moyock, Currituck County, NC

Ms. Turner,

A community meeting for the proposed Major Subdivision Preliminary Plat Application of the above referenced parcels located in Moyock, Currituck County was held on Friday, September 20, 2019 at 1:30 pm in the Moyock Public Library's Meeting Room located at 126 Campus Drive, Moyock, NC. The meeting was conducted by Quible & Associates, P.C. (Quible) on behalf of the owner, New Bridge Creek, LLC. A representative from New Bridge Creek, LLC and representatives from Currituck County Planning Department were also in attendance.

## Purpose

The purpose of the meeting was to inform the community in the vicinity of the subject parcels of the intent to apply for a Preliminary Plat Application to allow for a conservation subdivision design. The existing parcels consists of vacant land, two (2) billboards, agricultural fields, woods and wetlands. The parcel currently has two zones throughout it, GB and AG. A minor subdivision plat is proposed to be submitted concurrently with the Major Subdivision application to propose two minor subdivision lots within the GB zoning district. This Type II, Major Subdivision Preliminary Plat Application will propose a 37 lot conservation subdivision.

## Meeting synopsis

The Meeting Room was opened to the public prior to the meeting and guest/representatives started arriving at 1:25 pm. Prior to the 1:30 start time, the Subdivision Sketch Plan could be viewed in an "open house" setting. Along with the Sketch Plan, copies of the meeting agenda, printouts of all the surrounding zoning district regulations from the Currituck County UDO, and blank comments sheets were available on the front table. As attendees arrived, they were asked to provide their contact information on the sign-in sheet that was located on the front table as well. Attendees were advised that comments could be received by either email, telephone, or comment sheet provided on the front table.

At 1:35 pm a presentation of the proposed Preliminary Plat Application was provided by Quible. Attendees were introduced to Quible, the Owner, and the representatives from Currituck County



Planning. Attendees were reminded to fill out their contact information on the sign-in sheet and to pick up copies of the meeting agenda as well as the comment form, if they would like. The presentation followed the outline of the Agenda that was provided (Attachment 1).

The presentation contained a brief description of the purpose for the community meeting, the proposed project and the County procedures. The subject parcels were described and identified on the exhibit as well as the surrounding lands. A subdivision sketch of the proposed subdivision concept was shown to the attendees. It was noted that the shown subdivision sketch was not fully complete and could vary once further design took place. It was explained that the proposed conservation subdivision would be in compliance with the Bulk Dimensional requirements specified in the Currituck County UDO under the AG district requirements.

At the conclusion of the presentation, the floor was open for questions from the audience. Comments and questions received during the meeting are outlined as follows:

1. An attendee asked what size are the proposed lots.  
*Quible responded stating that all of the proposed lots are equal to or greater than 40,000 square feet.*
2. An attendee asked about a requirement from the Currituck County UDO to access the creek and would that be private for the property owners or open to the public.  
*Quible consulted with representatives of Currituck County for this question. Neither Quible nor Currituck County Staff had a copy of the Currituck County UDO on hand. The County Staff stated that they would research this and find out whether the access would be public or private to property owners within the subdivision. Quible agreed to fulfill the UDO requirements at the time of Preliminary Plat design.*
3. An attendee that recently purchased one of the adjacent, 10 acre parcels stated that they were not pleased with the preliminary plat proposal since they were of the understanding that they were moving into a home surrounded by 10 acre lots and that this proposed subdivision would reduce their privacy. They stated that they purchased the 10 acres to have adequate room for riding four-wheelers and shooting guns in their backyard and that this subdivision will prevent them from doing so due to increased density. They went on to state that the discussions they had with the seller led them to believe that the lots surrounding their property would remain 10 acre lots.  
*Quible acknowledged their concerns but stated that a Conservation Subdivision with detached, single family dwellings was a permissible use in this zone. Any discussion about surrounding properties during the time of purchase between the attendee and their seller was not a part of this community meeting.*
4. An attendee asked what sort of uses are allowed in the two General Business (GB) zones that are intended to be divided via a minor subdivision application concurrently with this major subdivision proposal.  
*Quible stated that they did not have the Currituck County UDO Zoning Use Table in front of them at the meeting, but concluded that the name of the zone mostly spoke for itself. The zone is intended to accommodate some commercial and/or office services to residents and visitors, generally along Caratoke Highway. Quible consulted with the representatives present from Currituck County to verify this statement and they agreed.*

5. An attendee asked what elementary school this subdivision would go to.  
*Quible stated that to the best of our knowledge, this subdivision would be assigned to Shawboro Elementary School and it is the understanding of Quible that this school is currently under it's maximum capacity count.*
6. The attendee that earlier complained about losing the 10 acre neighboring lots also questioned whether or not their address would change. They currently access their landlocked property through an easement that is not named, to Caratoke Highway. Due to this, they stated that mail delivery and emergency services have a difficult time finding their property which is addressed as along Caratoke Highway. It appears that having a more accurate street name would help these services find their property more effectively.  
*The Currituck County Staff that were present answered the question stating that it would be up to the GIS and Emergency Management Departments about whether the address would change or not.*
7. An attendee addressed a question to the County Staff asking how they plan to maintain stormwater awareness and address the need for larger and larger storms as time goes on. They asked what was being done on the planning side for storms that are much larger than Currituck County Stormwater Manual design requirements.  
*County staff responded that they stay up to date with FEMA, as well as many other government agencies, and their research/requirements. They also stated that Currituck County's stormwater requirements are much more rigorous than neighboring Counties and Towns.*

Upon conclusion of the discussions, attendees were again reminded that any further questions or comments not addressed at the meeting could be forwarded to Quible and the meeting was adjourned. It was Quible's understanding that the majority of the attendees did not show any opposition to the proposed Preliminary Plat. Most of the questions and discussions that took place reflected curiosity more than anything else.

Copies of all the handouts, exhibits, and other documents available at the meeting are provided in attachments to this document.

Please do not hesitate to contact me by phone at (252) 491-8147 or dtillet@quible.com should you have any questions.

Sincerely,  
**Quible & Associates, P.C.**



Dylan L. Tillett, P.E.

cc: New Bridge Creek, LLC  
 File

Attachment 1  
Community Meeting Agenda



**Community Meeting for the Preliminary Plat of a Conservation Subdivision  
 Lots 1, 2, 8, 9, 10, & Residual Lot – Ferebee Acres LLC Exempt Subdivision  
 Parcel Identification Numbers 0031000064C0000, 0031000064D0000,  
 0031000064K0000, 0031000064L0000, 0031000064M0000, & 0031000064N0000  
 Moyock, Currituck County, NC**

September 20, 2019

**AGENDA**

**1. General Introduction**

- a. Quible & Associates, P.C.
- b. New Bridge Creek, LLC
- c. Currituck County
- d. Sign In Sheet

**2. Existing Information**

- a. Location:
  - i. Lots 1, 2, 8, 9, 10, & Residual Parcel of Ferebee Acres LLC Exempt Subdivision
  - ii. Approximately 1,200 ft northward of the intersection of Beechwood Shores Dr. and Caratoke Hwy.
- b. Current Land Use: Vacant/Agricultural
- c. Site Zoning: AG; Agricultural, & GB; General Business
- d. The existing site consists of a vacant lot without existing improvements.

**3. Discussion**

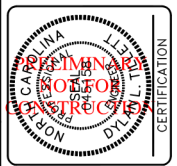
- a. Apply for a Preliminary Plat Application for a Conservation Subdivision. A community meeting to inform owners and occupants of nearby lands about the application for a Preliminary Plat is required by the Currituck County Unified Development Ordinance.
- b. The Sketch Plan shown demonstrates the proposed Conservation Subdivision design that will be proposed during Preliminary Plat submittal.

**4. Questions & Comments**

- a. Quible & Associates and the owners are available to answer questions and comments.
- b. Comments can be provided in writing on Comment Forms provided or they can be sent to Dylan L. Tillett, P.E. of Quible & Associates, P.C. by email at dtillett@quible.com or by phone at 252-491-8147.

Attachment 2  
Subdivision Sketch Plan





**COPYRIGHT © 2019  
QUIBLE & ASSOCIATES, P.C.**

THIS DOCUMENT IS THE PROPERTY  
OF QUIBLE & ASSOCIATES, P.C. ANY  
ALTERATION OF THIS DOCUMENT IS  
PROHIBITED.

IF THIS DOCUMENT IS NOT SIGNED  
AND SEALED BY A LICENSED  
PROFESSIONAL, THEN THIS DOCUMENT  
SHALL BE CONSIDERED PRELIMINARY  
AND NOT A CERTIFIED DOCUMENT AND  
SHALL NOT BE USED FOR  
CONSTRUCTION, CONTRACTING, SALES  
OR LAID CONVEYANCES, UNLESS  
OTHERWISE NOTED.

[illegible]

**CONCEPTUAL LOT LAYOUT**

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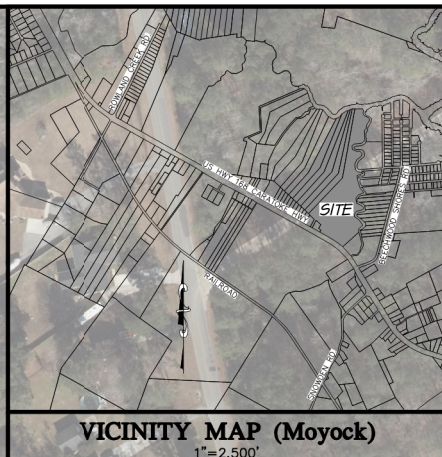
**LOTS 1-2, 8-10 & RESIDUAL (*FEREBEE ACRES*)  
CONSERVATION SUBDIVISION**

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MOYOCK TOWNSHIP	CURRITUCK COUNTY	NORTH CAROLINA
-----------------	------------------	----------------

COMMISSION NO.	P17079
DESIGNED BY	DLT/JMH
DRAWN BY	JMH
CHECKED BY	DLT
ISSUE DATE	09/09/19

SHEET NO.  
**1**

**Packet Pg. 56**

NOTES:

TOTAL PARCEL AREAS = 4,706,965.87 SF / 108.06 AC  
RESIDENTIAL = 4,534,184.91 SF / 104.09 AC  
COMMERCIAL = 172,780.96 SF / 3.97 AC

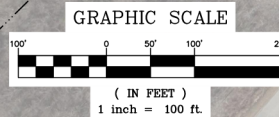
OPEN SPACE REQUIRED: 104.09 AC x 60% = 62.45 AC  
OPEN SPACE PROVIDED = 64.46 AC (61.9%)

PROPOSED LOT COUNT = 37 RESIDENTIAL & 2 COMMERCIAL

**NOTE:**  
THE DATA GIVEN ON THESE PLANS IS BELIEVED  
TO BE ACCURATE, BUT THE ACCURACY IS NOT  
GUARANTEED. THE CONTRACTOR IS RESPONSIBLE  
FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES,  
AND DIMENSIONS OF THE EXISTING UTILITIES  
PRIOR TO CONSTRUCTION. IF A DISCREPANCY  
IS FOUND, WORK SHALL CEASE AND THE ENGINEER  
NOTIFIED. WORK MAY CONTINUE UPON ENGINEERS  
NOTICE TO PROCEED.



Know what's below.  
Call before you dig.



Path: \\2017\\P17079\\Drawings\\P17079-sketch11.dwg 9/9/2019 3:49 PM Dillitt



Attachment 3  
Copy of Blank Comment Sheet



## Community Meeting for Preliminary Plat – Lots 1, 2, 8, 9, 10, & Residual – Ferebee Acres LLC Exempt Subdivision

**Parcel Identification Numbers 0031000064C0000, 0031000064D0000, 0031000064K0000, 0031000064L0000, 0031000064M0000, & 0031000064N0000**

## Moyock, Currituck County, NC

--

Comments: \_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Contact Information: \_\_\_\_\_

Comments can be sent to Dylan L. Tillett, P.E. of Quible & Associates, P.C. by email at [dtillettd@quible.com](mailto:dtillettd@quible.com)

Attachment 4  
Meeting Sign-In Sheet



**Community Meeting for Preliminary Plat - Lots 1, 2, 8, 9, 10, &  
 Residual Lot - Ferebee Acres LLC Exempt Subdivision  
 Moyock, Currituck County, North Carolina**

Quible & Associates Project No. 17079

Community Meeting Sign In: Friday, September 20, 2019 at 1:30 PM

#	Name	Company / Organization / Address	Telephone No.	Fax No.	Email
1.	Dylan L. Tillett, P.E.	Quible & Associates, P.C.	(252) 491-8147	(252) 491-8146	dtillet@quible.com
2.	Joe Dennicki		252-232-2748	—	—
3.	Anthony Cahoon		757 577 6927		TTcahoon@aol.com
4.	Melissa Brockman		757-201-1826		
5.	Laurie Lolicero	Currituck County	(252) 232-6028		laurie.lolicero@currituckcounty.gov
6.	Jake Hair	Currituck County	252-232-6066		Jake.hair@currituckcounty.gov
7.	Dan Humphrey	Pango Elec & Const Co	757-235-3344		danhumphrey@aol.com
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

Attachment 5  
Example of Adjacent Property Owner Letter

# Quible

Quible & Associates, P.C.

ENGINEERING • ENVIRONMENTAL SCIENCES • PLANNING • SURVEYING  
SINCE 1959

P.O. Drawer 870  
Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

September 9, 2019

Laurie LoCicero  
Currituck County Planning  
153 Courthouse Road, Suite 110  
Currituck, NC 27929

Re: **Notice of Community Meeting**  
Preliminary Plat Application for a Conservation Subdivision  
Moyock, Currituck County, NC

Dear Property Owner(s),

Please be advised that on behalf of New Bridge Creek, LLC, Quible & Associates, P.C. will conduct a community meeting on Friday, September 20<sup>th</sup> at 1:30 p.m. at the Moyock Public Library located at 126 Campus Drive, Moyock, NC 27958.

The purpose of this meeting is to inform the community of a proposed preliminary plat submittal for a conservation subdivision application for Lots 10, 9, 8, 1, 2, & the Residual Parcel of Ferebee Acres LLC Exempt Subdivision.

The subject parcels are identified by Parcel ID Numbers 0031000064N0000, 0031000064M0000, 0031000064L0000, 0031000064K0000, 0031000064C0000 and 0031000064D0000. The project is located approximately 1,200 feet NW of the intersection of Beechwood Shores Dr. and Caratoke Hwy in Moyock, Currituck County.

All persons having an interest in this matter are invited to attend the informational meeting. Further information regarding the application may be obtained by contacting Dylan L. Tillett, P.E. of Quible & Associates, P.C. by phone at 252-491-8147 or by email at dtillett@quible.com.

Sincerely,  
**Quible & Associates, P.C.**



Dylan L. Tillett, P.E.

Cc: New Bridge Creek, LLC  
File

Attachment: 5 Community Meeting Report pkg (PB 19-24 New Bridge Creek Estates)

Attachment 6  
Photo of Community Meeting Sign



## COMMUNITY MEETING

PRELIMINARY PLAT APPLICATION FOR A  
CONSERVATION SUBDIVISION

WHAT:

WHEN: SEPTEMBER 20, 2019 1:30 P.M.

WHERE: MOYOCK PUBLIC LIBRARY (MEETING ROOM)  
126 CAMPUS DRIVE  
MOYOCK, NC 27958

PARCEL PID: 0031000064N0000, 0031000064M0000,  
0031000064L0000, 0031000064K0000,  
0031000064C0000, & 0031000064D0000

CONTACT:

QUIBLE & ASSOCIATES, P.C.  
ATTN: DYLAN L. TILLET, P.E.  
252.491.8147



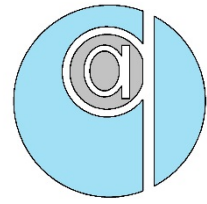


Attachment 7  
Photo of Community Meeting Room









# Stormwater Management Plan Narrative

## New Bridge Creek Estates

September 25, 2019

### General

This narrative will detail the Conservation and Development Plan for the New Bridge Creek Estates Subdivision located along Croatan Highway in Moyock, Currituck County.

The proposed subdivision parent parcels total approximately 104.09 acres and is formerly known as the residual and lots 1, 2, 8, 9, and 10 of Ferebee Acres Exempt Subdivision. The location is approximately 0.2 miles northward of the intersection of Beechwood Shores Road and Catatoke Highway in Moyock, Currituck County. The existing land is vacant and consists of farmland and wetland. There are agricultural drainage ditches throughout the parcels that collect and direct stormwater runoff from the existing farm fields to the wetlands onsite. Runoff from this site eventually makes its way to New Bridge Creek.

The owner is proposing a 37-lot conservation subdivision with associated improvements such as streets, sidewalks, stormwater management control measures, domestic water supply, and other associated utilities. A minor subdivision with two general business lots will be submitted concurrently and will remove approximately 3.97 acres from the residual tract. This minor subdivision boundary will follow the zoning line between GB and AG. Section 6.4.5 of the Currituck County UDO identifies the conservation areas and provides a list of Primary and Secondary Conservation Themes. The subject parcels of this subdivision consist of farmland and wetlands. The USACE 404 wetlands will be considered the primary conservation area. The portion of conservation areas that aren't in the wetland will be considered historic farmland and will be the secondary conservation areas. The USACE 404 wetland conservation area is approximately 51.93 acres and the historic farmland conservation area is approximately 12.53 acres. The remaining portion of the property is 39.63 acres and will be the development area of the subdivision. This development area will consist of the right of ways and the residential lots.

The runoff from impervious surfaces in this subdivision will be conveyed via overland flow and lot line swales to the roadside swales which ultimately will direct runoff to the onsite wet detention basins located within the property.

The following narrative sections will detail the parameter of the proposed Conservation Subdivision and its compliance with County requirements.

### Summary of Existing Conditions

As stated above, the subject parcel is vacant and consists of farmland and wetlands. There are interior ditches that run through the property and direct stormwater runoff from the existing farm fields into the adjacent wetlands. Eventually the runoff is directed from the wetland and into New Bridge Creek. The subject parcels currently have no existing impervious surfaces or improvements.

### Summary of Proposed Conditions

As previously mentioned, the project proposes a 37 lot conservation subdivision on 104.09 acres of land with associated improvements such as streets, sidewalks, stormwater management, wet detention basins, domestic water supply and other associated utilities.

The conservation themes for this project will be USACE 404 wetlands and historic farmland, being primary and secondary themes respectively. The 404 wetlands total to be 51.93 acres and the historic farmland totals to be 12.53 acres. The remaining portion of the parcels outside of the conservation area will be the development area, which is proposed to be 39.63 acres in size. The development area will include the proposed right of way and 37 residential lots.

Section 7.1.3 C. (3) of the Currituck County UDO states that "Lands set aside as open space shall be compact and contiguous unless the land is used as a continuation of an existing trail, or specific natural or topographic features require a different configuration". The open space proposed for this subdivision will be proposed to be completely contiguous.

Stormwater management improvements will be needed to control the runoff from the proposed impervious surfaces. Runoff from the proposed impervious surfaces will be collected and conveyed via lot line swales and property line swales to the proposed wet detention basins located throughout the project.

The internal ditches inside of the property that currently exist in the development area will be proposed to be filled and replaced with the lot line/roadside swale ditches mentioned above. All internal ditches that are outside of the proposed development area will likely remain in place and will not be disturbed. Existing runoff from the farm fields that remain in place will be collected by the existing ditches that will not be disturbed and conveyed downstream.

The drainage areas for this subdivision will closely follow the residential property lines on all sides and end near the rear of the development, close to the wetlands. Stormwater draining from impervious surfaces will be directed to the lot line and property line swales via overland sheet flow and then conveyed to the wet detention basins. The vegetated swale's bottom and side slopes will be grassed according to the general seeding specifications and the runoff will undergo filtration of fine particulates and pollutants by the vegetation within it. The filtration by vegetation is considered the primary method of treatment. A secondary method of treatment is also available when the stormwater runoff is discharged into the wet detention basins. The forebay and main pool of the detention basins will be designed in accordance with the State Stormwater and Currituck County Stormwater Manual requirements. Suspended solids will settle in the wet detention basins and the vegetation surrounding the perimeter will provide nutrient uptake as well.

The storage in the ponds will be sized large enough to satisfy the requirements of the Currituck County Stormwater Manual and the State Stormwater regulations. The wet detention basins will be sized using the County's alternative stormwater runoff analysis demonstrating that the rise in the downstream water surface elevation is less than 0.01 feet when compared to the proposed project and the existing conditions. The wet detention basins will also meet the State stormwater quality measures of storing the required volume set by the NCDEQ to capture the first 1.5 inch rainfall event. Disposal of the storage will be via a drawdown orifice in the pond to achieve a drawdown from the temporary pool to the permanent pool between 2 to 5 days.

## Soils

Quible & Associates performed an onsite soil boring to verify soil characteristics and determine elevations of mean high seasonal water table. Information collected onsite generally agrees with the United States Department of Agriculture, Soil Conservation Service Soil Survey of Currituck County, which maps the site as follows:

Ro – Roanoke Fine Sandy Loam – 0 to 2 percent slopes  
Wa – Wahee Fine Sandy Loam – 0 to 2 percent slopes

## Conclusions

The proposed conservation subdivision will provide a design that will comply with the NCDEQ and Currituck County's regulations.

# U.S. ARMY CORPS OF ENGINEERS WILMINGTON DISTRICT

Action Id. SAW-2018-00505 County: Currituck County U.S.G.S. Quad: Currituck

## NOTIFICATION OF JURISDICTIONAL DETERMINATION

**Property Owner/Applicant:** Ferebee Acres, LLC  
Mr. Don Williams  
**Address:** P.O. Box 310  
Moyock, NC 27959

Size (acres) 72.56  
Nearest Waterway New Bridge Creek  
USGS HUC 03010205

Nearest Town Moyock  
River Basin Albemarle-Chowan  
Coordinates Latitude: 36.4687  
Longitude: -76.10597

**Location description:** The 72.56-acre review area for this Jurisdictional Determination is located along and to the northeast of Hwy 168, approximately 800 feet north of Beechwood Shore Road, in the town Moyock, Currituck County, NC. The review area is part of a larger property that abuts New Bridge Creek and Roland Creek. The review area contains 18.18 acres of wetlands and 54.38 acres of uplands.

### Indicate Which of the Following Apply:

#### **A. Preliminary Determination**

- There are waters, including wetlands, on the above described project area, that may be subject to Section 404 of the Clean Water Act (CWA)(33 USC § 1344) and/or Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403). The waters, including wetlands, have been delineated, and the delineation has been verified by the Corps to be sufficiently accurate and reliable. Therefore this preliminary jurisdiction determination may be used in the permit evaluation process, including determining compensatory mitigation. For purposes of computation of impacts, compensatory mitigation requirements, and other resource protection measures, a permit decision made on the basis of a preliminary JD will treat all waters and wetlands that would be affected in any way by the permitted activity on the site as if they are jurisdictional waters of the U.S. This preliminary determination is not an appealable action under the Regulatory Program Administrative Appeal Process (Reference 33 CFR Part 331). However, you may request an approved JD, which is an appealable action, by contacting the Corps district for further instruction.
- There are wetlands on the above described property, that may be subject to Section 404 of the Clean Water Act (CWA)(33 USC § 1344) and/or Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403). However, since the waters, including wetlands, have not been properly delineated, this preliminary jurisdiction determination may not be used in the permit evaluation process. Without a verified wetland delineation, this preliminary determination is merely an effective presumption of CWA/RHA jurisdiction over all of the waters, including wetlands, at the project area, which is not sufficiently accurate and reliable to support an enforceable permit decision. We recommend that you have the waters of the U.S. on your property delineated. As the Corps may not be able to accomplish this wetland delineation in a timely manner, you may wish to obtain a consultant to conduct a delineation that can be verified by the Corps.

#### **B. Approved Determination**

- There are Navigable Waters of the United States within the above described property subject to the permit requirements of Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403) and Section 404 of the Clean Water Act (CWA)(33 USC § 1344). Unless there is a change in law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
- ☒ **There are wetlands on the above described project area subject to the permit requirements of Section 404 of the Clean Water Act (CWA) (33 USC § 1344). Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.**

- We recommend you have the waters of the U.S. on your property delineated. As the Corps may not be able to accomplish this wetland delineation in a timely manner, you may wish to obtain a consultant to conduct a delineation that can be verified by the Corps.



**SAW-2018-00505**

☐ The waters of the U.S., including wetlands, on your project area have been delineated and the delineation has been verified by the Corps. We strongly suggest you have this delineation surveyed. Upon completion, this survey should be reviewed and verified by the Corps. Once verified, this survey will provide an accurate depiction of all areas subject to CWA jurisdiction on your property which, provided there is no change in the law or our published regulations, may be relied upon for a period not to exceed five years.

☒ The wetlands have been delineated and surveyed and are accurately depicted on the plat signed by the Corps Regulatory Official identified below on **September 7, 2018**. Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.

☐ There are no waters of the U.S., to include wetlands, present on the above described project area which are subject to the permit requirements of Section 404 of the Clean Water Act (33 USC 1344). Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.

☒ The property is located in one of the 20 Coastal Counties subject to regulation under the Coastal Area Management Act (CAMA). You should contact the Division of Coastal Management in Elizabeth City, NC, at (252) 264-3901 to determine their requirements.

Placement of dredged or fill material within waters of the US, including wetlands, without a Department of the Army permit may constitute a violation of Section 301 of the Clean Water Act (33 USC § 1311). Placement of dredged or fill material, construction or placement of structures, or work within navigable waters of the United States without a Department of the Army permit may constitute a violation of Sections 9 and/or 10 of the Rivers and Harbors Act (33 USC § 401 and/or 403). If you have any questions regarding this determination and/or the Corps regulatory program, please contact **Billy Standridge at (910) 251-4595 or [Billy.W.Standridge@usace.army.mil](mailto:Billy.W.Standridge@usace.army.mil)**.

**C. Basis For Determination:** The wetlands within the project area were delineated using the Corps of Engineers 1987 Wetland Delineation Manual and the Atlantic and Gulf Coastal Plain Regional Supplement Version 2.0. The wetlands within the project area abut a relatively permanent water that flows to Tull Bay, a Section 10 Navigable Water.

**D. Remarks:** The wetland boundary is accurately depicted on the attached plat dated July 23, 2018 entitled "Wetland Survey for Ferebee Acres, LLC." This determination is limited to the 72.56-acre review area identified on the plat.

### **E. Attention USDA Program Participants**

This delineation/determination has been conducted to identify the limits of Corps' Clean Water Act jurisdiction for the particular site identified in this request. The delineation/determination may not be valid for the wetland conservation provisions of the Food Security Act of 1985. If you or your tenant are USDA Program participants, or anticipate participation in USDA programs, you should request a certified wetland determination from the local office of the Natural Resources Conservation Service, prior to starting work.

### **F. Appeals Information for Approved Jurisdiction Determinations (as indicated in Section B. above)**

If you object to this determination, you may request an administrative appeal under Corps regulations at 33 CFR Part 331. Enclosed you will find a Notification of Appeal Process (NAP) fact sheet and Request for Appeal (RFA) form. If you request to appeal this determination you must submit a completed RFA form to the following address:

US Army Corps of Engineers  
South Atlantic Division  
Attn: Jason Steele, Review Officer  
60 Forsyth Street SW, Room 10M15  
Atlanta, Georgia 30303-8801

In order for an RFA to be accepted by the Corps, the Corps must determine that it is complete, that it meets the criteria for appeal under 33 CFR part 331.5, and that it has been received by the Division Office within 60 days of the date of the NAP. Should you decide to submit an RFA form, it must be received at the above address by **November 7, 2018**.

**It is not necessary to submit an RFA form to the Division Office if you do not object to the determination in this correspondence.**

Corps Regulatory Official: **STANDRIDGE.BILLY.WAYNE.1240687956**  
**WAYNE.1240687956**

Digitally signed by  
STANDRIDGE.BILLY.WAYNE.1240687956  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=USA, cn=STANDRIDGE.BILLY.WAYNE.1240687956  
Date: 2018.09.07 11:14:17 -0400

Date: **September 7, 2018**

Expiration Date: **September 7, 2023**

Attachment: 7 New Bridge Creek Estates Wetland (PB 19-24 New Bridge Creek Estates)

SAW-2018-00505

The Wilmington District is committed to providing the highest level of support to the public. To help us ensure we continue to do so, please complete our Customer Satisfaction Survey, located online at [http://corpsmapu.usace.army.mil/cm\\_apex/f?p=136:4:0](http://corpsmapu.usace.army.mil/cm_apex/f?p=136:4:0).

Copy Furnished:

Atlantic Environmental Consultants, LLC

Mr. Doug Dorman

Post Office Box 3266

Kitty Hawk, NC, 27949

Attachment: 7 New Bridge Creek Estates Wetland (PB 19-24 New Bridge Creek Estates)

SAW-2018-00505

## NOTIFICATION OF ADMINISTRATIVE APPEAL OPTIONS AND PROCESS AND REQUEST FOR APPEAL

Applicant: <b>Don Williams, Ferebee Acres, LLC</b>	File Number: <b>SAW-2018-00505</b>	Date: <b>September 7, 2018</b>
--	------------------------------------	--------------------------------

Attached is:	See Section below
<input type="checkbox"/> INITIAL PROFFERED PERMIT (Standard Permit or Letter of permission)	A
<input type="checkbox"/> PROFFERED PERMIT (Standard Permit or Letter of permission)	B
<input type="checkbox"/> PERMIT DENIAL	C
<input checked="" type="checkbox"/> APPROVED JURISDICTIONAL DETERMINATION	D
<input type="checkbox"/> PRELIMINARY JURISDICTIONAL DETERMINATION	E

**SECTION I - The following identifies your rights and options regarding an administrative appeal of the above decision.**  
 Additional information may be found at <http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits.aspx> or  
 Corps regulations at 33 CFR Part 331.

**A: INITIAL PROFFERED PERMIT:** You may accept or object to the permit.

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **OBJECT:** If you object to the permit (Standard or LOP) because of certain terms and conditions therein, you may request that the permit be modified accordingly. You must complete Section II of this form and return the form to the district engineer. Your objections must be received by the district engineer within 60 days of the date of this notice, or you will forfeit your right to appeal the permit in the future. Upon receipt of your letter, the district engineer will evaluate your objections and may: (a) modify the permit to address all of your concerns, (b) modify the permit to address some of your objections, or (c) not modify the permit having determined that the permit should be issued as previously written. After evaluating your objections, the district engineer will send you a proffered permit for your reconsideration, as indicated in Section B below.

**B: PROFFERED PERMIT:** You may accept or appeal the permit

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **APPEAL:** If you choose to decline the proffered permit (Standard or LOP) because of certain terms and conditions therein, you may appeal the declined permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

**C: PERMIT DENIAL:** You may appeal the denial of a permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

**D: APPROVED JURISDICTIONAL DETERMINATION:** You may accept or appeal the approved JD or provide new information.

- **ACCEPT:** You do not need to notify the Corps to accept an approved JD. Failure to notify the Corps within 60 days of the date of this notice means that you accept the approved JD in its entirety, and waive all rights to appeal the approved JD.
- **APPEAL:** If you disagree with the approved JD, you may appeal the approved JD under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

Attachment: 7 New Bridge Creek Estates Wetland (PB 19-24 New Bridge Creek Estates)

SAW-2018-00505

**E: PRELIMINARY JURISDICTIONAL DETERMINATION:** You do not need to respond to the Corps regarding the preliminary JD. The Preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps district for further instruction. Also you may provide new information for further consideration by the Corps to reevaluate the JD.

## SECTION II - REQUEST FOR APPEAL or OBJECTIONS TO AN INITIAL PROFFERED PERMIT

**REASONS FOR APPEAL OR OBJECTIONS:** (Describe your reasons for appealing the decision or your objections to an initial proffered permit in clear concise statements. You may attach additional information to this form to clarify where your reasons or objections are addressed in the administrative record.)

**ADDITIONAL INFORMATION:** The appeal is limited to a review of the administrative record, the Corps memorandum for the record of the appeal conference or meeting, and any supplemental information that the review officer has determined is needed to clarify the administrative record. Neither the appellant nor the Corps may add new information or analyses to the record. However, you may provide additional information to clarify the location of information that is already in the administrative record.

### POINT OF CONTACT FOR QUESTIONS OR INFORMATION:

If you have questions regarding this decision and/or the appeal process you may contact:

**District Engineer, Wilmington Regulatory Division,  
Attn: Billy Standridge**

If you only have questions regarding the appeal process you may also contact:

**Mr. Jason Steele, Administrative Appeal Review Officer  
CESAD-PDO  
U.S. Army Corps of Engineers, South Atlantic Division  
60 Forsyth Street, Room 10M15  
Atlanta, Georgia 30303-8801  
Phone: (404) 562-5137**

**RIGHT OF ENTRY:** Your signature below grants the right of entry to Corps of Engineers personnel, and any government consultants, to conduct investigations of the project site during the course of the appeal process. You will be provided a 15 day notice of any site investigation, and will have the opportunity to participate in all site investigations.

Signature of appellant or agent.	Date:	Telephone number:
----------------------------------	-------	-------------------

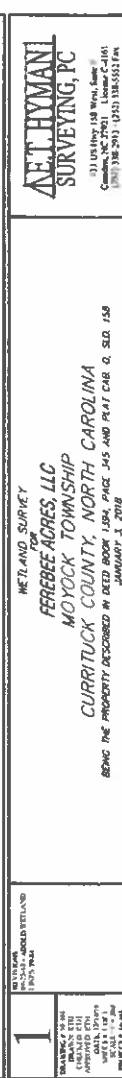
**For appeals on Initial Proffered Permits send this form to:**

**District Engineer, Wilmington Regulatory Division, Attn: Billy Standridge, 69 Darlington Avenue, Wilmington, North Carolina 28403**

**For Permit denials, Proffered Permits and approved Jurisdictional Determinations send this form to:**

**Division Engineer, Commander, U.S. Army Engineer Division, South Atlantic, Attn: Mr. Jason Steele, Administrative Appeal Officer, CESAD-PDO, 60 Forsyth Street, Room 10M15, Atlanta, Georgia 30303-8801  
Phone: (404) 562-5137**

Attachment: 7 New Bridge Creek Estates Wetland (PB 19-24 New Bridge Creek Estates)







## Currituck County Water System Reservation Form

### County Contact Information

Superintendents or Utilities Director  
Yama E. Jones

Phone: 252-232-6061 Ext. 6061

Fax: 252-453-3721

Website: <https://co.currituck.nc.us/departments/water/>

### Request

This request is reserve:

☒ Residential

☐ Non-residential

### Owner Information

Name(s): New Bridge Creek, LLC

Mailing Address: PO Box 505, Moyock, NC 27958

E-Mail Address: jerry@currituckhomes.com

Phone Number: 252-232-3925

### Applicant Information (if different from Owner)

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Parcel Information

0031000064N0000, 0031000064M0000, 0031000064L0000, 0031000064K0000,  
PIN(s): 0031000064C0000, and 0031000064D0000

Street Address: Caratoke Hwy, Moyock, NC 27958


## Project Information

Number of Units: 37 Lots Projected Daily Project Demand (gpd): 29,600 gpd

Anticipated Water Access Date: Spring/Summer 2020

## Applicant's Signature

I declare, that to the best of my knowledge, the information provided herein is true, correct, and complete.

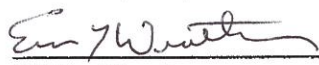
  
\_\_\_\_\_  
Property Owner/Applicant Signature

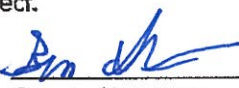
8.14.19  
\_\_\_\_\_  
Date

## For Office Use Only

☒ Water capacity is available for this project.

☐ Water capacity is not available for this project.

  
\_\_\_\_\_  
Utilities Director      Date 8-16-19

  
\_\_\_\_\_  
County Manager      Date 8-16-19

This commitment is good through: 8-16-20  
\_\_\_\_\_  
Date



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2869)

**Agenda Item Title:** Consideration of Resolution Authorizing Exchange of County Property for Property Owned by Jeffery G. Brodil

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:** Ike McRee

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Reason for Request:**

Adjacent property owner requested an exchange of property which would allow for better access to the property which is located behind the county-owned property which fronts Grandy Road.

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:** Approval

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF  
COMMISSIONERS AUTHORIZING EXCHANGE OF PROPERTY  
WITH JEFFREY G. BRODIL**

WHEREAS, Currituck County owns land approximately one acre in size located along the west side of Grandy Road, approximately 108 feet southeast of the intersection of Grandy Road and Uncle Graham Road with Parcel Identification Number 0095000039B0000; and

WHEREAS, Jeffrey G. Brodil is the owner of land located adjacent to and north of the county's property along the west side of Grandy Road with Parcel Identification Number 00950000039000; and

WHEREAS, Currituck County and Jeffrey G. Brodil desire to make an exchange of real property by which Currituck County will convey 0.219 acres of its property described in this resolution for 0.426 acres of Jeffrey G. Brodil's property described in this resolution; and

WHEREAS, Section 160A-271 of the General Statutes of North Carolina authorizes Currituck County to make the exchange or property if authorized by its Board of Commissioners by a resolution adopted at a regular meeting of the board upon at least ten days' public notice; and

WHEREAS, Currituck County has given the required public notice and the Board of Commissioners is considering this resolution while convened in a regular meeting.

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

Section 1. The exchange of Currituck County property for that property of Jeffrey G. Brodil as shown on that plat entitled in part "Recombination Plat for Jeffrey G. Brodil and Currituck County, Properties Described In Deed Book 1450, Page 395 and Deed Book 208, Page 798, Poplar Branch Township, Currituck County, North Carolina" dated April 22, 2020 and prepared by Timmons Group described in this resolution is authorized.

Section 2. The appropriate Currituck County officials are directed to execute the appropriate instruments necessary to carry out the exchange.

ADOPTED the 17<sup>th</sup> day of August, 2020.

---

Bob White, Chairman  
Board of Commissioners

ATTEST:

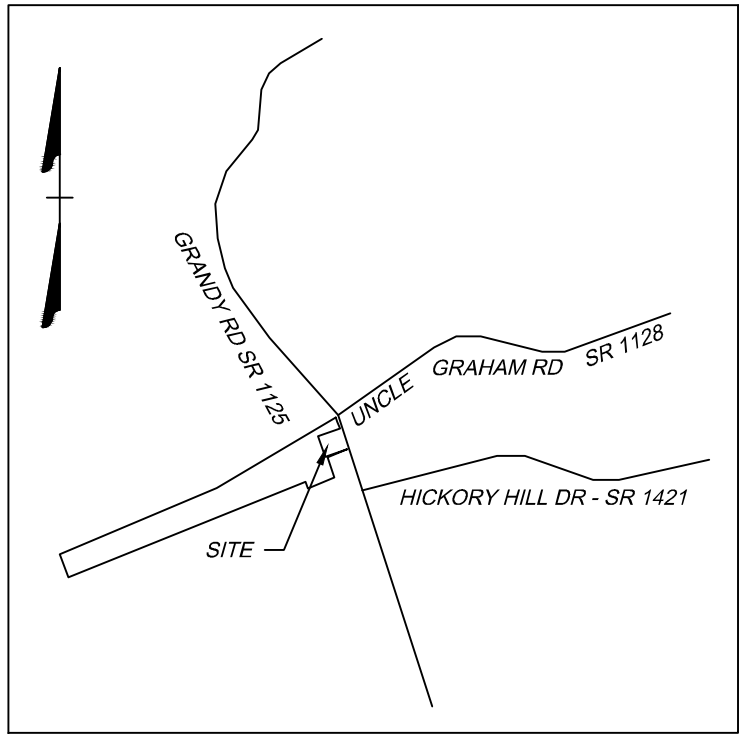
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Leeann Walton,  
Clerk to the Board of Commissioners

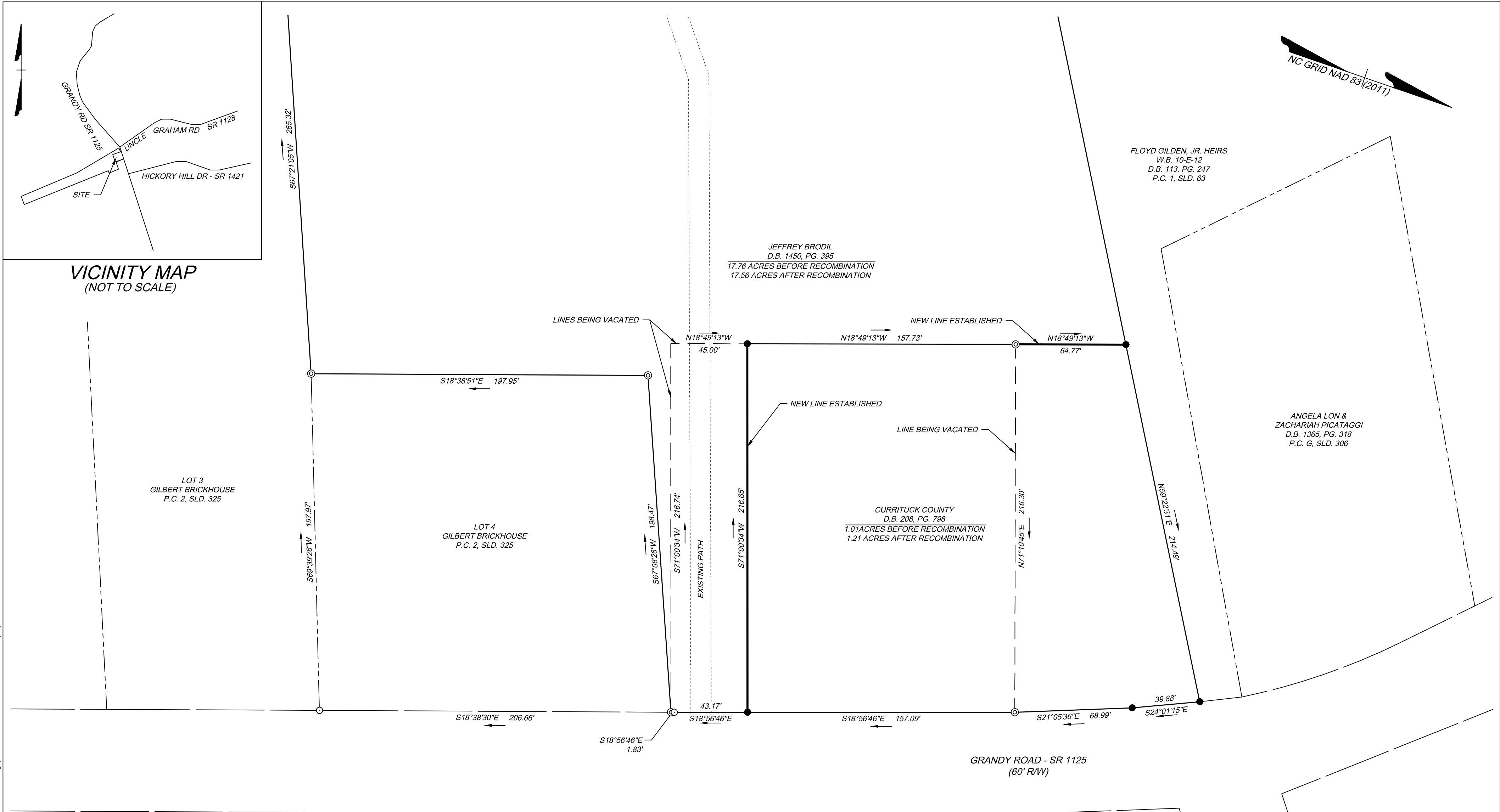
(COUNTY SEAL)



S:\10945277 - Grandy Road - 16 Acre Boundary - Brodil - Grandy, NC\DWG45277V\_Recomb.dwg | Plotted on 4/22/2020 3:35 PM | by Jason Mizelle



VICINITY MAP  
(NOT TO SCALE)



I, JASON A. MIZELLE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION: DEED DESCRIPTION RECORDED IN DEED BOOK 1450, PAGE 395 AND DEED BOOK \_\_\_\_\_, PAGE \_\_\_\_; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN THE REFERENCES SHOWN HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

(F)(11)D. THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 27TH DAY OF APRIL, 2020.

**PRELIMINARY ONLY**

JASON A. MIZELLE, PLS L-4917



NOTES:

1. OWNERS:

PIN NO. 0095000039B0000: CURRITUCK COUNTY (D.B. 208, PG. 798)

PIN NO. 009500000390000: JEFFREY BRODIL (D.B. 1450, PG. 395)

2. ZONED: AG (AGRICULTURE)

3. ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES.

4. THIS SITE IS LOCATED IN FLOOD ZONE X AS SHOWN ON F.I.R.M. MAP 3720990000L, DATED DECEMBER 21, 2018.

5. THERE ARE NO N.G.S. MONUMENTS WITHIN 2,000' OF THE SITE.

LEGEND

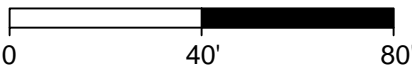
- IRON REBAR FOUND
- ⊙ IRON PIPE FOUND
- IRON REBAR SET
- ⦿ CALCULATED POINT
- PROPERTY BOUNDARY
- - - ADJACENT PROPERTY LINES
- RIGHT OF WAY LINES
- NEW LOT LINES
- - - LOT LINES TO BE VACATED

NORTH CAROLINA, CURRITUCK COUNTY

I, \_\_\_\_\_ REVIEW OFFICER OF CURRITUCK COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER \_\_\_\_\_

SCALE 1"=40'



NO APPROVAL REQUIRED.

PLANNING DIRECTOR \_\_\_\_\_

RECOMBINATION PLAT FOR  
JEFFREY G. BRODIL AND  
CURRITUCK COUNTY

PROPERTIES DESCRIBED IN DEED BOOK 1450, PAGE 395 AND DEED BOOK 208, PAGE 798  
POPLAR BRANCH TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

**TIMMONS GROUP**  
1805 West City Drive, Unit E, Elizabeth City, NC 27909  
TEL 252.621.5030 www.timmons.com  
North Carolina License Number C-1652

FILE NO:	SCALE:	DATE OF SURVEY:	DRAFTED:	DATE:	CHECKED:
45277	1" = 40'	March 27, 2020	JAM	April 22, 2020	JAM



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2868)

**Agenda Item Title:** Consideration and Possible Action to Adopt the Strategic Plan for Currituck County

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:** Ben Stikeleather

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Reason for Request:**

During an earlier planning session, goals and priorities for the County and sub-areas within specific regions of the county were established by the Board of Commissioners. Following a work session review of the plan on July 16, 2020, Commissioners directed staff to include the Plan on this meeting agenda to consider official adoption of the strategic plan and to allow staff to proceed with implementation.

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:** Approval

7.16.2020  
Work Session  
Strategic Plan  
Review



# Strategic Plan

Currituck County Government

2020

## What is a Strategic Plan?

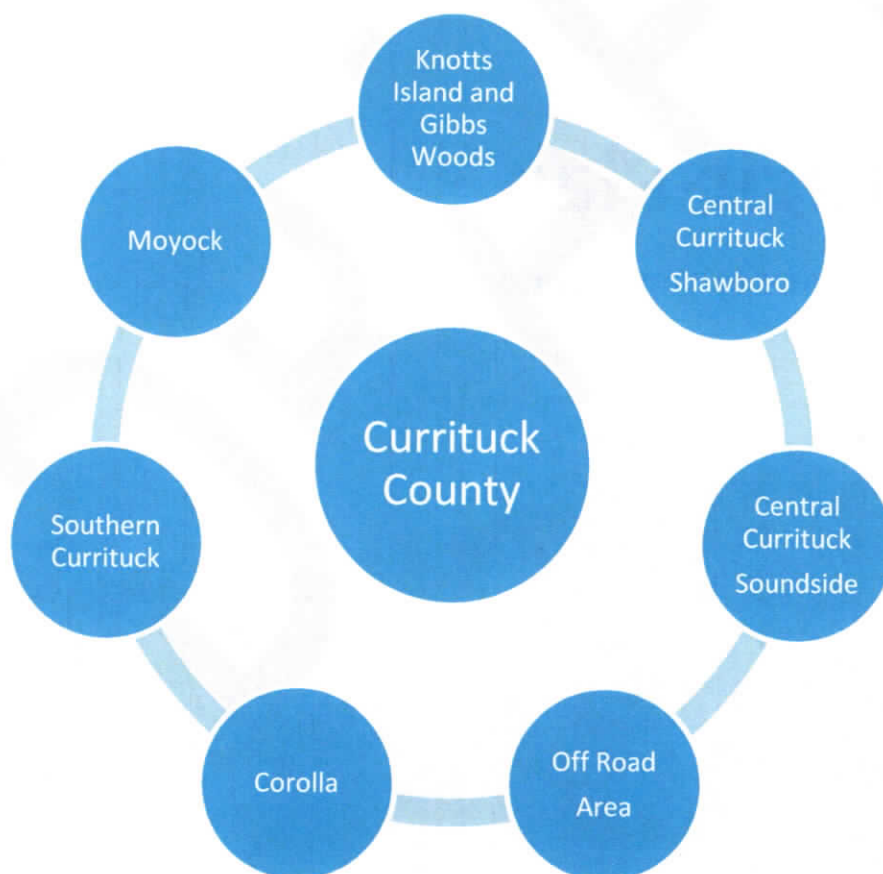
Strategic Planning is defined as a systematic process of envisioning a desired future and translating this vision into a plan that contains broadly defined goals or objectives and a sequence of steps to achieve these goals. Owing to the political nature of local governments, a Strategic Plan should be created with a two to three year timeframe in mind and should be refreshed at the seating of a new Board of Commissioners.

The intention of this original Strategic Plan is to lay the foundation for plans to come. The goals and objectives were determined by the Board of Commissioners during a two-day planning session held on Oct. 15-16, 2019. It will be updated in January of 2021.

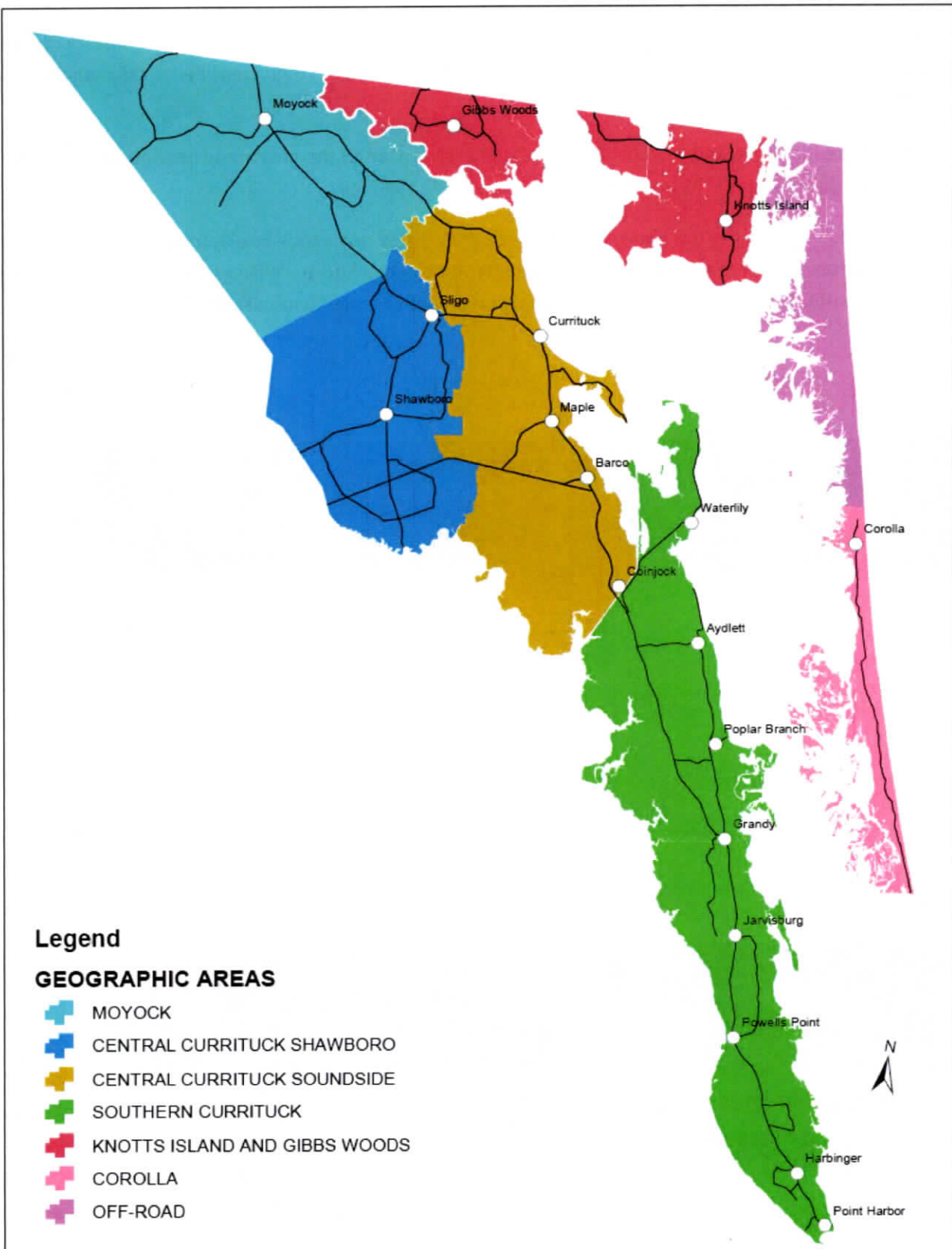
## Formulating Goals by Geography

Currituck County has a distinct geography that sets it apart from any other county in North Carolina. We recognize at least seven distinct areas within Currituck County, each with their own identity, needs, and wants. (*map, pg. 3*)

The Strategic Plan also addresses overall goals for Currituck County. Therefore, the Plan includes visions and goals for each of the geographic areas as well as the County as a whole.









## Following a Process

The process used for developing the list of visions and goals began with identifying the significant history of Currituck County and the assets of our County. Strengths, weaknesses, and trends were then identified for the whole County and each of the seven geographic areas.

Current realities were identified and a list of visions was generated. Due to the timeframe of strategic plans, the visions were ranked based on priority and the top two were made the focus.

Goals were then created using the top two visions for each area. These goals took into account the gap from where Currituck County is now to where we want Currituck County to be in the future. These goals do not guarantee that the vision will be completed, but they will put the County on a path to reach these visions.



## GOALS

### Currituck County

#### Pursue a Unified County Government

- Develop the public message.
- Share the public message.

#### Maintain a Community Feel While Managing Business and Residential Growth

- Amend the Unified Development Ordinance.
- Develop master utility plans.
- Phase in additional staff.

## Knotts Island and Gibbs Woods

### Increase County Involvement and Access

- Identify a potential recreation site in Gibbs Woods.
- Hold annual BOC meeting in Knotts Island.
- Increase county presence.

### Maintain Current Culture and Identity

- Encourage Ag-tourism and Eco-tourism.

## Moyock

### Promote Business and Commercial Development

- Develop a small area plan on commercial development.
- Study and amend Unified Development Ordinance.

### Manage and Control Residential Growth

- Hold Town Hall meetings.
- Conduct a Citizen's Academy on the mainland.

## Central Currituck – Shawboro

### Promote Agricultural and Rural Preservation

- Research feasibility of incubator farms and nursery operations.

## Central Currituck – Soundside

### Promote a Diversified Workforce and Opportunities for Young Professionals

- Evaluate programs in schools and COA to connect with businesses.
- Hold public events at Currituck Regional Airport.
- Evaluate covenants of Maple Commerce Park.

### Promote Hotel, Motel, and Restaurant Development

- Create a hotel recruitment plan.

## Southern Currituck

### Promote Business and Commercial Development

- Address shortfalls in the Unified Development Ordinance.
- Clean up highway corridor - identify and remove code violations.
- Expand waste water infrastructure in Lower Currituck.
- Develop a policy to incentivize and promote business growth.

### Create a Recreational Zone for Hotels, Motels, and Vacation Amenities

- Structure staff to allow time for planning of Lower Currituck.

## Corolla

### Plan for Year Round Residents and Businesses

- Conduct a Citizen's Academy in Corolla.
- Hold annual BOC meeting in Corolla.

### Refine Plan for Mid-Currituck Bridge Terminus

- Examine existing plan for bridge terminus and surrounding area.



## Off-Road Area

### Control Rate of Development to Preserve Character

- Pursue local legislation to prohibit paving roads.

### Improve Roads

- Create a service district for roads and levy taxes to support the district.

## Conclusion

The goals and visions listed in this Strategic Plan provide targeted outcomes and serve as a guide for county staff to work towards during the next two to three years. Each of these items is considered important to the future of Currituck County and, likewise, each geographical area is considered equally significant by the Board of Commissioners. These separate areas will receive the same effort and attention so that Currituck County as a whole will prosper.

As the county faces continued pressures from growth in the coming years, the Strategic Plan will help staff be better prepared to meet the needs of the citizens and provide appropriate services. It is the county's intent to review these goals and objectives every two years to ensure that Currituck County remains on a successful path into the future.



**Currituck County Government  
Strategic Visioning Retreat Wrap Up  
October 15-16, 2019  
Currituck Extension Center  
M. Rodney Sawyer Conference Room  
Prepared by: Cameron Lowe**

Facilitators: Cameron Lowe, CED Currituck; Rebecca Liverman, CED Washington  
Convener: Ben Stikeleather, Currituck County Manager

**Attendance:**

Ben Stikeleather, Kevin McCord, Owen Etheridge, Mike Payment, Ike McCree, Laurie LoCicero, Leeann Walton, Paul Beaumont, Randall Edwards, Selina Jarvis, Bob White, Kitty Etheridge

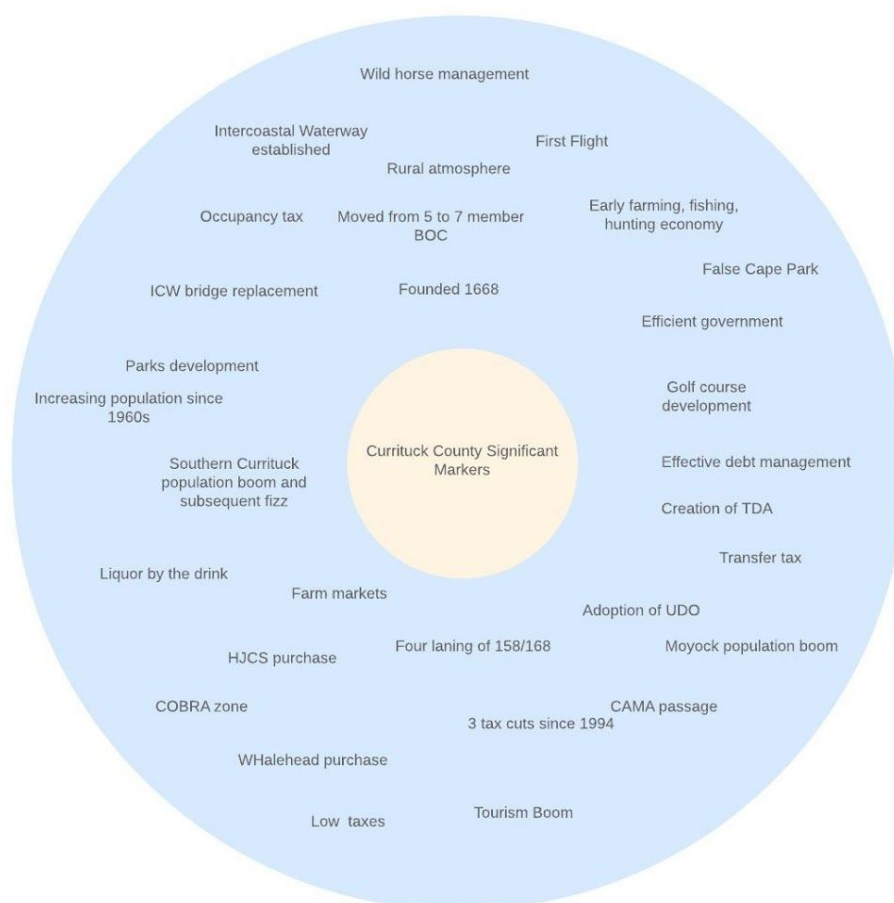
**Intended Outcomes:**

Purpose for the day was discussed with the following central questions identified:

1. What do we want Currituck to be - long term?
2. What steps are we going to take in the next 2-3 years to ensure we get there?

**Assessment and Analysis of Historical and Current Situation:**

Participants brainstormed **key historical markers** and key characteristics that have defined Currituck's direction. These are depicted in the visual below in no significant order.

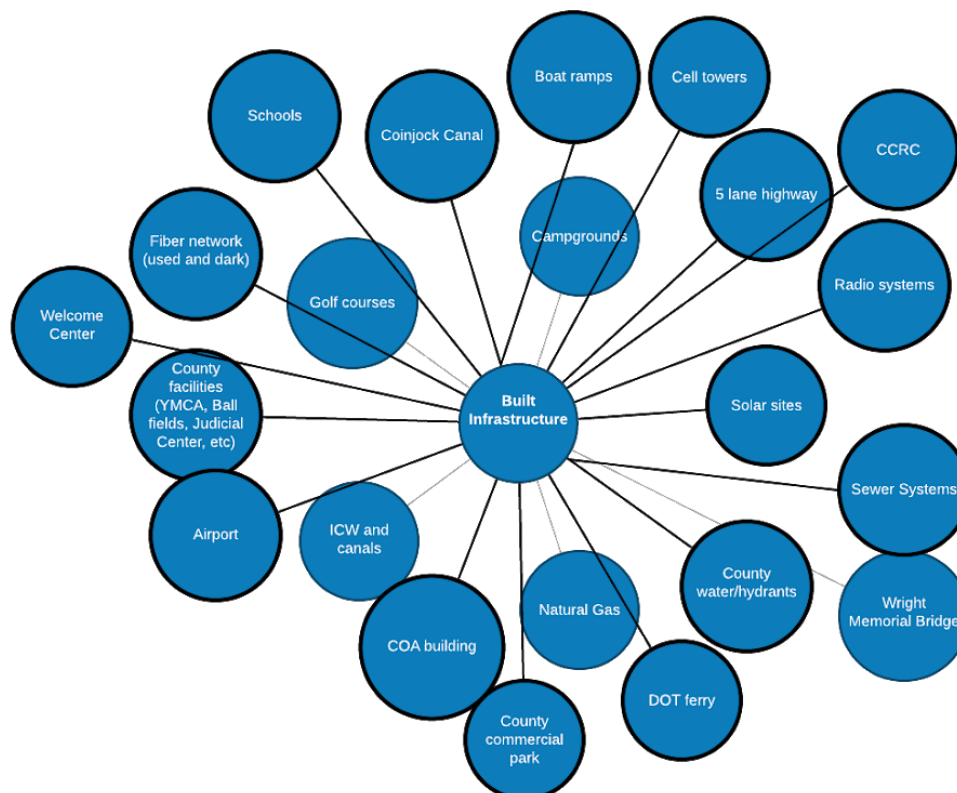


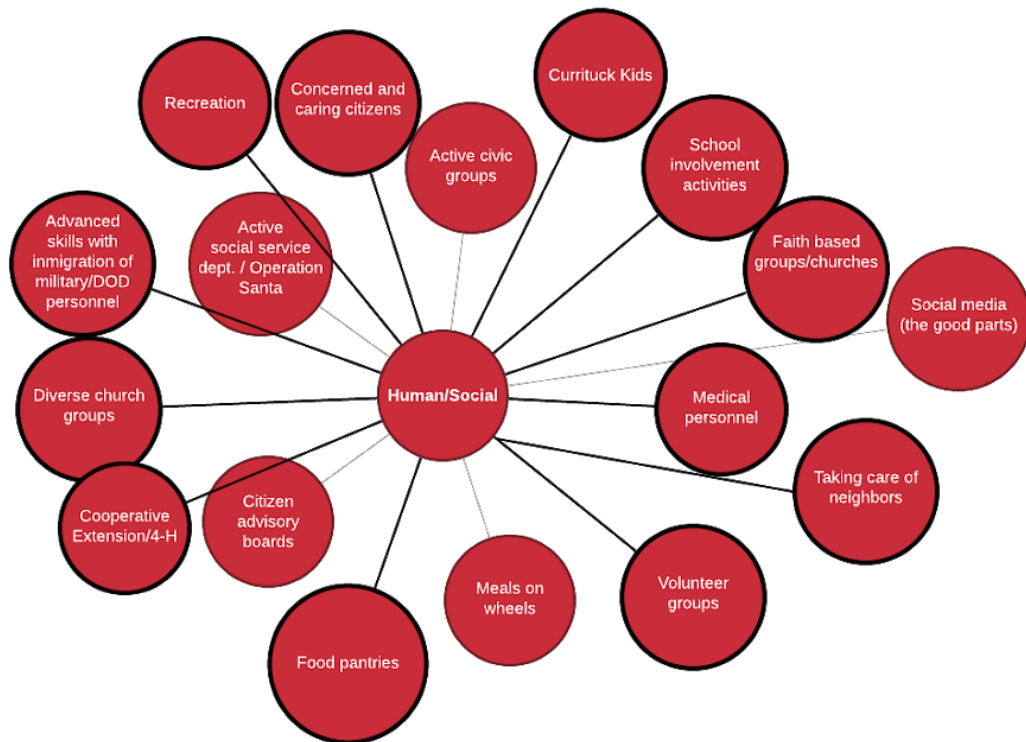
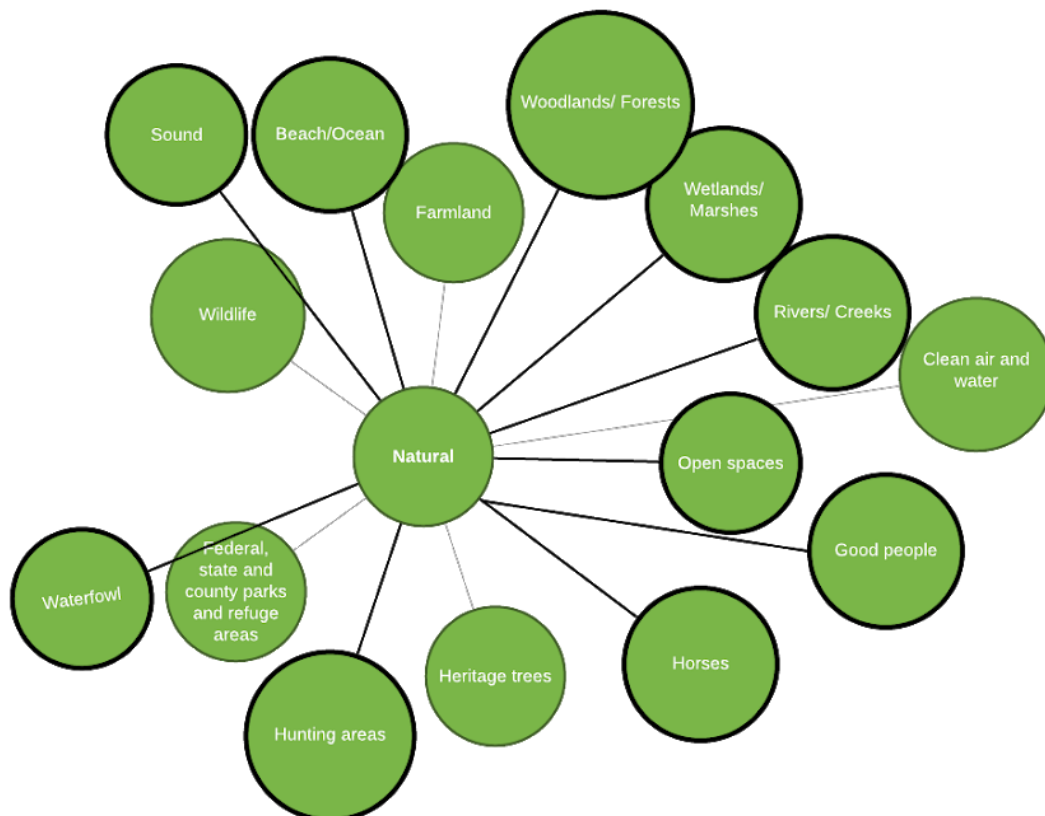
Participants then brainstormed **current community assets** possessed by Currituck in the contexts of political assets, built infrastructure assets, human/social assets, natural assets, financial assets, and cultural assets.

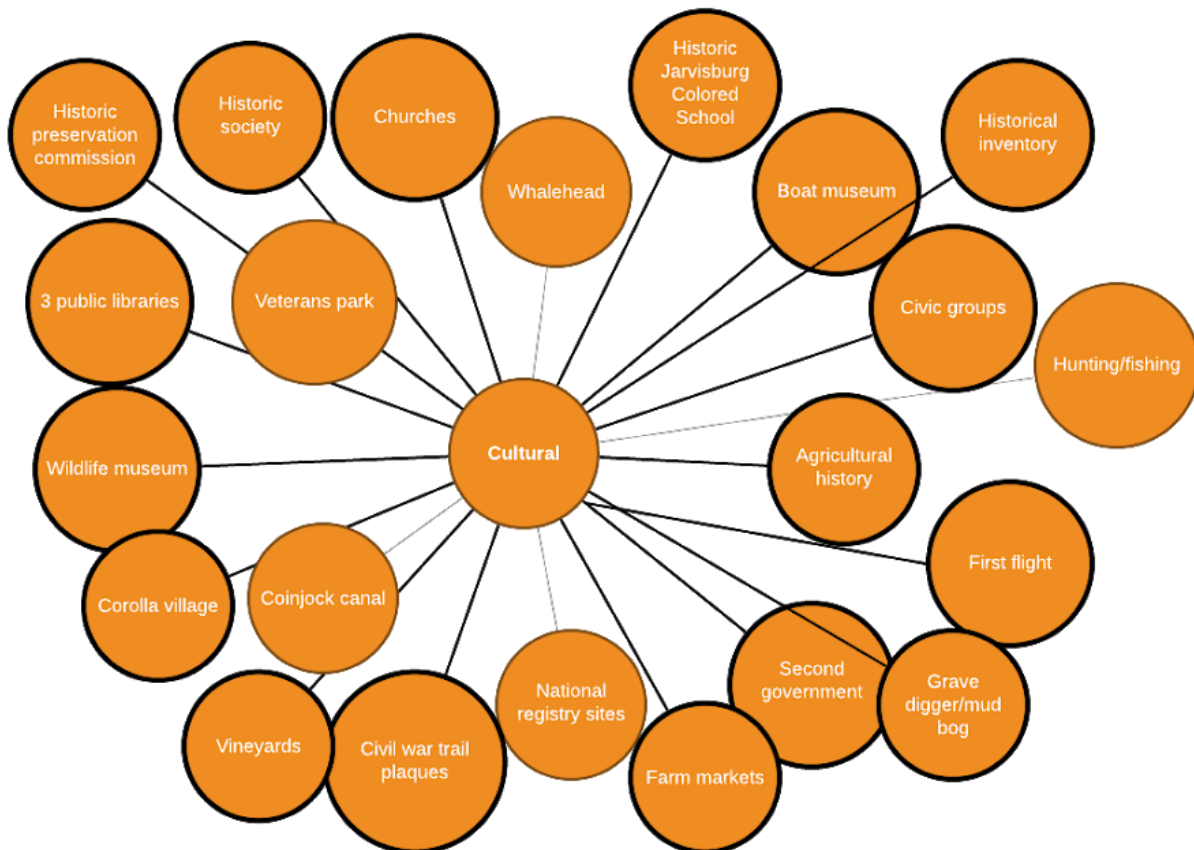
### Political:



### Built Infrastructure:



**Human/Social:****Natural:**

**Financial:****Cultural:**

Participants analyzed ***strengths, weaknesses and trends*** impacting Currituck as a whole and the various geographical divisions.

***CURRITUCK (Whole County)***

<b>Trends</b>	<b>Strengths</b>	<b>Weaknesses</b>
Increased expectation for services from new county residents (instant)	Early adopters	No rental housing market
Large Developments	Variety of recreational opportunities	Infrastructure (wastewater, broadband)
Increased tourism in the shoulder season	Single government entity	Geography (diversity) - services provision
Moyock impacting local elections	Good financial situation	Lack of unified government (officially)
Increased vehicular traffic	Educated, experienced and dedicated county staff and manager	Unique challenges of each geographic subset
Suburb of Virginia (bedroom community)	Commitment to building on our assets	Increased cost of doing business
Increasing impact of social media	Proximity to Hampton Roads	Pace of growth challenges for services
Relatively cheap land	Tax source (OBX)	Attracting young professionals
Conversion of vacation homes to retirement residences	Beach tourism boom	Lack of diverse housing options
Environmental changes (wetland migration, erosion, storm frequency)	First responders	Traffic
Continued pressure on services (schools, public safety, county government)	Board of commissioners	Lack of Currituck specific industry
Housing structure is changing	Good road/transport systems	Adequate facilities (crowding)
More commercial growth	Community atmosphere	Quality of education has stagnated at a lower level than historically
Pace of growth	Public perception	Lack of accurate measures for school success (benchmarks)
Outpacing growth projections	Improving communication with citizenry	Still good old boy perception
School board/commissioner relations	School board/commissioner relations	Parenting issues



		Communication with citizenry
		Background of new residents and their service expectations
		Too much commissioner involvement
		Balance of residential and commercial growth
		School board/commissioner relations

**OFF-ROAD AREA**

<b>Trends</b>	<b>Strengths</b>	<b>Weaknesses</b>
Growth	Unity of community	Access/roads
Properties transitioning from rental to full time residences	Beauty	Lack of services (difficult due to access issues)
Increased need for roads	Tourism/horses	Zoning
Increased need of stormwater management	Isolation	Support services
Greater demand for services	Uniqueness of area	Communication
Mainland residents, building/buying second homes here	Access to recreation	Minority year round residents deciding for property owners
	Tourists love horse tours	Tide limiting access
	Land swap	Isolation
	Service districts	Highly harsh environment
		Tourism
		Caps/commercial vehicles

**CENTRAL CURRITUCK - SHAWBORO**

<b>Trends</b>	<b>Strengths</b>	<b>Weaknesses</b>
Struggling agricultural operations	Best overall soils in the county for agricultural production	Lack of infrastructure
Increased traffic	Road infrastructure (connections)	Farmland reduction from utilities
Alternative energy production	Community	Increased traffic
More development	Closeness to Elizabeth City	

**CENTRAL CURRITUCK - SOUNDSIDE**

<b>Trends</b>	<b>Strengths</b>	<b>Weaknesses</b>
Corridor business development	Best water and sewer	Distance from the south, north and Elizabeth City
Growth of second governmental center	Airport	Lack of services (retail)
Educational and training resources	Facilities (a lot to do)	Lack of places to stay (hotel)
Increased traffic	With bridge, primed to grow	"No man's land" (pass through)
	County owned industrial area	Lack of commercial property

**MOYOCK**

<b>Trends</b>	<b>Strengths</b>	<b>Weaknesses</b>
High population growth	Good median income levels	Transient population (the perception of)
Flooding issues	Older population growth	Lack of space in schools (overcrowding)
Outpacing growth projections	Access to water and recreational facilities	Impatient demands for services without an increase in taxes
Service needs - sewer, schools, water, etc	Waste water facilities	Lack of knowledge about NC government (or desire to change/learn)
Commercial development/diversification	Water availability	Growing pressure to expand service areas (waste water, storm water, water)
Traffic management needs	Concentrated service area	Limited transportation system
Many new families with school-aged children	Service districts providing an advanced level of services	Lack of indoor recreational facilities (Parks and rec basketball)

	More commercial options	Soil
	Wendy's/ Taco Bell	Roads
	Professional residents	

**SOUTHERN CURRITUCK**

<b>Trends</b>	<b>Strengths</b>	<b>Weaknesses</b>
Stagnant	Recreation options (H2OBX, parks)	Retail leakage to beach
Failed businesses	School capacity	Crime severity
Growing tourism (H2OBX, Sanctuary Vineyards, CCRC)	History	Minimal commercial
Commercial growth	Same people/families (Currituck's Wanchese)	Infrastructure
Housing development	Large lots	Zoning
Traffic problems on weekends	Soils better for drainage	Affordable housing
Lack of infrastructure access	Close to beaches	Dare county bedroom community/service area
Bridge will radically impact	More recreational opportunities	Population density low
Service/support area for Dare county	Marina	Corridor appearance
	Willing to grow	
	Rural character	

**COROLLA**

<b>Trends</b>	<b>Strengths</b>	<b>Weaknesses</b>
Retirees moving into former vacation rentals	Increased shoulder season	Transportation/traffic issues
More year round population	Higher median incomes	Minority controls the majority
"Territorial" over occupancy tax funds	Diversity of activities	Quick to sue
Often elitist attitude/mentality	Paid EMS/Fire staff	Lack of NC government knowledge
More year-round and shoulder season commercial activities	No municipality	Seasonal mentality of businesses (sidewalks rolled up through March)

Demand for services	Ocean rescue	Small population, feel left out
	More law enforcement 2 to 4	Lack of commercial
	Clean beaches, healthy dunes	No direct physical link to the mainland
	Wide beaches	Seasonal \$\$
	Whalehead	Instability/lack of workforce
	Boat museum	Communication
		Lack of workforce housing

### **KNOTTS ISLAND & GIBBS WOODS**

<b>Trends</b>	<b>Strengths</b>	<b>Weaknesses</b>
Residential growth	Isolated	Isolated
Limited commercial	Strong community (VB)	Lack of growth
"Peachy"	Natural environment (old Currituck - hunting/fishing)	Feel forgotten
Natural resources	KIES has ample capacity	Lack of direct access to Currituck County services
	Paid fire department	Transportation (causeway) poor/at risk
	Boating access to recreation/Carova	Internet
	Cox cable	Little population diversity
	Self sufficient	No middle/high school or county recreational facilities
	Natural beauty	Gibbs Woods - no fire department
	Refuge/reserve areas (Mackey Island)	Cut off - one way in, one way out
	Proximity to Carova	Food options
		VFD Volunteers
		Commissioner is 2 and a half hours away

Participants then brainstormed and listed overall **current realities** in each geographical designation of Currituck County.

### **CURRITUCK as a whole:**

- “Busting at the seams”
- One of the fastest growing counties in NC because of the excellent tax base, quality of living, safety, and rural area; but with that comes growth issues.
- In a race with the future.
- We are surviving and getting by, but everything needs 1 more (staff, services, internet, traffic control, NCDOT, etc).
- Currituck is a historically rural county coming to terms with a shift to more urban, residential development (& all associated needed services), that is outpacing commercial development.
- Fast growing county due to low taxes, good county services, opening land, but changing fast due to what makes us so attractive.
- Growing too fast (residential)
  - Perceived lack of communication
  - Lack of understanding on how NC counties operate.
- Currituck is a highly desirable place to live, because of the attractiveness. The strain of growth puts pressure on the infrastructure which cannot keep pace. The pressure affects services, infrastructure and county staff.
- A traditionally small rural community in the midst of its second major cultural shift in 30 years.
- We are a place people want to live because of low taxes and rural environment, but struggling to keep up with their demands and needs.

Overall theme: Growing and struggling to meet demands while retaining identity.

### **OFF-ROAD AREA:**

- Isolation
- Lack of services
- Increased build out. Corolla is full and spilling over.
- Remote, and the residents like it that way.
- Property owners want accessibility to their rentals during storm events.

### **CENTRAL CURRITUCK - SHAWBORO:**

- Transportation (158, 168, airport)
- Close, but drive through
- Traffic

### **CENTRAL CURRITUCK - SOUNDSIDE:**

- Great infrastructure
- Need hotel
- Great potential for area

### **MOYOCK:**

- Growth, growth, growth that can't keep up with current tax rate or new tax base.
- Uninformed citizens
- Stormwater
- New residents



**SOUTHERN CURRITUCK:**

- Drive by
- Needs growth - residential community
- Needs infrastructure
- Needs zoning
- Exceptional potential - needs big thing to explode
- Bridge
- Steady employment will drive growth.

**COROLLA:**

- Easing toward more year round population
- More territorial than rest of the county
- Needs more infrastructure
- Unwilling to listen
- Communication issues

**KNOTTS ISLAND & GIBBS WOODS:**

- Limited growth, feeling isolated from Currituck county
- Need coast promotion
- Need broadband

***Visioning***

Group analyzed the previous information and **brainstormed** aspects of **vision** (where we want to be) for various areas of the county. They then **multi-voted on top priorities** and consolidated these vision brainstorm into **1-2 broad visions** over the next two to three years.

***Vision Brainstorming:*****CURRITUCK as a whole:**

- Unity (2 votes)
  - All areas feeling valued and needed
  - One Currituck
    - More county interaction
    - Get/unify areas
- Housing (0 votes)
  - Affordable housing throughout the county
  - Diversify housing options
- Unified Government (7 votes)
  - To keep county unified
- Commercial Development (2 votes)
  - Attract a hotel
  - County is so different as you travel through it
    - Lower taxes, smart growth, more commercial
  - Commercial and business growth to provide jobs and taxes
- Responsible growth (7 votes)
  - Maintaining community feel with commercial growth
  - Responsible growth (pace) - business and residential
  - Manage growth
  - Growth at the southern end of county

**Visions:**

1. Pursue unified county government.
2. Maintain community feel while managing business and residential growth.

**OFF-ROAD AREA:**

- Better infrastructure, stormwater management (3 votes)
- Service districts (business) (4 votes)
- More access to roads and services (9 votes)
  - Access points
- Maintain its rustic nature (5 votes)
  - More rules and ordinances (minimal commercial)
  - Control rate of development

**Visions:**

1. Control rate of development to preserve character.
2. Improve roads.

**CENTRAL CURRITUCK - SHAWBORO**

- Remain rural (9 votes)
  - Farmland preservation
  - Managed growth that preserves farming
  - Remain ag/rural

**Visions:**

1. Promote agricultural/rural preservation.

**CENTRAL CURRITUCK - SOUNDSIDE**

- Bridge will dictate (0 votes)
- Diversified workforce (7 votes)
  - Diversified workforce consisting of young professionals
  - Central training and public safety hub
- Restaurants/Hotel/Motel (6 votes)

**Visions:**

1. Promote diversified workforce and opportunities for young professionals.
2. Promote hotel/motel/restaurant development.

**MOYOCK**

- Stormwater management plan (0 votes)
- Business and commercial development (8 votes)
  - Retail and business hub
  - More commercial
  - Business/industrial business
  - Business development
- Manage residential growth (5 votes)
  - Managed growth, both residential and commercial
  - Structured orderly growth - services need to catch up
  - Planned controlled growth - community

**Visions:**

1. Promote business and commercial development.
2. Manage and control residential growth.

## SOUTHERN CURRITUCK

- Commercial development (8 votes)
  - More business friendly zoning
  - More commercial
  - More development
  - Southern infrastructure improvements
  - Commercial and growth
  - Infrastructure in place for business growth
- Recreational (5 votes)
  - Recreational zone with hotels, marina and vacation amenities
  - Stabilize workforce - need the bridge for new opportunities for growth

### Visions:

1. Promote commercial/business development.
2. Create recreational zone with hotels, motels, vacation amenities.

## COROLLA

- Plan for bridge terminus (4 votes)
  - Small area development plan for bridge terminus
- Year round activity (8 votes)
  - More year round residents and businesses
  - More year round business and activities
  - Bridge will stabilize workforce - more year round commercial
  - Remain as a family friendly tourist destination

### Visions:

1. Plan for year round residents and businesses.
2. Refine plan for the bridge terminus.

## KNOTTS ISLAND AND GIBBS WOODS

- Agritourism (1 vote)
- Broadband (2 votes)
- More county involvement (5 votes)
  - Build connection to Knotts Island and Gibbs Woods (One Currituck)
  - More access and inclusion into county functions
- Keep it the same (3 votes)

### Visions:

1. Increase county involvement and access.
2. Help it to stay the same.

## Anticipating Consequences

Group brainstormed ***potential complaints*** that citizens may have in response to the vision and goals.

### Off-Road area:

- Roads are awful, businesses have been illegal for years and you do nothing.
- Don't do any improvements that bring more people or regulations into the area.
- Don't touch the roads, we know how to drive around.
- Stop horse tours.

- Stormwater plan and limit tourists on the roads.
- We want nothing, leave us alone.
- We want to be left alone and will drive around the huge sink holes.
- Leave us alone.

*Central Currituck - Shawboro:*

- I want the time farmers are in the field controlled.
- I work to develop my land and all you want is agribusiness.
- None
- What happens to the farmland if farming is not profitable?

*Central Currituck - Soundside:*

- Nobody is going to stay in Barco with the beach a few miles away.
- Nobody is going to move back here to work - there's nothing to do.
- There goes the neighborhood.
- Where would they live (young professionals)?
- Would infrastructure support this?
- I want my son to go to UNC Currituck, not a tech school.
- I want a Hilton, not a Super 8.

*Moyock:*

- Traffic, noise of business
- Schools
- We want: grocery store, Taco Bell, Cracker Barrel
- I wanted to be the last one moving here.
- We want a high school
- Never get out on the highway
- Don't "manage growth", stop it now that I am here.
- Picking winners and losers by helping the good old boys
- More development? Why? We can buy it in Virginia.
- Why more, my neighborhood floods?

*Southern Currituck:*

- Picking winners and losers
- I don't want business
- I want a KOA
- Current zoning would limit location. Need infrastructure in place first (business development)
- Where would they live?
- Commercial development will erode the rural feel of the area.
- Keep our family/agricultural traditions
- All we need is more traffic - can't get out of my driveway as it is.

*Corolla:*

- We hate the commissioners. Give us all the occupancy tax.
- We hate the bridge
- Going to make us pay higher taxes
- Bridge will change character
- How do you maintain occupancy revenue if population becomes year round?



- Would need more county services available.
- Road improvements
- You never cared about the tourists spending their money in the county - trying to make it a Sandbridge.

*Knotts Island & Gibbs Woods:*

- We want to be part of Virginia Beach
- The county hates us
- The county never cares about us - roads are horrible
- If you allow more access, how can you keep it the same?

**Gap Analysis**

Participants compared current situation with vision and goals for each geographical area to **determine** what **gaps/hurdles** existed for which **action plans** needed to be built.

**Gaps**

*Currituck as a whole:*

- Citizen pushback
- Have already allowed “big” development
- Land rights issues
- Greater growth than forecasted
- Need to reevaluate the UDO and update our toolbox/rules
- Need to update Moyock Small Area Plan
- Perception is that we are not 1 community
- Sometimes rules are applied inconsistently
- Need to change our playbook
- Perception by community of what multi/diverse/section 8 family housing means
- Community needs to understand unified government (the county cannot lobby for it)
- Community perceives unified government as a power grab
- Lack of infrastructure (sewer, water, broadband)
- Lack of skilled labor
- Keeping the next generation local
- Lack of starter housing
- Community events tie sections of the county together, but not the entire county (communication, visibility)
- Lack of participation in community events
- Strange geography
- Public demands
- School capacity is full
- We are outpacing our planning due to lack of staff
  - Solid waste
  - Public works
  - Animal control
  - Law enforcement
- Need to coordinate adequate public facilities ordinance
- Need monetary resources

*Off-Road area:*

- Development totally platted
- We don't do roads
- Citizens are "hands off our area"
- It is the wild west - a very different population
- They want rules for everyone but them
- Lack of behind the dune road
- Perception that if you fix the roads, more people will use them (perceived expansion of horse tours)
- Fear of commercial development

*Central Currituck - Shawboro:*

- Viability of farming
- Lack of transportation options (roads)
- Diversified crop/niche markets
- "Event type" farm industry is growing in popularity (ex. Morris Farm Market)
- Agritourism
- Railroad plan
- Land rights
- Farmland preservation program
- Farmland is too valuable to farm

*Central Currituck - Soundside:*

- Hotel: No interested developer
- Little to no supporting industries
- Workforce: housing options
- Identify land for hotel and landing a business to put one there
- Until you have business, you don't need a labor force
- Current restrictive covenants in industrial park are over restrictive

*Moyock:*

- Lack of overall community involvement except single issue
- Land rights issues
- Lacking adequate infrastructure
- Lack of commercial plan outside Currituck Station
- Too much, too fast
- Southern Chesapeake/VA
- "Blow the bridge now that I'm here"
- Political pressure is great (perception that they control the elections)
- Lack of knowledge that the rest of the county exists
- Residents want instant solutions/gratification (impatient)
- Expedience with shovel ready, move in ready sites

*Southern Currituck:*

- Lack of infrastructure (water, sewer, broadband)
- Ugly drive through
- Too close to the beach
- H2OBX should be an anchor- leveraging the water park to attract business - hurdle - UDO
- Lower, lower Currituck associates with OBX more than mainland
- Lack of staff to work on plan
- Zoning

- Workforce housing (for Currituck)
- 2 Dollar Generals, no Wal Mart
- Traffic/roads (perception - perhaps due to county messaging - do we need to change the messaging?)
- Lack of troopers (Highway Patrol)

*Corolla:*

- County has limited ability to keep a business open during off season
- Re-evaluate/update terminus plans and surrounding area
- Evaluate additional services required by full time residents
- Medical facilities
- Lack of direct link to mainland
- Transition from resort residential to permanent residential
- Uncertainty of terminus and surrounding area
- Corolla attitude
- Homes (affordable residential units)
- Vacation homes to permanent homes require change/remodel

*Knotts Island & Gibbs Woods:*

- No county facilities (Ruritan Park)
- Population
- Associate with Virginia Beach - Creeds, Pungo
- No Dollar General (business)

## Goal Setting

Group reviewed broad visions, current realities and gaps/hurdles. Using this information, they identified some concrete goals for commissioners and staff to work through in the next 2-3 years.

### *CURRITUCK as a whole:*

#### *Visions:*

1. Pursue unified county government.
2. Maintain community feel while managing business and residential growth.

#### *Goals brainstorming for #1:*

- Commissioner led town hall meetings
- County can educate as unified effort (John Morrison)
- Focus on what we stand to gain
- Video message to educate (Camden as example)
- Try legislation vs. ballot measure
- Set up booths at events
- Political action groups - identify stakeholders
- Social media/PR
- Civic organizations
- Welcome center info
- Develop the message
- Share the message

#### *Goals brainstorming for #2:*

- Increase lot size
- Simplified/localized UDO
- Eliminate planned development residential (PDR)?

- Regional specificity
- Amend UDO
- Develop master utility plans
- Phase in additional staff
- Pursue unified government
- Unify the mainland
- Illustrate the interdependence of communities

#### OFF-ROAD AREA:

##### Visions:

1. Control rate of development to preserve character.
2. Improve roads.

##### Goals brainstorming for #1:

- County acquisition of land or development rights
- Incentivize recombination of smaller lots
- Don't do anything

##### Goals brainstorming for #2:

- Create service district for roads and tax it to support
- Pursue legislation to prohibit paving roads

#### CENTRAL CURRITUCK - SHAWBORO:

##### Visions:

1. Promote agricultural/rural preservation.

##### Goals brainstorming:

- Encourage agri-tourism
- Annual farm expo exploring new industries and technologies (continue to offer)
- Explore nursery industry
- Develop railroad master plan and work with railroad company to promote
- Transfer of development rights (TDR)
- Research feasibility of incubator farms and nursery operations.

#### CENTRAL CURRITUCK - SOUNDSIDE:

##### Visions:

1. Promote diversified workforce and opportunities for young professionals.
2. Promote hotel/motel/restaurant development.

##### Goals brainstorming for #1:

- Evaluate programs in schools and COA that we can connect with business.
- Promote COA opportunities and programs
- Address UDO language and covenants to be less intrusive at airport or in vicinity for housing and business
- Hold events at airport
- Evaluate industrial park covenants



*Goals brainstorming for #2:*

- Actively plan for getting hotel with 30/60/90 day schedule updates
- Have a county “show and tell” for hotel opportunities within county
- Create a hotel recruitment plan

*MOYOCK:**Visions:*

1. Promote business and commercial development.
2. Manage and control residential growth.

*Goals brainstorming for #1:*

- Develop small area plan on commercial development
- Study and amend UDO
- Transfer of development rights (TDR)
- Zoning changes

*Goals brainstorming for #2:*

- Town hall/citizen academy
- Phasing growth
- Increase lot sizes
- Down zoning
- Town hall informational meetings to communicate what county is doing to benefit them
- Video/resident academy to inform

*SOUTHERN CURRITUCK:**Visions:*

1. Promote commercial/business development.
2. Create recreational zone with hotels, motels, vacation amenities.

*Goals brainstorming for #1:*

- Clean up corridor - Identify and remove code violations
- Develop a policy to incentivize and promote business
- Fast track infrastructure improvements
- Expand waste-water in lower Currituck
- Promote current businesses
- Address UDO shortfalls
- Down zoning

*Goals brainstorming for #2:*

- Advertise joint efforts with tourism and H2OBX
- Community meetings/involvement
- Structure staff to allow time for planning of lower Currituck
- Address identity from OBX

*COROLLA:**Visions:*

1. Plan for year round residents and businesses.
2. Refine plan for the bridge terminus.

*Goals brainstorming for #1:*

- Mid county bridge
- Citizen academy
- Proper selection of advisory board members
- Bigger county presence in Corolla
- Better communication
- Hold annual BOC meeting in Corolla

*Goals brainstorming for #2:*

- Examine existing plan for bridge terminus and surrounding area

*KNOTTS ISLAND & GIBBS WOODS:**Visions:*

1. Increase county involvement and access.
2. Help it to stay the same.

*Goals brainstorming for #1:*

- Increase county employee presence
- Better communication - look for opportunities for “inclusive” events
- County recreational site
- Identify potential recreation site in Gibbs Woods
- Hold annual BOC meeting in Knotts Island
- Increase county presence

*Goals brainstorming for #2:*

- Encourage agri-tourism/eco-tourism

**Categorizing Action Steps:**

Group was presented information on developing a “balanced scorecard” to track progress on the goals that were identified. They then categorized them into the scorecard.

**Serve the Community:**

- Citizens Academy (Corolla)
- Citizens Academy (Moyock)
- Hold annual BOC meeting off site (Knotts Island & Corolla)
- Increase county presence (Knotts Island and Gibbs Woods)
- Evaluate programs in schools and COA that can connect with businesses
- Legislation to prohibit paving (Carova)
- Share the message of unified government (Total Currituck)
- Pursue unified government (Total Currituck)
- Expand wastewater (Southern Currituck)
- Develop policy to incentivize and promote businesses (Southern Currituck)
- Clean up corridor of code violations (Southern Currituck)
- Research feasibility of incubator farms and nursery operations (Shawboro)

**Run Operations:**

- Evaluate industrial park covenants (Soundside)
- Identify potential site for recreation in Gibbs Woods (KI & Gibbs Woods)
- Study and amend UDO to manage growth (Moyock)
- Small area plan on commercial development (Moyock)
- Examine existing bridge terminus and surrounding areas (Corolla)
- Establish service district for roads in Carova (Carova)
- Amend UDO (Total Currituck)
- Develop the message of unified government (Total Currituck)
- Expand wastewater (Southern Currituck)
- Structure staff to allow for planning (Southern Currituck)

**Develop Personnel:**

- Increase county presence (KI & Gibbs Woods)
- Phase in additional staff (Total Currituck)

**Manage Resources:**

- Research incubator farms and nursery operations (Shawboro)
- Pursue unified government (Total Currituck)
- Develop master utility plan (Total Currituck)
- Create a service district and tax it (Carova)
- Identify potential site for recreation in Gibbs Woods (KI & Gibbs Woods)
- Hold more events at airport (Soundside)
- Create a serious and aggressive hotel recruitment plan (Soundside)

***General Formative Evaluation of the Process***

Participants were asked to respond to an exit survey and comment on the process. Respondents indicated their level of agreement with the questions based on the scale: 1=poor; 2=fair; 3=satisfactory; 4=good; 5=excellent. Results were as follows:

1. Did we achieve what we needed?
  - a. Good = 3 responses; Excellent = 4 responses
2. Were everyone's ideas heard and considered?
  - a. Good = 1 response; Excellent = 5 responses
3. Did we make well thought out and equitable decisions?
  - a. Good = 2 responses; Excellent = 4 responses

**Comments:**

- Involved, forced to pay attention
- Got a sense of others' thought process
- Pointed out similar goals but different approaches
- Good exercise - took us from broad to narrow
- Would like to repeat as boards change/areas change
- Enhances understanding of the process

### ***Parking Lot Items***

Group wrote several items to address later or at the end of each day. These included:

- Mega-site/Currituck Station
- FD incentive idea
- Surplus vehicles
- Department heads knowing what they get in the budget
- Animal control
- SRO stuff (beach vehicle)?
- School site going forward
- Water - tower capacity
- Historical records - wait for budget
- Benchmarks for schools
- Welcome to Currituck brochure
- Debris pickup schedule
- Impact of bridge?
- Job shadow
- Check executive order on US waters
- Whalehead Club
- Historic landfill (dump)
- GA help
- Light rods - Bill Newns project supervisor
  - Vs non water flow
  - Access point
  - GIS link
- False alarm smoke alarm Duck
- Research park restrictive covenants
- Work session on TDRs



## Outcome Summary - Commissioner Strategic Planning Retreat 2019



### Key Questions:

1. What do we want Currituck to be - long term?
2. What steps are we going to take in the next 2-3 years to ensure we get there?

### Current Situation:

Currituck is growing and struggling to meet demands while retaining identity.

### Visions:

Pursue unified county government.  
 Maintain community feel throughout the county while managing business and residential growth.  
 Control rate of development to preserve character in the Off-Road Area.  
 Improve roads in the Off-Road Area.  
 Promote agricultural/rural preservation in Shawboro.  
 Promote diversified workforce and opportunities for young professionals in the Central Currituck Soundside area.  
 Promote hotel/motel/restaurant development in the Central Currituck, Soundside area.  
 Promote business and commercial development in the Moyock area.  
 Manage and control residential growth in the Moyock area.  
 Promote commercial/business development in Southern Currituck.  
 Create recreational zone with hotels, motels, vacation amenities in Southern Currituck.  
 Plan for year round residents and businesses in Corolla.  
 Refine plan for the bridge terminus in Corolla.  
 Increase county involvement and access in Knotts Island and Gibbs Woods.  
 Help Knotts Island and Gibbs Woods to stay the same.

### Key Actions for Board and Staff:

#### Serve the Community:

- Citizens Academy (Corolla)
- Citizens Academy (Moyock)
- Hold annual BOC meeting off site (Knotts Island & Corolla)
- Increase county presence (Knotts Island and Gibbs Woods)
- Evaluate programs in schools and COA that can connect with businesses
- Legislation to prohibit paving (Off-Road Area)
- Share the message of unified government (Total Currituck)
- Pursue unified government (Total Currituck)
- Expand wastewater (Southern Currituck)
- Develop policy to incentivize and promote businesses (Southern Currituck)
- Clean up corridor of code violations (Southern Currituck)
- Research feasibility of incubator farms and nursery operations (Shawboro)

**Run Operations:**

- Evaluate industrial park covenants (Soundside)
- Identify potential site for recreation in Gibbs Woods (KI & Gibbs Woods)
- Study and amend UDO to manage growth (Moyock)
- Small area plan on commercial development (Moyock)
- Examine existing bridge terminus and surrounding areas (Corolla)
- Establish service district for roads in the Off-Road Area (Off-Road Area)
- Amend UDO (Total Currituck)
- Develop the message of unified government (Total Currituck)
- Expand wastewater (Southern Currituck)
- Structure staff to allow for planning (Southern Currituck)

**Develop Personnel:**

- Increase county presence (KI & Gibbs Woods)
- Phase in additional staff (Total Currituck)

**Manage Resources:**

- Research incubator farms and nursery operations (Shawboro)
- Pursue unified government (Total Currituck)
- Develop master utility plan (Total Currituck)
- Create a service district and tax it (Off-Road Area)
- Identify potential site for recreation in Gibbs Woods (KI & Gibbs Woods)
- Hold more events at airport (Soundside)
- Create a serious and aggressive hotel recruitment plan (Soundside)

**Next Steps:**

1. County manager to work with board to create managed scorecard
2. County manager to assign roles and responsibilities to staff
3. County staff to develop success measures



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2851)

**Agenda Item Title:** Purchasing and Contracting Policy Update

**Submitted By:** Sandee Salimbene – County Attorney

**Presenter of Item:** Rebecca Gay

**Board Action:** Action

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**Brief Description of Agenda Item:**

**Reason for Request:** Board review and consideration on the adoption of an updated Purchasing and Contracting Policy for the county.

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:** Approval

# Currituck County

## Purchasing and Contracting Policy



August 17, 2020



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## Section One: General

### 1.1 Purpose

The Purchasing and Contracting Policy provides the process for Currituck County to obtain needed goods and services and to complete construction and repair work efficiently and economically. The policy also provides for the application of all North Carolina General Statute provisions pertaining to local governmental purchasing and contracting.

This policy:

- Establishes the legal authority for the procurement function;
- Simplifies, clarifies, and reflects the laws governing procurement;
- Enables uniform procurement throughout the organization;
- Builds public confidence in public procurement;
- Ensures the fair and equitable treatment of everyone involved with the procurement system;
- Provides for increased efficiency, economy, and flexibility in public procurement activities;
- Fosters effective, broad-based competition;
- Safeguards the integrity of the procurement system and protects against corruption, waste, fraud and abuse;
- Ensures appropriate public access to contracting information; and
- Fosters equal employment opportunities.

The understanding and cooperation of all County employees is essential if the County is to obtain the maximum value for each tax dollar spent. By following this policy, departments can efficiently manage, control and plan available resources to meet present and future departmental needs and enable the County to meet these goals.

### 1.2 Policy Administration

The Currituck County Finance Department and Legal Department shall administer a purchasing and contracting program for the County by:

- Carrying out the policy directives of the Board of Commissioners and the procedures established;
- Controlling and reducing the cost of purchasing apparatus, supplies, materials and equipment and services;
- Providing contractual assistance; and
- Encouraging free and open competition.

This policy shall be reviewed annually and revised as needed. All policy changes to this document shall be approved by the Board of Commissioners. Procedural guidelines related to this policy are found in the Currituck County Administrative Manual, (the "Administrative Manual"). Modifications, additions and deletions to the Administrative Manual shall not require the approval by the Board of Commissioners.

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### 1.3 Authorities and References

The following authorities and references are among those consulted to support this policy.

Subject	Governing Statute, Regulation, or Policy
Currituck County Budget Ordinance - County departments shall adhere to the policies and procedures approved by the Board of Commissioners in the annual budget ordinance. Each annual budget ordinance shall be automatically incorporated into this policy.	Annual Budget Ordinance
Formal Bids: Purchase of apparatus, supplies, materials or equipment over \$90,000; and construction and repair contracts \$500,000 and above.	N.C. Gen. Stat. § 143-129
Informal Bids: Purchase of apparatus, supplies, materials or equipment greater than \$30,000 and less than \$90,000; and construction and repair contracts greater than \$30,000 but less than \$500,000.	N.C. Gen. Stat. § 143-131
Specifications and contracting methods for construction projects over \$300,000	N.C. Gen. Stat. § 143-128
Minority business participation requirements for building construction and repair work	N.C. Gen. Stat. § 143-128.2 BOC Resolution dated June 18, 1990; updated (date)
Procurement of architectural, engineering, surveying, construction management at risk services, design-build services or public-private partnership construction services	N.C. Gen. Stat. § 143-64.31
Guaranteed Energy Savings Contracts	N.C. Gen. Stat. § 143-64.17
Construction, design, and operation of solid waste management and sludge management facilities.	N.C. Gen. Stat. § 143-129.2
Public officers or employees benefiting from public contracts; exceptions	N.C. Gen. Stat. § 14-234
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	2 C.F.R., Part 200, including Appendix II
Preference for goods manufactured in the United States of America	Buy American Policy
E-Verify Compliance	N.C. Gen. Stat. § 143-133.3
Prequalification for construction or repair work	N.C. Gen. Stat. § 143-135.8 BOC Resolution dated _____
Sale and Disposition of Property	N.C. Gen. Stat. § 160A

### 1.4 Code of Ethics

All County employees commit to the following Code of Ethics:

- **Fairness and Impartiality.** Potential suppliers/vendors are to be treated equally and must have the same opportunity to access information and advice.
- **Use of Competitive Process.** Consistent with Board policy, a competitive process should be used unless an alternative method of procurement is in the best interest of the County.
- **Consistency and Transparency of Process.** Proposers and Bidders are to be

evaluated in a systematic manner against explicit predetermined evaluation criteria.

- **Identification and Resolution of Conflicts of Interest.** Any person involved in the procurement process is to declare and address any actual or perceived conflict of interest prior to undertaking any quote, bid or proposal evaluation.

## 1.5 Gifts and Favors

It is unlawful for vendors and contractors to make gifts or give favors to any officer, employee or agent of the County except under limited circumstances. Such circumstances are set forth in N.C. Gen. Stat. § 133-32 and Section 502 of the Currituck County Personnel Policy and include honorariums for participation in meetings, items of nominal value, and meals furnished at banquets. County employees shall comply with all applicable laws and policies, and vendors and contractors are shall abide by these laws and policies as well.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

Employees violating this policy will be subject to discipline up to and including termination. Vendors and contractors violating this policy will result in termination of the contract and ineligibility for future contract awards.

## 1.6 Conflict of Interest

It is the policy of the County that an employee, officer, or agent of the County may not contract with the County for the same type of work that the County employee, officer, officer or agent performs as their regular duties.

Employees, officers, or agents of the County may not participate in contracts in which any member of their immediate family, business partner, or any organization serves as an officer, director, trustee, or employee having a financial interest. An exception to this prohibition described in N.C. Gen. Stat. § 14-234(d1) provides that a public officer may enter into contract with the county served by the public officer if no town or city within the county has a population of more than 15,000 persons. Contracts entered into under this exception may not exceed \$40,000 in a twelve (12) month period.

In addition to the prohibition against self-benefiting from a public contract under N.C. Gen. Stat. § 14-234, no officer, employee, or agent of the County may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal if they have a real or apparent conflict of interest. A real conflict of interest arises when an employee, officer, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the aforementioned individuals, has a financial or other interest or a tangible personal benefit from a firm considered for a contract.

An apparent conflict of interest is an existing situation or relationship that creates the appearance that an employee, officer, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties



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indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Any officer, employee, or agent with a real or apparent, conflict of interest as defined in this policy shall report the conflict to their immediate supervisor. Any s conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable federal awarding agency policy.

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and ineligibility for future contract awards.

## Section Two: Method of Procurement

### 2.1 Procurement Categories

Procurement typically falls within the following categories:

- Purchase of apparatus, supplies, materials, and equipment
- Construction and repair work
- Professional Services (Architectural, Engineering, and Surveying Services) and the alternative construction delivery methods Construction Management at Risk (CMR), Design-Build (DB), Design-Build Bridging (DBB), and Public-Private Partnership (P3))
- Services

The procurement category and estimated cost determine the appropriate procurement method.

The following table provides a summary of Currituck County Procurement Methods.

Summary of Currituck County Procurement Methods				
Cost	Purchase Contract	Construction and Repair Contracts	Professional Services, CMR, DB, DBB, or P3 Contract	Service Contract
\$0 - \$5,000	No Method Required	No Method Required	Qualifications-Based Selection (N.C. Gen. Stat. § 143-64.31)	No Method Required
\$5,000 - \$30,000	Request for Quotes	Request for Quotes		
\$30,000 - \$90,000	Informal Bidding (N.C. Gen. Stat. § 143-131)	Informal Bidding (N.C. Gen. Stat. § 143-131)		
\$90,000 - \$500,000	Formal Bidding (N.C. Gen. Stat. §. 143-129)	Competitive Proposal		
\$500,000 or greater				Formal Bidding (N.C. Gen. Stat. § 143-129)

### 2.2 Purchase Contracts

Purchases of apparatus, supplies, materials, and equipment costing less than \$5,000 are not subject to a required procurement method.

Purchases of apparatus, supplies, materials, and equipment costing \$5,000 up to the informal limit of \$30,000 requires solicitation of three (3) quotes.

Under N.C. Gen. Stat. § 143-131, informal bids are required for purchase contracts \$30,000 to the formal limit of \$90,000.

Under N.C. Gen. Stat. § 143-129, a formal bid is required for the purchase of apparatus, supplies, materials and equipment when the expenditure exceeds \$90,000.

## 2.3 Construction and Repair Contracts

Construction and repair work costing less than \$5,000 is not subject to a required procurement method.

Construction and repair work costing \$5,000 up to the informal limit of \$30,000 requires solicitation of three (3) quotes.

Under N.C. Gen. Stat. § 143-131, informal bids are required for construction and repair work costing \$30,000 up to the formal limit of \$500,000.

Under N.C. Gen. Stat. § 143-129, a formal bid is required when the estimated expenditure is \$500,000 or more for construction and repair projects.

## 2.4 Qualifications-Based Selection

The procurement of architectural, engineering, surveying, construction management at risk services design-builder services and public-private partnership construction services is governed by N.C. Gen. Stat. § 143-64.31, commonly referred to as the “Mini-Brooks Act.” These services are procured through qualifications-based selection, (“QBS”), focusing on the qualifications of potential firms rather than their fees or the price of the contract.

The Mini-Brooks Act requires a local government to:

- Announce requirements for the service and make good faith efforts to notify minority firms;
- Select firm based on competence and qualifications, not price (except for unit cost); and
- Negotiate a fair and reasonable fee with best qualified firm. If negotiations fail, proceed to next best qualified firm.

The County may exempt itself from the Mini-Brooks Act requirements under the following conditions authorized by N.C. Gen. Stat. § 143-64.32:

- Must be in writing;
- Applies to particular projects; and
- Estimated fees must be less than \$50,000.

Specific procurement requirements, in addition to those required by the Mini-Brooks Act, are required for construction management at risk contracts (N.C. Gen. Stat. § 143-128.1) design-build contracts (N.C. Gen. Stat. § 143-128.1A), design-build bridging contracts (N.C. Gen. Stat. § 143-128.1B), and public-private partnership development contracts (N.C. Gen. Stat. § 143-128.1C).

## 2.5 Competitive Proposal

Service contracts are not subject to competitive bidding requirements under the General Statutes of North Carolina, but may be procured through a competitive proposal process.

The County requires use of the competitive proposal method for service contracts with an estimated total cost greater than \$90,000.

Information technology goods and services may be purchased through the request for proposals process in lieu of traditional competitive bid procedures under N.C. Gen. Stat. § 143-129.8.

Under North Carolina law guaranteed energy savings contracts and contracts for the construction, design, and operation of solid waste management and sludge management facilities require the use of a request for proposals process.

The County may enter into a guaranteed energy savings contract through a request for proposals process described in N.C. Gen. Stat. § 143-64.17. A guaranteed energy savings contract is a contract for the evaluation, recommendation, or implementation of energy conservation measures, including the design and installation of equipment or the repair or replacement of existing equipment or meters, in which all payments, except obligations on termination of the contract before its expiration, are to be made over time, and energy savings are guaranteed to exceed costs.

The County may enter into a contract for the construction, design, and operation of solid waste management and sludge management facilities through request for proposals process described in N.C. Gen. Stat. § 143.129.2. The construction work for any facility or structure that is ancillary to a solid waste or sludge management facility and that does not involve storage and processing of solid waste or sludge or the separation, extraction, and recovery of useful or marketable forms of energy and materials from solid waste at a solid waste management facility shall be procured through competitive bidding procedures described by N.C. Gen. Stat. § 143-128 through 143-129.1. Ancillary facilities include but are not limited to roads, water and sewer lines to the facility limits, transfer stations, scale houses, administration buildings, and residue and bypass disposal sites.

## 2.6 Procurement Exceptions

Exceptions to the competitive bidding requirements are defined in N.C. Gen. Stat. § 143-129. The exceptions fall within three categories: special circumstances, existing contracts, and direct purchases.

### 2.6.1 Special Circumstances

#### *a. Sole source (N.C. Gen. Stat. § 143-129(e)(6))*

This exception applies to purchase contracts only, when performance or price competition is not available, when a needed product is only available from one source of supply, or when standardization or compatibility is the overriding consideration. Sole source contracts require approval by the Board of Commissioners.

#### *b. Emergencies (N.C. Gen. Stat. § 143-129(e)(2))*

This exception applies to purchase and construction and repair contracts and may



only be used in “cases of special emergency involving the health and safety of the people or their property.” Purchases and/or construction and repair contracts needed in response to a natural disaster or other sudden and unforeseeable situations most closely reflect the intent of the emergency exception.

The North Carolina Supreme Court has interpreted the emergency exception to the bid statutes very narrowly, and the situations in which it may legitimately be used are rare. The requirements for invoking the emergency exception are:

- i. The emergency must be present, immediate and existing;
- ii. The harm must be one that cannot be averted through temporary measures; and;
- iii. The emergency cannot be self-created due to failure to take precautions.

*c. Fuel purchases (N.C. Gen. Stat. § 143-129(e)(5))*

Purchases of gasoline, diesel fuel, alcohol fuel, motor fuel, fuel oil, or natural gas are exempt from the formal bidding procedures but must be carried out using the informal procedures under N.C. Gen. Stat. § 143-131.

*d. Force account work (N.C. Gen. Stat. § 143-135(a)(2))*

This exception applies to construction and repair work for projects to be completed using the County’s own officers or employees when either the total cost of the project, including without limitation all direct and indirect costs of labor, services, materials, supplies and equipment, does not exceed five hundred thousand dollars (\$500,000) or the total cost of labor on the project does not exceed two hundred thousand dollars (\$200,000). Force account work must be approved by the Board of Commissioners.

## 2.6.2 Existing Contracts

*a. State and federal contract purchases (N.C. Gen. Stat. § 143-129(e)(9), (e)(9a))*

The County may purchase items from contracts awarded by any North Carolina state agency or federal agency if the contractor is willing to extend to the County the same or more favorable prices, terms, and conditions as established in the state or federal contract. This includes purchases of information technology from contracts established by the State Office of Information Technology Services (N.C. Gen. Stat. § 143-129(e)(7)).

*b. Previously bid contracts (“Piggybacking”) (N.C. Gen. Stat. § 143-129(g))*

The piggybacking exception applies to purchase contracts in the formal bidding range only. The County may purchase from a contractor who has entered into a competitively bid contract with any other unit of government or with a government agency, anywhere in the country, within the last twelve (12) months. The contractor must be willing to extend to the County the same or more favorable prices and terms as are contained in the previously bid contract. The Board of Commissioners must

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approve each contract entered into under this exception at a regular board meeting on ten (10) days' public notice.

*c. Change orders (N.C. Gen. Stat. § 143-129(e))*

For construction and repair work, competitive bidding is not required for work undertaken "during the progress" of a construction or repair project initially begun pursuant to the formal bidding statute.

### 2.6.3 Direct Purchases

*a. Purchases from other units of government (N.C. Gen. Stat. § 143-129(e)(1))*

The County may purchase apparatus, supplies, materials and equipment directly from any other unit of government or from a government agency (federal, state, or local). The County may also purchase apparatus, supplies, materials and equipment at government surplus sales. This exception applies purchases within the formal and informal range.

*b. Group purchasing programs (N.C. Gen. Stat. § 143-129(e)(3))*

A group purchasing program is sometimes created by a separate organization on behalf of public agencies, or by a group of public agencies, in order to take advantage of economies of scale for commonly purchased items. The County may purchase apparatus, supplies, materials, and equipment in both the formal and informal range. For a group purchasing program to be considered a legitimate, it must be a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies.

*c. Used apparatus, supplies, materials or equipment (N.C. Gen. Stat. § 143-129(e)(10))*

Competitive bidding is not required for the purchase of used items and the County may purchase from public and private entities. This exception recognizes the situation that usually exists with used equipment, which is that each item is unique in terms of age and condition, making bidding impractical. Remanufactured, refabricated or demo apparatus, supplies, materials, or equipment are not included in the exception.

## Section Three: Historically Underutilized Businesses (HUB) Participation

### 3.1 Overview of HUB Participation Requirements under North Carolina Law

North Carolina law requires units of local government to employ measures designed to promote the participation of minority businesses, now referred to as historically underutilized businesses (“HUB”), in certain public building construction and building repair projects.

These measures fall into three general categories:

1. Setting goals for HUB participation in building construction and building repair contracting;
2. Engaging in good faith efforts to solicit HUB participation in the bidding process for building construction and building repair projects; and
3. Reporting HUB participation activities and efforts.

Participation requirements vary depending on the total value of the work and the funding source for the building construction or building repair project. Generally, lower cost projects are subject to some participation requirements for the unit of local government while larger-cost projects are subject to greater requirements for both local governments and bidders.

North Carolina law does not mandate quotas or set-asides for HUB participation; it establishes procedures to promote and facilitate minority business participation. North Carolina law also specifies that contracting authorities (including contractors and subcontractors) are not required to enter into contracts with minority businesses that are not the lowest responsive, responsible bidders.

The table below summarizes HUB participation requirements under North Carolina law as described in the sections that follow.

Summary of HUB Participation Requirements under North Carolina Law			
Project Cost	Verifiable Percentage Goal	Good Faith Efforts	Reporting
Below \$30,000	Not required	Not required	Not required
\$30,000 - \$300,000	Not required*	County: Informal efforts Bidders: No requirements	County: Informal reporting
\$300,000 and greater	10% goal	County: Formal outreach and efforts Bidders: Formal efforts	County: Formal reporting

\*For projects costing more than \$100,000 and funded wholly or in part or in with state funds, state law requires the use of the State’s ten percent goal.

### 3.2 HUB Participation Goals

Minority participation goals for certain building construction and repair contracts were enacted by the North Carolina General Assembly in June 1989. The State established a verifiable percentage goal of ten percent (10%) for building construction projects where the total value of the work exceeded \$100,000 and required each city, county or other public body to adopt, after notice and public hearing, an appropriate verifiable percentage goal for participation by minority businesses.

On June 18, 1990, the Board of Commissioners adopted a verifiable percentage goal of ten percent (10%) for participation by minority businesses in separate-prime and single-prime building construction contracts for which the total value of the work exceeded \$100,000 pursuant to N.C. Gen. Stat. § 143-128.

The North Carolina General Assembly amended Article 8 of Chapter 143 by adding N.C. Gen. Stat. § 143-128.2, which provides that local governments must only apply their respective participation goal for building construction and building repair projects following any of the construction delivery methods pursuant to N.C. Gen. Stat. § 143-128(a1) and costing more than \$300,000. The Board of Commissioners amended the original minority business participation resolution on (date) to reflect the changes.

### 3.3 Good Faith Efforts

In addition to adopting a HUB participation goal, the County, and in some instances bidders, must engage in efforts to recruit HUB participation in certain building construction and building repair projects. These efforts vary depending on the total value of the work and the funding source for the project.

For building construction and building repair projects in the informal bidding range (\$30,000– \$500,000), the County must:

1. Solicit HUB participation in contracts;
2. Document efforts to recruit HUB participation;
3. Maintain a record of HUB contractors solicited; and
4. Report all data on HUB participation efforts to the North Carolina Office for Historically Underutilized Businesses.

No statutory requirements are imposed on bidders and contractors involved in informal bidding projects. Only the County is required to comply with informal HUB requirements.

For building construction and building repair projects costing \$300,000 and more, good faith efforts to encourage minority business participation apply to both the County and bidders. The County must establish its good faith efforts prior to bid solicitation.

Good faith efforts must include the following steps:

1. Develop a HUB outreach plan to identify businesses that engage in public building projects and implement outreach efforts to encourage participation in these projects (efforts can include such activities as education, recruitment, and interaction



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- between minority and nonminority businesses);
2. Attend scheduled pre-bid conferences and explain minority goals;
3. Notify interested HUBs of the opportunity to bid on a project at least ten days prior to bid opening (even though the required advertising period for formal construction projects is only seven days and no formal advertising is required for projects in the informal bidding range); the advertisement must include a description of the work and state the date, time, and location for bid submission, the public entity's contact person for the project, where bid documents can be reviewed, and any special requirements for the project;
4. Advertise the project through media outlets likely to inform HUBs of the opportunity to bid;
5. Maintain documentation of any contacts, correspondence, or conversation with minority firms in an attempt to meet goals;
6. Review HUB participation requirements with the project designer prior to recommendation of the contract award;
7. Evaluate bidder's documentation to determine that good faith efforts required of the bidder have been satisfied; and
8. Provide relevant documentation to the North Carolina State Construction Office and the North Carolina Office for Historically Underutilized Businesses upon request and satisfy all HUB Office reporting requirements.

The County must require bidders to make good faith efforts to encourage HUB participation in their bids, including the ten specific actions listed in N.C. Gen. Stat. § 143-128.2(f):

1. Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on North Carolina or County government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
2. Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
3. Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
4. Working with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
5. Attending any pre-bid meetings scheduled by the public owner.
6. Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
7. Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
8. Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's

- suppliers in order to help minority businesses in establishing credit.
- 9. Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10. Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

### 3.4 Reporting HUB Participation Efforts

For building construction or building repair contracts costing between \$30,000 and \$300,000, the County must, upon completion of each project, report the following information to the North Carolina Office of Historically Underutilized Businesses:

1. Type of project;
2. Total dollar value of the project;
3. Dollar value of minority business participation in each project; and
4. Documentation of efforts to recruit minority business participation.

For building construction or building repair projects costing \$300,000 or more, the County must report semi-annually the following information to the North Carolina Office of Historically Underutilized Businesses:

1. The verifiable percentage goal for the project;
2. The type and total dollar value of the project;
3. HUB utilization by: (a) minority business category, (b) trade, (c) total dollar value of contracts awarded to each minority group for each project, (d) applicable good faith effort guidelines or rules used to recruit minority business participation, and (e) good faith documentation accepted by the public entity from the successful bidder; and
4. Utilization, as both prime contractors and subcontractors, of minority businesses under the various construction methods listed under N.C. Gen. Stat. § 143-128(a1), which are single-prime, separate-prime, dual-bidding, construction management at-risk, and any alternative contracting methods approved by the state building commission or authorized by the General Assembly in a local act.

### 3.5 HUB Outreach Plan

In accordance with N.C. Gen. Stat. § 143-128.2, the County, as awarding authority for public building construction and building repair projects, and the contractors and subcontractors performing the awarded contracts, shall cooperate and in good faith do all things legal, proper, and reasonable to achieve the minority business participation goal of ten percent (10%) in each building construction and building repair project.

The County will employ the following strategies to encourage minority business participation:

1. Identify minority businesses that can perform public building construction and/or building repair projects.

Currituck County  
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2. Attend pre-bid conferences and place emphasis on the importance of soliciting certified minority business firms for subcontracting opportunities.
3. At least ten (10) days prior to the scheduled day of a bid opening for building construction and/or building repair work, notify minority businesses that have requested notices from the County and/or the North Carolina Office of Historically Underutilized Businesses of the work being bid. Provide a description of the work, submittal location, date and time, contact information, issuing office information, and any special requirements.
4. Make information available to prime contractors regarding good faith efforts as set forth in N.C. Gen. Stat. § 143-128.2.
5. Identify opportunities to enhance minority business participation and compliance by reviewing the good faith efforts provided in bid packages.
6. Build new and strengthen existing business relationships through networking. Communicate with other North Carolina public agencies to find out how their minority business participation outreach programs are working and to share “best practices” and ideas to improve programs.
7. Participate in regional events of interest to minority business firms, prime contractors, and small businesses and share the County’s outreach plan.
8. Enhance the County website by including the Outreach Plan, listing good faith efforts, creating links to minority business resources, and creating awareness of specific subcontracting opportunities.
9. Identify certified minority businesses on the County maintained vendor/contractor list.
10. Work with architects and engineers to make subcontracting opportunities more noticeable and more easily understood by potential contractors and subcontractors.

## Section Four: Procurement with Federal Funds

This section applies to procurement for purchases, services, and construction and repair work funded with federal funds.

The County will follow all applicable local, state, and federal procurement requirements when expending federal funds. All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the “Uniform Guidance”) codified in 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. Specifically the regulations at 2 C.F.R. §§ 200.318-326 set forth the procurement standards that the County must follow to conduct procurements of real property, goods, and services. Should the County have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

### 4.1 General Procurement Under Grant Standards

The procurement under grants standards at 2 C.F.R. § 200.318 sets forth eleven general standards for non-state entities, seven of which are mandatory. Each of the standards is described below.

#### 4.1.1 Mandatory Standards

##### a. *Maintain Oversight*

The County must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

##### b. *Written Standards of Conduct*

The County must have written standards of conduct covering conflicts of interest and governing the actions of employees engaged in the selection, award, and administration of contracts. These standards must include disciplinary actions in the event of violations of the standards of conduct.

##### c. *Need Determination*

The County must avoid the acquisition of unnecessary or duplicative items and procure goods and services using the most economical approach feasible.

Federal procurement regulations instruct non-state entities to do the following:

- Have procedures to avoid the acquisition of unnecessary or duplicative supplies or services;
- Consider consolidating or breaking out procurements to obtain a more economical purchase; and



- Where appropriate, make an analysis of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

*d. Contractor Responsibility Determination*

The County must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. The County must document its determination that a contractor is responsible considering such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources.

*e. Maintain Records*

The County is required to maintain records sufficient to detail the history of a procurement. These records include, but are not limited to, the rationale for the method of procurement, the selection of the contract type, the contractor selection or rejection, and the basis for the contract price.

*f. Settlement of Issues*

The County alone is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.

*g. Time and Materials Contracts*

The County may only use a time and materials contract after determining that no other contract is suitable and ensuring the contract includes a ceiling price that the contractor exceeds at its own risk.

#### **4.1.2 Encouraged Standards**

*a. Use of Federal Excess and Surplus*

The federal rules encourage the use of federal surplus property as an alternative to purchasing new equipment whenever it is feasible and reduces project costs.

*b. Use of Value Engineering*

The federal rules encourage the use of value engineering clauses in contracts for construction project of sufficient size to offer reasonable opportunities for cost reductions.

*c. Use of Intergovernmental or Inter-Entity Agreements*

To foster greater economy and efficiency, the federal rules encourage the use of intergovernmental or inter-entity agreements, where appropriate, for the

procurement or use of shared goods and services.

## 4.2 Full and Open Competition

The federal procurement rules set forth at 2 C.F.R. § 200.319 require non-state entities to conduct all procurement transactions in a manner providing full and open competition.

There are numerous benefits to full and open competition, including:

- Increasing the probability of reasonable pricing from qualified contractors;
- Preventing favoritism, collusion, fraud, waste and abuse; and
- Allowing the opportunity for small and minority firms, women's business enterprises, and labor surplus area firms to participate in federally funded work.

### 4.2.1 Restrictions to Competition

The federal procurement under grants standards have identified seven situations that restrict competition and, therefore, must be avoided. The seven situations are:

*a. Unreasonable Requirements*

The County must not place unreasonable requirement on firms for them to qualify to do business.

*b. Requiring Unnecessary Experience or Excessive Bonding*

The County must not require unnecessary experience or excessive bonding

*c. Noncompetitive Pricing Practices*

Noncompetitive pricing practices, (i.e. bid rigging) between firms or between affiliated companies is prohibited.

*d. Noncompetitive Contracts to Contractors on Retainer*

The County must not make noncompetitive awards to consultants that are on retainer contracts.

*e. Organizational Conflicts of Interest*

The County must ensure that procurements are free from organizational conflicts of interest. Situations in which organizational conflicts of interest arise can be broadly categorized into the following categories: circumstances of impaired objectivity, unequal access to information, and biased ground rules.

*f. Specifying Only a Brand Name Product*

It is restrictive of competition to specify only a "brand name" product instead of

allowing “an equivalent” product to be offered.

*g. Any Arbitrary Action in the Procurement Process*

The County must not engage in arbitrary actions in the procurement process. Arbitrary actions can include discretionary actions that show preference or prejudice toward certain contractors in a manner not consistent with full and open competition.

#### **4.2.2 Geographic Preferences**

The County is prohibited from using geographic preferences in the evaluation of bids and proposals.

Prohibited geographic preferences include:

- Exclusion of contractors from outside a geographic area;
- Price matching;
- Reducing bids;
- Adding weight on evaluation factors; and
- Set asides.

Several exceptions to geographic preferences are set forth in the regulation including state licensing requirements, architectural and engineering contracts, and federally mandated requirements.

#### **4.2.3 Written Procedures**

The Uniform Guidance requires all non-state entities to have written procedures for procurement transactions that ensure all solicitation documents meet the following requirements:

- Clear and accurate description of the technical requirements for the material, product or service to be procured;
- Nonrestrictive specifications;
- Qualitative requirements;
- Avoidance of detailed product specifications; and
- Identification of all requirements that potential contractors must fulfill as well as other factors to be used in evaluated bids or proposals.

#### **4.2.4 Prequalified Lists**

The County may use prequalified lists of persons, firms, and products; however, these lists are not contracts. The lists are tools to aid in the procurement of future requirements by allowing the County to review qualifications of prospective contractors prior to a contract award. The County must still comply with all of the applicable federal procurement under grant rules when awarding a contract.

#### 4.3 Procurement by Noncompetitive Proposals

As described in 2 C.F.R. § 200.320, procurement by noncompetitive proposal is allowed only when one of more of the following circumstances applies:

- Single source procurement.
- Public emergency or exigency.
- Federal awarding agency or pass-through entity approval.
- Inadequate competition.

#### 4.4 Socioeconomic Contracting

The County must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

The County must, at a minimum, take the following six affirmative steps as described in 2 C.F.R. § 200.321:

1. Place small and minority businesses and women's businesses enterprises on solicitation lists.
2. Assure the solicitation of small and minority businesses and women's business enterprises whenever they are potential sources.
3. When economically feasible, divide total requirements into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
4. Where the requirements permit, establish delivery schedules which encourage participation by small and minority businesses and women's business enterprises.
5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Require the prime contractor, if subcontracts are anticipated or let, to take the five previous affirmative steps.



## Section Five: Contract Administration

A contract is a legal instrument that protects the County's interests by establishing the responsibility of all parties. This policy is a tool to ensure the correct execution of contracts and to provide instruction and information necessary to facilitate the contracting process.

Contracts are mandatory for:

- Purchase of apparatus, supplies, materials and equipment costing over \$90,000;
- Construction and repair work costing over \$5,000;
- Professional services contracts over \$5,000; and
- Services costing over \$5,000

Any expenditure greater than \$1,000, regardless of procurement method, requires a purchase order.

All contracts must go through the contract approval process. A department may not permit a contractor to start work, therefore creating an obligation on the part of the County, until the contract has been fully executed and/or a purchase order has been issued and the copies of the contract are in the possession of the County and the Contractor.

### 5.1 Contract Award and Execution Authority

The County Manager and the County Attorney are delegated the authority to award and execute certain contractual documents under the annual budget ordinance. Award and execution authority assumes that funds are within budgeted departmental appropriations.

#### 5.1.1 Award Authority

The County Manager or County Attorney may award contracts for:

- Purchase of apparatus, supplies, materials and equipment of any value.
- Construction and repair contracts which do not exceed \$500,000.
- Professional services contracts which do not exceed \$500,000.
- Service contracts which do not exceed \$500,000.

The Board of Commissioners must award all other contracts.

In addition to the authority to award contracts for the purchase of apparatus, supplies, materials and equipment, the County Manager and County Attorney are delegated the authority to reject bids, re-advertise bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials, and equipment as stated in N.C. Gen. Stat. § 143-129.

Failing to consider all costs associated with a contract or dividing a contract for the purpose of circumventing the requirements set forth in this section constitutes a violation of this policy and may also constitute a violation of N.C. Gen. Stat. § 143-133 and/or the Uniform Guidance. Violations of the requirements set forth in this section will be reported to the

County Manager.

### 5.1.2 Execution Authority

The County Manager or County Attorney may execute contracts for:

- Purchase of apparatus, supplies, materials and equipment of any value.
- Construction and repair contracts which do not exceed \$500,000.
- Professional service contracts which do not exceed \$500,000.
- Service contracts which do not exceed \$500,000.
- Leases of personal property for a term of one year or less.
- Agreements as the lessor or lessee of real property for a term of one year or less.
- Grant agreements to and from public and non-profit organizations, unless a grantor organization requires execution by the Board of Commissioners.
- Notwithstanding the authority granted in this section, they may execute contracts with an elected official representing the county only after the contract with an elected official representing the county, and the amount to be paid under the contract, is approved by the Board of Commissioners in the manner provided by N.C. Gen. Stat. § 14-234.

The Board of Commissioners must execute all other contracts.

## 5.2 Contracts

Standard contracts have been developed by the Legal Department and departments should make every effort to utilize a County standard contract. Non-standard vendor contracts require review by the County Attorney prior to submission.

### 5.2.1 Amendments to Change Term, Scope, Compensation, etc.

Modification of the term, scope of work, compensation, or other conditions to a previously awarded, valid contract shall be considered a contract amendment. All contract amendments shall be in writing and shall be routed through the contract approval process. An amendment to modify compensation shall be treated as a separate contract for purposes of determining contract award authority.

In the County Manager's discretion, certain contracts originally approved by the Board of Commissioners may be processed through the County Manager's Office if substantive changes are not required.

### 5.2.2 Change Orders for Construction and Repair Contracts

Change orders are necessary to cover additional work beyond the scope of work defined in the original contract documents. Change orders are also necessary for any changes affecting a contract that require an addition or deletion of work, which may or may not increase or reduce the contract cost.

Change orders must be in writing and apply to all construction and repair contracts in

the informal and formal range. The contractor, architect, engineer, or County may initiate a change order. The contractor must provide a detailed breakdown of the proposed price increase, or decrease, to demonstrate there are no omissions or unwarranted extras built into the changed price.

The County Manager is authorized to execute change orders to contracts that are minor changes which will not affect an increase in price. The County Manager may delegate approval of change orders to the Finance Director or the Project Manager for construction contracts that do not increase the contract cost.

The County Manager is authorized to execute change orders on construction projects in amounts up to \$99,999 providing that sufficient funds are available to cover any increase cost of the contract. All parties must agree upon such change.

All change orders greater than \$100,000 require Board of Commissioners approval. Additionally, any change orders for which funds are not available within the project's budget require Board of Commissioners approval.

No change orders shall be processed until adequate funding has been approved by the appropriate authority and funds are appropriated.

### **5.2.3 Terminations**

The County Attorney and/or County Manager are authorized to terminate contracts. Any contract approved by the Board of Commissioners must also be terminated by the Board of Commissioners. All contract terminations must be in writing.

### **5.2.4 Records Management**

Departments are responsible for managing their contracts and tracking renewal dates. Contract renewals must be made prior to the expiration of the existing contract. The Finance Department maintains an original and digital copy of contracts.

### **5.2.5 Prohibited Contract Provisions**

State law prohibits the following provisions from being included in contracts because these provisions have been determined by the General Assembly to be against public policy of the state. If a prohibited provision is included in a contract, the provision is void and unenforceable.

- a. *Construction Indemnity Agreements.* A party to a public or private contract for construction and repair work or for design services (architectural or engineering) is prohibited from indemnifying itself against liability from its own actions (N.C. Gen. Stat. § 22B-1).
- b. *Choice of Law.* For all public and private contracts involving improvements to real property (including the purchase of materials to be used on a project), any provision that makes the contract subject to the laws of another state is prohibited (N.C. Gen. Stat. § 22B-2).
- c. *Forum Selection.* For all public and private contracts entered in into this state, any

provision that requires the “prosecution” of any action or the arbitration of any dispute that arises from the contract to be instituted or heard in another state is prohibited (N.C. Gen. Stat. § 22B-3).

- d. *Jury Trial Waiver.* No public or private contract may contain a provision that forces a party to waive its right to a jury trial (N.C. Gen. Stat. § 22B-10).
- e. *Organized Labor Restrictions.* Local governments are prohibited from requiring, prohibiting, or discriminating against a bidder or contractor for adhering or not adhering to an agreement with a labor organization for a public construction project. This prohibition applies to all construction and repair contracts subject to informal or formal competitive bidding requirements under Article 8 of Chapter 143.
- f. *Employment Related Restrictions.* Counties are prohibited from imposing on contractors, as a condition of bidding, any employment-related restrictions that the County cannot impose on all private employers within its jurisdiction (N.C. Gen. Stat. § 153A-449(a)).
- g. *Use of Unemployment Relief Labor.* The competitive bidding rules of N.C. Gen. Stat. § 143-129 cannot be interpreted to require a public agency to enter into a contract that prevents the use of unemployment relief labor paid for by state or federal appropriations or funds.

### 5.2.6 E-Verify

Purchase contracts in the formal bidding range and construction and repair contracts in the formal bidding range are subject to the E-Verify contracting prohibition. The County is prohibited from entering into a contract with a contractor who has not complied with the state’s E-Verify hiring requirements (the prohibition extends to the contractor’s subcontractors). A contract entered in violation of this prohibition is presumably void and unenforceable.



## Section Six: Card Programs

### 6.1 Fuel Procurement Card

Fuel procurement cards are provided for the purchase of gasoline and diesel fuel for all County-owned vehicles and equipment.

The Finance Department is the designated Program Administrator. The Program Administrator coordinates and controls card issuance and cancellation. The Program Administrator is responsible for communication with the card vendor regarding the names of those authorized to use the cards, monthly billing documentation, payment transmittal data and reconciliation of statements.

### 6.2 Purchasing Cards

The Finance Department issues purchasing cards to department heads and/or their designee to provide an efficient, cost-effective method of purchasing and paying for small-dollar or emergency purchases.

The Finance Department may use purchasing cards to pay invoices and to pay vendors that do not accept purchase orders.

Purchasing cards may be used by departments for:

- Hotel rooms for approved travel
- Small purchases for County business
- Emergency items during disasters or when life safety is at risk
- Group meals for County-sponsored meetings, workshops, etc.

Purchasing cards may not be used for:

- Personal purchases
- Contract Labor
- Uniforms
- Computer hardware and computer software (unless approved and ordered by the IT Director)
- Fuel purchases except in emergency situations
- Entertainment
- Ammunition/Weapons
- Prescription Drugs
- Meals for individuals while traveling on county business
- Alcoholic beverages
- Cash Advances
- Items and services not authorized by the normal purchase order process
- Leases
- Legal Services
- Insurance
- Tax Reportable Services (1099)

## Section Seven: Prequalification of Contractors for Construction and Repair Projects

Prequalification is a process for evaluating and determining whether potential bidders have the skill, judgement, integrity, sufficient financial resources, and ability necessary to the faithful performance of a contract for construction and repair work.

Pursuant to N.C. Gen. Stat. § 143-135.8, prequalification applies to the separate-prime, single-prime, or dual bidding delivery methods and to first-tier subcontracts under construction management at risk contracts, and is to be used at the County's discretion. Prequalification is prohibited for contracts for architectural, engineering, surveying, construction management-at-risk services, design-build services, and public-private partnership construction services.

The Contract Purchasing Agent shall facilitate the prequalification process and shall ensure that applications prepared for the projects comply with this policy and State law. Prior to advertising a prequalification process, the Board of Commissioners must adopt an assessment tool and criteria, including scoring, for each specific project. The notice must be posted on the County website for a minimum of two weeks for any construction project estimated to be \$30,000 or more.

Each potential bidder shall submit an application for prequalification by the deadline established in the notice. Incomplete applications will be rejected or returned for further detail or correction in the sole discretion of the County.

A Prequalification Committee established by the County Project Manager shall evaluate the Prequalification Application and determine whether the applicant is prequalified to bid on the project. The Committee shall follow an objective set of criteria, based upon the information contained in the application, supplemental information acquired by Currituck County from the applicant, or any other relevant information known to Currituck County. Failure to answer all of the questions may result in disqualification.

No bid shall be accepted by the County for a project unless the contractor submitting the bid has been prequalified in accordance with these procedures.

### 7.1 Prequalification Criteria

In order to be considered for prequalification, the applicant must ~~first~~ meet or comply with the following basic requirements:

- Provide information on the type of company and type of work the contractor performs.
- Meet the requirements of Chapter 87 of the General Statutes of North Carolina applicable for the contract for which it is seeking prequalification.
- Provide proof of bonding capacity.
- Provide evidence of insurance coverage.
- Sign, date and notarize the certification section of the application.

- Provide information on three (3) projects successfully completed within the past seven (7) years which are similar in size, scope, and/or complexity to the project for which the contractor wishes to prequalify.

## 7.2 Evaluation Criteria and Scoring

The evaluation criteria are generally based on the following factors:

- Satisfactory experience and success with projects of similar size, scope and/or complexity;
- Proven experience in good project management and timely completion of previous contracts;
- Bonding capacity and adequate insurance coverage;
- Reputation for timely, high quality and workmanlike completion of prior contracts based upon references from owners and/or consultants on previous projects;
- Staff qualifications, experience, work load and staff availability for the project;
- History and frequency of claims, lawsuits, arbitration, mediation, or other disputes on construction projects;
- Demonstrated practice of encouraging minority business participation; and
- Satisfactory safety record over the past three years.

Notwithstanding the fact that a contractor is prequalified, the County reserves the right to reject a contractor's bid if it is determined that the contractor has not submitted the lowest responsible and responsive bid. The prequalification of the contractor shall not preclude the County from subsequently concluding that the contractor is not a responsible bidder pursuant to N.C. Gen. Stat. § 143-129. The prequalification of a contractor for a project shall only apply to the individual project. All construction and repair contracts shall be awarded to the lowest responsive and responsible bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract.

## 7.3 Review of Applications

The Project Manager shall establish a Prequalification Committee for each project to review and score applications submitted by the firms to determine the prequalification eligibility.

The Prequalification Committee shall use an objective assessment process and criteria for that specific project. The prequalification criteria shall not require the firm to have previously been awarded a construction and repair project by the County. The prequalification criteria used by the Prequalification Committee shall include prequalification scoring values and the minimum required score to be prequalified for the project. The Prequalification Committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system.

Firms shall be promptly notified in writing of the Prequalification Committee's decision by electronic mail. The notification to a contractor determined not to be prequalified shall include the reason(s) for denial. Notice shall be provided prior to the advertisement of bids for the project and with sufficient time for the firm to protest the denial of prequalification.

## 7.4 Appeals Procedure

A firm may file a written appeal by hand-delivery or electronic mail with the County's Contract Purchasing Agent within three (3) business days (excluding County Holidays) of receipt of notice that the firm has been denied prequalification.

The written appeal shall clearly articulate the reasons why the firm is contesting the denial and attach all documents and additional information supporting the firm's position.

The Prequalification Committee may contact the firm regarding the information provided prior to ruling on the appeal. If the Prequalification Committee is satisfied that the firm should be prequalified, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the Prequalification Committee upholds its denial, the firm shall be promptly notified in writing via e-mail by the Contract Purchasing Agent within five business days of receipt of the written appeal. This decision shall be final.

## 7.5 Construction Manager-at-Risk Projects; First Tier Subcontractors

Pursuant to N.C. Gen. Stat. § 143-128.1, a construction manager at risk under contract with the County shall use the process outlined in this policy for the prequalification and acceptance of bids or first-tier subcontractors.

The Construction Manager at Risk and the County shall jointly develop the assessment tool and criteria for that specific project including, including prequalification scoring values and the minimum required score to be prequalified for the project. The prequalification criteria shall not require the firm to have previously been awarded a construction and repair project by the Construction Manager or the County. The Prequalification Committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system.

Firms shall be promptly notified of the Prequalification Committee's decision by electronic mail. The notification to a firm determined not to be prequalified shall include the reason(s) for denial. Notice shall be provided prior to the advertisement of bids for the project and with sufficient time for the firm to protest the denial of prequalification. A firm that is denied prequalification may follow the appeals procedure in Section 7.4 of this policy.



## Section Eight: Capital Assets

For accounting purposes, capital assets are defined as items of tangible property, both real and personal property.

Capital assets include property with a value of \$5,000 or more, and purchases of multiple like items with a useful life greater than one year and total cost greater than \$5,000.

North Carolina General Statute implies and Generally Accepted Accounting Principles (GAAP) requires that a capital asset accounting inventory system be maintained to safeguard assets. The Finance Department maintains the capital asset accounting inventory.

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## Section Nine: Sale and Disposition of Surplus Property

Surplus is defined as any County-owned real or personal property that the continued use of is uneconomical or inefficient, or which serves no useful governmental function or further use to the County. This section describes the sale and disposition of property as authorized by Chapter 160A of the General Statutes of North Carolina.

Methods of Property Sale and Disposition Authorized by NC Law		
<i>Competitive Methods</i>	<i>Type of Property</i>	<i>Citation</i>
Advertisement for sealed bids	Real property; personal property	(N.C. Gen. Stat. § 160A-268)
Negotiated offer, advertisement, and upset bids	Real property; personal property	(N.C. Gen. Stat. § 160A-269)
Public (live) or electronic auction	Real property; personal property	(N.C. Gen. Stat. § 160A-270)
<i>Other Methods</i>	<i>Type of Property</i>	<i>Citation</i>
Private sale with governing board approval	Personal property valued at less than \$30,000	(N.C. Gen. Stat. § 160A-267)
Private sale without governing board approval of each sale	Personal property valued at less than \$30,000	(N.C. Gen. Stat. § 160A-266(c))
Exchange of property	Real property; personal property	(N.C. Gen. Stat. § 160A-271)
Trade-in	Personal property	(N.C. Gen. Stat. § 143-129.7)
Discard	Real property; personal property	(N.C. Gen. Stat. § 160A-266(d))
Leases	Real property; personal property	(N.C. Gen. Stat. § 160A-272)
Leases for affordable housing	Real property, but only for individual or entity that will use the land to construct housing for benefit of low-income and/or moderate income persons.	(N.C. Gen. Stat. § 160A-278)
Economic development projects	Real property, but only for economic development activities listed in N.C. Gen. Stat. § 158-7.1(b)	(N.C. Gen. Stat. § 158-7.1(d))
Disposition to other governments	Real property; personal property	(N.C. Gen. Stat. § 160A-274)
Artistic/historic properties	Real or personal property, but only the type of property described in N.C. Gen. Stat. § 160A-266(b) and only if conveyed to a nonprofit in accordance with N.C. Gen. Stat. § 160A-266(b)	(N.C. Gen. Stat. § 160A-266(b))
Fire departments	Real property, but only for constructing or expanding fire department or rescue squad facilities	(N.C. Gen. Stat. § 160A-277)
Conveyance to nonprofit organizations	Real or personal property, but only if conveyed to an entity carrying out a public purpose that the city or county is authorized to engage in.	(N.C. Gen. Stat. § 160A-279)
Conveyance without monetary consideration	Personal property only, conveyed to a governmental unit, sister city, nonprofit, or charter school.	(N.C. Gen. Stat. § 160A-280)
Retiring law enforcement officer's weapon and badge	Personal property valued less than \$30,000	(N.C. Gen. Stat. § 20-187.2)
Retired service animals	Personal property	(N.C. Gen. Stat. § 20-187.4)

## 9.1 Real Property

It is the County's policy that all real property be declared surplus prior to its disposition or sale. The County Manager shall review and evaluate all real property valued \$5,000 or less periodically to determine if it is of use to the County before declaring it surplus.

After the real property has been declared surplus, the County may sell or dispose of the real property by any of the statutorily authorized methods.

The Board of Commissioners shall identify and authorize the method of sale or disposal method to be utilized. The Board of Commissioners may withdraw the property from sale at any time, and the right to accept or reject all bids.

County officials, employees, their spouses, children, grandchildren, and parents are prohibited from bidding or purchasing surplus County real property under this policy.

Any real property that the County wishes to dispose of that was acquired in whole, or in part, with state or federal grant funds must satisfy any conditions imposed by such grants prior to the sale of the property.

## 9.2 Personal Property

The County Manager is authorized to declare personal property surplus providing:

- a. Any one item or group of similar items has a purchase price value of less than \$5,000; and
- b. The property is no longer necessary for the conduct of public business; and
- c. Sound property management principles and financial consideration indicated that the interests of the County would best be served by disposing of the property.

If the conditions do not apply, the personal property to be declared surplus shall be presented to the Board of Commissioners for its consideration.

The County Finance Department will process all personal property sales for the County subsequent to obtaining approval from the County Manager or from the Board of Commissioners, if required.

The County Finance Officer may dispose of surplus personal property, by any of the statutorily authorized methods which the County Finance Officer judges reasonable to yield the highest sale price in money or other consideration.

Prior to disposing of personal property acquired in whole or part with state or federal grant funds, the County must satisfy any property disposition requirements under the grant.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2881)

**Agenda Item Title:** Consideration of Resolution Updating Requirements for the Award of Public Building and Repair Construction Contracts and Adopting a Minority Business Participation Outreach Plan Pursuant to N.C. Gen. Stat. §143-128.2

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:** Rebecca Gay

**Board Action:** Action

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**Brief Description of Agenda Item:**

**Reason for Request:**

In support of provisions in the county's updated Purchasing Policy, this Resolution complies with NC General Statutes and supports the establishment of methods to encourage minority-owned businesses to participate in the bid process for construction and repair projects.

**Potential Budget Affect:** n/a

**Is this item regulated by plan, regulation or statute?** Yes

**Manager Recommendation:** Approval

NORTH CAROLINA  
CURRITUCK COUNTY

**RESOLUTION UPDATING REQUIREMENTS FOR THE AWARD OF  
PUBLIC BUILDING AND REPAIR CONSTRUCTION CONTRACTS AND  
ADOPTING A MINORITY BUSINESS PARTICIPATION OUTREACH PLAN  
PURSUANT N.C. GEN. STAT. § 143-128.2**

Original Resolution June 18, 1990

WHEREAS, the North Carolina General Assembly has amended Article 8 of N.C. General Statute Chapter 143, Public Contracts, to enhance and improve the good faith efforts to recruit and select minority businesses for participation in public building construction and repair contracts by adding N.C. Gen. Stat. § 143-128.2; and

WHEREAS, on June 18, 1990, the County of Currituck, North Carolina adopted a resolution to establish a ten percent (10%) verifiable percentage goal for participation by minority businesses in the awarding of building construction contracts exceeding \$100,000 under a separate prime or single-prime contract system pursuant to N.C. Gen. Stat. § 143-128; and

WHEREAS, N.C. Gen. Stat. § 143-128(a1) has increased the permissible methods that public bodies may use in awarding construction contracts; and

WHEREAS, N.C. Gen. Stat. §§ 143-128.2(a) and 143-128.2(j) require each city, county, or other local public entity to adopt an appropriate verifiable percentage goal for participation by minority businesses in the total value of work for building projects costing \$300,000 or more; and

WHEREAS, N.C. Gen. Stat. §§ 143-128.2(b) and 143-128.2(j) require a public entity awarding a building contract where the total value of work equals or exceeds \$300,000 to establish, prior to solicitation of bids, good faith efforts that it will take to make it feasible for minority businesses to submit successful bids or proposals for contracts for public buildings, and require public entities to require contractors to make good faith efforts pursuant to N.C. Gen. Stat. § 143-128(f); and

WHEREAS, N.C. Gen. Stat. §§ 143-128.2(a), 143-128.2(b), and 143-128.2(e)(1) require a public entity awarding a building construction or repair contract where the total value exceeds \$300,000, prior to awarding a contract, to develop and implement a minority business participation outreach plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina as follows:

1. Minority business participation requirements shall be followed pursuant to any of the following construction methods described in N.C. Gen. Stat. § 143-128(a1):



- (a) Separate-prime bidding.
  - (b) Single-prime bidding.
  - (c) Dual bidding.
  - (d) Construction management at risk.
  - (e) Alternative contracting methods.
  - (f) Design-build contracts.
  - (g) Design-build bridging contracts.
  - (h) Public-private partnership construction contracts.
2. The threshold requiring good faith efforts for the award of a public building construction or repair contract not involving State of North Carolina appropriations shall be increased from \$100,000 to \$300,000.
  3. Currituck County shall make good faith efforts as set forth in N.C. Gen. Stat. § 143-128(e).
  4. Currituck County shall require contractors to make good faith efforts pursuant to N.C. Gen. Stat. § 143-128(f).
  5. Currituck County adopts a Minority Business Participation Outreach Plan and shall follow the guidelines established therein.
  6. That this resolution shall become effective upon its adoption.

ADOPTED, this 17th day of August, 2020.

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Bob White, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton, Clerk to the Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2880)

**Agenda Item Title:** Consideration of Resolution Adopting a Prequalification Policy for Construction and Repair Work Pursuant to N.C. Gen. Stat. §143-135.8

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:** Rebecca Gay

**Board Action:** Action

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**Brief Description of Agenda Item:**

**Reason for Request:**

Resolution adopting the prequalification requirements for construction and repair work as established in the county's updated Purchasing Policy. The county policy complies with NC General Statutes.

**Potential Budget Affect:** n/a

**Is this item regulated by plan, regulation or statute?** Yes

**Manager Recommendation:** Approval

NORTH CAROLINA  
CURRITUCK COUNTY

**RESOLUTION ADOPTING A PREQUALIFICATION POLICY FOR  
CONSTRUCTION AND REPAIR WORK PURSUANT TO  
N.C. GEN. STAT. § 143-135.8**

WHEREAS, prequalification is a process to evaluate and determine whether potential bidders have the skill, judgement, integrity, sufficient financial resources, and ability necessary for the faithful performance of a contract for construction or repair work; and

WHEREAS, N.C. Gen. Stat. § 143-135.8 authorizes counties to prequalify bidders for construction or repair work projects when using certain construction methods when the county's governing board adopts an objective prequalification policy applicable to all construction or repair work prior to the advertisement of the contract for which the county intends to prequalify bidders, and when the county has adopted the assessment tool and criteria for that specific project, which must include the prequalification scoring values and minimum required score for prequalification on that project; and

WHEREAS, N.C. Gen. Stat. § 143-135.8 further requires that the objective prequalification policy meets the following criteria:

- 1) Must be uniform, consistent, and transparent in its application to all bidders.
- 2) Must allow all bidders who meet the prequalification criteria to be prequalified to bid on the construction or repair work project.
- 3) Clearly state the prequalification criteria, which must:
  - a. Be rationally related to construction or repair work;
  - b. Not require that the bidder has previously been awarded a construction or repair project by the governmental entity;
  - c. Permit bidders to submit history or experience with projects of similar size, scope, or complexity.
- 4) Clearly state the assessment process of the criteria to be used.
- 5) Establish a process for a denied bidder to protest to the county denial of prequalification, which process shall be completed prior to the opening of bids under N.C. Gen. Stat. § 143-129(b) and which allows sufficient time for a bidder subsequently prequalified pursuant to a protest to submit a bid on the contract for which the bidder is subsequently prequalified.

- 6) Outline a process by which the basis for denial of prequalification will be communicated in writing, upon request, to a bidder who is denied prequalification; and

WHEREAS, the Currituck County has developed an objective prequalification policy applicable to construction and repair work using one the delivery methods authorized in N.C. Gen. Stat. § 143-128(a1) (1) through (3).

NOW THEREFORE, be it resolved that the Currituck County Board of Commissioners adopts the Prequalification Policy as described in the Currituck County Purchasing and Contracting Policy.

ADOPTED, this 17th day of August, 2020.

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Bob White, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton, Clerk to the Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2876)

**Agenda Item Title:** Consideration of a Resolution Authorizing the Sole Source Purchase of Computer Hardware and Software from Instrulogic, LLC for Operation of Mainland Water and Southern Outer Banks Water Systems

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:** Rebecca Gay

**Board Action:** Action

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**Brief Description of Agenda Item:**

**Reason for Request:**

**Sole Source Purchase Resolution to provide for purchase of system compatible equipment and software for water systems on the mainland and Outer Banks.**

**Potential Budget Affect:** Budgeted funds

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:** Approval





## **COUNTY OF CURRITUCK**

### **RESOLUTION AUTHORIZING THE PURCHASE OF COMPUTER HARDWARE AND SOFTWARE FROM INSTRULOGIC, LLC FOR THE OPERATION OF MAINLAND WATER SYSTEM AND SOUTHERN OUTER BANKS WATER SYSTEM THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)**

WHEREAS, N.C. Gen. Stat. §143-129(e)(6) authorizes a unit of local government to purchase apparatus, supplies, materials or equipment when standardization or compatibility is an overriding consideration; and

WHEREAS, proper functioning of the County's Mainland Water System and Southern Outer Banks Water System requires the purchase of computer hardware and necessary software compatible with existing systems equipment and remote site equipment and;

WHEREAS, InstruLogic, LLC is the only entity capable of providing the County with computer hardware and necessary software compatible with current Mainland Water System and Southern Outer Banks Water System equipment and operational systems, and

WHEREAS, Mainland Water System and Southern Outer Banks Water System have been using InstruLogic, LLC to construct, develop and upgrade its system; and

WHEREAS, InstruLogic, LLC is supplying Mainland Water System with computer hardware and necessary software at a cost of \$127,500.00; and

WHEREAS, InstruLogic, LLC is supplying Southern Outer Banks Water System with computer hardware and necessary software at a cost of \$142,468.00; and

WHEREAS, the total cost for the Mainland Water System and Southern Outer Banks Water System purchase is \$269,968.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina as follows:

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$269,968.00 with InstruLogic, LLC for the sole source purchase of computer hardware and necessary software in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the County Manager is authorized to execute the agreement with InstruLogic, LLC for the acquisition of computer hardware and necessary software described in this resolution and the proposed contract.

Section 2. This resolution shall be effective upon its adoption.

This the 17th day of August, 2020.

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Bob White, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton  
Clerk to the Board of Commissioners

(COUNTY SEAL)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2874)

**Agenda Item Title:** Budget Amendment-CARES Act

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:** Ben Stikeleather

**Board Action:** Action

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**Brief Description of Agenda Item:**

**Reason for Request:**

Manager will provide a review of the CARES Act for your consideration of the use of funds provided to the county through the federal CARES Act, developed to assist with specific funding needs related to the Covid-19 pandemic.

**Potential Budget Affect:** Unknown (based on use and approvals)

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:** Approval

CARES funding is federal COVID funding that flows through the state. We have received a first allotment of \$701,713. Our plan for this allotment is to use the majority to offset public safety salary costs. The planned use of these funds and the next allotment can be changed easily.

Number

20210003

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of August 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10990-587200	T T - CARES ACT COVID19	\$ 701,713	
10390-499900	Appropriated Fund Balance		\$ 701,713
200981-502000	Salaries	\$ 377,744	
200981-502100	Salaries - Overtime	\$ 100,000	
200981-503000	Salaries - Part time	\$ 25,000	
200981-503500	Temporary Services	\$ 25,000	
200981-505000	FICA	\$ 40,372	
200981-507000	Retirement	\$ 83,597	
200981-532000	Supplies	\$ 25,000	
200981-545000	Contract Services	\$ 25,000	
200390-495010	T F - Operating Fund		\$ 701,713
		<u>\$ 1,403,426</u>	<u>\$ 1,403,426</u>

**Explanation:** CARES ACT - COVID 19 (200981) - To set-up a special revenue fund for the CARES ACT - COVID19 funding as required by the grant. This funding was received on 5/29/2020 and recorded in the operating fund. This amendment will move the funds from the general fund to the required special revenue fund. At this time, funding must be spent by December 31, 2020 and cannot replace any items that were already budgeted prior to approval of grant funding.

**Net Budget Effect:** Operating Fund (10) - Increased by \$701,713.  
CARES ACT COVID19 (200) - Increased by \$701,713.

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\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmend\_Aug 17\_CARES Act (Cares Act-Budget Amendment)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2884)

**Agenda Item Title:** Lower Currituck VFD-Use of Equipment Replacement Fund for Fiberglass Tank Replacement

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:** Ralph Melton

**Board Action:** Action

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**Brief Description of Agenda Item:**

**Reason for Request:**

Lower Currituck VFD is asking the Board to consider the use of Equipment Replacement funds for the purchase of a new fiberglass water tank. The new tank will replace a tank on the apparatus that is deteriorating.

**Potential Budget Affect:**

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:** Approval



Mills Riddick  
President

Vernon 'Brooks' Hart, Jr  
Chief



## LOWER CURRITUCK VOLUNTEER FIRE DEPARTMENT

August 10, 2020

To whom it may concern,

Upon investigation of Tanker 5 the KME, findings are fiberglass water tank 2500 gallons is failing. The fiberglass is sheeting off the inside causing pieces of the tank to flake off and degrade.

The tank has also shifted to the side and down. With the tank shift, the find is that the 10x10 dump chute will not operate on the passenger side of the Tanker and is binding which is not operating properly on the driver side of the Tanker. The recommendation is to replace the Booster Tank completely with a poly tank.

Vernon 'Brooks' Hart, Jr  
Fire Chief LCVFD

Attachment: LCVFD Tanker Explanation (Lower Currituck VFD-Fiberglass Tank Replacement)



2520 N. Wesleyan Blvd.  
Rocky Mount, NC 27804

# Repair Estimate

Date	Estimate #
7/27/2020	20-2531

## Name / Address

Lower Currituck VFD  
PO Box 207  
Grandy, NC 27939

Rep	Apparatus ID/ SO #
RI	

Qty	Item	Description	Rate	Total
		TANKER 5 - KME - GSO - 7908 - VIN - 1K9AF6486BN058049 - HALE Q MAX 175-236 - A3829		
		THIS ESTIMATE IS FOR THE REPLACEMENT OF THE FIBERGLASS TANK IN TANKER 5 WITH A UPF POLY TANK. THIS ESTIMATE INCLUDES THE COST OF THE TANK AND THE LABOR TO REMOVE THE OLD TANK AND REINSTALL THE NEW TANK. IF THERE IS ANY PLUMBING ISSUES FOUND WHILE REMOVING/ INSTALLING THERE WILL BE ADDITIONAL COST.		
1	MISC - PARTS	2500 GALLON UPF TANK	20,057.82	20,057.82
24	LABOR - SHOP	LABOR	94.00	2,256.00
1	FCI-SUPPLY	MISC SHOP SUPPLIES & WASTE DISPOSAL	150.00	150.00
1	SHIPPING-EQUIP	SHIPPING ESTIMATE - WILL BE ADJUSTED WHEN TANK ARRIVES	2,000.00	2,000.00

**Subtotal** \$24,463.82

**Sales Tax (6.75%)** \$1,651.31

**Total** \$26,115.13

Attachment: Est\_202531\_from\_Fire\_Connections\_Inc.\_13976 (Lower Currituck VFD-Fiberglass Tank Replacement)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number –** (ID # 2875)

**Agenda Item Title:** Budget Amendments

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

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**Brief Description of Agenda Item:**

**Reason for Request:**

**Budget Amendments-Various**

**Potential Budget Affect:** Amendments with budget affects are attached for review

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:** Approval

Number 20210001

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 17th day of August 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10640-532004	FCS Supplies	\$ 1,226	
10330-449900	Miscellaneous Grants		\$ 1,226
		<u>\$ 1,226</u>	<u>\$ 1,226</u>

**Explanation:** Cooperative Extension (10640) - To carry-forward NC Department of Insurance (SHIIP base funds) grant funds.

2100

**Net Budget Effect:** Operating Fund (10) - Increased by \$1,226.

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\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Aug 17\_General Meeting (Budget Amendments)

Number 20210002

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 17th day of August 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10531-590000	EM Capital Outlay	\$ 4,506	
10990-587061	Transfer to Mainland Water	\$ 8,188	
10330-445000	Emergency Mgmt		\$ 12,694
61818-545000	Contract Services	\$ 8,188	
61390-495010	Transfer from Operating Fund		\$ 8,188
		<u>\$ 20,882</u>	<u>\$ 20,882</u>

**Explanation:** Emergency Management (10531); Mainland Water (61818) - Receiving Emergency Management Performance Grant Supplemental funding to support COVID19 response. Projects to include; an upgrade to the electronic lock system at the mainland water plant to increase security and an 800mhz radio for the EM office.

**Net Budget Effect:** Operating Fund (10) - Increased by \$12,694.  
Mainland Water (61) - Increased by \$8,188.

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\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Aug 17\_General Meeting (Budget Amendments)



Number

20210003

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th day of August 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10990-587200	T T - CARES ACT COVID19	\$ 701,713	
10390-499900	Appropriated Fund Balance		\$ 701,713
200981-502000	Salaries	\$ 377,744	
200981-502100	Salaries - Overtime	\$ 100,000	
200981-503000	Salaries - Part time	\$ 25,000	
200981-503500	Temporary Services	\$ 25,000	
200981-505000	FICA	\$ 40,372	
200981-507000	Retirement	\$ 83,597	
200981-532000	Supplies	\$ 25,000	
200981-545000	Contract Services	\$ 25,000	
200390-495010	T F - Operating Fund		\$ 701,713
		<u>\$ 1,403,426</u>	<u>\$ 1,403,426</u>

**Explanation:** CARES ACT - COVID 19 (200981) - To set-up a special revenue fund for the CARES ACT - COVID19 funding as required by the grant. This funding was received on 5/29/2020 and recorded in the operating fund. This amendment will move the funds from the general fund to the required special revenue fund. At this time, funding must be spent by December 31, 2020 and cannot replace any items that were already budgeted prior to approval of grant funding.

**Net Budget Effect:** Operating Fund (10) - Increased by \$701,713.  
CARES ACT COVID19 (200) - Increased by \$701,713.

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\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Aug 17\_General Meeting (Budget Amendments)

Number 20210004

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 17th day of August 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
66868-590000	Capital Outlay	\$ 250,000	
66390-499900	Appropriated Fund Balance		\$ 250,000
		<u>\$ 250,000</u>	<u>\$ 250,000</u>

**Explanation:** Southern Outer Banks Water System (66868) - Carry-forward funds to complete Hazen & Sawyer, Magette Well Drilling and Dominion Power contracts for the Sailfish Well Project that has been in process since FY 2019.

**Net Budget Effect:** Southern Outer Banks Water (66) - Increased by \$250,000.

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\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Aug 17\_General Meeting (Budget Amendments)

Number 20210005

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 17th day of August 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10440-545100	Credit Card Fees	\$ 15,000	
10340-450420	Beach Parking Permits		\$ 15,000
		<u>\$ 15,000</u>	<u>\$ 15,000</u>

**Explanation:** Finance (10440) - Increase credit cards fees due to online beach parking permits purchases.

**Net Budget Effect:** Operating Fund (10) - Increased by \$15,000.

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\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Aug 17\_General Meeting (Budget Amendments)

Number 20210006

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 17th day of August 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
26535-557100	Software License Fees	\$ 3,952	
26390-499900	Appropriated Fund Balance		\$ 3,952
		<u>\$ 3,952</u>	<u>\$ 3,952</u>

**Explanation:** Emergency Telephone System (26535) - Increase appropriations due to increase in software license for FY 2021.

**Net Budget Effect:** Emergency Telephone System Fund (26) - Increased by \$3,952.

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\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Aug 17\_General Meeting (Budget Amendments)

Number 20210007

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 17th day of August 2020, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2021.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10441-514000	Travel	\$ 1,600	
10441-514500	Training & Education	\$ 6,000	
10441-532000	Supplies	\$ 9,200	
10441-545000	Contract Services	\$ 11,000	
10441-590000	Capital Outlay	\$ 16,345	
10441-590003	BOC Meeting Room Technology	\$ 681	
10440-514000	Travel	\$ 12,007	
10440-514500	Training & Education	\$ 5,020	
10440-526000	Advertising	\$ 2,451	
10440-532000	Supplies	\$ 1,890	
10440-545000	Contract Services	\$ 4,500	
10440-561000	Professional Services	\$ 650	
10460-516000	Maintenance & Repairs	\$ 7,000	
10460-545000	Contract Services	\$ 17,695	
10460-545800	Contract Services - COA	\$ 5,000	
10460-592000	Courthouse Projects	\$ 1,250	
10980-545000	Contract Services	\$ 251,558	
10330-445100	FEMA Public Assistance		\$ 251,558
10390-499900	Appropriated Fund Balance		\$ 102,289
		<u>\$ 353,847</u>	<u>\$ 353,847</u>

**Explanation:** Information Technology (10441); Finance (10440); Public Works (10460); Disaster Recovery - Hurricane Dorian (10980) - Carry-forward funds from prior fiscal year for purchases/contracts in process on June 30, 2020 that were not completed.

**Net Budget Effect:** Operating Fund (10) - Increased by \$353,847.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

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\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Aug 17\_General Meeting (Budget Amendments)





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2882)

**Agenda Item Title:** Personnel Policy Revision-Emergency Family Medical Leave

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

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**Brief Description of Agenda Item:**

**Reason for Request:** Language change to provide for better clarity of policy relating to Emergency Family Medical Leave.

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:** Approval

- C. Except in cases of emergency, Employees must notify their immediate supervisor of all requests for sick leave before the leave is taken, or an employee must call the immediate supervisor at or prior to their schedule starting time for that day. Sick leave may only be taken with the approval of the immediate supervisor.
- D. The employee's Department Head or the County Manager may require a statement from the physician, or other acceptable proof, that the employee was unable to report for work as a condition of approving sick leave. At the expiration of an authorized sick leave period of 90 days or more, the employee's Department Head or County Manager may require a fitness-for-duty examination at the County's expense, to determine whether the employee is able to resume normal duties.
- E. Unused sick leave is allowed as creditable service at the time of retirement to employees who are members of the North Carolina Local Government Employee's Retirement System. One month of credit is allowed for each twenty (20) days of unused sick leave when an employee retires, and an additional month is credited for any part of twenty (20) days unused sick leave left over.
- F. Employee must notify County of any unused sick leave earned from another North Carolina governmental agency. The total number of days accepted as transferred will be added to the record after completion of the six months probationary period. Verification of accumulated sick leave must be received in writing from the previous employer.
- G. Employees who retire or resign with the County shall lose all sick leave credits. No employee shall be paid for any accrued sick leave if the employee leaves employment for any reason.
- H. During a National State of Emergency in effect for the 2019 Novel Coronavirus (COVID-19) employees can take sick leave for any reason. Sick leave will be advanced in situations where an employee does not have an accrued sick leave balance. Once the National State of Emergency is not in effect employees will be required to pay back any advanced sick leave time. Shared leave will be suspended for all reasons during the National State of Emergency. If an employee leaves employment while owing advanced sick leave the amount will be deducted from vacation and compensatory time.
- I. The Families First Coronavirus Response Act (FFCRA) is a law which has different acts with the shared goal of providing relief to those who have been or will be adversely affected economically by the COVID-19 pandemic. The Act is effective from 4/1/2020-12/31/2020. If an employee has available work, either under normal circumstances at the normal worksite or by means of telework, and becomes unable to work due to the qualifying reasons set forth

in the FFCRA then he or she would be eligible to receive either Emergency Family and Medical Leave or Emergency Paid Sick Leave. This Act has two parts: These two parts are outlined below:

1. The Emergency Family and Medical Leave Expansion Act covers all employees who have been employed for thirty days. Employees may take up to 12 weeks of leave when an employee is unable to work or telework due to a need for leave to care for son or daughter under 18 years of age if the school or place of care has been closed, or the child care provider is unavailable due to an emergency with respect to COVID-19 as declared by a federal, state or local authority.

~~Only employees for whom Currituck County has work—whether it is work at the employee's regular workplace or remote work (telework)—are eligible for emergency FMLA leave. If an employee has been directed to remain at home and there is no work that can be performed from home, the employee will not be eligible for emergency FMLA leave even if he or she would be unable to work because of school closures or the unavailability of their regular child care provider.~~

The first ten days of emergency FMLA are unpaid but an employee may choose to use any accrued paid leave during the first ten days of emergency FMLA leave. After the first 10-days of Emergency Family Leave an employee will be required to use accrued compensatory time, sick time and/or vacation time to run concurrently with Emergency Family Leave. Employees may use their maximum of 80 hours of emergency paid sick leave instead of accrued leave. See below.

2. The Emergency Paid Sick Leave Act covers all employees. All full-time employees are entitled to a maximum of 80 hours of emergency paid sick leave. Part-time and temporary employees are also eligible for emergency paid sick leave and the amount of leave will be calculated on a case-by-case basis. The circumstances an employee qualifies for emergency paid sick leave are:
  - a. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19;
  - b. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19;
  - c. The employee is showing symptoms of COVID-19 and is seeking but has not yet received a medical diagnosis;

- d. The employee is caring for someone subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons; or
- e. The employee is caring for his or her son or daughter because the child's school or childcare facility has been closed or the childcare provider is no longer available because of a COVID-19 related reason.

~~Only employees for whom Currituck County has work — whether it is work at the employee's regular workplace or remote work (telework) — are eligible for emergency paid sick leave. If an employee has been directed to remain at home and there is no work that can be performed from home, the employee will not be eligible for emergency paid sick leave even if he or she meets one of the qualifying conditions for sick leave. This is true whether or not Currituck County has formally furloughed employees.~~

It is up to the employee to decide whether to use emergency paid sick leave before any other form of accrued paid leave the employee has. Currituck County may not require an employee to use accrued sick, vacation or personal leave or, for nonexempt employees only, accrued comp time before using emergency paid sick leave. Any accrued paid time off previously earned by an employee may not run concurrently with emergency paid sick leave.

Other information regarding each act, FICA deductions, etc. may found at the following link: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.

## **Section 607 Leave without Pay**

- A. Leave without pay may be granted for up to six (6) months by the County Manager upon recommendation of the Department Head. Upon returning to duty after being on leave without pay, the employee shall be guaranteed a position of the same classification and pay. Failure to report for duty at the expiration of the leave without pay period, unless an extension has been granted, shall be considered a resignation.
- B. Vacation, holiday and sick leave credits will not be accrued during leave without pay. Longevity eligibility date will be extended by the same length of days (partial days shall revert to whole days) the employee was on leave without pay. Individual hospitalization and dental insurance provided for the employee by the employer during regular pay will not be provided as employer expense benefits during leave without pay, unless the employee is on FMLA leave or on the payroll a minimum of half the working days during the calendar month. The employee, however, may continue to be eligible for



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2879)

**Agenda Item Title:** Job Description Revisions

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

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**Brief Description of Agenda Item:**

**Reason for Request:**

Updated job descriptions to reflect job duties-Phase 2 Salary Study

**Potential Budget Affect:**

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:** Approval

The job descriptions attached have been adjusted based on a review of the department heads because of the salary study.





## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ACCOUNTING AND PAYROLL TECHNICIAN FINANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs responsible clerical and accounting work requiring independent judgment and initiative monitoring expenses and revenues for the County. Work involves verifying payments received, preparing reports for County reimbursement. Employee is responsible for itemizing charges on invoices and entering data into computer records. Reports to the Finance Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Prepares biweekly payroll.

Prepares and processes payroll withholdings; including FICA, federal and State taxes, retirement, garnishments, other payroll deductions.

Prepares quarterly governmental payroll reports.

Prepares annual W2 statements.

Maintains records of expenditures and revenues, verifying payments made/received.

Prepares and submits reports as required for County reimbursement from state and federal funds.

Prepares, reviews and verifies invoices for payment; maintains computer files of invoices.

Enters accounts payable invoices into financial system.

Reviews and prepares purchase orders, verifying documentation and available funds.

Assists in forecasting expenditures to ensure program funds are available.

Reconciles incoming credit card transactions from various providers on a daily basis.

Posts daily credit card transactions to financial system.

Assists auditors with annual audit as appropriate.

### ACCOUNTING TECHNICIAN

Monitors check preparations for various accounts.

Manages GovDeals, online governmental auctions.

Assists with maintaining capital asset records.

Works with County Attorney and Airport Manager to maintain records including certificates of insurance, lease renewals and payments for the Currituck County Airport.

Reconciles bank accounts monthly.

Assists with investment of idle funds.

Reviews returned checks from customers and reconciles to bank statements.

Prepares annual escheat report to the State,

Reviews and balances inmate agency bank statement to the inmate accounting system.

Maintains fuel credit cards and departmental billings.

Maintains vehicle title files and prepares DMV paperwork for new purchases and disposals.

Manages vehicle recalls, notifies departments, follows-up on status.

Reconciles investment purchases and maturities to bank statements.

Sorts and distributes USPS mail from mail courier daily.

Back-up to Financial and Budget Assistant.

Performs routine clerical tasks, such as greeting visitors, recording and relaying messages, typing routine correspondence, addressing envelopes, processing and distributing mail, etc.

### **ADDITIONAL JOB FUNCTIONS**

Answers telephone and receives inquiries, providing information or referring callers to other County officials, as appropriate.

Prepares, copies, files and/or distributes, as appropriate, various correspondence, records and forms.

Maintains inventory of office supplies, ordering items as appropriate and monitoring expenditures.

Processes accounts payable and payroll checks; prepares and solicits investment quotes.

Assists other departments with research on items financial in nature.

Back-up staffing for water clerks during high volume or system upgrades.

ACCOUNTING TECHNICIAN

Works at Tourism events to greet customers, collect entrance fees, reconcile and make bank deposits.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation with an Associates degree in accounting or related field from a college and at least 2 years of experience in clerical work, preferably including bookkeeping and governmental accounting duties; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be able to successfully complete training required by FEMA and/or other agencies in order to process disaster claims. Must possess a valid driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS

- Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.
- Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.
- Language Ability:** Requires the ability to read a variety of reports, correspondence, time sheets, work schedules, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.
- Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages such as Accounting terminology.
- Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determines percentages and decimals; verifies and computes interest rates.
- Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.
- Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.
- Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches,

## ACCOUNTING TECHNICIAN

etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of the organization, operation, programs and policies of the Finance Department.

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of arithmetic.

General knowledge of state and local fiscal regulations, policies and procedures.

General knowledge of terminology used within the Finance Department.

General knowledge of modern office practices and procedures.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain clerical records and to compile reports from them.

Ability to type accurately at a moderate rate of speed.

Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare standard financial statements and reports from the books and records.

Ability to understand and follow written and oral instructions.

Ability to exercise independent judgment, discretion and confidentiality in the completion of work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 08/17/2020 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ACCOUNTING TECHNICIAN FINANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs responsible clerical and accounting work requiring independent judgment and initiative monitoring expenses and revenues for the County. Work involves verifying payments received, preparing reports for County reimbursement. Employee is responsible for itemizing charges on invoices and entering data into computer records. Reports to the Finance Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Maintains records of expenditures and revenues, verifying payments made/received.

Prepares and submits reports as required for County reimbursement from state and federal funds.

Prepares, reviews and verifies invoices for payment; maintains computer files of invoices.

Enters accounts payable invoices into financial system.

Reviews and prepares purchase orders, verifying documentation and available funds.

Assists in forecasting expenditures to ensure program funds are available.

Reconciles incoming credit card transactions from various providers on a daily basis.

Posts daily credit card transactions to financial system.

Assists auditors with annual audit as appropriate.

Monitors check preparations for various accounts.

Manages GovDeals, online governmental auctions.

Assists with maintaining capital asset records.

Works with County Attorney and Airport Manager to maintain records including certificates of insurance, lease renewals and payments for the Currituck County Airport.

Revised 06/01/2015



**ACCOUNTING TECHNICIAN**

Reconciles bank accounts monthly.

Assists with investment of idle funds.

Reviews returned checks from customers and reconciles to bank statements.

Maintains stale check file and contacts vendors; prepares annual escheat report to the State.

Reviews and balances inmate agency bank statement to the inmate accounting system.

Maintains fuel credit cards and departmental billings.

Maintains vehicle title files and prepares DMV paperwork for new purchases and disposals.

Manages vehicle recalls, notifies departments, follows-up on status.

Reconciles investment purchases and maturities to bank statements.

Sorts and distributes USPS mail from mail courier daily.

Back-up to accounts receivable for finance.

Records all accounts receivable in general ledger for tourism department.

Reconciles tourism third party credit card receipts from Square and Paypal; records in general ledger.

Back-up to Financial and Budget Assistant.

Performs routine clerical tasks, such as greeting visitors, recording and relaying messages, typing routine correspondence, addressing envelopes, processing and distributing mail, etc.

**ADDITIONAL JOB FUNCTIONS**

Answers telephone and receives inquiries, providing information or referring callers to other County officials, as appropriate.

Prepares, copies, files and/or distributes, as appropriate, various correspondence, records and forms.

Maintains inventory of office supplies, ordering items as appropriate and monitoring expenditures. ~~;- maintains files including worker's compensation and employee files.~~

Processes accounts payable and payroll checks; prepares and solicits investment quotes.

Assists other departments with research on items financial in nature.

Back-up staffing for water clerks during high volume or system upgrades.

Works at Tourism events to greet customers, collect entrance fees, reconcile and make bank deposits.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Revised 06/01/2015

## ACCOUNTING TECHNICIAN

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation with an Associates degree in accounting or related field from a college and at least 2 years of experience in clerical work, preferably including bookkeeping and governmental accounting duties; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be able to successfully complete training required by FEMA and/or other agencies in order to process disaster claims. Must possess a valid driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, time sheets, work schedules, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages such as Accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determines percentages and decimals; verifies and computes interest rates.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

Revised 06/01/2015

## ACCOUNTING TECHNICIAN

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of the organization, operation, programs and policies of the Finance Department.

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of arithmetic.

General knowledge of state and local fiscal regulations, policies and procedures.

General knowledge of terminology used within the Finance Department.

General knowledge of modern office practices and procedures.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain clerical records and to compile reports from them.

Ability to type accurately at a moderate rate of speed.

Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare standard financial statements and reports from the books and records.

Ability to understand and follow written and oral instructions.

Ability to exercise independent judgment, discretion and confidentiality in the completion of work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 08/17/2020 (REV BOC)

Revised 06/01/2015



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: ADMINISTRATIVE ASSISTANT II PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical-administrative work in support of the Planning & Community Development Department. Work involves preparing a variety of correspondence, reports, invoices, legal advertisements and other material; preparing agenda packets for quasi-judicial and advisory boards and committees; receiving, recording and reporting various fees for County services; Payroll clerk for the department; maintains County protocols for mass communications within the department; is responsible for following county procedure for purchasing and contract execution for the department; and maintaining maintains supply inventories; maintains the Planning divisions website. Employee is also responsible for a variety of routine clerical tasks, such as processing mail, answering telephones and responding to inquiries, maintaining files, etc. Reports to the Planning & Community Development Director or their designee.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Acts as Clerk to the Board of Adjustment and Planning Board. Duties include, advisory boards and committees, including but not limited to, preparing agenda packets, typing minutes, and attending regularly scheduled meetings, as well as special meetings.

Prepares legal advertisements, posted and mailed public notices for public hearings. Prepares correspondence, reports, maps, presentations, and diagrams as required as needed for board meetings.

Prepares the final documentation for approved land development applications for signature by the Clerk to the Board of Commissioners and the Board of Commissioners' Chairman

Schedules appointments for submittal applications, reviews submittals for completeness and acceptance. Creates submittal folders, creates the Technical Review Committee (TRC) Agenda, updates the TRC website and sends meeting notification to TRC members.

Payroll Clerk for the Planning & Community Development Department. Coordinates with the Planning Director to approve leave requests for the Planning Division. Assists employees to complete and edits time sheets prior to payroll submittal to the Finance Department for finalization. Maintains and organizes department calendar. Attends annual Payroll Clerk Training.

Maintains the Everbridge software and department database used for mass notifications and attends the annual Emergency Management training.

ED: 7/18/2016 (BOC REV)

## ADMINISTRATIVE ASSISTANT II

Performs routine administrative tasks including file maintenance, typing letters and reports, maintaining department records, and responding to customer inquiries.

~~Types~~ Compiles material from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, reports, meeting agendas, forms, organizational charts, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar; distributes correspondence to appropriate parties.

~~Utilizes typical office computer equipment and software for data entry, word processing spreadsheet/database compilation computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary;~~

Maintains and regularly updates the Planning & Community Development Department website.

Maintains office supply inventory, preparing requisitions and/or purchase orders as appropriate; oversees daily budget for department; assists Planning & CD Director with preparation of annual budget.

Answers telephones, receiving inquiries and providing information or referring callers to appropriate personnel; records and relays messages, as appropriate.

Establishes and maintains a variety of tangible and electronic files, filing and retrieving materials as requested or as otherwise necessary.

Sorts and distributes incoming mail; signs for deliveries; processes outgoing mail.

Trains employees on administrative processes and oversees and supervises temporary clerical help.

Assists professional staff in preparing for special meetings or planning efforts.

### **ADDITIONAL JOB FUNCTIONS**

Attends occasional public meetings, including evenings, as required by the Planning & CD Director.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Associates degree in secretarial sciences, and two to three years of experience in secretarial or clerical work; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

ED: 7/18/2016 (BOC REV)



## ADMINISTRATIVE ASSISTANT II

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, calculators, copiers, scanners, plotters, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, invoices, checks, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

ED: 7/18/2016 (BOC REV)

## ADMINISTRATIVE ASSISTANT II

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of local government operations, programs and policies.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to use software programs such as Microsoft Office suite, ArcMap GIS technologies, Adobe products, Internet based applications, and Munis.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

08/17/2020 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ADMINISTRATIVE OFFICER I SOCIAL SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under the supervision of the County Director of Social Services, performs professional administrative and supervisory tasks to provide the clientele and employees of social services support in work areas of the organization and supervision of fiscal and budgetary operations, purchasing, office services and other general managerial functions. The agency Director and this position carry all the financial responsibility for the department and it is this position's responsibility to perform all daily, weekly and monthly duties to maintain and monitor the agency's budget and the state and federal funds allocated to the county. Assists the Director in performing a variety of duties, of which involves managing resources to meet changing demands and mandates. Assists in the overall operation of the agency.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

###### **Administrative (20%):**

The employee provides executive administrative and secretarial support to the Director. This position has a number of administrative and program responsibilities delegated by the Director. This employee collaborates regularly with other county departments such as Finance, Human Resources, IT, Public Works and others, and serves as a liaison on behalf of the agency in that regard.

The position regularly utilizes diverse computer systems such as NCFast, NC-CoReLs, MUNIS and the automated daysheet system for a variety of administrative, fiscal and programmatic operations. The position serves as the chief administrator in the NCFast system and is responsible for assigning roles and positions to all DSS employees in NCFast. Serves as the primary security officer for many systems, however, this duty may be delegated to persons supervised by the Administrative Officer I. The employee uses other software programs such as Microsoft Word, Excel, Outlook and Publisher and assists employees with troubleshooting technical difficulties with software or equipment.

The position is part of the management team within the agency which assists the Director in the interpretation and dissemination of policies and rules and with the formulation of new or revised policy relating to administrative and/or fiscal matters. This position participates equally and in conjunction with the management team within the agency and analyzes and formulates conclusions based on new, unusual and difficult situations.

Answers questions for supervisors and support staff regarding established policies and procedures, work processes, etc.

Acts as the lead individual to prepare and process all agency contracts.

## ADMINISTRATIVE OFFICER I

This position is responsible for the preparation of all required documents for the county's Human Resources department to post all the vacant positions in the agency. Also, the preparation of all required documentation once a candidate selection has been determined. This includes sending status letters, and compilation of the employment package for Human Resources. The position regularly consults the county personnel policy and policies established by the State Human Resources Act. Assists the Director with the preparation and submission of necessary documentation to the Office of State Human Resources (OSHR) when required.

Performs public relations tasks on a day-to-day basis; serves on committees within the agency; and serves within the community when appropriate and relative to the purpose of this position and the mission of the agency.

Manages building maintenance, including purchasing supplies, equipment and furniture; receives complaints and requests for needed repairs and acts on them immediately for correction. Works with the Public Works department to coordinate all needed repairs.

Manages the maintenance and upkeep of the agency vehicles, cell phones, cameras and other operational equipment.

Works closely with other county personnel (i.e., County Manager, County Finance Director, County IT Director, County Human Resources Director, etc.) in the day-to-day operations of the agency.

As part of the management team, this position is responsible for opening and managing shelters and feeding operations in the event of a disaster situation. This position may serve in the Emergency Operation Center with the Director during a disaster event.

**Budget (40%):**

Establishes and prepares the department's budgets in consultation with the Director and monitors expenses throughout the fiscal year. Obtains budget projections from various sources and data to prepare the annual budget. This position has the responsibility of submitting the county budget to the Finance Department timely and complete.

Makes decisions regarding discretionary assistance funds, only in consultation with the Director.

This position has the responsibility of monitoring the county budget and determining when budget amendments are needed; preparing and submitting all requests for budgetary changes to the Finance Department. As well as reconciling the agency's budgets and the reimbursements received from federal and state funds monthly.

This position has the responsibility of the completion of the 1571 reimbursement report, in accordance with the Fiscal Manual policies and procedures on a monthly basis to bring Federal and State funding revenues back into the county.

Reconciles for the Social Services' client trust checking account and over-issuance repayments monthly for all Social Services programs.

Coordinates the Agency's computer equipment purchases with the Information Technology Director and acts as the agency's purchasing agent for other specific purchases relating to services; ensures that all purchases are in accordance with the Local Government Fiscal Control Acts and County purchasing policies.

This position approves and processes invoices for payment. Processes payroll and time cards for the department.

ADMINISTRATIVE OFFICER I

Attachment: Administrative Officer I 8 17 2020 (Job Description Revisions-Variou



## ADMINISTRATIVE OFFICER I

**Supervision (39%):**

This position is responsible for determining the impact of new state policies and procedures that affect the client interaction in the receptionist's roles and the clerical support roles. And, has the responsibility of evaluating and establishing the most effective agency procedures/protocols for customer service and clerical support within the agency that are in compliance with the state.

Supervises three administrative support/clerical staff positions (1) Public Information Assistant V; (1) Public Information Assistant IV and (1) Processing Assistant IV) and determines the job duties of each position and the most effective way to utilize the support staff within the agency to provide the Director, Supervisors, Social Workers, Income Maintenance Workers and the clients with efficiency and support; instructs, assigns and reviews work; maintains standards through the effective coordination of activities; provides recommendations regarding disciplinary action, promotions, and terminations; allocates personnel; provides counseling; instructs new employees on the specifics of their job and monitors work closely until it is determined they are performing tasks at an acceptable standard.

Conducts formal and informal supervision conferences with supervisees regularly on their progress and/or problems. Directs supervisees for improving performance. Conducts evaluations and/or work with supervisee on particular problems. Annual evaluations are completed for each employee.

It is this supervisor's responsibility to assess situations as they arise within the clerical unit and its role in the agency; and, to identify the issue and the resolution with transparency to the agency's staff and clients.

**ADDITIONAL JOB FUNCTIONS (1%)**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

Occasional travel is required to attend training throughout the year.

**MINIMUM TRAINING AND EXPERIENCE**

Graduation from a four-year college or university and one year of experience in personnel, budgeting, research or administrative management; or graduation from high school and 5 years experience in personnel, budgeting, research or administrative management; or an equivalent combination of education and experience; Will accept work against.

## ADMINISTRATIVE OFFICER I

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, scanners, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, incident reports, lab reports, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including law enforcement terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; interpret graphs and charts.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

## ADMINISTRATIVE OFFICER I

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the daily operations of the Social Services Agency.

Considerable knowledge of the requirements of the Director's position to provide executive administrative support to the same.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

Considerable knowledge of budgetary functions to assist in developing and managing the Agency budget.

Ability to develop and implement or direct implementation of special projects and employee orientation and training.

Ability to problem solve under stressful conditions and deal with persons who are angry and/or upset in a tactful, diplomatic manner while following agency, county, state and federal policy and guidelines.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to make routine and non-routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: BUILDING INSPECTOR (I, II, III) PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

#### GENERAL STATEMENT OF JOB

~~Under general supervision, performs supervisory and skilled inspection work for the county Planning & Community Development Department in securing compliance with established codes governing one or more of the following areas of the building trades: electrical, fire, building (construction and energy), mechanical, and plumbing. Work involves interpreting, applying and enforcing rules and regulations relating to the construction of new buildings and the repair of existing buildings; inspecting electrical installations for quality of workmanship, materials and safety precautions; and interpreting, applying and enforcing rules and regulations for plumbing and mechanical system installations in new and existing buildings. Employee is also responsible for enforcing the fire code, inspecting buildings and facilities for electrical and fire hazards, and reviewing plans and specifications for new construction. Work also involves preparing and maintaining inspection reports and records, assisting the general public with inquiries pertaining to building codes and permit procedures, reviewing plans, issuing permits, assisting with zoning and CAMA regulations and serves as a member of the storm damage assessment team. Reports to the Chief Building Inspector.~~

An employee in this class specializes in performing building, fire, electrical, plumbing, and mechanical, inspections in accordance with the North Carolina State Building Codes. Work involves inspecting residential and commercial construction, renovations, additions, mobile homes and existing buildings to certify that the building, fire electrical, plumbing, mechanical systems, associated materials, and methods are in compliance with applicable codes. The employee has the responsibility for securing compliance with building code regulations when violations of the codes are discovered. Considerable tact and courtesy are required as the employee works independently in the field and has constant contact with contractors, property owners and the general public. Duties also include maintaining inspection reports, building plan review, enforcing county ordinances, assisting contractors, design professionals and the general public with inquiries pertaining to the building codes and permit procedures. Work is performed under the general supervision of a Chief Building Inspector and is reviewed for proper interpretation and enforcement of applicable laws and code requirements.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Inspects buildings in the process of construction, alteration or repair for compliance with building code requirements, approved plans, and construction and safety practices; examines ~~plot~~ site plans, structural framing, energy code compliance ~~insulation installation~~, and general arrangement of building facilities for egress and accessibility features. Condemns unsafe structures, conducts hearings associated with condemnations, and issues condemnation orders for removal of structures. Investigates minimum housing complaints as required and notifies owners of defects to be corrected. ~~quality of design, materials and workmanship.~~

### **BUILDING INSPECTOR (I, II, III)**

Inspects electrical installations and facilities for compliance with code requirements; checks plans and specifications for the proper installation and connections of fixtures; investigates complaints concerning buildings that may not comply with electrical codes.

Inspects new and existing buildings fire suppression systems, fire alarm systems, reviews and approves complex fire suppression and fire alarm construction plans in accordance with the fire code and NFPA regulations. Performs required State Fire Inspections on buildings in accordance with the fire code inspection schedule to ensure life safety systems are maintained in regards to egress, fire suppression systems, fire alarm systems, identifying potential hazards and safety concerns. Responds to fire calls to verify if structure is safe for occupancy or requires condemnation.

Inspects heating, ventilation and air conditioning systems of building structures; reviews newly issued building permits along with plans and specifications for proper heating, ventilation and air conditioning systems; assists and advises contractors and others regarding pertinent regulations.

Inspects plumbing systems of building structures; reviews newly issued building permits along with plans and specifications for proper plumbing systems; assists and advises contractors and others regarding pertinent regulations.

Inspects new and existing residences, businesses, schools and other buildings for conformance with safety standards, zoning codes and ordinances; inspects mobile homes; issues inspection certificates for approved installation; informs public concerning code regulations.

Enforces the North Carolina State Building Codes and local ordinances building codes, issuing stop-work orders and pursuing other legal remedies, as necessary, to stop violations; testifies in court, as necessary.

Prepares and maintains reports and records pertaining to inspections and code enforcement work.

Reviews and studies building code regulations to maintain knowledge of changes in building codes and ordinances; completes necessary continuing education classes to maintain required inspection certifications.

#### **ADDITIONAL JOB FUNCTIONS**

Assists in enforcing FEMA Flood and CAMA regulations.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Member of ~~storm~~ a damage assessment team.

Performs other related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, supplemented by special training in building inspection, and some experience in residential and/or commercial electrical building, mechanical or plumbing construction work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.



## BUILDING INSPECTOR (I, II, III)

### SPECIAL REQUIREMENTS

Possession of a certificate from the North Carolina Code Officials Qualification Board at a level specified by the County and State for area(s) of inspection. Possession of valid North Carolina driver's license.

### AREAS OF CERTIFICATION

~~Electrical, building (includes energy insulation), mechanical and plumbing.~~  
Building, Electrical, Fire, Plumbing and Mechanical

### CLASS LEVELS

New employees must hold stated certification.

**Building Codes Inspector I** - Probationary, Limited or Standard Level I in building, plumbing, electrical and mechanical.

**Building Codes Inspector II** - Standard level 2 certification in at least 2 areas with a probationary level 2 in the remaining areas.

**Building Codes Inspector III** - Standard level 3 certification in at least 2 areas with a probationary level 3 in the remaining areas.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including typewriters, copiers, calculators, levels, measuring tapes, electrical diagnostic equipment, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are of those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, permits, diagrams, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

## BUILDING INSPECTOR (I, II, III)

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including architectural, construction, electrical, plumbing, engineering, and mechanical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; perform calculations involving variables, formulas, square roots and polynomials.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern building, fire, electrical, plumbing and mechanical ~~plumbing, electrical and mechanical~~ construction practices, materials and equipment of the various stages of construction when violations and defects should be observed and corrected.

~~Considerable knowledge of state and local ordinances and codes administered through the Planning and Community Development Department applicable to the inspector's area of certification.~~

~~Considerable knowledge of the approved methods and practices involved in the installation, construction, repair and maintenance of a variety of electrical and mechanical equipment.~~

Considerable knowledge of the North Carolina State Building Code applicable to the inspector's area of certification.

Considerable knowledge of the geographical layout of the County.

Ability to use common office equipment.

Ability to use common measurement and electrical system diagnostic equipment, and hand tools.

Ability to detect and locate defective workmanship in construction or repair of buildings.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

**BUILDING INSPECTOR (I, II, III)**

~~Ability to exercise tact, courtesy and firmness with property owners, architects, engineers, developers, contractors and the general public.~~

~~Ability to physically maneuver on scaffolds, structural members and in cramped quarters to accomplish thorough inspections.~~

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to use computer, tablets, cell phones, and associated software provided by the county.

ED: 08/17/2020 (REV BOC)



### **Communications Supervisor**

**Department:** Communications

#### **General Statement of Job**

Performs supervisory, administrative and technical work functions associated with overseeing operations of the County 911 Communications Center. ~~The position must assure~~ that all necessary systems (CAD, radio, paging, digital recorders, telephones etc.) are operating properly and meeting the Agency's needs. Assists in coordinating projects as well as assessing long-term operational needs and goals for the department. Reports to the EM/Communications Director. Works cohesively under the general supervision of the Emergency Management/Communications Director as well as frequent collaboration with other administrative staff.

**Essential Duties and Responsibilities** include the following.

~~Must be able to perform all functions of a Telecommunicator I and II.~~

Maintains skills and knowledge necessary to perform duties in the 911 Communications Center.

Effectively supervises, directs, trains and motivates the 911 Communication Center staff to ensure adherence to established policies, procedures, and protocols for the proper handling of all calls for service as well as the dispatch of emergency response personnel. Coordinates the required certification and recertification of staff in the following areas but not limited to: Emergency Medical Dispatch, CPR, Sheriffs Standards, DCI/NCIC, National Center for Missing and Exploited Children, Amber & Silver Alert training and NIMS required courses. Maintains employee training records to ensure each employee meet the required continuing education credits. Conducts employee performance reviews on a regular basis.

~~Supervises and directs the work of all employees in the Communications Center ensuring adherence to established policies, procedures, and protocol for the receipt and proper handling of calls for emergency and routine assistance and dispatch of law enforcement, fire, EMS or other emergency response personnel.~~

Provides management level assistance to the Director; heavily involved in the hiring and disciplinary process; provides professional recommendations on various issues; prepares and submits operational budget information for both Communications and the Emergency Response Fund; monitors budgetary activity; provides recommendations regarding enhancements and recommended changes to current operations; ~~develops, implements, updates~~ and amends policies and procedures, as needed.

~~Monitors both radio and telephone communications to ensure compliance with procedures and policies and that all tasks are performed in a professional manner; dispatches emergency calls and performs various telecommunications tasks as necessary.~~

Serves as liaison to all other public safety agencies. Negotiates changes and facilitates implementation of any operational procedures as it pertains to the 911 Communications Center.

Oversees the Quality Assurance Program with AQUA computer software based on the Medical Priority Dispatch System protocols using QA data analysis to ensure Communications staff are meeting the optimal requirements for protocols and customer service.

Serves as first point of contact for all Communications technology systems. Troubleshoots most issues prior to contacting ITS Information Technology Services or vendors for outside assistance. Monitors all systems to ensure optimal performance is achieved. Develops and tests redundancy and backup plans to ensure continued operations should critical systems fail or facility needs to be evacuated. Works closely with Director and Information Technology Services to establish and test procedures for continuity of operations.

Serves as liaison with Tracker 3SI Security bank alarm monitoring company for Navy Federal Credit Union. Responsible for notifying company of failures or problems with internet applications.

Provides user support on Public safety software, (CAD) Computer Aided Dispatch, (MCT) Mobile Computer Terminals, Criminal Justice Information System (CJIN), Division of Criminal Information (DCI) Omnixx application, AQUA and ProQA Emergency Medical Dispatch (EMD) applications.

Responsible for reporting all radio system failures and scheduling maintenance and repairs for system with vendors.

Maintains ~~Audiolog~~ digital recorder and updates and schedules maintenance as needed.

Schedules CAD updates with vendor. Prepares reports and manipulates data from the system.

Administers user rights and restrictions within CAD, MCT's, and DCI.

~~Assists with~~ Troubleshoots Message Switch issues and adding users and units when ~~required~~ needed.

~~Does all~~ Performs CAD Maintenance, dispositions, units, building response plans, etc.

Builds all carriers, recipients and groups into paging application which interfaces with CAD ~~and has to also be duplicated in CAD maintenance.~~

Serves as liaison to all telecommunications carriers.

Responsible for verification, changes or modifications to wireless implementation plans. Reviews and authorizes all documentation with wireline and wireless activities to ensure accuracy.

Responsible for cooperative testing and support to wireless carriers ensuring proper configuration of plans. Must be available 24/7 for testing.

Types service orders for Verizon and Embarq on ANI-ALI errors received from telecommunications. Verifies information with MSAG, tax department and customers (if needed) prior to submissions. Coordinates research efforts if needed with County GIS.

~~Receives monthly error reports from Embarq and Verizon and required to review and make appropriate corrections.~~

Recommends and coordinates with County GIS in the addition of new mapping layers for CAD mapping systems.

Investigates mapping errors received from telecommunications promptly to ensure problems are addressed corrected in a timely manner.

~~Does routine back up Center testing to ensure radios and phones are functioning and calls are routed properly.~~

~~Trouble shoots satellite phone problems with NCEM.~~



~~Operates the ACU-1000 in the event current infrastructure is damaged or interoperability patches needs to be performed. Schedules maintenance and upgrades as needed.~~

Responsible for SBI-DCI and Sheriffs Standards audits.

Verifies ~~and prepares monthly~~ Criminal History logs for compliance with DCI-SBI.

Performs all Sheriffs Standards application packets for all new hire accreditation.

Performs monthly mapping updates to CAD system with information provided from GIS.

~~Advises appropriate personnel of the effect changes in policy or practices.~~

Performs or schedules routine updates to various other applications, including but not limited to- Omnixx, ProQa EMD, Criticall, 21<sup>st</sup> Century notification system , RapidSOS, NCAware, AQUA and Currituck Alert Emergency Notification System.

Supervises vendors in providing services including the installation and maintenance of communications equipment, signs off on work orders.

~~Supervises and inspects the work of subordinate personnel to ensure compliance with policies and procedures.~~

~~Reviews and recommends modifications to computer aided dispatch system and other emergency communications systems.~~

Administers Criticall aptitude testing to communications applicants.

### **Knowledge, Skills and Abilities**

Knowledge of the geographical layout of the County, including political subdivisions, location of streets, important buildings and other landmarks.

Knowledge of the operation and maintenance of a wide variety of communications equipment.

Knowledge of Federal Communication Commission rules and regulations.

Knowledge of the location and capabilities of available law enforcement and emergency response units.

Knowledge of the principles of supervision, organization and administration.

Knowledge of E9-1-1 systems and components

Knowledge and ability to perform diagnoses and resolutions of telecommunication system malfunctions.

Knowledge of County personnel and purchasing policies and procedures.

Knowledge of the regulations of state and national crime information centers.

Skilled in the operation of two-way radio equipment and the Division of Criminal Information terminal and network.

Ability to exercise sound judgment in emergency situations.

Ability to instruct, advise and supervise the work of subordinates.

Ability to foster cooperative work environment.

Ability to speak clearly, distinctly and politely.

Ability to deal tactfully and courteously with the public, other public safety agencies, other county employees and various other support agencies.

Ability to maintain simple but effective files, records and reports

Ability to plan, organize, prioritize and delegate work

Ability to establish and maintain effective working relationships with various agencies

### **Additional Job Duties**

Generally works Mon-Friday however position requires vast flexibility and dedication- ~~and may~~ involve overtime, overnight, weekends and holidays during critical emergencies and disasters. Responds to emergency calls on 24 hour basis.

Performs light housekeeping duties which include emptying trash and cleaning work station at the end of each shift. Doesn't replace daily housekeeping needed and performed by Public Works.

Must be able to attend training courses (regardless of location) in order to maintain required certifications or courses relevant and helpful to job functions.

~~Recommends and assists in the implementation of goals and objectives; implements policies and procedures.~~

Assembles daily, weekly, monthly and annual reports of calls for service upon request for various agencies.

Verifies time sheets and make necessary corrections if needed.

~~Performs the function of Telecommunicator staff during crisis situation or during staff shortages.~~

~~Acts as a liaison with agencies served in reviewing emergency calls for service procedures performed by employees.~~

Prepares audio tapes and or reports for officers, other officials and the general public upon request.

~~Works closely with various agencies to ensure their needs are met and their concerns are addressed in a timely manner. Works towards standardization of dispatch policies and procedures to improve emergency communications.~~

Handles personnel problems in a fair manner in compliance with Currituck County Personnel Policy and makes recommendations if needed to Director. Keeps Director apprised all of personnel issues which require disciplinary action.

~~Responds to emergency calls on 24 hour basis.~~

Attend regular meetings regarding E911.

Conducts supervisory staff meetings to identify and resolve problems. Ensure supervisory staff is conducting effective staff meetings.

~~Serves on Albemarle Hospital EMS Committee and required to attend quarterly meetings.~~

Serves on Currituck County EMS Quality Management Peer review and required to attend quarterly meeting.

Serves as TAC (terminal agency coordinator) for DCI and required to attend annual meeting.

~~Prepares and sends emergency messages using Twenty First Century emergency notification system when needed.~~

Co-manage, with the Deputy Emergency Management Coordinator, the county's mass notification system to include public outreach and training to identified department staff.

~~Does emergency notification system updates.~~

Assists agency with AVL playback and research.

~~During inclement weather or EOC partial or full activation responsible for entering data into "event log" in WEBEOC to help ensure crucial information received from 9-1-1 center is available to command staff and operations~~

Enter relevant data into WebEOC if an event has been established to help ensure crucial information from the 911 Communications Center is available to command staff and operations.

### **Supervisory Responsibilities**

~~Directly supervises several employees and indirectly supervises the remaining employees in the Communications Department.~~ Carries out supervisory responsibilities in accordance with County and departmental policies and applicable laws. Heavily involved in interviewing, hiring, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Education**

High school diploma (or GED).

### **Experience**

At least 3-5 years of relevant experience in telecommunications work      Applicants may substitute additional equivalent education or training for the required experience.

### **Minimum Requirements**

Must be 21 years of age

Must be a U.S. Citizen

Must successfully pass Sheriffs Standards background investigation; including physical and urinalysis.

Must type 35 wpm and have basic Windows skills

Computerized aptitude testing **(Criticall)** with passing score of 80 or higher is required for this position

### **Certification Requirements**

CPR

EMD

Sheriffs Standards Telecommunicator Certification or NAED ETC

DCI-NCIC

HIPAA

APCO Supervisor Training

ICS

Must maintain all required certifications and continuing educations requirements.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Spreadsheet software; Word Processing software and Computer-Aided Dispatch (CAD) Systems.

Lsh 09/11/09

ED: 08/17/2020 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: CREATIVE DIRECTOR  
Grade 61

### **GENERAL STATEMENT OF JOB**

Responsible for the creation and/or oversight of the Currituck Brand across all media; conceptualizing, directing, designing and implementing creative campaigns for print and web for the Department of Travel & Tourism. Work includes conceptualization of research driven creative strategy, branding, creative direction, art direction, copywriting, graphic design, digital production, oversight of numerous contracted agency creative strategies and efforts, relationship building with professional photographers, advertising representatives, contracted services management, and research analysis. Establishes overall brand direction for Currituck and assures a branding is consistent branded public image is maintained in terms of messaging, layouts, colors, and imagery (changing text Developing on-brand advertising strategy, copy (text) and design execution along with photography to fit the medium and promotional need). Reports to the Director of Travel & Tourism.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Creates branded advertisements, web promotions, publications, direct mail advertising and web online layouts promoting visitation to Currituck County
- Creates/maintains branding and campaigns for county-owned departments, attractions and events such as Whalehead, the Currituck Rural Center, Currituck Economic Development, The Corolla Greenway, Currituck Alert, The Currituck Heritage Festival, Whalehead Wednesdays, Under the Oaks Arts Festival (etc.) and perpetuates these new brands across all media through online and traditional campaign promotion of these initiatives
- Directs photoshoots, the creation of original digital artwork, logos and icons for tourism's websites online and print campaigns, promotional video applications and outdoor promotion billboards and signage.
- Contributes branded concepts, creative direction oversight/guidance and copywriting (text) to in-house videographer
- Provides tailored/brand artwork and creative guidance to in-house social media director in support of branded events, attractions and ongoing tourism promotions
- Manages contract fulfillment for major print and online publications each year
- Defines/clarifies specifications for online and print advertising and publication productions
- Reviews bids and recommends vendor selection based on in-depth industry knowledge
- Provides Recommends relevant photography and information for publication editorial
- Coordinates and oversees contractors in producing, printing and delivering publications
- Provides strategic direction and guidance/feedback to Marketing Director on website and email marketing campaigns implemented in-house or by web contractors
- Provides oversight to ensure funding supports the full year's program plan
- Provides support for press media and familiarization tours, travel shows and special promotions.
- Develops and implements creative strategy and innovative solutions that consistently deliver on the brand's business objectives

~~Submitted 06/01/2015~~

Attachment: CREATIVE DIRECTOR 8 17 2020 (Job Description Revisions-Various)



Creative Director  
Page 2

- Assists in the planning, organizing and implementing of the marketing and advertising program
- Assists with creating the marketing and advertising plan for the department
- Reviews media kits and fulfills media requests generated through PR.
- Manages/coordinates print advertising purchase orders, contracts and invoicing
- Reviews vendor relationships for cost, performance and quality of service
- Uses data and research and makes decisions based on cost-benefit analysis
- Assists with sales calls when necessary
- Meets with advertising representatives
- Creates and manages co-op advertising programs for local businesses/attractions
- Promotes and coordinates co-op ads advertising
- ~~Works with local businesses on; advises on and/or uses the business's ad~~
- Designs ~~co-op layout~~ and places branded ads within national publications (may design ads for businesses partners and tourism-relevant attractions as needed)
- Makes strategic recommendations relative to contracts for television and video content
- ~~Reviews shot locations and concepts with Director~~
- ~~Attends~~ Directs photography and video shoots ~~of ads~~ and coordinates the production with the contractor
- Reviews and approves final TV and video ads before release.
- Provides strategic creative support for familiarization and press tours in conjunction with the Public Relations Coordinator
- Pitches story ideas
- ~~Populates on-line press room with digital content for outside use~~
- Creates press kits and monitors editorial coverage
- Supports vacation giveaways as means to increase potential visitors and businesses
- ~~Promotes and physically assists~~ Provides on-site assistance with Travel & Tourism events

### **ADDITIONAL JOB FUNCTIONS**

- Stays current with practices and trends, etc., of the tourism industry and reviews reports on tourism trends
- Attends local, regional and national industry meetings and award shows; attends conferences and seminars (if requested by the Director)
- Reviews reports on tourism analytics and trends and provides correlated creative strategy
- Provides branding, creative direction, art direction, copywriting, graphic design, production management and marketing assistance to other county departments if requested ~~as needed~~.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from a four year college or university with a major in marketing, advertising, communications, or related degree, and 10+ 5-years agency-level marketing, advertising and/or public relations experience; or an equivalent combination of education and experience. Previous Art Direction background or Creative Direction experience required. Graphic design skills essential.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving

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instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong experience with the design and art direction of marketing communication pieces including: outbound print and web based ads, brochures, direct-mail and marketing collateral materials, large-format outdoor, trade-show displays, eblasts, advertorial, advertiser comps, presentations, media kits, logos, corporate identity and iconography.
- Ability to creatively brainstorm and conceptualize a variety of visual approaches for print and digital content, and to carry these concepts through in engaging visual products with targeted strategy, clear readability, excellent hierarchy and logical structure.
- Expert proficiency with graphic design software such as Adobe InDesign, Photoshop, Illustrator, Acrobat, etc.
- Strong knowledge of photography, illustration stock resources and licensing needs.
- Expert knowledge of principles, practices and techniques of travel and tourism industry.
- Expert knowledge of resources for printing of publications and collateral materials.
- Significant knowledge of web processes and trends.
- Demonstrated skill in using computers, internet technology, word processing, spreadsheet, database,
- Ability to organize and gain input from a variety of sources and to develop and maintain effective working relationships with community organizations, local business owners, travel and tourism writers and professionals, advertising sales representatives, Director, elected officials, advisory board members, peers, and the public.
- Working knowledge of the methods and techniques used in marketing and promotion for travel and tourism.
- Considerable knowledge of the available resources and geography of the County.
- Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.
- Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Attachment: CREATIVE DIRECTOR 8 17 2020 (Job Description Revisions-Variou)

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- Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.
- Ability to effectively express ideas orally and in writing.
- Ability to exercise tact, courtesy and firmness when in contact the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 06/01/2015 (REV BOC)

ED: 08/17/2020 (REV BOC)

Attachment: CREATIVE DIRECTOR 8 17 2020 (Job Description Revisions-Variou)



## CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: DEPUTY EMERGENCY MANAGEMENT COORDINATOR

### **GENERAL STATEMENT OF DUTIES**

Assist the Emergency Management Director in the development and implementation of the County's emergency management programs. Respond to events requiring Emergency Management support and in the directors absence acts as the main point of contact. Provide a variety of administrative work in support of Emergency Management.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The work is performed under the supervision and direction of the Emergency Management Director, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires this employee to establish and maintain effective working relationships. The principal duties of this class are performed in office and field environments.

### **ESSENTIAL JOB FUNCTIONS**

1. Perform duties of the Emergency Management Director in their absence.
2. Assist in activation and coordination of the Emergency Operations Center during weather-related disasters as well as during other local emergencies involving hazardous materials, large loss fires, aircraft incidents, etc.
3. Assists in directing emergency management activities, including implementation and promotion of county preparedness training and exercise program.
4. Respond to events requiring emergency management support, providing requested assistance and resources.
5. Monitor weather and translate information to produce event information to keep county agencies aware of impending potential hazards.
6. Secure state and federal grant funding.
7. Co-manage, with the Communications Supervisor, the county's mass notification system to include public outreach and training to identified department staff.
8. Participate in and represent the County at State and regional events for planning, response, and recovery initiatives.
9. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution.
10. Cooperate Partner with federal, state, regional, ~~and~~ local, and private sector emergency management ~~activities~~ entities to enhance efficiency and responsiveness in public protection; serves on committees, boards, or other activities engaged in determining goals, objectives, and policy for emergency preparedness.
11. Provide information and assist in the preparation of Emergency Management budgets.
12. Assist in maintaining, updating, and training of EOC operational software.

### **ADDITIONAL JOB FUNCTIONS**

Maintain County ID badge system for employees, volunteers and critical needs re-entry permits.



Work with the Local Emergency Planning Committee (LEPC) to facilitate compliance with SARA Title III.

Perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Perform other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

An associate degree concentrated in public safety and two years' experience in Emergency Management related work or high school diploma with five years Emergency Management related work and training that provides the required knowledge, skills and abilities to effectively participate in the routine, daily office activities as well as respond to events requiring emergency management support.

Completion of Federal Emergency Management Agency (FEMA) IS -100, 200, 300, 400, 700, and 800 training courses (or complete within 6 months of employment)

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, invoices, maps, applications, checks, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, purchase orders, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone and two way radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of, Emergency Management operations, programs and policies.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

~~ED: 06/01/2015 BOC~~

ED: 08/17/2020 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: DEPUTY SHERIFF I SHERIFF'S DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs general law enforcement work to protect lives, property and rights of County residents. Work involves patrolling the County in an official vehicle or vessel on an assigned shift to deter crime or apprehend violators or suspects, answering complaint calls, serving legal papers, and attending court. Employee is subject to the usual hazards of law enforcement work. Reports to the Sergeant, Lieutenant, Captain, Chief Deputy and Sheriff.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Patrols an assigned area of the County; inspects troublesome areas and checks security of business establishments; answers complaint/service calls, works traffic enforcement, DWI, drug enforcement, vehicle wreck investigations. Deputies assist in investigating misdemeanor and felony crimes and disturbances; school security; interviews witnesses; gathers evidence; interrogates suspects and makes arrest; prepares investigation reports.

Patrols the water surrounding the county water under jurisdiction by boat and search and rescue calls in woodland areas.

Processes suspects including obtaining fingerprints, photographs, personal data, statements, etc.; processes prisoners for admission to County Jail.

Serves legal papers, such as summons, warrants, commitment papers and special court orders; uses directories and other means to locate designated parties; briefly explains the meaning of papers and makes arrest when necessary.

Appears in court as a witness to testify.

Cooperates and assist law enforcement officers of other governmental units in investigations and arrests.

Provides security at courthouse and for courtroom participants; calls docket before courtroom; sequesters and provides for needs and comforts of juries.

Notifies next of kin of deaths and accidents.

Assists EMS and fire personnel in all emergency calls pertaining to arrival time sensitive situations.

Assists disabled motorists, such as unlocking doors or changing flat tires, or by contacting others for assistance; provides directions, answers routine inquiries, etc.

## DEPUTY SHERIFF I

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Sheriff, County Manager or designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Must be at least 21 years old, possess a high school diploma or equivalent, be a citizen of the United States, and must not have been convicted of a felony or serious misdemeanor.

### **SPECIAL REQUIREMENTS**

Must possess or be able to possess a North Carolina Driver's License. Must meet all the applicable standards and qualify for State Law Enforcement Certification in accordance with the North Carolina Sheriff's Training and Standards Commission as well as the policies of the Office of the Sheriff of Currituck County.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including typewriters, firearms, restraint devices, two-way radios, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work. Deputies must be able to pass a yearly state certified physical assessment called POPAT in the required time set by the policy.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, manuals, forms, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

## DEPUTY SHERIFF I

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of modern law enforcement practices, procedures and investigation techniques.

Considerable knowledge of the content and purpose of legal papers and the practices involved in serving them.

General knowledge of County, state and federal laws relative to civil and criminal processes.

General knowledge of court process and procedures.

General knowledge of the locations of streets, roads, highways and other landmarks in the County, and the geographic and socioeconomic characteristics of the County.

Skill in the use of firearms and other law enforcement equipment.

Ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

Ability to apply interpretation of laws to specific situations.

Ability to prepare clear and concise reports.

Ability to present court testimony effectively.

Ability to maintain discipline and order in court.

Ability to exercise tact, courtesy and firmness in frequent contact with suspects, defendants, lawyers, plaintiffs and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

8/17/2020 (REV BOC)



## **Deputy Sheriff II**

### **CURRITUCK COUNTY JOB DESCRIPTION**

#### **JOB TITLE: DEPUTY SHERIFF II SHERIFF'S DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs general law enforcement work to protect lives, property and rights of County residents. Work involves patrolling the County in an official vehicle or vessel on an assigned shift to deter crime or apprehend violators or suspects, answering complaint calls, serving legal papers, and attending court. Employee is subject to the usual hazards of law enforcement work. Reports to the Sergeant, Lieutenant, Captain, Chief Deputy and Sheriff.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Patrols an assigned area of the County; inspects troublesome areas and checks security of business establishments; answers complaint calls, works traffic enforcement, DWI, drug enforcement, vehicle wreck investigations. Deputies assist in investigating misdemeanor and felony crimes and disturbances; school security; interviews witnesses; gathers evidence; interrogates suspects and makes arrest; prepares investigation reports.

Patrols the water surrounding the county water under jurisdiction by boat and search and rescue calls in woodland areas.

Processes suspects including obtaining fingerprints, photographs, personal data, statements, etc.; processes prisoners for admission to County Jail.

Serves legal papers, such as summons, warrants, commitment papers and special court orders; uses directories and other means to locate designated parties; briefly explains the meaning of papers and makes arrest when necessary.

Appears in court as a witness to testify.

Cooperates and assist law enforcement officers of other governmental units in investigations and arrests.

Provides security at courthouse and for courtroom participants; calls docket before courtroom; sequesters and provides for needs and comforts of juries.

Notifies next of kin of deaths and accidents.

Assists EMS and fire personnel in all emergency calls pertaining to arrival time sensitive situations.

Assists disabled motorists, such as unlocking doors or changing flat tires, or by contacting others for assistance; provides directions, answers routine inquiries, etc.

##### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Sheriff, County Manager or designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Must be at least 21 years old, possess a high school diploma or equivalent, be a citizen of the United States, and must not have been convicted of a felony or serious misdemeanor.

### **SPECIAL REQUIREMENTS**

Must possess or be able to possess a North Carolina Driver's License. Must meet all the applicable standards and qualify for State Law Enforcement Certification in accordance with the North Carolina Sheriff's Training and Standards Commission as well as the policies of the Office of the Sheriff of Currituck County.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including typewriters, firearms, restraint devices, two-way radios, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work. Deputies must be able to pass a yearly state certified physical assessment called POPAT in the required time set by the policy.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, manuals, forms, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of modern law enforcement practices, procedures and investigation techniques.

Considerable knowledge of the content and purpose of legal papers and the practices involved in serving them.

General knowledge of County, state and federal laws relative to civil and criminal processes.

General knowledge of court process and procedures.

General knowledge of the locations of streets, roads, highways and other landmarks in the County, and the geographic and socioeconomic characteristics of the County.

Skill in the use of firearms and other law enforcement equipment.

Ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

Ability to apply interpretation of laws to specific situations.

Ability to prepare clear and concise reports.

Ability to present court testimony effectively.

Ability to maintain discipline and order in court.

Ability to exercise tact, courtesy and firmness in frequent contact with suspects, defendants, lawyers, plaintiffs and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

08/17/2020 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **SHERIFF'S DEPARTMENT**

#### **JOB TITLE: DEPUTY/III**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs general law enforcement work to protect lives, property and rights of County residents. Work involves patrolling the County in an official vehicle on an assigned shift to deter crime or apprehend violators or suspects, answering complaint calls, serving legal papers, and attending court. A Deputy Sheriff III performs the duties of a Deputy Sheriff with the additional responsibility of assuming the role of senior officer on a squad and training all new recruits. Work involves serving legal papers and ensuring that they are served legally, proficiently and expeditiously. Employee is also responsible for serving civil processes. Employee must exercise initiative and independent judgment in completing assigned tasks. Employee must also exercise tact, courtesy and firmness in frequent contact with the public. Employee is subject to the usual hazards of law enforcement work. Reports to the Sheriff, Chief Deputy, Lieutenant or Sergeant.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Patrols an assigned area of the County; inspects troublesome areas and checks security of business establishments; answer calls for service; answers complaint calls, works traffic enforcement, DWI, drug enforcement, vehicle wreck investigations. Deputies assist in investigating misdemeanor and felony crimes and disturbances; school security; interviews witnesses; gathers evidence; interrogates suspects and makes arrest; prepares investigation reports.

Patrols the water surrounding the county water under jurisdiction by boat and search and rescue calls in woodland areas.

Field training of new patrol hires.

Processes suspects including obtaining fingerprints, photographs, personal data, statements, etc.; processes prisoners for admission to County Jail.

Serves legal papers, such as summons, warrants, commitment papers and special court orders; uses directories and other means to locate designated parties; briefly explains the meaning of papers and makes arrest when necessary.

Appears in court as a witness to testify.

Cooperates and assist law enforcement officers of other governmental units in investigations and arrests.

Provides security at courthouse and for courtroom participants; calls docket before courtroom; sequesters and provides for needs and comforts of juries.

Notifies next of kin of deaths and accidents.

Assists EMS and fire personnel in all emergency calls pertaining to arrival time sensitive situations.

Assists disabled motorists, such as unlocking doors or changing flat tires, or by contacting others for assistance; provides directions, answers routine inquiries, etc.

Collect, deposit, transfer and handle monies collected from the service of papers and collection of debts in accordance with all federal, state, and local laws.

Acts as supervisor when there is an absence of a Sergeant.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Sheriff, County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with three years of experience as a Deputy Sheriff with the Office of Sheriff of Currituck County; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Must possess a Basic Law Enforcement Certification in accordance with the North Carolina Sheriff's Training and Standards Commission and a valid North Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including typewriters, firearms, restraint devices, two-way radios, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

Deputies must be able to pass a yearly state certified physical assessment called the POPAT in the required time set by the policy.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, manuals, forms, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using



prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of modern law enforcement practices, procedures and investigation techniques.

Considerable knowledge of the content and purpose of legal papers and the practices involved in serving them.

General knowledge of County, state and federal laws relative to civil and criminal processes.

General knowledge of court process and procedures.

General knowledge of the locations of streets, roads, highways and other landmarks in the County, and the geographic and socioeconomic characteristics of the County.

Skill in the use of firearms and other law enforcement equipment.

Ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

Ability to apply interpretation of laws to specific situations.

Ability to prepare clear and concise reports.

Ability to present court testimony effectively.

Ability to maintain discipline and order in court.

Ability to exercise tact, courtesy and firmness in frequent contact with suspects, defendants, lawyers, plaintiffs and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 08/17/2020 (REV BOC)

**DETECTIVE I****CURRITUCK COUNTY JOB DESCRIPTION****JOB TITLE: DETECTIVE I  
SHERIFF'S DEPARTMENT****GENERAL STATEMENT OF JOB**

Under general supervision, performs investigative law enforcement work for the County Sheriff's Office. Work involves investigating crimes and complaints, securing evidence, apprehending and arresting suspects, and preparing for prosecution of criminal offenders. Investigates various felonies, such as robbery, felony assault, felony larceny, homicide, arson, white collar crimes, internet crimes, fraud, forgery, sexual assaults, rape and crimes against children, homicides, suicides, child abuse and neglect, child death, death and exploitation or abuse of disabled or elder adults. May be assigned to the narcotics unit, following up on leads and complaints about narcotics use, transportation, cultivation, sales, and conversion in the County. Attends and reviews child forensic interviews. Provides guidance and advice to Patrol Sergeants and deputies to ensure proper evidence collection, Crime Scene processing, investigative techniques, and interview and interrogation of witnesses and suspects. Works closely with other investigators, deputy sheriff's, line supervisors, other law enforcement agencies and the general public. Performs routine law enforcement activities in other areas of the County, including various other local, state and federal agencies. Assist in serving legal papers, attending court, answering complaint calls and patrolling the County in an official vehicle to deter crime or apprehend violators or suspects. Periodically review NC General Statutes, case law and legal updates. Reports to the assigned Sergeant and Lieutenant.

**SPECIFIC DUTIES AND RESPONSIBILITIES****ESSENTIAL JOB FUNCTIONS**

In the absence of the Sergeant assumes lead responsibility in the investigation and management of felony crimes assigned to the Criminal Investigation Division; oversees activities of assigned law enforcement officers, ensuring adherence to established laws, rules, regulations, policies, procedures and standards; assists and advises subordinates as necessary, resolving problems as non-routine situations arise.

Conducts in-depth investigations of crimes committed in the County. Examines and analyzes crime scenes to determine exact nature of Law violations; searches for evidence and interviews and interrogates victims, complainants, suspects and other persons who may have information related to suspected criminal activity; gathers and labels physical evidence; dusts for and lifts fingerprints; photographs and sketches crime scenes. Packages evidence for submission.

Interviews complainants, suspects, witnesses and other persons who may have information related to crimes or suspected criminal activity; interviews and interrogates witnesses and suspects.

Locates, gathers, maintain records and logs of evidence obtained in investigations, preserves evidence involved in case investigations; submits evidence to the proper laboratories for analysis,

**DETECTIVE I**

or vault; ensures evidence is available for presentation in court.

Maintains communication with informants and surveillance over suspected criminal activity; presents sufficient evidence to magistrate in order to obtain warrants for arrest; serves warrants and makes arrests.

Prepares detailed investigation and arrest reports; assembles and organizes statements and evidence for presentation in court and before Grand Jury; attends court and Grand Jury proceedings and presents evidence and testimony.

Maintains records and reports of activity and case progressions; submits activity reports to the supervisor; meets with supervisor periodically to discuss status of ongoing investigations; completes and submits follow-up investigations.

Cooperates with other law enforcement agencies in conducting investigations and making arrests; assists patrol division in investigations as requested; reviews current bulletins published by the Federal and State Bureaus of Investigation. Confers with prosecutors and defense attorneys concerning pending prosecution of felony criminal cases.

Sets up and utilizes a variety of technical law enforcement and surveillance equipment and related machinery; operates law enforcement vehicle and patrol boat.

Appears in court as a witness to testify.

Attends Conferences, seminars, workshops, classes, lectures, ect., as appropriate, and reviews professional literature and legislation to enhance and maintain knowledge of trends and developments in the field of criminal investigation.

**ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Sheriff, County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

Prepares and makes oral presentations before civic and community groups, school groups, and other interested organizations on topics related to drug and vice investigations, crime prevention, and forensics.

Detectives are required to be on call 24 hours a day to respond to a crime scene on a rotating schedule which is currently one week on call out of every four weeks.

**MINIMUM TRAINING AND EXPERIENCE**

High School diploma or equivalent and four years of experience as a Deputy Sheriff with the Office of Sheriff of Currituck County; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**SPECIAL REQUIREMENTS**

Certification as a law enforcement officer in accordance with the North Carolina Sheriff's Training and Standards Commission. Possession of a valid North Carolina driver's license.

**DETECTIVE I**  
**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**  
**TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, firearms, restraint devices, two-way radios, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work. Must be able to complete the POPAT within the office's set time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates and/or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, forms, logs, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.



**DETECTIVE I**  
**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of modern criminal investigative practices and procedures.

Considerable knowledge of federal, state and local laws relative to criminal investigations.

Considerable knowledge of the locations of streets, roads and highways and the geographic and socioeconomic characteristics of the County.

Considerable knowledge of the standard practices, materials, techniques and equipment associated with criminal investigations.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Skilled in the use of firearms and other law enforcement equipment.

Ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

Ability to make observations and remember names, faces and various details.

Ability to develop and maintain confidential relationships with informants.

Ability to exercise considerable judgment and discretion in obtaining and analyzing facts and interpreting the law to specific cases.

Ability to prepare clear and comprehensive reports.

Ability to present testimony effectively.

Ability to exercise tact, courtesy and firmness in frequent contact with the general public.

Ability to perform job duties for lengthy periods of time under extremely arduous and stressful conditions.

Ability to maintain readiness to work on a 24-hour, on-call basis.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to work a rotating shift.

Ability to work under adverse conditions.

ED: 08/17/2020 (REV BOC)

**DETECTIVE II****CURRITUCK COUNTY JOB DESCRIPTION****JOB TITLE: DETECTIVE II  
SHERIFF'S DEPARTMENT****GENERAL STATEMENT OF JOB**

Under general supervision, performs investigative law enforcement work for the County Sheriff's Office. Work involves investigating crimes and complaints, securing evidence, apprehending and arresting suspects, and preparing for prosecution of criminal offenders. Investigates various felonies, such as robbery, felony assault, felony larceny, homicide, arson, white collar crimes, internet crimes, fraud, forgery, sexual assaults, rape and crimes against children, homicides, suicides, child abuse and neglect, child death, death and exploitation or abuse of disabled or elder adults. May be assigned to the narcotics unit, following up on leads and complaints about narcotics use, transportation, cultivation, sales, and conversion in the County. Attends and reviews child forensic interviews. Provides guidance and advice to Patrol Sergeants and deputies to ensure proper evidence collection, Crime Scene processing, investigative techniques, and interview and interrogation of witnesses and suspects. Works closely with other investigators, deputy sheriff's, line supervisors, other law enforcement agencies and the general public. Performs routine law enforcement activities in other areas of the County, including various other local, state and federal agencies. Assist in serving legal papers, attending court, answering complaint calls and patrolling the County in an official vehicle to deter crime or apprehend violators or suspects. Periodically review NC General Statutes, case law and legal updates. Reports to the assigned Sergeant and Lieutenant.

**SPECIFIC DUTIES AND RESPONSIBILITIES****ESSENTIAL JOB FUNCTIONS**

In the absence of the Sergeant assumes lead responsibility in the investigation and management of felony crimes assigned to the Criminal Investigation Division; oversees activities of assigned law enforcement officers, ensuring adherence to established laws, rules, regulations, policies, procedures and standards; assists and advises subordinates as necessary, resolving problems as non-routine situations arise.

Conducts in-depth investigations of crimes committed in the County. Examines and analyzes crime scenes to determine exact nature of Law violations; searches for evidence and interviews and interrogates victims, complainants, suspects and other persons who may have information related to suspected criminal activity; gathers and labels physical evidence; dusts for and lifts fingerprints; photographs and sketches crime scenes. Packages evidence for submission.

Interviews complainants, suspects, witnesses and other persons who may have information related to crimes or suspected criminal activity; interviews and interrogates witnesses and suspects.

Locates, gathers, maintain records and logs of evidence obtained in investigations, preserves evidence involved in case investigations; submits evidence to the proper laboratories for analysis,

## **DETECTIVE II**

or vault; ensures evidence is available for presentation in court.

Maintains communication with informants and surveillance over suspected criminal activity; presents sufficient evidence to magistrate in order to obtain warrants for arrest; serves warrants and makes arrests.

Prepares detailed investigation and arrest reports; assembles and organizes statements and evidence for presentation in court and before Grand Jury; attends court and Grand Jury proceedings and presents evidence and testimony.

Maintains records and reports of activity and case progressions; submits activity reports to the supervisor; meets with supervisor periodically to discuss status of ongoing investigations; completes and submits follow-up investigations.

Cooperates with other law enforcement agencies in conducting investigations and making arrests; assists patrol division in investigations as requested; reviews current bulletins published by the Federal and State Bureaus of Investigation. Confers with prosecutors and defense attorneys concerning pending prosecution of felony criminal cases.

Sets up and utilizes a variety of technical law enforcement and surveillance equipment and related machinery; operates law enforcement vehicle and patrol boat.

Attends Conferences, seminars, workshops, classes, lectures, ect., as appropriate, and reviews professional literature and legislation to enhance and maintain knowledge of trends and developments in the field of criminal investigation.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Sheriff, County Manager or his designees during a State of Emergency or other disaster.

Performs other work related task as required.

Prepares and makes oral presentations before civic and community groups, school groups, and other interested organizations on topics related to drug and vice investigations, crime prevention, and forensics.

Detectives are required to be on call 24 hours a day to respond to a crime scene on a rotating schedule which is currently one week on call out of every four weeks.

### **MINIMUM TRAINING AND EXPERIENCE**

High School diploma or equivalent and four years of experience as a Deputy Sheriff and two years of experience as a Detective I with the Office of Sheriff of Currituck County; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Certification as a law enforcement officer in accordance with the North Carolina Sheriff's Training and Standards Commission. Possession of a valid North Carolina driver's license.

**DETECTIVE II**  
**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**  
**TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, firearms, restraint devices, two-way radios, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work. Must be able to complete the POPAT within the office's set time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates and/or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, forms, logs, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

**DETECTIVE II**  
**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of modern criminal investigative practices and procedures.

Considerable knowledge of federal, state and local laws relative to criminal investigations.

Considerable knowledge of the locations of streets, roads and highways and the geographic and socioeconomic characteristics of the County.

Considerable knowledge of the standard practices, materials, techniques and equipment associated with criminal investigations.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Skilled in the use of firearms and other law enforcement equipment.

Ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

Ability to make observations and remember names, faces and various details.

Ability to develop and maintain confidential relationships with informants.

Ability to exercise considerable judgment and discretion in obtaining and analyzing facts and interpreting the law to specific cases.

Ability to prepare clear and comprehensive reports.

Ability to present testimony effectively.

Ability to exercise tact, courtesy and firmness in frequent contact with the general public.

Ability to perform job duties for lengthy periods of time under extremely arduous and stressful conditions.

Ability to maintain readiness to work on a 24-hour, on-call basis.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to work a rotating shift.

Ability to work under adverse conditions.

ED: 08/17/2020 (BOC REV)

*Robert D. Melby*



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: FIRE LIEUTENANT DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, assists in developing, designing, coordinating, implementing and monitoring standards and policies of the Currituck County Fire-Emergency Medical Services system; functions as key liaison and consultant with all Fire-EMS and volunteer fire department personnel, and other essential public safety departments within the county. Serves as an immediate supervisor to an assigned group of department personnel; managing and supervising staff engaged in Fire/EMS duties, daily operations of the department, and resource management. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NCOEMS EMT – Basic or Advanced level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include: driving fire apparatus, operating fire department equipment, fighting fires and extricating patients. Serves as Fire Company Officer. Reports to the Shift Captain.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS (LIEUTENANT)**

Assist Captain with the development, coordination, and implementation of the policies, procedures, and guidelines for the department; reviewing system plan and other applicable policies for accuracy and compliance with local, state, and federal regulations.

Manage shift schedule, vacation and sick time requests, and exchange of duty requests; ensuring each shift and Fire and EMS unit is staffed appropriately; employee's requests for vacation, sick time, and exchange of duties are within department and county policies.

Procurement and maintenance of supply inventory and equipment; develop cost effective measures for the purchasing of supplies and equipment; submit monthly requests to the Appropriate Captain/Supervisor for supplies needed; evaluate new products and equipment for future use; establish and update preventive maintenance procedures for equipment in accordance with manufacture recommendations; monitor use for budgetary planning; keep perpetual inventory of supplies and equipment using an electronic database.

Implement, coordinate, and maintain a vehicle maintenance program for all department vehicles that is consistent with manufacture's recommendations; schedule vehicles for required maintenance and repair, ensuring vehicles are delivered and retrieved appropriately; conduct routine repairs and maintenance procedures not requiring an automotive technician (i.e. changing light bulbs, checking fluid levels, replacing fuses, etc); develop and maintain electronic database of repair requests and maintenance.



Ensure daily operations of the department are met; personnel are reporting to work on-time and in proper dress and with appropriate personnel protective equipment; delegate assignments and instructions to shift personnel; keeps department personnel abreast of pertinent information to their mission and daily operations; if required, fills in as crew member on opens shifts until a suitable replacement can be found; delivery and retrieval of supplies and equipment; retrieving and reviewing patient care reports for accuracy and compliance with applicable policies, forwarding discrepancies to Shift Captain and/or Deputy Chief for review.

Conduct on-shift training and skills assessment with shift personnel; develop cohesiveness between shift personnel, EMS and fire department volunteers; training shall be done in cooperation with the Shift Captain and shall include equipment and product in-service, skills and procedure development, annual required training, and other such training deemed necessary by the Shift Captain, Training Officer or Deputy Chief.

### **ESSENTIAL JOB FUNCTIONS**

Responds to calls for all emergencies including motor vehicle collisions, fires, rescue operations, and any other incidents where Fire-EMS has been requested. Provides prehospital care at a minimum of the EMT Basic level of certification as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete required hours of fire department training. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete required hours of EMS continuing education training.

In a fire emergency, performs basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by Fire/EMS Chief) fire ground operations; handles fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients. Serves as Fire Company Officer.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby, building inspections, pre-fire planning and fire hydrant maintenance.

Works with volunteer system to obtain cooperation during emergencies and non-emergency situations.

Command and supervise individuals performing emergency activities to control and extinguish fires in order to save lives and minimize property damage.

Participates in Quality Assurance program.

Fills in for Captain as necessary.

### **ADDITIONAL JOB FUNCTIONS**

Ensure that all personnel maintain current skills and develop additional ones as appropriate by conducting needs assessments, and/or developing, administering and participating in training activities.

Meet with shift personnel to discuss problems, events, current information, and the handling of past emergencies to improve future performance.

Completes employee performance appraisals for department personnel assigned to their shift; document performance measures, commendation and disciplinary actions, and needs assessment; establish appropriate goals and objectives for individuals, provide encouragement and resources for those goals to be met.

Explain and enforce policies and procedures, disciplining staff in a fair and equal manner as necessary; properly and effectively intervene to settle an argument or some interpersonal problem among staff; notify a superior of a problem and recommend a course of action for solution.

Work with the Fire-EMS and fire department volunteers to enhance the overall operation and function of the departments, local volunteer fire departments and other county entities.

Functions as essential personnel, performs duties as assigned by the County Manager, Fire-EMS Chief or his designee, during a State of Emergency or other disaster.

Performs other related work as required.

### **JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training with minimum requirement of EMT-Basic. Must obtain NCOEMS certification of EMT-Advanced (or higher) within 3 years of date of hire in position. Must have Firefighter II certification or equivalent. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Become credentialed by the North Carolina Office of Emergency Medical Services as an EMT Advanced within 3 years of date of hire in position as outlined in 10A NCAC 13P .0502;

Current Basic Life Support, Healthcare Provider (CPR) provider certification, or equivalent;

Emergency Vehicle Operator Certification, CEVO or equivalent.

Fire apparatus operator certification or equivalent preferred.

Must have or obtain ~~Obtain North Carolina~~ Fire Officer I Certification or equivalent within one year of employment date.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver operator license.

Successfully complete Incident Command System–100, 200, 300, 400 and the National Incident Management System–700 and 800.

Maintain the privilege to practice within the Currituck County Fire-EMS system; Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, required continuing education per year.

Must pass a National Fire Protections Association (NFPA) 1582 physical as conditional offer of employment.

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping,

crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to work in confined spaces. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of firefighting techniques and practices.

Ability to work in Immediate Dangers to Life and Health (IDLH) environment for thirty minutes wearing approved firefighting Personal Protective Equipment (PPE) to include breathing apparatus.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of Incident Management Systems and procedures.

Working knowledge of Mass Causality Incident Management processes and procedures.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to supervise and manage personnel.

Ability to coordinate and manage emergency and non-emergency incident scenes.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight in accordance with OSHA guidelines.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with as necessitated by work assignments.

ED: 08/06/2018 (REV BOC)  
ED: 08/17/2020 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: GIS COORDINATOR INFORMATION TECHNOLOGY SERVICES DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, performs highly technical, analytical and needs assessment work in the development, maintenance, and operation, of the County's enterprise GIS network and database. Creates, maintains, and produces geographic and spatial data in both a digital computerized database system and hardcopy format for the entire county organization. Formulates and initiates all aspects of GIS work. Consults with county departments and agencies to determine their needs for GIS, suggest direction and provides training options and support. Trains personnel from other departments in the use of the GIS system and network. Write specialized data bases and links them to the GIS system to produce reports and maps for departments and agencies. Reports to the ~~Computer Systems Administrator~~ Information Technology Services Director.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Performs highly technical and analytical work in the development, maintenance, and operation, of the County's enterprise GIS network and database; creates digital and hardcopy maps of geographic and spatial data; creates, updates and maintains geographic and spatial data; produces data from outside sources; maintains master street list. Coordinates and manages the implementation and use of Pictometry imagery and software.

Design, implement and maintain the county's online GIS mapping application.

Collects digital GIS data in the field via a Global Positioning System (GPS) unit and integrates the data into the GIS database.

Coordinates and assigns county addresses and street names; maintains the master street list; notifies county and outside agencies of issues related to addresses and new streets, updates the appropriate databases.

Acts as County Liason to the US Census Bureau. Reviews development plans as a member of the Technical Review Committee.

Provides GIS and mapping support within the Emergency Operations Center in a disaster scenario.

Coordinates the acquisition of GIS data from outside sources or vendors.

Consults with county departments and agencies to determine their needs for GIS; designs appropriate GIS data models and workflows to ensure accurate data creation; gives direction and provides training options and support.

Converts analog maps and data from other sources to formats compatible with the GIS; writes programs within the GIS software to perform database functions as requested by departmental staff or other department and agencies as otherwise deemed appropriate.

In coordination with the Information Technology Services Director, oversees the maintenance and operation of the GIS network to insure the security and integrity of the database; provides input and recommendation regarding the



## GIS COORDINATOR

data needs of the future.

Train mapping staff in use and applications of GIS programs; trains, assists and advises other department employees, as necessary.

Develops or amends maps and digital GIS data for other County agencies or programs, such as E-911 program, as requested; confers with County personnel in other departments, as necessary, to obtain information or resolve discrepancies pertaining to land record or mapping data.

Provides technical assistance to the public, County boards, ~~municipal boards~~, other departments and staff as needed in areas of geographic information.

Reviews various software and hardware compatible with GIS and needs of the department and other departments and agencies, and makes recommendations to the Information Technology Services Director for acquisition and budgeting of such equipment, as appropriate.

~~Under the direction of the Computer Systems Administrator, manages the operation of the office in the absence of the Administrator.~~

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in computer science, planning, geography, engineering, or related field and a minimum of five years experience with graphic information system design and experience with Geographic Information Systems; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, typewriters, printers, copiers, calculators, blueprint machines, microfilm readers and printers, vacuum frame printers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, deeds, forms, maps, surveys, indexes, etc. Requires the ability to prepare correspondence, forms, maps, receipts, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in

## GIS COORDINATOR

mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and tax terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

~~Considerable knowledge of the network operating system and the software utilized in the County's Geographic Information System environment. ESRI's ArcGIS suite of software, including ArcMap and ArcCatalog or ArcGIS Pro in order to produce data, maps and reports. Knowledge of ArcGIS Online and its' utilization is helpful. Knowledge of other software programs such as Pictometry EFS, Freeance, Adobe, Microsoft Word, Excel and Power Point is helpful. Some basic programming language experience is helpful.~~

Use best practices to archive GIS data and document data.

Considerable knowledge of geographical areas and subdivisions of the County.

Considerable knowledge of the principles of drafting and cartography.

Considerable knowledge of the North Carolina State Plane Coordinate Grid System and other commonly used coordinate systems.

Working knowledge of the functions and organization of other County departments.

Ability to effectively work with both vector and raster data types.

Ability to analyze data and to accurately represent it in map format.

Ability to operate and maintain hardware such as a large format map plotter and scanner.

~~Ability to use common office machines, including computer driven word processing, spreadsheet and file maintenance programs.~~

Ability to read and interpret U.S. Geological Survey topographical maps and N.C. Department of Transportation maps, and relate them to property maps.

**GIS COORDINATOR**

Ability to interpret cadastral, orthophoto, topographical and other related maps.

Ability to read and interpret surveys and engineering drawings and plans. Including utility infrastructure plans.

Ability to effectively use Global Positioning System hardware and software to field collect data.

~~Ability to write specialized data bases and links them to the GIS system to produce reports and maps for the department and other departments and agencies.~~

Ability to pass files to and from the network and the County's ~~mainframe~~ servers.

Ability to exercise tact and courtesy in frequent contact with the general public and other County officials.

Ability to establish and maintain effective working relationships with employees, county officials and the general public.

Ability to project a professional image from a non-verbal and personal appearance standpoint that is consistent with the requirements of the job.

Ability to effectively express ideas orally and in writing.

Prefer the ability to obtain Geographic Information Systems Professional (GISP) certification.

ED: 08/17/2020 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: GIS SPECIALIST – LAND RECORDS INFORMATION TECHNOLOGY SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs highly technical work in the development, maintenance, and operation of the County's GIS network and databases with emphasis on Land Records. Major efforts include quality control of incoming data consisting of deeds and other land record documents as needed, and GIS Land Records database construction. Performs maintenance and updating of the County's GIS database specific to parcel data, and the CAMA system to reflect changes with regard to parcels and ownership. Assists in the creation and maintenance of Internet mapping applications to serve maps and land records data to the public via the Internet. Provides assistance to the general public and County personnel as needed to train on proper use of available GIS software applications to locate property and land records information. Reports to the ~~Computer Systems Administrator~~ Information Technology Services Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Performs highly technical work in the development, maintenance, and operation of the County's GIS network and databases with emphasis on Land Records

Utilizes the GIS system to maintain parcel data, performing splits and merges and assigning all pertinent attributes to the resulting parcels; utilizes the CAMA system to record real property ownership, acreage, and all other pertinent land records data.

Performs quality control of incoming data, which involves researching deeds, wills, survey maps and other records to verify and correct data; contacts lawyers or other persons involved for clarification, as necessary.

Works closely with the Tax Supervisor to ensure that all processes related to land records maintenance are functioning properly, including parcel creation, database maintenance and changes on the CAMA system, and proper interface with other tax databases.

~~Assigns property addresses; assists 911 with addresses.~~

Provides general and technical assistance to the public, lawyers, surveyors, County personnel and agencies, etc., as needed in areas of land records information, property location and use of online GIS mapping applications.

## GIS SPECIALIST – LAND RECORDS

### **ADDITIONAL JOB FUNCTIONS**

Assists interested persons in obtaining GIS data in hardcopy or digital format; also assists with GIS applications via the Internet.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelors Degree in GIS or a related field, preferably supplemented with work in surveying, mapping, or related fields, and a minimum of two years of experience in land records maintenance; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Strong oral and written skills, including the ability to effectively communicate technical GIS issues and the application of GIS to a wide variety of people. Excellent creative problem solving skills are essential. Demonstrates ability to learn new skills and procedures quickly. Experience in training individuals and groups preferred.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, digitizers, plotters, ~~blueprint machines, drafting instruments~~, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, deeds, cards, forms, maps, surveys, indexes, etc. Requires the ability to prepare correspondence, property cards, forms, maps, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a

## GIS SPECIALIST – LAND RECORDS

variety of technical or professional languages, including drafting, land surveying, engineering and tax terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, ~~manual drafting instruments~~, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the software utilized in the County's Geographic Information System environment.

Considerable knowledge of geographical areas and subdivisions of the County.

Considerable knowledge of the principles of drafting and cartography.

Considerable knowledge of the North Carolina State Plane Coordinate Grid System and other commonly use coordinate systems.

Working knowledge of the functions and organization of other County departments that utilize land records maps and data.

Working knowledge of the functions and organization of the Tax Department as they pertain to land records maintenance.

Working knowledge of procedures, laws, maps, forms and records used in real estate transfers and their relationships to other tax needs and functions.

Working knowledge of land surveying principles and legal descriptions.

Working knowledge of standard practices, materials and equipment used in land survey drafting.

Working knowledge of GPS data collection methods for field data collection.

Working knowledge of Crystal Reports for report generation.



## GIS SPECIALIST – LAND RECORDS

Ability to extract data from various database structures for the purpose of comparison across databases and verification of data accuracy.

Ability to interpret cadastral, orthophoto, topographical and other related maps.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to interpret deeds and transfer the pertinent data to maps.

Ability to assist in land title research for the county.

Ability to compute areas from property descriptions and maps.

Ability to read and interpret registered land surveys to plot using Coordinate Geometry (COGO) and/or digitize a field survey.

Ability to read and interpret U.S. Geological Survey topographical maps and N.C. Department of Transportation maps, and relate them to property maps.

Ability to use common office machines, including popular and specialized computer-driven word processing, spreadsheet and file maintenance programs.

Ability to exercise tact and courtesy in frequent contact with the general public and other County and municipal officials.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to project a professional image from a non-verbal and personal appearance standpoint that is consistent with the requirements of the job.

Ability to effectively express ideas orally and in writing.

ED: 08/17/2020 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: HUMAN RESOURCES ASSISTANT HUMAN RESOURCES DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, performs responsible clerical and accounting work requiring independent judgment and initiative for the County. Prepares benefit-related information and employee change information for data entry into biweekly payroll records and job recruitment as the primary duties. Reports to the Human Resources Director.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

##### Payroll Functions:

Maintains garnishments, child support, ~~and~~ bankruptcy payments and enters this information into payroll system. Maintains correspondence of terminations. Creates and tracks payments and repayments of payroll deductions for various third party vendors, to include county insurance, for all active and retired employees.

Maintains payroll tickler sheet and updates various employee changes into the payroll system, to include such as insurance plan changes, leave-without-pay status (LWOP), retirement plan contribution changes, direct deposit changes, and flex accounts applications according to federal guidelines for the current period. Compiles calculations of monies due or to be refunded and fees for each account and ensures exact amounts are processed correctly. Enters bi-weekly Credit Union payroll changes and submits reconciled statement to payroll. Credit Union updates, withholding allowances, etc. into payroll system.

**Recruitment Functions:** Obtain quotes and create purchase orders from various vendors for new recruitment announcements. Post recruitment announcements on various sites to include SharePoint, County website, newspapers, North Carolina Department of Commerce, and bulletin boards.

Answer applicant questions regarding vacant positions. ~~and hand out applications and announcements. Administers applicant typing tests.~~ Assists supervisors in accessing online applications.

~~Scans, logs and maintains files on employment applications.~~

Compiles ~~and prepares interview packets~~ benefit and salary information for Department Heads prior to employment interviews.

Schedules drug screens, conducts criminal background checks and applicable driving record checks of finalist applicant(s). Conducts search of social media content, collects education transcripts and employer references, obtains copies of current driver's license and social security for identification proof. Uses Federal E-Verify software system to process I-9 proof of citizenship verification. Collects and verifies required certifications and/or licenses are current for particular recruitment.

~~Ensure completeness of personnel file before hire date.~~

I-9 verification process to include Federal E-Verify software system.

### **Benefits Administration:**

Must have good working knowledge of how benefits, policies and claims are processed. Must have knowledge of annual changes/updates to plans and/or processes and communicate these to employees. Serves as liaison with each benefit provider and maintains progressive and professional communication.

Assists in conducting Open Enrollment on annual basis. Collects new policy documents on coverage and benefits to create the new hire packets for upcoming year. Maintains an annual log of policy coverage and cost.

Works with providers, employees and retirees to resolve benefit issues and communicates life event procedures through Employee Self Service System (ESS).

Provides employees with proper change forms and implements these changes in the appropriate systems.

Assists employees with FMLA process. Completes and obtains all required FMLA paperwork to include Notice of Rights and Responsibilities, Physician Certification, Return to Work Authorizations, with final approval of FMLA designation by Human Resources Director. ~~Maintains regular contact with staff on FMLA leave to obtain status and updates and documents this contact.~~ Tracks and monitors all aspects of FMLA leave and performs role as Record keeper for FMLA. Documents communications per case and keeps the Department Head informed of return to work eligibility and dates.

Organizes and oversees Red Cross Blood Drives. Obtains approval of space to be used, requests volunteers to help, creates work orders for Public Works for preparation of area, recruits employees to donate, assists with registration, and obtains final data to post to employees.

Serves as retiree contact for insurance coverage.

Accepts and tracks retiree insurance payments. Creates bi-annual correspondence which informs retirees of policy and/or price changes. Collects monthly premiums and reports deaths to proper authorities and reports termination of coverage. Contacts and provides the retiree new policy application 60 days in advance of retiree turning age 65, and ensures the policy and premium changes are complete.

### **Reports:**

Monthly DOL Report processing and recording.

Prepares North Carolina Department of Commerce Reports.

Accepts, tracks, processes and updates insurance payments for retirees.

Reports for State new hire program.

### **New Employee Orientation:**

Schedules and conducts new employee orientation to include benefits enrollment, review of various personnel policies, employee ID card appointment.

Performs entrance interviews for new employees and notifies appropriate County departments of hire dates and/or other changes.

Enters employee personal data which includes withholdings, retirement contributions and direct deposit information in payroll software. Adds employee and dependents to insurance policy and submits supplemental retirement elections to agency. Verifies employee follows instruction for ESS to make

benefit elections.

Processes sick leave accruals for employees' transfers within North Carolina Retirement Systems.

### **Employee Exit Interviews:**

Performs exit interviews for exiting employees.

Ensures accuracy and completeness of exit paperwork, to include, but not limited to, insurance, Cobra, elective benefits, retirement information, updated address.

### **General Office Functions:**

Performs routine clerical tasks. Greets visitors, records and relays messages, types routine correspondence, addresses envelopes, processes and distributes mail, etc.

Answers telephone and receives inquiries, provides information or refers callers to other County officials, as appropriate.

Prepares, copies, files and/or distributes, as appropriate, various correspondence, records and forms.

Maintains inventory of office supplies, orders items as appropriate and monitors expenditures; maintains files including employee personnel files.

Assists auditors with annual audit as appropriate.

### **ADDITIONAL JOB FUNCTIONS:**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Two year degree from accredited college in Human Resources or related field. Plus two years experience in Human Resources setting or equivalent combination of training and experience which provides the required knowledge, skills and abilities. Typing proficiency to net 45 words per minute. Prefer North Carolina Notary Public.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, time sheets, work schedules, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages such as accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determines percentages and decimals; verifies and computes interest rates.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of the organization, operation, programs and policies of the Human Resources Department.

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of arithmetic.

General knowledge of state and local fiscal regulations, policies and procedures.

General knowledge of terminology used within the Human Resources Department.

General knowledge of modern office practices and procedures.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain clerical records and to compile reports from them.

Ability to type accurately at a moderate rate of speed.

Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow written and oral instructions.

Ability to exercise independent judgment, discretion and confidentiality in the completion of work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 08/17/2020 (REV BOC)

~~ED: 06/20/2016 (REV BOC)~~





## INCOME MAINTENANCE POSITION QUESTIONNAIRE

North Carolina Office of State Personnel

1. Employee's Name	2. Position Number
Yuvanka Morris	153-02-701
3. Classification Title of Position	4. Agency
Income Maintenance Caseworker III	Department of Social Services
5. Usual Working Title of Position	6. Division, Section, Unit
Income Maintenance Caseworker III	Income Maintenance Unit
7. Your Name and Title (Supervisor)	8. Place of Work (City, Bldg., Room, etc.)
Christal Berry, Income Maintenance Supervisor I	Social Services/Senior Citizen Building, Currituck, NC

**CERTIFICATION:** Signatures indicate agreement with all information provided, including designation of essential functions.

**Supervisor's Certification:** I certify that (a) I am the Immediate Supervisor of this position; that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee's Certification:** I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Head or Authorized Representative's Certification:** I certify that this is an authorized official position description of the subject position.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## INCOME MAINTENANCE CASEWORKER III (Lead Worker)

### I. PRIMARY PURPOSE OF POSITION:

This position is responsible for performing work involving the determination and redetermination of eligibility of individuals requesting assistance in all Medicaid programs. The Leadworker also serves as the Fraud Investigator and Carolina ACCESS Representative for the county.

### II. DUTIES AND RESPONSIBILITIES:

#### A. Duties:

##### 1. Fraud Investigator:

Position is responsible for investigation of suspected fraud in all of the agency's income maintenance programs (Food Stamps, CIP, LIEAP, Day Care, Medicaid, State Special Assistance, Emergency Assistance, and Work First Family Assistance).

Position will determine if fraudulent or improper practices have occurred by obtaining and verifying data to substantiate findings and maintain accurate and up-to-date documentation in all case records.

Position will complete Front End investigations.

Position will maintain accurate evidence on cases that are going to court to assist the District Attorney.

Position must maintain both old and updated policy material for the Food Stamp, Medicaid, State Special Assistance, CIP, LIEAP, Emergency Assistance, Day Care, AFDC and Work First Family Assistance programs in order to correctly apply appropriate policy when calculating overpayments for suspected fraud or an over issuance of benefits.

Position works with law enforcement as needed when completing an investigation.

Position maintains a log of all referrals made.

Position enters all referrals in the state EPICS system.

Position calculates overpayments due to fraud or non-fraudulent acts.

Position establishes claims and enters the claims in the state EPICS system.

Position investigates referrals of suspected fraud received from the Income Maintenance staff, other co-workers, telephone calls, visitors, letters, Quality Control findings, and the state office.

Position works all reports generated from the state EPICS system within specified time requirements.

Position attends and participates in Administrative Disqualification Hearings for individuals who have committed an Intentional Program Violation.

Position completes and provides reports to the state office every quarter or as requested.

Position investigates and establishes claims based on reports such as the Financial Resource Report, Interstate Match Report, Employment Security Commission Match Report, etc.

**INCOME MAINTENANCE CASEWORKER III  
(Lead Worker)**

Position provides monthly account statements to all current paying individuals.

Position provides quarterly account statements to all individuals with past due accounts.

Position provides information to the caseworker when findings affect eligibility.

Position informs caseworkers of any new changes in policy and procedures in connection with Program Integrity.

This position works in the following programs: Work First, WFFA-MA, SA, Food Stamps, all Adult Medicaid and Children & Family Medicaid.

**2. Carolina Access:**

Position coordinates the Managed Care program for the county.

Position educates recipients, caseworkers and providers on how to properly use the Carolina Access program.

Position assists recipients with enrollment issues and/or complaints.

Position assists providers, caseworkers, and recipients with Managed Care questions.

Position recruits eligible applicants and recipients in the Carolina Access Program including SSI recipients.

Position provides training to caseworkers and clients on Carolina Access procedures when new policy is received or new procedures are implemented.

Position works reports generated under the Carolina Access program.

Position creates, updates, and distributes provider enrollment lists.

Position makes changes to providers when requested by a recipient.

Position recruits providers into the Carolina Access program.

**3. Income Maintenance Leadworker:**

Position provides training for new and transitional employees.

Position provides training to lower-level staff in new program policy and procedures as it occurs.

Position advises and counsels lower-level staff on policies and regulations of eligibility programs on a daily basis.

Position will perform second-party review of cases completed by lower-level staff.

### INCOME MAINTENANCE CASEWORKER III (Lead Worker)

Position will process and maintain Foster Care and Adoption Assistance cases.

Position will process all SSI Exparte cases. Also keep a log of all Exparte cases.

Position will serve as primary back-up for the Intake worker for the Adult Medicaid program.

Position will process applications and reviews in all Medicaid programs; MIC, MPW, MAF, NCHC, MAA, MAD, MQB, SAA, and SAD.

Position will serve as Intake worker for application in all Medicaid programs; MIC, MPW, MAF, NCHC, MAA, MAD, MQB, SAA, and SAD.

Position will use resources such as the Clerk of Court, Register of Deeds, Tax office, Social Security Administration, Veterans Administration, NC State computer systems as an aid in determining eligibility and reviewing cases (second-partying).

Position will perform duties as assigned by the County Manager or his designees during a State of Emergency disaster.

Position will conduct meetings.

Position will conduct annual Financial Resource Report training to lower-level staff.

Position will assist supervisor whenever or wherever needed.

Position will perform general office work such as answer telephone, typing, filing, etc.

Position will review completed reports.

- B. This position is not a supervisor, however, this worker needs to be comfortable working independently and making decisions. Must also train and conduct second party reviews with Income Maintenance Caseworker II staff.

This position is responsible for calculating the amount of overissuance for all claims in the income maintenance programs except agency errors. The agency manuals are used as guides when determining past and present eligibility for the programs.

This position will work closely with law enforcement officials to carry out investigative responsibilities when appropriate.

### III. OTHER WORK CHARACTERISTICS:

- A. Worker must be very exact in collecting information and in documentation. Worker must be alert to body language, the client's attitude and surroundings at all times during the interviewing process to ensure personal safety.

### INCOME MAINTENANCE CASEWORKER III (Lead Worker)

- B. In fraud cases being prosecuted, extreme care must be taken to safeguard the client's confidentiality, and also to safeguard any witnesses that might be utilized. Their names should be withheld until they have actually been subpoenaed to court.
- C. The worker must also exercise good judgment to safeguard herself/himself. Caution has to be taken while working in the field, and when dealing with hostile clients.
- D. Work hours are from 8:00 A.M. to 5:00 P.M., with a one hour lunch break. Occasional after-hours work is necessary in order to make contacts that cannot be made during regular work hours.
- E. Position will use a calculator, photocopier, microfiche reader, computer, shredder, telephone, and fax machine.
- F. Worker's decisions impact upon the well-being of the clients who are the recipients of program benefits. This employee is also responsible for reviewing the work of other staff, spotting errors and advising them. Therefore, exactness or accuracy is extremely important, in order to avoid an overpayment, underpayment, or errors that could cause charge-backs to the agency.
- G. Good visual attention is needed in every phase of the job, since reading, writing and using machines are part of the job duties. Intense mental concentration is important as employees are frequently subject to working with agitated clients, heavy caseloads, exacting time frames and very complex subject matter.
- H. Worker may also be asked to assume other miscellaneous responsibilities as indicated by the supervisor. Position will perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster. Will also perform other duties as requested by agency director.

#### IV. SPECIFIC TRAINING AND EXPERIENCE FOR THIS POSITION:

##### A. Skills, Abilities and Knowledge Required:

1. Oral communication skills will be used during interviews, to elicit information and to explain complex programs and policies in easily understandable terms.
2. Judgement skills will be used for interpreting complex policy, making decisions, consulting with supervisor and regional support staff. These skills will be based on knowledge and understanding of federal and state policies and procedures, and experience in applying them. Also will be used in determining the best method of meeting a client's needs by weighing options within program or in applying for other programs.
3. Personal skills will be used to facilitate working relationships with clients, co-workers, etc. Must have ability to function under stress. Must always be tactful and courteous and have the ability to make clients and other contacts feel comfortable by setting up an atmosphere of mutual trust and respect.
4. Reasoning skills will be used to follow directions and procedures, to arrive at logical conclusions and objectively analyze the facts.
5. Writing skills - must have the ability to write concisely and clearly. Will be used to document case activity and records, in preparing appeal hearings, and fraud investigations.

**INCOME MAINTENANCE CASEWORKER III**  
(Lead Worker)

6. Must have thorough knowledge of all DSS program areas.
7. Must have knowledge of judicial and legal proceedings.
8. Organizational skills: Due to the increasingly complex and multi-functional tasks expected of this position, organizational skills are very important for keeping up with responsibilities. Must maintain organized case records, appointment calendar, referral files, and deal with mail, forms, and paperwork on a constant basis. Must submit reports on a monthly, quarterly and yearly basis to state program integrity officers.
9. Mathematical skills: Must be able to accurately calculate countable income, work expenses, asset cash value, and amounts of assistance.

**B. Education and Experience:**

Two years of experience as an Income Maintenance Caseworker II or an equivalent combination of training and experience. Graduation from an accredited associated degree program in Human Service Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience.

- C. Must be knowledgeable in all income maintenance programs.





## INCOME MAINTENANCE POSITION QUESTIONNAIRE

North Carolina Office of State Personnel

1. Employee's Name	2. Position Number
Dawn Jones	153-02-501
3. Classification Title of Position	4. Agency
Income Maintenance Caseworker III	Department of Social Services
5. Usual Working Title of Position	6. Division, Section, Unit
Income Maintenance Caseworker III	Income Maintenance Unit
7. Your Name and Title (Supervisor)	8. Place of Work (City, Bldg., Room, etc.)
Christal Berry, IM Supervisor II	Social Services Building, Currituck, NC

**CERTIFICATION:** Signatures indicate agreement with all information provided, including designation of essential functions.

**Supervisor's Certification:** I certify that (a) I am the Immediate Supervisor of this position; that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee's Certification:** I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Head or Authorized Representative's Certification:** I certify that this is an authorized official position description of the subject position.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

INCOME MAINTENANCE CASEWORKER III  
(Food Stamp Program)

## I. PRIMARY PURPOSE OF POSITION:

This position is responsible for performing intermediate paraprofessional work involving the determination & redetermination of eligibility for individuals requesting public assistance from the Social Services department. This position primarily works in the Food Stamp program but also helps administer the Crisis Intervention Program (CIP) and the Low Income Energy Assistance Program (LIEAP).

This position acts as a lead worker over Level II Income Maintenance Caseworkers, but is not a supervisor.

## II. DUTIES AND RESPONSIBILITIES:

### A. LEAD WORKER

1. Provide job training for new or transitional employees.
2. Schedule monthly meetings with food stamp & intake staff to discuss policy changes.
3. Advise Level II IMC staff on program regulations & assist with complex cases.
4. Conduct second-party case reviews to ensure program compliance.
5. Attend monthly conferences with the State Program Representative to discuss problems, concerns and policy changes/interpretations.

### B. INTAKE/PROCESSING

1. Take and process applications for the Food Stamp, CIP & LIEAP programs. Includes data entry.
2. Explain programs to client to ensure proper understanding by applicant.
3. Refer applicants to other helpful resources within and outside the agency.
4. Complete all required workbooks & forms necessary for the intake.
5. Assist applicants on obtaining required information to complete their applications, within the normal 30-day processing time period.
6. Screen each application taken for expedited service (7 day processing period).
7. Complete an ongoing documentation of client/case history.
8. Retrieve verifications via phone, mail or computer matches.
9. Compute a budget to determine eligibility & allotment amount.
10. Conduct home visits to complete applications, if necessary.

INCOME MAINTENANCE CASEWORKER III  
(Food Stamp Program)

11. Ensure proper forms are mailed to applicants in allotted time frames.
12. Use Pending Applications & Emergency Cases Report to track all pending applications.
13. Have thorough knowledge of the Food Stamp Information System.
14. Have thorough knowledge of the Electronic Benefits Transfer System.
15. Approximately 10% of all application dispositions are reviewed for accuracy.

### C. ON-GOING CASELOAD

1. Maintain an on-going Food Stamp caseload.
2. Process reviews for the Food Stamp caseload. Includes data entry.
3. Complete reviews by face to face interviews.
4. Complete inquiry matches and all required forms needed for reviews.
5. Compute budgets to determine ongoing eligibility and allotment amount.
6. Document the review or change in situation in the client/case history.
7. Make a home visit to complete a review, if necessary.
8. Evaluate cases for possible fraudulent activity forward these cases to the fraud worker.
9. Take appropriate action on each change in situation reported, such as:
  - (a). New or terminated income
  - (b). Add or delete household members
  - (c). Name or address change
    - (i) These changes could require computing new budgets or increasing/decreasing the household food stamp allotment. Also includes data entry.
10. Inform other departments of client's change in situation.
11. Work several reports:
  - (a). FRR – Financial Resource Report
  - (b). UIB – Unemployment Insurance Benefits
  - (c). SSN Validation/Discrepancy Report
  - (d). VA Match Report
12. Record activity time on Day Sheets for budgeting purposes.
13. Keep case profiles and other documents filed timely.
14. Answer phone calls and return all client phone messages.
15. See clients that may come to the agency with questions or concerns.
16. Use the Redeterminations Due Report to track monthly reviews.

INCOME MAINTENANCE CASEWORKER III  
(Food Stamp Program)

17. Approximately 10% of the reviews and changes in situation are reviewed for accuracy.

**D. OTHER DUTIES:**

1. Act as the Local Hearing Officer for Medicaid clients requesting an appeal.
2. Attend & present case information for local food stamp hearings as necessary.
3. Attend all required unit or agency training.
4. Be aware of all new Manual Changes and incorporate them into daily activities when they occur.
5. Assist other agency departments when there is an absent co-worker.
6. Perform post disaster shelter duty, when necessary.
7. Attend agency or unit staff meetings.
8. May have to testify in court as to the validity of information taken during an interview.
9. Perform/assume other duties or programs as assigned by the Income Maintenance Supervisor and/or the Director. Also perform duties assigned by the County Manager or his designee during a State of Emergency or other disaster.

**III. OTHER WORK CHARACTERISTICS:**

- A. Position uses calculator, copier, fax machine, paper shredder, microfiche reader, computer and telephone.
- B. The work of Income Maintenance Caseworkers must be accurate and exact to avoid overpayments and underpayments. The tolerance level for these programs is 97% accuracy.
- C. Good visual attention is needed in every phase of the job, since reading, writing, and using machines make up the duties. The employee may spend a large portion of some days reading computer screens.
- D. Regular work hours are 8:00 to 5:00, Monday through Friday. Some overtime work may be required.
- E. Must maintain a cooperative and congenial work relationship with all co-workers and clients to ensure good communication and coordinated workflow and to maintain good morale in the work environment.

**IV. SPECIFIC TRAINING AND EXPERIENCE FOR THIS POSITION:**

Attachment: Income Maintenance III FNS 8 17 2020 (Job Description Revisions-Variou)

INCOME MAINTENANCE CASEWORKER III  
(Food Stamp Program)

- A. Must meet minimum requirements in education and experience, and have two years of experience as an Income Maintenance Caseworker II.
- B. Must be knowledgeable in all income maintenance programs.
- C. Must be knowledgeable in, but not limited to, the following computer systems.
  - 1. Food Stamp Eligibility and Keying Information
  - 2. Electronic Benefit Transfer
  - 3. Eligibility Information System for Medicaid and Work First
  - 4. Social Security
  - 5. Child Support Referral and Collection
  - 6. Department of Transportation
  - 7. Employment Security Commission
  - 8. Department of Corrections
  - 9. Client Data Warehouse
  - 10. Kelly Blue Book



## INCOME MAINTENANCE POSITION QUESTIONNAIRE

North Carolina Office of State Personnel

1. Employee's Name	2. Position Number
Christal Berry	153-02-801
3. Classification Title of Position	4. Agency
Income Maintenance Supervisor II	Department of Social Services
5. Usual Working Title of Position	6. Division, Section, Unit
Income Maintenance Supervisor II	Income Maintenance Unit
7. Your Name and Title (Supervisor)	8. Place of Work (City, Bldg., Room, etc.)
Samantha A. Hurd, Director	Social Services Building, Currituck, NC

**CERTIFICATION:** Signatures indicate agreement with all information provided, including designation of essential functions.

**Supervisor's Certification:** I certify that (a) I am the Immediate Supervisor of this position; that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee's Certification:** I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

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Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: Income Maintenance Supervisor II 8 17 2020 (Job Description Revisions-Variou)



## I. PRIMARY PURPOSE OF THE POSITION

The primary purpose of this position is as follows:

- to provide direction and leadership to IMCW (Income Maintenance Caseworker) staff,
- to interpret and convey information to agency staff, clients and the community about programs, served,
- to train, develop and coach IMCW staff in knowledge and skills needed to perform the job,
- to monitor the work performed and correct any deviations from accepted practices or standards,
- to assist the Director in selecting personnel to fill job vacancies in the unit,
- to network with other agencies and community groups to facilitate interagency cooperation and collaboration for the best interest of the citizens served,
- to guide and support staff in developing special projects or special activities that provide creative solutions to unique problems or circumstances involving the people served.

This position is directly responsible for the effective operation of the Income Maintenance Unit, which consists of eight (9) IMCW II positions; two (2) IMCW III positions; one (1) IMCW I; and one (1) contract position. The primary role of this position is to provide direction and support, to review and to evaluate the work of the assigned staff, to ensure that systems and practices of the staff result in responsive services to clients. This position requires knowledge of Work First Family Assistance & Special Assistance (money payment programs), Family and Children's Medicaid & Adult Medicaid programs (provides health insurance to qualified individuals), Food & Nutrition Services (a supplement to help alleviate hunger & malnutrition), Energy Program (help alleviate cooling or heating related crisis) and Program Integrity (fraud). The programs represent 14 million in aid to the county residents.

The supervisor makes assignment of cases and ensures that caseloads are balanced among the IMCW staff. The supervisor plans, assigns and evaluates client flow to ensure that assistance is provided in a timely manner. The supervisor works in conjunction with four (4) other supervisors. The supervisor works with one (1) Clerical Supervisor to maintain office procedures and practices assuring client reception, telephone coverage and basic clerical support for the unit. The supervisor also works with the three (3) Social Work Supervisors (Children's Welfare Services, Children's Protective Services and Adult Protective Services) to assure linkage to other needed resources. It is critical that this supervisor and all other supervisors work closely to assure that there are no gaps in service delivery to our clients.

## II. DUTIES AND RESPONSIBILITIES

Examples of duties performed:

- work with NC Fast technology and business processes to deliver our services more efficiently to the citizens of Currituck
- interviewing potential applicants for employment, completing background checks & references.
- coordinating the work of the unit,
- scheduling the workload of each individual employee supervised,
- Compiling statistical information to be used in public relations as well as education of the Social Services Board and the County Commissioners,
- providing information for the budget for the director in the budgeting process,
- monitoring various agency responsibilities such as compliance with Alexander vs. Flaherty, and other program monitoring
- assuring that second party reviews are done on all new staff and systematically done on experienced staff,
- having regular conferences with individual staff persons that are supervised,
- holding regular staff meetings to disseminate information, staff problem cases and discuss any issues,
- provide documentation for disciplinary issues and assistance to the Director for Income Maintenance staff
- evaluating staff and documenting rationale for evaluation
- being available to staff to assist in problem resolution,

- acting as an intermediary between staff and agency clientele,
- coordinating with other supervisors within the agency and other agencies within the community,
- attendance at various meetings as required,
- speaking on behalf of the agency as required,
- coordinating agency programs with other services within the agency and community,
- training staff on a regular basis to include new staff as well as experienced staff,
- interpreting policies, rules, regulations of programs in the agency,
- assuring that coverage of the unit is consistent in establishing daily work routine among members of the work unit supervised,
- maintaining knowledge of programs supervised,
- other responsibilities as assigned to the supervisor by the director.
- Train staff on all Title IV issues.

### A. Planning 15%

General duties would include planning with the unit to assure that the agency's plan for taking applications, determining eligibility, and assuring delivery of assistance is carried out according to the rules and regulations of the various programs. In the area of planning, the supervisor would be responsible for providing information for budgeting, determining future needs of the unit based on studying trends and analyzing the needs of the population served by the agency, as well as planning for individual staff members for their own growth and development as Income Maintenance Caseworkers.

The supervisor is responsible for establishing priorities and objectives for the work group in relationship to overall agency priorities and objectives. This involves fostering an attitude both in participation and sense of ownership of the work plan developed.

The supervisor identifies barriers and gaps in services and develops strategies to resolve problematic issues or remove barriers. This involves providing technical assistance to staff, coordinating with other agencies and resources to resolve problems, exploring alternatives, assessing effectiveness of services and programs.

#### 1. Examples of duties performed in the area of planning are:

- identifying ways to assist participants in becoming independent and self-sufficient
- identifying barriers and gaps in assistance
- identifying and developing goals and objectives for the unit and planning for program implementation
- identifying needs of staff and developing ways to meet their needs
- identifying inefficient/ineffective methods, especially with the transition into NC Fast
- exploring innovative/creative methods

### B. Managing 30%

The supervisor manages the workflow of the unit. This includes assigning work or delegating responsibility. The transition over into the NC Fast system has been and continues to be a significant area of management. It has had a tremendous impact on our business processes. The position is responsible for communicating to staff the nature of assignments. The supervisor differentiates the individual capacity of each IMCW staff to perform certain job assignments. The supervisor manages the cooperation and collaboration of staff of the unit with other work units within the agency and with other agencies/organizations in the community.

In the area of organizing, the supervisor will be responsible for ordering the flow of work, assignment of cases to individual staff and assuring that assignments are made in an equitable and productive manner. The supervisor will be responsible for establishing procedures for assignment of cases to each Income Maintenance Caseworker in each area to assure that cases are evenly distributed. The supervisor will review

all mail received and direct it to the proper staff person to assure it is received timely in order for the staff to act on any information in a timely manner. The supervisor will have lead worker staff to which certain responsibilities will be delegated to assure that the intricate day-to-day operations of the agency are consistent and systematic. The supervisor will establish daily, weekly and monthly priorities according to the demands of the unit; the rules and relations of programs operated by the agency, as well as identified trends that are unique to the consumers of agency programs.

The supervisor, with the assistance of the lead workers, conveys information to staff about policy, programs, directives, mandates and standards for accomplishing the job. This individual conducts group meetings and has individual conferences to facilitate the involvement of staff in order to foster a sense of commitment and ownership and to intervene and manage conflicts.

1. Examples of duties performed:

- serves as the point of contact for the NC Fast help desk to assist in the resolution of tickets for Currituck
- assigns electronic applications received via e-pass or the market place
- assigns/approves cases to be transferred to other staff in the unit or staff of other units,
- balances caseloads among the staff to ensure that reasonable caseloads are maintained,
- supports and intercedes with staff to develop and improve work habits and work performance,
- assists staff in planning time for administrative functions, for example, scheduling time that work should be completed, conference time, etc.,
- establishes and maintains interagency communication and coordination to assure unit works very closely with all units of the agency,
- shares responsibility with other supervisors for ensuring effective communication, scheduling of appointments, logging telephone messages, community inquiries and follow-up, typing, filing, statistical logs, referral of cases, inter-involvement of staff on mutual cases,
- assures effective work flow of the unit by developing procedures and policies with input from the unit,
- delegates responsibility for certain activities to various staff (includes delegation of work to the lead worker),
- assists staff in determining the disposition of difficult cases,
- schedules staff leave time to make sure the unit is covered on a daily basis and works with the Director to develop alternative plans in time of staff shortage,
- completes various reports for state and local agencies,
- enforces agency protocol and standards, especially confidentiality.

The supervisor will be expected to serve on a management team for the purpose of identifying barriers and developing solutions for difficulties experienced by the agency, by the agency staff or by people served by the agency. The supervisor is responsible for developing good staff working relationships within the unit, and assure that the unit performs on a consistent & systematic basis to deliver quality services to the public in a timely manner.

**C. Training 15%**

Training of all workers involves staff meetings to discuss new policies & procedures, revise policies & procedures and to discuss problem areas & error trends. The supervisor holds individual training sessions to help workers improve their job performance, such as interviewing techniques, time management, case management and self-management. The supervisor also coordinates the various staff and sections of the unit to provide better working relationships within the unit and with other units within the agency. The supervisor is aware of staff development needs and seeks out training to develop staff.

The supervisor has the responsibility to evaluate the performance of all IMCW staff on a regular basis. The supervisor is responsible for monitoring the work of each employee and providing regular feedback.

1. Examples of training duties performed:

- orients and gives in-service training to staff,
- evaluates training needs of staff, arranging for available training or making requests for specific training when it is not available,
- develops and coordinates in-service training with other training activities in house, locally and through other training programs that are available,
- encourages staff to develop creative and innovative methods to get the job done,
- plans and delivers training to Income Maintenance Caseworker staff,
- conducts training in the development of various skills needed to perform the job.

**D. Monitoring 10%**

The supervisor is responsible for monitoring certain ongoing activities of the unit such as: second party case file reviews, timely application processing & redeterminations, and making sure we are coordinating with other units & staff. The supervisor also evaluates the effectiveness of activities performed in accomplishing the intended goals of the public assistance programs and takes corrective action when there is deviation from established standards of practice.

The supervisor reviews cases with staff to assess how the agency is responding to client need, determining if response is timely, accurate and based on desired standards. The supervisor is responsible for assessing assignments of each IMCW and determining the need for adjustment of caseloads or the adjustment of worker's duties and responsibilities. The supervisor would be responsible for working with the Director to chart trends of programs, respond to the community and persons served, as well as to assist in decision making to assure that the agency implements programs according to rules and regulations from the state & federal government. This position requires an individual to establish timetables and standards and assure that staff adheres to them.

1. Examples of duties performed:

- reviews and assesses unit progress and accomplishments and determines if it is in accordance with policies and procedures and at an acceptable level,
- reviews sample cases for second party of work performance and decision making,
- reviews with staff their work habits, work performance and work procedures to assure staff understands and follows agency standards,
- prepares corrective action plans to eliminate barriers to successful program operation,
- identifies strategies to resolve problematic issues in order to provide more effective assistance,
- provides technical assistance to staff to resolve problems and explore alternatives for program success,
- evaluates overall program effectiveness in accomplishing the intended goals, researches and studies data on options/alternatives to improving the effectiveness of help provided and prepares for changes to be implemented when appropriate,
- uses computer generated data and other documents to assist in program control implementation,
- quality work performance,
- monitors/assigns daily & ongoing work activity of the unit.

**E. Personnel Activities 15%**

The supervisor is available to work with employees and be an intermediary in disputes or misunderstandings between two (2) or more employees of the agency as well as addressing problems that arise between employees and persons served by the agency. The supervisor is responsible for working with individual staff to resolve individual problems as well as problems that involve units or the agency as a whole.

The supervisor works closely with the Director when discipline is involved, particularly if it appears it will lead to a disciplinary action. The supervisor is responsible for evaluating all employees supervised, to include an annual performance evaluation. The supervisor is responsible for having conferences with each person supervised and maintaining notes/records of problems, problem resolutions, barriers or other information to substantiate the ongoing activity between the employee & supervisor. The supervisor has responsibility for administrative direction of each staff person, educational direction of each staff person and supportive responsibility to each staff person supervised.

The supervisor will work with the Director on certain functions relative to personnel management. These functions will include recruiting and selecting staff. The supervisor, along with the Director or other persons as appropriate, will be responsible for interviewing potential applicants for staff vacancies. The supervisor will be responsible for making a selection in conjunction with the agency Director or other appropriate staff as indicated.

Once a new staff person is selected, the supervisor has the responsibility to provide an orientation on the specific programs, policies, guidelines or any other information necessary for the job. Involvement with new staff is on a one-to-one basis through conferences, observation of client interviews, and monitoring work performed via second party reviews.

1. Examples of duties performed:

- conduct meetings that involve sharing of information, discussion of sensitive issues/concerns, problem resolution and coaching for staff to resolve problems,
- consult with staff regularly about decision-making and program planning for clients served,
- review and assess workers' progress and accomplishments,
- review the overall performance of staff workers, identifying behaviors which require changing, areas of strength and areas for improvement and prepares performance evaluations,
- assist the worker in coping with job pressure and job related anxiety,
- provide an open atmosphere for supporting change and achievement,
- assist workers in identifying and establishing a pattern for self-evaluation
- assist the Director in disciplinary actions, preparing job descriptions, interviewing and selecting staff for the unit.

**F. Financial Management 1%**

The supervisor provides information to the Director on the need for additional staff, equipment or unique supplies in order to incorporate the cost into the annual budget preparation. The supervisor will work with staff to determine the equipment, supplies, funding, etc. needed to develop and maintain programs according to rules and regulations. The supervisor assists the Director in planning for unit operations and for expenses associated with the public assistance programs supervised.

**G. Administration 10%**

In the area of administration and coordinating, the supervisor will be responsible for working with other supervisors within the agency to assure individuals receive all services that they are eligible to receive through the agency if they request or need such services. The supervisor must be knowledgeable of other agency resources, and must be able to work cooperatively with other agencies and persons in the community, the regional office staff, state office staff, and any other individuals or organizations that can mesh with services delivered by the Department of Social Services or that can extend services to individuals whom the agency is unable to assist.

Coordination within the agency requires that the supervisor develop and maintain cooperative working relationships with other supervisors and other staff within the agency. The supervisor will be responsible for coordinating the flow of work within the unit, the assignment of cases, the procedures to be used by the unit to assure that the staff performs timely and quality work.

In the area of directing the work of the unit, the supervisor must be continuously available to interpret policy, rules, procedures and regulations of the various programs as well as the agency and the county. The supervisor will schedule the work time of all staff and assure that the staff works according to the agency schedules. The supervisor will be responsible for approving all leave time of staff and scheduling work in order to provide continuous coverage for all programs supervised. The supervisor is responsible for exhibiting good work habits and stands in the role of leadership for the individuals supervised. The supervisor shares responsibility for training of staff with the state office and the income maintenance representatives. The supervisor is responsible to assure that staff is provided with necessary equipment, supplies and training so that the staff can perform efficiently. The supervisor is responsible for middle management linkage between staff and the Director/Social Service Board. In this role, the supervisor is responsible for providing information from staff, and for disseminating information to staff. The supervisor will serve as a representative on the management team by providing input on the needs of the individual unit supervised and how that unit can best serve the general public, as well as fit into the overall agency goals.

1. Examples of duties performed:

- manages the unit
- assures linkage between administration and staff
- protects agency creditability and is responsible for uniform interpretation of policy
- is responsible for orienting new staff assigned
- assists in interviewing and selecting staff
- attends and participates in conferences and training seminars



**H. Public Relations 4%**

The supervisor may speak to various groups about the public assistance programs and may serve on various committees as a representative of the agency. The supervisor also is available to listen to complaints from clients who desire to talk with someone other than their assigned worker.

Some examples of duties performed in this area are:

- coordinating and involving community agencies in the delivery of assistance to eligible clients
- coordinating and integrating community resources assuring the concept of shared responsibility for mutually serving clients
- identifying community resources and the process for assessing and utilizing these resources
- promoting advocacy for clients, garnering data needed to facilitate more expedient and effective delivery of public assistance.

**III. KNOWLEDGE, SKILLS AND ABILITIES**

This position requires considerable knowledge of all income maintenance programs, forms and documents used in determining eligibility; the use of the income maintenance manuals and the needs, problems and attitudes of disadvantaged persons. Must also possess general knowledge of other agency programs/services and of community programs/services which could affect the client/applicant. This person must have good mathematical, reasoning and computational skills. This staff must have the ability to instruct, organize, direct and supervise other staff; the ability to learn basic supervisory/management skills; and the ability to communicate effectively with workers, supervisors, applicants and community agencies to obtain pertinent data and to interpret rules and regulations. This person must have the ability to represent the eligibility programs in department meetings and to present information orally and in written form.

The supervisor must have a very good understanding of the needs and problems of socio-economic disadvantaged persons. The supervisor must exhibit leadership to the staff in working with these individuals and in establishing agency policy and philosophy in the interaction with people served.

The supervisor must have a good working knowledge of laws, rules and regulations in the assistance programs and must be able to ensure that appeals procedures are adhered to and that client's rights are not violated. The supervisor must be able to interact with irate individuals to resolve problems between consumers in the agency or consumers and individual staff supervised.

**A. Minimum Education and Experience:**

Three years of experience as an IMCW or IM Investigator in an income maintenance program, preferably with one year of supervisory experience; or an equivalent combination of training and expertise.

**B. Other Requirements:**

Minimum age is twenty-one (21) years old. The staff person must have a valid driver's license and have access to an automobile and telephone where the staff person can be reached between 5:00 p.m. and 8:00 a.m. The individual must possess skill in relating to people and be able to work under stress meeting daily deadlines. The individual must be in good physical and mental health and able to work overtime when required. Skill in organizing both time and workload is essential. Flexibility in working habits and ability to digest and implement changing rules and regulations related to various types of programs is necessary.



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: LIEUTENANT - DETENTION OFFICER JAIL DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs supervisory and specialized law enforcement work ensuring the safe operation of the Currituck County Jail. Work involves supervising and participating in activities of Detention Officers, performing daily shift operations, such as admitting and booking inmates, ensuring security of inmates, preparing and transporting inmates to court or medical facilities, supervising inmate activity, etc. Employee is responsible for preparing various reports and logs, and performing various personnel management functions pertaining to subordinates. Work also involves conducting periodic searches and maintaining courts schedules working under the direction of the presiding Judge. Employee is subject to the usual hazards of jail management work. Reports to the Captain.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Assigns, directs and supervises activities of Detention Officers and Bailiffs on an assigned shift, ensuring adherence to established laws, regulations, policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; assigns, directs and supervises activities of inmate trustees.

Maintains security and order in Jail, directing and supervising cellblock checks, head counts, cell searches, etc.; advises inmates of Jail rules and regulations, as necessary; patrols entire jail area periodically to prevent escapes and maintain order; restrains inmates using handcuffs and other restrains if necessary.

Assists and directs jurors to their allocated seat; assists in swearing in of jurors and witnesses; performs opening/closing ceremony in the courtroom.

Supervises the commitment, confinement and release of prisoners; ensures that proper legal forms are completed.

Utilizes computerized data entry equipment and various database programs to enter, store and/or retrieve information on inmates; requests Division of Criminal Information and/or National Crime Information Center checks to determine criminal history and current status of inmates, as necessary.

## **LIEUTENANT - DETENTION OFFICER**

Reviews logs and reports from previous shifts; maintains knowledge of inmate population and cell assignments; prepares various reports and reviews logs, such as visitation logs, incident reports, sick call sheets, cell checks, indigent lists, disciplinary actions, narratives, etc.;

Ensures inmates' access to health care and proper distribution of prescribed medication, Assists in scheduling and overseeing medical personnel on inmate visitations and/or outside transports of inmates to medical institutions, as appropriate; reviews logs of inmates requiring medication.

Communicates with inmates, giving information and directions, mediating disputes, and advising of rights and processes; listens to inmates' complaints and resolves conflicts and problems, or requests appropriate assistance; performs crisis intervention as needed, including counseling, suicide prevention, etc.

Answers questions regarding policies and/or procedures and assists visitors and/or the public with questions concerning inmate status; directs and supervises visitation of inmates; inspects items brought to jail for inmates; directs inmates to consult with attorneys, social service workers, etc.

Maintains the security of the Jail at all times; maintains the safety and well-being of the inmates; breaks up fights and affrays, and removes violent and disorderly inmates from cells; reassigns inmates to other cells; performs perimeter inspections within and outside Jails; pursues fleeing inmates and performs rescue operations, as required. Patrols entire jail area periodically to prevent escapes and maintain order; pursues inmates when necessary.

Gathers information in criminal and administrative investigations through interviews and statements.

Gathers all appropriate paperwork required to complete contract process for all vendors.

Operates law enforcement vehicles.

### **ADDITIONAL JOB FUNCTIONS**

Assists Training Sergeant with scheduling training for detention officers and bailiffs.

Assists in hiring process of new employees and disciplining subordinates.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Ensures completion of background checks for volunteers and schedules various inmate programs.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

## LIEUTENANT - DETENTION OFFICER

Graduation from high school and 6 to 9 years of experience in jail or corrections work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### SPECIAL REQUIREMENTS

Certification as a Detention Officer by the North Carolina Sheriff's Training and Standards Commission. Possession of a valid North Carolina driver's license. Training in courtroom security by the North Carolina Justice Academy. Possession of certification as a DCI Operator. Annual certification in the use of firearms and CPR certification. Must obtain 32 hours of training in courtroom security by the NC Justice System.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, restraint devices, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, forms, manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatical form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including law enforcement and legal terminology, and emergency response codes.

## **LIEUTENANT - DETENTION OFFICER**

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the principles and practices of jail management and law enforcement. General knowledge of the standard practices, materials, techniques and equipment associated with the County Jail.

General knowledge of local laws, ordinances and the North Carolina General Statutes pertaining to the commitment, confinement and release of prisoners.

General knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Some knowledge of the principles of supervision, organization and administration.

Skill in the use of firearms and other law enforcement equipment.

Ability to monitor the work and evaluate the effectiveness of personnel and staff.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to plan, direct and coordinate the work of a subordinate staff. Ability to make decisions and take prompt and effective action in emergency situations.

**LIEUTENANT - DETENTION OFFICER**

Ability to communicate effectively orally and in writing often by the use of two-way radios.

Ability to exercise tact, courtesy and firmness in frequent contact with inmates, inmates' families, attorneys, ministers and other persons concern with the welfare of individual prisoners.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 08/17/2020 (REV BOC)

Attachment: LT Detention (Job Description Revisions-Variou





## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: MAINTENANCE SUPERVISOR**

#### **PUBLIC WORKS DIVISION**

#### **PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs administrative and supervisory duties ensuring the maintenance of County buildings, grounds and facilities is complete. Work involves supervising and participating in the work of division employees and community service workers engaged in the maintenance, repair and improvements of County building, facilities, and mosquito control equipment. Determines the nature and extent of maintenance and repair work to be performed and procures needed maintenance supplies and materials. ~~Reports to the Building Superintendent/Director of Solid Waste.~~ Public Works Director

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Supervises activities of community service workers, ensuring adherence to established laws, regulations, policies and procedures; instructs crews on work prior to commencing projects;

Responsible for creating and following preventive maintenance schedules for buildings, systems and equipment; scheduling preventive maintenance and maintaining preventive maintenance records.

Supervises/participates in the maintenance of grounds around County buildings and facilities, including mowing and landscaping; operates large pieces of machinery

Supervises installation and modification work on County buildings; secures or arranges for availability of necessary work orders, materials, equipment, tools, parts, permits, etc.

Supervises or participates in maintenance and minor repair of department tools and equipment; ensuring that they are in working condition.

Supervises/participates in the painting of County buildings, patching of concrete, plaster, tile and other surfaces; supervises the work of employees in the building or repair of partitions, cabinets, tables, shelves, bookcases and doors.

May open and secure buildings at start and end of work day, respectively; may turn on and off lights at start and end of day, respectively, and adjust heating or air conditioning, as appropriate.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### **ADDITIONAL JOB FUNCTIONS**

~~Mosquito Control spraying as directed by Albemarle Regional Health Department.~~

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

~~. Responds to after-hours calls for emergency repair work~~

Availability for for emergency callbacks and flexibility toward the daily start schedule and overtime requirements, including holidays and weekends.

Performs other related work as required.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with the employees of the unit, employees of other departments in the County, citizens and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Direct supervision over a number of individuals, including direct and indirect supervision over other individuals. Assigns, directs, evaluates and reviews work of subordinate employees. Provides on-the-job training; evaluates job performance; recommends selection of new staff members, promotions, status changes, and discipline; and plans, schedules, and coordinates work operations.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training in trades areas and a minimum of three to five years of experience in the maintenance trade fields with some supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina ~~commercial~~ driver's license. CDL preferred.

~~Certification in chain saw operation and maintenance required within two years of employment date.~~

~~Public Health Pesticide spraying license for Mosquito Control required within two years of employment date.~~

~~Turf and Ornamental pesticide/herbicide applicator's license required within two years of employment date.~~

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including computers, typewriters, copiers, mechanics tools, carpentry tools, electrical tools, plumbing tools, shovels, rakes, etc. Must be able to operate motor vehicles, including light pickup and dump trucks. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds

of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are those for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read correspondence, reports, work orders, bid proposals, balance sheets, invoices, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, diagrams, work orders, bid requests, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting, electrical and mechanical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

Participate in development and execution of goals, objectives of Public Works Department.

Coordinate with contractors, and field team when repairs or contracted services require synchronization.

Participate in development of goals and objectives as well as polices.

Train and coordinate facility maintenance team as to procedures and techniques.

Coordinate construction projects, remodels, and other special projects upon request.

Coordinate with contractors in providing contracted services as per contract.

Proper and efficient operation of the maintenance department.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the operating principles and maintenance requirements of the mechanical and electrical installations on County property.

Thorough knowledge of the physical layout of County facilities.

Thorough knowledge of the occupational hazards of building trades work and the associated safety precautions.

Considerable knowledge of the practices, procedures, materials and equipment used in the plumbing, masonry, heating and air conditioning, carpentry, electrical, painting and landscape maintenance trades.

Considerable knowledge of the principles of supervision, organization and administration.

Skilled in the use of a variety of hand and power tools necessary to perform mechanical, carpentry, electrical, plumbing, landscape maintenance and allied building repairs and maintenance work.

Ability to plan and supervise the work of skilled and semi-skilled workers.

Ability to prepare simple blueprints, sketches and drawings.

Ability to read and interpret blueprints and specifications.

Ability to estimate maintenance and repair costs and to prepare specifications for new purchases of equipment and supplies.

Ability to prepare clear, concise, and detailed reports on maintenance operations and safety inspections.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to establish schedules and methods for providing facility service, identify resource needs, review needs with appropriate management staff and allocate resources accordingly.

Ability to supervise employees in a manner conducive to full performance and high morale.

ED: 08/17/2020 (REV BOC)

~~ED: 08/24/2017 (REV BOC)~~



## CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE:**  
**MARKETING DIRECTOR**  
**Grade: 61**

### GENERAL STATEMENT OF JOB

Under limited supervision, provides enhancements, maintenance, web content management, development, and support for the Currituck County Internet website and electronic publications. Develops marketing materials via the Internet, compiles data regarding web traffic, and has the ability to adjust Internet marketing as appropriate. Works closely in a team-oriented environment while providing technical support and training to County personnel. Reports to the Director of Travel & Tourism.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### ESSENTIAL JOB FUNCTIONS

- ♦ Create marketing plan and place advertising in various formats/platforms
- ♦ Work closely with third party vendors to oversee the management and development of PPC campaigns, social media campaigns and video campaigns
- ♦ Manage the website content, layout and user experience for the Tourism website and the Buy Local website
- ♦ Assist in the development of campaign messaging and implementation
- ♦ ~~Manage all social media sites for both Tourism, Buy Local and Whalehead~~
- ♦ Manage the contract process for all advertising campaigns
- ♦ Attend sales meetings with third party vendors in order to find new advertising opportunities
- ♦ Manage monthly e-blasts to both visitors and local businesses to update them on upcoming events or marketing opportunities
- ♦ Develop and oversee the co-op advertising program that is offered to local businesses
- ♦ Research and analyze the effectiveness of advertising campaigns by looking at analytics, setting up A/B testing and gathering feedback from local partners.
- ♦ Ability to design, develop and maintain the website for Currituck County Travel & Tourism and the Buy Local Currituck website
- ♦ ~~Assist in the filming and editing of video for Tourism, Buy Local and other County offices as needed.~~
- ♦ Ability to create website templates and functioning forms, surveys, and other interactive media.
- ♦ Enhance multimedia elements ranging from user interface components and layout, content, icons, banners, and other online graphics.
- ♦ Monitor and update links to other area Websites, including providing logos, photographs, and ads when appropriate.
- ♦ Assist with implementation of tracking pixels for various digital campaigns.
- ♦ Hold bi-weekly meetings as head of Communications Team, to discuss ongoing projects.

- ♦ Administer the operation and ongoing maintenance of the Travel & Tourism Department's computer software and assist IT with hardware operations.
- ♦ Create PowerPoint presentations & slides for trade shows and presentations.
- ♦ Analyze data and statistic from KeyData and other relevant software to proactively run advertising campaigns to push bookings for less active weeks.
- ♦ Manage advertising production calendar to ensure print and digital ads are sent on time in coordination with Creative Director
- ♦ Attend various Tourism events to present and/or learn about new trends
- ♦ Negotiate advertising rates with vendors to find the best deals for the department.
- ♦ Other duties assigned by the Director of Travel & Tourism and County Manager.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned during a State of Emergency or other disaster/crisis.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in marketing/business or other related field with experience in computer technology or other related field with a concentration in and internet marketing is preferred and two or more years experience in website design/web content management. Solid knowledge of Jav, JavaScript, VBScript, ASP and HTML, as well as computer applications. ~~Typing test of 40 WPM and valid NC driver's license are required.~~ Also required:

- Extensive knowledge of graphic file formats and production tools.
- Extensive knowledge of Internet advertising and web optimization.
- Experience in document conversion (Word, PowerPoint) into HTML.
- Knowledge of Microsoft Office applications (Word, Excel, Access, PowerPoint), Adobe products (Photoshop, Illustrator, InDesign), and WordPress ~~Macromedia products (Dreamweaver MX, Fireworks).~~
- Knowledge of the tourism industry/county government is preferred, but not required.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.



**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the methods and techniques used in Internet design, marketing, development, and content management.

Ability to create website templates, functioning forms, electronic newsletters, and other media.

Considerable knowledge of the available resources of the County.

Considerable knowledge of general management and business organization principles and practices.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to use common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 08/17/2020 (REV BOC)

~~ED: 06/01/2015 BOC~~



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: PLANNER I PLANNING & INSPECTIONS DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs technical, administrative and professional work in assisting with the activities of the ~~County~~ Planning and Community Development Department to ensure the orderly growth and efficient administration of County resources. Work involves review of development plans, subdivision plans, and applications and assists in subdivision plans and applications to ensure compliance with applicable County regulations, ordinances and policies, explaining and interpreting ordinances as necessary. Work also involves filing grant applications and securing grants, researching, compiling and analyzing data and preparing reports and cases for presentation to various Boards of Commissioners and other civic agencies. Gathers various census data and compiles reports. Reports to the Planning and Community Development Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Assists in review of applications for subdivisions; reviews for compliance with various regulations, ordinances and policies; interprets ordinances for contractors and the general public.

Researches deed/tax records to ensure property is compliance with County codes to issue permits.

Administers FEMA regulations including verifying flood certification, identifying flood zones; educates public ~~and staff~~ on FEMA issues; interprets FEMA codes; ~~handles~~ assists with CRS program and monitors changes in FEMA regulations.

Prepares reports for the U.S. Census Bureau and prepares related reports as necessary.

Gathers and compiles a variety of census and development data for use by other County agencies and the general public.

Researches, writes and presents information to the Board of Adjustment for variances, conditional use permits and appeals.

Researches and writes grant applications for conservation and County development projects.

Assists surveyors, engineers and the public with planning and zoning related development issues.

Prepares cases and makes presentations to various boards, including the Board of Commissioners, on related planning matters.

Conducts zoning and project inspections on site throughout the County.

## PLANNER I

Researches deeds/tax records for ownership to ensure proper compliance with County codes.

Performs file maintenance, orders supplies, types letters and reports.

### **ADDITIONAL JOB FUNCTIONS**

Attends frequent meetings during evening or non-typical work hours as required by the Planning and Community Development Director.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in planning, geography, or a related field, and one to two years of experience in rural and/or urban planning at the local government level; or any equivalent combination of training, education and experience which provides the required skills, knowledge and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisor.

**Language Ability:** Requires the ability to read a variety of reports, ordinances, maps, grant regulations, land use plan, invoices, correspondence, permits, etc. Requires the ability to prepare correspondence, reports, grant applications, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and mapping terminology.

## PLANNER I

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles, practices and objectives of rural and urban and regional planning.

Considerable knowledge of governmental programs, laws, grants and services pertinent to the planning process.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

General knowledge of the current literature, trends and developments in the field of urban and rural planning.

Considerable knowledge of the geographical layout of the County and its socio-economic characteristics.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to use ArcMap or other similar GIS software.

Ability to use popular computer aided mapping, drafting, word processing, spreadsheet and file maintenance programs.

Ability to read and interpret ~~maps~~, surveys and engineering drawings and plans.

Ability to review subdivision plans, site development plans and related drawings for compliance to applicable local regulations and ordinances.

**PLANNER I**

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in frequent verbal and written contacts with county, municipal, state and federal officials, design professionals, and the general public, especially with conflicting perspectives in a regulatory environment.

Ability to use or learn Munis permitting software, Adobe products, Microsoft Office, Internet applications, and other computer hardware and software programs.

Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Attachment: Planner I 8 17 2020 (Job Description Revisions-Variou)

ED: 08/06/18 (BOC REV)  
ED: 08/17/2020 (REV BOC)





## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: PLANNER II PLANNING DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, performs technical, administrative and professional work in assisting and coordinating the activities of the Planning and Community Development Department ~~county planning department~~ to ensure the orderly growth and efficient administration of county resources. Work involves review of development plans, subdivision plans, and applications to ensure compliance with applicable county regulations, ordinances and policies; administering the current planning process and coordinating Technical Review Committee meetings; preparing reports for presentation to various boards and commissions, staff, and civic groups; assisting with planning studies that support efforts to review, update, and implement the county's land use plan. Work also involves communicating with the general public and development community to answer development related questions. Reports to the Planning Director or their designee.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Coordinates the Development Review Process, including reviewing development proposals to ensure compliance with various codes, ordinances, and adopted plans; meeting with governmental agencies and the development community as required; coordinates project review with the Technical Review Committee (TRC). ~~scheduling and administering the Technical Review Committee submittal and meeting process.~~

Prepares case analyses and makes recommendations to the Planning Board and Board of Commissioners for development plans, subdivisions, use permits and zoning map amendments; reviews and prepares text amendments to the county's unified development ordinance.

Under supervision, assists or leads special projects or planning efforts as needed; coordinates county planning activities with affected municipal, state, federal and private agencies.

Reviews and approves applications for building permits and site plans from developers and the general public to ensure compliance with county ordinances and adopted plans; distributes copies of development proposals to various governmental agencies for review and comment.

~~Administers FEMA regulations including verifying flood certifications, identifying flood zones and interpreting flood damage prevention codes. Assists in maintenance of the CRS program and monitors changes in FEMA regulations.~~

Administers FEMA regulations, including coordinating the Community Rating System (CRS) program; monitors and interprets changes in Coastal Stormwater rules; manages and interprets flood damage prevention codes; acts as County Flood Plain Administrator.

Reviews and approves complex major and minor development plans and permit applications of developers and property owners to ensure compliance with various codes, ordinances, and

## **PLANNER II**

adopted plans; reviews subdivisions and makes recommendations to the TRC and Planning Board.

Serves as historic preservation planner and clerk to the Historic Preservation Commission.

Serves as back up CAMA Local Permit Officer.

Completes grant applications and oversees implementation.

Participates in long range planning projects including comprehensive, land use, small area, hazard mitigation and other topical or strategic plans.

Prepares cases and makes presentations to various Boards.

Administers licenses for various provisions of the County's Code of Ordinances

Answers zoning and subdivision questions making interpretations concerning development regulations for the public, development community, or other organizations.

Familiarity with ArcMap or similar GIS software packages; ability to understand and interpret spatial data.

Assists surveyors, engineers and the public with planning and zoning related development issues.

Conducts zoning and project inspections on site throughout the County.

Performs file maintenance, orders supplies, types letters and reports.

### **ADDITIONAL JOB FUNCTIONS**

Attends frequent meetings during evening or non-typical work hours as required by the Planning and Community Development Director.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelors degree in planning or related field, two to three years experience in rural or regional planning at the local government level, and Certified Zoning Official (CZO) or Certified Floodplain Manager (CFM) certification; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Coastal planning experience desired.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of office equipment and vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of

## PLANNER II

force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, maps, deeds, surveys, permits, etc. Requires the ability to prepare correspondence, reports, permits, forms, maps, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, legal and mapping terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

## PLANNER II

### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and objectives of rural, urban, and regional planning.

Considerable knowledge of federal, state and regional regulations such as FEMA and CAMA regulations.

Considerable knowledge of, or ability to learn, local ordinances and codes, the Unified Development Ordinance and Code of Ordinances.

Considerable knowledge of governmental programs, laws, and services pertinent to the planning process.

Considerable knowledge of the current literature, trends and development in the field of rural and regional planning.

General knowledge of the environmental and socio-economic implications of the planning process

General knowledge of economics, sociology, public administration and quantitative methods and research techniques as related to planning.

General knowledge of the principles of public planning and citizen participation.

Ability to initiate and execute assignments under minimal supervision.

Ability to use ArcMap or other similar GIS software.

Ability to use ~~computer-aided mapping~~, drafting, word processing, spreadsheet and file maintenance programs.

Ability to read and interpret maps, surveys, and engineering drawings and plans.

Ability to review subdivision plans, site development plans and related drawings for compliance to applicable local regulations and ordinances.

Ability to interpret and administer design and performance standards as related to development plan review, zoning administration, and other planning issues.

Ability to recommend alternative solutions for development or other planning issues according to provisions of the Unified Development Ordinance, Land Use Plan, or other policy directives.

Ability to write clearly; to organize and analyze information and perform planning research

Ability to exercise considerable tact and courtesy in frequent verbal and written contacts with county, municipal, state and federal officials, design professionals, and the general public, especially with conflicting perspectives in a regulatory environment.

Ability to use or learn Munis permitting software, Adobe products, Microsoft Office, Internet applications, and other computer hardware and software programs.

Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints.

**PLANNER II**

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 08/17/2020 (REV BOC)

*Robert A. Melby*



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: LIEUTENANT DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, assists in developing, designing, coordinating, implementing and monitoring standards and policies of the Currituck County Emergency Medical Services system; functions as key liaison and consultant with all EMS and volunteer fire department personnel, and other essential public safety departments within the county. Serves as an immediate supervisor to an assigned group of department personnel; managing and supervising staff engaged in Fire/EMS duties, daily operations of the department, and resource management. Performs in accordance with established emergency medical procedures and protocols approved by the local medical director at the NC EMT-Paramedic level and must exercise considerable independent judgment to assess conditions of patients and administer appropriate medical treatment. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, exposure to fumes, odors, dusts, mists, gases, poor ventilation, and oils. Due to the nature of the work, employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Participates in firefighting activities to include: driving fire apparatus, operating fire department equipment, fighting fires and extricating patients. Reports to the Shift Captain.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS (LIEUTENANT)**

Assist EMS Captain with the development, coordination, and implementation of the policies, procedures, and guidelines for the department; reviewing system plan and other applicable policies for accuracy and compliance with local, state, and federal regulations.

Manage shift schedule, vacation and sick time requests, and exchange of duty requests; ensuring each shift and EMS unit is staffed appropriately; employee's requests for vacation, sick time, and exchange of duties are within department and county policies.

Procurement and maintenance of supply inventory and equipment; develop cost effective measures for the purchasing of supplies and equipment; submit monthly requests to the Appropriate Captain/Supervisor for supplies needed; evaluate new products and equipment for future use; establish and update preventive maintenance procedures for equipment in accordance with manufacture recommendations; monitor use for budgetary planning; keep perpetual inventory of supplies and equipment using an electronic database.

Implement, coordinate, and maintain a vehicle maintenance program for all department vehicles that is consistent with manufacture's recommendations; schedule vehicles for required maintenance and repair, ensuring vehicles are delivered and retrieved appropriately; conduct routine repairs and maintenance procedures not requiring an automotive technician (i.e. changing light bulbs, checking fluid levels, replacing fuses, etc); develop and maintain electronic database of repair requests and maintenance.

Attachment: PMFF LTSHIFT SUPERVISOR 8 17 2020 (Job Description Revisions-Variou)



Ensure daily operations of the department are met; personnel are reporting to work on-time and in proper dress and with appropriate personnel protective equipment; delegate assignments and instructions to shift personnel; keeps department personnel abreast of pertinent information to their mission and daily operations; if required, fills in as crew member on opens shifts until a suitable replacement can be found; delivery and retrieval of supplies and equipment; retrieving and reviewing patient care reports for accuracy and compliance with applicable policies, forwarding discrepancies to EMS Captain and/or Deputy Chief for review.

Conduct on-shift training and skills assessment with shift personnel; develop cohesiveness between shift personnel, EMS and fire department volunteers; training shall be done in cooperation with the EMS Captain and shall include equipment and product in-service, skills and procedure development, annual required training, and other such training deemed necessary by the Shift Captain, Training Officer or Deputy Chief.

### **ESSENTIAL JOB FUNCTIONS**

Responds to calls for medical aid including motor vehicle collisions, rescue operations, and any other incident where EMS has been requested. Provides prehospital care at the EMT-Paramedic level including, but not limited to, examining patients and monitoring vital signs, administration of medications, insertion of airway devices including a blind insertion airway device, tracheal intubation and cricothyrotomy; use of cardiac monitors to acquire, interpret and transmit 12-Lead EKG's, defibrillation, synchronized cardioversion, and external transcutaneous pacing; chest decompression; collection of blood for laboratory analysis, establishes peripheral and intraosseous intravenous access; other basic and advanced first aid and life support actions as approved by the North Carolina Medical Board and the Currituck County EMS Medical Director; communicates with hospital and/or health care professionals in person or by radio; completes required reports. Restocks supplies and maintains emergency vehicles and equipment in proper working conditions.

Conduct and participate in drills and training exercises; develop skills in fire suppression, complete 36 hours of fire department training annually. Participates in a continuous training program to improve competence in medical clinical work and in ambulance service and operation; maintains knowledge of new or modified operational protocols; complete 36 hours of EMS continuing education training annually.

In a fire emergency, assists the volunteer fire departments, performing basic firefighting duties and responsibilities within permissible limits; drive and operate fire apparatus with specific ability to respond a pumper or tanker to the scene of an incident and obtain water flow, perform exterior (and interior if qualified as determined by Fire/EMS Chief) fire ground operations; assist firefighters in the handling of fire hoses, ladders, SCBA equipment, manpower rehabilitation, and other vital equipment and functions; assists with the extrication and removal of entrapped or confined patients.

Prepare, submit, and maintain reports on emergency medical services activities, fire suppression activities, incidents and accidents, and other related information; prepare clear and concise documentation; obtaining medical data including patient identification, medical history, type of accident or nature of illness, rescue measures, preceding emergency care, care given at an emergency medical scene; direct patient care and transport.

Operate, inspect, inventory, and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies; clean and maintain patient compartment and cabinets of emergency vehicles; ensures proper supplies and equipment are stocked and functions properly.

Perform general maintenance and cleaning of station; sweep and mop floors, light dusting, and clean windows; cleaning of restrooms and bathrooms, keeping bunkrooms neat with beds made in a neat and clean manner; changing sheets and pillow cases after each use, laundry as necessary.

Work with the community in a variety of educational, public relations, and service programs; fire prevention, safety awareness, community CPR training, and public school activities for EMS standby.

### **ADDITIONAL JOB FUNCTIONS**

Ensure that all personnel maintain current skills and develop additional ones as appropriate by conducting needs assessments, and/or developing, administering and participating in training activities.

Meet with shift personnel to discuss problems, events, current information, and the handling of past emergencies to improve future performance.

Assist the Shift Captains in employee performance appraisals for department personnel assigned to their shift; document performance measures, commendation and disciplinary actions, and needs assessment; establish appropriate goals and objectives for individuals, provide encouragement and resources for those goals to be met.

Explain and enforce policies and procedures, disciplining staff in a fair and equal manner as necessary; properly and effectively intervene to settle an argument or some interpersonal problem among staff; notify a superior of a problem and recommend a course of action for solution.

Work with the EMS and fire department volunteers to enhance the overall operation and function of the departments, local volunteer fire departments and other county entities.

Performs duties as assigned by the County Manager, Fire-EMS Chief or his designee, during a State of Emergency or other disaster.

Performs other related work as required.

### **JOB RESPONSIBILITIES RELATED TO HIPAA COMPLIANCE**

Is expected to protect the privacy and security of all protected health information (PHI) and electronic PHI (e-PHI) in accordance with Department privacy and security policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures regarding the privacy and security of PHI and e-PHI may result in disciplinary action up to and including termination of employment.

May access PHI and e-PHI only to the extent that is necessary to complete job duties and may only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy or security and any observed practices in violation of those policies to the designated Privacy/Information Security Officer.

Is expected to actively participate in Department privacy and security training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training as an Emergency Medical Technician-Paramedic; NC (or other equivalent) Firefighter II certification or equivalent preferred. Any equivalent combination of training and experience which provides the required skills for the job functions, knowledge and abilities may be substituted; and

Credentialed by the North Carolina Office of Emergency Medical Services as an Emergency Medical Technician-Paramedic as outlined in 10A NCAC 13P .0502;

Current Basic Life Support, Healthcare Provider (CPR) provider certification, or equivalent;

Current Advanced Cardiac Life Support, Pediatric Advanced Life Support, or equivalent. PEPP may be substituted for PALS. Have or obtain PHTLS within one year of employment date.

Emergency Vehicle Operator Certification, CEVO or equivalent.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver operator license.

Successfully complete Incident Command System–100, 200, 300 and the National Incident Management System–700 and 800.

Maintain the privilege to practice within the Currituck County EMS system; Successfully pass the Technical Scope of Practice evaluation, valid Basic Life Support, Healthcare Provider (CPR) certification, Advanced Cardiac Life Support, Pediatric Advanced Life Support, 36 hours of continuing education per year.

Completion of Bloodborne Pathogens and HIPAA compliance training, and participates in an annual refresher.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including stretchers, stair chairs, backboards, ladders, various fire hoses, and extrication equipment. Must be physically able to operate a motor vehicle, including fire apparatus and other emergency vehicles. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, invoices, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, syringe plungers, levers, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the Currituck County emergency medical policies, procedures, and treatment protocols.

Working knowledge of equipment and supplies employed in the emergency care of patients and emergency scenes.

Working knowledge of Incident Management Systems and procedures.

Working knowledge of Mass Causality Incident Management processes and procedures.

Working knowledge of County geography and of the location of roads and streets within the County, including location of frequently utilized medical facilities and landing zones.

Working knowledge of procedures of extrication, movement of patients, rescue techniques, transportation and psychological needs of a patient.

Working knowledge of radio communications equipment.

Ability to supervise and manage personnel.

Ability to coordinate and manage emergency and non-emergency incident scenes.

Ability to respond quickly and calmly to emergency situations.

Ability to lift substantial weight.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with as necessitated by work assignments.

ED: 01/06/2020 (REV BOC)

ED: 08/17/2020 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: PUBLIC INFORMATION OFFICER ADMINISTRATION

#### GENERAL STATEMENT OF JOB

Under limited supervision, performs complex professional administrative work in coordinating and distributing information within to internal and external sources for the County. Serves as primary county spokesperson and oversees information released to media and public through a variety of resources and media platforms. Assists in the development of information programs; promoting attributes of the area; and maintaining a database of County resources. ~~Work also involves developing marketing materials to promote the County, developing new travel and tourism programs.~~ Assists and advises County officials, including preparing reports and other records for presentation to the County Commissioners and County Manager. Performs necessary administrative functions and coordinates activities with various local and state organizations and professionals; the public; and outside consultants. Reports directly to the County Manager ~~Emergency Management Director.~~

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Coordinate and direct information released to the media including newspapers, television, online news, social media, and radio; respond to media requests for information; serve as county spokesperson to media and general public.

Prepare press releases publicizing County events and programs.

Maintain content on the County's social media accounts.

Maintain telephone and written requests for information from staff and the community.

Maintain "News" content on the County's government website.

Use desktop publishing programs to write, layout and design print and digital publications, including e-newsletters, print newsletters, informational brochures, flyers, newspapers, programs, photographs, and projects, ~~and develops materials to promote economic development for the County.~~



Prepare quarterly reports to the community; coordinate citizen affairs; maintain a public information phone line and e-mail system.

Maintain an e-newsletter service and distribution for the community.

~~Prepare and maintain the district's Crisis Management Manual and quick reference guide; Serve on the crisis management team and work with the County on~~ coordinate the release of information during crisis situations. Serve in the Emergency Operations Center as PIO and county's primary spokesperson.

Remain on call to contact media outlets in the event of county office closings and inclement weather.

Assist in the development of a communications plan for the Board of Commissioners.

Serve on the committee to develop an External Communications Plan for county staff.

Produce public educational materials regarding the County's operations, programs and initiatives.

Utilize the cable television message board to announce events, public service announcements, ~~school closings~~, and other information.

Arrange staff workshops (e.g.: dealing with the media, ~~erisis management~~).

Manage the public relations budget.

Supervise joint projects with the schools.

Photograph county ceremonies, groundbreakings, etc. for distribution to media and display on the county website and social media platforms.

Assist in the creation of videos involving county staff and Commissioners.

~~Develop logos/slogans for the County and order promotional items; Utilize photography to create new image packages for the County.~~

Coordinate other public relations activities such as open houses and tours; serve as a liaison to ~~local businesses~~, civic groups, community clubs, and other groups.

~~Assist with coordinating annual volunteer awards programs.~~

~~Oversee the Employee Service Awards. Notify award recipients; provide nomination information to the County Manager for awards presentations.~~

## ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

## MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in communications, journalism or a related field, and three to five years experience in business, promotions, or a related field; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

## SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.

## MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in

a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the methods and techniques used in business solicitation and industrial promotion.

Considerable knowledge of the available resources of the County.

Considerable knowledge of the resources available to assist industries at the county, state and federal levels.

Considerable knowledge of general management and business organization principles and practices.

Considerable knowledge of the local and regional travel and tourism industry.

Considerable knowledge of County geography.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to develop effective promotional material for the County.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to work in a consulting capacity and exercise leadership in contact with a variety of public, industrial and business officials at various levels of authority and influence.

Ability to exercise tact, courtesy and firmness when in contact the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments

ED: 08/17/2020 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### **JOB TITLE: SENIOR CENTER COORDINATOR AGING/SENIOR SERVICES DIRECTOR**

### **SENIOR CITIZENS CENTER DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Performs administrative work in developing and directing a program for senior citizens of the County. Plans, directs and supervises a comprehensive senior citizens service plan, including but not limited to service projects, funding, such projects as transportation, in-home services, promotion, expansion of services, and nutrition. Ensures the compliance of all local and state policies and regulations, and other projects in the County which serve senior citizens. Works closely with ~~administrative~~ personnel in other human service agencies in exchanging information and assuring efficient and comprehensive service. Reports to the Director of Parks and Recreation and the County Manager.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Supervises and coordinates staff time; conducts in-service training as needed; interviews, hires and trains new staff members; conduct yearly and subsidiary reviews on employees; evaluates individual employee performance; develops staff yearly training plans, implements disciplinary actions.

Works to create an atmosphere that acknowledges the value of human life, affirms the dignity and self-worth of older adult, and maintains a climate of respect, trust, and support. Within this atmosphere, creates opportunities for older adults to apply their wisdom, experience, and insight, and to exercise their skills.

Conducts surveys and focus groups to determine the needs of senior citizens; plans and directs programs and services for client population; develops standards and procedures for staff in implementation of programs and services.

Coordinates departmental program services with other local, state and federal agencies through periodic conferences with administrators and service providers.

Supervises and participates in day-to-day activities of program, interacting with staff and program participants, and providing information or direction as necessary; responds to ideas, questions and concerns from program participants.

Oversees daily operations/programming of all senior center sites and in addition to any future expansion of additional sites or satellite locations.

Schedules activities, trips, health and educational programming, manages nutrition and HD meals program in conjunction with Albemarle Commission. Oversees all volunteers for HD meals and In-House.

Manages assigned fleet and ensures safe operation and maintenance; manages multiple buildings maintenance.

Purchases supplies for all sites, programming and events.

Operates county vehicles for daily operational needs, out of the area trainings and transportation of seniors in conjunction with programming. when needs to scheduled programming.

~~manages supply inventory; conducts fire drills.~~

## **AGING/SENIOR SERVICES DIRECTOR ~~SENIOR CENTER COORDINATOR~~**

Pays all invoices, obtains PO's, Request Budget Amendments, reconcile procurement cards, department payroll, prepares and submits all local and state reports, etc.

Operation of various programs required for county and state services such as but not limited to ARMS, Munis, Everbridge, MySeniorCenter, WebEOC, Laserfiche, MinuteTraq, Facility Dude, etc.

Prepare Contracts/work with contractors; request bids

Prepares periodic program evaluations and financial reports for review by the County Manager, and regional, state and federal administrators

Works to expand programs; HD meals and services to all areas of the County.

Seeks out and prepares Grants and all other required funding packets.

Director will actively work to maintain SCOPE certification. Director will complete yearly developmental trainings in conjunction with SCOPE requirements; Certification is conditional on yearly programming and additional state requirements being met.

Works closely with local media and government PR to ensure that programs and services are well published through various outlets. Maintains Senior Center section of Government Website as needed.

~~prepares solid waste tax forms;~~

Monitors program expenditures and revenue; prepares annual budget for approval by County Manager and BOC.

Director is encouraged to be on various supportive Boards that are beneficial to the growth and well-being of seniors such as the Albemarle Senior Game Board, HCCBG Committee, etc. Director attends all Senior Center Advisory Board meetings.

~~Director will~~ Provides additional outreach by speaking on senior services and programming at Civic Organizations, vendor events, BOC meetings, local and state agencies, etc.

Plan fundraisers and events to benefit senior services and county volunteers.

~~Director will~~ Approve and proof all materials produced by the Senior Centers for media release or public viewing.

Director may offer and teach classes that he/she is certified through the senior center to teach; such as but not limited to DSMP, CDSP, Tai-Chi for Arthritis, etc.

Handles behavioral problems of seniors/staff to ensure that senior centers remain a safe and non-discriminatory resource for social and educational opportunities.

Assist seniors in finding help with their situation/needs; work with partnering agencies and follow all I&R/I&A procedures to ensure that senior needs were met.

Director will be proficient in all job duties of Nutrition Site Manager and Administrative Supervisor ~~Assistant~~.

Director is encouraged to deliver a minimum of (1) one route of Home Delivered Meals once a month (time permits)

~~Director will~~ Schedule timely visits to ~~any~~ satellite locations to ensure quality of operations.

Director must initiate obtaining Senior Center Management Certification through NCDAAS within the first year of employment.

Attachment: Senior Center Coordinator 8 17 2020 (Job Description Revisions-Variou)



## AGING/SENIOR SERVICES DIRECTOR ~~SENIOR CENTER COORDINATOR~~

Director must obtain CPR/AED/First Aid certification within first year of employment; certification must be maintained thereafter. ~~Administer CPR/First Aid as needed.~~

### ADDITIONAL JOB FUNCTIONS

Make sure center is in compliance with local and state safety, health, fire, building and sanitation codes, laws and/or ordinances.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Works outside of normally scheduled operating hours as needed.

Promote County and fellow agencies programming/events that pertain to the health, happiness and well-being of the community.

Provide support and shared public resources to neighboring counties to ensure a unified support system in Region R.

Performs other related work as required.

### MINIMUM TRAINING AND EXPERIENCE

Associate's Degree in social work, gerontology, psychology or a related field, and three to five years of experience in administrative or supervisory work preferably in a human services agency, with direct experience working with the elderly; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must be able to type 35 WPM. Considerable Microsoft knowledge is required; with a proficiency in Excel preferred. Must have CDL with Passenger Endorsements is preferred.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, kitchen utensils, television, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of letters, time sheets, applications etc. Requires the ability to prepare purchase orders, proposals, work orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

## **AGING/SENIOR SERVICES DIRECTOR ~~SENIOR CENTER COORDINATOR~~**

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of gerontology and the socioeconomic needs of seniors.

Thorough knowledge of available public and private resources and services for seniors.

Considerable knowledge of state and federal guidelines governing services for seniors.

Considerable knowledge of Title IIID and General Purpose grants

General Knowledge of food service and state health code regulations

General knowledge of the principles and practices of public administration and personnel management.

Skilled in promoting the integration of services for seniors among a variety of service agencies.

Ability to direct and supervise a staff of employees.

Ability to communicate clearly and effectively in oral and written form.

Ability to make oral presentations before large groups of people.

Ability to establish and maintain effective working relationships with clients and with federal, state and local administrative personnel, and as otherwise necessitated by work assignments.

ED: 08/17/2020 (REV BOC)

Attachment: Senior Center Coordinator 8 17 2020 (Job Description Revisions-Variou)

STATE OF NORTH CAROLINA

APPROVED CLASSIFICATION: \_\_\_\_\_

OFFICE OF STATE PERSONNEL

EFFECTIVE DATE: \_\_\_\_\_

POSITION DESCRIPTION FORM (PD-102R-92)

ANALYST: \_\_\_\_\_

(This Space for Personnel Dept. Use Only)

1. Present Classification Title of Position Social Worker II Intake	7. Pres. 15 Digit Pos. No.      Prop. 15 Digit Pos. No. 153-01-161
2. Usual Working Title of Position Social Worker II Intake	8. Department, University, Commission, or Agency Dept. of Social Services
3. Requested Classification of Position Social Worker II Intake	9. Institution & Division Division of Social Services
4. Name of Immediate Supervisor Stephanie Wyche	10. Section & Unit CPS Services Unit
5. Supervisor's Pos. Title & Pos. Number Social Work Supervisor III – 153-40-502	11. Street Address, City and County 2793 Caratoke Hwy., Currituck, NC 27929
6. Name of Employee Vacant	12. Location of Workplace, Bldg. and Room No. Social Services Building

IV. **CERTIFICATION:** Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the Immediate Supervisor of this position; that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head or Authorized Representative's Certification: I certify that this is an authorized official position description of the subject position.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: Social Worker II 8 17 2020 (Job Description Revisions-Variou)

## Social Worker II- Protective Services Intake

I. PRIMARY PURPOSE OF POSITION

This social work position receives and documents information from persons reporting allegations of abuse, neglect, dependency or exploitation of children and adults. This position serves as primary intake for child and adult protective services. Detailed, specific information describing the allegations is obtained from the reporter and written on the Protective Services (Adult or Child) Intake Form to determine whether a protective services investigation or evaluation will be initiated based on statutory authority. Reports alleging abuse, neglect and dependency may be received by the agency from a variety of sources including but not limited to: telephone, mail, fax, email or office visit. Subsequently, a screening of the information is conducted by the Protective Services (Adult or Child) Staff and the Social Work Supervisor.

This social work position also processes Emergency Assistance.

Intake is the first phase of initiating the provision of protective services. There are two other stages: investigation and in-home services for Child Protective Services. When screening decisions are made in Child Protective Services, written notices are given to the reporter. Information and referral are provided. The Social Worker provides factual information to clients, answers questions, gives explanations and interpretations of agency policies and procedures that concern the client, provides education to clients or caregivers and makes referrals for other services. The Social Worker explains available services and programs, and refers clients to appropriate programs/agencies for other needed services. The Social Worker also provides written notice on referrals of child abuse to the District Attorney and completes forms/paperwork for the Child Abuse and Neglect Unit in the Division of Child Development. This position is assigned to the Child Protective Services Unit. The Social Worker reports to a supervisor and/or Director.

## II.A. DUTIES AND RESPONSIBILITIES

## Child Protective Services:

The Child Protective Services Standards guide the Social Worker in receiving and documenting child protective services intake referrals that allege abuse, neglect or dependency of juveniles.

The North Carolina General Statutes Reporting Law requires any person or institution who has cause to suspect any juvenile is abused, neglected or dependent as defined in General Statute 7B-301 or has died as the result of maltreatment, shall report the case of the juvenile to the Director of the Department of Social Services in the county where the juvenile resides or is found. Child Protective Services laws also apply to child day care facilities, child day care homes and residential group home settings. The services intake worker is required to record allegations of abuse or neglect regarding a facility or daycare and forward such to the appropriate state agency.

The North Carolina General Statutes require the Department of Social Services to receive reports and to screen all reports of abuse, neglect or dependency. This step in the process is to determine whether the facts alleged in the report are sufficient to warrant intervention on the basis of suspected abuse, neglect or dependency and whether the alleged information is within the legal parameters of the legal definitions of protection.

The Intake Social Worker listens to the information from the reporter and should be able to assist and apply techniques for assisting a caller or reporter in making a Child or Adult Protective Services report. The Intake Social Worker documents the information on the protective services intake form. The Intake Social Worker shall be able to identify local community resources for making appropriate referrals. The Intake Social Worker will be able to understand and explain the concepts of confidentiality, liability and anonymity in regards to reporting child and adult maltreatment as cited in the North Carolina General Statutes. Further, the Social Worker shall be able to describe the review process available to reporters in situations in which the report was not accepted for investigative assessment.

The Intake Social Worker is able to identify the information required for an adequate intake assessment and is able to demonstrate effective interviewing techniques on the telephone and in person. The Social Worker shall become familiar with the North Carolina General Statute and can describe and know how to access the criteria for abuse, neglect, dependency as defined by the North Carolina General Statute and demonstrate the ability to use the definitions in making screening decisions.

## Social Worker II- Protective Services Intake

After a report is accepted for investigation or assessment, the Intake Social Worker conducts required in-house checks which include computer based inquiries (such as NC FAST & Accurant), pulling and reviewing in-house records, assigning case numbers, and Services Information System ID numbers. The Social Worker also makes Central Registry checks to determine if the children or parents have had previous Child Protective Services history within the 100 counties of North Carolina and local and state criminal checks. The Intake Social Worker completely sets up the case record for the Child Protective Services investigative assessment.

## II.B. MAJOR ACTIVITIES OF POSITION, RESPONSIBILITIES, AND APPROXIMATE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

Protective Services (75%) – The Intake Social Worker is responsible for the receipt and documentation of reports alleging abuse, neglect, dependency or exploitation of children or disabled adults. The Social Worker must thoroughly complete a Protective Services Intake Form at the time the referral is received. This Social Worker must submit the Intake Form to the Social Worker Supervisor and participate in a two-level screening process that is used to make a determination if a report meets the legal criteria for initiating an investigation. Considerable time will be spent in the NC Fast computerized case management system.

A written notice to the reporter must be sent informing the reporter of whether the report notice is accepted for investigation or did not meet the legal definition for acceptance. (The Child Protective Services Intake Social Worker is only responsible for sending notices in reference to reports concerning children.) If there is documentation that the reporter was anonymous or that the reporter waived their right to notification, the written notice is not provided. While receiving the report, the Social Worker must inform the reporter of the right to, and procedure for obtaining a review of the agency's decision not to accept the report for investigation. This is also indicated on the reporter's notification letter. Such a correspondence must be sent within five working days of the report.

In Child Protective Services the North Carolina General Statute mandates notice of the District Attorney and law enforcement of all reports involving allegations of violation of a criminal statute by a non-caretaker, as well as all reports of abuse to a child. The Social Worker must notify the District Attorney and the appropriate law enforcement agency immediately. When appropriate, referrals for services are made to outreach services or to other agencies.

When a report is accepted for investigation, the Social Worker must check agency records to determine if the client has previously received services from the agency. If the client does have a history of services with the agency, the Social Worker must check the files to secure further information and ascertain if information is correct and current.

The Social Worker makes a copy of all necessary documents from other files, to include a Face Sheet and other documents as required. If the client does not have a file with the agency, the Social Worker creates and compiles a file by assigning the client a County Case Number. If the client does not have a Services Information System Number, the Social Worker assigns this number also. Further, in order for the Social Worker to complete the Child Protective Service file, the Social Worker must make sure that the following materials are placed in the file. The file includes the face sheet, the DSS-5027, the Protective Services Intake Form, the five-day letter to the reporter, the letter to the District Attorney (if applicable), the protection plan (if applicable), the parent letter, the final reporter letter, envelopes, the Investigative Summary and the DSS-5104 (Report to Central Registry), filled out as completely as possible at the time of setting up the case file.

This position may be asked to complete courtesy interview and home visits requested by other states and counties within North Carolina and ICPC requests for home study evaluations for perspective placement of children.

This position will assist in referrals of services; case management responsibilities; and the gathering of data and documentation regarding cases for which the Social Worker is responsible.

TANF Emergency Assistance Program (2.5%) – This worker will have backup responsibility for taking applications. This includes face to face and/or phone interviews, documentation of case record.

The Intake Social Worker is also responsible for conducting in-house checks, Central Registry, North Carolina Department of

## Social Worker II- Protective Services Intake

Correction on foster and adoptive parent applicants, as requested by any Social Worker.

Information Referral and Support Services (5%) – The Social Worker provides information and referral as an integral part of the delivery of social casework services in the agency. The Social Worker maintains a current listing of any and all community services available to families and children, including eligibility requirements, how to access services, etc., to insure that information about appropriate and available services to meet the needs of families is timely and sufficiently shared. The Social Worker refers the family to and informs the family about services of resources, coordinates services to accomplish the family's goals, and establishes communication links between the family and community services.

Community Liaison (2%) – The Social Worker, with staff and professionals of other disciplines, conducts workshops on Protective Services to schools, daycare facilities, civic groups, churches, public service agencies, etc., in fulfilling community liaison activities. Content includes the entire spectrum of Protective Service issues. The Social Worker may also serve on committees or councils for the purpose of collaborating efforts on projects involving abuse and neglect.

Staff Development and Training (2%) – Staff development and training includes attending workshops and seminars, agency meetings, case staffing, supervisory conferences, reading program and policy materials and manuals, legal references, and other relevant materials related to social work services provided to families and children.

The Social Worker receives instruction from a variety of sources to include state program manuals, the North Carolina General Statutes and related laws, county and agency policy manuals, workshops and seminars from experts skilled in child welfare services, interpretative materials, newsletters, periodicals. There is instruction from the immediate supervisor and technical assistance from the children's services program representative from the regional office, attorneys from the Attorney General's office and other State Office staff.

Administrative Services (5%) – The Social Worker completes the required forms (day sheets, employee time sheets, travel expense vouchers, a list of training and workshops attended, etc.), plans and organizes all duties and responsibilities, provides emergency management coverage for disasters within the county and all other duties assigned by the Director/Supervisor. This positions will assist the Director in compiling data and reviewing computer generated reports for accuracy.

Diligent Effort Searches (5.5%) – Complete comprehensive efforts to locate parents, caregivers, relatives, and gather data and documentation to be used in cases, court hearings and assist the Director with diligent efforts to locate relatives of unclaimed bodies.

Court Preparation and Testimony (.5%) – The Social Worker represents the agency in court when court intervention is necessary to assure protection of children, who have been abused, neglected or are dependent. The Social Worker makes recommendations, provides testimony about the reason court intervention is sought, and serves as an expert witness at court hearings. The Social Worker must prepare a written court report as required by policy for Hearings on the Need for Continued Custody, Adjudication and Dispositional Hearings. The Social Worker responds to questions posed by the judge and attorneys during a court hearing. The Social Worker is also required to give testimony in criminal, civil and/or federal court proceedings involving maltreatment perpetrated by a parent/caretaker.

### III. CLIENTS SERVED/CHARACTERISTICS

Clients served include any child or adult who is either a resident of Currituck County or found in Currituck County was maltreated or found dependent in Currituck County or a case accepted as a courtesy for another county due to conflict of interest. Children and their families are from all races, cultures, ethnic origins, and socio-economic status. The needs of children and their families vary and are characterized by poverty, illness, domestic violence, substance abuse, emotional problems, mental health disabilities, physical disabilities, poor housing, unsafe communities, hazardous and dilapidated environmental home conditions, criminal behavior, poor money management and a myriad of family dysfunction and interactions. Parent-child relationships are often inappropriate (i.e.: role reversal, no boundaries, excessive demands, inappropriate expectations, etc.), indicating that parents either have limited knowledge of parenting skills or do not use the knowledge and skills associated with acceptable parenting techniques and strategies.



## Social Worker II- Protective Services Intake

Families are increasingly isolated and have few viable supports or support systems needed to sustain family life functioning. There is an increase of families in which there is a history of child abuse and neglect and an increase in recidivism of reports. The elderly and disabled population will continue to increase. Although the children are the clients, the parents/caretakers are also primary persons with whom the Social Worker engages and conducts the case activity.

Protective services reports are often received by telephone. The caller/reporter may choose to remain anonymous. Reports are also received from schools, day care facilities, clergy, counselors/therapists, the courts, law enforcement, medical professionals, relatives, non-relatives, any professional and or citizen within the community and self-referral. Persons calling in or coming into the agency to make reports of abuse or neglect are sometimes afraid or not very forthcoming with information. Other reporters may be very insistent that action is taken immediately or very emphatic that the information that they are reporting is the truth, without variable. Upon receipt of their notification letter, the reporter may call back to deny that they reported or to request a review of the agency's decision to not investigate a complaint.

## OTHER WORK CHARACTERISTICS

- A. Facility, Environment, Hazardous Conditions – The facility in which the Social Worker performs work responsibilities is an adequate work environment. Some of the offices have windows and are populated with one employee per office. The office temperature is adequately regulated.

When on duty at the office or in-home visits and/or via telephone contacts with clients and/or family members, the Social Worker may encounter individuals who are hostile, resistant, and/or violent. Mental illness, behavioral problems, alcohol and substance abuse of some clients and/or their family members, threats of aggression, could result in bodily injury. The Social Worker is trained in how to respond to these situations and is accompanied by the staff or law enforcement when there is a concern of danger.

- B. Machines, Instruments, Tools, Equipment and Materials – The materials used by the Social Worker are as follows: child Protective Services Manual, Child Protective Services Standards, Services Information System (SIS), telephone with voice mail system, cellular phone, calculator, automobile, state and local agency forms, Services Administration Manual, law book, professional literature, administrative and personnel policies and procedures, paper, pencils, personal computer with programs such as e-mail, Microsoft Word, Microsoft Excel, and other computer inquiries of various programs. The computers are hooked to either an individual printer or central printer. The Social Worker may also use a typewriter, file cabinets, labels and envelopes, copy machines, and fax machines.
- C. Precision, Exactness and Accuracy – The worker must complete state and local forms accurately, following very specific requirements/instructions. The worker must accurately document, in the case file, what the reporter/client stated on protective services referrals (and in court when necessary). Protective services files must be forwarded to the assigned Social Worker in a timely manner following the acceptance of the report for investigation. Initial letters to the reporter(s) must be completed and mailed within five (5) days. The District Attorney's Office/Law enforcement must be contacted orally and via letter within 48 hours. The DSS-4263 (Worker Daily Report of Services to Client) must be completed in detail and submitted as required for input into the Services Information System. This must be done accurately and promptly, adhering to stringent time frames.

The worker must accurately, thoroughly, and promptly document, in narrative form, any client contacts (interviews, home visits, observations, collateral contacts, etc.) when assisting the investigating Social Worker or conducting an investigative assessment. The worker is responsible for updating all tracking logs for CPS reports, including but not limited to the screen-in log, screen-out log and other logs as assigned by the Social Work Supervisor(s).

The Social Worker's work is checked and reviewed on an ongoing basis by the Social Work Supervisor and the Agency Director, especially when an issue arises about a specific case. Case files are formally reviewed when initially established, at the time of transfer and at closure. The work in this position is subject to review by the state. The children's program representative periodically conducts case file reviews for the purpose of assessing compliance with policy and regulations, to give advice, and/or for guidance and direction.

## Social Worker II- Protective Services Intake

- D. Physical Effort – The position requires the ability to ambulate and navigate among various objects and lift several potentially heavy objects, such as boxes containing files/materials and at times, lifting children. The Social Worker must be able to escort clients to and from the reception area and an area for interviewing. The Social Worker must be able to see, speak and hear clearly. The Social Worker must be able to write and type, in order to record the reports. The Social Worker must be able to operate a motor vehicle and to reach above their head to secure files from high shelves.
- E. Client Safety – When it has been determined that a child or adult is at risk, the worker must make sure the referral is made promptly to a social work supervisor or director.
- F. Work Hours – The regular work hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday. The worker is required to be in the on-call rotation for emergency after-hours response to protective services from 5:00 p.m. until 8:00 a.m. daily, and twenty-four hours on weekends, on assigned dates. On-call duty may also fall on federal and state holidays. Occasionally a worker will work beyond regular office hours when traveling to and from state-mandated continuing education opportunities or in the performance of job duties. The worker is also expected to assist in staffing the disaster shelters in the event of a natural disaster or other disaster related duties as assigned.

## IV. KNOWLEDGE, SKILLS, ABILITIES, EDUCATION AND EXPERIENCE REQUIREMENTS

- A. This Social Worker must have considerable knowledge of:
- social work principles, techniques and practices and their application to complex casework, group work, and community problems;
  - governmental and private organizations and resources in the community;
  - the laws, regulations, and policies which govern the program;
  - the community resources and services;
  - racial, ethnic and other cultural groups in society, their values and life-styles and the issues in contemporary life;
  - theories and concepts of social welfare administration;
  - social behavioral, socio-economic problems and environmental factors affecting clients to be served;
  - crisis intervention techniques;
  - advocacy techniques;
  - ethical standards and practices of professional Social Work;
  - social welfare trends and policies.

Skill is needed in establishing rapport with families and in applying techniques to assess socio-economic, behavioral and environmental factors.

Skills needed include the following:

- listening to others with understanding and purpose and documenting information from a variety of sources;
- eliciting information and in assembling relevant facts to prepare a social history, assessment and report;
- interpreting or communicating social needs to the public, especially legal definitions and criteria related to Adult and Child Protective Services situations;
- discussing sensitive emotional subjects in a non-threatening supportive manner;
- observing and interpreting verbal and non-verbal behavior;
- engaging families in efforts to resolve their own problems and in gaining trust.

Abilities needed include the following:

- establish and maintain effective working relationships with supervisors, co-workers, members of the caseload and their families, members of civic, legal, medical, social and religious organizations;
- express ideas clearly and concisely and to plan and execute work effectively;
- speak and write clearly;
- respond supportively in highly sensitive or crisis situations;
- organize a workload to meet designated responsibilities;
- identify and obtain resources needed to assist others;
- function under stress;

## Social Worker II- Protective Services Intake

- deal with conflict situations or contentious personalities;
- identify the information necessary to solve a problem;
- plan and execute work assignments effectively and in a timely manner.

The Social Worker must possess values of:

- commitment to the primary importance of the individual in society;
- commitment to social change to meet socially recognized needs despite frustration;
- commitment to social justice and the economic, physical and mental well-being of all in society;
- commitment to a high standard of personal and professional conduct;
- commitment to developing clients' ability to help themselves;
- willingness to keep personal feelings and needs separate from co-worker and professional relationships;
- willingness to transmit knowledge and skills to others;
- willingness to persist in efforts on behalf of clients;
- respect for the confidentiality of relationship with clients;
- respect and appreciation for individual and group differences.

B. Minimum Training and Experience Requirements:

BSW from an accredited school of social work; or a Bachelor's degree in a human service field from an accredited college/university and one year of directly-related experience; or a Bachelor's degree from an accredited college/university and two years of directly-related experience.

C. Other Requirements:

Experience in Child Protective Services is preferred. The individual must possess skill in relating to people and be able to communicate and interpret information to people. The individual must be able to make home visits, to transport children and be able to do physical tasks associated with children and their care. Flexibility in work habits and relationships with others is essential.

Worker must have a valid North Carolina driver's license and must have access, on a daily basis, to a vehicle.

Worker must have a telephone at home and be able to be reached at all times.

Position may occasionally be asked to work in other areas of the agency in order to accomplish agency goals and program requirements.

Worker will perform other duties as assigned by the County Manager or his designees during a State of Emergency or other disasters.



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: TAX APPRAISER TAX DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under limited supervision, performs technical work appraising ~~land and buildings, and building~~ land, buildings and other improvements for tax assessment purposes. Work involves contacting property ~~owners~~ owners, contractors, tradesmen, and inspectors in and determining the size, type of construction, grade of materials, quality of workmanship and other related appraisal data needed to arrive at the taxable value. Employee is also responsible for computing ~~and pricing~~ lots sizes, construction areas, subdivisions and land splits. Employee must exercise initiative and independent judgment in ensuring proper application of established policies and procedures to individual appraisal cases. Employee must also exercise tact, courtesy and fairness in frequent contact with property owners and the general public. Reports to the Tax Administrator.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

~~Appraises dwellings and building improvements~~ residential, agricultural, commercial, industrial buildings as well as other improvements to real estate; determines exterior and interior dimensions of buildings, including the foundation, exterior walls, types of roofing, number of rooms, basement area, interior finish type of insulation, type of heating and air conditioning, and type of fireplace; determines functional and physical depreciation of the structure; and determines the grade of the structure according to a predetermined schedule of values.

Appraises land based on the schedules and rules adopted by the county for assessment purposes.

Appraises land that qualifies for special assessment based on criteria provided for by NC General Statutes.

Obtains building permits; attaches tax record to building permits; reviews at improvements sites.

~~Measures and lists improvements; appraises improvements.~~

~~Reviews properties for property owners, developers, new subdivision set ups, etc.~~

Reviews property assessments at the request of owners and other interested parties.

Calculates appropriate physical and/or functional depreciation of buildings.

## **TAX APPRAISER**

Creates and assigns neighborhoods for similar properties or areas similar in nature.

Calculates and assigns valuation factors to apply to neighborhoods.

Recognizes and calculates appropriate factors that affect market values or property.

Proves property records for accuracy.

Studies building plans, information pertaining to each site, listing owner's name, type of construction, building dimensions, map number or location, etc.

Assists interested persons in obtaining data concerning property locations and ownership, assessed value of property and other information.

Refers to such documentation as the NC Machinery Act, schedule of values, appraisal manual, blue prints, soil maps, ortho maps etc.

### **ADDITIONAL JOB FUNCTIONS**

Participates in periodic county-wide revaluation, reviewing appraisals and determining need for modification of appraisals in accordance with property sales, assessment schedules, etc.

Performs routine clerical duties, typing correspondence, forms etc.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from High School, supplemented by special training in real property assessing, and 1 to 2 years of experience in real property appraisal; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Must attain certification as a tax appraiser by the Ad Valorem Tax Division of the North Carolina Department of Revenue within 1 year of being assigned duties as a tax appraiser. Possession of a valid North Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, collator, microfilm equipment, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

## TAX APPRAISER

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, sales ratio studies, finance audit reports, deeds, surveys, permits, applications, etc. Requires the ability to prepare correspondence, reports, forms, studies, assessments, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and tax terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the North Carolina Machinery Act and County tax policies as applicable to tax listing, assessment and collection of real and personal property taxes.

Thorough knowledge of policies, procedures and practices used in appraising commercial, residential and industrial property for tax purposes.



**TAX APPRAISER**

Thorough knowledge of tax listing procedures and forms.

Considerable knowledge of construction cost, building materials and land values.

Considerable knowledge of the current literature, trends and developments in the tax field.

~~Ability to plan and conduct an effective tax listing, appraisal, assessment, and collection program.~~

~~Ability to plan, organize and supervise the activities of the tax office.~~

~~Ability to collect taxes in an efficient and complete manner.~~

Ability to deal tactfully and courteously with the general public in adjusting complaints and explaining tax laws and policies.

Ability to exercise considerable independent judgment in making final decisions regarding contested property values and legal points on tax assessment ~~and collection matters.~~

Ability to establish and maintain effective working relationships with other employees, department heads, the County Manager, and the Board of County Commissioners.

ED 08/17/2020 (REV BOC)

Attachment: Tax Appraiser 8 17 2020 (Job Description Revisions-Variou)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: Video Production Specialist**

#### **GENERAL STATEMENT OF JOB**

Under general direction and limited supervision, plans and facilitates studio and field-based video production work, including the planning, filming, editing, sound mixing, graphic design and compression output and distribution of a wide range of products, and performs other related duties as assigned. Reports to Tourism Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Coordinates all stages of video production: interacting with the public, set-up, scripting, storyboarding, scheduling, shooting, directing, developing graphics, editing and follow-up.
- Develops a thorough understanding of the Currituck Outer Banks brand and how the brand relates to video output.
- incorporates the Currituck Outer Banks brand through imagery and scripting.
- Possesses knowledge of the use and operation of video and audio equipment needed for video production.
- Produces a variety of video products for broadcasting, compression output, webcasting, video streaming, and digital distribution.
- Provides limited troubleshooting and maintenance of field production equipment.
- Plans and performs video post-production tasks which includes reviewing footage, making editorial decisions, video transcoding, rough cuts, audio adjustment, color correction, and final editing using Adobe Premiere.
- Utilizes computer graphics and special effects for video post-production in accordance with the overall production concepts.
- Compresses video projects for output.
- Captures recorded video using software and encode media as appropriate.
- Creates video products available in a variety of formats including DVDs or streaming media files.
- Publishes, organizes, and optimizes media on third party websites such as YouTube, Facebook Twitter, and other social media platforms.
- Operates and maintains a variety of digital video cameras and video editing equipment.
- Works with talent to be comfortable in front of the camera.
- Performs basic repairs on video/photo equipment.
- Researches solutions and makes technical decisions.
- Meets deadlines and manages multiple priorities.
- Researches and remains current on the developments and applications of state of the art video production technology.

#### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Tourism Director, County Manager or his designees during a State of Emergency or other disaster, and performs other related work as required or assigned.

### **MINIMUM TRAINING AND EXPERIENCE**

Prefer a Bachelor's Degree in telecommunication or video production or any equivalent combination of education, experience and/or training which demonstrates the ability to perform the duties and responsibilities as described.

Progressively responsible experience in a professional video editing/producing environment demonstrating competence in all areas of video production.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles, methods, and theory of media communication, professional video production procedures including practices, techniques, and terminology;
- Knowledge of the cinematography principles of analog and digital video capture
- Understanding of current video/photo formats, codecs, project based file management, and Adobe Creative Suite video editing software;
- Knowledge of the proper handling and troubleshooting of video production and post-production equipment and safety practices related to video production.
- Considerable knowledge of the individual programs within the Adobe Creative Suite as well as Microsoft Office applications (Word, Excel, PowerPoint, etc.).
- Knowledge of general management and business organization principles and practices.
- Knowledge of graphic file formats and production tools.
- Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.
- Ability to effectively express ideas orally and in writing.
- Ability to exercise tact and courtesy when in contact the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Skill in the operation of computers and other standard office equipment.
- Skill in planning, organization, and decision making.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports and correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer and audio/visual terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

ED: 08/21/2017 (BOC)

ED: 08/17/2020 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: VISITOR CENTERS SUPERVISOR

#### GENERAL STATEMENT OF JOB

Under limited supervision, provides and manages the staff responsible for delivering customer service delivered to visitors, residents, and businesses. Oversees the management of Travel and Tourism Visitor Centers within the County that include: the Currituck County Welcome Center; the Currituck Outer Banks Visitor Center; the Historic Jarvisburg Colored School and the Whalehead in Historic Corolla. Responsible for the hiring of part-time employees for Travel and Tourism Visitor Centers and serves as direct supervisor of Visitor Relations Specialists (2) who oversee the management of the Currituck Outer Banks Visitor Center and the Whalehead. This position is directly responsible for the managing and staffing of the Historic Jarvisburg Colored School. The position is based at the Currituck County Welcome Center in Moyock. Reports to the Travel & Tourism Director.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

- ♦ Recruits and provides overall part-time staffing of all Visitor Centers and other supervisory tasks as assigned.
- ♦ Supervises and evaluates Visitor Relations Specialists (2).
- ♦ Trains Visitor Relations Specialists and oversees training of all part-time staff.
- ♦ Organizes, maintains and distributes the part-time Employee Handbook (updated yearly) and conducts yearly training of part-time staff.
- ♦ Develops innovative processes and sets priorities for staff regarding daily center operations.
- ♦ Completes monthly work schedules for all Visitor Centers.
- ♦ Assists Travel & Tourism Director with payroll processing (collects timesheets, assists with payroll reporting and processes payroll when Director is unavailable).
- ♦ Processes and maintains purchase orders, invoices and contracts, including accounts payable.
- ♦ Lead for Visitor Customer Service Team that meets bi-weekly to discuss successes and concerns and to develop plans to addresses any issues that arise (includes Promotions & Events Coordinator, Visitor Relations Specialists and Historic Corolla Park Site Manager/Curator).
- ♦ Ensures overall organization and cleanliness of Visitor Centers and maintains Travel and Tourism facility use policy manual and safety procedures.
- ♦ Ensures Visitor Centers are stocked with brochures and other informational materials following the brochure distribution policy.
- ♦ Coordinates and manages the Beach Parking Permit program:
  - Annually coordinate with County Webmaster the development/changes to the Beach Parking Permit application process.
  - Coordinate the development-ordering of Beach Parking Permits.
  - Ensure both centers have the proper materials and staff to process permit requests.
  - Daily provide staff with Pay-Pal requests.
  - Coordinate reimbursement of Pay-Pal errors to guests.

## VISITOR'S CENTER SUPERVISOR

- Daily data entry of permits issued, type ,#s, name and zip code of purchaser.
- ◆ Performs monthly inventory of all tourism publications and materials and recommends reorder or printing of said publications and materials.
- ◆ Provides local businesses and other tourism distribution centers with current printed materials and ships appropriate promotional materials to individuals and organizations as requested.
- ◆ Projects monetary and part-time staffing needs to assist in the development of the Travel & Tourism annual budget.
- ◆ Reports and oversees repair and maintenance of all Visitor Center buildings, grounds and landscaping.
- ◆ Contacts and secures vendors for the maintenance and repair of the visitor centers when necessary.
- ◆ Oversees maintenance and repair of Travel & Tourism vehicles.
- ◆ Maintains a well-informed, working knowledge of the attractions and services available in the area to visitors.
- ◆ Manages the Travel & Tourism Event Marketing Assistance Program.
- ◆ Manages materials and staffing of the Currituck County Welcome Center and Visitor Center for the Beach Parking Permits.
- ◆ Ensures all inquiries from phone and walk-in visitors receive prompt, courteous responses.
- ◆ Staffs of Travel & Tourism events and activities and assists Promotion & Events Coordinators with organization of said events and activities.
- ◆ Maintains statistical information for visitor centers and creates various reports.
- ◆ Works closely with Finance Department, Public Works and other Departments as needed.
- ◆ Maintains a cohesive working relationship with Travel & Tourism personnel to ensure a unified and effective promotional effort.
- ◆ Performs other duties as assigned by the Travel & Tourism Director, County Manager and Marketing Coordinator.

### Beach Parking Permits

- Annually coordinate with Webmaster the development/changes to the Beach Parking Permit application process.
- Coordinate the development-ordering of Beach Parking Permits.
- Ensure both centers have the proper materials and staff to process permit requests.
- Daily provide staff with Pay-Pal requests.
- Coordinate reimbursement of Pay-Pal errors to requests.
- Daily data entry of permits issued, type ,#s, name and zip code of purchaser.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Travel & Tourism Director and County Manager during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires any combination of education and experience equivalent to graduation from high school and at least two years work experience which provides the required knowledge, skills and abilities. Prefer applicants with experience at a visitors' center, government agency, marketing firm, or other tourism-related industry.



**VISITOR'S  
CENTER SUPERVISOR**

**SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

## VISITOR'S CENTER SUPERVISOR

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the methods and techniques used in marketing and promotion for travel and tourism.

Considerable knowledge of the available resources of the County.

Considerable knowledge of general management and business organization principles and practices.

Considerable knowledge of County geography.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

~~ED: 07/01/2019 (BOC REV)~~

ED: 08/17/2020 (BOC REV)



## CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: Web/AV Specialist**

### GENERAL STATEMENT OF JOB

Under limited supervision, by the Information Technology Services Director, the WEB/AV Specialist will perform technical evaluation, maintenance, development, coordination, and support for county website(s) and website applications. designs, develops, and maintains websites, as well as performs all functions of audio and video production for Currituck County Government.

Records and maintains equipment for production of Currituck County Government board meetings. Develops and maintains video programming for cable television access channels and streaming on the County's websites. Develops and maintains video programming for cable television access channels and streaming on the County's internet websites; develops, produces and maintains other video programming as requested by County officials. Works closely with other personnel to provide technical support.. Reports to the Information Technology Services Director.

Coordinate, update and maintain the County's presence on social media sites. Provide technical support for office software, social media posting, and website content. Research, analysis, maintains and supports outside software applications as well as, creates and maintains internal database forms.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### ESSENTIAL JOB FUNCTIONS

- Ability to design, develop and maintain websites for Currituck County Government.
- Ensure compliance with applicable legal requirements and policies on web site usage, accessibility, security and standards.
- Ability to create website templates and functioning forms, surveys, and other interactive media.
- Administer the CMS (content management system). Develop procedures and guidelines for content editors to use with the CMS.
- Advice County staff on how to optimize and make content accessible for online deployment, and serve as an expert level web/CMS trainer.
- Ensure that all content posted on County websites is compliant with the American with Disability Act (ADA).

### Web/AV Specialist

- Enhance multimedia elements ranging from user interface components and layout, content, icons, banners, and other online graphics.
- Monitor and update links to other area Websites, including providing logos, photographs, and ads when appropriate.
- Maintain Internet requests for information from the public.
- Coordinate with Technology Services staff, department staff and vendors in the planning and installation of specialized software, ensuring compatibility of software with all County policies and standards.
- Maintain County Government access channels and website video streaming.
- Coordinate all stages of video production: scripting, storyboarding, scheduling, shooting, developing graphics, editing and follow-up (e.g.: Commissioners' and other public meetings, educational and event programming).
- Possesses knowledge of the use of equipment needed for video production.
- ~~Creates weekly program schedule.~~
- ~~Ability to operate simultaneous use of audio mixer, character generator, video switcher and multiple cameras for live programs.~~
- Prepares video programs, public or otherwise, for playback on TV and websites.
- Oversee social media operations conducted by other departments, ensures posting and interactions are in accordance with County standards for content, tone and design.
- Monitors social media sites and provide feedback/direction to department social media staff when appropriate.
- Performs and/or oversees development of procedures and guidelines to ensure that the County's Social Media postings complies with Freedom of Information Act and records retention standards.
- Assist with the development and maintenance of software systems.
- Coordinates the acquisition and use of social media related technology tools with the IT department.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

## Web/AV Specialist

### MINIMUM TRAINING AND EXPERIENCE

Associates degree in the area video production or web design required. Two to three years experience in website development required. Cable access or related field experience preferred. An equivalent combination of education and experience may be considered.

### SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer and audio/visual terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

## Web/AV Specialist

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the methods and techniques used in Internet design, development, and content management.

Considerable knowledge of the methods and techniques used in video production and live streaming.

Considerable knowledge of the individual programs within the Adobe Creative Suite Master Collection as well as Microsoft Office applications (Word, Excel, Access).

Knowledge of general management and business organization principles and practices.

Knowledge of graphic file formats and production tools.

Knowledge of non-linear video editing.

Knowledge of government regulations relating to websites and website design.

Ability to create website templates and functioning forms, electronic newsletters, and other media.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact and courtesy when in contact the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to disseminate information to the public via website, cable PEG channel and other media.

Skill in the operation of computers and other standard office equipment.



**Web/AV Specialist**

Skill in planning, organization, and decision making.

ED: 08/17/2020 (REV BOC)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2873)

**Agenda Item Title:** Petition for Road Addition: Hidden Oaks Subdivision-Shady Oaks, Oak Bend, N. Heritage Tree, S. Heritage Tree, N. Gumberry, S. Gumberry, Arrow Head

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

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**Brief Description of Agenda Item:**

**Reason for Request:** Developer submittal for roads within the Hidden Oaks subdivision to be added to state maintenance: Shady Oaks, Oak Bend, N. Heritage Tree, S. Heritage Tree, N. Gumberry, S. Gumberry, Arrow Head

**Potential Budget Affect:** None

**Is this item regulated by plan, regulation or statute?** Yes

**Manager Recommendation:** Approval

**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Currituck Road Name: Shady Oaks Way  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Hidden Oaks Length (miles): 0.18

Number of occupied homes having street frontage: 28 Located (miles): 0.16

miles N ☐ S ☒ E ☐ W ☐ of the intersection of Route SR 1535 and Route SR 1536 .  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Hidden Oaks in  
Currituck County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Ben Stikeleather, County Manager Phone Number: (252) 435-2718

Street Address: 153 Courthouse Road, Currituck, NC 27929

Mailing Address: P.O. Box 39, Currituck, NC 27929

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
William E. & Meghan K. Walker, II	109 Shady Oaks Way, Moyock, NC	27958
Rodney G. & Stephanie A. Bryant, Sr.	111 Shady Oaks Way, Moyock, NC	27958
Katie ODonnell & Brandon Abdallah	113 Shady Oaks Way, Moyock, NC	27958
Andrew C. & Holly L. Miller	115 Shady Oaks Way, Moyock, NC	27958
Kathryn L. Smith	117 Shady Oaks Way, Moyock, NC	27958
Joseph Sommeso & Victoria A. Grego Sommeso	119 Shady Oaks Way, Moyock, NC	27958
Brett A. & Amy D Goldizen	121 Shady Oaks Way, Moyock, NC	27958
Kaitlynn Szczepanski & Bradford Peterson	123 Shady Oaks Way, Moyock, NC	27958

Rosanne L. Burling	125 Shady Oaks Way, Moyock, NC 27958
Kristopher R. & Jodi M. Hudgens	127 Shady Oaks Way, Moyock, NC 27958
Lynne & Tony Miller	114 Shady Oaks Way, Moyock, NC 27958
Cheryl A. Greenfield	116 Shady Oaks Way, Moyock, NC 27958
Matthew D. & Jillian K. Stewart	118 Shady Oaks Way, Moyock, NC 27958
Robert Todd & Elizabeth Maria Stouder	120 Shady Oaks Way, Moyock, NC 27958
Michael J. & Susan L. Gionfriddo	122 Shady Oaks Way, Moyock, NC 27958
Tanya R. Podruchny & Nathaniel Allen	124 Shady Oaks Way, Moyock, NC 27958
Jon & Dawn E. Frederick	126 Shady Oaks Way, Moyock, NC 27958
Christopher R. & Angela K. Carley	128 Shady Oaks Way, Moyock, NC 27958
Kelley E. & Brian R. Cooper	201 Shady Oaks Way, Moyock, NC 27958
Michelle G. Friesen & David L. Overton	203 Shady Oaks Way, Moyock, NC 27958
Philip M. & Deborah K. Santos	200 Shady Oaks Way, Moyock, NC 27958
David J. & Melita L. Boisselle	202 Shady Oaks Way, Moyock, NC 27958
Melissa A. Insley	204 Shady Oaks Way, Moyock, NC 27958
Kelsey A. Stone	206 Shady Oaks Way, Moyock, NC 27958
Clint & Sara Riddle	208 Shady Oaks Way, Moyock, NC 27958
David & Betty Carnahan	210 Shady Oaks Way, Moyock, NC 27958
David W. & Tammy L. Orick	212 Shady Oaks Way, Moyock, NC 27958
William R. & Jennifer R. Bernard	214 Shady Oaks Way, Moyock, NC 27958

#### INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

☐ Rural Road    ☐ Subdivision platted prior to October 1, 1975    ☐ Subdivision platted after September 30, 1975

#### **REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design

purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
<b>Oak Bend Court</b>	<b>10</b>	<b>0.05</b>			
<b>North Heritage Tree Manor</b>	<b>7</b>	<b>0.06</b>			
<b>South Heritage Tree Manor</b>	<b>7</b>	<b>0.02</b>			
<b>North Gumberry Trace</b>	<b>7</b>	<b>0.03</b>			
<b>South Gumberry Trace</b>	<b>8</b>	<b>0.03</b>			
<b>Arrow Head Lane</b>	<b>0</b>	<b>0.19</b>			
<u>Name</u>	<u>Mailing Address</u>		<u>Telephone</u>		

#### **Oak Bend Court**

Kristel C. Joseph D. Powers	100 Oak Bend Court, Moyock, NC 27958
Robert S. & Kari A. Palmer	102 Oak Bend Court, Moyock, NC 27958
Kirk & Hope E. Overly	104 Oak Bend Court, Moyock, NC 27958
Kelli M. Walls & Matthew L. Harris	106 Oak Bend Court, Moyock, NC 27958
Richard E. & Angela M. Bryant	108 Oak Bend Court, Moyock, NC 27958
Sean P. Digua	109 Oak Bend Court, Moyock, NC 27958
Sean P. & Sara Rose Wheaton	107 Oak Bend Court, Moyock, NC 27958
Van T. & Shaniece T. Soil	105 Oak Bend Court, Moyock, NC 07958
Alison Maria Motley & Jarrell Lashaun Williams	103 Oak Bend Court, Moyock, NC 27958
Matthew Jordan & Jessica Toomey Humphrys	101 Oak Bend Court, Moyock, NC 27958

#### **North Heritage Tree Manor**

Ryan M. Mixell	101 N. Heritage Tree Manor, Moyock, NC 27958
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Kelli Michelle & Jason Michael Bare	103 N. Heritage Tree Manor, Moyock, NC 27958
Jimmy Lee & Patsy Jo Hawkins	105 N. Heritage Tree Manor, Moyock, NC 27958
Steven D. & Sarah E. Moore	107 N. Heritage Tree Manor, Moyock, NC 27958
Brock J. Frey, TTEE & Renn F. West, TTEE	104 N. Heritage Tree Manor, Moyock, NC 27958
Liana & Daniel K. Cornell	102 N. Heritage Tree Manor, Moyock, NC 27958
Michael B. & Kelsie L. Carley	100 N. Heritage Tree Manor, Moyock, NC 27958

### South Heritage Tree Manor

Cole D. Woods	100 S. Heritage Tree Manor, Moyock, NC 27958
Nicholas D. & Jennifer D. Kelley	102 S. Heritage Tree Manor, Moyock, NC 27958
Jennifer L. Jernigan & Ben B. Ray, III	104 S. Heritage Tree Manor, Moyock, NC 27958
Girolama Hornef	106 S. Heritage Tree Manor, Moyock, NC 27958
Willie Earl & Sharlet D. Toliver, Jr.	105 S. Heritage Tree Manor, Moyock, NC 27958
Justin Michael Burrell & Lindsey Nicole Mooring	103 S. Heritage Tree Manor, Moyock, NC 27958
Michelle A. Amelin	101 S. Heritage Tree Manor, Moyock, NC 27958

### North Gumberry Trace

Michael R. Pate & Ashley N. Peterson	101 N. Gumberry Trace, Moyock, NC 27958
Joshua & Jaclyn Hathaway	103 N. Gumberry Trace, Moyock, NC 27958
Sandra A. Eiban	105 N. Gumberry Trace, Moyock, NC 27958
Jenifer Marie & Stuart Allan Shoup, II	107 N. Gumberry Trace, Moyock, NC 27958
Richard S. & Courtney A. Hiscox	104 N. Gumberry Trace, Moyock, NC 27958
Chloe D. & Justin L. Rose	102 N. Gumberry Trace, Moyock, NC 27958
Travis & Rosheka Briggs	100 N. Gumberry Trace, Moyock, NC 27958

### South Gumberry Trace


Joshua W. & Megan E. Johnson	100 S. Gumberry Trace
Andrew C. & Amanda C. Backowski	102 S. Gumberry Trace
Michael R. & Darlene Ketchmark	104 S. Gumberry Trace
Charles J. & Judith A. Sykora	106 S. Gumberry Trace
John Thomas & Lori Lynn Plant	107 S. Gumberry Trace
Willie & Brittany Burnham, Jr.	105 S. Gumberry Trace
Russell A. Rudman & Amanda R. Flinchum	103 S. Gumberry Trace



Camerson C. Menefee & Christie L. Stemple      101 S. Gumberry Trace

Attachment: Road Addition Petition-Hidden Oaks-Shady Oaks Way and Other-Combined (Petition for Road Addition-Hidden Oaks, Various)



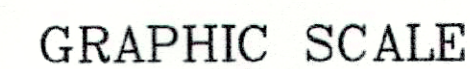


NC GRID NAD83(2011)

Lot #	BPE	FFE	Lot #	BPE	FFE	Lot#	BPE	FFE
1	9.20	9.70	13	9.00	9.50	57	9.30	9.80
2	9.30	9.80	14	9.10	9.60	58	9.10	9.60
3	9.50	10.00	15	9.30	9.80	59	9.20	9.70
4	9.30	9.80	48	9.30	9.80	60	9.40	9.90
5	9.10	9.60	49	9.20	9.70	61	9.50	10.00
6	9.10	9.60	50	9.10	9.60	62	9.50	10.00
7	9.30	9.80	51	9.00	9.50	63	9.50	10.00
8	9.10	9.60	52	9.00	9.50	64	9.50	10.00
9	9.30	9.80	53	9.10	9.60	65	9.40	9.90
10	9.20	9.70	54	9.20	9.70	66	9.10	9.60
11	9.10	9.60	55	9.30	9.80	67	9.10	9.60
12	9.00	9.50	56	9.20	9.70			

BPE = MINIMUM BUILDING PAD ELEVATION

FFE = MINIMUM FIRST FLOOR ELEVATION



( IN FEET )  
1 inch = 200 ft.

### CENTERLINE CURVE TABLE

CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C100	180.15'	1248.55'	179.99'	S81° 43' 23"E	8°16'01"
C101	299.98'	14654.25'	299.97'	S77° 00' 01"E	1°10'22"
C102	152.79'	370.28'	151.71'	N22° 20' 42"E	23°38'34"
C103	43.77'	140.00'	43.59'	S4° 37' 47"W	17°54'47"
C104	104.26'	137.42'	101.78'	N17° 24' 34"E	43°28'20"
C105	157.67'	940.33'	157.48'	S15° 16' 40"W	9°36'24"

[illegible]

**Bissell Professional Group**  
3512 North Croatan Highway  
P.O. Box 1088  
Kitty Hawk, North Carolina 27949  
(252) 261-3266  
FAX (252) 261-1760



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Engineers, Planners, Surveyors  
and Environmental Specialists

## HIDDEN OAKS PHASE 2 OVERVIEW

MOYOCK TWP. CURRITUCK COUNTY NORTH CAROLINA





July 24, 2020

Ms. Leeann Walton  
 Clerk to the Board of Commissioners  
 Currituck County  
 153 Courthouse Road, Suite 204  
 Currituck, NC 27929

**RE: Petition to NCDOT to Accept Shady Oaks Way, Oak Bend Court, North and South Heritage Tree Manor, North and South Gumberry Trace and Arrow Head Lane into the State Roadway System**

Dear Leeann:

We are requesting that Currituck County consider submitting an NCDOT Petition for Road Addition for Shady Oaks Way, Oak Bend Court, North and South Heritage Tree Manor, North and South Gumberry Trace and Arrow Head Lane located at Hidden Oaks Subdivision off of Caratoke Highway in Moyock. There are sufficient occupied homes on each of these roads to meet the requirements for addition into the State's roadway system.


We are therefore asking the County Commissioners to adopt a resolution to make this petition to NCDOT at the Board's next opportunity.

Along with the petitions, we are including the overview sheet from the recorded Subdivision Plat along with an Encroachment Agreement that covers utilities located within the right-of-way for inclusion with the request.

It is my understanding that if the County Commissioners act favorably on adopting the resolution, the petition can then be made to the District Engineer's office in Elizabeth City.

Thank you for assisting us with this request.

Sincerely,  
 Bissell Professional Group



Mark S. Bissell, P.E.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2872)

**Agenda Item Title:** Petition for Road Addition: Windswept Pines Subdivision-Parrish Point, Snoozy Manor, Anvil Bend, Alden Run

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Action

---

**Brief Description of Agenda Item:**

**Reason for Request:** Developer submittal for roads within the Windswept Pines subdivision to be added to state maintenance: Parrish Point, Snoozy Manor, Anvil Bend, Alden Run

**Potential Budget Affect:** None

**Is this item regulated by plan, regulation or statute?** Yes

**Manager Recommendation:** Approval



**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**

**ROADWAY INFORMATION:** (Please Print/Type)

County: Currituck Road Name: Parrish Point Lane  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Windswept Pines Length (miles): 0.30

Number of occupied homes having street frontage: 23 Located (miles): 0.13

miles N ☐ S ☐ E X W ☐ of the intersection of Route 168 and Route Baxter Lane.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Windswept Pines in  
Currituck County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Ben Stikeleather, County Manager Phone Number: (252) 435-2718

Street Address: 153 Courthouse Road, Currituck, NC 27929

Mailing Address: P.O. Box 39, Currituck, NC 27929

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
-------------	------------------------	------------------

Daniel Kelly & Gail Penny McKay, 109 Parrish Point Lane, Moyock, NC 27958		
---	--	--

Douglas Eugene & June Diane Carillon, 111 Parrish Point Lane, Moyock, NC 27958		
--	--	--

Richard A. & Samantha N. Marasek, 113 Parrish Point Lane, Moyock, NC 27958		
--	--	--

Christopher R. & Christina A. Zaleski, 115 Parrish Point Lane, Moyock, NC 27958		
---	--	--

Ashley A. & Johnny M. McDonald, III, 117 Parrish Point Lane, Moyock, NC 27958		
---	--	--

Susan N. Sawyer & Christopher D. Rogers, 119 Parrish Point Lane, Moyock, NC 27958		
---	--	--

Michael W. & Lisa A. Reinke, 121 Parrish Point Lane, Moyock, NC 27958		
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Tina M. & David J. Vanderwerf, 123 Parrish Point Lane, Moyock, NC 27958		
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Bryan Cantal, 125 Parrish Point Lane, Moyock, NC 27958

---

Phillip A. & Lisa Hall, 127 Parrish Point Lane, Moyock, NC 27958

---

Mark K. Hedish, Sr., 129 Parrish Point Lane, Moyock, NC 27958

---

Kim J. & Robert F. Ausman, 128 Parrish Point Lane, Moyock, NC 27958

---

Matthew R. & Stacey L. Raftery, 126 Parrish Point Lane, Moyock, NC 27958

---

Spencer G. & Meaghan A. Press, 124 Parrish Point Lane, Moyock, NC 27958

---

Andrew J. Destefano, 122 Parrish Point Lane, Moyock, NC 27958

---

Jerrell Wayne Stokes & Jane Curran, 120 Parrish Point Lane, Moyock, NC 27958

---

David & Judith Gregg, 118 Parrish Point Lane, Moyock, NC 27958

---

Christopher S. & Kaile L. Sager, 116 Parrish Point Lane, Moyock, NC 27958

---

Jordan & Rachid Hassani, 114 Parrish Point Lane, Moyock, NC 27958

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Reed Taylor & Courtney Ann Wissman, 112 Parrish Point Lane, Moyock, NC 27958

---

Richard E. Warren, 110 Parrish Point Lane, Moyock, NC 27958

---

Allied Properties, LLC, Open Space A & B, Moyock, NC 27958

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**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
  2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
  3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
  4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
  5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
  6. Submit to District Engineer's Office.
- 

**FOR NCDOT USE ONLY:** Please check the appropriate block

☐ Rural Road    ☐ Subdivision platted prior to October 1, 1975    ☐ Subdivision platted after September 30, 1975

---

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.



General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Snoozy Manor Lane	10	0.07			
Anvil Bend Circle	10	0.06			
Alden Run	21	0.31			
<u>Name</u>	<u>Mailing Address</u>		<u>Telephone</u>		

### **Snoozy Manor Lane**

Stephen Goodwin, Laurie Gamage, & Sally M. Goodwin 100 Snoozy Manor Lane, Moyock, NC 27958

Jason & Miho Rooney, 103 Snoozy Manor Lane, Moyock, NC 27958

Timothy D. & McKenzie M. Popovich 102 Snoozy Manor Lane, Moyock, NC 27958

Kenneth M. Pollesel & Sheila R. York-Whitlock, 104 Snoozy Manor Lane, Moyock, NC 27958

Todd L. & Liany G. Pryor, 106 Snoozy Manor Lane, Moyock, NC 27958

Larry & Ginger K. Rueb, 108 Snoozy Manor Lane, Moyock, NC 27958

Shelbie N. & Peter N. Jacquelin, 109 Snoozy Manor Lane, Moyock, NC 27958

Shelby M. & Dustin Blaine Hill, 107 Snoozy Manor Lane, Moyock, NC 27958

Angela Jean & Gregory Alan Stallard, 105 Snoozy Manor Lane, Moyock, NC 27958

John William & Morgan Shelby Arnette, III, 101 Snoozy Manor Lane, Moyock, NC 27958

### **Anvil Bend Circle**

Terrance E. Muller 100 Anvil Bend Circle, Moyock, NC 27958

Sarah Ann & Aaron Robert Charles Walch, 102 Anvil Bend Circle, Moyock, NC 27958

Richard William & Laura McCarthy Bourgerie, 104 Anvil Bend Circle, Moyock, NC 27958

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Paul J. & Deborah L. Cunningham, 106 Anvil Bend Circle, Moyock, NC 27958

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William R. & Brittany A. Schmier, 108 Anvil Bend Circle, Moyock, NC 27958

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Megan M. Bettis, 109 Anvil Bend Circle, Moyock, NC 27958

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Wayne J. & Julie Bliss, 107 Anvil Bend Circle, Moyock, NC 27958

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Thomas Blair & Patti Mae Stone, 105 Anvil Bend Circle, Moyock, NC 27958

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Larry & Lara Crockin Towell, 103 Anvil Bend Circle, Moyock, NC 27958

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Aloysius J. & Patricia M. Brennan, Jr., 101 Anvil Bend Circle, Moyock, NC 27958

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### **Alden Run**

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Steven D. & Rosemary K. Nitsch, 105 Alden Run, Moyock, NC 27958

---

Alexander D. & Amber D. Wilbanks, 107 Alden Run, Moyock, NC 27958

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Paul A. & Susan L. Nielsen, 109 Alden Run, Moyock, NC 27958

---

Donald Stanley & Mary Ann Deleo, II, 102 Alden Run, Moyock, NC 27958

---

Wesley H. & Sherry D. Henry, 104 Alden Run, Moyock, NC 27958

---

Ian T. & Sheila P. Gill, 106 Alden Run, Moyock, NC 27958

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Wendy J. & Craig R. Williams, 108 Alden Run, Moyock, NC 27958

---

Allied Properties, LLC, Open Space D, E, & C/Future Phase, Moyock, NC 27958

---

Cody J. Womack, 111 Alden Run, Moyock, NC 27958

---

Adrienne Martin, 113 Alden Run, Moyock, NC 27958

---

Derick Wayne & Amanda Rochelle Harvey, 115 Alden Run, Moyock, NC 27958

---

Randy K. & Deane L. West, 117 Alden Run, Moyock, NC 27958

---

Colin Michael & Paige Elizabeth Ragsdale, 119 Alden Run, Moyock, NC 27958

---

Patrick A & Nell A. Tucker, 121 Alden Run, Moyock, NC 27958

---

Beverly J. Goble, Trustee, 123 Alden Run, Moyock, NC 27958

---

Nathan Allen & Kasey Jo Gipson, 123 Alden Run, Moyock, NC 27958

---

Robin Matthew & Marie Celynn Bercaw, 127 Alden Run, Moyock, NC 27958

---

Benjamin J. Weller, 103 Alden Run, Moyock, NC 27958

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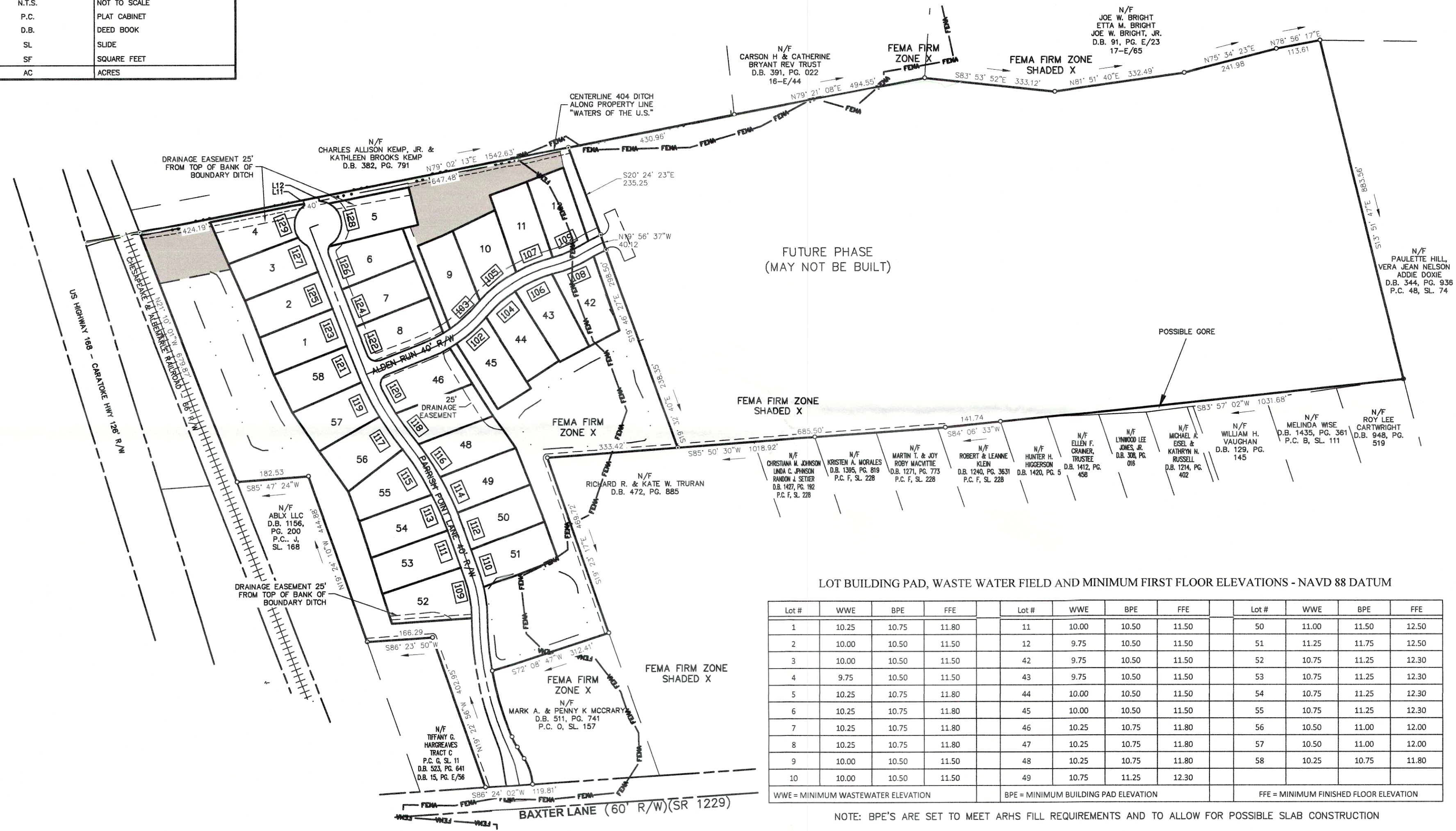


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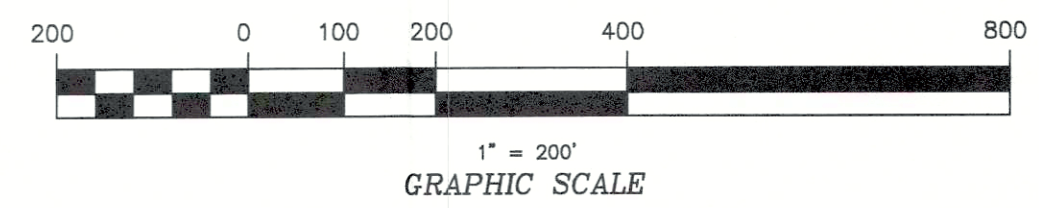
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LEGEND	
	ROADWAY CENTERLINE
	RIGHT-OF-WAY
	PROPERTY BOUNDARY
	ADJOINING PROPERTY LINE
	SHORELINE
	EXISTING CONCRETE MONUMENT
	SET CONCRETE MONUMENT
	SET IRON ROD
	EXISTING IRON ROD
	EXISTING IRON PIPE
	STREET ADDRESS
N.T.S.	NOT TO SCALE
P.C.	PLAT CABINET
D.B.	DEED BOOK
SL	SLIDE
SF	SQUARE FEET
AC	ACRES



LOT BUILDING PAD, WASTE WATER FIELD AND MINIMUM FIRST FLOOR ELEVATIONS - NAVD 88 DATUM											
Lot #	WWE	BPE	FFE	Lot #	WWE	BPE	FFE	Lot #	WWE	BPE	FFE
1	10.25	10.75	11.80	11	10.00	10.50	11.50	50	11.00	11.50	12.50
2	10.00	10.50	11.50	12	9.75	10.50	11.50	51	11.25	11.75	12.50
3	10.00	10.50	11.50	42	9.75	10.50	11.50	52	10.75	11.25	12.30
4	9.75	10.50	11.50	43	9.75	10.50	11.50	53	10.75	11.25	12.30
5	10.25	10.75	11.80	44	10.00	10.50	11.50	54	10.75	11.25	12.30
6	10.25	10.75	11.80	45	10.00	10.50	11.50	55	10.75	11.25	12.30
7	10.25	10.75	11.80	46	10.25	10.75	11.80	56	10.50	11.00	12.00
8	10.25	10.75	11.80	47	10.25	10.75	11.80	57	10.50	11.00	12.00
9	10.00	10.50	11.50	48	10.25	10.75	11.80	58	10.25	10.75	11.80
10	10.00	10.50	11.50	49	10.75	11.25	12.30				
WWE = MINIMUM WASTEWATER ELEVATION				BPE = MINIMUM BUILDING PAD ELEVATION				FFE = MINIMUM FINISHED FLOOR ELEVATION			

NOTE: BPE'S ARE SET TO MEET ARHS FILL REQUIREMENTS AND TO ALLOW FOR POSSIBLE SLAB CONSTRUCTION



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FAX (252) 261-760

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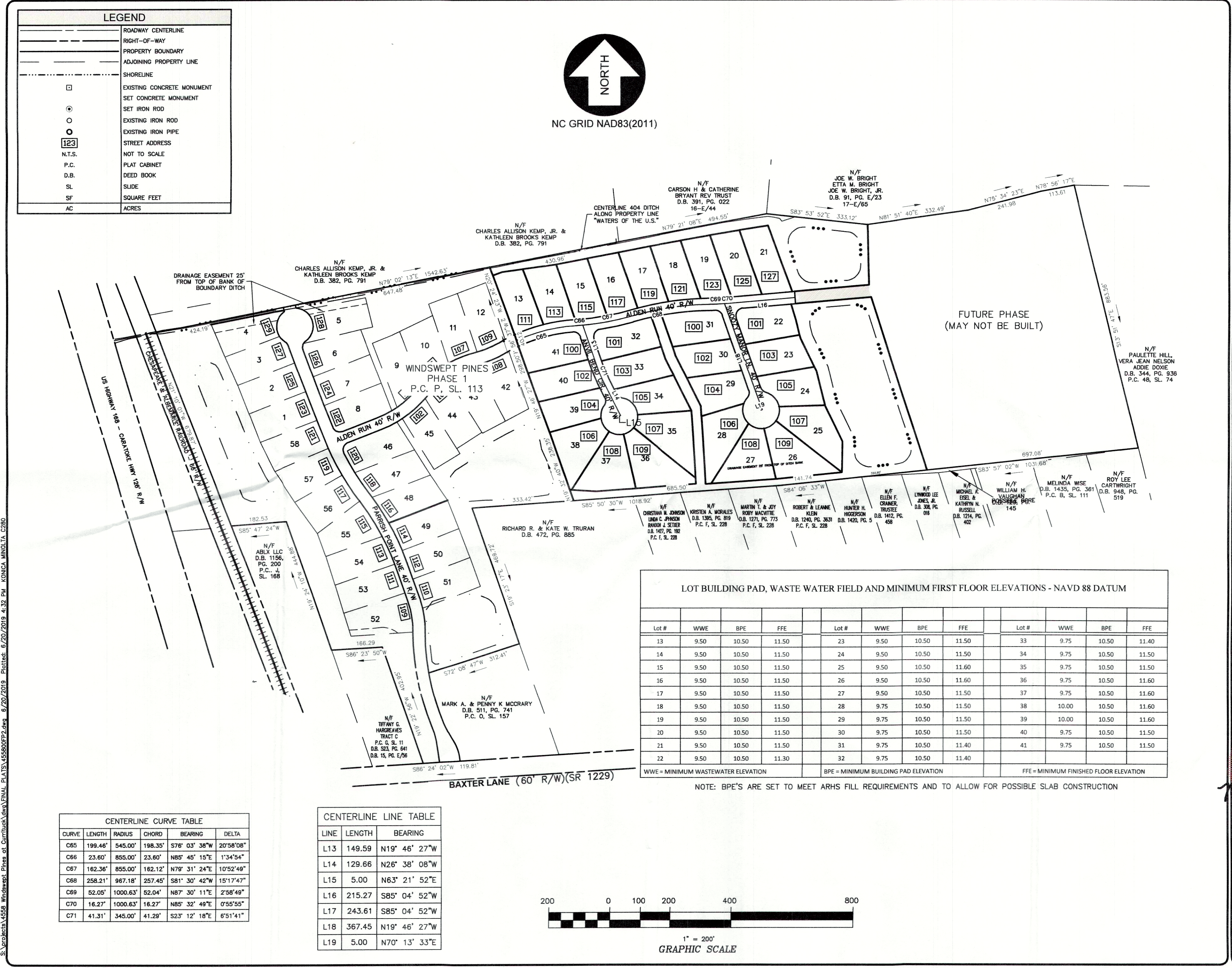
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PHASE 1  
FINAL PLAT

Moyock Township CURRITUCK COUNTY NORTH CAROLINA

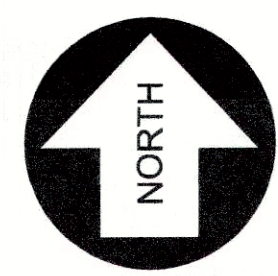
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PROJECT NO: 4558	





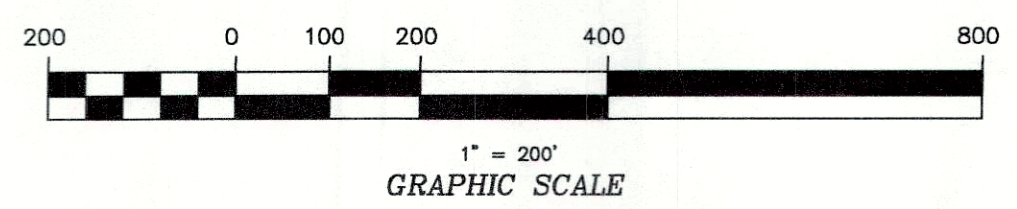
LEGEND	
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	RIGHT-OF-WAY
	PROPERTY BOUNDARY
	ADJOINING PROPERTY LINE
	SHORELINE
	EXISTING CONCRETE MONUMENT
	SET CONCRETE MONUMENT
	SET IRON ROD
	EXISTING IRON ROD
	EXISTING IRON PIPE
	STREET ADDRESS
N.T.S.	NOT TO SCALE
P.C.	PLAT CABINET
D.B.	DEED BOOK
SL	SLIDE
SF	SQUARE FEET
AC	ACRES



NC GRID NAD83(2011)

CENTERLINE CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	BEARING
C65	199.46'	545.00'	198.35'	S76° 03' 38"W
C66	23.60'	855.00'	23.60'	N85° 45' 15"E
C67	162.36'	855.00'	162.12'	N79° 31' 24"E
C68	258.21'	967.18'	257.45'	S81° 30' 42"W
C69	52.05'	1000.63'	52.04'	N87° 30' 11"E
C70	16.27'	1000.63'	16.27'	N85° 32' 49"E
C71	41.31'	345.00'	41.29'	S23° 12' 18"E

CENTERLINE LINE TABLE		
LINE	LENGTH	BEARING
L13	149.59	N19° 46' 27"W
L14	129.66	N26° 38' 08"W
L15	5.00	N63° 21' 52"E
L16	215.27	S85° 04' 52"W
L17	243.61	S85° 04' 52"W
L18	367.45	N19° 46' 27"W
L19	5.00	N70° 13' 33"E



LOT BUILDING PAD, WASTE WATER FIELD AND MINIMUM FIRST FLOOR ELEVATIONS - NAVD 88 DATUM											
Lot #	WWE	BPE	FFE	Lot #	WWE	BPE	FFE	Lot #	WWE	BPE	FFE
13	9.50	10.50	11.50	23	9.50	10.50	11.50	33	9.75	10.50	11.40
14	9.50	10.50	11.50	24	9.50	10.50	11.50	34	9.75	10.50	11.50
15	9.50	10.50	11.50	25	9.50	10.50	11.60	35	9.75	10.50	11.50
16	9.50	10.50	11.50	26	9.50	10.50	11.60	36	9.75	10.50	11.60
17	9.50	10.50	11.50	27	9.50	10.50	11.50	37	9.75	10.50	11.60
18	9.50	10.50	11.50	28	9.75	10.50	11.50	38	10.00	10.50	11.60
19	9.50	10.50	11.50	29	9.75	10.50	11.50	39	10.00	10.50	11.60
20	9.50	10.50	11.50	30	9.75	10.50	11.50	40	9.75	10.50	11.50
21	9.50	10.50	11.50	31	9.75	10.50	11.40	41	9.75	10.50	11.50
22	9.50	10.50	11.30	32	9.75	10.50	11.40				
WWE = MINIMUM WASTEWATER ELEVATION				BPE = MINIMUM BUILDING PAD ELEVATION				FFE = MINIMUM FINISHED FLOOR ELEVATION			

NOTE: BPE'S ARE SET TO MEET ARHS FILL REQUIREMENTS AND TO ALLOW FOR POSSIBLE SLAB CONSTRUCTION

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PROJECT:

**WINDSWEPT PINES  
PHASE 2  
FINAL PLAT**

MOYOCK TOWNSHIP

CURRITUCK COUNTY

NORTH CAROLINA

REVISIONS	NO.	DATE	DESCRIPTION	BY	CHKD
	1	05-22-19	TRC COMMENTS	MSB	DMK
	2	05-22-19		MDB	MSB

DATE: 05-22-19 SCALE: 1"=200'

DRAWN: MSB CHECKED: DMK

SHEET: 2 OF 4

CAD FILE: 455800FP2

PROJECT NO: 4558

S:\projects\4558 Windswept Pines at Currituck\dwg\FINAL PLATS\455800FP2.dwg 8/20/2019 4:32 PM KONICA MINOLTA C280





July 24, 2020

Ms. Leeann Walton  
 Clerk to the Board of Commissioners  
 Currituck County  
 153 Courthouse Road, Suite 204  
 Currituck, NC 27929

**RE: Petitions to NCDOT to Accept Parrish Point Lane, Alden Run, Snoozy Manor Lane, and Anvil Bend Circle into the State Roadway System**

Dear Leeann:

We are requesting that Currituck County consider submitting an NCDOT Petition for Road Addition for four streets located at Windswept Pines off of Baxter Lane in Moyock. There are sufficient occupied homes on each of these roads to meet the requirements for addition into the State's roadway system.


We are therefore asking the County Commissioners to adopt a resolution to make this petition to NCDOT at the Board's next opportunity.

Along with the petition, we are including the overview sheet from the recorded Subdivision Plat along with an Encroachment Agreement that covers utilities located within the right-of-way for inclusion with the request.

It is my understanding that if the County Commissioners act favorably on adopting the resolution, the petition can then be forwarded to the District Engineer's office in Elizabeth City.

Thank you for assisting us with this request.

Sincerely,  
 Bissell Professional Group



Mark S. Bissell, P.E.



## CURRITUCK COUNTY NORTH CAROLINA

July 20, 2020

Minutes – Regular Meeting of the Board of Commissioners

### WORK SESSION

#### 1. 5:00 PM Campgrounds Discussion

The Board of Commissioners met at 5:00 PM for a work session to discuss campgrounds in Currituck County. Commissioners wanted to gather input from current operators, potential operators and citizens within the community to assist with developing a plan to allow campgrounds as a use in the county going forward.

Planning and Community Development Director, Laurie LoCicero, provided a history of campgrounds in Currituck County and a timeline in which campground regulations were developed, which ultimately resulted in campgrounds becoming a non-conforming use.

Commissioners expressed a desire to allow campgrounds in the county and relayed concerns and ideas for implementation to staff. These included ensuring proper site locations, consistency with code enforcement, requiring a use permit process for approvals, having concise definitions to eliminate interpretation, particularly with regard to permanent structures, and methods to bring current, non-conforming uses into compliance over time.

Following discussion, Commissioners directed staff to hold individual meetings with the each of the county's current campground operators. Separate meetings are to be held for potential operators and community members. Feedback from stakeholder meetings, along with sample ordinance language for consideration, will be brought back to the Board. The work session concluded at 5:49 PM.

#### 6:00 PM CALL TO ORDER

The Currituck County Board of Commissioners met at 6:00 PM in regular session in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Absent	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	



Chairman White was not in attendance. Vice-Chairman Mike Payment called the meeting to order.

#### **A) Moment of Silence & Pledge of Allegiance**

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

#### **B) Approval of Agenda**

Vice-Chairman Payment acknowledged the absence of Chairman White.

Commissioner McCord moved to amend the agenda by continuing Old Business Item PB 19-20, Flora Farm rezoning, to the Sept 21, 2020 regular meeting. He removed New Business Item A, Consideration and Possible Action on the Adoption of the Strategic Plan. The Strategic Plan will be considered at the August 3, 2020 meeting.

Commissioner J. Owen Etheridge seconded the motion. The motion carried and the agenda was approved as amended.

Approved agenda:

#### **Work Session**

5:00 PM Campgrounds Discussion

#### **6:00 PM Call to Order**

A) Moment of Silence & Pledge of Allegiance

B) Approval of Agenda

#### **Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.*

#### **Commissioner's**

#### **Report**

#### **County Manager's**

#### **Report**

#### **Public Hearings**

A) **HPC 20-01 M.C. Poyner House:** Anthony Agreste is requesting to designate his property as a historical landmark. The house is located on 1.44 acres and is located at 219 Shingle Landing Road, Moyock, Parcel Identification Number

014B-000-0026-0000, Moyock Township.

- B) PB 19-14 Moyock Farms:** Request for an amended Preliminary Plat/Use Permit for a 31 lot Traditional Development located at 1216 Caratoke Highway, Parcel Identification Number 0023-000-0007-0000, Moyock Township.
- C) PB 19-24 New Bridge Creek Estates:** Request for a Preliminary Plat/Use Permit for a 37 lot Conservation Subdivision located off Caratoke Highway, Parcel Identification Number 0031-000-064N-0000, Moyock Township.

### Old Business

- ~~A) **PB 19-20 Flora Farm: Rezone 224.44 acres from Agricultural (AG) to Planned Development-Residential (PD-R) for property located in Moyock immediately south of Eagle Creek subdivision and Moyock Middle School. The request includes 285 single-family dwelling lots, up to 100,000 sf commercial, 125 upper story dwelling units, and a 22 acre school site. Agenda was amended and this item was continued to the September 21, 2020 Board of Commissioners meeting.**~~

### New Business

- ~~A) **Consideration and Possible Action to Adopt the Strategic Plan for Currituck County. Agenda was amended and this item was continued to August 3, 2020 Board of Commissioners meeting.**~~
- B) Consideration and Action on a Resolution to Approve the Regional Hazard Mitigation Plan for Currituck County**
- C) Consent Agenda**
1. Approval Of Minutes-Covid-19 Special Meeting 3-30-2020; Regular Meeting 6-15- 2020
  2. Surplus Resolution-Commercial Washer, Detention Center
  3. Surplus Resolution-Tourism, Vehicle
  4. Maritime Museum-Change Order #2
  5. Corolla ABC Store-Change Order #1
  6. Consideration of an Agreement between Currituck County and FEMA for Integration of Communication Technology and to Authorize County Manager to Execute the Memorandum

7. Designation of NCACC Voting Delegate and Alternate for Currituck County
8. Petition for Road Addition-Kilmarlic Subdivision-Long Point, Sullivans, Dexter, Forbes, Hillock, Duncans Way, Kilmarlic Club

### **Closed Session**

Closed Session Pursuant to G.S. 143-318.11(a)(6) to Discuss a Personnel Matter

### **Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

### **PUBLIC COMMENT**

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.***

Vice-Chairman Payment opened the Public Comment period.

Josh Bass, Chair of the Historic Preservation Commission, thanked Commissioners for creating the Historic Preservation Commission to provide the opportunity to preserve historic properties in the county through the historic landmark designation process.

No others were signed up nor wished to speak and the Public Comment period was closed.

### **COMMISSIONER'S REPORT**

Commissioner Beaumont thanked county staff for putting on the fireworks display this year. He said people respected safety protocols and visitors appreciated it. He said the beach is busier than it's ever been, and he presented Corolla visitor statistics for May and June and Corolla Ocean Rescue stats, with no ocean losses. He reported Currituck County ambulances are now equipped with ultrasound devices.

Commissioner Mary Etheridge reminded everyone to check on their elderly neighbors and take care of pets during the hot weather.

Commissioner Payment provided the county's Covid-19 case update as reported by Albemarle Regional Health Services.

Commissioner McCord reiterated Commissioner Mary Etheridge's sentiments regarding the hot weather. He reported on a recent Back the Blue ride in support of law enforcement, which began in Currituck and ended in Chowan County. He discussed two ocean rescues

he witnessed over the weekend and acknowledged the first responders and citizens who assisted.

Commissioner J. Owen Etheridge offered his congratulations on the fireworks show held at Eagle Creek Golf Course over the weekend. Referring to two recent accidents, he asked that a letter be sent to the North Carolina Department of Transportation to request installation of a traffic light at Baxter Lane and Caratoke Highway. He, too, acknowledged and thanked first responders.

Commissioner Jarvis recognized Currituck County Sheriff's office, fire departments, North Carolina Wildlife Resources Commission officers, and Ocean Rescue for keeping citizens and visitors safe. She announced Shawboro Elementary's high completion rate of on-line health assessments earned them a \$5,000 award from Trillium Health. Commissioner Jarvis asked everyone to practice patience when driving through the County and to allow extra time for traffic. Commissioner J. Owen Etheridge added that farm equipment also moves up and down the roadways.

### COUNTY MANAGER'S REPORT

Ben Stikeleather, County Manager, updated the Board on construction projects, including the ABC Store, Public Safety building, and Shingle Landing Park. He announced an upcoming Covid-19 testing clinic to be held in Corolla by Albemarle Regional Health Services, the agency who facilitates Covid-19 testing and reporting for Currituck County.

### PUBLIC HEARINGS

#### A. HPC 20-01 M.C. Poyner House:

APPLICATION SUMMARY	
<b>Property Owner:</b> Anthony Agreste 219 Shingle Landing Road Moyock, NC 27958	<b>Applicant:</b> Anthony Agreste 219 Shingle Landing Road Moyock, NC 27958
<b>Case Number:</b> HPC 20-01	<b>Application Type:</b> Local Historic Landmark
<b>Parcel Identification Number:</b> 014B-000-0026-0000 <b>Property Address:</b> 219 Shingle Landing Road	<b>Existing Use:</b> Single-Family Dwelling
<b>Property Listed in Inventory:</b> Yes	<b>Inventory Property Number:</b> CK0237
<b>Property Name:</b> M.C. Poyner House	

Anthony and Virginia Agreste, owners of the M.C. Poyner House have submitted a complete application for Local Historic Landmark Designation.

Staff reviewed the material submitted and issued a Local Landmark Designation Report to the State Historic Preservation Office (the "SHPO") on April 23, 2020. On May 22, 2020 the SHPO issued a letter indicating that the report satisfies all of the requirements outlined in the HPO guidelines and provides sufficient information to determine whether the M.C. Poyner House possesses the requisite special local significance and integrity for local historic landmark designation.

#### Staff Recommendation:

Staff recommends approval of the ordinance designating the M.C. Poyner House at 219 Shingle Landing Road as a Local Historic Landmark.

#### **Historic Preservation Commission (HPC):**

The HPC held a public hearing on July 1, 2020 at 5:30PM in the Historic Currituck Courthouse. Jennie Turner, Planner II presented the Local Landmark Report and the proposed designating ordinance. Virginia Agreste, property owner, spoke to the commission requesting approval. The HPC recommended that the Board of Commissioners designate the property as a local historic landmark.

County Planner, Jennie Turner, provided an overview of the application requesting an historic landmark designation for the M.C. Poyner House, located in Moyock, North Carolina. She reviewed the process followed for identification of historic sites in the county and criteria for historic designation. Comments from the North Carolina Historical Preservation Commission were presented. Ms. Turner used a powerpoint to display photos of the property while describing the structure's historical significance. Ms. Turner said staff recommends approval of the designation, and she responded to questions posed by Commissioners. Virginia Agreste, property owner and applicant, spoke briefly about the home's Victorian architecture and thanked the Board for the opportunity.

Commissioner Payment opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Commissioner J. Owen Etheridge moved for approval of the Ordinance designating the M.C. Poyner House as a local Historic Landmark in Currituck County because the applicant has demonstrated that the property has both architectural and historical significance, and the property retains integrity of its design, setting, workmanship and materials.

Commissioner Jarvis seconded the motion. The motion carried.

## **COUNTY OF CURRITUCK**

### **ORDINANCE DESIGNATING A LOCAL HISTORIC LANDMARK**

#### **M.C. POYNER HOUSE**

#### **219 SHINGLE LANDING ROAD, MOYOCK, NORTH CAROLINA**

WHEREAS, Chapter 160A-400.5 of the North Carolina General Statutes provides for the designation of historic landmarks; and

WHEREAS, Currituck County has created a Historic Preservation Commission (the "commission") as a historic preservation commission having the authority to exercise the powers and duties conferred by Section 2-266 of the Currituck County Code of Ordinances; and

WHEREAS, the M.C. Poyner House is located at 219 Shingle Landing Road in Moyock, North Carolina and bearing tax parcel number 014B-000-0026-0000 ("the Property"); and

WHEREAS, the Property is owned by Anthony and Virginia Agreste who consented to the landmark designation; and

WHEREAS, the commission issued a Local Landmark Designation Report in June 2020, recommending designation of the Property as a local historic landmark; and

WHEREAS, as set forth in the detail in the Local Landmark Designation Report, the commission has determined that the Property is of special significance in terms of its historical and architectural importance and possesses integrity of design, setting, workmanship, materials, feelings, and association; and

WHEREAS, the Landmark Designation Report was submitted to the State Historic Preservation Office (“SHPO”) of the North Carolina Department of Cultural Resources for review and comment; and

WHEREAS, the SHPO reviewed the Local Landmark Designation Report and issued a letter of comment dated May 22, 2020 in which it noted that the “M.C. Poyner House located in the Town of Moyock at 219 Shingle Landing Road was built in 1899 and appears to be an intact and excellent example of the Queen Anne style of architecture with Eastlake decorative elements. The Poyner House retains many of its original architectural details.” And the “M.C. Poyner House is one of the small class of the more high-style interpretations of the Queen Anne in Currituck County and the best preserved example in Moyock.” and

WHEREAS, the commission held a duly-noticed public hearing on July 1, 2020, with respect to this ordinance and designation of the Property as a local historic landmark as contemplated herein, and following said hearing voted to confirm its recommendation that the Currituck County Board of Commissioners designate the Property as a local historic landmark; and

WHEREAS, the Currituck County Board of Commissioners held a duly-noticed public hearing on July 20, 2020, with respect to this ordinance and designation of the Property as a local historic landmark as contemplated herein, and following said hearing voted to confirm its recommendation that the Currituck County Board of Commissioners designate the Property as a historic landmark; and

WHEREAS, the Currituck County Board of Commissioners has taken into full consideration any information offered at the public hearing and the information contained in the commission’s Landmark Designation Report; and

WHEREAS, the Currituck County Board of Commissioners finds that the Property is of special historical, architectural, and cultural significance, and possesses integrity of design, setting, workmanship, materials, feelings, and/or association, as described in the Landmark Designation Report and the SHPO comment letter; and

WHEREAS, the Currituck County Board of Commissioners finds the Property’s preservation should be encouraged and ensured.



NOW, THEREFORE, BE IT ORDAINED as follows:

**Section 1:** Currituck County Board of Commissioners hereby designates the M.C. Poyner House located at 219 Shingle Landing Road in Moyock, North Carolina as a Local Historic Landmark, to include the entire parcel and all exterior features of the Property.

**Section 2:** The review process provided by Section 2-271 of the Currituck County Code of Ordinances as amended shall be observed prior to demolition, alteration, rehabilitation, restoration, or removal of any exterior elements of the designated Property.

**Section 3:** In the event relocation, demolition or destruction of the Property is authorized as provided by law, such action may be delayed up to 365 days as provided by Section 2-274 of the Currituck County Code of Ordinances.

**Section 4:** Nothing herein shall be construed to prevent or delay the ordinary maintenance or repair or any exterior feature of a historic local landmark, provided such maintenance or repair does not involve a change in design, material or appearance of the historic local landmark; the construction, alteration, relocation, or demolition of any feature, building or structure when the chief building inspector certifies to the commission that action is necessary to the public health or safety because of unsafe or dangerous conditions; or the maintenance of, or, in the event of an emergency, the immediate restoration of any existing above ground utility structure without approval by the commission.

**Section 5:** Nothing herein shall be construed to prevent the owner of the historic landmark from making any use of the historic landmark not prohibited by other statutes, ordinances or regulations. Owners of locally designated historic landmarks are expected to be familiar with and to follow the *Currituck County Historic Landmark Design Guidelines*, the guidelines used by the commission to evaluate proposed alterations or additions.

**Section 6:** That a suitable sign or plaque may be posted indicating that said property has been designated as a local historic landmark.

**Section 7:** That the owners of the local historic landmark known as the M.C. Poyner House shall be given notice of this ordinance as required by applicable law and that copies of this ordinance be filed and indexed in the office of the Currituck County Register of Deeds as required by applicable law.

**Section 8:** That which is designated as a local historic landmark shall be subject to Chapter 160A, Article 19, Part 3C of the General Statutes of North Carolina as amended.

ADOPTED and effective the \_\_\_\_ day of \_\_\_\_\_, 2020.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** J. Owen Etheridge, Commissioner  
**SECONDER:** Selina S. Jarvis, Commissioner  
**AYES:** Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner  
**ABSENT:** Bob White, Chairman

**B. PB 19-14 Moyock Farms:****APPLICATION SUMMARY**

<b>Property Owner:</b> Eagle Auto Auction 2035 Dewald Rd Chesapeake VA 23322	<b>Applicant:</b> Moyock Farms LLC Sam Miller 111 Currituck Commercial Dr Suite B Moyock NC 27958
<b>Case Number:</b> PB 19-14	<b>Application Type:</b> Amended Preliminary Plat/Use Permit
<b>Parcel Identification Number:</b> 0023-000-0007-00000	<b>Existing Use:</b> Cultivated Farmland
<b>Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> 100
<b>Moyock Small Area Plan Classification:</b> Limited Service	<b>Zoning:</b> General Business (GB)
<b>Number of Units:</b> 31	<b>Project Density:</b> .31 units/acre
<b>Required Open Space:</b> 30%	<b>Provided Open Space:</b> 30.07%

**ADEQUATE PUBLIC FACILITIES – SCHOOLS<sup>1</sup>**

School	Actual Capacity <sup>2</sup>	Committed Capacity <sup>2</sup>	Proposed Capacity Changes
			Number of Students
Moyock Elementary Shawboro Elementary Central Elementary	92%	118%	+7.75
Moyock Middle Currituck Middle	82%	96%	+2.48
Currituck High JP Knapp Early College	84%	104%	+4.34

<sup>1</sup>Does not include minor subdivisions, exempt subdivisions, and subdivisions approved prior to the adoption of the adequate public facilities ordinance (October 1994)

<sup>2</sup>Capacity percentages are based on the 2021 classroom standards

**SURROUNDING PARCELS**

	LAND USE	ZONING
NORTH	PROPOSED HIGH RESIDENTIAL DENSITY/LIMITED COMMERCIAL PLANNED DEVELOPMENT (FOST)	PD-R & AG

SOUTH	LOW DENSITY RESIDENTIAL	SFM
EAST	LOW DENSITY RESIDENTIAL/CULTIVATED FARMLAND	AG
WEST	LOW DENSITY RESIDENTIAL/ PROPOSED HIGH RESIDENTIAL DENSITY/LIMITED COMMERCIAL PLANNED DEVELOPMENT	PD-R & SFM

The Board of Commissioners originally approved the preliminary plat/use permit (attached) for this 31 lot residential development on August 5, 2019. The applicant is requesting amended preliminary plat/use permit approval to remove the subdivision's access to Caratoke Highway. The subdivision will have access through the Fost Development to the north. It is important to note that the subdivisions still exceeds the minimum Connectivity Index Score with removal of this access. The subdivision consists of 100 acres and proposes a minimum lot size of 2 acres with over 30 acres reserved for open space to be reforested. The residential lots will have access to county water and will use on-site septic.

A "Right of Access for Subdivision Entrance" agreement has been reached with the developer of Fost, a copy of which is attached to this staff report. Acquiring access through Fost and eliminating the Caratoke Highway access has alleviated the Technical Review Committee's safety concerns regarding a new, potentially unsignalized, railroad crossing to Caratoke Highway. A Connection Detail where the two subdivisions join is included on Sheet 4 of the attached plan set.

There are no other requested changes. All other infrastructure and design elements remain the same.

INFRASTRUCTURE	
WATER	PUBLIC
SEWER	SEPTIC
TRANSPORTATION	PEDESTRIAN: 5' ADA COMPLIANT SIDEWALKS ON BOTH SIDES OF ALL STREETS CONNECTIVITY SCORE: MINIMUM = 1.4 PROPOSED = 2
STORMWATER/DRAINAGE	VEGETATIVE CONVEYANCES, VEGETATIVE BUFFERS, WET-DETENTION BMPs, LOT LINE SWALES TO NCDOT DESIGNED ROADS
LIGHTING	NONE PROPOSED
LANDSCAPING	STREET TREES, MAJOR ARTERIAL STREETSCAPE (WHERE VISIBLE FROM HIGHWAY), TYPE B PERIMETER BUFFER ALONG ALL PROPERTY LINES EXCEPT THE RAILROAD/CARATOKA HIGHWAY PROPERTY LINE.
PARKING	OFF-STREET ON INDIVIDUAL LOTS BASED ON BEDROOM COUNT
RECREATION AND PARK AREA DEDICATION	THE COUNTY WILL BE ACCEPTING A FEE-IN-LIEU OF RECREATION AND PARK AREA DEDICATION.

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends adoption of the use permit and approval of the preliminary plat subject to the following conditions of approval:

1. The application complies with all applicable review standards of the UDO
2. The applicant demonstrates the proposed use will meet the use permit review standards of the UDO.
3. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. Install perimeter ditches in a way that both serves the new subdivision and improves conditions for Ranchland.
  - b. Deepen, lay back (6:1 slopes), and put existing ditch on proper grade where permission can be obtained from the adjoining property owners. If permission is not forth coming, install a parallel ditch as approved by stormwater staff.

## USE PERMIT REVIEW STANDARDS

A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary staff findings

THE USE WILL NOT ENDANGER THE PUBLIC HEALTH OR SAFETY.

### Preliminary Staff Findings:

1. Acquiring access through Fost and eliminating the Caratoke Highway access has alleviated the Technical Review Committee's safety concerns regarding a new Rail Road crossing to Caratoke Highway.

### Applicant Findings:

1. Stormwater management will be provided in accordance with the current Currituck County stormwater manual and the UDO. Two large stormwater retention ponds will be constructed to manage and retain stormwater in excess of the referenced requirements. Surrounding drainage ditches will be improved and/or new ditches constructed in parallel to improve existing drainage conditions.
2. Albemarle Regional Health Services has evaluated each of the 31 lots for suitability for wastewater disposal and has established criteria for the approval of wastewater disposal system for each lot.
3. The project is being designed in accordance with the NC Department of Energy, Mineral, and Land Resources sedimentation and erosion control standards, and will therefore minimize erosion and will contain siltation on site.
4. The subdivision entrance that involved a railroad crossing has been eliminated. Roadway connectivity is being provided to the adjacent Fost property.

THE USE WILL NOT INJURE THE VALUE OF ADJOINING OR ABUTTING LANDS AND WILL BE IN HARMONY WITH THE AREA IN WHICH IT IS LOCATED.

### Preliminary Staff Findings:

1. The density is similar to that of Ranchland Subdivision and the proposed residential subdivision will be surrounded by residential uses, so it will be in harmony with the area in which it is located.

### Applicant Findings:

1. Land to the west and south has been developed into single family homes; the land to the north has been approved for a Planned Development; land to the east across Caratoke Highway is farmland and single family lots. This tract will be developed into lots that are larger than the adjacent Ranchland subdivision; in addition, over 30% of the land will be preserved as open space. Drainage improvements will be made that will benefit both the new subdivision and the existing subdivision. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area, and it is believed will be a benefit to the value of the adjacent community.

THE USE WILL BE IN CONFORMITY WITH THE LAND USE PLAN OR OTHER OFFICIALLY ADOPTED PLANS.

**Preliminary Staff Findings:**

1. The Moyock Small Area Plan classifies this area as Limited Service. The proposed development density of .31 units per acre is well below the 1-1.5 units per acre envisioned in the Moyock Small Area Plan
2. The Land Use Plan classifies this area as Full Service. The proposed density is only .31 units per acre, well below the densities of 2-4 units per acre envisioned in the Land Use Plan.

**Relevant MSAP and 2006 LUP Policies:**

1. MSAP Policy TR2: Ensure that all development is designed with an interconnected, multi-modal transportation network between neighborhoods, activity centers, and other destinations to improve mobility and emergency access. Development of an interconnected road network for local residential traffic is strongly encouraged. (The development is connecting streets and sidewalks to the Fost Planned Development.)
2. MSAP Policy IS4: Ensure that stormwater runoff, soil erosion, and sedimentation is properly managed to reduce nuisance flooding and pollution of sensitive environmental areas. (Stormwater staff has expressed a concern for ponding on the site. The developer has a plan to improve drainage on this site and areas of Ranchland subdivision.)
3. MSAP Policy FLU1: Promote compatibility between new development and existing development to avoid adverse impacts to the existing community. (The development has similar densities to existing surrounding subdivisions and the applicant is proposing to reforest open space to add a visual buffer around the sides and rear of the property.)
4. MSAP Policy CC1: Encourage and foster development that is compatible with rural atmosphere, transitional areas, and a small town main street fell consistent with the vision, policies, and future land use of this plan. (The development is rural in nature with two plus acre lots and over 30% open space.)
5. LUP Policy ES1: New development shall be permitted to locate only in areas with SUITABLE SOIL and where ADEQUATE INFRASTRUCTURE is available. For existing development located on poor soils and where sewage treatment upgrades are necessary, engineer solutions may be supported, provided that environmental concerns are fully addressed. (County water is available to the site and ARHS is requiring engineered designed septic systems for each lot.)
6. LUP Policy HN1: Currituck County shall encourage development to occur at densities appropriate for the location. (At .31 units per acre, the density well below the 2-4 units per acre allowed in the LUP.)
7. LUP Policy TR4: ACCESS TO THE COUNTY'S MAJOR ROADWAYS shall be managed so as to preserve the intended purpose of the highway, protect taxpayer dollars invested, and minimize hazardous turning movements in and out of traffic flows.
8. LUP Policy TR8: Local streets shall be designed and built to allow for convenient CIRCULATION WITHIN AND BETWEEN NEIGHBORHOODS and to encourage mobility by pedestrians and bicyclists. (The development is connecting its roads and sidewalks to the Fost Planned Development.)
9. LUP Policy PP2 Currituck County shall continue to implement a policy of ADEQUATE PUBLIC FACILITIES, sufficient to support associated growth and development. (Schools are at or over planned capacity in Moyock. The BOC may require phasing of the project and limit the number of lots allowed within each phase. Other public facilities are sufficient to serve the development.)

THE USE WILL NOT EXCEED THE COUNTY'S ABILITY TO PROVIDE ADEQUATE PUBLIC FACILITIES, INCLUDING, BUT NOT LIMITED TO: SCHOOLS, FIRE AND RESCUE, LAW ENFORCEMENT, AND OTHER COUNTY FACILITIES. APPLICABLE STATE STANDARDS AND



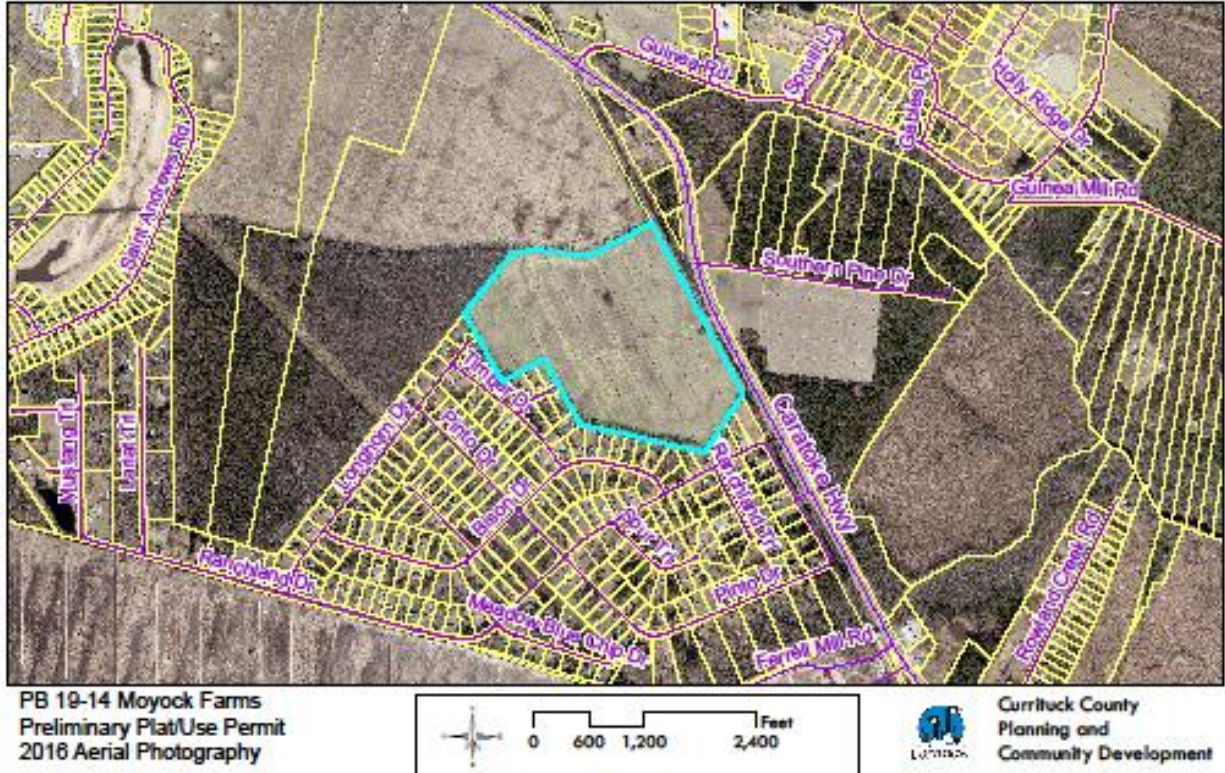
GUIDELINES SHALL BE FOLLOWED FOR DETERMINING WHEN PUBLIC FACILITIES ARE ADEQUATE.

**Preliminary Staff Findings:**

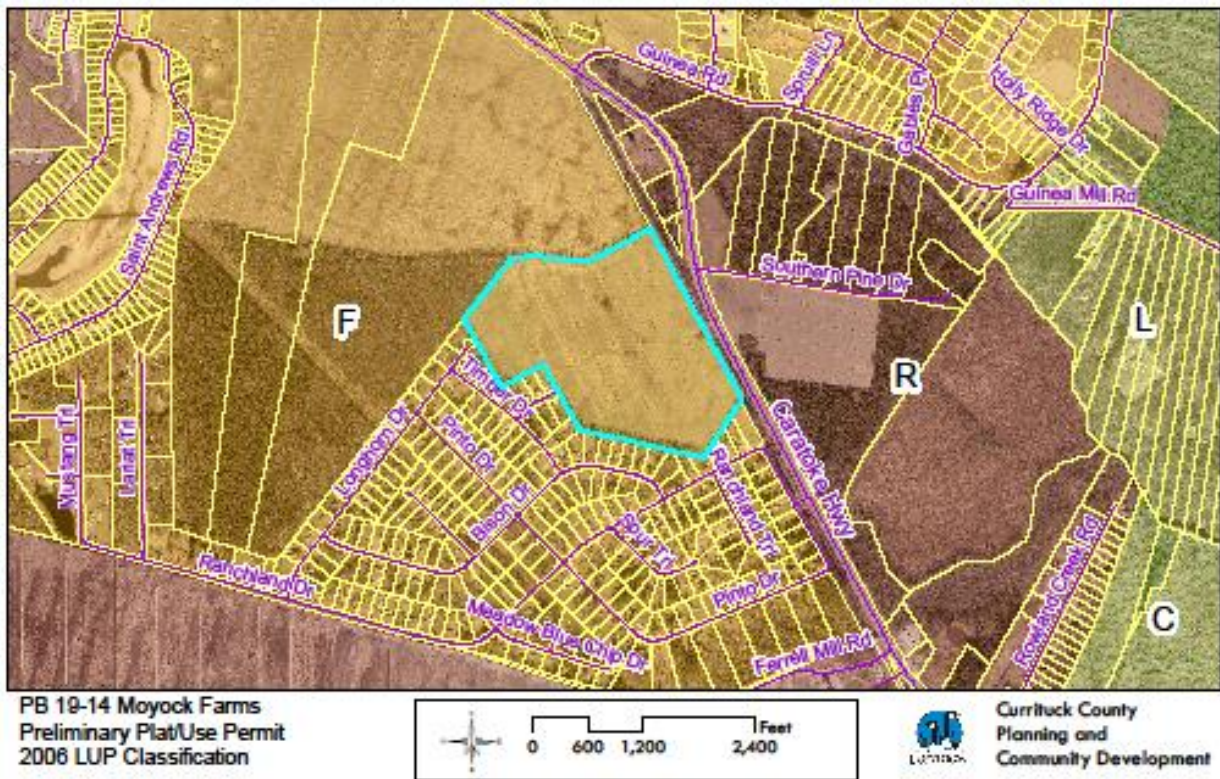
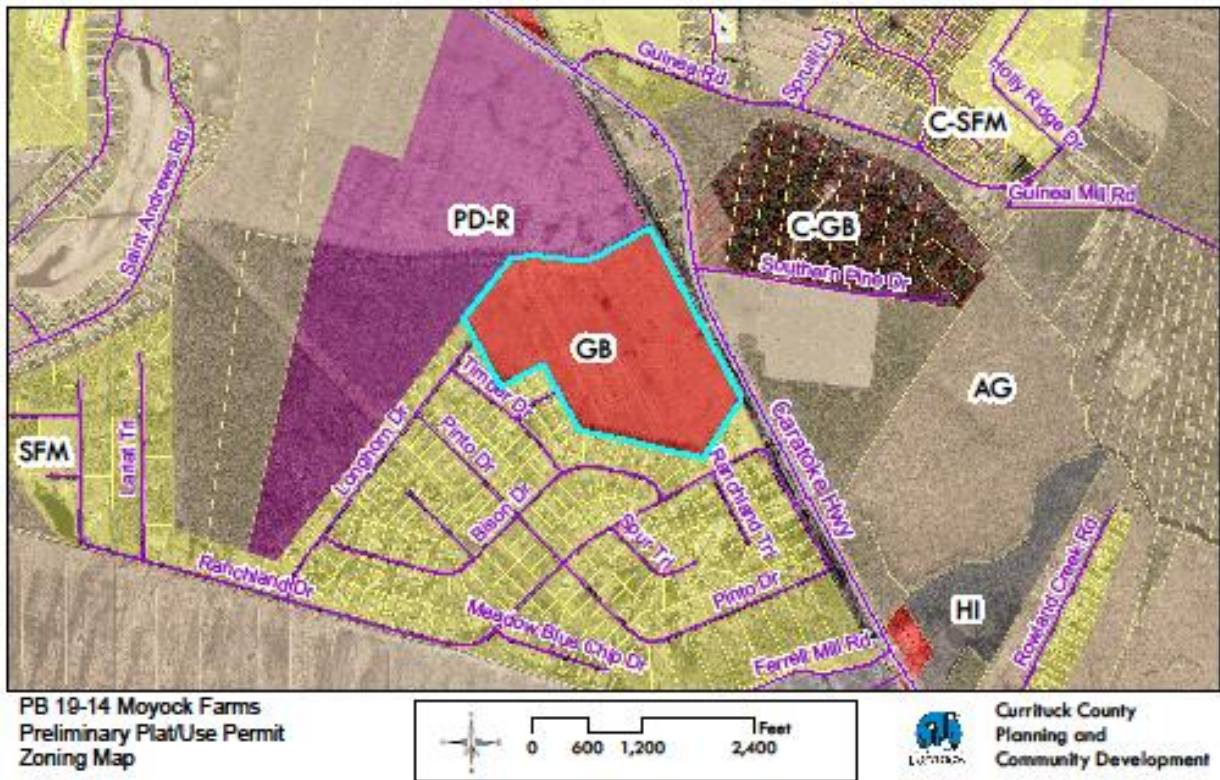
1. Schools are at or over the 2021 committed capacity in Moyock in the elementary and high school groups. The BOC may propose additional conditions of approval such as timing limits on residential building lots or units available for occupancy to ensure adequate public facilities remain sufficient to serve the development.
2. Other public facilities are sufficient to serve the development.

**Applicant Findings:**

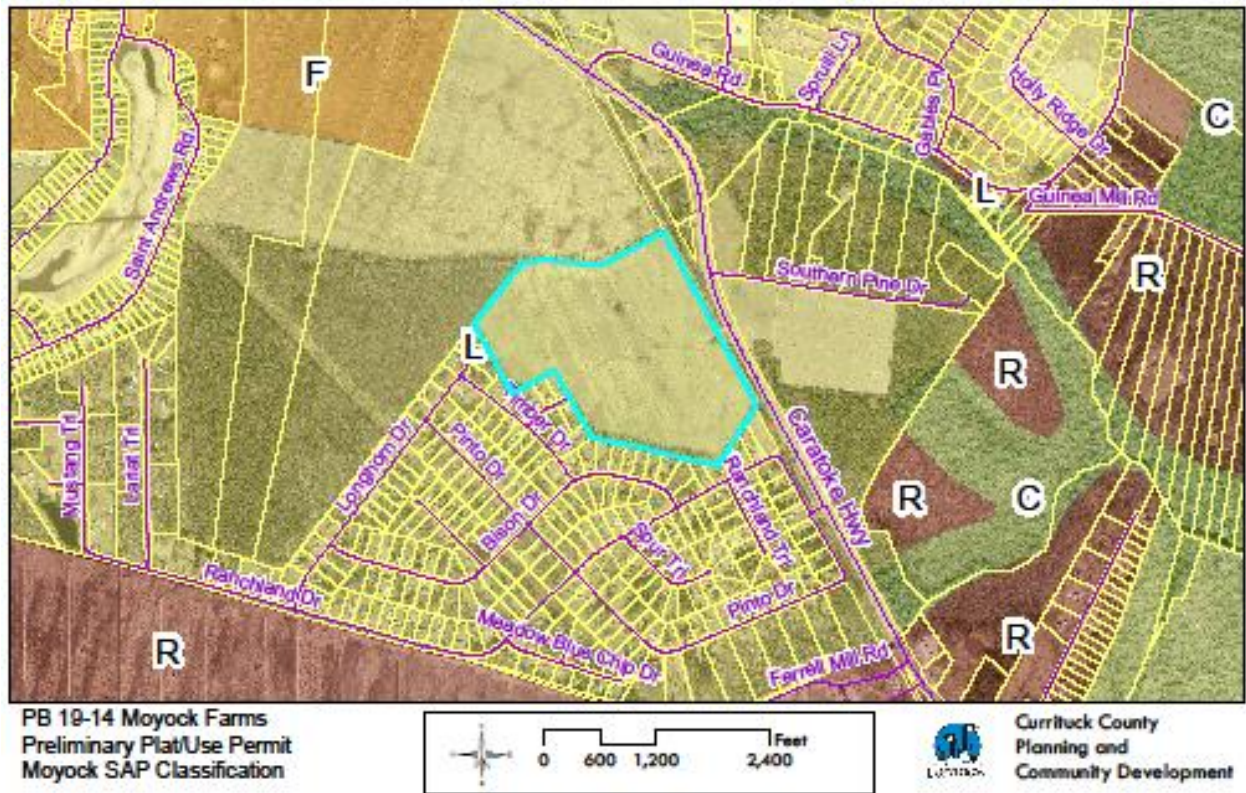
1. Currituck County has adequate public facilities to serve the proposed subdivision.











Parties to testify were sworn in and Laurie LoCicero, Planning and Community Development Director, reviewed the application to amend the preliminary plat/Use Permit for Moyock Farms subdivision. Using a powerpoint, Ms. LoCicero reviewed the original application and the requested change which will provide access to Moyock Farms through the neighboring Fost Tract in lieu of crossing over the railroad tracks. Use permit review standards were presented. Ms. LoCicero said the Technical Review Committee recommends approval.

Engineer Mark Bissell, Bissell Professional Group, testified on behalf of the applicant in support of approval of the request. He said the change addresses Board concerns with the access being provided over the railroad crossing. He requested that the ditch slope be modified to a 3:1 slope, as discussed at the initial hearing. Mr. Bissell said a traffic analysis noted minimal impacts with the additional vehicles traveling through the Fost Tract.

Vice-Chairman Payment opened the Public Hearing. Those signed up did not wish to speak, but wanted additional information from the applicant. The Public Hearing was closed.

Commissioner J. Owen Etheridge moved to approve PB 19-14, Moyock Farms amended preliminary plat/use permit with staff recommendations because the applicant has demonstrated the proposed use meets the use permit review standards of the Unified Development Ordinance (UDO). As requested by Mr. Bissell, a 3:1 slope will be used instead of a 6:1 slope as discussed.

The use will not endanger the public health or safety. Acquiring access through Fost and eliminating the Caratoke Highway access has alleviated the Technical Review Committee's safety concerns regarding new, potentially unsignalized, railroad crossing to Caratoke Highway.

The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located. The density is similar to that of Ranchland Subdivision and the proposed residential subdivision will be surrounded by residential uses, so it will be in harmony. Land to the west and south has been developed into single family homes; the land to the north has been approved for a Planned Development; land to the east across Caratoke Highway is farmland and single family lots. This tract will be developed into lots that are larger than the adjacent Ranchland subdivision; in addition, over 30% of the land will be preserved as open space. Drainage improvements will be made that will benefit both the new subdivision and the existing subdivision. The use will not injure the value of adjoining or abutting lands, and will be in harmony with the surrounding area, and it is believed will be a benefit to the value of the adjacent community.

The use will be in conformity with the Land Use Plan or other officially adopted plans. The Moyock Small Area Plan classifies this area as Limited Service. The proposed development density of .31 units per acre is well below the 1-1.5 units per acre envisioned in the Moyock Small Area Plan. The Land Use Plan classifies this area as Full Service. The proposed density is only .31 units per acre, well below the densities of 2-4 units per acre envisioned in the Land Use Plan (LUP).

Some of the relevant policies include MSAP Policies TR2, IS4, FLU1, CC1 and LUP Policies ES1, HN1, TR4, TR8 and PP.

The use will not exceed the county's ability to provide adequate public facilities. The number of students generated by the amended plan is not different than what was originally approved. Other public facilities are sufficient to serve the development.

Commissioner McCord seconded the motion. The motion carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

**C. Consideration and Action: PB 19-24 New Bridge Creek Estates: Request for a Preliminary Plat/Use Permit for a 37 lot Conservation Subdivision located off Caratoke Highway, Parcel Identification Number 0031-000-064N-0000, Moyock Township.**

Prior to public hearing, Commissioner Mary Etheridge disclosed that an immediate family member had recently inherited land adjacent to the subdivision being proposed. She said this would not affect her ability to vote impartially.

Parties were sworn in and Donna Voliva, Assistant Planning Director, reviewed the application for a Preliminary Plat/Use Permit. Using a powerpoint, maps noting the location, surrounding land use and zoning were displayed. The subdivision plat and requirements for conforming to a conservation subdivision were presented. Ms. Voliva relayed staff concerns regarding access to the subdivision. Supporting policies, use permit review standards and adequate public facilities were reviewed. The Technical Review Committee recommended approval with conditions, which were presented to the Board, and Ms. Voliva responded to questions posed by Commissioners.

Attorney Bill Brumsey, of Brumsey and Brumsey, PLLC, appeared on behalf of the applicant. Mr. Brumsey said the applicant is in agreement with the staff recommendations, and that the staff report and testimony will show the use standards for approval have been met.

Michael Strader, Engineer, provided sworn testimony. Responding to questions from Mr. Brumsey, Mr. Strader relayed his education, experience, and involvement with the project. Mr. Strader confirmed the applicant is agreeable to the conditions recommended by staff. Regarding concern with elevations, he suggested there is the capability to have development in the three to five foot range, as fill will be needed due to proposed on-site septic systems and stormwater management.

Applicant, Jerry Old, was sworn in. He said he has no knowledge of flooding problems at the location. Commissioner McCord said, and the Engineer confirmed, that the back of the property tends to be softer but no issues are evident at the front or middle. Commissioner J. Owen Etheridge said he noted no problems at the location when he previously sprayed for pesticides.

Mr. Old said a stormwater study will take place as recommended by staff. Mr. Brumsey reiterated the applicant's agreement with TRC and staff recommendations and noted drainage issues can be addressed at construction plan level.

Vice-Chairman Payment opened the Public Hearing and those wishing to speak were sworn in.

Loretta Sedler, a long-time resident on Caratoke Highway, expressed health concerns over water standing in ponds on the site and destruction of area farmland and animal habitats.

John Frakes, an adjacent property owner on Caratoke Highway, has concerns with bringing fill to the site and what the impacts to adjoining properties might be. He said ditches take a while to drain with a typical rainfall and they experience ponding on their property.

Melissa Brachman, an adjacent landowner on Caratoke Highway, voiced concerns with raising the site elevation and with increased traffic on their road. She said the ten-acre



parcel was purchased for the purpose of moving to a less crowded area, and she would not have done so had she known about the proposed subdivision.

In response to Ms. Brachman, Mr. Old said a plan for a buffer between the properties can be devised if it is not already included. He said elevations will be addressed with the stormwater study and proper drainage engineered. Road maintenance was discussed.

When asked, Ms. Voliva said a stormwater analysis prior to submittal of construction drawings can be considered as a condition. She said a buffer is not required between the existing 10 acre lots and the new development. Road paving, stormwater concerns, and existing drainage at the site were discussed.

Mr. Strader provided additional detail and reviewed the drainage area exhibit on the overhead for Commissioners. He said there is off-site runoff. An analysis of an existing culvert will likely improve drainage for adjoining owners with improvement, and no adverse impacts will be seen from the sub-division. Regarding buffering, Mr. Strader said the applicant is not opposed to providing a buffer to the north.

Mr. Stikeleather clarified the conditions for stormwater prior to construction. Mr. Brumsey returned to confirm the stormwater condition and stated the applicant is agreeable to installing a buffer for the northern boundary.

No others wished to speak and the Public Hearing was closed.

Following Public Hearing, Commissioners further discussed stormwater and how determinations are made as to potential impacts to neighboring properties.

Following discussion, Commissioner J. Owen Etheridge moved for approval of PB 19-24, New Bridge Creek Estates, with the Technical Review Committee conditions of approval and a Type B aesthetic buffer at the northern boundary included in the motion. The motion for approval failed when the vote resulted in a 3-3 tie. Vice-Chairman Payment and Commissioners J. Owen Etheridge and McCord voted for approval. Commissioner Beaumont, Commissioner Mary Etheridge, and Commissioner Jarvis were opposed.

Commissioner McCord made a motion to table the item to defer consideration to the next meeting of the Board of Commissioners, August 3, 2020. Commissioner J. Owen Etheridge seconded the motion. The motion carried.

Vice-Chairman Payment called a recess at 8:20 PM. The meeting was reconvened at 8:27 PM.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>	<b>Next: 8/3/2020 6:00 PM</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner	
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner	
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner	
<b>ABSENT:</b>	Bob White, Chairman	

## OLD BUSINESS

- A. PB 19-20 Flora Farm: Rezone 224.44 acres from Agricultural (AG) to Planned Development-Residential (PD-R) for property located in Moyock immediately south of Eagle Creek subdivision and Moyock Middle School. The request includes 285 single-family dwelling lots, up to 100,000 sf commercial, 125 upper story dwelling units, and a 22 acre school site**

At the applicant's request, the Board of Commissioners removed PB 19-20, Flora Farm, from the agenda. Flora Farm will be considered at the September 21, 2020, Board of Commissioners meeting.

## NEW BUSINESS

- A. Consideration and Possible Action to Adopt the Strategic Plan for Currituck County**

This item was removed from the agenda and will be considered at the August 3, 2020 meeting of the Board of Commissioners.

- B. Consideration and Action on a Resolution to Approve the Regional Hazard Mitigation Plan for Currituck County**

Laurie LoCicero, Planning and Community Development Director, and Mary Newns, Emergency Management Director, were present for a review of the Regional Hazard Mitigation Plan. The Hazard Mitigation Plan was developed for Currituck County jointly with Dare County and its municipalities. The structure and purpose of the plan, criteria used for development, and the hazards assessed were summarized. Goals of the plan and action items were presented.

Following presentation, Commissioner Beaumont made a motion to support the Hazard Mitigation Plan and adopt the Resolution. Commissioner Jarvis seconded the motion. The motion carried.

## RESOLUTION OF THE BOARD OF COMMISSIONERS

### ADOPTION OF THE OUTER BANKS REGIONAL HAZARD MITIGATION PLAN

**WHEREAS**, CURRITUCK COUNTY is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

**WHEREAS**, the CURRITUCK COUNTY desires to seek ways to mitigate situations that may aggravate such circumstances; and

**WHEREAS**, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

**WHEREAS**, it is the intent of the Board of Commissioners to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

**WHEREAS**, it is also the intent of the Board of Commissioners to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the CURRITUCK COUNTY; and

**WHEREAS**, CURRITUCK COUNTY, in coordination with Dare County, and the Towns of Duck, Kill Devil Hills, Kitty Hawk, Manteo, Nags Head, and Southern Shores has prepared a regional hazard mitigation plan with input from the appropriate local and state officials;

**WHEREAS**, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Outer Banks Regional Hazard Mitigation Plan for legislative compliance and has approved the plan pending the completion of local adoption procedures;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of CURRITUCK COUNTY hereby:

1. Adopts the Outer Banks Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

**ADOPTED** this 20<sup>th</sup> day of July, 2020.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

### C) Consent Agenda

Commissioner Beaumont moved for approval of the Consent Agenda. Commissioner Jarvis seconded the motion. The motion carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

**1) Approval Of Minutes-Covid-19 Special Meeting 3-30-2020; Regular Meeting 6-15-2020**

**1. Special Meeting-Covid Protocols-3-30-2020**

**2. Minutes for June 15, 2020**

**2. Surplus Resolution-Commercial Washer, Detention Center**

**R E S O L U T I O N**

**WHEREAS,** the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting authorized the following, pursuant to GS 160A and 270(b), that the property listed below will be sold at auction, negotiated sale, or will be disposed of if not sellable:

<u>Asset #</u>	<u>Description (Year/Make/Model)</u>	<u>Dept</u>	<u>Serial Number</u>
N/A	Huebsch Washer, Model #HC50MN20U60001 (15+ Years)	Detention	3100222153

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.

**ADOPTED,** this 20<sup>th</sup> day of July, 2020.

**3. Surplus Resolution-Tourism, Vehicle**

RESOLUTION			
<b>WHEREAS,</b> THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting authorized the following, pursuant to G.S. 160A and 270(b) that the property listed below will be sold at auction, negotiated sale or will be disposed of if not sellable.			
County			
Asset Tag	Description	Serial Number	Dept
4407	1999 Ford Ranger	1FTZR15V2XTA92681	Tourism
<b>NOW, THEREFORE, BE IT RESOLVED,</b> that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.			
<b>ADOPTED,</b> this 20th day of July, 2020.			

4. Maritime Museum-Change Order #2
5. Corolla ABC Store-Change Order #1
6. Consideration of an Agreement between Currituck County and FEMA for Integration of Communication Technology and to Authorize County Manager to Execute the Memorandum
7. Designation of NCACC Voting Delegate and Alternate for Currituck County
8. Petition for Road Addition-Kilmarlic Subdivision-Long Point, Sullivans, Dexter, Forbes, Hillock, Duncans Way, Kilmarlic Club

#### CLOSED SESSION

1. Closed Session Pursuant to G.S. 143-318.11(a)(6) to Discuss a Personnel Matter



Vice-Chairman Payment moved to enter Closed Session. Commissioner McCord seconded the motion. The motion carried and Commissioners went into a Closed Session.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman

## ADJOURN

### Motion to Adjourn Meeting

Commissioners returned from Closed Session and had no further business. Commissioner Beaumont moved to adjourn and the motion was seconded by Commissioner Mary Etheridge. The motion carried and the meeting of the Board of Commissioners was adjourned.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Chairman



## CURRITUCK COUNTY NORTH CAROLINA

October 15, 2019

Minutes – Special Meeting of the Board of Commissioners

### 9:00 AM CALL TO ORDER

The Currituck County Board of Commissioners met in a Special Meeting at 9:00 AM in the Conference Room of the Cooperative Extension Center, 120 Community Way, Barco, North Carolina, to participate in a two-day Strategic Planning work session led by Cameron Lowe, Currituck Cooperative Extension Director. Staff in attendance included County Manager, Ben Stikeleather, County Attorney, Ike McRee, Planning and Community Development Director, Laurie LoCicero, and Public Information Officer, Randall Edwards.

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	

County Manager, Ben Stikeleather, began with an introduction of the program and its purpose for developing a vision and setting objectives for future planning in the county. Agendas were distributed by Cameron Lowe, program facilitator. She described her role and qualifications for training purposes, and reviewed the two-day Strategic Planning agenda with Commissioners.

### Currituck County Government Strategic Visioning Retreat October 15-16, 2019

#### Day 1

9:00am	Welcome, Orientation & Situational Analysis
11:00am	Break
11:15am	Futuring
12:15pm	Lunch
1:00pm	Visioning
2:30pm	Break
2:45pm	Goals

3:45pm	Debrief
4:00pm	Parking Lot & Other Business

**Day 2**

9:00am	Welcome & Review
9:30am	Goals, Strategies
10:30am	Break
10:45am	Goals, Strategies
12:00pm	Lunch Out
1:30pm	Action Planning
3:15pm	Break
3:30pm	Action Planning, Debrief
5:00pm	Adjourn

**BOC PLANNING SESSION-DAY 1, OCTOBER 15**

Ms. Lowe discussed the Board's role in determining a vision for the county and moving forward toward achieving those goals through development and utilization of a Strategic Plan. Commissioners started the sessions participating in group exercises and looked at the county's history and assets to help identify the reasons for earlier growth in Currituck County. Commissioners participated in individual exercises and asked to look at the county in its entirety to identify strengths, weaknesses, and current trends. Commissioners analyzed and suggested reasons for growth happening currently in the county. The exercises were each followed by a review of results and discussion.

Following a lunch break, Ms. Lowe asked the Board to consider the county's growth and development within specific regional areas, and Commissioners shared their ideas and perspectives on future planning based on these geographical sub-areas: Moyock, Knotts Island/Gibbs Woods, Central Currituck-Soundside, Central Currituck-Shawboro, Southern Currituck, Corolla and Carova. Commissioner's ideas were shared, based on a twenty year vision, and priorities for the county as a whole and for each subarea were established. The priorities and their importance to the county, gauging Board support for individual goals, and challenges in accomplishing the goals were discussed.

Day one of the Strategic Planning Session concluded at 3:40 PM and Ms. Lowe reviewed plans for day two of the session.

Commissioners and staff held general discussion of a variety of topics, including:

- Code Enforcement consistency
- A review of the Unified Development Ordinance to look at definitions, complexity, and conflicting language within the code.
- Staff update on debris pickup related to Hurricane Dorian.
- Need for analysis of county water capacity for fire response, fire training and hydrant locations.
- Using stormwater district funds to hire a county staff member to provide enhanced services within stormwater districts.
- State funding shortages for schools.

Following discussion, Commissioners directed staff to move forward with a budget amendment to fund a Soil and Water employee to service county stormwater districts. Commissioners also agreed to provide funds to the school system to cover shortages and asked the County Manager to contact the Superintendent so a formal request could be brought before the Board of Commissioners.

After a short break, Commissioners were addressed by local builders concerned about the rate of residential construction in the county, particularly in the Moyock area. Jerry Old, Scott Mack, and Jeff Wilson discussed the need for a plan to help the county's small local builders who are now competing with large builders like Ryan Homes. The group spoke of the financial and service impacts to the county and its residents as a result of increased residential development and suggested phasing development could be used as a method to slow the rate of development, thus helping small, local builders compete with the larger ones. When asked, County Attorney, Ike McRee, confirmed the Board can require phasing even if adequate public facilities are present. Mr. McRee said the current circumstance would not warrant a construction moratorium.

Other ways of slowing growth were discussed and the group said they want to work with the Board to develop solutions, perhaps creating a Builders Association in the county. Commissioners agreed on the importance of supporting the local builders. Discussion concluded at 4:58 PM. The Planning Session was scheduled to resume at 9 AM Wednesday, October 16, 2020.

## **BOC PLANNING SESSION-DAY 2, OCTOBER 16**

The Board of Commissioners and staff returned at 9:00 AM for day two of the Strategic Planning Sessions. Ms. Lowe began by introducing Cooperative Extension staff members to Commissioners. The Extension Director for Washington County, Rebecca Liverman, was also introduced and attended to assist Ms. Lowe with meeting facilitation.

Before beginning exercises, Mr. Stikeleather distributed a copy of Hillsboro University Administration's strategic plan document to demonstrate what the results of the Board's planning session might look like. Ms. Lowe resumed the exercises, beginning with a review of the data relative to the goals set the previous day. Day two exercises consisted of an assessment of the goals established on day one for both the county and its sub-areas. Commissioners identified gaps, hurdles, and challenges that would inhibit achieving the target goals. Viable solutions to those challenges were determined, as were action items

and methods to work toward achieving the set targets.

Ms. Lowe thanked the Board for participating and Mr. Stikeleather said the data would be compiled, organized and prioritized for presentation to the public and for staff to begin working toward the established goals and objectives.

Following conclusion of the Strategic Planning Session exercises, Commissioners and staff discussed a variety of general topics:

- Board commitment to concept and moving forward with Currituck Station.
- Allowing volunteer fire departments to roll over unspent funds to purchase fire apparatus.
- Accelerate the process for the surplus of county vehicles.
- Provide an opportunity for Commissioners to hear directly from Department Heads to justify budget requests when there are questions.
- Animal Services and Control staffing and response.
- Vehicle needs for the Sheriff's office and the Deputy serving as the School Resource Officer (SRO).
- Update on new school construction, with negotiations to begin on two sites being considered.
- Update on the status of the county's salary study

During discussion, Commissioners agreed to allow volunteer fire department's unused budget funds to roll into a county capital line item fund to be used toward the purchase of fire apparatus. Commissioners also agreed to provide an additional vehicle to the Sheriff's Office, to be used on the beach. A vehicle currently in use on the beach will be shifted to the mainland for the SRO.

## **ADJOURN**

There was no further discussion and the Strategic Planning work session concluded at 5:10 PM.





## CURRITUCK COUNTY NORTH CAROLINA

July 16, 2020

Minutes – Special Meeting of the Board of Commissioners

### 6:00 CALL TO ORDER

The Currituck County Board of Commissioners met in a Special Meeting at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for a work session to review goals and develop a work plan based on results of Strategic Planning sessions the Board attended in October, 2019.

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Absent	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	

The work session began at 6:00 PM. Commissioner Beaumont was not in attendance.

### NEW BUSINESS

#### A. Strategic Planning Review and Discussion of Land Use

Ben Stikeleather, County Manager, began discussion by stating the purpose of the work session, which was to review results of the Board's earlier planning sessions and encourage action that will promote moving forward with the goals and objectives established in the plan. Mr. Stikeleather stressed the importance of the Board officially adopting the plan to demonstrate to the citizens that the Board has a plan for the county and is working toward those goals. He explained the community's investment in developing the county's Land Use Plan and effects when Commissioners' individual projects interfere with staff's ability to work on longer-term directives set out in various plans adopted by the Board.

Commissioners discussed governance and understanding the diverse perspectives of each member during the decision-making process and suggested giving more weight to the strategic plan, Land Use Plan and zoning regulations and using these as the basis for decision making.

Mr. Stikeleather walked through each of the goals set out in the Strategic Plan document for Currituck County and the sub-areas, and noted whether work had commenced on a particular item. Sub-areas included Knotts Island/Gibbs Woods, Moyock, Central Currituck-Shawboro, Central Currituck-Soundside, Southern Currituck,

Corolla, and the Off-Road Area. During review, Commissioners prioritized education initiatives to garner support for unified government, consideration of campgrounds as an alternative to a hotel, and consistency with code enforcement. Commissioners considered creating plans to develop around the Mainland and Corolla Mid-Currituck Bridge terminuses and zoning ordinances to allow development appropriate to the location where it is located in the county.

## ADJOURN

Following discussion, Commissioners directed staff to include the Strategic Plan on the July 20, 2020 meeting agenda for adoption.

With no further business, Commissioner Jarvis made a motion to adjourn. The motion was seconded by Commissioner Mary Etheridge. The motion carried and the work session concluded at 7:09 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2886)

**Agenda Item Title:** Amended Item-Discussion for Consideration to Extend Lifeguard Services Contract

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Discussion

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**Brief Description of Agenda Item:**

**Reason for Request:**

Amended Agenda Item

**Potential Budget Affect:** TBD

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2883)

**Agenda Item Title:** Closed Session pursuant to G.S. 143-318.11(a)(6) to discuss personnel matters.

**Submitted By:** Leeann Walton – County Manager

**Presenter of Item:**

**Board Action:** Discussion

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**Brief Description of Agenda Item:**

**Reason for Request:**

**Closed Session-Personnel**

**Potential Budget Affect:** N/A

**Is this item regulated by plan, regulation or statute?** No

**Manager Recommendation:**