



**Board of Commissioners  
Agenda Packet**

**June 6, 2016**

**Work Session**

4 PM Discussion of Possible Amendments to the Discharge of Firearms Ordinance

**5:00 Call to Order**

- A) Invocation & Pledge of Allegiance-Susan Fitch-Slater, Sharon United Methodist Church
- B) Approval of Agenda

**Public Hearings**

- A) **Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2017.**

**Old Business**

- A) **Moyock Crossing: PB 13-17: Request to Consider Modification of Condition for Preliminary Plat Extension.**

**New Business**

- A) **Resolution of the Currituck County Board of Commissioners Establishing the Historic Boat and Building Advisory Board**
- B) **Board Appointments**
  - 1. ABC Board-Designation of Chairman by Board of Commissioners
  - 2. Initial Appointments to the Ocean Sands North-Crown Point Service District for Watershed Improvement & Drainage Advisory Board
  - 3. Appointment to the Fire and EMS Advisory Board
  - 4. Game Commission
  - 5. AMENDED-Board Appointment to Senior Center Advisory
- C) **Consent Agenda**
  - 1. Approval Of Minutes-May 16, 2016
  - 2. Budget Amendments
  - 3. Surplus Resolution-EMS Ambulance
  - 4. Surplus Resolution-Public Utilities-Currituck Club Treatment Equipment
  - 5. Consideration and Approval of Assignment and Assumption Agreement for Outer Banks Conservationists Annual Payment
  - 6. Carr, Riggs & Ingram LLC Contract to audit FY 2016 financial statements
  - 7. Consideration and Approval of Job Description Revisions

D) Commissioner's Report

E) County Manager's Report

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 5 minutes.*

**Adjourn**

**Special Meeting of the Tourism Development Authority**

Public Hearing and Possible Action on the Tourism Development Authority Budget for the Fiscal Year Ending June 30, 2017

Tourism Development Authority-Budget Amendments

**Special Meeting of the Ocean Sands Water & Sewer District Board**

Public Hearing and Possible Action on the Ocean Sands Water & Sewer District Budget for the Fiscal Year Ending June 30, 2017

Ocean Sands Water & Sewer District-Budget Amendments



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1565)**

### **Agenda Item Title**

4 PM Discussion of Possible Amendments to the Discharge of Firearms Ordinance

### **Brief Description of Agenda Item:**

### **Board Action Requested**

Discussion

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1559)**

### **Agenda Item Title**

Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2017.

### **Brief Description of Agenda Item:**

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

Daniel F. Scanlon



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1577)**

### **Agenda Item Title**

Moyock Crossing: PB 13-17: Request to Consider Modification of Condition for Preliminary Plat Extension.

### **Brief Description of Agenda Item:**

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

Laurie LoCicero



May 27, 2016

Ben E. Woody  
Planner Director  
County of Currituck  
Planning & Community Development

RE: Moyock Crossing

Dear Ben,

Gee's Group would like to ask the Board of Commissioners to allow us to finish using the new sewer line that we installed running west on Shingle Landing Road, towards RT 168. As you heard in our meeting on May 9<sup>th</sup> 2016, most of the new sewer line was installed prior to the board's vote that they would rather see a new line towards the elementary school. A new line running alone Shingle Landing Road towards the school would require us to bore the whole way and at a depth that would make any other use of that line impossible. Since this line would be of no increase value to the county, we would hope that the board would allow us to go back to the original sewer line, this line could be used by businesses and or homes that back up to Shingle Landing Road.

I thank you for your time and hope that the board looks favorably towards our request.

Sincerely

A handwritten signature in black ink, appearing to read 'David M. Gianascoli'.

David M. Gianascoli  
President  
Gee's Group of North Carolina



**COUNTY OF CURRITUCK**  
Planning and Community Development Department  
*Planning and Zoning Division*  
153 Courthouse Road, Suite 110  
Currituck, North Carolina 27929  
Telephone (252) 232-3055 / Fax (252) 232-3026

April 19, 2016

Gees Group of North Carolina, Inc.  
Attn: David Gianscoli  
600 Lynnhaven Parkway, Suite 200  
Virginia Beach, VA 23452

**RE: PB 13-17 Moyock Crossing – Preliminary Plat/Use Permit Extension**

Dear Owner/Applicant:

At its April 18, 2016 meeting, the Currituck County Board of Commissioners approved a two year extension of the preliminary plat/use permit for a conservation subdivision consisting of 76 residential lots located on Shingle Landing Road; east of Fox Lane and south of Shingle Landing subdivision, Tax Map 9, Parcel 41, Moyock Township. All conditions of the use permit dated April 21, 2014 will apply and the added condition:

- A sewer force main shall be extended in accordance with Option 1 on original public hearing exhibit.

If you have any questions, please call me at 252-232-6029.

Sincerely,

A handwritten signature in blue ink, appearing to read "BEN E. WOODY".

Ben E. Woody, AICP  
Planning and CD Director

BEW/st

Cc: Harry Lee, Currituck County



## COUNTY OF CURRITUCK

Planning and Community Development Department

*Planning and Zoning Division*

153 Courthouse Road, Suite 110

Currituck, North Carolina 27929

Telephone (252) 232-3055 / Fax (252) 232-3026

## USE PERMIT GRANTED

On the date(s) listed below, the Board of Commissioners for the County of Currituck met and held a public hearing to consider the following application:

Owner: Gee's Group of North Carolina, Inc.  
770 Lynnhaven Parkway, #160  
Virginia Beach, VA 23452

Property Location: North side of Shingle Landing Road, approximately 260 feet east of Fox Lane, and along Shingle Landing Creek, Tax Map 9, Parcel 41

Project: PB 13-17 Moyock Crossing – Preliminary Plat/Use Permit

Proposed Use: 76 Residential Lots in a Conservation Subdivision

Meeting Dates: March 11, 2014 – Planning Board Recommendation  
April 21, 2014 – Board of Commissioners' Public Hearing/Action  
April 18, 2016 – Board of Commissioners' Meeting (*Extension*)

Having heard all the evidence and argument presented at the hearing that the application complies with all of the applicable requirements of the Currituck County Unified Development Ordinance for the development proposed, and that therefore the application to make use of the above described property for the purpose indicated is hereby approved subject to all applicable provisions of the Unified Development Ordinance and the following conditions:

- (A) The applicant shall complete the development strictly in accordance with the plans submitted to and approved by the Board of Commissioners, a copy of which is filed in the office of the Planning and Community Development Department.
- (B) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.
- (C) This permit is valid for two years and will expire on April 18, 2018, if work has not begun on the project at that time. Once work has begun and the use begins, this use permit shall remain valid so long as the conditions under which it was granted are met.
- (D) Other conditions:
  1. The revised preliminary plat shall be resubmitted to the Technical Review Committee and approved prior to issuance of the use permit.

2. Stormwater ponds for the development may not be located on individual lots unless an easement is provided for stormwater maintenance.
3. The development density shall not exceed 2 units per acre.
4. An elevated boardwalk shall be provided that connects the pedestrian sidewalk system to Shingle Landing Creek.
5. With the exception of the two wetland crossings (street/sidewalk and the elevated water access to Shingle Landing Creek) all wetlands on the property shall remain undisturbed.
6. The recommended roadway improvements identified in the traffic impact analysis prepared by VHB Engineering NC, PC dated April 4, 2014 shall be incorporated into the construction plans and installed prior to final plat approval of the appropriate phase.
7. To minimize the dissimilarity of the lot sizes in Moyock Crossing the subdivision plan shall incorporate one or a combination of the following options:
  - a. An adequate open space buffer must be provided between the proposed lots in Moyock Crossing and the existing residential lots in Fox Run and Shingle Landing Farms,
  - b. Increased lot sizes consistent with the lots in Fox Run and Shingle Landing Farms, or
  - c. Removal of lots along the western side of Crossing Avenue.
8. A sewer force main shall be extended in accordance with Option 1 on original public hearing exhibit.

IN WITNESS WHEREOF, the County has caused this permit to be issued in its name, and the property owners/applicants of the property above described, do hereby accept this Use Permit together with all its conditions, as binding on them and their successors in interest.

ATTEST:

  
(Seal)

Clerk to the Board

4.26.16

Date

  
\_\_\_\_\_  
Chairman

Board of Commissioners

(NOT VALID UNTIL FULLY EXECUTED)



## NOTES:

1. THIS PLAN FOR ILLUSTRATIVE PURPOSES ONLY.
2. ROUTE NO. 1 DOES NOT REQUIRE RAILROAD PERMITTING.
3. ROUTE NO. 2 IS THE PREFERRED ALTERNATIVE.



Hyman & Robey, PC  
150 US Hwy 158 E.  
PO Box 339  
Camden, NC 27921  
(252) 338-2913  
(252) 338-5552 fax  
[www.hymanrobey.com](http://www.hymanrobey.com)  
License C-0598

**PRELIMINARY**  
DO NOT USE FOR CONSTRUCTION,  
SALES, OR RECORDATION.

## MOYOCK CROSSING

## FORCEMAIN EXHIBIT

MOYOCK TOWNSHIP  
CURRITUCK COUNTY, NC

Drawing #: 120168-FM-EXHB  
Drawn: JAM  
Date: 4/11/2014  
Sheet #: 1/1  
Scale: 1:x

SHEET TITLE:  
**FM EXHIBIT**

SHEET NUMBER:

**1**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1576)**

### **Agenda Item Title**

Resolution of the Currituck County Board of Commissioners Establishing the Historic Boat and Building Advisory Board

### **Brief Description of Agenda Item:**

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

Donald (Ike) I. McRee Jr

1       **A RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS**  
2       **ESTABLISHING THE HISTORIC BOAT AND BUILDING ADVISORY BOARD**

3       WHEREAS, pursuant to N.C. Gen. Stat. §153A-76 a Board of Commissioners may  
4       change the composition and manner of selection of boards, commissions, and agencies, and may  
5       generally organize and reorganize the county government in order to promote orderly and  
6       efficient administration of county affairs; and

7       WHEREAS, pursuant to N.C. Gen. Stat. §153A-77 a board of commissioners may  
8       appoint advisory boards, committees, councils and agencies composed of qualified and interested  
9       county residents to study, interpret and develop community support and cooperation in activities  
10      conducted by or under the authority of the board of commissioners; and

11      WHEREAS, the county owns a collection of working boats historically used to support  
12      waterfowl hunting within the county and desires to provide for the renovation, care,  
13      maintenance, display and interpretation of the boats.

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

16      Section 1.     The Historic Boat and Building Advisory Board is established.

17      Section 2.     The advisory board shall be appointed and serve at the pleasure of the  
18      Board of Commissioners in the manner set forth in Section 2-96 and 2-97 of the Currituck  
19      County Code of Ordinances. The initial advisory board will consist of three appointees for a  
20      term of one year and four appointees for a term of two years. Thereafter, all appointments will  
21      be for terms of two years.

22      Section 3.     The Board of Commissioners may remove any member of the advisory  
23      board at will and appoint a replacement member.

24      Section 4.     The advisory board is charged with the duty and responsibility to investigate,  
25      study and make recommendations to the board of commissioners pertaining to the repair,  
26      renovation, care and maintenance of the county's working boat collection and the creation,  
27      construction, enlargement, improvement, maintenance, equipment, operation and financing of a  
28      building for the display, interpretation and storage of the county's working boat collection.

29      Section 5.     The advisory board shall have no legislative powers of its own but shall  
30      simply be an advisory body to the board of commissioners concerning the matters with which it  
31      is charged, and the board of commissioners will receive and consider the advisory board's  
32      recommendations.

33      Section 6.     The advisory board shall appoint from its membership a chairman and any  
34      other officers as it may deem necessary for the orderly conduct of its business.

35      Section 7.     The advisory shall hold meetings at least once quarterly and at hours as  
36      may be fixed by the advisory board. Special meetings may be held on call of the chairman upon  
37      48 hours' notice to all members of the board. A copy of the minutes of all meetings shall be  
38      submitted to the county manager. All meetings or other business of the board shall be conducted  
39      in accordance with the Open Meetings Law.

Section 7. The advisory board and its authority will dissolve upon the completion of a facility to display, interpret, maintain and store the county's historic boat collection.

Section 8. This resolution is effective upon its adoption.

ADOPTED this 6th day of June, 2016.

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David L. Griggs, Chairman

ATTEST:

Leeann Walton  
Clerk to the Board

(COUNTY SEAL)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1569)**

### **Agenda Item Title**

ABC Board-Designation of Chairman by Board of Commissioners

### **Brief Description of Agenda Item:**

As legislated by statute, the Board of Commissioners is responsible for designating a member of the ABC Board to serve as Chairman.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

**ABC BOARD**  
**3 Year Terms**

<b>Incumbent</b>	<b>Nominated by</b>	<b>New Appointee</b>	<b>Nominated by</b>	<b>Date of Appointment</b>	<b>End of Term</b>
Gary Barco				9/13	1st 9/1/2016
David Griggs				2/2013	1st 2/16/2016
				5/16/2016	2nd 2/16/2019
Harold Capps, Sr.				9/21/2015	1st 9/1/2018
Joseph "Jerry" Malesky				9/21/2015	1st 9/1/2018
Mike Payment				5/16/2016	1st 2/16/2019

*Member to be selected by Board of Commissioners to serve as Chairman is required.*



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1562)**

### **Agenda Item Title**

Initial Appointments to the Ocean Sands North-Crown Point Service District for Watershed Improvement & Drainage Advisory Board

### **Brief Description of Agenda Item:**

Initial recommendations of parties to be considered as nominees for appointment to the Ocean Sands/Crown Point Service District for Watershed Improvement and Drainage Advisory Board. Initial, staggered terms will be selected via random drawing.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

## Ocean Sands North and Crown Point Service District for Watershed Improvements

## Recommended Nominations for the Advisory Board Members

May 24, 2016

- Terry Anderson  
tmauvz@gmail.com  
Corolla Address: 719 Mainsail Arch  
Corolla, NC 27927  
Beach: 252 453-3608  
Permanent Address: 5044 Lindrick Court  
Myrtle Beach, SC 29579  
Home: 703 494-8082  
Cell 703 595-6692
- Gerrilea (Gerri) Adams  
vaobxny@yahoo.com  
Corolla Address: 790 Crown Point Circle  
Corolla, NC 27927  
Cell: 757 676-6990  
Permanent Address: Same
- Al Marzetti  
apmarzetti@gmail.com  
Corolla Address: 609 Sea Oats Court  
Corolla, NC 27927  
Home: 252 453-6490  
Cell: 919-475-4064  
Permanent Address: Same
- Linda Garczynski  
garylinda2@centurylink.net  
Corolla Address: 765 Sea Mist Court  
Corolla, NC 27927  
Permanent Address: 1033 Martins Point Rd.  
Kitty Hawk, NC 27949  
Home: 252 261-0673  
Cell: 301-908-4754

- Barbara (Barb) Marzetti  
[barbara.marzetti@gmail.com](mailto:barbara.marzetti@gmail.com)  
Corolla Address: 609 Sea Oats Court  
Corolla, NC 27927  
Home: 252 453-6490  
Cell: 484-343-8779  
Permanent Address: Same
- Ed Pence  
[epence@stroudpence.com](mailto:epence@stroudpence.com)  
Corolla Address: 657 Juniper Berry Court  
Corolla, NC 27927  
Permanent Address: 467 River Arch Drive  
Chesapeake, VA 23320  
Home: 757 410-0253  
Cell: 757 621-3189
- Braxton Hill  
Coastland Address: 1062 Laskin Rd  
Virginia Beach, VA 23451  
[info@coastlandcorp.com](mailto:info@coastlandcorp.com)  
Work: 757 422-9111  
Cell: 757 650-0450  
Law Firm Address: 2101 Parks Avenue  
Virginia Beach, VA 23451  
[rbhill@kaufcan.com](mailto:rbhill@kaufcan.com)  
Work: 757 491-4000



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1567)**

### **Agenda Item Title**

Appointment to the Fire and EMS Advisory Board

### **Brief Description of Agenda Item:**

Forrest Midgette resigned his position as a member of the Fire and EMS Advisory Board. In lieu of a reappointment, an appointment is needed to serve a full term, as Mr. Midgette's initial term of one year expired as of May 31, 2016.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

FIRE AND EMS ADVISORY BOARD  
2 Year Term

Incumbent	District Served	New Appointee	Nominated by	Date of Appointment	End of Term
<b>Fire/EMS Chief</b> Ralph "Chip" Melton			Consensus	5/18/2015	1st-2 Year Term 5/31/2017
<b>Fire Services Representative</b> Kevin Morgan			Consensus	5/18/2015	1st-2 Year Term 5/31/2017
<b>Fire Services Representative</b> Brooks Hart			Consensus	5/18/2015	1st-2 Year Term 5/31/2017
<b>Citizen Representative</b> <b>Forest Midgett</b>			Consensus	5/18/2015	1st-1 Year Term 5/31/2016
<b>Commissioner*</b> Paul Beaumont			Consensus	5/18/2015	1st-1 Year Term 12/15/2016

**Resigned-Replacement needed to fill a full term to expire 5/31/18**

\*Commissioner term expiration extended to December to correlate with election cycles.

Commissioner Beaumont



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1570)**

**Agenda Item Title**

Game Commission

**Brief Description of Agenda Item:**

Commissioner Griggs and Commissioner Payment each have new appointments needed to serve on the Game Commission. Current members have both completed two consecutive terms on the Commission and must be replaced.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

GAME COMMISSION  
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Steven Lewark	District 1		Vance Aydlett	6/16/2014	2nd term 6/1/2018
<b>Jeremy Midgette</b>	District 2		David Griggs	6/16/2014	2nd term 6/1/2016
<b>Andy Newbern</b>	District 3		Mike Payment	6/16/2014	2nd term 6/1/2016
Louis Davis	District 4		Paul Beaumont	9/21/2015	2nd term 6/1/2017
Richard Bell	District 5		Marion Gilbert	12/7/2015	1st Term 6/1/2017
Curtis Austin	At-Large		Mike Hall	9/8/2015	1st term 6/1/2017
James Guard	At-Large		Paul O'Neal	9/21/2015	2nd term 6/1/2017

Must be replaced



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1579)**

### **Agenda Item Title**

AMENDED-Board Appointment to Senior Center Advisory

### **Brief Description of Agenda Item:**

Agenda was amended at meeting to include an appointment to the Senior Center Advisory. The vacancy was created due to a member's resignation from the Board.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**



**CURRITUCK COUNTY  
NORTH CAROLINA**

May 16, 2016

Minutes – Regular Meeting of the Board of Commissioners

**5:00 CALL TO ORDER**

The Currituck County Board of Commissioners held its regular meeting at 5 PM in the Board Meeting Room of the Historic Currituck Courthouse, 153 Courthouse Road, Currituck, NC.

Attendee Name	Title	Status	Arrived
David L. Griggs	Board Chairman	Present	
O. Vance Aydlett	Vice Chairman	Present	
S. Paul O'Neal	Commissioner	Present	
Paul M. Beaumont	Commissioner	Present	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Present	
Mike H. Payment	Commissioner	Present	

Chairman Griggs called the meeting to order.

**A) Invocation & Pledge of Allegiance-Reverend Eric Rainwater, Currituck Bible Baptist Church**

Reverend Eric Rainwater was not in attendance. In his absence, Commissioner Paul Beaumont gave the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner O'Neal moved to approve the agenda as presented and was seconded by Commissioner Gilbert. The motion carried unanimously.

Approved agenda:

**5:00 Call to Order**

A) Invocation & Pledge of Allegiance-Reverend Eric Rainwater,  
Currituck Bible Baptist Church

B) Approval of Agenda

**Public Hearings**

**A) Consideration and Action: PB 12-23 Corolla Wild Horse Fund:**

Request for a special use permit amendment to increase the capacity of approved tour vehicle(s), the property is located at 1129 Corolla Village Road, Tax Map 114H, Parcel B, Poplar Branch Township (Beach).

**B) Public Hearing and Action: PB 15-01 Currituck County (Former Currituck Reserve):** Request for a zoning map amendment for the former Currituck Reserve properties to remove the Planned Unit Development (PUD) overlay zone since the proposed development did not receive preliminary plat approval prior to January 1, 2015. Tax Map 14, Parcels 23 and 39, Tax Map 21, Parcels 12A, 12B, 12C, Tax Map 22, Parcels 78A, 78B, 78D, 78E, 62, 63D and 63Y, Moyock Township.

**C) Consideration and Action: PB 14-05 The Gables:** Request for a preliminary plat/use permit extension for a 66 lot subdivision located off Guinea Road and Thayne Drive, Tax Map 22, Parcels 64A, 64E, and 71B, Moyock Township.

### New Business

**A) An Ordinance of the Currituck County Board of Commissioners Amending Chapter 2, Article III of the Currituck County Code of Ordinances by adding a new Division 9. Ocean Sands North and Crown Point Service District for Watershed Improvement and Drainage Advisory Board.**

**B) Presentation of Budget for FY 2016-2017 and Set a Date for Public Hearing and Possible Action.**

**C) Board Appointments**

1. Nominations for Initial Appointments to the Animal Shelter Advisory Board
2. ABC Board

**D) Consent Agenda**

1. Approval Of Minutes-May 2, 2016
2. Budget Amendments
3. Surplus Resolution
4. Proclamation Declaring May as Older Americans Month
5. Board of Equalization and Review-Approval of Minutes from May 2, 2016
6. Carova Beach VFD Purchase Request-Fire Truck
7. Petition for Road Addition for State Maintenance-Sea Breeze Drive, Knotts Island

**E) Commissioner's Report**  
**F)**  
**Cou**  
**nty Manager's**  
**Report**

**Public**  
**Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 5 minutes.*

**Special Meeting of the Tourism Development Authority**

Presentation of the Tourism Development Authority Budget for FY 2016-2017 and Set a Date for Public Hearing and Possible Action

**Special Meeting of the Ocean Sands Water & Sewer District Board**

Presentation of the Ocean Sands Water & Sewer District Budget for FY 2016-2017 and Set a Date for Public Hearing and Possible Action

**Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	S. Paul O'Neal, Commissioner
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

**PUBLIC HEARINGS**

**A. Consideration and Action: PB 12-23 Corolla Wild Horse Fund:**

Parties to the proceeding were sworn in, after which Ben Woody, Planning and Community Development Director, reviewed the request with the Board of Commissioners. The request is to allow an increase in the capacity of one of two horse tour vehicles used by the Corolla Wild Horse Fund.

No one was signed up, nor wished to speak at Public Hearing. Karen McCalpin, Director of the Wild Horse Fund, said Mr. Woody had accurately presented the request and had nothing to add.

Commissioner Aydlett moved to approve with staff recommendations, stating the applicant has demonstrated the proposed use meets the use permit review standards of the UDO, the use will not endanger the public health or safety, 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 use will be in conformity with the Land Use Plan or other adopted plans, the use will not exceed the county's ability to provide adequate public facilities, for the reason that it is already an operating tour business and there is no change in the numbers of vehicles, the only change is the type of vehicle that is going to be used for one of them.

Commissioner Gilbert seconded and the motion carried unanimously.

To: Board of Commissioners  
From: Planning Staff  
Date: May 9, 2016  
Subject: PB12-23 Corolla Wild Horse Fund  
Special Use Permit Request for  
Amendment

## Request

The Corolla Wild Horse Fund is requesting an amendment to PB 12-23 Corolla Wild Horse Fund special use permit to increase the maximum capacity of one of their approved outdoor tour vehicles.

## Summary

The Board of Commissioners approved the special use permit on December 3, 2012 and included the following parking requirements.

Use	Parking Requirement	Quantity	Parking Total
Museum	1 space per 300 sq. ft.	964 sq. ft.	3 spaces
Office	1 space per 400 sq. ft.	392 sq. ft.	1 space
Horse Tour Rentals	Tour vehicle seating 1-5 persons = 1 space per vehicle	2 vehicles	2 spaces
Employees (Horse tours)	1 space/2 employees	2 employees	1 space
Total Parking available to Corolla Wild Horse Fund =7 spaces	Total Parking Required for uses associated with Corolla Wild Horse Fund		7 spaces

The UDO was revised since the SUP was issued and reductions in required parking for the Museum use allow the Corolla Wild Horse Fund to increase the capacity of one approved tour vehicle per the table below. Since the parking requirement was added as a condition of the SUP; BOC approval of this amendment is required.

Use	Parking Requirement	Quantity	Parking Total
Museum	1 space per 500 sq. ft.	964 sq. ft.	1 space
Office	1 space per 300 sq. ft.	392 sq. ft.	1 space
Horse Tour Rentals	Tour vehicle seating 1-5 persons = 1 space per vehicle	1 vehicle	1 space
Horse Tour Rentals	Tour vehicle seating 10- 15 persons = 3 spaces per vehicle	1 vehicle	3 spaces
Employees (Horse tours)	1 space/2 employees	2 employees	1 space
Total Parking available to Corolla Wild Horse Fund = 7 spaces	Total Parking Required for uses associated with Corolla Wild Horse Fund		7 spaces

Commissioner Aydlett, later in the meeting, revisited this item and asked the County Attorney, Ike McRee, what happens if a permit holder is not using a permit that was issued, and if permits go with a company if the company is sold. Mr. McRee explained the provisions regarding the issuance, use, expiration, and revocation of permits, and said a company may not sell a permit to another company, but should a company be sold the permit would go with the company. Commissioner Aydlett expressed concern of a monopolization of permits among a few companies. Mr. McRee answered that it was the Board's intent to restrict the horse tour companies and vehicles, and based the maximum number of permits on the companies that were in existence at the time. Commissioner Aydlett said there should be a way that others could have an opportunity to secure permits and start a business if current permit holders are not using them.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

**B. Public Hearing and Action: PB 15-01 Currituck County (Former Currituck Reserve):**

Chairman Griggs opened the Public Hearing and Ben Woody, Planning Director, reviewed the request with the Board, stating there is no need to keep the zoning in place and the property zoning would return to Single family-Mainland.

Commissioner O'Neal noted that removing the overlay zoning results in a significant drop in the number of homes that would be allowed to be built on the property. Mr. Woody reviewed the number of residential homes and commercial that would have been included Planned Unit Development (PUD), and discussed how density can be pulled from the commercial areas resulting in 7-10,000 square foot lot sizes for homes. With discussion concluded, Chairman Griggs noted no one was signed up to speak and the Public Hearing was closed. Commissioner O'Neal moved to approve as presented. His motion was seconded by Commissioner Aydlett and carried unanimously.

TO: Board of Commissioners

FROM: Planning Staff

DATE: April 15, 2016

SUBJECT: County Initiated Zoning Map Amendment - Former Currituck Reserve Properties

Currituck County is initiating a zoning map amendment to rezone the former Currituck Reserve properties to remove the Planned Unit Development (PUD) Overlay zone. Since the proposed development did not receive preliminary plat approval prior to January 1, 2015, the UDO indicates that the Planning Director shall initiate a map amendment application to remove the PUD Overlay. This will bring the property back to its original SFM (Single Family Mainland) zoning district. The properties to be rezoned are identified as follows and are shown on the attached map.

PIN	Owner(s)	Street Address	Acreage	
001400000230000	Jil Wilson	Not assigned	18.96	
001400000390000	Haywood & Cynthia Ward	Not assigned	274.43	
0021000012C0000	Haywood Ward	Not assigned	20.14	
0021000012A0000	Matthew Santjer	688 Tulls Creek Rd	.91	
0021000012B0000	Jess Todd	694 Tulls Creek Rd	.91	
0022000078B0000	AH Currituck Reserve LLC	Not assigned	112.8	
0022000078A0000	Haywood & Cynthia Ward	Not assigned	48	
0022000078E0000	AH Currituck Reserve LLC	838 Tulls Creek Rd	8.75	
0022000078D0000	Currituck County	126 Campus Dr	3.45	
002200000620000	John Jennings, Leonard Long, Steven Long	Brian		Gibson
0022000063Y0000	John Jennings, Leonard Long, Steven Long	Brian	40	Gibson
0022000063D0000	John Jennings, Leonard Long, Steven Long	Brian	152.53	Gibson
			1	

Please let us know if you have any questions. Thank you.

#### Planning Board Discussion (4/12/16)

Ms. Glave presented the staff report.

Mr. Cooper asked if this request will have any adverse effect on surrounding properties.

Ms. Glave said the county has requests for development on three of the parcels for SFM (Single Family Mainland), not for Planned Unit Development (PUD).

Mr. Craddock moved to approve PB 15-01 as presented because it is in the public interest, consistent with the Land Use Plan, and will not harm or injure the surrounding properties. Mr. Cooper seconded the motion and motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	S. Paul O'Neal, Commissioner
<b>SECONDER:</b>	O. Vance Aydlett, Vice Chairman
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

**C. Consideration and Action: PB 14-05 The Gables: Request for a preliminary plat/use permit extension for a 66 lot subdivision located off Guinea Road and Thayne Drive, Tax Map 22, Parcels 64A, 64E, and 71B, Moyock Township.**

Ben Woody, Planning Director, reviewed the applicant's request for a permit extension with Commissioners and noted the location of the property on the map included in the powerpoint.

To: Board of Commissioners  
 From: Planning Staff  
 Date: May 9, 2016  
 Subject: The Gables, Preliminary Plat Extension

On June 2, 2014, the Board of Commissioners voted to approve the preliminary plat/use permit for The Gables. This is a conservation subdivision consisting of 66 residential lots located off of Guinea Road and Thayne Drive in Moyock. The construction drawings were approved on May 7, 2015 and remain valid and in effect as long as the preliminary plat remains valid. The preliminary plat approval is due to expire on June 2, 2016.

On May 6, 2016 the engineer, Mark Bissell - Bissell Professional Group, submitted a request for preliminary plat extension of the subdivision citing contract negotiations and financing for the delays in construction. The engineer indicates the applicant has proceeded with due diligence and, it is anticipated that earth moving operations will begin within the next 30 days with the first phase of the development ready to record later this year.

In accordance with the UDO Section 2.4.8.E., the Board of Commissioners may grant a two year extension of the preliminary plat one time for good cause.

Commissioner Gilbert moved to approve Consideration and Action of PB 14-05 to extend the permit application to June 2, 2018, noting she had spoken with the developers who have given their word to begin construction within the next 30 to 60 days. Commissioner O'Neal seconded and the motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	S. Paul O'Neal, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

**NEW BUSINESS**

**A. An Ordinance of the Currituck County Board of Commissioners Amending Chapter 2, Article III of the Currituck County Code of Ordinances by adding a new Division 9. Ocean Sands North and Crown Point Service District for Watershed Improvement and Drainage Advisory Board.**

County Attorney, Ike McRee, reviewed the creation of the Ocean Sands and Crown Point stormwater service district at the Board's last meeting held May 2, 2016, and explained the provisions in the resolution for the creation of the advisory board for that district, including initial appointments and term limits.

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING CHAPTER 2, ARTICLE III OF THE CURRITUCK COUNTY CODE OF ORDINANCES BY ADDING A NEW DIVISION 9. OCEAN SANDS NORTH AND CROWN POINT SERVICE DISTRICT FOR WATERSHED IMPROVEMENT AND DRAINAGE ADVISORY BOARD**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-76 a Board of Commissioners may change the composition and manner of selection of boards, commissions, and agencies, and may generally organize and reorganize the county government in order to promote orderly and efficient administration of county affairs; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-77 a board of commissioners may appoint advisory boards, committees, councils and agencies composed of qualified and interested county residents to study, interpret and develop community support and cooperation in activities conducted by or under the authority of the board of commissioners.

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

PART I. The Code of Ordinances, Currituck County, North Carolina is amended by adding a new division to Chapter 2, Article III to read as follows:

**DIVISION 9. OCEAN SANDS NORTH AND CROWN POINT SERVICE DISTRICT FOR WATERSHED IMPROVEMENT AND DRAINAGE ADVISORY BOARD**

**Sec. 2-241. - Created.**

The Ocean Sands North and Crown Pont Service District for Watershed Improvement and Drainage Advisory Board is created pursuant to G.S. 153A-76.

**Sec. 2-242. - Composition.**

The advisory board shall be composed of seven members who are property owners within the Ocean Sands North and Crown Point Service District for Watershed Improvement and Drainage as delineated on Exhibit A to the Resolution Establishing and Creating the Ocean Sands North and Crown Pont Service District for Watershed Improvement and Drainage adopted by the board of commissioners on May 2, 2016.

**Sec. 2-243. - Appointment and terms of members.**

The advisory board shall be appointed by and serve at the pleasure of the Board of Commissioners in the manner set forth in sections 2-96 <[http://library.municode.com/HTML/12419/level4/COOR\\_CH2AD\\_ARTIIIAUBOCO\\_DIV1GE.html](http://library.municode.com/HTML/12419/level4/COOR_CH2AD_ARTIIIAUBOCO_DIV1GE.html)> and 2-97 <[http://library.municode.com/HTML/12419/level4/COOR\\_CH2AD\\_ARTIIIAUBOCO\\_DIV1GE.html](http://library.municode.com/HTML/12419/level4/COOR_CH2AD_ARTIIIAUBOCO_DIV1GE.html)>. The initial advisory board is to consist of three appointees for a term of one year and four appointees for a term of two years. Thereafter, all appointments are to be for terms of two years.

**Sec. 2-244. - Compensation of members.**

The advisory board shall be paid the sum per meeting provided by the board of commissioners in the county fee schedule and shall be reimbursed for expenses incurred by them in the course of their duties upon the presentation of proper vouchers for those expenses.

**Sec. 2-245. - Removal of members.**

The board of commissioners shall have the right to remove any member of the advisory board at will and appoint a replacement member.

**Sec. 2-246. - Duties.**

The advisory board is charged with the duty and responsibility to investigate, study and make recommendations to the board of commissioners pertaining to the creation, construction, enlargement, improvement, maintenance, equipment, operation and financing of the Ocean Sands North and Crown Point Service District for Watershed Improvement and Drainage.

**Sec. 2-247. - Function as advisory body.**

The advisory board shall have no legislative powers of its own but shall simply be an advisory body to the board of commissioners concerning the matters with which it is charged, and the board of commissioners will receive and consider the advisory board's recommendations.

**Sec. 2-248. - Officers.**

The advisory board shall appoint from its membership a chairman and any other officers as it may deem necessary for the orderly conduct of its business.

**Sec. 2-249. - Meetings.**

The advisory shall hold meetings at least once quarterly and at hours as may be fixed by the advisory board. Special meetings may be held on call of the chairman upon 48 hours' notice to all members of the board. A copy of the minutes of all meetings shall be submitted to the county manager. All meetings or other business of the board shall be conducted in accordance with the Open Meetings Law.

**PART II.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**PART III.** This ordinance is effective immediately upon adoption.

ADOPTED this 16th day of May, 2016.

\_\_\_\_\_  
David L. Griggs, Chairman

ATTEST:

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

After review, Commissioner Aydlett moved to approve with initial term limits for appointees to be set by drawing straws. The motion was seconded by Commissioner Gilbert and carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	O. Vance Aydlett, Vice Chairman
<b>SECONDER:</b>	Marion Gilbert, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

**B. Presentation of Budget for FY 2016-2017 and Set a Date for Public Hearing and Possible Action.**

County Manager, Dan Scanlon, explained his duty, as Budget Director, to present and turn over a balanced budget to the Board of Commissioners for consideration. Using a powerpoint presentation, Mr. Scanlon reviewed the proposed budget with the Board of Commissioners. Mr. Scanlon proposed a total budget, with capital projects, of \$70,325,324, representing an increase of 2.7 percent over the prior year. He reported the current property tax rate of .48 cents would be maintained. As he moved through the budget items, Mr. Scanlon answered Commissioner's questions about property tax rates, health care costs, tax revenues, appropriations for public schools, and occupancy tax. Mr. Scanlon explained the costs involved with revaluation as to why the county opts for an eight year cycle in lieu of performing revaluations more frequently. Mr. Scanlon also explained the restricted purpose of certain funds within the operating budget and how funding is set aside for capital projects.

Towards the end of the presentation, Commissioner Aydlett commended Mr. Scanlon and Sandra Hill, Finance Director, on the exemplary job they have done for Currituck County. The date for the public hearing was set to be held at the next meeting of the Board of Commissioners on June 6, 2016. Mr. Scanlon announced the budget will be posted on line for public review as well as in the County Manager's office.

### C) Board Appointments

#### 1. Nominations for Initial Appointments to the Animal Shelter Advisory Board

Commissioner Gilbert was nominated by Commissioner Payment to serve as ex-officio on the Animal Shelter Advisory Board. Commissioner Payment also nominated the following individuals for appointment to the Animal Shelter Advisory Board and suggested initial term lengths. Commissioner O'Neal seconded the recommendations and the nominees were unanimously approved.

Laura Hill was approved to serve a one year initial term.

Nancy Van Cief was approved to serve a one year initial term.

Lynn Christian was approved for a two year initial term.

Donna Corbo was approved for a two year initial term.

Mike Shannon was approved for a two year initial term.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Commissioner
<b>SECONDER:</b>	S. Paul O'Neal, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

#### 2. ABC Board

Commissioner O'Neal nominated Chairman Griggs to be reappointed to the ABC Board and Commissioner Aydlett nominated Commissioner Mike Payment to the ABC Board. The nominations were seconded by Commissioner Beaumont and both were unanimously approved.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

### D) Consent Agenda

Commissioner Aydlett moved to approve the consent agenda. Commissioner Beaumont seconded and the motion carried unanimously.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVED:** O. Vance Aydlett, Vice Chairman  
**SECONDER:** Paul M. Beaumont, Commissioner  
**AYES:** David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

**1) Approval Of Minutes-May 2, 2016**

**1. BOC regular meeting minutes from May 2, 2016.**

**2. Budget Amendments**

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
51848-594001	MES - Energy Mgmt upgrade	\$ 23,149	
51848-591003	CCMS - Auditorium HVAC		\$ 11,206
51848-598003	Central gym roof replacement		\$ 11,943
		<b>\$ 23,149</b>	<b>\$ 23,149</b>

**Explanation:** School Construction Fund (51848) - Transfer residual funds from CCMS auditorium HVAC replacement and Central Elem School gym roof to upgrade the energy management system at Moyock Elementary School. These projects are all funded through lottery proceeds and have been approved by the Department of Public

**Net Budget Effect:** School Construction Fund (51) - No change.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10550-561000	Professional Services		\$ 5,000
10550-545000	Contracted Services	\$ 5,000	
		<b>\$ 5,000</b>	<b>\$ 5,000</b>

**Explanation:** Airport (10550) - Transfer funds for installation of lights in Hangars A & B and to relocate Dominion Power light pole.

**Net Budget Effect:** Operating Fund (10) - No change.

Account Number	Account Description	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10752-519100	IV-E Foster Care	\$ 23,000	
10330-431800	Foster Care & Boarding Home		\$ 18,860
10752-519005	State Foster Care & Boarding		\$ 4,140
		<b>\$ 23,000</b>	<b>\$ 23,000</b>
<b>Explanation:</b>	Public Assistance (10752) - Increase appropriations due to increased case load for foster children.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$18,860.		

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10410-557100	Software License Fees	\$ 107	
10415-532000	Supplies	\$ 500	
10415-561000	Professional Services	\$ 30,000	
10420-532000	Supplies	\$ 300	
10430-503000	Salaries - Part time	\$ 8	
10441-545000	Contract Services	\$ 16,646	
10441-553000	Dues & Subscriptions	\$ 49	
10460-592000	Courthouse Projects	\$ 13,969	
10461-536000	Uniforms	\$ 3	
10480-514500	Training & Education	\$ 195	
10480-557300	Excise Tax on Deeds	\$ 90,000	
10515-532000	Supplies	\$ 250	
10530-514000	Travel	\$ 650	
10530-561200	Billing Fees	\$ 15,000	
10540-545000	Contract Services	\$ 104	
10540-545100	Credit Card Fees	\$ 450	
10540-558300	Homeowner's Recovery Fund	\$ 1,800	
10541-536000	Uniforms	\$ 96	
10606-532000	Supplies	\$ 54	
10660-557100	Software License Fees	\$ 107	
10310-400015	Ad Valorem Taxes - 2015 Levy		\$ 30,500
10320-410000	Deed Stamp Excise Tax		\$ 90,195
10340-454000	Building Permits		\$ 2,354
10350-468000	Sale of Capital Assets		\$ 13,969
10410-526000	Advertising		\$ 107
10420-514000	Travel		\$ 300
10430-526000	Advertising		\$ 8
10441-502000	Salaries		\$ 10,000
10441-503000	Salaries - Part time		\$ 3,000
10441-505000	FICA		\$ 995
10441-506000	Insurance Expense		\$ 2,700
10461-514000	Travel		\$ 3
10515-514000	Travel		\$ 100
10515-514800	Fees Paid to Officials		\$ 150
10530-506000	Insurance Expense		\$ 15,650
10541-532000	Supplies		\$ 96
10606-553000	Dues & Subscriptions		\$ 54
10660-557000	Refunds		\$ 107
61818-516200	Vehicle Maintenance	\$ 250	
61818-545100	Credit Card Fees		\$ 250
64848-516000	Repairs & Maintenance	\$ 235	
64848-513000	Utilities		\$ 235
67878-545000	Contract Services	\$ 2,500	
67878-553000	Dues & Subscriptions	\$ 1,310	
67360-470000	Utility Charges		\$ 2,310
67878-513000	Utilities		\$ 500
67878-545100	Credit Card Fees		\$ 1,000
68888-533800	Chemicals	\$ 2,000	
68888-545000	Contract Services	\$ 1,500	
68888-511000	Telephone & Postage		\$ 300
68888-516000	Repairs & Maintenance		\$ 3,200
		<b>\$ 178,083</b>	<b>\$ 178,083</b>
<b>Explanation:</b>	Various Departments - Transfer and increase appropriations for operations for the remainder of the current fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$137,018. Mainland Water (61) - No change. Maple Commerce Park Sewer (64) - No change. Moyock Central Sewer (67) - Increased by \$2,310. Walnut Island Sewer (68) - No change.		

### 3. Surplus Resolution

#### 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 held on May 16, 2016 authorized the following, pursuant to GS 160A and 270(b) that the property listed below be disposed of or auctioned.

Asset#	Description	Serial#
5690	2003 Jeep Grand Cherokee	1J4GW48S93C611636
5691	2003 Ford F150	1FTRF17W73NB26658
5846	2004 Jeep Grand Cherokee	1J4GW48S34C368424
6003	2005 Jeep Grand Cherokee	1J4GS48K75C584807
7006	2009 Dodge Charger	2B3KA43T49H607838
7185	2010 Dodge Charger	2B3AA4CT7AH161782
7237	2004 Ford Crown Victoria	2FAFP73W64X183531
6086	1990 Ford Bucket Truck	1FDNF60H9LVA16696
2678	Mobile Radio- Maratrac	776ASY1541
4330	Kenwood 32 Channel Mobile Radio	TK760H
5359	Old Fountain @ Judicial Cntr Pond	
5886	Sign- Elections/Parks&Rec Complex	
2066	1988 NC Forestry Office Trailer	
2495	Old Forestry Trailer- used for storage	
6821	Xerox WorkCentre M1181 Copier/Printer	49120030216
6774A-D		Wireless Headsets/Handsets
6925	Dell Latitude D380 laptop	FVHBTG1
2794	22 Chairs- broken	
5363	3- 36 X 36 Gray Folding Tables	
2797A-C		3- 30 X 60 Tables
6191	Maple Park Skatepark	
6780	Windscreen- Moyock Middle Tennis Courts	
6781	Windscreen- Sound Park Tennis Courts	
7280A-J		10 Windscreens- Moyock Middle Tennis Courts
7281A-K		11 Windscreens- CCHS Tennis Courts
7282A-J		10 Windscreens- Sound Park Tennis Courts
7733	Clarity II Turbidimeter	2417000K008
2998	Tripod/Winch/Safety Harness- 7'	
2950	Canon NP2120 Copier	VJB12196
4388	Book Return- Point Harbor	
5378	Book Return- Shawboro	
6779	Book Return- Historic Courthouse	
5681	12- 275 Gal Plastic Totes for used oil	
6113	Envirolet Waterless Toilet- Shawboro	
3130	Beacon	
3224	Sections for Library Workstations	
4197	Calcomp Drawing Board III	
2824A-C		Executive Chairs
2367	John Deere Hitch Mower	
1997	Life Pac 5 Defibrilator	
3052	Electric Burster	00351566
5283	Tabletop Burster	15095
2242	Saw w/12" Arm	
5501	Stryker Stretcher- Medic 5	9903-39155
5565	Excalibur Cot- Medic 3	JJ243487
5566	Excalibur Cot- Medic 4	JJ243487
5580	Stryker MX- Pro Cot Medic 15B	99339150154
5781	Proflexx Blue Stretcher- 2002 Moy Amb	L729169
2298	Booster Pump 1- Sligo	

3156 Compudyne DX 2/66	A841976
6015 Belkin Omniview Console	
2321 Ext Computer System X Terminals	
6167 Dell Optiplex minitower	7GBM1B1
3951 Pentium 133 PC computer	

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of County of Currituck reserves the right to reject any and all bids.

**ADOPTED**, this 16<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
David L Griggs  
Currituck County Board of Commissioners

ATTEST:

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

#### **4. Proclamation Declaring May as Older Americans Month**

#### **A PROCLAMATION BY THE CURRITUCK COUNTY BOARD OF COMMISSIONERS Older Americans Month 2016**

**Whereas**, Currituck County includes a thriving community of older Americans who deserve recognition for their contributions to our nation; and

**Whereas**, Currituck County recognizes that older adults are trailblazers-advocating for themselves, their peers, and their communities-paving the way for future generations; and

**Whereas**, is committed to raising awareness about issues facing older Americans and helping all individuals to thrive in communities of their choice for as long as possible; and

**Whereas**, we appreciate the value of inclusion and support in helping older adults successfully contribute to and benefit from their communities; and

**Whereas**, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social inclusion.
- Emphasizing home- and community-based services that support independent living.
- Ensuring community members of all ages benefit from the contributions and experience of older adults.

**Now therefore**, we do hereby proclaim May 2016 to be Older Americans Month. The Currituck County Board of Commissioners urge every resident to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.

Dated this 16th day of May, 2016.

ATTEST:

\_\_\_\_\_  
David L. Griggs, Chairman

(SEAL)

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

5. **Board of Equalization and Review-Approval of Minutes from May 2, 2016**
6. **Carova Beach VFD Purchase Request-Fire Truck**
7. **Petition for Road Addition for State Maintenance-Sea Breeze Drive, Knotts Island**

**E) Commissioner's Report**

Commissioner O'Neal discussed the repaving of NC 168 in Moyock, stating the North Carolina Department of Transportation (NCDOT) will add a culvert across the highway to alleviate some of the drainage issues, pushing back the timeline. The paving contractor hopes to have the repaving finished in late May or early June. Commissioner O'Neal reported he has received calls about drones and said the County needs to address drones and trespassing. He also recognized the Currituck County High School girls soccer team, who will be playing in the third round at the state competition.

Commissioner Payment congratulated all of the coaches and student athletes, noting how well many of Currituck's sports teams have done this year.

Commissioner Gilbert congratulated all of the new college graduates and welcomed them to the work force.

Commissioner Beaumont acknowledged the boys high school Baseball team, who are proceeding to the third round.

Commissioner Aydlett reported on the girls softball, with a record of 12-0 in conference, saying the girls did a great job.

**1. Motion to adopt a Resolution in opposition to state legislation placing strict limits on Marine Net Fishing in North Carolina and a Resolution in support of legislation sponsored by Senator Cook to prohibit ferry tolling.**

Commissioner O'Neal, noting that the next Commissioners meeting is not until June, asked that the Board take action to adopt a Resolution to oppose the house bill placing strict limits on marine net fishing. Commissioner Aydlett also requested that the Board ask the new director of Marine Fisheries revisit and possibly reverse some of their past directives.

Commissioner Aydlett also requested a Resolution in support of a bill Senator Cook had sponsored to prohibit ferry tolling.

Commissioner O'Neal moved for Board adoption of both Resolutions. Commissioner Aydlett seconded and the motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	S. Paul O'Neal, Commissioner
<b>SECONDER:</b>	O. Vance Aydlett, Vice Chairman
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

## F) County Manager's Report

There was no report from the County Manager.

### PUBLIC COMMENT

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 5 minutes.***

Chairman Griggs opened the public comment period.

Lee Smith, of Elizabeth City, spoke of his success getting dogs adopted for the Currituck County Animal Shelter during adoption events he attended. He expressed his wish to continue to assist and be able to continue his work with adoptions. Thanking Mr. Smith for his contribution, Commissioner Gilbert requested contact information so the discussion could be continued.

With no one else wishing to speak, Chairman Griggs closed the Public Comment period.

### ADJOURN

#### Motion to Adjourn Meeting

With there being no further business, Commissioner Gilbert moved to adjourn the regular meeting of the Currituck County Board of Commissioners. The motion was seconded by Commissioner Beaumont and carried unanimously. The meeting of the Board of Commissioners was concluded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	David L. Griggs, Board Chairman, O. Vance Aydlett, Vice Chairman, S. Paul O'Neal, Commissioner, Paul M. Beaumont, Commissioner, Marion Gilbert, Commissioner, Mike D. Hall, Commissioner, Mike H. Payment, Commissioner

## SPECIAL MEETING OF THE TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners, sitting as the Tourism Development Authority, held a special meeting on May 16, 2016, at the Historic Currituck Courthouse, 153 Courthouse Road, Currituck, NC. The special meeting was held after the close of the regular 5 PM meeting of the Board of Commissioners for the purpose of receiving the Tourism Development Authority's 2016-17 annual budget as presented by the County Manager and to set the date for

public hearing and possible action. Chairman Griggs called the meeting of the Tourism Development Authority to order.

**1. Presentation of the Tourism Development Authority Budget for FY 2016-2017 and Set a Date for Public Hearing and Possible Action**

County Manager, Dan Scanlon, began his review of the proposed budget for the Tourism Development Authority (TDA) by first explaining the Tourism Development Authority's creation by general statute and the local legislation authorizing collection and use of Occupancy Tax. Mr. Scanlon said there are three authorizations which provide for the collection of a total of 6% and he explained the restrictions on how the occupancy tax must be spent, with specific percentages earmarked for promotion and tourism related expenditures. Mr. Scanlon said expected collections would be just over \$10,000,000. Specifically, Mr. Scanlon noted figures of approximately \$3.3 million for tourism promotion and \$6.7 million for tourism related expenditures, noting the breakdown of spending for each.

After presentation, Mr. Scanlon said the proposed budget would be available for public review and announced the June 6, 2016 public hearing, with adoption required by July 1, 2016.

Commissioner Payment clarified the restrictions imposed on occupancy tax spending, and Mr. Scanlon said monies cannot be transferred between tourism promotion and tourism related. Mr. Scanlon said even if the money is not spent and the dollars go into the fund balance, the original designation and restrictions remain.

With there being no further business, meeting of the Tourism Development Authority was adjourned.

**SPECIAL MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT BOARD**

The Currituck County Board of Commissioners, sitting as the Ocean Sands Water & Sewer District (OSWSD) Board, held a special meeting on May 16, 2016, at the Historic Currituck Courthouse, 153 Courthouse Road, Currituck, NC. The special meeting was held after the close of the regular 5 PM meeting of the Board of Commissioners for the purpose of receiving the OSWSD Board's 2016-17 annual budget as presented by the County Manager and to set the date for public hearing and possible action. Chairman Griggs called the meeting of the OSWSD Board to order.

**2. Presentation of the Ocean Sands Water & Sewer District Budget for FY 2016-2017 and Set a Date for Public Hearing and Possible Action**

Dan Scanlon, County Manager, explained the fund as a wastewater and water service fund and proposed continuing services at the current level, with an identical budget as the prior year of \$1.2 million.

Mr. Scanlon said the numbers that make up the budget are available on line for public review and announced the June 6, 2016, public hearing for possible adoption.

With there being no further business, the meeting of the Ocean Sands Water and Sewer District Board was adjourned.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1572)**

**Agenda Item Title**

Budget Amendments

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

er 2016093

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of June 2016, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2016.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10794-545002	Restitution	\$ 3,600	
10330-447000	JCPC		\$ 3,600
		<u>\$ 3,600</u>	<u>\$ 3,600</u>

**Explanation:** JCPC - Resitution (10794) - Increase State funding for restitution, no additional County funding required. The 30% match is currently budgeted within the Cooperative Extension budget. Funds must be spent by June 30, 2016.

**Net Budget Effect:** Operating Fund (10) - Increased by \$3,600.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

Clerk to the Board \_\_\_\_\_

per

2016094

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of June 2016, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2016.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10330-445000	Emergency Mgmt		\$ 17,917
10531-532000	Supplies	\$ 17,917	
		<u><b>\$ 17,917</b></u>	<u><b>\$ 17,917</b></u>

**Explanation:** Emergency Management (10531) - Increase appropriations to record Emergency Management Planning Grant funds received.

**Net Budget Effect:** Operating Fund (10) - Increased by \$17,917.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

Clerk to the Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1561)**

**Agenda Item Title**

Surplus Resolution-EMS Ambulance

**Brief Description of Agenda Item:**

EMS wishes to surplus Asset # 5632, a 2002 Ford Ambulance, Vin #1FDXE45F42HB44820

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## 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 held on June 6, 2016, authorized the following, pursuant to GS 160A and 270(b), property listed below, be disposed of:

<b>Asset</b>	<b>Description</b>
5632	2002 Ford Ambulance Vin #1FDXE45F42HB44820

**ADOPTED**, this 6th day of June, 2016.

---

David L. Griggs, Chairman  
Currituck County Board of  
Commissioners

ATTEST:

---

Leeann Walton  
Clerk to the Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1566)**

**Agenda Item Title**

Surplus Resolution-Public Utilities-Currituck Club Treatment Equipment

**Brief Description of Agenda Item:**

Public Utilities Surplus request.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## 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 held on June 6, 2016, authorized the following, pursuant to GS 160A and 270(b), that the property listed below, be disposed of:

Equipment will be offered for sale.

Asset	Description
<b>Currituck Club</b>	
Reverse Osmosis Train(1)	AES Model #33-8-H-160-L-TF
Cartridge Filter Vessels(2)	282gpm 316 SS filter
Cleaning System(1)	RO cleaning system
RO Feed Pump(1)	Goulds Model #5SVD1M5D1
Greensand Filters(2)	Ermco Automatic 200gpm filters
Hydro-pneumatic Tank (1)	10,0000 gallon pressure tank
Ground Storage Tank (1)	20,0000 gallon ground storage
Ground Storage Tank (1)	424,000 gallon ground storage
Booster Pump Station (1)	200 gpm pumping station
RO Concentrate Tank (1)	80,700 gallon holding tank
<b>Corolla Light</b>	
Ammonia Feed Building (1)	Ammonia feed with scale
Hydro-pneumatic tank (1)	Pressure tank
Aeration tower (1)	Aeration for iron removal
Air compressor (1)	Air compressor

**ADOPTED**, this 6th day of June, 2016.

---

David L. Griggs  
Currituck County Board of  
Commissioners

ATTEST:

---

Leeann Walton  
Clerk to the Board





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1571)**

### **Agenda Item Title**

Consideration and Approval of Assignment and Assumption Agreement for Outer Banks Conservationists Annual Payment

### **Brief Description of Agenda Item:**

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

## ASSIGNMENT AND ASSUMPTION AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION AGREEMENT ("Agreement") is made as of the \_\_\_ day of \_\_\_\_\_ 2016 (the "Effective Date"), by and between The Whalehead Preservation Trust and the Currituck Wildlife Museum, a North Carolina non-profit corporation ("WPT"), and the County of Currituck, a body corporate and politic existing pursuant to the laws of the State of North Carolina (the "County").

### RECITALS

A. On April 21, 2006 the County, its commissioners, employees, agents, successors, and assigns, the Outer Banks Conservationists, Inc., its directors, successors, and assigns, and the State of North Carolina, Department of Cultural Resources, its successors and assigns, entered into that certain Settlement and Mutual Release Agreement, a copy of which is attached as Exhibit "A" (the "Settlement Agreement").

B. In Section 3 of the Settlement Agreement, certain payment rights were granted to WPT (the "Payments").

C. The Settlement Agreement also set forth or implied certain obligations that WPT has or may have with regard to the use of the Payments (the "Obligations").

D. Except as otherwise provided in this Agreement, WPT and the County desire for WPT to assign to the County all of WPT's rights to the Payments in exchange for County's assumption of all of WPT's Obligations under the Settlement Agreement.

### AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Assignment of Payments. WPT grants and assigns to the County, as of the Effective Date, all of WPT's right, title and interest to the Payments, subject to the terms and conditions of this Agreement.

2. Assumption and Release of Obligations. The County accepts the assignment of the Payments and assumes the Obligations under the Agreement, to the extent such Obligations arise on or after the Effective Date. The County agrees and acknowledges that WPT shall not be obligated for, and the County shall be solely obligated for, any Obligations arising under the Settlement Agreement on or after the Effective Date.

3. Rights or Obligations not Assigned or Assumed. Notwithstanding any provision in this Agreement to the contrary, any rights or obligations set forth in Section 4 of the Settlement Agreement are not being assigned or assumed under this Agreement.

4. Termination. Either WTP or the County may terminate this Agreement upon the provision of at least 180 days prior written notice to the other party to this Agreement.

3. Interpretation; Governing Law. The validity, construction, interpretation and performance of the covenants and conditions contained herein shall be governed by and construed in accordance with the domestic laws of the State of North Carolina, excluding, however, such laws as pertain to conflicts of law.

4. Counterparts; Facsimile Signatures. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which shall together constitute one and the same agreement. This Agreement may be executed and delivered by facsimile transmission and any facsimile signatures hereon shall be deemed to be original signatures for all purposes.

WITNESS the following signatures and seals:

**WPT:**

**THE WHALEHEAD PRESERVATION TRUST AND  
THE CURRITUCK WILDLIFE MUSEUM,  
a North Carolina non-profit corporation**

By: Mike Doxey (SEAL)  
Name: Mike Doxey  
Title: President

**THE COUNTY:**

**THE COUNTY OF CURRITUCK,  
a body corporate and politic existing pursuant to the  
laws of the State of North Carolina**

By: \_\_\_\_\_ (SEAL)  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

EXHIBIT "A"  
SETTLEMENT AGREEMENT  
[To Be Attached]

## EXHIBIT A

**SETTLEMENT AND MUTUAL RELEASE AGREEMENT**

This SETTLEMENT AND MUTUAL RELEASE AGREEMENT (the "Agreement") is entered into this the 4-21 day of April, 2006, by and between the County of Currituck, its commissioners, employees, agents, successors and assigns ("County"), Outer Banks Conservationists, Inc., its directors, successors and assigns ("OBC"), and the State of North Carolina, Department of Cultural Resources, its successors and assigns ("NCDCR") (collectively, the "Parties").

**RECITALS**

1. On March 1, 2005, the County commenced a zoning enforcement action against OBC and NCDCR (the "Action").
2. In the Action, the County sought a declaration that the Currituck Beach Lighthouse, a federal historic lighthouse, was subject to the County's zoning regulations contained in the County's Unified Development Ordinance (the "UDO"). The Currituck Beach Lighthouse and its property (collectively, the "Lighthouse") is described in the Quitclaim and Indenture Deed recorded in Book 772, Page 318 of the Currituck County Public Registry.
3. The County based the Action upon its interpretation of the Quitclaim and Indenture Deed. Prior to this conveyance, the County had acknowledged and recognized that the Lighthouse was immune and exempt from the UDO because of overriding federal constitutional and statutory law.
4. The Honorable Terrence W. Boyle, Judge of the United States District Court for the Eastern District of North Carolina, entered an order on January 10, 2006, in the Action (the "Order"). In the Order, Judge Boyle found, among other matters:
  - A. The United States of America has significant legally protected interests in the Lighthouse, including present and future property interests.
  - B. The National Historic Lighthouse Preservation Act (the "NHLPA") and other federal law requires OBC and NCDCR to make the Lighthouse available for education, park, recreation and cultural or historic preservation purposes for the general public.
  - C. The enforcement of the UDO against the Lighthouse, OBC and NCDCR places OBC and NCDCR in a position of conflicting legal obligations between federal law and the UDO.
  - D. Central to the Action is whether the exemption and immunity arising out of federal law previously acknowledged by the County still applies to the Lighthouse and this central question is controlled by federal law.

E. The United States of America is a necessary party to the Action.

5. The County recognizes that the Federal Government has regulatory powers over all lands in which the United States of America owns a property interest under federal constitutional and statutory law. Likewise, the County recognizes and acknowledges that the curtain of the United States of America's sovereign immunity comes down when a local government attempts to sue the United States of America in a zoning enforcement action.

6. The Parties acknowledge that the Lighthouse is a part of the Currituck Light Station Reservation. The balance of the Reservation is owned by the United States of America, NCDCR and OBC together (the "Balance of the Reservation"). The Balance of the Reservation is described in a deed recorded in Book 92, Page 9 of the Currituck County Public Registry. The Lighthouse and the Balance of the Reservation is the entire Currituck Light Station Reservation (the "Reservation").

7. The Parties agree it is in the best interests of the Parties and general public that all issues as to the jurisdiction of the County over the Reservation be forever put to rest and that the Parties work together for the benefit of the public.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Immunity from County land development/use regulations. So long as the United States of America, any of its agencies, officials, departments, agents or instrumentalities (the "United States") owns, possesses, retains or reserves any property interest in the Reservation or any portion thereof, the County acknowledges, recognizes and agrees that the Reservation is immune and exempt from UDO regulations, including, without limitation, any and every future land development or use regulation of any kind or type adopted by the County, now and forever in the future. NOTWITHSTANDING THE FOREGOING, the Agreement does not restrict, impede or prohibit the County from adopting land development or use regulations applicable to the Reservation; however, any and all such regulations shall be and remain wholly unenforceable unless and until the United States neither owns nor possesses an interest in the Reservation or any part thereof. In the event the United States no longer owns or possesses any interest in any portion of the Reservation and the Reservation becomes subject to the UDO or any future land development or use regulation adopted by the County, all lots, uses, activities and structures, including but not limited to signs, existing on the Reservation which do not conform with the County land development and use regulations in effect at that time shall be lawful nonconformities to which the owners of the Reservation have vested rights to continue without interference from the County.

2. Joint use parking and restroom facilities. The County owns and controls property adjacent to the Reservation on which public parking lots and restroom facilities are located (the "Public Facilities"). The Public Facilities were built by the County but are managed for the County by The Whalehead Preservation Trust and the Currituck Wildlife Museum ("WPT"), a public non-profit entity owned and controlled by the County. The County and WPT agree to

execute the easement attached as Exhibit A of this Agreement (the "Easement") which conveys to OBC, its directors, employees, officers, volunteers and the visitors of the Reservation the right to use the Public Facilities as provided in the Easement.

3. OBG's Payment. Beginning July 1, 2006, OBC agrees to transmit to the WPT seventeen percent (17%) of the gross revenues generated at the Lighthouse ("OBG's Contribution") annually. OBC's Contribution shall be prioritized to be used first for the maintenance, improvement and repair of the Public Facilities described in the Easement and thereafter for any other preservation/conservation purpose at the Currituck Heritage Park. Until OBC's out-of-pocket expenditures in the amount of \$200,000.00 incurred in connection with transfer and use of the Lighthouse under the NHLPA after July 30, 2003, the date of Judge Manson's decision, to the date of the execution of the Agreement are fully reimbursed, OBC shall have no duty to transmit or accrue as an account payable the full amount of OBC's Contribution. Instead, OBC shall have the right to retain and allocate one-half of OBC's Contribution for the reimbursement of OBC's out-of-pocket expenditures described above until these expenditures are reimbursed in full and transmit the other one-half of OBC's Contribution to the WPT. WPT and the County may use these funds to reimburse the County its out-of-pocket expenditures incurred in connection with the transfer and use of the Lighthouse under the NHLPA from July 30, 2003 to the date of the execution of the Agreement, so long as the Public Facilities are properly maintained, repaired and available as provided in the Agreement. When OBC's out-of-pocket expenditures are reimbursed in full, OBC shall begin to transmit the full amount of OBC's Contribution to the WPT annually.

4. Ex-Officio Non Voting Members. OBC and the County agree that the Executive Director of the WPT shall be an ex-officio non-voting member of the OBC Board of Directors and may participate only in the matters related to the Lighthouse and Currituck Heritage Park, and the Executive Director of the OBC shall be an ex-officio non-voting member of the WPT Board of Directors and may participate only in the matters related to the Facilities and Currituck Heritage Park. OBC, the WPT and the County agree to take whatever actions are necessary to amend their internal documents to provide for these ex-officio non-voting members.

5. Stipulation of Dismissal with Prejudice. Upon the execution of the Agreement, the County shall dismiss the Action with prejudice pursuant to a Stipulation of Dismissal with Prejudice. A copy of the Stipulation of Dismissal with Prejudice is attached hereto as Exhibit B.

6. Mutual Release. Upon the execution of the Agreement, the execution, sealing, delivery and recordation of the Easement and the filing of the Notice of Dismissal with Prejudice in the United States District Court for the Eastern District of North Carolina, the Parties mutually release each other from all and any matters, claims, actions, proceedings regardless of forum, costs, demands, charges, expenses, liabilities, known or unknown, which arise from or relate to the Action, the use, activities, or operations which have occurred on the Reservation prior to the date of the execution of the Agreement, the selection of OBC by the United States of America as the entity to perform the obligations mandated by Congress through the NHLPA, the prior conveyances of the Reservation; EXCEPTING nothing herein shall affect any rights or duties of OBC or NCDCR under the prior conveyances, NHLPA or under federal law as it applies to the

Reservation. The purpose of this Mutual Release is to conclusively resolve all matters and conflicts between the County on the one hand and OBC and NCDCR, individually and collectively, on the other hand related to the Action and Reservation.

7. Default. In the event the County attempts to assert or enforce its land development/use ordinances or powers against the Reservation in violation of this Agreement or otherwise defaults on its obligations under the Agreement, OBC's Contribution shall be automatically forfeited by the WPT and the County until the County complies with the Agreement and OBC shall have the right to use any forfeited payments for the purpose of specifically enforcing the Agreement. In addition to this specific remedy, OBC and NCDCR shall have the right to specifically enforce the Agreement against the County in the event the County defaults under the Agreement. In the event either OBC or NCDCR default under the Agreement, the County shall have the right to specifically enforce the Agreement against them.

8. Other Signatories. The WPT and the Administrator of the UDO have signed the Agreement in order to evidence their agreement with certain provisions of the Agreement. The WPT has signed to evidence its agreement with paragraphs two (2) through four (4) above. The Administrator of the UDO has signed to evidence her agreement with paragraph one (1) of the Agreement and, to that end, the Administrator withdraws, rescinds, abandons and revises the interpretation that the use of the Lighthouse as a museum violates the UDO contained in her letter addressed to OBC and dated April 24, 2004, and she evidences her adoption of the interpretation in whole and without reservation stated in paragraph one (1) of the Agreement as the Administrator's interpretation and determination that the UDO, including, without limitation, any and every successor land development/use ordinances or regulations adopted by the County, does not apply to the Reservation and the Reservation is exempt and immune from all or any such regulations unless and until the United States no longer owns or possesses any property interest in the Reservation or any portion thereof. Further, the Administrator adopts as the Administrator's interpretation that any and all lots, uses, activities and structures, including, but not limited to signs, shall be lawful nonconformities under the land development or use regulations in effect at the time the Reservation is not exempt or immune because the United States no longer owns or possesses any interest in the Reservation or any part thereof and the owners of the Reservation shall have vested rights to continue these lawful nonconformities without interference from the County. The County acknowledges that the Administrator is the County employee charged with the enforcement and interpretation authority under the UDO and N.C.G.S. § 153A-345(b) and that the interpretations adopted by the Administrator in this Agreement are fully binding upon the County, now and in the future. The WPT and the Administrator are not parties to this Agreement, have no rights to enforce the Agreement, and are not intended third party beneficiaries of the Agreement.

9. Miscellaneous. The Parties covenant and agree that the Agreement contains the entire agreement between the Parties related to the subject matter contained herein and all prior promises, statements, inducements or representations have been fully integrated into the Agreement. The Agreement is binding upon the Parties and the Parties represent to each other that they have full authority to execute the Agreement and that they have been advised by their legal counsel that they had full authority and power to execute, honor and perform all of the

obligations contained in the Agreement, except to the extent that performance of any obligation is forbidden or otherwise overridden by federal law or regulation, or that performance of an obligation frustrates or interferes with the administration of federal law at the Reservation, now or in the future; the Parties recognize that the Reservation is federal property and subject to laws and regulations adopted by Congress, now or in the future, and federal law is supreme. The recitals are material terms of the Agreement and the terms of the Agreement are not severable. OBC and NCDCR agree to sign the Agreement upon the approval and execution of the Agreement (without modification) by the County and the Signatories, and its delivery to OBC and NCDCR for signature.

10. Counterparts and Facsimile Signatures. The Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall be deemed one and the same document. Any counterpart of the Agreement may be executed and delivered by facsimile transmission, which shall have the same force and effect as an original.

**IN WITNESS WHEREOF**, the Parties and Signatories hereof have executed this Settlement and Mutual Release Agreement as of the day first written above.

(SIGNATURES ON FOLLOWING PAGES)

## PARTY:

## COUNTY OF CURRITUCK

By: S. Paul O'Neal (SEAL)  
 Name: S. PAUL O'NEAL  
 Title: CHAIRMAN

## ATTEST:

Gwen H. Keene  
 Clerk to Currituck County  
 Board of Commissioners  
 (SEAL)

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

Sandra L. Hill  
 Name: \_\_\_\_\_  
 Title: Finance Director

STATE OF NORTH CAROLINA  
 COUNTY OF Camden

I, the undersigned, a Notary Public of the County and State aforesaid, certify that the following person(s) personally appeared before me this day, and

I have personal knowledge of the identity of the principal(s)  
 I have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a \_\_\_\_\_

A credible witness has sworn to the identity of the principal(s);

each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Gwen H. Keene, Clerk  
to the Board of Commissioners.

Witness my hand and official seal, this the 31<sup>st</sup> day of April, 2006.

My commission expires:

June 27, 2009

Mary S. Gilbert  
 Notary Public

Mary S. Gilbert  
 Print Name of Notary

[NOTARY SEAL]

**PARTY:****OUTER BANKS CONSERVATIONISTS, INC.**

By: William Parker (SEAL)  
 Name: WILLIAM M PARKER  
 Title: Chair

**STATE OF NORTH CAROLINA****COUNTY OF DARE**

I, the undersigned, a Notary Public of the County and State aforesaid, certify that the following person(s) personally appeared before me this day, and

I have personal knowledge of the identity of the principal(s);  
 I have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a \_\_\_\_\_;  
 A credible witness has sworn to the identity of the principal(s);

each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: WILLIAM M. PARKER, CHAIR  
OUTER BANKS CONSERVATIONISTS, INC.

Witness my hand and official seal, this the 21<sup>ST</sup> day of APRIL, 2006.

My commission expires:  
March 18, 2009



Theresa L. McDowell  
 Notary Public

Theresa L. McDowell  
 Print Name of Notary

**PARTY:**

STATE OF NORTH CAROLINA,  
DEPARTMENT OF CULTURAL RESOURCES

By:

Lisbeth C. Evans, Secretary

STATE OF NORTH CAROLINA

COUNTY OF Wake

I, the undersigned, a Notary Public of the County and State aforesaid, certify that the following person(s) personally appeared before me this day, and

I have personal knowledge of the identity of the principal(s)  
 I have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a \_\_\_\_\_  
 A credible witness has sworn to the identity of the principal(s);

each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: \_\_\_\_\_

Witness my hand and official seal, this the 21<sup>st</sup> day of April, 2006.

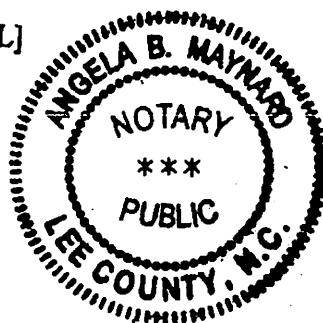
My commission expires:

11-5-2006

Angela B. Maynard  
Notary Public

Angela B. Maynard  
Print Name of Notary

[NOTARY SEAL]



By: V. Lori Fuller  
V. Lori Fuller  
 Assistant Attorney Gen  
 Counsel for Department

## SIGNATORY:

THE WHALEHEAD PRESERVATION TRUST  
AND CURRITUCK WILDLIFE MUSEUM

By: M. Rodney Sawyer Jr. (SEAL)  
 Name: M. Rodney Sawyer Jr.  
 Title: Chairman, Whalehead Pres. Trust

## STATE OF NORTH CAROLINA

COUNTY OF CAMPDEN

I, the undersigned, a Notary Public of the County and State aforesaid, certify that the following person(s) personally appeared before me this day, and

I have personal knowledge of the identity of the principal(s)  
 I have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a \_\_\_\_\_  
 A credible witness has sworn to the identity of the principal(s);

each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: M. Rodney Sawyer, Jr.  
Chairman, Whalehead Pres. Trust

Witness my hand and official seal, this the 24th day of April, 20 06.

My commission expires:

June 27, 2009

[NOTARY SEAL]

Mary S. Gilbert  
 Notary Public

Mary S. Gilbert  
 Print Name of Notary

**SIGNATORY:****CURRITUCK COUNTY UDO ADMINISTRATOR**

S. S. Keifer (SEAL)  
Name: S. S. Keifer

**STATE OF NORTH CAROLINA****COUNTY OF Currituck**

I, the undersigned, a Notary Public of the County and State aforesaid, certify that the following person(s) personally appeared before me this day, and

I have personal knowledge of the identity of the principal(s)  
 I have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a \_\_\_\_\_.  
 A credible witness has sworn to the identity of the principal(s);

each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Currituck County  
UDO Administrator, Sarah S. Keifer.

Witness my hand and official seal, this the 21<sup>st</sup> day of April, 20 06.

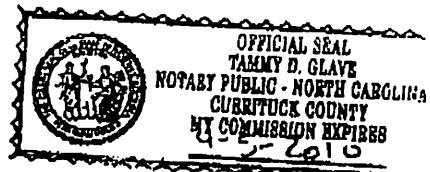
My commission expires:

4-5-2010

Tammy D. Glave  
Notary Public

[NOTARY SEAL]

Tammy D. Glave  
Print Name of Notary





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1556)**

**Agenda Item Title**

Carr, Riggs & Ingram LLC Contract to audit FY 2016 financial statements

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Sandra Hill, Director

**Presenter of Agenda Item**

Daniel F. Scanlon

LGC-205 (Rev. 2016)

## CONTRACT TO AUDIT ACCOUNTS

Of Currituck County  
 Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 10th day of May, 2016,

Auditor: Carr, Riggs & Ingram LLC Auditor Mailing Address: \_\_\_\_\_

P O BOX 1547, New Bern, NC 28563 Hereinafter referred to as The Auditor

and Board of Commissioners (Governing Board(s)) of Currituck County  
 (Primary Government)  
 and \_\_\_\_\_ : hereinafter referred to as the Governmental Unit(s), agree as follows:  
 (Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards. Final Rule*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or audit documentation are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

**County and Multi-County Health Departments:** The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Contract to Audit Accounts (cont.) \_\_\_\_\_ Currituck County  
 Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

**Auditing Standards.** The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass,** the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on signature pages.)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

## Contract to Audit Accounts (cont.)

Currituck County

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

**Contract to Audit Accounts (cont.)** \_\_\_\_\_ **Currituck County**  
**Governmental Unit**

Discretely Presented Component Units (DPCU) if applicable

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #24 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

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

N/A

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

19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at [www.nctreasurer.com](http://www.nctreasurer.com) for the most recent instructions.

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

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

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

23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.

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

**SIGNATURE PAGES FOLLOW**

<b>Contract to Audit Accounts (cont.)</b>		<b>Currituck County</b>
		<b>Governmental Unit</b>
<b>Discretely Presented Component Units (DPCU) if applicable</b>		
<b>Currituck County - FEES</b>		
<b>Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]</b>		<b>N/A</b>
<b>Audit</b>	<b>\$44,000</b>	
<b>Preparation of the annual financial Statements</b>		<b>N/A</b>
Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.		
<b>The 75% cap for interim invoice approval for this audit contract is \$</b>		<b>\$33,000</b>
<b>** NA if there is to be no interim billing</b>		
<b>Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.</b>		
<b>Audit Firm Signature:</b>		
Carr, Riggs & Ingram LLC		
<b>Name of Audit Firm</b>		
By <u>Chris Burton, CPA</u>		
<b>Authorized Audit firm representative name: Type or print</b>		
<u>Chris Burton CPA</u>		
<b>Signature of authorized audit firm representative</b>		
Date <u>5/10/16</u>		
cburton@cricpa.com		
<b>Email Address of Audit Firm</b>		
<b>Governmental Unit Signatures:</b>		
Currituck County		
<b>Name of Primary Government</b>		
By <u>Mayor / Chairperson: Type or print name and title</u>		
<b>Signature of Mayor/Chairperson of governing board</b>		
Date _____		
By <u>N/A</u>		
<b>Chair of Audit Committee - Type or print name</b>		
<b>**</b>		
<b>Signature of Audit Committee Chairperson</b>		
Date <u>N/A</u>		
<b>** If Governmental Unit has no audit committee, mark this section "N/A"</b>		

**Currituck County****PRE-AUDIT CERTIFICATE: Required by G.S. 159-28****(a)**

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By \_\_\_\_\_

**Primary Governmental Unit Finance Officer:**

Type or print name

**Primary Government Finance Officer Signature**

Date \_\_\_\_\_

**(Pre-audit Certificate must be dated.)****Email Address of Finance Officer**

**Date Primary Government Governing Body  
Approved Audit Contract - G.S. 159-34(a )**

Contract to Audit Accounts (cont.) \_\_\_\_\_ Currituck County  
 \_\_\_\_\_ Governmental Unit  
 \_\_\_\_\_ Discretely Presented Component Units (DPCU) if applicable

\*\* This page to only be completed by Discretely Presented Component Units \*\*

**FEES**

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] \_\_\_\_\_

Audit \_\_\_\_\_

**Preparation of the annual financial Statements** \_\_\_\_\_

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ \_\_\_\_\_

\*\* NA if there is to be no interim billing

*Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.*

**DPCU Governmental Unit Signatures:**

Name of Discretely Presented Component Unit \_\_\_\_\_

By \_\_\_\_\_

**DPCU Board Chairperson:** Type or print name and title \_\_\_\_\_

Signature of **Chairperson** of DPCU governing board \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

**Chair of Audit Committee** - Type or print name \_\_\_\_\_

\*\*

Signature of **Audit Committee Chairperson** \_\_\_\_\_

Date \_\_\_\_\_

\*\* If Governmental Unit has no audit committee, mark this section "N/A"

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28**

(a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By \_\_\_\_\_

**DPCU Finance Officer:** \_\_\_\_\_

Type or print name \_\_\_\_\_

**DPCU Finance Officer Signature** \_\_\_\_\_

Date \_\_\_\_\_

*(Pre-audit Certificate must be dated.)* \_\_\_\_\_

**Email Address of Finance Officer** \_\_\_\_\_

**Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)** \_\_\_\_\_

Contract to Audit Accounts (cont.)	Currituck County
	Governmental Unit
Discretely Presented Component Units (DPCU) if applicable	

#### Steps to Completing the Audit Contract

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/sl2/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
  - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control.*
  - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
  - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/sl2/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees. Please call or email Steven Holmberg of our office at 919-807-2394 [steven.holmberg@nctreasurer.com](mailto:steven.holmberg@nctreasurer.com) if you have any questions about the fees on this list.
  - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

## Contract to Audit Accounts (cont.)

Currituck County

Governmental Unit

## Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
- If there is to be no interim billing, please indicate N/A instead of leaving the line blank.

8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.

9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.

- a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
- b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
- c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?

10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.

11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.

12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nc.treasurer.com/slgs/Pages/Audit-Forms-and-Resources.aspx>.

13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1563)**

### **Agenda Item Title**

Consideration and Approval of Job Description Revisions

### **Brief Description of Agenda Item:**

Various job descriptions for several departments are in need of revisions to more accurately reflect duties performed in those positions. The Board is being asked to approve the revisions as requested by the Human Resources Department. Revised job descriptions are attached and include positions in Finance, Public Works, Fire and EMS, Utilities and Cooperative Extension/Rural Center.

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

**CURRITUCK COUNTY JOB DESCRIPTION****JOB TITLE: ADMINISTRATIVE ASSISTANT I  
PUBLIC WORKS DEPARTMENT****GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of clerical-administrative and secretarial work in support of the Public Works and Solid Waste Departments. Work involves preparing a variety of correspondence, reports, invoices and other material; receiving, recording and reporting various fees for County services; and maintaining supply inventories. 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 Superintendent of Buildings.

**SPECIFIC DUTIES AND RESPONSIBILITIES****ESSENTIAL JOB FUNCTIONS**

Types 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 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.

Prepares invoices, purchase order requisitions, and various reports and correspondence.

Prepares schedule for the community service workers; prepares and maintains time sheets; assigns duties to community service workers.

Maintains office supply inventory, preparing requisitions and/or purchase orders as appropriate.

Sorts and distributes incoming mail; signs for deliveries; processes outgoing mail. Takes outgoing mail to the Post Office each afternoon.

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 files, filing and retrieving materials as requested or as otherwise necessary.

Receives tipping fees from scale house, prepares deposit & reconciliation. Processes scale house tickets and records tonnages and produces monthly, quarterly and annual reports.

Operates and maintains work order software, Preventative Maintenance software and produces associated reports.

Operates and maintains fuel software and maintains fuel inventories; produces monthly reports for all departments' usage, maintains peripherals to fuel system software.

## ADMINISTRATIVE ASSISTANT - PUBLIC WORKS

Maintains Building Maintenance Library.

### **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**

Graduation from high school, supplemented by college-level course work in secretarial sciences, and 2 to 3 years of experience in secretarial or clerical work; or any equivalent combination of training and experience which provides the required knowledge, skills 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, 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, 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.

## ADMINISTRATIVE ASSISTANT - PUBLIC WORKS

**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**

Considerable knowledge of Public Work's, 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: 06/06/2016 (REV BOC)

## CURRITUCK COUNTY JOB DESCRIPTION

### **JOB TITLE: 4-H Cultural Life Center CCRC Director/4-H Program Assistant NORTH CAROLINA COOPERATIVE EXTENSION**

#### **GENERAL STATEMENT OF JOB**

Responsible for the direction, management and supervision of the ~~4-H Cultural Life Center Currituck County Rural Center (CCRC)~~. Provides leadership for a county-wide horse educational and recreational program by addressing the needs of clients through the distribution of educational materials, special events, classes and clinics. Coordination of events and activities at county owned ~~4-H Cultural Life Center CCRC~~. Reports to County Extension Director and 4-H Agent Supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Director of ~~4-H Cultural Life Center CCRC~~ Operations and Management

Supervision of Staff, Volunteers, and Capital Assets

Program and Event Management at the ~~4-H Cultural Life Center CCRC~~.

Marketing and Public Relations

Advise and coordinate staff to provide for facility development, management, policy, and land use plan of county owned properties related to ~~4-H Cultural Life Center CCRC~~.

Establish, implement and evaluate and supervise a comprehensive education program for 4-H constituents and visiting public.

Establish and supervise Advisory Specialized Committee for the center.

Develop and promote Equine Tourism

Serve as county liaison to a variety of Equine Councils on the local, district, and state level

Development of contracts for user groups

Establishment of on site demonstrations, tours, and exhibits related to equine industry, and cultural life of Currituck.

Establishment and supervision of environmental and health regulations for animals, waste, and bio-hazard disposal.

Responsible for the fiscal management of budget for Center Operations.

Responsible for evaluating center staff and assigning job responsibilities.

**MINIMUM REQUIREMENTS, TRAINING AND EXPERIENCE**

Advance degree preferred with a cumulative 3.0 grade point average in major field of study. Three to five years experience in the horse industry. Supervisory experience with equestrian event management.

**SPECIAL REQUIREMENT AND JOB STANDARDS**

Valid drivers license  
Personal automobile  
Ability to plan, implement, market and evaluate programs  
Computer literacy  
Strong oral and written communication skills  
Considerable subject matter knowledge of equine species  
Ability to prepare and maintain routine records and reports  
High skilled at establishing and maintaining effective working relationships with the public  
Work as a team member  
Ability to handle multiple demands and set priorities  
Physical strength and ability to operate machinery and equipment  
Must be able to lift 50 pounds of force

**CURRITUCK COUNTY JOB DESCRIPTION****JOB TITLE: 4-H Cultural Life CCRC Center Manager  
NC Cooperative Extension Center****GENERAL STATEMENT OF JOB**

Performs supervisory and skilled work in the operation and maintenance of County 4-H Cultural Life Center ~~the Currituck County Rural Center (CCRC)~~, buildings, grounds and facilities. Work involves the operation of light machinery and equipment to mow and trim grass, shrubbery, prune trees, clean up litter and debris, collect and dispose of horse manure, groom rings and show surfaces, maintain equestrian trails and facilities. Reports to the Director of the 4-H Cultural Life Center ~~CCRC~~ and the Cooperative Extension 4-H Agent.

**SPECIFIC DUTIES AND RESPONSIBILITIES****ESSENTIAL JOB FUNCTIONS**

Mows and trims grass with mowers and string trimmers; prunes shrubbery and trees; polices grounds, picking up debris and trash as well as emptying trash receptacles.

Performs preventative maintenance and minor repairs on tractors, mowers, etc.

Grades and grooms show surfaces.

Preparation of Landscape.

Monitors park activities and remains on-call during park hours (including weekends).

Inspect and maintain facilities to a satisfactory and safe condition.

Orders supplies as needed to complete required tasks.

Supervise the construction, alteration and maintenance of facilities.

Supervise employees and labor crews involved in a variety of grounds maintenance.

Collects user fees, prepares and submits deposits to Finance Department.

## **ADDITIONAL JOB FUNCTIONS**

Cooperates with and coordinates work with other County departments.

Pulling and backing loaded trailers.

Assumes duties of Custodian, as necessary, ensuring adherence to established policies, procedures and standards.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with three to five years of equestrian facility experience as well as considerable supervisory experience in grounds maintenance or related work; or any equivalent combination of experience and training.

## **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **4-H Cultural Life Center CCRC Manager**

**Physical Requirements:** Must be able to operate a variety of machinery and equipment, including tractors, lawn mowers, string trimmers, hand tools, etc. Must be physically able to operate motor vehicles, including mowers and tractors. Must be able to exert up to 80 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. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs, or other part of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. 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 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 speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in oral, written or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**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 various landscape maintenance tools and equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, and hand tools. Must have minimal levels of hand/eye/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.)

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the standard methods, materials, and equipment utilized in the maintenance and construction of equestrian facilities.

Considerable knowledge of the County codes and ordinances applicable to parks operation.

Considerable knowledge of the maintenance of grounds and horticultural science.

Skilled in the operation of any type of maintenance equipment.

Ability to plan, assign, and supervise the work of subordinate professional personnel and unskilled and semi-skilled laborers.

Ability to prepare and maintain routine records and reports.

Ability to establish and maintain effective working relationships with the general public.

## CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: Rural Center CCRC Park Attendant  
NC Cooperative Extension Center**GENERAL STATEMENT OF JOB**

Under general supervision, monitors center activities, enforces ordinances and performs maintenance activities. Operates light machinery and equipment to mow grass, trim shrubbery, prune trees, edge walkways, rake leaves, and picking up trash and litter. Cleans, repairs, and maintains center buildings, grounds, restroom facilities, picnic areas, stables, trails, rings and storage facilities. Reports to the Rural Center CCRC Director or designee.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; edges curbs and walkways; weeds flower beds; polices grounds, picking up debris and depositing in proper receptacle; monitors conditions of trails and clears as necessary.

Responsible for set up and take down of all event equipment, supplies.

Operation of tractor, manure spreader, drags, and arena equipment..

Assists in preparing landscape for planting.

Performs preventive maintenance and minor repairs on tractors, mowers, etc.

Cleans and sanitizes restroom facilities, maintains and repairs equipment, buildings and facilities.

Removes trash from containers and deposits at the Currituck County Transfer Station.

Monitors center activities and remains on-call during center hours (including weekends).

Enforces center ordinances and ensures upkeep.

Collection of user fees.

Supervises rental attendant, if any, and other part-time and seasonal employees (including community service workers and inmates).

Act with local law enforcement agencies to provide security measures.

Inspect and maintain center and equipment to a satisfactory and safe condition.

Restocks supplies in center facility restrooms.

Set up equipment at the beginning of each workday and take equipment down and place in storage at the end of each day.

Orders supplies as necessary to complete required tasks.

Responsible for disposal of manure and bedding.

### ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other work as required.

### MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with three to five years experience in equestrian activities and events, landscaping, maintenance 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, equipment and tools including, but not limited to, tractors, lawnmowers, string trimmers, hand tools, etc. Must be physically able to operate motor vehicles, including tractors and mowers. 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 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 those for Light to 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 Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to speak to people with voice control and confidence. Requires the ability to prepare correspondence and reports using prescribed formats.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written directions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize basic mathematical functions, i.e., to add and subtract.

**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 various tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and various 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 emergency situations.

**Physical Communication:** Requires the ability to talk and hear. i.e., 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 and a mobile radio.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of modern techniques and methods used in the operation of a recreational park facility, landscaping and grounds maintenance operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in grounds maintenance work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

Ability to plan, direct and coordinate the work of subordinates.

Ability to express ideas effectively, orally and in writing.

Ability to exercise tact and courtesy in contact with the general public, State and local officials.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to exercise considerable initiative and independent judgment in applying standards to a variety of work situations.

ED: 06/06/2016 (REV: BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: CHIEF OF EMERGENCY MEDICAL SERVICES DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES

#### GENERAL STATEMENT OF JOB

Under limited supervision, performs responsible administrative and supervisory work in planning, organizing and directing the County's Department of Fire and Emergency Medical Services employees and volunteer personnel. Work involves organizing and directing the operation of the County's emergency medical service functions, to include assisting the County volunteer fire departments, preparing the bi-annual department budget for submission to the County Manager and coordinating the activities of governmental and non-governmental agencies in providing fire and emergency medical services. Work also involves performing personnel administration functions, providing professional development, continuing education and standards for paid and volunteer staff and monitoring the performance of the staff. Develops strategic plans to include a vision for the department in short, medium and long range plans. Serves as the Operations Section Chief for the County when the Emergency Operations Center is activated and/or on major events. Reports to the County Manager.

Revised: 08/25/2009  
Chief – Department Fire-EMS

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL JOB FUNCTIONS**

Plans, organizes and directs activities of the Fire-Emergency Medical Service Department, working closely with Emergency Management, law enforcement, Communications, Volunteer Fire Departments, other County departments, local hospitals, etc., as necessary to provide effective emergency medical response and assisting the Volunteer Fire Departments with fire response, organization, incident management, training, and manpower; develops and implements evaluation procedures to determine quality of emergency medical service provided; reviews administrative and activity reports prepared by department staff; investigates citizen complaints involving the department through the chain of command. Serves as the Department Head.

Prepares and recommends annual budget for the department; recommends short, mid, and long-range plans, conferring with government and business leaders for input; monitors expenditures; prepares and maintains related reports and records; oversees preparation and processing of departmental payroll.

Appraises performance of the Deputy Chief, shift supervisors and training officers; provides direction to the Deputy Chief and Training Officers and assists them with their daily operations, resolving problems as non-routine situations arise.

Researches and advises personnel of changes in federal, state and local laws governing emergency medical services; ensures that subordinates receive orientation and training required for assigned positions; establishes, interprets and enforces standard operating procedures, guidelines and best practices for the various programs. Oversees all program managers to include but not limited to: public relations, information technology, reporting, EMS billing, vehicle and building maintenance, department communications, training, volunteer and career scheduling, PPE and uniforms.

Ensures adherence by department personnel to established protocols in treatment of patients; serves as liaison between the County and public and non-governmental agencies, such as hospitals, nursing and rest homes, insurance companies, etc.

Recruits, interviews, recommends hiring, promotions, disciplinary and dismissals of employees to the County Manager in accordance with established County policy; oversees the preparation and maintenance of the departmental personnel and payroll records. Enforces all departmental and County best practices, guidelines policies and procedures,

Serves as member of various committees, panels, advisory boards commissions, etc., conducting and/or attending meetings and providing input based on expertise and observations, as appropriate; attends fire and emergency medical service professional functions and workshops; prepares, develops, implements and teaches various fire and emergency medical service-related courses, seminars and programs as required.

Performs a variety of public relations duties to enhance the image of the Department and to inform County offices and agencies and the general public regarding fire and emergency medical service projects and activities; makes oral presentations to civic, church, school, business or other groups, as appropriate to explain programs and procedures of Emergency Medical Services program and to facilitate positive image and understanding of the departments function among the general public.

Oversees compliance with 10A NCAC 13P .0202, Model EMS System, one of only 14 in the state

Works with and assists when needed with the activities of all the volunteer fire departments.

Develop general policies, procedures and guidelines for the administration of the Fire-EMS department.

Prepares, oversees and maintains bi-annual budget and expenditures for the department.

Revised: 08/25/2009  
Chief – Department Fire-EMS

Establish and recommend operational standards, guidelines, and best practices for the department, volunteer fire departments and emergency personnel.

Attend conferences and seminars and other advanced training venues to maintain a current understanding of industry practices, processes and developments in related fields of public safety.

Responds to alarms and directs activities at the scenes of significant and large scale incidents.

Develop recommendations for the protection of life safety and property of Currituck County.

Consult with County Manager or his/her designee and volunteer fire department heads on areas relating to, EMS, firefighting and other related services.

Demonstrate continuous efforts to improve administration, operations, decrease response and turnaround times, streamline work processes, and work cooperatively and jointly to provide life safety services to the public.

Oversees the controlled medications for the department

Serves as Operations Section Chief for the County when appropriate

Oversees and implements the contract for Ocean Rescue services

#### **ADDITIONAL JOB FUNCTIONS**

Oversees maintenance and inventory of department vehicles, equipment and supplies; negotiates with service vendors to provide maintenance work at cost that most benefits County.

Oversees maintenance and cleaning of building and facilities, where appropriate.

Performs other related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in EMS, fire administration business management, public administration or a related field, Master Degree preferred and a minimum 7-10 years of experience in fire and/or emergency medical services, including supervisory work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

#### **SPECIAL REQUIREMENTS**

Credentialed as an Emergency Medical Technician – Paramedic by NCOEMS as outlined in 10A NCAC 13P .0502. Completion of additional course work and/or certification to include, at a minimum, ACLS, PALS, and PHTLS ITLS, as determined necessary by the County Manager. Possession of a valid North Carolina class-B Drivers Operator license. Must have or be available to work towards Fire Officer 2, Fire Instructor 1, Hazmat Operations, certification. NFA Executive Fire Officer (EFO), CPSE Chief Medical Officer/Chief Fire Officer designations or equivalents are preferred Obtain Incident Command levels 100, 200, 300, and 400 and become NIMS 700 and 800 certified.

Must maintain 36 hours of fire training required by the NC Department of Insurance to be eligible for state life benefits and operate fire equipment if necessary.

Revised: 08/25/2009

Chief – Department Fire-EMS

## 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 automated office equipment such as computers, calculators, typewriters, facsimile machines, etc.; two-way radios; paramedic tools, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 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 requirements are those for Heavy Work.

**Data Conception:** Requires the ability to research, collect, analyze, 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 providing instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, personnel and payroll records, specifications, manuals, etc. Requires the ability to prepare correspondence, reports, forms, budgets, 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 medical and accounting terminology, fire service technology, emergency management principles, and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; and perform calculations involving formulas.

**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 and motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, 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 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.

Revised: 08/25/2009

Chief – Department Fire-EMS

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of fire and emergency medical service organization and administration.

Thorough knowledge of the practices, procedures, standards and regulations regarding emergency medical service, fire, hazardous materials, technical rescue and emergency management functions at the local government level.

Thorough knowledge of the laws, regulations and policies governing emergency medical care.

Thorough knowledge of current emergency medical transportation service needs of the County.

Thorough knowledge of the functions, terminology, procedures, equipment and techniques used in fire and rescue service.

Thorough knowledge of standard safety practices and procedures applicable to a variety of work situations, including applicable Occupational Safety and Health Administration rules and regulations.

Considerable knowledge of the Incident command system.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the standard procedures and terminology pertaining to governmental and private insurance programs.

Considerable knowledge of the current literature, trends, and developments in the field of emergency medical services.

Considerable knowledge of the financing sources and programs available through State and federal funding agencies for emergency medical service programs, and of the requirements and standards for obtaining and retaining state and federally funded programs.

Ability to operate common office machines.

Ability to use and maintain emergency medical services equipment.

Ability to operate a two-way radio.

Ability to safely operate an ambulance or response vehicle under emergency conditions and at a high rate of speed.

Ability to respond quickly and calmly to emergency situations, and to adopt effective courses of action.

Ability to plan, organize and direct administration, training and operations .

Ability to supervise and lead subordinates.

Ability to effectively express ideas orally and in writing to large groups.

Ability to project a positive image of the department through various public relations efforts.

Ability to establish and maintain effective working relationships with local, state, and federal officials, the general public, and others as necessitated

ED: 06/06/2016 (REV BOC)

Revised: 08/25/2009  
Chief – Department Fire-EMS

## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: FINANCE DIRECTOR FINANCE DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under limited supervision, performs highly responsible supervisory, administrative and fiscal control work overseeing management of County funds. Work involves planning, coordinating, and directing all aspects of County financial management and administration. Employee is responsible for planning and directing the receipt, disbursement and accounting of County revenues and expenditures, managing investment of County funds, and assisting the County Manager in preparing annual budgets. Employee supervises a staff of technical and clerical personnel. Reports to the County Manager.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Plans, organizes, and directs all operations of the Finance Department; directs and participates in the formulation and implementation of applicable finance policies, including cash management, investment and travel policies; provides general advice, assistance and recommendations to County Manager and County Commissioners.

Prepares the annual Comprehensive Annual Financial Report.

Assigns, directs and supervises activities of subordinate technical accounting personnel and clerical workers, ensuring adherence to established laws, policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Administers routine personnel matters affecting subordinates, including interviewing applicants, hiring, assigning, scheduling, promoting, disciplining, terminating, etc., preparing and submitting various reports and records as required by County management.

Supervises the maintenance, control, and analysis of County government fiscal operations; maintains adequate accounting records to document compliance with local, state and federal laws and ordinances; safeguards assets of the County through implementation or acquisition of adequate internal control mechanisms and insurance coverage.

Analyzes County programs and projects as outlined in budget, performing financial and programmatic reviews; assists in establishing measurable goals and objectives for appraisal standards in County departments, programs, and projects.

Supervises and/or participates in posting and balancing of County ledgers, preparing bi-weekly payroll, monthly and quarterly withholding reports, retirement reports and annual W2 reporting; and related records, and maintaining County purchasing records, prepares financial statements, and other related reports; reviews and approves or denies expenditure requests, and signs checks and pre-audit certificates as appropriate; prepares invoices for services provided to various County agencies entities; processes invoices received by County; prepares monitors daily bank deposits and customer credit card transactions; submits payments for retirement fund.

Assists County Manager in preparation of annual County budget proposals; aids department heads in preparing budget estimates and in determining costs for new, expanded or reorganized programs; implements approved budget; prepares budget amendments as necessary, making appropriate ledger adjustments and estimating available fund balance.

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Prepares periodic reports of departmental financial condition for review by County Commissioners, indicating receipts, expenditures and encumbrances; attends meetings of County Commissioners and provides information as requested.

Invests idle funds to ensure adequate return on investment while maintaining funds' safety; prepares periodic reports on County investments and securities for presentation to the County Manager and County Commissioners.

Researches and prepares specifications and performance conditions to elicit competitive pricing for a variety of commodities and services, including banking services; reviews and evaluates vendors' proposals to determine compliance with stated specifications and conditions; negotiates, as appropriate, and presents to County Manager recommendations for award of purchase contracts to vendors meeting rates and conditions most favorable to interests of the County; confers with vendors and unsuccessful bidders to facilitate and maintain effective working relationships; develops and documents policies and procedures for seeking competitive bids.

Assists County department heads with financial matters as necessary; answers inquiries and explains policies and procedures of department.

Conducts accounting work on grants received by County, processing adequate records, reimbursements, code reviews, etc., to comply with applicable laws, ordinances and/or requirements of funding agencies.

Serves as the ex officio finance officer for the Tourism Development Authority as required by Session Law 2004-95: House Bill 1721.

Serves as essential personnel in disasters.

### **ADDITIONAL JOB FUNCTIONS**

Assists County volunteer Fire and Rescue Departments when necessary.

~~Handle County self insurance program and claims and the rental of satellite office space.~~

Assists in County bidding process.

Assumes duties of subordinate personnel, as necessary.

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**

#### **Required Qualifications**

**Education:** Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study or appropriate certification, Professional Engineer, Law Degree, Certified Public Accountant

**Experience:** At least eight (8) years of progressively responsible administrative and management experience.

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**Other Requirements:** Certified Public Accountant or North Carolina Certified Public Finance Officer. Bondable, must complete required FEMA courses for disasters, and must possess a valid driver's license.

*Notes: Driving, credit, and criminal history checks required. Selected candidate will also have to complete a post-offer drug-screen.*

### **Preferred Qualifications**

- Eight to ten years of senior financial management experience in financial policy evaluation and development, general accounting and financial forecasting/reporting and prefer prior government experience at the senior management assistant level, including three years of supervisory experience level.
- Experience and knowledge of North Carolina financial regulations.
- A certification as a Certified Public Accountant (CPA) and/or CGFM or CPFO.
- Experience managing large-scale financial systems, working closely with fiscal services institutions, audit firms and rating/regulatory agencies is necessary.
- Experience communicating on financial matters and developing near and long-term financial strategies is essential. Exceptional communications and management abilities will be called for in this critical executive management position.
- Successful track records leading strategic initiatives and building innovative support systems. Enjoyment of a fast-paced environment that blends entrepreneurial challenges with integrity and accountability.

Bachelor's degree in accounting, business administration or a related field, and 3 to 5 years of managerial accounting experience, preferably in a governmental setting; or any equivalent combination of training and experience which provides the required knowledge, skills 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, copiers, calculators, facsimile machines, 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. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body to grasp and 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) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to subordinates and assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, budget summaries, audits, financial statements, accounting journals, purchase orders, etc. Requires the ability to prepare a variety of correspondence, reports, financial statements, budget ordinances, budgets, depreciation schedules, revenue projections, fund balance projections, revenue and expense reports, etc., using

## FINANCE DIRECTOR

prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able 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; 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 use and interpret various technical and professional languages, including legal and government accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; compute discount, interest, profit and loss, ratio and proportion, etc.

**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, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require 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/or 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 the standard accepted principles and practices of accounting and auditing, including modern County financial administration.

Thorough knowledge of federal, state and County laws, regulations, policies and procedure pertaining to County fiscal operations.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Thorough knowledge of the operations of County government, including taxation and other sources of revenue.

Considerable knowledge of modern governmental purchasing principles, practices and procedures.

Considerable knowledge of the methods and procedures used in preparing bid specifications.

Considerable knowledge of the formal and informal bid processes.

**FINANCE DIRECTOR**

Considerable knowledge of contractual terms and conditions, insurance, and bid and performance bonds.

Considerable knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services.

General knowledge of the principles of supervision, organization and administration.

Ability to operate common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to implement and maintain standard accounting and control measures for County government.

Ability to apply accounting principles and relevant laws and regulations to the preparation and maintenance of fiscal and accounting records and reports.

Ability to plan and direct an extensive fiscal control system.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to plan, direct and coordinate the work of technical and clerical subordinates.

Ability to prepare clear and concise reports and to compile and analyze financial statements and reports.

Ability to prepare bid specifications for a variety of equipment and services purchased by the County.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before groups of people.

Ability to exercise tact and courtesy in frequent contact with various County personnel.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 06/06/2016 (REV BOC)

## MAINTENANCE/REPAIR WORKER

### CURRITUCK COUNTY JOB DESCRIPTION

#### JOB TITLE: MAINTENANCE/REPAIR WORKER PUBLIC WORKS DEPARTMENT

#### **GENERAL STATEMENT OF JOB**

Under general supervision, maintains County grounds and buildings by making electrical, mechanical, and plumbing repairs as needed. Work involves operating light machinery and equipment. Employee is responsible for servicing and maintaining tractors, mowers and other equipment. Reports to the Maintenance Supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Carry out work order requests while coordinating duties to correspond with other workers, batching work orders in geographic locations to the greatest extent possible.

Mows and trims grass with power mowers and string trimmers; prunes shrubbery; edges curbs and walkways; weeds flower beds; polices grounds, picking up debris and depositing in proper receptacle.

Performs preventive maintenance and minor repairs on tractors, mowers, vehicles, system components in buildings and other County owned equipment.

Make electrical, mechanical, and plumbing repairs to keep County buildings in functional condition. Pressure washing buildings, carpentry work, painting and other trade work as necessary to keep County Buildings in top aesthetic condition.

Procures materials and supplies for building maintenance.

Empties trash containers at beach access locations, cleans beach access restroom facilities following in-season and out-of-season schedules.

Supervision of community service workers as assigned.

Work involves use of ladders, aerial lift devices, tractors, loaders, backhoes, dump trucks and trailers, chain saws, power tools, solvents, paints, cleaning compounds, epoxies and petroleum products and personal safety equipment.

Emergency cleanup and/or repairs may extend after hours.

Must follow rules, methods and safe handling in connection with bloodborne pathogens.

##### **ADDITIONAL JOB FUNCTIONS**

Set up voting election ~~poles~~ polling sites and Christmas decorations..

Work with various community groups performing such tasks as unloading food commodities and delivering food to distribution points.

## **MAINTENANCE/REPAIR WORKER**

Assumes duties of Custodian, as necessary, ensuring adherence to established policies, procedures and standards.

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.

## **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, by telephone contact and electronic means.

## **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and demonstrated ability to perform electrical, mechanical, and plumbing work; 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. North Carolina Commercial Drivers License preferred.

Certification in chain saw operation and maintenance required within two years of employment date.

Public Health Pesticide Applicator's License (mosquito control) and Turf & Ornamental Pesticide/Herbicide Applicator's License required within two years of employment date.

North Carolina Commercial Drivers License preferred.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate motor vehicles, including tractors and mowers. Must be able to exert up to 75 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. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other part of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. 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 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 speak to people with poise, voice control and confidence.

## **MAINTENANCE/REPAIR WORKER**

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**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 various landscape maintenance tools and equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as control knobs, toggle switches, and hand 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.)

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of the standard methods, materials and equipment employed in electrical, mechanical, and plumbing operations.

Ability to operate and maintain motorized machinery and equipment used in grounds preparation and maintenance.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in maintenance/repair work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contact with the general public.

Ability to establish and maintain effect working relationships as necessitated by work assignments.

ED: 06/06/2016 (REV: BOC)

## MAINTENANCE SUPERVISOR

### CURRITUCK COUNTY JOB DESCRIPTION

#### JOB TITLE: MAINTENANCE SUPERVISOR PUBLIC WORKS 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 departmental 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.

#### **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.

##### **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.

Performs other related work as required.

## MAINTENANCE SUPERVISOR

### 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.

### 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. N C Driver's License.

### SPECIAL REQUIREMENT

Possession of a valid North Carolina commercial driver's license.

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

## MAINTENANCE SUPERVISOR

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.

### 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.

## MAINTENANCE SUPERVISOR

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.

ED: 06/06/2016 (REV BOC)

## WATER METER READER

General Statement of Duties

Collects responsible field clerical data reading from water meters.

Distinguishing Features of the Class

Employees in this class are responsible for reading water meters on an assigned route. Other tasks include connecting and disconnecting water service and answering customer questions. Work involves entering meter readings into hand held computers and/or manually recording readings downloading data from automatic meter readers (AMRs). Public contact is required in answering citizens' questions about meter readings, high usage or bills, leaks, etc. Employees are also subject to on-call and call-back work. Employees are subject to hazards of vicious animals and work must be performed in various kinds of weather. Work exposes the employee to inside and outside environments, extreme temperatures, and hazards found in meter reading duties. Work is performed under regular supervision and is evaluated on the basis of complaint activity, effectiveness of the meter maintenance program, and accuracy of readings taken and records made.

Duties and ResponsibilitiesEssential Duties and Task

Reads water meters on assigned routes and records readings using hand held computer recording device, electronic reading wand, or manual records automatic meter reading equipment, and work orders.

Connects or disconnects service for new, moving or non-paying customers.

Explains meter readings to citizens; answers questions of a general nature on meter readings.

Distributes door hangers to warn customers of overdue accounts.

Inspects meters for damage or malfunctioning parts; cleans meters; clears mud debris and other matter from meter cases; performs preventive maintenance to valves and other fixtures; flushes lines.

Conducts special readings or re-readings; searches for leaks; connects or disconnects meters or water service; checks to see that meters are functioning properly and reports any defects not otherwise resolved.

Replaces meter boxes and lids; assists distribution crew with leak repairs.

Assists in the maintenance and cleaning of facilities and work areas.

Operates right hand vehicle or other vehicle; cleans and performs minor maintenance to assigned vehicle. Completes assigned work by the Public Utilities Director or their designee. Reports to the Customer Service Clerk Supervisor.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection GuidelinesKnowledges, Skills, and Abilities

Working knowledge of street layout and meter locations.

Working knowledge of the functional operation of meters.

Working knowledge of utility service policies.

Ability to use automated hand held meter reading devices.

Ability to deal courteously and effectively with the public.

Ability to work independently within a routine schedule and to walk to cover a route.

Ability to record meter readings accurately and input data correctly.

Ability to understand and follow oral and written instructions and perform mathematical calculations accurately.

Physical Requirements

Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

Must possess the visual acuity to work with data and figures and operate a motor vehicle, automatic meter reading equipment, and hand held meter reading device.

Desirable Education and Experience

Graduation from high school and ability to work with figures and data and work outside; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Currituck County  
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ED: 06/06/2016 (REV BOC)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1560)**

### **Agenda Item Title**

Public Hearing and Possible Action on the Tourism Development Authority Budget for the Fiscal Year Ending June 30, 2017

### **Brief Description of Agenda Item:**

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

Daniel F. Scanlon



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1574)**

**Agenda Item Title**

Tourism Development Authority-Budget Amendments

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 6th of June 2016 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2016.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15447-587050	T T - Co Govt Construction	\$ 6,769	
15320-415000	Occupancy Tax		\$ 6,769
		<hr/> \$ 6,769	<hr/> \$ 6,769

**Explanation:** Tourism Related Activities (15447) - Transfer funds to County Governmental Facilities Construction for 10% County match for Corporate Aircraft Parking Apron Design, Bid & Environmental Documentatio.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$6,769.

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Clerk to the Board

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 6th of June 2016 , passed the following amendment to the budget resolution for the fiscal year ending June 30, 2016.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15442-590000	Capital Outlay	\$ 1,325	
15442-526200	Promotional Efforts		\$ 1,325
15447-532795	Supplies - Carova Park	\$ 309	
15447-545795	Contract Services - Carova Park		\$ 309
15448-526200	Promotional Efforts	\$ 200	
15448-554500	Insurance	\$ 2,069	
15448-590000	Capital Outlay	\$ 9,554	
15448-590001	OBC Maintenance Fees	\$ 147	
15448-545100	Credit Card Fees		\$ 2,000
15448-532500	Retail Sales		\$ 2,500
15448-531000	Fuel		\$ 2,500
15448-516000	Repairs & Maintenance		\$ 4,970
		<hr/> \$ 13,604	<hr/> \$ 13,604

**Explanation:** Tourism Promotion (15442); Tourism Related (15447); Whalehead (15448) - Transfer budgeted funds for operations for the remainder of this fiscal year.

**Net Budget Effect:** Occupancy Tax Fund (15) - No change.

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Clerk to the Board



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1564)**

### **Agenda Item Title**

Public Hearing and Possible Action on the Ocean Sands Water & Sewer District Budget for the Fiscal Year Ending June 30, 2017

### **Brief Description of Agenda Item:**

### **Board Action Requested**

Action

### **Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

### **Presenter of Agenda Item**

Daniel F. Scanlon



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1575)**

**Agenda Item Title**

Ocean Sands Water & Sewer District-Budget Amendments

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

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## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of June, 2016, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2016.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-514500	Training & Education	\$ 64	
60808-532000	Supplies - Water	\$ 1,000	
60808-533801	Chemicals - Sewer	\$ 3,000	
60808-553000	Dues and Subscriptions - Water	\$ 119	
60808-553001	Dues and Subscriptions - Sewer	\$ 500	
60808-561000	Professional Services - Water	\$ 2,742	
60808-590001	Capital Outlay - Sewer	\$ 7,430	
60360-450500	Administrative Revenue		\$ 7,306
60808-511001	Telephone and Postage		\$ 2,500
60808-532001	Supplies		\$ 2,500
60808-533201	Lab Test		\$ 2,549
		<u>\$ 14,855</u>	<u>\$ 14,855</u>

**Explanation:** Ocean Sands Water and Sewer District (60808) - Transfer funds for operations and record administrative revenue.

**Net Budget Effect:** Ocean Sands Water and Sewer District (60) - Increased by \$7,306.

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Clerk to the Board \_\_\_\_\_

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## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 6th day of June, 2016, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2016.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-587059	T T - Ocean Sands Construction	\$ 250,000	
60390-499900	Appropriated Retained Earnings		\$ 250,000
		<u><u>\$ 250,000</u></u>	<u><u>\$ 250,000</u></u>

**Explanation:** Ocean Sands Water and Sewer District (60808) - Transfer funds to accumulate funding for future expansion of the Ocean Sands Sewer.

**Net Budget Effect:** Ocean Sands Water and Sewer District (60) - Increased by \$250,000.

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Clerk to the Board \_\_\_\_\_