



**Board of Commissioners  
Agenda Packet**

**October 7, 2019**

**Work Session**

5:00 PM Solar Arrays

**6:00 PM Call to Order**

- A) Invocation & Pledge of Allegiance-Pastor Patrick Moore, Providence Baptist Church
- B) Approval of Agenda

**Public Comment**

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

**Commissioner's Report****County Manager's Report****Public Hearings**

- A) **PB 19-18 Wheelz of Steel:** Bernadette Gariglio is requesting an Automobile Sales or Rentals Use Permit for property located at 8295 Caratoke Highway, Powells Point, Tax Map 124C, Parcel 4, Poplar Branch Township.

**New Business**

- A) **Recommendation of Award-New Well Serving SOBWS Reverse Osmosis Water Plant**
- B) **Consideration of Approval of a Grant Agreement with NC 911 Board-Grant Award for Public Safety Building**
- C) **Consideration of Approval of Contracts for Currituck Regional Airport Runway 5 PAPI Replacement and Airfield Lighting Vault Backup Generator**
- D) **Consent Agenda**
  - 1. Approval Of Minutes for September 16, 2019
  - 2. Budget Amendments
  - 3. Settlement of Delinquent Taxes from Fiscal Year 2018-2019
  - 4. Consideration of Revisions to Job Descriptions

**Recess****Special Meeting of the Tourism Development Authority**

Budget Amendments

Consideration and Possible Adoption of the Travel & Tourism Event Marketing Assistance & Event Grant Programs

**Adjourn Special Meeting**

**Closed Session**

Amended Item: Closed Session Pursuant to G.S. 143-318.11(a)(6) to discuss Personnel Matters and G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege related to the matter entitled Ayers v. Currituck County Department of Social Services.

**Adjourn**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 2601)**

**Agenda Item Title**

5:00 PM Solar Arrays

**Brief Description of Agenda Item:**

Board discussion of Solar Arrays

**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 # 2592)

**Agenda Item Title**

PB 19-18 Wheelz of Steel:

**Brief Description of Agenda Item:**

Bernadette Gariglio is requesting an Automobile Sales or Rentals Use Permit for property located at 8295 Caratoke Highway, Powells Point, Tax Map 124C, Parcel 4, Poplar Branch Township.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Cheri Elliott, Assistant

**Presenter of Agenda Item**

Laurie LoCicero



**STAFF REPORT**  
**PB 19-18 WHEELZ OF STEEL**  
**USE PERMIT**  
**BOARD OF COMMISSIONERS**  
**SEPTEMBER 16, 2019**

### APPLICATION SUMMARY

<b>Property Owner:</b> Kent Harvin	<b>Applicant:</b> Bernadette Gariglio
<b>Case Number:</b> PB 19-18	<b>Application Type:</b> Use Permit
<b>Parcel Identification Number:</b> 124C00000040000	<b>Existing Use:</b> Office
<b>Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> 0.92 Acres
<b>Request:</b> Use Permit - Auto Rental	<b>Zoning:</b> General Business

### SURROUNDING PARCELS

	Land Use	Zoning
North	Retail/First Flight Motorcycles	General Business
South	Contractor Services/ Norris Mechanical	General Business
East	Single Family Dwelling	General Business
West	Single Family Dwelling	Agriculture

### APPLICANT NARRATIVE

The business is called Wheelz of Steel and the purpose is to rent classic vehicles.

### STAFF ANALYSIS

The applicant is requesting a use permit to establish a classic vehicle rental business in the General Business (GB) zoning district. The use will be established in an existing multi-tenant office building. There is an existing concrete display area and adequate parking. A type A buffer yard will be installed between the display area and Caratoke Hwy. The applicant has indicated this will be a small scale business with limited inventory.

### COMMUNITY MEETING

A community meeting was held on July 23, 2019 at 5:45 pm at the subject property. There was one person from the community in attendance. The Applicant reviewed the proposed development plan and the approval process. There were no concerns expressed. A summary of the community meeting is provided in the packet.

### INFRASTRUCTURE

Water	Public
Sewer	Septic
Landscaping	Required installation of Type A buffer yard for display area.

## RECOMMENDATIONS

### TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
  - a. ***Type A landscaping buffers are required between the street and all display areas.***
  - b. ***Vehicles shall not be driven on any portion of the septic system.***
2. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. ***The property shall be developed in accordance with an approved minor site plan.***
  - b. ***Outdoor storage of vehicles shall occur only within the approved display areas.***

### USE PERMIT REVIEW STANDARDS

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

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

Preliminary Applicant Findings:

1. The use will not be a danger to the public health or safety as it is located in an existing commercial building in the General Business zoning district. The business consists of the rental of licensed classic vehicles.

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

Preliminary Applicant Findings:

1. The location is surrounded by similar uses in the general business zoning district and therefore will not injure the value of abutting lands. This will be a very small scale operation.

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

Preliminary Staff Findings:

1. The 2006 land Use Plan classifies this site as Full Service within the Point Harbor Subarea. The proposed use is in keeping with the policies of the plan, including Policies ED1 and ED4

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

Preliminary Staff Findings:

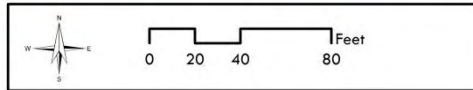
1. There will be no effect on the school system. Currituck County has other adequate public facilities to serve this use.

6.A.a

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



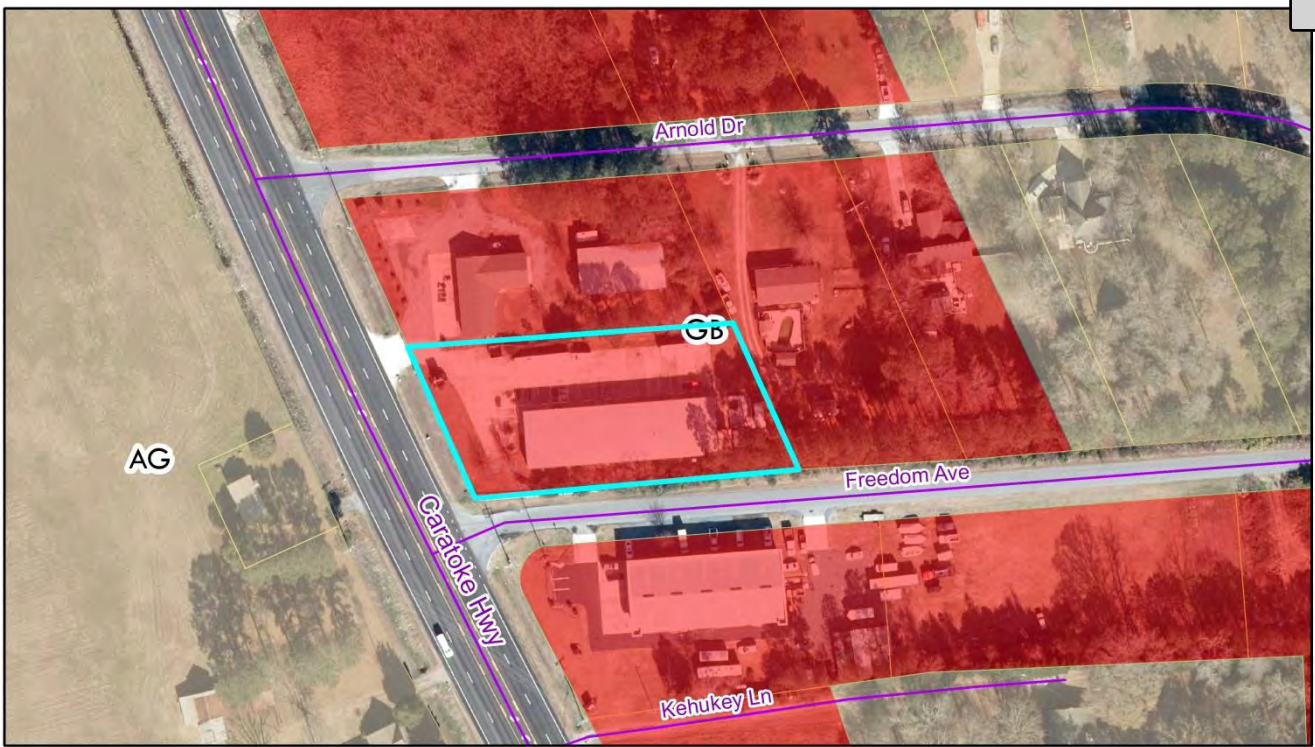
PB 19-18 Wheelz of Steel  
Use Permit - Vehicle Rental  
Aerial



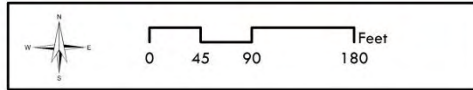
Currituck County  
Planning and  
Community Development


Attachment: 1 Staff Report (PB 19-18 Wheelz of Steel)





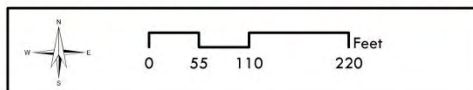
PB 19-18 Wheelz of Steel  
Use Permit - Vehicle Rental  
Zoning




 Currituck County  
Planning and  
Community Development



PB 19-18 Wheelz of Steel  
Use Permit - Vehicle Rental  
Land Use Classification



 Currituck County  
Planning and  
Community Development







## Use Permit Application

**OFFICIAL USE ONLY:**

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

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

Name:

Address:

Telephone:

E-Mail Address:

**PROPERTY OWNER:**

Name:

Address:

Telephone:

E-Mail Address:

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:

**Property Information**

Physical Street Address:

Location:

Parcel Identification Number(s):

Total Parcel(s) Acreage:

Existing Land Use of Property:

**Request**

Project Name:

Proposed Use of the Property:

Deed Book/Page Number and/or Plat Cabinet/Slide Number:

Total square footage of land disturbance activity:

Total lot coverage:

Existing gross floor area:

Total vehicular use area:

Proposed gross floor area:

**Community Meeting**

Date Meeting Held:

Meeting Location:



Purpose of the Use Permit and Project Narrative (please provide on additional paper if needed):

The Business is called Wheelz of Steel and the purpose is to rent ~~classic vehicles~~ classic vehicles.

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

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

The use will not be a danger to the public health or safety as it is located in an existing commercial building in the General District zoning area.

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

The location is surrounded by similar uses and the General business is a zoning District, therefore it will not injure the value of adjoining or abutting lands. Very small scale operation.

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

The 2006 Land use Plan classifies this site as Full Service within the Port Harbor Subarea. The proposed use is in keeping with the policies of the Plan, including policies ED1 & ED4.

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

There will be no effect on the school system. Currituck County has adequate public facilities to serve this use.

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

Dendotte Gargis  
Property Owner(s)/Applicant\*

7/24/2019  
Date

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

**Jason Litteral**

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**From:** Kent Harvin <harvinkent@gmail.com>  
**Sent:** Monday, September 30, 2019 2:08 PM  
**To:** Jason Litteral  
**Subject:** Re: 8295 Caratoke Hwy.

My signature is attached.

On Fri, Sep 27, 2019 at 9:47 AM Jason Litteral <[Jason.Litteral@currituckcountync.gov](mailto:Jason.Litteral@currituckcountync.gov)> wrote:

Dear Mr. Harvin,

I am contacting you to obtain your signature on the attached use permit application submitted by Bernadette Gariglio (Wheelz of Steel). She is renting a unit from you at [8295 Caratoke Hwy](#) from which she intends to rent classic vehicles. The Currituck County Unified Development Ordinance requires a use permit for such activities. Mrs. Gariglio has completed the application process and is set to have a public hearing on October 7<sup>th</sup>, 2019. We require a signature from the subject property owner if they are in fact different than the applicant. We are hoping you have the ability to print the attached application, sign it anywhere under Bernadette's signature, and either scan and email, or fax it back to us. My contact information is listed below. Please feel free to contact me with any questions or concerns.

Sincerely,

Jason Litteral, CFM

Planner II

Currituck County

Planning and Community Development

**Phone:** 252-232-6052

**Fax:** 252-232-3026

[jason.litteral@currituckcountync.gov](mailto:jason.litteral@currituckcountync.gov)

[www.currituckgovernment.com](http://www.currituckgovernment.com)

Attachment: 3.1 Application - Owner Signature (PB 19-18 Wheelz of Steel)

8:02 AM Tue Oct 1

100%



3. Application.pdf



General business is a zoning District, therefore, it will not injure the value of adjoining or abutting lands. Very Small Scale Operations.

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

The 2006 Land use Plan classifies this site as Full Service within the Point Harbor Subarea. The proposed use is in keeping with the policies of the Plan, including Policies ED1 & ED4.

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

There will be no effect on the school system. Currituck County has adequate public facilities to serve this use.

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

Denette Lewis  
Property Owner(s)/Applicant\*

7/24/2019  
Date

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

Use Permit Application  
Page 6 of 8

Revised 7/1/2018

Attachment: 3.1 Application - Owner Signature (PB 19-18 Wheelz of Steel)

Meeting was held on 7/23/19

Those in attendance were:

Benjamin Gungli - Wheelz of Steel  
 Dumbottle Gungli - Wheelz of Steel  
 Ray Griggs - Neighlon Panel's Paint  
 Jason Little - Planner

The Meeting started at 5:45. There were no  
 objections or concerns regarding the Classic Car  
 Rental Business. The meeting lasted about  
 45 minutes.

Dumbottle Gungli - Wheelz of Steel

Community Meeting 7/23/19 5:45pm

6.A.f

attended

Bernadette Griglio - Bernadette Griglio

Benjamin Griglio - Benjamin Griglio

Ray Griggs - Ray Griggs

~~Jason Litteral~~ - JASON LITTERAL - CURRITUCK COUNTY

Attachment: 6. Community meeting sign in sheet (PB 19-18 Wheelz of Steel)





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2600)

**Agenda Item Title**

Recommendation of Award-New Well Serving SOBWS Reverse Osmosis Water Plant

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



Hazen and Sawyer  
4011 Westchase Blvd., Suite 500  
Raleigh, NC 27607

September 17, 2019

Mr. Eric T. Weatherly, PE  
County Engineer  
Currituck County  
153 Courthouse Road, Suite 302  
Currituck, NC 27929

**Re: Southern Outer Banks Water System  
Sailfish Street Yorktown Water Supply Well  
Recommendation of Award**

Dear Mr. Weatherly:

On August 27, 2019, Currituck County received one bid for the Sailfish Street Yorktown Water Supply Well project. Therefore, bids were not opened and the project was re-advertised. On September 11, 2019, Currituck County received one bid for the Sailfish Street Yorktown Water Supply Well project. Per North Carolina General Statute (Chapter 143), the County can open bids and may award to the lowest responsive, responsible bidder, even if only one bid is received. This bid received is believed to be responsive as set forth in the attached Bid Tabulation. The bid amount is deemed reasonable and within the project budget.

The sole responsive bid submitted for the Total Base Bid was submitted by Magette Well & Pump Company, Inc. in the amount of \$384,729.00.

We have reviewed the documentation submitted by Magette Well & Pump Company, Inc., and have personal knowledge of the character of their work as well as their capacity to perform. Based on this, we recommend that Currituck County award the project to Magette Well & Pump Company, Inc., contingent upon regulatory approval from the NC Public Water Supply Section.

If you have any questions or need any additional information from us, please do not hesitate to contact us.

Very truly yours,

David S. Briley, PE  
Senior Associate

cc: Nick Ingold, Currituck County  
Jared Hostettler, Hazen and Sawyer



# BID TABULATION

Sailfish Street Yorktown Water Supply Well  
Currituck County, NC

Bid Opening: September 11, 2019 at 11:00 a.m.

General Contractor	Magette Well and Pump Co., Inc. 2342 US 13 S Ahoskie, NC 27910									
Addenda Acknowledgement	X									
Bid Security	X									
N.C. License No.	X									
<b>LUMP SUM BID ITEMS</b>										
No.	Description	Lump Sum Amount	Lump Sum Amount	Lump Sum Amount	Lump Sum Amount					
1	Lump Sum Price for Yorktown Well Installation	\$359,888								
<b>UNIT PRICE BID ITEMS</b>										
No.	Description	QTY	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total
2	Gravel Restoration	40 CY	\$170 / CY	\$6,800.00						
<b>ALLOWANCES</b>										
No.	Description	QTY	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total
3	SCADA Integration	1 LS	\$18,041.00	\$18,041.00	\$18,041.00		\$18,041.00		\$18,041.00	
TOTAL BASE BID AMOUNT (SUM OF 1, 2, AND 3)			\$384,729		\$0		\$0		\$0	

Nick Ingold, Engineer Technician - Currituck County

09/13/19

Date



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2602)

**Agenda Item Title**

Consideration of Approval of a Grant Agreement with NC 911 Board-Grant Award for Public Safety Building

**Brief Description of Agenda Item:**

Grant funds have been awarded in the amount of \$583,655 by the North Carolina 911 Board to assist in the construction of the county's 911 communications facility to be located in the new public safety building.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



J. ERIC BOYETTE  
 SECRETARY & STATE CHIEF  
 INFORMATION OFFICER  
 CHAIRMAN

Donna B. Wright  
 VICE CHAIR

August 22, 2019

Ms. Mary Beth Newns  
 EM/Comms Director  
 Currituck County 911  
 153 Courthouse Road, Suite 303  
 Currituck, NC 27929

Dear Mary Beth:

The North Carolina 911 Board Grant Committee completed the FY 2020 Grant Program review process on July 16, 2019, and subsequently made recommendation to the 911 Board on July 23, 2019. Via electronic submission of this letter, I am pleased to advise the recommendation of the Committee was unanimously approved by the Board for the Currituck County *Public Safety Building Construction* grant project in the amount of \$583,655, representing only the square footage that will house the PSAP and ancillary space, and to be described in the grant agreement.

You have also received via electronic submission the required grant agreement. Once reviewed and approved, you may opt to sign electronically and return to me. I will then send an electronic copy that contains the countersignature back to you for your files. If you choose to sign manually, please print two copies, sign both, and mail to me. I will then return a countersigned copy to you. The grant agreement should be returned no later than ninety (90) days from the date sent to you as the grantee, which will be November 22, 2019.

Please let me know if you have any questions or need additional information. Should you have questions specific to the grant agreement, you may also wish to contact Richard Bradford, legal counsel for the Board.

Congratulations on your award!

Sincerely,

A handwritten signature in black ink, appearing to read "L.V. Pokey Harris".

L.V. Pokey Harris  
 Executive Director  
 North Carolina 911 Board

Attachment: Grant Docs-NC 911 Board-Public Safety Ctr (Grant Agreement-911 Board-Public Safety Building)



Contract No.

## AGREEMENT

THIS AGREEMENT (the Agreement) is made effective the \_\_\_\_\_ day of **September 2019** by and between **Currituck County** the **Grantee**, a local government established pursuant to N.C. Gen. Stat. §160A-462 North Carolina, and the **North Carolina 911 Board** (hereinafter referred to as 911 Board), an agency of the State of North Carolina. Grantee and the Board (together "the Parties") hereby agree as follows:

### WITNESSETH:

WHEREAS, the 911 Board was created by N.C. Gen. Stat. §143B-1400 *et seq.* to collect and administer the 911 Fund; and

WHEREAS, the 911 Board solicited grant applications pursuant to N.C. Gen. Stat. §143B-1407 and procedures for Grants adopted by the Board; and

WHEREAS, Grantee submitted a Grant Application to construct a new public safety building that will house the County's 911 center; and

WHEREAS, the 911 Board allocated funds for the purposes identified in the grant application;

NOW, THEREFORE, the Parties enter into this Agreement, and in consideration of the mutual promises and such other valuable consideration as shall be set out herein, the Parties hereto do mutually agree to the following terms and conditions:

1. Definitions:

- a. Project: Currituck County Public Safety Building Construction Project.
- b. Executive Director: Executive Director of the 911 Board.
- c. Grant Funds: the amount authorized for award by the 911 Board, \$583,655.00.
- d. Grant: Financial assistance provided by the 911 Board, or a subgrantee, to carry out activities whereby the 911 Board anticipates no programmatic involvement with the grantee or subgrantee during the performance of the Grant.
- e. Grantee: Currituck County, notwithstanding N.C. Gen. Stat §143C-6-23(a)(2).
- f. Interlocal agreement: Reserved.
- g. State Funds: Any funds appropriated by the N.C. General Assembly or collected by the State of North Carolina. The Grant Funds are State Funds. Grantee recognizes that the expenditure of money deposited in the State treasury, including the 911 Fund, is subject to acts by the General Assembly and actions of the Budget Director.
- h. Subgrantee: As defined in N.C. Gen. Stat. §143C-6-23(a)(4), a non-State entity that receives a grant of State funds from a Grantee of a State Agency, here the 911 Board, or a Subgrantee of a Grantee, but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.
- i. Unit, or unit of local government:

As defined in N.C. Gen. Stat. §143C-1-1(d)(29), a municipal corporation that has the power to levy taxes, including a consolidated city-county as defined by N.C. Gen. Stat. §160B-2(1), and all boards, agencies, commissions, authorities and institutions thereof that are not municipal corporations.

As defined in N.C. Gen. Stat. §160A-460, means a county, city, consolidated city-county, local board of education, sanitary district, facility authority created under Article 20 of Chapter 160A of the General Statutes, special district created under Article 43 of Chapter 105 of the General Statutes, or other local political subdivision, authority, or agency of local government.

2. Scope of Project: To construct a new public safety building to accommodate growth anticipated for twenty years. County agencies housed in disparate locations will be relocated to the new building, including the County 911 center.

a. Currituck County shall be responsible for administrative and management duties associated with the Project; and shall be responsible for completing the goals and objectives described in the Grant Application. To the extent that the Project includes expenses that are not eligible for reimbursement and which are not included in the Grant Funds allocated by the 911 Board, Grantee shall be responsible for all expenses for the non-eligible items. For eligible expenses limited by the 911 Board policies, e.g. chairs, Grantee shall be responsible for all expenses exceeding the expense limitations for such items.

b. Goals and objectives include:

1. Construct a new building to house the County's public safety agencies. Construct a new radio tower together with necessary communications equipment and alternate power generation facilities.
2. Adhere to rules for PSAP facilities within 09 NCAC 06C.0210, and for the use of grant funds, as stated within 09 NCAC 06C.0400. Incorporate applicable standards for mission-critical facilities published by the Federal Emergency Management Agency (FEMA), the National Fire Protection Association (NFPA), and the National Emergency Number Association (NENA).
3. Ensure continuity of operations during relocation and upfitting activities for all response agencies currently served.
4. Align the new 9-1-1 center to continue to meet both technological and operational standards set by the North Carolina 911 Board. Enhance facilities used for 911 communications and dispatch, and plan for additional space for anticipated growth.
5. Coordinate technology purchases and facility design to facilitate migration to the State NG9-1-1 system, including GIS call routing.
6. Conduct thorough system(s) testing before acceptance.

c. Grantee shall submit a revised budget and work plan within sixty (60) days of signing this Agreement together with details of the architectural and building plans representing any changes from the Grant Application. If not within sixty (60) days, then such revisions shall be submitted in a timely manner together with any changes in the Project Schedule set forth below. Revisions and work plan changes shall identify environmental and geotechnical site survey results, any abatement requirements, an

assessment of the tower as proposed in the Grant Application, and associated costs as well as the source(s) of funds to complete any conditions, contingencies or abatements. Revisions and work plan changes should identify project component details (as identified in the Grant Application) and costs identified in the Grant Application together with a timeline that includes component details. These revised documents must reflect any changes and special conditions of the Grant award. The budget must include any matching funds or funds from other sources and the anticipated time when such funds will be spent. Grantee shall identify potential or contingent sources of funding including but not limited to other grants during the term of this Agreement. The work plan should include a timeline and specific milestones and/or deliverables that will be used to measure interim progress and accomplishments of the project during the term of this Agreement. Grant Funds will not be released until these revised documents are approved by the 911 Board Executive Director.

d. Grantee will draft one or more Requests for Proposal to be utilized by Grantee in development, procurement and/or operations of the Project consistent with the grant application and approved project budget.

e. Grantee will collect and compile documents as directed by the 911 Board for the purpose of Grantee's verifying the requirements of Article 15, Part 10 of Chapter 143B of the N.C. General Statutes.

f. Grantee shall assist the 911 Board in any audits of Grant Funds by supplying required document(s) to satisfy the requests of an auditor.

3. Changes in the Project.

a. If changes or extra work are requested with respect to the Project, such changes must be authorized in writing by the Parties. The 911 Board will not approve any changes that exceed its authority under N.C. Gen. Stat. §143B-1400 *et seq.*, or subsequent modification thereof.

b. Any work referred to in Paragraph 3(a) above shall be the subject of a separate written agreement stating the costs and schedule for completing any such extra work.

c. Each Party shall immediately notify the other of any change in conditions or applicable law, or any other event, which may significantly affect its ability to perform the Project.

d. The Parties agree that the 911 Board may assign this Agreement to its successor, if any; or continue the Agreement by amending the term if legislation is enacted that does, or may, affect the term of this agreement.

e. A request for change in the project period requires advance written approval by the 911 Board Executive Director. The request must be submitted in writing, stating the basis for the request, to the 911 Board Executive Director at least sixty (60) calendar days prior to the expiration of the Grant. The Grantee shall submit a revised budget and any other documentation or information requested by the 911 Board Executive Director indicating the planned use of all unexpended funds during the extension period.

4. Consolidation. Reserved.



5. Term of Agreement. The Parties intend that the term of this Agreement shall begin upon the Effective Date and extend through 1 March 2021 (End Date). The effective period of this Agreement shall commence upon completion by the Parties' authorized signatories (the Effective Date), and terminate upon the End Date unless sooner terminated under Paragraph 14; or amended by written agreement to extend said date by the Parties or their successors in interest.

6. Project Schedule. Grantee shall prepare and deliver a project schedule consistent with this Agreement that substantially conforms to the following:

a. The Project is anticipated to be completed in approximately 16 months. The proposed budget and project plans shall be reviewed, revised and provided to the 911 Board Executive Director as provided in Paragraph 2(c) above. These revised documents must reflect any changes and special conditions of the Grant award.

b. Assessment and upfitting of the new facility is expected to continue through 31 December 2020. Project milestones are generally identified in the Grant Application and incorporated herein.

c. The Currituck County PSAP will continue to operate during the construction and upfitting of the new facility; therefore, there will be no disruption to 911 call taking and emergency dispatching services.

d. Grantee shall prepare and release one or more solicitation documents comprising RFPs or other similar documents in compliance with the Project schedule presented in the Grant Application, and as such may be amended.

e. Contracts based upon Grantee's solicitation documents shall be awarded in a timely manner in compliance with the Project schedule presented in the Grant Application, and as such may be amended.

7. Delivery of Grant Funds. The total Grant Funds equal Five Hundred Eighty-Three Thousand Six Hundred Fifty-Five (\$583,655.00) Dollars. Grant Funds shall be held by the 911 Board and delivered as follows:

a. Funds shall be released to Grantee after receiving copies of Grantee's contracts, purchase orders and invoices therefor, and Grantee's satisfactory completion of its obligations under this Agreement. Grant Funds shall not be used for updating data gathered during the Project. The 911 Board may release Grant Funds directly to subgrantees upon receipt of evidence satisfactory to the 911 Board Executive Director that all conditions necessary to release such Funds have been satisfied. Such evidence may comprise demonstrated compliance with work and payment schedules of this Agreement and any agreement with a Subgrantee, relevant contracts, purchase orders and invoices therefor, satisfactory completion of testing and acceptance criteria of Grantee's contracts with its vendors, approval of the Grantee, and such other evidence as the Executive Director deems reasonably necessary or proper. Payment schedules may include pre-determined progress payments, payments based upon time and materials that are not to exceed a maximum amount, retainage, and such other terms that are consistent with this Agreement.

b. Grant Funds are allocated to costs of the area occupied by the County PSAP, together with ancillary space to be determined by detailed construction plans.

- c. Grant Funds shall not be released, or paid, in advance of performance of actual services or reimbursable purchases, nor paid for interest, allocations for budget contingencies, maintenance or other services in future fiscal years. Funds shall be applied to ineligible expenses as identified in the Grant Application as authorized by N.C. Gen. Stat. §143B-1407(b)(4), and to expenses that are eligible under N.C. Gen. Stat. §143B-1400 *et seq.* and the policies of the 911 Board.
  - d. Indirect costs and administrative costs will not be allowable charges against Grant Funds unless such costs are specifically included in the approved Project budget as incorporated into the award.
  - e. Grantee will maintain full, accurate, and verifiable accounting records to support the preparation of financial statements in conformity with accounting practices applicable to N.C. local governments as approved by, or consistent with, standards of the Local Government Commission. Expenditures must be consistent with the Project Budget and N.C. Gen. Stat. §143B-1400 *et seq.*
  - f. In the event Grantee breaches any of the covenants or agreements contained in this Paragraph, or any of the representations and warranties of Paragraphs 9, 19, and 24 are untrue as to a material fact as of the date of this Agreement, Grantee agrees to return any unearned Grant Funds held by Grantee and refund sums equal to any non-qualified expenditures paid with Grant Funds. Grantee's obligations that are created by this subsection (e), to return Grant Funds and to refund sums, apply only to Grant Funds held by Grantee. Grant Funds are "held" by Grantee only to the extent they are in the actual, not constructive, possession of Grantee.
  - g. Grantee must attend workshops or other instructional sessions relating to administration of the Grant or use of 911 Funds provided by the 911 Board during the term of this Agreement.
  - h. Funds identified with contingencies or escalations as presented in Grantee's budget documents and financial forecasts shall revert to the Board's Grant Fund if unused or unallocated in a timely manner.
8. Travel Expenses. The approved budget does not include travel costs. Such costs, if any, are limited to reimbursement rates set forth in N.C. Gen. Stat. §138-6; as interpreted by the Office of State Budget and Management, and as amended from time to time. Further expenditures for travel, conferences, software or equipment that are not within the deliverables and payment schedule annexed hereto and as presented in the approved budget may be reimbursed at the rates set forth in N.C. Gen. Stat. §138-6; as interpreted by the Office of State Budget and Management, and as amended from time to time. The State of North Carolina's Travel Policy is contained in the State Budget Manual located on the Internet at <http://www.osbm.state.nc.us>. Original receipts for such expenses shall be retained by Grantee.
9. Independent Status of Grantee.
- a. It is agreed between the Parties that neither this Agreement nor any provisions hereof shall be deemed to create a partnership or joint venture between Grantee and any third party; nor with the 911 Board. It is further agreed that except for the rights expressly granted to Grantee or the 911 Board in this Agreement, neither of them shall have any proprietary rights in the Project.

b. The Parties acknowledge that Grantee is an independent entity. Grantee shall not represent itself as an agent of the 911 Board; nor shall the Agreement be construed so as to make Grantee an agent of the 911 Board. Grantee shall not have the ability to bind the 911 Board to any agreement for payment of goods or services, nor shall it represent to any person or entity that it has such ability. Grantee shall be responsible for payment of all its expenses, including rent, office expenses and all forms of compensation to employees. Grantee shall provide workers compensation insurance to the extent required for its operations and shall accept full responsibility for payments of unemployment compensation, social security, income taxes and any other charges, taxes or payroll deductions required by law in connection with its operations, for itself and its employees who are performing work pursuant to this Agreement. All expenses incurred by Grantee are its sole responsibility. The 911 Board shall not be liable for the payment of any obligations incurred in the performance of the Project.

10. Conflicts of Interest. Grantee acknowledges and represents that it has adopted policies governing conflicts of interest and ethics in the exercise of its authority, and its actions under this Agreement. Grantee will review, disclose and employ its best efforts to resolve any anticipated or reported conflict of interest or issue involving its ethics policies during the performance of this Agreement. Grantee shall, upon request, submit a copy of its conflict to interest policy, and shall ensure that such policy conforms to the requirements of N.C. Gen. Stat. §143C-6-23 and other applicable laws.

11. Obligation of Funds. Grant Funds provided by the 911 Board may not be utilized for expenses incurred by Grantee prior to the Effective Date or subsequent to the End Date. All unpaid obligations incurred prior to the End Date shall be paid and satisfied by Grantee within thirty (30) days thereafter. Prior approval shall not be required for changes that affect the approved budget unless a line item in the Budget Allocation (7(b) hereinabove) is exceeded by ten (10%) percent or \$500.00, whichever is greater. Any changes in the approved budget that would result in the addition or deletion of a budget category shall require prior approval from the 911 Board.

12. Project Records.

a. Grantee shall maintain full, accurate and verifiable financial records, supporting documents, and all other pertinent data for this Project in such a manner so as to identify and document clearly the expenditure of Grant funds provided under this Agreement, separate from accounts for other awards, monetary contributions, or other revenue sources for this Project.

b. Grantee shall retain all financial records, supporting documents, and all other pertinent records related to the Project for five (5) years from the End Date. In the event such records are audited, all Project records shall be retained beyond such three-year period until any and all audit findings have been resolved.

c. Pursuant to N.C. Gen. Stat. §143C-6-23, and §147-64.7, Grantee agrees to make available to the State Auditor, Board, or designated representatives of the foregoing, all of its records which relate to the Project, and agrees to allow the 911 Board or its representative to audit, examine and copy any and all data, documents, proceedings, records and notes of activity relating in any way to the Project. Access to these records shall be allowed upon request at any time during normal business hours and as often as the 911 Board or its representative may deem necessary.

d. Grantee acknowledges and agrees that it will be subject to the audit and reporting requirements prescribed by N.C. Gen. Stat. § 143C-6-23 *et seq.*, Non-State Entities Receiving State Funds or N.C. Gen. Stat. §159-34, The Local Government and Fiscal Control Act - Annual Independent Audit, Rules, and Regulations; as applicable. Such audit and reporting requirements may vary depending upon the amount and source of funding received by Grantee, and such are subject to change from time to time. Grantee shall constantly monitor all performance under Grant-supported activities, including activities performed by Sub-grantees, to ensure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved. Such obligations to comply with the Board's or other agency's monitoring activities shall survive grant closeout and the termination of this Agreement.

13. Publications.

a. Any published or distributed reports, data, or other information shall contain a disclaimer statement to the following effect: *Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view and policies of the 911 Board.*

b. 911 Board may publish or arrange for the publication of information resulting from work carried out under this Agreement, and copyright any books, publications, films, or other copyrightable materials developed in the course of or resulting from work under this Agreement.

c. Upon publication of materials resulting from the work of the Project, Grantee shall furnish a minimum of two copies of reprints to the 911 Board.

14. Termination; Availability of Funds.

a. If Grantee fails for any reason to fulfill in a timely and proper manner its obligations under this Agreement, the 911 Board shall thereupon have the right to terminate this Agreement by giving written notice to Grantee of such termination and by specifying the effective date of termination. For the avoidance of doubt, Grantee's failure to i) appropriate funds necessary to complete the project, ii) failure to resolve contingencies arising from geotechnical site surveys, or iii) failure to erect a satisfactory communications tower shall be reason for termination. In such event, the 911 Board shall have no responsibility to make additional payments under this Agreement after the End Date. No further expenditures shall be made under this Agreement except for such work as shall have already been performed prior to the End Date and Grantee shall return all unearned funds upon the demand of the 911 Board. The Grantee shall not be relieved of liability to the 911 Board for damages sustained by the 911 Board by virtue of any breach of this agreement, and the 911 Board may withhold payment to the Grantee for the purpose of set off until such time as the exact amount of damages due the 911 Board from such breach can be determined.

b. Failure to complete any necessary environmental abatement, or failure to appropriate funds to complete such abatement, shall result in termination of this Agreement. The Parties may terminate this Agreement by mutual consent upon sixty (60) days notice. Notice may be given by either party to the other at the addresses and to the attention of the Party's representative specified in Paragraph 28 below.

c. Termination of the contract by the Grantee shall not prohibit the 911 Board from seeking remedies for additional costs consequential to the termination, which are incurred by the 911 Board. The Grantee shall repay to the 911 Board any Grant Funds received in excess of the payment due under this Agreement.

15. Liabilities and Loss. The 911 Board assumes no liability, nor shall it have any liability under this Agreement, with respect to accidents, bodily injury, illness, breach of contract or any other damages, claims, or losses arising out of any activities undertaken by Grantee or its contractors under this Agreement, whether with respect to persons or property of Grantee, or third parties. Grantee agrees to obtain insurance to protect it and others as it may deem desirable, or, if it elects not to obtain such insurance, it represents that it has adequate resources available to it for this purpose. Further, Grantee agrees to indemnify, defend and save harmless the 911 Board, and their respective officers, agents and employees against any liability, including costs and expenses and attorneys fees, for the violation of any proprietary right or right of privacy arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any information published resulting from the work of the Project or based on any libelous or other unlawful matter contained in such information. Grantee also further agrees to indemnify, defend and save harmless the 911 Board, and their respective officers, agents and employees from any and all claims and losses accruing or resulting to any and all subgrantees, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the Project and the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Grantee or its agents in the performance of the Project.

16. Bankruptcy of Third Parties. In the event that any Sub-grantee (or other entity other than Grantee) receiving Grant funds files bankruptcy owing Grantee, the Board or other entities any money, it shall be the sole responsibility of Grantee to (i) immediately notify the Board and (ii) pursue all reasonable claims against the debtor in bankruptcy to obtain the maximum payment allowed by law. To the extent that Grantee fails to pursue the debtor in bankruptcy and obtain the maximum payment allowed by law, Grantee shall be responsible for all amounts paid to such Third Party that are not returned to Grantee; and no Grant Funds may be expended to replace such monies or payments represented by claims against the Third Party.

17. Remedies. In the event of Grantee's non-compliance with any provision in this Agreement, Grantee agrees that the Board may take any actions authorized by law or by this Agreement, including but not limited to those described in 9 N.C.A.C. 3M.0401. These remedies include, but are not limited to, reducing or suspending Grant funds or terminating the Grant, including the withdrawal of all funds described in this Agreement except for funds already expended on otherwise eligible activities which may not be recaptured or deducted from future grants. The Board may also require Grantee to reimburse Grantee's Program account for improperly expended funds by Grantee or any Subgrantee or other Third Party.

a. The grant is subject to repayment upon discontinuation of the facility as a primary PSAP. Repayment shall be determined on a pro-rated basis if discontinuation occurs within ten years of the effective date of this Agreement. Repayment amounts shall equal a sum equal to the Grant Funds multiplied by a fraction, the numerator of which is the number of years or fractions thereof remaining in a 10 year period from the Effective Date and the denominator of which is 10 years. The resulting sum shall be repaid to the Board as may be agreed by the Parties, provided that the term for repayment shall not exceed the



years represented in the numerator described above. If any such sum is not repaid, the Board may reduce distributions from the 911 Fund in like amounts. This obligation shall survive the End Date.

b. Upon non-compliance with the applicable provisions of 9 N.C.A.C. 3M, the Board shall take measures under .0801 of that Subchapter to ensure that the requirements are met, including: communicating the requirements to the non-State entity; requiring a response from the non-State entity upon a determination of noncompliance; and suspending payments to the non-State entity until the non-State entity is in compliance.

c. Pursuant to 9 N.C.A.C. 3M.0703(11), the Parties may terminate this Agreement with 60 day's notice by mutual consent, or as otherwise provided by law. Pursuant to 9 N.C.A.C. 3M.0703(13), unexpended grant funds shall revert back to the Board upon termination of the Agreement, unless otherwise provided by applicable laws, rules, regulations or orders.

d. However, no termination of this Agreement or the Grant (i) removes Grantee's liability regarding any Grant funds improperly expended (including the Board's enforcement abilities to recover such funds) or (ii) removes Grantee's existing and continued obligations and liabilities with respect to Grant funds already properly expended (including the Board's enforcement abilities).

18. Entire Agreement. This Agreement supersedes all prior agreements between the 911 Board and Grantee; and expresses the entire understanding of the Parties with respect to the transactions contemplated herein, and shall not be amended, modified or altered except pursuant to a writing signed by both Parties.

19. Grantee Representation and Warranties. Grantee hereby represents and warrants that:

a. Grantee is duly organized and validly existing as a unit of local government under the laws of the State of North Carolina.

b. This Agreement constitutes a binding obligation of Grantee, enforceable against it in accordance with its terms. The execution and delivery of this Agreement have been duly authorized by all necessary action on the part of Grantee and does not violate any applicable organizational documents of Grantee, or any agreement or undertaking to which it is a party or by which it is bound.

c. Grantee shall allocate such further and sufficient funds to complete the project in a manner consistent with this Agreement and the Grant Application.

d. There is no action, suit, proceeding, or investigation at law or in equity or before any court, public board or body pending, or to Grantee's knowledge, threatened against or affecting it, that could or might adversely affect the Project or any of the transactions contemplated by this Agreement or the validity or enforceability of this Agreement or Grantee's ability to discharge its obligations under this Agreement.

e. All consents or approvals necessary from any governmental authority as a condition to the execution and delivery of this Agreement have been obtained by Grantee. Grantee shall provide the 911 Board with evidence of the existence of all such contracts at the time of the execution of this Agreement.

- f. The Grantee will notify the 911 Board Executive Director of any significant problems relating to the administrative or financial aspects of the award, such as misappropriation of funds; use of 911 Funds for non-eligible expenses; placement or retaining 911 funds in any account other than the Emergency System Telephone Fund.
20. Performance Measures. Grantee shall ensure that its contracts with third parties include performance measures that provide remedies ensuring protection of the Grant Funds, any matching funds or funds from other sources, and that secure completion of this Agreement consistent with the time and budget for the Project. Specific measures are within the discretion of Grantee, and Grantee shall consider including measures including one or more of the following:
- a. Requiring terminated vendors to provide costs of cover for replacement goods or services.
  - b. Termination of vendor contracts for cause and vendor's forfeiture of rights to payment.
  - c. Grantee's ownership, or free use, of all planning materials, estimates, drafts, plans, drawings and similar items or information produced by Grantee's vendors in the event of termination for any reason.
  - d. Grantee's requirement that its vendors provide contract security for their performance, including but not limited to, bonds, letters of credit, escrows of funds or other assets, or like security.
  - e. Terms and conditions of agreements allocating damages and setting forth limitations of liability as may be necessary or proper to ensure that any breaches or failures to perform by Grantee's vendors, as a minimum measure,
  - f. Acceptance testing and warranties for any and all equipment, goods and services provided by Grantee's vendors of sufficient duration and measurement to ensure performance consistent with 911 center operations.
21. Subcontracting. Grantee shall not subcontract any of the work contemplated under this contract without obtaining prior written approval from the 911 Board. Any approved subcontract shall be subject to all conditions of this Agreement. Only the subgrantees specified in the Application are to be considered approved upon award of the contract. Grantee shall be responsible for the performance of any subgrantee; and shall require all subgrantees to comply with the provisions of the grant award, including this Agreement. Grantee shall be responsible for the performance of any subgrantee.
- a. Grantee shall ensure that any subgrantee provides all information necessary or proper to ensure compliance with this Agreement and the timely completion of the Project.
  - b. The Grantee shall provide all necessary personnel, equipment, and facilities required to implement the work as stated in the Grantee's grant application and subsequently approved project schedules, budgets and project scope identified herein, in accordance with the stated objectives, goals, results, standards, and deliverables.
22. Excusable Delay (Force Majeure). Neither party shall be liable for any failure or delay in performing any of its obligations under this Agreement that is due to causes beyond its reasonable control, such as, but not limited to, acts of God, earthquakes and other natural catastrophes, governmental acts, shortages of supplies, riots, war, fire, epidemics, delays in common carriers,

labor strikes or other difficulties or circumstances beyond its reasonable control. Grantee shall notify the 911 Board promptly of any factor, occurrence or event that comes to its attention that may affect or delay Grantee's ability to perform any of its other obligations hereunder. The obligations and rights of the excused party shall be extended on a day to day basis for the time period equal to the period of the excusable delay.

23. Dispute Resolution. The Parties agree that it is in their mutual interest to resolve disputes informally. A claim by Grantee shall be submitted in writing to the 911 Board for decision. A claim by the 911 Board shall be submitted in writing to Grantee for decision. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Agreement. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Agreement, or at law; or invite the other party to submit the matter to mediation. If both Parties agree to submit the matter to mediation, the following actions shall be taken:

- a. Each Party shall recommend a mediator certified by the N.C. Courts after first determining that the recommended mediator, and said mediator's firm, if any, have no conflict or prior knowledge of the matter to be resolved, and no prior work for or against either Party; and,
- b. The recommended mediators must have knowledge of the general subject matter of the FCC 911 laws, regulations and 911 practices; and,
- c. The recommended mediators must be able to execute and deliver a satisfactory confidentiality and non-disclosure agreement if information exempt from disclosure under N.C. Gen. Stat. §132-1, *et seq.* is relevant or material to the matter to be resolved; and,
- d. Recommended mediators and their respective contact and qualification information shall be exchanged within five (5) days to each party as provided in Paragraph 28 below following the agreement to mediate; and
- e. Unless the Parties mutually agree to select a particular mediator, the selection of a mediator shall be determined by the Mediator's earliest available date to initiate mediation. Any agreement to mediate shall require the Parties to appear and mediate the matter in good faith in accordance with the schedule and calendar established by the Mediator; and,
- f. Provided, however, that this term shall not constitute an agreement by either Party to mediate or arbitrate any dispute; and that any agreement to mediate may be revoked or terminated without penalty therefor if so advised by the N.C. Attorney General.

24. Special Provisions and Conditions.

- a. The 911 Board may request from Grantee certain information that will assist 911 Board with evaluation of the short and long-range impact of its programs. Grantee recognizes that such requests may occur after termination of this Agreement and agrees, to the extent possible, to provide such information as requested.
- b. If the 911 Board finds that Grantee has used grant funds for an unauthorized purpose, or in a manner not agreed and approved as provided in this Agreement, the Board shall report such findings to the Attorney General, The Office of State Budget and



Management, the Office of the State Auditor, and the Office of the State Controller, as may be required by applicable law and regulations. Funds shall not be disbursed to Grantee if the Grantee fails to comply with the reporting requirements of this Agreement.

c. Nondiscrimination. Grantee agrees not to discriminate by reason of age, race, religion, color, sex, national origin, or handicap related to the activities of this Agreement.

d. Conflict of Interest. Grantee certifies that to the best of its knowledge no employee or officer of Grantee has any pecuniary interest in the business of the 911 Board or of the Project, and that no person associated with Grantee has any interest that would conflict in any manner with the performance of the Agreement.

e. Order of Precedence. To the extent of any conflict between this Agreement, including the Exhibits comprising Grantee's Grant Application and supporting documents and Reporting Schedule, such conflicts shall be resolved by first referring to this Agreement, followed serially by the Reporting Schedule, grant application, and lastly by other subordinate documents in reverse order to their adoption.

f. Compliance with Laws. Grantee shall at all times observe and comply with all laws, ordinances, and regulation of the state, federal and local governments which may in any manner affect the performance of the Agreement.

g. Non-Assignability. Grantee shall not assign any interest in the Agreement and shall not transfer any interest in the same without prior written consent of the 911 Board; provided, however, that claims for money due to Grantee from the 911 Board under this Agreement may be assigned to any commercial bank or other financial institution without such approval.

h. Personnel. Grantee represents that it has, or will secure at its own expense, all personnel required to carry out and perform the scope of services required under this Agreement. Such personnel shall be fully qualified and shall be authorized under state and local law to perform such services.

i. Future Cooperation. The Board and Grantee agree to cooperate fully with one another, to execute any and all supplementary documents and/or agreements that may be necessary or helpful to give full force and effect to the terms of this Agreement and to the Parties' intentions in entering this Agreement.

j. Illegal Aliens. No costs incurred as a result of work performed by illegal aliens shall be eligible for reimbursement by Grant funds. As such, in submitting a reimbursement request to the Board for payment, Grantee shall be required to certify to the Board that the expenses for which reimbursement is sought were not incurred as a result of work performed by illegal aliens.

25. Intellectual Property Rights. All documents, data, databases, maps, compilations and other works produced by Grantee or any subgrantee under this Agreement shall be considered either Works for Hire under applicable copyright law, or as public records, and neither Grantee nor any subgrantee shall have any property rights of ownership in such works.

26. Confidential Information. The Parties acknowledge and agree that each is subject to the N.C. Public Records Act, which is set forth in N.C. Gen. Stat. §132-1, *et seq.* The Parties further acknowledge and agree that other standards of confidentiality may apply to information made or

received during the performance of this Agreement. Such information may include proprietary information of a third party. Prior to accepting any proprietary information, the receiving Party shall ensure that an appropriate and acceptable non-disclosure agreement (NDA) is prepared. Any NDA shall ensure:

- a. That the Proprietary Information is protected as permitted by applicable law,
- b. That the Proprietary Information is available and accessible to all persons as may be necessary to complete the purposes of this Agreement, and
- c. That the Proprietary Information is clearly marked as such.

27. Proprietary Information: Proprietary information shall be subject to the N.C. Public Records Act, which is set forth in N.C. Gen. Stat. §132-1, *et seq.* Grantee shall ensure that any third party is encouraged to review the applicable Statutes prior to submitting any information or documentation believed to be proprietary.

- a. 911 Board may maintain the confidentiality of certain types of information described in N.C. Gen. Stat. §132-1, *et seq.* Such information may include trade secrets defined by N.C. Gen. Stat. §66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132-1.2.

- b. Grantee may permit third parties to designate appropriate portions of reports, data, and other deliverables as confidential, consistent with and to the extent permitted under the statutes set forth above, by marking the top and bottom of pages containing confidential information with a legend in boldface type “**CONFIDENTIAL.**” By so marking any page, any disclosing party warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors that the portions marked confidential meet the requirements of the Statutes set forth above.

- c. The 911 Board may serve as custodian of confidential information and not as an arbiter of claims against any party’s assertion of confidentiality. If an action is brought pursuant to N.C. Gen. Stat. §132-9 to compel disclosure information marked confidential, the disclosing party agrees that it will intervene in the action through its counsel and participate in defending the 911 Board, including any public official(s) or public employee(s). The 911 Board agrees to promptly notify Grantee in writing of any action seeking to compel the disclosure of a third party’s confidential information. The 911 Board shall have the right, at its option and expense, to participate in the defense of the action through its counsel. The 911 Board shall have no liability to Grantee or any third party with respect to the disclosure of confidential information ordered by a court of competent jurisdiction pursuant to N.C. Gen. Stat. §132-9 or other applicable law; nor by disclosure of unmarked information or information that is publicly known.

28. Notice. All notices required or permitted to be delivered hereunder and all communications in respect hereof shall be in writing and shall be deemed given when personally delivered by one or more of the following: when deposited in the United States mails, first class, postage prepaid and properly addressed, by facsimile, or by e-mail, as follows:

If to the 911 Board:      Attn: L. V. Pokey Harris, Executive Director  
    N.C. 911 Board  
    P.O. Box 17209  
    Raleigh, NC 27609

Ph: 919-754-6621  
 E-Mail: pokey.harris@nc.gov

If to Grantee:              Attn: Mary Beth News  
    EM/Comms Director  
    153 Courthouse Rd, Suite 303  
    Currituck, NC 27929

Ph: 252-232-6013  
 E-Mail: Mary.Newns@currituckcountync.gov

or addressed to such other address or to the attention of such other individual as the 911 Board or Grantee shall have specified in a notice delivered pursuant to this Subsection.

29. Construction. This Agreement shall be construed and governed by the laws of the State of North Carolina. The place of this Agreement, its situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or in tort, relating to its validity, construction, interpretation and enforcement shall be determined. The Parties agree and submit, solely for matters relating to this Contract, to the jurisdiction of the courts of the State of North Carolina and stipulate that Wake County shall be the proper venue for all matters.

30. **This Agreement will expire if not signed and returned to the 911 Board for countersignature no later than ninety (90) days from the date it was sent to Grantee.**

IN WITNESSETH WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

**Currituck County**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_

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

By: \_\_\_\_\_

Chief Finance Financial Officer

**N.C. 911 Board**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_

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

Attachment: Grant Docs-NC 911 Board-Public Safety Ctr (Grant Agreement-911 Board-Public Safety Building)

## Exhibit A Reporting Schedule

Grantee shall report the following to the Board, by providing information to the Executive Director:

1. Grantee's contracts shall include performance measures and acceptance testing criteria to ensure that the equipment and services meet the operational and technical requirements of the 911 center. Grantee shall provide copies of contracts, purchase orders and invoices for any equipment or services for which Grant Funds will be expended, including direct disbursements to subgrantees, if any. Such items shall be reported to the Executive Director in a timely manner to ensure prompt payment for any authorized invoices.
2. Progress Reports or assessments that demonstrate the success, or lack thereof, of the Project. The progress reports shall include activities and actions within the Scope of Project (Section 2), Project Schedule (Section 6), any changes in the governance proposed in the Grant Application (Section 3), achievement or progress regarding PSAP transitions to the new facility, priorities identified in the Grant Application and the following information: a comparison of actual accomplishments to the goals and objectives described in the Grant Application as such are established for the period and any significant findings; reasons why established goals were not met, if applicable; and other pertinent information including, where appropriate, analysis and explanation of cost overruns or projected changes in time or funding needed for completion of project objectives.
3. A general project timeline of milestones is listed below and shall be revised consistent with progress reports and budgets for the Currituck County PSAP.
4. Reports: The Grantee shall provide monthly reporting of contracts, purchase orders and other financial matters identified in Exhibit A Paragraph 1 above. These monthly reports shall be delivered to the Executive Director beginning on 1 January 2020 and continue thereafter on the first of each month for the term of the Agreement.
  - a. The Grantee shall submit one copy of each report via email in Microsoft Word and in PDF format to the Project Officer and one copy of the transmittal letter to the Grant Administrator.
  - b. The Grantee shall appear and provide presentations to the 911 Board during the term of this Agreement upon request of the 911 Board.
5. Interim Reports: Between the required reporting dates, events may occur which have significant impact upon the project or program. In such cases, the Grantee shall inform the 911 Board as soon as the following types of conditions become known:
  - a. Problems, delays, or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work. This disclosure shall be accompanied by a statement of the action taken or contemplated, and any Federal or other assistance needed to resolve the situation.
  - b. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.

- c. Interim reports shall be delivered not less than annually.
- 6. Final Technical Report
  - a. The Grantee shall submit one copy of the final technical report via email in Microsoft Word and in PDF format to the Project Officer and one copy of the transmittal letter to the Grant within 30 days of the end of the project period.
  - b. The final technical report shall document and summarize the results of the work. Such reports shall contain a comprehensive review of accomplishments, a chronological bibliography of any publications as well as significant scientific papers resulting from the work performed. The final report shall be submitted within 30 days of the end of the project period.
- 7. Budgets and/or budget projections for subsequent years, as may be developed during the term of this Agreement, illustrating financial support to update and maintain the Project equipment.

Exhibit B  
Grant Application

Grantee's grant application is incorporated by reference.



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2604)

**Agenda Item Title**

Consideration of Approval of Contracts for Currituck Regional Airport Runway 5 PAPI Replacement and Airfield Lighting Vault Backup Generator

**Brief Description of Agenda Item:**

Staff recommendation for approval of the construction administration services work authorization to Talbert and Bright, Inc., award of construction contract to Southeast Site Services, and to authorize County Manager to execute contracts, contingent upon receipt of the grant modification.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



**CURRITUCK REGIONAL AIRPORT  
WORK AUTHORIZATION FOR PROFESSIONAL SERVICES**

**August 1, 2019**

**Work Authorization No. 19-01**

**PAPI Replacement and Airfield Lighting Vault Standby Generator  
Construction Administration Phase**

**TBI Project No. 2201-1901**

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

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**Description of Work Authorized:** The Engineer shall provide Construction Administration and Grant Administration for the Runway 5 PAPI Replacement and Airfield Lighting Vault Backup Generator project at the Currituck Regional Airport. The project will involve the replacement of the existing Runway 5 2-Box PAPI with a new 4-Box PAPI, and the installation of a new backup generator for the airfield lighting vault as shown in the plans and specifications dated June 2019 by Talbert & Bright, Inc.

**The construction work includes the following elements:**

- Demolition of the existing Runway 5 2-Unit PAPI, PCU, and foundations
- Installation of a new 4-Unit LED PAPI for Runway 5, including concrete foundations, concrete apron, PAPI layout and aiming, new cable/counterpoise back to airfield lighting vault
- Installation of a new backup generator for the airfield lighting vault
- Coordination of the PAPI Flight Check to be performed by FAA
- Work will be performed during the daytime. Work in the Runway Obstacle Free Zone will be performed while the runway is closed in coordination with the Airport.

Construction Administration, RPR, and QA Testing Services

Engineer will perform Construction Administration (CA) services in general accordance with the attached detailed tasks listed in the manhour estimate. The scope includes attendance at site visits/meetings by the Engineer, including a pre-final and final field review. In accordance with their attached proposal, Cheatham & Associates will provide subconsultant Electrical Engineer and Structural Engineering CA services for the backup generator, generator slab, including review of submittals, performing construction observation site visits, final inspection and preparation of record drawings related to the generator.

Engineer shall also coordinate the PAPI flight check with the FAA, Contractor, and Airport; coordinate the update of the Airport Data Record (5010) with NCDOA; and prepare a "pen and ink" change to the Airport Layout Plan to show the new Runway 5 PAPI at the new location.

Engineer shall provide Special Services for limited part-time onsite construction observation (Resident Project Representative) three days per week with duties, responsibilities, and limitations of authority as outlined in the Contract.

Engineer shall also provide Subconsultant Quality Assurance Testing Services (GET Solutions, Inc.) as outlined in the Contract and attached scope of work. Services will include QA testing of the PAPI and Generator pad/foundation subgrades, and QA concrete testing for foundations/bases.

Attachment: ONX PAPI and Generator CA Services Work Auth (PAPI Generator Project-Currituck County Airport)

Grant Administration and Management Services

Grant Administration services will be provided for the Non-Primary Entitlement (NPE) Grant WBS 36237.8.14.2. Services will include a grant budget modification package for the existing NPE grant. This will be prepared in accordance with NCDOA checklists AV102. This will include preparing the necessary grant paperwork, and coordination with the Owner and NCDOA. Grant Administration services during the construction phase will follow the NCDOA checklist AV103 requirements for each grant. The work will be performed in general accordance with the tasks shown on the attached manhour estimate.

**Estimated Time Schedule:** The Construction Administration Services shall be performed within the established contract time, including provisions for the pre-construction activities (preparation/coordination of contracts/grant paperwork, review of contractor material and other submittals, project startup, pre-construction coordination, etc.), FAA flight check and project closeout.

**Cost of Services:** The method of payment for Construction Administration Services and Grant Administration and Management Services shall be lump sum in accordance with Section V of the Contract. The Resident Project Representative Services shall be paid on an hourly rate basis plus per diem as shown in the Work Authorization. The method of payment for the Subconsultant Electrical and Structural Engineer CA Services shall be lump sum, plus a fixed fee. The method of payment for the Subconsultant Quality Assurance Testing Services shall be actual cost of services plus a fixed fee.

Cost Summary

Grant Administration Services (lump sum)	\$4,400.00
Construction Administration Phase Services (lump sum)	\$23,870.00
Part Time Resident Project Representative Services	\$20,900.00
Subconsultant QA Testing Services – GET Solutions	\$7,919.00
Subconsultant Electrical and Structural Engineering CA Services – Cheatham & Associates (lump sum)	\$14,160.00
Subconsultant Services – Talbert & Bright, Inc. (fixed fee)	\$2,200.00
Total	\$73,449.00

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Agreed as to scope of services, time schedule, and budget:

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Approved for Currituck County

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For Talbert & Bright, Inc.

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

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

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Witness

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Witness

Work Hour Estimate  
 Runway 5 PAPI Replacement and Airfield Lighting Vault Standby Generator - CA Services  
 Currituck Regional Airport  
 August 1, 2019

**Grant Administration Services****PM****GA****Description**

1	Review EBS (Project Request) Record. Prepare Initial Budget from Certified Bid Tabulation and Work Authorization. Review and Identify Funding Source.	1	3
2	Prepare Grant Modification Documents as Required by AV-102 Checklist (dated March 2019) to include all AV forms, updated Project Budget and Letter of Request from Sponsor. Coordinate Sponsor Approvals on Forms and Letter. Communicate with Sponsor, NCDOT-APM, NCDOT-GA.	2	6
3	Upload Scanned Documentation. Coordinate w/Sponsor for PIN Approval of Application.	1	3
4	Monitor, Track and Communicate as Necessary with NCDOT-DOA & Sponsor as Grant Modification Progresses Through PC Phases.	1	6
5	Provide Grant Administration Assistance Including Preparation of Reimbursement Claims in Accordance with AV-103 Checklist (dated April 2019), Updates to Grant Budget, and Coordinate Quarterly Status Reports. Assist NCDOT-GA with Questions and Requests, etc. Provide Payment Verification and Documentation.	1	6
7	Grant Closeout Coordination with Owner and NCDOT-DOA	2	6

**Manhour Total****8****30****Labor Expenses**

Classification		Rate	Estimated Manhours	Estimated Cost
Project Manager		\$68.00	8	\$544.00
Grant Administration		\$32.00	30	\$960.00
Subtotal - Labor Expenses (without Multiplier)			38	\$1,504.00
State Audited Overhead Rates	Overhead Rate:	163.35%	+	\$2,456.78

Labor/Overhead Subtotal: \$3,960.78

Profit:	11.00%	+	\$435.69
Capital Costs:	0.32%	+	\$4.81

**Subtotal - Labor Expenses****\$4,401.28****Total - Grant Administration**

Lump Sum: \$4,401.28

**USE: \$4,400.00**

Attachment: ONX PAPI and Generator CA Services Work Auth (PAPI Generator Project-Currituck County Airport)

Work Hour Estimate  
 Runway 5 PAPI Replacement and Airfield Lighting Vault Standby Generator - CA Services  
 Currituck Regional Airport  
 August 1, 2019

Construction Administration Services		Prin	PM	E3	A4
1	Develop CA Work Scope and Submit to Owner. Coordinate Work Scope, Schedule, and Budget with Owner and NCDOA.	1	2	2	2
2	Develop CPM Schedule using Microsoft Project as required by NCDOA.	0	1	2	1
3	Coordinate Work Scope with QA Testing Laboratory and obtain proposal. Prepare subcontract	0	1	1	1
4	Coordinate Work Scope with Electrical Engineer and obtain proposal. Prepare subcontract.	0	1	1	1
5	Schedule, Chair and Document Pre-Construction, Issue Meeting Summary	0	2	10	2
6	Based on Contractor's Schedule, Coordinate Work and Reporting Procedures with Resident Project Representatives, QA Testing Laboratory, and Owner.	0	1	2	1
7	Coordinate Construction Start Date and Schedule, including daytime runway closures with Airport and Contractor	0	2	4	2
8	Review and Respond to Material Submittals and Shop Drawings. Coordinate and Distribute.	0	2	4	1
9	Prepare for and Attend Onsite Visit/Construction Progress Meeting during PAPI Installation. Issue Meeting Minutes. Coordinate and Distribute.	0	2	10	4
10	Review/Distribute QA/QC Test Results Throughout Construction.	0	0	2	1
11	Prepare PAPI data sheet and coordinate with FAA.	0	1	4	0
12	Review/Process Contractor Partial Pay Requests and Certified Payrolls, Sales Tax Reports, and Coordinate with Airport.	0	1	4	4
13	Answer Contractor Questions. Resolve Construction Conflicts. Complete General Project Administrative Functions.	1	2	6	2
14	Coordinate Backup Generator work with Electrical Engineer and Contractor	0	2	6	0
15	Coordinate flight check schedule with FAA, Contractor and Airport, including contractor remobilization. Coordinate any issues/questions during flight check.	0	1	6	2
16	Conduct Project Pre-Final Inspection. Develop/Issue "Punch List" for Remaining Work.	0	1	10	2
17	Schedule/Attend Project Final Inspection. Develop/Issue Final Project "Punch List". Confirm Project Completion.	0.5	8	10	2
18	Coordinate update of 5010 data sheet with NC Division of Aviation	0	1	2	0.5
19	Prepare "pen and ink" change to Airport Layout Plan with Runway PAPI 4L/location. Distribute to Airport and NCDOA.	0	2	4	1
20	Process Final Pay Request and Final Change Order. Review Final Certifications and Affidavits. Assist Owner with Closeout Documentation in accordance with AV-100 Checklist date 10-30-2015.	0.5	2	8	4
21	Prepare Record Drawings and Closeout Documentation.	0	1	4	2
<b>Subtotal - Work Hour</b>		<b>3</b>	<b>36</b>	<b>102</b>	<b>35.5</b>

#### Labor Expenses

Classification	Rate	Estimated Manhours	Estimated Cost
Principal	\$77.00	3	\$231.00
Project Manager	\$68.00	36	\$2,448.00
Engineer III	\$41.00	102	\$4,182.00
Admin IV	\$24.00	35.5	\$852.00
Subtotal - Labor Expenses (without Multiplier)			177
State Audited Overhead Rates	Overhead Rate:	163.35%	+

Labor/Overhead Subtotal: \$20,312.19

Profit:	11.00%	+	\$2,234.34
Capital Costs:	0.32%	+	\$24.68

#### Subtotal - Labor Expenses

\$22,571.21

Attachment: ONX PAPI and Generator CA Services Work Auth (PAPI Generator Project-Currituck County Airport)

Work Hour Estimate  
Runway 5 PAPI Replacement and Airfield Lighting Vault Standby Generator - CA Services  
Currituck Regional Airport  
August 1, 2019

**Direct Expenses**

Expense Description	Unit	Unit Rate	Estimated Units	Estimated Cost
Mileage (450 miles @\$0.58/mile)	Trip	\$261.00	4	\$1,044.00
Plan Reproduction (5 Prints x 12 plan sets)	Sheets	\$2.82	60	\$169.20
Specification Reproduction (200 pages x 5 copies)	Copies	\$0.04	1,000	\$40.00
UPS/FedEx Shipping	Packages	\$8.50	5	\$42.50
<b>Subtotal - Direct Expenses</b>				<b>\$1,295.70</b>

**Total - Construction Administration Phase Services**

Lump Sum: \$23,866.91

**USE: \$23,870.00****Part Time RPR Labor Expenses**

Classification	Rate	Estimated Manhours*	Estimated Cost
RPR	\$37.00	160	\$5,920.00
Subtotal - RPR Labor Expenses (without Multiplier)			160 \$5,920.00
State Audited Overhead Rates	Overhead Rate: 163.35%	+	\$9,670.32
Labor/Overhead Subtotal:			\$15,590.32
	Profit: 11.00%	+	\$1,714.94
	Capital Costs: 0.32%	+	\$18.94
<b>Subtotal - RPR Labor Expenses</b>			<b>\$17,324.20</b>

RPR Hourly Bill Rate = \$108.28/hour

\*Contract time is 45 Calendar Days. RPR Services based on 20 calendar days @ 8 hours per day

**RPR Direct Expenses**

Expense Description	Unit	Unit Rate	Estimated Units	Estimated Cost
Lodging (\$71.20 plus tax)	Days	\$77.47	20	\$1,549.40
Mileage**	Miles	\$0.58	3,500	\$2,030.00
<b>Subtotal - RPR Direct Expenses</b>				<b>\$3,579.40</b>

\*\*Mileage estimated units assumes 250 miles each way for travel to airport and home each week, plus 25 miles per day

**Total - Resident Project Representative Services**

Budget \$20,903.60

**USE: \$20,900.00**

Note: Part Time Resident Project Representative Services shall be billed on an hourly basis for the time worked on the project at the above hourly bill rate including travel time, plus per diem. The cost of Part Time Resident Project Representative Services shall not be exceeded without prior approval from the Owner.

**Subconsultant Services****Cheatham & Associates**

Electrical and Structural Engineer (Backup Generator and Foundation Construction Phase Services) \$14,160.00

**GET Solutions**

Quality Assurance Testing \$7,919.00

**Total - Subconsultant Services****\$22,079.00**

Fixed Fee - Subconsultant Services

\$2,200.00

<b>Construction</b> (These items are required as they occur)	<b>WBS #:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a) Ensure AV Forms are in place				
b) Copy of Sponsor Letter of Recommendation to Award				
c) Copy of Letters of Determination for all FAA Forms 7460 and 7480				
d) Copy of Fully Executed Contract Documents (to include RFC Plans & Specs)				
e) Pre- Construction Meeting Agenda, Attendance List and Meeting Minutes				
f) Copy of DBE/MBE/WBE Goal Concurrence Letter from Contract Services Unit				
g) Copy of Sponsor's signed Notice to Proceed				
h) Photos of Pay items and/or Progress during construction				
i) Change Order/ Supplemental Agreement requests with explanations and APM Coordination				
j) Periodic Inspection Records as needed				
k) Progress Meeting Minutes				
l) Pre-Pave Conference Minutes				
m) NCDOT Review of Construction Project Completed				
<b>NCDOT Review of Construction Completed</b> APM Initials & Date:				

<b>Construction Close-Out</b>	<b>WBS #:</b>	<b>GRT or APM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a) Copy of Contractor's Certification Regarding Settlement of Claims		APM			
b) Record Drawings in electronic (CADD) & (PDF) format		APM			
c) Copy of Final Testing Summary including engineer's certification letter		APM			
d) Copy of Final Inspection Report and Punch List		APM			
e) Photos of completed project		APM			
f) Copy of Final Change Orders with all supporting documentation		APM			
g) Copy of Complete Set of Construction Meeting Minutes		APM			
h) Copy of Airport Layout Drawing (ALD) Pen and Ink Change (if applicable)		APM			
i) Copy of Final Engineer's Construction Report		APM			
j) Airport Data updated and uploaded to GCR / NFDC / NFDD		APM			
k) DBE Payment Shortfall Form		GRT			
l) Review and approval of Final Pay Request		APM			
m) Final Letter of No-Claims from the Contractor		GRT			
n) Notarized Affidavit of Payment of Debts & Claims (aka Final Waiver of Lien or Affidavit of Release of Lien)		GRT			
o) Notarized Consent of Surety from the Bonding Company, to include Power of Attorney if bank handled funding		GRT			
p) Contractor Warranty Statement from the contractor complying with Contract		GRT			
q) 1Yr Warranty Inspection Performed (prior to 12 months)		APM			
r) Letter of remittance for unused funds (if applicable)		GRT			
<b>NCDOT Review of Close-Out Completed</b>		GRT Initials & Date:			
		APM Initials & Date:			





Cheatham and Associates, P.A.  
Consulting Engineers

August 1, 2019

John Massey, P.E.  
Talbert & Bright  
4810 Shelley Drive  
Wilmington, NC 28405

RE: Currituck County Airport PAPI and Generator  
Electrical Engineering Fee Proposal – Construction Phase Services - Revision 1

Dear John,

We are pleased to offer this revised fee proposal for construction phase services.

Proposed tasks follow:

- Structural engineer subcontract for generator pad.
- Submittals / shop drawing review.
- Response to construction phase questions / RFIs.
- Construction observation site visit and punch list / report.
- Follow-up visit to verify punch list completion.
- Record drawings from contractor as-built mark-ups.

Our proposed lump sum fee for these services is \$ 14,160.00. Additional services, if required, can be provided for a negotiated lump sum fee.

If you have questions or require any discussion, contact me at your convenience.

Sincerely,

Mark A. Ciarrocca, P.E.

Attachment: ONX PAPI and Generator CA Services Work Auth (PAPI Generator Project-Currituck County Airport)



July 12, 2019  
Revised July 24, 2019

TO: **Talbert & Bright, Inc.**  
4810 Shelley Drive  
Wilmington, NC 28403

Attn: Mr. John Massey

RE: Proposal for Field Engineering and Materials Testing Services  
**Proposed Papi Replacement and  
New Airfield Lighting Vault Standby Generator  
Currituck Regional Airport**  
Maple, Currituck County, North Carolina  
G E T Proposal PEC19-166T-R2

Dear Mr. Massey:

Pursuant to your request, **G E T Solutions, Inc.** is pleased to submit this proposal for providing the required Field Engineering and Construction Materials Testing services at the above referenced project site. This proposal presents our understanding of the project, our project approach and scope of work, our unit rates, and the estimated cost for our services.

### **SITE AND PROJECT INFORMATION**

The project site is located within Taxiway A and north of the existing Terminal Building within the Currituck Regional Airport facility in Maple, Currituck County, North Carolina. It is our understanding that the new lighting system is to include the construction of a new Precision Approach Path Indicator (PAPI) and a new standby generator. The proposed PAPI will consist of four (4) LED light structures, circuitry, three (3) hand holes, and a standby generator. The new generator will be installed to the immediate east of the airfield lighting vault. The new subsurface utilities will be located within the taxiway A at a depth of approximately 1.5 to 3 feet below the finished graded elevations.

### **PURPOSE AND SCOPE OF SERVICES**

It is our understanding that our services are to consist of periodic field engineering and materials testing services associated with the proposed construction. Our services will be performed in support of and in conjunction with the services of the Civil Engineer of record and will generally include to the following tasks:

Attachment: ONX PAPI and Generator CA Services Work Auth (PAPI Generator Project-Currituck County Airport)

**Proposed Papi Replacement and New Airfield Lighting Vault Standby Generator****Currituck Regional Airport**

Maple, Currituck County, North Carolina

G E T Proposal PEC19-166T-R2

**I. EARTHWORK:**

- Ø Evaluation of the natural subgrade soils within the construction areas by means of Dynamic Cone Penetrometer (DCP) testing, hand augers, and/or test pits to determine their ability to support the proposed equipment and infrastructure components.
- Ø Collecting bulk soil samples and returning them to our laboratory for Proctor (D 698) and Classification testing (including moisture content, and sieve/gradation testing). These samples will include existing subgrade soils and imported fill materials for use as foundation select fill or backfill for the construction areas.
- Ø Performing field density tests in accordance with (ASTM D 6938) to verify degree of compaction for the existing subgrade and imported fill materials (Select Fill) used for establishing the design grades for the project site.
- Ø Performing site evaluations, undercut evaluations, and attending site meetings as needed.
- Ø Maintaining records of all earthwork testing and construction activities including determination of change order quantities, if any.

**II. FOUNDATIONS, SLABS ON GRADE, AND REINFORCING:**

- Ø Observe bearing soil conditions in footing and utility pad excavations for stability and verifying that the allowable bearing capacities indicated in the Geotechnical Engineering Report of Record are obtained, by means of augering, probing, Dynamic Cone Penetrometer (DCP) testing, and/or field compaction testing.
- Ø Observe cast-in-place concrete reinforcing steel placement to verify conformance with the project plans, including size, spacing, placement, orientation, splice lengths, etc.
- Ø Observe foundation anchor bolt and/or other various structural embedment's placement to verify conformance with the project plans, including size, embedment depth, and general orientations/locations.

**Proposed Papi Replacement and New Airfield Lighting Vault Standby Generator****Currituck Regional Airport**

Maple, Currituck County, North Carolina

G E T Proposal PEC19-166T-R2

- Ø Maintaining records of above stated tasks, reviewed and approved by a Professional Engineer.

**III. CAST IN PLACE CONCRETE**

- Ø Review concrete delivery tickets at time of delivery and compare to specified mix for verification of use of the required design mixture. Note consistency of concrete at point of discharge and point of placement. Note amount of water, if any, added to the concrete mix at the job site. Monitor concrete conveying as well as placement and verify proper procedures with regard to transporting, cleanliness of subgrade, consolidation, placement, and curing procedures and temperatures.
- Ø Monitoring of concrete placement procedures and field testing of slump (ASTM C 143), temperature (ASTM C 1064) and air content (ASTM C 231), Unit Weight (C172/C29), and maintenance of concrete placement records.
- Ø Field sampling (ASTM C 31), molding, and initial on site curing of concrete for strength testing.
- Ø Laboratory curing and compression strength testing of conventional concrete test specimens (ASTM C 39).
- Ø Maintaining records of above stated tasks, reviewed and approved by a Professional Engineer.

All testing services will be performed in conformation to the project specifications referencing the FAA requirements.

**FEE FOR SERVICES**

At this time, we are providing you with our *"Unit Fee Schedule"* included with this proposal (Attachment A), on the basis of which charges will be applied. This proposal is based on our experience with other similar projects and our review of the conceptual site plan as well as the projected extent of our presence at the project site. Our budgeted fee associated with the Field Engineering and Materials Testing Services associated with this project for the items indicated in this proposal, as illustrated on the attached Schedule of Services (Attachment B), are estimated to be **\$7,919.00**.

Additional services beyond those indicated herein will be charged in accordance with our indicated unit fees provided on Attachment "A" (Unit Fee Schedule).

Proposal for Field Engineering and Materials Testing Services

July 24, 2019

**Proposed Papi Replacement and New Airfield Lighting Vault Standby Generator**

**Currituck Regional Airport**

Maple, Currituck County, North Carolina

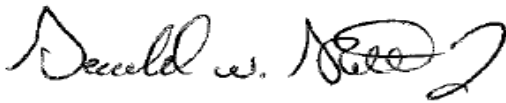
G E T Proposal PEC19-166T-R2

*This estimate noted above is considered to be a not to exceed amount without prior authorization from the client. Finally, this budget is based on our best estimate of the projected number of testing events for each portion of the scope of work.*

We appreciate the opportunity to submit this proposal, and we look forward to working with you towards a successful completion of this project. Please feel free to contact us any time at (252) 335-9765 with any questions that you may have.

Respectfully submitted,

**G E T Solutions, Inc.**



Gerald W. Stalls, Jr., P.E.

Senior Project Engineer

NC Lic. # 034336

Attachments: Attachment "A": Unit Fee Schedule  
Attachment "B": Schedule of Services and Fees  
Work Authorization Form  
General Conditions

Attachment: ONX PAPI and Generator CA Services Work Auth (PAPI Generator Project-Currituck County Airport)



### Attachment "A" - Unit Fee Schedule

#### Proposed Papi Replacement and New Airfield Lighting Vault Standby Generator

#### Currituck Regional Airport

Maple, Currituck County, North Carolina

G E T Proposal PEC19-166T-R2


Prepared For: Talbert and Bright, Inc.

July 12, 2019: Revised July 24, 2019

Item Description		Unit Fee
<b>A. Professional &amp; Technical Staff</b>		
Principal Geotechnical Engineer, PE		\$ 125.00/ Hr
Senior Geotechnical Engineer, PE		\$ 110.00/ Hr
Project Geotechnical Engineer, EIT		\$ 95.00/Hr
Field Engineer and Project Geologist		\$ 95.00/Hr
Senior Environmental Scientist		\$ 110.00/Hr
Environmental Scientist		\$ 95.00/Hr
Structural Steel Inspector		\$ 85.00/Hr
Fire Proofing/EIFS/Roofing Inspector		\$ 85.00/Hr
Geotechnical Inspector		\$ 75.00/Hr
Masonry Inspector		\$ 65.00/Hr
Senior Field Engineering Technician (Undercut, Pile, Vibration Monitoring)		\$ 50.00/Hr
Field Engineering Technician (Concrete, Grout, Compaction Testing)		\$ 40.00/Hr
Secretarial		\$ 55.00/Hr
<b>Note: Overtime rates will be billed at 1.5 times the standard rates. Overtime rates will be charged for work performed in excess of eight hours per</b>		
<b>B. Field &amp; Laboratory Testing Services</b>		
Field sampling & testing for soil and concrete	Technician time charged for	
air/slump/cubes/prisms/nuclear density	these services	
Moisture Content (ASTM D 2216)		\$ 10.00/each
Standard Proctor Test (ASTM D 698)		\$ 110.00/each
Modified Proctor Test (ASTM D 1157)		\$ 125.00/each
Sieve / Gradation Analysis (ASTM D 422)		\$ 75.00/each
Sieve Wash (-200, ASTM D 1140)		\$ 40.00/each
Hydrometer Test (ASTM D 422)		\$ 110.00/each
Atterberg Limits Test (ASTM D 4318)		\$ 65.00/each
Specific Gravity Test (ASTM D 854)		\$ 25.00/each
Aggregate Gradation (ASTM C 136; Max Nominal Aggregate $\leq 3/4"$ )		\$ 85.00/each
Aggregate Gradation (ASTM C 136; Max Nominal Aggregate $> 3/4"$ and $\leq 1"$ )		\$ 125.00/each
Aggregate Gradation (ASTM C 136; Max Nominal Aggregate $> 1"$ and $\leq 2"$ )		\$ 200.00/each
Aggregate Gradation (ASTM C 136; Max Nominal Aggregate $> 2"$ and $\leq 3"$ )		\$ 350.00/each
Aggregate Gradation (ASTM C 136; Max Nominal Aggregate $> 3"$ and $\leq 5"$ )		\$ 1500.00/each
CBR Test (ASTM): Including Proctor, Sieve, Limits, Natural Moisture		\$300.00/each
Concrete Cylinders/Mortar Cubes/Grout Prisms		
Compression Test (ASTM C 39)		\$ 12.50/each
Asphalt Extraction Test (ASTM D 2172)		\$ 75.00/each
Asphalt Aggregate Gradation (ASTM C 136)		\$ 85.00/each
Asphalt Density (Bulk Specific Gravity) and		
Pavement Thickness Test (ASTM D 1188)		\$ 55.00/each
Consolidation Test (ASTM 2435)		\$675.00/each
Unconfined Compression Testing (ASTM D 2166)		\$150.00/each
Triaxial Test (ASTM D 2850)		\$300.00/each Point
Laboratory Permeability Test (Constant Head or Falling Head Methods)		\$250.00/each
PDA (Pile Driving Analyzer)		\$1500.00/Day
WEAP Analysis		\$500.00/each
CAPWAP Analysis		\$250.00/each
<b>C. Reimbursable</b>		
Mileage		\$ 0.58/Mi
Subcontractors Services		Cost + 10%



**Attachment "B"**  
**Schedule of Services and Fees - Field Engineering and Materials Testing Services**  
**Proposed Papi Replacement and New Airfield Lighting Vault Standby Generator**  
**Currituck Regional Airport**  
**Maple, Currituck County, North Carolina**  
**G E T Proposal PEC19-166T-R2**  
**Prepared For: Talbert and Bright, Inc.**  
**July 12, 2019: Revised July 24, 2019**

	Quantity	Unit	Unit Rate (\$)	Total (\$)
<b>I. EARTHWORK - Building</b>				
Field Engineer; Subgrade Evaluations (2 Trips - PAPI Alignment and Generator Pad)	10	hrs	95.00	950.00
Engineering Technician; Fill and Subgrade Periodic Compaction Testing (2 Trips)	10	hrs	40.00	400.00
Mileage	200	each	0.58	116.00
Standard Proctor Tests - Subgrade, Fill, and/or ABC (P-209)	3	each	110.00	330.00
Moisture Content - Subgrade, Fill, and/or ABC (P-209)	3	each	10.00	30.00
Sieve / Gradation Analysis (ASTM D 422) - Subgrade and/or Fill	2	each	75.00	150.00
Atterberg Limits Test (ASTM D 4318)	1	each	65.00	65.00
Aggregate Base Course (P-209) Gradation Analysis	1	each	125.00	125.00
Secretary for Report Typing	3	hrs	55.00	165.00
Project Geotechnical Engineer, EIT - Project Management & Report Prep.	2	hrs	95.00	190.00
Senior Geotechnical Engineer, PE - Project Oversight and Report Review	0.5	hrs	110.00	55.00
<i>Subtotal Task I</i>				<b>\$2,576.00</b>
<b>II. FOUNDATIONS AND REINFORCING</b>				
Field Engineer. for Footings Inspection: Bearing Capacity & Reinforcing Steel (3 Trips; 2 PAPI and 1 Generator)	15	hrs	95.00	1425.00
Mileage	150	each	0.58	87.00
Secretary for Report Typing	2	hrs	55.00	110.00
Project Geotechnical Engineer, EIT - Project Management & Report Prep.	1	hrs	95.00	95.00
Senior Geotechnical Engineer, PE - Project Oversight and Report Review	0.5	hrs	110.00	55.00
<i>Subtotal Task II</i>				<b>\$1,772.00</b>
<b>III. CAST-IN-PLACE CONCRETE</b>				
Field Engineering Technician For Concrete Sampling & Testing (7 Pours; 2 PAPI foundation pours, 2 PAPI walkway pours, 2 Hand Holes, 1 Generator Pour)	35	hrs	40.00	1400.00
Eng. Tech for specimen pickup, login, and preparation (7 Trips)	18	hrs	40.00	720.00
Mileage	700	each	0.58	406.00
Concrete Compressive Strength Testing (7 Sets of 6)	42	each	12.50	525.00
Secretary for Report Typing	4	hrs	55.00	220.00
Project Geotechnical Engineer, EIT - Project Management & Report Prep.	2	hrs	95.00	190.00
Senior Geotechnical Engineer, PE - Project Oversight and Report Review	1	hrs	110.00	110.00
<i>Subtotal Task III</i>				<b>\$3,571.00</b>
<b>Total</b>				<b>\$7,919.00</b>
				

Attachment: ONX PAPI and Generator CA Services Work Auth (PAPI Generator Project-Currituck County Airport)



## CONTRACT

This AGREEMENT, made and entered into this 19th day of September 2019, by and between Southeast Site Services LLC., hereinafter called the OWNER, and 117 Industrial Boulevard, Suite G, Gray, Georgia 31032, hereinafter called the Contractor.

WITNESSETH: That the Contractor, for the consideration hereinafter fully set out, and the OWNER, for the construction of work performed, agree that:

### 1. Scope of Work:

The Contractor shall furnish and deliver all the materials and perform all the work in the manner and form as provided in the following enumerated Plans, Specifications and Contract Documents which are attached hereto and made a part hereof as if fully contained herein:

### CURRITUCK REGIONAL AIRPORT RUNWAY 5 PAPI REPLACEMENT AND NEW LIGHTING VAULT STANDBY GENERATOR

#### Specifications and Contract Documents:

- a. Project Plans prepared by Talbert & Bright, Inc. Dated April 2019
- b. Instructions to Bidders
- c. General Conditions, including any Supplementary General Conditions
- d. Project Special Provisions
- e. Technical Provisions (Construction Details)
- f. Proposal (Accepted as modified) in the amount of \$ 319,810.00
- g. Performance and Payment Bonds
- h. Appendices
- i. Addendum No. 1, dated July 16, 2019  
Addendum No. 2, dated July 31, 2019

ORIGINAL PROPOSAL: \$319,810.00  
TOTAL ADDITIONS: \$0  
TOTAL DEDUCTIONS: \$0  
CURRENT CONTRACT AMOUNT: \$319,810.00

The Contractor hereby guarantees all materials and workmanship for a period of one year from the date at final acceptance of all items of work set forth under this Contract.

2. The Contractor shall commence the work to be performed under the Contract not later than the date set by the OWNER in written notice to proceed, said date to be not less than seven (7) days after issuance of notice.

3. The OWNER hereby agrees to pay to the Contractor for the faithful performance of this agreement, subject to additions and deductions as provided in the specifications or proposal, in lawful money of the United States, such unit and/or lump sum prices as are set forth in the accepted proposal for quantities of each item actually accomplished.
4. On or before the 20th day of each calendar month, the OWNER shall make partial payments to the Contractor on a basis of a duly certified and approved estimate of work performed during the preceding calendar month by the Contractor, less ten percent (10%) of the amount of such estimate which is to be retained by the OWNER until all work has been performed strictly in accordance with this Contract and until such work has been accepted by the OWNER.
5. Payment of the balance due the Contractor shall occur within 30 days of completion of all work covered by this contract, acceptance of same by the Owner, and the submission of proof to the Owner of payment in full of all labor and material by the Contractor.
6. It is further mutually agreed between the Contractor and the OWNER hereto if, at any time after the execution of this Contract and the Performance and Payment Bond hereto attached for its faithful performance, the OWNER shall deem the surety or sureties upon such bond to be unsatisfactory; or if, for any reason such bond ceases to be adequate to cover the performance of such work, the Contractor shall, at its expense, within five days after the receipt of notice from the OWNER to do so, furnish an additional bond or bonds in such form and amount, and with such surety or sureties as shall be satisfactory to the OWNER. In such event, no further payment to the Contractor shall be deemed to be due under this Contract until such new or additional security for the faithful performance of the work shall be furnished in a manner and form satisfactory to the OWNER.
7. The Contractor shall indemnify and hold harmless the OWNER, its officers, agents, employees and consultants, from and against any and all losses or costs including but not limited to litigation and settlement costs, counsel fees, claims, suits, action, damages, liability, and expenses, occasioned wholly or in part by the Contractor's negligent act(s) or willful omissions or fault or the negligent acts or willful omissions or fault of the Contractor's agents, subcontractors, suppliers, employees, or servants in connection with this agreement, including but not limited to those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, intentional acts, failure to pay such subcontractors and suppliers, any breach of the agreement and any infringement or violation of any proprietary right (including but not limited to patent, copyright, trademark, service mark and trade secret). The indemnity obligations under this paragraph will survive termination of the agreement.

Dispute resolution shall be resolved in the Superior Court for the County or other political subdivision in which the project is located. The law to be applied is the Laws of the State of North Carolina. In the event the Parties are found to be jointly

at fault for any claim, action, loss or damage that results from their respective obligations under this agreement, the Contractor shall indemnify Currituck County to the extent of the Contractor's fault.

IN WITNESS WHEREOF, the OWNER and Contractor hereto have executed this Contract on the day and date first above written in four counterparts, be deemed an original Contract.

BY:

BY:

\_\_\_\_\_  
CURRITUCK COUNTY

\_\_\_\_\_  
SOUTHEAST SITE SERVICES LLC.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Executed in quadruple

**PERFORMANCE BOND**  
100% of the Contract Amount

KNOW ALL MEN BY THESE PRESENT: that

**SOUTHEAST SITE SERVICES LLC.**  
**117 INDUSTRIAL BLVD, BUILDING G**  
**GRAY, GA 31032**

as Principal, hereinafter called Contractor and \_\_\_\_\_, a corporation duly organized in the State of \_\_\_\_\_ and licensed under laws of and authorized to do business in the State of North Carolina as Surety, hereinafter called Surety, are held firmly bound unto

**CURRITUCK COUNTY**  
**PO BOX 38**  
**153 COURTHOUSE ROAD**  
**CURRITUCK, NC 27929**

hereinafter called OWNER, in the amount of **three hundred nineteen thousand, eight hundred and ten dollars and zero cents** (\$ **319,810.00**) for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firm by these present.

WHEREAS, Contractor has by written agreement dated September 19, 2019, entered into a Contract with OWNER for **Runway 5 PAPI Replacement and New Lighting Vault Standby Generator** in accordance with drawings and specifications prepared by:

**TALBERT & BRIGHT, INC.**  
**4810 SHELLEY DRIVE**  
**WILMINGTON, NORTH CAROLINA 28405**

which contract is by reference made a part hereof, and is hereinafter referred to as the CONTRACT.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that, if Contractor shall promptly and faithfully perform said Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the OWNER and Contractor.

Whenever Contractor shall be, and declared by OWNER to be in default under the Contract, the OWNER having performed OWNER'S obligations thereunder, the Surety may promptly remedy the defaults, or shall promptly:

1. Complete the Contract in accordance with its terms and conditions, or

2. Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the lowest responsible bidder, or, if the OWNER elects, upon determination by the OWNER and the Surety jointly of the lowest responsible bidder, arrange for a Contract between such bidder and OWNER, and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts arranged under this paragraph) sufficient funds to pay the cost of completion, less the balance of the contract price, but not exceeding (including other costs and damages for which the Surety may be liable hereunder), the amount set forth in the second paragraph hereof. The term "balance of contract price" as used in paragraph, shall mean the total amount payable by OWNER to Contractor under the Contract and any amendment thereto, less the amount properly paid by OWNER to Contractor. It is the intent for the contract to be completed within the contract time or liquidated damages will be assessed in accordance with the specifications.

Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the OWNER named herein or the heirs, executors, administrators or successors of the OWNER.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_ 2019.

**BY:**

**BY:**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Name (Seal)

\_\_\_\_\_  
Name (Seal)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**WITNESS:**

**WITNESS:**

**BY:**

\_\_\_\_\_  
Licensed Resident Agent (Signature)

\_\_\_\_\_  
Licensed Resident Agent (Typed)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

**LABOR AND MATERIAL PAYMENT BOND**  
100% of the Contract Amount

KNOW ALL MEN BY THESE PRESENT: that

**SOUTHEAST SITE SERVICES LLC.**  
**117 INDUSTRIAL BLVD, BUILDING G**  
**GRAY, GA 31032**

as Principal, hereinafter called Principal, and \_\_\_\_\_ corporation duly organized in the State of \_\_\_\_\_ and licensed under the laws of and authorized to do business in the State of North Carolina as Surety, hereinafter called Surety, are held firmly bound unto

**CURRITUCK COUNTY**  
**PO BOX 38**  
**153 COURTHOUSE ROAD**  
**CURRITUCK, NC 27929**

as Oblige, hereinafter called OWNER, for the use and benefit of claimants as herein below defined, in the amount of **three hundred nineteen thousand, eight hundred and ten dollars and zero cents** (\$ **319,810.00**) for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firm by these present.

WHEREAS,

Principal has by written agreement dated September 19, 2019 entered into a contract with OWNER for **Runway 5 PAPI Replacement and New Lighting Vault Standby Generator** in accordance with drawings and specifications prepared by:

**TALBERT & BRIGHT, INC.**  
**4810 SHELLEY DRIVE**  
**WILMINGTON, NORTH CAROLINA 28405**

which contract is by reference made a part hereof, and is hereinafter referred to as the CONTRACT.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that, if Principal shall promptly make payment to all claimants as hereinafter defined, for all labor and material used or reasonably required for the use in the performance of the Contract, then this obligation shall be void; otherwise it shall remain in full force and effect, subject, however, to the following conditions:

1. A claimant is defined as one having a direct contract with the Principal or with a subcontractor of the Principal for labor, material, or both, used or reasonably required for use in the performance of the Contract, labor and material being



construed to include that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental of equipment directly applicable to the Contractor.

2. The above named Principal and Surety hereby jointly and severally agree with the OWNER that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for the use of such claimant, prosecute the suit to final judgement for such sum or sums as may be justly due claimant, and have execution thereon. The OWNER shall not be liable for the payment of any costs or expenses of any such suit.
3. No suit or action shall be commenced hereunder by any claimant:
  - a. Unless claimant, other than one having a direct contract with the Principal, shall have given written notice to any two of the following: the Principal, the OWNER, or the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to who the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Principal, OWNER, or surety, at any place where an office is regularly maintained for the transaction of business, or served in the state in which the aforesaid project is located, save that such service need not be made by public officer.
  - b. After the expiration of one (1) year following the date of which Principal ceased work on said Contract, it being understood, however, that if any limitation embodied in this bond is prohibited by any law controlling the construction hereof such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.
  - c. Other than in a state court of competent jurisdiction in and for the county or other political subdivision of the state in which the Project, or any part thereof, is situated or in the United States District Court for the district in which the Project, or any part thereof, is situated, and not elsewhere.

4. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of mechanics' liens which may be filed of record against said improvement, whether or not claim for the amount of such lien be presented under and against this bond.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_ 2019.

**BY:**

**BY:**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Name (Seal)

\_\_\_\_\_  
Name (Seal)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**WITNESS:**

**WITNESS:**

\_\_\_\_\_

\_\_\_\_\_

**BY:**

\_\_\_\_\_  
Licensed Resident Agent (Signature)

\_\_\_\_\_  
Licensed Resident Agent (Typed)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

**PROPOSAL REQUIREMENTS AND CONDITIONS**

**RUNWAY 5 PAPI REPLACEMENT AND  
NEW AIRFIELD LIGHTING VAULT STANDBY GENERATOR**

**CURRITUCK REGIONAL AIRPORT  
MAPLE, NORTH CAROLINA**

DATE: 8/7/2019

In compliance with the Advertisement (Notice to Bidders), the undersigned hereby proposes to furnish the materials and perform the work for completion of all items, listed below in strict accordance with the Advertisement (Notice to Bidders), Plans, and General Provisions, Special Provisions of the Specifications, and all contract documents for the consideration of the price quoted in the following items and agrees, upon receipt of written notice of the acceptance of this Proposal, that within one hundred twenty (120) days after the date of the opening of the Proposals, that it will execute a contract in accordance with the Proposal as accepted, and give the required Performance and Payment Bond with good and sufficient surety or sureties, within fifteen (15) days after receipt of notice of formal award of contract and presentation of the prescribed forms.

**Bidder shall complete all line items and total amount of the Base Bid.** Failure to submit prices and amount for each item shall be cause for rejection of Bid. The OWNER reserves the right to reject any and all bids and to waive any and all technical defects in the execution and submission of any bid. It is the intent of the OWNER to award one contract for all work depending on the availability of local, state, and federal funding.

Contract award will be made on the basis of the lowest responsive qualified bidder for work in the best interest of the OWNER and subject to the availability of local, state, and federal funding. The OWNER reserves the right to reject any or all bids and to waive formalities and technicalities.

**IMPORTANT NOTICE**

**Each bidder for this project shall be registered as a prequalified bidder with the NCDOT at the time of the bid opening.**

The Contractor's attention is directed to the requirements of Appendix "C", Disadvantaged Business Enterprise Program and the Equal Employment Opportunity Requirements in Appendix "D", **which must be submitted with the Proposal.**

**The undersigned understands that the entirety of Section 20 and Appendix "C" and "D" of these specifications shall be considered a part of the Proposal, and that if we are notified by the ENGINEER that we are the low bidder(s), we shall submit the**

information required, hereinafter related to these requirements, within ten (10) days of such notification.

The Bidder is aware of subcontract requirements to obtain the goal of 0.0% of **Disadvantaged Business Enterprise participation** established for this contract; has completed and is submitting, along with the bid proposal, required information (see "Disadvantaged Business Enterprise Program") describing actions taken in order to achieve such goals; and understands that meeting or exceeding the stated goals is a condition for being awarded this contract.

***Failure to submit the above information may be grounds for rejection of our proposal.***

It is understood that all workmanship and materials under all items of work are guaranteed for one year from the date of final acceptance, unless otherwise specified.

Wages not less than the minimum rates of wages, as predetermined for this project by the Secretary of Labor, were used in the preparation of this Proposal.

It is understood that the quantities of work to be done are approximate only and are intended principally to serve as a guide in evaluating Proposals.

The undersigned agrees that, if awarded the contract(s), it will commence work not later than the date set by the ENGINEER in the Notice(s) to Proceed, and that it will complete the work within the time specified above and in accordance with the Specifications.

Enclosed is security in the amount of 5% of the total base bid, consisting of (Cash, Certified Check, or Bid Bond) Bid Bond payable to Currituck County.

Southeast Site Services, LLC

Name of Bidder

BY:

(Signature)

Matt Bragg - Operations Manager

(Name and Title of Signing Official)

(Seal)

N.C. Contractor's License No. 27175-U

**For Corporation, provide Name and Post Office Address for the President, Secretary, and Treasurer.**

**President**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Secretary**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Treasurer**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Partnership provide Name and Address for each Partner:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(LLC)

**For Individual, provide Name and Post Office Address:**

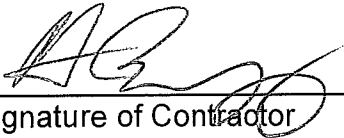
Name Jesse W. Annis  
 Address PO Box 1315 Gray, GA 31032  
 \_\_\_\_\_  
 \_\_\_\_\_

Note: Failure to complete blank spaces may be grounds for rejecting bid.



### PROHIBITION OF SEGREGATED FACILITIES

- (a) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.
- (b) "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.
- (c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

  
 \_\_\_\_\_  
 Signature of Contractor  
 \_\_\_\_\_  
 Operations Manager  
 \_\_\_\_\_  
 Title

8/7/2019  
 \_\_\_\_\_  
 Date

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S. C. 1001.

**(Reference: 41 CFR § 60)**

## TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror:

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (U.S.T.R.);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R; and
- c. has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- (1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R. or
- (2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such U.S.T.R. list or
- (3) who incorporates in the public works project any product of a foreign country on such U.S.T.R. list;

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will

incorporate this provision for certification without modification in in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

  
 \_\_\_\_\_  
 Signature of Contractor

8/7/2019  
 \_\_\_\_\_  
 Date

Operations Manager  
 \_\_\_\_\_  
 Title

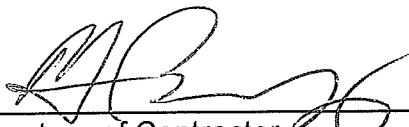
(Reference: 49 U.S.C. § 50104; 49 CFR part 30)

## CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

### Certifications

- 1) The applicant represents that it is (    ) is not ( X ) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- 2) The applicant represents that it is (    ) is not ( X ) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

  
 \_\_\_\_\_  
 Signature of Contractor  
 \_\_\_\_\_  
 Operations Manager  
 \_\_\_\_\_  
 Title

8/7/2019  
 \_\_\_\_\_  
 Date

**(Reference: Sections 415 and 416 of Title IV, Division L of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76), and similar provisions in subsequent appropriations acts.**

**DOT Order 4200.6 - Requirements for Procurement and Non-Procurement Regarding Tax Delinquency and Felony Convictions)**

**CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT**  
(Bidder or Offeror Certification)

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

**CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT**  
(Lower Tier Contract Certification)

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

  
\_\_\_\_\_  
Signature of Contractor

8/7/2019  
\_\_\_\_\_  
Date

Operations Manager  
\_\_\_\_\_  
Title


**(Reference: 2 CFR part 180 (Subpart C), 2 CFR part 1200, DOT Order 4200.5)**

## LOBBYING AND INFLUENCING FEDERAL EMPLOYEES

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

  
 \_\_\_\_\_  
 Signature of Contractor  
 \_\_\_\_\_  
 Operations Manager  
 \_\_\_\_\_  
 Title

8/7/2019

\_\_\_\_\_  
 Date

**(Reference: 31 U.S.C. § 1352 – Byrd Anti-Lobbying Amendment; 2 CFR part 200, Appendix II(J); 49 CFR part 20, Appendix A)**



## CERTIFICATE OF BUY AMERICAN COMPLIANCE FOR MANUFACTURED PRODUCTS

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

☒ Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:

- a) Only installing steel and manufactured products produced in the United States, or;
- b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing, or;
- c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

- 1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
  - 2. To faithfully comply with providing US domestic product
  - 3. To furnish US domestic product for any waiver request that the FAA rejects
  - 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
- ☐ The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:
- 1. To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
  - 2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.
  - 3. To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
  - 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

### REQUIRED DOCUMENTATION

**Type 3 Waiver** - The cost of the item components and subcomponents produced in the United States is more that 60% of the cost of all components and subcomponents of the

"item". The required documentation for a type 3 waiver is:

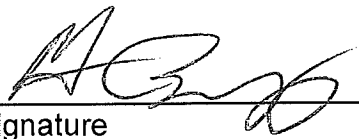
- a) Listing of all product components and subcomponents that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).
- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

**Type 4 Waiver** - Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is:

- a) Detailed cost information for total project using US domestic product
- b) Detailed cost information for total project using non-domestic product

**False Statements:** Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

8/7/2019  
 \_\_\_\_\_  
 Date  
  
 Southeast Site Services, LLC  
 \_\_\_\_\_  
 Company Name

  
 \_\_\_\_\_  
 Signature  
  
 Operations Manager  
 \_\_\_\_\_  
 Title

**(Reference: 49 USC § 50101)**

**FORM OF NON-COLLUSION AFFIDAVIT**  
(This Affidavit is Part of the Proposal)

STATE OF Georgia

COUNTY OF Greene

Matt Bragg

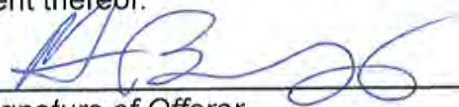
being first duly sworn, deposes and says that he/she is

Operations Manager

*(Sole owner, a partner, president, secretary, etc.)*

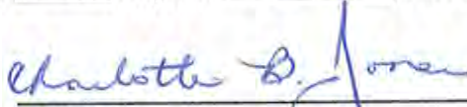
of Southeast Site Services, LLC

the party making the foregoing Proposal that such Proposal is genuine and not collusive or sham; that said Offeror has not colluded, conspired, connived, or agreed directly or indirectly, with any Offeror or person, to put in a sham Proposal, or that such other person shall refrain from submitting a proposal and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or any other Offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other Offeror or to secure any advantage against OWNER any person interested in the proposed Contract; and that all statements in said Proposal are true; and further, that such Offeror has not, directly or indirectly submitted this proposal, or the contents thereof, or divulged information or data relative to any association or to any member or agent thereof.

  
Signature of Offeror

Sworn to and subscribed before me this 6th day of August, 2019.

(Official Seal)

  
Official Signature of Notary

Charlotte B. Jones, Notary Public  
Notary's Printed or Typed Name

My Commission expires 8/22/2020, 20\_\_.



**Listing of DBE Subcontractors  
To Be Submitted With The Bid**

**Currituck Regional Airport  
Runway 5 PAPI Replacement and New Airfield  
Lighting Vault Standby Generator**

The Bidder hereby proposes the following DBE participation in accordance with Appendix C:

DBE Subcontractor or Supplier Name and Address	NCDOT Reporting Number	Cert. Type (DBE)	Work To Be Performed	Subcontract Amount	Amount Applicable to Goal
NONE					
Total Applicable DBE Participation					0.00
Base Bid Amount					0.00
DBE Participation Proposed (%)					0.0%
DBE Participation Goal (%)					<b>0.0%</b>

Bidder (Firm Name)	Signature	Date
Southeast Site Services, LLC		8/7/2019

Bidder must complete above "Listing of DBE Subcontractors" form and submit with bid. Letter of Intent, Page B-19 must be submitted by the apparent low bidder for all DBE subcontractors no later than 12:00 noon of the sixth calendar day following opening of bids, unless the sixth day falls on Saturday, Sunday or an official state holiday. In that situation, it is due in the office of the Engineer no later than 12:00 noon on the next official state business day.





# STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

## LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

CONTRACT:

NAME OF BIDDER:

The undersigned intends to perform work in connection with the above contract upon execution of the bid and subsequent award of contract by the Board of Transportation as:

Name of MBE/WBE/DBE Subcontractor N/A

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please check all that apply:

Minority Business Enterprise (MBE) \_\_\_\_\_

Women Business Enterprise (WBE) \_\_\_\_\_

Disadvantaged Business Enterprise (DBE) \_\_\_\_\_

The MBE /WBE /DBE status of the above named subcontractor is certified by the North Carolina Department of Transportation. The above named subcontractor is prepared to perform the described work listed on the attached MBE/WBE/DBE Commitment Items sheet, in connection with the above contract upon execution of the bid and subsequent award of contract by the Board of Transportation. The above named subcontractor is prepared to perform the described work at the estimated Commitment Total for Subcontractor Price identified on the MBE/WBE/DBE Commitment Items sheet and amount indicated below.


Commitment Total based on estimated Unit Prices and Quantities on the "attached" MBE/WBE/DBE Commitment Items sheet. Amount \$ 0.00

The above named bidder and subcontractor mutually accepts the Commitment Total estimated for the Unit Prices and Quantities. This commitment total is based on estimated quantities only and most likely will vary up or down as the project is completed. Final compensation will be based on actual quantities of work performed and accepted during the pursuance of work. The above listed amount represents the entire dollar amount quoted based on these estimated quantities. No conversations, verbal agreements, and/or other forms of non-written representations shall serve to add, delete, or modify the terms as stated.

This document shall not serve in any manner as an actual subcontract between the two parties. A separate subcontractor agreement will describe in detail the contractual obligations of the bidder and the MBE/WBE/DBE subcontractor.

### Affirmation

The above named MBE/ WBE/ DBE subcontractor affirms that it will perform the portion(s) of the contract for the estimated dollar value as stated above

<p>_____ Name of MBE/ WBE/ DBE Subcontractor</p> <p>_____ Signature / Title</p> <p>_____ Date</p>	<p style="text-align: center;">Southeast Site Services, LLC</p> <p>_____ Name of Bidder</p> <p> Operations Manager</p> <p>_____ Signature / Title</p> <p style="text-align: center;">8/7/2019</p> <p>_____ Date</p>
---	---



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

September 7, 2018

MATT BRAGG  
SOUTHEAST SITE SERVICES, LLC  
PO BOX 1315  
GRAY, GA 31032

Dear MATT BRAGG:

Subject: Approval as a PO Prime Contractor

The information you submitted to the Department for approval as a PO Prime Contractor has been reviewed and your firm has been approved for the following work codes:

001730:UTILITY INSTALLATION/REMOVAL: FIBER OPTIC CABLE  
002020:UTILITY INSTALLATION/REMOVAL: POWER/ELECTRICITY  
002030:UTILITY INSTALLATION/REMOVAL: TELEPHONE  
002040:UTILITY INSTALLATION/REMOVAL: CABLE TELEVISION  
004030:REST AREA, ETC.- ELECTRICAL  
008060:AIRFIELD LIGHTING, SIGNAGE & NAVIGATION AIDS  
008070:AIRFIELD ELECTRONICS FOR NAVIGATION AIDS

Accordingly, the Department considers your firm prequalified as a PO Prime Contractor until 09/30/2019. Failure to renew or requalify will result in removal from our prequalified contractors' list.

If at any time prior to your next renewal date there is a change in any information for your firm, please proceed to the following website and submit a notice of change in your firm's information:

<https://apps.ncdot.gov/vendor/prequal>

Sincerely,

Michael J. Biedell, PE CPM  
Contractual Services Engineer  
919-707-4803

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
CONTRACTUAL SERVICES UNIT  
1509 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1509

Telephone: (919) 707-4800  
Fax: (919) 250-4127  
Customer Service: 1-877-368-4968  
Website: [www.ncdot.gov](http://www.ncdot.gov)

Location:  
1020 BIRCH RIDGE DRIVE  
BUILDING B  
RALEIGH, NC 27610

Attachment: ONX PAPI and Generator DRAFT Construction Contract - Southeast Site Services (PAPI Generator Project-Currituck County)



## CURRITUCK REGIONAL AIRPORT

## RUNWAY 5 PAPI REPLACEMENT AND AIRFIELD LIGHTING VAULT BACKUP GENERATOR

Bidder: Southeast Site Services, LLC

TBI No. 2201-1802

## BASE BID

Item	Spec.	Description	Unit Price in Words	Unit	Quantity	Unit Price	Ext. Total
1	C-105	Mobilization	Thirty One Thousand Seven Hundred Sixty Dollars and Zero Cents	L.S.	1	\$31,760.00	\$31,760.00
2	PSP	Runway Closure Crosses and Lighted Barricades	Five Thousand Dollars and Zero Cents	L.S.	1	\$5,000.00	\$5,000.00
3	L-108	Cable Trenching	Two Dollars and Zero Cents	LF	2,600	\$2.00	\$5,200.00
4	L-110	2-1/C, No. 8 AWG Underground Cable, 600 V, Type USE and 1/C No. 8 Ground, Installed in Trench	Four Dollars and Zero Cents	LF	2,600	\$4.00	\$10,400.00
5	L-110	Bare Copper Counterpoise Wire, No. 6 AWG, Including Ground Rods and Connectors Installed in Trench	Two Dollars and Zero Cents	LF	2,600	\$2.00	\$5,200.00
6	L-115	Electrical Junction Cans, L-867(D), Class 1, 16" Diameter, 24" Deep, with 1/2" Galvanized Steel Cover and Gasket Secured with Stainless Steel Bolts, Installed in Turf, Complete with Incidentals. Align and Level as Required.	Two Thousand Dollars and Zero Cents	EACH	4	\$2,000.00	\$8,000.00
7	HDD	Directionally Bored 2" HDPE Conduit	Twenty Five Dollars and Zero Cents	LF	250	\$25.00	\$6,250.00
8	PSP	Demolish Existing 2-Box PAPI for Runway 5, including foundations	Three Thousand Dollars and Zero Cents	L.S.	1	\$3,000.00	\$3,000.00
9	L-125	New PAPI Type L-880(L), Style A, Class I, with Current Sensing Day/Night Control Mode and Baffle Kit on Right Side Unit to provide 4.5 degree cut-off angle (Equipment Only)	Forty Five Thousand Dollars and Zero Cents	L.S.	1	\$45,000.00	\$45,000.00
10	PSP	Runway 5 PAPI Installation (excluding PAPI equipment cost)	Sixty Five Thousand Dollars and Zero Cents	L.S.	1	\$65,000.00	\$65,000.00
11	PSP	Remobilize for PAPI Flight Check	Three Thousand Dollars and Zero Cents	Day	1	\$3,000.00	\$3,000.00
12	PSP	PAPI Connection at Existing Airfield Lighting Vault	Three Thousand Dollars and Zero Cents	L.S.	1	\$3,000.00	\$3,000.00

7.C.b

**CURRITUCK REGIONAL AIRPORT  
RUNWAY 5 PAPI REPLACEMENT AND AIRFIELD LIGHTING VAULT BACKUP GENERATOR  
TBI No. 2201-1802**

Bidder: Southeast Site Services, LLC

**BASE BID**

Item	Spec.	Description	Unit Price in Words	Unit	Quantity	Unit Price	Ext. Total
13	PSP	Airfield Lighting Vault Backup Generator	One Hundred Twenty Three Thousand Dollars and Zero Cents	L.S.	1	\$123,000.00	\$123,000.00
14	T-901/ T-908	Seeding and Mulching	Six Thousand Dollars and Zero Cents	L.S.	1	\$6,000.00	\$6,000.00

Three Hundred Nineteen Thousand Eight Hundred Ten  
**Total - Base Bid:** Dollars and Zero Cents - \$319,810.00

**Contract Time:** See Project Special Provisions

**Liquidated Damages:** See Project Special Provisions

**Addendum No. One (1)**  
to  
Plans, Specifications and Contract Documents  
for  
**Runway 5 PAPI Replacement and New Airfield Lighting Vault Standby Generator**  
Maple, North Carolina  
Addendum Date: July 16, 2019

This Addendum is issued by  
Talbert & Bright, Inc. 4810 Shelley Drive, Wilmington NC 28405,  
Telephone 910-763-5350, fax 910-762-6281.

**THIS ADDENDUM DOES NOT CHANGE THE BID DATE.**

**BIDDERS MUST SIGN THIS ADDENDUM AND INCLUDE IT WITH THE BID.**

Contractors and other interested parties are directed to make the following changes:

---

The project bid/construction documents are hereby modified as follows:

- 1) To the **SPECIFICATIONS**, Replace the Table of Contents with the attached Table of Contents.
- 2) To the **SPECIFICATIONS**. The following electrical specifications were inadvertently left out of the PDF file provided to bidders on the CD containing the bid documents. These sections were included in the hard copy of the specifications. Please add the following specifications sections to the PDF file provided:

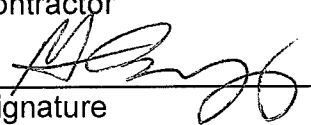
26 00 00	Electrical Basics
26 05 00	Basic Materials and Methods
26 05 19	Conductors and Cables
26 05 26	Grounding and Bonding
26 05 33	Raceways and Boxes
26 05 53	Electrical Identification
26 27 26	Wiring Devices
26 28 16	Enclosed Switches and Circuit Breakers
26 32 13	Engine Generators
26 36 00	Transfer Switches

- 3) To the **SPECIFICATIONS**, Some pages of the attached Appendix F "Forms" were inadvertently left out of the PDF file provided to bidders on the CD containing the bid documents. The Appendix F "Forms" were included in the hard copy of the specifications. Please replace the Appendix F "Forms" in the PDF file provided with the attached.

- 4) To the **SPECIFICATIONS**. The attached Construction Safety and Phasing Plan (CSPP) was inadvertently left out of the PDF file provided to bidders on the CD containing the bid documents. The CSPP was included in the hard copy of the specifications. Please add the attached CSPP to the PDF file provided.

**END OF ADDENDUM No. One (1)**

Addendum acknowledged:

By: Southeast Site Services, LLC  
Contractor  
  
Signature

8/7/2019  
Date  
Operations Manager  
Title of Signing Officer

**Addendum No. Two (2)**  
to  
Plans, Specifications and Contract Documents  
for  
**Runway 5 PAPI Replacement and New Airfield Lighting Vault Standby Generator**  
Maple, North Carolina  
Addendum Date: July 31, 2019

This Addendum is issued by  
Talbert & Bright, Inc. 4810 Shelley Drive, Wilmington NC 28405,  
Telephone 910-763-5350, fax 910-762-6281.

**THIS ADDENDUM DOES CHANGE THE BID DATE.**

**BIDDERS MUST SIGN THIS ADDENDUM AND INCLUDE IT WITH THE BID.**

Contractors and other interested parties are directed to make the following changes:

---


The project bid/construction documents are hereby modified as follows:

- 1) To the **SPECIFICATIONS**, Appendix A, Advertisement, **MODIFY** bid opening **time, location, and addressee** in accordance with Re-Advertisement, Page A-1 (Add No.2), attached to the end of this Addendum. All notes, provisions, and requirements listed in the original advertisement are still applicable and in force.

**END OF ADDENDUM NO. TWO (2)**

Addendum acknowledged:

By: Southeast Site Services, LLC  
Contractor

  
Signature

8/7/2019  
Date

Operations Manager  
Title of Signing Officer





# AIA® Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

Southeast Site Services, LLC  
PO Box 1315  
Gray, GA 31032

**SURETY:**

(Name, legal status and principal place of business)

Nationwide Mutual Insurance Company  
One Nationwide Plaza  
Columbus, OH 43215

**OWNER:**

(Name, legal status and address)

Currituck County, NC  
153 Courthouse Drive  
Suite 302  
Currituck, NC 27929

**BOND AMOUNT:** \$ Five Percent of Amount Bid (5% of Bid)

**PROJECT:**

(Name, location or address, and Project number, if any)

PAPA Replacement and New Airfield Lighting Vault Standby Generator

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such

Init.

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## Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation  
Allied Property and Casualty Insurance Company, an Iowa corporation

AMCO Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

EDWARD P. MOONEY

ROBERT C. WYNNE

ATLANTA GA

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

TEN MILLION AND NO/100 DOLLARS

\$ 10,000,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 27<sup>th</sup> day of February, 2019.



*Antonio C. Albanese*

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company

#### ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF NEW YORK: ss

On this 27<sup>th</sup> day of February, 2019, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

Suzanne C. Delio  
Notary Public, State of New York  
No. 02DE6126649  
Qualified in Westchester County  
Commission Expires September 16, 2021

*Suzanne C. Delio*

Notary Public  
My Commission Expires  
September 16, 2021

#### CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 22<sup>nd</sup> day of July, 2019.

*Laura B. Guy*


Assistant Secretary

BDJ 1(02-19)00

73001

statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 22nd day of July, 2019


  
(Witness)

  
(Witness)

Southeast Site Services, LLC  
(Contractor as Principal) (Seal)

  
(Title)

Nationwide Mutual Insurance Company  
(Surety) (Seal)

  
(Title) Edward Mooney, Attorney In Fact

Init.

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User Notes:

(3B9ADA54)

Attachment: ONX PAPI and Generator DRAFT Construction Contract - Southeast Site Services (PAPI Generator Project-Currituck County

# TALBERT & BRIGHT

September 19, 2019

Ms. Michelle Perry  
County Engineer  
Currituck County  
153 Courthouse Road, Suite 302  
Currituck, NC 27929

RE: Currituck Regional Airport  
Runway 5 PAPI Replacement and Airfield Lighting Vault Backup Generator  
TBI No. 2201-1802

Dear Michelle:

Bids were taken on Thursday, August 8, 2019 for the Runway 5 PAPI Replacement and Airfield Lighting Vault Backup Generator project at Currituck Regional Airport. Three bids were received for this project, one from Southeast Site Services, one from Rifenburg Construction and one from KOBO Utility Corporation. We have reviewed the bids received and prepared the attached bid tabulation. Bids ranged from \$319,810 to \$382,419. Southeast Site Services is the lowest responsive and responsible bidder in the amount of \$319,810.00.

As coordinated with NCDOT Division of Aviation, the project was advertised with a DBE goal of 0.0%. Southeast Site Services submitted the required DBE paperwork with their bid and indicated that they would provide 0.0% DBE participation.

Southeast Site Services did provide a bid bond in accordance with the specifications and other bid documents have been properly completed and signed including their DBE paperwork. Southeast Site Services is properly licensed contractor for this work scope and is prequalified as a Prime Contractor with NCDOT.

Based on this information, Talbert & Bright finds no information that Southeast Site Services is considered non-responsive nor unqualified and based on our review and the information presented in this letter, we recommend award of the contract to Southeast Site Services in the amount of \$319,810.00. Final award of the project should be contingent upon receipt of the fully executed grant modification from the NCDOT Division of Aviation.

If you have any questions about the enclosed information, please let me know.

Sincerely,



John Massey, P.E.  
Project Manager

Enclosures

Attachment: ONX PAPI and Generator Award Recommendation Letter (PAPI Generator Project-Currituck County Airport)



	Southeast Site Services		Rifenburg Construction		KOBO Utility Construction Corp	
	117 Industrial Blvd, Suite G Gray, GA 31032 NC Electrical License 27175-U NC General License No. N/A		440 West Barbee Street Zebulon, NC 27597 NC Elec License U.32894 NC General License 37580		PO Box 578 Sandwich, MA 02563 NC Elec License U.30229 NC General License: N/A	

Base Bid:										
Item	Spec.	Description	Unit	Quantity	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. Total
1	C-105	Mobilization	L.S.	1	\$ 31,760.00	\$ 31,760.00	\$ 30,990.00	\$ 30,990.00	\$ 26,500.00	\$ 26,500.00
2	PSP	Runway Closure Crosses and Lighted Barricades	L.S.	1	\$ 5,000.00	\$ 5,000.00	\$ 15,050.00	\$ 15,050.00	\$ 15,600.00	\$ 15,600.00
3	L-108	Cable Trenching	LF	2,600	\$ 2.00	\$ 5,200.00	\$ 2.00	\$ 5,200.00	\$ 8.00	\$ 20,800.00
4	L-110	2-1/C, No. 8 AWG Underground Cable, 600 V, Type USE and 1/C No. 8 Ground, Installed in Trench	LF	2,600	\$ 4.00	\$ 10,400.00	\$ 5.35	\$ 13,910.00	\$ 3.00	\$ 7,800.00
5	L-110	Bare Copper Counterpoise Wire, No. 6 AWG, Including Ground Rods and Connectors Installed in Trench	LF	2,600	\$ 2.00	\$ 5,200.00	\$ 2.35	\$ 6,110.00	\$ 3.00	\$ 7,800.00
6	L-115	Electrical Junction Cans, L-867(D), Class 1, 16" Diameter, 24" Deep, with 1/2" Galvanized Steel Cover and Gasket Secured with Stainless Steel Bolts, Installed in Turf, Complete with Incidentals. Align and Level as Required.	EACH	4	\$ 2,000.00	\$ 8,000.00	\$ 1,165.00	\$ 4,660.00	\$ 2,258.00	\$ 9,032.00
7	HDD	Directionally Bored 2" HDPE Conduit	LF	250	\$ 25.00	\$ 6,250.00	\$ 34.00	\$ 8,500.00	\$ 35.00	\$ 8,750.00
8	PSP	Demolish Existing 2-Box PAPI for Runway 5, including foundations	L.S.	1	\$ 3,000.00	\$ 3,000.00	\$ 5,300.00	\$ 5,300.00	\$ 6,890.00	\$ 6,890.00
9	L-125	New PAPI Type L-880(L), Style A, Class I, with Current Sensing Day/Night Control Mode and Baffle Kit on Right Side Unit to provide 4.5 degree cut-off angle (Equipment Only)	L.S.	1	\$ 45,000.00	\$ 45,000.00	\$ 30,850.00	\$ 30,850.00	\$ 33,559.00	\$ 33,559.00
10	PSP	Runway 5 PAPI Installation (excluding PAPI equipment cost)	L.S.	1	\$ 65,000.00	\$ 65,000.00	\$ 40,665.00	\$ 40,665.00	\$ 103,733.00	\$ 103,733.00
11	PSP	Remobilize for PAPI Flight Check	Day	1	\$ 3,000.00	\$ 3,000.00	\$ 1,250.00	\$ 1,250.00	\$ 3,500.00	\$ 3,500.00
12	PSP	PAPI Connection at Existing Airfield Lighting Vault	L.S.	1	\$ 3,000.00	\$ 3,000.00	\$ 3,110.00	\$ 3,110.00	\$ 7,995.00	\$ 7,995.00
13	PSP	Airfield Lighting Vault Backup Generator	L.S.	1	\$ 123,000.00	\$ 123,000.00	\$ 152,200.00	\$ 152,200.00	\$ 97,785.00	\$ 97,785.00
14	T-901/ T-908	Seeding and Mulching	L.S.	1	\$ 6,000.00	\$ 6,000.00	\$ 3,755.00	\$ 3,755.00	\$ 32,675.00	\$ 32,675.00
Total - Base Bid:					\$ 319,810.00		\$ 321,550.00		\$ 382,419.00	



**CURRITUCK COUNTY  
NORTH CAROLINA**

September 16, 2019

Minutes – Regular Meeting of the Board of Commissioners

**WORK SESSION**

**1. 4:00 PM Chandler Thinks Contract Review-County Branding Initiative**

The Board of Commissioners attended a work session at 4:00 PM in the auditorium of the Currituck County Cooperative Extension Center, 120 Community Way, Barco, North Carolina, for a review of a proposal to perform a branding study for the County submitted by marketing firm, Chandler Thinks. Tameron Kugler, Director of Travel & Tourism, used a powerpoint and presented the scope of work for the study.

Before the presentation, Ms. Kugler announced two Tourism awards the department received at a recent state tourism conference, and she reviewed the 2018-2019 tourism financial impacts report. The Board of Commissioners and Currituck County Chamber of Commerce Board members, who also attended the work session, discussed the benefits of the branding study and shared their common interest in supporting the development and enhancement of all businesses in the county. Discussion concluded at 5:00 PM and a meal was served.

**6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners held a regular meeting at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	

Chairman White called the meeting to order.

**A) Invocation & Pledge of Allegiance**

Commissioner Mary Etheridge offered the Invocation and led the Pledge of Allegiance.

Communication: Minutes for September 16, 2019 (Approval Of Minutes for September 16, 2019)

**B) Approval of Agenda**

Commissioner Jarvis moved to amend the agenda:

- Item PB 19-18 was deferred to the October 7, 2019, Commissioners meeting
- Public Comment item was moved to follow the Commissioners Report

The motion was seconded by Commissioner Payment. The motion carried.

Approved agenda:

**Work Session**

4:00 PM Chandler Thinks Contract Review-County Branding Initiative

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

**Commissioner's Report**

**Public Comment**     *This item was moved to take place after the Commissioners Report*

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

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

A) **2020 Census Presentation-Derek Dorazio, Partnership Specialist, US Census Bureau**

**Public Hearings**

A) **PB 90-07 Pine Island, Phase 5B:** Amended Sketch Plan/Use Permit request to modify the approved Planned Unit Development at Audubon Drive and Ocean Trail, Corolla, Tax Map 128, Parcels 2H & 2L, Poplar Branch (Beach) Township.

B) **PB 04-16 Turnpike Properties - Pine Island:** Amended Use Permit to modify the airstrip located on Ocean Trail, Corolla, Tax Map 128, Parcel 2L, Poplar Branch (Beach) Township.



- ~~C) **PB 19-18 Wheelz of Steel:** Bernadette Gariglio is requesting an Automobile Sales or Rentals Use Permit for property located at 8295 Caratoke Highway, Powells Point, Tax Map 124C, Parcel 4, Poplar Branch Township. *This item was deferred to the next meeting, October 7, 2019.*~~

### Old Business

- A) **PB 19-15 Windswept Pines:** A request to conditional zone 66.8 acres from Conditional-Mixed Residential District (C-MXR) to Conditional-Mixed Residential District (C-MXR) to add 14 residential lots, streets, and modify phases in the Windswept Pines development located on the north side of Baxter Road in Moyock, Tax Map 9H, Parcels 42-58, 1-12, and OSA-OSC; and, Tax Map 9, Parcels 6A and 11L, Moyock Township.

### New Business

- A) **Consideration of Contract for the Purchase of Fire Apparatus-Moyock Volunteer Fire Department**
- B) **Public Safety Building Project Review**
- C) **Consideration of an Amendment to the Currituck County Personnel Policy: Article 6-Holidays and Leave**
- D) **Hurricane Dorian Action Items**
- E) **Consent Agenda**
1. Approval Of Minutes for September 3, 2019
  2. Budget Amendments
  3. Project Ordinance-Public Safety Building
  4. Surplus Resolution and Authorization for Deputy Timothy Bryan Cole to Purchase Duty Weapon Upon Retirement

### Adjourn

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### COMMISSIONER'S REPORT

Chairman White announced the Board's earlier work session with the Currituck Chamber of Commerce Board of Directors and noted the branding initiative presented during the session. He discussed the County's activation of Emergency Operations for Hurricane Dorian and thanked all of the County staff who worked through the storm.

Commissioner Payment acknowledged staff who worked through Hurricane Dorian, and he thanked the first responders and those who manned the various fire stations during the storm.

Commissioner Mary Etheridge reported on the school season's first Juvenile Crime Prevention Council (JCPC) meeting. She described the goals of the council and services provided and thanked those who serve the citizens in this capacity.

Commissioner Beaumont acknowledged the efforts of Dominion Power, who mustered all of their resources and got the county up and running very quickly after Hurricane Dorian. He noted the cooperation with each other.

Commissioner McCord acknowledged the work of the North Carolina Department of Transportation, law enforcement and emergency responders, and volunteers, and he applauded community cooperation after the storm.

Commissioner J. Owen Etheridge acknowledged the coming together of people during the storm and suggested it should be every day, not just during an emergency. He thanked law enforcement, fire department staff, Emergency Medical Services, and telecommunicators for their efforts.

Commissioner Jarvis reported on discussion at the recent Trillium Health meeting and provided an update on Medicaid Transformation due to roll out on February 1, 2020. She announced the region's upcoming Community Crisis Plan meeting and noted Trillium will partner with Currituck County Department of Social Services to make more services available, including children's services, in Currituck. Commissioner Jarvis acknowledged the generosity of her neighbors and friends who helped her through both Hurricane Dorian and a family emergency.

#### **PUBLIC COMMENT-AMENDED**

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

Steven Brown of Grandy, whose property is adjacent to the solar farm in Grandy, described watching the solar panels blow in the wind and eventually dislodge during Hurricane Dorian. He said wind speeds were half of what the panels and racking system are engineered for as noted in the Planning documents, and he is concerned being so close to the facility. He wants Ecoplexus to adhere to the code set forth by the Board. Ground monitoring wells and testing were discussed.

A group of citizens wishing to speak were awaiting the arrival of their main presenter so Chairman White moved to resume the public comment prior to the Consent Agenda. The motion was seconded by Commissioner Beaumont. The motion carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

## COUNTY MANAGER'S REPORT

Ben Stikeleather, County Manager, provided an update on recovery from Hurricane Dorian and reported on road blockages, power outages and restoration, and the upcoming debris pickup. He said a post-storm assessment After Action meeting with members of the Emergency Operations Center is forthcoming, and he took a moment to explain the cost savings and benefits of utilizing Corolla Fire Department staff and volunteers to assist with staging and moving of pumps to alleviate flooding in Corolla.

Mr. Stikeleather reported that student counts for Moyock Elementary are well over the capacity established by the Board of Education and explained the impacts to future residential development. He reported County inspectors have visited the Grandy solar farm and contacted Ecoplexus. An Engineering report was requested to explain why the panels failed and for any new design to ensure compliance with stated wind standards. Mr. Stikeleather addressed weekend lane closures that caused major backups on North Carolina Highway 158.

Commissioners took a moment to discuss school capacities and assured parents that the county is moving forward with plans for a new elementary school, and the School Board is making preparations in the interim.

## ADMINISTRATIVE REPORTS

### A. 2020 Census Presentation-Derek Dorazio, Partnership Specialist, US Census Bureau

Mr. Derek Dorazio, Partnership Specialist for the US Census Bureau, reported on the upcoming 2020 United States Census. He used a powerpoint to provide information on the history of the census, response rates, use of the data collected, and methods for self-responding. Mr. Dorazio presented a timeline, reviewed legal protections and security, and discussed hard to count populations. Chairman White read a Resolution of the Board of Commissioners supporting the 2020 United States Decennial Census.

Commissioner Mary Etheridge moved to adopt the Resolution. The motion was seconded by Commissioner Jarvis. The motion carried.

### Resolution of the Currituck County Board of Commissioners to Support the 2020 United States Decennial Census

**WHEREAS**, the U.S. Census Bureau is required by the U.S. Constitution to conduct a complete count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy; and

**WHEREAS**, Currituck County is committed to ensuring every resident is counted; and

**WHEREAS**, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing; and

**WHEREAS**, census data help determine how many seats each state will have in the U.S. House of Representatives and are necessary for an accurate and fair redistricting of state legislative seats, county and city councils and voting districts; and

**WHEREAS**, information from the 2020 Census and American Community Survey is vital for economic development and increased employment; and

**WHEREAS**, the information collected by the census is confidential and protected by law; and

**WHEREAS**, a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our residents; and

**WHEREAS**, the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count.

**NOW, THEREFORE, BE IT RESOLVED** that Currituck County is committed to achieving a complete and accurate census and will support the goals for the 2020 Census by partnering with the U.S. Census Bureau and the State of North Carolina by stressing the importance of the 2020 Census to our local community and by encouraging citizen participation through education and engagement.

**ADOPTED** this 16<sup>th</sup> day of September, 2019.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

## PUBLIC HEARINGS

### A. PB 90-07 Pine Island, Phase 5B:

APPLICATION SUMMARY	
<b>Property Owner:</b> Turnpike Properties 4400 Silas Creek Pkwy, Suite 302 Winston Salem, NC 27104	<b>Applicant:</b> Turnpike Properties 4400 Silas Creek Pkwy, Suite 302 Winston Salem, NC 27104
<b>Case Number:</b> PB90-07	<b>Application Type:</b> Amended Sketch Plan/Use Permit
<b>Parcel Identification Numbers:</b> 0128-000-002H-0000 (Phase 5B) 0128-000-002L-0000 (Airstrip)	<b>Existing Use:</b> Planned Unit Development
<b>2006 Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> 366.22
<b>Request:</b> Amend Sketch Plan/Use Permit	<b>Zoning:</b> SFO with PUD Overlay
<b>Number of Units:</b> 303 units	<b>Project Density:</b> .87 units per acre
<b>Required Open Space:</b> 128.18 acres (35%)	<b>Provided Open Space:</b> 137.95 acres (37.67%)

## SURROUNDING PARCELS

	Land Use	Zoning
North	Single Family Dwellings, Hotel and National Audubon Society Property	SFO with PUD Overlay
South	Single Family Dwellings and National Audubon Society Property	SFO with PUD Overlay
East	Single Family Dwellings and Atlantic Ocean	SFO with PUD Overlay
West	National Audubon Society Property	SFO with PUD Overlay

The applicant has requested an amendment to the Pine Island PUD sketch plan/use permit to allow Phase 5B (Lot 4R) to be developed as 23 single family dwelling lots instead of 60 villas. The request is a reduction in overall density for the PUD from 340 dwelling units to 303 dwelling units. Additionally, the request includes a reduction of 16.9 acres of commercial allocation on Phase 5B (Lot 4R) resulting in a total commercial allocation of 18.47 acres (5%) for the entire PUD. If the amendment to the sketch plan is approved, the applicant will be required to submit a preliminary plat application to be reviewed by the Technical Review Committee and the Board of Commissioners prior to commencement of development.

This amended sketch plan/use permit request also includes a revision of the map to accurately reflect development area and open space within the airstrip parcel.

INFRASTRUCTURE	
Water	SOUTHERN OUTER BANKS WATER SYSTEM (SOBWS)
Sewer	PINE ISLAND CURRITUCK, LLC (PICLLC) WASTEWATER

RECOMMENDATIONS
TECHNICAL REVIEW COMMITTEE

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

1. The application complies with all applicable review standards of the UDO.
2. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. The subdivision plan will be reviewed when preliminary plat application is submitted.

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

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. The proposed use will not materially endanger the public health or safety and conforms to adjacent land uses. Appropriate consideration to these components will be given during the site plan design.

2. The proposed development is intended to be served via a new roadway constructed to NCDOT Standards and public water meeting State Regulations.

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

Preliminary Applicant Findings:

1. The proposed use will not injure the values of adjoining or abutting properties and will complement the adjoining existing uses.
2. The proposed single family dwelling lots are equivalently sized (actually larger) to the adjoining subdivision, and offer similar amenities.

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

Preliminary Staff Findings:

The 2006 Land Use Plan classifies this site as Full Service within the Corolla subarea. Residential development in Full Service areas should have a base density of 2 units per acre but could be increased to 3-4 units per acre through overlay zoning depending upon services available and the potential impact on the surrounding areas. An overall density of no more than 3 units per acre should apply to PUDs in the Corolla subarea. The proposed use is consistent with the policies of the plan, including:

POLICY HN1: Currituck County shall encourage development to occur at densities appropriate

for the location. LOCATION AND DENSITY FACTORS shall include whether the development

is within an environmentally suitable area, the type and capacity of sewage treatment available to the site, the adequacy of transportation facilities providing access to the site, and the proximity of the site to existing and planned urban services. For example, projects falling within the Full Services areas of the Future Land Use Map would be permitted a higher density because of the availability of infrastructure as well as similarity to the existing development pattern. Such projects could be developed at a density of two (2) or more dwelling units per acre. Projects within areas designated as Limited Service would be permitted a density of one (1) to one and one half (1.5) units per acre depending upon the surrounding development pattern and availability of resources. Projects within areas designated as Rural or Conservation by the Future Land Use Plan would be permitted a much lower density of 1 dwelling unit per 3 acres because of the lack of infrastructure in the area, the existing low density development pattern, and presence of environmentally sensitive natural areas.

POLICY HN3: Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional suburban sprawl:

1. OPEN SPACE DEVELOPMENTS that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment. These types of developments are likely to occur primarily in the Conservation, Rural, and to a certain extent the Limited Service areas identified on the Future Land Use Map.
2. COMPACT, MIXED USE DEVELOPMENTS or DEVELOPMENTS NEAR A MIXTURE OF USES that promote a return to balanced, self-supporting community centers generally served by centralized water and sewer. The types of development are contemplated for the Full Service Areas identified on the Future Land Use Map.

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

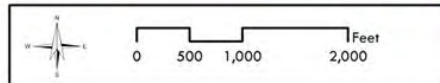
Preliminary Staff Findings:

1. The proposed use will not exceed the county's ability to provide adequate public facilities. Utility services are proposed for the site, wastewater and water capacity are available, and on-site stormwater management is proposed to address additional run-off.

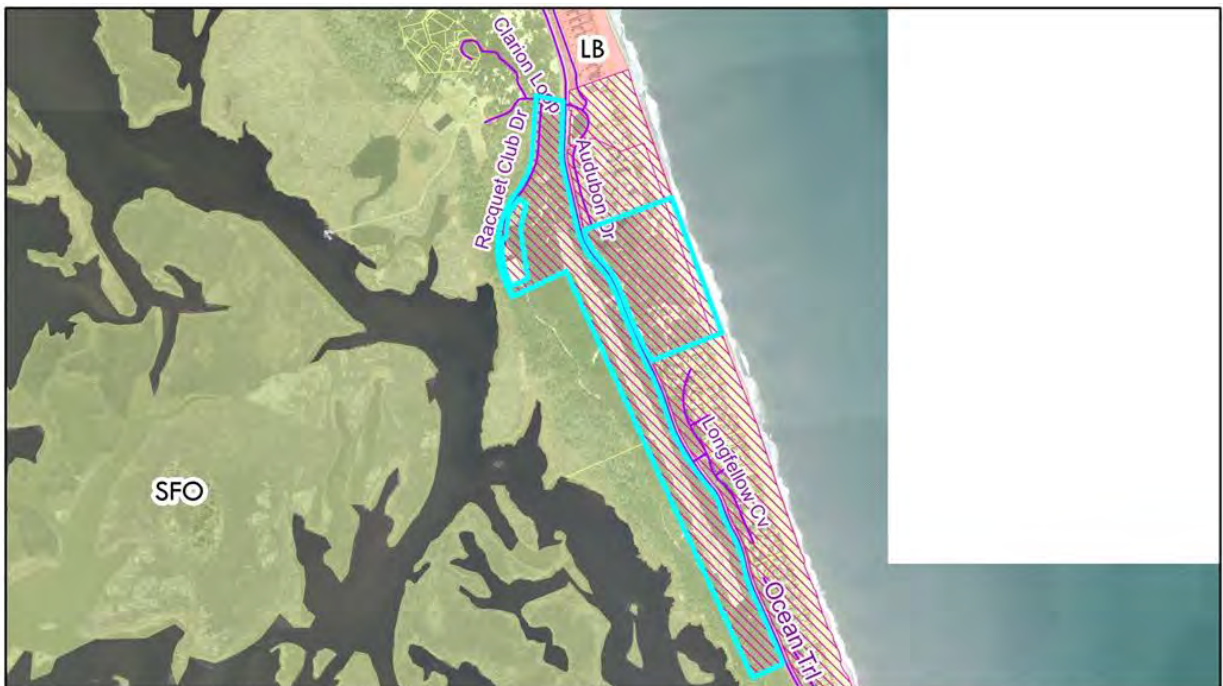




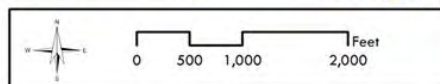
PB 90-07 Pine Island PUD  
Amended Sketch Plan/Use Permit  
Aerial Photography



Currituck County  
Planning and  
Community Development

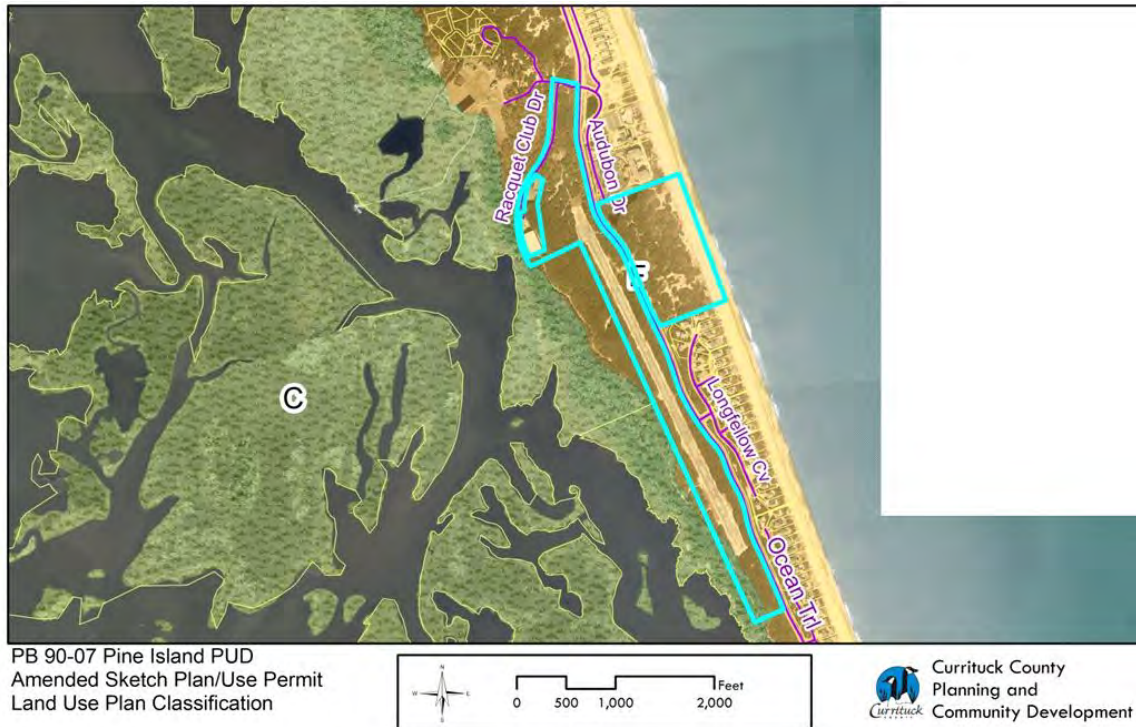


PB 90-07 Pine Island PUD  
Amended Sketch Plan/Use Permit  
Zoning



Currituck County  
Planning and  
Community Development

Communication: Minutes for September 16, 2019 (Approval Of Minutes for September 16, 2019)



Parties were sworn in and Laurie LoCicero, Planning and Community Development Director, reviewed the application with the Board of Commissioners. She reported that the Technical Review Committee (TRC) did recommend approval post review, and staff findings were presented.

Michael Strader, Engineer for Quible and Associates, and Rolf Blizzard, Turnpike Properties, provided sworn testimony in support of the application. In response to Board inquiries, Mr. Strader reviewed beach accesses and walkways through the proposed neighborhood and confirmed there would be no change to the paved walkway that currently exists at the location. Mr. Blizzard said the commercial area designation was moved to the north end near the Pine Island Fire Station closer to an existing commercial area.

Chairman White opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Commissioner Beaumont said he would request setbacks be increased to fifteen feet from side lot lines as a fire safety measure, and Mr. Strader said there would be no issue with an increased setback requirement.

Chairman White moved to approve PB 90-07, Pine Island Amended Sketch Plan/Use Permit with staff recommendations because the applicant has demonstrated the proposed use meets the use permit review standards of the UDO.

#### Extra Conditions:

1. The applicant must comply with all applicable review standards of the UDO
2. The conditions of approval necessary to ensure compliance with the review

standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands:

- a. The subdivision plan will be reviewed when preliminary plat application is submitted

3. Change side setbacks to a 15' minimum on the proposed lots

The use will not endanger the public health or safety: The use conforms to existing land uses and consideration will be given through site plan design. A new roadway will be constructed to NCDOT standards and public water will meet State regulations.

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 complement adjoining existing uses and proposed dwellings are equivalently sized to the adjoining subdivision.

The use will be in conformity with the Land Use Plan or other officially adopted plans. The 2006 Land Use Plan classifies this area as Full Service within the Corolla subarea. Residential development in Full Service areas should have a base density of 2 units per acre but could be increased to 3-4 units per acre through overlay zoning depending upon services available and the potential impact on the surrounding areas. An overall density of no more than 3 units per acre should apply to PUDs in the Corolla subarea. The proposed use is consistent with the policies of the plan, including: Policy HN1-Currituck County shall encourage development to occur at densities appropriate for the location. Location and density factors shall include whether the development is within an environmentally suitable area, the type and capacity of sewage treatment available to the site, the adequacy of transportation facilities providing access to the site, and the proximity of the site to existing and planned urban areas.

Policy HN3-Currituck County shall especially encourage two forms of residential development, each with the objective of avoiding traditional suburban sprawl:

1. Open space developments that cluster homes on less land, preserving permanently dedicated open space and often employ on-site or community sewage treatment
2. Compact, Mixed Use developments or developments near a mixture of uses that promote a return to balanced, self-supporting community centers generally served by centralized water and sewer. The types of development are contemplated for the Full Service Areas identified on the Future Land Use Map.

The use will not exceed the county's ability to provide adequate public facilities: The proposed use will not exceed the county's ability to provide adequate public facilities. Utility services are proposed for the site, wastewater and water capacity are available, and on-site stormwater management is proposed for the additional runoff.

The motion was seconded by Commissioner Beaumont. The motion carried.



**RESULT:** MOTION PASSED-ITEM APPROVED [UNANIMOUS]  
**MOVER:** Bob White, Chairman  
**SECONDER:** Paul M. Beaumont, Commissioner  
**AYES:** Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### B. PB 04-16 Turnpike Properties - Pine Island:

#### APPLICATION SUMMARY

<b>Property Owner:</b> PI Open Space LLC 4400 Silas Creek Pkwy, Suite 302 Winston Salem, NC 27104	<b>Applicant:</b> Turnpike Properties 4400 Silas Creek Pkwy, Suite 302 Winston Salem, NC 27104
<b>Case Number:</b> PB04-16	<b>Application Type:</b> Use Permit – Amendment #1
<b>Parcel Identification Number:</b> 0128-000-002L-0000	<b>Existing Use:</b> Airport and Open Space
<b>Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> 53.31
<b>Request:</b> Amend Use Permit to expand the northern part of the airstrip to include approximately 2,450 square feet of existing asphalt.	<b>Zoning:</b> SFO with PUD Overlay

#### SURROUNDING PARCELS

	Land Use	Zoning
North	National Audubon Society Property	SFO with PUD Overlay
South	National Audubon Society Property	SFO with PUD Overlay
East	Single Family Dwellings and Hotel	SFO with PUD Overlay
West	National Audubon Society Property	SFO with PUD Overlay

The applicant has requested an amendment to the existing Pine Island Airport Use Permit. Approximately 2,450 square feet of pavement was added to the northern end of the existing airstrip since the use permit was issued in 2004. This application is to amend the airport use permit to reflect existing conditions of the airstrip. No physical improvements are proposed.

#### RECOMMENDATIONS

##### TECHNICAL REVIEW COMMITTEE

The Technical Review Committee recommends **adoption** of the use permit subject to the following **existing conditions** of approval:

1. All operations must be conducted in accordance with FAA regulations.
2. No additional commercial activity, other than the use of the airstrip, shall occur.

Communication: Minutes for September 16, 2019 (Approval Of Minutes for September 16, 2019)

3. No additional structures or buildings on this property, including hangers or fuel tanks, shall be permitted.
4. That as a continuing condition to this approval, the applicant will meet and continue to meet all requirements of the County's Unified Development Ordinance.

#### USE PERMIT REVIEW STANDARDS

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

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. The proposed use will not materially endanger the public health or safety and conforms to adjacent land uses.
2. The subject area appears to have been existing pavement since at least 2008 and does not present potential dangers.

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

Preliminary Applicant Findings:

1. The proposed use will not injure the values of adjoining or abutting properties and will remain in harmony with the adjoining existing airport use.
2. The subject area is a slight increase to the existing airport use area.

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

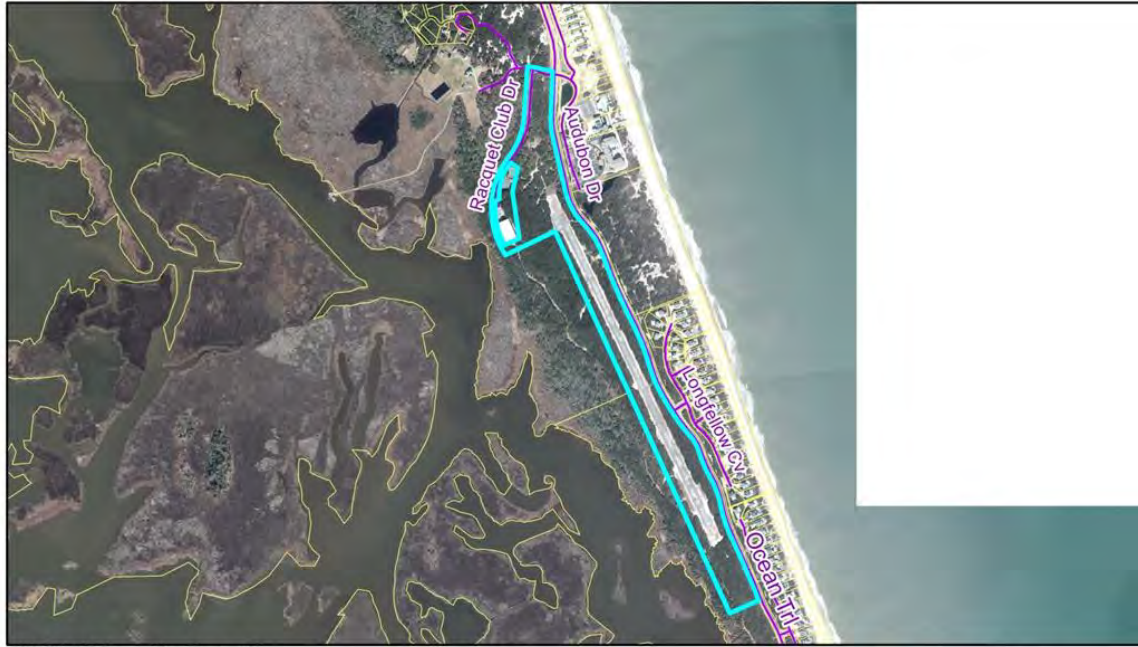
Preliminary Staff Findings:

1. The 2006 Land Use Plan classifies this site as Full Service within the Corolla subarea.
2. The proposed use is consistent with the Unified Development Ordinance. Airports are an allowable use in a Planned Unit Development through approval of a use permit.

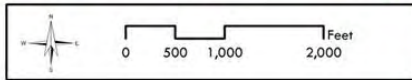
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.


Preliminary Staff Findings:

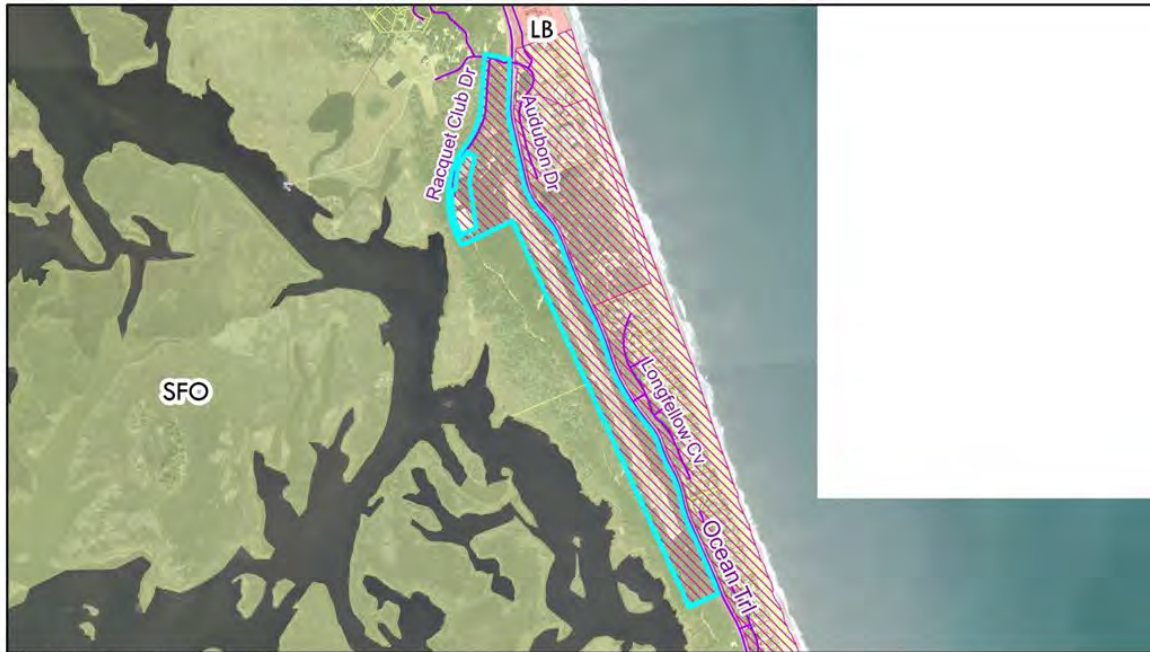
1. Currituck County has adequate public facilities to serve this use.



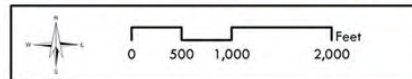
PB 04-16 Turnpike Properties  
Pine Island Airport  
Use Permit Amendment #1  
Aerial Photography




 Currituck County  
Planning and  
Community Development

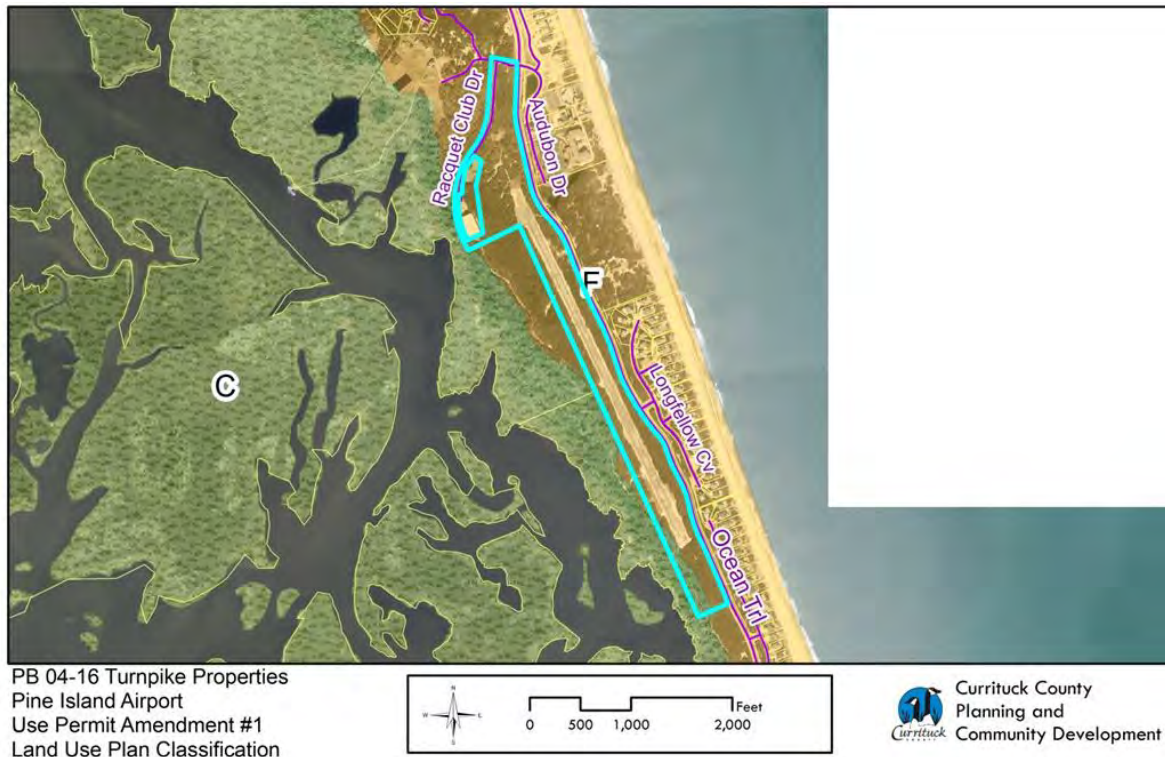


PB 04-16 Turnpike Properties  
Pine Island Airport  
Use Permit Amendment #1  
Zoning



 Currituck County  
Planning and  
Community Development





Parties were sworn in and Laurie LoCicero, Planning and Community Development Director, reviewed the application with the Board of Commissioners. She said the Technical Review Committee (TRC) recommended approval and conditions of approval and findings of fact were presented. Ms. LoCicero said the request is being made to bring the permit into alignment with what is currently on the ground.

Michael Strader and Rolf Blizzard responded to questions posed by Commissioners as to the use of the airfield. Commissioner Beaumont suggested adding language to include restrictions as established by the owner of the airstrip in addition to the Federal Aviation Administration. Mr. Blizzard said the airstrip is not part of the Pine Island Property Owner's Association but is included in the Planned Unit Development (PUD). He explained the additional pad was added to accommodate parking for an air service company owned by Turnpike Properties.

Chairman White opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Chairman White moved to approve PB 04-16, Turnpike Properties Pine Island Airstrip Use Permit Amendment #1, with staff recommendations because the applicant has demonstrated the proposed use meets the use permit review standards of the UDO.

**Additional Conditions of Approval:**

- All operations must be conducted in accordance with FAA regulations
- No additional commercial activity, other than the use of the airstrip, shall occur
- No additional structures or buildings on this property, including hangars or fuel tanks, shall be permitted

-That as a continuing condition to this approval, the applicant will meet and continue to meet all requirements of the county's Unified Development Ordinance.

The use will not endanger the public health or safety: The subject area has been existing pavement since at least 2008 and does not present potential dangers.

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 remain in harmony with the adjoining existing airport use. The subject area is a slight increase to the existing airport use area.

The use will be in conformity with the Land Use Plan or other officially adopted plans: The 2006 Land Use Plan classifies this site as Full Service within the Corolla Subarea. The proposed use is consistent with the UDO. Airports are an allowable use in a Planned Unit Development through approval of a use permit.

The use will not exceed the county's ability to provide adequate public facilities.

The motion was seconded by Commissioner J. Owen Etheridge. The motion carried.

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Chairman
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

#### **C. PB 19-18 Wheelz of Steel:**

The agenda was amended and this item was removed from consideration. The item was deferred to the October 7, 2019, Commissioners meeting.

<b>RESULT:</b>	<b>WITHDRAWN</b>	<b>Next: 10/7/2019 6:00 PM</b>
----------------	------------------	--------------------------------

#### **RECESS**

Chairman White called a recess at 7:30 PM. The meeting reconvened at 7:39 PM.

#### **OLD BUSINESS**

- A. PB 19-15 Windswept Pines: A request to conditional zone 66.8 acres from Conditional-Mixed Residential District (C-MXR) to Conditional-Mixed Residential District (C-MXR) to add 14 residential lots, streets, and modify phases in the Windswept Pines development located on the north side of Baxter Road in Moyock, Tax Map 9H, Parcels 42-58, 1-12, and OSA-OSC; and, Tax Map 9, Parcels 6A and 11L, Moyock Township.**

Ben Stikeleather, County Manager, read an email the county had received from the applicant requesting a one month deferral for the purpose of receiving updated information on school capacities.

Commissioner Payment moved to defer the item until the October 21, 2019 Board of Commissioners meeting. The motion was seconded by Commissioner Jarvis. The motion passed, 6-1, with Commissioner Mary Etheridge opposed.

<b>RESULT:</b>	<b>CONTINUED [6 TO 1]</b>	<b>Next: 10/21/2019 6:00 PM</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman	
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner	
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner	
<b>NAYS:</b>	Mary "Kitty" Etheridge, Commissioner	

## NEW BUSINESS

### A. Consideration of Contract for the Purchase of Fire Apparatus-Moyock Volunteer Fire Department

Ben Stikeleather, County Manager, reviewed the request for approval of the contract to purchase fire apparatus for Moyock Volunteer Fire Department. He explained the funding for the apparatus was previously approved by the Board.

Commissioner J. Owen Etheridge moved for approval of the contract. The motion was seconded by Commissioner Beaumont. The motion carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	J. Owen Etheridge, Commissioner
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### B. Public Safety Building Project Review

Michelle Perry, Assistant County Engineer, attended to present a review of the status of the Public Safety Building to be constructed by Sussex Development Corporation. She said the design has been completed, the project has been bid, and a guaranteed maximum price has been submitted by Sussex Development Corporation. Ms. Perry said the bank loan has been approved and she reviewed bond and grant funding that will be designated toward specific areas of the facility. Ms. Perry recommended approval of the contract and asked for Board authorization for the County Manager to execute construction contracts.

Commissioner Mary Etheridge made a motion for approval. The motion was seconded by Commissioner Payment. The motion carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

**C. 2596 : Personnel Policy Amendment: Article 6-Holidays and Leave-Motion for Recusal**

Ben Stikeleather reviewed the amendment to the Personnel Policy which revises the leave accrual rate for those employees who are scheduled to work over a 40 hour work week. Most employees affected are in Public Safety and the amendment would clean up the disparity for those employees who work shift work over 40 hours.

Commissioner McCord, a Sheriff's Deputy, and Commissioner J. Owen Etheridge, whose wife is employed as a Telecommunicator, asked to be recused from voting on the item. Commissioner Payment made a motion to allow the recusals and the motion was seconded by Commissioner Jarvis. The motion carried and Commissioner McCord and Commissioner J. Owen Etheridge exited the Board Meeting Room.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

**Consideration of an Amendment to the Currituck County Personnel Policy: Article 6-Holidays and Leave**

Commissioner Beaumont commented on the need for the policy change and made a motion for approval. The motion was seconded by Commissioner Payment. The motion carried. Commissioner McCord and Commissioner J. Owen Etheridge rejoined the Board of Commissioners.

<b>RESULT:</b>	<b>APPROVED [5 TO 0]</b>
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner
<b>RECUSED:</b>	J. Owen Etheridge, Commissioner, Kevin E. McCord, Commissioner

#### D. Hurricane Dorian Action Items

County Manager, Ben Stikeleather, provided a review of items related to Hurricane Dorian which included a budget amendment and the notice to proceed for debris pickup contracts.

Commissioner Mary Etheridge moved for approval. The motion was seconded by Commissioner McCord. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10980-502100	Overtime	\$ 65,000	
10980-505000	FICA	\$ 4,973	
10980-507000	Retirement	\$ 8,905	
10980-532000	Supplies	\$ 30,000	
10980-545000	Contract Services	\$ 700,000	
10330-445100	FEMA Public Assistance		\$ 808,878
		<u>\$ 808,878</u>	<u>\$ 808,878</u>
<b>Explanation:</b>	Disaster Assistance (10980) - Preliminary estimates for Hurricane Dorian emergency protective measures and repairs.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$808,878.		

#### NOTICE TO PROCEED

**Date:** September 16, 2019  
**To:** Southern Disaster Recovery, LLC  
**From:** County of Currituck  
**Project:** Hurricane Dorian Disaster Debris Removal Services

Notice is hereby given to *Southern Disaster Recovery, LLC* that work may proceed for *Hurricane Dorian Disaster Debris Removal Project*.

This authorization is pursuant to Pre-Event Contract for Disaster Debris Removal Services between

Southern Disaster Recovery, LLC and County of Currituck, dated September 3, 2019.

The work shall be substantially completed within 180 calendar days.

This Notice to Proceed is for a "Not to Exceed" amount: \$400,000, pursuant to Schedule 1 and Schedule 2, included in Southern Disaster Recovery, LLC's response to RFP for Disaster Debris Removal Services, dated June 20, 2019. Removal progress and cost will be reviewed by the Contractor, the Monitor, and the County no less than every seven (7) days.

Payment for disposal cost incurred by the Contractor at permitted disposal facilities will be made at the cost incurred by the Contractor. These fees are included in the Not to Exceed amount.

The Contractor will complete the following "Scope of Work" tasks pursuant to the RFP for Disaster Debris Removal Services, dated May 24, 2019:

1. Collection and Hauling, pursuant to Section 7.4, regarding Vegetative Debris only.
2. Construct and manage operations for approved and activated Temporary Disaster Debris Staging Site (TDDSS): Airport DS27-008, pursuant to Section 7.5.1.
3. Install and Inspect TDDSS Tower, pursuant to Section 7.5.2.
4. Reduction by Chipping/Grinding, pursuant to Section 7.5.3.
5. Haul-Out of Reduced Debris to Final Disposal Site, pursuant to Section 7.5.5.
6. Tree Operations, pursuant to Section 7.6. In addition to conducting tree operations in the right of way of state maintained roads, the Contractor shall conduct tree operations on public property as directed by the County Debris Manager.
7. Safety, pursuant to Section 7.8.

The undersigned have read the entire Notice to Proceed and accept the terms and conditions as shown by their signatures below.

ATTEST:

COUNTY OF CURRITUCK

By: \_\_\_\_\_  
Clerk to the Board of Commissioners

By: \_\_\_\_\_(SEAL)

SOUTHERN DISASTER RECOVERY, LLC

By: \_\_\_\_\_(SEAL)  
Al McClaran, Chief Operating Officer

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

\_\_\_\_\_  
Sandra Hill  
Finance Officer

### **NOTICE TO PROCEED**

**Date:** September 16, 2019  
**To:** Thompson Consulting Services, LLC  
**From:** County of Currituck  
**Project:** Hurricane Dorian Disaster Debris Monitoring Services

Communication: Minutes for September 16, 2019 (Approval Of Minutes for September 16, 2019)



Notice is hereby given to *Thompson Consulting Services, LLC* that work may proceed for *Hurricane Dorian Disaster Debris Monitoring Project*.

This authorization is pursuant to Pre-Event Contract for Disaster Debris Monitoring Services between Thompson Consulting Services, LLC and County of Currituck, dated September 3, 2019.

The work shall be substantially completed within 180 calendar days.

This Notice to Proceed is for a "Not to Exceed" amount: \$100,000, pursuant to Hourly Rate Schedule, included in Thompson Consulting Services, LLC's response to RFP for Disaster Debris Monitoring Services, dated June 20, 2019. The County elects the use of the Automated Debris Management System. Removal progress and cost will be reviewed by the Contractor, the Removal Contractor, and the County no less than every seven (7) days.

The Contractor will complete the following "Scope of Work" tasks pursuant to the RFP for Disaster Debris Monitoring Services, dated May 24, 2019:

1. Project Management and Process Oversight, pursuant to Section 7.1.
2. Establish Load Ticket Process and Forms, pursuant to Section 7.2.
3. Vehicle Certification, pursuant to Section 7.3.
4. Load Site Monitoring, pursuant to Section 7.4.
5. Temporary Disaster Debris Staging Site Monitoring, pursuant to Section 7.5.
6. Load Ticket/Vehicle Certification Completeness, pursuant to Section 7.6.
7. Debris Removal Contractor Invoicing, pursuant to Section 7.7.
8. Prepare Final Report, pursuant to Section 7.8.
9. Maintain and Retain Records, pursuant to Section 7.9.

The undersigned have read the entire Notice to Proceed and accept the terms and conditions as shown by their signatures below.

ATTEST:

COUNTY OF CURRITUCK

By: \_\_\_\_\_  
Clerk to the Board of Commissioners

By: \_\_\_\_\_(SEAL)

THOMPSON CONSULTING SERVICES, LLC

By: \_\_\_\_\_(SEAL)  
Jon Hoyle, President

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

\_\_\_\_\_

Communication: Minutes for September 16, 2019 (Approval Of Minutes for September 16, 2019)

Sandra Hill  
Finance Officer

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### ) Public Comment, Continued

Bob Stanley, Mike Hall, Karen Caldwell, and Scott Alley, residents of Old Jury Road, Moyock, attended to speak to Commissioners about recent flooding and drainage issues in their neighborhood. Mr. Stanley presented Commissioners with a letter from community members and area photos, and he spoke to a decline in well water quality in his neighborhood and unusual flooding at their properties. He described activity at a neighboring subdivision, currently under construction, allowed water to flow into the ditching on Old Jury Road in violation of their use permit. Mr. Stanley said the developer, Justin Old, did meet with Old Jury Road residents to talk about their concerns. Mr. Stanley asked that the use permit for the Waterleigh subdivision be revoked until the subdivision is compliant and drainage issues are resolved.

Mike Hall reported his observations to Commissioners. He described water pumping, a drainage ditch that was dug, and silt fencing that was cut, all of which allowed water from the Waterleigh subdivision to drain into ditches at properties on Old Jury Road. He described deep, standing water on Old Jury Road lots that is not draining and said after two weeks the developer has not fixed all of the issues. Mr. Hall also expressed concerns with well and septic systems and said the Board needs to ensure the developer is in compliance and to act to prevent this type of thing from happening to others.

Karen Caldwell, Old Jury Road, described the flooding on her property which took days to drain instead of hours, as usual. She expressed concerns with her horses having to stand in the water.

Scott Alley, Old Jury Road, said he is not sure what, but something has changed with the infrastructure since the subdivision construction project began. He said he has spoken with developer, Justin Old, and said he is concerned that changes are occurring so early in the project. When asked, he said he had not had problems with flooding at his property in the past.

No one else was signed up nor wished to speak. Commissioner Mary Etheridge said she did visit Ms. Caldwell at the location, and she reported seeing standing water on Ms. Caldwell's property, and floating oil cans and overturned gas cans on the Waterleigh subdivision site. She said no pumps were running at the time. Commissioner Etheridge made a motion to revoke Justin Old's special use permit until such time that issues are resolved to the satisfaction of the homeowners affected by his carelessness and disregard for their well-being; because Mr. Old's special use permit has endangered the health and

Communication: Minutes for September 16, 2019 (Approval Of Minutes for September 16, 2019)

safety of the people living there, and it has injured the value of adjoining lands, and it is certainly not in harmony with the surrounding land.

When asked by Chairman White, County Attorney, Ike McRee, reviewed the process in the Unified Development Ordinance for revoking a Use Permit, which includes notice and a hearing, and Laurie LoCicero, Planning and Community Development Director, reviewed a timeline and staff action in response to a request received from Old Jury Road property owners, which included site visits and issuance of a notice of violation. After discussion, staff was directed to inspect the site the following day to ensure the developer has complied with the violation notice and if not, to begin assessing fines. Mr. Hall returned and discussed other site-related issues and the Board requested a full assessment of the site based on the original approval to determine if other violations exist.

### E) Consent Agenda

Commissioner Mary Etheridge moved for approval of the Consent Agenda. The motion was seconded by Commissioner Beaumont. The motion carried.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

### 1) Approval Of Minutes for September 3, 2019

#### 1. Minutes for September 3, 2019

#### 2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10775-526000	Advertising	\$ 250	
10775-545000	Contract Services - Nutrition		\$ 250
		<u>\$ 250</u>	<u>\$ 250</u>
<b>Explanation:</b>	Senior Center (10775) - Transfer funds for classified advertising for vacant position.		
<b>Net Budget Effect:</b>	Operating Fund (10) -No change.		

		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
<u>Account Number</u>	<u>Account Description</u>				
67878-590000	Capital Outlay	\$	163,500		
67390-495042	T F - Transfer Tax Capital Fund			\$	163,500
57878-590000	Capital Outlay	\$	97,000		
57380-481000	Investment earnings			\$	10,000
57390-495042	T F - Transfer Tax Capital Fund			\$	87,000
42450-587067	T T - Mainland Sewer Operations	\$	163,500		
42450-587057	T T - Mainland Sewer Construction	\$	87,000		
42380-481000	Investment Earnings			\$	250,500
		\$	511,000	\$	511,000
<b>Explanation:</b>	Mainland Sewer Construction (57878); Mainland Sewer Operations (67878); Transfer Tax Capital (42450) - Increase appropriations for capital repairs to the Mainland Sewer System in Moyock to meet State requirements.				
<b>Net Budget Effect:</b>	Transfer Tax Capital Fund (42) - Increased by \$250,500.				
	Mainland Sewer Construction (57) - Increased by \$97,000.				
	Mainland Sewer Operating Fund (67) - Increased by \$163,500.				
		Debit		Credit	
<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
20609-516000	Repairs and Maintenance			\$	4,200
20609-545000	Contracted Services	\$	4,200		
		\$	4,200	\$	4,200
<b>Explanation:</b>	Whalehead Subdivision Drainage (20609) - Transfer funds for generator maintenance contracts and inspections.				
<b>Net Budget Effect:</b>	Operating Fund (10) -No change.				

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
16609-545000	Contract Services	\$ 15,000	
16609-588000	Contingency		\$ 15,000
		<u>\$ 15,000</u>	<u>\$ 15,000</u>
<b>Explanation:</b>	Ocean Sands/Crowne Point North Watershed Drainage (16609) - Transfer contingency funds for emergency pumping emergency protective measures for Hurricane Dorian.		
<b>Net Budget Effect:</b>	Ocean Sands/Crowne Pointe North (16609) - No change.		

### 3. Project Ordinance-Public Safety Building

#### COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is design and construction of a Public Safety facility in Maple Commerce Park.

**SECTION 2.** The following amounts are appropriated for the project:

Professional Services	\$ 1,532,935
Contract Services	\$ 20,621,503
Furniture, Fixtures & Equipment	\$ 900,000
Contingency	\$ 344,862
	<u>\$ 23,399,300</u>

**SECTION 3.** The following revenues are available to complete this project:

Loan Proceeds	\$ 21,400,000
COA Grant	\$ 1,000,000
T F - Transfer Tax Capital Fund	\$ 999,300
	<u>\$ 23,399,300</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

#### **SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

#### **SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

#### **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 16<sup>th</sup> day of September 2019.

#### **4. Surplus Resolution and Authorization for Deputy Timothy Bryan Cole to Purchase Duty Weapon Upon Retirement**

**WHEREAS**, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on September 16, 2019, authorized the following property listed below be declared surplus and disposed of; and

**WHEREAS**, Sheriff Beickert has requested that upon the retirement of Deputy Timothy Bryan Cole that his duty weapon, a Glock 22 handgun, Serial #PXG988, be given to him. Mr. Cole has made the request to purchase same upon his retirement.

**ADOPTED**, this the 16th day of September, 2019.



\_\_\_\_\_  
Bob White, Chairman

ATTEST:

(SEAL)

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

## ADJOURN

### Motion to Adjourn Meeting

The Board had no further business and Commissioner Beaumont made a motion to adjourn. Commissioner Mary Etheridge seconded the motion, the motion carried, and the regular meeting of the Board of Commissioners adjourned.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2603)

**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**

Number

20200027

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of October 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10550-545000	Contract Services	\$ 24,875	
10320-411010	Article 39 Sales Tax		\$ 24,875
		<u>\$ 24,875</u>	<u>\$ 24,875</u>

**Explanation:** Airport (10550) - Increase appropriations for remaining portion of AWOS clearing project from prior fiscal year.

**Net Budget Effect:** Operating Fund (10) - Increased by \$24,875.

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

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

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

Attachment: BudAmends-Oct 7\_General Meeting (Budget Amendments)

Number 20200028

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 7th day of October 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50550-592022	PAPI/Light Vault 36237.87.14.2	\$ 400,178	
50330-448000	State Aide to Airports		\$ 360,160
50380-481000	Investment Earnings		\$ 40,018
		<u>\$ 400,178</u>	<u>\$ 400,178</u>

**Explanation:** Multi-year Governmental Construction (50550) - Increase appropriations for construction portion of the PAPI/Light Vault airport project.

**Net Budget Effect:** County Governmental Construction Fund (50) - Increased by \$400,178.

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

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

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

Attachment: BudAmends-Oct 7\_General Meeting (Budget Amendments)

Number

20200029

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of October 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
66868-531400	Equipment Fuel	\$ 2,500	
66868-531000	Fuel		\$ 2,500
		<u>\$ 2,500</u>	<u>\$ 2,500</u>

**Explanation:** Southern Outer Banks Water (66868) -Transfer budgeted funds for emergency fuel for generators during Hurricane Dorian.

**Net Budget Effect:** Southern Outer Banks Water Fund (66) - No change.

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

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

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

Attachment: BudAmends-Oct 7\_General Meeting (Budget Amendments)



Number 20200030

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 7th day of October 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
61818-545000	Contract Services	\$ 5,850	
61380-484001	Insurance Recovery		\$ 5,850
		<u>\$ 5,850</u>	<u>\$ 5,850</u>

**Explanation:** Mainland Water (61818) - Increase appropriations to replace fire hydrant hit by a motorist. Insurance from motorist paid claim.

**Net Budget Effect:** Mainland Water Fund (61) - Increased by \$5,850.

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

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

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

Attachment: BudAmends-Oct 7\_General Meeting (Budget Amendments)

Number 20200031

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 7th day of October 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10660-541800	Software License Fee	\$ 1,000	
10660-557100	Fees Paid to Officials		\$ 1,000
		<u>\$ 1,000</u>	<u>\$ 1,000</u>

**Explanation:** Planning (10660) - Request to transfer money from Fees Paid to Officials fund to Software License fund to pay for the new license for Nitro PDF for PDF manipulation.

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

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

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

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

Attachment: BudAmends-Oct 7\_General Meeting (Budget Amendments)

Number

20200032

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of October 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-590000	Capital Outlay	\$ 8,500	
10330-424000	Officer Fees		\$ 8,500
		<u>\$ 8,500</u>	<u>\$ 8,500</u>

**Explanation:** Sheriff (10510) - Increase appropriations for capital outlay for striping and equipment for vehicle.

**Net Budget Effect:** Operating Fund (10) - Increased by \$8,500.

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

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

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

Attachment: BudAmends-Oct 7\_General Meeting (Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2597)

**Agenda Item Title**

Settlement of Delinquent Taxes from Fiscal Year 2018-2019

**Brief Description of Agenda Item:**

Approval of Settlement of Delinquent Taxes; and Recharge the Delinquent Taxes to the Tax Collector pursuant to N.C.G.S. 105-373

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

<b>FY 18-19 SETTLEMENT FOR DELINQUENT TAXES FOR TAX YEARS 2010-2018 (G.S. 105-373)</b>
--

<b>COLLECTION TOTALS FOR THE YEARS 2010 -2018*</b>
--

YEARS	Levy All Charge Codes	Adjustments Releases/Writeoffs	Net Levy	Interest Collected	Tax Payments*	Unpaid Balance*	% COLL
2018	35,527,401.71	25,157.25	35,502,244.46	58,524.74	35,156,936.43	345,308.03	99.03%
2017	32,887,220.66	-3,797.78	32,891,018.44	78,173.38	32,780,122.44	110,896.00	99.66%
2016	31,866,781.01	50,440.28	31,816,340.73	88,519.92	31,777,748.23	38,592.50	99.88%
2015	31,147,789.18	34,091.90	31,113,697.28	109,717.23	31,094,857.36	18,839.92	99.94%
2014	30,606,696.75	4,640.22	30,602,056.53	105,497.88	30,591,205.38	10,451.15	99.96%
2013	30,945,021.92	74,320.31	30,870,701.61	116,900.71	30,861,274.61	9,427.00	99.97%
2012	30,147,850.90	86,789.76	30,061,061.14	117,326.23	30,052,192.84	8,868.30	99.97%
2011	29,925,256.17	43,815.53	29,881,440.64	135,318.98	29,872,087.44	9,353.20	99.97%
2010	28,910,965.72	69,504.10	28,841,461.62	144,790.61	28,833,657.95	7,803.67	99.97%
<b>TOTALS</b>	<b>281,964,984.02</b>	<b>384,961.57</b>	<b>281,580,022.45</b>	<b>954,769.68</b>	<b>281,020,082.68</b>	<b>559,539.77</b>	<b>99.80%</b>

\*Collections through June 30, 2019

Respectfully Submitted

and Sworn to this the 11th Day of September. 2019



Tracy Sample, Tax Collector

Note: 2017 Adj/Rel/Writeoff negative  
Due to \$19,997.55 demolition fee  
198 Shortcut Rd



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2598)

**Agenda Item Title**

Consideration of Revisions to Job Descriptions

**Brief Description of Agenda Item:**

Job descriptions were reviewed and updated as needed to provide accurate descriptions of duties in preparation for the first phase of the county's salary study.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**





## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: 4-H PROGRAM ASSISTANT/CSR COORDINATOR EXTENSION DEPARTMENT**

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

Performs administrative and educational work in support of the 4-H youth development programs. Work involves program planning, development and marketing for 4-H programs. Employee is also responsible for participating in the development of fund-raising programs, coordinating 4-H programs, and use of various facilities for 4-H activities. Employee coordinates the Community Service and Restitution Program within the JCPC Grant. Reports to the Extension 4-H Agent.

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

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

Plans, develops and markets various educational programs for County youths based on established 4-H principles. Assists in curriculum development for all 4-H educational program areas. Coordinates 4-H marketing efforts.

Recruits youth for membership in 4-H organizations, and establishes and maintains effective relationships with 4-H youths and their families to provide guidance and counseling; builds rapport with 4-H members and other students, and assists and advises in matters pertaining to 4-H projects, school work, social interaction, etc., as appropriate.

~~Participates in the development of various fund-raising programs to benefit the County 4-H program, publicizes events, participates in events, and oversees collection, accounting and recording of funds received.~~

Coordinates the intake, supervision, and establishment of community service programs to meet the requirements of the Community Service and Restitution program within the JCPC Grant.

~~Prepares and maintains a variety of files and records related to 4-H Program, activities, recruitment and training efforts, etc., and submits to supervisor and/or state offices as required; performs a variety of associated clerical tasks, such as preparing correspondence, mailing materials, preparing photocopies, etc. JCPC Community Service and Restitution Program. Writes and submits the CSR grant annually and maintains the budgetary resources. Submits reports monthly to JCPC board and supervisor, state Extension offices as necessary.~~

~~Maintains inventory of supplies and materials, preparing purchase orders and/or requisitions, as necessary.~~

Assists in coordination and preparations for a variety of seasonal or special events and activities sponsored by the Extension Service.

Answers telephones, receiving inquiries and providing information based on knowledge of Extension Service programs or referring callers to appropriate personnel; records and relays messages, as appropriate.

#### **ADDITIONAL JOB FUNCTIONS**

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

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

Bachelor's degree preferred, and one to two years of experience in youth recreation, education or counseling work; or any equivalent combination of training, education and experience which provides the required knowledge, skills and abilities.

#### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, audio/visual recording and playback equipment, cameras, hand tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 35 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Light to Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

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

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare a variety of correspondence, reports, invoices, news releases, forms, 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 rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including agricultural, horticultural and veterinary terminology.

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

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

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

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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

General knowledge of the philosophy and objectives of the 4-H program.

General knowledge of the policies and procedures, organization and functions of the Cooperative Extension Service.

General knowledge of the common problems and various needs of youths.

General knowledge of established 4-H program topics, including Science, Technology, Engineering and Math (STEM); Healthy Lifestyles; and Citizenship and Leadership.

General knowledge of the standard resources, practices and procedures for development and implementation of a youth-oriented education programs within the scope of established 4-H topics and objectives.

General knowledge of area volunteer service organizations and their application to the needs of school-age youths.

General knowledge of practices and procedures of public relations and fund-raising.

Considerable knowledge of the policies, procedures and requirements of various media outlets necessary for promotional purposes.

General knowledge of basic bookkeeping.

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

Ability to plan and develop educational programs of interest to juveniles of different age and risk levels.

Ability to interpret policy and procedural guidelines and to resolve problems and questions.

Ability to maintain a variety of moderately complex records and to compile reports from such records.

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

Considerable ability to effectively express ideas orally and in writing.

Ability to make presentations before large groups of people.

Ability to work in a consulting capacity with 4-H and other Extension educators.

Ability to exercise considerable tact, courtesy and firmness in frequent contact with internal and external clientele.

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

ED: 10/07/2019 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ACCOUNTANT FINANCE DEPARTMENT**

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

Under limited supervision, performs highly responsible administrative and fiscal control work overseeing management of County and Tourism Development Authority (TAD) funds. Work involves planning, coordinating, and reviewing all aspects of County financial management and administration. Employee is also responsible for preparing financial statements, the annual Comprehensive Annual Finance Report, various other required reports and assisting the County Manager in preparing annual budgets. Reports to the Finance Director.

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

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

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

Prepares the annual Comprehensive Annual Financial Report.

Reviews activities of technical accounting personnel and clerical workers, ensuring adherence to established laws, policies, procedures and standards; assists resolving problems as non-routine situations arise.

Assists with 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.

Assists Finance Director to analyze 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.

Assists in posting and balancing of County ledgers, bi-weekly payroll, monthly and quarterly withholding reports, retirement reports and annual W2 reporting; maintains 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 entities; processes invoices; monitors daily bank deposits and customer credit card transactions.

Assists Finance Director and County Manager in preparation of annual ~~County~~ budget; 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.

## ACCOUNTANT

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.

Assists Finance Director during disasters.

### **ADDITIONAL JOB FUNCTIONS**

Assists County volunteer Fire and Rescue Departments when necessary.

Assumes duties of other finance 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 Bachelor's of Accounting or related field.

**Experience:** At least two (2) years of progressively responsible administrative and management experience.

**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.*~~



## ACCOUNTANT

### **Preferred Qualifications**

- ~~Five~~ Three or more 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.

### **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 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.

## ACCOUNTANT

**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.

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.

## ACCOUNTANT

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: 07/01/2019 (BOC)

ED: 10/07/2019 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: ACCOUNTING CLERK II FINANCE DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, performs responsible clerical and accounting work requiring independent judgment and initiative monitoring expenses and revenues for the County. Work involves verifying payments received, preparing reports for County reimbursement. Employee is responsible for itemizing charges on invoices and entering data into computer records. Reports to the Finance Director.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Maintains records of expenditures and revenues, verifying payments made/received.

Maintains accounts receivable customer files.

Prepares and submits reports as required for County reimbursement from state and federal funds.

Processes daily web payments from online credit card payments for various departments.

Prepares daily deposits and enters into financial system.

~~Sorts and delivers incoming mail daily.~~

Scans daily paperwork.

Prepares, reviews and verifies invoices for payment; maintains computer files of invoices.

Maintains w-9 and certificate of insurance files for vendors.

Assists in forecasting expenditures to ensure program funds are available.

Bills third parties for group billings.

Assists auditors with annual audit as appropriate.

Reconciles travel reimbursements.

Performs routine clerical tasks, such as greeting visitors, recording and relaying messages, typing routine correspondence, addressing envelopes, ~~processing and distributing mail~~, filing, etc.

### **ADDITIONAL JOB FUNCTIONS**

Assists with payroll processing.

Answers telephone and receives inquiries, providing information or referring callers to other County officials, as appropriate.

Assists with GovDeals online auction sales of surplus assets.

Prepares, copies, files and/or distributes, as appropriate, various correspondence, records and forms.

Balances petty cash funds periodically.

Maintains inventory of office supplies, ordering items as appropriate and monitoring expenditures; maintains files including worker's compensation and employee files.

Works as cashier at events.

Processes accounts payable and payroll; prepares and solicits investment quotes.

Assists with open enrollment files.

Acts as backup for Water Clerks and finance positions 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**

Graduation from high school and 2 years of experience in clerical work, preferably including governmental accounting or bookkeeping duties; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must complete FEMA certifications required for disasters.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, time sheets, work schedules, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a

variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages such as Accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determines percentages and decimals; verifies and computes interest rates.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

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

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

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

General knowledge of the organization, operation, programs and policies of the Finance Department.

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of arithmetic.

General knowledge of state and local fiscal regulations, policies and procedures.

General knowledge of terminology used within the Finance Department.

General knowledge of modern office practices and procedures.

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

Ability to maintain clerical records and to compile reports from them.

Ability to type accurately at a moderate rate of speed.

Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare standard financial statements and reports from the books and records.



Ability to understand and follow written and oral instructions.

Ability to exercise independent judgment, discretion and confidentiality in the completion of work assignments.

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

ED: 10/07/2019 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ADMINISTRATIVE ASSISTANT I**

### **PUBLIC WORKS SERVICES DEPARTMENT**

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

Under general supervision, performs a variety of clerical-administrative and secretarial work in support of the Public Services Department. 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 Public Services Director or their designee.

#### **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.

Maintains Building Maintenance Library.

Prepares reports for State.

Prepares files and grants for solid waste reports/overrun.

Keeps reports for tax revenue and distribution for solid waste.

### **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.

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 Services, 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: 08/21/2017 (REV BOC)

ED: 10/07/2019 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: ~~Secretary II~~ Administrative Assistant I DEPARTMENT OF FIRE-EMERGENCY MEDICAL SERVICES

#### GENERAL STATEMENT OF JOB

Under general supervision, provides a variety of clerical, administrative and secretarial support to the Department of Fire-EMS. 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. Performs a variety of routine clerical tasks, such as processing mail, answering telephones and responding to inquiries, maintaining files, and other related office tasks. Reports to the Chief.

#### 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; prepares applications and draft budget documents; and other fire-EMS related reports.

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.

Processes data information and record keeping.

Prepares and distributes patient care reports, billing information compliant with OSHA and HIPPA laws

Prepares invoices, purchase order requisitions, worker's compensation claims and various reports and correspondence.

Establishes and maintains a variety of tangible files, filing and retrieving materials as requested or as otherwise necessary.

Assists in maintaining supply inventories; purchases supplies as needed.

Maintains time sheets; assists supervisors with clerical duties and the like

Generates work orders for work requests, supplies and medication requests.

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

Assists department in maintaining uniform distribution and orders.

Sorts and distributes incoming mail; signs for deliveries; processes outgoing mail.

Answers telephones, receiving inquiries and providing information or referring callers to appropriate personnel; records and relays messages, as appropriate.

### **ADDITIONAL JOB FUNCTIONS**

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, ~~knowledge and understanding of MS Office programs,~~ supplemented by college-level course work in secretarial sciences, and two to three 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.

**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 Fire-EMS, 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, MS Office programs, 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: 10/07/2019 (REV BOC)



## CURRITUCK COUNTY ANIMAL SERVICES AND CONTROL

### JOB DESCRIPTION

#### ANIMAL CARE TECHNICIAN

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##### General Statement of Job

Under general supervision, the Animal Care Technician is responsible for the sanitary and humane operation of the animal kennel facilities, the health and welfare of animals. Work involves cleaning the animal kennels, feeding and watering animals, processing animal claims and adoptions and assisting in other areas of the facility as needed. Employee must exercise independent judgment and initiative in performing assigned tasks. Employee must also exercise tact and courtesy in frequent contact with animal owners and the general public. Reports to the Director of Operations.

##### Specific Duties and Responsibilities

##### Essential Job Functions:

Cleans and maintains animal confinement area; feeds and waters confined animals; cleans and disinfects cages to provide a suitable environment for the animals; makes routine inspections of all animals and their cages for their health and welfare and safety and cleanliness of their cages.

Assists placing animals into kennels, assigning animals to kennels according to size, sex, needs, and circumstances involved in pick-up; maintains records pertaining to numbers and classifications of animals confined, claimed, adopted, euthanized, etc.

Must currently hold certifications for Rabies Vaccinations as assigned, and Euthanasia or be able to obtain the certifications within 60 days of employment.

Euthanizes and properly disposes of vicious, diseased and unclaimed animals utilizing humane methods and in accordance with the department's Standard Operating Procedures.

Performs and assists with the physicals, vaccinations, and administration of medicines for shelter animals and maintains associated records.

Assists interested parties in claiming or adopting confined animals, processing required paperwork, collecting fees and providing receipts, etc. as necessary.

Assists with the maintenance of a disease prevention program, including assisting with the development of an inoculation schedule and standards for shelter sanitation and disinfecting.

Greets visitors; receives inquiries and provides accurate information pertaining to animal control ordinances, claims or adoption procedures, etc., or refers callers to proper personnel.

Participates in staff meetings and shares ideas and suggestions designed to improve working conditions of the shelter.

Consistently strives to keep informed of animal welfare issues, new techniques, procedures and equipment in the field.

Assumes responsibility for the humane care and treatment of animals

Monitors the animals for signs of stress and medical problems and reports any concerns to the Shelter Director or Manager for veterinarian referral.

Monitors the shelter for signs of disease and reports problems to Director of Operations.

Maintains high level of communication with staff.

Performs other duties as required to ensure a positive public image and to improve the operation of the shelter.

May be required to work weekends, evenings and holidays.

Subject to emergency callback in the event of a disaster or other local emergency.

Performs other related work as required.

#### **Minimum Training and Experience:**

Graduation from high school and with advanced study in animal care preferred or at least two years' experience working with animals in a veterinarian or shelter setting; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

#### **Special Requirements:**

Possession of a valid North Carolina driver's license. This position is designated as an authorized Motor Vehicle Operator for Currituck County and requires adherence to the Currituck County Vehicle Operations Policy.

Completion of continuing education as required by the State of North Carolina involving techniques, laws, and procedures.

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

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment, including firearms, animal traps, axes, euthanasia chambers, etc. Must be physically able to operate a small pick-up truck. Must be able to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise 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. Work may involve walking, standing, running and physical confrontations. Physical demands are for Heavy 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 Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of records and forms. Requires the ability to prepare reports, forms and correspondence using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply and divide; interpret graphs; 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 firearms and animal restraint devices. Must be able to operate a motor vehicle.

**Manual Dexterity:** Requires the ability to handle a variety of equipment, such as control knobs, toggle switches, triggers, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress 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.

#### **Additional Education, Certifications and Licenses Preferred**

Certified Veterinarian Technician or Veterinarian Assistant.

Knowledgeable in Animal Welfare and Sheltering Laws

Knowledgeable with the NC Division of Wildlife Management Laws and Enforcement

ED: 10/07/2019 (REV BOC)

~~ED: 9/8/2015 (BOC)~~



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ANIMAL CONTROL OFFICER ANIMAL CONTROL DEPARTMENT**

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

Under general supervision, performs administrative and semi-skilled manual work in the enforcement of ordinances and statutes related to the control of animals for the Animal Services and Control Department. Work involves capturing, confining, and exterminating stray, diseased, and bothersome animals; and enforcing animal ordinances. Employee is responsible for patrolling the county, answering complaint calls, and capturing and confining unwanted animals; and preparing associated reports and records. Employee is also responsible for pursuing citations against those in violation of animal control ordinances and/or in cases of inhumane treatment of animals, including assisting in criminal prosecution. Employee is on call 24 hours a day and is subject to the usual hazards of animal control work. Reports to the Operations Director/County Manager.

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

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

Responds to requests for service, capturing and confining, and/or terminating stray, diseased and bothersome animals.

Patrols County picking up animals in violation of State and County laws; uses traps and/or tranquilizing devices to subdue animals, as necessary.

Impounds animals and places them within animal shelter according to size, sex, needs, and circumstances involved in pickup.

Destroys vicious, diseased and unclaimed animals utilizing humane methods; bags and buries carcasses; decapitates destroyed animals and sends heads of animals suspected of disease or having died in captivity to state laboratory for testing.

~~Reviews records of unpaid citations for violations of animal control ordinances, and participates in prosecution of delinquent individuals, testifying as necessary.~~

Investigates cases of cruelty to animals and other animal control ordinance violations; writes summons; prepares offense and progress reports; appears in court and testifies.

Investigates animal bite cases; ensures that confinement of such animals is legal, proper and complete.

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; selects data from varied sources and summarizes information for standard reports.

Prepares a variety of reports, such as numbers of animals collected and confined, animal bites, poultry and livestock damage caused by other animals, animals destroyed by Department, etc.; maintains routine activity reports, including mileage and fuel consumption.

## ANIMAL CONTROL OFFICER

Assists in shelter operations, back-up shelter staff as needed.

Conduct rabies two times per year.

### **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 additional training in animal control, and 3 to 5 years of experience involving contact with animals; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Completion of North Carolina Animal/Rabies Control Training. Possession of a valid North Carolina driver's license. Completion of approved safety course for all firearms utilized, with a minimum age of 21 for possession of a handgun. Completion of the following by deadline required by Operations Director and based upon course availability: Certified Cruelty Investigator, North Carolina Wildlife Depredation Permit, Taser Certification; MCT Certification, Pepper Spray training, FEMA ICS 100, 200 and 700.

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

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment, including firearms, animal traps, axes, euthanasia chambers, etc. Must be physically able to operate a small pick-up truck. Must be able to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise 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. Work may involve walking, standing, running and physical confrontations. Physical demands are for Heavy 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 Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of records and forms. Requires the ability to prepare reports, forms and correspondence using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.



## ANIMAL CONTROL OFFICER

**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 legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply and divide; interpret graphs; 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 firearms and animal restraint devices. Must be able to operate a motor vehicle.

**Manual Dexterity:** Requires the ability to handle a variety of equipment, such as control knobs, toggle switches, triggers, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress 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 regulations related to rabies.

Considerable knowledge of laws and ordinances related to animal control, including humane animal collection, care and disposal methods.

General knowledge of the geographic layout of the County.

General knowledge of safety practices concerning the handling of animals.

Ability to use and care for equipment used to capture and destroy animals.

Ability to use and care for common grounds maintenance equipment.

Ability to exercise fairness in enforcing laws and ordinances pertaining to animal control.

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

Ability to communicate effectively orally and in writing.

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

**ANIMAL CONTROL OFFICER**

Ability to prepare and maintain records of daily activities.

Ability to exercise tact, courtesy and firmness in frequent contact with animal owners and the general public.

Ability to perform manual labor associated with assigned responsibilities.

Ability to maintain readiness to work on a 24-hour, call-in basis.

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

~~Revised 10/19/98~~

ED: 10/07/2019 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ASSISTANT FINANCE DIRECTOR FINANCE DEPARTMENT**

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

Under limited supervision, performs highly responsible supervisory, administrative and fiscal control work overseeing management of County and Tourism Development Authority (TDA) 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 Finance Director.

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

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

~~Plans and organizes~~ Assists with planning and organizing all operations of the Finance Department; participates in the formulation and implementation of applicable finance policies, including cash management, investment and travel policies; provides general advice, assistance and recommendations to Finance.

~~Assists with preparation of~~ Prepares the annual Comprehensive Annual Financial Report.

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; 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.

Assists Finance Director to analyze 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, bi-weekly payroll, monthly and quarterly withholding reports, retirement reports and annual W2 reporting; maintains 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 entities; processes invoices; monitors daily bank deposits and customer credit card transactions.

### ASSISTANT FINANCE DIRECTOR

Assists Finance Director in preparation of annual ~~County~~ budget; 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.

Prepares periodic reports of departmental financial condition for review by County Commissioners, indicating receipts, expenditures and encumbrances; may ~~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.

Assists Finance Director during disasters.

#### **ADDITIONAL JOB FUNCTIONS**

Assists County volunteer Fire and Rescue Departments when necessary.

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 five (5) years of progressively responsible administrative and management experience.

## ASSISTANT FINANCE DIRECTOR

**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**

- Five or more 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.

### **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 prescribed format and conforming to all rules of punctuation,

## ASSISTANT FINANCE DIRECTOR

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.



## ASSISTANT FINANCE DIRECTOR

Considerable knowledge of the formal and informal bid processes.

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: 01/07/2019 (BOC)~~

ED: 10/07/2019 (BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: ASSISTANT REGISTER OF DEEDS REGISTER OF DEEDS OFFICE

#### GENERAL STATEMENT OF JOB

Under general supervision, performs limited supervisory and clerical work of a legal nature for the Register of Deeds Office to maintain an accurate record of all legal documents of the department. Work involves receiving, indexing, filming, and canceling legal documents, and issuing such legal instruments as deeds, birth certificates, and marriage licenses in the Register of Deeds Office. Coordinates the indexing of recorded documents in computer, performing searches, and assisting attorneys and the general public in use of services. Work also involves supervising activities of the Office and Deputy Register of Deeds in absence of Register of Deeds. Reports to the Register of Deeds.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Records instruments, such as deeds, deeds of trust, assignments, assumed names, general contracts, agreements, bills of sale, pre-nuptial agreements, ordinances, requests for notices, separation agreements, power of attorney, military service discharges, and other miscellaneous documents; stamps and prepares photocopies of instruments according to established procedure.

Indexes real estate and other recorded documents, proofreading documents indexed by other personnel, and checking recorded documents for proper signatures, numbered pages, individual's name that prepared document, notary certification, and seals; files documents in temporary files and/or permanent binders.

Answers telephones and tends counter to assist public by providing information or performing services offered by the Register of Deeds Office; ~~probates and~~ Records instruments; issues marriage licenses, death certificates birth certificates and delayed birth certificates, including evaluating documentation and checking proper identification; locates records and prepares copies; ~~instructs and directs genealogists in locating older records.~~ assists public searching older records and utilizing website.

~~Scrutinizes deeds of trust and promissory notes for cancellation;~~ Cancels real estate and personal property records in accordance with applicable North Carolina General Statutes.

Balances and reconciles money received for Office services with records of receipts and/or journal entries; balances revenue stamps; maintains count of copies prepared and money received; prepares and posts journal entries; prepares daily deposits; posts daily cash reports, process credit card payments.

Utilizes computerized data entry equipment and file maintenance programs to index, transmit, search and backup recorded documents; prepares correspondence as necessary in course of receipt, return and/or verification of documents and other information.

Administers oath of office to Notary Publics.

Orders supplies for office; prepares purchase orders; point of contact for required contracts.

Supervises activities of office in absence of Register of Deeds, ensuring adherence to established policies, procedures and standards; attends district meetings in absence of Register of Deeds.

Organizes, distributes and answers mail.

### **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**

High school diploma or equivalent supplemented by specialized training, and three to five years of experience in a Register of Deeds Office; 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, printers, laminators, numbering machines, documentary stamp machines, embossed seals, paper cutters, binders, etc. Requires the ability to exert up to 35 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 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 to grasp, push, pull or otherwise move objects. 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 composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

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

**Language Ability:** Requires the ability to read a variety of correspondence, reports, manuals, forms, maps, financial reports, etc. Requires the ability to prepare a variety of correspondence, records, indices, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including legal and real estate terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape. Requires the ability to locate raised seals for corporations and notaries public by touching documents.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

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

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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

Considerable knowledge of the functions and procedures of the Register of Deeds Office.

Considerable knowledge of the General Statutes of North Carolina as related to matters under the jurisdiction of the Register of Deeds.

Considerable knowledge of the nature and content of a variety of documents processed in the Register of Deeds Office.

Considerable knowledge of the principles and practices of modern office management.

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

Ability to exercise independent judgment and attention to detail in determining the accuracy, completeness and consistency of instruments and records.

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 supervise and assist less-experienced employees.

Ability to process and locate legal documents as requested.

Ability to communicate effectively orally and in writing.

Ability to work under pressure of frequent interruptions.

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

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

ED: 10/07/2019 (BOC REV)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ATHLETIC GROUNDS MANAGER**

### **PARKS & RECREATION DEPARTMENT**

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

Performs complex professional and administrative work in all phases of planning, development, construction, and operation of the County's parks and recreational athletic grounds. Work includes planning, organizing, and supervising the daily operation and maintenance of athletic grounds as well as other County grounds as needed. Work is performed under general supervision of the Director of Parks and Recreation.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises and oversees the operation of the County of Currituck's athletic grounds.
- Performs grounds maintenance for sports turf including but not limited to ensuring cleanliness of grounds, preparing playing fields for activities by chalking, dragging, installing portable fencing, and general maintenance activities (mowing, seeding, and pest control).
- Coordinates the construction, maintenance, set-up, and repair of parks and recreation athletic areas, equipment and facilities with other County staff as needed.
- Supervises the work of assigned staff; provides guidance and training.
- Assists in developing goals and objectives and costs allocation and strategies addressing the need for recreational facilities, and plans for the establishment of the facilities. Makes recommendations and provides data for budget justification.
- Prepares financial reports and maintains records of material, work hours, equipment and operating costs. Prepares purchase orders for materials and supplies needed.
- Responsible for servicing, repairing, adjusting and testing machines, devices, moving parts and equipment that operate primarily on the basis of mechanical principles.
- Development of a comprehensive preventative maintenance and monitoring program.
- Responsible for ensuring that OSHA workplace safety standards are adhered to including all SDS paperwork.
- Responsible for set-up, monitoring, programming, and repair of irrigation systems and pumps.
- Responsible for maintenance duties and repairs to restrooms and concession areas.
- Performs other duties as assigned

#### **EDUCATION AND EXPERIENCE**

- Associates Degree in Parks Facility Management, Athletic Turf Management, or five years experience in Athletic Field Management.
- Valid NC Pesticides License Required
- Experience in Competitive Athletic Complex Management is preferred.
- Extensive knowledge of irrigation systems and pumps.

**PHYSICAL REQUIREMENTS:** \_Must be physically able to operate a variety of machinery, equipment and tools including, but not limited to, tractors, mowers, sprayers, string trimmers, and various hand tools, etc. Must be able to exert up to 50 pounds of force occasionally and/or up to 20 pounds frequently and/or a negligible amount constantly to move objects. Requires the ability maintain body equilibrium when

bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of the 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.

**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, 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., 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 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 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 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 telephone and a mobile radio.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge of all phases of competitive athletic facilities/turf.
- Comprehensive knowledge of the principles and methods of athletic facility planning, development, and construction.
- Knowledge of spraying and fertilization programs.
- Knowledge of pest control application (weeds, fungus, and insects)
- Knowledge of turf management with cool season grass vs. warm season grass.
- Ability to build teamwork and effectively manage and supervise employees.
- Ability to establish and maintain effective working relationships with outside agencies, organizations, and the general public.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze information and make recommendations.



- Extensive knowledge of irrigation system installation/repair.
- OSHA forklift operation certification.
- OSHA chainsaw operation certification.

**POSITION TYPE / EXPECTED WORK HOURS:** This is a full-time position. This position will occasionally require after hours support and maintenance responsibilities, meaning occasionally weekend and weeknight work will be required.

ED: 10/07/2019 (REV BOC)

~~ED: 06/01/2015 (BOC)~~



## **CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: CUSTODIAN**

**PUBLIC WORKS DIVISION**

**PUBLIC WORKS SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of custodial work in the care and maintenance of County buildings and facilities. Work involves sweeping, mopping and using vacuum cleaners to clean floors; washing walls, woodwork and fixtures; and policing buildings to empty trash receptacles and pick up debris, etc. Reports to the Building Superintendent/Solid Waste Director.

### **ESSENTIAL JOB FUNCTIONS**

Dusts and cleans desks and other furniture.

Sweeps, mops, scrubs and vacuums floor surfaces; schedules floor work to ensure least possible disruption of work routines in buildings and offices.

Cleans and sanitizes restroom facilities and fixtures, and replenishes paper supplies and soap as necessary.

Cleans windows, walls, woodwork, blinds and light fixtures.

Empties trash receptacles and deposits collected refuse in proper receptacles; deposits recyclable material in proper receptacles.

Patrols buildings to inspect for safety or maintenance problems; addresses or reports problems as necessary; unlocks County buildings in the mornings.

Stocks supplies in central supply room as received.

Procures and maintains inventory of janitorial supplies (cleaning supplies and products, paper and soap supplies, trash can liners, etc.)

Polices the buildings and grounds daily looking for any abnormalities, picking up trash, litter or other debris; notifies Maintenance when there is an issue that needs to be addressed with buildings and grounds.

Maintains book of Safety Data Sheets (SDS) for all products used in the performance of duties.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### **ADDITIONAL JOB FUNCTIONS**

Emergency or accident cleanup on call for spills, messes, broken glass, etc.

May supervise community service workers.

Takes mail to Post Office.

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

Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees through personal contact.

### **MINIMUM TRAINING AND EXPERIENCE**

Demonstrated ability to read and write, with graduation from high school preferred, and some experience in custodial work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including vacuum cleaners, brooms, mops, etc. Must be able to exert 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 move objects. Physical demand requirements are for light to medium work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read simple correspondence and forms. Requires the ability to prepare time sheets and leave slips using prescribed format. 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 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 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.

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 janitorial equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as switches, levers, handles, hand tools, etc., Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking – expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

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

General knowledge of the standard methods, materials and equipment employed in janitorial work.

General knowledge of the physical layout of County buildings and facilities.

Some knowledge of cleaning procedures and the use of cleaning materials.

Ability to use common cleaning tools and equipment.

Ability to understand and follow oral and written instructions.

Ability to perform medium physical work.

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

ED: 08/21/2017 (REV BOC)

ED: 10/07/2019 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: CUSTOMER SERVICE REPRESENTATIVE**

#### **~~WATER AND WASTEWATER DIVISIONS~~**

#### **PUBLIC SERVICES UTILITIES DEPARTMENT**

#### **GENERAL STATEMENT OF DUTIES**

Performs administrative and clerical work in support of utility billing, collections, cashiering and customer service functions and provides clerical support for the Public Utilities Director.

#### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for the activities which involve the generation and mailing of the utility bills; handling customer inquiries relating to utility billings and general customer services; preparing and verifying a variety of reports and records; collecting utility bills and other revenues, and coordinating with the utility field staff. Work requires multiple detailed procedural steps and knowledge of the utility billing process and computer application. Work involves public contact functions, coordination with other departments within the County, insuring timely and accurate billing of utility fees, creating invoices for bulk billings and reports and requires considerable tact and courtesy. Work is performed under general supervision of the Finance Director and may perform work for the Water and/or Wastewater Superintendents and is evaluated through observation and conferences, by accuracy and timeliness of customer service records and bills, customer feedback and thoroughness of assigned responsibilities.

#### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL DUTIES AND TASKS**

Uploads hand held meter reading computers with customer accounts for use in the field; downloads readings into billing system; manually keys in readings as needed.

Enters meter readings and meter numbers into accounts as they change.

Enters customer deposits into system; calculates final bill for customers closing their accounts.

Prints edit list and reviews after initial meter readings are entered; identifies potential mis-reads and other potential problems; determines which meters require re-reading.

Answers incoming phone calls and walk-in customer inquiries regarding utility services, billing, meter issues and consumer disputes by researching and applying county regulations and policies.

Collects current and delinquent utility payments, interest and other fees.

Receives and posts payments to data base for water and wastewater bills, deposits, lab fees, impact and installation fees, and all other funds received.

Contacts delinquent utility customers by mail and phone to facilitate collection of utility bills.

Reviews billing processes and handles special problems.

Prints, bursts, and prepares bills for mailing.

Reviews billing registers, follows up on discrepancies, reviews customer accounts for accuracy.

Coordinates the activities of the office with field personnel; coordinates with utility personnel the meter reading functions and the cutting on and off of services to customers.

Answers inquiries from citizens, researches problems, and provides answers to their questions; adjusts bills for leaks, incorrect meter readings, etc.

Establishes new customer accounts; insures proper initial readings are entered; establishes, updates, and deletes accounts for multiple temporary development needs.

Monitors the billing cycle and assures that all records are prepared on a timely basis in order that established deadlines will be met.

Provides general office and administrative support, reception, office management and records management for the water and wastewater divisions.

Prepares daily deposits and performs daily reconciliation of cash drawer.

~~Takes daily deposit to Finance Department or bank according to current procedures.—~~

Prepares deposit for bank courier or takes deposit to Finance or bank as needed.

Creates electronic files to send to the Finance Department that are then uploaded to the bank to draft customer accounts for monthly utility payments.

Monitors billing cycle processes to ensure records are posted properly and established deadlines are met.

Assists customers with water tap applications, prepares work orders on various service needs for field staff, takes deposits for new service.

Approves customer bill adjustments, coordinates with Public Utility Director as required by County ordinance.

Updates changes of accounts in the data base such as transfers of ownership, meter change outs, etc.

Communicates with customers in cooperation with supervisor and/or Public Utilities Director for emergency or destitution problems.

Picks up mail from the US Postal Service daily.

Processes mail that is returned by contacting customers.

Processes returned checks by sending letter to customers and following up through collection of lost revenue,

Documents customer interactions – phone, mail or in person – in customer account.

Serves as Debt Setoff Officer. Chooses delinquent accounts to submit to the debt setoff clearinghouse and sends all required notices to utility customers prior to submitting such debts; responds to utility customers concerns and explains why their income tax refund or lottery winnings have been intercepted and remitted to



the County.

### **ADDITIONAL JOB DUTIES**

Performs duties as assigned by the County Manager, supervisor or their designee during a State of Emergency or other disaster.

Performs related duties as required.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **KNOWLEDGES, SKILLS, AND ABILITIES**

Considerable knowledge of local policy, billing and customer service cycle regarding water and- wastewater systems.

Considerable knowledge of the utility billing software application and ability to operate hardware to produce accurate, timely bills.

Considerable knowledge of the principles and practices of office and general administrative support.

Working knowledge of the organization's purchasing procedures.

Working knowledge of State statutes related to utility billing and customer service.

Working knowledge of standard operating practices involved in office operation and serving the public.

Working knowledge of water meter operations.

Some knowledge of accounting principles and practices.

Skill in collaborative conflict resolution.

Ability to deal effectively with the public in a tactful and effective manner.

Ability to create and maintain accurate records, reports, and files in support of a cash receipt and customer oriented operation.

Ability to operate calculator, computer terminal, download and upload information from handheld meter readers and automatic meter readers, and related office equipment at the desired level of speed and accuracy.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with coworkers, public officials, and customers.

### **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of fingering, reaching, lifting, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and use figures and statistics, operate a computer terminal, read

maps and written material extensively.

**DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from high school, supplemented by courses in business or accounting, and considerable experience in a billing operation involving multiple step tasks and use of billing software; or an equivalent combination of education and experience.

~~ED: 11/20/2017 (REV BOC)~~

ED: 10/07/2019 (REV BOC)

Attachment: Customer Service Representative 10 7 2019 (Job Description Revisions-Variou



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: DEPUTY REGISTER OF DEEDS REGISTER OF DEEDS OFFICE**

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

Under general supervision, performs responsible technical-clerical work of a legal nature in the Register of Deeds Office to maintain a valid, permanent record of legal instruments and records. Work involves receiving, indexing, and canceling legal documents; and issuing such legal instruments as deeds, birth certificates, and marriage licenses. Assists the general public, and indexes and files vital records, real estate documents and/or Uniform Commercial Code statements. Reports to the Register of Deeds and the Assistant Register of Deeds.

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

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

Answers telephones or tends counter to assist public by providing information or performing services offered by the Register of Deeds Office; probates and records instruments; issues marriage licenses, death certificates, birth certificates and delayed birth certificates, including correcting documents in computer files; assists the public, etc. with the location of various office records and how to navigate our website during periodic public workshops.

Issue birth certificate request through the state Electronic Birth Registration System.

Reviews documents for inclusion of required information; checks for notary certification; checks for signatures and seals; ensures required information is included.

Records instruments, such as deeds, deeds of trust, assignments, assumed names, general contracts, agreements, bills of sale, pre-nuptial agreements, ordinances, requests for notices, separation agreements, power of attorney, military service discharges, ~~jury lists~~ and other miscellaneous documents; stamps and prepares photocopies of instruments according to established procedures; receives money to record documents; process credit card payments.

During the absence of the Assistant Register of Deeds, balances and reconciles money received for office services with records of receipts and/or journal entries; balances revenue stamps; maintains count of copies prepared and money received; prepares and posts journal entries; prepares daily deposits; posts daily cash report.

Indexes real estate and other recorded documents, proofreading documents indexed by other personnel, and checking recorded documents for proper signatures, numbered pages, individual's name that prepared document, notary certification, and seals; files documents in temporary files and/or permanent binders.

Processes, files and indexes Uniform Commercial Code financial statements, reviewing filings for accuracy and completeness, and contacting filers by telephone or correspondence to reconcile discrepancies.

Assists in obtaining documents, finding records and making copies; proofreads documents and instruments before they are permanently recorded.

## DEPUTY REGISTER OF DEEDS

~~Scrutinizes deeds of trust and promissory notes for cancellation;~~ Cancels real estate and personal property records in accordance with applicable N.C. General Statutes.

Utilizes computerized data entry equipment and file maintenance programs to index, transmit, search and backup recorded documents; prepares correspondence as necessary in course of receipt, return and/or verification of documents and other information.

Swears in Notary Publics while serving as Notary Public as needed.

Organizes and distributes mail.

Shreds ~~old indexes~~ as necessary per Records Retention and Disposition Schedule.

### **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**

High school diploma or equivalent and one to two years of clerical experience; 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, printers, laminators, numbering machines, documentary stamp machines, embossed seals, paper cutters, binders, etc. Requires the ability to exert up to 35 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 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 to grasp, push, pull or otherwise move objects. 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 composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, manuals, forms, maps, financial reports, etc. Requires the ability to prepare a variety of correspondence, records, indices, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

## DEPUTY REGISTER OF DEEDS

**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 oral, written, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including legal and real estate terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape. Requires the ability to locate raised seals for corporations and notaries public by touching documents.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the functions and procedures of the Register of Deeds Office.

Considerable knowledge of the nature and content of a variety of documents processed in the Register of Deeds Office.

General knowledge of the General Statutes of North Carolina as related to matters under the jurisdiction of the Register of Deeds.

General knowledge of the principles and practices of modern office management.

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

Ability to exercise independent judgment and attention to detail in determining the accuracy, completeness and consistency of instruments and records.

**DEPUTY REGISTER OF DEEDS**

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 process and locate legal documents as requested.

Ability to communicate effectively orally and in writing.

Ability to work under pressure of frequent interruptions.

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

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

ED: 10/07/2019 (REV BOC)





## **COUNTY JOB DESCRIPTION**

### **JOB TITLE: FCS PROGRAM ASSISTANT EXTENSION DEPARTMENT**

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

The FCS PA, in cooperation with the supervising agent has responsibility for planning, executing, and evaluating that portion of county Extension programs within the assigned areas of program responsibility. Work involves program planning, development and marketing for FCS programs. Employee is also responsible for serving as a counselor for the Seniors Health Insurance Information Program (SHIIP) Grant. Reports to the Extension Family and Consumer Sciences Agent.

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

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

Plans, develops and markets various educational programs for County residents based on established Cooperative Extension principles. Delivers educational programs with a nutrition or family financial management focus to limited resource audiences.

Establishes and maintains effective relationships with community partners to enhance FCS programming efforts. Establishes rapport with and provides counseling to Medicare Part D beneficiaries during SHIIP annual enrollment period.

Prepares and maintains a variety of files and records related to FCS program, activities, recruitment and training efforts, etc., and submits to supervisor and/or state offices as required.

Assists in coordination and preparations for a variety of seasonal or special events and activities sponsored by the Extension Service.

Answers telephones, receiving inquiries and providing information based on knowledge of Extension Service programs or referring callers to appropriate personnel; records and relays messages, as appropriate.

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

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

Performs other related work as required.

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

Associate or Bachelor's degree preferred, and one to two years of experience in education or

counseling work; or any equivalent combination of training, education and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, audio/visual recording and playback equipment, cameras, hand tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 35 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Light to Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

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

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare a variety of correspondence, reports, invoices, news releases, forms, 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 rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including agricultural, horticultural and veterinary terminology.

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

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

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

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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

General knowledge of the policies and procedures, organization and functions of the Cooperative Extension Service.

General knowledge of the common problems and various nutritional and financial needs of limited resource youth and adults.

General knowledge of the standard resources, practices and procedures for development and implementation of education programs within the scope of established Extension topics and objectives.

General knowledge of area organizations and agencies and their application to the needs of the community.

Considerable knowledge of Medicare part D.

Considerable knowledge of modern office practices and procedures.

General knowledge of practices and procedures of public relations and fund-raising.

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

Ability to plan and develop educational programs of interest to various youth and adult audiences.

Ability to interpret policy and procedural guidelines and to resolve problems and questions.

Ability to maintain a variety of moderately complex records and to compile reports from such records.

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

Considerable ability to effectively express ideas orally and in writing.

Ability to make presentations before large groups of people.

Ability to exercise considerable tact, courtesy and firmness in frequent contact with internal and external clientele.

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

ED: 10/07/2019 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: FINANCE DIRECTOR FINANCE DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under ~~limited~~ minimal supervision, performs highly responsible supervisory, administrative and fiscal control work overseeing management of County and Tourism Development Authority (TDA) 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- and preparing the Comprehensive Annual Financial Report. 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.

Supervises Finance staff; and Utility Customer Service Clerks ~~and Information Technology Director.~~

Oversees preparation of ~~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.

## FINANCE DIRECTOR

Supervises and/or participates in posting and balancing of County ledgers, bi-weekly payroll, monthly and quarterly withholding reports, retirement reports and annual W2 reporting; maintains 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 entities; processes invoices; monitors daily bank deposits and customer credit card transactions; .

Assists County Manager in preparation of annual County budget; 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.

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.

Assists in County bidding process.

Prepares debt applications for the Local Government Commission.

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.

## FINANCE DIRECTOR

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.

**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.

### 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.



## FINANCE DIRECTOR

**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 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.

## FINANCE DIRECTOR

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.

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.

**FINANCE DIRECTOR**

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: 01/07/2019 (REV BOC)~~

ED: 10/07/2019 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: LIBRARY ASSISTANT I LIBRARY DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, performs complex paraprofessional library services ~~specialized work requiring the application of library work practices while working in a team environment~~. Work involves assisting patrons in locating using library materials and services, ~~performing circulation duties~~; checking library materials in and out, calculating and collecting fines and fees, assisting a diverse community of patrons in the use of library equipment such as computers and other equipment. ~~performing~~ Performs the duties as assigned by the County Manager during a State of Emergency or other disasters. Reports to the Branch Manager.

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#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Provides exemplary customer service by ~~Greets-greeting~~ and assisting library patrons at the public service desk and via telephone, ~~including~~ Provides first-line information: addressing reference questions using print and electronic resources, assisting with Internet and database searches, community information, general inquiries, and readers advisory services ~~answering inquiries and locating materials~~; registers library patrons and maintain patron accounts; ~~checkse~~ materials in and out, processes overdue fines and lost/damage fees using the library automated circulation system; ~~instructs~~ patrons in use of computers, audiovisual machines, copiers, and other equipment; calculates and receives fees for ~~overdue and lost books and copier and fax~~ uses services; ~~registers library patrons~~; reserves materials for patrons.

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Compiles various statistics concerning library usage and book circulation; compiles reports on outreach services; maintains library records.

Receives and processes requests for interlibrary loans and/or reservation of material, and notifies patrons via telephone, Internet or mail of availability of requested material.

Assists in retrieval of materials from book drops, delivery/pick-up of Courthouse business and other activities, which may require use of personal vehicle.

Assists with clerical duties such as typing correspondence, reports, etc.; filing procurement of supplies; receives minutes, agendas, and statistical reports for Board meetings; makes copies and prepares folders for members; assists the librarian in preparing for meetings and programs.

### LIBRARY ASSISTANT I

Shares in rotation of ~~Bookmobile~~ courier and outreach services and collection management throughout the County and partnering counties within the East Albemarle Regional Library System (Camden, Dare, and Pasquotank); driving and attending to vehicle maintenance, as necessary. Trains and S~~supervises~~ volunteers.

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Ensures newspaper and magazine selections are up to date; downloads information from Internet for public/distribution.

Assists ~~in~~ with planning, promoting, and implementing library programs and ~~presentation events~~ including puppet shows and story telling.

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Sorts and stocks ~~Internal Revenue Service forms in proper~~ information display racks ~~or shelves~~ and; maintains-creates bulletin boards and displays promoting library materials, services, and resources.

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Presents library tours; explains library programs, policies, and services; manages calendar of library meeting room and conference room reservations.

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Repairs library materials as needed. Processes new materials, wrapping books, barcoding and entering ing data records.

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Assists patrons using the online public access computerized catalog; ~~assists with~~ Internet searches and library databases; ~~assists in~~ using the microfiche reader, copier and fax machines; provides e-Reader, mobile device, and Cloud Library tutorials and troubleshooting assistance.

Design and create various promotional materials for library programs, events, and services; manage library website and approved social media accounts. ~~and printer.~~

### ADDITIONAL JOB FUNCTIONS

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

Serves on County and/or regional committees as assigned.

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Performs other related work as required.

### MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with vocational or technical school training in a liberal arts field, and at minimum of one year of experience in public library work, customer service, or educational work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force

### LIBRARY ASSISTANT I

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 and giving instruction to volunteers.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, time sheets, work schedules, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

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

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**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**

Some knowledge of books, magazines and related materials available to the public.

Some knowledge of library routine and procedures.



**LIBRARY ASSISTANT I**

Some knowledge of the card catalog, the library's filing system and various types of informational materials in the main or branch libraries.

Some knowledge of circulation and cataloging programs of the library's computer system.

Ability to use common office machines, including popular computer-driven word processing programs and library-related software with ability to type 35 wpm.

Ability to accurately record data and maintain clerical records.

Ability to follow established procedures and to perform work requiring some detail.

Ability to instruct patrons in the use of various office machines, computer programs and library reference materials.

Ability to deal tactfully and courteously with library patrons and the general public.

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

ED: 10/07/2019 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: LIBRARY ASSISTANT II LIBRARY DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, performs ~~responsible clerical or program development work requiring the application of library work practices~~ paraprofessional library services in a team environment. Work involves assisting patrons in using library materials and services, performing circulation duties, processing fines and fees, assisting a diverse community of patrons in the use of library equipment such as computers and copiers. Performs the duties as assigned by the County Manager during a State of Emergency or other disasters. Reports to the Branch Manager. This position is responsible for all youth programming at the assigned library location, referred to as the Youth Services Specialist, and acts as second in charge in the absence of the Branch Manager.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Plans, directs and implements all youth programs for a single branch; or performs responsible clerical work for the entire library system.

~~The Children's Specialist;~~ Youth Services Specialist prepares and presents age appropriate library programs for infants, children and teens, including puppet shows and story telling aligning with the American Library Association's Every Child Ready to Read initiative. Presents library tours, promotes and explains library programs and services and schedules meetings. Prepares bulletin boards, posters, brochures, flyers, newsletters and other displays to promote the library collection, programs, and services. Maintains general knowledge of children and young adult literature and media popularity, trends, and challenges. Provides readers advisory services for infants, children, teens, and their caregivers; reports program statistics; assists in managing the circulating juvenile collections; prepares reading lists for schools and community distribution. Serves as contact between public library and public/private/home schools for class assignments, site visits, and youth outreach services.

Responsible clerical work includes performing budgetary and accounting duties, preparing bills for County payment through petty cash account and library operating budget; preparing purchase orders; ordering supplies for the entire library system; managing supply line item in library budget. Prepares weekly deposit of collected funds for main library, library foundation and library friends group.

Provides exemplary customer service by greeting and assisting library patrons at the public service desk and via telephone. Provides first-line information: addressing reference questions using print and electronic resources, assisting with Internet and database searches, community information, general inquiries, and readers advisory services; registers library patrons and maintain patron accounts; checks materials in and out, processes overdue fines and lost/damage

fees using the library automated circulation system. Instructs patrons in use of computers, audiovisual machines, copiers, and other equipment; calculates and receives fees for copier and fax services; reserves materials for patrons.

Contributes to specialized programming and assists at all levels; participates with other County programming efforts.

Assists in maintaining the library's collection by accurately shelving materials and performing shelf-reading tasks as assigned to ensure a well-organized collection of materials and ease of use for library patrons.

Compiles various statistics concerning library usage and book circulation; compiles reports on outreach services; maintains library records.

Receives and processes requests for interlibrary loans and/or reservation of material, and notifies patrons via telephone, Internet or mail of availability of requested material.

Assists in operating the outreach program; selects and delivers materials for shut-ins, daycares, and nursing homes; Assists in retrieval of materials from book drops, delivery/pick-up of Courthouse business and other activities, which may require use of personal vehicle.

May serve as a substitute for regional courier tasks within the East Albemarle Regional Library System (Camden, Dare, and Pasquotank); driving and attending to vehicle maintenance, as necessary.

Assists with clerical duties such as typing correspondence, reports, etc.; filing procurement of supplies; receives minutes, agendas, and statistical reports for Board meetings; makes copies and prepares folders for members; assists the librarian in preparing for meetings and programs.

Trains and supervises volunteers.

Ensures newspaper and magazine selections are up to date; downloads information from Internet for public/distribution.

Manages calendar of library meeting room and conference room reservations.

Repairs library materials as needed, process new materials, wrapping books, barcoding and entering data records-

Assists patrons using the online public access catalog, Internet searches and library databases, using the microfiche reader, copier and fax machines; provides e-Reader, mobile device, and Cloud Library tutorials and troubleshooting assistance.

The Youth Services Specialist ~~Children's Specialist~~ acts as second in charge in the absence of the Branch Manager.

### **ADDITIONAL JOB FUNCTIONS**

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

Serves on County and/or regional committees as assigned.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent with vocational or technical school training in a liberal arts field, and one to two years work experience involving library services, customer service, or general educational responsibilities; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. At least one years work experience with children in an educational capacity for the Children's Specialist position.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, 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. 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 and giving instructions to volunteers.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, time sheets, work schedules, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, patron requests, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

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

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

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

General knowledge of books, magazines and related materials available to the public. General knowledge of literature for children and teens for the Children's Specialist.

General knowledge of library routine and procedures.

Knowledge of the card catalog, the library's filing system and various types of informational materials in the main or branch libraries.

Knowledge of circulation and cataloging programs of the library's computer system.

Ability to use common office machines, including popular computer-driven word processing programs and library-related software with ability to type 35 wpm.

Ability to accurately record data and maintain clerical records.

Ability to follow established procedures and to perform work requiring some detail.

Ability to instruct patrons in the use of various office machines, computer programs and library reference materials.

Ability to deal tactfully and courteously with library patrons and the general public.

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

ED: 10/07/2019 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: LIBRARY ASSOCIATE I LIBRARY DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under limited supervision, the Library Associate I/Branch Manager is responsible for daily operations at the assigned library branch location. Daily operations include supervising volunteers, training, providing information and services, and modeling customer service. The Branch Manager provides leadership to branch staff, manages the overall service plan and operation of the library branch, including collection development and maintenance, services and programs, customer and community relations, outreach and partnership development, and oversight of the general maintenance and security of the assigned library facility. Performs the duties as assigned by the County Manager or his designees during a State of Emergency. Reports to the County Librarian.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Assists Library Associate II in overseeing subordinate staff in day-to-day operations of the library, especially (but not limited to) area of specialization. Manages all branch operations, including training of branch employees.

Conducts orientation and training for staff and volunteers.

Resolves patron complains regarding policy and procedure at branch level, and seeks assistance from County Librarian and/or other supervisors when appropriate.

Manages the branch facility, including overseeing the general maintenance of the building.

Contributes to programming at all levels. Assists library staff in the development and implementation of age-appropriate programs, outreach, and classes for library patrons.

Assists with collection development and maintenance of collections.

Participates in public relations efforts such as tours, library displays, appearances and speaking engagements at community functions, library brochures & bibliographies, etc.

Shares in the rotation of Outreach service which includes patron services to neighborhoods, care facilities, shut-ins, etc.; collection management of this service; response to books-by-mail service; driving and attending to maintenance of outreach vehicle.

Maintains skills and awareness in current library procedures and trends, including area of specialization, reference services, computers, outreach functions, management skills, etc.

##### ADDITIONAL JOB FUNCTIONS

Performs duties of subordinate personnel as needed.

Practices and assists in enforcing effective safety and security precautions and policies.



Participates and cooperates in regional library services and programs as needed.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, supplemented by continuing education coursework in fields such as a library science, management, technology, research, marketing, related area of specialization (ie. Genealogy). 3 years experience in library setting, leadership activities, related area of specialization; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Thorough knowledge of the principles, practices, and techniques of modern library operation; thorough knowledge of reader interest levels and ability to provide adequate readers advisory services; thorough knowledge of library programs, services, and reference resources and research techniques; ability to analyze statistics and compose reports; ability to communicate ideas effectively both orally and in writing; ability to exercise initiative and independent judgement; ability to work independently and collaboratively in a team environment; ability to prioritize and manage multiple projects simultaneously.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate and move a variety of office equipment including computers, printers, projectors, etc. Requires the ability to lift boxes weighing up to ~~50~~ 30 pounds. Requires the ability to use a computer keyboard and monitor for extended periods. Requires the ability to use a fire extinguisher and other emergency equipment as needed.

**Data Conceptions:** 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 Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes both receiving and giving instructions, assignments and/or directions to/from subordinates/superiors, as well as vendors and the public.

**Language Ability:** Requires the ability to spell and use correct grammar. Requires the ability to read and prepare a variety of reports, correspondence, invoices, time sheets, work schedules, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, patron requests, forms, charts, etc. Must be able to speak to people with composure, 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; to solve problems with scope of responsibility. Requires the ability to progressively learn via classroom or webinar, study of library science.

**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. Requires the ability to determine spatial relationships, especially when operating a vehicle.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office and library equipment.

**Manual Dexterity:** Requires eye/hand/foot coordination to handle a variety of items, such as keyboards, toggle switches, vehicles, maneuvering among book shelves, wires connected to equipment, etc. Requires the ability to stoop, to stand on stools, to reach and lift, shove in manipulating library materials.

**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.

Requires the ability to interact effectively with customers of any age, from any socio-economic background, and stand anywhere on the scale of abilities and educational levels. Must be able to take charge in an emergency. Requires the ability to motivate, develop and maintain staff as effective team members in carrying out the library's goals and objectives.

**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 enunciate clearly and communicate via telephone, fax, computer, as well as in person. Requires the ability to instruct and teach both staff and customers in the usage of library materials, resources, and services. Requires the ability to speak before small and large groups.

## **KNOWLEDGE, SKILLS AND ABILITIES**

~~General~~ Thorough knowledge of books, magazines, computers, and related materials available to the public.

~~General~~ Thorough knowledge of library routine and procedures.

~~General~~ Through knowledge of the computer catalog, the library's filing system and various types of informational materials in the main or branch libraries.

~~Some~~ Knowledge of computer operating systems and ability to perform computer maintenance programs and to trouble-shoot malfunctions. Knowledge of circulation and cataloging programs of the library's computer system.

Skilled in the use of common office machines, including popular computer-driven ~~word-processing~~ office software programs and library-related software.

Ability to locate and retrieve information and materials for patrons in local and regional libraries, and via inter-library and intra-library loan procedures.

Ability to use standard library methods and principles in bibliography, acquisitions, cataloging, classification, circulation and reference services.

Ability to maintain accounting and clerical records, and to compile reports from these records.

Ability to follow established procedures and to perform work requiring some detail.

Ability to deal tactfully and courteously with staff, library patrons, vendors, and the public.

Ability to create and maintain a positive, efficient and effective work environment.

ED: 10/07/2019 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: LIBRARY ASSOCIATE II LIBRARY DEPARTMENT**

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

Under limited supervision, performs complex paraprofessional library services in a team environment, managing the daily operations of the main library branch and staff. Daily operations include supervising, training, scheduling staff, providing information and services, and modeling customer service. The Branch Manager provides leadership to all library staff, manages the overall service plan and operation of the library branch, including collection development and maintenance, services and programs, customer and community relations, outreach and partnership development, and oversight of the general maintenance and security of the assigned library facility. Work involves responsibility for a variety of technical procedures, library acquisition procedures, elementary cataloging, and providing basic technical support for the library's network, maintaining administrative records and files, and complex clerical and typing work. Assists the public in use of library computers, office and audiovisual machines, while acting as a team member. Performs the duties as assigned by the County Manager during a State of Emergency or other disasters. Reports to the County Librarian. Manager of the main library acts as second in charge in the absence of the Librarian.

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

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

Directs circulation desk, including full and part-time assistants; checks materials in and out; instructs the public on use of audiovisual machines; answers general questions; receives fees for overdue and lost books and copier use; registers library patrons; reserves materials for patrons; collects overdue items by mail, phone, or court; maintains records and reports, including circulation statistics and cash reports. Prepares weekly deposit of collected funds for branch library.

Consults with Librarian in preparation of budget and evaluations of staff.

Manages all branch operations, including scheduling, evaluating, and training of branch employees; supervises branch staff and provides leadership to all subordinate library personnel; performs duties of Library Assistant I and II, and Library Associate I as staff coverage demands; advises Librarian of branch staff performance, status and needs; performs evaluations of branch staff.

Resolves patron complains regarding policy and procedure at branch level, and seeks assistance from County Librarian and/or other supervisors when unable to resolve.

Manages the branch facility, including overseeing the general maintenance of the building.

Contributes to specialized programming at all levels; participates with other County's programming efforts.

## LIBRARY ASSOCIATE II

Operates and makes ~~major~~ minor repairs to library computers, hardware and software, offering technical assistance to staff; assists in the implementation of a computer network; keeps library staff informed on new and/or changes in current systems and programs.  
Assists with collection development and maintenance.

Assists patrons in research in person, by telephone, and through email.

Recommends purchases of print, audiovisual materials, and electronic resources for staff and patron use.

Gives library tours as needed; prepares and conducts presentations for community groups on library resources and services.

Performs elementary descriptive cataloging using automated bibliographic database and oversees book processing; develops and prepares bibliographic and database indexes and brochures.

Shelves books and reorganizes shelves as needed.

Assists in the preparation of bulletin boards, posters, newsletters and other displays.

Assists in the planning of library programs and events.

Ensures security and safety throughout library.

### **ADDITIONAL JOB FUNCTIONS**

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

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

~~High school diploma~~ Four year college degree or equivalent with vocational or technical school training in computer operations, library science, education, liberal arts or related area. A minimum of three to five years experience in public library work; a minimum of two years supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Thorough knowledge of the principles, practices, and techniques of modern library operation; thorough knowledge of reader interest levels and ability to provide adequate readers advisory services; thorough knowledge of library programs, services, and reference resources and research techniques; ability to analyze statistics and compose reports; ability to communicate ideas effectively both orally and in writing; ability to exercise initiative and independent judgement; ability to work independently and collaboratively in a team environment; ability to prioritize and manage multiple projects simultaneously.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to ~~20~~ 30 pounds of force occasionally, and/or up to

## LIBRARY ASSOCIATE II

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 both receiving and giving instructions, assignments and/or directions to/from subordinates/superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, invoices, time sheets, work schedules, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, patron requests, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

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

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

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

~~General~~ Thorough knowledge of books, magazines and related materials available to the public.

~~General~~ Thorough knowledge of library routine and procedures.

## LIBRARY ASSOCIATE II

~~General~~ Through knowledge of the computer catalog, the library's filing system and various types of informational materials in the main or branch libraries.

~~General~~ Through knowledge of circulation and cataloging programs of the library's computer system.

Skilled in the use of common office machines, including popular computer-driven ~~word processing~~ office software programs and library-related software.

Ability to use standard library methods and principles in bibliography, acquisitions, cataloging, classification, circulation and reference services.

Ability to maintain accounting and clerical records, and to compile reports from these records.

Ability to follow established procedures and to perform work requiring some detail.

Ability to instruct patrons in the use of various office machines, computer programs and library reference materials.

Ability to deal tactfully and courteously with library patrons and the general public.

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

Ability to supervise staff.

Ability to create and maintain a positive, efficient and effective work environment.

ED: 10/07/2019 (REV BOC)





## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: MAINTENANCE/REPAIR WORKER – HVAC**

#### **PUBLIC WORKS DIVISION**

#### **PUBLIC WORKS ~~SERVICES~~ DEPARTMENT**

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

Under general supervision performs journey level skilled activities that might include the work of specialized equipment operators, electricians, plumbers, HVAC technicians, and carpenters or other journey specialist activities. Work involves operating light machinery and equipment. Employee is responsible for servicing and maintaining tractors, mowers and other equipment.

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

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

Responds to all HVAC repair needs in/on County owned/leased buildings and grounds.

Operates, maintains and repairs building HVAC equipment and systems throughout the County; performs emergency repairs on HVAC and plumbing systems; upgrades HVAC and plumbing systems; installs new components as required; corrects minor plumbing problems and repairs plumbing fixtures; performs pipe-fitting and new equipment installations.

Troubleshoots electrical, mechanical, plumbing, heating and refrigeration systems for operation problems, leaks, etc.; repairs or replaces system components to restore efficient operation of equipment

Procures materials and supplies for building maintenance, Estimates time, materials, and costs for repair work

Performs a variety of skilled and semi-skilled maintenance functions for county facilities, including repair, replacement, and maintenance of doors and windows, walls and structures, flooring, ceilings, and various fixtures and hardware.

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.

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. Will be on a rotation for on call and can be called back for after hours emergencies.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connection with bloodborne pathogens.

Stays informed of trends and legislation regarding energy saving equipment and fixtures.

Maintains current knowledge of HVAC code.

### **ADDITIONAL JOB FUNCTIONS**

Set up voting election polling sites and Christmas decorations.

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

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 or GED, 3 to 5 years of building trades and maintenance experience; 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.

Possession and maintaining a valid CFC license, EPA Certified, R410A Certified.

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

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

North Carolina Commercial Driver's License is required within one year of employment.

**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.

**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 HVAC 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 effective working relationships as necessitated by work assignments.

~~ED: 05/21/2018 (BOC)~~

ED: 10/07/2019 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: MAINTENANCE/REPAIR WORKER**

#### **PUBLIC WORKS DIVISION**

#### **PUBLIC WORKS ~~SERVICES~~ 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.

Makes 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. Will be on a rotation for on call and can be called back for after hours emergencies.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connection with blood borne pathogens.

### **ADDITIONAL JOB FUNCTIONS**

Sets up voting election polling sites and Christmas decorations.

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

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 Driver's 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.

### **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.

**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 effective working relationships as necessitated by work assignments.

ED: 08/21/2017 (REV BOC)  
ED: 10/07/2019 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: PARK ATTENDANT PARKS & RECREATION DEPARTMENT**

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

Under general supervision, monitors park activities, enforces park ordinances and performs park 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 park buildings, grounds, restroom facilities, picnic areas, playground-sports-exercise equipment. Reports to the ~~Director of Parks & Recreation~~ Superintendent of Parks.

#### **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.

Assists in preparing landscape for planting.

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

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

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

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

Enforces park ordinances and ensures park upkeep.

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

Act with local law enforcement agencies to provide security measures.

Inspect and maintain park and playground equipment to a satisfactory and safe condition.

Restocks supplies in park facility restrooms.

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

Set up recreational equipment for special events and/or youth leagues.

Orders supplies as necessary to complete required tasks.

Works closely with other departments and community groups to set up for special events.

Set up portable stage for special events.

Performs minor electrical and mechanical repairs to buildings as well as machinery.

## PARK ATTENDANT

### **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 recreational park operations work, 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.

### PARK ATTENDANT

**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 and gain knowledge of OSHA standards through attending training courses.

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.

Ability to use a computer to complete time sheets, leave requests, and research replacement parts for machinery and playground equipment

Maintain and create logs on each piece of machinery using a spreadsheet format.

OSHA forklift certification.

OSHA chainsaw certification.

Knowledge of proper methods to collect water samples for state required bacteria testing.

~~ED: 2009~~

ED: 10/7/2019 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: PARK SUPERINTENDENT PARKS AND RECREATION DEPARTMENT

#### GENERAL STATEMENT OF JOB

Performs supervisory and skilled work in the operation and maintenance of County parks and recreational buildings and facilities. Work involves the operation of light machinery and equipment to mow and trim grass, shrubbery, prune trees, level ball field clay, clean up litter and debris and paint ball fields. Reports to the Director of Recreation. Responsible for the upkeep of all county parks.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

Drags and lines athletic fields for County leagues and school play.

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.

Responsible for the application of pesticides on public park properties.

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

Grades playing surfaces to athletic standards.

Supervise the construction, alteration and maintenance of park facilities.

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

Schedules work requests and assignments.

Supervises the set up of portable staging as well as other aspects of various special events.

Works closely with other departments and community groups before, during, and after special events to complete any task that the Parks and Recreation Department may be asked to complete.

Pulling and backing loaded trailers.

### **ADDITIONAL JOB FUNCTIONS**

Cooperates with and coordinates work with other County departments as well as school systems.

~~Pulling and backing loaded trailers.~~

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

Collects needed water samples from various park properties as required by state law.

Operates county owned watercraft to maintain camping platforms.

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 a four year college or university with a degree in parks and recreation, horticulture, or related degree and 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 with minimum of class B CDL certification.

Possession of a valid North Carolina pesticide applicator license.

OSHA Forklift Certification

OSHA Chainsaw Safety Certification

ICS CRDP Training Courses

### **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 tractors, lawn mowers, string trimmers, hand tools, etc. Must be physically able to operate motor vehicles, including tractors and mowers. 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 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 utilized in the maintenance and construction of park facilities.

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

Considerable knowledge of the maintenance of grounds and horticulture 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 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 exercise tact and courtesy in contact with the general public.

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

Ability to use computer to issue work assignments, time sheet entry, to complete maintenance based research, to order parts and supplies, and to maintain records and logs on equipment and/or vehicles.

Considerable knowledge of mechanical operation and repairs of equipment and vehicles.

ED: 10/07/2019 (BOC REV)

2009 BOC



## **CURRITUCK COUNTY JOB DESCRIPTION**

**JOB TITLE: PROMO AND EVENTS COORDINATOR**  
**GRADE: 55**

### **GENERAL STATEMENT OF JOB**

Under limited supervision plans and promotes events and meetings for Currituck County. Coordinates and manages contracts for events. Is familiar with standard concepts, practices, and procedures within the field. Serves as a liaison between the County and local businesses, civic and community groups. Uses creativity and initiative to plan and promote new events that increase travel and tourism to the area. Works with marketing staff to conduct research and develop materials to promote Currituck County. Collects data and tracks effectiveness of events and meetings. Performs a variety of other tasks and uses a wide degree of creativity. Reports to the Travel & Tourism Director.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

- Plans and promotes events for Currituck County in Corolla and on the Mainland (depending on position location).
- Uses initiative and creativity to plan and promote new events that increase travel and tourism to the area.
- Responsible for the distribution, collection and processing of applications for events and weddings.
- Responsible for notifications to event/wedding holders as to application status.
- Responsible for maintaining a current database of all events/weddings.
- Responsible for on-site, "day of" coordination of events/weddings (or providing substitute).
- Serves as a liaison between the Travel and Tourism Department and local tourism-related businesses and civic/community groups and organizations for events/weddings.
- ~~Responsible for processing Travel & Tourism Support of Funds (Events Assistance) applications and collecting invoices from approved applicants.~~
- Responsible for securing vendors and collecting vendor contracts for Travel & Tourism events.
- Works with marketing staff for media (prints/social/digital) placement of events.
- Works with marketing staff to develop materials and advertising campaigns to promote events/wedding in Currituck County.
- Attends local events, meetings and tradeshow as a representative of the Travel and Tourism Department as requested.
- Maintains a well-informed, working knowledge of the attractions and services available in the area to visitors.
- Assists the Director of Travel & Tourism in the preparation of the annual budget for promotion and execution of Travel & Tourism events.
- Maintains a cohesive working relationship with all other Department personnel to ensure a unified and effective promotional effort.
- Attends industry conferences and seminars as requested.

## **PROMO AND EVENTS COORDINATOR**

- Promo and Events Coordinator in Moyock responsible for warehousing and tracking promotional materials.
- Provides assistance to any other Travel & Tourism Promo and Events Coordinator as needed.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the Director of Travel & Tourism

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from a four year college or university with a major in marketing, advertising, communications, tourism, business management or a related degree is preferred; some experience in marketing, event planning, advertising, customer service, and/or public relations experience is required. Solid knowledge of computer applications with demonstrated proficiency in word processing (MS Word), PowerPoint, and spreadsheet applications (EXCEL).

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

## PROMO AND EVENTS COORDINATOR

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

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

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the methods and techniques used in marketing and promotion for travel and tourism.

Considerable knowledge of the available resources and geography of the County.

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

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

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

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

ED: 10/07/2019 (REV BOC)

ED: 06/04/2015 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: PUBLIC RELATIONS COORDINATOR**  
**GRADE: 55**

### GENERAL STATEMENT OF JOB

Under limited supervision, ~~provides~~ develops public relations strategies and coordinates business development and research regarding tourism in Currituck County. ~~Assists in the development of information and public relations programs, p~~Promotes attributes of the area to visitors and potential writers and bloggers.; ~~and m~~Maintains a database of Currituck County tourism-related resources/businesses to strengthen ties with Travel & Tourism and to promote Currituck County businesses to visitors and potential visitors. Updates the North Carolina tourism department's database and provides and promotes these resources to the public. Assists with- Responsible for tracking fulfillments of mail, phone, Internet inquiries, and other data. Organizes and supervises and promotes public relations events with key media stakeholders that will attract visitors to the County. Reports to the Director of Travel & Tourism.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### ESSENTIAL JOB FUNCTIONS

- ~~Develops and executes~~ Coordinates public relations programs and projects that promote Currituck County.
- Serves as a liaison between the Travel and Tourism Department and local tourism-related businesses and civic/community groups organizations.
- Works to implement business development initiatives and conduct research regarding tourism in Currituck County as assigned by the Director.
- Responsible for the tracking and ~~Tracks~~ fulfillment of mail, phone, internet ~~inquires~~ and other data inquiries.
- Collects and analyzes data and research (including occupancy tax and sales tax analytics) to create a monthly report on tourism and assists in the publication of an annual report.
- Works with travel marketing research firms to obtain statistical information and the latest travel trends regarding tourism and the economy (e.g. Travel and Tourism Research Association, etc.).
- Manages ~~Vocus~~ Meltwater, a web-based PR software program that tracks Currituck County editorial coverage and reports analytics to Director and Marketing Director.
- Creates, ~~and updates and maintains the event and a~~ business database for local tourism-related businesses, civic groups, ~~and community organizations and events~~ in Currituck County; ~~maintains databases for businesses and events and listings to~~ for use on various travel websites, publications, listings and other outlets.
- Maintains the business listings on the Travel & Tourism website, visitcurrituck.com, using software and online content management programs.
- Serves as the ~~county~~ Travel & Tourism contact for updating and maintaining Currituck County's business listings and events for the North Carolina Division of Tourism's database for use on www.visitnc.com and in the State Travel Guide, ~~as well as other websites and publications (e.g. Northeast Commission marketing).~~

## PUBLIC RELATIONS COORDINATOR

- Responsible for maintaining and updating ~~Maintains and updates~~ databases and websites associated with Currituck County Travel & Tourism (~~visit~~nc.com~~historicalbemarletour.org,~~ coasthost-nc.com, etc.).
- ~~Assists with the planning and implementation of~~ Plans and implements familiarization ~~Tours~~ and press Tours.
- Organizes and secures lodging for event speakers, visiting media and staff.
- Organizes donations from local businesses for vacation giveaways, familiarization ~~Tour~~ and press tours, and other special promotions.
- Attends local events and tradeshow as a representative of the Travel and Tourism Department.
- ~~Assists with the cooperative advertising programs for local businesses and distributes leads to tourism related businesses as part of the Lead Sharing Program.~~ with the Marketing Director.
- Responsible for the collection and distribution of leads to local Currituck County tourism-related businesses as part of the Lead Sharing Program.
- ~~Researches, and chooses~~ recommends and attends those travel shows ~~to attend~~ that will best ~~to~~ promote Currituck County based on marketing demographics ~~chosen~~ provided by the Currituck Travel and Tourism Marketing Director.
- Selects and trains staff members on travel show etiquette and guidelines prior to attending expos.
- Organizes and secures travel show lodging and transportation for staff members ~~for travel shows and prepares~~ travel advancements / reimbursements.
- Obtains and transports the materials and supplies needed for travel shows.
- Works with the Creative and Marketing Director ~~Assists~~ in the creation of promotional materials such as electronic newsletters, give-away promotions, visitor's guide, shopping & dining guide, wedding guide, etc.
- ~~Tracks fulfillment of Beach Parking Permits, and maintains beach parking spreadsheets~~
- ~~Responsible for responding to questions about Beach Parking permits via email, mail or phone.~~
- Coordinates focus groups and other projects that develop working relationships with local businesses.
- Maintains a well-informed, working knowledge of the attractions and services available in the area to visitors.
- Assists with the answering of telephones and e-mail inquiries when needed.
- Performs other clerical duties as assigned by the Director.
- Assists the Director of Travel & Tourism in the preparation of the annual budget for promotion and execution of tourism projects.
- Works with staff to conduct research for new publications and promotional materials.
- Maintains a cohesive working relationship with all other Department personnel to ensure a unified and effective promotional effort.
- Maintains records and reconciles monthly purchasing statements for Travel and Tourism department with Finance.
- Responsible for the Travel & Tourism PR Twitter account, tweeting at least twice a week at a minimum to draw visitors to Currituck Outer Banks.
- ~~Also as works~~ Serves as a back-up for the Sales and Marketing Associate with merchandise deposits and paperwork, ~~as well as and for the Visitor Center Supervisor's back-up for processing invoices and timesheets as needed.~~
- Attends industry conferences and seminars as assigned by the Director.
- Serves on the Coast Host Board of Directors.

### ADDITIONAL JOB FUNCTIONS

## PUBLIC RELATIONS COORDINATOR

Performs duties as assigned by the Director of Travel & Tourism

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires any combination of education and experience equivalent to graduation from high school and at least two years work experience in tourism/hospitality or customer service field. Solid knowledge of MS Office applications (including Access, Word and Excel) is required.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license. Typing test required with application; minimum 30 words per minute.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.



## PUBLIC RELATIONS COORDINATOR

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

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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

Working knowledge of the methods and techniques used in marketing and promotion for travel and tourism.

Considerable knowledge of the available resources and geography of the County.

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

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

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

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

ED: 10/07/2019 (REV BOC)

ED: 06/04/2015 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### **JOB TITLE: ~~CUSTOMER SERVICES SUPERVISOR~~ PUBLIC UTILITIES ADMINISTRATIVE ASSISTANT**

#### **~~WATER AND WASTEWATER DIVISIONS~~**

#### **PUBLIC SERVICES UTILITIES DEPARTMENT**

#### **GENERAL STATEMENT OF DUTIES**

Performs ~~supervisory and~~ administrative work in support of Public Utilities including the utility billing, cashing, and customer service functions for the County; provides office management and general administrative support to water, ~~and wastewater division management and the Public Utilities Director.~~

#### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for managing, ~~supervising and~~ participating in the activities which involve the utility billing and collections in multiple field locations and handling customer inquiries relating to utility billings. Work involves heavy public contact functions and coordination with other departments within the County organizational structure; insuring the timely and accurate billing of utility fees; ~~and creating invoices for bulk customers, and supervision of staff.~~ Considerable tact and courtesy are required in these public contact functions. Employee also works with other employees and departments in trouble shooting problems, generating computer records and reports, and makes recommendations for computer programming and software changes. Work is performed under the general supervision of the ~~Water Superintendent~~ Public Utilities Director and may perform work for ~~the Wastewater Superintendent and Water personnel~~ and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned responsibilities.

#### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL DUTIES AND TASKS**

Supervises and participates in the collection of money for payment of utility billings, services, fines, etc. including the billing, receipting, posting, and balancing process associated with this responsibility; supervises and participates in preparation of work orders for customer changes; creates monthly billing cycle and staff schedules.

~~Participates in hiring of assigned staff; trains, assigns, and monitors work of employees; delegates duties appropriately; provides backup when employees are absent; cross-trains employees in several functions; provides performance coaching and evaluation.~~

~~Supervises the work of all employees of the utility customer services function including the meter readers and coordinates in scheduling, billing cycles, reading, service connections and disconnections.~~

Answers complaints from citizens, researches problems, and renders decisions or answers to their questions; refers precedent setting issues to higher level management for advice and consultation.

~~Supervises~~ Reviews billing processes and handles any special problems associated with the utility billing cycles.

Monitors the appropriate billing cycles and assure that all records are submitted on a timely basis in order that established deadlines will be met.

Develops various spreadsheets and collects and manipulates data for management information and monitoring including trend analysis on consumption, etc.

Creates invoices for bulk customers; creates electronic bank draft files and emails to the finance department; processes returned checks for nonsufficient funds, etc.; performs delinquent account collection including preparation of letters, phone contact and debt set-off program utilization.

Processes invoices for payment; codes and submits; maintains receipts for all procurement cards; reconciles statements.

Participates in budget development; prepares request for customer service functions; orders and maintains supplies for work unit and administers approved budget.

Approves customer bill adjustments; makes arrangements for payments; works with community agencies for customer emergency or destitution problems.

~~Supervises~~ Serves as the administrative support functions of for the water and wastewater divisions in multiple field locations.

#### Additional Job Duties

~~Completes assigned work by the Water Superintendent or their designee.~~ Performs related duties as required. Performs duties as assigned by the County Manager, supervisor or their designee during a State of Emergency or other disaster.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **KNOWLEDGES, SKILLS, AND ABILITIES**

Thorough knowledge of local policy and state statutes regarding utility billing, collections, rules and regulations, and utility maintenance.

Considerable knowledge of generally accepted principles of accounting for the receipt of cash payments.

Considerable knowledge of standard operating practices involved in modern office operation and public service.

Considerable knowledge of supervisory practices and the ability to implement them in an office environment.

Considerable knowledge of the application of information technology to the work supervised including use of utility billing and accounting applications, spreadsheet design, word processing, data base and other relevant applications.

Skill in collaborative conflict resolution and customer service.

Ability to schedule, assign, review, and direct the work of a group of employees.

Ability to train and mentor assigned employees.

Ability to deal effectively with the public in a tactful and effective manner.

Ability to create and maintain accurate records, reports, and files in support of a cash receipt, tax, and customer oriented operation.

Ability to operate calculator, computer terminal, download and upload information from handheld meter readers and automatic meter readers, and related office equipment.

### **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of reaching, standing, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to work with data and figures, accounting process, operate a computer, and read extensively,

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from a two year college in business administration, accounting, or related field and considerable experience in a utilities or computer service operation involving heavy public contact and some supervisory experience; or an equivalent combination of education and experience.

~~ED: 08/21/2017 (REV BOC)~~  
ED: 10/07/2019 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: RECREATION ASSISTANT PARKS AND RECREATION DEPARTMENT**

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

Under general supervision, performs a variety of clerical-administrative and secretarial work in support of the Parks and Recreation Department. Work involves preparing a variety of correspondence, reports, invoices and other material; preparing agenda packets for the Parks and Recreation Advisory Board; receiving, recording and reporting various fees for County services; and maintaining supply inventories. Provides general information concerning programs and services of the agency, and is responsible for seeing that clients and visitors are directed to the appropriate staff. 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 Parks and Recreation Director.

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

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

Accepts/reviews activity registrations and facility reservations for completeness and accepts fees; prepares agendas, maintains a calendar of facility reservations.

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.

Provides assistance with various programs initiated by the Parks and Recreation Department.

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; updates the web page.

Proficient in the use of financial software as well as recreation based software.

Prepares agendas for Advisory Board meetings, gathering information for meeting agenda packets and distributing to appropriate personnel. Reserves space to hold the meeting.

Maintains office supply inventory, preparing requisitions and/or purchase orders as appropriate; oversees daily budget for department.

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.

## RECREATION ASSISTANT- PARKS AND RECREATION

Sorts and distributes incoming mail; signs for deliveries; processes outgoing mail.

Trains employees on administrative processes.

Maintains various records for programs implemented by the agency.

Prints Recreation Advisory Board minutes for permanent record; copy and forward to be indexed and archived.

Prepares a variety of documents including reports on programs, contracts. ~~news releases, and press releases.~~

Verifies and prepares part-time and full-time time sheets for review by the Director of Parks and Recreation.

Functions as departmental payroll clerk.

Designs and Prepares various promotional literature such as brochures for the promotion of departmental programs and facilities. Distributes and posts such materials as appropriate, attends special events to promote departmental services to the public.

Reconciles monthly procurement card statements.

Prepares departmental bank deposits and all related documentation.

Prepares credit card use report for all transactions conducted on-line.

### **ADDITIONAL JOB FUNCTIONS**

Serves on county health and wellness committee.

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**

~~High school diploma~~ Associate's Degree or equivalent with ~~one to two~~ three to five years of experience in a clerical or secretarial position; 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 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

## RECREATION ASSISTANT- PARKS AND RECREATION

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, invoices, checks, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

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

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**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 Parks and Recreation 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.



**RECREATION ASSISTANT- PARKS AND RECREATION**

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: 2009

ED: 10/7/2019 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: RECREATION SPECIALIST**

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

Under general supervision, performs responsible administrative work in planning, organizing, implementing, and promoting programs and activities of the County Parks and Recreation Department. Assists the Director in coordinating a department-wide public relations program, including preparation of news releases and other promotional literature or electronic media materials, and advising media representatives about parks recreation programs and other pertinent information. Acts as lead work for part-time department employees, producing various documents and reports, and coordinating various special public events. Reports to the Director of Parks and Recreation. Maintains working relationship with outside entities including school system, other county departments, and community based organizations.

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

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

Coordinates and implements department programs; monitors daytime, evening, and weekend events and programs; assists and advises the Director in the preparation of various promotional campaigns or materials to ensure adherence to established policies, procedure and standards.

Plans and organizes recreational events, classes, leagues, and activities; acts as lead worker for subordinate department staff; schedules facilities.

Designs and prepares various promotional literature such as flyers, pamphlets, etc., to promote department programs and activities; distributes or posts such material, as appropriate.

Solicits businesses for sponsorship.

Serves as County liaison to various committees, boards and commissions; attends meetings and participates in activities, as appropriate.

Contacts vendors to secure contracted services such as entertainment, concessions, equipment, etc.; assists in the preparation of the annual fiscal budget items.

~~Photographs activities at special events and programs for inclusion in various department publications and displays.~~

Prepares a variety of documents including reports on programs, news releases, press releases, etc.; verifies and calculates part-time staff timesheets.

Solicits volunteers for participation in presentation of various public programs and events; registers participants for participation in programs and events.

## RECREATION SPECIALIST

Reviews activities and events, and evaluates success of such programs; manages registration and money.

Contacts and develops relationships with news media representatives to disseminate information concerning the department; notifies and suggests coverage by media representatives of specific events, programs, or topics expected to reflect positively on the department.

Answers telephone of department office; assists customers as needed; assists part-time staff with duties as needed.

Maintains and prepares school athletic facilities for high school and middle school sports.

Manages, trains, recruits volunteers and part-time staffing. Schedules part-time staff and is responsible for ensuring that they adhere to county policies.

Plans and Implements Special Olympic Program for individuals with mental disabilities.

### **ADDITIONAL JOB FUNCTIONS**

Assists in the set up and clean-up of county sponsored special events.

Assists in recruiting post season tournaments to be hosted in the county.

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~~ **Bachelor's Degree in Recreation or Sports Management** or a minimum of ~~two to three~~ **three to five** years of experience in athletics, recreation advertising, programming, special events, or a related field; or any equivalent combination of training and experience which provides the required skills, knowledge and/or 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 common office equipment such as computers, typewriters, copiers, etc.; must be able to operate automobiles; must be able to use cameras and art supplies. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. 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 control requires the 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:** Require 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 and receiving instructions, assignments or directions from superiors, and giving instructions, assignments or directions to others.

## RECREATION SPECIALIST

**Language Ability:** Requires the ability to read a variety of reports, letters and memos, literature, etc. Requires the ability to prepare correspondence, news releases, advertising, copies, speeches or scripts, 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 journalism and marketing 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 office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of hand/eye/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of colors.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimum amounts of stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

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

Considerable knowledge of the philosophy and objectives of public parks and recreation.

Knowledge of the standard resources, materials, practices and facilities utilized in a comprehensive public parks and recreation program.

Considerable knowledge of the standard practices, materials, tools and equipment used in grounds operations and maintenance.

Considerable knowledge of the facilities and equipment needed in a broad parks and recreation program, and the proper arrangement of parks and other recreational areas.

Considerable knowledge of current literature, trends and developments in the field of parks and recreation development.

Considerable knowledge of a variety of recreational interests and activities of the various age groups in the community.

**RECREATION SPECIALIST**

General knowledge of the requirements, policies and procedures of various media outlets necessary for promotional activities.

Ability to plan, establish, implement and monitor a comprehensive public parks and recreation program.

Ability to exercise independent judgment in the interpretation and application of regulations to daily departmental operations.

Ability to effectively express ideas orally and in writing.

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

Ability to establish and maintain effective working relationships with subordinates, public officials, community leaders, professional groups, and as otherwise necessitated by work assignments.

Proficient in the ability to utilize computer programs to schedule, arrange, and implement recreational programs.

Ability to use recreational based software.

~~ED: 2009~~

ED: 10/7/2019 (REV BOC)



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: SALES & MARKETING ASSOCIATE

#### GENERAL STATEMENT OF JOB

The Sales & Marketing Associate is responsible for providing marketing assistance to the Marketing Director, including administering and coordinating social media efforts for the Buy Local program, the Whalehead and Historic Corolla Park and the Currituck County Tourism sites ~~Currituck Travel & Tourism sites and Historic Corolla Park (which includes Whalehead)~~ as well as other marketing programs. The Sales and Marketing Associate works as an additional administrator of ~~both the tourism website and the Buy Local website~~. This position coordinates and publishes content, maintains and updates accounts, publishes and updates both events and deals on both websites. The position is also responsible for oversight of the retail sales operations at the Moyock Welcome Center and Corolla Visitor's Center. The Sales & Marketing Associate provides for the accurate recording of sales, inventory maintenance, and report generation. The position also assists with stocking, pricing, ordering inventory, merchandising displays, and ensuring sales areas are well maintained and organized, while providing exceptional customer service to patrons. ~~In addition, the position assists with various other projects including online advertising campaigns and administrative assistant duties.~~ This position reports to the Director of Travel & Tourism.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

- Assists with a variety of projects including marketing through social media and other online advertising.
- Administrator of the Buy Local, Tourism and Historic Corolla Park (Whalehead) social media programs: including Facebook, Instagram and Pinterest.
- Additional Website administrator for the Tourism website and Buy Local websites.
- Publishes and updates content for the Tourism ~~and Buy Local~~ websites including all events and deals ~~for both sites.~~
- ~~Updates and maintains press releases, news stories, blogs, photos, address and phone number changes for accounts as needed.~~
- Assists with lead generation and dissemination.
- Photography in house and on location for our attractions and events for use in marketing the county through social media ~~and other marketing outlets.~~
- Develops marketing pieces to share on social media and for ~~our~~ other marketing efforts ~~through Buy Local, Tourism and the Whalehead.~~
- Edits photographs with Adobe Photoshop software.
- Assists with the coordination of events.
- Oversees visitor center retail operations and monitors inventory, performs register transactions, and occasionally assists customers with products.
- Develops ideas and sets priorities in an effort to achieve maximum sale potential.
- Plan and implement advertising and promotional activities and contribute to policy-making as required.

## **SALES & MARKETING ASSOCIATE**

- Maintain proper inventory levels and perform periodic inventory of retail merchandise. Analyze figures and reconcile inventory variances.
- Assist with staff development and training with regard to retail sales and ensures staff is following proper procedures regarding sale transactions, cash handling, and deposits.
- Makes all deposits and works as a liaison between this department and Finance
- Works with troubleshooting POS system and is on call as needed.
- Ensure the sales area is well maintained and organized. Manage upkeep and efficiency of in store systems.
- Project needs relating to inventory, budgeting, and staffing to assist in the development of the Tourism Department's annual budget.
- Researches and performs cost comparisons for merchandise.
- Contacts and secures product vendors.
- Maintains statistics and create various reports necessary for tracking inventory, and sales, ~~and visitor inquiries and leads.~~
- Assists with processing invoices, writing purchase orders, and, ordering promotional items.
- Orders all cleaning and office supplies for both the Corolla and Moyock centers
- Attends and works travel shows as a representative of Currituck County Travel and Tourism.
- Perform other duties as assigned by the Travel & Tourism Director, ~~Supervisor~~, and County Manager.

### **ADDITIONAL JOB FUNCTIONS**

Periodic travel to Currituck Outer Banks Visitor Center and attendance at job-related meetings required.

Performs duties as assigned by the Travel & Tourism Director during a State of Emergency or other disaster.

Performs other related work and Visitor Relations duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Communications, Accounting, English or other related field and at least two years work experience which provides the required knowledge, skills and abilities. Prefer applicants with experience at a visitors' center, retail sales, marketing firm, or other tourism-related industry. Must have strong writing skills and a solid knowledge of the utilization of social media for communication. Prefer applicants with experience in retail sales, marketing or other tourism-related industry.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, registers, credit card machines, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or



## SALES & MARKETING ASSOCIATE

standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

**Language Ability:** Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

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

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## SALES & MARKETING ASSOCIATE

### KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the methods and techniques used in marketing and promotion for travel and tourism.

Considerable knowledge of the available resources of the County.

Considerable knowledge of general management and business organization principles and practices.

Considerable knowledge of County geography and the local tourism industry.

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

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

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

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

ED: 10/07/2019 (REV BOC)

~~ED: 06/01/2015 (REV BOC)~~



BOC 7 2013

## CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: ~~SENIOR CENTER COORDINATOR ASSISTANT~~ SENIOR CENTER SITE MANAGER**

**SENIOR CITIZENS CENTER DEPARTMENT**

### GENERAL STATEMENT OF JOB

Under general supervision, assists with the planning and coordination of activities and programs at the County's Senior Centers, multi-purpose centers which serve as a focal point for recreational, health, nutrition and educational services for the County's elderly. Employee is responsible for promotional activities, activity coordination, social interaction, scheduling, Senior Nutrition Program and the preparation of required reports. Employee is also responsible for ensuring that the facility is safe and well maintained. Reports to the ~~Senior Center Coordinator~~ Aging/Senior Services Director.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### ESSENTIAL JOB FUNCTIONS

Promotes educational, health, and recreational activities, classes and lectures; encourages elderly participation in scheduled activities.

Creates a monthly ~~newsletter and~~ activity calendar and ~~faxes them to the~~ for ~~Coordinator for~~ Director approval.

Receives all phone calls and answers the callers question, logging all referrals and assistance request for further follow-up; greets public that enters the Senior Center buildings; opens/closes the Senior Center.

Prepares food/drink for the members of the center; takes temperatures of incoming meals (Congregate and Home Delivery Meals) daily. Record temperatures and fax to Albemarle Commission. Records any issues or concerns with food served to ~~Coordinator~~ Aging/Senior Services Director and Albemarle Commission Nutrition Director. Assures all health and food regulations and standards are met at the site and maintains these standards while meals are served and packaged.

Clean up duties include; sweeping, mopping, wiping tables and chairs, clean pots and pans and utensils, etc.

Attachment: Senior Center Site Manager 10 7 2019 (Job Description Revisions-Variou)

Take lunch reservations and order for the seniors at the site and home delivery meals for ~~Grandy drop off and Powell's Point~~, fax to Albemarle Commission daily. ~~Meets catering staff~~: Monitors and accepts food delivery based on amount, quantity and quality. Prepares food service line for serving meals. Supervise portioning of food onto plate by volunteers. Provide assistance to participants who have difficulty walking or carrying trays.

Set up coffee and tea and table condiments.

Register and file all new members; assess yearly. Making sure all forms are filled out properly.

Complete all required yearly staff developmental and educational classes or trainings.

Maintain CPR/AED/First Aid certification once obtained; must be certified within first year of employment.

Prepares daily and monthly reports for Albemarle Commission pertaining to the food. Daily reports of volunteer hours document the attendance at the site; Daily transportation reports; keep bulletin boards up to date.

Transports individuals to and from activities, programs, and services, as necessary.

Maintain center video/book libraries, updating them with current publications.

~~Count money and make deposits from program income and deposit at the bank for Albemarle Commission.~~

~~Identifies senior citizens not in programs and promotes their participation in Senior Center activities and programs.~~

Maintains inventory of products; let ~~Coordinator~~ Director know what has to be ordered in the way of supplies. ~~Gets approval from Coordinator to purchase items that is needed at the site.~~

Inform ~~Coordinator~~ Director when there are behavior problems with clients.

Maintain a weekly building maintenance log to be turned in weekly to Director. ~~Inform Coordinator when things break down.~~

~~Purchase food item when needed.~~ Make supply/food purchases when approved by Director.

Organize a monthly Birthday Party for the seniors.

Drives ~~the County Vann and takes~~ county vehicles to take seniors on day trips.

Explain rental policies and books all rental request, collects money, documents all paperwork required for rental, if applicable.

Goes to the post office, county courthouse and the bank, if applicable.

Receive and document all monies for trips, classes or other activities.

Operates various office machines.

Recruit and train volunteers.

Hold a fire drill 4 times a year, document paperwork on drill and fax to Albemarle Commission.

~~Delivers frozen meals ( 2 weeks supply) to seniors that need it.~~

Delivers home delivered meals as needed.

Assists in planning, set up and breakdown for special events.

Assists with implementation of programs held at additional county locations as needed.

### **ADDITIONAL JOB FUNCTIONS**

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

Operating local nutrition site.

Performs custodial work as necessary.

Performs other related work as required.

Occasionally required to work outside of normally scheduled business hours

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 1 to 2 years of experience in administrative or program work in a human services field; 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 typewriters, adding machines, copiers, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, records, forms, schedules, calendars, etc. Requires the ability to prepare correspondence, records, reports, advertisements, forms, calendars, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.

**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; add and subtract; multiply and divide.

**Form/Spatial Aptitude:** ~~Does not require the~~ Requires minimal ability to inspect items for proper length, width and shape.

**Motor Coordination:** ~~Does not require the~~ Requires minimal ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of office equipment, communications equipment, 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 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**

General knowledge of common Senior Center programs.

General knowledge of state and local ordinances and codes administered concerning work with the elderly.

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

Ability to deal tactfully and firmly with co-workers and the general public.

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

Knowledge of Food Service.

ED: 10/07/2019 (REV BOC)





## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: SUPPORT TECHNICIAN INFORMATION TECHNOLOGY SERVICES**

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

Under supervision of the Information Technology Director, performs technical work in the Information Technology Services department to provide support for all items related to hardware, software, networks and telephone systems.

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

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

Installs, maintains, troubleshoots, and repairs servers, computers, laptops, printers, network equipment, modems, scanners, digital cameras, PDAs, and other related hardware.

Installs, updates, and troubleshoots various software; trains end users in various software applications as needed.

Responds to end user reports concerning hardware or software problems.

Responds to after hours calls as necessary.

Relocates computer related hardware and personal information for organizational moves.

~~Assists in the back up of servers on a daily basis; moves tapes to off-site locations for storage.~~

Restores backed up files as needed by users.

Enforces the County's Technology Appropriate Use Policy.

Establishes and maintains back-up procedures for computers and assists users with housekeeping functions.

Establishes and maintains a user reference library.

Assists in telephone related problems as requested.

Maintains inventory of computer equipment.

Maintains list of surplus equipment and prepares surplus equipment for disposal or resale.

Lists surplus items on ~~eBay~~ [Govdeals.com](http://Govdeals.com) for auction.

Assists in the administration of VOIP phone and voicemail systems.

## SUPPORT TECHNICIAN

Assists in security audits.

Educates users on safe computer practices, proactive measures and cyber awareness.

Acts as copier administrator (creates copier accounts, collects monthly copy counts, codes copier bills).

Assists in the administration of domain accounts using Active Directory, Group Policy, etc.

Provides and recommends specifications for new hardware and software.

### **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 a two-year technical school, trade school, or industrial school with degree related to computer or electronics technology, and three years experience in the installation, maintenance and repair of computer/electronic equipment. CompTIA's A+ certification is required. Experience in communications and networking environments is desired. Equivalent combination of educational and experience will be considered. Possession of a valid NC driver's license.

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

**Physical Requirements:** Must be physically able to operate a variety of computers and their peripheral equipment; hand tools, such as screwdrivers, pliers, soldering irons, and electronic test instruments; as well as common office machines such as typewriters, telephones, etc. Must be able to exert up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for Sedentary work. Light Work usually involves walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to 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 and/or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports and records, invoices, purchase orders, budgets, blue prints and engineering schematics, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, requests for bids and bid specifications, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive

## SUPPORT TECHNICIAN

variety of technical instructions in mathematical or diagrammatical form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer and electrical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals; understand and apply the theories of algebra.

**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 computer equipment.

**Manual Dexterity:** Requires the ability to handle a variety of office equipment, 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 minimal levels of stress 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).

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

Knowledge of the installation, maintenance, and repair of computer hardware and related equipment.

Knowledge of various operating systems including Windows ~~2000/2003~~ 2012, 2016 Server, ~~Windows XP/2000~~ and Windows command line.

Knowledge of various software packages and tools including Microsoft Office, Microsoft Exchange/Outlook, Windows Remote Desktop Connection tool, VNC, and various network testing software tools.

Knowledge of patch panels, telco blocks, electronic testing equipment, PC's and working knowledge of network and systems control and applications programs.

Skill in troubleshooting, diagnosing, and repairing hardware and software problems.

Skill in the installation and maintenance of computer hardware and software.

Skill in the installation, repair, and maintenance of information technology systems.

Skill in planning, organization, and decision making.

Skill in the training of end users in various software operations.

Skill in oral and written communication.

**SUPPORT TECHNICIAN**

Ability to explain computer program functions and operating procedures.

Ability to troubleshoot and make repairs on a variety of electronic equipment.

Ability to work under time constraints and other demands.

Ability to establish and maintain effective working relationships with private and public officials, and other employees. Must have excellent communication skills, be polite, professional, courteous, and helpful to staff at all times.

Ability to perform the duties in a proficient and professional manner.

Ability to organize work, and work efficiently.

Ability to work with minimal supervision.

ED: 10/07/2019 (REV BOC)



**TELECOMMUNICATOR II**  
**CURRITUCK COUNTY JOB DESCRIPTION**  
**JOB TITLE: TELECOMMUNICATOR II**  
**COMMUNICATIONS DEPARTMENT**

**POSITION DESCRIPTION**

**As a Telecommunicator:** Perform skilled dispatching work in the Communications Center. Operates a telephone, two-way radio and other communications equipment in answering requests for fire, law enforcement, EMS or related assistance. Works on a rotating or fixed shift and handles all assignments in an independent manner. Work requires judgment and discretion in all emergency and nonemergency situations to include the ability to remain alert throughout a shift. ~~Employee must have a demonstrate~~ working knowledge of the layout of the County and be able to speak clearly and distinctly. Work is performed under the general supervision and is reviewed through observation, discussions, and review of records maintained. Reports to the Communications Supervisor.

**As the Shift Supervisor:** Provides shift supervision and administrative duties to ensure proper 911 Center Operations which includes, but is not limited to, maintenance of records and files, and preparation of reports. Prepares schedules of crew members, mentors, trains, resolves minor work or personnel problems. Exercises continuous supervision of all team personnel. Assures quality improvement of services, coordinates activities with other emergency service agencies and related work as assigned. Carries out work independently and resolves problems in accordance with instructions, policies, procedures and applicable laws and regulations. Duties are performed under general supervision.

**ESSENTIAL JOB DUTIES AND FUNCTIONS**

Operates telephone, two-way radio and other communications equipment on an assigned shift to answer requests for assistance for fire, law enforcement, rescue units, and various county and state agencies.

~~Answers all calls and dispatches equipment and personnel as necessary and in accordance with established procedures.~~

Work involves the ability to receive incoming emergency and non-emergency calls, dispatching resources and operating CAD equipment. Involves the ability to monitor calls and make critical decision dispatching resources.

Coordinates major incidents to ensure all proper notifications are made and assists in call handling if necessary.

Monitors internet application 3SI alarm system for Navy Federal Credit Union; dispatches appropriate personnel upon receipt of alarm.

Utilizes RAPIDLITE to assist locating mobile callers and retrieve additional data when traditional ANI-ALI isn't available.

Operates a computer terminal; transmits and receives information via Department of Criminal Information (DCI), North Carolina Statewide Warrant Repository (NCAWARE) and National Crime Information Center (NCIC) networks; prepares criminal histories as requested.

Broadcasts Amber, Silver and weather alerts, road closings, be-on-the-lookouts (BOLO's);

Requests mutual aid ~~form~~ from other county agencies as requested or driven by policy.

Informs supervisor of unusual assistance calls, equipment breakdowns, or related matters needing immediate decisions and facilitates repairs as directed. Enters equipment troubles into electronic ticketing system.

Facilitates learning to ensure employees acquire the knowledge and skills necessary to become successful employees.

Processes medical calls using IAED EMD protocols and provides pre-arrival and post-dispatch instructions to callers in accordance with established protocols.

Monitors dispatched units' activities; provides updated information to field units as information is received.

Responsible for housekeeping in immediate console/dispatch room.

Serves as a mentor, role model and educational resource for fellow employees.

Supervises personnel and work assignments to ensure service and production expectations are achieved. Assists in training of new employees and helps to evaluate progress ~~in coordination with the Training Officer.~~

Assists with staffing the Emergency Operations Center (EOC) and other Emergency Management duties as required.

Creates and maintains monthly shift schedule, finding replacement staff for open positions as needed.

~~Assists with~~ Prepares employee evaluations for submission to Supervisor for observations, clarifications and documentation supporting ratings; provides coaching and assistance to employees as needed with direction provided by Supervisor. Recommends improvements or modifications to work practices and employee performance under the guidance of Supervisor.

Stays ~~regularly~~ aware of employee actions and behavior for signs of stress, coping and general well-being; specifically watches for these signs during or any time after high stress and major incidents.

Attends and represents the organization at professional meetings and organizations as assigned by the Communications Supervisor.

Attends departmental Supervisor meetings. Plans and conducts departmental staff meetings for telecommunicators.

~~Monitors and supervises the activities of the 911 Communications staff on assigned shifts.~~

Provides back-up staffing on an as-needed basis. Subject to call back and working extended hours in order to provide continuous/ample coverage.

Assists with CAD Maintenance

Assists with preparing audio recordings.

Administrative Terminal Agency Coordinator (ATAC) prepares monthly criminal history logs and assists with DCI recertification.

Assists with CAD reports.

Assists with tracking, recording and monitoring employee continuing education and certifications.

Performs EMD Quality Improvement using AQUA QA software. Provides feedback regarding performance and prepares individual and agency progress reports upon request.

Maintains supervisor observation spreadsheet for assigned shift.

Performs related duties as required.

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

Working knowledge of the operation of two-way radio equipment and related FCC regulations.

Ability to speak clearly, distinctly and politely. Ability to express ideas clearly orally and in writing; ability to understand and follow oral and written direction. Must pay close attention to detail, ensuring strict accuracy in work. Ability to communicate with tact and diplomacy, both orally and in writing, using proper spelling, grammar, and punctuation with Telecommunicators, outside agencies, community groups, and citizens.

Ability to maintain effective files, records and reports.

Working knowledge of CAD hardware and software, computerized phone system and voice recording equipment. Working knowledge of TTY and Text to 911 operations.

Thorough knowledge of standard computer equipment, hardware and software.

Considerable knowledge of the geography of the local area.

Working knowledge of radio communications equipment.

Ability to learn, understand and apply additional training and education.

Explain and help staff understand dispatch responsibilities, priorities and procedures.

Ability to respond to work during emergency situations or inclement weather. Work may involve flexible schedule to include evenings and weekend work as required.

Assist with call outs and share on call responsibilities. Must be able to work effectively despite sleep pattern disruptions.

Maintain confidentiality, state information on a "need-to-know" basis and safeguard sensitive material. Ability to deal tactfully, courteously and firmly with 911 callers, response agencies and the general public.

Ability to follow established protocols.

Ability to establish and maintain effective working relationships with other County employees, other agencies and the general public. Must network and maintain professional relationships with various Federal, State and local agencies.



Ability to evaluate, motivate and direct employees; general knowledge of the principals of supervision, organization and administration.

Ability to respond quickly and calmly to emergency situations.

Ability to supervise and appraise the performance of subordinates.

Ability to multi-task and handle multiple calls/events simultaneously. Manage time and workload, which includes prioritizing, following through on a variety of tasks, assignments, and reports and meet deadlines. Ability to monitor multiple radio channels at the same time, while answering incoming calls.

### **QUALIFICATIONS/SPECIAL REQUIREMENTS**

Must be a US citizen, high school graduate or equivalent, at least 21 years of age and possess valid North Carolina Driver License. Must maintain continuous home and/or personal cell telephone service and possess reliable transportation.

Supervisory experience preferred. Three or more years of experience working as a Tele-communicator in a Primary Public Safety Answering Point (PSAP). Must demonstrate proficiency with same State laws and regulations, same equipment and programs, and same range of dispatch and call-taking services provided by law, fire and medical dispatch, using CAD and E911 equipment.

Maintain NC DCI Certification, CPR and EMD. Must maintain Sheriffs Standards Telecommunication Certification or IAED ETC. Within two years of employment date must obtain and maintain the following: IAED ED-Q Certification; NENA/APCO or Sheriffs Standards supervisor course; Assistant Terminal Agency Coordinator (ATAC) for DCIN; IS – 300 and 400. Must have Incident Command System (ICS) training including but not limited to IS – 100, 200, 700, and 800.

PC proficiency in word processing, spreadsheet, and presentation software as well as Internet and email use. Must be able to type 45 wpm. Strong technical report writing, research and analytical skills.

### **COMPETENCIES**

**Business Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Communications:** Expresses ideas and thoughts verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Responds promptly to customer needs.

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; meets attendance and punctuality guidelines.

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively. Must maintain a working knowledge of all public safety communications equipment, practices, and procedures including but not limited to: computer-aided dispatch, radio, mapping, telephone and emergency protocols.

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Relationship Building:** Builds rapport across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and is tolerant of diverse viewpoints.

**Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

### **WORK ENVIROMENT**

Work is performed in an indoor, tight spaced environment with stationary seating, surrounded by several computerized monitors. The majority of time is spent seated however telecommunicators have freedom to stand and move in a limited area. Work entails extensive keyboarding and manual dexterity, also reaching, stretching, bending, and lifting of standard dispatch supplies, materials, maps, binders and flip cards.

### **ESSENTIAL PHYSICAL SKILLS/DEMANDS**

**Physical Requirements:** Must be able to see and use all related communications equipment, computer monitors, telephones and radios including hand and foot pedals, TTY's, copiers, fax machines, etc. Requires the ability to exert up to 25 pounds of force occasionally and a negligible amount of force frequently. Must be able to sit or stand for extended periods of time with limited range of mobility.

**Keyboarding Skills:** Must have the ability to type accurately on a computer keyboard while conversing with callers- accurately record data without transposing numbers or information. Required to engage in repetitive hand motions.

**Interpersonal Communication:** Requires the ability to speak and or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

**Manual Dexterity:** Requires the ability to handle a variety of equipment/items, such as keyboards, control knobs, toggle switches, etc.

**Vision Acuity:** Must have the ability to read and discern visual images on a variety of media using normal eyesight or corrective lenses. Corrected vision should be at least 20/30 in each eye. Must have the ability to distinguish between colors on a color coded computer screen in order to perform essential job tasks.

**Hearing Acuity:** Must have the ability to hear and understand sound sources coming through a communications headset and or standard telephone receiver, including the ability to hear and understand other sound sources while wearing a headset. In order to perform the essential job tasks must be able to hear and differentiate speech/transmissions at various levels.

**Physical Communication:** Requires the ability to talk and hear. Must be able to hear, understand and respond to verbal information in person, or by phone including difficult to understand callers. Must hear, understand and respond using radio transmitters and receivers, radio consoles, telephone/radio headsets, and other complex communications equipment.

**Judgement:** Must have the ability to effectively prioritize situations and information and make appropriate decisions based on the information received. Must have the ability to learn and apply new information; ability to handle multiple streams of information simultaneously; ability to remember numerous details.

ED: 11/21/2016 (REV BOC)  
ED: 10/07/2019 (REV BOC)



**TELECOMMUNICATOR I**  
**CURRITUCK COUNTY JOB DESCRIPTION**  
**JOB TITLE: TELECOMMUNICATOR I**  
**COMMUNICATIONS DEPARTMENT**

**POSITION DESCRIPTION**

Performs skilled dispatching work in the Communications Center. Operates a telephone, two-way radio, Computer Aided Dispatch System (CAD) and other communications equipment in answering requests for fire, law enforcement, EMS or related assistance. Works on rotating or fixed shift and is expected to handle all assignments in an independent manner. Work requires judgment and discretion in handling all routine and emergency situations including the ability to remain alert throughout a shift. Employee must also have a working knowledge of the layout of the County and be able to speak clearly and distinctly. Work is performed under general supervision and is reviewed through observation, discussions, and review of records maintained. Reports to the on duty Telecommunicator II. If a TCII is not on duty, the TCI reports to the Communications Supervisor.

**ESSENTIAL JOB DUTIES AND FUNCTIONS**

Operates telephone, two-way radio and other communications equipment on an assigned shift to answer requests for assistance for fire, law enforcement, EMS, and various local and State agencies.

Answers all calls and dispatches equipment and personnel as necessary and in accordance with established procedures.

Coordinates major incidents to ensure all proper notifications are made and assists in call handling if necessary.

Processes medical calls using IAED EMD protocols and provides pre-arrival and post-dispatch instructions to callers in accordance with established protocols.

Monitors dispatched units' activities; provides updated information to field units as information is received.

Monitors internet application 3SI alarm system for Navy Federal Credit Union; dispatches appropriate personnel upon receipt of alarm.

Utilizes RAPIDLITE to assist in locating mobile callers and retrieve additional data when traditional ANI-ALI isn't available.

Operates a computer terminal; transmits and receives information via Department of Criminal Information (DCI), North Carolina Statewide Warrant Repository (NCAWARE) and National Crime Information Center (NCIC); prepares criminal and drivers histories upon request.

Broadcasts Amber, Silver and weather alerts, road closings, be-on-the-lookouts (BOLO's)

Requests mutual aid from other County agencies as requested or driven by policy.

Informs supervisor of unusual assistance calls, equipment breakdowns, or related matters needing immediate decisions. Enters equipment troubles into electronic ticketing system.

Responsible for housekeeping in immediate console/dispatch room.

Attends departmental staff meetings.

Assists with staffing the Emergency Operations Center (EOC) and other Emergency management duties as required.

Performs related work and other duties as assigned by the supervisor.

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

Working knowledge of the operation of two-way radio equipment and related FCC regulations.

Working knowledge of the geography of local and surrounding areas.

Working knowledge of CAD, computerized telephone system and voice recording equipment.

Working knowledge of TTY and Text to 911 operations.

Ability to learn, understand and apply traditional training and education.

Ability to respond to work during emergency situations or inclement weather. Ability to work a flexible schedule when circumstances necessitate. Must be able to work effectively despite sleep pattern disruptions.

Maintain confidentiality and state information on a "need to know" basis.

Ability to exercise sound judgment in emergency situations.

Ability to speak clearly, distinctly and politely.

Ability to deal calmly, tactfully, and courteously with the public, fellow staff and responders.

Ability to maintain simple but effective files.

Ability to learn, understand and apply additional training and education.

Possess the necessary skills to operate sophisticated computer and console equipment.

Ability to perform duties efficiently and effectively under all circumstances.

Maintain compliance in all categories of the EMD program.

### **QUALIFICATIONS**

Must be a US citizen, high school graduate or equivalent, at least 18 years of age and possess valid North Carolina Driver License. Must maintain continuous home and/or personal cell telephone service and possess reliable transportation.

As part of pre-screening process must pass computerized aptitude testing with a passing score of 80%.

Required to obtain NC DCI Certification within 120 days of indoctrination.

Within 12 months of employment must successfully complete the following: The NC Sheriffs' Education and Training Standards Commission Telecommunicator Officer Course; CPR and IAED EMD Certification. As directed by the Communications Supervisor, must complete Incident Command System (ICS) training including but not limited to IS-100, 200, 700 and 800. Continuously maintain all above mentioned certifications and obtain continuing education requirements.

Must be able to demonstrate PC proficiency in word processing, spreadsheets, internet and email use.

### **COMPETENCIES**

**Business Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Communications:** Expresses ideas and thoughts verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Responds promptly to customer needs.

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines.

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively. Must maintain a working knowledge of all public safety communications equipment, practices, and procedures including but not limited to: computer aided dispatch, radio, mapping, telephone and emergency protocols.

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Relationship Building:** Builds rapport across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and is tolerant of diverse viewpoints.

**Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

### **WORK ENVIROMENT**

Work is performed in an indoor, tight spaced environment with stationary seating, surrounded by several computerized monitors. The majority of time is spent seated however tele-communicators have freedom to stand and move in a limited area. Work entails extensive keyboarding and manual dexterity, also reaching, stretching, bending, and lifting of standard dispatch supplies, materials, maps, binders and flip cards.

### **ESSENTIAL PHYSICAL SKILLS/DEMANDS**

**Physical Requirements:** Must be able to see and use all related communications equipment, computer monitors, telephones and radios including hand and foot pedals, TTY's, copiers, fax machines, etc. Requires the ability to exert up to 25 pounds of force occasionally and a negligible amount of force frequently. Must be able to sit or stand for extended periods of time with limited range of mobility.

**Keyboarding Skills:** Must have the ability to type accurately on a computer keyboard while conversing with callers- accurately record data without transposing numbers or information. Required to engage in repetitive hand motions.

**Interpersonal Communication:** Requires the ability to speak and or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

**Manual Dexterity:** Requires the ability to handle a variety of equipment/items, such as keyboards, control knobs, toggle switches, etc.

**Vision Acuity:** Must have the ability to read and discern visual images on a variety of media using normal eyesight or corrective lenses. Corrected vision should be at least 20/30 in each eye. Must have the ability to distinguish between colors on a color coded computer screen in order to perform essential job tasks.

**Hearing Acuity:** Must have the ability to hear and understand sound sources coming through a communications headset and or standard telephone receiver, including the ability to hear and understand other sound sources while wearing a headset. In order to perform the essential job tasks, you must be able to hear and differentiate speech/transmissions at various intensity levels.

**Physical Communication:** Requires the ability to talk and hear. Must be able to hear, understand and respond to verbal information in person, or by phone including difficult to understand callers. Must hear, understand and respond using radio transmitters and receivers, radio consoles, telephone/radio headsets, and other complex communications equipment.

**Judgement:** Must have the ability to effectively prioritize situations and information and make appropriate decisions based on the information received. Must have the ability to learn and apply new information; ability to handle multiple streams of information simultaneously; ability to remember numerous details.

ED: 02/18/2019 (REV BOC)

ED: 10/07/2019 (REV BOC)





## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2609)

**Agenda Item Title**

Budget Amendments

**Brief Description of Agenda Item:**

Budget Amendment to cover costs to repair the southern horse fence located at the off-road ramp area.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Number

TDA2020005

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 7th day of October 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2020.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-545000	Contract Services	\$ 3,500	
15320-415000	Occupancy Tax		\$ 3,500
		<u>\$ 3,500</u>	<u>\$ 3,500</u>

**Explanation:** Occupancy Tax - Tourism Related (15447) - Increase appropriations to repair fence to keep wild horses in the Northern beach.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$3,500.

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

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

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

Attachment: TDA\_BudAmend\_Oct 7 (TDA-Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2610)

**Agenda Item Title**

Consideration and Possible Adoption of the Travel & Tourism Event Marketing Assistance & Event Grant Programs

**Brief Description of Agenda Item:**

Tameron Kugler, Director of Travel & Tourism, will present two new Tourism programs for Board consideration. The programs will provide grants/funding assistance to applicants wanting to hold events within Currituck County.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Tameron Kugler



## Currituck County Travel & Tourism Event Marketing Assistance Program Guidelines and Application

### Guidelines

The purpose of the Tourism Event Marketing Assistance Program is to aid Currituck County community groups, non-profit organizations, and tourism-related businesses in promoting and marketing tourism and culturally-related events and activities by providing advertising money to establish the marketing of their event(s). It is expected that, over the three years, the event(s) will become self-supporting.

The program provides funds for advertising and promoting events, festivals, and other special promotions. Marketing activities under this program include paid media advertising and promotional materials that will assist in drawing visitors and tourists from outside Currituck County.

An Event Marketing Assistance Guidelines and Application form is required to be completed for each event (organizations and businesses that hold multiple events during a fiscal year must complete a separate form for each event) and must be received by the Director of Travel & Tourism as following:

- Funding of \$1,000 or less will be considered and approved by the Director of Travel & Tourism and must be received **at least thirty (30) days before the event**. If the Director of Travel & Tourism is a member of an organization or business requesting funding, the application must be approved by the Tourism Advisory Board.
- Requests for funding over \$1,000 will be considered by the Tourism Advisory Board, and these applications must be submitted **approximately ninety (90) days prior to the event and at least thirty (30) days** before one of the Tourism Advisory Board's five (5) meetings in September, November, January, March and May (for example, if your event is in September, you must submit your application before the May meeting; or, if your event is in November, you must submit your application 30 days before the September meeting).
- Any funding requests by a business owned by an elected public official representing Currituck County must first be approved by the Tourism Advisory Board and then presented to the Tourism Development Authority for final approval. This will also be the procedure for requests by an organization of which an elected public official representing Currituck County is a member.

Funding is limited, so primary consideration will be given to projects that enhance the long-term growth of the tourism industry, will have the ability to draw visitors from outside the County and will have a positive economic impact on the local economy.

To see the maximum amount of funds that any non-profit group or for-profit business can receive during a fiscal year, refer to the levels of available funding listed in the application section. Currituck County's fiscal year begins on July 1 and ends on June 30. *Funds are awarded annually per APPLICANT, not per event, so if the applicant has more than one event during the fiscal year, total funding cannot exceed \$4,000 for any given year.* There is a three (3) year cap on all non-profit and for-profit organizations and businesses receiving funding. Funding will be paid as follows:

- Event Marketing Assistance will be paid by the Tourism Department directly to the media source/vendor (*not to the non-profit organization or for-profit businesses*) and can only be awarded for advertising, promotional materials and marketing campaigns.
- All contracts for services and invoices that are to be paid by the County must be made to: Currituck County Department of Travel & Tourism, 106 Caratoke Hwy, Moyock NC 27958.
- Contracts, insertion orders and/or written estimates are required to be submitted to the Events Coordinator at **least thirty (30) days prior to the event.**
- Vendors must be approved by the County, so please check with the Tourism Department to see if your vendor is on the County's approved vendor list. If not, the vendor will be provided with the necessary paperwork in order to be approved.

#### Eligibility:

- The event must be held in Currituck County and ***the majority of attendees must be from outside of the County.***
- The event must be considered to be family-friendly by the Director of Travel & Tourism and by the Tourism Advisory Board.
- Groups, organizations and businesses seeking program funds are required to meet with the Director of Tourism or his/her designee prior to submitting an application. Any group, organization or business submitting an application without meeting with the Director of Tourism or his/her designee will not be eligible for funds.
- The Tourism Department must be provided with a booth/display space free of charge at the event if it decides to have one. The booth/display space must be located near the entrance to the event.
- Unauthorized changes in the advertising plan from the approved application will be sufficient cause for the reduction in, or complete withdrawal of, awarded funds.

- It is the responsibility of the applicant to see that invoices are sent to the Tourism Department. Invoices must be submitted no later than 30 days following an event. Invoices submitted more than 30 days after the event will not be paid (unless extenuating circumstances, communicated to the Tourism Director, exist).
- **Event organizers are required to submit a written report (at least 100 words in length) to the Tourism Department describing how the Event Marketing Assistance Program benefited their event and giving an estimate of attendees originating outside of the County. The report must be submitted within 30 days after the event.**

### Appeals:

An appeal may be made to the Tourism Advisory Board, and it must be submitted no later than 30 days after denial. Appeals will be considered at the next regular scheduled meeting of the Tourism Advisory Board and mailed to:

Currituck County Department of Travel & Tourism  
Attn: Event Marketing Assistance Appeal  
106 Caratoke Hwy.  
Moyock NC 27958

**Note: In some cases, a special use permit is required for events (per the County's Unified Development Ordinance):**

- Special Events - Circuses, fairs, carnivals, festivals, or other types of special events that: run for longer than one (1) day but not longer than two (2) weeks; are intended to or likely to attract substantial crowds; and are unlike the customary or usual activities generally associated with the property where the special event is to be located.
- Special Use Permit - A permit issued by the Board of Commissioners that authorizes the recipient to make use of property in accordance with the requirements of this Ordinance as well as any additional requirements imposed by the Board of Commissioners.

No application will be approved for any event that is in violation of the Currituck County Unified Development Ordinance.

I have read the above guidelines and agree to abide by these guidelines.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Date

**Application****Organization Name:** \_\_\_\_\_**Contact Person:** \_\_\_\_\_**Phone Number:** \_\_\_\_\_**E-mail:** \_\_\_\_\_**Mailing Address:** \_\_\_\_\_**Title of Event:** \_\_\_\_\_**Date of Event:** \_\_\_\_\_**Location of Event:** \_\_\_\_\_**Hours of Event:** \_\_\_\_\_**Admission cost:** \$ \_\_\_\_\_**Will food be sold?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No****If “Yes,” who will prepare the food (Vendor(s) Name)?** \_\_\_\_\_**Have you obtained the necessary permits from the Health Department?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No****Estimated Number of Attendees** *(Use attendance number from the previous year; if this is a first year event, estimate the number of people expected to attend):*  
\_\_\_\_\_**How will proceeds from the event be spent?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Total Funds Requested\*** (see list below for maximum annual funding amount): \$ \_\_\_\_\_



**In what areas (geographic) are you planning to market with your advertisements?**

**Describe how funds will be spent. You must account for the exact dollar amount you are requesting. Attach copies of contracts, insertion orders, or written estimates from media sources to this application. Remember, the tourism department will directly pay the vendor. There is no reimbursement allowed to the event organizer.**

Media Source: \_\_\_\_\_

Funds Requested: \$ \_\_\_\_\_ Publication Date(s): \_\_\_\_\_

Ad Size: \_\_\_\_\_

Media Source: \_\_\_\_\_

Funds Requested: \$ \_\_\_\_\_ Publication Date(s): \_\_\_\_\_

Ad Size: \_\_\_\_\_

Media Source: \_\_\_\_\_

Funds Requested: \$ \_\_\_\_\_ Publication Date(s): \_\_\_\_\_

Ad Size: \_\_\_\_\_

Media Source: \_\_\_\_\_

Funds Requested: \$ \_\_\_\_\_ Publication Date(s): \_\_\_\_\_

Ad Size: \_\_\_\_\_

**Other Project Expenses (examples: printing of posters or flyers, electronic-marketing):**

Vendor: \_\_\_\_\_

Item(s): \_\_\_\_\_

Funds Requested: \$ \_\_\_\_\_

Vendor: \_\_\_\_\_

Item(s): \_\_\_\_\_

Funds Requested: \$ \_\_\_\_\_

### **Funding Levels**

<b>Year</b>	<b>Level I (up to 500 attendees)</b>	<b>Level II (over 500 attendees)</b>
<b>1<sup>st</sup></b>	<b>\$1,500</b>	<b>\$2,000</b>
<b>2<sup>nd</sup></b>	<b>\$1,000</b>	<b>\$1,500</b>
<b>3<sup>rd</sup></b>	<b>\$ 500</b>	<b>\$1,000</b>

**Initialing and signing below signifies that you have read and agree to the following statements:**

- I understand that the Currituck County Department of Travel and Tourism must approve my application if application is for \$1,000.00 or less, and, if the application is over \$1,000.00, the application must be approved by the Tourism Advisory Board. \_\_\_\_\_
- I have read and agree to abide by the Event Marketing Assistance Program Guidelines. I acknowledge that by failing to comply with any of the program's guidelines, I will forfeit the awarded funds. \_\_\_\_\_
- I understand that no funds will directly be awarded to my business/organization. The Tourism Department will pay the indicated vendors once invoices are received. Promotions may include: print, online, television and/or radio advertisements and printed materials or items. The level of promotion will be based on the estimated number of attendees and year of funding as shown above. \_\_\_\_\_
- I understand that no funds will be awarded to reimburse me or my organizations for advertising money already spent. \_\_\_\_\_
- I understand that my event may be promoted in conjunction with other upcoming events. \_\_\_\_\_
- The Tourism Department may further market my event in-house at no additional cost to me or my organization. \_\_\_\_\_
- I understand that my event, publications and ad contents must follow all county and state ordinances, including Health Department regulations. In addition, the event must be family-friendly and meet the guidelines of the Travel and Tourism Department that include: no nudity, drunkenness, lewd behavior or dress, lewd graphics or profanity on promotional materials, digital/online and social media outlets at or for the event. \_\_\_\_\_
- I will credit the ***Currituck County Department of Travel and Tourism*** in all advertising funded through the Events Marketing Assistance Program. (Sample wording: "This ad sponsored in part by the Currituck County Department of Travel & Tourism.") \_\_\_\_\_
- I will submit tear sheets/copies of printed materials within 30 days following my event. \_\_\_\_\_
- I agree to refund Currituck County for Events Marketing Assistance monies spent should the event be cancelled for any reason other than inclement weather (e.g.: applicant fails to meet the requirements of a Special Use Permit; applicant chooses to cancel the event.) \_\_\_\_\_
- I will submit a written summary (at least 100 words in length) describing how the Events Marketing Assistance Program assisted my event in attracting attendees from outside of the area (include the approximate total number of attendees) and how the event will enhance Currituck County as a travel destination. I will submit this summary to the Department of Travel & Tourism Director within thirty (30) days after my event. \_\_\_\_\_

- Failure to submit a summary in the allotted time may have an impact in the applicants' future awarding of funds. \_\_\_\_\_

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
 Applicant Printed Name

\_\_\_\_\_  
*Date*

**Return application to:**

Currituck County Tourism Department  
 Attn.: Greg Schwarga  
 106 Caratoke Hwy  
 Moyock, NC 27958  
 Fax: 252-435-2996  
 Phone: 252-435-2938

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***OFFICE USE ONLY:***

*Application Received* \_\_\_\_\_

***Approval by Director of Travel & Tourism: Tameron Kugler***

\_\_\_\_\_*APPROVED*    \_\_\_\_*DENIED*

\_\_\_\_\_  
*Director*

\_\_\_\_\_  
*Date*

***Approval by Tourism Advisory Board (if applicable)***

\_\_\_\_\_*APPROVED*    \_\_\_\_*DENIED*

\_\_\_\_\_  
*Chairman Name (Print)*

\_\_\_\_\_  
*Chairman Signature*

\_\_\_\_\_  
*Date*



## Currituck County Travel & Tourism Event Grant Program

### Purpose of the Event Grant Program

*The mission of the Currituck County Department of Travel & Tourism is promotion of the County's beaches and Mainland to attract guests for the purpose of visitation spending.*

Visitation generated by Currituck Travel & Tourism promotion strengthens the local economy by local and state sales taxes collected through visitor spending. The economic impact of these taxes enhances the quality of life for Currituck County residents and encourages tourism-related business growth.

We encourage visitor spending by:

1. Assisting County tourism-related businesses with advertising & marketing promotion;
2. Creating and producing events to draw visitors to Currituck; and
3. Providing visitors with information on County tourism-related businesses, attractions, activities, events, accommodations, services and historical sites located in Currituck County by digital advertising, print promotion and welcome centers.

For the purposes of this grant program, Currituck Travel & Tourism is focusing on assisting non-profit organizations and for-profit businesses to produce quality events (#2 above) that will attract visitors to Currituck County.

### Description of the Event Grant Program

An "Event" shall be defined as a new or existing organized sporting event, concert, exhibition, festival, fair or celebration which is conducted according to a prearranged schedule and is deemed to have the potential to attract visitation to Currituck County.

A "Visitor" to Currituck County shall be defined as "anyone who does not reside in Currituck County and who travels to the County for the purposes of recreation and/or business."

Funding for the Events Grant Program shall be included in the annual Currituck Travel & Tourism budget. Currituck County's fiscal year runs from July 1 to June 30. Grants will be awarded to individual events not to exceed \$20,000. Individual organizations and businesses can only receive one (1) grant per fiscal year.

Event Grant funds are to be distributed for approved invoices only.

### **Eligibility**

The applying organization or business must be located in Currituck County or partnering with a Currituck County organization or business.

The event must be open to the public.

For fiscal year 2019-2020, grant applications will be considered for events from July 1, 2019 to December 31, 2019. These applications must be submitted from December 15 through December 31, 2019.

To qualify, the event must take place in Currituck County. Additional consideration will be given for events occurring during the shoulder and off-season. For purposes of this grant, shoulder and off-season is defined as September 7 through June 15.

1. Applications will be accepted December 15 through December 31. Applications must be received no less than four (4) months before the start of the project.
2. Organizations seeking grant funds must confer with the Director of Travel & Tourism prior to submitting an application. The purpose of this process is to jointly review the Event Grant application and answer any questions the applicant may have.
3. Allowable expenses shall include, but are not limited to, the following:
  - a) Advertising and marketing designed to attract out of market visitors to the event
  - b) Production and technical expenses
  - c) Rentals of infrastructure related to the event
  - d) Contracted entertainment
  - e) Merchandise
  - f) Non-cash awards
4. Non-reimbursable expenses include:
  - a) General and administrative expenses
  - b) Seed money
  - c) Brochures not related to the event
  - d) Debts incurred prior to grant request
  - e) Hospitality or social functions (including volunteer expenses)
  - f) Lodging

- g) Dining
- h) Permits
- i) Deposits

### Event Cancellation Policy

If an event is forced to cancel or reschedule due to circumstances beyond the control of the Grantee, the Grantee must submit, in writing, a request to reschedule or cancel to the Director of Travel & Tourism.

This request should include the alterations to the Event Grant to accommodate changes necessary due to the unforeseen circumstance and will be considered as follows:

1. The Director of Travel & Tourism will take the request to the Tourism Advisory Board.
2. A recommendation by the Tourism Advisory Board will be taken to the Tourism Development for approval.
3. In the case of cancellation without rescheduling, the Tourism Development Authority may reimburse allowable expenses under the Event Grant that have been paid by the Grantee in the good faith belief the event would occur as originally planned.

### Evaluation of Grant Proposals & Awards

The Tourism Advisory Board will evaluate each Event Grant received and recommend awards to the Tourism Development Authority at a regularly scheduled board meeting. The Tourism Advisory Board will review applications within 45 days of the Event Grant request. A request must receive the majority vote of the attending Tourism Development Authority for final approval. If a member of the Tourism Advisory Board or Tourism Development Authority is also a member/owner of an organization or business applying for an Event Grant, they must recuse themselves from the Event Grant scoring and/or vote. Applicants will receive notice within five days of the Tourism Development Authority board meeting at which the request is recommended by Tourism Advisory Board and voted on by the Tourism Development Authority.

The Tourism Advisory Board will use the following criteria to determine eligibility:

1. **Objective Criteria:**
  - a) Applicant has met with the Director of Travel & Tourism to determine eligibility.
  - b) A typed, completed application and any supporting materials must be received by the application deadline between December 15 and December 31 **(at least four (4) months prior to the event)**.
  - c) Applicant is a Currituck County organization or business or is an organization or business partnering with a Currituck County organization or business.
  - d) Event is taking place in Currituck County.

## 2. Subjective Criteria:

- a) The overall quality and thoroughness in completing the application.
- b) Potential for the event to generate travel to Currituck County and generate sales tax revenue.
- c) Potential to become a self-sustaining event, and, if applicable, a stated plan for becoming self-sustaining.

### Rating Criteria and Process

Once eligibility has been determined, each grant application will be reviewed by the staff to ensure that all required materials have been supplied. Failure to supply all the required materials will result in disqualification. Following staff review, the applications will be turned over to the Tourism Advisory Board-for scoring. The committee will score each application on a 50 point scale based on the following (*total possible points scored not to exceed 50*):

#### Tourism Development (up to 25 points)

- Proposal has potential or previously proven ability to generate visitation to Currituck County (7 pts.)
- Proposal contributes to overall appeal of Currituck County as a preferred visitor destination through its event offerings (5 pts.)
- Proposal explains marketing initiatives. This should include strategies for attracting visitors from outside Currituck County (3 pts.)
- Marketing plan is thorough and realistic (5 pts.)
- Event coincides with shoulder or off seasons. (5 pts.)

#### Event Evaluation (up to 25 points)

- Budget seems realistic (5 pts.)
- Proposal includes event goals & objectives (5 pts.)
- Proposal includes a plan for becoming self-sustaining (4 pts.)
- Proposal includes method for documenting and evaluating outcome of event (5 pts.)
- Proposal includes plan for documenting out-of-market participation (6 pts.)



## Requirements for Recipients

Event Grants that receive funding shall adhere to the following guidelines or risk the loss of funding:

1. Currituck Travel & Tourism shall be given sponsor recognition commensurate with the level of the Event Grant amount awarded. Applicant shall submit, on a separate page, a list of sponsor benefits with the Event Grant application.
2. If sponsor recognition levels do not exist or if the sponsor recognition levels do not otherwise offer logo inclusion, the recipient will include the **official logo of the Currituck Travel & Tourism and the visitcurrituck.com web address** on event advertisements and the event website and collateral advertising materials (i.e., cups, T-shirts, tickets, banners, etc.) as directed by the Director of Travel & Tourism. The following language shall also be included on event advertisements and collateral advertising materials, "This event is funded in part by Currituck Travel & Tourism."
3. Upon request, and **ONLY** if approved in writing in advance by the Director of Travel & Tourism, the grant recipient may be allowed to forego inclusion of this language if space does not permit. The applicant cannot make this determination without the Director of Travel & Tourism's prior consent.
4. Award of an Event Grant is a limited license for the applicant to use the trademarked Currituck Travel & Tourism official logo. Logo usages (in ads and advertising collateral, on the event's website, etc.) not approved in advance by the Director of Travel & Tourism is in violation of copyright and trademark law and are not eligible for Event Grant reimbursement.
5. For ticketed or registration required events, Currituck Travel & Tourism will be provided with tickets and/or admissions to the event commensurate with the level of sponsorship funded.
6. If the project for which funding has been granted is canceled, or modified in a substantial manner, the grantee must notify the Director of Travel & Tourism in writing immediately.
7. Grantees are required to submit to the Director of Travel & Tourism any changes to the proposed expenses in the application, in writing, and provide project updates when requested to do so. These changes must be approved by the Tourism Development Authority.

## Disbursement of Grant Funds

1. All projects awarded Event Grant funds must be completed within one year from the date of the Tourism Development Authority board meeting in which funding approval was given. Failure to do so may cause a delay or loss of funding.
2. Documentation must be submitted to the Director of Travel & Tourism within 30 days after completion of the project, unless a written extension from the Director of Travel & Tourism is received.

3. Disbursement of grant funds will be made based on the following documentation:
  - a) Project accountability report
  - b) Copies of invoices and canceled checks, wire payments or credit card statements
  - c) Breakdown of itemized expenses, including all advertising tear sheets and copies of any scripts for broadcast advertising
  - d) Samples of collateral materials used by the event
  - e) Breakdown of itemized income including sales tax if applicable
4. Without prior approval, changes in the approved proposal or contract will be sufficient cause for reduction in or complete withdrawal of Event Grant funds at the sole discretion of the Tourism Development Authority without recourse. An approved proposal or contract may only be rescinded, modified or amended upon written request to and acceptance by the Tourism Development Authority.
5. Disbursement of grant funds may be DENIED if the official logo of Currituck Travel & Tourism and the visitcurrituck.com web address are not included on all promotional material. High resolution images of Currituck Travel & Tourism's official logo will be provided free of charge to all grantees.

### Indemnification

The grantee, its successors and/or assigns agree to indemnify and hold the Tourism Advisory Board, the Tourism Development Authority, its members, both individually and collectively, and employees thereof harmless from any and all monetary liability, loss or damage as a result of claims, demands, costs or judgments against them or any nature whatsoever resulting from or in any way arising out of the awarded applicant's Event Grant, including, but not limited to:

1. its acceptance and/or use of the awarded funds, whether disbursed presently or to be disbursed in the future;
2. any injuries suffered by third-parties, whether invitee, guests or otherwise; and
3. contracting for, construction, use, existence or maintenance of its property or facility, whether purchased, leased, borrowed or otherwise.

### Project Presentation

Before a project can be presented to the Tourism Advisory Board, one (1) original hardcopy (**do not staple**) and an electronic version must be provided to the Director of Travel & Tourism. Applications will be accepted Monday-Friday, December 15 through December 31, from 9:00 a.m. to 5:00 p.m. at the Moyock Welcome Center located at 106 Caratoke Highway, Moyock, NC. The electronic version may be sent to: [tameron.kugler@currituckcountync.gov](mailto:tameron.kugler@currituckcountync.gov).

### Contract Executed Upon Approval of Event Grant

Once a request has been approved/awarded by the Tourism Development Authority, a binding contract will be signed by both recipient and Currituck County.

---

*I have read and understand the above rules and guidelines for submission of an Event Grant.*

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Applicant Organization or Business Name:** \_\_\_\_\_

**Is the Organization or Business located in Currituck County?** \_\_\_Yes \_\_\_No

**If “No,” Partner Currituck County Organization or Business:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Currituck Travel & Tourism Event Grant Application

1. Applying Organization or Business: \_\_\_\_\_
2. Organization or Business Located in Currituck? \_\_\_Yes \_\_\_No\*
3. \*Name of Partner Organization or Business Located in Currituck: \_\_\_\_\_  
\_\_\_\_\_
4. Project Director: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_
6. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
7. Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Cell Phone: (\_\_\_\_\_) \_\_\_\_\_
8. Email: \_\_\_\_\_
9. Name of Event: \_\_\_\_\_
10. Date(s) of Event \_\_\_\_\_
11. If you expect attendees to arrive earlier or stay later than the date(s) of the event, please describe the realistic number of nights you expect out of market visitors to be here: \_\_\_\_\_
12. Amount of Grant Request: \$ \_\_\_\_\_

13. List the requested expenses and amounts that will be covered by this grant (*attach additional sheets if necessary*).

[illegible]

14. Description of this year's event. Description must include all activities, purpose, outline, needs assessment and intended results of the event (*attach additional sheets if necessary*).

[illegible]

15. Will this be an annual event? \_\_\_ Yes\* \_\_\_ No

**\*Include a plan documenting the expected timeline and what steps will be taken to ensure the event's financial viability once Currituck Travel & Tourism Event Grant funding is no longer available.**

16. Anticipated total number of event attendees (local & out of County): \_\_\_\_\_

17. Estimated number of out of County event attendees: \_\_\_\_\_

18. Please describe how the Organization/Business will quantify the number of out of County visitors at the Event/Festival: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. Total Event Budget: \$ \_\_\_\_\_ (*attach a complete budget for the project, including details of income sources, expenditures including, but not limited to, marketing, promotion, administration, salaries, charitable donations and anticipated profit*)

20. Does the Organization/Agency receive any tax funding? \_\_\_ Yes\* \_\_\_ No

**\*How much?** \$ \_\_\_\_\_

21. What other sources of funding and amounts does the Organization/Agency receive (other grants/sponsors/counties)? (*attach additional sheets if necessary*)

a. Funding source: \_\_\_\_\_ \$ \_\_\_\_\_

b. Funding source: \_\_\_\_\_ \$ \_\_\_\_\_

c. Funding source: \_\_\_\_\_ \$ \_\_\_\_\_

d. Funding source: \_\_\_\_\_ \$ \_\_\_\_\_

e. Funding source: \_\_\_\_\_ \$ \_\_\_\_\_

f. Funding source: \_\_\_\_\_ \$ \_\_\_\_\_

22. Have you received an Event Grant in the Past? \_\_\_ Yes \_\_\_ No

## 23. Name and Address to Appear on Reimbursement Check:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*I certify that the above information is true and correct to the best of my knowledge.*

Authorized Signature of Applicant: \_\_\_\_\_

Print Name of Authorized Applicant: \_\_\_\_\_

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

**It is required to send a completed W-9 for the organization with each application.****Return completed form and attachments to:**

Tameron Kugler, Director  
 Currituck Travel & Tourism  
 106 Caratoke Highway  
 Moyock, NC 27958

***For Office Use Only***

Date received by Currituck Travel &amp; Tourism: \_\_\_\_\_

Received By (Please Print): \_\_\_\_\_





## Currituck Travel & Tourism Event Grant Accountability Form

**Organization:** \_\_\_\_\_

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

**Project Name:** \_\_\_\_\_

**Project Director:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

**Amount Awarded:** \_\_\_\_\_ **Amount Spent:** \_\_\_\_\_

**Date Project Completed:** \_\_\_\_\_

**Approximate Total Attendance:** \_\_\_\_\_

**Approximate Number of out of County Attendance:**

\_\_\_\_\_

**Describe how out of County visitors were accounted for:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please attach, typewritten, Project Director's Evaluation of overall project (include a description of estimated economic impact of the event on Currituck County, how has the event reach its goals, enhancements or ideas for growth in the future, overcoming obstacles, etc.).

## Event Grant Expenses

**Please attach invoices, cancelled checks or other proof of electronic payment, tear sheets and samples of collateral material.**

**A. Qualified Event Grant Expenses** (non-advertising and non-media promotional items) – Attach additional sheet if necessary

[illegible]



**Total Reimbursable Grant Expenses if paid by Grantee:** \$ \_\_\_\_\_

**Total Net Income:** \$ \_\_\_\_\_

**Total Taxes:** \$ \_\_\_\_\_

**C. Financial Statement:** Attach a complete financial statement or breakdown of all income and expenses related to the event)

**Submitted By:** \_\_\_\_\_  
Project Director Signature

**Address To Which Reimbursement Is To Be Mailed:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Return completed form and attachments to:**

Tameron Kugler, Director  
Currituck Travel & Tourism  
106 Caratoke Highway  
Moyock, NC 27958

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***For Office Use Only***

Date received by Currituck Travel & Tourism: \_\_\_\_\_

Received By (Please Print): \_\_\_\_\_



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number** – (ID # 2611)

**Agenda Item Title**

Amended Item: Closed Session Pursuant to G.S. 143-318.11(a)(6) to discuss Personnel Matters and G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege related to the matter entitled Ayers v. Currituck County Department of Social Services.

**Brief Description of Agenda Item:**

A Closed Session was added to the agenda-Amended Agenda Item.

**Board Action Requested**

Information

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**