



**Board of Commissioners
Agenda Packet**

March 21, 2022

Work Session

4:30 PM Closed Session pursuant to G.S. 143-318.11(a)(4) to discuss matters related to the location or expansion of business or industry within the county.

6:00 PM Call to Order

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

Public Comment

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

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

- A) College of the Albemarle (COA) Presentation to the Board of Commissioners-Dr. Jack Bagwell, President, COA

New Business

- A) Consideration of Ordinance Amendment to Modify Beach Parking Permit Regulations and Require an ATV Permit to Operate a UTV/Side by Side on the Currituck County Off-Road Area
- B) Consideration of Grant Agreement with Lower Currituck Volunteer Fire Department
- C) Consideration of Resolution of the Board of Commissioners Opposing Modifications to the Workforce Development Program
- D) Consent Agenda
 - 1. Budget Amendments
 - 2. Master Fee Schedule-Revised
 - 3. Personnel Policy Revision-Sec. 315, Payroll Procedure
 - 4. Affirmation of Resolution Regarding North Carolina Division of Marine Fisheries Estuarine Striped Bass Fishery Management Plan-Amendment 2
 - 5. Approval Of Minutes-March 7, 2022

Adjourn



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3340)

Agenda Item Title: 4:30 PM Closed Session pursuant to G.S. 143-318.11(a)(4) to discuss matters related to the location or expansion of business or industry within the county.

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Discussion

Brief Description of Agenda Item:

Commissioners will hold a work session for the purpose of entering a Closed Session to receive information on a potential Economic Development opportunity for the County.

Potential Budget Affect: N/A

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

Manager Recommendation:



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3367)

Agenda Item Title: College of the Albemarle (COA) Presentation to the Board of Commissioners-Dr. Jack Bagwell, President, COA

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Information

Brief Description of Agenda Item:

Report from College of the Albemarle President Dr. Jack Bagwell.

Potential Budget Affect: N/A

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

Manager Recommendation:



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3371)

Agenda Item Title: Consideration of Ordinance Amendment to Modify Beach Parking Permit Regulations and Require an ATV Permit to Operate a UTV/Side by Side on the Currituck County Off-Road Area

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Modifications to amend the Ordinance regulating issuance of Beach Parking Permit requirements for Currituck County and to restrict the use of UTV/Side by Side vehicles by requiring an ATV permit for operation on the off-road area of the County.

Potential Budget Affect: N/A

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

Manager Recommendation:

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS AMENDING SECTION 10-64 OF THE CURRITUCK
COUNTY CODE OF ORDINANCES MODIFYING THE ISSUANCE OF
BEACH PARKING PERMITS**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-121 a county may by ordinance define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-145.3 a county may, by ordinance, define, prohibit, regulate, or abate acts, omissions, or conditions upon the State's ocean beaches and prevent or abate any unreasonable restriction of the public's right to use the State's ocean beaches; may regulate, restrict, or prohibit the placement, maintenance, location or use of equipment, personal property, or debris upon the State's ocean beaches; and may otherwise enforce any ordinance adopted pursuant to this section or any other of provision of law upon the State's ocean beaches located within the county's jurisdictional boundaries; and

WHEREAS, pursuant to Section 1 of Chapter 875 of the 1985 Session Laws, as amended by S.L. 1998-64 and S.L. 2001-33 the county may by ordinance regulate, restrict, and prohibit the use of dune or beach buggies, jeeps, motorcycles, cars, trucks, or any other form of power-driven vehicle specified by the county's governing board on the foreshore, beach strand and barrier dune system; and

WHEREAS, the Board of Commissioners finds as follows:

- a. Approximately 23 mile of Currituck County fronts the Atlantic Ocean. Of those 23 miles, approximately 11 miles are only accessible by four-wheel drive motor vehicles traveling along the ocean beach in an area known as the off-road area of the county.
- b. There are approximately 3,000 platted lots located in the off-road area of the county.
- c. Particularly during late Spring, Summer and early Fall, the off-road area of the county attracts large numbers of motor vehicles and persons recreating on the ocean beach.
- d. Due to the large numbers of motor vehicles traversing the ocean beach, which is the main north-south travel way, and recreating persons interacting with and exposed to heavy motor vehicle traffic, there exists a condition hazardous to the health, safety and welfare of the general public that must and can be addressed, by the reduction of motor vehicle traffic on the ocean beach.

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

PART I. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Section 10-64 of the Code of Ordinances to read as follows:

Sec. 10-64. – User Permit system (~~county residents and property owners only~~).

(a) This section shall be applicable for those areas of Currituck County, including, but not limited to, the beach strand and foreshore areas, located from the Dare/Currituck line to the North Carolina/Virginia line.

(b) County residents and property owners desiring to operate a moped, motorcycle or off-road vehicles, including but not limited to, all-terrain vehicle, utility vehicle, recreational off-highway vehicle, multipurpose off-highway utility vehicle, utility terrain vehicle, side-by-side vehicle, or other off-road vehicle, (“ORV”), on the areas covered by this section shall obtain a user permit from the county manager or county manager’s designated representative. User permits may be obtained at times and places designated by the county manager.

(c) Any person parking a motor vehicle, other than a moped, motorcycle or ORV, on the area covered by this section from the last Saturday in April to the first Saturday in October ~~the Friday before Memorial Day to 11:59 p.m. on Labor Day~~ shall have first obtained from the county manager or county manager’s designated representative a user parking permit which must be prominently displayed when parking on the area covered by this section. User Parking permits may be obtained at times and places designated by the county manager.

(d) County residents may obtain at no fee a maximum of two annual user permits for operation of a moped, motorcycle or ORV owned by them upon making application as provided in subsection (b) above and upon showing proof of liability insurance and ownership for the moped, motorcycle or ORV. Non-resident property owners may obtain at no fee a maximum of two annual user permits for operation of a moped, motorcycle or ORV owned by them upon making application as provided in subsection (b) above and showing proof of liability insurance and ownership for the moped, motorcycle or ORV. Liability insurance coverage on the moped, motorcycle or ORV shall be maintained continuously throughout the term of the user permit.

(e) County residents and non-resident property owners shall prominently display a county issued and designated user parking permit at all times when parking a motor vehicle, other than a moped, motorcycle or ORV, on the area covered by this section ~~may obtain at no fee a user parking permit for each motor vehicle, other than a moped, motorcycle or ORV, owned by them, leased to them,~~

1 ~~or assigned to them for terms adopted by the board of commissioners upon~~
 2 ~~making application as provided in paragraph (b) of this section, showing proof of~~
 3 ~~current ownership, lease or assignment and current liability insurance for each~~
 4 ~~motor vehicle for which a parking permit is issued and written acknowledgement~~
 5 ~~that they have read and are familiar with county beach driving ordinances. Each~~
 6 ~~permit shall be assigned to a specific motor vehicle. Liability insurance on the~~
 7 ~~motor vehicle shall be maintained continuously throughout the term of the~~
 8 ~~permit. County residents and non-resident property owners may obtain~~
 9 ~~additional parking permits that are not issued to a motor vehicle upon making~~
 10 ~~application as provided in paragraph (b) of this section and payment of a fee and~~
 11 ~~for a term adopted by the board of commissioners.~~

12
 13 (f) Persons residing north of the North Beach Access Ramp may obtain at no
 14 fee two additional user parking permits that are not issued to a motor vehicle
 15 upon making application as provided in paragraph (b) of this section.

16
 17 (g) Persons other than county-residents and non-resident property owners
 18 may obtain a user parking permit for a motor vehicle, other than a moped,
 19 motorcycle or ORV, upon payment of a fee and for a term adopted by the board
 20 of commissioners, making application as provided in paragraph (b) of this
 21 section, and ~~written~~ acknowledgement that they have read and are familiar with
 22 county beach driving ordinances. ~~Each permit shall be assigned to a specific~~
 23 ~~motor vehicle.~~ Liability insurance on the motor vehicle shall be maintained
 24 continuously throughout the term of the user parking permit.

25
 26 (h) Persons who own property located north of the North Beach Access
 27 Ramp and that is in a rental program may obtain two user parking permits at
 28 no fee for each property owned by them for terms adopted by the board of
 29 commissioners upon making application as provided in subsection (b) above and
 30 verification that the property is registered with the county tax administrator for
 31 occupancy tax administration.

32
 33 (i) County residents and property owners, operating mopeds, motorcycles or
 34 ORV's shall ensure that these vehicles have a valid user permit prominently
 35 displayed at all times while operating, or parked, on the Currituck County outer
 36 banks, beach foreshore or beach strand.

37
 38 (j) Any sworn law enforcement officer with jurisdiction is authorized to take
 39 possession of any user permit or user beach parking permit issued pursuant to
 40 this section upon expiration, revocation, cancellation, or suspension thereof, or
 41 which is fictitious, or which has been unlawfully or erroneously issued, which
 42 has been unlawfully used or upon issuance of citation for violation of section 10-
 43 59 of this Code. Any law enforcement officer who seizes a user permit or user
 44 parking permit pursuant to this section shall report the seizure to the county

manager's office within 48 hours of the seizure and shall return the permit to the county manager's office within seven business days of the seizure unless the permit is deemed evidence in another pending matter.

(k) The county manager or county manager's designee shall refuse issuance of a user permit or user parking permit under this section for a period of one year following seizure of a permit by a law enforcement officer pursuant to this section.

(l) An appeal of seizure of a user permit or user parking permit under this section shall be made to the county manager by filing a written notice of appeal, specifying with particularity the grounds upon which the appeal is made, no later than ten days from the date of the ~~permit~~ seizure. The county manager or county manager's designee shall fix a reasonable time for the hearing of the appeal, shall give due notice to all parties and shall render a decision within a reasonable time.

(m) The county manager is directed and authorized to establish forms, procedures, and directives as may be required to implement this permit system and ensure that it is run in an effective, safe, and fair manner.

(n) This section shall not apply to:

(1) Activity under a Coastal Area Management Act (CAMA) permit requiring access to the beach and authorized by the county permitting officer;

(2) County employees, county contractors, county vehicles or emergency vehicles or drivers of such vehicles, which may be required to enter upon the beach in the performance of their official duties or a governmental agency, its employees, agents, contractors and subcontractors and their motor vehicles when engaged in beach restoration or protection work or conducting scientific research or animal preservation studies or operations;

(3) Commercial fishermen;

(4) Hunters possessing valid hunting licenses while engaged in an active hunt or State or federal property located on the Currituck outer banks; or

(5) Outdoor tour operators with a valid license issued under Article IV, Chapter 8 of this Code when actively engaged in an outdoor tour.

PART II. Severability. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed. Should a court of competent jurisdiction declare this ordinance or any part of this ordinance to be invalid, such decision shall not affect

the remaining provisions of this ordinance or the Code of Ordinances of the County of Currituck, North Carolina.

PART III. This ordinance is effective upon its adoption.

ADOPTED this 21st day of March, 2022.

Michael H. Payment, Chairman

ATTEST:

Leeann Walton, Clerk to the Board

APPROVED AS TO FORM:

Donald I. McRee, Jr., County Attorney

Date adopted: _____

Motion to adopt by Commissioner _____

Second by Commissioner _____

Vote: _____ AYES _____ NAYS



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3374)

Agenda Item Title: Consideration of Grant Agreement with Lower Currituck Volunteer Fire Department

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

LCVFD requests consideration of a Grant Agreement to install drainage improvements at the Grandy station.

Potential Budget Affect: \$22,105.50 grant

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

Manager Recommendation:

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

Finance Officer

GRANT AGREEMENT

THIS GRANT AGREEMENT (the "Agreement"), made this ____ day of _____, 2022 by and between the COUNTY OF CURRITUCK, NORTH CAROLINA, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (hereinafter called the "Grantor"), and LOWER CURRITUCK V.F.D., INC., a North Carolina nonprofit corporation, (hereinafter called the "Grantee");

WITNESSETH:

WHEREAS, pursuant to N.C. Gen. Stat. §153A-449 a county may contract with and appropriate money to any corporation to carry out any public purpose that the county is authorized by law to engage in; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-233 a county may provide financial assistance to incorporated volunteer fire departments and contract with incorporated volunteer fire departments for firefighting or prevention services; and

WHEREAS, Grantor and Grantee have entered into a contractual relationship for Grantee to provide fire protection and rescue services for the health, safety and welfare of Grantor's citizens and the protection of property within Grantor's boundaries; and

WHEREAS, Grantee needs financial assistance for the installation of a drainage system around its Grandy fire station for protection of its property and housing area for county employees stationed at Grantee's fire station.

NOW, THEREFORE, in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are

hereby acknowledged, the Grantor and Grantee covenant and agree as follows:

Section 1. The Grant. In accordance with the terms of this Agreement, the Grantor will provide a grant to the Grantee up to the sum of TWENTY-TWO THOUSAND ONE HUNDRED FOUR AND 50/10 DOLLARS (\$22,105.50) for the installation of a drainage system around its Grandy fire station.

Section 2. Disbursement of Grant Proceeds. Grantor shall disburse to Grantee's vendor the amount of the grant set forth in Section 1 of this Agreement upon presentation of a final invoice from Grantee's vendor to the Grantor.

Section 3. Use of Grant Proceeds. The proceeds of the Grant are to be used only for the installation of a drainage system around Grantee's Grandy fire station.

Section 4. Mutuality of Obligation. The Grantee will accept all disbursements made by the Grantor on behalf of the Grantee pursuant to this Agreement up to the full amount of the Grant.

Section 5. Inspections; Independent Inspecting Representative. The Grantor shall have the right to inspect the drainage system installation. Should there be any discrepancy in the use of the grant for installation of the drainage system around Grantee's Grandy fire station, the Grantor shall be relieved of the obligation to advance any undisbursed Grant proceeds until such time as the discrepancy shall have been corrected to the satisfaction of the Grantor.

Section 6. No Third-Party Beneficiary; No Warranties. All conditions precedent to the obligation of the Grantor to make disbursements hereunder are imposed solely and exclusively for the benefit of the Grantor and its assigns. No other person shall have standing to require satisfaction of such conditions in accordance with their terms or be entitled to assume that the Grantor will refuse to make disbursements in the absence of strict compliance with any or all thereof. No person other than the Grantee shall, under any circumstances, be deemed to be a beneficiary of this Agreement, or any of the terms or conditions hereof, any or all of which may be freely waived in whole or in part by the Grantor at any time if in its sole discretion it deems it advisable to do so.

Section 7. Incorporation by Reference. The terms, conditions, warranties, representations and agreements contained in any document

executed in connection with the Grant are incorporated herein by reference and made a part hereof as fully and completely as if set out herein verbatim and any default therein shall constitute a default hereunder.

Section 9. Events of Default. The following shall constitute defaults (each a “default”) hereunder:

(a) The failure of the Grantee to keep, perform or observe any covenant, agreement, term or condition herein required to be kept, performed or observed by the Grantee.

(b) If any representation or certification given or at any time hereafter required to be given hereunder shall be false or erroneous in any material respect when made.

Section 10. Agreement to Survive. This Agreement shall survive the initial disbursement of funds and shall remain in full force and effect until such time as the Grant shall have been paid in full.

Section 11. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute but one and the same instrument.

Section 12. Successors and Assigns. The covenants, terms and conditions herein contained shall bind (and the benefits and powers shall inure to) the respective heirs, executors, administrators, successors and assigns of the parties hereto. The Grantee, however, shall not assign its rights or obligations under this Agreement unless such assignment has been consented to by the Grantor in writing. Whenever used herein, the singular number shall include the plural, the plural the singular, and the term the “Grantor” shall include any transferee or assignee thereof, whether by operation of law or otherwise.

Section 12. Governing Law. This Agreement shall be governed by and construed in all respects under the laws of the State of North Carolina without regard to principles of conflict of laws.

[THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT
BLANK]

IN TESTIMONY WHEREOF, this Agreement has been executed under seal by the parties hereto.

GRANTEE:

LOWER CURRITUCK V.F.D., INC.

ATTEST:

Secretary

By: _____
President

(CORPORATE SEAL)

GRANTOR:

COUNTY OF CURRITUCK

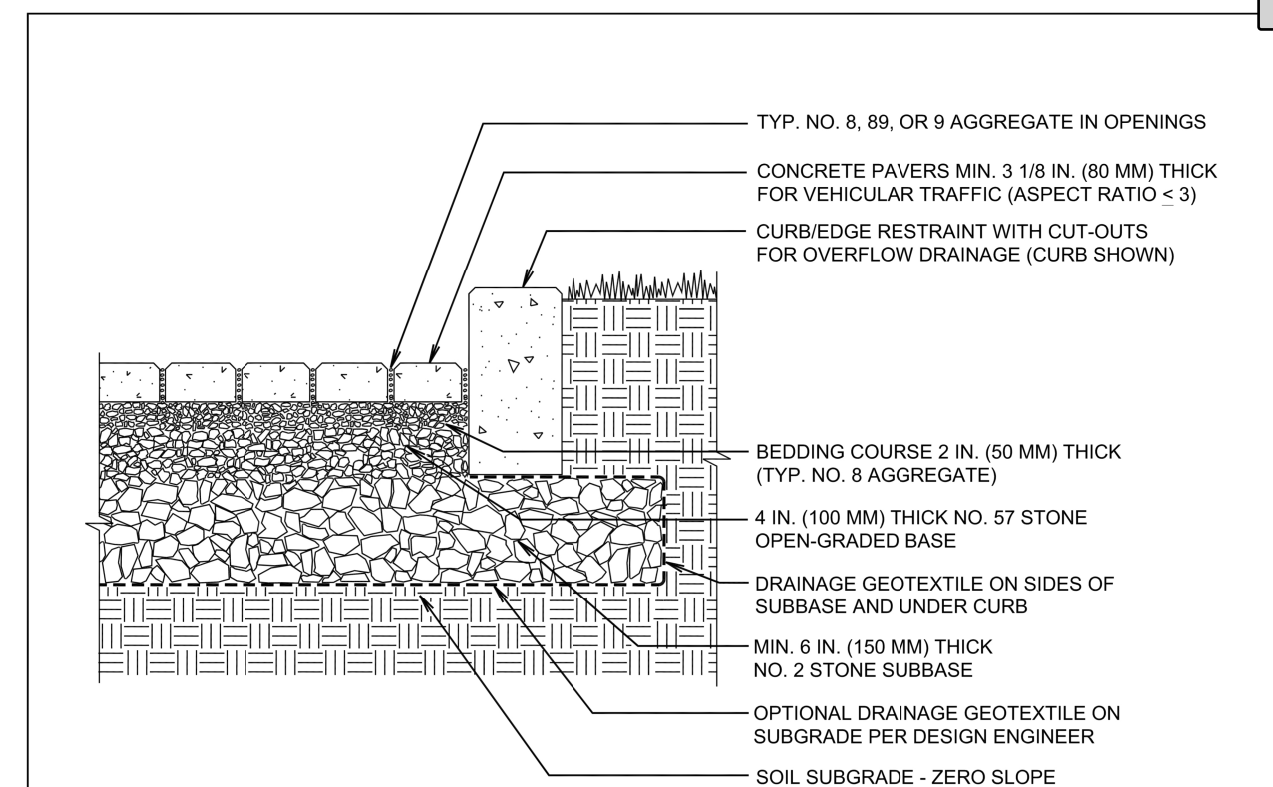
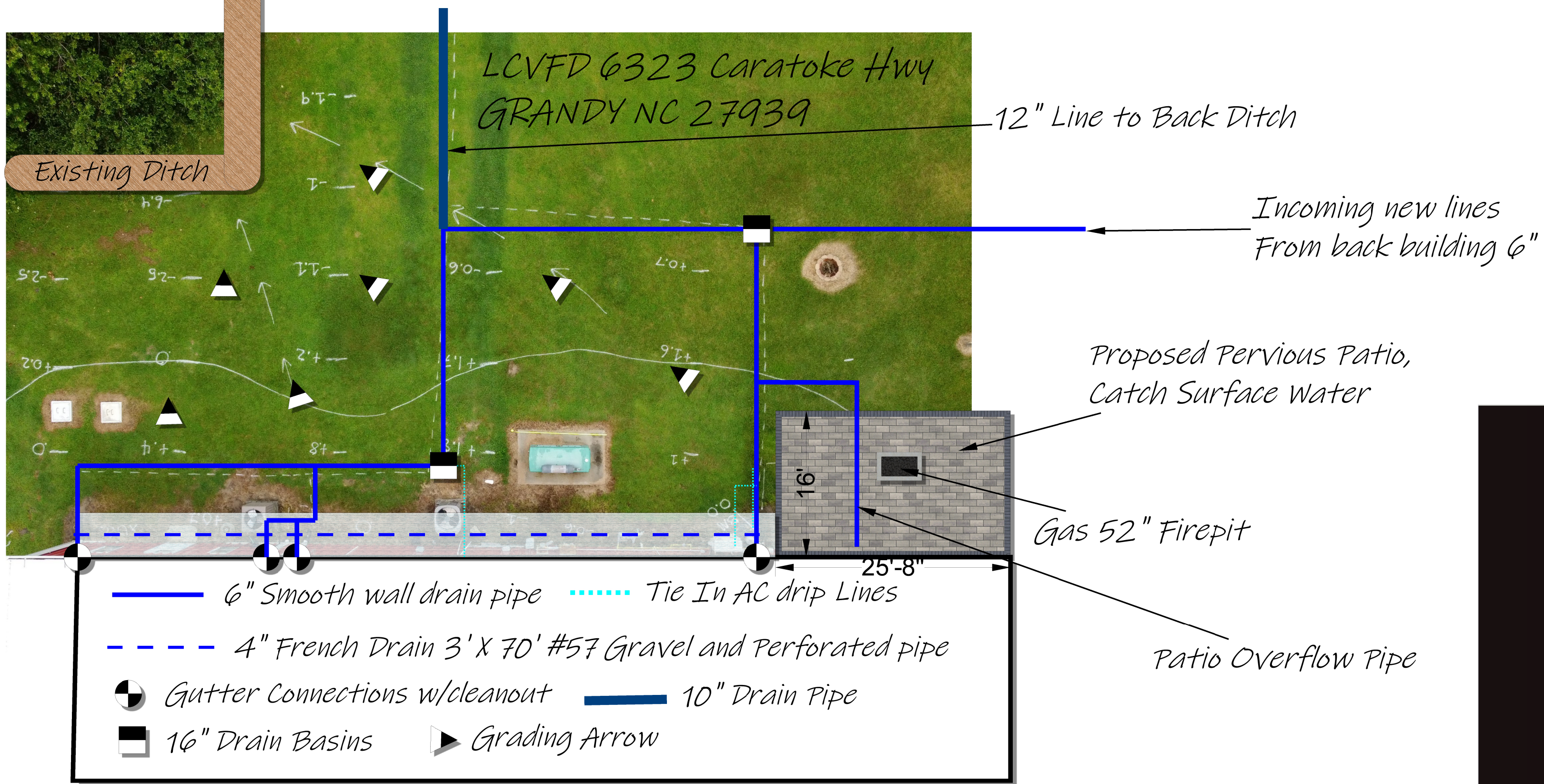
ATTEST:

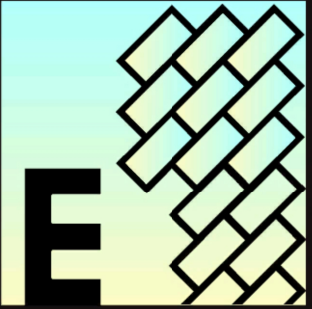
Clerk to the Board

By: _____
Michael H. Payment,
Chairman, Board of
Commissioners

(COUNTY

(SEAL)





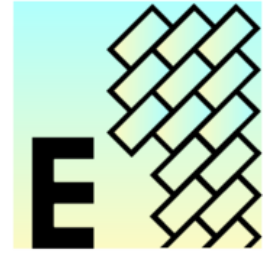
EVOLVE
DESIGN + BUILD

Attachment: LCVFD DRAINAGE PLAN (1) (003) (Grant Agreement-Lower Currituck VFD)

Packet Pg. 16

Evolve Design + Build

261 Maple road
 Maple, NC 27956 US
 2524556410
 office@evolvedesignbuildllc.com
 www.evolvedesignbuildllc.com



Estimate

ADDRESS

Lower Currituck VFD
 6323 Caratoke Hwy
 GRANDY NC 27939
 GRANDY, NC 27929

ESTIMATE # 1470**DATE** 08/10/2021

PRODUCT	DESCRIPTION	QTY	RATE	AMOUNT
MISC	SCOPE OF WORK - INSTALLATION OF PROPOSED DRAINAGE PLAN AND MAP PROVIDED. INCLUDES REGRADE OF PROPOSED AREA	1	14,509.00	14,509.00
MISC	12 in. x 20 ft. Corrugated HDPE Culvert Pipe, HDPE 122 with couplers	8	210.00	1,680.00
6"	6" PVC DRAIN PIPE BELL END SOLD PER FOOT	480	4.10	1,968.00T
PVC PERFORATED SEWER AND DRAIN PIPE	PVC PERFORATED SEWER AND DRAIN PIPE 4in X 10ft SDR-35 BELL END (SOLD PER FT)	70	4.10	287.00T
MISC	CONNECTIONS AND CLEANOUT'S SUPPLIES	1	878.00	878.00
MISC	16" CATCH BASINS BOX	2	176.00	352.00
#57 GRAVEL (GRANITE)	#57 GRAVEL GRANITE (sold per ton)	21	39.50	829.50
POLY-SPUN LANDSCAPE FABRIC	LANDSCAPE FABRIC PRO SELECT POLY-SPUN GRAY 4' X 300' ROLL	2	120.00	240.00
CONCRETE BAG	80 LBS CONCRETE BAG WITH FIBER RE_ENFORCEMENT	20	7.00	140.00
12" CATCH BASIN	12" DOUBLE OUTLET CATCH BASIN W/LID	1	59.00	59.00
MISC	DISPOSAL AND HAUL OUT WASTE	1	375.00	375.00
TOPSOIL SCREENED	SCREENED TOPSOIL (Sold per yard)	8	34.00	272.00
CONTRACTOR BLEND SEED	50LBS CONTRACTORS BLEND SEED	2	72.00	144.00T
EROSION MATTING	CURLEX MATTING 8' X 100'	4	84.00	336.00T
STAPLES	STAPLES-6"x1/2"x6" (100 staples per box)	1	35.00	35.00T
LIABILITY	EVOLVE DESIGN + BUILD, LLC is a North Carolina Licensed Landscape Contractor. We are fully insured and carry policies for both Workman's Comp and General Liability. We are a Techo-Bloc (Techo pro) also a certified ICPI, NCMA, AND PICP Installer. The following abbreviations are the qualifications to Install sentimental walls, and Pavers and slabs.	1	0.00	0.00T
GENERAL CONDITIONS (811)	General Conditions- EVOLVE DESIGN + BUILD, LLC is not responsible for damage caused by acts of nature, erosion,	1	0.00	0.00T

Attachment: LCVFD Estimate 1470 (3) (003) (Grant Agreement-Lower Currituck VFD)

PRODUCT	DESCRIPTION	QTY	RATE	AMOUNT
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animals or any other conditions beyond our control. You specifically assume the risk associated with excess or insufficient watering of plant material, soil conditions, acts of nature such as floods or drought, storms, or other natural events. Any unknown objects encountered underground or aboveground, or circumstances that may stop or delay work will be considered extra work and is not covered under the original contract. Examples include, but are not limited to; boulders, large roots, construction footings, stumps, utilities, groundwater springs, etc. Additional work will be billed on a time and material basis. Homeowner shall assume responsibility for any conditions that affect the project. EVOLVE DESIGN + BUILD, LLC is not responsible for property damage resulting from operation of landscape equipment. It is the homeowner's responsibility to comply with all local ordinances that may impact the installation, permitting or use of the intended project. EVOLVE DESIGN + BUILD, LLC will notify 811 dig and all utilities will be marked, any private lines hit by the contractor are not our responsibility, should additional problems arise due to unmarked lines the homeowner may be charged repair cost should is delay or stop work. Yard signs can be posted throughout the entire job & stay 2 months or longer after completion of project. Actual time frame of project will depend on weather & working conditions. Rain delays may push project back days or weeks. A project may be scheduled to take 2 weeks, but will move into 4 weeks depending on availability of material & other projects taking place. There is no penalty if project takes longer then actual given time frame

SUBTOTAL	22,104.50
TAX	0.00
TOTAL	\$22,104.50

Accepted By

Accepted Date

Attachment: LCVFD Estimate 1470 (3) (003) (Grant Agreement-Lower Currituck VFD)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3370)

Agenda Item Title: Consideration of Resolution of the Board of Commissioners Opposing Modifications to the Workforce Development Program

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Reason for Request:

Potential Budget Affect: N/A

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

Manager Recommendation:

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS REQUESTING THE NORTH CAROLINA DEPARTMENT
OF COMMERCE, NC WORKS COMMISSION TO RETAIN BOUNDARIES
FOR THE NORTHEASTERN LOCAL WORKFORCE DEVELOPMENT AREA**

WHEREAS, the Northeastern Local Workforce Development Area is the designated planning and administrative area for receipt of funds allocated under the Workforce Innovation and Opportunity Act for Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties; and

WHEREAS, the Northeastern Local Workforce Development Board purpose and work is to improve the development area's workforce infrastructure and provide area job seekers and employers; and

WHEREAS, a committee of the North Carolina Works Commission is recommending the realignment of existing Workforce Development Areas "in order to promote alignment with economic development activities in the state" or within Prosperity Zones; and

WHEREAS, Currituck County is informed that if realigned, the Northeastern Local Workforce Development Area counties will be in a Workforce Development Area that will be administered from Greenville, North Carolina and a Prosperity Zone unfamiliar, dissimilar and remote to Currituck County's current Workforce Area; and

WHEREAS, Currituck County has a long-established relationship with the counties in its Workforce Area working cooperatively for decades to resolve regional issues; and

WHEREAS, Currituck County and its citizens have suffered the loss of effective programs and services when other "realignments" occurred in regional partnerships such as the merger of the Northeast Commission with the Mid-East Commission, the merger of Albemarle Mental Health Agency with Trillium as in those instances the successor agencies lose interest in servicing Northeastern North Carolina; and

WHEREAS, without common community grown patterns anchored by metropolitan and micropolitan statistical areas, shared labor pools, commuting patterns, coordinated economic strategies, and regional alignment with state and federal programs and services it can be expected the value and work of the Northeastern Local Workforce Development Area merged with another Work Area or Prosperity Zone will be insufficient to meet a Work Force Development Area mission.

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

Section 1: Currituck County does not support any final recommendation from the North Carolina Works Commission which calls for the separation of counties from the Northeastern Workforce Development Area, merges those counties into a larger area or consolidates other Local Workforce Development Areas in the Northeastern Workforce Development Area.

Section 2. The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to the North Carolina Works Commission, Senator Bob Steinburg, Representative Bobby Hanig and the counties comprising the Northeastern Workforce Development Area.

Section 3. This resolution is effective upon its adoption.

This the 21st day of March, 2022.

Michael H. Payment, Chairman
Board of Commissioners

ATTEST:

Leeann Walton, Clerk to Board

MEMORANDUM

TO: Chair Tom Rabon, NCWorks Commission
 FROM: NCWorks Commission Governance and System Alignment Committee
 DATE: February 18, 2022
 SUBJECT: Workforce Development Board System Alignment Study

Overview

On November 10, 2021, at the NCWorks Commission quarterly business meeting, Chair Tom Rabon, with the support of Governor Roy Cooper, requested that the Governance and System Alignment Committee (The Committee) conduct a study to understand the opportunities to realign the workforce system, specifically the arrangement of our local workforce development boards, to better support economic development in the state. The Committee's mission stems from goal four of the NCWorks Commission strategic plan – to *Promote System Access, Alignment, Integration, and Modernization*. North Carolina's workforce system includes multiple boards, agencies, programs, and funders. Collaboration, policy alignment, systemic communication, integration, and modernization of the workforce system will ensure a strong and healthy system that can adapt to an ever-changing economy. In addition, federal and state law acknowledge the regional alignment of workforce and economic development. Federal law requires consideration of regional economic development areas for designating new workforce development board local areas. (*see* WIOA §106(b)(1)(B)(ii) and 20 CFR § 679.240(a)(2)). State law encourages the Department of Commerce (home of the Division of Workforce Solutions, which administers the State's programs and WIOA) to align activities with Prosperity Zones to support economic development (*see e.g.*, N.C.G.S. § 143B-28.1; N.C. Sess. Law 2014-18, s. 3.1; and N.C. Sess. Law 2014-18, s. 4.2).

Over the past decade, across three gubernatorial administrations, three other studies explored opportunities to improve the existing workforce system and provided recommendations for how to realign the system. The first was conducted by the Program Evaluation Division of the General Assembly in 2012 (2012), the second by UWC Strategic Services on Unemployment and Workers' Compensation in 2014 (2014) and the third by graduate students in Duke's Master of Public Policy Program in 2020 (2020) for Tom White, Director of Economic Development Partnership at NC State University.

These reports identified similar challenges with the current workforce system, including:

- Local workforce development boards are not aligned in the most efficient manner with economic development (2012, 2014, 2020).
- Local workforce development boards have large variation in the number of counties and the number of individuals that they serve (2012, 2020).
- Local workforce development boards are not aligned with other workforce development programs like community colleges (2012, 2014).
- Single-county local workforce development board areas do not reflect shared commuter and economic activity (2012, 2020).

Study Method

The Committee conducted this study between November 2021 and February 2022. The study was guided by the following questions:

1. Are there opportunities to better align the existing workforce system with economic development activity in the state?
2. If so, what guiding principles would best support this realignment?

The Committee collected data focused on commuting patterns, labor and economic trends, and stakeholder perspectives from a diversity of sources including the Department of Commerce Labor and Economic Analysis Division (LEAD) and the Division of Workforce Solutions. The Committee conducted in-depth interviews and surveys with workforce, economic development, and education leaders across the state. A full description of the study timeline, methods, and organizations who participated in interviews and surveys can be found in Attachment A.

Recommendation

Based on the evidence gathered as part of this study, the Committee recommends a realignment of the existing service areas of local workforce development boards, in order to promote alignment with economic development activities in the state. The Committee identified eight guiding principles to support local leaders in their realignment efforts.

Guiding Principles

1. **Seek to better the lives of North Carolinians through realignment:** Support changes to the workforce development board system that will prioritize access to services for jobseekers and employers, efficient use of available resources, and responsiveness to local and regional needs.
2. **Expand local workforce development board access:** Reduce the number of single-county workforce development boards to better reflect labor market and commuting patterns.
3. **Decrease redundancy among local workforce development boards within economic development areas:** Minimize the overlap of workforce development boards across multiple Prosperity Zones and, as applicable, Councils of Government, to better promote alignment with economic development activities.
4. **Better align community college and workforce development board service areas:** Minimize the overlap of workforce development boards across multiple community college service areas.
5. **Match local workforce development board outreach to area jobseeker and business customer needs:** Maximize the average percentage of individuals who live and work in the same region to be more reflective of current labor and commuter patterns.
6. **Ensure consistent service, strong visibility, and sufficient capacity among local workforce development boards:** Support policies that will strengthen the visibility and capacity of workforce development boards as well as partnerships between workforce and economic development entities to make certain that employers and jobseekers receive consistent service and response across the state.
7. **Allow flexibility for administrative entities:** Support existing administrative entities, including Councils of Government (COG), non-profits, and city/county governments, to

remain in their administrative role, even if newly redrawn workforce area boundaries are different from previous boundaries.

8. **Consider further review of the broader workforce system:** While the role of workforce boards is central in workforce development, they are part of a broader system which may benefit from additional changes to further promote alignment and efficiency.

Conclusion

As North Carolina continues to focus on an equitable recovery out of the global COVID-19 pandemic, a strong, robust workforce development board system is essential. By better aligning workforce development boards with economic development activity, North Carolina can enhance access to services for jobseekers, provide greater support for employers, and increase prosperity for all. The Committee encourages local leaders to review and act in accordance with the principles (listed above) to develop a cohesive workforce board system that supports both local and statewide goals around workforce and economic development.

Acknowledgements

The Committee would like to thank the numerous individuals from across the state who engaged in this study. The diversity of perspectives and experiences shared throughout this process were essential in shaping this recommendation. The Committee would also like to thank members of the NCWorks Commission staff for their support.

Attachments

Attachment A – Study Timeline and Data Collection

Attachment A. Study Timeline and Data Collection

Study Timeline

The Governance and System Alignment Committee (The Committee) met in November to identify the initial scope and develop a timeline to meet the initial charge of delivering a report to the full NCWorks Commission by the February 9, 2022, Quarterly Business Meeting. On December 23, 2021, the Committee submitted a request to NCWorks Commission Chair Tom Rabon and Governor Roy Cooper to extend the study timeline. The Committee was granted an extension and was asked to report their recommendations at a special NCWorks Commission meeting on March 30, 2022.

Data Collection

The Committee requested and subsequently reviewed data in three main areas:

- labor market and commuting patterns;
- education and training availability; and
- stakeholder perceptions of the current workforce system.

To collect the data requested by the Committee, NCWorks Commission staff worked directly with the Labor and Economic Analysis Division (LEAD) and the Division of Workforce Solutions (DWS) within the Department of Commerce to identify appropriate data related to the first two topic areas. To collect stakeholder perspectives, NCWorks Commission staff generated an initial list of stakeholders. This list was shared with the Committee, and additional members were added based on their feedback. The committee gathered stakeholder perceptions of the current workforce system and opportunities for changes through interviews, surveys, presentations, and joint meetings. All organizations with whom the committee engaged are listed in Table 1 by sector.

Table 1. Organizations Participating in Stakeholder Interviews, Surveys and Joint Meetings by Sector.

Education	Workforce	Economic Development	Government
- Department of Public Instruction	- Division of Workforce Solutions – Department of Commerce	- Economic Development Partnership of NC	- NC Association of Regional Councils of Government
- myFutureNC	- Equus Workforce Solutions	- Carolinas Gateway Partnership	
- North Carolina Association of Community College Presidents	- NC Association of Workforce Development Boards	- Charlotte Regional Business Alliance	
- NC Community Colleges System Office	- NC Workforce Development	- City of Charlotte Economic Development Department	
		- NC Chamber	
		- NC East Alliance	

<ul style="list-style-type: none"> - NC Independent Colleges & Universities - UNC System Office 	<ul style="list-style-type: none"> Board Directors (23) - Two Hawk Employment Services 	<ul style="list-style-type: none"> - NC Economic Development Association - North Carolina's Southeast - Wake County Economic Development 	
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Since early 2019, the NCWorks Commission, through directives of Governor Roy Cooper, have been looking at changing the current structure of 23 WorkForce Development Boards (WFB) across the state of North Carolina in a realignment of those WFDBs in a manner that the state feels would be more aptly aligned with the Prosperity Zones. Currently North Carolina has 8 Prosperity Zones, thus in a model of this nature, there would only be 8 WDBs. Regardless of anytype model, the NCWorks Commission has passed a recommendation that the state realign Workforce Boards across the state.

These are the issues at hand:

The NCWorks Commision, through the Governors direction, is preparing to realign the 23 WorkForce Boards across North Carolina under some model other than what currently exists.

There have been at least 8 public presentations by individuals acting on behalf of the NCWorks Commision of which all 8 indicate that realignment will take place and the suggestions is the 8 regional Prosperity Zone Model. However, not one of these 1 presentations actually state the same data, thus misinformation has been dessimanted across at least 8 audiences.

At no time nor presentation has the question as to “why is this realignment being source” nor what criteria is being used in determining a need for realignment been answered by any representation of NCWorks.

The creation of WorkForce Boards is a direction that comes out of the Federal WIOA, thus only oversite by the state of North Carolina exists. Even the funding formula is a federal formula, not controlled by the state.

The WDBs once agreed upon and created as allowed by WIOA, the governor of a state can only terminate the WDB for one of the following reasons:

- 1) Fiscal Violations—which is defined under 9 sections but basically stating that improper spending, non-reporting, etc.
- 2) Performance Violations—which is defined as 3 primary sections of accurate reporting, failure to meet performance indicators or hindering investigations.
- 3) Voluntary WFDB reorganization

The Division of Workforce Solution (DWS) is charged with working with the WFDBs through and under various federal enactments. However the funding streams differ somewhat. WFDBs are primarily designated by county while DWS funding is a different formula and can be managed by the state in placement of career centers and staff.

Under our current relationship (as well as provided under WIOA and the state planning for NCWORKS), DWS is a critical partner with area WDBs. For our region, the DWS operates the One-Stop locations at two of our Career Centers. At least one such site is required per WDB service region.

Meeting in Raleigh February 23, 2022 with Senator Bob Steinburg, Representatives Hanig and Goodwin, Chief Deputy Secretary of Commerce Jordan Whichard, Executive Director , Business Services of

Commerce, Dr Jenni Harris, Executive Director of NCWorks Commission, Dr. Annie Izod, Chet Motterhad, and the attorney representing the Department of Commerce. The following questions and concerns were levied with individual responses representing the group from Commerce, NCWorks and Department of Workforce Solutions.

"Why is there being a study performed for realignment? Is there sufficient cause across the state to demand a full out realignment of all WDBs?"

"The study was mandated by Governor Cooper through NCWorks Commission Chairman Tom Rabon, due to inconsistencies of boards across the state. There are some WDBs that have issues but that in itself is not the overall reason for realignment studies being performed."

"In the various presentations made across the state to different audiences, the presentations have been inconsistent and in fact not presented the same data. For example, when questioned within the presentation, you (specifically naming three of the panel members) have stated this is only a study and no pre-determined outcomes have been made. Yet, further in those presentations or written data, i.e., emails, or memorandums remitted after those presentations, members of this panel have stated that realignment is going to be performed and even referenced the Prosperity Zone model as the selected model in multiple cases. What is your response to this variances?"

"We have given some slight different presentations only due to the specific presenter and/or the audience to which we are delivering the presentation. There has been no agenda to give various presentations. As to the outcomes of the study, no model has been predetermined."

"As you might readily see, the various presentations and following dissemination of data and recaps from these presentations has given information that is totally confusing and fails to be consistent as to reasoning. Can you understand why I as the representative of our region as well as other WDBs across the state are so concerned with what is coming out of the state offices as relates to this realignment process?"

"We believe there has been misinformation and we are trying to meet with core partners, Commissioners, WDBs and other stakeholders across the state to determine where the misinformation lies and to correct this misinformation." I at this time pointed out the 7 presentations that had been given by this representative group showing that the misinformation came from them. There was no response.

"DWS published the need to reduce staffing across the state due to required salary increases that were not funded by the GA of North Carolina. Can you address this?"

"The funding cuts were not created by the state of North Carolina. We had a reduction of \$7,000,000 this year and project the same next year due to the economic status of North Carolina. Funding for DWS is based upon how well the state does economically and North Carolina has done well during these years thus we have lost funding for these programs and have to find a way to reduce expenses." Not at this moment, but after a few other questions

Representative Hanig asked if Commerce brought this forward as a need in their budget. The answer by Chief Deputy Whichard was no. Representative Hanig responded that then they were failing in their requests that will impact our region heavily by reducing staff.

"How many DWS staff will be loss due to the \$7 million reduction in funds and how will that impact the performance of DWS across the state?"

"We have reduced staff already by 74 individuals in our central office through RIF, early retirement, not filling open positions or other means. We will reduce staff across the state by approximately 60 more positions. No Career Centers will be closed however."

Mr. Motterhad, I listened to a phone call yesterday with our Prosperity Zone DWS supervisor, Larry Donnely and he stated that our Nags Head office would be closed officially June 30th and our total staff reduction will drop from 10 to as few as 2 once the entire cycle is over plus DWS will no longer be our One-Stop operator. Doesn't sound like No Centers will be closed to me." This created a stunned look on the face of Chet Motterhad, Dr. Izod and Dr. Harris as they turned to one another. The summation was that either they did not know that I knew this or either they did not know this. Further divulging this information really created discussions from the three GA representatives.

The discussion then turned back to the realignment process. Specifically under what terms, since the WIOA act regulates changes in WDBs once created, could and would the state even attempt to realign the existing WDBs.

"You are correct. The state through the Governor cannot arbitrarily cause realignment to occur. The three causes are financial disfunction, programtic failure or the agreement by the CLEOs to allow for WDB changes. " Mr. Motterhad gave an example as to how this works.

Mr. Motterhad, you stated that one county could leave a WDB and join another WDB through you helping them to find a new WDB to join? And you stated the WDB they left could continue to operate as is and that the leaving county could just go join the other WDB. However, it's not really that simple. For example, now there would be two NEW WDBs because the old ones would no longer exist under WOIA rules. Is that not correct?

"That is correct, there would be new WDBs created, the old ones would no longer exist as such."

Senator Steinburg then questioned why funding could not be shifted from a county or board that really did not need funding as greatly as another region like the Northeast.

Mr. Motterhads response was that the funding via WIOA allocated the funds based on a formula that encompassed counties and populations of those counties. Thus the formula determined the funding, they could not arbitrarily shift that allocation."

I followed up on that question by stating the Senator Steinburgs question was really being directed at the DWS cuts. Could the funding associated with DWS allocations not be shifted from region to region since that was not a direct allocation per county nor population. Multiple times, Mr. Motterhad avoided answering the question stating he did not understand what I was asking. After about the fourth revision, Mr. Motterhad stated that they could reassign DWS funds to regions without consideration of specific county designations.

There were many sidebar questions trying to get the bottom of the realignment effort and to the decrease in DWS staffing across the state. The importance of the DWS staffing is that DWS receives funds to help administer the Career Centers and specific title funding throughout the state. Without these DWS staff members, the local WDB is STILL held liable for the programic elements. Thus with a reduction of staff by DWS and DWS not shifting any of the funds currently being spent in those centers, WDBs will have to comply with the program demands with no extra funds or violate the programic sanctions which allows the Governor to dissolve the WDB. Therefore, since DWS has not asked for funding from the state for the shortfall and since DWS is not willing to shift funding sources into areas of need, it appears that DWS is helping to create failure within certain regions.

For our region, we have found two elements that create a question as to whether this happens to arbitrary. The first issue is that we were informed that the reduction of DWS staff would be a collaborative with the DWS supervisors and our Regional Director David Whitmer. This did not happen. DWS made the decision who, when and how the staff would be cut. The closing of the Nags Head Career Center, the non-renewal of the One-Stop Operator Contract and the removal of Center Manager Title for the staff remaining. This in itself may seem insignificant. However, like situations in Pitt County under the guidance of the same DWS supervisors did not remove the staff manager. Like situations in revising the DWS staff in the Capital City Area did include the Director of DWB. Therefore, due to our director and COG standing up and questioning what is going on, we believe that DWS have been arbitrary and capricious in their actions to our region.

The final question Senator Steinburg asked, "Mike, are you satisfied with the answers you received today." My answer was "As long as the answers given turn out to be the truth, I am satisfied. However, the truth and consistency of data coming from them (various agencies) has been dubious up to this time."



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3369)

Agenda Item Title: Budget Amendments

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Reason for Request: Transfer of funds

Potential Budget Affect: Please see individual amendments for Departments and Net Affects.

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

Manager Recommendation:

Number 20220099

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
12541-554004	Insurance - Crawford	1,700	
12390-499900	Fund Balance Appropriated		1,700
		<u>\$ 1,700</u>	<u>\$ 1,700</u>

Explanation: Volunteer Fire Services (12541) - Increase appropriations due to increases in insurance costs for Crawford VFD.

Net Budget Effect: Fire Services Fund (12) - Increased by \$1,700.

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Clerk to the Board

Attachment: BAs_Mar_21_General Meeting (Budget Amendments)

Number 20220100

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
61818-514500	Training & Education	1,170	
61818-533800	Chemicals	3,000	
61818-557100	Software License Fees	602	
61818-502000	Salaries		4,772
		<u>\$ 4,772</u>	<u>\$ 4,772</u>

Explanation: Mainland Water (61818) - Transfer budgeted funds for required training, chemicals and increases in software license fees.

Net Budget Effect: Mainland Water Fund (61) - No change.

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Clerk to the Board

Attachment: BAs_Mar 21_General Meeting (Budget Amendments)

Number 20220101

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10606-514000	Travel	\$ 300	
10606-532000	Supplies	\$ 1,000	
10606-514500	Training & Education		\$ 300
10606-516000	Repair & Maintenance		\$ 1,000
		<u>\$ 1,300</u>	<u>\$ 1,300</u>

Explanation: Soil & Water Conservation (10606) - Transfer budgeted funds for office furniture and Soil & Water district meetings.

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

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Clerk to the Board

Attachment: BAs_Mar 21_General Meeting (Budget Amendments)

Number

20220102

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10410-557100	Software License Fee	\$ 60	
10460-511010	Data Transmission	\$ 1,300	
10650-516200	Vehicle Maintenance	\$ 1,000	
10660-532000	Supplies	\$ 1,000	
10795-576002	Youth Basketball	\$ 2,700	
10410-506000	Health Insurance Expense		\$ 60
10460-506000	Health Insurance Expense		\$ 1,300
10650-511000	Telephone & Postage		\$ 600
10650-514000	Travel		\$ 400
10660-506000	Health Insurance Expense		\$ 1,000
10795-506000	Health Insurance Expense		\$ 2,700
		<u>\$ 6,060</u>	<u>\$ 6,060</u>

Explanation: Administration (10410); Public Works (10460); Economic Development (10650); Planning (10660); Parks & Recreation (10795) - Transfer budgeted funds for operations for the remainder of this fiscal year.

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

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Clerk to the Board

Attachment: BAs_Mar_21_General Meeting (Budget Amendments)

Number 20220103

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
12545-590005	Capital Outlay - Lower Currituck	\$ 22,105	
12390-495010	T F - Operating Fund		\$ 22,105
10990-587012	T T - Fire Services	\$ 22,105	
10310-400021	Ad Valorem Taxes - 2021 Levy		\$ 22,105
		<u>\$ 44,210</u>	<u>\$ 44,210</u>

Explanation: Fire Services - Lower Currituck VFD (12545) - Increase appropriations for emergency drainage repairs to the Lower Currituck fire station in Grandy.

Net Budget Effect: Operating Fund (10) - Increased by \$22,105.
Fire Services Fund (12) - Increased by \$22,105.

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Clerk to the Board

Attachment: BAs_Mar_21_General Meeting (Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3372)

Agenda Item Title: Master Fee Schedule-Revised

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Revised fee schedule to accommodate Beach Parking permit and Wine Wednesday fee changes.

Potential Budget Affect: N/A

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

Manager Recommendation:

Currituck County Master Fee Schedule

Dept.	Description	Cost							
Airport	After Hours Fee (5:01 PM - 7:59 AM)	\$75 first hour/\$25 each additional hour							
Airport	Concession Fees - Aviation Maintenance & Repair Services	\$75.00 annual							
		due on 10th following quarter end: Jan 10, Apr 10, Jul 10 & Sep 10							
Airport	Concession Fees - Based Charter Aircraft Travel Services	5% of booked fee							
Airport	Concession Fees - Banner Towing Operations	\$75.00 annual							
Airport	Concession Fees - Crop Dusting	\$300.00 annual							
Airport	Concession Fees - Flight Lessons two or more Currituck based aircraft	\$75.00 annual							
Airport	Concession Fees- Flight Lessons no Currituck based aircraft	\$300.00 annual							
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$150.00 annual							
Airport	Concession Fees- Hang Gliding	\$7,000.00 annual							
Airport	Concession Fees - Rental Car Services	\$300.00 annual							
Airport	Ground Power Unit (GPU)	\$50 per hour							
Airport	Hangar leases, non-commercial	\$2,760.00 annual, payable \$230 per month - Effective 8/1/2013							
Airport	Hangars, commercial A-5-T, A-11-T & Office space 2 combined	\$5,796.00 Effective 8/1/2013	Monthly	5% Disc	10% Disc	monthly			
Airport	Hangars, commercial C-2, C-3, C-4, C-5	\$6,555.00 Effective 8/1/2013	\$ 483.00	\$ 5,506	\$ 5,216	\$ 435			
Airport	Hangars, commercial A-1-T, A-6-T & office space 1 combined	\$5,520.00 Effective 8/1/2013	\$ 546.25	\$ 6,227	\$ 5,900	\$ 492			
Airport	Hangars, commercial B-1-C & B-2-C	\$5,520.00 Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414			
Airport	Hangars, commercial C-1	\$7,590.00 Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414			
Airport	Landing Fee - No Fuel Purchased	\$75.00 \$100 - Fee waived with fuel purchase 150 gallons	\$ 632.50	\$ 7,211	\$ 6,831	\$ 569			
		Payments received after 10th of each month for each hangar and/or tie-down lease							
Airport	Late Fee	\$15.00							
Airport	Overnight Fee	\$75 per night							
Airport	Tie-down leases	\$10.00 per month							
Animal Services & Control	Adoption Fee- Dog	\$125.00							
Animal Services & Control	Adoption Fee- Cat	\$75.00							
Animal Services & Control	Reclaim Fee- 1st offense	\$25.00 + \$10.00 a day							
Animal Services & Control	Reclaim Fee- 2nd offense	\$50.00 + \$10.00 a day							
Animal Services & Control	Reclaim Fee- 3rd offense	\$75.00 + \$10.00 a day							
Animal Services & Control	Reclaim Fee- 4th offense	\$100.00 + \$10.00 a day							
Animal Services & Control	Rabies Shot at County Sponsored Rabies Clinics	\$10.00							
	Facility rental fees - CCRC rentals will also be charged NC sales tax in addition to the rental fee.								
CCRC	Complete facility rental fee/Exclusive right to use grounds	\$500.00 per day.							\$33.75
CCRC	Picnic Shelter- half day rental	\$25.00 per day/per room (up to 4 hours)							\$1.69
CCRC	Picnic Shelter- full day rental	\$50.00 per day/per room (up to 8 hours)							\$3.38
CCRC	Classroom rental	\$50.00 per day							\$3.38
CCRC	Indoor Arena:	\$175.00 per weekend day							\$11.81
CCRC		\$125.00 per week day							\$8.44
CCRC	Outdoor Arena:	\$125.00 per weekend day							\$8.44
CCRC		\$100.00 per week day							\$6.75
CCRC	Park Attendant	\$18.00 per hour - nights/weekends/holidays							\$1.22
CCRC	Stall Rental:								\$0.00
CCRC	Overnight, no event	\$35.00 per nights							\$2.36
CCRC	With event	\$15.00 day stall							\$1.01
CCRC		\$25.00 2 day show							\$1.69
CCRC		\$30.00 3 day show							\$2.03
CCRC	Shavings must be used with any stall rental. No one can stall a horse without shavings								
CCRC	Shavings	\$7.50 per bag							
CCRC	RV/Camper Hook-up	\$25.00 per night							
CCRC	Vendor Hook-up	\$25.00 per day							
CCRC	Admission Fees - Non-County Event	10% of ticket sales for all non-County events.							
CCRC	Technology fee	\$50.00 Includes Wi-Fi, phone, copier, fax access							
CCRC	Returned check/credit card/eft fee	\$35.00							
Communications	CD; 911 Data	\$25.00							
Communications	911 Incident Report/911 Transcripts	\$1.00 per page							
Community Development	Central Permitting Fees:	Residential Commercial							
Community Development	New construction and additions	\$0.50 per sf \$0.60 per sf							
Community Development	Alterations	\$0.25 per sf \$0.30 per sf							
Community Development	Cell Tower Evaluation	\$1,000 minimum; actual cost for more complex evaluations							
Community Development	Decks	\$0.35 per sf \$0.50 per sf							
Community Development	Demolition	\$50 \$100							
Community Development	Detached Buildings	\$0.25 per sf \$0.35 per sf							
Community Development	Fuel Pumps	N/A \$50 per pump							
Community Development	Fuel Tanks Above or Below Grade	N/A \$250 per tank							
Community Development	HVAC change out (includes all trade permits)	\$50 \$100							
Community Development	Insulation (new)	\$75 \$125							
Community Development	Insulation (alteration)	\$30 \$50							
Community Development	Metal Carport, pre-manufactured (Open, enclosed 50% or open on two ends)	Greater than 400 sq ft \$50 \$100							
Community Development	Wooden Carport, Pole Barns (Open, enclosed 50% or open on two ends)	\$50 \$100							
Community Development	Mobile Homes	\$0.30 per sf \$0.40 per sf							
Community Development	Modulars	\$0.30 per sf \$0.40 per sf							
Community Development	Trade Permits P M E G (New)	\$75 each \$125 each/per suite							
Community Development	Trade Permits P M E G (Alterations)	\$30 each \$75each/ per suite							
Community Development	Roofing (sheathing replacement)	\$75.00 \$100							

Community Development	Roofing (shingles only)	Greater than 15,000 sq ft \$50 \$75	
Community Development	Solar array	\$50 base + \$0.20 per panel \$200 base + \$0.20 per panel	
Community Development	County, State, Federal, Non-profit	No fee No fee	
Community Development	Miscellaneous:		
Community Development	Bulkhead, Pier, Dock, Boatlift	\$100.00 \$200	
Community Development	CAMA Minor Permit	\$100.00 \$100	
Community Development	Elevator (includes trade permits)	\$100.00 \$200	
Community Development	Fire Alarm	N/A \$100	
Community Development	Fire Sprinklers	\$50.00 \$100	
Community Development	Hot Tub (includes trade permits)	\$100.00 \$150	
Community Development	Moving Permit	\$0.20 per sf \$0.20 per sf	
Community Development	Retaining wall	\$50 each \$100 each	
Community Development	Siding replacement	> \$20,000 project \$50 \$75	
Community Development	Swimming Pool (flat fee includes trade permits)	\$100.00 \$250	
Community Development	Signs (on premise)	N/A \$75 per sign	
Community Development	Signs (off premise)	N/A \$100 per sign	
Community Development	Temporary Office	N/A \$60	
Community Development	Tents and Membrane Structures	Greater than 800 sq ft \$100 \$200 per structure	
Community Development	Towers	\$500 each	
Community Development	Window, Door replacement	> \$20,000 project \$50 \$75	
Community Development	Wind Turbine	\$200 each \$500 each	
Community Development	Amusement rides, water slides	N/A \$500 each ride	
Community Development	Minimum permit fee	\$50 \$100	
Community Development	Projects that do not fall within the categories above shall be figured on a cost of construction basis as follows:		
Community Development	\$1-\$5,000	\$50.00 \$100	
Community Development	Over \$5,000	\$10 per \$1,000 \$20 per \$1,000	
Community Development	Inspection Division Fees:		
Community Development	Re-inspection	\$75 per trip \$75 per trip	
Community Development	Working without a permit	Greater of \$50 or 25% of cost \$100 or 25% of cost	
Community Development	Private Schools/Daycare inspection	N/A \$100	
Community Development	ABC Inspections	N/A \$100	
Community Development	Commercial Exhaust Hoods	N/A \$100 each	
Community Development	Generators (includes trade permits)	\$100.00 \$200	
Community Development	Change of Use (Includes new Certificate of Occupancy)	\$100	
Community Development	Mandatory Fire Code Permits	\$100	
Community Development	Commercial Pre-application Building Plan Review	\$100	
Community Development	Fireworks - Pyrotechnics	\$250	
Community Development	Express Permitting Fee (in addition to the regular permit fees)	\$25 N/A	
Community Development	Emergency Electrical Service Repair	\$100 \$200	
Community Development	Temporary Certificate of Occupancy	\$100 \$150 for each space	
Community Development	Technology Fee	\$1 per application \$1 per application	
Community Development	Permit Modifications to approved plans (Re-review)	\$25 \$50	
Community Development	Home Occupations	\$50 NA	
Community Development	Planning Division Fees:		
Community Development	Administrative Adjustment	\$200 \$200	
Community Development	Clear-Cut Permit	\$50 \$50	
Community Development	Sign Return Fee (Unlawfully placed signs)	\$25 \$25	
Community Development	Site Plan - Major	N/A \$0.10/ square foot; \$400 minimum	
Community Development	Site Plan - Minor	\$200 \$200	
Community Development	Subdivision - Major	\$100 per lot/\$250 Amended Plat	\$100 per lot/\$250 Amended Plat
Community Development	Subdivision - Major - additional fee	\$50 Conservation and Development Plan	\$50 Conservation and Development Plan
Community Development	Subdivision - Minor	\$50 per lot \$50 per lot	
Community Development	Temporary Use Permit	\$50 \$50	
Community Development	Zoning/Flood determination letter	\$25 \$25	
Community Development	Board of Adjustment Fees:		
Community Development	Appeal or Interpretation	\$500 \$500	
Community Development	Variance	\$500 \$500	
Community Development	Historic Preservation:		
Community Development	Certificate of Appropriateness Application Fee	\$25 \$25	
Community Development	Local Historic Landmark Application Fee	\$100 \$100	
Community Development	Literature and Materials		
Community Development	Land Use Plan	\$30 \$30	
Community Development	Official Zoning Map (Copy)	\$10 \$10	
Community Development	Small Area Plans or Technical Documents	\$20 \$20	
Community Development	Unified Development Ordinance (UDO)	\$40 \$40	
Community Development	Planning Board		
Community Development	Conditional Rezoning	\$200 + \$5/acre	\$200 + \$5/acre
Community Development	Development Agreement	\$300 + \$5/acre	\$300 + \$5/acre
Community Development	Land Use Plan Amendment	\$500 \$500	
Community Development	Planned Development	\$300 + \$5/acre	\$300 + \$5/acre
Community Development	Text Amendment	\$300 \$300	
Community Development	Use Permit-or Amended Use Permit	\$300 \$300	
Community Development	Zoning Map Amendment	\$200 + \$5/acre	\$200 + \$5/acre
Community Development	Public Copies - 1 sided	\$0.10 \$	0.10
Community Development	Public Copies - 2 sided	\$0.15 \$	0.15
Community Development	Public Copies color up the 8.5" X 14"	\$0.25 \$	0.25
Community Development	Notary Fees		
Community Development	Official County business	No charge No charge	
Community Development	Other	\$5 per document \$5 per document	
Community Development	Returned check/credit card/efit fee	\$35.00	

Note: Preliminary, amended preliminary, final and amended final plats will be assessed at \$33 per lot fee if the sketch plan was approved prior to March 3, 2003.

Community Development	Beach Parking User Permit – Seasonal/Non-resident	\$150.00 per season – 12:01 AM Friday before Memorial Day through 11:50 PM Labor Day
Community Development	Beach Parking User Permit – Seasonal/Resident Guest Pass – County address specific/not vehicle specific	\$150.00 per season – 12:01 AM Friday before Memorial Day through 11:50 PM Labor Day
Community Development	Beach Parking User Permit – 10 Day – 7 Day	\$50.00 10 days from date of permit – Nonresident-Weekly pass from Saturday through Friday of each week. There is a limit of 300 passes for each week-
Community Development	Beach Parking User Permit - Currituck Property Owners and Residents	
Community Development	Seasonal Pass with valid registration - 1 per vehicle	No charge
Community Development	Seasonal Guest Permit - Two for each house located in Off-road area in a verified rental program	No charge
Community Development	Seasonal Guest Permit - Two for each owner occupied FULL-TIME residence located in the off-road area	No charge
Community Development	Outdoor Tour Operator License	\$950.00 per vehicle
Community Development	Technology fee	\$1 per permit \$1 per permit
	Facility rental fees - rentals will also be charged NC sales tax in addition to the rental fee.	
Cooperative Extension	Auditorium	\$500.00 per day
Cooperative Extension	Auditorium set up day	\$100.00 11-4 business day prior to event
Cooperative Extension	Conference Room	\$100.00 per 2 hours
Cooperative Extension	Classrooms	\$50.00 per 2 hours
Cooperative Extension	Custodian	\$20.00 per hour - nights/weekends/holidays (4 hour minimum)
Cooperative Extension	Public Copies - 1 sided	\$0.10
Cooperative Extension	Public Copies - 2 sided	\$0.15
Cooperative Extension	Public Copies color up the 8.5" X 14"	\$0.25 per side
Cooperative Extension	Notary Fees	
Cooperative Extension	Official County business	\$0.00
Cooperative Extension	Other	\$5.00 per document
Cooperative Extension	Returned check/credit card/eft fee	\$35.00
Elections	Copies, color double sided	\$0.45
Elections	Copies, color single sided	\$0.25
Elections	Copies, standard letter or legal, per copy	\$0.10
Elections	Diskette	\$10.00
Elections	Labels, per label	\$0.01 Minimum \$30
Elections	Print-out, per page	\$0.05 Minimum \$25
Engineering	Towers - Third-party structural review	Actual cost Not to exceed \$2,000
EMS	Public Copies - 1 sided	\$0.10
EMS	Public Copies - 2 sided	\$0.15
EMS	Public Copies color up the 8.5" X 14"	\$0.25 per side
EMS	Notary Fees	
EMS	Official County business	\$0.00 no charge
EMS	Other	\$5.00 per document
EMS	Returned check/credit card/eft fee	\$35.00
EMS	Stand-by events	\$50.00 hour
ITS	CD1: GIS data CD	\$50.00
ITS	CD2: 2003, 2008, 2010 or 2012 Color Aerial Photography	\$100.00 per year requested
ITS	Copies, GIS Data, Laser 11 x 17 black and white	\$1.00
ITS	Copies, GIS Data, Laser 11 x 17 color	\$2.00
ITS	Copies, GIS Data, Laser 8 1/2 x 11 black and white	\$0.50
ITS	Copies, GIS Data, Laser 8 1/2 x 11 color	\$1.00
ITS	Copies, GIS Data, Laser 8 1/2 x 14 black and white	\$0.75
ITS	Copies, GIS Data, Laser 8 1/2 x 14 color	\$1.50
ITS	Copies, GIS Data, Plotter 20 x 24 up to 28 x 36	\$5.00
ITS	Copies, GIS Data, Plotter Greater than 28 x 36 to 36 x 42	\$8.00
ITS	Copies, GIS Data, Plotter Greater than 36 x 42	\$10.00
ITS	Copies, GIS Data, Plotter less than 20 x 24	\$3.00
ITS	Official Zoning Map	\$10.00
ITS	CD3: 1995 Aerial Photography (black & white only)	\$50.00
ITS	Street Naming/Name Changing (payable to U.S. Sign Co.)	plus variable (Exception: Subdivisions created prior to 4/2/89 & sign never installed)
Library	Books, Fines for Over dues	\$75.00 per day
Library	Copies, standard letter or legal, per copy (black & white)	\$0.10
Library	Copies, standard letter or legal, per copy (color)	\$0.25 per side
Library	Copies, 11 x 17 black 7 white	\$0.25
Library	Copies, 11 x 17 color	\$0.50 per side
Library	Fax - Incoming	\$0.10
Library	Fax - Outgoing	\$1.00 plus \$1.00 each additional page
Mainland Sewer	Broken clean-out repair	\$75.00
Mainland Sewer	Broken clean-out repair - Contractor/Developer	\$125.00
Mainland Sewer	Damaged clean outs/stub out piping - contractor/developer	\$350.00
Mainland Sewer	Excavator	\$125.00 per hour
Mainland Sewer	Labor	\$60.00 per man hour
Mainland Sewer	Sewer pipe repair	Cost + 20%
Mainland Sewer	Developmental Fee - Sewer	\$5.806
Mainland Sewer	Developmental Fee - Sewer	\$5.806 Per Equivalent Residential Unit of 360 gallons per day
Mainland Sewer	Sewer Utility Charge - Monthly Base Rate for all customers	\$40.00 Effective 7/1/2021
Mainland Sewer	2,000 gallons or less in addition to base rate per 1,000 gallons	\$0.00 Effective 7/1/2021
Mainland Sewer	5,000 gallons or less in addition to base rate per 1,000 gallons	\$14.31 Effective 7/1/2021
Mainland Sewer	10,000 gallons or less in addition to base rate per 1,000 gallons	\$17.49 Effective 7/1/2021

Mainland Sewer	15,000 gallons or less in addition to base rate per 1,000 gallons		\$20.67 Effective 7/1/2021
Mainland Sewer	20,000 gallons or less in addition to base rate per 1,000 gallons		\$23.85 Effective 7/1/2021
Mainland Sewer	addition to base rate for all usage when monthly usage exceeds 20,000 gallons per 1,000 gallons		\$27.03 Effective 7/1/2021
Mainland Sewer	Residential renter deposit		\$150.00
Mainland Sewer	Residential renter deposit (High Risk)		\$200.00 3 months past usage with \$200 min
Mainland Sewer	Open/reopen/transfer account		\$25.00
Mainland Sewer	Reconnection fee		\$50.00
Mainland Sewer	Sewer Service Tampering Fee		\$75.00 Min \$75 plus cost of damages
Mainland Water	3" Riser		Actual cost + 20%
Mainland Water	6" Riser		Actual cost + 20%
Mainland Water	Backhoe per hour		\$125.00
Mainland Water	Bacteriological tests		\$50.00
Mainland Water	Check Valve		Actual cost + 20%
Mainland Water	Chloride tests		\$20.00
Mainland Water	Developmental Fee - Water	3/4"	\$4,279
Mainland Water	Developmental Fee - Water	1"	\$10,697
Mainland Water	Developmental Fee - Water	1.5"	\$21,395
Mainland Water	Developmental Fee - Water	2"	\$34,231
Mainland Water	Developmental Fee - Water	3"	\$68,463
Mainland Water	Developmental Fee - Water	4"	\$106,973
Mainland Water	Developmental Fee - Water	6"	\$213,946
Mainland Water	Developmental Fee - Water	8"	\$342,313
Mainland Water	Developmental Fee - Water	10"	\$513,470
Mainland Water	Developmental Fee - Water - Centers of Worship		\$3,000
Mainland Water	Developmental Fee - Water - 6" or greater Fire Service		\$6,000
Mainland Water	Ditch Witch per hour		\$125.00
Mainland Water	ERT for Radio Read meter		Actual cost + 20%
Mainland Water	Excavator per hour		\$125.00
Mainland Water	Fire hydrant meter		\$6,000.00
Mainland Water	Fire hydrant meter - Deposit		\$2,500.00
Mainland Water	Fire hydrant meter setup fee		\$50.00
			or three months' billing of previous usage, whichever is
Mainland Water	High-risk deposit (owner or renter)		\$200.00 greater
Mainland Water	Meter - Single family residential - new service or aged/worn out		Included with connection fee County staff installations
Mainland Water	Meter - Commercial/Multi-family - new service or aged/worn out		Paid by contractor Contractor installations
Mainland Water	Water connection - contractor installs		No fee
Mainland Water	Water connection fee, 3/4 inch		\$1,000.00 County staff installs connection
Mainland Water	Water connection fee, 3/4 inch irrigation		\$1,000.00
Mainland Water	Water connection fee, 3/4 inch fire service		\$1,000.00
Mainland Water	Water connection fee, >3/4 inch irrigation		Actual cost + 20%
Mainland Water	Water connection fee > 3/4 inch		Actual cost + 20% County staff installs connection
Mainland Water	Labor per man hour		\$60.00
Mainland Water	Lid only		Actual cost + 20%
Mainland Water	Lock		Actual cost + 20%
Mainland Water	Meter - damaged/vandalized		Actual cost + 20%
Mainland Water	Meter damage or tampering by contractor or developer		\$1,000.00 per occurrence
Mainland Water	Meter accessibility charge		\$35.00
Mainland Water	Meter Box		Actual cost + 20%
Mainland Water	Meter tampering fee - residential		\$125.00
Mainland Water	Meter testing fee		\$50.00 If meter accurate
Mainland Water	Meter testing fee		No Charge If more than 2.5% inaccurate
Mainland Water	Open/reopen/transfer account		\$25.00
Mainland Water	Pipe pressure/leakage retest		\$150.00
Mainland Water	Pipe pressure/leakage test		\$150.00
Mainland Water	Reconnection fee (after cutoff for nonpayment)		\$50.00 8AM - 5PM
Mainland Water	Renter deposit		\$150.00
Mainland Water	Reread meter - our reading correct		\$25.00
Mainland Water	Reread meter - our reading incorrect		No Charge
Mainland Water	Retrofit Meter		Actual cost + 20%
Mainland Water	Returned check fee		\$35.00
Mainland Water	Road Bore		Actual cost + 20%
Mainland Water	Special request meter reading		\$25.00
Mainland Water	Turn on/off fee, per occurrence		\$25.00 Normal working hours
Mainland Water	Turn on/off fee, per occurrence		\$50.00 After normal working hours
Mainland Water	Union half with nut		Actual cost + 20%
			Same as all other water consumption
Mainland Water	Water Charge Fire Service (sprinkler systems)		charges
			Same as all other water consumption
			charges
Mainland Water	Water Charge Local Government/Board of Education		
Mainland Water	Base rate to all customers - monthly		\$20.00 Effective 7/1/2021
Mainland Water	2,000 gallons or less in addition to base rate per 1,000 gallons		\$0.00 Effective 7/1/2021
Mainland Water	5,000 gallons or less in addition to base rate per 1,000 gallons		\$4.66 Effective 7/1/2021
Mainland Water	10,000 gallons or less in addition to base rate per 1,000 gallons		\$5.69 Effective 7/1/2021
Mainland Water	15,000 gallons or less in addition to base rate per 1,000 gallons		\$6.73 Effective 7/1/2021
Mainland Water	20,000 gallons or less in addition to base rate per 1,000 gallons		\$7.76 Effective 7/1/2021
Mainland Water	addition to base rate for all usage when monthly usage exceeds 20,000 gallons per 1,000 gallons		\$8.80 Effective 7/1/2021
Mainland Water	Yoke		Actual cost + 20%
Mainland Water	Yoke valve with meter nut		Actual cost + 20%
Ocean Sands	Developmental Fees - Sewer	Resider	\$5,924
Ocean Sands	Developmental Fees - Sewer	Comms	\$5,924 per equivalent residential unit of
			533 gallons per day
Ocean Sands	Developmental Fees - Water	3/4"	\$5,933
Ocean Sands	Developmental Fees - Water	1"	\$14,834

Ocean Sands	Developmental Fees - Water	1.5"	\$29,667
Ocean Sands	Developmental Fees - Water	2"	\$47,467
Ocean Sands	Developmental Fees - Water	3"	\$94,935
Ocean Sands	Developmental Fees - Water	4"	\$148,336
Ocean Sands	Developmental Fees - Water	6"	\$296,672
Ocean Sands	Developmental Fees - Water	8"	\$474,675
Ocean Sands	Developmental Fees - Water	10"	\$712,012
Ocean Sands	Developmental Fee - Water - 6" Fire Service		\$6,000
Ocean Sands	Excavator		\$125 Per Hour
Ocean Sands	Labor		\$60 Per Man Hour
Ocean Sands	Sewer Utility Charge Base Rate for all customers		\$7.95 Effective 7/1/2021
Ocean Sands	2,500 gallons or less in addition to base rate per 1,000 gallons		\$7.25 Effective 7/1/2021
Ocean Sands	5,000 gallons or less in addition to base rate per 1,000 gallons		\$9.32 Effective 7/1/2021
Ocean Sands	10,000 gallons or less in addition to base rate per 1,000 gallons		\$11.39 Effective 7/1/2021
Ocean Sands	15,000 gallons or less in addition to base rate per 1,000 gallons		\$13.46 Effective 7/1/2021
Ocean Sands	20,000 gallons or less in addition to base rate per 1,000 gallons		\$15.53 Effective 7/1/2021
Ocean Sands	addition to base rate for all usage when monthly usage exceeds 20,000 gallons per 1,000 gallons		\$17.60 Effective 7/1/2021
Ocean Sands	Sewer pipe repair		Cost + 20%
Ocean Sands	Water Charge Monthly Base Rate for all customers		\$20.00 Effective 7/1/2021
Ocean Sands			
Ocean Sands	2,500 gallons or less in addition to base rate in addition to base rate per 1,000 gallons		\$3.62 Effective 7/1/2021
Ocean Sands	5,000 gallons or less in addition to base rate per 1,000 gallons		\$4.66 Effective 7/1/2021
Ocean Sands	10,000 gallons or less in addition to base rate per 1,000 gallons		\$5.69 Effective 7/1/2021
Ocean Sands	15,000 gallons or less in addition to base rate per 1,000 gallons		\$6.73 Effective 7/1/2021
Ocean Sands	20,000 gallons or less in addition to base rate per 1,000 gallons		\$7.76 Effective 7/1/2021
Ocean Sands	addition to base rate for all usage when monthly usage exceeds 20,000 gallons per 1,000 gallons		\$8.80 Effective 7/1/2021
Ocean Sands	Water connection - contractor installs		No fee
Ocean Sands	Water connection fee, 3/4 inch		\$1,000.00 County staff installs connection
Ocean Sands	Water connection fee, > 3/4 inch		Actual cost + 20% County staff installs connection
Ocean Sands	Broken sewer clean out repair		\$75.00
Ocean Sands			
Ocean Sands	Damaged clean outs/stub out piping - contractor/developer		\$350.00
Parks & Rec	Knotts Island		\$200.00 per day
Parks & Rec	Maple Athletic Complex - Baseball/Softball Fields		\$200.00 per field/per day
Parks & Rec	Maple Athletic Complex - Soccer Fields		\$200.00 per field/per day
Parks & Rec	Maple Park		\$300.00 per day
Parks & Rec	Maple Skate Park		\$200.00 per day
Parks & Rec	Sound Park		\$500.00 per day
Parks & Rec	Veteran's Memorial Park		\$200.00 per day
Parks & Rec	Walnut Island Park		\$200.00 per day
Parks & Rec	Adult Softball (men and women)		\$200.00 per team
Parks & Rec	Youth Cheerleading		\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Flag Football		\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Soccer (Fall and Spring)		\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Tackle Football		\$25.00 per child - No Maximum Fee
Parks & Rec			per child - \$35.00 (2 children) Maximum of \$50.00 for a
Parks & Rec	Youth T-Ball/Baseball/Softball		\$25.00 family of 3 or more
Parks & Rec	Youth/Junior Basketball		\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Tournament Admission Fees- Under 5		No Charge
Parks & Rec	Tournament Admission Fees- Ages 6-12		\$3.00
Parks & Rec	Tournament Admission Fees-13 and up		\$5.00
Parks & Rec	Concessions		Cost + 100% to 300%
Parks & Rec			
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts		\$25.00 1/2 day - does not include staff, security or clean-up charges
Parks & Rec			
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts		\$50.00 daily - does not include staff, security or clean-up charges
Parks & Rec			per field - does not include staff, security or clean-up
Parks & Rec	Field Set-up Fees - Baseball/Softball		\$20.00 charges
Parks & Rec			per field - does not include staff, security or clean-up
Parks & Rec	Field Set-up Fees - Soccer		\$25.00 charges
Parks & Rec	Park Picnic Shelter		\$25.00 per 1/2 day/\$50 daily
Parks & Rec	Parks		
Parks & Rec	Staff for Events (if required) - Park Attendant		\$18.00 per hour/per attendant
Parks & Rec	Staff for Events (if required) - Park Superintendent		\$18.00 per hour
Parks & Rec	Staff for Events (if required) - Recreation Director		\$28.00 per hour
Parks & Rec	Staff for Events (if required) - Recreation Specialist		\$18.00 per hour
Register of Deeds	Birth or Death Amendments (preparation)		\$10.00
Register of Deeds	Birth or Death Amendments, NC Vital Records		\$15.00 payable to N.C. Vital Records Section
Register of Deeds	Birth or Death Legitimations County		\$10.00
Register of Deeds	Birth or Death Legitimations State (via check)		\$10.00
Register of Deeds	Birth or Death Record, Certified Copy		\$10.00
Register of Deeds	Birth, Delayed Birth Applications		\$20.00
Register of Deeds	Copies, Certified 1st page		\$5.00 plus \$2.00 each page of document
Register of Deeds	Copies, Uncertified		\$0.25
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page		\$0.50
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page VIA Mail or Fax		\$1.00
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page		\$2.00
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page VIA Mail		\$3.00
Register of Deeds	Copies, Uncertified VIA Mail		\$1.00
Register of Deeds	Deeds of Trust and Mortgages		\$64.00 Minimum fee for pages 1-35
Register of Deeds	Deeds of Trust and Mortgages per page for pages over 35		\$4.00
Register of Deeds	Deeds of Trust and Mortgages Additional (multi-instrument)		\$10.00
Register of Deeds	Deeds of Trust and Mortgages Satisfaction/Cancellation		No charge

Register of Deeds	Highway Maps 1st page		\$21.00
Register of Deeds	Highway Maps Additional Page(s)		\$5.00
Register of Deeds	Highway Maps Certified Copy (per 1st page)		\$5.00
Register of Deeds	Instrument, General		\$26.00 Minimum fee for pages 1-15
Register of Deeds	Instrument, General per page for pages over 15		\$4.00
Register of Deeds	Instrument, General Additional (multi-instrument)		\$10.00
Register of Deeds	Marriage License		\$60.00
Register of Deeds	Marriage License Certified Copy		\$10.00
Register of Deeds	Marriage License Corrections		\$10.00
Register of Deeds	Notary Fee - Official County Business		No charge
Register of Deeds	Notary Fee - Other than County Business		\$5.00 Per document
Register of Deeds	Notary Oath		\$10.00
Register of Deeds	Plats 1st page (GS 161-10)		\$21.00
Register of Deeds	Plats Additional Page(s)		\$21.00
Register of Deeds	Plats Certified Copy (per 1st page)		\$5.00
Register of Deeds	Plats Certified Copy - each additional page after first page		\$2.00
Register of Deeds	Uniform Commercial Code Fixture Filing Only 1-2 pages		\$38.00
Register of Deeds	Uniform Commercial Code Fixture Filing Only 3-10 pages		\$45.00
Register of Deeds	Uniform Commercial Code Fixture Filing Only over 10 pages		\$45.00 plus \$2.00 each additional page over 10
Register of Deeds	Excessive Recording Data - more than 20 distinct parties		\$2.00 each name over 20 - G.S. 161-10(a)(1)
Register of Deeds	Non-standard Fee		\$25.00 G.S. 161-14(b)
Soil Conservation	Soil surveys/publications		No charge
Sheriff	Peddler License initial fee		\$35.00
Sheriff	Peddler License renewal fee		\$20.00
Sheriff	Noise permits		\$25.00
Sheriff	Adult Entertainment Business Permit - New		\$100.00
Sheriff	Adult Entertainment Business Permit - Renew		\$50.00
Sheriff	Copies; uncertified black & white	\$0.10 single side/\$0.15 duplex	
Sheriff	Copies; uncertified color	\$0.25 per page	
Sheriff	Copies; Certified	\$1.00	
Sheriff	Copies; Certified - for official County business	No charge	
Sheriff	CD - Detention Interviews	\$10.00	
Sheriff	Entertainer's License - New	\$50.00	
Sheriff	Entertainer's License - Renew	\$25.00	
Sheriff	Fingerprint fee - Official County business	No charge	
Sheriff	Fingerprint fee - other	\$5.00	
Sheriff	Handgun Purchase Permit	\$5.00	
Sheriff	Concealed Weapon Permit - New	\$90.00	
Sheriff	Concealed Weapon Permit - Renew	\$80.00	
Sheriff	Security Fee	\$60.00 Per Hour Per Deputy	
Solid Waste	Availability Fee - All other areas (Convenience Sites)	\$231.00 Per property per year	
Solid Waste	Availability Fee - Southern Outer Banks (Door-to-Door)	\$421.00 Per property per year	
Solid Waste	Tipping Fee - County residences and businesses	\$90.00 Per Ton	
Solid Waste	Tipping Fee - Out of County	\$100.00 Per Ton	
S Outer Banks Water	3" Riser	Actual cost + 20%	
S Outer Banks Water	6" Riser	Actual cost + 20%	
S Outer Banks Water	Backhoe per hour	\$125.00	
S Outer Banks Water	Excavator per hour	\$125.00	
S Outer Banks Water	Bacteriological tests	\$50.00	
S Outer Banks Water	Check Valve	Actual cost + 20%	
S Outer Banks Water	Chloride tests	\$20.00	
S Outer Banks Water	Developmental Fees - Water	3/4"	\$7,281
S Outer Banks Water	Developmental Fees - Water	1"	\$18,202
S Outer Banks Water	Developmental Fees - Water	1.5"	\$36,404
S Outer Banks Water	Developmental Fees - Water	2"	\$58,247
S Outer Banks Water	Developmental Fees - Water	3"	\$116,493
S Outer Banks Water	Developmental Fees - Water	4"	\$182,020
S Outer Banks Water	Developmental Fees - Water	6"	\$364,041
S Outer Banks Water	Developmental Fees - Water	8"	\$582,465
S Outer Banks Water	Developmental Fees - Water	10"	\$873,698
S Outer Banks Water	Developmental Fee - Water - 6" Fire Service		\$6,000
S Outer Banks Water	Ditch Witch per hour	\$125.00	
S Outer Banks Water	ERT for Radio Read meter	Actual cost + 20%	
S Outer Banks Water	Fire hydrant meter - Deposit	\$2,500.00	
S Outer Banks Water	Fire hydrant meter setup fee	\$50.00	
or three months' billing of previous usage, whichever is			
S Outer Banks Water	High risk deposit (owner or renter)	\$200.00 greater	
S Outer Banks Water	Water connection - contractor installs	No fee	
S Outer Banks Water	Water connection fee, 3/4 inch residential meter	\$1,000.00 County staff installs connection	
S Outer Banks Water	Water connection fee > 3/4 inch	Actual cost + 20% County staff installs connection	
S Outer Banks Water	Water connection fee, 3/4 inch fire service meter	\$1,000.00 County staff installs connection	
S Outer Banks Water	Water connection fee, 3/4 inch irrigation meter	\$1,000.00 County staff installs connection	
S Outer Banks Water	Water connection fee > 3/4 inch irrigation meter	Actual cost + 20% County staff installs connection	
S Outer Banks Water	Water developmental fee, Centers of Worship	\$3,000.00	
S Outer Banks Water	Village of Ocean Hill Water connection fee, standard 3/4" meter, commercial	VOH	\$1,000.00
S Outer Banks Water	Village of Ocean Hill Water connection fee, standard 3/4" meter, hotels/motels per two rooms	VOH	\$1,000.00
S Outer Banks Water	Village of Ocean Hill Water connection fee, standard 3/4" meter, laundry	VOH	\$1,000.00 per 3 machines
S Outer Banks Water	Village of Ocean Hill Water connection fee, standard 3/4" meter, multifamily	VOH	\$1,000.00 (condos, cottage courts, apartments) Each habitable unit
S Outer Banks Water	Village of Ocean Hill Water connection fee, standard 3/4" meter, restaurants	VOH	\$1,000.00 per 16 seats or fraction thereof
S Outer Banks Water	Village of Ocean Hill Water connection fee, standard 3/4" meter, sewer	VOH	\$700.00
S Outer Banks Water	Village of Ocean Hill Water connection fee, standard 3/4" meter, single family residential	VOH	\$1,000.00

S Outer Banks Water	Labor per man hour	\$60.00
S Outer Banks Water	Lid only	Actual cost + 20%
S Outer Banks Water	Lock	Actual cost + 20%
S Outer Banks Water	Meter	Actual cost + 20%
S Outer Banks Water	Meter accessibility charge	\$35.00
S Outer Banks Water	Meter Box	Actual cost + 20%
S Outer Banks Water	Meter tampering fee - residential	\$125.00
S Outer Banks Water	Meter damage or tampering fee by contractor or developer	\$1,000.00
S Outer Banks Water	Meter testing fee	\$50.00 If meter accurate
S Outer Banks Water	Meter testing fee	No Charge If more than 2.5% inaccurate
S Outer Banks Water	Open/reopen/transfer account	\$25.00
S Outer Banks Water	Pipe pressure/leakage retest	\$150.00
S Outer Banks Water	Pipe pressure/leakage test	\$150.00
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)	\$50.00 8AM - 5PM
S Outer Banks Water	Renter deposit	\$150.00
S Outer Banks Water	Reread meter - our reading correct	\$25.00
S Outer Banks Water	Reread meter - our reading incorrect	No Charge
S Outer Banks Water	Retrofit Meter	Actual cost + 20%
S Outer Banks Water	Returned check fee	\$35.00
S Outer Banks Water	Road Bore	Actual cost + 20%
S Outer Banks Water	Special request meter reading	\$25.00
S Outer Banks Water	Turn on/off fee, per occurrence	\$25.00 Normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence	\$50.00 After normal working hours
S Outer Banks Water	Union half with nut	Actual cost + 20%
S Outer Banks Water	Water Charge - Pine Island Base Rate	\$30.00 month
S Outer Banks Water	Water Charge - Pine Island per 1,000 gallons	\$4.50 per 1000 gal
S Outer Banks Water	Water Charge Monthly Base Rate for all customers	\$20.00 Effective 7/1/2021
S Outer Banks Water	2,500 gallons or less in addition to base rate in addition to base rate per 1,000 gallons	\$3.62 per 1000 gal./effective 7/1/2021
S Outer Banks Water	5,000 gallons or less in addition to base rate per 1,000 gallons	\$4.66 per 1000 gal./effective 7/1/2021
S Outer Banks Water	10,000 gallons or less in addition to base rate per 1,000 gallons	\$5.69 per 1000 gal./effective 7/1/2021
S Outer Banks Water	15,000 gallons or less in addition to base rate per 1,000 gallons	\$6.73 per 1000 gal./effective 7/1/2021
S Outer Banks Water	20,000 gallons or less in addition to base rate per 1,000 gallons	\$7.76 per 1000 gal./effective 7/1/2021
S Outer Banks Water	addition to base rate for all usage when monthly usage exceeds 20,000 gallons per 1,000 gallons	\$8.80 per 1000 gal./effective 7/1/2021
S Outer Banks Water	Yoke	Actual cost + 20%
S Outer Banks Water	Yoke valve with meter nut	Actual cost + 20%
S Outer Banks Water	Pipe pressure/leakage retest	\$150.00
Sr. Center	Deposit, Rental of Senior Center Space (Refundable)	\$100.00
Sr. Center	Powells Point Bldg- Deposit	\$100.00 per event
Sr. Center	Powells Point Bldg- Rent	\$100.00 per event
Sr. Center	Fax - outgoing	\$1.00 first page \$1.00 each additional page
Sr. Center	Fax - Incoming	\$0.10
Sr. Center	Public Copies - 1 sided	\$0.10
Sr. Center	Public Copies - 2 sided	\$0.15
Sr. Center	Notary Fees	
Sr. Center	Official County business	\$0.00
Sr. Center	Other	\$5.00 per document
Sr. Center	Returned check/credit card/left fee	\$35.00
Tax	Public Copies - 1 sided	\$0.10
Tax	Public Copies - 2 sided	\$0.15
Tax	Public Copies - Color (Up to 8.5" X 14")	\$0.25 per side
Tax	Public Copies - Color (11" x 17")	\$0.50 per side
Tax	Labels, per label	\$0.03 Minimum \$10.00
Tax	Aerial Tax Maps	\$8.00
Tax	Subdivision Tax Maps	\$3.00 per sheet
Tax	Street Atlas	\$8.00
Tax	Returned check/credit card/debit card/EFT/ACH fee	\$0.10 Payment for Taxes; Minimum \$25.00 G.S. 105-357(b)(2)
Tax	Returned check/credit card/debit card/EFT/ACH fee	\$35.00 All other than taxes
Tax	Property Record Card	\$0.50 each
Tourism	Kansas City BBQ Contest Registration	\$300.00 per team - includes RV hookup fee
Tourism	Event sponsorships	TBD per event
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 13+	\$15 Adv/\$20 Day of Event
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 6-12	\$10 Adv/\$15 Day of Event
Tourism	Currituck Bulls & BBQ - Rodeo admission - Ages 0-5	No Charge
Tourism	Currituck Bulls & BBQ - Rodeo admission - Family (2 Adult/2 Under 12)	\$45.00 Advance sales only
Tourism	Currituck Bulls & BBQ - Rodeo admission - BBQ Participants	No Charge
Tourism	Legacy Tours Whalehead Ages 0-5	No charge
Tourism	Legacy Tours Whalehead Ages 6-12	\$5.00
Tourism	Legacy Tours Whalehead Ages 13-54	\$7.00
Tourism	Legacy Tours Whalehead Ages 55+	\$5.00
Tourism	Legacy Tours Whalehead Active Military	\$5.00
Tourism	Legacy Tours Wounded Warrior	No charge
Tourism	Legacy Tours Whalehead Group Student	\$3.00 Coordinator/Bus Driver No charge
Tourism	Legacy Tours Whalehead Group Adult	\$5.00 Coordinator/Bus Driver No charge
Tourism	Legacy Tours Whalehead	\$0.00 VIP tickets to encourage tourism (valid 1/1/20 - 12/31/21)
Tourism	Specialty Tours	TBD Based on type of Tour and Resources involved
Tourism	Corolla Cork & Craft	\$15.00 Event entry and tour of Whalehead Club
Tourism	Legacy Tour with purchase of Corolla Cork & Craft admission before, day of and day after event.	No Charge Included with event
Tourism	Grounds Rental - Primary Site (N Lawn/S Lawn/Point)	\$750.00

Tourism	Grounds Rental - Secondary Site	\$400.00
Tourism	Grounds Rental - Picnic Shelter	\$50.00
Tourism	Grounds Rental - Gazebo	\$150.00
Tourism	Grounds Rental - Side Porch	\$50.00
Tourism	Grounds Refundable Security Deposit	\$750.00
Tourism	Picnic Shelter Refundable Security Deposit	\$25.00
Tourism	Golf Cart Rental per 8 hours	\$300.00 each per day
Tourism	Tourism and Whalehead \$0.00 - \$6.99 our cost retail merchandise	Cost + 100%
Tourism	Tourism and Whalehead \$7.00 - \$10.99 our cost retail merchandise	Cost + 50%
Tourism	Tourism and Whalehead \$11.00 - \$19.99 our cost retail merchandise	Cost + 35%
Tourism	Tourism and Whalehead \$20.00 & up our cost retail merchandise	Cost + 25%
Tourism	Under the Oaks Jury Fee for artists	\$40.00
Tourism	Under the Oaks Booth Fee	\$150.00
Tourism	Vendor Booth Fee	No Charge - Currituck County Property Owner
Tourism	Vendor Booth Fee	\$25 - Out of County Resident/Business
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours	\$400.00 per month for June, July & August
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours	\$250.00 per month January - May and September - December
Tourism	Historic Corolla Park Usage- for businesses needing the Park 1 day a week or less	\$50.00 per day for all months
All Departments	CD/DVD Disk Copy	\$2.00
All Departments	Copies - 8.5 X 11 1-Sided Black & White	\$0.10 Per page
All Departments	Copies - 8.5 X 11 2-Sided Black & White	\$0.15 Per Page
All Departments	Copies - 8.5 X 11 1-Sided Color	\$0.25 Per Page
All Departments	Copies - 8.5 X 11 2-Sided Color	\$0.45 Per Page
All Departments	Fax - Incoming	\$0.10
All Departments	Fax - outgoing	\$1.00 first page \$1.00 each additional page
All Departments	Notary Fees	No charge Official County Business
All Departments	Notary Fees	\$5.00 Other than County Business
All Departments	Returned Check Fee	\$35.00
All Departments	USB/Flash Drive	\$5.00
NOTES:		
be charged if applicable.		
All Water Systems	3/4" irrigation meter \$1,000 and 1" irrigation meter \$1,300 are available to any customer with an existing paid tap.	
Mainland Water	Water Charge: Commercial master meter accts charged at above rates per unit served. Hotels and motels: Four rooms equal one commercial master meter billing unit.	
Inspections	Movable agricultural buildings occupied for farm purposes shall be exempt from fees prescribed above.	
Inspections	*Alterations include work within existing structures and upgrading existing service do not include additions, new construction, providing power to structures not previously having power, or new service to existing buildings.	
Planning	Preliminary, amended preliminary, final, and amended final plats will be assessed a \$33.00 per lot fee if the sketch plan was approved prior to March 3, 2003.	

Revised this 21st of March, 2022.

Michael H. Payment, Chairman

Attest:

Leeann Walton, Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3373)

Agenda Item Title: Personnel Policy Revision-Sec. 315, Payroll Procedure

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Change made to address a Department of Labor finding that there are times when timesheets are due for processing prior to the end of a pay period. Therefore, the pay day has been changed from Friday to Wednesday. Change was effective with pay period ending May 22, 2020.

Potential Budget Affect: N/A

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

Manager Recommendation:

ARTICLE 3

The Pay Plan

Section 301 Adoption

The salary schedule, reflecting both grade level and step, shall be approved annually by the Board of Commissioners.

Section 302 Maintenance of the Pay Plan

The County Manager shall be responsible for the administration and maintenance of the pay plan. The pay plan is intended to provide equitable compensation for all positions when considered in relation to each other, to general rates of pay for similar employment in the private and public sector in the area, to changes in the cost of living, to financial conditions of the County, and other factors. To this end, the County Manager shall, from time to time, make comparative studies of all factors affecting the level of salary ranges and shall recommend to the Board of Commissioners such changes in salary ranges as are warranted.

Section 303 Administration of the Pay Plan

The pay plan shall be administered in a fair and systematic manner in accordance with work performed. The pay structure shall be externally competitive, shall maintain proper internal relationships among all positions based on relative duties and responsibilities, and shall recognize performances as the basis for pay increases within the established pay range. The classification plan shall meet the requirements of the State Competitive System for local government employees, while maintaining a County-wide plan.

Section 304 Hiring Rate/Starting Salary

Employees will be hired at Step 1 of their assigned salary grade. Appointments above Step 1 may be made by the County Manager when deemed necessary to the best interests of the County, based on such factors as superior qualifications of the applicant, a shortage of qualified applicants available at the hiring rate, or any other lawful, non-discriminatory reason. In addition, the County Manager may make appointments above Step 1 to individuals hired in certain classifications, such as those in Emergency Medical Services (EMS), Law Enforcement and Building Inspections, that hold applicable licenses, certifications, registrations and/or have other highly specialized training. Any appointment above the Standard Job Rate (Step 3) must be approved by the Board of Commissioners.

Section 305 Progression to the Standard Job Rate

Upon completion of six months of satisfactory service, the employee will be elevated to Step 2 of the salary schedule. Upon satisfactory completion of six months at Step 2, the employee will be elevated to Standard Job Rate (Step 3) of the assigned salary range. If an employee was hired at a level higher than Step 1, such as in those situations as outlined in Section 304, then he or she will progress to the step that follows the hire rate, assuming he or she meets the other requirements for progression.

Section 306 Failure to Perform Satisfactorily

An employee who fails to perform satisfactorily, whether during the probationary period or during advancement from Step 1 to Step 2 or from Step 2 to Step 3 (the Standard Job Rate), will be denied the scheduled salary increase. Appropriate disciplinary action may be taken by the Department Head in accordance with Article 9 of this resolution. Employees who have advanced to the Standard Job Rate (Step 3) will be required to perform at a satisfactory level or be subject to disciplinary action.

Section 307 Delay of Performance Evaluation

An employee's absence from work due to sick leave, leave without pay, Workers' Compensation, or any other authorized leave is cause for the Department Head

to request an extension for the annual performance evaluation review, so as to allow adequate time for evaluation of performance.

Section 308 Longevity Pay Plan

The Longevity Pay Plan is a retention program to keep experienced employees in whom the County has made substantial investments in time and training.

After the successful completion of five successive years of permanent full-time or permanent part-time employment with the County of Currituck, an employee becomes eligible for longevity pay on the anniversary date of the 5th year of continuous employment. For clarification purposes, only permanent part-time employees that work a minimum of thirty or more hours per week are eligible for the longevity increase. The eligible employee will receive this percentage increase each year and the percentage will cumulatively increase every three-year time period which is based upon the employee's date of hire.

Elected and appointed officials are not eligible to participate in the Longevity Pay Plan.

After 5 years of continuous full-time or continuous eligible part-time service the employee will be evaluated by the Department Head for consideration of a percentage increase based upon the employee's current grade/step. Leave-without-pay (LWOP) will alter an employee's eligibility date by the same period of time the employee was out on LWOP. An employee must have received satisfactory annual evaluations to receive recommendation for percentage increases. If an eligible employee is due for a longevity increase and receives a negative annual evaluation the supervisor will reevaluate and document the employee's performance on the next annual evaluation date. Provided the employee's work performance has been satisfactory during the reevaluation period the supervisor may recommend the longevity increase be received on this respective annual review date. The Department Head will submit the recommendation to the County Manager for final action.

The Longevity Pay Plan Table is listed below:

Years of Service	Percentage Added to Base Salary
5-7 years of service	4%
8-10 years of service	6%
11-13 years of service	8%
14-16 years of service	10%
17-19 years of service	12%
20-22 years of service	14%
23-25 years of service	16%

26-28 years of service	18%
29-31 years of service	20%

Section 309 Trainee Salaries

An applicant hired, or employee promoted to a position in a higher class, who does not meet all the established requirements of the position, shall be appointed with the approval of the County Manager at a pay rate of one (1) step below the minimum salary. Employees subject to the Human Resources Act will be designated "trainees" in accordance with rules and regulations established by the Office of Human Resources. All other County employees shall be designated "trainees" based upon recommendations of the Department Head with the approval of the County Manager. An employee in a trainee status shall continue to receive a reduced salary until the appointing Department Head and the County Manager determine that the trainee is qualified to assume the full responsibilities of the position.

Section 310 Pay Rates in Promotion, Demotion, Transfer, and Reclassification

When an employee is promoted, demoted, transferred, or reclassified, the rate of pay for the new position shall be established as follows:

- A. When a promotion occurs, the employee's salary shall be increased, if it is below the new minimum, to the minimum rate of the salary range assigned to the class to which he or she is promoted. If an employee's current salary is already above the new minimum salary rate, his or her salary may be adjusted one step upward or left unchanged at the discretion of the County Manager, provided that the adjusted salary does not exceed the maximum of the assigned salary range.
- B. If an employee is demoted for cause, the employee's salary will be reduced to any step in the salary range for the new position, as long as the reduced salary does not fall below the minimum salary rate of that range.
- C. When a transfer occurs from a position in one class to a position in another class, assigned to the same pay range, the employee shall continue to receive the same salary.
- D. When a position is reclassified at a higher salary grade, the employee's salary shall be adjusted to the standard job rate of the new grade or maintained at their current step if lower than the standard job rate. If the employee's current

salary is already above the standard job rate, his or her salary may be adjusted one step upward or left unchanged at the discretion of the County Manager, provided that the adjusted salary does not exceed the maximum of the assigned salary range.

- E. When a position is reclassified to a lower grade the existing employee's salary will remain the same until general schedule adjustments or range revisions bring it back within the lower range and to the standard job rate.

Section 311 Pay Rates in Salary Range Revisions

If the Board of Commissioners approves a change in salary range for a class of positions, the salaries of employees whose positions are allocated to that class shall be affected as follows:

- A. When a class of positions is assigned to a higher pay range, employees in that class may receive a one-step pay increase or an increase to the minimum step of the new range, whichever is higher.
- B. When a class of positions is assigned to a lower pay range, the salaries of employees in that class will remain unchanged. If this assignment to a lower pay range results in an employee being paid at a rate above the maximum step established for the new class, the salary of the employee shall be maintained at that level until such time as the employee's pay range is increased above the employee's current salary.

Section 312 Pay for Part-Time Work

Compensation of any employee appointed for less than forty (40) hours a week shall be computed on an hourly basis.

Section 313 Overtime

- A. The County abides by all applicable sections of the Fair Labor Standards Act. The County will properly record all applicable overtime accrued for each covered employee. This overtime policy is applicable only to employees of Currituck County who are non-exempt under the Fair Labor Standards Act.
- B. Employees are expected to work during all assigned periods exclusive of mealtimes. Employees are not to perform work during mealtimes or at any time that they are not scheduled to work, unless they receive approval from

their immediate supervisor, except in cases of emergency. An emergency exists if a condition arises that could reasonably result in damage to property or persons or that requires immediate attention of the employee. Employees who work excess hours due to an emergency shall advise their immediate supervisor of the overtime worked as soon as practical following completion of the work. Public safety emergency responders, i.e., Law Enforcement, Fire and EMS are expected to appropriately respond to all emergency calls for their service as defined by their department's policies and practices.

C. It is the policy of the County, in agreement with its employees, that non-exempt employees receive compensatory time off at a rate of one and one-half hours for each hour of overtime worked. Department Heads should ensure compensatory time is used before accrued sick and vacation leave. In addition Department Heads may send employees with accrued comp time balances home when their departments are experiencing slower work periods. Non-exempt employees who do not work in law enforcement activities, emergency response activities, or seasonal activities, may accrue not more than 240 hours of compensatory time for overtime hours worked after April 15, 1986.

D. The following non-exempt employees will be paid as follows:

- Law Enforcement and Jail staff will be paid overtime at a rate of one and a half times their regular hourly rate for all hours exceeding 171 in a 28 day work period.
- EMS operations staff and the Communication staff will be paid overtime at a rate of one and a half times their regular hourly rate for all hours worked exceeding forty hours in a work week.
- Non-exempt employees who work in emergency response activities or seasonal activities will be paid overtime at a rate of one and a half times their regular hourly rate for all hours worked exceeding forty hours in a work week.

E. A Department Head may request to have employees working on special assignments paid for hours worked on these assignments above their standard work hours. Pay for special assignments must be approved by the County Manager. Pay for special assignments will also be subject to the overtime rates as stated above, depending on the employee class.

F. Non-exempt law enforcement employees will be paid at a rate of one and a half times their hourly rate for all ATV duty regardless of other hours worked.

G. Employees wishing to use accrued compensatory time must make a written request to their immediate supervisor. Use of such time will be allowed within a reasonable period following the request as long as the use does not unduly disrupt the operations of the County.

Section 314 Payroll Deductions

Federal and State income taxes, Social Security tax, withholding for court-ordered child support payments (upon receipt of appropriate notices to withhold or by order of a court of competent jurisdiction), and retirement contributions shall be deducted as authorized by law and the Board of Commissioners. Local Government Credit Union deductions and County-authorized insurance coverage requested by the employee and not paid by the County may also be deducted upon written request of the employee. Payroll deductions to correct a clerical error in prior pay or to collect un-reconciled employee expenses may also be deducted from employee's pay. Any other payroll deduction must be approved by the Board of County Commissioners.

Section 315 Payroll Procedure

All employees shall be paid on a bi-weekly basis through direct deposit, with ~~Friday~~ Wednesday as the designated payday. If the designated payday falls on either a County or Federal holiday, the payday will be the last County working day prior to the holiday. However, if January 1 falls on normally designated payday the following business day will be the designated payday.

Section 316 Effective Date of Salary Adjustments

Salary adjustments shall become effective the first full pay period following the salary adjustment.



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3368)

Agenda Item Title: Affirmation of Resolution Regarding North Carolina Division of Marine Fisheries Estuarine Striped Bass Fishery Management Plan-Amendment 2

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Affirmation of a Resolution agreed to by consensus of the Board of Commissioners on March 10, 2022.

Potential Budget Affect: N/A

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

Manager Recommendation:

Resolution of the Board of Commissioners Regarding North Carolina Division of Marine Fisheries Estuarine Striped Bass Fishery Management Plan-Amendment 2

WHEREAS, the North Carolina Department of Marine Fisheries (NCDMF) is considering Amendment 2 to the Estuarine Striped Bass Fishery Management Plan; and

WHEREAS, The North Carolina Fisheries Reform Act of 1997 requires the North Carolina Division of Marine Fisheries prepare fishery management plans for adoption by the North Carolina Marine Fisheries Commission for all commercially and recreationally significant species or fisheries that comprise state marine or estuarine resources, with the goal of these plans being to ensure the long-term viability of the fisheries; and

WHEREAS, North Carolina is the only state that allows fishing of the striped bass species during spawning season and in spawning areas during spawning season; and

WHEREAS, the NCDMF data shows catch and release mortality in the Roanoke River Management area (RRMA) as 182,481 dead discards since 1997, while there have been only 53,880 in the Albemarle Sound Management Area (ASMA) since 1997; and

WHEREAS, the ASMA is 667,674 acres with a six-month season that is not during the spawning season, and the RRMA is 6,420 acres with a one-three week season that is during and on the spawning grounds; and

WHEREAS, the RRMA catch and release is March 1 through June 30 with an open harvest April 24 through April 30, and spawning season for the striped bass is March through April; and

WHEREAS, the ASMA's six-month season quota was cut in 2021 by 81.376 percent and finished the season at 4,546 pounds under quota, while the RRMA's 1-week season went 14,742 pounds over quota.

THEREFORE, BE IT RESOLVED, that the Currituck County Board of Commissioners hereby endorses shifting a greater allocation of the striped bass quota to the ASMA in order to protect and preserve the striped bass stock – thus, increasing the striped bass species' chances of spawning and growing the stock.

This the 10th day of March, 2022.

ATTEST:

Michael H. Payment, Chairman

Leeann Walton, Clerk to the Board



CURRITUCK COUNTY NORTH CAROLINA

March 7, 2022

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 5:00 PM Beach Access Pass

The Board of Commissioners met at 5:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, in a Work Session to discuss modifications to the County's Beach Parking Permit system for the Corolla and Carova off-road area. County Manager, Ike McRee, recalled discussion at the 2022 Annual Retreat where Board members voiced concerns over public safety, deteriorating road conditions, and the safety of the Corolla wild horses resulting from the significant increase in visitors to the off-road. Staff was given direction to develop a plan to move from a parking pass to a beach access permit for the upcoming tourism season.

Mr. McRee discussed some challenges that would need to be resolved before an access pass could be implemented and suggested the County may benefit from creating a committee of off-road residents and property owners to get their input and assistance with development of an access pass. Mr. McRee responded to questions from Board members on the modifications and processes for implementing the plan. Commissioners discussed the importance of public education and messaging to make citizens aware that limiting the number of passes for the off-road would provide a better recreational experience and enhance safety for all concerned.

After discussion, Commissioners chose to move forward with a modified a Beach Parking permit system at this time:

- Discontinue sales of Seasonal and 10-Day Permits.
- Create a Weekly Permit that runs Saturday to Saturday
- Limit weekly permit sales to 300 per week at a cost of \$50/permit.

An online ticketing system will be used to pay for and reserve a weekly pass. Passes will be made available for pick up at the Corolla Visitor Center with proof of purchase. Other topics related to the off-road were discussed, and Commissioners agreed to increase fines for violations issued on the off-road from \$50 to \$75. Commissioner White relayed concerns with side-by-side, street-legal vehicles being driven on the off-road. Commissioners agreed to make side-by-sides ineligible for parking permits and to allow their use for residents and property owners only by requiring an ATV permit. Commissioners asked that the Ordinance amendments be included on the next meeting agenda.

Fire and Emergency Medical Services (EMS) Chief, Ralph Melton, was asked to attend the Work Session at the request of Commissioner Mary Etheridge to clarify a request for

Communication: Minutes for March 7, 2022 (Approval Of Minutes-March 7, 2022)

additional overtime funds for the department after a budget amendment to cover the cost was removed from the February 21, 2022 Commissioners meeting agenda. Chief Melton used a powerpoint and reviewed current funding, explained the shortfall, and said an additional \$400,000 would be needed to cover costs. Challenges filling open positions, Covid illnesses and quarantine requirements for staff were some factors that caused the funding shortfall.

The Board thanked Chief Melton for attending to clarify the request. Mr. McRee explained the funds are included in two separate Budget Amendments in the agenda packet and said the duplicated amendment on page 28 would be pulled.

Motion to adjourn the Work Session

The work session concluded and Commissioner Beaumont moved to close the Work Session. Commissioner White seconded the motion. The motion carried, 7-0, and the Work Session adjourned at 5:45 PM.

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

6:00 PM CALL TO ORDER

The 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
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	
J. Owen Etheridge	Commissioner	Absent	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Payment called the meeting to order and announced the earlier Work Session. Commissioner J. Owen Etheridge attended the Work Session but left prior to the start of the regular Board Meeting due to illness.

A) Invocation & Pledge of Allegiance

Commissioner Jarvis offered the Invocation and led the Pledge of Allegiance.

B) Approval of Agenda

Commissioner White moved for approval of the agenda. Commissioner Jarvis seconded

the motion. The motion carried, 6-0, and the agenda was approved.

Approved agenda:

Work Session

5:00 PM Beach Access Pass

6:00 PM Call to Order

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

Public Comment

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

Commissioner's Report

County Manager/Attorney

Reports

Administrative Reports

- A) Sheriff's Office Recognition and Presentation of Advanced Law EnforcementCertificates
- B) Resolutions Honoring Sergeant Buddy Capps, Corporal Stephen Gilbert, Sergeant Michael Corbell and Deputy Weston Godfrey for Lifesaving Acts

New Business

- A) Consideration of Amendment to Beach Rescue Lifeguard Services Contract
- B) Resolution Supporting North Carolina Department of Transportation Dedicating a Portion of North Carolina Highway 615 on Knotts Island as the Chief Scott A. Morrison Memorial Highway
- C) Consent Agenda
 - 1. Budget Amendments
 - 2. Project Ordinance-Recreation Master Plan Update
 - 3. Surplus Resolution-Modular Office Units/Tank
 - 4. Job Description Revision-Project Engineer
 - 5. Report of Unpaid Real Estate Taxes & Order to Advertise Tax Liens

6. Approval Of Minutes-February 21, 2022

Recess**Special Meeting-Tourism Development Authority**

Consideration of Modification to Grant Award for Martin Farm and Winery Peach BlossomMarket Event

TDA-Budget Amendments

Special Meeting-Ocean Sands Water and Sewer District Board

OSWSD Board-Budget Amendments

Reconvene Regular**Meeting****Closed Session**

Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.

Adjourn

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

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.

Chairman Payment opened the Public Comment period.

Marta Vilshovska of Powells Point, addressed the Board and spoke about the Russian attack on Ukraine. She was born and raised in Ukraine and now lives in Currituck County. She spoke of her family in the Ukraine, who are in the fight of their lives, and asked for the community to help provide humanitarian aid for Ukraine. Commissioners suggested she provide the information to the Clerk to the Board as soon as it is available so it could be communicated to the public.

Communication: Minutes for March 7, 2022 (Approval Of Minutes-March 7, 2022)

There were no other speakers and the Public Comment period was closed.

COMMISSIONER'S REPORT

Commissioner McCord welcomed the new Human Resources Director, Melissa Futrell, to the County. He publicly thanked a parent who contacted him about an issue rather than berating the County on Facebook. The issue was quickly resolved by staff. He stressed caution while driving as the weather gets warmer.

Commissioner Beaumont announced an upcoming basketball tournament to be held in Currituck County, in which his granddaughter will play. He reported his attendance at the recent Fire and Emergency Medical Services (EMS) Advisory Board meeting where staff were recognized for saving a life after a heart attack. The individual was present at the meeting and suffered another heart attack during the recognition. He was attended to by EMS staff and thankfully is recovering.

Chairman Payment urged caution and care with traffic picking up and highway paving in progress at the south end of the County. He reported on a successful spaghetti dinner fundraiser at Lower Currituck Volunteer Fire Department and encouraged citizens to volunteer for their local fire departments, as all stations are busy. He said the County is working to create a dog park in southern end of the county and reminded everyone of daylight savings time.

Commissioner White reported on proposed changes to the Beach Parking Permit program. Most notably, the number of weekly permits will be restricted and the season will be extended. Residents and property owners may use their solid waste decal for parking, making it easier for them.

Commissioner Mary Etheridge announced her attendance at a business meeting of the North Carolina Association of County Commissioners Risk Management Board of Trustees. She described their mission and decisions made in an effort to save money for local governments. She offered prayers to the people of Ukraine.

Commissioner Jarvis discussed Currituck County's March for Meals, a nutrition program for homebound seniors, and announced five day delivery will resume June 1, 2022. She encouraged people interested in volunteering to contact the Currituck County Senior Center. Commissioner Jarvis reported the impact of College of the Albemarle in the community is \$105 million. As a member of the COA Board of Trustees, she is proud to serve and proud of the County's support for the College.

Commissioner Payment spoke on behalf of Commissioner J. Owen Etheridge who attended the Home Show over the weekend. He noted the great turnout and thanked the Chamber of Commerce for a great job putting on the event.

COUNTY MANAGER/ATTORNEY REPORTS

Ike McRee, County Attorney, welcomed Human Resources Director, Melissa Futrell, to the County. He attended the recent 4-H Awards Dinner at Cooperative Extension and remarked on the impressive group of young people. He said Currituck County will be hosting a regional 4-H competition in June.

ADMINISTRATIVE REPORTS

A. Sheriff's Office Recognition and Presentation of Advanced Law Enforcement Certificates

Sheriff Matt Beickert attended to recognize and acknowledge the achievement of Deputy Garland Akers who earned his Advanced Law Enforcement Certificate. Sheriff Beickert read the certificate and presented Deputy Akers with a framed copy.

B. Resolutions Honoring Sergeant Buddy Capps, Corporal Stephen Gilbert, Sergeant Michael Corbell and Deputy Weston Godfrey for Lifesaving Acts

Sheriff Beickert read Resolutions and presented framed copies to officers who performed lifesaving events in the line of duty. Recipients recognized were Sergeant Buddy Capps and Deputy Weston Godfrey. Assisting officers, Sergeant Mike Corbell and Corporal Steven Gilbert were honored but unable to attend the presentation.

Following the readings, Chairman Payment moved to adopt the Resolutions. Commissioner Beaumont seconded and the motion carried, 6-0.

RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS IN APPRECIATION FOR THE SERVICE OF CORPORAL STEPHEN GILBERT TO THE CITIZENS OF CURRITUCK COUNTY, NORTH CAROLINA

WHEREAS, on May 15, 2019, Currituck County Sheriff Corporal Stephen Gilbert responded to a residential call in Currituck, North Carolina, where he found an occupant of the home in life threatening circumstances; and

WHEREAS, Corporal Gilbert entered the home and rendered lifesaving aid until relieved by Emergency Medical Services personnel; and

WHEREAS, Corporal Gilbert's immediate and selfless lifesaving actions to another is a credit to him and to the Currituck County Sheriff's office for which the citizens of Currituck County are grateful.

NOW, THEREFORE, BE IT RESOLVED, that the Currituck County Board of Commissioners, on behalf of the citizens of Currituck County, acknowledges the lifesaving actions of Corporal Stephen Gilbert and extends its appreciation for his dedicated public service.

ADOPTED this 7th day of March 2022.

RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS IN APPRECIATION FOR THE SERVICE OF SERGEANT NATHAN CAPPS TO THE CITIZENS OF CURRITUCK COUNTY, NORTH CAROLINA

WHEREAS, on May 15, 2019, Currituck County Sheriff Sergeant Nathan "Buddy" Capps responded to a residential call in Currituck, North Carolina, where he found an occupant of the home in life threatening circumstances; and

WHEREAS, Sergeant Capps entered the home and performed medical aid with an automated external defibrillator, rendering care until relieved by Emergency Medical Services personnel; and

WHEREAS, Sergeant Capps' immediate and selfless lifesaving actions to another is a credit

to him and to the Currituck County Sheriff's office for which the citizens of Currituck County are grateful.

NOW, THEREFORE, BE IT RESOLVED, that the Currituck County Board of Commissioners, on behalf of the citizens of Currituck County, acknowledges the lifesaving actions of Sergeant Nathan Capps and extends its appreciation for his dedicated public service.

ADOPTED this 7th day of March 2022.

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS
IN APPRECIATION FOR THE SERVICE OF SERGEANT MICHAEL CORBELL
TO THE CITIZENS OF CURRITUCK COUNTY, NORTH CAROLINA**

WHEREAS, on June 10, 2021, Currituck County Sheriff Sergeant Michael Corbell responded to a residential call in Currituck, North Carolina, where he found an occupant of the home in life threatening circumstances; and

WHEREAS, Sergeant Corbell rendered lifesaving aid until relieved by Emergency Medical Services personnel; and

WHEREAS, Sergeant Corbell's immediate and selfless lifesaving actions to another is a credit to him and to the Currituck County Sheriff's office for which the citizens of Currituck County are grateful.

NOW, THEREFORE, BE IT RESOLVED, that the Currituck County Board of Commissioners, on behalf of the citizens of Currituck County, acknowledges the lifesaving actions of Sergeant Michael Corbell and extends its appreciation for his dedicated public service.

ADOPTED this 7th day of March 2022.

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS
IN APPRECIATION FOR THE SERVICE OF DEPUTY WESTON GODFREY TO
THE CITIZENS OF CURRITUCK COUNTY, NORTH CAROLINA**

WHEREAS, on June 10, 2021, Currituck County Sheriff Deputy Weston Godfrey responded to a residential call in Currituck, North Carolina, where he found an occupant of the home in life threatening circumstances; and

WHEREAS, Deputy Godfrey rendered lifesaving aid until relieved by Emergency Medical Services personnel; and

WHEREAS, Deputy Godfrey's immediate and selfless lifesaving actions to another is a credit to him and to the Currituck County Sheriff's office for which the citizens of Currituck County are grateful.

NOW, THEREFORE, BE IT RESOLVED, that the Currituck County Board of Commissioners, on behalf of the citizens of Currituck County, acknowledges the lifesaving action of Deputy Weston Godfrey and extends its appreciation for his dedicated public service.

ADOPTED this 7th day of March 2022.

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

NEW BUSINESS

Communication: Minutes for March 7, 2022 (Approval Of Minutes-March 7, 2022)

A. Consideration of Amendment to Beach Rescue Lifeguard Services Contract

County Manager, Ike McRee, recalled Board discussion at the 2022 annual Board Retreat and reviewed the amendment to the Lifeguard Services contract to increase the amount by \$70,000 annually. The increase will provide salaries for Currituck County lifeguard services competitive with those of neighboring areas.

Commissioner White moved for approval. Commissioner Beaumont seconded the motion. The motion carried, 6-0.

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

B. Resolution Supporting North Carolina Department of Transportation Dedicating a Portion of North Carolina Highway 615 on Knotts Island as the Chief Scott A. Morrison Memorial Highway

County Manager, Ike McRee, reviewed the request for a road dedication to honor a fallen Currituck County firefighter and the need to adopt a Resolution of support to enable the North Carolina Department of Transportation to move forward with the request. Commissioner White read the Resolution into the record and motioned for approval. Commissioner McCord seconded the motion. The motion carried, 6-0.

RESOLUTION OF THE BOARD OF COMMISSIONERS SUPPORTING THE DEDICATION OF A PORTION OF NORTH CAROLINA HIGHWAY 615 ON KNOTTS ISLAND IN HONOR OF CHIEF SCOTT A. MORRISON

WHEREAS, Scott A. Morrison, a native of New Jersey, moved to North Carolina in 1993, and in the year 2000, settled in Knotts Island where he and his wife, Jessica, raised two children, Kaitlyn and Sean; and

WHEREAS, upon moving to Knotts Island, Mr. Morrison immediately became a member of the Knotts Island Volunteer Fire Department; and

WHEREAS, in 2010, after many years of dedicated service to the Knotts Island community as a firefighter, Scott Morrison became Chief of the Knotts Island Volunteer Fire Department; and

WHEREAS, on March 3, 2013, Chief Morrison tragically lost his life after working to coordinate fire suppression activities for a brush fire on Knotts Island; and

WHEREAS, Chief Morrison is remembered as one who was always committed to public service, and it would be fitting and proper to pay tribute to Chief Morrison by dedicating a roadway in Currituck County in his honor.

NOW, THEREFORE, BE IT RESOLVED that the Currituck County Board of Commissioners supports dedicating a portion of North Carolina Highway 615, located on Knotts Island, North Carolina, to Chief Scott A. Morrison and requests appropriate markers or signs containing the designation be erected on the roadway by the North Carolina Department of Transportation.

BE IT FURTHER RESOLVED that a copy of this Resolution will be forwarded to the North Carolina Department of Transportation, North Carolina Representative Bobby Hanig, and to the family of Chief Scott A. Morrison.

ADOPTED this 7th day of March, 2022.

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

C) Consent Agenda

As reported at the Work Session, Ike McRee, County Manager, said the budget amendment on page 28 of the agenda packet should be removed, as it is a duplicate of an amount included in the budget amendment located on page 24. Commissioner Beaumont moved to approve the Consent Agenda with the exception of the duplicate budget amendment on page 28 of the agenda packet. Commissioner McCord seconded the motion and the motion carried, 6-0.

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

1. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10531-532000	Supplies		1,360
10531-511010	Data Transmission	1,360	
		<u>\$ 1,360</u>	<u>\$ 1,360</u>
Explanation:	Emergency Management (10531) - Transfer budgeted funds for internet monitoring for beach camera project.		
Net Budget Effect:	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>		
10795-576009	Youth Soccer	\$ 5,000	
10350-469009	Soccer		\$ 2,290
10795-576002	Youth Basketball		2,710
		<u>\$ 5,000</u>	<u>\$ 5,000</u>
Explanation:	Parks and Recreation (10795) - Transfer funds and increase appropriations for additional costs incurred due to increased registration for Youth Soccer.		
Net Budget Effect:	Operating Fund (10) - Increased by \$2,290.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
67878-545000	Contracted Services		\$ 10,000
67878-553000	Dues & Subscriptions	\$ 10,000	
		<u>\$ 10,000</u>	<u>\$ 10,000</u>
Explanation:	Mainland Sewer (67878) - Transfer budgeted funds for State permitting fees.		
Net Budget Effect:	Mainland Sewer Fund (67) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10460-592000	Projects		\$ 2,000
10460-553000	Dues & Subscriptions	\$ 2,000	
		\$ 2,000	\$ 2,000
Explanation: Public Works (10460) -The transfer is to provide funds for stormwater permits for Maple Industrial Complex, Maple Commerce Park and Moyock Library.			
Net Budget Effect: Operating Fund (10) - No Change.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10530-502100	Salaries - Overtime	\$ 400,000	\$ -
10530-505000	FICA Expense	22,950	
10530-507000	Retirement Expense	51,120	
10530-590000	Capital Outlay	15,000	
10530-526000	Advertising		2,200
10530-540000	Worker's Compensation		3,530
10530-502000	Salaries - Regular		100,000
10340-450000	Ambulance Service		383,340
210541-502100	Salaries - Overtime	316,982	
210541-502000	Salaries - Regular		316,982
10541-502100	Salaries - Overtime	9,873	
10541-557100	Software License Fee		6,000
10541-514000	Travel		2,000
10541-532000	Supplies		1,873
		\$ 815,925	\$ 815,925
Explanation: Emergency Medical Services (10530); County Fire Services (10541); Corolla County Fire Services (210541) - Transfer budgeted line items and increase appropriations for additional overtime due to staffing needs due to increases in COVID cases. Also, replacement of an HVAC until in the Waterlily Fire Station. The additional funding will be funded through increased collections of ambulance fees.			
Net Budget Effect: Operating Fund (10) - Increased by \$383,340.			
Corolla Fire District Fund (210) - No change.			

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10795-545100	Credit Card Fees	\$ 800	
10795-516001	Repairs and Maintenance	500	
10795-536000	Uniforms	500	
10795-576007	Youth Wrestling		\$ 1,800
		<u>\$ 1,800</u>	<u>\$ 1,800</u>
Explanation:	Parks & Recreation (10795) - The transfer from Youth Wrestling to other accounts covers shortages.		
Net Budget Effect:	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>		
10531-545000	Contracted Services		\$ 500
10531-514500	Travel	\$ 500	
		<u>\$ 500</u>	<u>\$ 500</u>
Explanation:	Emergency Management (10531) - Transfer budget funds for additional travel.		
Net Budget Effect:	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>		
10510-502000	Salaries		\$ 8,000
10510-506000	Insurance Expense		12,000
10510-532000	Supplies	3,000	
10510-536000	Uniforms	5,000	
10510-545000	Contracted Services	\$ 12,000	
		<u>\$ 20,000</u>	<u>\$ 20,000</u>
Explanation:	Sheriff (10510) - The transfers are to cover Phycological Evaluations effective 1-1-2022 that are new to our process and not included in the 2022 budget in addition to transfers to cover expenses until fiscal year end.		
Net Budget Effect:	Operating Fund (10) - No Change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
210541-502000	Salaries		\$ 270,000
210541-502100	Overtime	\$ 270,000	
		\$ 270,000	\$ 270,000
Explanation: Corolla Fire District (210541) - The transfer is to remove the overtime shortage in Corolla.			
Net Budget Effect: Corolla Fire District (210) - No Change.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10530-506000	Insurance		\$ 1,000
10530-590000	EM Capital Outlay		15,000
10541-590000	Capital Outlay	\$ 16,000	
		\$ 16,000	\$ 16,000
Explanation: Emergency Medical Services (10530); Fire Service (10541) - The transfer is for a HVAC replacement at the Waterlily Fire Station.			
Net Budget Effect: Operating Fund (10) - No Change.			

2. Project Ordinance-Recreation Master Plan Update

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 update of the Parks and Recreation Masterplan.

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

Recreation Masterplan	\$ 42,450
	<u>\$ 42,450</u>

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

Operating Fund	\$	42,450
	<u>\$</u>	<u>42,450</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 7th day of March 2022.

3. Surplus Resolution-Modular Office Units/Tank

RESOLUTION		
<p>WHEREAS, THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting held on March 7, 2022 authorized pursuant to N.C.G.S. 160A-270, that the property listed below will be sold at electronic auction or will be disposed of if not sellable.</p>		
County		
Asset Tag	Description	Serial Number
B50	Elections Modular Building	
2094	1989 Roger Office Trailer - WIC/Highway Patrol	38072 11923
3323	Soil & Water Doublewide Trailer	
3009	1000-Gallon Fuel Tank - Old Health Dept.	
<p>NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.</p>		
<p>ADOPTED, this 7th day of March 2022.</p>		

4. Job Description Revision-Project Engineer

5. Report of Unpaid Real Estate Taxes & Order to Advertise Tax Liens

6) Approval Of Minutes-February 21, 2022

1. Minutes for February 21, 2022

RECESS

The Regular Meeting of the Board of Commissioners was recessed to convene a Special Meeting of the Tourism Development Authority.

SPECIAL MEETING-TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners held a Special Meeting during a recess of the 6:00 PM Regular Meeting to sit as the Tourism Development Authority. The Special Meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. The purpose of the meeting was to consider a modification to a grant award for an upcoming event at Martin Vineyards and budget amendments.

Consideration of Modification to Grant Award for Martin Farm and Winery Peach Blossom Market Event

Commissioner White reviewed the request to modify the original grant authorization to cover unanticipated cost increases for the event. Commissioner Mary Etheridge moved for approval of the request and Commissioner White seconded the motion. The motion carried, 6-0.

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

TDA-Budget Amendments

Following review, Commissioner White moved for approval of the Budget Amendments. Commissioner Beaumont seconded the motion. The motion carried, 6-0.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15447-545001	Beach Services	\$ 15,847	
15320-415000	Occupancy Tax		\$ 15,847
		<u>\$ 15,847</u>	<u>\$ 15,847</u>
Explanation:	Tourism Related Expenses (15447) - Increase appropriations for the fourth amendment to the Ocean Rescue/Beach Services contract through June 30, 2022.		
Net Budget Effect:	Occupancy Tax Fund (15) - Increased by \$15,847.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-590000	Capital Outlay	\$ 50,000	
15442-526200	Promotion Efforts		\$ 50,000
		<u>\$ 50,000</u>	<u>\$ 50,000</u>
Explanation:	Tourism Promotion (15442) - Transfer budgeted funds from Promotions to Capital Outlay to run fiber to the Wildlife Resources Center and the Maritime Museum.		
Net Budget Effect:	Occupancy Tax Fund (15) - No change.		

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

Motion to Adjourn

There was no further business and Commissioner Beaumont moved to adjourn. Commissioner Jarvis seconded the motion. The motion carried, 6-0, and the Special Meeting of the Tourism Development Authority concluded at 6:45 PM.

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

SPECIAL MEETING-OCEAN SANDS WATER AND SEWER DISTRICT BOARD

The Currituck County Board of Commissioners held a Special Meeting during a recess of the 6:00 PM Regular Meeting to sit as the Ocean Sands Water and Sewer District Board. The Special Meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. The purpose of the meeting was to consider a budget amendment.

OSWSD Board-Budget Amendments

County Attorney, Ike McRee, reviewed the request for Commissioners. Commissioner White moved for approval and Commissioner Jarvis seconded the motion. The motion carried, 6-0.

		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-533201	Lab Tests	\$ 2,500	
60808-533801	Chemicals - Sewer	\$ 8,000	
60808-540000	Worker's Compensation		\$ 90
60808-553001	Dues & Subscriptions	\$ 1,000	
60360-470001	Utilities Charges		\$ 11,410
		\$ 11,500	\$ 11,500
Explanation: Ocean Sands Water and Sewer (60808) - Increase budgeted funds for increased testing, chemicals and dues.			
Net Budget Effect: Ocean Sands Water and Sewer District Fund (60) - Increased by \$11,410.			

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

Motion to Adjourn

There was no further business and Commissioner White moved to adjourn. Commissioner McCord seconded the motion. The motion carried, 6-0, and the meeting of the Ocean Sands Water and Sewer District adjourned at 6:46 PM.

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

RECONVENE REGULAR MEETING

Chairman Payment reconvened the Regular Meeting of the Board of Commissioners to hold a Closed Session.

CLOSED SESSION

1. Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.

Chairman Payment moved to enter Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct County staff concerning the position to be taken by or on behalf of the County in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.

Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0, and Commissioners entered into Closed Session.

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

ADJOURN

Motion to Adjourn Meeting

The Board had no further business after returning from Closed Session. Commissioner Mary Etheridge moved to adjourn and Commissioner McCord seconded the motion. The motion passed, 6-0, and the regular meeting of the Board of Commissioners concluded at 7:00 PM.

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