

CURRITUCK COUNTY  
NORTH CAROLINA  
JUNE 16, 2008

The Board of Commissioner met at 6:00 to discuss the Welcome Center plan modifications and also met with the Fire and EMS Advisory Board.

The Board of Commissioners met on June 16, 2008, at 7:00 p.m. for its regularly scheduled meeting at the Historic Courthouse in the Commissioners Meeting Room with the following members present: Chairman Nelms, Commissioners Bowden, Gregory, Taylor and Etheridge.

### **Invocation**

#### **Pledge of Allegiance**

The Reverend Glenn McCranie was present to give the invocation.

### **Approval of Agenda**

Chairman Nelms moved to amend the agenda by moving Item 6 to Item 3A and add to consent agenda resolution supporting second ferry to Knotts Island, add a Closed Session and a special meeting to adopt the Tourism Development budget. Commissioner Gregory seconded the motion. Motion carried

- 7:00 p.m.      Invocation  
                 Pledge of Allegiance
- Item 1          Approval of Agenda
- Item 2          Public Comment  
*Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.*
- Item 3          **Public Hearing and Action on FY 08-09 County Budget**
- Item 4          **Public Hearing and Action** on Submittal of a Community Development Block Grant Application to the NC Division of Community Assistance for the 2008 Scattered Site Housing Program.
- Item 5          **Action On** PB 08-19 Shirley D. Webber: Request to establish a Conditional District - Planned Unit Development Overlay Zone (CD-PUD) on 226 acres. The property is located at 7160 Caratoke Highway, approximately 2/10ths of a mile south of the intersection with Forbes Road, adjacent to the North River. Tax Map 109, Parcel 156, Poplar Branch Township.
- Item 6          **Commissioner Etheridge** to report on recent recognition of the Tourism Department by the Destination Marketing Association of North Carolina
- Item 7          **Appointment** to the Game Commission
- Item 8          **Consent Agenda:**  
                 1. Budget Amendments

## 2. Approval of June 2, 2008, Minutes

Item 9 Commissioner's Report  
Item 10 County Manager's Report  
Adjourn

**Public Comment**

*Please limit comments to items not appearing on the regular agenda, please limit comments to 3 minutes.*

Chairman Nelms opened the public comment period.

Commissioner Gregory moved to direct staff to proceed with construction plans for the Recreation and Senior Citizens Center. Chairman Nelms seconded the motion. Motion carried.

Commissioner Etheridge reminded citizens of the LUP meeting on Tuesday.

Chairman Nelms commended staff on the recent Hurricane Workshop.

There being no further business, the public comment period was closed.

**Public Hearing and Action on FY 08-09 County Budget**

Dan Scanlon, County Manager, presented the budget.

Chairman Nelms opened the public hearing.

Commissioner Bowden expressed his concerns with not having more work sessions on the budget.

There being no further comments, Chairman Nelms moved to close the public hearing.

Commissioner Gregory moved to adopt the FY 08-09 Budget. Commissioner Etheridge seconded the motion. Motion carried.

**COUNTY OF CURRITUCK  
BUDGET ORDINANCE**

For the Year Ending June 30, 2009

BE IT ORDAINED by the Board of Commissioners, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2008 and ending June 30, 2009.

**SECTION 1. GENERAL FUND**

## A. Estimated Resources:

Ad Valorem Taxes	\$	24,950,416
Other Taxes and Licenses		6,563,148
Restricted Intergovernmental Revenues		3,549,602
Unrestricted Intergovernmental Revenues		375,500
Permits and Fees		1,763,500
Sales and Services		458,476
Investment Earnings		750,000
Miscellaneous		<u>50,000</u>
		38,460,642
Transfers In		4,636,208
Fund Balance Appropriated		<u>4,321,893</u>
TOTAL ESTIMATED RESOURCES	\$	<u><u>47,418,743</u></u>

## B. Appropriations:

Administration	\$	449,581
Legal		493,602
Governing Body		162,620
Elections		164,239
Finance		339,017
Information Technology Services		530,823
Human Resources		142,406
Public Information		171,143
Tax		498,196
Public Works		1,544,241
Wastewater		179,190
Register of Deeds		743,666
Court Facilities		192,589
Agency Appropriations		36,200
Central Services		

	538,555
Sheriff	5,500,889
Detention Center	1,999,480
Animal Control	381,027
Jury Commission	1,800
Emergency Medical Services	5,466,774
Emergency Management	207,648
Communications	1,406,401
Inspections	558,288
Fire Services	106,284
Moyock Volunteer Fire Department	258,963
Crawford Volunteer Fire Department	258,963
Lower Currituck Volunteer Fire Department	258,963
Corolla Volunteer Fire and Rescue Squad	258,963
Carova Beach Volunteer Fire Department	258,963
Knotts Island Volunteer Fire Department	258,963
Medical Examiner	10,000
Airport	436,384
Inter-County Transportation	125,033
Soil Conservation	160,604
Forestry	82,575
Cooperative Extension	465,517
Support Our Students	80,000
Economic Development	166,736
Planning	656,724
Health Administration	127,000
Mental Health	39,592
Social Services Administration	2,383,575
Public Assistance	1,969,450
County Assistance	56,000

Smart Start - Eat Smart, Move More	9,470
Juvenile Crime Prevention Control	105,422
Recreation	798,485
Library	526,933
Senior Centers	332,960
Debt Administration	3,232,310
Transfers Out	<u>2,411,584</u>
	<u>37,544,791</u>
School Local Current Expense	8,603,952
School Capital Outlay	1,220,000
Community College	<u>50,000</u>
	<u>9,873,952</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u><u>\$ 47,418,743</u></u></b>

## SECTION 2. REVALUATION FUND

### A. Estimated Resources:

Investment Earnings	\$ 9,000
Transfer In	<u>121,000</u>
<b>TOTAL ESTIMATED RESOURCES</b>	<b><u><u>\$ 130,000</u></u></b>

### B. Appropriations:

Operations	<u>\$ 130,000</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u><u>\$ 130,000</u></u></b>

## SECTION 3. EMERGENCY EQUIPMENT REPLACEMENT FUND

### A. Estimated Resources:

Investment Earnings	\$ 2,000
Transfer In	266,528
Fund Balance Appropriated	<u>548,135</u>
<b>TOTAL ESTIMATED RESOURCES</b>	<b><u><u>\$ 816,663</u></u></b>

## B. Appropriations:

Operations	\$ 816,663
TOTAL APPROPRIATIONS	<u>\$ 816,663</u>

**SECTION 4. EMERGENCY TELEPHONE SYSTEM FUND**

## A. Estimated Resources:

Other Taxes and licenses	\$ 288,000
Investment Earnings	<u>5,000</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 293,000</u>

## B. Appropriations:

Operations	\$ 293,000
TOTAL APPROPRIATIONS	<u>\$ 293,000</u>

**SECTION 5. GUINEA MILL WATERSHED IMPROVEMENT DISTRICT FUND**

## A. Estimated Resources:

Special District Taxes	\$ 10,644
Investment earnings	<u>500</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 11,144</u>

## B. Appropriations:

Operations	\$ 11,144
TOTAL APPROPRIATIONS	<u>\$ 11,144</u>

**SECTION 6. HOG DITCH WATERSHED IMPROVEMENT DISTRICT FUND**

## A. Estimated Resources:

Special District Taxes	\$ 936
TOTAL ESTIMATED RESOURCES	<u>\$ 936</u>

## B. Appropriations:

Operations	\$ 936
TOTAL APPROPRIATIONS	<u>\$ 936</u>

**SECTION 7. MOYOCK WATERSHED IMPROVEMENT DISTRICT FUND**

## A. Estimated Resources:

Special District Taxes	\$ 12,714
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Investment earnings	<u>500</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 13,214</u>

## B. Appropriations:

Operations	<u>\$ 13,214</u>
TOTAL APPROPRIATIONS	<u>\$ 13,214</u>

**SECTION 8. NORTHWEST WATERSHED IMPROVEMENT DISTRICT FUND**

## A. Estimated Resources:

Special District Taxes	<u>\$ 1,754</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 1,754</u>

## B. Appropriations:

Operations	<u>\$ 1,754</u>
TOTAL APPROPRIATIONS	<u>\$ 1,754</u>

**SECTION 9. WHALEHEAD WATERSHED IMPROVEMENT DISTRICT FUND**

## A. Estimated Resources:

Special District Taxes	\$ 372,557
Investment earnings	<u>5,000</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 377,557</u>

## B. Appropriations:

Operations	<u>\$ 377,557</u>
TOTAL APPROPRIATIONS	<u>\$ 377,557</u>

**SECTION 10. CAPITAL IMPROVEMENTS FUND**

## A. Estimated Resources:

Other Taxes and Licenses	\$ 1,473,154
Investment Earnings	<u>25,000</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 1,498,154</u>

## B. Appropriations:

Transfers Out	\$ 612,300
Contingency	885,854

TOTAL APPROPRIATIONS	<u>\$ 1,498,154</u>
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**SECTION 11. SCHOOL CAPITAL FUND**

## A. Estimated Resources:

Other Taxes and Licenses	\$ 1,210,245
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Investment Earnings	<u>9,755</u>
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TOTAL ESTIMATED RESOURCES	<u>\$ 1,220,000</u>
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## B. Appropriations:

Transfers Out	<u>\$ 1,220,000</u>
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TOTAL APPROPRIATIONS	<u>\$ 1,220,000</u>
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**SECTION 12. TRANSFER TAX CAPITAL FUND**

## A. Estimated Resources:

Other Taxes and Licenses	\$ 2,752,249
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Investment Earnings	<u>48,451</u>
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TOTAL ESTIMATED RESOURCES	<u>\$ 2,800,700</u>
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## B. Appropriations:

Operations	\$ 700
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Transfers Out	<u>2,800,000</u>
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TOTAL APPROPRIATIONS	<u>\$ 2,800,700</u>
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**SECTION 13. LAND BANKING CAPITAL FUND**

## A. Estimated Resources:

Transfers In	<u>\$ 300,000</u>
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TOTAL ESTIMATED RESOURCES	<u>\$ 300,000</u>
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## B. Appropriations:

Operations	<u>\$ 300,000</u>
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TOTAL APPROPRIATIONS	<u>\$ 300,000</u>
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**SECTION 14. OCEAN SANDS WATER AND SEWER FUND**

## A. Estimated Resources:

Operating Revenues	\$
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	874,900
Non-operating Revenues	125,000
Appropriated Retained Earnings	<u>899,403</u>
<b>TOTAL ESTIMATED RESOURCES</b>	<b><u>\$ 1,899,303</u></b>

## B. Appropriations:

Administration	\$ 10,938
Water Treatment Operations	420,300
Sewer Treatment Operations	763,165
Capital Outlay	<u>704,900</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 1,899,303</u></b>

**SECTION 15. MAINLAND WATER FUND**

## A. Estimated Resources:

Operating Revenues	\$ 2,178,106
Non-operating Revenues	110,000
Appropriated Retained Earnings	<u>899,403</u>
<b>TOTAL ESTIMATED RESOURCES</b>	<b><u>\$ 3,187,509</u></b>

## B. Appropriations:

Administration	\$ 162,688
Water Treatment Operations	1,332,749
Debt Service	1,625,072
Capital Outlay	<u>67,000</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 3,187,509</u></b>

**SECTION 16. NEWTOWN ROAD SEWER FUND**

## A. Estimated Resources:

Operating Revenues	\$ 8,200
Non-operating Revenues	100,400
Appropriated retained earnings	<u>145,700</u>
<b>TOTAL ESTIMATED RESOURCES</b>	<b><u>\$ 254,300</u></b>

B. Appropriations:		
Administration	\$	590
Sewer Treatment Operations		68,710
Capital Outlay		<u>185,000</u>
TOTAL APPROPRIATIONS	\$	<u><u>254,300</u></u>

#### **SECTION 17. SOLID WASTE FUND**

A. Estimated Resources:		
Operating Revenues	\$	1,867,661
Non-operating Revenues		<u>2,778,820</u>
TOTAL ESTIMATED RESOURCES	\$	<u><u>4,646,481</u></u>
B. Appropriations:		
Administration	\$	77,661
Solid Waste Operations		<u>4,568,820</u>
TOTAL APPROPRIATIONS	\$	<u><u>4,646,481</u></u>

#### **SECTION 18. MOYOCK COMMONS SEWER FUND**

A. Estimated Resources:		
Operating Revenues	\$	74,902
Non-operating Revenues		<u>48,465</u>
TOTAL ESTIMATED RESOURCES	\$	<u><u>123,367</u></u>
B. Appropriations:		
Administration	\$	1,933
Sewer Treatment Operations		86,836
Debt Service		<u>34,598</u>
TOTAL APPROPRIATIONS	\$	<u><u>123,367</u></u>

#### **SECTION 19. SOUTHERN OUTER BANKS WATER FUND**

A. Estimated Resources:		
Operating Revenues	\$	1,607,000
Non-operating Revenues		220,000
Appropriated retained earnings		212,815

TOTAL ESTIMATED RESOURCES	<u>\$ 2,039,815</u>
B. Appropriations:	
Administration	\$ 83,085
Water Treatment Operations	787,352
Debt service	1,169,378
Capital outlay	<u>6,800</u>
TOTAL APPROPRIATIONS	<u>\$ 2,039,815</u>

**SECTION 20. POST-EMPLOYMENT RETIREMENT BENEFITS FUND**

A. Estimated Resources:	
Retiree benefits	<u>\$ 192,421</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 192,421</u>
B. Appropriations:	
Operations	<u>\$ 192,421</u>
TOTAL APPROPRIATIONS	<u>\$ 192,421</u>

**SECTION 21. AD VALOREM TAX RATE ESTABLISHED**

There is hereby levied a tax rate of Thirty-two cents (\$0.32) per One Hundred dollars (\$100) valuation of all real and personal property situated in the County of Currituck on January 1, 2008 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in Section 1, Part A of this ordinance.

The rate of tax is based on estimated total valuation of property for the purpose of taxation of \$8,032,000,000 and an estimated rate of collection of 98.56%. The estimated rate of collection is based on the fiscal year ended June 30, 2007.

**SECTION 22. SPECIAL DISTRICT TAX RATE ESTABLISHED**

There is hereby levied a tax rates (in cents) for Special Districts per One Hundred dollars (\$100) valuation of all real and personal property situated in said district on January 1, 2008 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in Part A of Sections 5 through 9 and Section 18 of this ordinance.

Guinea Mill Watershed Improvement District	0.010
Hog Ditch Watershed Improvement District	0.010
Moyock Watershed Improvement District	0.015
Northwest Watershed Improvement District	0.020
Whalehead Watershed Improvement District	0.040
Moyock Commons Sewer District	0.245

**SECTION 23. ANIMAL TAX RATE ESTABLISHED**

There is hereby levied an animal tax of Three dollars (\$3.00) for all male and spayed female dogs and Six dollars (\$6.00) for all fertile female dogs listed for taxes as of January 1, 2008.

**SECTION 24. SOLID WASTE COLLECTION AND DISPOSAL RATE ESTABLISHED**

There is hereby established a disposal fee pursuant to Section 11-5(a) of the Solid Waste Ordinance of Sixty-Eight dollars (\$68.00) per ton for in County waste and Seventy-Eight dollars (\$78.00) per ton for out of County waste.

There is hereby levied an annual solid waste collection and disposal availability fee pursuant to Section 11-5(b) of the Solid Waste Ordinance of Two Hundred Thirty-Five (\$235) for all units on the Southern Currituck Outer Banks and Ninety-Nine dollars (\$99) for all units located elsewhere within the County of Currituck.

#### **SECTION 25. EMPLOYEE COMPENSATION**

Employee compensation is included here within in summary form. Individual employee salaries are hereby approved and set as presented in the supporting documents presented as part of the budget deliberation process and officially filed with the Human Resources Director.

#### **SECTION 26. OTHER FEES**

Currituck County charges various fees. These fees are detailed in the Master Fee schedule that is presented in the appendix of the budget document.

#### **SECTION 27. DISBURSEMENT OF SCHOOL APPROPRIATIONS**

The amount here within appropriated as School Local Current Expense shall be disbursed to the school finance officer in twelve (12) equal monthly installments.

The amount here within appropriated as School Capital Outlay shall be disbursed to the school finance officer according to a mutually agreed disbursing schedule.

A quarterly progress report shall be furnished by the Board of Education to the Board of Commissioners detailing the extent to which all school capital outlay and school capital construction monies have been expended.

#### **SECTION 28. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

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

- a. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.
- b. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.

- c. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.
- d. He may make interfund loans for a period of not more than sixty days (60).
- e. He may not transfer any amounts between funds or from any contingency line items within any funds.

#### **SECTION 29. CONTRACTUAL OBLIGATIONS**

The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- a. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- c. They 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.
- d. They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- e. They 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 30. MEMORANDA**

- A. Officers:  
Daniel F. Scanlon II CPA is the Budget Officer  
Sandra L. Hill CPA is the County Finance Director  
Donald I. McRee Jr is the County Attorney
- B. Facsimile Signatures:

The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile machines, stamps, plates or other devices.

C. Official Depositories:

The Official depositories of the County of Currituck are:

- The Bank of Currituck, North Carolina
- The East Carolina Bank, Currituck, North Carolina
- Bank of America, North Carolina
- Branch Bank and Trust, North Carolina
- Gateway Bank, North Carolina
- North Carolina Cash Management Trust, Charlotte, North Carolina
- Wachovia Bank, North Carolina

D. Daily Deposits:

Daily deposits are required by all departments when the amount of money held on hand sums to Two Hundred Fifty dollars (\$250).

E. Returned Check or Electronic Funds Transfer Fees:

The County will assess a returned check charge consistent with G. S. 25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds. The penalty for returned checks and electronic funds transfers for payment of taxes are governed by G. S. 105-357(2).

F. Policy on Appropriations:

The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

G. Tax Collector:

Tracy L. Sample is hereby appointed Tax Collector.

### **SECTION 31. USE OF BUDGET ORDINANCE**

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

ADOPTED this 16th day of June 2008.

ATTEST:

*Gwen H. Keene*

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Gwen H. Keene  
Clerk to the Board

*Barry Nelms*

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Barry Nelms, Chairman  
Board of Commissioners

**CURRITUCK COUNTY  
CLASSIFICATION BY SALARY GRADE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2009**

SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$ 21,568	Custodian Human Resource Aide Senior Center Asst. Coordinator
51	\$ 23,319	Maintenance Helper SOS Assistant Park Attendant
52	\$ 25,069	Accounting Clerk I Deputy Register of Deeds Visitor Relations Coordinator District Administrator 4H-SOS Associate Library Assistant I Permit Officer Processing/Public Information Assistant IV Secretary I Tax Clerk Customer Serv Clerk Water Mechanic Helper Recreation Specialist DCI CP/Clerk Meter Reader Public Info Asst V Recreation Assistant Community Social Services Asst.
53	\$ 26,820	Library Assistant II

		Detention Officer EMT Basic/Firefighter Maintenance/Repair Worker
54	\$ 28,570	Administrative Secretary Agricultural Technician Accounting Clerk II Asst Register of Deeds Income Main Caseworker I Animal Control Officer SOS Program Director Telecommunication Trainee F&C Sciences Associate Deputy Director of Elections Officer Manager/Bulk Mail Supervisor Secretary II Intake Officer Library Associate I
55	\$ 30,322	Superintendent of Parks Maintenance/Repair Worker Electrician EMT Intermediate FF Deputy Tax Collector Accounting Clerk III Telecommunicator I Water Clerk II *Library Associate II Administrative Assist I Water Mechanic
56	\$ 32,074	Sergeant Detention Officer Income Maint Caseworker II Telecommunicator II Deputy Trainee Video Production Assistant

		Animal Control Supervisor Support Technician Wastewater Operator Trainee Water Plant Operator Trainee Planner Technician Tax Mapper
57	\$ 33,823	*Administrative Assistant II Development Code Enforcement Officer Deputy Sheriff I Building Inspector I Human Resources Asst Accounting Technician Program Director- Jail Wastewater Operator Deputy Emerg Management Coord Maintenance Supervisor Water Plant Operator Social Worker I
58	\$ 35,574	Tax Appraiser EMC Deputy Sheriff II *Lieutenant Detention Officer Training Officer Income Maint Caseworker III Income Maint Investigator II
59	\$ 37,325	Legal Assistant EMT Paramedic/Firefighter Deputy Sheriff III Detective I Financial & Budget Asst Building Inspector II probationary/ FQ Inspect I

		Planner I
60	\$ 39,076	Fire Marshal Detective II Marketing Coordinator Sr Center Coordinator Information and Communicator Officer Soil & Water Technician Electronic Media Coordinator *Communications Supervisor GIS Coordinator *Income Maint Supervisor II Social Worker II
61	\$ 40,827	Building Inspector III probationary/ FQ BI II Detective Sergeant Patrol Sergeant *Director of Elections Water Plant Distribution Supervisor
62	\$ 42,578	Social Worker III *Building Superintendent Social Worker Invest/Assess Treatment *Jail Superintendent
63	\$ 44,327	Building Inspector III FQ *Administrative Lieutenant *Captain Shift Supervisor *Captain Training *Patrol Lieutenant *Recreation Director *Social Work Supervisor II *Chief Water Plant Operator
64	\$ 46,079	Senior Planner * Chief Building Inspector

65	\$ 48,205	*Deputy Chief Fire and EMS *Chief Deputy Sheriff Dept *Admin Assistant/ Clerk to Board *Airport Manager
66	\$ 49,582	*Social Worker Supv III *Public Information Director *Water Superintendent
67	\$ 51,330	*Emerg Mgmt Director
68	\$ 53,081	*Tax Administrator *IT Director *Human Resources Director
69	\$ 54,832	
70	\$ 56,636	
71	\$ 58,333	
72	\$ 60,085	
73	\$ 61,835	*Director of Social Services *Chief of EMS *Finance Director *Economic Development Director
74	\$ 63,586	
75	\$ 65,336	
76	\$ 67,088	*Utilities Director
77	\$ 68,837	
78	\$ 70,589	*Planning Director
79	\$ 72,340	
80	\$ 73,876	
81	\$ 75,470	*Engineer

\* indicates exempt status

Board determined

Board determined

Board determined

Board determined

\*County Manager salary

\*Sheriff's salary

\*Register of Deeds' salary

\*Attorney's salary

**Public Hearing and Action on Submittal of a Community Development Block Grant Application to the NC Division of Community Assistance for the 2008 Scattered Site Housing Program.**

Chairman Nelms opened the public hearing. There being no comments, he closed the public hearing.

Commissioner Gregory moved to approve. Commissioner Etheridge seconded the motion. Motion carried.

**Action on PB 08-19 Shirley D. Webber: Request to establish a Conditional District - Planned Unit Development Overlay Zone (CD-PUD) on 226 acres. The property is located at 7160 Caratoke Highway, approximately 2/10ths of a mile south of the intersection with Forbes Road, adjacent to the North River. Tax Map 109, Parcel 156, Poplar Branch Township.**

Ben Woody, Planning Director, reviewed the 7 conditions to be accepted by the developer.

At its June 16, 2008 meeting, the Currituck County Board of Commissioners voted to approve the request to establish a Conditional District - Planned Unit Development Overlay Zone (CD-PUD) on 226 acres as shown on Tax Map 109, Parcel 156 with the following conditions:

1. Maximum gross residential density of 1.5 dwelling units per acre.
2. Provide interconnectivity in a north-south direction via stub streets to the existing property line; the specific locations will be identified as part of the sketch plan or an approved master plan.
3. Provide a bike lane along identified proposed rights-of-way to promote alternate means of transportation throughout the proposed development; the specific location of the internal streets will be identified as part of the sketch plan or an approved master plan.
4. Provide design controls by formulating an architectural theme (on both residential and commercial properties) to promote architectural styles that are reflective of a coastal community; the specific styles will be identified as part of the sketch plan or an approved master plan.
5. Provide vegetative buffers and berms as necessary along the property line adjacent to agricultural and farming properties; additional landscaping requirements in these specific areas will be identified as part of the sketch plan or an approved master plan.

6. Allow public access to the water's edge of the North River.
7. Agree to design and construct all roads pursuant to North Carolina Department of Transportation standards.

Eddie Valdivieso, Engineer, accepted the 7 conditions.

Commissioner Bowden moved to approve with conditions.  
Commissioner Gregory seconded the motion. Motion carried.

**Commissioner Etheridge to report on recent recognition of the Tourism Department by the Destination Marketing Association of North Carolina**

Commissioner Etheridge commended the Tourism Staff for their accomplishments and awards received.

**Appointment to the Game Commission**

Commissioner Bowden moved to re-appoint Mike Cason.  
Commissioner Gregory seconded the motion. Motion carried.

**Consent Agenda:**

1. Budget Amendments
2. Approval of June 2, 2008, Minutes
3. Resolution supporting 2<sup>nd</sup> ferry to Knotts Island.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b> Decrease Revenue or Increase Expense	<b>Credit</b> Increase Revenue or Decrease Expense
55818-562000	Professional Services - H2O Plant	\$ 610,700	
55818-563000	Professional Services - Dist Sys	\$ 1,261	
55818-588002	Contingency - H2O Plant		\$ 85,180
55818-588003	Contingency - Dist Sys		\$ 62,281
55818-592004	H2O Plant - Raw Storage		\$ 464,500
		\$ 611,961	\$ 611,961

**Explanation:** *Mainland Water Construciton Fund (55818)* - Transfer funds to reinstate professional services removed prior to debt funding and to transfer duplicate storage contract.

**Net Budget Effect:** Mainland Water Construction Fund (55) - No change.

<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or <u>Increase Expense</u>	Increase Revenue or <u>Decrease Expense</u>
52661-545001	Housing Rehabilitation Albemarle Commission	7321	
52330-450001	Grant		\$ 7,321
		<u>\$ 7,321</u>	<u>\$ 7,321</u>

**Explanation:** *2002 CDBG Program (52661)* - To record additional funding from Albemarle Commission for remainder of the 2002 project.

**Net Budget**

**Effect:** Multi-year Grant Fund (52) - Increased by \$7,321.

RESOLUTION

KNOTTS ISLAND FERRY

WHEREAS, the Currituck County Board of Commissioners voted unanimously on June 16, 2008 to support the request to keep the second ferry to Knotts Island; and

WHEREAS, citizens needing transportation to get to work, attend the local colleges, or to take care of their personal needs and business are being turned away; and

WHEREAS, the Knotts Island Ferry is the only ferry run in the state with limited schedules; and

WHEREAS, due to the increased growth on Knotts Island we would like to request that we keep the second ferry to Knotts Island;

NOW, THEREFORE, BE IT RESOLVED, the Currituck County Board of Commissioners respectfully requests your assistance to keep the second ferry for the citizens of Knotts Island.

FURTHER BE IT RESOLVED, we would like to request that funding for the ferry come from discretionary funds.

Commissioner Gregory moved to approve. Commissioner Taylor seconded the motion. Motion carried.

**Commissioner's Report**

Commissioner Bowden, commented on the Carova Beach Shelter.

Commissioner Gregory commended staff on the budget.

Board commended staff on recent meeting on LUP.

County Attorney will review closing federally funded roadways.

**County Manager's Report**

Mr. Scanlon, commended staff on recent hurricane meeting. He also commended county fire department volunteers for helping with Hyde County fire.

**Closed Session according to GS 143-318.11(3) consult with attorney to prevent the disclosure of information that is privileged.**

Chairman Nelms moved to go into closed session. Commissioner Gregory seconded the motion. Motion carried.

### **Adjourn**

After reconvening from closed session, no action was taken. There being no further business, the meeting was adjourned.

### **Tourism Development Authority**

#### **Call to Order**

Chairman Nelms called the meeting to order.

#### **Public Hearing and Action on FY 08-09 Budget**

Chairman Nelms opened the public hearing.

Commissioner Gregory stated that the Board needed a review process for spending.

Commissioner Bowden stated that the realtors and the repeat business is what is keeping the tourist industry going.

After much discussion Commissioner Bowden moved to schedule a work session on the budget. Commissioner Gregory seconded the motion. Motion carried with Commissioner Etheridge and Taylor voting no.

### **CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY BUDGET ORDINANCE**

For the Year Ending June 30, 2009

BE IT ORDAINED by the Currituck County Tourism Development Authority, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2008 and ending June 30, 2009.

#### **SECTION 1. OCCUPANCY TAX - PROMOTION**

##### A. Estimated Resources:

Occupancy Tax	2,321,096
	2,321,096

TOTAL ESTIMATED RESOURCES	<u>\$ 2,321,096</u>
B. Appropriations:	
Occupancy Tax - Promotion	<u>\$ 2,321,096</u>
	<u>2,321,096</u>
 TOTAL APPROPRIATIONS	 <u>\$ 2,321,096</u>

The information above is presented in summary form. Complete detailed information is on file with the Finance Director.

**SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

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

- a. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.
- b. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.
- c. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.
- d. He may make interfund loans for a period of not more than sixty days (60).
- e. He may not transfer any amounts between funds or from any contingency line items within any funds.

**SECTION 29. CONTRACTUAL OBLIGATIONS**

The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- a. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- c. They 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.
- d. They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.

- e. They 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 30. MEMORANDA**

- A. Officers:  
Daniel F. Scanlon II CPA is the Budget Officer  
Donald Ikerd McRee is the County Attorney  
Sandra L. Hill CPA is the County Finance Director
  
- B. Facsimile Signatures:  
The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile machines, stamps, plates or other devices.
  
- C. Official Depositories:  
The Official depositories of the Tourism Development Authority are:  
The Bank of Currituck, North Carolina  
The East Carolina Bank, Currituck, North Carolina  
Bank of America, North Carolina  
Branch Bank and Trust, North Carolina  
Gateway Bank, North Carolina  
North Carolina Cash Management Trust, Charlotte, North Carolina  
Wachovia Bank, North Carolina
  
- D. Daily Deposits:  
Daily deposits are required by all departments when the amount of money held on hand sums to Two Hundred Fifty dollars (\$250).
  
- E. Returned Check or Electronic Funds Transfer Fees:  
The Tourism Development Authority will assess a returned check charge consistent with G. S. 25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds. The penalty for returned checks and electronic funds transfers for payment of taxes are governed by G. S. 105-357(2).

- F. Policy on Appropriations:  
The Tourism Development Authority will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.
  
- G. Tax Collector:  
Tracy L. Sample is hereby appointed Tax Collector.

### **SECTION 31. USE OF BUDGET ORDINANCE**

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

ADOPTED this 23th day of June 2008.

### **Adjourn**

There being no further business, the meeting adjourned.