

CURRITUCK COUNTY  
NORTH CAROLINA  
January 3, 2011

The Board of Commissioners met at 6 p.m. to discuss the sign ordinance.

The Board of Commissioners met 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 Aydlett, Commissioners Etheridge, O'Neal, Rorer, Gilbert, Etheridge and Martin.

### **Invocation and Pledge of Allegiance**

The Reverend Paul Bopp, Truth Alive Church, was present to give the invocation.

### **Approval of Agenda**

Commissioner Rorer moved to amend the agenda by deleting Item 6 and 7 and add to consent agenda approval of job description for Captain in Sheriff's Department. Commissioner Martin seconded the motion. Motion carried

- 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:** PB 10-30 Eagle Creek Home Association: Request to amend the Unified Development Ordinance, Chapter 7, Section 7.2 to establish an electronic informational subdivision sign as a permissible sign in Currituck County and to set development standards for that type of sign.
- Item 4            **Public Hearing and Action:** PB 10-29 Mark Minor: Request to amend the Unified Development Ordinance, Chapter 3, Section 3.5.4. and Chapter 17, Section 17.2 Definitions to modify the criteria in which a bed and breakfast inn is established.
- Item 5            **Consideration of**    Identity Theft Prevention Ordinance
- Item 6            **Consideration of Fixed Base Operator at Airport (Tabled)**
- Item 7            **Appointment to Workforce Development Board (Tabled)**
- Item 8            **Appointment of two At Large and District 4 Appointments to Airport Board**
- Item 9            **Appointment of Commissioner to the following Boards:**

**Commissioner Gilbert**

Recreation Board

Airport Board

**Commissioner Rorer**

Work Force Development Committee

EIC Board

Albemarle Commission

**Commissioner Etheridge**

Albemarle Regional Health

Extension Advisory Board

Albemarle Mental Health

**Commissioner Martin**

COA Board

Senior Citizens Board

Juvenile Crime Prevention Committee

**Commissioner Petrey**

Social Service Board

Whalehead Board

Whalehead Drainage Board

**Commissioner O'Neal**

Economic Development Board

Tourism Board

**Chairman Aydlett**

Fire & EMS Board

Albemarle Solid Waste

Item 10

**Consent Agenda:**

1. Approval of December 6, 2010, Minutes
2. Request to hire Jon Dennis at Detention Center
3. Resolution to declare surplus property, public works
4. Approval of 2010 Order of Tax Collections
5. Budget Amendments
6. Approval of Resolution RC&D
7. Approval of Grant for Rural Center
8. Change orders 1 & 2, Baker Construction - Judicial Roof
9. Approval of job description for Captain in Sheriff's Department

Item 11

Commissioner's Report

Item 12

County Manager's Report

Adjourn

**Special Meeting**

**Tourism Development Authority**

Item 1

Consideration of "Buy Local" Campaign

Item 2

Request for additional Marketing funds from Occupancy Tax

Item 3 TDA Budget Amendments

Adjourn

**Public Comment**

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

Chairman Aydlett opened the public comment period.

Charles Berry, Walnut Island, thanked the Board for their help at Christmas.

Bob Henley, Coinjock, requested that the new sign ordinance exempt non profits from permits and permit fees.

Savannah Koneval, requested the Board to support her proposal for a maintenance facility at the Airport.

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

**Public Hearing and Action: PB 10-30 Eagle Creek Home Association: Request to amend the Unified Development Ordinance, Chapter 7, Section 7.2 to establish an electronic informational subdivision sign as a permissible sign in Currituck County and to set development standards for that type of sign.**

The applicant was not present so item could not be heard.

Greg Gould, resident, opposed the ordinance.

Commissioner Rorer moved to table. Commissioner Petrey seconded the motion. Motion carried.

**Public Hearing and Action: PB 10-29 Mark Minor: Request to amend the Unified Development Ordinance, Chapter 3, Section 3.5.4. and Chapter 17, Section 17.2 Definitions to modify the criteria in which a bed and breakfast inn is established.**

Ben Woody, Planning Director, reviewed the request.

The enclosed text amendment requested by Mark Minor is intended to allow bed and breakfast establishments in single family dwellings built since November 5, 1984. The date restriction was originally placed in the ordinance by reference as the approval date of a text amendment that allowed bed and breakfast establishments.

Typically, bed and breakfast establishments are converted single family dwellings that have historical features or significance. However, many communities also allow bed and breakfast establishments in single family dwellings that do not have historical features or significance. Staff notes that a bed and breakfast establishment located in a single

family dwelling that contains more than five guest rooms for rent is not considered a single family dwelling for purposes of complying with the NC Residential Code.

The Planning Board recommended unanimous approval at their December 14, 2010 meeting.

It appears this request is consistent with the Land Use Plan and staff supports the text amendment as submitted.

**PLANNING BOARD DISCUSSION (12-14-10)**

Mr. Minor stated he has been experiencing and enjoying Currituck County for 10 years. The bed and breakfast inn will help the taxpayers in the county.

Mr. Kovacs asked how many bedrooms will be at the bed and breakfast inn.

Mr. Minor stated three.

**ACTION**

Mr. West moved to approve PB 10-29 due to its consistency with the 2006 Land Use Plan and that the request is reasonable and in the public interest and promotes orderly growth and development. Mr. Kovacs seconded the motion. Motion carried unanimously.

Chairman Aydlett opened the public hearing.

Mark Minor, applicant, was present to answer questions.

There being no further comments, Chairman Aydlett closed the public hearing.

Commissioner O'Neal moved to approve due to its consistency with the 2006 Land Use Plan and the request is reasonable and in the public interest and promotes orderly growth and development. Commissioner Martin seconded the motion. Motion carried.

**Consideration of Identity Theft Prevention Ordinance**

Ike McRee, County Attorney reviewed the ordinance.

Commissioner Martin moved to adopt. Commissioner Etheridge seconded the motion. Motion carried.

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING CHAPTER 2 OF THE CURRITUCK COUNTY CODE OF ORDINANCES TO ESTABLISH IDENTITY THEFT PREVENTION PROGRAM AS REQUIRED BY THE FEDERAL TRADE COMMISSION**

WHEREAS, pursuant to rules adopted by the Federal Trade Commission, referred to as "Red Flag" rules, creditors are required to implement identity theft prevention programs to detect, prevent and mitigate identity theft activity in covered accounts; and

WHEREAS, the County of Currituck maintains accounts as defined by the Federal Trade Commission rules that include deposit accounts or the extension of credit for services involving deferred payment such as utility payments that are paid after delivery of service and is therefore subject to the Federal Trade Commission rule requiring the adoption and implementation of an identity theft protection program.

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

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

DIVISION 2. IDENTITY THEFT PREVENTION PROGRAM

**Sec. 2-4 Title.**

This ordinance may be known and may be cited as the "Currituck County Identity Theft Prevention Ordinance.

**Sec. 2-5 Purpose and authority.**

The purpose of this ordinance is to provide an identity theft prevention program that complies with Federal Trade Commission regulations set forth in 16 CFR 168.2 and is enacted pursuant to authority conferred by Federal Trade Commission regulation 16 CFR 168.2, and for the purpose of complying with federal regulations requirement that a creditor establish an identity theft prevention program which will use red flags to detect, prevent and mitigate identity theft related information used in covered accounts.

**Sec. 2-6 Definitions.**

For purposes of this ordinance the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Account means continuing relationship established by a person with a financial institution or creditor to obtain a product or service for personal, family, household or business purposes. Account includes:

(1) An extension of credit, such as the purchase of property or services involving a deferred payment; and

(2) A deposit account.

Covered account means:

(1) An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, such as a credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account; and

(2) Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.

County means the County of Currituck

Credit means the right granted by a creditor to a debtor to defer payment debt or to incur debts and defer its payment or to purchase property or services and payment therefore.

Creditor means any person who regularly extends, renews, or continues credit; any person who regularly arranges for the extension, renewal, or continuation of credit; or any assignee of an original creditor who participates in the decision to extend, renew, or continue credit and includes utility companies and telecommunications companies.

Customer means a person that has a covered account with a financial institution or creditor.

Identity theft means a fraud committed or attempted using identifying information of another person without authority.

Person means a natural person, a corporation, government or governmental subdivision or agency, trust, estate, partnership, cooperative, or association.

Personal identifying information means a person's credit card account information, debit card information, bank account information and drivers license information and for a natural person includes their social security number, mother's birth name, and date of birth.

Red flag means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Service provider means a person that provides a service directly to the county.

**Sec. 2-7 Identity theft prevention program.**

The Federal Trade Commission (FTC) requires creditors to implement an identity theft program. The FTC requirement and regulation is necessary in order to comply with Part 681 of Title 16 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

**Sec. 2-8 Establishing a covered account.**

(a) To open an account a customer shall provide a valid government issued identification card with a valid photo ID.

(b) The customer will be issued a random account number to be associated with the covered account information.

**Sec. 2-9 Access to covered account information.**

(a) Access to customer accounts shall be password protected and shall be limited to authorized county personnel.

(b) Password(s) shall be changed on a regular basis, and in accordance with the county's Information Technical Services password security policy.

(c) Any unauthorized access to or other breach of customer accounts is to be reported to the relevant department head, Information Technical Services Department and Finance Department.

(d) Any requests for customer account information, other than from a properly identified customer, shall be reported to the relevant department head, Information Technical Services Department and Finance Department.

**Sec. 2-10 Credit card payments.**

(a) A vendor that processes credit card payments over the Internet shall certify that it has an identity theft program prevention program which meets the requirements of the Federal Trade and Regulation requirements under 16 CFR 168.2.

(b) Credit card payments made by telephone shall be entered immediately into the computer database for customer account information.

(c) Account statements, receipts and invoices for covered accounts shall include four digits of the credit card or debit card or the bank account used for payment of the covered account.

**Sec. 2-11 Identifying red flags.**

All employees responsible for or involved in the process of opening a covered account, restoring a covered account or accepting payment for a covered account shall check for red flags as indicators of possible identity theft and such red flags may include:

(a) Consumer reporting agencies, fraud detection agencies or service providers. For example:

(1) Notice of credit freeze;

(2) Notice of address discrepancy;

(3) Pattern of activity in a consumer report that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:

(a) Increase in number of inquiries;

(b) Increase in recent credit relationships;

(c) Closed account due to abuse of account privileges.

(b) Suspicious documents.

(1) Documents that appeared altered or forged;

(2) Identification that appears altered or information is inconsistent with information provided by customer;

(3) Applications that appear altered or forged.

(c) Suspicious personal identification, such as suspicious address change.

(1) Personal identification information inconsistent with information reported from a financial institution;

(2) Personal identification has been previously identified and flagged as fraudulent;

- (3) Fictitious mailing address, phone numbers, etc.;
- (4) Social security number does not match that of the customer or applicant.
- (d) Unusual use of or suspicious activity relating to a covered account.
  - (1) An inactive account is used after a prolonged inactive period;
  - (2) Noticeable change in pattern of account activity;
  - (3) Customer notifies the Finance Director or her designee of unauthorized charges or transactions in connection with a customer's account.
- (e) Notice from customers, law enforcement, victims or other reliable sources regarding possible identity theft relating to covered accounts.

**Sec. 2-12. Prevention and mitigation of identity theft.**

If a county employee suspects or confirms that a security breach has occurred, the employee shall:

- (a) Contact Information Technical Services Department, Finance Department and the County Attorney's Office. Information Technical Services Department and the County Attorney's Office will assist the employee with notifying the customer and law enforcement agency.
- (b) Upon confirming an unauthorized use or access, Information Technical Services Department shall change any account numbers, passwords, security codes, or other security devices that permit access to the account; or close the account.
- (c) The county department with the assistance of the Information Technical Services Department, shall determine date of the breach and collect charges for the account that are attributable to the customer.
- (d) Any other appropriate action to prevent or mitigate identity theft.

**Sec. 2-13 Updating the program.**

There shall be an annual review of this division, or as more often as required by either the Finance Director or the County Attorney to update the identity theft program when the passage of new laws, statutes or discovered risks that may affect the county's compliance with the Federal Trade Regulation requirements.

**Sec. 2-14 Program administration.**

- (a) The county identity theft prevention program shall be administered by the Finance Director who is responsible for the oversight, implementation and administration of the identity theft program. The County Attorney's office is responsible for reviewing reports prepared by the Finance Director for the purpose of monitoring compliance and recommending material changes to the program. The Board of County Commissioners shall approve any changes.

(b) The Finance Director will report at least annually on compliance with the Federal Trade Commission regulations to the Board of County Commissioners, or its designee. The report shall address the effectiveness of current policies and procedures, service provider arrangements and recommendations for material changes to the program.

(c) The Finance Director is responsible for training employees responsible for or involved in opening a new covered account, restoring existing accounts or accepting payment for a covered account.

**Sec. 2-15 Vendor and service providers.**

In the event that the county engages a service provider to perform an activity in connection with one or more covered accounts the Finance Director shall exercise the Finance Director's discretion in reviewing such arrangements in order to ensure, to the best of the Finance Director's ability, that the service provider's activities are conducted in accordance with policies and procedures, agreed upon by contract, that are designed to detect any red flags that may arise in the performance of the service provider's activities and take appropriate steps to prevent or mitigate theft.

PART II. . The heading to Chapter 2, Article I of the Code of Ordinances, Currituck County, North Carolina is amended as follows:

**ARTICLE I. ~~IN GENERAL~~**

**DIVISION 1. IN GENERAL**

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

**Consideration of Fixed Base Operator at Airport**

Tabled

**Appointment to Workforce Development Board**

Tabled

**Appointment of two At Large and District 4 Appointments to Airport Board**

Commissioner Martin nominated Barbara Courtney; Commissioner O'Neal nominated Ken Norris; Commissioner Etheridge nominated Ed Ish.

Commissioner Gilbert moved to approve nominations. Commissioner Petrey seconded the motion. Motion carried.

**Appointment of Commissioner to the following Boards:**

Commissioner O'Neal moved to approve as submitted. Commissioner Rorer seconded the motion. Motion carried.

**Commissioner Gilbert**

Recreation Board

Airport Board

**Commissioner Rorer**

Work Force Development Committee

EIC Board

Albemarle Commission

**Commissioner Etheridge**

Albemarle Regional Health

Extension Advisory Board

Albemarle Mental Health

**Commissioner Martin**

COA Board

Senior Citizens Board

Juvenile Crime Prevention Committee

**Commissioner Petrey**

Social Service Board

Whalehead Board

Whalehead Drainage Board

**Commissioner O'Neal**

Economic Development Board

Tourism Board

**Chairman Aydlett**

Fire & EMS Board

Albemarle Solid Waste

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6. Approval of Resolution RC&D
7. Approval of Grant for Rural Center
8. Change orders 1 & 2, Baker Construction - Judicial Roof
9. Approval of job description for Captain in Sheriff's Department

Commissioner Rorer moved to approve. Commissioner Petrey seconded the motion. Motion carried.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
60808-557100	Software License Fee	720	
60808-516001	Repairs and Maintenance		720
61818-545100	Credit Card Fees	5,500	
61818-557100	Software License Fee	3,041	
61818-590003	Fire Hydrants		8,541
65858-545100	Credit Card Fees	55	
65858-557100	Software License Fee	29	
65858-532000	Supplies		29
65858-533200	Lab Tests		55
66868-532000	Supplies	10,000	
66868-557100	Software License Fee	564	
66868-516000	Maintenance & Repair		9,000
66868-533200	Lab Tests		564
66868-545000	Contract Services		1,000
		<u>\$ 19,909</u>	<u>\$ 19,909</u>

**Explanation:** *Ocean Sands Water & Sewer (60808); Mainland Water (61818); Moyock Commons Sewer (65858); Southern Outer Banks Water (66868) - Transfer funds for increased software license, credit card fees and system supplies.*

**Net Budget Effect:** Ocean Sands Water and Sewer Fund (60) - No change.  
 Mainland Water Fund (61) - No change.  
 Moyock Commons Sewer Fund (65) - No change.  
 Southern Outer Banks Water Fund (66) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
65858-590000	Capital Outlay	\$ 12,000	
65858-561000	Professional Services		\$ 12,000
		<u>\$ 12,000</u>	<u>\$ 12,000</u>

**Explanation:** *Moyock Commons Sewer (65858) - Replace control panels, monitoring system and pump controls for Moyock Commons.*

**Net Budget Effect:** Moyock Commons Sewer Fund (65) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10480-590441	Technology over \$1,000	\$ 1,768	
10480-532000	Supplies		\$ 1,768
		<u>\$ 1,768</u>	<u>\$ 1,768</u>

**Explanation:** *Register of Deeds (10480) - Transfer funds to replace workstation in Register of Deeds office.*

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10441-532000	Supplies	\$ 163	
10441-590000	Capital Outlay	\$ 3,790	
10380-484001	Insurance Recovery		3,953
		<u>\$ 3,953</u>	<u>\$ 3,953</u>

**Explanation:** *Information Technology (10441) - Increase appropriations to replace a fax machine and computer network switches damaged by lightning.*

**Net Budget Effect:** Operating Fund (10) - Increased by \$3,953.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50795-545000	Contract Services	\$ 2,216,647	
50795-561000	Professional Services		\$ 160,000
50795-570000	Reimbursable Expenses	\$ 429	
50795-588000	Contingency	\$ 562,941	
50795-590000	Furnishings & Fixtures		605,000
50795-594500	Site Work		2,015,017
		<u>\$ 2,780,017</u>	<u>\$ 2,780,017</u>

**Explanation:** *Community Center/YMCA/Senior Center (50795) - To transfer budgeted funds per amendment contracts.*

**Net Budget Effect:** County Governmental Construction (50) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10550-503000	Salaries - Part time	\$ 14,372	
10550-502000	Salaries - Regular		\$ 14,372
		<u>\$ 14,372</u>	<u>\$ 14,372</u>

**Explanation:** *Airport (10550) - Transfer budgeted funds from regular to part-time salaries due to full-time vacancy from July through October 2010.*

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10960-539000	Unemployment Compensation	\$ 12,760	
10960-554000	Insurance & Bonds		\$ 12,760
		<u>\$ 12,760</u>	<u>\$ 12,760</u>

**Explanation:** *Central Services (10960) - To increase appropriation for actual unemployment charges for charging year July 31, 2010.*

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10510-590000	Capital Outlay	\$ 33,700	
10390-495015	T F - Occupancy Tax		\$ 33,700
		<u>\$ 33,700</u>	<u>\$ 33,700</u>

**Explanation:** *Sheriff (10510) - Increase appropriations to purchase three ATVs and one 21' Caribbean Skiff with motor and trailer for the Sheriff's Department. These are replacements. The 19' Maycraft will be used as a trade-in for the boat.*

**Net Budget Effect:** Operating Fund (10) - Increased by \$33,700.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
20609-545000	Contract Services	\$ 12,950	
20609-588000	Contingency		\$ 12,950
		<u>\$ 12,950</u>	<u>\$ 12,950</u>

**Explanation:** *Whalehead Watershed Service District (20609) - Clear right-of-ways on six streets; repair potholes and lawncare in the Whalehead Watershed Service District.*

**Net Budget Effect:** Whalehead Watershed Service District (20) - No change.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10510-557500	Crime Control Act Appropriated Fund	\$ 20,000	
10390-499900	Balance		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>

**Explanation:** *Sheriff (10510) - To carry-forward funds collected from Crime Control Act.*

**Net Budget Effect:** Operating Fund (10) - Increased by \$20,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
50550-592011	Partial Parallel Taxiway 36244.10.4.1	\$ 3,404	
50330-448000	State Aid to Airports		\$ 3,064
50550-592010	Airport Non-match County Funds		340
		<u>\$ 3,404</u>	<u>\$ 3,404</u>

**Explanation:** *Airport Construction (50550) - To increase appropriations for Airport grant 36244.10.4.1 per grant funding allocation.*

**Net Budget Effect:** County Governmental Construction (50) - Increased by \$3,064.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>		<b>Credit</b>		
		Decrease Revenue or		Increase Revenue or		
		<u>Increase Expense</u>		<u>Decrease Expense</u>		
10530-502100	Salaries - Overtime	\$	150,000			
10530-503500	Salaries - Temp Services	\$	70,000			
10530-502000	Salaries			\$	200,000	
10530-502200	Holiday Pay				20,000	
			<u>\$</u>	<u>220,000</u>	<u>\$</u>	<u>220,000</u>

**Explanation:** *Emergency Medical Services (10530) - To transfer budgeted funds to accommodate budget overruns in overtime and temporary services due to multiple open positions and increased staffing of Medic 1.*

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>		<b>Credit</b>		
		Decrease Revenue or		Increase Revenue or		
		<u>Increase Expense</u>		<u>Increase Expense</u>		
50512-596100	Professional Services	\$	20,000			
50390-495040	T F - Capital Improvements			\$	20,000	
40750-587050	T T - County Govt Construction		20,000			
40390-499900	Appropriated Fund Balance				20,000	
			<u>\$</u>	<u>40,000</u>	<u>\$</u>	<u>40,000</u>

**Explanation:** *Animal Shelter (50512) - Initial appropriation for feasibility study and design of Animal Shelter.*

**Net Budget Effect:** Co Govt Construction Fund (50) - Increased by \$20,000.  
Capital Improvements Fund (40) - increased by \$20,000.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>		<b>Credit</b>		
		Decrease Revenue or		Increase Revenue or		
		<u>Increase Expense</u>		<u>Increase Expense</u>		
10640-545000	Contract Services Appropriated Fund	\$	4,100			
10390-499900	Balance			\$	4,100	
			<u>\$</u>	<u>4,100</u>	<u>\$</u>	<u>4,100</u>

**Explanation:** *Cooperative Extension (10640) - Increase appropriations to fill FSA vacant position.*

**Net Budget Effect:** Operating Fund (10) - Increased by \$4100.

### **Commissioner's Report**

Commissioner Gilbert, stated that the Moyock Fire Department, will have breakfast on 2<sup>nd</sup> Sunday each month.

Commissioner Rorer, stated that the Board will have a retreat on January 14 and will be attending a School of Government class in New Bern on January 26.

Commissioner Martin, would like to identify local service members and have them recognized on a monument. Mr. Kohler has agreed to help with this effort.

Commissioner Petrey moved to have Commissioner Martin proceed with this effort for local service members. Commissioner O'Neal seconded the motion. Motion carried.

Commissioner Etheridge reminded the Board that they need to decide if there was any local legislation for the up coming General Assembly.

### **County Manager's Report**

**No comment**

Adjourn

There being no further business, the meeting was adjourned.

### **Special Meeting**

#### **Tourism Development Authority**

- Item 1                    Consideration of "Buy Local" Campaign
- Item 2                    Request for additional Marketing funds from Occupancy Tax
- Item 3                    TDA Budget Amendments

Diane Nordstrom, Tourism Director, reviewed the use for additional marketing funds and the buy local campaign.

Commissioner Etheridge moved to approve the above items. Commissioner Rorer seconded the motion. Motion carried.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15447-513000	Utilities	\$ 19,500	
15447-526201	Playground Incentive		\$ 19,500
		<u>\$ 19,500</u>	<u>\$ 19,500</u>

**Explanation:** *Tourism Related Expenditures (15447)* - Transfer funds for tap fees to the Southern Outer Banks Water System for the Outer Banks Facilities.

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

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15442-539000	Unemployment Compensation Appropriated Fund	\$ 1,405	
15390-499900	Balance		\$ 1,405
		<u>\$ 1,405</u>	<u>\$ 1,405</u>

**Explanation:** *Tourism Promotion (15442)* - Increase appropriations for unemployment compensation for the charging year ending July 31, 2010.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$1,405.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15442-514000	Travel	\$ 3,400	
15442-526200	Promotional Efforts	\$ 350,700	
15442-514500	Training & Education		\$ 3,400
15350-465002	Co-Op Advertising		\$ 6,700
15390-499900	Appropriated Fund Balance		\$ 344,000
		<u>\$ 354,100</u>	<u>\$ 354,100</u>

**Explanation:** *Tourism Promotion (15442)* - Increase appropriations proposed additional marketing funds per proposal and for co-op advertising. Also to transfer funds from training & education to travel to attend additional travel shows rather than attending educational conferences.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$350,700.

<u>Account Number</u>	<u>Account Description</u>	<b>Debit</b>	<b>Credit</b>
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15447-587010	T T - Operating Fund	\$ 33,700	
15320-415000	Occupancy Tax		\$ 33,700
		<u>\$ 33,700</u>	<u>\$ 33,700</u>

**Explanation:** *Tourism Related Expenditures (15447)* - To transfer funds from Occupancy Tax to the Operating Fund for ATVs and boat for the Sheriff Department.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$33,700.

**Adjourn**

There being no further business, the meeting adjourned.