

CURRITUCK COUNTY
 NORTH CAROLINA
 June 20, 2011

The Board met at 6:30 as the Board of Equalization and Review.

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 Gilbert, Martin, Etheridge, Petrey, and Rorer. Commissioner O'Neal was absent.

Invocation and Pledge of Allegiance

Commissioner Etheridge gave the invocation.

Approval of Agenda

Commissioner Rorer moved to amend the agenda by adding to consent agenda, Knotts Island request for \$25,000 to purchase lights for storage building. Commissioner Gilbert 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** Whalehead Service District for Solid Waste Collection and Disposal.
- Item 4 **Public Hearing - Budget FY 2012**
- Item 5 **Recommendation of award for Construction Management at Risk Contract for Moyock Wastewater**
- Item 6 **Appointment to Game Board**
- Item 7 **Consent Agenda:**
 - 1. Approval of June 6, 2011, Minutes
 - 2. Agreement with Carolina Water Service for County to Provide Water Meter Readings
 - 3. Budget Amendments
 - 4. Surplus vehicle water department
 - 5. JCPC Funding Plan for FY 2012
 - 6. Request by Inspections Dept. to dispose of building permits prior to 2004
 - 7. Request DOT to add Applewood Drive, Creekside Drive, and Moyock Landing Road to state system
 - 8. Economic Development Department request permission to destroy certain records
 - 9. Authorize County Manager to execute Design Build Contract with Sussex Development Corporation for construction of COA Aviation and Research Training Facility
 - 10. Knotts Island Request \$25000 for storage building
- Item 8 Commissioner's Report
- Item 9 County Manager's Report

Adjourn

Special Meeting

Tourism Development Authority

Public Hearing - Tourism Development Authority Budget FY 2012

Budget Amendment

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.

Earl White, Walnut Island, requested the Board to address the problem of some residents dumping human waste into the sound.

Margaret Williams, Walnut Island, commented on the sewer system and waste being dumped into the sound.

Commissioner Martin stated that this was illegal and wanted to know what the county was doing to fix this problem.

Commissioner Rorer stated that the county was in negotiations to take over the Waterside Villages system and this would help.

Dan Scanlon, County Manager, stated that the Health Department has been notified of the situation.

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

Public Hearing and Action Whalehead Service District for Solid Waste Collection and Disposal.

Ike McRee, County Attorney reviewed the Whalehead Service District and tax.

Chairman Aydlett opened the public hearing.

Ben Woody, Planning Director, reviewed the survey sent to all the property owners in Whalehead District. 83% were in favor of tax increase, 17% were against.

John Morrison, Attorney, for residents supporting the tax increase, reviewed the need for the tax.

Dan Lane, supports district tax increase.

Jack Rigley, supports district tax increase.

Sandy LaRue, supports district tax increase.

Terry Ruggles, supports district tax increase.

George Mears, supports district tax increase.

Ginger Sikes, questioned the need and cost for additional trash pick up.

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

Commissioner Petrey moved to approve the tax increase. Chairman Aydlett seconded the motion. Motion carried.

RESOLUTION ESTABLISHING AND CREATING THE WHALEHEAD BEACH SERVICE DISTRICT FOR SOLID WASTE COLLECTION AND DISPOSAL

WHEREAS, Chapter 153A, Article 16 of the North Carolina General Statutes, authorizes counties within North Carolina, to define service districts to finance, provide, or maintain for such districts one or more services, facilities, or functions in addition to or to a greater extent than those financed, provided or maintained for the entire county; and,

WHEREAS, said statutes further provide that the county may define a service district for the purpose of solid waste collection and disposal systems; and

WHEREAS, acting in response to a need for action in order to protect and maintain the attractiveness of Whalehead Club Subdivision through the additional collection of solid waste as may be required and the enhancement of public safety through service ensuring removal of solid waste and containers from street rights-of way, the Board of Commissioners for the County of Currituck has determined that the creation of a service district for solid waste collection and disposal systems street maintenance will be for the benefit of those properties located within the service district boundaries; and

WHEREAS, the Board of Commissioners for the County of Currituck finds that the proposed district is in need of solid waste collection and disposal systems to a demonstrably greater extent than the remainder of the county to meet the needs and goals set forth above and that no other area of the county has requested nor is it practicable to provide the planned services within the service district created herein on a countywide basis; and

WHEREAS, it is economically feasible to provide the proposed services within the district created herein without

an unreasonable or burdensome annual tax levy initially proposed at one and one-half(\$0.015)per one hundred dollars of property value; and

WHEREAS, there is a demonstrable demand and need for the services proposed within the district as set forth and incorporated into a report which has been available for public inspection in the office of the Clerk to the Board of Commissioners for four (4) weeks prior to the public hearing on the matter of the establishment of the service district which report is incorporated herein by reference; and

WHEREAS, the Board of Commissioners for the County of Currituck has caused a notice of such hearing to be duly published in The Coastland Times, a newspaper having general circulation in the County of Currituck, said hearing having been conducted on June 20, 2011, and the County Attorney has certified to the Board of Commissioners that the mailing of notice of hearing has been completed, all in conformity to N.C. Gen. Stat. §153A-302(c).

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

Section 1. The County of Currituck has fully complied with each and every requirement of Chapter 153A, Article 16 of the North Carolina General Statutes and the Currituck County Board of Commissioners determines and finds the same as a fact.

Section 2. The Whalehead Beach Service District for Solid Waste Collection and Disposal is hereby established and created consisting of that area comprising Whalehead Club Subdivision as more particularly shown on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3. The County of Currituck may levy property taxes within the service district in addition to those levied throughout the county in order to finance, provide or maintain within the district services provided therein in addition to or to a greater extent than those financed or maintained for the entire county.

Section 4. This resolution shall take effect at the beginning of Fiscal Year 2011-2012.

Public Hearing - Budget FY 2012

Dan Scanlon, County Manager, stated that no changes have been made since the last meeting.

Chairman Aydlett opened the public hearing.

Commissioner Etheridge commented on the state budget.

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

Commissioner Petrey moved to approve the budget as presented. Commissioner Gilbert seconded the motion. Motion carried.

**COUNTY OF CURRITUCK
BUDGET ORDINANCE**

For the Year Ending June 30, 2012

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, 2011 and ending June 30, 2012.

SECTION 1. GENERAL FUND

A. Estimated Resources:

Ad Valorem Taxes	\$	25,526,305
Other Taxes and Licenses		5,004,569
Intergovernmental Revenues		3,004,001
Permits and Fees		1,816,279
Sales and Services		677,993
Investment Earnings		150,000
Miscellaneous		292,500
		<hr/>
		36,471,647
Transfers In		6,148,768
Fund Balance Appropriated		2,877,851
		<hr/>
		9,026,619
TOTAL ESTIMATED RESOURCES	\$	<u><u>45,498,266</u></u>

B. Appropriations:

Administration	\$	493,544
Legal		360,702
Governing Body		131,969
Elections		160,118

Finance	354,934
Information Technology Services	620,366
Human Resources	136,412
Public Information	104,109
Tax	503,111
Public Works	1,040,504
Public Utilities	167,956
Register of Deeds	661,454
Court Facilities	206,351
Agency Appropriations	39,200
Central Services	637,927
Sheriff	5,190,330
Detention Center	2,027,408
Animal Control	419,313
Jury Commission	2,400
Emergency Medical Services	5,510,392
Emergency Management	130,432
Communications	771,715
Inspections	521,891
Fire Services	121,473
Moyock Vol Fire Department	230,000
Crawford Vol Fire Department	300,000
Lower Currituck Vol Fire Department	300,000
Corolla Vol Fire & Rescue Squad	300,000
Carova Bch Vol Fire Department	195,000
Knotts Island Vol Fire Department	205,000
Medical Examiner	9,500
Airport	493,429
Inter County Transit Authority	197,795
Soil Conservation	134,042
Forestry	76,250
Cooperative Extension	480,723
Economic Development	167,127

Planning	647,317
Health Administration	127,000
Mental Health	60,623
Social Services Administration	2,823,713
Public Assistance	1,274,507
County Assistance	50,875
Juvenile Justice Programs	107,457
Parks & Recreation	1,007,083
Rural Center	729,481
Library	512,546
Senior Center	326,687
Local Current Expense	8,745,904
Capital Outlay	990,000
College of the Albemarle	75,000
Bonds Payable	855,000
Notes Payable	2,120,587
Interest	359,716
Appropriations to Other Funds	1,281,893
	<hr/>
TOTAL APPROPRIATIONS	<u><u>\$ 45,498,266</u></u>

SECTION 2. TOURISM DEVELOPMENT AUTHORITY

A. Estimated Resources:	
Other taxes and licenses	8,900,000
Other revenues	116,000
Transfer from other funds	122,156
Fund Balance Appropriated	1,645,695
	<hr/>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 10,783,851</u></u>
B. Appropriations:	
Tourism Promotion	4,658,068
Tourism Related Expenditures	6,125,783

TOTAL APPROPRIATIONS	\$ 10,783,851
----------------------	---------------

SECTION 3. CAROVA BEACH SERVICE DISTRICT FUND

A. Estimated Resources:	
Investment earnings	1,000
Fund Balance Appropriated	249,000
TOTAL ESTIMATED RESOURCES	\$ 250,000
B. Appropriations:	
Operations	250,000
TOTAL APPROPRIATIONS	\$ 250,000

SECTION 4. REVALUATION FUND

A. Estimated Resources:	
Investment earnings	4,500
Transfer In	121,000
Fund Balance Appropriated	248,461
TOTAL ESTIMATED RESOURCES	\$ 373,961
B. Appropriations:	
Operations	361,461
Capital Outlay	12,500
TOTAL APPROPRIATIONS	\$ 373,961

SECTION 5. EMERGENCY EQUIPMENT REPLACEMENT FUND

A. Estimated Resources:	
Transfer In	267,000
TOTAL ESTIMATED RESOURCES	\$ 267,000

B. Appropriations:	
Capital Outlay	267,000
TOTAL APPROPRIATIONS	<u>\$ 267,000</u>

SECTION 6. EMERGENCY TELEPHONE SYSTEM FUND

A. Estimated Resources:	
Other taxes and licenses	178,855
Fund Balance Appropriated	310,822
TOTAL ESTIMATED RESOURCES	<u>\$ 489,677</u>

B. Appropriations:	
Operations	175,855
Capital Outlay	313,822
TOTAL APPROPRIATIONS	<u>\$ 489,677</u>

SECTION 7. GUINEA MILL WATERSHED IMPROVEMENT FUND

A. Estimated Resources:	
Special district taxes	11,722
Investment earnings	750
TOTAL ESTIMATED RESOURCES	<u>\$ 12,472</u>

B. Appropriations:	
Operations	12,472
TOTAL APPROPRIATIONS	<u>\$ 12,472</u>

SECTION 8. HOG BRIDGE DITCH WATERSHED IMPROVEMENT FUND

A. Estimated Resources:	
Special district taxes	977

TOTAL ESTIMATED RESOURCES		\$	977
---------------------------	--	----	-----

B. Appropriations:			
Operations			977
TOTAL APPROPRIATIONS		\$	977

SECTION 9. MOYOCK WATERSHED IMPROVEMENT FUND

A. Estimated Resources:			
Special district taxes			15,092
Investment earnings			250
TOTAL ESTIMATED RESOURCES		\$	15,342

B. Appropriations:			
Operations			15,342
TOTAL APPROPRIATIONS		\$	15,342

SECTION 10. NORTHWEST WATERSHED IMPROVEMENT FUND

A. Estimated Resources:			
Special district taxes			2,149
TOTAL ESTIMATED RESOURCES		\$	2,149

B. Appropriations:			
Operations			2,149
TOTAL APPROPRIATIONS		\$	2,149

SECTION 11. WHALEHEAD WATERSHED IMPROVEMENT FUND

A. Estimated Resources:			
Special district taxes			846,593

Investment earnings	5,000
TOTAL ESTIMATED RESOURCES	<u>\$ 851,593</u>

B. Appropriations:	
Operations	851,593
TOTAL APPROPRIATIONS	<u>\$ 851,593</u>

SECTION 12. WHALEHEAD BEACH SOLID WASTE COLLECTION & DISPOSAL SERVICE DISTRICT

A. Estimated Resources:	
Special district taxes	141,099
TOTAL ESTIMATED RESOURCES	<u>\$ 141,099</u>

B. Appropriations:	
Operations	141,099
TOTAL APPROPRIATIONS	<u>\$ 141,099</u>

SECTION 13. CAPITAL IMPROVEMENT FUND

A. Estimated Resources:	
Other taxes and licenses	1,590,000
Fund Balance Appropriated	2,990,811
TOTAL ESTIMATED RESOURCES	<u>\$ 4,580,811</u>

B. Appropriations:	
Transfers out	4,580,811
TOTAL APPROPRIATIONS	<u>\$ 4,580,811</u>

SECTION 14. SCHOOL CAPITAL FUND

A. Estimated Resources:	
Other taxes and licenses	1,440,000
TOTAL ESTIMATED RESOURCES	<u>\$ 1,440,000</u>
B. Appropriations:	
Transfers out	1,440,000
TOTAL APPROPRIATIONS	<u>\$ 1,440,000</u>

SECTION 15. TRANSFER TAX CAPITAL FUND

A. Estimated Resources:	
Other taxes and licenses	1,970,000
Investment earnings	50,000
TOTAL ESTIMATED RESOURCES	<u>\$ 2,020,000</u>
B. Appropriations:	
Operations	700
Contingency	30,122
Transfers out	1,989,178
TOTAL APPROPRIATIONS	<u>\$ 2,020,000</u>

SECTION 16. LAND BANKING FUND

A. Estimated Resources:	
Transfers in	300,000
Fund Balance Appropriated	330,000
TOTAL ESTIMATED RESOURCES	<u>\$ 630,000</u>
B. Appropriations:	
Transfers out	630,000
TOTAL APPROPRIATIONS	<u>\$ 630,000</u>

SECTION 17. OCEAN SANDS WATER AND SEWER FUND

A. Estimated Resources:	
Operating revenues	1,154,900
Non-operating revenues	60,000
TOTAL ESTIMATED RESOURCES	<u>\$ 1,214,900</u>
B. Appropriations:	
Administration	30,249
Water Treatment Operations	677,721
Sewer Treatment Operations	506,930
TOTAL APPROPRIATIONS	<u>\$ 1,214,900</u>

SECTION 18. MAINLAND WATER FUND

A. Estimated Resources:	
Operating revenues	2,945,659
Non-operating revenues	9,000
TOTAL ESTIMATED RESOURCES	<u>\$ 2,954,659</u>
B. Appropriations:	
Administration	194,879
Water Treatment Operations	1,911,257
Debt Service	815,000
Capital Outlay	33,523
TOTAL APPROPRIATIONS	<u>\$ 2,954,659</u>

SECTION 19. NEWTOWN ROAD SEWER FUND

A. Estimated Resources:	
Operating revenues	9,650

Non-operating revenues	800
Retained earnings appropriated	5,186
TOTAL ESTIMATED RESOURCES	<u><u>\$ 15,636</u></u>

B. Appropriations:	
Sewer Treatment Operations	15,636
TOTAL APPROPRIATIONS	<u><u>\$ 15,636</u></u>

SECTION 20. SOLID WASTE FUND

A. Estimated Resources:	
Operating revenues	2,500,000
Non-operating revenues	175,500
Transfers in	893,893
Retained earnings appropriated	777,195
TOTAL ESTIMATED RESOURCES	<u><u>\$ 4,346,588</u></u>

B. Appropriations:	
Administration	131,496
Solid Waste Operations	4,194,592
Capital Outlay	20,500
TOTAL APPROPRIATIONS	<u><u>\$ 4,346,588</u></u>

SECTION 21. MOYOCK COMMONS SEWER FUND

A. Estimated Resources:	
Special district taxes	53,846
Operating revenues	76,500
Appropriated Retained Earnings	69,196
TOTAL ESTIMATED RESOURCES	<u><u>\$ 199,542</u></u>

B. Appropriations:

Administration	6,076
Sewer Operations	89,672
Transfers out	103,794
TOTAL APPROPRIATIONS	\$ 199,542

SECTION 22. SOUTHERN OUTER BANKS WATER FUND

A. Estimated Resources:	
Operating revenues	3,065,313
Non-operating revenues	1,406,500
TOTAL ESTIMATED RESOURCES	\$ 4,471,813

B. Appropriations:	
Administration	153,488
Water Operations	4,193,169
Capital assets	3,000
Transfers out	122,156
	\$ 4,471,813

SECTION 23. POST-EMPLOYMENT RETIREMENT BENEFITS FUND

A. Estimated Resources:	
Retiree benefits	214,671
TOTAL ESTIMATED RESOURCES	\$ 214,671

B. Appropriations:	
Operations	214,671
	\$ 214,671

SECTION 24. 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, 2011 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 \$8,257,900,000 and an estimated rate of collection of 97.68%. The estimated rate of collection is based on the fiscal year ended June 30, 2011.

SECTION 25. SPECIAL DISTRICT TAX RATES ESTABLISHED

There is hereby levied 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, 2011 for the purpose of raising the revenue listed as "Special District Taxes" in Part A, Sections 6 through 10 and Section 19 of this ordinance.

Guinea Mill Watershed Improvement District	0.010
Hog Bridge Ditch Watershed Improvement District	0.010
Moyock Watershed Improvement District	0.150
Northwest Watershed Improvement District	0.200
Whalehead Watershed Improvement District	0.090
Whalehead Beach Solid Waste Collection & Disposal Service District	0.015
Moyock Commons Sewer District	0.245

SECTION 26. 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, 2011.

SECTION 27. 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 Seventy-one dollars (\$71.00) per ton for in-County waste and Eighty-one dollars (\$81.00) 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 Fifty dollars (\$250) for all units on the Southern Outer Banks and One Hundred Fourteen dollars (\$114) for all units located elsewhere within the County of Currituck.

SECTION 28. EMPLOYEE COMPENSATION

Employee compensation is included 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 29. OTHER FEES

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

SECTION 30. 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 31. 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.
- 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 a 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 official report on such transfers at a regular meeting of the Board of Commissioners.
- d. He may make inter-fund loans for a period of not more than sixty (60) days.
- e. He may not transfer any amounts between funds or from any contingency line items within any funds.

SECTION 32. CONTRACTUAL OBLIGATIONS

The County Manager and 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 non-profit 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 33. MEMORANDA

- A. Officers:
 - Daniel F. Scanlon II is the Budget Officer
 - Gwen H. Keene is the Clerk to the Board
 - Mary Gilbert is the Deputy Clerk to the Board
 - Sandra L. Hill is the Finance Director
 - Bridget T. Brinkley is the Deputy Finance Director
 - Tracy L. Sample, Tax Collector
- 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 stamps, plates or other devices.
- C. Official Depositories

The official depositories of the County of Currituck are:

 - East Carolina Bank, Currituck, North Carolina
 - Bank of America, North Carolina
 - Bank of the Commonwealth, North Carolina
 - Bank of Hampton Roads (dba Gateway Bank), North Carolina
 - Branch Bank and Trust, North Carolina
 - North Carolina Cash Management Trust, Charlotte, North Carolina
 - Towne Bank of Currituck, North Carolina

Wachovia Bank, North Carolina
Wells Fargo, North Carolina

- D. Bank for Imprest Expenditure Accounts for Health Benefits:
Citibank, N.A.

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

- F. 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.

- G. 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.

SECTION 34. 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.

CURRITUCK COUNTY
NORTH CAROLINA

SALARY AND COMPENSATION RESOLUTION
FOR THE 2011-2012 FISCAL YEAR

BE IT RESOLVED by the County Commissioners that the following salaries and other compensation are established for the fiscal year beginning July 1, 2011 and ending June 30, 2012.

SECTION 1 - BOARDS

Board of Adjustments

Members \$50. per meeting

Airport Advisory Board

Members \$50. per meeting

Board of Commissioners

Chairman \$1300. per month

Members \$1200. per month

Stormwater Advisory Board

Members \$50. per meeting

Economic Development Board

Members

\$50. per meeting

Tourism Development Authority

Members

\$50. per meeting

Board of Elections

Chairman

\$75. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate

Members

\$25. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate

Chief Judge

\$150. on election day, \$20. on canvass day, \$15. on instruction day plus travel reimbursement at per diem rate

Judge

\$100. on election day, \$15. on instruction day plus travel reimbursement at per diem rate

Assistants

\$85 on election day, \$15. on instruction day plus travel reimbursement at per diem rate

Board of Equalization

Members

\$100. per day; \$50. per half day

Land Transfer Tax Appeals Board

Members	\$50. per meeting
<u>Library Board of Trustees</u> Members	\$50. per meeting
<u>Other</u> Jury Commission	\$50. per day
<u>Planning Board</u> Members	\$50. per meeting
<u>Social Services Board</u> Members	\$50. per meeting
Chairman	\$75. per meeting
<u>Parks and Recreation Board</u> Members	\$50. per meeting
<u>Fire And EMS Board</u> Members	\$50. per meeting
<u>Senior Citizens Advisory Board</u>	\$50. per meeting
<u>Nutrition Board</u>	\$50. per meeting

SECTION 2 - PAYMENTS TO BOARDS

Payments made to board members (except the Board of Commissioners) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.

SECTION 3 - NEW APPOINTMENTS

Compensation

The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.

Minimum Wage

Notwithstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.

SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS

County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.

PART-TIME PAY RATES

EMT B \$13.15

EMT I \$ 14.86

EMT P \$18.30

Telecommunicator Trainee \$14.01

Telecommunicator \$14.86

Library Asst. \$12.29

Library Assoc. \$14.01

Deputy I \$16.59

Deputy II \$17.45

Detention Officer \$ 13.15

Referee- cert. \$18 per game

Referee non-cert. \$14 per game

Scorekeepers \$7.25

Camp Counselors \$7.25-\$10

SOS Site Coordinators \$9

Visitor Relations Associate \$12.29

SECTION 5 - TRAVEL

Per Diem Rate

Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.

**CURRITUCK COUNTY
CLASSIFICATION BY SALARY GRADE**

2011 - 12 Annual Budget

SALARY GRADE	SALARY RANGE	CLASSIFICATION
FOR THE 2011-12 FISCAL YEAR	\$22,000.00	
51	\$23,786.00	
52	\$25,571.00	Visitor Relations Coordinator
53	\$27,357.00	
54	\$29,142.00	Supervisor Visitor Centers
55	\$30,929.00	
56	\$32,716.00	
57	\$34,500.00	

58	\$36,286.00	Marketing Coordinator
59	\$38,072.00	
60	\$39,858.00	Information and Communicator Officer E-Marketing/Web Development Specialist Web/AV Specialist
61	\$41,644.00	
62	\$43,430.00	
63	\$45,214.00	
64	\$47,001.00	
65	\$49,169.00	
66	\$50,574.00	*Tourism Director
67	\$52,357.00	
68	\$54,143.00	
69	\$55,929.00	
70	\$57,768.00	
71	\$59,500.00	
72	\$61,287.00	
73	\$63,072.00	*Finance Director
74	\$64,858.00	
75	\$66,643.00	

76	\$68,430.00	
77	\$70,214.00	
78	\$72,001.00	
79	\$73,787.00	
80	\$75,353.00	
81	\$76,980.00	

* indicates exempt status

Board determined

*County Manager's salary

Board determined

*Attorney's salary

Recommendation of award for Construction Management at Risk Contract for Moyock Wastewater

Dan Scanlon, County Manager, stated that six proposals were received and County Staff reviewed and graded the proposals. Three firms were short-listed and interviewed. George Raper and Son were selected as the most qualified contractor for the CMAR project.

Commissioner Rorer moved to award the proposal to George Raper and Son. Commissioner Gilbert seconded the motion. Motion carried.

Appointment to Game Board

Commissioner Gilbert appointed Willie Austin. Commissioner Petrey seconded the motion. Motion carried.

Consent Agenda:

1. Approval of June 6, 2011, Minutes
2. Agreement with Carolina Water Service for County to Provide Water Meter Readings
3. Budget Amendments
4. Surplus vehicle water department
5. JCPC Funding Plan for FY 2012
6. Request by Inspections Dept. to dispose of building permits prior to 2004
7. Request DOT to add Applewood Drive, Creekside Drive, and Moyock Landing Road to state system
8. Economic Development Department request permission to destroy certain records
9. Authorize County Manager to execute Design Build Contract with Sussex Development Corporation for construction of COA Aviation and Research Training Facility
10. Knotts Island Request \$25000 for storage building

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

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
		<hr/>	<hr/>

10480-514500	Training & Education	\$	40		
	Archives & Records				
10480-557303	Management	\$	300		
10480-590000	Capital Outlay	\$	3,772		
10480-506000	Insurance Expense			\$	4,143
				<u>\$</u>	<u>4,143</u>
				<u>\$</u>	<u>4,143</u>

Explanation: *Register of Deeds (10480)* - Transfer funds to purchase a plat cabinet and other operating transfers for this fiscal year.

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

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
60808-516001	Repairs & Maintenance - Sewer	\$	40,000		
60390-499900	Retained Earnings Appropriated			\$	40,000
			<u>\$</u>	<u>\$</u>	<u>40,000</u>
			<u>40,000</u>	<u>\$</u>	<u>40,000</u>

Explanation: *Ocean Sands Water & Sewer Fund (60808)* - Appropriate funds for repairs to the Ocean Sands Sewer.

Net Budget Effect: Ocean Sands Water & Sewer Fund (60) - Increased by \$40,000.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
12548-590015	Capital Outlay KI VFD	\$	25,000		
12548-545000	Contract Services			\$	25,000
			<u>\$</u>	<u>\$</u>	<u>25,000</u>
			<u>25,000</u>	<u>\$</u>	<u>25,000</u>

Explanation: *Knotts Island VFD (12548)* - Request by Knotts Island VFD to use funds for electrical and lighting to the storage building.

Net Budget Effect: Fire Services Fund (12) - No change.

Commissioner's Report

Commissioner Martin commended the Finance Director, Sandra Hill, for receiving the award of excellence in finance.

Commissioner Gilbert, commended the Moyock Fire and EMS.

Commissioner Petrey commended Representative Owens for state budget.

Commissioner Rorer, reported on Family Fun Day to be held at The Towne Bank.

Commissioner Etheridge requested staff to send a letter to our Representatives thanking them for their work on the state budget.

Chairman Aydlett commended Holly White for her award received for being the best Flood Plain Administrator of the year.

County Manager's Report

No report

Adjourn

There being no further business, the meeting was adjourned.

Special Meeting

Tourism Development Authority

Public Hearing - Tourism Development Authority Budget FY 2012

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

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

TOURISM DEVELOPMENT AUTHORITY
CURRITUCK COUNTY
NORTH CAROLINA
2011 - 12 Annual Budget

SALARY AND COMPENSATION RESOLUTION
FOR THE 2011-12 FISCAL YEAR

BE IT RESOLVED by the County Commissioners that the following salaries and other compensation are established for the fiscal year beginning July 1, 2010 and ending June 30, 2011.

SECTION 1 - BOARDS

Tourism Development Authority
Members

SECTION 2 - PAYMENTS TO BOARDS

Payments made to board members (except the Board of Commissioners) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.

SECTION 3 - NEW APPOINTMENTS

Compensation

The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.

Minimum Wage

Notwithstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.

SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS

County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.

PART-TIME PAY RATES

Visitor Relations Associate \$12.54

SECTION 5 - TRAVEL

Per Diem Rate

Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE**

For the Year Ending June 30, 2012

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, 2011 and ending June 30, 2012.

SECTION 1. OCCUPANCY TAX - PROMOTION

A Estimated Resources:

Occupancy Tax	8,900,000
Other revenues	26,000
Investment earnings	90,000
Transfers from other funds	122,156
Appropriated Fund Balance	<hr/>

	<u>1,645,695</u>
	10,783,851
TOTAL ESTIMATED RESOURCES	<u><u>\$ 10,783,851</u></u>
B Appropriations:	
Occupancy Tax - Promotion	\$ 4,658,068
Occupancy Tax - Tourist related	<u>6,125,783</u>
	<u>10,783,851</u>
TOTAL APPROPRIATIONS	<u><u>\$ 10,783,851</u></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
Gwen H. Keene is the Clerk to the Board

Mary Gilbert is the Deputy Clerk to the Board
Donald Ikerd McRee is the County Attorney
Sandra L. Hill CPA is the County Finance Director
Bridget T. Brinkley is the Deputy 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:

- East Carolina Bank, Currituck, North Carolina
- The Bank of Currituck, Moyock, North Carolina
- Bank of America, North Carolina
- Bank of the Commonwealth, North Carolina
- Bank of Hampton Roads (dba Gateway Bank), North Carolina
- Branch Bank and Trust, North Carolina
- North Carolina Cash Management Trust, Charlotte, North Carolina
- Wachovia Bank, North Carolina
- Wells Fargo, 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.

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.

Budget Amendment

Commissioner Martin moved to approve. Commissioner Gilbert seconded the motion. Motion carried.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
15442-590441	Technology Over \$1000	\$ 8,133	
15442-511000	Telephone & Postage		\$ 8,133
		\$ 8,133	\$ 8,133

Explanation: *Occupancy Tax Tourism Promotion (15442)* - Transfer funds for a communication system for the Moyock Welcome Center.

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

Adjourn

There being no further business, the meeting was adjourned.