

CURRITUCK COUNTY
NORTH CAROLINA
June 4, 2012

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 Rorer, Commissioners Gilbert, O'Neal, Etheridge, Aydlett, Martin and Petrey.

A) Invocation

B) Pledge of Allegiance

Reverend Randy Blanchard, Pilmoor Methodist Church, was present to give the invocation and Pledge of Allegiance.

C) Approval of Agenda

Commissioner O'Neal moved to approve. Commissioner Gilbert seconded the motion. Motion carried,

D) Public Comment

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

Chairman Rorer, opened the public comment period.

Don Williams, Developer, Shingle Landing, updated the Board on his progress with completing the roads, sidewalks and ditches. He stated that he was about 50% complete. He would like to be placed on the July 18th agenda and in the meantime he will provide the county attorney with his documentation for funding.

Commissioner Petrey moved to table to June 18th meeting. Commissioner Etheridge seconded the motion. Motion carried.

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

Public Hearings

**A) Presentation on county's funding of the Currituck
County School System**

Dan Scanlon, County Manager, reviewed the formula for school funding and that the Currituck County Schools will receive \$9,025,754 this year and the ADM is \$2,315 per student.

Bill Dobney, Chairman, Board of Education, stated that the Board of Education is pleased with the formula that has been used for many years.

Commissioner Etheridge stated that Currituck County School System ranks 20th in the state out of 117 school systems.

B) Public Hearing and Action on Currituck County FY 2012-13 Budget

Dan Scanlon, County Manager, stated that the budget was presented at the last meeting with some additional changes that he listed.

Chairman Rorer opened the public hearing.

Toni Tabb, requested the Manager read the list of additions.

Commissioner Aydlett commented on the progress with enhancement of the EMS in Carova Beach.

There being no further comments, the public hearing was closed.

Commissioner Gilbert moved to adopt the budget at the June 18th meeting. Commissioner Etheridge seconded the motion. Motion failed with Commissioners Rorer, Aydlett, Martin, O'Neal and Petrey voting no.

Commissioner Petrey moved to adopt the budget as presented. Commissioner Martin seconded the motion. Motion carried unanimously.

**COUNTY OF CURRITUCK
BUDGET ORDINANCE**

For the Year Ending June 30, 2013

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, 2012 and ending June 30, 2013.

SECTION 1. GENERAL FUND

A. Estimated Resources:

Ad Valorem Taxes	\$ 25,812,000
Other Taxes and Licenses	5,215,700
Intergovernmental Revenues	2,717,404
Permits and Fees	2,165,577
Sales and Services	698,409
Investment Earnings	120,000
Miscellaneous	337,500
	<hr/>
	37,066,590
Transfers In	6,558,341
Fund Balance Appropriated	3,380,932
	<hr/>
	9,939,273
TOTAL ESTIMATED RESOURCES	<u><u>\$ 47,005,863</u></u>

B. Appropriations:

Administration	\$ 550,289
Legal	366,801
Governing Body	138,043
Elections	176,553
Finance	363,762
Information Technology Services	626,847
Human Resources	141,897
Tax	534,646
Public Works	1,069,694
Public Utilities	247,107
Register of Deeds	673,037
Court Facilities	203,525
Agency Appropriations	39,200
Central Services	754,429
Sheriff	5,757,708
Detention Center	2,099,942
Animal Control	428,590
Jury Commission	1,800
Emergency Medical Services	5,899,693
Emergency Management	131,807
Communications	805,184
Inspections	519,352
Fire Services	
Moyock Vol Fire Department	230,000
Crawford Vol Fire Department	315,675
Lower Currituck Vol Fire Department	347,864
Corolla Vol Fire & Rescue Squad	319,875
Carova Bch Vol Fire Department	204,400
Knotts Island Vol Fire Department	205,000
Medical Examiner	9,500
Airport	495,646

Inter County Transit Authority	89,107
Soil Conservation	137,538
Forestry	76,250
Cooperative Extension	499,843
Economic Development	243,142
Planning	738,583
Health Administration	127,000
Mental Health	60,623
Social Services Administration	2,906,799
Public Assistance	1,041,065
County Assistance	50,875
Juvenile Justice Programs	101,885
Parks & Recreation	793,197
Rural Center	464,349
Library	530,337
Senior Center	328,913
Local Current Expense	9,025,754
Capital Outlay	1,000,000
College of the Albemarle	75,000
Bonds Payable	850,000
Notes Payable	2,517,927
Interest	369,904
Appropriations to Other Funds	<u>1,319,906</u>
TOTAL APPROPRIATIONS	<u><u>\$ 47,005,863</u></u>

SECTION 2. TOURISM DEVELOPMENT AUTHORITY

A. Estimated Resources:	
Other taxes and licenses	9,584,129
Other revenues	116,000
Transfer from other funds	<u>1,211,721</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 10,911,850</u></u>
B. Appropriations:	
Tourism Promotion	4,300,189
Tourism Related Expenditures	<u>6,611,661</u>
TOTAL APPROPRIATIONS	<u><u>\$ 10,911,850</u></u>

SECTION 3. CAROVA BEACH SERVICE DISTRICT FUND

A. Estimated Resources:	
Fund Balance Appropriated	<u>120,725</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 120,725</u></u>
B. Appropriations:	
Operations	<u>120,725</u>
TOTAL APPROPRIATIONS	<u><u>\$ 120,725</u></u>

SECTION 4. REVALUATION FUND

A. Estimated Resources:	
Investment earnings	4,500
Transfer In	121,000
Fund Balance Appropriated	<u>72,000</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 197,500</u></u>
B. Appropriations:	
Operations	<u>197,500</u>

TOTAL APPROPRIATIONS	<u><u>\$ 197,500</u></u>
----------------------	--------------------------

SECTION 5. EMERGENCY EQUIPMENT REPLACEMENT FUND

A. Estimated Resources:

Transfer In	<u>267,000</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 267,000</u></u>

B. Appropriations:

Capital Outlay	<u>267,000</u>
TOTAL APPROPRIATIONS	<u><u>\$ 267,000</u></u>

SECTION 6. EMERGENCY TELEPHONE SYSTEM FUND

A. Estimated Resources:

Other taxes and licenses	187,680
Investment earnings	4,000
Fund Balance Appropriated	<u>158,380</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 350,060</u></u>

B. Appropriations:

Operations	139,060
Capital Outlay	<u>211,000</u>
TOTAL APPROPRIATIONS	<u><u>\$ 350,060</u></u>

SECTION 7. GUINEA MILL WATERSHED IMPROVEMENT FUND

A. Estimated Resources:

Special district taxes	<u>11,776</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 11,776</u></u>

B. Appropriations:

Operations	<u>11,776</u>
TOTAL APPROPRIATIONS	<u><u>\$ 11,776</u></u>

SECTION 8. HOG BRIDGE DITCH WATERSHED IMPROVEMENT FUND

A. Estimated Resources:

Special district taxes	<u>981</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 981</u></u>

B. Appropriations:

Operations	<u>981</u>
TOTAL APPROPRIATIONS	<u><u>\$ 981</u></u>

SECTION 9. MOYOCK WATERSHED IMPROVEMENT FUND

A. Estimated Resources:

Special district taxes	<u>15,161</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 15,161</u></u>

B. Appropriations:

Operations	<u>15,161</u>
TOTAL APPROPRIATIONS	<u><u>\$ 15,161</u></u>

SECTION 10. NORTHWEST WATERSHED IMPROVEMENT FUND

A. Estimated Resources:

Special district taxes	<u>2,159</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 2,159</u></u>

B. Appropriations:	
Operations	2,159
TOTAL APPROPRIATIONS	<u>2,159</u>

SECTION 11. WHALEHEAD WATERSHED IMPROVEMENT FUND

A. Estimated Resources:	
Special district taxes	850,493
TOTAL ESTIMATED RESOURCES	<u>850,493</u>

B. Appropriations:	
Operations	850,493
TOTAL APPROPRIATIONS	<u>850,493</u>

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

A. Estimated Resources:	
Special district taxes	141,749
TOTAL ESTIMATED RESOURCES	<u>141,749</u>

B. Appropriations:	
Operations	141,749
TOTAL APPROPRIATIONS	<u>141,749</u>

SECTION 13. CAPITAL IMPROVEMENT FUND

A. Estimated Resources:	
Other taxes and licenses	1,613,000
Fund Balance Appropriated	450,398
TOTAL ESTIMATED RESOURCES	<u>2,063,398</u>

B. Appropriations:	
Transfers out	2,063,398
TOTAL APPROPRIATIONS	<u>2,063,398</u>

SECTION 14. SCHOOL CAPITAL FUND

A. Estimated Resources:	
Other taxes and licenses	1,450,000
TOTAL ESTIMATED RESOURCES	<u>1,450,000</u>

B. Appropriations:	
Transfers out	1,450,000
TOTAL APPROPRIATIONS	<u>1,450,000</u>

SECTION 15. TRANSFER TAX CAPITAL FUND

A. Estimated Resources:	
Other taxes and licenses	1,990,000
Investment earnings	50,000
Fund Balance Appropriated	260,700
TOTAL ESTIMATED RESOURCES	<u>2,300,700</u>

B. Appropriations:	
Operations	700
Transfers out	2,300,000
TOTAL APPROPRIATIONS	<u>2,300,700</u>

SECTION 16. LAND BANKING FUND

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

SECTION 17. OCEAN SANDS WATER AND SEWER FUND

A. Estimated Resources:	
Operating revenues	1,154,900
Non-operating revenues	40,000
TOTAL ESTIMATED RESOURCES	<u>\$ 1,194,900</u>
B. Appropriations:	
Administration	30,083
Water Treatment Operations	510,020
Sewer Treatment Operations	654,797
TOTAL APPROPRIATIONS	<u>\$ 1,194,900</u>

SECTION 18. MAINLAND WATER FUND

A. Estimated Resources:	
Operating revenues	3,013,281
Non-operating revenues	8,000
Retained earnings appropriated	99,346
TOTAL ESTIMATED RESOURCES	<u>\$ 3,120,627</u>
B. Appropriations:	
Administration	193,734
Water Treatment Operations	1,916,643
Debt Service	855,000
Capital Outlay	155,250
TOTAL APPROPRIATIONS	<u>\$ 3,120,627</u>

SECTION 19. NEWTOWN ROAD SEWER FUND

A. Estimated Resources:	
Operating revenues	10,200
Non-operating revenues	800
Retained earnings appropriated	10,124
TOTAL ESTIMATED RESOURCES	<u>\$ 21,124</u>
B. Appropriations:	
Administration	9,859
Sewer Treatment Operations	11,265
TOTAL APPROPRIATIONS	<u>\$ 21,124</u>

SECTION 20. SOLID WASTE FUND

A. Estimated Resources:	
Operating revenues	2,684,425
Non-operating revenues	175,000
Transfers in	896,256
Retained earnings appropriated	552,842
TOTAL ESTIMATED RESOURCES	<u>\$4,308,523</u>

B. Appropriations:	
Administration	165,921
Solid Waste Operations	4,125,602
Capital Outlay	17,000
TOTAL APPROPRIATIONS	<u>\$ 4,308,523</u>

SECTION 21. MAPLE COMMERCE PARK SEWER FUND

A. Estimated Resources:	
Operating revenues	30,000
Transfer in	35,650
TOTAL ESTIMATED RESOURCES	<u>\$ 65,650</u>

B. Appropriations:	
Sewer Treatment Operations	65,650
TOTAL APPROPRIATIONS	<u>\$ 65,650</u>

SECTION 22. MOYOCK COMMONS SEWER FUND

A. Estimated Resources:	
Special district taxes	43,334
Operating revenues	52,500
Investment earnings	1,501
Appropriated Retained Earnings	31,647
TOTAL ESTIMATED RESOURCES	<u>\$ 128,982</u>

B. Appropriations:	
Administration	41,003
Sewer Operations	82,979
Transfers out	5,000
TOTAL APPROPRIATIONS	<u>\$ 128,982</u>

SECTION 23. SOUTHERN OUTER BANKS WATER FUND

A. Estimated Resources:	
Operating revenues	3,467,711
Non-operating revenues	147,858
TOTAL ESTIMATED RESOURCES	<u>\$ 3,615,569</u>

B. Appropriations:	
Administration	128,480
Water Operations	2,139,928
Capital assets	135,440
Transfers out	1,211,721
	<u>\$ 3,615,569</u>

SECTION 24. WALNUT ISLAND SEWER FUND

A. Estimated Resources:	
Operating revenues	170,000
Non-operating revenues	500
TOTAL ESTIMATED RESOURCES	<u>\$ 170,500</u>

B. Appropriations:	
Administration	73,900
Water Operations	49,850
Capital assets	46,750
	<u>\$ 170,500</u>

SECTION 25. POST-EMPLOYMENT RETIREMENT BENEFITS FUND

A. Estimated Resources:

Retiree benefits	<u>150,608</u>
TOTAL ESTIMATED RESOURCES	<u><u>\$ 150,608</u></u>

B. Appropriations:

Operations	<u>150,608</u>
	<u><u>\$ 150,608</u></u>

SECTION 26. 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, 2012 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 \$8,279,400,000 and an estimated rate of collection of 98.13%. The estimated rate of collection is based on the fiscal year ended June 30, 2011.

SECTION 27. 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, 2012 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	0.015
Northwest Watershed Improvement District	0.020
Whalehead Watershed Improvement District	0.090
Whalehead Beach Solid Waste Collection & Disposal Service District	0.015
Moyock Commons Sewer District	0.200

SECTION 28. 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, 2012.

SECTION 29. 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 30. 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 31. 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 32. 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 33. 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 34. 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 35. 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 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
 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 36. 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 2012-2013 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, 2012 and ending June 30, 2013.

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

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 Advisory 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 \$13.41
 EMT I \$ 15.16
 EMT P \$18.66
 Telecommunicator Trainee \$14.29
 Telecommunicator \$15.16
 Library Asst. \$12.53
 Library Assoc. \$14.29
 Deputy I \$16.91
 Deputy II \$17.79
 Detention Officer \$ 13.41
 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 \$12.53

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.

C) Public Hearing and action on 10 Year Solid Waste Management Plan for the period 2012 - 2022

Dan Scanlon, County Manager, reviewed the 10 year solid waste plan. Currituck County went from 63rd in the state to 12th in reducing trash.

Commissioner Aydlett moved to adopt. Chairman Rorer seconded the motion. Motion carried.

New Business**A) Board Appointments:****1. Appointment to Senior Citizen Advisory Board**

Commissioner O'Neal appointed Joann DiBello. Commissioner Aydlett seconded the motion. Motion carried.

2. Discussion on policy for Board of Adjustment appointments

Ike McRee, County Attorney, reviewed the UDO text amendment to allow for an alternate to move up as a permanent member when a vacancy was available.

Commissioner O'Neal moved to move forward with option 1 to amend the UDO. Commissioner Aydlett seconded the motion. Motion carried.

B) Consent Agenda:

1. Approval of May 21, 2012 Minutes
2. Albemarle Commission/FY 2013 HCCBG appropriation
3. March 31, 2012 Fiscal Monitoring Report for East Carolina Behavioral Health
4. Budget Amendments
5. Resolution and Agreement for Deposit Account with BB & T
6. Approval of Right-of-Way Agreement to Dominion Power for Installation of Power in Currituck Community Park and To Authorize County Manager to Execute Same

Commissioner O'Neal 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
50550-592013	Airfield Improvements 36237.8.10.1	\$ 166,667	
50330-448000	State Aide to Airports		\$ 150,000
50380-481000	Investment Earnings		\$ 16,667
		<u>\$ 166,667</u>	<u>\$ 166,667</u>

Explanation: County Governmental Construction Fund (50) - To record Vision 100 Funds for Federal Fiscal Year 2010-11. This will be used for airfield improvements and an Airport Master Layout plan.

Net Budget Effect: County Governmental Construction Fund (50) - Increased by \$166,667.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
52541-590000	DPR1 GRANT 2007-GE-T7-0048	\$ 22,275	
52330-448700	DPR1 GRANT 2007-GE-T7-0048		\$ 22,275
		\$ 22,275	\$ 22,275

Explanation: Multi-year Grants (52541) - To record grant funds for regional radio project. Currituck County is the administrator of the grant and radios will be distributed throughout the region. This is 100% grant funds through the NC Department of Public Safety, Division of Emergency Management.

Net Budget Effect: Multi-year Grant Fund (52) - Increased by \$22,275.

C) Commissioner's Report

Commissioner Aydlett stated that he and the Parks & Recreation Director, along with WRC, will look at the Knotts Island Boat Ramp.

Commissioner Martin stated that NC State was doing a fish study in the Albemarle Sound.

Commissioner Etheridge commented on the Whalehead festival.

Commissioner O'Neal commended the Finance staff for their Award for Excellence in Government Financing.

D) County Manager's Report- No comments

Closed Session

According to GS 143-318.11(6) to discuss personnel.

Adjourn

Special Meeting

Tourism Development Authority

Public Hearing and Action on Budget

Dan Scanlon, County Manager, stated that this budget was presented at the last meeting.

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

Commissioner O'Neal moved to approve. Commissioner Martin seconded the motion. Motion carried.

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE**

For the Year Ending June 30, 2013

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, 2012 and ending June 30, 2013.

SECTION 1. OCCUPANCY TAX – PROMOTION

A.	Estimated Resources:	
	Occupancy Tax	9,584,129
	Other revenues	26,000
	Investment earnings	90,000
	Transfers from other funds	1,211,721
	TOTAL ESTIMATED RESOURCES	<u><u>\$ 10,911,850</u></u>
B.	Appropriations:	
	Occupancy Tax - Promotion	\$ 4,300,189
	Occupancy Tax - Tourist related	6,611,661
		<u>10,911,850</u>
	TOTAL APPROPRIATIONS	<u><u>\$ 10,911,850</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 is the Budget Officer
Gwen H. Keene is the Clerk to the Board
Mary S. Gilbert is the Deputy Clerk to the Board
Donald Ikerd McRee is the County Attorney
Sandra L. Hill 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
Towne Bank of Currituck, Moyock, North Carolina
Bank of America, 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
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.

Adjourn

There being no further business, the meeting adjourned.