



**BOARD OF COMMISSIONERS
AGENDA**

JUNE 3, 2013

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Currituck County Board of Commissioners Agenda

Historic Currituck County Courthouse

Date: Monday, June 03, 2013

Time: 7:00 PM

7:00 pm Call to Order

- A) Invocation
- B) Pledge of Allegiance
- C) Approval of Agenda
- D) Public Comment

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

Public Hearings

- A) **Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2014**
- B) **Public Hearing and Action:** PB 10-02 Beach Jeeps of Corolla: Request to amend a Use Permit to reduce the permitted number of tour vehicles. The property is located at 111 Austin Road, Unit H, Tax Map 115B, Parcel 2P2B, Poplar Branch Beach Township.
- C) **Public Hearing and Action:** PB 13-05 Pat's Way: Request zoning an abandoned Right-of-Way (Pat's Way) to General Business (GB), located in Barco, Tax Map 60, Parcel 55D, Crawford Township.

New Business

- A) **Board Appointments:**
 - 1. Appointments to Fire-EMS Advisory Board (FEAB)
 - 2. Appointments to Whalehead Trust Board of Directors
- B) **Consent Agenda:**
 - 1. Budget Amendments
 - 2. Approval of May 20, 2013 Minutes

3. Approval Travel Policy for ABC Board pursuant to GS 18B-700(g2) same Travel Policy as the County
 4. Pittard, Perry & Crone Inc - Audit Contract for fiscal year ending June 30, 2013
 5. CDBG Monthly Status Report
 6. ITS Surplus Resolution
 7. Approval of Mike Painter as regular member of the Board of Adjustment due to Christian Conner's resignation
- C) Commissioner's Report
D) County Manager's Report

Special Meeting

Tourism Development Authority

Public Hearing and Possible Action on the FY 2014 Tourism Development Authority Budget

Adjourn



Currituck County

Department of Planning
 Post Office Box 70
 Currituck, North Carolina 27929
 252-232-3055
 FAX 252-232-3026

MEMORANDUM

To: Board of Commissioners
From: Planning Staff
Date: May 17, 2013
Re: PB 10-02 Beach Jeeps Use Permit – Outdoor Tour Operator

The Planning Board heard case PB13-04 Bob’s Wild Horse Tours, LLC at the April 9th meeting. A condition of approval required the applicant to amend special use permit PB10-02 to reduce the number of permitted tour vehicles. The applicant’s intent is to voluntarily reduce the number of tour vehicles in order to stay consistent with the Outdoor Tour Operator License requirement to reduce the overall number of tour vehicles operating in the 4x4 area of Corolla.

The following are the conditions of PB10-02 Beach Jeeps Use Permit for Outdoor Tour Operator. The strike-through and bold, underlined text indicate the proposed changes.

1. Tour vehicles shall be labeled with decals or paint markings that clearly display the company name. Label font size shall be a minimum of ~~four~~ **three** inches.
2. ~~All tours must be guided from Memorial Day to Labor Day. Tag-a-long tours are permitted as long as the lead vehicle is operated by an employee of the tour company and subsequent vehicles are under the employee’s supervision.~~ **No tour shall be comprised of more than five (5) outdoor tour vehicles including the outdoor tour vehicle operated by the guide.**
3. Tours shall comply with Chapter 3: Article II. Wild Horses, Chapter 10: Article II. Beaches and all other applicable provisions of the Currituck County Code of Ordinances. Tours shall also operate in accordance with all State and Federal laws.
4. ~~There shall be one parking space required for every vehicle seating 1-5 persons, two parking spaces required for every vehicle seating 6-10 persons etc., and one parking space required for every two employees. If any additional activities or uses occur on-site, additional parking may be required per the Unified Development Ordinance. Currently there is adequate parking available at the proposed location.~~

Use	Parking Requirement	Quantity	Parking Total
Horse Tour Rentals	Tour vehicle seating 1-5 persons – 1 space per vehicle	10 Jeeps	10
Employees (largest shift)	1 space/2 employees	4 employees	2
		Total Required:	12

This permit authorizes the use of eight (8) tour vehicles and a maximum capacity of 50 persons through December 31, 2013. Effective January 1, 2014, this permit authorizes the use of three (3) tour vehicles.

5. Vehicles held in reserve in the event of inclement weather or breakdowns may be used as long as the parking requirements and all other conditions of this permit are met. Reserve vehicles must be stored at an approved location.
6. This special use permit shall be reviewed administratively on an annual basis and a report shall be filed with the Currituck County Board of Commissioners detailing the nature of any complaints received by the Planning Department. At the discretion of the Code Enforcement Officer or Board of Commissioners, the special use permit shall be subject to revocation or modification by the permit issuing authority following a public hearing.
7. ~~The Board of Commissioners may establish a maximum number of vehicles as part of the special use permit approval process.~~

The Planning Board recommended **unanimous approval** at their May 14, 2013 meeting.

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE:

Board of Commissioners: www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm

PLANNING BOARD DISCUSSION (5-14-13)

Mr. White stated he would be glad to answer any questions the board may have.

Mr. Craddock stated on behalf of the Planning Board he would like to thank Mr. White for submitting this application so promptly after the last Planning Board meeting.

Mr. Cooper stated that submitting this application the total number of tour vehicles will remain the same.

Mr. White stated this is correct.

Ms. Wilson asked Mr. White to explain how many tour vehicles, capacity of each tour vehicle, and the location of each.

Mr. White provided this information.

ACTION

Mr. Craddock moved to approve PB 10-02 with staff recommendations included in the case analysis. Mr. Cooper seconded the motion. Motion carried unanimously.





COUNTY OF CURRITUCK

Planning and Community Development Department
Planning and Zoning Division
153 Courthouse Road, Suite 110
Currituck, North Carolina 27929
Telephone (252) 232-3055 / Fax (252) 232-3026

TO: Board of Commissioners
FROM: Planning and Zoning Division
DATE: May 17, 2013
SUBJECT: Pat's Way Zoning

In 2002, Kemnay Private Access Subdivision was approved creating Pat's Way, a 45' private right-of-way (See Attachment #1). In February 2013, a recombination plat was recorded that abandoned the private right-of-way and that area became a part of Lot 4 in Kemnay. The new access for the subdivision is provided through an extension of Fyvie Drive (See Attachment #2). The new section of Fyvie Drive must be improved prior to issuance of a building permit.

Since a right-of-way is an unzoned area of land, the abandoned right-of-way must be zoned. The property owner is requesting that the unzoned, abandoned, right-of-way area be zoned General Business (GB) to make it consistent with the adjoining property. Staff supports this request.

The Planning Board recommended **unanimous approval** at their May 14, 2013 meeting.

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE:

Board of Commissioners: www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm

PLANNING BOARD DISCUSSION (5-14-13)

Mr. Cooper stated that Pat's Way will only access Mr. Innes property and he will continue to use this as a driveway named Pat's Way. The Fyvie Drive new access does not affect anyone's access to their property. There are no drainage concerns with either access.

Mr. Craddock stated that Lot 2 and Lot 3 will not be accessed by Pat's Way, but by Fyvie Drive.

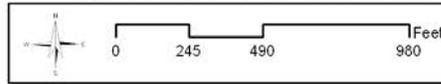
Ms. Glave stated she will work with Harry Lee, Currituck County GIS, to make necessary address changes.

ACTION

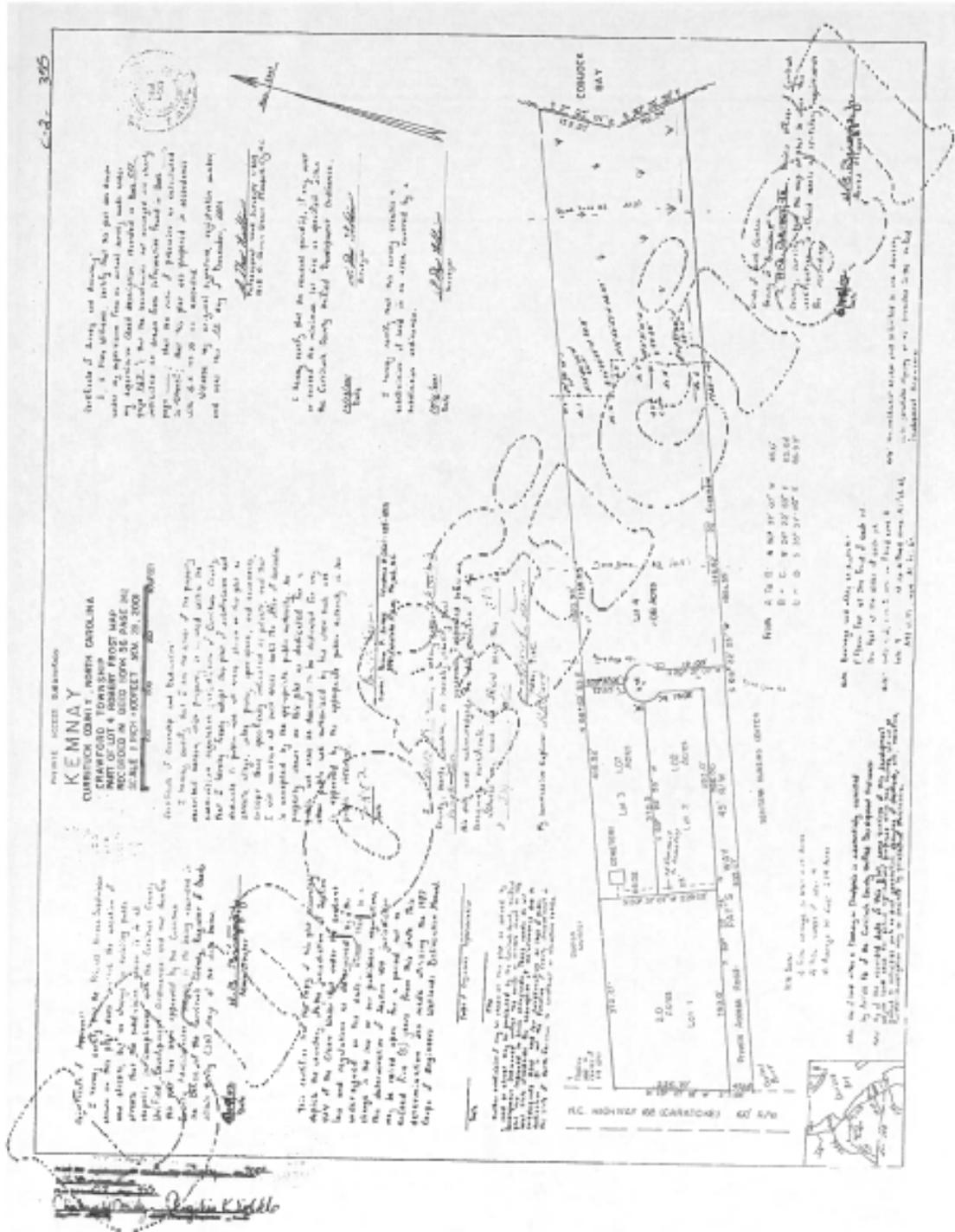
Ms. Newbern moved to approve PB 13-05 as presented. Mr. Cartwright seconded the motion. Motion carried unanimously.

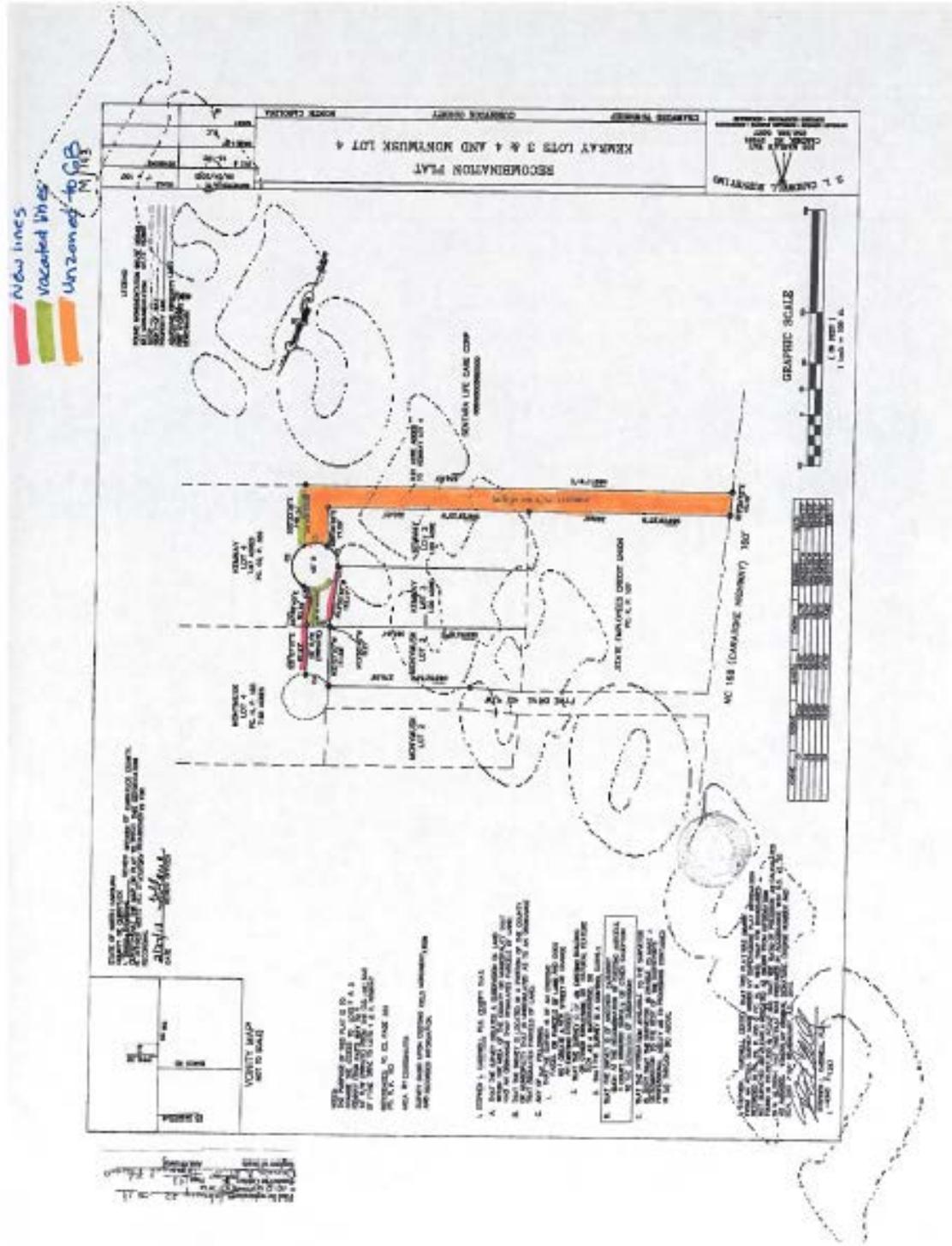


PB 13-05 Currituck County
 Zone Abandoned Pat's Way to GB
 Crawford Township




 Currituck County
 Planning and
 Community Development





FIRE AND EMS ADVISORY BOARD
2 Year Term

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Jim Cason	District 1		Vance Aydlett	4/1/2012	1st 4/1/14
George Bergamini*	Outer Banks		Fire Department Appointment	5/2/2011	1st 4/1/2013
Charles Berry	District 3		Butch Petrey	4/1/2012	2nd 4/1/14
Paul Beaumont*	District 4		Kevin McCord	5/2/2011	1st 4/1/2013
Evelyn Henley	District 5		Marion Gilbert	4/1/2012	1st 4/1/14
Mitch Copeland*	Mainland		Fire Department Appointment	5/2/2011	1st 4/1/2013
Stanley Griggs	At-Large		Paul O'Neal	4/1/2012	2nd 4/1/14
John Wheeler	Northern		Fire Department Appointment	1/12/2012	2nd 4/1/2014

*** May be Reappointed**

Commissioner Aydlett

WHALEHEAD PRESERVATION TRUST BOARD OF DIRECTORS
3 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Cliff Scott	District 1	*	Aydlett	3/1/2010	5/1/2013
				Eff. 5/1/2010	
Andy Newbern	District 2	*	Griggs	3/1/2010	5/1/2015
				Eff. 5/1/2010	
Carl Ross	District 3	*	Petrey	10/3/2011	5/1/2014
Jeanne Meiggs	District 4	*	McCord	3/1/2010	5/1/2014
				Eff. 5/1/2010	
Josh Bass	District 5	*	Gilbert	3/1/2010	5/1/2014
				Eff. 5/1/2010	
Gary McGee	At-Large	*	Martin	3/1/2010	5/1/2013
				Eff. 5/1/2010	
Sharon Twiddy	At-Large	*	O'Neal	3/1/2010	10/3/2015
				Eff. 5/1/2010	
Travis Morris		**		3/1/2010	5/1/2013
				Eff. 5/1/2010	
Allen Ives		**		3/1/2010	5/1/2014
				Eff. 5/1/2010	
Buck Thornton		**		3/1/2010	5/1/2013
				Eff. 5/1/2010	
Kimberlee Hoey		**		Eff. 5/1/2010	5/1/2015

May be Reappointed

To Be Replaced

* 7 Members Must Be County Residents

** 4 Members May Be Non-Residents

Commissioner Griggs

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of June, 2013, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2013.

Account Number	Account Description	Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
10410 506000	HEALTH INSURANCE EXPENSE	\$	342		
10410 526000	ADVERTISING			\$	342
10415 506000	INSURANCE EXPENSE	\$	171		
10415 532000	SUPPLIES	\$	500		
10415 561000	PROFESSIONAL SERVICES			\$	671
10430 506000	INSURANCE EXPENSE	\$	171		
10430 545000	CONTRACT SERVICES			\$	171
10440 506000	INSURANCE EXPENSE	\$	428		
10440 514500	TRAINING & EDUCATION	\$	260		
10440 526000	ADVERTISING	\$	200		
10440 561000	PROFESSIONAL SERVICES			\$	888
10441 511010	DATA TRANSMISSION/WAN	\$	2,173		
10441 506000	INSURANCE EXPENSE	\$	428		
10441 545000	CONTRACT SERVICES			\$	2,601
10450 506000	INSURANCE EXPENSE	\$	86		
10450 514000	TRAVEL			\$	86
10460 506000	INSURANCE EXPENSE	\$	1,276		
10460 513000	UTILITIES			\$	1,276
10461 511000	TELEPHONE & POSTAGE	\$	212		
10461 506000	INSURANCE EXPENSE			\$	212
10480 557301	FLOODPLAIN MAPPING			\$	10,500
10480 508000	SUPPLEMENTAL PENSION	\$	600		
10480 557300	EXCISE TAX ON DEEDS	\$	30,000		
10480 590000	CAPITAL OUTLAY	\$	45		
10480 506000	INSURANCE EXPENSE	\$	513		
10480 554000	INSURANCE & BONDS			\$	1,500
10480 557400	CHILDRENS TRUST FUND	\$	300		
10480 558100	DOMESTIC VIOLENCE CENTER	\$	2,000		
10320 407000	MARRIAGE LICENSE			\$	2,300
10320 410000	EXCISE TAX ON DEEDS			\$	19,158
10512 506000	INSURANCE EXPENSE	\$	342		
10512 514000	TRAVEL			\$	342
10531 590000	CAPITAL OUTLAY	\$	13		
10531 506000	INSURANCE			\$	13
10535 506000	INSURANCE EXPENSE	\$	1,169		
10535 545000	CONTRACT SERVICES			\$	1,169
10640 506000	INSURANCE EXPENSE	\$	171		
10640 513000	UTILITIES			\$	171
10650 506000	INSURANCE EXPENSE	\$	86		
10650 531000	GAS			\$	86
10660 506000	INSURANCE EXPENSE	\$	855		
10660 514800	FEES PAID TO OFFICIALS			\$	855
10750 516000	REPAIRS & MAINTENANCE	\$	589		
10750 506000	INSURANCE EXPENSE			\$	589
10775 532000	SUPPLIES	\$	11		
10775 513000	UTILITIES	\$	4,000		
10775 516000	REPAIRS & MAINTENANCE			\$	1,000
10775 506000	INSURANCE EXPENSE			\$	853
10775 516200	VEHICLE MAINTENANCE			\$	2,158
10795 503000	SALARIES - PART TIME	\$	21		
10795 506000	INSURANCE EXPENSE	\$	599		
10795 511000	TELEPHONE & POSTAGE			\$	620
		\$	47,561	\$	47,561

Explanation: Various Departments - Transfers for operations for the remainder of this fiscal year. Register of Deeds increased due to increases in revenues collected.

Net Budget Effect: Operating Fund (10) - Increased by \$21,458.

Minute Book # _____, Page # _____

Journal # _____ Clerk to the Board

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of June, 2013, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2013.

<u>Account Number</u>	<u>Account Description</u>	<u>Debit</u> Decrease Revenue or Increase Expense	<u>Credit</u> Increase Revenue or Decrease Expense
12543	532003	SUPPLIES - MOYOCK	5,136
12543	536103	PERSONAL PROTECT EQUIP-MOYOCK	7,865
12543	544003	VOLUNTEER ASSISTANCE-MOYOCK	9,901
12543	553003	DUES & SUBSCRIPTIONS - MOYOCK	703
12543	554003	INSURANCE - MOYOCK	9,667
12543	511003	TELEPHONE & POSTAGE - MOYOCK	\$ 1,600
12543	514003	TRAVEL/TRAINING - MOYOCK	\$ 10,000
12543	590003	CAPITAL OUTLAY	\$ 21,672
12546	536006	UNIFORMS - COROLLA	1,332
12546	511006	TELEPHONE & POSTAGE - COROLLA	\$ 1,332
12548	531015	GAS, OIL, ETC - KNOTTS ISLAND	4,444
12548	532015	SUPPLIES - KNOTTS ISLAND	1,754
12548	553015	DUES & SUBSCRIPTIONS-KNOTTS IS	3,870
12548	511015	TELEPHONE & POSTAGE - KNOTTS IS	\$ 2,700
12438	513015	UTILITIES	\$ 7,368
		<u>\$ 44,672</u>	<u>\$ 44,672</u>

Explanation: *Moyock VFD (12543); Corolla VFD (12546); Knotts Island VFD (12548) - Transfers for operations for the remainder of this fiscal year.*

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

CURRITUCK COUNTY
NORTH CAROLINA
May 20, 2013

The Board of Commissioners met at 5:30 p.m. for a work session on the NC Floodplain Mapping Program. Randy Mundt, NFIP Planner, and Maureen O'Shea, NFIP Planner, gave a presentation on the Biggert-Waters Flood Insurance Reform Act of 2012 and the National Flood Insurance Program (NFIP) and shared dates for upcoming changes to requirements and rates.

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 Paul O'Neal, Vice-Chair Paul Martin, Commissioners Aydlett, Gilbert, Griggs, McCord, and Petrey.

A) Invocation

B) Pledge of Allegiance

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

C) Approval of Agenda

Commissioner Aydlett moved to approve the Agenda with the addition of three additional budget amendments and a request from Knotts Island VFD to do a line item transfer for purchase of turnout gear for new volunteers. Commissioner Gilbert seconded the motion. Motion carried.

APPROVED AGENDA

Work Session

5:30 PM Update on the NC Floodplain Mapping Program

7:00 pm Call to Order

- A) Invocation – Rev. Randy Blanchard, Pilmoor Memorial United Methodist Church
- B) Pledge of Allegiance
- C) Approval of Agenda
- D) Public Comment

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

Administrative Reports

- A) Update on the NC Floodplain Mapping Program
- B) Overview and Update of Interfaith Community Outreach

New Business

- A) FY 2014 Budget Presentation and Set Date for Public Hearing

B) Consideration of Ordinance Amending Section 10-96 and Section 10- 143 of the Currituck County Code of Ordinances to Permit Certain Commercial Activity at the Whalehead Club at Heritage Park and other County Park Properties

C) Board Appointments:

1. Appointment to Senior Citizen Advisory Board

D) Consent Agenda:

1. Budget Amendments
2. Approval of May 6, 2013 Minutes
3. Charge Levy on Motor Vehicles for February Renewals
4. Request from Knotts Island VFD to Transfer Surplus Vehicle to Pasquotank County School System
5. East Carolina Behavioral Health - March 31, 2013 Fiscal Monitoring Report
6. Request from Knotts Island VFD to do a line item transfer for purchase of turnout gear for new volunteers

E) Commissioner's Report

F) County Manager's Report

Special Meeting

Tourism Development Authority

Presentation of FY 2014 Budget Adjourn

Closed Session

Closed Session pursuant to N.C. Gen. Stat. §143-318.11(a)(3) to consult with the county attorney in order to preserve the attorney-client privilege and to receive advice from the county attorney regarding a potential claim against the county and for the following pending lawsuit: Swan Beach Corolla, LLC, et al. v. Currituck County et al.

Approval of Closed Session Minutes

Adjourn

D) Public Comment

Chairman O'Neal opened the public comment period.

Teresa MacPherson, President of Walnut Island Property Owners Association (POA), read portions of a letter to be mailed to all Walnut Island property owners to advise them of the benefits and responsibilities as a property owner and to request payment of dues. She advised the Commissioners of a 2001 petition which dissolved the POA and requested their support to overturn the petition and reincorporate.

County Attorney Ike McRee was requested to research the matter and work with the POA's attorney, John Morrison, to help the POA.

Commissioner Martin related information from a Tulls Bay Colony resident regarding a grant contest from PetSafe in the amount of \$100,000 for which the County was eligible to apply for construction of a pet park. Commissioner Martin moved to complete the application to enter the contest. Commissioner Gilbert seconded the motion. Motion carried. Application information was given to the County Manager.

There being no further comments, Chairman O'Neal closed the public hearing.

Administrative Reports

A) Update on the NC Floodplain Mapping Program

Randy Mundt, NFIP Planner, gave a presentation on the Biggert-Waters Flood Insurance Reform Act of 2012 and the National Flood Insurance Program (NFIP) and shared dates for upcoming changes to requirements and rates. He related that new flood maps would be forthcoming in the fall of 2013.

Commissioners requested Mr. Mundt's presentation be posted on the County website and that a County point of contact be established for property owners to have their questions answered.

B) Overview and Update of Interfaith Community Outreach

Jennifer Albanese, Executive Director of Interfaith Community Outreach (ICO), gave a presentation on ICO's mission to help those who experience a temporary emergency crisis with emergency assistance. ICO unites partners within faith congregations, outreach organizations, businesses and government agencies with individuals and families in need. Ms. Albanese gave statistics on numbers helped and funding spent and asked for support.

New Business

A) FY 2014 Budget Presentation and Set Date for Public Hearing

County Manager Dan Scanlon presented the proposed budget for FY 2013-14. As Budget Officer, he is required to present a balanced budget. He reviewed the various budgets which comprise the overall budget, explained the revaluation process and how the proposed \$.485 tax rate was derived. The proposed rate is the revenue neutral rate. Additionally, he related the need for relocation and cost breakdown related to the new animal shelter project. The entire budget would be available in the County Manager's Office and on line on the County website.

Commissioner Aydlett requested a copy be located on Knotts Island as well.

Commissioner Gilbert stated she could not support a tax increase without due diligence. It had been a challenge. She commended staff on the preparation.

Commissioner Aydlett briefly described how the budget process transpires and stated the Board is being as judicious as possible as they are also taxpayers.

Chairman O'Neal pointed out that Currituck County, even at \$.485, would still have one of the lowest tax rates in the surrounding area.

Commissioner Petrey stated that some property owners' values decreased greatly and they felt they had lost equity in their properties. He thanked Sandra Hill and the Finance Department for their part in the process.

Mr. Scanlon noted the revaluation process is not finished. Property owners who still had a concern on their property value could contact Tracy Sample, Tax Administrator. The next step would be to present concerns to the Board of Commissioners sitting as the Board of Equalization and Review. The Board of E&R meeting would probably be set for July.

Commissioner Gilbert appreciated the challenge the departments are going to have to face to work within the budget funding allocated to them.

Commissioner McCord expressed his appreciation for the services provided by the County.

Commissioner Martin pointed out that the tax collection rate is 98%. If the rate was outlandish, the collection rate would be a whole lot less.

Commissioner Griggs asked for clarification of the County Manager regarding "increase in taxes" with regard to the amount of taxes to be collected. The County Manager agreed with Commissioner Griggs summation that although some may see an increase, some may see a decrease, but the tax being assessed on the people as a whole would not be increased.

Commissioner Gilbert moved to set the Public Hearing and possible adoption of the FY 2013-2014 Budget for June 3, 2013. Commissioner Martin seconded the motion. Motion carried unanimously.

B) Consideration of Ordinance Amending Section 10-96 and Section 10- 143 of the Currituck County Code of Ordinances to Permit Certain Commercial Activity at the Whalehead Club at Heritage Park and other County Park Properties

County Attorney Ike McRee explained the purpose of the ordinance amendment was to allow the County or its licensee to negotiate with vendors or concessionaires in order to enhance recreational opportunities within the County parks.

Commissioner Martin moved to approve the ordinance amendment. Commissioner Griggs seconded the motion. Motion carried unanimously.

AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING SECTION 10-96 AND SECTION 10-143 OF THE CURRITUCK COUNTY CODE OF ORDINANCES TO PERMIT CERTAIN COMMERCIAL ACTIVITY AT THE WHALEHEAD CLUB AT HERITAGE PARK AND OTHER COUNTY PARK PROPERTIES

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

WHEREAS, pursuant to N.C. Gen. Stat. §153A-169 a county may by ordinance regulate the use of county property.

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

PART I. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Section 10-96 of the Code of Ordinances to read as follows:

Sec. 10-96. Commercial enterprises.

It shall be unlawful for any person to engage in business, conduct commercial activity, or solicit contributions for any purpose on the facility except when part of a county-sponsored activity or event specifically authorized by the county manager, or licensee operating and managing the facility, or pursuant to a concession license agreement with the county or licensee operating and managing the facility.

PART II. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Section 10-143 of the Code of Ordinances to read as follows:

Section 10-143. Commercial activity.

(a) Except as indicated in subsection (b), no person may engage in commercial activity, which includes but is not limited to the sale or attempted sale or advertisement for sale of any goods or services on recreational premises.

(b) The provisions of subsection (a) of this section do not apply to county-sponsored activities or other events specifically authorized by the county manager or commercial activity conducted pursuant to a concession license agreement with the county.

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

PART IV. This ordinance is effective upon adoption.

C) Board Appointments

- 1. Appointment to Senior Citizen Advisory Board

Commissioner Petrey moved to reappoint Rose Wright to the Senior Citizen Advisory Board. Commissioner Gilbert seconded the motion. Motion carried unanimously.

D) Consent Agenda:

- 1. Budget Amendments
- 2. Approval of May 6, 2013 Minutes
- 3. Charge Levy on Motor Vehicles for February Renewals
- 4. Request from Knotts Island VFD to Transfer Surplus Vehicle to Pasquotank County School System
- 5. East Carolina Behavioral Health - March 31, 2013 Fiscal Monitoring Report
- 6. Request from Knotts Island VFD to do a line item transfer for purchase of turnout gear for new volunteers

Commissioner Aydlett moved to approve the Consent Agenda. Commissioner Gilbert seconded the motion. Motion carried unanimously.

1. Budget Amendments

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
50535-590001	800 MHz Project	\$	148,973		
50390-495012	T F - Fire Services Fund			\$	148,973
12541-587050	T T - County Govt Construction	\$	148,973		

12390-499900	Appropriated Fund Balance	\$	148,973
		\$	297,946

Explanation: *Fire Services (12541); 800 MHz Project (50535) - Increase appropriations for completion of the 800MHz radio project.*

Net Budget Effect: Fire Services Fund (12) - Increased by \$148,973.
County Governmental Construction Fund (50) - Increased by \$148,973.

<u>Account Number</u>	<u>Account Description</u>	Debit Decrease Revenue or Increase Expense	Credit Increase Revenue or Decrease Expense
10530-502100	Overtime	\$ 72,000	
10530-503500	Temporary Services	\$ 20,000	
10530-514600	Public Education	\$ 47	
10530-516200	Vehicle Maintenance	\$ 11,000	
10530-532000	Supplies	\$ 2,500	
10530-545000	Contracted Services	\$ 9,500	
10530-553000	Dues and Subscriptions	\$ 1,000	
10530-561000	Professional Services	\$ 150	
10530-561200	Billing Fees	\$ 13,000	
10530-502000	Salaries - Regular		\$ 93,197
10530-502200	Holiday		\$ 12,000
10530-514500	Training and Education		\$ 1,000
10530-514800	Fees Pd to Officials		\$ 1,000
10530-531000	Gas		\$ 5,000
10530-533900	Ambulance Supplies		\$ 5,000
10530-590000	Capital Outlay		\$ 12,000
		\$ 129,197	\$ 129,197

Explanation: *Emergency Medical Services (10530) - Transfer budgeted funds for operations for the remainder of this fiscal year. Salary transfers are to cover positions due to unanticipated FMLA and Worker's Comp absences.*

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
10540-532000	Supplies	\$ 1,900	
10540-514000	Travel		\$ 400
10540-514500	Training & Education		\$ 1,500
		\$ 1,900	\$ 1,900

Explanation: *Inspections (10540)* - Transfer funds to replace furniture at the Corolla Office.

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
10660-503500	Temporary Services	\$ 1,272	
10660-505000	FICA	\$ 97	
10660-514000	Travel	\$ 400	
10660-531000	Gas	\$ 200	
10660-545000	Contract Services	\$ 55	
10330-449900	Miscellaneous Grants Appropriated Fund		\$ 3,750
10390-499000	Balance	\$ 1,726	
		\$ 3,750	\$ 3,750

Explanation: *Planning (10660)* - Increase appropriations to record grant funds for a Planning intern to work 160 hours over the summer of 2013. This is a \$5,000 grant that will be paid out as \$3,750 upfront and the remaining \$1,250 upon completion of the program, which will be in next fiscal year.

Net Budget Effect: Operating Fund (10) - Increased by \$2,024.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
10510-503500	Temporary Services	\$	3,000		
10510-505000	FICA	\$	230		
10511-503000	Part-time Salaries			\$	3,000
10511-505000	FICA			\$	230
			<u>\$ 3,230</u>		<u>\$ 3,230</u>

Explanation: *Sheriff (10510); Jail (10511)* - Transfer unspent part-time salary funds from the Jail to the temporary salaries for the Sheriff's Dept for operations for the remainder of 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	
10535-502100	Overtime	\$	3,976		
10535-505000	FICA	\$	305		
10535-507000	Retirement	\$	469		
10535-514000	Travel			\$	1,000
10535-514500	Training & Education			\$	1,000
10535-526000	Advertising			\$	750
10535-545000	Contract Services			\$	2,000
			<u>\$ 4,750</u>		<u>\$ 4,750</u>

Explanation: *Communications (10535)* - Transfer budgeted funds for additional OT necessary for training to bring the 800 MHz system online.

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

Charge Levy on Motor Vehicles for February Renewals

Please charge to the Tax Collector the levy on motor vehicles for February. The following is a breakdown of the assessment and the total tax due:

<u>ASSESSMENT</u>	<u>TAX AMOUNT</u>
\$17,556,716	\$56,181.81

G) Commissioner's Report

Commissioner McCord expressed that he is proud of where he lives, it's a good community.

Commissioner Griggs – no report

Commissioner Martin – Requested County Manager to look into providing electronics dropoff bins similar to Barco Convenience Center in Lower Currituck. A bin was also requested for Moyock.

Commissioner Aydlett stated that the Knotts Island VFD had 10 people to volunteer as a result of the recent community meeting. He appreciated approval of the budget amendment to purchase turnout gear for training the new volunteers.

Commissioner Petrey – no report

Commissioner Gilbert announced the Moyock Small Area Plan public meeting scheduled for June 10, Moyock Methodist Church, 7:00 pm. She also reported the Northeast Workforce Development Board has grants available to businesses for retraining employees. Interested businesses should call 252-426-5753.

Chairman O'Neal – no report.

H) County Manager's Report

County Manager had no report.

Commissioner Aydlett moved to recess the Board of Commissioners meeting and convene as the Tourism Development Authority. Commissioner Gilbert seconded the motion. Motion carried unanimously.

Special Meeting

Tourism Development Authority

Presentation of FY 2014 Budget

County Manager Dan Scanlon presented the FY 2013-2014 Budget for the Tourism Development Authority.

Commissioner Aydlett moved to set the public hearing and possible adoption of the budget for June 3, 2013. Commissioner Gilbert seconded the motion. Motion carried unanimously.

Adjourn

There being no further business, the TDA meeting was adjourned.

Closed Session

Commissioner Gilbert moved to go into Closed Session pursuant to N.C. Gen. Stat. §143-318.11(a)(3) to consult with the county attorney in order to preserve the attorney-client privilege and to receive advice from the county attorney regarding a potential claim against the county and for the following pending lawsuit: Swan Beach Corolla, LLC, et al. v. Currituck County et al. Commissioner Martin seconded the motion. Motion carried unanimously.

After entering closed session, the Board came out of Closed Session and Commissioner Gilbert moved to go back into Closed Session pursuant to N.C. Gen. Stat. §143-318.11(a)(6) to discuss personnel matters. Commissioner Martin seconded the motion. Motion carried unanimously.

Adjourn

There being no further closed session items, the Closed Session was adjourned.

After reconvening from closed session, no action was taken.

There being no further business, the meeting adjourned.

CONTRACT TO AUDIT ACCOUNTS
Of Currituck County
Governmental Unit

On this 10th day of May, 2013, Pittard Perry & Crone, Inc.
Auditor

P.O. Box 1547 New Bern, NC 28563
Mailing Address

_____ hereinafter referred to as
the Auditor, and Board of Commissioners of Currituck County
Governing Board Governmental Unit
to as the Governmental Unit, agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning July 1, 2012, and ending June 30, 2013. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).
3. This contract contemplates an unqualified opinion being rendered. If financial statements are not prepared in accordance with GAAP, or the statements fail to include all disclosures required by GAAP, please provide an explanation for that departure from GAAP in an attachment.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards*, the Auditor shall provide an explanation as to why in an attachment. N/A
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2013. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] The process for

Contract to Audit Accounts (cont.) Currituck County

(Name of Governmental Unit)

invoice approval has changed. All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent through the portal at: <http://nctreasurer.slgfd.leapfile.net>. Subject line should read "Invoice - only". The PDF invoice marked "approved" with approval date will be returned by email to the Auditor for them to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] N/A

Audit \$41,000

Preparation of the annual financial statements N/A

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. **The 75% cap for interim invoice approval for this audit contract is \$ 30,750**

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included), by municipal bond rating services, to fulfill secondary market disclosure requirements of the Securities and Exchange Commission, and other lawful purposes of the Governmental Unit, without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

The LGC's process for submitting contracts, audit reports and Invoices are subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

In addition, if the OSA designates certain programs to be audited as major programs, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents

Contract to Audit Accounts (cont.) **Currituck County**

(Name of Governmental Unit)

is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

- 16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item 17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 22 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
- 17. Special provisions should be limited. Please list any special provisions in an attachment. N/A
- 18. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
- 19. The contract must be executed, pre-audited, physically signed by all parties and submitted in PDF format including Governmental Unit and Auditor signatures to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. **Included with this contract are instructions to submit contracts and invoices for approval as of April 2013. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.**
- 20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
- 21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
- 22. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16.)
- 23. **All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.**

Audit Firm Signature:
Firm Pittard Perry & Crone, Inc.

By Chris Burton, CPA
(Please type or print name)


(Signature of authorized audit firm representative)

Email Address of Audit Firm:
chris@ppccpa.com

Date May 10, 2013

Governmental Unit Signatures:

By _____
(Please type or print name and title)

(Signature of Mayer/Chairperson of governing board)

Date _____

Date Governing Body Approved Audit Contract - G.S. 159-34(a)
Governmental Unit Signatures (continued):

Unit Signatures (continued): N/A
(Chair of Audit Committee- please type or print name)

(Signature of Audit Committee Chairperson)

N/A
Date _____
(If Governmental Unit has no audit committee, this section should be marked "N/A.")

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

Sandra Hill

Governmental Unit Finance Officer (Please type or print name)

(Signature)

Email Address of Finance Officer

sandra.hill@currituckcountync.gov

Date _____
(Preaudit Certificate must be dated.)

RESOLUTION

WHEREAS, the Board of Commissioners of Currituck County, North Carolina during its regularly scheduled meeting held on June 3, 2013 authorized the following, pursuant to GS 160A and 270(b), that the property listed below, be sold at auction or given to another governmental entity:

<u>Description</u>	<u>Service Tag/Serial No.</u>	<u>Asset Tag</u>	<u>Item No.</u>
Dell Dimension 2400	FBCS941	5811F	I001
Dell Precision 390	DWM4SB1	6306	I002
Dell Optiplex 745	27915D1	NONE	I003
Dell Optiplex 745	67915D1	NONE	I004
Dell Latitude D820	JXGSMC1	6413	I005
Dell Latitude D820	9W18ZB1	6312	I006
Dell PowerEdge 2800	2QV1L61	5971	I007
Dell Dimension 2400	BBCS941	5811E	I008
Dell Optiplex SX280	GBLSL71	6354	I009
Dell Dimension 4300	H5BM311	5555	I010
Dell Dimension 4300	J55B911	5553	I011
Dell PowerEdge 2850	9RNBB81	6041	I012
HP Laserjet 4250n	USBXS18671		I013
Mr Sid Encoder software		5530	I014
Dell Optiplex GX270	9MBGW41	5854	I015
Dell PowerEdge 2800 (Deeds old CottDB server)	8FJNL71	NONE	I016
Dell Optiplex GX280	3ZLCL71	NONE	I017
Dell Optiplex SX280	4CLSL71	6418	I018
Dell Dimension 4300	46BM311	5556	I019
Dell Dimension L1000R	DJ56Q01	5487	I020
Dell Optiplex 320	GWBDCC1	NONE	I021
Dell Dimension 2400	HBSC941	5811G	I022
Protronix Video Decoder/Receiver	RXPRO1006PT	6443	I023
Protronix Software - 1 License	N/A	6444	I024
Dell PowerEdge 1950	57MSDC1	6397	I025
Dell OptiPlex GX620	D89FPB1	6275	I026
Dell PowerEdge 2600	6JVF051	5860	I027
Dell PowerEdge 1950	67MSDC1	6401	I028
Nortel T7316E phones (Qty 6)	various	N/A	I029
Nortel T7316E phones (Qty 6)	various	N/A	I030
Nortel T7316E phones (Qty 5)	various	N/A	I031
Wood Desk from Finance	N/A	774	I032
Fujitsu M4097 scanner (from ROD)	606454	NONE	I033
Dell Optiplex GX280	1Z6CL71		I034
HP Compaq nx9010	2UA434P003	5896	I035
Dell Optiplex GX620	CTRLK91	6151	I036
Dell Optiplex 745	GG5X4D1	6670	I037
Dell Optiplex GX620	5071NB1	6284	I038
Dell Optiplex GX620	6MST391	6078	I039
Software ArcIMS		5894	I040
Enterprise Web Publisher Software (old Targetvision)		5989	I041
Exchange Server Software/Licenses		6058	I042
ArcSDE Software		6039	I043
Parkervision CPT-3012A3DS Pan/Tilt Camera	0400521	5885	I044
Parkervision CPT-3012A3DS Pan/Tilt Camera	BH05150170	6005	I045
Parkervision CPT-3012A3DS Pan/Tilt Camera	BH05170585	6006	I046
Adobe Creative Suite CS2 Premium (qty 1)		6106	I047
Adobe Creative Suite CS2 Premium (qty 2)		6019	I048
Adobe Creative Suite CS3 Master (qty 1) & Premium (qty 2)		6590	I049
Adobe Creative Suite CS3 Premium (qty 1) Mac		7010	I050
Adobe Creative Suite4 Master (qty 2), Prem (3), Prod(1)		7055/7056	I051
Final Cut Studio 2 Software		7011	I052
Sonicwall TZ180 firewall (qty 5)		7049A-E	I053
BOSS Inventory software		6288	I054
Focus Enhancements Switcher (MX-4 DV)	61716	NONE	I055
Diagwin Licenses (for BOSS)		7064	I056
After Effects software (Mac)		NONE	I057
Toast 8 software (Mac)		NONE	I058
Crunch software (Mac)		NONE	I059
Apple MacBook Pro	W8726119XA9	NONE	I060

ADOPTED, this 3rd day of June 2013.

S. Paul O'Neal, Chairman
Currituck County Board of Commissioners

ATTEST:

Mary Gilbert
Clerk to the Board