

CURRITUCK COUNTY
NORTH CAROLINA
June 3, 2013

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 Glenn McCranie, Navy Chaplin, Retired, was present to give the invocation and lead the Pledge of Allegiance.

C) Approval of Agenda

Chairman O'Neal noted person making the request on Public Hearing and Action on PB 13-05 Pat's Way had asked to continue. He also noted the addition of a Closed Session pursuant to G.S. 143-318.11(a)(6). Commissioner Gilbert moved to approve the Agenda as amended. Commissioner Martin seconded the motion. Motion carried.

APPROVED AGENDA

7:00 pm Call to Order

- A) Invocation – Rev. Glenn McCranie, Navy Chaplin, Retired
- 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.

CONTINUED

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

Closed Session

Adjourn

D) Public Comment

Chairman O'Neal opened the public comment period.

Mary Etheridge, Shawboro, stated she had been involved in litigation with the County for two years concerning illegal spot zoning. Although the courts had ruled in her favor, the County did not pay her legal fees.

Toni Tabb, Moyock, spoke about the budget and increase in taxes not only in the county but across the board. She also mentioned the IRS recent actions and the need to cut frivolous expenses. Due to the economy, it could not be just business as usual.

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

Public Hearings

A) Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2014.

County Attorney Ike McRee briefly outlined the 1930 North Carolina Machinery Act which requires the County to reevaluate property at least every 8 years. He also described the function of the Board of Equalization and Review.

Commissioner Griggs asked about the cost of revaluation. County Manager Dan Scanlon responded with \$800-900,000 of which 1/8 is funded during each budget year.

County Manager Scanlon gave a presentation on the proposed balanced budget. He listed the

departments and/or services which would have to be cut if the tax rate were not increased to the revenue neutral rate of \$.485. He also clarified the sources of funding for the proposed animal shelter and other capital projects which are not funded by ad valorem taxes.

Chairman O'Neal opened the Public Hearing.

Toni Tabb, Moyock, questioned funding for the COA building if sales tax revenues were insufficient. She commended the County on its initiatives which resulted in savings on employee health insurance.

Jessica Winterwerp, Currituck, had reviewed the proposed budget in detail and had several questions/suggestions on "trimming the fat" from the budget. She suggested scheduling more public meetings before adoption. Mr. Scanlon addressed several of her concerns and was open to additional input from the citizens in future years.

There being no further comments, Chairman O'Neal closed the Public Hearing.

Chairman O'Neal noted that Currituck County has only one government, no municipalities; therefore, the County must provide all services for its citizens and visitors.

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

**COUNTY OF CURRITUCK
BUDGET ORDINANCE**

For the Year Ending June 30, 2014

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, 2013 and ending June 30, 2014.

SECTION 1. GENERAL FUND

A. Estimated Resources:

Ad Valorem Taxes	\$	26,414,836	
Other Taxes and Licenses		5,287,500	
Intergovernmental Revenues		3,012,692	
Permits and Fees		2,132,529	
Sales and Services		703,550	
Investment Earnings		79,000	
Miscellaneous		<u>103,000</u>	
		37,733,107	
Transfers In		7,338,393	
Fund Balance Appropriated		<u>3,457,216</u>	10,795,609
TOTAL ESTIMATED RESOURCES	\$	<u>48,528,716</u>	

B. Appropriations:

Administration	\$	552,848
Legal		313,477
Governing Body		134,233
Elections		178,967
Finance		416,314
Information Technology Services		642,339
Human Resources		150,971
Tax		514,490
Public Works		1,158,428
Public Utilities		225,716

Register of Deeds	613,309
Court Facilities	224,465
Agency Appropriations	41,200
Central Services	713,521
Sheriff	6,179,987
Detention Center	2,089,092
Animal Control	400,304
Jury Commission	2,450
Emergency Medical Services	6,554,383
Emergency Management	137,155
Communications	889,516
Inspections	554,378
Fire Services	
Moyock Vol Fire Department	230,000
Crawford Vol Fire Department	315,675
Lower Currituck Vol Fire Department	327,864
Corolla Vol Fire & Rescue Squad	287,375
Carova Bch Vol Fire Department	204,400
Knotts Island Vol Fire Department	205,000
Medical Examiner	20,000
Airport	499,322
Inter County Transit Authority	78,856
Soil Conservation	138,541
Forestry	76,250
Cooperative Extension	491,555
Economic Development	256,073
Planning	759,792
Health Administration	127,000
Mental Health	63,000
Social Services Administration	2,926,053
Public Assistance	1,198,199
County Assistance	71,439
Juvenile Justice Programs	101,879
Parks & Recreation	740,219
Rural Center	693,002
Library	531,453
Senior Center	329,826

Local Current Expense	9,000,218
Capital Outlay	1,000,000
College of the Albemarle	190,000
Bonds Payable	845,000
Notes Payable	2,791,888
Interest	325,498
Appropriations to Other Funds	<u>1,015,796</u>
TOTAL APPROPRIATIONS	<u>\$ 48,528,716</u>

SECTION 2. TOURISM DEVELOPMENT AUTHORITY

A. Estimated Resources:	
Other taxes and licenses	9,900,000
Other revenues	272,842
Transfer from other funds	113,987
Fund Balance Appropriated	<u>243,896.00</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 10,530,725</u>
B. Appropriations:	
Tourism Promotion	3,427,294
Tourism Related Expenditures	<u>7,103,431</u>
TOTAL APPROPRIATIONS	<u>\$ 10,530,725</u>

SECTION 3. REVALUATION FUND

A. Estimated Resources:	
Investment earnings	2,000
Transfer In	<u>121,000</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 123,000</u>
B. Appropriations:	
Operations	<u>123,000</u>
TOTAL APPROPRIATIONS	<u>\$ 123,000</u>

SECTION 4. EMERGENCY EQUIPMENT REPLACEMENT FUND

A. Estimated Resources:	
Investment earnings	1,113
Transfer In	<u>267,000</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 268,113</u>
B. Appropriations:	
Capital Outlay	<u>268,113</u>
TOTAL APPROPRIATIONS	<u>\$ 268,113</u>

SECTION 5. EMERGENCY TELEPHONE SYSTEM FUND

A. Estimated Resources:	
Other taxes and licenses	140,124
Investment earnings	3,000
Fund Balance Appropriated	<u>157,676</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 300,800</u>
B. Appropriations:	
Operations	134,300
Capital Outlay	<u>166,500</u>
TOTAL APPROPRIATIONS	<u>\$ 300,800</u>

SECTION 6. GUINEA MILL WATERSHED IMPROVEMENT FUND

A. Estimated Resources:	
Special district taxes	<u>10,303</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 10,303</u>
B. Appropriations:	
Operations	<u>10,303</u>
TOTAL APPROPRIATIONS	<u>\$ 10,303</u>

SECTION 7. HOG BRIDGE DITCH WATERSHED IMPROVEMENT FUND

A. Estimated Resources:	
Special district taxes	1,194
TOTAL ESTIMATED RESOURCES	<u>\$ 1,194</u>

B. Appropriations:	
Operations	1,194
TOTAL APPROPRIATIONS	<u>\$ 1,194</u>

SECTION 8. MOYOCK WATERSHED IMPROVEMENT FUND

A. Estimated Resources:	
Special district taxes	15,996
TOTAL ESTIMATED RESOURCES	<u>\$ 15,996</u>

B. Appropriations:	
Operations	15,996
TOTAL APPROPRIATIONS	<u>\$ 15,996</u>

SECTION 9. NORTHWEST WATERSHED IMPROVEMENT FUND

A. Estimated Resources:	
Special district taxes	2,543
TOTAL ESTIMATED RESOURCES	<u>\$ 2,543</u>

B. Appropriations:	
Operations	2,543
TOTAL APPROPRIATIONS	<u>\$ 2,543</u>

SECTION 10. WHALEHEAD WATERSHED IMPROVEMENT FUND

A. Estimated Resources:	
Special district taxes	834,211
Appropriated Fund Balance	<u>96,375</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 930,586</u>
B. Appropriations:	
Operations	<u>930,586</u>
TOTAL APPROPRIATIONS	<u>\$ 930,586</u>

**SECTION 11. WHALEHEAD BEACH SOLID WASTE COLLECTION
& DISPOSAL SERVICE DISTRICT**

A. Estimated Resources:	
Special district taxes	134,550
Investment earnings	<u>500</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 135,050</u>
B. Appropriations:	
Operations	<u>135,050</u>
TOTAL APPROPRIATIONS	<u>\$ 135,050</u>

SECTION 12. CAPITAL IMPROVEMENT FUND

A. Estimated Resources:	
Other taxes and licenses	<u>1,712,453</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 1,712,453</u>
B. Appropriations:	
Transfers out	<u>1,712,453</u>
TOTAL APPROPRIATIONS	<u>\$ 1,712,453</u>

SECTION 13. SCHOOL CAPITAL FUND

A. Estimated Resources:

Other taxes and licenses	1,618,186
Fund Balance Appropriated	<u>410,000</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 2,028,186</u>

B. Appropriations:

Transfers out	<u>2,028,186</u>
TOTAL APPROPRIATIONS	<u>\$ 2,028,186</u>

SECTION 14. TRANSFER TAX CAPITAL FUND

A. Estimated Resources:

Other taxes and licenses	2,290,700
Investment earnings	50,000
Appropriated fund balance	<u>200,000</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 2,540,700</u>

B. Appropriations:

Operations	700
Transfers out	<u>2,540,000</u>
TOTAL APPROPRIATIONS	<u>\$ 2,540,700</u>

SECTION 15. LAND BANKING FUND

A. Estimated Resources:

Transfers in	<u>300,000</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 300,000</u>

B. Appropriations:

Transfers out	<u>300,000</u>
TOTAL APPROPRIATIONS	<u>\$ 300,000</u>

SECTION 16. OCEAN SANDS WATER AND SEWER FUND

A. Estimated Resources:

Special district taxes	220,357
Operating revenues	1,368,750
Non-operating revenues	<u>33,379</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 1,622,486</u>

B. Appropriations:

Administration	27,937
Water Treatment Operations	463,400
Sewer Treatment Operations	<u>1,131,149</u>
TOTAL APPROPRIATIONS	<u>\$ 1,622,486</u>

SECTION 17. MAINLAND WATER FUND

A. Estimated Resources:

Operating revenues	2,995,349
Non-operating revenues	<u>6,000</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 3,001,349</u>

B. Appropriations:

Administration	195,000
Water Treatment Operations	1,880,196
Debt Service	890,000
Capital Outlay	<u>36,153</u>
TOTAL APPROPRIATIONS	<u>\$ 3,001,349</u>

SECTION 18. NEWTOWN ROAD SEWER FUND

A. Estimated Resources:	
Operating revenues	10,605
Non-operating revenues	500
Retained earnings appropriated	12,305
TOTAL ESTIMATED RESOURCES	<u>\$ 23,410</u>
B. Appropriations:	
Sewer Treatment Operations	23,410
TOTAL APPROPRIATIONS	<u>\$ 23,410</u>

SECTION 19. SOLID WASTE FUND

A. Estimated Resources:	
Operating revenues	2,650,000
Non-operating revenues	208,000
Transfers in	600,000
Retained earnings appropriated	885,681
TOTAL ESTIMATED RESOURCES	<u>\$ 4,343,681</u>
B. Appropriations:	
Administration	165,921
Solid Waste Operations	4,169,360
Capital Outlay	8,400
TOTAL APPROPRIATIONS	<u>\$ 4,343,681</u>

SECTION 20. MAPLE COMMERCE PARK FUND

A. Estimated Resources:	
Operating revenues	21,250
Non-operating revenues	27,796
TOTAL ESTIMATED RESOURCES	<u>\$ 49,046</u>
B. Appropriations:	
Water Operations	49,046
	<u>\$ 49,046</u>

SECTION 21. MOYOCK COMMONS SEWER FUND

A. Estimated Resources:	
Special district taxes	17,237
Operating revenues	101,461
Appropriated Retained Earnings	<u>30,782</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 149,480</u>
B. Appropriations:	
Administration	7,756
Sewer Operations	<u>141,724</u>
TOTAL APPROPRIATIONS	<u>\$ 149,480</u>

SECTION 22. SOUTHERN OUTER BANKS WATER FUND

A. Estimated Resources:	
Operating revenues	3,557,976
Non-operating revenues	<u>177,810</u>
TOTAL ESTIMATED RESOURCES	<u>\$ 3,735,786</u>
B. Appropriations:	
Administration	133,635
Water Operations	2,118,365
Capital assets	271,800
Transfers out	<u>1,211,986</u>
	<u>\$ 3,735,786</u>

SECTION 23. MOYOCK CENTRAL SEWER FUND

A. Estimated Resources:	
Operating revenues	332,038
Non-operating revenues	500
TOTAL ESTIMATED RESOURCES	<u>\$ 332,538</u>
B. Appropriations:	
Administration	76,478
Water Operations	256,060
	<u>\$ 332,538</u>

SECTION 24. WALNUT ISLAND SEWER FUND

A. Estimated Resources:	
Operating revenues	111,000
Non-operating revenues	600
TOTAL ESTIMATED RESOURCES	<u>\$ 111,600</u>
B. Appropriations:	
Administration	67,192
Water Operations	44,408
	<u>\$ 111,600</u>

SECTION 25. POST-EMPLOYMENT RETIREMENT BENEFITS FUND

A. Estimated Resources:	
Retiree benefits	225,599
TOTAL ESTIMATED RESOURCES	<u>\$ 225,599</u>
B. Appropriations:	
Operations	225,599
	<u>\$ 225,599</u>

SECTION 26. AD VALOREM TAX RATE ESTABLISHED

There is hereby levied a tax rate of Forty-Eight and One Half cents (\$0.485) per One Hundred dollars (\$100) valuation of all real and personal property situated in the County of Currituck on January 1, 2013 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 \$5,615,684,858 and an estimated rate of collection of 98.43%. The estimated rate of collection is based on the fiscal year ended June 30, 2012.

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, 2013 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	0.155
Whalehead Beach Solid Waste Collection & Disposal Service District	0.025
Moyock Commons Sewer District	0.100
Ocean Sands Water & Sewer District	0.050

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, 2013.

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
Mary S. Gilbert is the Clerk to the Board
Eileen M. Wirth 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 is the Tax Collector
Michelle Rose is the Deputy 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:

Bank of America, North Carolina
Branch Bank and Trust, North Carolina
North Carolina Cash Management Trust, Charlotte, North Carolina
Towne Bank of Currituck, North Carolina
Vantage South Bank, 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 hand 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 2013-2014 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, 2013 and ending June 30, 2014.

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

Judge	\$100. on election day, \$15. on instruction day plus travel reimbursement at per diem rate
Assistants reimbursement at per diem rate	\$85 on election day, \$15. on instruction day plus travel
<u>Board of Equalization</u> Members	\$100. per day; \$50. per half day
<u>Land Transfer Tax Appeals Board</u> 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

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.

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/TEMPORARY PAY RATES

Hourly

EMT B \$13.41

EMT I \$ 15.16

EMT P \$18.66

Airport Lineman - \$13.41

Airport Manager - \$25.05

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
 Janitor - Parks & Rec \$7.25
 Maintenance Helper - Parks & Rec \$10.78
 Scorekeepers \$7.25/hr
 Camp Counselors \$7.25-\$10
 Site Coordinator - Parks & Rec \$14.50
 Visitor Relations Associate \$12.53

Game Rate

Referee - Basketball \$18/game - 5-9 yr
 Referee - Basketball \$20/game - 10-15 yr
 Referee - Flag Football \$18/game all ages
 Referee - Soccer \$18/game all ages
 Umpire \$18/game 7-8yr Baseball & 8U Softball Umpire
 (Non-certified) \$22/game 9-10yr Baseball
 & 10U-16U Softball
 Umpire (Certified) \$24/game 9-10yr Baseball &
 10U-16U Softball

 Umpire (Non-certified) \$24/game 11-15yr Baseball
 Umpire (Certified) \$27/game 11-15yr Baseball
 Umpire (Non-certified) \$27/game 16U Softball Umpire
 (Certified) \$30/game 16U Softball

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
FOR THE FISCAL YEAR ENDING JUNE 30, 2014**

SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$22,440	Custodian Human Resource Aide Senior Center Asst. Coordinator
51	\$24,261	Maintenance Helper SOS Assistant Park Attendant
52	\$26,082	Accounting Clerk I Deputy Register of Deeds Visitor Relations Coordinator 4H-SOS Associate Library Assistant I Permit Officer Processing/Public Information Assistant IV Secretary I Tax Clerk Line Maint Mechanic Helper DCI CP/Clerk Meter Reader Recreation Assistant
53	\$27,904	Library Assistant II Detention Officer Rural Center Manager Tax Clerk II Sales & Market Associate Utilities Customer Serv Rep Public Info Asst V EMT Basic/Firefighter Maintenance/Repair
54	\$29,724	Administrative Secretary Agricultural Technician District Administrator Recreation Specialist Accounting Clerk II Asst Register of Deeds Income Main Caseworker I Animal Control Officer 4H Program Assistant

		Telecommunication Trainee F&C Sciences Associate Deputy Director of Elections Supervisor Visitor Centers Secretary II Intake Officer Library Associate I
55	\$31,547	Superintendent of Parks Maintenance/Repair Worker Electrician Promo Coordinator EMT Intermediate FF Emerg Mgt Program Asst Deputy Tax Collector Tourism Event Coordinator Accounting Clerk III Telecommunicator I Utilities Customer Serv Supervisor *Library Associate II Administrative Assist I Line Maint. Mechanic
56	\$33,370	Sergeant Detention Officer Income Maint Caseworker II Sergeant Detention Officer Telecommunicator II Deputy Trainee Video Production Assistant Animal Control Supervisor Support Technician Wastewater ORC Trainee Water Plant Operator Trainee Planner Technician
57	\$35,190	*Administrative Assistant II Development Code Enforcement Officer Deputy Sheriff I Rural Center Director Building Inspector I Human Resources Asst Accounting Technician Wastewater ORC Deputy Emerg Management Coord Water Plant Operator/Lab Technician Maintenance Supervisor Water Plant Operator Social Worker I

58	\$37,011	Tax Appraiser Deputy Sheriff II Training Officer Income Maint Caseworker III Income Maint Investigator II
59	\$38,833	Legal Assistant Marketing Program Mgr EMT Paramedic/Firefighter *Lieutenant Detention Officer Deputy Sheriff III Detective I Financial & Budget Asst Building Inspector II probationary/ FQ Inspect I Planner I
60	\$40,655	Fire Marshal Detective II GIS Tax Mapper Sr Center Coordinator Information and Communicator Officer Soil & Water Technician E-Marketing/Web Development Specialist EMS Lieutenant Web/AV Specialist *Communications Supervisor GIS Coordinator *Income Maint Supervisor II Social Worker II
61	\$42,477	Building Inspector III probationary/ FQ BI II Detective Sergeant Planner II Patrol Sergeant Director of Elections Water Distribution Supervisor
62	\$44,298	Social Worker III *Building Superintendent Social Worker Invest/Assess Treatment *Jail Superintendent

63	\$46,118	Building Inspector III FQ *Administrative Lieutenant Engineering Technician *Captain Shift Supervisor *Captain Training *Patrol Lieutenant *Recreation Director
		*Social Work Supervisor II *Water Treatment Plant Supervisor
64	\$47,941	*Senior Planner *Sheriff Captain * Chief Building Inspector
65	\$50,153	*Deputy Chief Fire and EMS *Chief Deputy Sheriff Dept *Admin Assistant/ Clerk to Board *Airport Manager
66	\$51,585	*Social Worker Supv III *Tourism Director *Public Utilities Superintendent
67	\$53,404	*Emerg Mgmt Director
68	\$55,226	*Tax Administrator *IT Director *Human Resources Director
69	\$57,047	
70	\$58,924	
71	\$60,690	
72	\$62,512	
73	\$64,333	*Director of Social Services *Chief of EMS *Finance Director *Economic Development Director
74	\$66,155	
75	\$67,976	
76	\$69,798	*Public Utilities Director
77	\$71,618	
78	\$73,441	*Planning Director
79	\$75,263	

80	\$76,860	
81	\$78,519	*Engineer

* indicates exempt status

Board determined *County Manager's salary
Board determined *Sheriff's salary
Board determined *Register of Deeds' salary
Board determined *Attorney's salary

Currituck County Master Fee Schedule

Rate and Fee Schedule effective July 1, 2013

Dept.	Description	Cost	COMMERCIAL			
			Annual in Advance	Annual w/ 3 yr term	3 yr term	
			Monthly	5% Disc	10% Disc	monthly
Airport	Concession Fees - Flight Lessons two or more Currituck based aircraft	\$ 75.00 annual				
Airport	Concession Fees- Flight Lessons no Currituck based aircraft	\$ 300.00 annual				
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$ 150.00 annual				
Airport	Concession Fees- Hang Gliding	\$ 7,000.00 annual				
Airport	Hangar leases, non-commercial	\$ 2,760.00 annual, payable \$230 per month - Effective 8/1/2013				
Airport	Hangars, commercial A-5-T, A-11-T & Office space 2 combined	\$ 5,796.00 Effective 8/1/2013	\$ 483.00	\$ 5,506	\$ 5,216	\$ 435
Airport	Hangars, commercial C-2, C-3, C-4, C-5	\$ 6,555.00 Effective 8/1/2013	\$ 546.25	\$ 6,227	\$ 5,900	\$ 492
Airport	Hangars, commercial A-1-T, A-6-T & office space 1 combined	\$ 5,520.00 Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Hangars, commercial B-1-C & B-2-C	\$ 5,520.00 Effective 8/1/2013	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Hangars, commercial C-1	\$ 7,590.00 Effective 8/1/2013	\$ 632.50	\$ 7,211	\$ 6,831	\$ 569
Airport	Late Fee	\$ 15.00 Payments received after 10th of each month for each hangar and/or tie-down lease				
Airport	Tie-down leases	\$ 10.00 per month				
Communications	CD: 911 Data	\$ 25.00				
Communications	Copies, 911 transcript	\$ 1.00 per page				
Community Development	Central Permitting Fees:	Residential Commercial				
Community Development	New construction and additions	\$0.25 per sf \$0.35 per sf				
Community Development	Alterations	\$0.10 per sf \$0.12 per sf				
Community Development	Chimney/Woodstove	\$25				
Community Development	Decks	\$0.25 per sf \$0.35 per sf				
Community Development	Dune decks and walkways	\$0.25 per sf \$0.35 per sf				
Community Development	Demolition	\$25 \$75				
Community Development	Detached Buildings	\$0.15 per sf \$0.15 per sf				
Community Development	Farm Building	No permit \$0.35 per sf				
Community Development	Fuel Pumps	\$50 per pump				
Community Development	Gas (Propane/Natural)	\$25 \$50				
Community Development	Insulation (new)	\$50 \$100				
Community Development	Insulation (alteration)	\$25 \$50				
Community Development	Metal Carport, pre-manufactured	No fee No fee				
Community Development	Mobile Homes	\$0.10 per sf N/A				
Community Development	Modulars	\$0.10 per sf \$0.12 per sf				
Community Development	P M E (New)	\$50 each \$100 per suite				
Community Development	P M E (Alterations)	\$25 each \$50 per suite				
Community Development	Roofing	\$25 \$25				
Community Development	Roofing (Shingles only)	No permit No permit				
Community Development	County, State, Federal, Non-profit	No fee No fee				
Community Development	Miscellaneous:					
Community Development	Bulkhead, Pier, Dock, Boatlift	\$50 \$50				
Community Development	CAMA Minor Permit	\$100 \$100				
Community Development	Elevator	\$0.25 per sf \$0.35 per sf				
Community Development	Fire Alarm	N/A \$50				
Community Development	Hot Tub	\$25 \$100				
Community Development	Moving Permit	\$0.20 per sf \$0.20 per sf				
Community Development	Retaining wall	\$50 \$50				
Community Development	Swimming Pool (above ground)	\$25 \$100				
Community Development	Swimming Pool (in ground)	\$50 \$100				
Community Development	Swimming Pool electrical	\$25 \$50				
Community Development	Signs (on premise)	N/A \$25 each				
Community Development	Signs (off premise)	N/A \$50 each				
Community Development	Temporary Office	N/A \$60				
Community Development	Tents	N/A \$50 per tent				
Community Development	Towers	\$0.12 per unit				
Community Development	Window, Door, Siding	\$25 \$25				
Community Development	Wind Turbine	\$200 each \$500 each				
Community Development	Minimum permit fee	\$25 \$25				
Community Development	Projects that do not fall within the categories above shall be figured on a cost of construction basis as follows:					
Community Development	\$1-\$5,000	\$50 \$100				
Community Development	Over \$5,000	\$10 per \$1,000 \$20 per \$1,000				
Community Development	Inspection Division Fees:					
Community Development	Re-inspection	\$50 per trip \$50 per trip				
Community Development	Working without a permit	Greater of \$25 or 25% of \$25 or 25% of cost				
Community Development	Private Schools/Daycare inspection	N/A \$100				
Community Development	ABC Inspections	N/A \$100				
Community Development	Planning Division Fees:					
Community Development	Minor Subdivision (Conventional)	\$25 per lot \$25 per lot				
Community Development	Private Access or Family Subdivision	\$50 per lot N/A				
Community Development	Sign Return Fee (Unlawfully placed signs)	\$25 \$25				

Community Development	Site Plan (Commercial)	N/A	\$0.02 sf gross floor area; \$50 minimum	
Community Development	Zoning/Flood determination letter	\$25	\$25	
Community Development	Board of Adjustment Fees:			
Community Development	Appeal	\$150	\$150	
Community Development	Conditional Use Permit/Amended Conditional Use Permit	\$150	\$150	
Community Development	Conditional Use Permit Renewal	\$25	\$25	
Community Development	Variance	\$150	\$150	
Community Development	Literature and Materials			
Community Development	Unified Development Ordinance (UDO)	\$15.00	\$15.00	
Community Development	Amendments to UDO (Quarterly)	\$12.00	\$12.00	
Community Development	Land Use Plan	\$20.00	\$20.00	
Community Development	Official Zoning Map (Copy)	\$7.50	\$7.50	
Community Development	Planning Board Agenda (Yearly)	\$7.50	\$7.50	
Community Development	Planning Board Minutes (Yearly)	\$35.00	\$35.00	
Community Development	Board of Adjustment Agenda (Yearly)	\$7.50	\$7.50	
Community Development	Board of Adjustment Minutes (Yearly)	\$25.00	\$25.00	
Community Development	Planning Board			
Community Development	Sketch Plans:			
Community Development	Major Subdivision (Inc PUD, RMF)	\$100 per lot	\$100 per lot	
Community Development	Amended Sketch Plan, Prelim Plat, Final Plat	\$250	\$250	
Community Development	Rezoning	\$150 + \$5/ac	\$150 + \$5/acre	
Community Development	Text Amendment to UDO	\$150	\$150	
Community Development	Amend Land Use Plan	\$150	\$150	
Community Development	Special Use Permit (SUP) or Amended SUP	\$150	\$150	
Community Development	Continuance Request	\$100	\$100	
Community Development	Public Copies - 1 sided	\$0.10	\$	0.10
Community Development	Public Copies - 2 sided	\$0.15	\$	0.15
Community Development	Public Copies color up the 8.5" X 14"	\$0.25	\$	0.25
Community Development	Notary Fees			
Community Development	Official County business	No charge	No charge	
Community Development	Other	\$5 per docum	\$5 per document	
Community Development	Returned check/credit card/eft fee	\$25		
Community Development	Note: Preliminary, amended preliminary, final and amended final plats will be assessed at \$33 per lot			
Community Development	fee if the sketch plan was approved prior to March 3, 2003.			
Elections	Copies, color double sided	\$	0.45	
Elections	Copies, color single sided	\$	0.25	
Elections	Copies, standard letter or legal, per copy	\$	0.10	
Elections	Diskette	\$	10.00	
Elections	Labels, per label	\$	0.01	Minimum \$0.30
Elections	Print-out, per page	\$	0.05	Minimum \$0.25
EMS	Public Copies - 1 sided	\$	0.10	
EMS	Public Copies - 2 sided	\$	0.15	
EMS	Public Copies color up the 8.5" X 14"	\$	0.25	per side
EMS	Notary Fees			
EMS	Official County business	\$	-	no charge
EMS	Other	\$	5.00	per document
EMS	Returned check/credit card/eft fee	\$	25.00	
EMS	Stand-by events	\$	50.00	hour
Extension	Facility rental fees			
Extension	Auditorium	\$	500.00	per day
Extension	Auditorium set up fee	\$	100.00	per event
Extension	Conference Room	\$	100.00	per day/per room
Extension	Classrooms	\$	50.00	per day/per room
Extension	Custodian	\$	20.00	per hour - nights/weekends/holidays
Extension	Public Copies - 1 sided	\$	0.10	
Extension	Public Copies - 2 sided	\$	0.15	
Extension	Public Copies color up the 8.5" X 14"	\$	0.25	per side
Extension	Notary Fees			
Extension	Official County business	\$	-	
Extension	Other	\$	5.00	per document
Extension	Returned check/credit card/eft fee	\$	25.00	
ITS	CD1: GIS data CD	\$	50.00	
ITS	CD2: 2003 Color Aerial Photography	\$	100.00	
ITS	Copies, GIS Data, Laser 11 x 17 black and white	\$	1.00	
ITS	Copies, GIS Data, Laser 11 x 17 color	\$	2.00	
ITS	Copies, GIS Data, Laser 8 1/2 x 11 black and white	\$	0.50	
ITS	Copies, GIS Data, Laser 8 1/2 x 11 color	\$	1.00	
ITS	Copies, GIS Data, Laser 8 1/2 x 14 black and white	\$	0.75	
ITS	Copies, GIS Data, Laser 8 1/2 x 14 color	\$	1.50	
ITS	Copies, GIS Data, Plotter 20 x 24 up to 28 x 36	\$	5.00	
ITS	Copies, GIS Data, Plotter Greater than 28 x 36 to 36 x 42	\$	8.00	
ITS	Copies, GIS Data, Plotter Greater than 36 x 42	\$	10.00	
ITS	Copies, GIS Data, Plotter less than 20 x 24	\$	3.00	
ITS	M1: Unofficial Zoning Map	\$	10.00	
ITS	MrSid Compressed Digital Orthophotos, 1995, black & white	\$	50.00	
ITS	Street Naming/Name Changing (payable to U.S. Sign Co.)	\$	75.00	plus variable (Exception: Subdivisions created prior to 4/2/89 & sign never installed)

Library	Books, Fines for Overdues	\$ 0.10 per day
Library	Copies, standard letter or legal, per copy	\$ 0.10
Library	Fax - Incoming	\$ 1.00
Library	Fax - Outgoing	\$ 2.50 plus \$1.00 each additional page
MCW	Tap-on Fee	None
Mainland Water	3" Riser	Actual cost + 20%
Mainland Water	6" Riser	Actual cost + 20%
Mainland Water	Backhoe per hour	\$ 75.00
Mainland Water	Bacteriological tests	\$ 50.00
Mainland Water	Check Valve	Actual cost + 20%
Mainland Water	Chloride tests	\$ 15.00
Mainland Water	Ditch Witch per hour	\$ 75.00
Mainland Water	ERT for Radio Read meter	Actual cost + 20%
Mainland Water	Excavator per hour	\$ 75.00
Mainland Water	Fire hydrant meter	\$ 1,000.00
Mainland Water	Fire hydrant meter setup fee	\$ 50.00
Mainland Water	High-risk deposit (owner or renter)	\$ 200.00 or three months' billing of previous usage, whichever is greater
Mainland Water	Impact Fees 1 inch	\$5,500.00
Mainland Water	Impact Fees 2 inch	\$6,000.00
Mainland Water	Impact Fees 3 inch	\$6,500.00
Mainland Water	Impact Fees 3/4 inch	\$ 5,000.00
Mainland Water	Impact Fees 4 inch	\$7,000.00
Mainland Water	Impact Fees 6 inch	\$7,500.00
Mainland Water	Impact Fees 6 inch Fire Service	\$6,000.00
Mainland Water	Impact Fees for Centers of Worship	\$3,000.00
Mainland Water	Labor per man hour	\$ 35.00
Mainland Water	Lid only	Actual cost + 20%
Mainland Water	Lock	Actual cost + 20%
Mainland Water	Meter	Actual cost + 20%
Mainland Water	Meter accessibility charge	\$ 35.00
Mainland Water	Meter Box	Actual cost + 20%
Mainland Water	Meter tampering fee	\$ 75.00
Mainland Water	Meter testing fee	\$ 50.00 If meter accurate
Mainland Water	Meter testing fee	No Charge If more than 2.5% inaccurate
Mainland Water	Open/reopen/transfer account	\$ 25.00
Mainland Water	Pipe pressure/leakage retest	\$ 150.00
Mainland Water	Pipe pressure/leakage test	\$ 100.00
Mainland Water	Reconnection fee (after cutoff for nonpayment)	\$ 50.00 8AM - 5PM
Mainland Water	Renter deposit	\$ 150.00
Mainland Water	Reread meter - our reading correct	\$ 25.00
Mainland Water	Reread meter - our reading incorrect	No Charge
Mainland Water	Retro	Actual cost + 20%
Mainland Water	Returned check fee	\$ 25.00
Mainland Water	Road Bore	Actual cost + 20%
Mainland Water	Special request meter reading	\$ 25.00
Mainland Water	Turn on/off fee, per occurrence	\$ 25.00 Normal working hours
Mainland Water	Turn on/off fee, per occurrence	\$ 50.00 After normal working hours
Mainland Water	Union half with nut	Actual cost + 20%
Mainland Water	Water Charge all over 20,000 gallons, commercial	\$ 8.50 per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge all over 20,000 gallons, residential	\$ 8.50 per 1000 gal./effective 9/1/2007
Mainland Water	Water Charge Commercial base 0-2000 gallons	\$ 20.00 month
Mainland Water	Water Charge Fire Service (sprinkler systems)	Same as commercial
Mainland Water	Water Charge Local Government/Board of Education	Same as commercial
Mainland Water	Water Charge Residential base 0-2000 gallons	\$ 20.00 month
Mainland Water	Water Charge up to 10,000 gallons, commercial	\$ 5.50 per 1000 gal./effective 9/1/2007
Mainland Water	Water Charge up to 10,000 gallons, residential	\$ 5.50 per 1000 gal./effective 9/1/2007
Mainland Water	Water Charge up to 15,000 gallons, commercial	\$ 6.50 per 1000 gal./effective 9/1/2007
Mainland Water	Water Charge up to 15,000 gallons, residential	\$ 6.50 per 1000 gal./effective 9/1/2007
Mainland Water	Water Charge up to 20,000 gallons, commercial	\$ 7.50 per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 20,000 gallons, residential	\$ 7.50 per 1000 gal./effective 9/1/2007
Mainland Water	Water Charge up to 5000 gallons, commercial	\$ 4.50 per 1000 gal./effective 9/1/2007
Mainland Water	Water Charge up to 5000 gallons, residential	\$ 4.50 per 1000 gal./effective 9/1/2007
Mainland Water	Yoke	Actual cost + 20%
Mainland Water	Yoke valve with meter nut	Actual cost + 20%
NRW	Damaged parts (not normal wear and tear)	Actual cost + 20%
NRW	Equipment accessibility charge	\$ 35.00
NRW	Equipment tampering fee	\$ 75.00
NRW	High-risk deposit (owner or renter)	\$ 200.00
NRW	Labor per man hour	\$ 35.00
NRW	Open/reopen/transfer account	\$ 25.00
NRW	Reconnection fee (after cutoff for non-payment)	\$ 50.00 8AM - 5PM
NRW	Renter deposit	\$ 150.00
NRW	Returned check fee	\$ 25.00
NRW	Sewer Charges, per commercial unit	\$ 40.00 minimum/200% of water
NRW	Sewer Charges, per residential dwelling unit, per month	\$ 26.00
NRW	Turn on/off fee, per occurrence	\$ 25.00 Normal working hours
NRW	Turn on/off fee, per occurrence	\$ 50.00 After normal working hours

NTW	Tap-on Fee	\$ 500.00	
Planning/Inspections/Co	Copies, standard letter or legal, per copy	\$ 0.10	1 sided
Planning/Inspections/Co	Copies, standard letter or legal, per copy	\$ 0.15	2 sided
Parks & Rec	Knotts Island	\$ 200.00	per day
Parks & Rec	Maple Park	\$ 300.00	per day
Parks & Rec	Maple Skate Park	\$ 200.00	per day
Parks & Rec	Sound Park	\$ 500.00	per day
Parks & Rec	Veteran's Memorial Park	\$ 200.00	per day
Parks & Rec	Walnut Island Park	\$ 200.00	per day
Parks & Rec	Adult Softball (men and women)	\$ 200.00	per team
Parks & Rec	Youth Cheerleading	\$ 20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Flag Football	\$ 20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Soccer (Fall and Spring)	\$ 20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Youth Tackle Football	\$ 25.00	per child - No Maximum Fee
Parks & Rec	Youth T-Ball/Baseball/Softball	\$ 25.00	per child - \$35.00 (2 children) Maximum of \$50.00 for a family of 3 or more
Parks & Rec	Youth/Junior Basketball	\$ 20.00	per child - Maximum of \$40.00 per family
Parks & Rec	Community Leagues		
Parks & Rec	Concessions	Cost + 100% to 300%	
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	\$ 25.00	1/2 day - does not include staff, security or clean-up charges
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts	\$ 50.00	daily - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Baseball/Softball	\$ 20.00	per field - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Soccer	\$ 25.00	per field - does not include staff, security or clean-up charges
Parks & Rec	Park Picnic Shelter	\$ 25.00	per 1/2 day/\$50 daily
Parks & Rec	Parks		
Parks & Rec	Staff for Events (if required) - Park Attendant	\$ 10.00	per hour/per attendant
Parks & Rec	Staff for Events (if required) - Park Superintendent	\$ 15.00	per hour
Parks & Rec	Staff for Events (if required) - Recreation Director	\$ 25.00	per hour
Parks & Rec	Staff for Events (if required) - Recreation Specialist	\$ 15.00	per hour
Ocean Sands	Sewer rates equal 150% water rate		effective 7/1/2013
Solid Waste	Tipping Fees per ton for all solid waste that originates outside the County	\$ 81.00	per ton
Solid Waste	Tipping Fees per ton for mixed solid waste MSW	\$ 71.00	per ton
Register of Deeds	Birth or Death Amendments (preparation)	\$ 10.00	
Register of Deeds	Birth or Death Amendments, NC Vital Records	\$ 15.00	payable to N.C. Vital Records Section
Register of Deeds	Birth or Death Legitimations County	\$ 10.00	
Register of Deeds	Birth or Death Legitimations State (via check)	\$ 10.00	
Register of Deeds	Birth or Death Record, Certified Copy	\$ 10.00	
Register of Deeds	Birth, Delayed Birth Applications	\$ 20.00	
Register of Deeds	Copies, Certified 1st page	\$ 5.00	plus \$2.00 each additional page
Register of Deeds	Copies, Uncertified	\$ 0.25	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page VIA Mail	\$ 2.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page	\$ 2.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page VIA Mail	\$ 3.00	
Register of Deeds	Copies, Uncertified VIA Mail	\$ 1.00	
Register of Deeds	Deeds of Trust and Mortgages 1st page	\$ 28.00	
Register of Deeds	Deeds of Trust and Mortgages 2nd page and all additional pages	\$ 5.00	
Register of Deeds	Deeds of Trust and Mortgages Additional (multi-instrument)	\$ 10.00	
Register of Deeds	Deeds of Trust and Mortgages Probate	\$ 2.00	
Register of Deeds	Deeds of Trust and Mortgages Satisfaction/Cancellation	Free	
Register of Deeds	Highway Maps 1st page	\$ 21.00	
Register of Deeds	Highway Maps Additional Page(s)	\$ 5.00	
Register of Deeds	Highway Maps Certified Copy (per 1st page)	\$ 5.00	
Register of Deeds	Instrument, General 1st page	\$ 12.00	
Register of Deeds	Instrument, General 2nd page and all additional pages	\$ 3.00	
Register of Deeds	Instrument, General Additional (multi-instrument)	\$ 10.00	
Register of Deeds	Instrument, General Probate	\$ 2.00	
Register of Deeds	Marriage License	\$ 60.00	
Register of Deeds	Marriage License Certified Copy	\$ 10.00	
Register of Deeds	Marriage License Corrections	\$ 10.00	
Register of Deeds	Notary Oath	\$ 10.00	
Register of Deeds	Notary Verification of Commission	\$ 3.00	
Register of Deeds	Plats 1st page (GS 161-10)	\$ 21.00	
Register of Deeds	Plats Additional Page(s)	\$ 21.00	
Register of Deeds	Plats Certified Copy (per 1st page)	\$ 5.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 1-2 pages	\$ 38.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 3-10 pages	\$ 45.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only over 10 pages	\$ 45.00	plus \$2.00 each additional page over 10
Rural Center	Facility rental fees		
Rural Center	Complete facility rental fee	\$ 500.00	per day.
Rural Center	Picnic Shelter- half day rental	\$ 25.00	per day/per room (up to 4 hours)
Rural Center	Picnic Shelter- full day rental	\$ 50.00	per day/per room (up to 8 hours)
Rural Center			Minimum fee \$25.00
Rural Center	Indoor Arena:	\$ 175.00	per weekend day
Rural Center		\$ 125.00	per week day
Rural Center	Hourly rental of indoor arena	\$ 25.00	per hour
Rural Center	Outdoor Arena:	\$ 125.00	per weekend day
Rural Center		\$ 100.00	per week day
Rural Center	Hourly rental of outdoor arena	\$ 25.00	per hour

The promoter will have exclusive rights to the grounds.

Rural Center	Park Attendant		\$ 20.00	per hour - nights/weekends/holidays
Rural Center	Stall Rental:			
Rural Center	Overnight, no event		\$ 35.00	per nights
Rural Center	With event		\$ 15.00	day stall
Rural Center			\$ 25.00	2 day show
Rural Center			\$ 30.00	3 day show
Rural Center				Shavings must be used with any stall rental. No one can stall a horse without shavings.
Rural Center	Shavings		\$ 6.75	per bag
Rural Center	RV/Camper Hook-up		\$ 15.00	per night
Rural Center	(not yet available)		\$ 10.00	per horse for portable turn-out (portable stall or paddock must be approved by Park attendant)
Rural Center	Vendor Hook-up		\$ 25.00	per day
Rural Center	Technology fee		\$ 50.00	Includes wifi, phone, copier, fax access
Rural Center	Notary Fees			
Rural Center	Official County business		No charge	
Rural Center	Other		\$5 per document	
Rural Center	Returned check/credit card/efit fee		\$25	
Soil Conservation	Soil surveys/publications		Free	
S Outer Banks Water	3" Riser		Actual cost + 20%	
S Outer Banks Water	6" Riser		Actual cost + 20%	
S Outer Banks Water	Backhoe per hour	VOH	\$ 75.00	
S Outer Banks Water	Backhoe per hour	OS ABC	\$ 75.00	
S Outer Banks Water	Backhoe per hour	OS D-Y	\$ 75.00	
S Outer Banks Water	Bacteriological tests		\$ 50.00	
S Outer Banks Water	Check Valve		Actual cost + 20%	
S Outer Banks Water	Chloride tests		\$ 15.00	
S Outer Banks Water	Ditch Witch per hour	VOH	\$ 75.00	
S Outer Banks Water	Ditch Witch per hour	OS ABC	\$ 75.00	
S Outer Banks Water	Ditch Witch per hour	OS D-Y	\$ 75.00	
S Outer Banks Water	ERT for Radio Read meter		Actual cost + 20%	
S Outer Banks Water	Fire hydrant meter	VOH	\$ 1,000.00	
S Outer Banks Water	Fire hydrant meter	OS ABC	\$ 1,000.00	
S Outer Banks Water	Fire hydrant meter	OS D-Y	\$ 1,000.00	
S Outer Banks Water	Fire hydrant meter setup fee	VOH	\$ 50.00	
S Outer Banks Water	Fire hydrant meter setup fee	OS ABC	\$ 50.00	
S Outer Banks Water	Fire hydrant meter setup fee	OS D-Y	\$ 50.00	
S Outer Banks Water	High risk deposit (owner or renter)	VOH	\$ 200.00	or three months' billing of previous usage, whichever is greater
S Outer Banks Water	High risk deposit (owner or renter)	OS ABC	\$ 200.00	or three months' billing of previous usage, whichever is greater
S Outer Banks Water	High risk deposit (owner or renter)	OS D-Y	\$ 200.00	or three months' billing of previous usage, whichever is greater
S Outer Banks Water	Impact Fee 1 inch for Centers of Worship	OS ABC	\$ 3,000.00	
S Outer Banks Water	Impact Fee 1" Meter	OS ABC	\$ 6,500.00	
S Outer Banks Water	Impact Fee 2 inch	OS ABC	\$ 7,000.00	
S Outer Banks Water	Impact Fee 3 inch	OS ABC	\$ 7,500.00	
S Outer Banks Water	Impact Fee 3/4" Meter	OS ABC	\$ 6,000.00	
S Outer Banks Water	Impact Fee 4 inch	OS ABC	\$ 8,000.00	
S Outer Banks Water	Impact Fee 6 inch	OS ABC	\$ 8,500.00	
S Outer Banks Water	Impact Fee 6 inch Fire Services	OS ABC	\$ 6,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, commercial	VOH	\$ 1,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, hotels/motels per two rooms	VOH	\$ 1,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, laundry	VOH	\$ 1,000.00	per 3 machines
S Outer Banks Water	Impact Fee standard 3/4" meter, multifamily	VOH	\$ 1,000.00	(condos, cottage courts, apartments) Each habitable unit
S Outer Banks Water	Impact Fee standard 3/4" meter, restaurants	VOH	\$ 1,000.00	per 16 seats or fraction thereof
S Outer Banks Water	Impact Fee standard 3/4" meter, sewer	VOH	\$ 700.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, single family residential	VOH	\$ 1,000.00	
S Outer Banks Water	Labor per man hour	VOH	\$ 35.00	
S Outer Banks Water	Labor per man hour	OS ABC	\$ 35.00	
S Outer Banks Water	Labor per man hour	OS D-Y	\$ 35.00	
S Outer Banks Water	Lid only		Actual cost + 20%	
S Outer Banks Water	Lock		Actual cost + 20%	
S Outer Banks Water	Meter		Actual cost + 20%	
S Outer Banks Water	Meter accessibility charge	VOH	\$ 35.00	
S Outer Banks Water	Meter accessibility charge	OS ABC	\$ 35.00	
S Outer Banks Water	Meter accessibility charge	OS D-Y	\$ 35.00	
S Outer Banks Water	Meter Box		Actual cost + 20%	
S Outer Banks Water	Meter tampering fee	VOH	\$ 75.00	
S Outer Banks Water	Meter tampering fee	OS ABC	\$ 75.00	
S Outer Banks Water	Meter tampering fee	OS D-Y	\$ 75.00	
S Outer Banks Water	Meter testing fee	VOH	\$ 50.00	If meter accurate
S Outer Banks Water	Meter testing fee	OS ABC	\$ 50.00	If meter accurate
S Outer Banks Water	Meter testing fee	OS D-Y	\$ 50.00	If meter accurate
S Outer Banks Water	Meter testing fee	VOH	No Charge	If more than 2.5% inaccurate
S Outer Banks Water	Meter testing fee	OS ABC	No Charge	If more than 2.5% inaccurate
S Outer Banks Water	Meter testing fee	OS D-Y	No Charge	If more than 2.5% inaccurate
S Outer Banks Water	Open/reopen/transfer account	VOH	\$ 25.00	
S Outer Banks Water	Open/reopen/transfer account	OS ABC	\$ 25.00	
S Outer Banks Water	Open/reopen/transfer account	OS D-Y	\$ 25.00	
S Outer Banks Water	Pipe pressure/leakage retest	VOH	\$ 150.00	

S Outer Banks Water	Pipe pressure/leakage retest	OS ABC	\$	150.00	
S Outer Banks Water	Pipe pressure/leakage test	VOH	\$	100.00	
S Outer Banks Water	Pipe pressure/leakage test	OS ABC	\$	100.00	
S Outer Banks Water	Pipe pressure/leakage test	OS D-Y	\$	100.00	
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)	VOH	\$	50.00	8AM - 5PM
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)	OS ABC	\$	50.00	8AM - 5PM
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)	OS D-Y	\$	50.00	8AM - 5PM
S Outer Banks Water	Renter deposit	VOH	\$	150.00	
S Outer Banks Water	Renter deposit	OS ABC	\$	150.00	
S Outer Banks Water	Renter deposit	OS D-Y	\$	150.00	
S Outer Banks Water	Reread meter - our reading correct	VOH	\$	25.00	
S Outer Banks Water	Reread meter - our reading correct	OS ABC	\$	25.00	
S Outer Banks Water	Reread meter - our reading correct	OS D-Y	\$	25.00	
S Outer Banks Water	Reread meter - our reading incorrect	VOH		No Charge	
S Outer Banks Water	Reread meter - our reading incorrect	OS ABC		No Charge	
S Outer Banks Water	Reread meter - our reading incorrect	OS D-Y		No Charge	
S Outer Banks Water	Retro			Actual cost + 20%	
S Outer Banks Water	Returned check fee	VOH	\$	25.00	
S Outer Banks Water	Returned check fee	OS ABC	\$	25.00	
S Outer Banks Water	Returned check fee	OS D-Y	\$	25.00	
S Outer Banks Water	Road Bore			\$10 per foot	
S Outer Banks Water	Sewer Charges: Equal to 53% of total water charge	OS D-Y	\$	7.95	per month minimum base rate
S Outer Banks Water	Special request meter reading	VOH	\$	25.00	
S Outer Banks Water	Special request meter reading	OS ABC	\$	25.00	
S Outer Banks Water	Special request meter reading	OS D-Y	\$	25.00	
S Outer Banks Water	Tap-on Fee: \$450.00 plus Impact Fee: 2000.00	OS D-Y	\$	2,450.00	
S Outer Banks Water	Turn on/off fee, per occurrence	VOH	\$	25.00	Normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence	OS ABC	\$	25.00	Normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence	OS D-Y	\$	25.00	Normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence	VOH		50.00	After normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence	\$		50.00	After normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence	OS ABC	\$	50.00	After normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence	OS D-Y	\$		
S Outer Banks Water	Union half with nut			Actual cost + 20%	
S Outer Banks Water	Water Charge Base Rate	VOH	\$	15.00	month
S Outer Banks Water	Water Charge Base Rate	OS ABC	\$	15.00	month
S Outer Banks Water	Water Charge Base Rate	OS D-Y	\$	15.00	month
S Outer Banks Water	Water Charge Consumption over 20,000 gallons	VOH	\$	8.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption over 20,000 gallons	OS ABC	\$	8.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption over 20,000 gallons	OS D-Y	\$	8.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 10,000 gallons	VOH	\$	5.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 10,000 gallons	OS ABC	\$	5.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 10,000 gallons	OS D-Y	\$	5.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 15,000 gallons	VOH	\$	6.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 15,000 gallons	OS ABC	\$	6.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 15,000 gallons	OS D-Y	\$	6.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 2,500 gallons	VOH	\$	3.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 2,500 gallons	OS ABC	\$	3.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 2,500 gallons	OS D-Y	\$	3.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 20,000 gallons	VOH	\$	7.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 20,000 gallons	OS ABC	\$	7.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 20,000 gallons	OS D-Y	\$	7.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 5,000 gallons	VOH	\$	4.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 5,000 gallons	OS ABC	\$	4.50	per 1000 gal.
S Outer Banks Water	Water Charge Consumption up to 5,000 gallons	OS D-Y	\$	4.50	per 1000 gal.
S Outer Banks Water	Yoke			Actual cost + 20%	
S Outer Banks Water	Yoke valve with meter nut			Actual cost + 20%	
S Outer Banks Water	Pipe pressure/leakage retest	OS D-Y	\$	150.00	
Sr. Center	Deposit, Rental of Senior Center Space (Refundable)		\$	100.00	
Sr. Center	Powells Point Bldg- Deposit		\$	100.00	per event
Sr. Center	Powells Point Bldg- Rent		\$	100.00	per event
Sr. Center	Kitchen not used		\$	100.00	
Sr. Center	Kitchen use		\$	125.00	
Sr. Center	Public Copies - 1 sided		\$	0.10	
Sr. Center	Public Copies - 2 sided		\$	0.15	
Sr. Center	Public Copies color up the 8.5" X 14"		\$	0.25	
Sr. Center	Notary Fees				
Sr. Center	Official County business		\$	-	
Sr. Center	Other		\$	5.00	per document
Sr. Center	Returned check/credit card/efit fee		\$	25.00	
Tourism	Retail Sales			Cost + 100% to 400%	
Other	Notary Fees		Free	Official County Business	
Other	Notary Fees		\$5.00	Other than County Business	
Other	Returned Check Fee			\$25.00	

NOTES:

Moyock Commons Sewer Charges are equal to four (4) times the water charge for the billing period. Minimum sewer charge is \$100.00 per month.
Moyock Commons There are no additional fees associated with the Moyock Commons Sewer District; however, as all District customers are connected to the Currituck County Mainland Water System, all charges and fees for water service will apply
Mainland Water Water Charge: Commercial master meter accts charged at above rates per unit served. Hotels and motels: Four rooms equal one commercial master meter billing unit.
Mainland Water Impact Fees: All installation costs for labor, materials and equipment shall be paid by the owner/developer/purchaser.
Mainland Water Subdivisions with active sketch plan approval prior to July 1, 2007 included on attached list will be assessed impact fees at the rate in effect on June 30, 2007 until June

Newtown Road Sewer	Commercial sewer: 200% of water charge, \$40.00 minimum.
Inspections	Movable agricultural buildings occupied for farm purposes shall be exempt from fees prescribed above.
Inspections	*Alterations include work within existing structures and upgrading existing service do not include additions and new construction, providing power to structures not previously having power, or new service to existing buildings.
Planning	Preliminary, amended preliminary, final, and amended final plats will be assessed a \$33.00 per lot fee if the sketch plan was approved prior to March 3, 2003.
S Outer Banks Water	VOH Total water charge based on rate block for total consumption. Ex: If 25,000 gallons used, cost is \$8.50/1000 for all gallons used.
S Outer Banks Water	OS ABC Total water charge based on rate block for total consumption. Ex: If 25,000 gallons used, cost is \$8.50/1000 for all gallons used. S Outer Banks Water OS D-Y Total water charge based on rate block for total consumption. Ex: If 25,000 gallons used, cost is \$8.50/1000 for all gallons used.
S Outer Banks Water	VOH Commercial master meter accounts charged at the above rates per unit served. Hotels and motels: Four rooms equal one commercial master meter billing unit.
S Outer Banks Water	OS ABC Commercial master meter accounts charged at the above rates per unit served. Hotels and motels: Four rooms equal one commercial master meter billing unit.
S Outer Banks Water	OS D-Y Commercial master meter accounts charged at the above rates per unit served. Hotels and motels: Four rooms equal one commercial master meter billing unit.

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.

Chairman O'Neal noted that Bob White was on his way and requested to delay the public hearing until his arrival.

Commissioner Aydlett moved to continue item until the end of the meeting. Commissioner Petrey seconded the motion. Motion carried unanimously.

Mr. White arrived later in the meeting and sworn testimony was given prior to making comments.

Ben Woody, Planning and Community Development Director, explained the request.

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.

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.

PLANNING BOARD 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.

Chairman O'Neal opened the Public Hearing. There being no comments, he closed the Public Hearing.

Commissioner Petrey moved to approve the request. Commissioner Aydlett seconded the motion. Motion carried unanimously.

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.

This item was continued.

New Business

A) Board Appointments

1. Appointments to Fire-EMS Board (FEAB)

George Bergamini and Mitch Copeland were recommended for reappointment by the volunteer fire departments. Commissioner McCord nominated Jeff Shell.

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

2. Appointments to Whalehead Trust Board of Directors

Commissioner Aydlett nominated Cliff Scott for reappointment. Commissioner Martin nominated Don Cheek. Commissioner Aydlett nominated Travis Morris for reappointment and Penny Leary-Smith and Joanna Brumsey for appointment.

Commissioner Petrey moved to appoint those nominated. Commissioner Gilbert seconded the motion. Motion carried unanimously.

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

Commissioner Petrey moved to approve the Consent Agenda. Commissioner Martin seconded the motion. Motion carried unanimously.

<u>Account Number</u>		<u>Account Description</u>	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 DOMESTIC VIOLENCE CENTER	\$	300	
10480	558100		\$	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
			<u>\$</u>	<u>47,561</u>	<u>\$</u> <u>47,561</u>

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.

<u>Account Number</u>		<u>Account Description</u>	Debit Decrease Revenue or Increase Expense	Credit 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>\$</u> <u>44,672</u>	<u>\$</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.

A) Commissioner's Report

Commissioner McCord - No report

Commissioner Griggs – Reported that the Commissioners had been contacting State legislative representatives regarding bills with a potential for negative impact on the County. He commended the Board for promoting the best interests of the County.

Commissioner Martin – No report

Commissioner Aydlett stated he was also proud of the Board and what they had accomplished. He requested a standardized budget request form for use by the volunteer fire departments next year in order to streamline review by the Fire and EMS Advisory Board.

Commissioner Petrey complimented the County Manager and Finance Director on a job well done regarding the budget preparation. He also mentioned the ongoing study regarding the volunteer fire departments.

Commissioner Gilbert also complimented the County Manager and Finance Director. She announced the Moyock Small Area Plan public meeting scheduled for June 10, Moyock Methodist Church, 7:00 pm.

Chairman O'Neal spoke of the many contacts with representatives in Raleigh and gaining their commitment to slow down bills. He also reported that Sentara's presentation to Albemarle Hospital was very good. He had not seen the others as yet.

B) County Manager's Report

County Manager Scanlon thanked all those who had voted their support online for the PetSafe Grant.

Recess Regular Meeting

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

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

County Manager Dan Scanlon had nothing further to add since his presentation of the FY 2013-2014 Budget for the Tourism Development Authority at the May 20 meeting.

Chairman O'Neal opened the Public Hearing. There being no comment, he closed the Public Hearing.

Commissioner Aydlett moved to adopt the Tourism Development Authority Budget as presented. Commissioner Gilbert seconded the motion. Motion carried unanimously.

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY
BUDGET ORDINANCE**

For the Year Ending June 30, 2014

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, 2013 and ending June 30, 2014.

SECTION 1. OCCUPANCY TAX - PROMOTION

A. Estimated Resources:

Occupancy Tax	9,900,000
Other revenues	466,738
Investment earnings	50,000
Transfers from other funds	<u>113,987</u>
 TOTAL ESTIMATED RESOURCES	 <u><u>\$ 10,530,725</u></u>

B. Appropriations:

Occupancy Tax - Promotion	\$ 3,427,294
Occupancy Tax - Tourist related	<u>7,103,431</u>
	<u>10,530,725</u>
 TOTAL APPROPRIATIONS	 <u><u>\$ 10,530,725</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
Mary S. Gilbert is the Clerk to the Board
Eileen Wirth 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:
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
Vantage South 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.

Adjourn

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

Closed Session

Commissioner Aydlett moved to go 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

After reconvening from closed session, no action was taken.

There being no further business, the meeting adjourned.