



**Board of Commissioners
Agenda Packet**

June 27, 2022

Work Session-4:30 PM

Budget Discussion

Call to Order**New Business**

- A) **Consideration of an Amendment to the Board of Commissioners Rules of Procedure to Provide for a Reading of a Code of Ethics Statement at Each Meeting**
- B) **Consider Adoption of the County's Annual Budget for Fiscal Year 2022-2023**
- C) **Consent Agenda**
 - 1. Budget Amendments

Adjourn**Special Meeting-Tourism Development Authority**

Consider Adoption of the Tourism Development Authority Budget for Fiscal Year 2022-2023.

Adjourn TDA Meeting**Special Meeting-Ocean Sands Water and Sewer District Board**

Consider Adoption of the Ocean Sands Water and Sewer District Budget for Fiscal Year 2022-2023

Adjourn OSWSD Meeting



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3486)

Agenda Item Title: Budget Discussion

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Discussion

Brief Description of Agenda Item:

Continued discussion of remaining budget matters and to receive additional information from staff as requested by Commissioners at the June 20, 2022, budget work session.

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3458)

Agenda Item Title: Consideration of an Amendment to the Board of Commissioners Rules of Procedure to Provide for a Reading of a Code of Ethics Statement at Each Meeting

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

At the May 16, 2022, Board of Commissioners meeting, the County Manager/Attorney was directed to draft a Code of Ethics statement for Board review. Commissioners will consider changing the Rules of Procedure by requiring a reading of an ethics statement at the start of each meeting.

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

1 AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF
2 COMMISSIONERS AMENDING SECTIONS 2-63 AND 2-65 OF THE
3 CURRITUCK COUNTY, NORTH CAROLINA CODE OF ORDINANCES
4 PROVIDING FOR INCLUSTION OF AN ETHICS AWARENESS AND
5 CONFLICT OF INTEREST REMINDER ON THE BOARD OF
6 COMMISSIONERS' AGENDA

7 WHEREAS, pursuant to N.C. Gen. Stat. §153A-71 a board of commissioners
8 may adopt its own rules of procedure in keeping with the size and nature of the board
9 and in the spirit of generally accepted principles of parliamentary procedure.

10 WHEREAS, under Chapter 2, Division 3. Code of Ethics of the Code of
11 Ordinances for Currituck County a county commissioner should uphold the integrity
12 and independence of his or her office, avoid impropriety and the appearance of
13 impropriety in all his or her activities, conduct the affairs of the board in an open and
14 public manner and regulate his or her extra-governmental activities to minimize the
15 risk of conflict with his or her official duties; and

16 WHEREAS, a reminder at the beginning of any meeting of the Board of
17 Commissioners of a commissioner's duty to avoid conflicts of interest and to
18 continually monitor, evaluate and manage the commissioner's personal, financial and
19 professional affairs to ensure the absence of conflicts of interest will enhance the
20 public interest in open government.

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

23 PART I. Sec. 2-63 of the Code of Ordinances, Currituck County, North Carolina is
24 rewritten to read as follows:

25 **Sec. 2-63. Power of chair.**

26 The chair shall preside at all meetings of the board. A member must be
27 recognized by the chair in order to address the board. The chair shall have the power
28 to:

- 29 (1) Rule motions in or out of order, including the right to rule out of order any
30 motion patently offered for obstructive or dilatory purpose;
- 31
- 32 (2) Determine whether a speaker has gone beyond reasonable standards of
33 courtesy in ~~his~~ their remarks and entertain and rule on objections from
34 other members on this ground;
- 35
- 36 (3) Entertain and answer questions of parliamentary law or procedure;
- 37
- 38 (4) Call a brief recess at any time;
- 39

1 (5) Adjourn in an emergency;

2 (6) Read, or designate someone to read, the following ethics awareness and
 3 conflict of interest reminder itemized in the board agenda order of _____
 4 business:

5 Pursuant to G.S. 153A-44, a commissioner has a duty to vote on
 6 matters coming before the board but may be excused from
 7 voting on issues involving the commissioner's own financial
 8 interest, official conduct or on matters on which the
 9 commissioner is prohibited from voting under G.S. 14-234,
 10 153A-340(g), or 160A-388(e)(2). In accordance with Chapter 2,
 11 Division 3 of the Currituck County Code of Ordinances, it is the
 12 duty of every commissioner to avoid both conflicts of interest
 13 and appearances of conflict.

14 Does any commissioner have any known conflict of interest or
 15 appearance of conflict with respect to any matters coming before
 16 the Board of Commissioners in this meeting? If so, please identify
 17 the conflict or appearance of conflict.

18
 19 PART II. Sec. 2-65 of the Code of Ordinances, Currituck County, North Carolina is
 20 rewritten to read as follows

21 **Sec. 2-65. Order of business.**

22 Items shall be placed on the agenda according to the order of business. The order
 23 of business for each regular meeting shall be as follows:

- 24 (1) Call to order;
- 25 (2) Invocation and pledge of allegiance;
- 26 (3) Ethics awareness and conflict of interest reminder;
- 27 ~~(3)~~(4) Approval of agenda;
- 28 ~~(4)~~(5) Public comment;
- 29 ~~(5)~~(6) Commissioner reports;
- 30 ~~(6)~~(7) County manager's report;
- 31 ~~(7)~~(8) County attorney's report;
- 32 ~~(8)~~(9) Administrative reports;
- 33 ~~(9)~~(10) Old business;
- 34 ~~(10)~~(11) Public hearings;
- 35 ~~(11)~~(12) New business;

- 1 ~~(12)~~(13) Board appointments;
- 2 ~~(13)~~(14) Consent agenda;
- 3 ~~(14)~~(15) Approval of minutes;
- 4 ~~(15)~~(16) Adjournment.

5 Without objection, the chair may call items in any order most convenient for the
 6 dispatch of business.

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

9 PART IV. This ordinance is effective immediately upon adoption.

10
 11 ADOPTED this 18th day of July 2022.

 Michael H. Payment, Chairman
 Board of Commissioners

17 ATTEST:

19 _____
 20 Leeann Walton
 21 Clerk to the Board

24 APPROVED AS TO FORM:

25 _____
 26 Donald I. McRee, Jr.
 27 County Attorney

29 Date adopted: _____

31 Motion to adopt by Commissioner _____

32 Second by Commissioner _____

33 Vote: ____ AYES ____ NAYS

34 S:\Legal\Ordinances\



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3487)

Agenda Item Title: Consider Adoption of the County's Annual Budget for Fiscal Year 2022-2023

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Consideration of the County's Fiscal Year 2022-2023 Annual Budget for adoption.

Is this item regulated by plan, regulation or statute? Yes

Manager Recommendation:



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3488)

Agenda Item Title: Budget Amendments

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Budgeted funds transfers.

Potential Budget Affect: Please see individual items for account, department, and net budget effects.

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 27th day of June 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
35511-532000	Inmate Expenses	\$ 200,000	
35340-400000	Inmate Contributions		\$ 200,000
		<u>\$ 200,000</u>	<u>\$ 200,000</u>

Explanation: Inmate Custodial Fund (35511) - Initial budget to implement GASB Statement No. 84 as it relates to accounting for inmate custodial funds. These are funds collected at intake or contributions made on an inmates behalf that can be used for commissary purchases. Any balances remaining on accounts are released to the inmate or are transferred to another facility upon discharge from Currituck Detention Center.

Net Budget Effect: Inmate Custodial Fund (35) - Increased by \$200,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_June 27_Reconv_General Meeting (Budget Amendments)

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 27th day of June 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
31750-545001	DSS Client Payments	\$ 75,000	
31380-482001	DSS Client Revenues		\$ 75,000
		<u>\$ 75,000</u>	<u>\$ 75,000</u>

Explanation: DSS Custodial Fund (31) - Increase appropriations for DSS custodial funds due to increase in clients.

Net Budget Effect: DSS Custodial Fund (31) - Increased by \$75,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

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<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
32330-422000	Fines & Forfeitures		\$ 175,000
32490-545500	Fines & Forfeitures	\$ 175,000	
		<u>\$ 175,000</u>	<u>\$ 175,000</u>

Explanation: Fines & Forfeitures (32490) - Increase appropriations to account for increased collections in fines & forfeitures for this fiscal year.

Net Budget Effect: Fines & Forfeiture Fund (32) - Increased by \$175,000.

Minute Book # _____, Page # _____

Journal # _____

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<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
34380-482002	Deed of Trust Fees		\$ 25,000
34480-545001	Deed of Trust Fees	\$ 25,000	
		<u>\$ 25,000</u>	<u>\$ 25,000</u>

Explanation: Deed of Trust Fees (34480) - Increase appropriations due to increases in recording Deeds of Trust this fiscal year.

Net Budget Effect: Deeds of Trust Fees Fund (34) - Increased by \$25,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_June 27_Reconv_General Meeting (Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3489)

Agenda Item Title: Consider Adoption of the Tourism Development Authority Budget for Fiscal Year 2022-2023.

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Consider adoption of the Fiscal Year 2022-2023 TDA Budget.

Is this item regulated by plan, regulation or statute? Yes

Manager Recommendation:



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3490)

Agenda Item Title: Consider Adoption of the Ocean Sands Water and Sewer District Budget for Fiscal Year 2022-2023

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Consider adoption of the Fiscal Year 2022-2023 OSWSD Budget.

Is this item regulated by plan, regulation or statute? Yes

Manager Recommendation: