

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
TUESDAY, JANUARY 19, 2016 – TIME: 4:00 P.M.
COMMISSIONERS’ MEETING ROOM, LENOIR COUNTY COURTHOUSE
130 S. QUEEN ST., KINSTON, N.C.**

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE: 5 Min. Est.

PUBLIC INFORMATION

Johnny Craft, Hugo Fire Department

PUBLIC COMMENTS

Scheduled: Geraldyne E. Barbour, African-American Heritage Commission

Non-Scheduled:

CONSENT AGENDA: 10 Min.

ACTION

1. Approval of Minutes: Regular Board Meeting: January 4, 2016.

King

END OF CONSENT AGENDA

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 40 Min.

2. Resolution Approving a Drug and Alcohol Testing Policy for Lenoir County Transit.
3. Resolution Approving the Purchase and Installation of a Mac’s Lift Gate on one (1) Wheeled Coach Ambulance: Select Custom Apparatus: \$12,135.00.

Greene

Dail

APPOINTMENTS: 5 Min.

Board

4. Resolution Approving Citizens to Boards, Commissions, Etc. 5 Min

OTHER ITEMS: 10 Min.

5. Items from County Manager
6. Items from County Attorney/Commissioners Public Comments/Closed Session (if necessary)

Board

Board

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
TUESDAY, JANUARY 19, 2016 – TIME: 5:00 P.M.
COMMISSIONERS’ MEETING ROOM, LENOIR COUNTY COURTHOUSE
130 S. QUEEN ST., KINSTON, N.C.**

Summary of Actions Taken at the January 4, 2016 Meeting

- | | | |
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| 1. | Approval of Minutes: Regular Board Meeting: December 7, 2015. | Approved |
| 2. | Budget Ordinance Amendment: Capital Improvement Fund: Economic Development: \$37,500. Increase. | Approved |
| 3. | Resolution Approving Additional Part Time Vehicle Operator Positions. | Approved |
| 4. | Resolution Approving the Purchase and Installation of Norcold Refrigerators on six (6) Wheeled Coach Ambulances: Select Custom Apparatus: \$11,344.80. | Approved |
| 5. | Resolution Approving the Remount of a 2003 Ford E450 Wheeled Coach Ambulance Box: Select Custom Apparatus: \$85,425.25. | Approved |
| 6. | Budget Ordinance Amendment: General Fund: DSS: \$25,000. Increase. | Approved |
| 7. | Resolution Authorizing FY15-16 Contract to Home Transport Services for: Department of Social Services: \$525,000. | Approved |
| 8. | Resolution Approving Reinstating Term Limits for Planning Board Members. | Approved |
| 9. | Resolution Approving Citizens to Boards, Commissions, Etc. | Approved |

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

January 04, 2016

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, January 04, 2016, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman Craig Hill, Commissioners, Roland Best, Reuben Davis, Eric Rouse, and Linda Rouse Sutton.

Members Absent: Jackie Brown, and Mac Daughety.

Also present were: Michael W. Jarman, County Manager, Tracy Chestnutt, Finance Officer, Vickie F. King, Clerk to the Board, Joey Bryan, MIS Director, Robert Griffin, County Attorney, members of the general public and news media.

Chairman Hill called the meeting to order at approximately 9:00 a.m. Ms Sutton offered the Invocation and Mr. Rouse led the audience in the Pledge of Allegiance.

A motion was made by Ms. Sutton and a second by Mr. Best, to excuse Commissioners Jackie Brown and Mac Daughety from the meeting.

PUBLIC INFORMATION:

Ms. Angela Bates, Executive Director of Green Lamp, stated every year Green Lamp is required by the North Carolina Department of Health and Human Services to submit funding applications for the Community Services Block Grant. Prior to their submission to the state office, they are required to forward it to the Commissioners within the Counties they serve for a thirty (30) day review/comment period. This upcoming year the agency will be receiving \$212,000 in funding to serve thirty-six (36) families with twenty-seven (27) of them in Lenoir County, and nine (9) in Greene County. One of Green Lamp's goals this year is to move more families above the federal poverty guidelines of 22% to 22-25%, by helping them obtain employment, and by continuing to provide comprehensive case management and support services. Our case managers will work with participants to alleviate causes of poverty such as: inadequate education, lack of training, lack of job-seeking skill, lack of daycare and/or transportation, and inadequate housing or poor money management. Ms. Bates thanked the Board for their time and asked if anyone had any questions. The Board thanked Ms. Bates for her presentation.

Mr. C. Dean Horne, C.P.A., Carr Riggs & Ingram, addressed the Board and presented the FY15-16 audit of Lenoir County. He highlighted three (3) separate auditor reports and said all of the reports give an "unqualified" opinion.

Mr. Horne explained how the unassigned fund balance is one of the benchmarks the Local Government Commission uses to determine the financial stability of a County. Mr. Horne mentioned the County did not have to go into its' Fund Balance this year because the County had a break-even year and were well above their goals. This Board has adopted that they would like to maintain an available Fund Balance at the end of the year of 20% of expenditures.

The County ended the year at 35% which is well above the goal of 20%. Mr. Horne mentioned the entire audit was over 168 pages and if the Board had any questions concerning the audit, to feel free to call his office for further explanation. Mr. Jarman stated for clarification, just in case someone might think the county is 15% above our goal, the goal was 20% in the unassigned and that decreased to 17.7% this year. The 35% includes assigned and unassigned Fund Balances. So in essence the County has not exceeded its' goal by 15%. Chairman Hill thanked Mr. Horne and commended the Department Heads and their staff for their good work through such difficult financial times.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval of Minutes: Regular Board Meeting: December 7, 2015.

Upon a motion by Ms. Sutton and a second by Mr. Best, the consent agenda was unanimously approved.

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 2 was a Budget Ordinance Amendment: Capital Improvements Fund: Economic Development: \$37,500 Increase. Ms. Tracy Chestnutt, Finance Director, stated this amendment is to appropriate State One NC Funds received by the county for Pactiv LLC. A check in the amount of \$37,500 was received on December 15, 2015 for the expansion of Pactiv Project #2014-16039. This expansion was announced in August of 2013 and is a pass through grant. Upon a motion by Ms. Sutton and a second by Mr. Rouse, Item No. 2 was unanimously approved.

Item No. 3 was a Resolution Approving Fifteen (15) Additional Part-time Vehicle Operator Positions. Ms. Angie Greene, Transit Director, stated Lenoir County Transit (LCT) is no longer allowed to increase the working hours of part time Vehicle Operators in order to accommodate the demand for service generated by the citizens of Lenoir County. Currently, part time employees can work a maximum of 999 hours in any twelve month period, which equals to 19 hours per week or 83 hours per month. With the number of Vehicle Operators Lenoir County Transit currently has, running enough routes to meet demand in a timely manner has become impossible. The LCT application to the North Carolina Department of Transportation for replacement vehicles was not fully approved this fiscal year because NCDOT does not feel the vehicles LCT currently has are being fully utilized. If fifteen additional Vehicle Operator positions are approved, Lenoir County Transit would be able to better utilize vehicles, and in turn, LCT would be able to better serve the citizens of Lenoir County. Mr. Jarman stated Ms. Greene submitted October and November monthly statistics for Lenoir County Transit which is listed under Items from County Manager. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 3 was unanimously approved.

Item No. 4 was a Resolution Approving the Purchase and Installation of Norcold Refrigerators on six (6) Wheeled Coach Ambulances: Select Custom Apparatus: \$11,344.80. Mr. Roger Dail, EMS Director, stated the Lenoir County Emergency Services Department (EMS) maintains a fleet of twelve (12) ambulances. The layout of our ambulances provides ample room in the right front cabinet to be easily modified to provide room for the refrigerator and keep cost at a minimum. Providing a refrigerator will assist in our daily operations, cut cost in our medical supply budget, and will provide a good foundation to allow us to continue to grow and expand our medical scope of practice. The EMS Director is recommending the purchase and installation of Norcold Refrigerators on six (6) Wheeled Coach Ambulances. Staff feels that installing a refrigerator in the box of our ambulances will cut cost in medical supplies by a minimum of \$1,400 per year.

As well as assist in our daily operations by allowing crews to carry their medications and fluids that are required to be refrigerated. Also, it will assist in providing a good foundation and platform to continue to grow and expand our medical scope of practice. Approval of this purchase will allow for the encumbrance of funds and payment to the vendor upon delivery of the ambulance. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No 4 was unanimously approved.

Item No. 5 was a Resolution Approving the Remount of a 2003 Ford E450 Wheeled Coach Ambulance Box: Select Custom Apparatus: \$85,425.25. Mr. Dail stated the Lenoir County Emergency Services Department (EMS) maintains a fleet of twelve (12) ambulances. Approximately one-half (1/2) of the units in the fleet are in need of replacement as soon as possible, but budget constraints have hampered this objective. Regular replacements have not been possible in the past few years. The EMS Director is recommending remounting the box on a 2003 Ford E450 with 240,409 miles on a new chassis during this fiscal year. Staff feels that remounting the box of this truck onto a new 2016 Ford V-10 gas chassis will be the best course of action for additional unit replacement. This 2003 Ford requires upgrades to the box due to its age and outdated equipment. A new truck would cost \$140,000 to \$160,000, with a remount, including upgrades to the box, would only cost the County approximately \$85,425.25. Upon a motion by Mr. Davis and a second by Mr. Best, Item No 5 was unanimously approved.

Item No. 6 was a Budget Ordinance Amendment: General Fund: DSS: \$25,000 Increase. Ms. Susan Moore, Director of Social Services, stated this amendment is to increase the State Foster Care line item by \$100,000. This increase is necessary to cover expenditures for FY15-16 due to an increase in the number of children in foster care. Part of this transfer is a request to use all county funds of \$25,000 from line item 10-5362-4972 (ABA WD/E&T), and to draw down additional state funds of \$25,000. Upon a motion by Ms. Sutton and a second by Mr. Davis, Item No 6 was unanimously approved.

Item No. 7 was a Resolution Authorizing FY15-16 Contract to Home Transport Services for the Department of Social Services: \$525,000. Ms. Moore stated all contracts in the amount of \$2,500 or greater require the approval by the Board of Commissioners. The Board of Commissioners approved a contract with R&W Transportation on June 15, 2015 in the amount of \$525,000 for Medicaid transportation services. Effective January 31, 2016 R&W Transportation will be dissolving their business. This contract with Home Transport Services will replace R&W Transportation contract. Medicaid transportation is a 100% Federal and State match program. Mr. Hill asked if the contract was comparable to the previous one. Ms. Moore stated that it was. Mr. Jarman stated the contract was for the same amount and the Board is not approving to spend any additional money. Upon a motion by Mr. Best and a second by Ms. Sutton, Item No 7 was unanimously approved.

Item No. 8 was a Resolution Approving Lenoir County Planning & Inspections to Reinstate Term Limits for Planning Board Members. Mr. Jarman stated Mr. Gary O'Neal, Planning & Inspections Director, and Mr. Wayland Humphrey, GIS Coordinator are both out of town. Mr. Jarman stated on February 7, 2011, the County Commissioners approved a request from the Planning Board to suspend the term limits for Board members. This was in part due to the board historically having problems with obtaining a quorum of members for scheduled meetings as well as having members to fill the entire Planning Board. Since that decision, the Planning Board has not had any problems with a quorum and now has a full roster of nine (9) members. The integrity and functionality of the Planning Board is now consistent enough that the Planning Board membership can be appointed and administered as authorized by the Zoning Ordinance. Applying the term limits of two (2) three year terms, the Planning Board would effectively be left with five (5) members whose terms have not expired, and with only four (4) needed for a quorum. This would allow the Planning Board to remain intact and thus allowing development to continue to progress throughout the County.

The Commissioners would then be tasked to seek citizens within vacant Planning Districts for appointment to the Planning Board. Upon a motion by Ms. Sutton and a second by Mr. Davis, Item No. 8 was unanimously approved.

Mr. Hill stated he greatly appreciates the members that have served for quite some time, especially when we were having a difficult time getting citizens to serve. They have served us well for a long period of time. I urge the citizens of Lenoir County in the different areas of the community that are represented by the Planning Board to apply for the available positions. It would be nice to have multiple choices to sit down and review for consideration of vacancies. This is one of the things we sought to do last year, and we have begun the process and will continue with it throughout this year. We have very important committees that the citizens of our community can be involved in. I encourage our citizens to apply and to look into the vacancies. It's important that we're able to select the citizens that can serve at the highest level. I encourage our commissioners to encourage the citizens in your district and areas to apply for these positions when they become available. Again, I would like to thank the members of the Planning Board that will no longer serve in that capacity, and we commend them for their services.

Item No. 9 was a Resolution Approving Citizens to Boards, Commissions, Etc. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 9, was unanimously approved for Ms. Jean King and Ms. Mallie B. Stocks appointment to the Lenoir County Nursing Home & Adult Care Board.

Item No. 10 was Items from the County Manager. Mr. Jarman stated the financial performance summary, permit/inspection report, and the monthly report from Transit Department are self explanatory. There will be a meeting at the CSS Neuse Interpretive Center on January 12, 2016 from 7:00-8:30 pm regarding the Wyse Fork Battlefield National Register Historic District. Mr. Jarman asked Mr. Mark Pope, Economic Development Director to come to the podium to share information regarding this meeting.

Mr. Pope stated as a quick reminder, our office was made aware of the proposal through an email asking for a letter to support designating over 4,000 acres as the Wyse Fork Battlefield National Register Historic District. In Lenoir County alone there are over 350 landowners that could be affected. As our department does support things like this in the historic area, we cannot support including all 4,000 acres as proposed. Supporting the entire 4,000 acres could limit the available funding opportunities for infrastructure improvements and may limit residential, commercial, retail, and industrial growth in this and possibly surrounding areas. A lot of our grants come through the federal government as we receive CDBG grants for infrastructure. If this proposal is approved it could limit or prohibit the County from getting new federal grants in this area. There was a public meeting held at Lenoir Community College, and from my knowledge only four (4) or five (5) landowners were present. Since there are over 350 landowners in that area we felt like they were not aware of what was going on or the potential impact on their property in the future. We sent a letter of non-support stating we were in support of the twenty-three (23) individual sites submitted to the national registry if the landowner is knowledgeable of what is going on. There is a local group of land owners working together that have been in conversation with the state. We are urging citizens and landowners in this area that are affected to attend this meeting to see the possible impacts, gather information, and have the opportunity to ask questions. Again the meeting will be held Thursday, January 12th from 7:00pm – 8:30 pm at the CSS Neuse.

Mr. Hill stated he received a letter yesterday from Mr. Lyle Holland who is the chairman of the Lenoir County Battlefield Commission; Mr. Hill urged each Commissioner to pay close attention to the contents of the letter. Accompanying that letter were several other letters from different organizations affiliated with and in support of the Battlefield proposal. Mr. Hill read the contents of one of the letters received.

Mr. Hill mentioned he attended the meeting at LCC and there were very few landowners present. The majority of the people present were involved in the historic battlefield mission. I think this upcoming meeting is a very important and necessary meeting and I encourage and hope our landowners will show up. Mr. Rouse asked if we would notify landowners ourselves this time about the process. Mr. Jarman replied we are going to make an effort to get the information out this week to notify landowners. Mr. Pope stated the historic registry would vote on it at the national level in Washington, DC in January and we will see where it will go from there. Mr. Hill encouraged the Board to attend the meeting on January 12th.

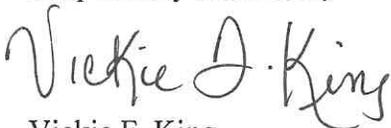
Mr. Jarman stated East Carolina Auction will be conducting an auction for the land/property that was donated to the County. The proceeds will go to Kinston High School students for scholarships. The auction sale will take place this Saturday January 9th at 10:00 a.m.

Mr. Davis asked Mr. Rouse if he had any information on the Queen Street Bridge project. Mr. Rouse replied he will have an update on Queen Street and the River Walk projects at the next meeting.

Mr. Hill mentioned he will be attending the Education Steering Committee meeting and if anyone had information they would like to send feel free to do so.

Meeting Adjourned at 9:50 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vickie F. King". The signature is written in black ink and is positioned above the typed name and title.

Vickie F. King
Clerk to the Board

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 1/19/16 **ITEM: No:** 2

RESOLUTION: Approve a Drug and Alcohol Testing Policy for Lenoir County Transit.

SUBJECT AREA: Administrative

ACTION REQUESTED: Requesting the approval of a revised Drug and Alcohol Policy for Lenoir County Transit.

HISTORY/BACKGROUND: On March 10, 2008, Lenoir County Transit (LCT) took operations in-house. This included complying with North Carolina Department of Transportation (NCDOT) in all areas of operations which involve Safety Sensitive employees. As a sub-recipient of Section 5311 funds, Lenoir County Transit is required to have a Substance Abuse Program in place, including a policy that meets the requirements of 49 CFR 655.15 LCT's Drug and Alcohol Testing. Also, the policy requires that Safety Sensitive employees submit to Drug and/or Alcohol testing in a variety of circumstances, including but not limited to, Pre-Employment and Random Selection. LCT must ensure that all DOT Drug and Alcohol Testing requirements are being met.

EVALUATION: In December 2014, RLS & Associates, Inc., a contractor with NCDOT/PTD, provided a new Zero Tolerance Drug and Alcohol Testing Policy. This new policy clarifies the requirements of 49 CFR 655.15. It also highlights those provisions of the policy that are included under the sole authority of Lenoir County/Lenoir County Transit and are not provided under the authority of Federal regulations.

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval.

mwj
INITIALS

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Board hereby approves the attached Drug and Alcohol Testing Policy for Lenoir County Transit.

AMMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman Date 1/19/2016

ATTEST 1/19/2016
Date

**SUBMITTED ZERO TOLERANCE
DRUG AND ALCOHOL TESTING POLICY
Lenoir County Transit/Lenoir County**

A. PURPOSE

- 1) The Lenoir County Transit/Lenoir County provides public transit and paratransit services for the residents of Lenoir County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Lenoir County Transit/Lenoir County declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of Lenoir County Transit/Lenoir County and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Lenoir County Transit/Lenoir County will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full or part-time) when performing safety sensitive duties. Lenoir County Transit/Lenoir County employees that do not perform safety sensitive functions

are also covered under this policy under the sole authority of Lenoir County Transit/Lenoir County. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any other transit employee who operates a vehicle that requires a Commercial Drivers License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

Cancelled Test: A drug test that has been declared invalid by a Medical Review Officer. A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A cancelled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee: Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees.)

Covered Employee Under Company Authority: An employee, applicant, or transferee that will not perform a safety-sensitive function as defined by FTA but is included under the company's own authority. (See Attachment A).

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

Department of Transportation (DOT): For the purposes of drug and alcohol regulatory oversight, DOT is the department of the federal government which includes the Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carriers' Safety Administration, Pipeline & Hazardous Materials Safety Administration, United States Coast Guard, and the Office of the Secretary of Transportation.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug

testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opiates, amphetamines (including ecstasy), or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Split Specimen Collection: A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist, or drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse (ICRC) or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC)) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
- (2) Fails to remain at the testing site until the testing process is complete
- (3) Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations
- (4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen
- (5) Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical

- evaluation, that there was no adequate medical explanation for the failure
- (6) Fails or declines to take a second test the employer or collector has directed you to take
 - (7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures
 - (8) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
 - (9) If the MRO reports that there is verified adulterated or substituted test result
 - (10) Failure or refusal to sign Step 2 of the alcohol testing form
 - (11) Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
 - (12) Possess or wear a prosthetic or other device that could be used to interfere with the collection process
 - (13) Admit to the collector or MRO that you adulterated or substituted the specimen.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will

undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines (including methamphetamine and ecstasy), opiates (including heroin), phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines (including methamphetamine and ecstasy), opiates (including heroin), and phencyclidine as described in Section H of this policy. Employees covered under company authority will also be tested for these same substances. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Lenoir County Transit/Lenoir County supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. A random or reasonable suspicion alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under Lenoir County Transit/Lenoir County authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

F. PROHIBITED CONDUCT

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR PART 40, as amended.

- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.

- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol

- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.

- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Lenoir County Transit/Lenoir County, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Lenoir County Transit/Lenoir County employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Lenoir County Transit/Lenoir County management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

H. TESTING REQUIREMENTS

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49CFR part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up. All employees covered under company authority will also be subject to testing for reasonable suspicion, post-accident, random and return to duty/follow-up using non-DOT testing forms.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion and random alcohol test can be performed just before, during, or after the performance of a safety-sensitive job function. Under Lenoir County Transit/Lenoir County authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with [Lenoir County Transit/Lenoir County]. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opiates (including heroin), amphetamines (including methamphetamine and ecstasy), and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation

for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the Lenoir County Transit/Lenoir County Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Lenoir County Transit/Lenoir County will ensure that the cost for the split specimen are covered in order for a timely analysis of the sample, however Lenoir County Transit/Lenoir County will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled. If the split specimen is not available to analyze the MRO will direct Lenoir County Transit/Lenoir County to retest the employee under direct observation.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer (MRO), or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections

- a. Consistent with 49 CFR part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Lenoir County Transit/Lenoir County that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to Lenoir County Transit/Lenoir County that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to you as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
 - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
 - v. The temperature on the original specimen was out of range;
 - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
 - vii. All follow-up-tests; or
 - viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHSTA. If

the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Lenoir County Transit/Lenoir County affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will

not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.

- b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
- c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be referred to a Substance Abuse Professional. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
- e. If a pre-employment test is canceled, Lenoir County Transit/Lenoir County will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool, the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide Lenoir County Transit/Lenoir County with signed written releases requesting FTA drug and alcohol records from all previous, DOT-covered, employers that the applicant has worked for within the last

two years. Failure to do so will result in the employment offer being rescinded. Lenoir County Transit/Lenoir County is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide Lenoir County Transit/Lenoir County proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All Lenoir County Transit/Lenoir County covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Lenoir County Transit/Lenoir County's authority, a reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Lenoir County Transit/Lenoir County shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Lenoir County Transit/Lenoir County.

- 3) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. Lenoir County Transit/Lenoir County shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the Lenoir County Transit/Lenoir County. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

- 1) FATAL ACCIDENTS - All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle if that accident results in a fatality, regardless of whether or not the vehicle is in revenue service. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident.
- 2) NON-FATAL ACCIDENTS - A post-accident test of the operator will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operator's performance can be completely discounted as a contributing factor to the accident.
 - a. As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

- b. The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours after the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.
- c. Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.
- d. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
- e. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
- f. In the rare event that Lenoir County Transit/Lenoir County is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Lenoir County Transit/Lenoir County may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees covered under company authority will be selected from a pool of non-DOT covered employees.

- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The current random testing rate for drugs established by FTA equals twenty-five percent of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent of the number of covered employees in the pool.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that may be included solely under Lenoir County Transit/Lenoir County authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can be performed just before, during, or just after the performance of a safety sensitive duty. However, under Lenoir County Transit/Lenoir County's authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

Lenoir County Transit/Lenoir County will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or

other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undo concerns for public safety.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused a test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test , or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, referred to a Substance Abuse Professional (SAP) for assessment, and will be terminated.

- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and shall result in termination and referral to an SAP. A test refusal includes the following circumstances:
 - a. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
 - b. Fails to remain at the testing site until the testing process is complete
 - c. Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations
 - d. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen
 - e. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
 - f. Fails or declines to take a second test the employer or collector has directed you to take
 - g. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures
 - h. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
 - i. If the MRO reports that there is verified adulterated or substituted test result
 - j. Failure or refusal to sign Step 2 of the alcohol testing form
 - k. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
 - l. Possess or wear a prosthetic or other device that could be used to interfere with the collection process

- m. Admit to the collector or MRO that you adulterated or substituted the specimen.
- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC. If the employee has an alcohol test result of ≥ 0.02 to ≤ 0.039 two or more times within a six month period, the employee will be removed from duty and referred for an assessment and treatment consistent with Section Q of this policy.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Lenoir County Transit/Lenoir County employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using NON-DOT testing forms.
 - d. A self-referral or management referral to the employer's approved counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - e. Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.

- f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Lenoir County Transit/Lenoir County.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

Lenoir County Transit/Lenoir County is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the Lenoir County Transit/Lenoir County Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the preceding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Lenoir County Transit/Lenoir County or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the Lenoir County Board of Commissioners on January 19, 2016.

Craig Hill, Chairman

Date

**Attachment A
Lenoir County Transit
Safety Sensitive Positions**

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
Director	Management, Operations, Personnel, Driving	FTA
Grant Writer, Safety, Training	Grant Writing, Training, Dispatching, Driving	FTA
Administrative Assistant	Administrative Duties, Dispatching, Scheduling, Personnel	FTA
Part Time Secretary	Secretarial Duties, Dispatching	FTA
Dispatcher	Dispatching, Maintenance Tracking, Scheduling	FTA
Part Time Scheduler/ Dispatcher	Scheduling, Dispatching	FTA
Driver/Operator	Driving	FTA

Attachment B
Lenoir County Transit
Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

Lenoir County Transit/Lenoir County Drug and Alcohol Program Manager

Name: Sally Durst
Title: Safety Officer
Address: 201 E. King St., Kinston, NC 28501
Telephone Number: (252) 559-6457 ext. 7270

Medical Review Officer

Name: Martin Degraw
Title: Medical Review Officer
Address: 709 E. Simmons St., Goldsboro, NC 28530
Telephone Number: (252) 638-1238

Substance Abuse Professional

Name: Jennifer H. Harrup
Title: SAP
Address: 620 Lynndale Ct, Suite C, Greenville, NC 27858
Telephone Number: (252) 752-8602

HHS Certified Laboratory Primary Specimen

Name: Lab Corp.
Address: 1904 Alexander Drive, Research Triangle Park, NC 27709
Telephone Number: 919-572-6900 / 800-833-3984

HHS Certified Laboratory Split Specimen

Name: Alere Toxicology Services
Address: 1111 Newton St., Gretna, LA 70053
Telephone Number: 504-361-8989 / 800-433-3823

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 01/19/16 **ITEM NO.:** 3

RESOLUTION: Approve the Purchase and Installation of a Mac's Lift Gate on one (1) Wheeled Coach Ambulance: Select Custom Apparatus: \$12,135.00.

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to approve the purchase and installation of a Mac's Lift Gate on one (1) Wheeled Coach Ambulance from Select Custom Apparatus in the amount of \$12,135.00.

HISTORY/BACKGROUND: The Lenoir County Emergency Services Department (EMS) maintains a fleet of twelve (12) ambulances, none of which are equipped to handle an obese patient. North Carolina is currently ranked 13th in the nation for obesity, with 29.1% of its population classified as obese. According to statistics as recent as May of 2015, Lenoir County has a population of 36.0% classified as obese.

EVALUATION: The Lenoir County Emergency Services Department (EMS) maintains a fleet of twelve (12) ambulances, none of which are equipped to handle an obese patient. North Carolina is currently ranked 13th in the nation for obesity, with 29.1% of its population classified as obese. According to statistics as recent as May of 2015, Lenoir County has a population of 36.0% classified as obese. The EMS Director is recommending the purchase and installation of Mac's Lift Gate on one (1) Wheeled Coach Ambulances. The Mac's Lift Gate is a hydraulic lift mounted to the chassis of the ambulance. It has a maximum lift capacity of 1,300 lbs. The installation of this lift will provide a bariatric ambulance, which will minimize lifting injuries. It will also assist in avoiding damaging equipment, and provide a safe means of treatment and transport for the bariatric patients. It is further recommended that the lift gate be installed on the EMS Unit currently being remounted.

Approval of this purchase will allow for the encumbrance of funds and payment to the vendor upon delivery of the ambulance.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the purchase and installation of a Mac's Lift Gate on one (1) Wheeled Coach Ambulances from Select Custom Apparatus in the amount of \$12,135.00 is approved.

AMENDMENTS:

MOVED _____ **SECOND** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____
Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman

01/19/2016
Date

Attest

01/19/2016
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 1/19/16 **ITEM NO.:** 4

RESOLUTION: Approving Citizens to Boards, Commissions, Etc.

SUBJECT AREA: Boards and Commissions

ACTION REQUESTED: Officially and publicly appoint various applicants to various vacancies on boards, commissions, task forces, etc.

HISTORY/BACKGROUND: The County Manager/County Clerk advertises vacancies on boards, commissions, committees, task forces, etc. The County Manager/County Clerk serves only clearinghouse functions with respect to the appointment process; no influence is exerted in this role. Commissioners are welcome to recruit applicants, or citizens may apply on their own free will.

EVALUATION: The following Boards currently have existing vacancies/expiring terms.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County Nursing Home & Adult Care	Della S. Rouse 2nd Appearance	2019
Kinston-Lenoir County Tourism Development	Bryson Stevens 2nd Appearance	2017
Lenoir County Economic Development	Jim McLain 2nd Appearance	2019
Lenoir County Planning & Inspection	Gary Alphin (District 3) 1st Appearance	2019

CURRENT VACANCIES:

Lenoir County Health Board - (1) Optometrist

Lenoir County Nursing Home & Adult Care – (1)

Lenoir County Planning & Inspections (4), Districts 3, 5, 6 and Alternate #1

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

mwj

(Initials)

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the following appointments are made:

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County Nursing Home & Adult Care	Della S. Rouse 2nd Appearance	2019
Kinston-Lenoir County Tourism Development	Bryson Stevens 2nd Appearance	2017
Lenoir County Economic Development	Jim McLain 2nd Appearance	2019

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman

1/19/16
Date

ATTEST 1/19/16
Date

2nd Appearance

APPLICATION FOR APPOINTMENT **RECEIVED**

to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS 2015

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

LENOIR COUNTY
MANAGER'S OFFICE

Advisory Board/Committee/Commission interested in:

Della S. Rouse NURSING HOME & ADULT CARE HOMES
(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Della S. Rouse
Address: 2994 Smith Carolina Rd
City/State/Zip: Kinston, NC 28501
Telephone: (Home) 252 527 3982 (Work) _____
Occupation: Retired
Business Address: _____
Age: (Optional): 85
Number hours available per month for this position: 4
Training: _____
Business and Civic Experience/Skills: _____
Other County Boards/Committees/Commissions presently serving on: None
Expiration date of Term: 2015

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-6 (Teachers Memorial School) | Sand Hill (Sand Hill VF Department) |
| K-7 (Emma Webb Recreation Center) | Southwest (Southwest VF Department) |
| K-8 (Holloway Recreation Center) | Trent 1 (Deep Run VF Department) |
| K-9 (Kinston Number 4 Fire Station) | Trent 2 (Moss Hill Ruitan Building) |
| Contentnea (Contentnea Ruitan Building) | Vance (GTP Ed & Training CTR.) |
| Falling Creek (Banks Elementary School Gym) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Della S. Rouse
Signature of Applicant

12/7/15
Date

2nd Appearance

Visit **KINSTON**  .COM
LENOIR COUNTY

RECEIVED

DEC 16 2015

Kinston-Lenoir County Tourism Development Authority

LENOIR COUNTY
MANAGER'S OFFICE

301 N. Queen Street, Kinston, NC 28501

Embracing the past...Defining the present...Shaping the future

December 16, 2015

Mike W. Jarman
County Manager
County of Lenoir
PO Box 3289
130 South Queen Street
Kinston, NC 28502

Dear Mr. Jarman,

The Kinston-Lenoir County Tourism Development Authority Board of Directors has a vacancy that requires an appointment by the County. Ken Elbertson has vacated this particular position due to leaving Holiday Inn Express.. The County vacancy must be filled with an individual who has demonstrated an interest in tourist development and is a hotelier according to our legislative mandate.

The Tourism Development Authority Board Recommendation Committee respectfully suggests that the Board of Commissioners appoint Bryson Stevens, the manager at the Hampton Inn in Kinston. Mr. Stevens has worked in the hotel field for the past 20 years. He recently asked about serving on the Tourism Development Board. He stating that his previous experience in the hotel sales department required knowledge of community and tourism development for the county in which he served. We think he would make an excellent board member.

Mr. Stevens has expressed excitement and a willingness to serve on the Kinston-Lenoir County Tourism Development Authority. He will be filling a three year term that is set to expire June 2017. Please contact me if you need any additional information.

Sincerely



Laura Lee Sylvester
Executive Director

Kinston-Lenoir County Tourism Development Authority

2nd Appearance

APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

RECEIVED

DEC 21 2015

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the Lenoir County advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

LENOIR COUNTY
MANAGER'S OFFICE

Advisory Board/Committee/Commission interested in:

ECONOMIC DEVELOPMENT

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

* * * * *

Name: Jim McLain
Address: 2214 Paddock Drive
City/State/Zip: Kinston, NC 28504
Telephone: (Home) 527-6058 (Work) none
Occupation: retired baker
Business Address: _____
Age: (Optional): _____
Number hours available per month for this position: unlimited
Training: _____
Business and Civic Experience/Skills: current board member
Other County Boards/Committees/Commissions presently serving on: none
Expiration date of Term: 12/31/15

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-6 (Teachers Memorial School) | Sand Hill (Sand Hill VF Department) |
| K-7 (Emma Webb Recreation Center) | Southwest (Southwest VF Department) |
| K-8 (Holloway Recreation Center) | Trent 1 (Deep Run VF Department) |
| K-9 (Kinston Number 4 Fire Station) | Trent 2 (Moss Hill Ruitan Building) |
| Contentnea (Contentnea Ruitan Building) | Vance (Army Reserve Center, Airport) |
| Falling Creek (Banks Elementary School Gym) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

James McLain
Signature of Applicant

12/6/15
Date

1st Appearance

APPLICATION FOR APPOINTMENT

RECEIVED

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

JAN - 8 2015

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

Advisory Board/Committee/Commission interested in:

City/County Planning Board, Economic Development Board

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Mary L. Alphin * * * * * district 3
Address: 3798 Rouse Loop Rd.
City/State/Zip: La Grange, NC 28551
Telephone: (Home) 252 566 4595 (Work) 252 522 3424
Occupation: Business Owner Hobart Sales and Service
Business Address: 1311 East New Bern Road Kinston NC 28501
Age: (Optional): 52
Number hours available per month for this position: whatever needed to perform duties
Training: N/A - Common Sense, forward Thinker, open minded
Business and Civic Experience/Skills: Successful Business owner with 10 employees
Church Pastors Council (Deacon Board)
Other County Boards/Committees/Commissions presently serving on: N/A
Expiration date of Term: N/A 2019

Circle your voting precinct

- K-1 (Carver Courts Recreation Center)
K-2 (Old Plummer Daniel's Building)
K-3 (Fairfield Recreation Center)
K-4 (Northwest Elementary School)
K-5 (Spillman Baptist Church)
K-6 (Teachers Memorial School)
K-7 (Emma Webb Recreation Center)
K-8 (Holloway Recreation Center)
K-9 (Kinston Number 4 Fire Station)
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Institute (Institute Methodist Church)
Moseley Hall (Frink Middle School Gym)
Neuse (Agricultural Center)
Pink Hill 1 (Bethel Baptist Church)
Pink Hill 2 (Pink Hill Rescue Station)
Sand Hill (Sand Hill VF Department)
Southwest (Southwest VF Department)
Trent 1 (Deep Run VF Department)
Trent 2 (Moss Hill Ruitan Building)
Vance (Army Reserve Center, Airport)
Woodington (Woodington Middle School)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Mary L. Alphin

Signature of Applicant

1/7/16

Date

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: January 19, 2016
SUBJECT: Items from County Manager

1. Concealed Weapons Permit Policy Information
 - Clerk's Listserv Survey
 - Pitt County Employee Survey
 - Pitt County Ordinance
2. Temple Property Auction Information
3. Financial Performance Summary
4. Inspections & Permit Reports

Concealed Weapons Permit Policy Information

Question: Does your county allow employees that have a Concealed Carry Permit issued by the State of North Carolina to carry on county property? If not, are you considering this?

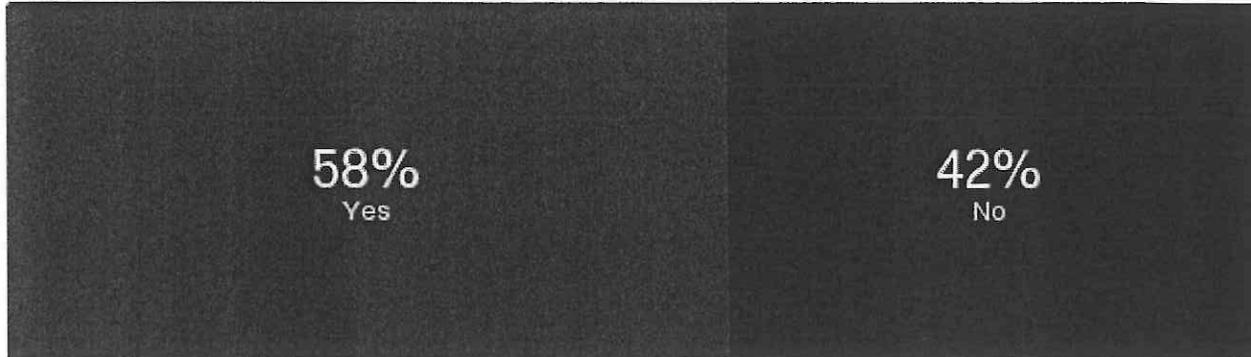
COUNTY	YES OR NO	NO/STATUS
Davidson	Yes	
Cherokee	Yes	
Cabarrus	Yes	
Beaufort	No	Voted down in December
Carteret	No	Not Considering a Change
Currituck	No	Not Considering a Change
Person	Yes	Effective 1/2016
Transylvania	No	Discussed
Onslow	No	Researching
Lee	Yes	2014
Surry	No	
Yadkin	No	
Iredell	No	Researching
Pitt	Yes	Surveyed Employees Only
Martin	No	Has Not Been a Topic
Yancy	No	
Granville	No	Has Not Been Discussed

Of the 992 Pitt County employees who were invited to complete the Pitt County Facilities Workforce Survey, 598 responses were received. In turn, the survey had a response rate of 60.3%.

Q1: Do you support allowing the carrying of concealed handguns in and on county facilities by licensed employees and members of the public?

Of the 595 county employees who responded to Q1, 343 employees (58%) indicated that they do support allowing the carrying of concealed handguns in and on county facilities by licensed employees and members of the public. In contrast, 252 employees (42%) indicated that they do not support the topic (see Graph 1).

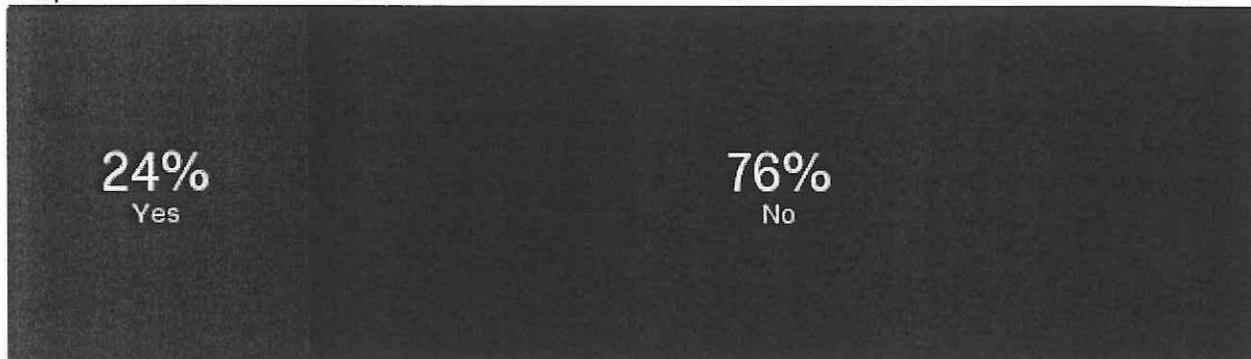
Graph 1.



Q2: Do you currently possess an active concealed handgun permit?

Of the 598 county employees who responded to Q2, 455 employees (76%) indicated that they do not current possess an active concealed handgun permit, whereas 143 employees (24%) indicated that they do currently possess an active concealed handgun permit (see Graph 2).

Graph 2.



Q2.1: If allowed, would you choose to possess and/or carry a concealed handgun at your place of work in and on county facilities?

County employees who indicated that they currently possess an active concealed handgun permit were asked a follow-up question regarding their intention to possess and/or carry a concealed handgun in and on county facilities, if permitted. Of the 141 employees who met the aforementioned criteria and responded to Q2.1, 119 employees (84%) indicated that they would choose to possess and/or carry a concealed handgun at their place of work in and on county facilities, if permitted. In contrast, only 22 employees (16%) who met the criteria indicated that they would not choose to carry a handgun at their place of work (see Graph 2.1).

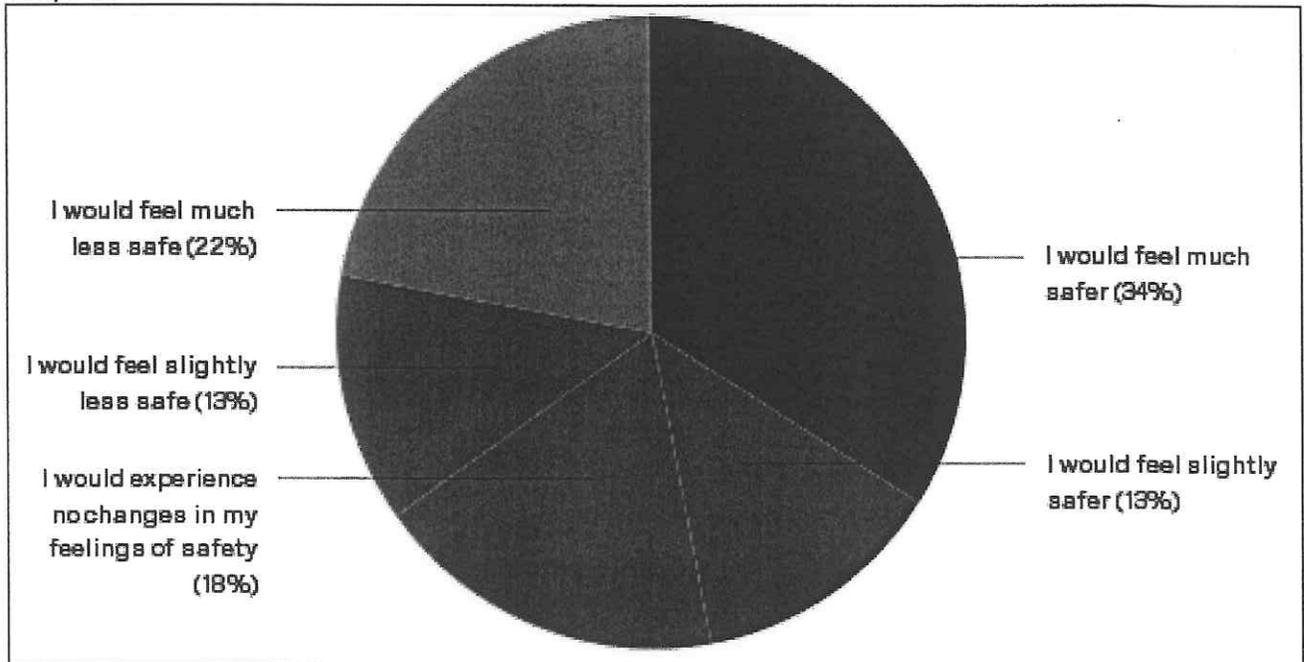
Graph 2.1.



Q3: Please indicate any changes you believe you would experience in your feelings of safety at work, if licensed employees and members of the public were allowed to carry a concealed handgun in and on county facilities.

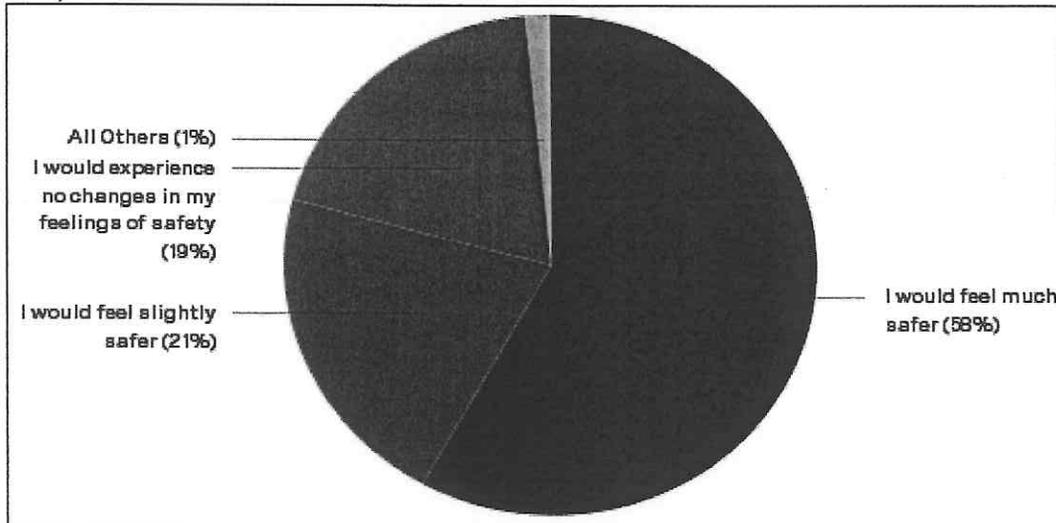
Of the 588 employees who responded to Q3, 200 employees (34%) indicated that they would feel much safer at work if licensed employees and members of the public were allowed to carry a concealed handgun in and on county facilities. Smaller portions of employees indicated that they would feel much less safe (22%, 130 employees), experience no changes in their feelings of safety (18%, 106 employees), or feel slightly less safe (13%, 75 employees) or safer (13%, 77 employees).

Graph 3.



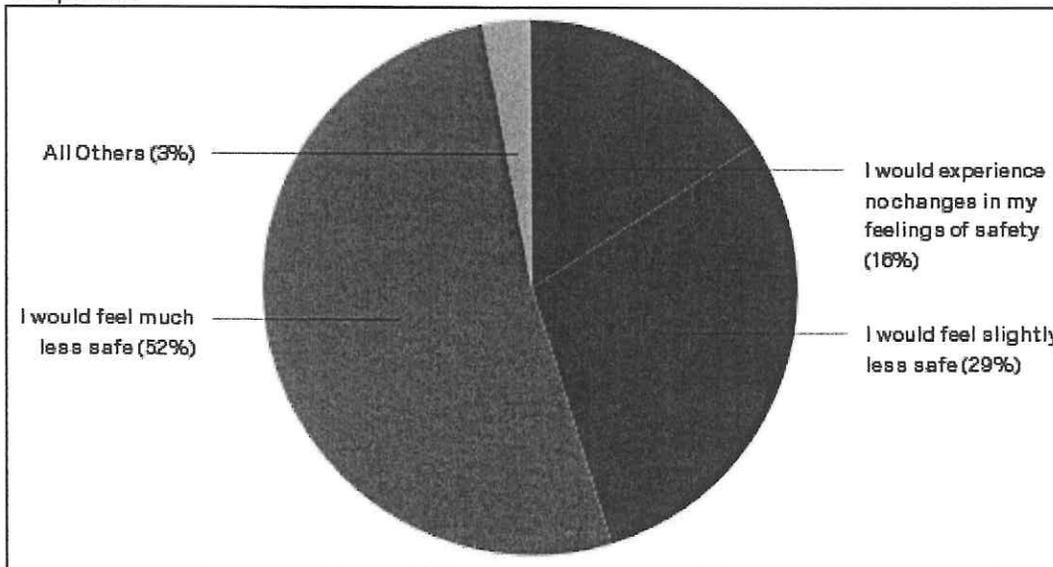
However, a clear divide was observed in responses when employees were split on their original feelings regarding the topic of concealed handguns. Specifically, amongst the 383 employees who originally supported the topic, 198 employees (58%) indicated that they would feel much safer at work if licensed employees and members of the public were allowed to carry a concealed handgun in and on county facilities (see Graph 3.1).

Graph 3.1



In contrast, amongst the 252 employees who originally opposed the topic, 127 employees (52%) indicated that they would feel much less safe at work if licensed employees and members of the public were allowed to carry a concealed handgun in and on county facilities. Consequently, it can be assumed that employees' feelings of safety at work would be dependent on their original feelings regarding the topic or vice versa (see Graph 3.2).

Graph 3.2



ORDINANCE

REPEALING PITT COUNTY LAW ENFORCEMENT ORDINANCE NO. 5: PROHIBITING THE POSSESSION OF CONCEALED HANDGUNS IN PITT COUNTY BUILDINGS AND PERMITTING THE POSTING OF SIGNS PROHIBITING THE CARRYING OF CONCEALED HANDGUNS IN PITT COUNTY BUILDINGS; AND

AMENDING PITT COUNTY LAW ENFORCEMENT ORDINANCE NO. 4: PROHIBITING THE CARRYING OF DEADLY WEAPONS IN PITT COUNTY BUILDINGS AND PERMITTING THE POSTING OF SIGNS PROHIBITING THE CARRYING OF DEADLY WEAPONS IN PITT COUNTY BUILDINGS

WHEREAS, Pitt County is authorized pursuant to NCGS §153A-121 to define, regulate and prohibit acts detrimental to the health, safety or welfare of its citizens; and

WHEREAS, Chapter 398 of the 1995 Session Laws (codified as Article 54B of Chapter 14) established a system that allows private citizens to obtain permits to carry concealed handguns; and

WHEREAS, after a public hearing on January 22, 1996 the Pitt County Board of Commissioners adopted Law Enforcement Ordinance No. 5 "Prohibiting the Possession of Concealed Handguns in Pitt County Buildings and Permitting the Posting of Signs Prohibiting the Carrying of Concealed Handguns in Pitt County Buildings" and Law Enforcement Ordinance No. 4 "Prohibiting the Possession of Deadly Weapons in Pitt County Buildings and Permitting the Posting of Signs Prohibiting the Carrying of Deadly Weapons in Pitt County Buildings"

WHEREAS, the Pitt County Board of Commissioners is now concerned about the increased violence in gun free zones; and believes that gun free zones pose a significant threat to the health, safety and general welfare of the community and County employees; and

WHEREAS, Pitt County no longer desires to exercise its authority to prohibit the possession of concealed handguns in Pitt County Buildings by individuals in possession of a valid concealed carry permit; and

WHEREAS, by repealing Law Enforcement Ordinance No. 5, concealed carry permit holders will no longer be limited by Pitt County Government as to where they may carry concealed handguns, and concealed carry permit holders will be allowed to carry concealed handguns in all places allowed by North Carolina State law.

WHEREAS, the Board further desires to amend Law Enforcement Ordinance No. 4 by amending Section 2 to strike through the words "and concealed handguns" and adding new language to Section 4 that reads as follows:

Concealed handguns may be carried by persons who have a current concealed handgun permit issued pursuant to North Carolina General Statute 14-415.11 to the extent permitted by State law; provided, however, that any County employee exercising this authority to carry a concealed handgun at work must make prior notification to his/her Supervisor of the intent to carry a concealed handgun at work and provide a copy of the concealed handgun permit to the Supervisor. The Supervisor must notify the County Manager in writing by the next working day of such notification by the employee, and provide a copy of the concealed handgun permit to the County Manager. The concealed handgun permit provided shall be made part of the employee's personnel file and shall remain confidential.

NOW, THEREFORE, BE IT ORDAINED that the Pitt County Board of Commissioners repeals Law Enforcement Ordinance No. 5 and Amends Law Enforcement Ordinance No. 4 as set forth herein.

BE IT FURTHER ORDAINED, that concealed carry permit holders may carry concealed handguns in all places allowed by the law of the State of North Carolina.

Effective this the 7th day of December, 2015.

Glen Webb, Chairman
Pitt County Board of Commissioners

Attest:

Kimberly W. Hines, Clerk to the Board

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY - 2015-16

REVENUES

MONTH ENDING DECEMBER 31, 2015

49.98%

<u>DESCRIPTION</u>	<u>BUDGET FOR YEAR</u>	<u>REVENUES TO DATE</u>	<u>REMAINING BALANCE</u>	<u>% REC'D</u>
GENERAL FUND:				
Health Department	1,809,703	1,075,424	734,279	59.43%
Public Assistance (DSS)	10,411,961	3,473,698	6,938,263	33.36%
Property Taxes	34,865,438	26,196,190	8,669,248	75.14%
Sales Taxes	6,250,000	1,601,208	4,648,792	25.62%
Other General	13,966,225	7,165,178	6,801,048	51.30%
TOTAL GENERAL	67,303,327	39,511,698	27,791,629	58.71%
OTHER FUNDS:				
Employee Insurance	4,754,360	2,233,788	2,520,572	46.98%
Vehicle Replacement	450,000	0	450,000	0.00%
Fed Seized Property	70,000	33,863	36,137	48.38%
State Controlled Substance	25,000	3,250	21,750	13.00%
School Capital Fund	3,217,343	528,962	2,688,381	16.44%
Transportation Fund	1,250,173	616,778	633,395	49.34%
Scrap Tire Disposal	170,000	20,168	149,832	11.86%
Emergency Telephone	534,124	222,552	311,572	41.67%
Revaluation Fund	74,144	0	74,144	0.00%
Automation-Preservation Fnd	19,025	10,515	8,510	55.27%
MSW Landfill-Debt Service	0	7	-7	
Capital Improve Fund	4,546,215	37,500	4,508,715	0.82%
Fire Districts	1,457,424	1,039,774	417,650	71.34%
Solid Waste Management	3,112,839	1,771,268	1,341,571	56.90%
Trust and Agency Fund:				
Smart Start Program	61,153	18,633	42,520	30.47%
TOTAL OTHER FUNDS	19,741,800	6,537,057	13,204,743	33.11%
GRAND TOTAL	87,045,127	46,048,755	40,996,372	52.90%

Project Based Revenues:	BUDGET	TO DATE	REMAINING	% REC
CAPITAL PROJECTS FUND	29,399,574	28,915,595	483,979	98.35%
CDBG RELATED PROJECTS	755,000	236,676	518,324	31.35%
Total Project Based	30,154,574	29,152,271	1,002,303	

* **Bold area represents "Project Based" funds in which Revenues to date includes revenues from prior years since the beginning of the project**

Project Based Expenditures:	BUDGET	EXPENDED TO DATE	ENCUMBERED	REMAINING
CAPITAL PROJECTS FUND	29,399,574	28,955,208	0	444,366
CDBG RELATED PROJECTS	755,000	216,676	0	538,324
Total Project Based	30,154,574	29,171,884	0	982,690

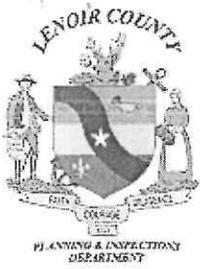
* **Bold area represents "Project Based" funds in which Expenditures to date includes expenditures from prior years since the beginning of the project**

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY - 2015-16
MONTH ENDING DECEMBER 31, 2015

EXPENDITURES

49.98%

DESCRIPTION	BUDGET FOR YEAR	EXPENDITURES TO DATE	ENCUMBRANCE	UNENCUMBERED BALANCE	% EXPEND/ENCUMBR
GENERAL FUND:					
Governing Body	218,700	125,830.90	0	92,869	57.5%
County Manager	283,476	134,130.39	0	149,346	47.3%
Finance	297,817	149,806.46	165	147,846	50.4%
Human Resources	174,913	71,585.04	0	103,328	40.9%
Tax Office	787,865	373,449.75	2,290	412,125	47.7%
Legal	62,500	11,900.02	0	50,600	19.0%
Court Facility	568,852	228,670.60	42,386	297,796	47.6%
Elections	465,327	146,376.79	45,340	273,610	41.2%
Register of Deeds	274,855	133,170.93	19,014	122,670	55.4%
Non-Departmental	2,010,850	1,166,277.50	152,295	692,277	65.6%
Process Funds	948,683	421,434.75	4,228	523,021	44.9%
Outside Agencies	129,500	44,849.01	0	84,651	34.6%
Management Info Systems	1,091,125	647,240.27	87,511	356,374	67.3%
Public Buildings	588,079	273,710.27	71,357	243,012	58.7%
Sheriff	4,772,221	2,197,015.29	157,100	2,418,106	49.3%
Sheriff - Civil Process	275,246	52,873.41	15,695	206,677	24.9%
Sheriff - Concealed Weapon	21,590	8,591.21	0	12,999	39.8%
Central Communications	1,415,156	717,646.73	35,439	662,070	53.2%
Jail	4,071,693	2,119,240.18	481,826	1,470,627	63.9%
Emergency Management	373,913	169,504.98	24,710	179,699	51.9%
Emergency Medical Services	4,070,568	1,966,744.03	278,080	1,825,744	55.1%
Inspections	225,707	109,812.29	0	115,895	48.7%
Medical Examiner	40,000	19,130.00	0	20,870	47.8%
Economic Development	277,459	133,501.63	0	143,957	48.1%
Veterans Service Office	33,241	10,393.81	500	22,347	32.8%
Cooperative Extension	379,358	155,090.26	13,775	210,493	44.5%
JCPC - Parenting Matters	29,914	16,146.21	0	13,768	54.0%
Cooperative Ext-Grants	141,855	29,275.82	0	112,579	0.0%
Soil Conservation	121,076	53,877.93	0	67,198	44.5%
Health Department	4,359,276	1,965,804.05	231,525	2,161,948	50.4%
BioTerrorism - Health	53,664	14,179.78	0	39,484	26.4%
M. Health Department	245,715	122,857.50	0	122,858	50.0%
Public Assistance (DSS)	14,589,482	6,256,661.00	288,319	8,044,502	44.9%
Education	9,900,000	4,950,000.00	0	4,950,000	50.0%
Community College	2,260,000	1,130,000.04	0	1,130,000	50.0%
Cultural	740,500	370,249.98	0	370,250	50.0%
Recreation	899,000	449,499.96	0	449,500	50.0%
Debt Service	7,704,785	3,239,977.52	0	4,464,807	42.1%
Transfer to Other Funds	2,349,366	0.00	0	2,349,366	0.0%
Contingency	50,000	0.00	0	50,000	0.0%
TOTAL GENERAL	67,303,327	30,186,506	1,951,555	35,165,267	47.8%
OTHER FUNDS:					
Employee Insurance Fund	4,754,360	1,366,949	0	3,387,411	28.8%
Vehicle Replacement Fund	450,000	366,561	0	83,439	81.5%
Fed Seized Property Fund	70,000	5,356	14,709	49,935	28.7%
State Controlled Substance Fund	25,000	4,193	807	20,000	20.0%
School Capital Fund	3,217,343	2,700,000	0	517,343	83.9%
Transportation Fund	1,250,173	399,134	205,906	645,133	48.4%
Scrap Tire Disposal Fund	170,000	51,425	0	118,575	30.3%
Emergency Telephone Fund	534,124	222,928	180,277	130,919	75.5%
Revaluation Fund	74,144	31,572	0	42,572	42.6%
Automation-Preservation Fund	19,025	0	0	19,025	0.0%
MSW Landfill-Debt Service	0			0	
Capital Improvements Fund	4,546,215	2,177,185	200	2,368,830	47.9%
Fire Districts	1,457,424	575,868	0	881,556	39.5%
Solid Waste Management	3,112,839	1,143,580	54,316	1,914,943	38.5%
Trust & Agency Fund					
Family & Caregiver-Smart Start	61,153	22,719	0	38,435	37.2%
TOTAL OTHER FUNDS	19,741,800	9,067,471	456,215	10,218,114	48.2%
GRAND TOTAL	87,045,128	39,253,977	2,407,769	45,383,381	47.9%



**LENOIR COUNTY
PLANNING & INSPECTIONS DEPARTMENT**

PO BOX 3289
101 NORTH QUEEN STREET
KINSTON, NC 28502
PHONE: 252-559-2260
FAX: 252-559-2261



**LENOIR COUNTY INSPECTIONS
PERMIT/INSPECTION REPORT**

DECEMBER 2015

PERMITS ISSUED: 89

PERMITS VALUE: \$ 1,568,019

PERMIT FEES: \$ 8,734

SINGLE FAMILY DWELLINGS: 4

MOBILE HOMES: 9

COMMERCIAL: 0

ADDITIONS: 1

ELECTRICAL: 25

PLUMBING: 10

MECHANICAL: 27

OTHER: 13

TOTAL INSPECTIONS: 138

Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 01-02-2016

	[Designated period: 12/01/15 to 12/31/15]			[Prior period: 12/01/14 to 12/31/14]					
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
NEW RES. HOUSEKEEPING - LENOIR COUNTY									
* Single Family Houses Detached	101B	4	817,000.00	1,853.00	4	1	225,000.00	524.00	1
* Single Family Houses Attached	102B		.00	.00	0	0	.00	.00	0
* 2 Family Building	103B		.00	.00	0	0	.00	.00	0
* 3 and 4 Family Buildings	104B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings	105B		.00	.00	0	0	.00	.00	0
*TOTAL INFORMATION 101-105	109B		.00	.00	0	0	.00	.00	0
NEW RESIDENTIAL NON-HOUSEKEEPING BL:									
* Hotels, Motels & Tourist Cabins ..	213B		.00	.00	0	0	.00	.00	0
* Other Non-Housekeeping Shelter ...	214B		.00	.00	0	0	.00	.00	0
NEW NON-RESIDENTIAL BUILDINGS:									
* Amusement, Social, & Recreational	318B		.00	.00	0	0	.00	.00	0
* Churches & Other Religious	319B		.00	.00	0	0	.00	.00	0
* Industrial	320B		.00	.00	0	0	.00	.00	0
* Prkng Garages (Blds & Open Decked)	321B		.00	.00	0	1	14,133.00	116.00	1
* Service Stations & Repair Garages	322B		.00	.00	0	0	.00	.00	0
* Hospitals & Institutional	323B		.00	.00	0	0	.00	.00	0
* Offices, Banks, & Professional ...	324B		.00	.00	0	0	.00	.00	0
* Public Works & Utilities	325B		.00	.00	0	0	.00	.00	0
* Schools & Other Educational	326B		.00	.00	0	0	.00	.00	0
* Stores & Customer Services	327B		.00	.00	0	0	.00	.00	0
* Other Non-Residential Bldgs	328B		.00	.00	0	1	10,000.00	170.00	1
* Structures Other than Buildings ...	329B		.00	.00	0	0	.00	.00	0
ADDITIONS, ALTERATIONS, & CONVERSION									
* Residential	434B	1	60,000.00	155.00	1	2	56,000.00	380.00	2
* Non-Residential & Non-Housekeeping	437B		.00	.00	0	0	.00	.00	0
* Adds of Res. CP/Garages (Atch/Detc)	438B		.00	.00	0	0	.00	.00	0
DEMOLITIONS AND RAZING OF BUILDINGS:									
* Single Family Houses (Atch/Detach)	645B		.00	.00	0	0	.00	.00	0
* 2 Family Buildings	646B		.00	.00	0	0	.00	.00	0
* 3 & 4 Family Buildings	647B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings	648B		.00	.00	0	0	.00	.00	0
* All Other Buildings and Structures	649B		.00	.00	0	0	.00	.00	0

TOTALS FOR PERMITS THIS PAGE		5	877,000.00	2,008.00	5	5	305,133.00	1,190.00	5

Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 01-02-2016

	[Designated period: 12/01/15 to 12/31/15]				[Prior period: 12/01/14 to 12/31/14]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
MOBILE/MODULAR OFFICE/CLASSROOM									
*MOBILE OFFICE	740B		.00	.00	0	0	.00	.00	0
*MODULAR CLASSROOM	750B		.00	.00	0	0	.00	.00	0
*MODULAR OFFICE	730B		.00	.00	0	1	13,000.00	225.00	1
ELECT./PLUMB/HEAT/A/C/INS/TEMP POLE:									
*ELECTRICAL	800B	25	52,650.00	1,285.00	25	31	149,750.00	2,440.00	31
*PLUMBING	810B	10	21,750.00	683.00	10	14	39,750.00	988.00	14
*HEATING/ AIR CONDITIONING	820B	27	195,550.00	1,683.00	27	21	85,500.00	1,426.00	21
*INSULATION	830B	2	1,300.00	100.00	2	3	11,800.00	157.00	3
*TEMPORARY POLE	840B	6	2,700.00	300.00	6	0	.00	.00	0
RESIDENTIAL ACCESSORY STRUCTURES									
*STORAGE/PORCHES/PATIOS/DECKS	900B		.00	.00	0	0	.00	.00	0
MISCELLANEOUS:									
*CHANGE OF OCCUPANCY	910B		.00	.00	0	0	.00	.00	0
*INSPECT DWELLING	920B		.00	.00	0	0	.00	.00	0
*TENTS	930B		.00	.00	0	0	.00	.00	0
*SATELLITE DISH	940B		.00	.00	0	0	.00	.00	0
*AWNING	950B		.00	.00	0	0	.00	.00	0
*EXTRA INSPECTIONS	960B	4	32,193.00	193.00	4	3	125.00	170.00	3
*FIRE PROTECTION SPRINKLER SYSTEM	966B	1	152,000.00	1,532.00	1	0	.00	.00	0
*MOVING DWELLING ONLY	970B		.00	.00	0	0	.00	.00	0
*SIGN	980B		.00	.00	0	0	.00	.00	0
*FIREWORKS	985B		.00	.00	0	0	.00	.00	0
*SWIMMING POOL	990B		.00	.00	0	0	.00	.00	0
*TANKS	995B		.00	.00	0	0	.00	.00	0
MOBILE HOMES									
*SINGLE WIDE MOBILE HOME	700B	7	143,765.00	700.00	7	6	98,136.00	600.00	6
*DOUBLE WIDE MOBILE HOME	710B	2	89,111.00	250.00	2	1	10,000.00	125.00	1
*MODULR HOME	720B		.00	.00	0	2	199,000.00	485.00	2
TOTALS FOR PERMITS ABOVE (incl. pg 1)		89	1,568,019.00	8,734.00	89	87	912,194.00	7,806.00	87
Totals of other permits in the period			.00	.00	0	0	.00	.00	0
TOTAL FOR ALL PERMITS IN THE PERIOD		89	1,568,019.00	8,734.00	89	87	912,194.00	7,806.00	87

This Report was printed on Saturday, January 02, 2016

Lenoir County

Item Totals for Inspector ID

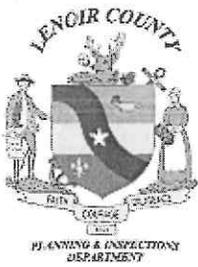
GO 91
 VW 47

 138 Entries for Inspector ID

- S T A T I S T I C A L R E P O R T -

<----- Inspections -----> <----- Re-Inspections -----> Based On # Activities

#ACTIVITIES	INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS REQUIRED
138	133	118	15	5	5		15
	%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS REQUIRED
	96	89	11	4	100		11



**LENOIR COUNTY
PLANNING & INSPECTIONS DEPARTMENT**
PO BOX 3289
101 NORTH QUEEN STREET
KINSTON, NC 28502
PHONE: 252-559-2260
FAX: 252-559-2261



**LENOIR COUNTY INSPECTIONS
PERMIT/INSPECTION REPORT**

JANUARY - DECEMBER 2015

PERMITS ISSUED: 1312

PERMITS VALUE: \$ 77,916,611

PERMIT FEES: \$ 164,257

SINGLE FAMILY DWELLINGS: 33

MOBILE HOMES: 95

COMMERCIAL: 31

ADDITIONS: 56

ELECTRICAL: 416

PLUMBING: 155

MECHANICAL: 333

OTHER: 193

TOTAL INSPECTIONS: 2,206

Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 01-05-2016

		[Designated period: 01/01/15 to 12/31/15]				[Prior period: 01/01/14 to 12/31/14]			
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units

NEW RES. HOUSEKEEPING - LENOIR COUNTY									
* Single Family Houses Detached	101B	23	4,579,555.00	11,585.00	23	13	3,388,475.00	7,327.00	13
* Single Family Houses Attached	102B		.00	.00	0	0	.00	.00	0
* 2 Family Building	103B		.00	.00	0	0	.00	.00	0
* 3 and 4 Family Buildings	104B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings	105B		.00	.00	0	0	.00	.00	0
*TOTAL INFORMATION 101-105	109B		.00	.00	0	0	.00	.00	0
NEW RESIDENTIAL NON-HOUSEKEEPING BL:									
* Hotels, Motels & Tourist Cabins ..	213B		.00	.00	0	0	.00	.00	0
* Other Non-Housekeeping Shelter ...	214B		.00	.00	0	0	.00	.00	0
NEW NON-RESIDENTIAL BUILDINGS:									
* Amusement, Social, & Recreational	318B		.00	.00	0	2	8,150.00	200.00	2
* Churches & Other Religious	319B	2	221,000.00	820.00	2	1	5,000.00	50.00	1
* Industrial	320B	8	55,924,118.00	39,009.00	8	5	5,969,061.00	16,259.00	5
* Prkng Garages (Blds & Open Decked)	321B		.00	.00	0	3	98,133.00	467.00	2
* Service Stations & Repair Garages	322B		.00	.00	0	0	.00	.00	0
* Hospitals & Institutional	323B		.00	.00	0	0	.00	.00	0
* Offices, Banks, & Professional ...	324B		.00	.00	0	1	160,000.00	500.00	1
* Public Works & Utilities	325B	1	6,716,244.00	10,683.00	1	2	12,700,000.00	7,686.50	2
* Schools & Other Educational	326B	1	.00	.00	1	0	.00	.00	0
* Stores & Customer Services	327B	1	5,000.00	50.00	1	3	773,000.00	2,804.00	3
* Other Non-Residential Bldgs	328B	9	675,830.00	566.00	9	7	230,000.00	2,676.00	7
* Structures Other than Buildings ...	329B		.00	.00	0	3	87,125.00	650.00	3
ADDITIONS, ALTERATIONS, & CONVERSION									
* Residential	434B	36	766,879.00	3,125.00	36	59	2,002,065.00	6,641.00	58
* Non-Residential & Non-Housekeeping	437B	9	289,513.00	975.00	8	3	573,735.00	3,874.00	3
* Adds of Res. CP/Garages (Atch/Detc)	438B	20	284,785.00	1,655.00	20	12	269,041.00	1,820.00	12
DEMOLITIONS AND RAZING OF BUILDINGS:									
* Single Family Houses (Atch/Detach)	645B		.00	.00	0	0	.00	.00	0
* 2 Family Buildings	646B		.00	.00	0	0	.00	.00	0
* 3 & 4 Family Buildings	647B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings	648B		.00	.00	0	0	.00	.00	0
* All Other Buildings and Structures	649B		.00	.00	0	0	.00	.00	0

TOTALS FOR PERMITS THIS PAGE		110	69,462,924.00	68,468.00	109	114	26,263,785.00	50,954.50	112

Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 01-05-2016

	[Designated period: 01/01/15 to 12/31/15]				[Prior period: 01/01/14 to 12/31/14]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
	----	----	-----	-----	-----	----	-----	-----	-----
MOBILE/MODULAR OFFICE/CLASSROOM									
*MOBILE OFFICE	740B		.00	.00	0	0	.00	.00	0
*MODULAR CLASSROOM	750B		.00	.00	0	1	75,000.00	350.00	0
*MODULAR OFFICE	730B		.00	.00	0	1	13,000.00	225.00	1
ELECT./PLUMB/HEAT/A/C/INS/TEMP POLE:									
*ELECTRICAL	800B	416	1,716,320.00	26,372.00	414	397	9,266,829.00	26,440.00	394
*PLUMBING	810B	155	513,600.00	9,487.00	155	182	532,634.00	11,788.00	181
*HEATING/ AIR CONDITIONING	820B	333	1,871,538.00	21,467.00	329	356	1,632,750.00	23,201.00	344
*INSULATION	830B	41	144,650.00	2,175.00	41	36	103,456.00	1,885.00	35
*TEMPORARY POLE	840B	26	15,250.00	1,300.00	26	17	13,000.00	850.00	17
RESIDENTIAL ACCESSORY STRUCTURES									
*STORAGE/PORCHES/PATIOS/DECKS	900B		.00	.00	0	0	.00	.00	0
MISCELLANEOUS:									
*CHANGE OF OCCUPANCY	910B	1	100.00	50.00	1	1	.00	150.00	1
*INSPECT DWELLING	920B	3	.00	.00	3	1	.00	.00	1
*TENTS	930B		.00	.00	0	0	.00	.00	0
*SATELLITE DISH	940B		.00	.00	0	0	.00	.00	0
*AWNING	950B		.00	.00	0	0	.00	.00	0
*EXTRA INSPECTIONS	960B	105	131,863.00	15,146.00	105	79	46,354.00	4,865.00	78
*FIRE PROTECTION SPRINKLER SYSTEM	966B	6	581,250.00	5,246.00	6	4	269,055.00	2,398.00	4
*MOVING DWELLING ONLY	970B		.00	.00	0	0	.00	.00	0
*SIGN	980B	6	19,211.25	1,125.00	6	5	35,400.00	1,150.00	5
*FIREWORKS	985B		.00	.00	0	0	.00	.00	0
*SWIMMING POOL	990B	1	31,975.00	100.00	1	3	102,898.00	250.00	3
*TANKS	995B		.00	.00	0	0	.00	.00	0
MOBILE HOMES									
*SINGLE WIDE MOBILE HOME	700B	77	1,725,732.70	7,650.00	76	66	964,602.40	6,600.00	66
*DOUBLE WIDE MOBILE HOME	710B	18	771,594.00	2,250.00	18	35	1,279,041.00	4,375.00	35
*MODULR HOME	720B	10	916,503.00	3,253.00	10	15	1,767,958.00	4,654.00	15
TOTALS FOR PERMITS ABOVE (incl. pg 1)		1308	77,902,510.95	164,089.00	1300	1313	42,365,762.40	140,135.50	1292
Totals of other permits in the period		4	14,100.00	168.00	0	6	18,650.00	443.00	5
TOTAL FOR ALL PERMITS IN THE PERIOD		1312	77,916,610.95	164,257.00	1300	1319	42,384,412.40	140,578.50	1297

This Report was printed on Tuesday, January 05, 2016

Lenoir County

Item Totals for Inspector ID

DB 1
 GO 1139
 GO WH 3
 GO/DB 1
 GON 1
 JB/COK 1
 VW 1055
 VW/DB 5

 2,206 Entries for Inspector ID

- S T A T I S T I C A L R E P O R T -

<----- Inspections -----> <----- Re-Inspections -----> Based On # Activities

#ACTIVITIES	INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS REQUIRED
2,206	2,034	1,822	212	172	153	19	228
	%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS REQUIRED
	92	90	10	8	89	11	10

**Items from Commissioners Public Comments/County Attorney/Closed Session
(if necessary)**

1. Transportation Update – Commissioner Rouse

Lenoir County

January 2016

TIP Projects

B-4565: Bridges #42 and #43 over Neuse River on US 70 Business (Queen St.), Awarded to Thalle Construction Co., Inc. Project approximately 30% complete.

- The Southbound overflow bridge caps are complete. Anticipate girders to be set within next two weeks.
- The Southbound Neuse River Bridge completely removed; Northbound Neuse River bridge 75% removed. Working on interior bents/caps. Anticipate girders to be set early February.

EB-3314D: Kinston Riverwalk, multi-use path from downtown through Pearson Park to the Power plant, contract awarded to Lanier Construction, project is approximately 80% complete. Began paving on 1/11/16.

Resurfacing

NC 148: Resurface from 2215ft West of SR 1575 to NC 58, awarded to Barnhill Contracting Co., available July 1, 2016 with a completion date of November 1, 2016

Secondary Roads: Contract awarded to S.T. Wooten Corp., available July 1, 2016 with a completion date of October 15, 2016

- SR 1152 - Smith-Grady Rd, resurface from NC 11 to NC 55
- SR 1546 - Banks School Rd, resurface from US 70 to 100 ft East of Eastwood Dr

Asphalt Preservation Project: Apply joint sealer on 15 roads, Let December 9, 2015, awarded to Slurry Pavers, Inc., available January 1, 2016 with a completion date of March 15, 2016

Please contact Jeff Cabaniss at jcabaniss@ncdot.gov or 252-439-2836 if you have any questions or comments.